

# 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](mailto:info@chisholm.ca)

## AGENDA COUNCIL MEETING TUESDAY, JANUARY 14, 2025 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 – December 10, 2024 Regular Council Meeting and December 20, 2024 Special Council Meeting Minutes.

5. APPROVAL OF ACCOUNTS – December 2024

### 6. PRESENTATION AND DELEGATIONS

a) Powassan and District Union Public Library 2025 Budget – Marie Roset, Debbie Piper and Laurie Forth (Encl.)

### 7. OPEN FORUM

### 8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS

- (a) Mayor and Council Reports
  - Mayor – General Update
- (b) Staff Reports
  - Tax Arrears Report (Encl.)
  - 2024 Building Permit Report (Encl.)
- (c) Committee Reports
  - Minutes, Boxwell Cemetery Committee, December 11, 2024 (Encl.)
  - Minutes, Recreation Committee, November 6, 2024 (Encl.)
  - Minutes, Golden Sunshine, November 19, 2024 (Encl.)
  - Minutes, Powassan Library, November 18, 2024 (Encl.)
  - Minutes, Lake Nosbonsing OPP Detachment Board, December 16, 2024 (Encl.)
  - Minutes, Cassellholme Board of Management, October 24, 2024 (Encl.)
  - Minutes, Cassellholme Board of Management, November 28, 2024 (Encl.)
- (d) Correspondence
  - AMO Policy Update – December 12, 2024 (Encl.)
  - AMO Policy Update – December 16, 2024 (Encl.)

- AMO Watchfile, December 12, 2024 (Encl.)
- AMO Watchfile, December 19, 2024 (Encl.)
- Emergency Management Ontario, Amendments to the Emergency Management and Civil Protection Act (Enc.)

**9. REVIEW BUDGET REPORT** -- Printed January 9, 2025

**10. PUBLIC WORKS REPORTS**

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

**11. NEW BUSINESS**

- (a) By-law 2025-01, Being a by-law to borrow (Encl.)
- (b) By-law 2025-02, Being a by-law for interim tax levy 2025 (Encl.)
- (c) By-law 2025-03, Being a by-law to appoint a CAO Clerk-Treasurer (Encl.)
- (d) By-law 2025-04, Being a by-law to amend by-law 2022-21 Procurement Policies and Procedures (Encl.)
- (e) By-law 2025-05, Being a by-law to execute an agreement for the FireSmart Program (Encl.)
- (f) By-law 2025-06, Being a by-law to execute an agreement for the Fire Protection Grant (Encl.)
- (g) Resolution to approve supplemental to the Asset Management Plan (Encl.)
- (h) Resolution to participate in Household Hazardous Waste Program (Encl.)
- (i) Memo to Council Re: CGIS Chief Building Official Package (Encl.)
- (j) Recommendation from the Recreation Committee Re: Out-door ice rink (Encl.)
- (k) Recommendation from the Recreation Committee Re: OTF Grant (Encl.)
- (l) Discussion to pick next finance committee meeting dates.
- (m) Resolution to Proclaim January as Alzheimer's Awareness Month (Encl.)
- (n) Resolution support from FONOM, Re: Financial Sustainability in Child Welfare (Encl.)

**12. ADJOURNMENT**

- (a) By-law 2025-07 being a By-law to confirm the proceedings of the Council meeting.
- (b) Resolution re: Adjournment.

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## MINUTES COUNCIL MEETING TUESDAY, DECEMBER 10, 2024 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."*

The meeting was called to order by Mayor Gail Degagne, in Council Chambers at 7:00 p.m., with Councillors, Bernadette Kerr, Claire Riley, Nunzio Scarfone, and Paul Sharp. Staff member present was CAO Jenny Leblond. There was 1 person in attendance in person.

### 2. NOTIFICATION OF PECUNIARY INTEREST

### 3. ADOPTION OF AGENDA

**Resolution 2024-278** Claire Riley and Nunzio Scarfone: Be it resolved that the Agenda for this meeting be adopted as printed. **'Carried'**

### 4. ADOPTION OF MINUTES – November 26, 2024 Regular Council Meeting.

**Resolution 2024-279** Bernadette Kerr and Paul Sharp: Be it resolved that the Minutes of the November 26, 2024 Regular Council Meeting, be adopted as printed and circulated. **'Carried'**

### 5. APPROVAL OF ACCOUNTS – November 2024

**Resolution 2024-280** Paul Sharp and Bernadette Kerr: Be it resolved that the Administration, Fire Department, Council, By-Law Enforcement Officer and Public Works payroll accounts in the amount of \$36,114.34 and general accounts totaling \$190,621.93 for the month of November 2024 be accepted as presented. **'Carried'**

### 6. PRESENTATION AND DELEGATIONS - None

### 7. OPEN FORUM

### 8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS

- (a) Mayor and Council Reports
  - Mayor – Gave a general update on the Recreation Committee Tree Lighting, AMP talk with Vic Fedeli, and the Police Service Board Interviews.
- (b) Staff Reports
  - Tax Arrears Report (Encl.)
  - Memo to Committee of Adjustment, Re: Conservation Plan Reviews (Encl.)
- (c) Committee Reports
  - Minutes, Committee of Adjustment, December 3, 2024 (Encl.)

- Minutes, North Bay Mattawa Conservation Authority, October 9, 2024 (Encl.)
- Minutes, Health Unit, Board of Health, October 16, 2024 (Encl.)
- Minutes, Health Unit, Board of Health, November 27, 2024 (Encl.)

(d) Correspondence

- AMO Policy Update – OPP Billing, Bills (Encl.)
- AMO Watchfile, November 28, 2024 (Encl.)
- AMO Watchfile, December 05, 2024 (Encl.)
- Ontario News Release, Ontario Offsetting OPP Cost Increases for Small and Rural Municipalities. (Enc.)
- Ministry of Natural Resources, modernization of wildland fire management in Ontario. (Encl.)

**Resolution 2024-281** Paul Sharp and Claire Riley: Be it resolved that the Mayor, Staff, Committee and Correspondence reports be accepted as presented. **‘Carried’**

**9. REVIEW BUDGET REPORT** – Printed December 5, 2024

**Resolution 2024-282** Nunzio Scarfone and Bernadette Kerr: Be it resolved that the Budget Report printed December 5, 2024, be accepted as presented. **‘Carried’**

**10. PUBLIC WORKS REPORTS**

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

**Resolution 2024-283** Claire Riley and Paul Sharp: Be it resolved that Council accept the November 9, 2024 to December 4, 2024, Activity report from Operations Superintendent Shawn Hughes. **‘Carried’**

**11. NEW BUSINESS**

(a) Memo from CAO Jenny Leblond, Re: Reserve Transfer Request (Encl.)

**Resolution 2024-284** Nunzio Scarfone and Bernadette Kerr: Be it resolved that the Council of the Corporation of the Township of Chisholm approve the transfer of surplus in the amounts if \$37,000 into Capital Reserves to be used for future projects. **‘Carried’**

(b) Memo from CAO Jenny Leblond, Re: Council Conferences (Encl.)

**Resolution 2024-285** Bernadette Kerr and Claire Riley: Be it resolved that the Council of the Corporation of the Township of Chisholm decline attendance to the 2025 Good Roads Conference, have all of Council, if available, attend 2025 FONOM conference and have Mayor Degagne and future CAO attend 2025 AMO conference, and further if Council decides on a delegation, then more members of Council could attend AMO. **‘Carried’**

(c) Registration for FONOM 2025 Council (Encl.)

**Resolution 2024-286** Paul Sharp and Bernadette Kerr: Be it resolved that the Council of the Corporation of the Township of Chisholm authorizes the registration of Paul Sharp, Nunzio Scarfone and Bernadette Kerr, to attend the 2025 FONOM Conference in the City of North Bay on May 5-7<sup>th</sup>, 2025. **‘Carried’**

(d) Resolution Support from East Ferris Re: North Bay Parry Sounds District Health Unit, Oral Health Strategy. (Encl.)

**Resolution 2024-287** Bernadette Kerr and Claire Riley: Be it resolved that the Council of the Corporation of the Township of Chisholm supports a resolution passed by the Municipality of East Ferris, in support of the North Bay Parry Sound District Health Unit recommending that

the Ministry of Health develop a provincial oral health strategy that includes a remuneration mode for dentists designed to promote equitable access to basic preventive and treatment dental services throughout the province (whether delivered privately or in concert with public organizations) and that the Ministry of Health undertake an evaluation of the current funding model for Oral Health services to inform the above-recommended provincial oral health strategy. And further that this resolution be sent to the Honourable Doug Ford, Premier, the Honourable Sylvia Jones, Minister of Health, Dr. Kieran Moore, Chief Medical Officer of Health, MPP Vic Fedeli, Ontario Boards of Health and the Association of Local Public Health Agencies, AMO, and the District of Parry Sound Municipal Association. **‘Carried’**

(e) Resolution Support from Township of North Glengarry Re: resuming the assessment cycle. **Resolution 2024-288** Paul Sharp and Claire Riley: Be it resolved that the Council of the Corporation of the Township of Chisholm supports a resolution passed by the Township of North Glengarry, calling on the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation, and further that all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality, and further resolved that this resolution be forwarded to the Premier Doug Ford, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, The Municipal Property Assessment Corporation, and MPP Vic Fedeli. **‘Carried’**

(f) Resolution Support from Tay Valley Township Re: Public Sector Salary Disclosure Act (Encl.)

**Resolution 2024-289** Bernadette Kerr and Nunzio Scarfone: Be it resolved that the Council of the Corporation of the Township of Chisholm support a resolution from Tay Valley Township regarding Public Sector Salary Disclosure, and that the Public Sector Salary Disclosure Act be updated to reflect the inflation rates, and that the Act be updated each year to reflect the requirement to report public salaries, and further that this resolution be sent to the Province of Ontario Premier’s Office, the Ministry of Municipal Affairs and Housing, and the Association of Municipalities of Ontario. **‘Carried’**

## **12. IN CAMERA**

(a) a meeting held in regards to labour relations or employee negotiations, as per Section 239(2) of the Municipal Act.

**Resolution 2024-290** Paul Sharp and Bernadette Kerr: Be it resolved that the Council of the Corporation of the Township of Chisholm now enter into in camera to discuss labour relations or employee negotiations, as per Section 239(2) of the Municipal Act. Time: 7:26 p.m. **‘Carried’**

Councilor Scarfone Declared a conflict of interest and left the remaining of the meeting.

**Resolution 2024-291** Bernadette Kerr and Paul Sharp: Be it resolved that the Council now return to regular session. Time: 7:41 p.m. **‘Carried’**

## **13. ADJOURNMENT**

(a) By-law 2024-35 being a By-law to confirm the proceedings of the Council meeting.  
**Resolution 2024-292** Claire Riley and Bernadette Kerr: Be it resolved that By-law 2024-35, being a by-law to confirm the proceedings of the Council Meeting December 10, 2024, be read a first, second, and third time, and passed this December 10, 2024. **‘Carried’**

(b) Resolution re: Adjournment.  
**Resolution 2024-293** Paul Sharp and Claire Riley: Be it resolved that the Council now adjourn this meeting to meet again on January 14, 2024 or at the call of the chair. **‘Carried’**

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Mayor, Gail Degagne

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CAO Clerk Treasurer, Jennistine Leblond

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## MINUTES SPECIAL COUNCIL MEETING FRIDAY, DECEMBER 20th 2024 2:30 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."*

The meeting was called to order by Mayor Gail Degagne, in Council Chambers at 2:33 p.m., with Councillors, Bernadette Kerr, Claire Riley, Nunzio Scarfone, and Paul Sharp. Staff member present was CAO Jenny Leblond.

### 2. NOTIFICATION OF PECUNIARY INTEREST

### 3. ADOPTION OF AGENDA

**Resolution 2024-294** Bernadette Kerr and Claire Riley: Be it resolved that the Agenda for this meeting be adopted as printed. **'Carried'**

### 4. IN CAMERA

(a) a meeting held in regards to labour relations or employee negotiations, as per Section 239(2) of the Municipal Act.

**Resolution 2024-295** Nunzio Scarfone and Claire Riley: Be it resolved that the Council of the Corporation of the Township of Chisholm now enter into in camera to discuss labour relations or employee negotiations, as per Section 239(2) of the Municipal Act. Time: 2:34 PM **'Carried'**

**Resolution 2024-296** Claire Riley and Paul Sharp: Be it resolved that the Council now return to regular session. Time: 2:41 PM **'Carried'**

### 5. ADJOURNMENT

(a) Resolution re: Adjournment.

**Resolution 2024-297** Paul Sharp and Nunzio Scarfone: Be it resolved that the Council now adjourn this meeting to meet again on January 14, 2024, or at the call of the chair. **'Carried'**

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Mayor, Gail Degagne

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CAO Clerk Treasurer, Jennistine Leblond

**Payroll - December 2024**

*(2 payroll)*

Administration	.....	\$ 12,982.88
Council	.....	\$ 2,339.79
By-Law Enforcement/Canine	.....	\$ 184.59
Fire Department	.....	\$ 826.54
Public Works Department: Full-time	.....	\$ 17,265.09
Part-time and Landfill	.....	\$ 1,549.51
<b>TOTAL</b>	.....	<b>\$ 35,148.40</b>



Council/Board Report By Dept-(Computer)



Vendor : UNITED CH To ZEHR

Batch : All

Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024

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 2000		Accounts Payable			
NOV 2024	PAYROLL DEDUCTIONS NOV RP0001 LEVEL 9		177 02-Dec-2024	02-Dec-2024	
1-2-2000-3310	Deductions Payable - Inc. Tax				6,071.71
1-2-2000-3331	Deductions Payable - EI Reduced				966.97
1-2-2000-3320	Deductions Payable - CPP				2,858.92
NOVEMBER 21	PAYROLL DEDUCTIONS NOV RP0003		177 02-Dec-2024	02-Dec-2024	
1-2-2000-3310	Deductions Payable - Inc. Tax				1,579.57
1-2-2000-3320	Deductions Payable - CPP				913.68
1-2-2000-3330	Deductions Payable EI				186.88
<b>Department Totals :</b>					<b>25,096.18</b>

DEPARTMENT 4000		Education Req Public			
CON03040 CONSEIL SCOLAIRE PUBLIC					
DEC 2024	FINAL PAYMENT		177 02-Dec-2024	02-Dec-2024	
1-4-4000-2000	French Public Requisition				978.78
NEARN01 NEAR NORTH DISTRICT SCHOOL BOARD					
NOV 2024	FINAL PAYMENT		177 02-Dec-2024	02-Dec-2024	
1-4-4000-1000	English Public Requisition				49,048.89
<b>Department Totals :</b>					<b>50,027.67</b>

DEPARTMENT 5000		Education Req Separate			
CSCATH01 C S CATHOLIQUE FRANCO O NORD					
DEC 2024	FINAL PAYMENT		177 02-Dec-2024	02-Dec-2024	
1-4-5000-1000	French Separate Requisition				3,673.43
NIP14020 NIPISSING- PARRY SOUND CATHOLIC DISTRICT SCHOOL					
DEC 2024	FINAL PAYMENT		177 02-Dec-2024	02-Dec-2024	
1-4-5000-2000	English Separate Requisition				4,664.13
<b>Department Totals :</b>					<b>8,337.56</b>

**Computer Paid Total : 169,695.14**

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	169,695.14
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>169,695.14</b>

Council/Board Report By Dept-(Computer)



Vendor : UNITED CH To ZEHR

Batch : All

Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024

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

<b>BKERR</b>	<b>KERR BERNADETTE</b>				
DEC 2024	MILEAGE		193 19-Dec-2024	19-Dec-2024	
1-4-0100-1120	Travel & Conferences				80.52
NOV 2024	MILEAGE		177 02-Dec-2024	02-Dec-2024	
1-4-0100-1120	Travel & Conferences				81.80
<b>Department Totals :</b>					<b>162.32</b>

DEPARTMENT 0300 Administration

<b>BEL02000</b>	<b>BELL CANADA</b>				
12-2024	OFFICE PHONE NAD FAX		179 03-Dec-2024	03-Dec-2024	
1-4-0300-1620	Telephone & Fax				304.35
<b>HYD15001</b>	<b>HYDRO ONE</b>				
2024-12	BUILDING HYDRO		179 03-Dec-2024	03-Dec-2024	
1-4-0300-1498	Office Expenses				199.36
<b>JESSICA</b>	<b>SCARFONE-LABERGE JESSICA D</b>				
DEC 2024	PLANNING COURSE		193 19-Dec-2024	19-Dec-2024	
1-4-0300-1430	Admin. Training				457.65
<b>MCISAAC</b>	<b>MCISAAC MONIQUE</b>				
NOV 2024	SUPPLIES AND GIFT CARD		177 02-Dec-2024	02-Dec-2024	
1-4-0300-1498	Office Expenses				110.84
<b>MOORE O2</b>	<b>MOORE PROPANE LIMITED</b>				
164005088	PROPANE		187 18-Dec-2024	18-Dec-2024	
1-4-0300-1498	Office Expenses				295.27
<b>NORTHERN B</b>	<b>NORTHERN MELCARM GROUP</b>				
1029726	COPIES LEXMARK		181 10-Dec-2024	10-Dec-2024	
1-4-0300-1530	Contracted Office Services				55.95
1031406	COPIER CHARGES		187 18-Dec-2024	18-Dec-2024	
1-4-0300-1530	Contracted Office Services				115.94
<b>OFFICE01</b>	<b>OFFICE CENTRAL</b>				
2222905	FURNITURE		185 11-Dec-2024	11-Dec-2024	
1-4-0300-1710	Office Equipment				2,412.43
<b>PUR16006</b>	<b>PUROLATOR COURIER LTD.</b>				
590096955	SHIPPING		187 18-Dec-2024	18-Dec-2024	
1-4-0300-1630	Postage				15.03
DEC 2024	SHIPPING		185 11-Dec-2024	11-Dec-2024	
1-4-0300-1630	Postage				139.85
<b>REC18000</b>	<b>RECEIVER GENERAL - MISC.</b>				
OCT 2024	BALANCE ASSESSED 2023		175 02-Dec-2024	02-Dec-2024	
1-4-0300-1735	Miscellaneous Expenses				138.14
<b>SUNWIRE</b>	<b>SUNWIRE INC</b>				
DEC 2024	OFFICE PHONE SYSTEM		181 10-Dec-2024	10-Dec-2024	
1-4-0300-1620	Telephone & Fax				140.12
<b>TELUS</b>	<b>TELUS</b>				
DEC 2024	CELLULAR PHONES		195 23-Dec-2024	23-Dec-2024	
1-4-0300-1621	Cell Phone				116.33

Council/Board Report By Dept-(Computer)



Vendor : UNITED CH To ZEHR  
 Batch : All  
 Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024  
 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 0300 Administration

Department Totals : 4,501.26

DEPARTMENT 0400 General Government

UNITED CH	CHISHOLM UNITED CHURCH WOMEN				
DEC 2024	STAFF AND COUNCIL CHRISTMAS LUNCHEON	185	11-Dec-2024	11-Dec-2024	
1-4-0400-1720	Receptions				450.00
KINGSPORTS	KING SPORTSWEAR INC				
30818	HOODIE	185	11-Dec-2024	11-Dec-2024	
1-4-0400-1800	Awards & Recognition Programs				108.48
MCISAAC	MCISAAC MONIQUE				
NOV 2024	SUPPLIES AND GIFT CARD	177	02-Dec-2024	02-Dec-2024	
1-4-0400-1800	Awards & Recognition Programs				25.00
VS	VS GROUP				
2830	EMAIL HOSTING SERVICES	181	10-Dec-2024	10-Dec-2024	
1-4-0400-2805	Web Site				166.11
<b>Department Totals :</b>					<b>749.59</b>

DEPARTMENT 0500 Fire Department

BEL02000	BELL CANADA				
DEC 2024	FIRE HALL PHONE	179	03-Dec-2024	03-Dec-2024	
1-4-0500-2135	Communications				41.50
BRUBACHER	BRUBACHER ERVIN				
DEC 2024	TRAVEL RE TESTING	187	18-Dec-2024	18-Dec-2024	
1-4-0500-2190	Travel and Conferences				70.00
DUDGEON	DUDGEON COLE				
DEC 2024	MILEAGE	189	19-Dec-2024	19-Dec-2024	
1-4-0500-2190	Travel and Conferences				38.00
HYD15001	HYDRO ONE				
2024-12	BUILDING HYDRO	179	03-Dec-2024	03-Dec-2024	
1-4-0500-2235	Heat & Hydro				199.36
JIM10008	JIM MOORE PETROLEUM				
659021	CLEAR DIESEL	183	10-Dec-2024	10-Dec-2024	
1-4-0500-2180	Gas & Oil				90.26
MOORE O2	MOORE PROPANE LIMITED				
164005088	PROPANE	187	18-Dec-2024	18-Dec-2024	
1-4-0500-2235	Heat & Hydro				295.27
OME15030	OMERS				
2024	CONTRIBUTIONS RE RAY FORD	195	23-Dec-2024	23-Dec-2024	
1-4-0500-1476	Benefits OMERS				3,418.20
PALM	PALMIERI MIKE				
NOV 2024	SMART TV AND CABLE	179	03-Dec-2024	03-Dec-2024	
1-4-0500-2140	Training				868.94
RAY06015	RAY FORD				
DEC 2024	CONFERENCE ATTENDANCE	189	19-Dec-2024	19-Dec-2024	
1-4-0500-2190	Travel and Conferences				450.00

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



AP5130 Page : 3  
 Date : Jan 06, 2025 Time : 11:04 am

Vendor : UNITED CH To ZEHR  
 Batch : All  
 Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024  
 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				
<b>DEPARTMENT 0500 Fire Department</b>					
DECEMBER 2024 1-4-0500-2125	HOSE TOOLS Materials & Supplies	191	19-Dec-2024	19-Dec-2024	119.63
TELUS 1-4-0500-2135	TELUS CELLULAR PHONES Communications	195	23-Dec-2024	23-Dec-2024	124.30
TRANSCANADA 59549 1-4-0500-2125	TRANSCANADA SAFETY LIGHTS Materials & Supplies	177	02-Dec-2024	02-Dec-2024	407.65
59894 1-4-0500-2125	LITHIUM BATTERY Materials & Supplies	183	10-Dec-2024	10-Dec-2024	138.28
60305 1-4-0500-2150	TRANSFER PIPE Equipment Maintenance	187	18-Dec-2024	18-Dec-2024	2,034.00
WILSON DEC 2024 1-4-0500-2190	WILSON MIKE MILEAGE Travel and Conferences	189	19-Dec-2024	19-Dec-2024	38.00
<b>Department Totals :</b>					<b>8,333.39</b>
<hr/>					
<b>DEPARTMENT 0800 Building Bylaw Enforcement</b>					
TOW20022 3004 1-4-0800-2420	MUNICIPALITY OF EAST FERRIS CBO CONFERENCE EXPENSES Bldg. Insp. - Other Expenses	181	10-Dec-2024	10-Dec-2024	568.68
<b>Department Totals :</b>					<b>568.68</b>
<hr/>					
<b>DEPARTMENT 0900 Animal Control - Canine</b>					
SAN02037 12-2024 1-4-0900-2520	SANDY BRIGGS EXPENSES RE CANINE CONTROL Canine Control - Supplies & Serv.	185	11-Dec-2024	11-Dec-2024	505.00
DECEMBER 2024 1-4-0900-2510	CANINE CONTROL WAGES Canine Control - Wages	185	11-Dec-2024	11-Dec-2024	1,400.00
<b>Department Totals :</b>					<b>1,905.00</b>
<hr/>					
<b>DEPARTMENT 0901 Animal Control - Livestock</b>					
SAN02037 DEC 2024 1-4-0901-2535	SANDY BRIGGS MILEAGE RE: LIVESTOCK CALLS Livestock Evaluation-Expenses	185	11-Dec-2024	11-Dec-2024	74.00
<b>Department Totals :</b>					<b>74.00</b>
<hr/>					
<b>DEPARTMENT 1000 Other Protections</b>					
BROOKES01 DEC 2024 1-4-1000-0020	BROOKES BRYAN A/CEMC EXPENSES Emergency Planning	181	10-Dec-2024	10-Dec-2024	362.50
1-4-1000-0020	Emergency Planning				124.00
<b>Department Totals :</b>					<b>486.50</b>
<hr/>					
<b>DEPARTMENT 1100 Public Works</b>					

Council/Board Report By Dept-(Computer)



Vendor : UNITED CH To ZEHR

Batch : All

Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024

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				
<b>DEPARTMENT 1100</b>	Public Works				
<b>ARNS</b>	<b>ARNSTEIN INDUSTRIAL EQUIP</b>				
146206	FILTERS	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3212	Grader Parts and Repairs				175.70
<b>ARNSTEIN</b>	<b>ARNSTEIN LAWN &amp; GARDEN</b>				
146207	PARTS	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3120	Materials & Shop Supplies				43.70
<b>BATTLE</b>	<b>BATTLEFIELD EQUIPMENT RENTALS</b>				
59029768	BOOM RENTAL	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3130	Equipment Rentals				3,170.78
<b>BEL02000</b>	<b>BELL CANADA</b>				
DECEMBER 20	GARAGE PHONE	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3710	Garage - Telephone				50.54
<b>BRANDT</b>	<b>BRANDT</b>				
7233240	WINDSHIELD	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3212	Grader Parts and Repairs				1,223.23
7233468	WINDSHIELD	187	18-Dec-2024	18-Dec-2024	
1-4-1100-3212	Grader Parts and Repairs				1,223.23
<b>CRD</b>	<b>CRD CREIGHTON</b>				
303820	BLADES	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3222	Western Star 2024 Parts and Repairs				2,629.68
<b>DRD90387</b>	<b>DRD DISTRIBUTING</b>				
12998	EDGE AND BOLTS	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3262	2015 GMC Parts and Repairs				1,276.84
13015	POWER UNIT	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3262	2015 GMC Parts and Repairs				1,525.44
<b>ELITE</b>	<b>ELITE COMMERCIAL HVAC-R</b>				
992	VENTER MOTOR ASSEMBLY	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3160	Garage Building Maintenance				2,209.15
<b>FREIGHT</b>	<b>FREIGHTLINER NORTH BAY</b>				
12495	MIRROR ASSEMBLY	187	18-Dec-2024	18-Dec-2024	
1-4-1100-3272	Freighliner Parts and Repairs				634.52
<b>GIN90395</b>	<b>GIN-COR INDUSTRIES INC</b>				
88640	CYLINDER	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3272	Freighliner Parts and Repairs				1,038.57
<b>HEB08001</b>	<b>H E BROWN SUPPLY CO. LTD.</b>				
911174	PARTS	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3272	Freighliner Parts and Repairs				62.36
1-4-1100-3227	Western Star 2005 Parts and Repairs				116.28
913150	SHOP SUPPLIES	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3120	Materials & Shop Supplies				72.30
<b>HYD15001</b>	<b>HYDRO ONE</b>				
12-2024	GARAGE HYDRO	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3720	Garage - Hydro				224.74
<b>JIM10008</b>	<b>JIM MOORE PETROLEUM</b>				
657997	DYED DIESEL	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3130	Equipment Rentals				262.49

Council / Board Report By Dept-(Computer)



Vendor : UNITED CH To ZEHR  
 Batch : All  
 Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024  
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 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 1100</b>	<b>Public Works</b>				
1-4-1100-3281	Excavator Fuel				853.08
1-4-1100-3241	Backhoe Fuel				218.74
1-4-1100-3211	Grader Fuel				853.08
658321	<b>HYDRAULICS</b>	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3227	Western Star 2005 Parts and Repairs				68.26
1-4-1100-3272	Freighliner Parts and Repairs				68.25
1-4-1100-3222	Western Star 2024 Parts and Repairs				68.25
1-4-1100-3242	Backhoe Parts and Repairs				68.25
1-4-1100-3282	Excavator Parts and Repairs				68.25
659021	<b>CLEAR DIESEL</b>	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3221	Western Star 2024 Fuel				248.21
1-4-1100-3271	Freightliner Fuel				259.51
1-4-1100-3226	Western Star 2005 Fuel				530.28
659022	<b>GASOLINE</b>	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3261	2015 GMC Fuel				596.30
1-4-1100-3256	2019 GMC Fuel				972.92
<b>KEN06003 KEN FREDERICK</b>					
2024	<b>BEAVER CONTROL</b>	177	02-Dec-2024	02-Dec-2024	
1-4-1100-4460	Beaver Control				1,050.00
<b>MC MCMAHON RANDY</b>					
DEC 2024	<b>USE OF CELL PHONE</b>	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3710	Garage - Telephone				420.00
<b>MOORE O2 MOORE PROPANE LIMITED</b>					
164005084	<b>PROPANE</b>	187	18-Dec-2024	18-Dec-2024	
1-4-1100-3150	Garage Furnace Fuel				1,026.68
<b>POW16033 POWASSAN HOME HARDWARE</b>					
91953	<b>SHOP SUPPLIES</b>	187	18-Dec-2024	18-Dec-2024	
1-4-1100-3120	Materials & Shop Supplies				426.16
<b>SHAWN HUGHES SHAWN</b>					
DEC 2024	<b>USE OF CELL PHONE</b>	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3710	Garage - Telephone				420.00
<b>SLING01 SLING CHOKER SAFETY AND RIGGING SUPPLIES</b>					
108553	<b>HEALTH AND SAFETY</b>	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3765	Health & Safety				154.15
108553	<b>CLOTHING HUGHES</b>	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3770	Boots and Clothing Allowance				142.07
108591	<b>CLOTHING AND BOOTS MCTIERNAN</b>	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3770	Boots and Clothing Allowance				419.21
108592	<b>CLOTHING BRANDON</b>	183	10-Dec-2024	10-Dec-2024	
1-4-1100-3770	Boots and Clothing Allowance				76.83
<b>SPE19001 SPECTRUM TELECOM GROUP LTD.</b>					
1305001	<b>AIR TIME</b>	181	10-Dec-2024	10-Dec-2024	
1-4-1100-3765	Health & Safety				412.45
<b>TIMBER TIMBER CRAFT CONSULTATION</b>					
024-522	<b>CALCULATE STOCKPILES</b>	179	03-Dec-2024	03-Dec-2024	
1-4-1100-3116	Sand and Salt				548.05
<b>TOROMONT TOROMONT CAT</b>					

Council/Board Report By Dept-(Computer)



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 Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024  
 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			
901043523	MAINTENANCE			187 18-Dec-2024	18-Dec-2024
1-4-1100-3242			Backhoe Parts and Repairs		151.07
<b>TRZ</b>	<b>TZR CONTRACTING</b>				
55883841	SALT DELIVERY			181 10-Dec-2024	10-Dec-2024
1-4-1100-3116			Sand and Salt		5,561.59
<b>Department Totals :</b>					<b>31,621.19</b>

DEPARTMENT 1300		Environmental			
<b>GFL</b>	<b>GFL ENVIRONMENTAL</b>				
140875	NOV RECYCLING			181 10-Dec-2024	10-Dec-2024
1-4-1300-4610			Recycling		3,102.31
<b>Department Totals :</b>					<b>3,102.31</b>

DEPARTMENT 1400		Health			
<b>NIP14003</b>	<b>NIPISSING DISTRICT SOCIAL SERVICES BOARD</b>				
DEC 2024	DECEMBER LEVY			181 10-Dec-2024	10-Dec-2024
1-4-1400-6510			Cemetery Expenses		25,828.09
<b>NOR14001</b>	<b>NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT</b>				
DEC 2024	DECEMBER PAYMENT			181 10-Dec-2024	10-Dec-2024
1-4-1400-5110			Health Unit		3,521.50
<b>Department Totals :</b>					<b>29,349.59</b>

DEPARTMENT 1600		Home for Aged			
<b>CAS03011</b>	<b>CASELLHOLME</b>				
DEC 2024	FINAL PAYMENT			181 10-Dec-2024	10-Dec-2024
1-4-1600-6210			Home for the Aged		4,551.00
<b>Department Totals :</b>					<b>4,551.00</b>

DEPARTMENT 1700		Parks & Recreation			
<b>HYD15001</b>	<b>HYDRO ONE</b>				
DEC 2024	TENNIS CRT HYDRO			179 03-Dec-2024	03-Dec-2024
1-4-1700-1115			Tennis Court		31.11
DECEMBER 20	BEACH COTTAGE HYDRO			179 03-Dec-2024	03-Dec-2024
1-4-1700-1110			Parks Expenses		43.07
<b>Department Totals :</b>					<b>74.18</b>

DEPARTMENT 1800		Recreation Programs			
<b>B TRAN</b>	<b>TRAN BROOKLYN</b>				
DEC 2024	2024 REC MEETINGS			185 11-Dec-2024	11-Dec-2024
1-4-1800-1310			Recreation Programs and Events		60.00
<b>BROOKS01</b>	<b>TRAN BROOKS</b>				
DEC 2024	2024 REC MEETINGS			185 11-Dec-2024	11-Dec-2024
1-4-1800-1310			Recreation Programs and Events		40.00
<b>GAIL</b>	<b>DEGAGNE GAIL</b>				
DEC 2024	PURCHASE OF SANTA SUIT			193 19-Dec-2024	19-Dec-2024

Council/Board Report By Dept-(Computer)



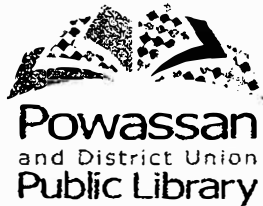
Vendor : UNITED CH To ZEHR  
 Batch : All  
 Department : All

Cheque Print Date : 01-Dec-2024 To 31-Dec-2024  
 Bank : 1 To 1  
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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				
<b>DEPARTMENT 1800</b>	<b>Recreation Programs</b>				
1-4-1800-1310	Recreation Programs and Events				158.09
<b>KENDRA DEHAAN KENDRA</b>					
DEC 2024	2024 REC MEETINGS	185	11-Dec-2024	11-Dec-2024	
1-4-1800-1310	Recreation Programs and Events				80.00
<b>MCISAAC MCISAAC MONIQUE</b>					
DEC 2024	EXPENSES RE CHRISTMAS TREE LIGHTING	185	11-Dec-2024	11-Dec-2024	
1-4-1800-1310	Recreation Programs and Events				136.69
DECEMBER 21	REFRESHMENTS RE TREE LIGHTING	195	23-Dec-2024	23-Dec-2024	
1-4-1800-1310	Recreation Programs and Events				59.94
<b>NTRAN TRAN NICOLE</b>					
DEC 2024	2024 REC MEETINGS	185	11-Dec-2024	11-Dec-2024	
1-4-1800-1310	Recreation Programs and Events				60.00
<b>SRADWAN RADWAN SUAD</b>					
DEC 2024	2024 REC MEETINGS	185	11-Dec-2024	11-Dec-2024	
1-4-1800-1310	Recreation Programs and Events				80.00
<b>VAN VAN BLYDERVEEN IAN</b>					
DEC 2024	2024 REC MEETINGS	185	11-Dec-2024	11-Dec-2024	
1-4-1800-1310	Recreation Programs and Events				80.00
<b>Department Totals :</b>					<b>754.72</b>

<b>DEPARTMENT 2000</b>	<b>Accounts Payable</b>				
<b>CAN03059 CANADIAN UNION OF PUBLIC</b>					
NOV 2024	MONTHLY UNION DUES	177	02-Dec-2024	02-Dec-2024	
1-2-2000-3336	Deductions Payable- Union Dues				451.41
<b>DON90472 DON BUTTERWORTH</b>					
DEC 2024	COA MEETINGS	181	10-Dec-2024	10-Dec-2024	
1-4-2000-1135	Com. of Adj./Plann Advisory Com				300.00
<b>FRAPPIER FRAPPIER CHRISTOPHER</b>					
DEC 2024	COA MEETINGS	181	10-Dec-2024	10-Dec-2024	
1-4-2000-1135	Com. of Adj./Plann Advisory Com				150.00
<b>JLRICHARDS JL RICHARDS AND ASSOC</b>					
123250	PROFESSIONAL SERVICES NOV	181	10-Dec-2024	10-Dec-2024	
1-4-2000-1321	Plan Expenses				898.43
<b>MUNICIPAL MUNICIPAL PLANNING SERV.</b>					
7181,7182,718	PLANNING EXPENSES	181	10-Dec-2024	10-Dec-2024	
1-4-2000-1110	Planning Expenses				1,474.66
<b>NBMCA01 NORTH BAY-MATTAWA CONSERVATION AUTHORITY</b>					
2024	CONSENT APPLICATION FEES	185	11-Dec-2024	11-Dec-2024	
1-4-2000-1110	Planning Expenses				1,650.00
<b>OME15030 OMERS</b>					
NOV 2024	MONTHLY CONTRIBUTIONS	177	02-Dec-2024	02-Dec-2024	
1-2-2000-3335	OMERS Contributions				7,445.58
<b>PUR16006 PUROLATOR COURIER LTD.</b>					
575096251	PLANNING NOTICES	185	11-Dec-2024	11-Dec-2024	
1-4-2000-1110	Planning Expenses				148.37
<b>RECEIV02 RECEIVER GENERAL - SOURCE DEDUCTIONS</b>					





January 2, 2025

Mayor Gail Degagné  
Township of Chisholm  
2847 Chiswick Line  
Powassan, ON P0H 1Z0

**Re: Library Budget 2025**

Dear Mayor Degagné and Council Members:

Here is our 2025 Budget, I hope you will find it acceptable and choose to support it.

This year we have determined the Library requires \$206,740.78 to operate for 12 months of the year. This is an increase of \$28,312.89 over last year's Library fees. As agreed in the latest Library Agreement adopted in 2021 and signed in 2023, the Library fees are to be distributed among the three Union Members according to their share of active library patrons. An active library patron is defined as a patron who uses and renews their card at least once a year. On Dec 31, 2024 the percentage of active users for the Township of Chisolm was recorded at 11.4%. Your share for this year equals \$28,548.46.

In 2025 the Library Board is also requesting that Library Fees be paid monthly instead of the previous 3 times a year system. It will improve the financial management of the library.

As you will see on page 2 of the budget, the library applied and received many grants in 2024. These were crucial in providing the many services to the community. For more detailed information please scan the QR code on this page to view our 2024 Highlights document.

We look forward to serving the community and continuing to provide its residents with the outstanding library services they are accustomed to.

Yours truly,

A handwritten signature in black ink that reads "Kristine Martin".

Kristine Martin, Chair of the Board  
Powassan & District Union Public Library



Attachments:

2025 Budget (3 pages)  
Proposed Installments for 2025

## Powassan & District Union Public Library - Budget 2025

Revenue	Actual 2024	Budget 2024	Budget 2025
Municipal	\$178,428.00	\$178,428.00	\$206,740.78
Powassan	\$114,193.85	\$114,193.85	\$141,617.43
Chisholm	\$ 28,548.46	\$ 28,548.46	\$ 23,568.45
Nipissing	\$ 35,685.58	\$ 35,685.58	\$ 41,554.90
Restoule	4,559.00	5,084.00	5,083.94
Provincial	14,500.00	14,500.00	14,500.00
Copier Fees	4,720.00	4,000.00	4,500.00
LifeLabs Contribution	9,396.00	9,612.00	10,477.00
Misc. Fees	4,890.00	6,400.00	7,150.00
Pay Equity Grant	7,601.00	7,601.00	0.00 *1
Donations	<u>18,150.00</u>	<u>14,850.00</u>	<u>12,000.00</u>
<b>Total Revenue</b>	<b><u>\$242,244.00</u></b>	<b><u>\$240,475.00</u></b>	<b><u>\$260,451.72</u></b>

Expenditures	Estimates 2024	Budget 2024	Budget 2025
Payroll	\$169,027.00	\$169,027.00	\$177,669.54 *2
Benefits	8,538.00	8,668.00	9,000.00
Pension	10,000.00	10,000.00	13,496.60
WSIB	611.00	611.00	671.13
E.H.T.	1,470.00	1,770.00	1,676.97
Training	226.00	600.00	680.00
Payroll Services	1,803.00	1,600.00	1,700.00
Circulation Materials	7,470.00	5,250.00	5,700.00
Interloans	399.00	375.00	375.00
Programming	2,283.00	1,000.00	1,000.00
Sewer & Water	555.00	450.00	555.00
Hydro & Heating	6,292.00	6,500.00	7,100.00
Security	490.00	700.00	700.00
Elevator	5,708.00	6,300.00	5,000.00
Insurance	6,257.00	6,000.00	6,240.00
Janitorial Services	800.00	5,700.00	5,700.00
Maintenance & Snow Removal	2,874.00	4,000.00	4,003.68
Maintenance Reserve	0.00	1,200.00	1,200.00
Internet and Telephone	981.00	740.00	740.00
Computers & Related Items	1,649.00	1,300.00	1,500.00
Contracted Computer Services	1,110.00	1,500.00	1,500.00
Associations Fees	3,105.00	3,105.00	3,148.00
Off. Supplies & Postage	1,000.00	1,450.00	1,150.00
Copier	3,769.00	3,200.00	3,700.00
Audit	2,671.00	2,800.00	4,000.00
Advertising and Promotion	750.00	750.00	750.00
Bank Service Charges	576.00	250.00	270.00
Miscellaneous	<u>652.00</u>	<u>799.00</u>	<u>125.00</u>
<b>Total Expenditures</b>	<b><u>\$241,066.00</u></b>	<b><u>\$245,645.00</u></b>	<b><u>\$259,350.92</u></b>

\*1 Pay Equity Grant is reported on page two with other grants

\*2 Includes Wages and Salaries plus EI and CPP benefits, Pay Equity Grant amount has been removed.  
actual 2024 figure

**Powassan & District Union Public Library  
Grants & Special Project Budget 2025**

Revenue	Estimates 2024	Budget 2024	Budget 2025
Pay Equity Grant			7,601.00
Student Grants	4,634.00	\$4,634.00	\$4,928.00
Prov. Senior Community Grant	7,816.00	\$7,816.00	\$0.00
Trillium Resilience Grant *3	22,400.00	22,400.00	0.00
Trillium Capital Grant - 2024 *4	25,000.00	25,000.00	0.00
Internet Connectivity Grant	<u>2,760.00</u>	<u>2,760.00</u>	<u>2,760.00</u>
<b>Total Revenue</b>	<u><u>\$62,610.00</u></u>	<u><u>\$62,610.00</u></u>	<u><u>\$15,289.00</u></u>

\*1

Expenditures	Estimates 2024	Budget 2024	Budget 2025
Pay Equity Grant			\$7,601.00
Students Grants	\$6,105.00	\$5,958.00	6,028.80
Trillium Resilience Grant - Spent	12,741.07	\$22,400.00	0.00
Trillium Res. Grant - Pending	9,658.93		0.00
Trillium Capital Grant - Spent	14,236.91	\$25,000.00	0.00
Trillium Capital Grant - Pending	10,763.09		0.00
Prov. Senior Com. Grant - Spent	1,126.12	\$7,816.00	0.00
Senior Com. Grant - Pending	6,689.88		0.00
Quiet Room	6,836.00	\$6,836.00	0.00
Legion Senior Expenses	2,000.00	\$2,000.00	0.00
Internet Connectivity Grant	<u>2,760.00</u>	<u>2,760.00</u>	<u>2,760.00</u>
<b>Total Expenditure</b>	<u><u>\$72,917.00</u></u>	<u><u>\$72,770.00</u></u>	<u><u>\$16,389.80</u></u>

\*2

\*1 No value is recorded due to the uncertainty of application success

\*2 No value recorded due to uncertainty of remaining costs carried over from previous year.

\*3 The Trillium Resilience Grant application was done in partnership with the Mun. of Powassan

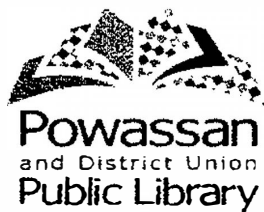
\*4 The Trillium Capital Grant application was done in partnership with the Township of Chisholm

**Powassan & District Union Public Library  
Budget 2025**

<b>Revenue</b>	<b>Estimates 2024</b>	<b>Budget 2024</b>	<b>Budget 2025</b>
Operating Budget	\$ 242,244.00	\$ 240,475.00	\$ 260,451.72
Grants & Spec. Projects	\$ 62,610.00	<u>\$ 62,610.00</u>	<u>\$ 15,289.00</u>
<b>Total Revenue</b>	<u>\$ 304,854.00</u>	<u>\$ 303,085.00</u>	<u>\$ 275,740.72</u>

<b>Expenditures</b>	<b>Estimates 2024</b>	<b>Budget 2024</b>	<b>Budget 2025</b>
Operating Budget	\$ 241,066.00	\$ 245,645.00	\$ 259,350.92
Grants & Spec. Projects	<u>\$ 72,917.00</u>	<u>\$ 72,770.00</u>	<u>\$ 16,389.80</u>
<b>Total Expenditures</b>	<u>\$ 313,983.00</u>	<u>\$ 318,415.00</u>	<u>\$ 275,740.72</u>

<b>Revenue</b>	<u>-\$ 9,129.00</u>	<u>-\$ 15,330.00</u>	<u>\$ -</u>
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## **2025 Proposed Installments for Library Services**

**Municipality of Powassan** **\$141,617.43**

**12 monthly payments of \$11,801.45**

**Township of Chisholm** **\$ 23,568.45**

**12 monthly payments of \$1,964.04**

**Township of Nipissing** **\$ 41,554.90**

**12 monthly payments of \$3,462.91**

**Total 2025 Library Fees** **\$206,740.78**



## 2024 Building Permits

Permit Number	Street Address	Description	Issue Date NEW	Area (SM)	Area (SF)	Value	Status
2024-01	134 Greenpoint Road	Detached Garage	2024-02-13	49.0	528	15000	OPEN
2024-02	519 MALLARD HAVEN RD	SHINGLES	2024-03-06	N/A	N/A	5000	CLOSED
2024-03	262 Kells Road	Workshop	2024-03-14	167.2	1800	40,000	OPEN
2024-04	301 Kells Road	Replace Shingles	2024-03-28	0	0	5000	OPEN
2024-05	1234 Chiswick Line	New House	2024-04-08	102.3	1102	200,000	OPEN
2024-06	2294 Memorial Park Drive	Dining Room	2024-04-08	34.1	368	16,000	CLOSED
2024-07	168 Greenpoint Road	Renovations	2024-04-08	-	-	160,000	OPEN
2024-08	2221 VILLAGE RD.	SHINGLES	2024-04-12	N/A	N/A	5000	OPEN
2024-09	2885 Chiswick Line	Porch and Stairs	2024-04-17	9.6	104	15,000	OPEN
2024-10	1572 Pioneer Road	Shingles	2024-05-07	-	-	10,000	CLOSED
2024-11	RIVER RD	NEW HOUSE	2024-05-08	146.7	1580	300000	OPEN
2024-12	River Road	New House	2024-05-14	199.7	2150	400000.00	OPEN
2024-13	316 Greenpoint Road	New Home	2024-05-22	101.82	1096	218,000	OPEN
2024-14	431 Alderdale Road	Garage	2024-05-27	136.75	1472	100000	OPEN
2024-15	2542 Chiswick Line	New House	2024-06-04	189.5	2040	500000.00	OPEN
2024-16	1434 SOUTHSORE	REPLACE DECK	2024-06-04	35.8	386	14000	CLOSED
2024-17	919 PIONEER RD.	HAY STORAGE ADD TO BAR	2024-06-04	187.2	2016	50,000.00	OPEN
2024-18	1934 MEMORIAL PARK DR.	GARAGE/BARN	2024-06-04	129.8	1398	85,000.00	CLOSED
2024-19	2340 CHISWICK LINE	HOUSE	2024-06-04	229.6	2472	120,000.00	OPEN
2024-20	1434 SOUTH SHORE RD.	REPLACE ROOF - SHINGLES	2024-06-11	N/A	N/A	7,000.00	CLOSED
2024-21	547 ALDERDALE RD.	NEW HOUSE	2024-06-13	151.9	1636	400,000.00	OPEN
2024-22	1811 Memorial Park Drive	Addition and Alterations	2024-06-17	34.1	368	20,000	OPEN
2024-23	Chiswick Line	New House	2024-06-18	110.36	1188	250000.00	OPEN
2024-24	712 B Maple Road	House	2024-07-03	109.25	1176	100,000	OPEN
2024-25	825 RIVER RD.	SHINGLE ROOF	2024-07-08	N/A	N/A	10,000.00	OPEN
2024-26	420 Wasing	House	2024-08-02	151.9	1636	360,000	OPEN
2024-27	3386 Chiswick Line	Secondary Unit Addition	2024-08-08	139.30	1500	150,000	OPEN
2024-28	1967 River Road	Replace a Deck	2024-08-12	35.67	384	8000	CLOSED
2024-29	262 Kells Road	House	2024-08-15	197.6	2127	200,000	OPEN
2024-30	798 River Road	Storage Building	2024-09-03	17.82	192	79,000	OPEN
2024-31	513 River Road	New Home	2024-09-10	135.82	1462	500,000	OPEN
2024-32	1685 Pioneer Road	New House	2024-09-11	178.37	1920	500000.00	OPEN
2024-33	448 Alderdale Road	Shingles	2024-09-20	0	0	3500	OPEN
2024-34	271 Kells Road	Workshop/Storage Building	2024-09-23	258.6	2784	50,000	OPEN
2024-35	647 Golf Course Road	House	2024-09-24	155.9	1679	300,000	OPEN
2024-36	2340 Chiswick Line	Agriculture Building	2024-10-31	445.9	4800	120000.00	OPEN

Project Value Total	\$5,115,500
New Dwellings: 14	4,148,000
Agr. Blds: 5	345000.00
Accessory Blds: 4	210,000
Alterations/Repairs: 13	412,500

Report Date: January 6, 2025  
 By: Jessica Laberge, Admin Assistant

# Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line, Powassan, Ont. P0H 1Z0

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

[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor

Jenny Leblond, CAO Clerk-Treasurer

## MINUTES

### BOXWELL CEMETERY COMMITTEE MEETING

December 11, 2024 – 7:00 P.M.

*"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."*

1. Call to order and Appoint Chair

CAO Jenny Leblond Called the meeting to order at 7:00 p.m. with members Jamie Anderson, Susan Ford, Councillor Paul Sharp, and Wayne Wright Present. Committee voted to appoint a chair.

**Resolution 2024-01 (BCC)**

Wayne Wright and Susan Ford: Be it resolved that Councillor Sharp be appointed chair of the Boxwell Cemetery Committee for the remainder of the Council Term 2022-2026. **'Carried'**

2. Adoption of Agenda.

**Resolution 2024-02 (BCC)**

Susan Ford and Wayne Wright: Be it resolved that the agenda for this meeting be adopted as presented. **'Carried'**

3. Adoption of Minutes – May 7, 2015 (Encl.)

**Resolution 2024-03 (BCC)**

Jamie Anderson and Susan Ford: Be it resolved that the Minutes of the May 7<sup>th</sup>, 2015, meeting be adopted as printed and circulated. **'Carried'**

4. Review the following documents (Encl.):

- Terms of Reference
- Cemetery By-law 2012-26
- Care and Maintenance Fund rules
- Caretaker Letter of Understanding
- Cemetery fees



5. Financial Report (Encl.)  
**Resolution 2024-04 (BCC)**  
Susan Ford and Jamie Anderson: Be it resolved that the Boxwell Cemetery Committee accepts the Financial Report from CAO Jenny Leblond. **'Carried'**
  
6. New business
  - (a) Discussion - Cemetery upkeep
  - (b) Discussion - Long Term planning (Encl. email from Robb Noon about repairing headstones)
  
7. Adjournment.
  - (a) Schedule a meeting in the spring  
**Resolution 2024-05 (BCC)**  
Wayne Wright and Susan Ford: Be it resolved that the Boxwell Cemetery Committee now adjourn this meeting, to meet again in the spring (2025), or at the call of the chair. **'Carried'**

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Chair, Paul Sharp

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Secretary



## MINUTES

### Recreation Committee Meeting @ Council Chambers November 6, 2024 @ 7:00 p.m.

Present: Chairperson, Gail Degagne, Bernadette Kerr, Ian Vanblyderveen, Suad Radwan  
Regrets: n/a  
Absent: n/a  
Staff: Monique McIsaac (recording secretary)  
Guests: None.

#### 1. CALL TO ORDER

Meeting called to order by Chairperson, Gail Degagne @ 7:07 p.m.

#### 2. APPROVAL OF AGENDA

##### Resolution 2024 –18(REC)

Bernadette Kerr and Suad Radwan: Be it resolved that the Agenda and Addition to the Agenda for the Recreation meeting dated November 6, 2024 be accepted as written and distributed.

“Carried”

#### 3. APPROVAL OF MINUTES

##### Resolution 2024- 19(REC)

Ian Vanblyderveen and Bernadette Kerr: Be it resolved that the Minutes for the Recreation meeting of October 2, 2024 be accepted as written and distributed.

“Carried”

#### 4. BUSINESS ARISING FROM MINUTES

- (a) Community Map: Suad confirmed the map is ready and Mike will send a draft to Jenny.

Ian messaged Brook’s Tran asking for update on signage being built, and was advised that it is being pushed to the Spring. The Rec. Committee would like to provide Brooks for a timeline for it to be completed.

Ian is going to contact Kendra to see if there are any plans made and ready for the signage, and if there is, he will ask for a copy.

- (b) Pumpkin Carving: It was a successful event, but more advertising next year ie. flyers posted in the stores, library etc., radio (free event advertising).
  - (c) Memo from Jenny Leblond, re: Community Sport & Rec. Fund – Reviewed, and discussed. Funding not applied for, the Ontario Trillium Foundation – Capital Grant might be a better fit for funding improvements and expanding the uses of the existing tennis courts.
- Gail would like to talk to Jenny about reaching out to other people, Ministries, Minister Rickford, and MPP Vic Fedeli about potential funding.
- (d) 2025 Budget: The Rec. Comm. will leave the budget as is (\$800.00) and re-evaluate at year end and will determine if they need to ask Council for more money.
  - (e) Engagement Portal: Draft questionnaire provided to members, reviewed with minor changes to be made by Monique. Launch date of portal, Wednesday, November 13, 2024.
  - (f) New Business: The Committee would like to have a whole new mascot “Charlie the Chipmunk” rebuilt vs. just the head. Gail is going to contact them directly and ask for an estimated cost.
  - (g) Annual Christmas Tree Lighting: Advertise – Facebook, website, radio stations, newsletter, stores and post sign at the location of the event in advance.

Monique to email Nicole Tran and ask if Rec. can borrow the battery spot lights again from last year.

Christmas Lights & Rope Lights (electric) - \$25.00 for 23 feet long ones. Monique to get price estimates for solar rope ones as well. Ian is going to check with Home Hardware in Powassan to see if they would donate lights, and let Monique now incase lights need to be ordered.

PA System & Music to be provided by Gord Kerr and Don Butterworth (they will also ring extension cords)

Battery: Bernie - will bring large battery to plug things into.

Generator: One might need to be borrowed incase Bernie's battery isn't big enough and incase the Rec. Comm. isn't able to get solar powered rope lights and Christmas lights.

Tree: Jessica Laberge will provide the tree. Marc will cut it down (at their house) – date to be determined (possibly week before). Ian said he will pick it up and build the base for it and deliver it Jubilee Park.

Tree Decorations: If anyone wants to decorate the tree, they need to be eco. Biodegradable friendly, ie. suet bird seed decorations. Links for such decorations will be posted on the Facebook page.

Donation Box: One will be set up at the tree lighting asking for \$2.00 donations to purchase new/more lights for the event. “Tooney Appreciated, more accepted”.

**Pickled Sand:** Monique to ask the public works to make sure there is some at Jubilee Park.

**Picnic Tables:** Monique to ask the Roads Dept., how many wooden ones we have and to have them moved back to Jubilee Park for the event.

**Food:**

Timbits: 6 boxes of 50 (2 more from last year).

Hot Chocolate: 3 large tins. Monique to ask for donations.

Candy canes – Monique will pick up.

If donations are made for this event, then to make sure they are acknowledged ie. Facebook, Newsletter.

**Story Telling:** Gail will bring her rocking chair and tell the “Night Before Christmas” story again this year, and Bernie will provide her with headstone microphone to use.

**Decorating Timeline:** Gail has instructed to ask the Public Works to hang the lights, and co-ordinate with Ian as well.

**Santa:** Not available this year. Look into ordering Santa & Mrs. Claus suit and find volunteer(s). Gail will ask Andre and Suad said Mike can also do it as well. Santa to be determined.

**Grinch:** Possibly for another year.

(h) **Monthly Events 2025:**

January - Nothing.  
February - Valentines Day (collect cards for the seniors), and Family Fishing Day (Family Day Weekend), possible ice-fishing, hot dogs, bonfire (Mon. Feb. 17, 2025)  
March - Workshops (to be determined)  
April - Scavenger Easter Egg Hunt, color sheets for both young and old(er)!  
May - Mother's Day (craft)  
June - Father's Day (craft) and Family Fishing Weekend, photo contest.  
July- Nothing.  
August - Horseshoe Beach Day Tournament  
September - Nothing.  
October - Pumpkin Carving  
November - Recognize vets, coloring pages.  
December - Crafts

(i) **Sunday Card Games:** Start date to be determined (last year's start date was Sun. Jan. 14, 2024.

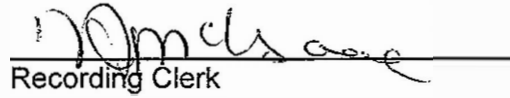
**Resolution 2024-20(REC)**

Suad Radwan and Bernadette Kerr: Be it resolved that this meeting of the Recreation Committee now be adjourned and that the next meeting be scheduled for Wednesday, December 4<sup>th</sup> @ 7:00 p.m. or at the call of the Chair.



\_\_\_\_\_  
Chairperson

'Carried'



\_\_\_\_\_  
Recording Clerk

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The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2024- 11

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November 19, 2024

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday November 19, 2024.

Present: Bernadette Kerr, Mieke Krause, Nancy McFadden, Tom Piper, Dave Britton, Calvin Young

Regrets: Amber Mclsaac. Leo Patey

1. Call to order

**Resolution No. 2024-74**– Moved by Calvin, seconded by Mieke that the meeting was called to order at 9:30 am. Carried

2. Additions to Agenda – none

3. Approval of the Agenda

**Resolution No. 2024-75**– Moved by Calvin, seconded by Mieke that the agenda be adopted as presented.

4. Conflict of Interest Disclosure – None

5. Approval of the Minutes from the October 15, 2024, board meeting

**Resolution No. 2024-76**– Moved by Calvin, seconded by Nancy that the minutes from the board meeting on October 15, 2024, were adopted as presented.

**6. Business arising**

**a) OPHI**

The \$64,000 in funding has been received and the following projects were completed; purchase drawing for accessible patio upgrades, paint building interior, replace ceiling tiles, replace rotting wood siding and install automatic door openers on garbage room doors.

\$160, 000 OPHI 2024-2025 agreement will need to be signed before December 31<sup>st</sup>, 2024. The GSMNP received the report from the DSSAB with the recommendation to upgrade patio entrances and elevator modernization. 2025 will see one project completed with this funding. Amber will be advised to follow up with this request.

**b) DSSAB Service Agreement**

Pam Nelson and Meaghan Mullen presented the proposed service agreement. Verified we had insurance, went over schedule A, B, C & D. Clarified section D is part of the Capital Repair funding, amount per unit is \$5000, same as before but is not guaranteed for the 10-year contract term. Financials are re-visited after 5 years. In 2023 we received \$30,000 in funding to cover RGI subsidy and created a surplus of \$16,000. The funding has made it possible for very health reserves. In the event the DSSAB did not give the GSMNP any funding the reserves would still remain healthy.

**c) Pines 2, Request to hold mortgage**

Differed to December's meeting.

**7. Correspondences**

**a) Christmas Gift Cards**

**Resolution No. 2024-77** Moved by Tom, seconded by Dave that the Golden Sunshine Municipal Non-Profit Housing association will present Christmas Gift cards or payment by cheque as per employees/volunteers wishes. Non-council appointed board members, Calvin Young, Nancy McFadden, Mieke Krause, \$150.00. Property Manager, Amber Mclsaac \$500.00. Maintenance, Tim Young, \$300. Cleaner, Rhondalee Czaikowsky \$200.00

**b) Financials**

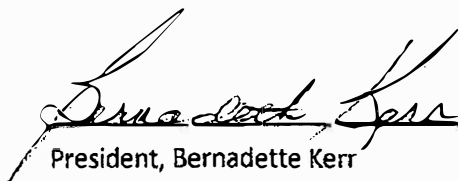
World source financials, Capital Account, statement for the period of July 1 to September 30<sup>th</sup>, reviewed by the board and accepted.

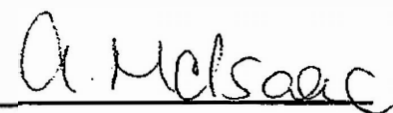
**Resolution No. 2024-78** Moved by Nancy, seconded by Kal that the board approves the October 2024 Transaction Report as presented. Carried

**Resolution No. 2024-79** Moved by Tom, seconded by Dave that the board approves the October 2024 Income Statement as presented. Carried

**8. Next Board Meeting** – December 17, 2024 at 9:30am with Christmas Brunch for all board members and staff.

**9. Adjournment - Resolution No. 2024-<sup>80am.</sup>07** Moved by Kal, seconded by Tom that the board meeting be adjourned. Carried

  
\_\_\_\_\_  
President, Bernadette Kerr

  
\_\_\_\_\_  
Recorded by Tom Piper scribed by Amber Mclsaac

# Powassan & District Union Public Library

## Minutes for Monday, November 18, 2024 – 6:00 p.m.

### Board Meeting @ Library

**In-person:** Tina Martin, Bernadette Kerr, Steve Kirkey, Brenda Lennon, Debbie Piper, Marie Rosset

**Via Zoom:** Pat Stephens, Valerie Morgan

**Absent with regrets:** Laurie Forth

**Absent:** Randy Hall

Item	Action	Responsibility
1. Call to order	6:16 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO 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 Métis 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 honour these teachings and accept their value in our quest to heal our planet.	
5. General Consent Motion: Present the general Consent Motion for November 2024, which includes: a) Approval of November 18, 2024 Agenda- amended b) Approval of Minutes from the October 21, 2024 meeting c) Approval of the October 2024 Financial Statements d) Approval of October 2024 Library Reports	<b>Motion: 2024-35</b> <b>That the General Consent Motion for November 2024 be adopted as presented</b>  <b>Moved by:</b> Steven Kirkey <b>Seconded by:</b> Bernadette Kerr  Adopted as presented.  Carried	
4. Disclosure of pecuniary interest	None	
5. General Business a) New Board Member, Councillor Randy Hall - Welcome	Deferred until next Board Meeting in December	



<p>b) Grant Updates</p>	<p>OTF Capital Grant</p> <ul style="list-style-type: none"> <li>• Replacement of light fixture through Save on Energy has been problematic, resolution ongoing. New Heat pump installation starting November 21<sup>st</sup>. Upgrades to accessibility features should be done by end of year..</li> </ul> <p>OTF Resilience Grant</p> <ul style="list-style-type: none"> <li>• Second payment received by Municipality Sept 14, 2024 (\$9,000) to be transferred to library. Still have not received funds.</li> <li>• End of Grant report to be completed by April 17, 2025</li> <li>• End-of-Grant event needs to be organized prior mid-March 2025</li> </ul> <p>Senior's Grant</p> <ul style="list-style-type: none"> <li>• Activities proceeding as planned</li> <li>• Final report due April 30, 2025</li> </ul> <p>New Canada Summer Job (CSJ) program</p> <ul style="list-style-type: none"> <li>• Application deadline Dec 19.</li> <li>• Laurie Forth volunteered to complete the application again this year.</li> </ul> <p>Enbridge Giving Back to Community Grant</p> <ul style="list-style-type: none"> <li>• Approached by Christine Jardine-Wagner with offer of above grant</li> <li>• Early 2025</li> <li>• Donation of volunteering and funding</li> <li>• Project to be identified – carpet cleaning possibility</li> </ul>	<p>CEO meet with Municipality of Powassan CAO</p> <p>CEO</p> <p>Laurie Forth</p>
<p>c) Library Report Update</p>	<p>CEO presented updated Library Report, which will now report monthly on:</p> <ul style="list-style-type: none"> <li>- total active users</li> <li>- usage of new quiet room</li> <li>- data from newly installed people counter.</li> <li>- rentals - monthly numbers and revenues</li> </ul>	

<p>d) Upcoming Holiday Activities</p> <p>e) Janitorial Services</p>	<p>CEO distributed leaflets with all the planned activities for both children and adults.</p> <ul style="list-style-type: none"> <li>- Dec 7: Festival of Lights with gathering at library afterward for all participants, Board members and family</li> <li>- Dec 12: Raising readers with visit with Santa, Mayors and Voodoos.</li> <li>- Dec 13: start of Kid' Free Shopping Initiative, open until Dec 20<sup>th</sup> or until run out of items</li> <li>- Dec 13: Free Holiday Skate, subsidized by Peter Goulet – Thank You!</li> <li>- Dec 20: Open House with prizes and draws</li> </ul> <p>- In 2025 the janitorial services will no longer be provided under the staffing umbrella.</p> <p>- Jen Fryer has accepted to continue the janitorial work independently from her library Head Clerk hours.</p> <p><b>Motion: 2024-36</b></p> <p><b>That janitorial services be provided in house by Jen Fryer.</b></p> <p><b>Moved by:</b> Steven Kirkey  <b>Seconded by:</b> Brenda Lennon</p> <p>Carried</p>	
<p><b>6. Correspondence</b></p>	<p>None</p>	
<p><b>7. Committee Reports</b></p> <p>a) Property Committee</p> <p>b) Budget Committee</p>	<p>See above 2. Grants Update - OTF Capital Grant.</p> <p>Other than the light fixture, which has a questionable completion end date, the heat pump and accessibility upgrade should be done by end of December</p> <ul style="list-style-type: none"> <li>- Committee will present a <b>draft</b> of the 2025 Budget to the Financial Committee (consisting of Budget Committee and three Council Members) on December 16 at 5:30pm.</li> <li>- The Board will then meet at 6pm and approve the submitted 2025 budget.</li> </ul>	<p>Contractors</p>

<p>c) Policy Committee</p>	<p><b>- GOV-10 Policy Development Policy</b></p> <p><b>Motion: 2024-37</b> That GOV-10 Policy Development Policy be renewed as is. <b>Moved by:</b> Brenda Lennon <b>Seconded by:</b> Bernadette Kerr <b>Carried</b></p> <p><b>GOV-11 Record Retention Policy Policy</b></p> <p><b>Motion: 2024-33</b> That GOV-11 Record Retention Policy be renewed as is. <b>Moved by:</b> Steven Kirkey <b>Seconded by:</b> Debbie Piper <b>Carried</b></p>	<p>CEO</p>
<p>d) Friends of the Library</p>	<p>Friends raised at least \$1,300 from their end of September Crafting Items Sale. They have agreed to cover 1. cost of a new shelving unit to store the Reference Collection, and 2. renewal of the subscription to the North Bay Nugget. Will request they cover the cost of new vacuum cleaner. Christmas Basket tickets for draw will be available on November 25<sup>th</sup>.</p>	
<p>f) Adjournment</p>	<p><b>Motion: 2024-39</b> That the November 18, 2024 meeting be adjourned at 7:15 pm <b>Moved by:</b> Pat Stevens</p>	<p>Next meeting: December 16, 2024</p>

Chairperson: *Kristine Martin*  
Kristine Martin, Chair

Recorder: *Marie Rosset*  
Marie Rosset, CEO

**LAKE NOSBONSING OPP DETACHMENT BOARD**  
**Township of Bonfield – Township of Chisholm – Municipality of East Ferris**

**COMMUNITY REPRESENTATIVE ADVISORY COMMITTEE MEETING MINUTES**

December 16<sup>th</sup>, 2024, at 5:15 p.m.  
East Ferris Council Chambers

PRESENT: Narry Paquette, Council Representative Township of Bonfield, Chair  
Gail Degagne, Council Representative Township of Chisholm  
Pauline Rochefort, Council Representative Municipality of East Ferris  
Kari Hanselman, Secretary- Treasurer

1. **Call to Order** – Chair Paquette called the meeting to order 5:15 p.m.

2. **Adoption of Agenda**

Resolution No. 2024-01

Moved by Gail Degagne

Seconded by Pauline Rochefort

THAT the draft agenda circulated to the Committee and dated December 16<sup>th</sup>, 2024, be hereby adopted as circulated.

CARRIED

3. **In-Camera**

The Community Representative Advisory Committee proceeded to In-Camera session under Section 44(2)(b) of the Community Safety and Policing Act, 2019, S.O. 2019, c.1 in order to review application(s) received for the Community Representative vacancy to be appointed jointly by all three municipalities

Resolution No. 2024-02

Moved by Gail Degagne

Seconded by Pauline Rochefort

THAT this meeting proceeds to In-camera session at 5:19 p.m. under Section 44(2)(b) of the Community Safety and Policing Act, 2019, S.O. 2019, c.1 in order to review application(s) received for the Community Representative vacancy to be appointed jointly by all three municipalities.

CARRIED

Resolution No. 2024-03

Moved by Pauline Rochefort

Seconded by Gail Degagne

THAT we do now adjourn this In-camera session at 5:34 p.m. and return to the regular session.

CARRIED

**4. Resolution(s) from In-Camera Session (if any)**

Resolution No. 2024-04

Moved by Gail Degagne

Seconded by Pauline Rochefort

THAT the Lake Nosbonsing OPP Detachment Board Community Representative Advisory Committee recommends to Council for the Township of Bonfield, Council for the Township of Chisholm and Council for the Municipality of East Ferris that Brian Linn be appointed to the Lake Nosbonsing OPP Detachment Board as the community member who is neither a member of the council of, nor an employee of, any of the above municipalities, jointly appointed by all of the above municipalities;

AND THAT this appointment shall be for the remaining 2022-2026 term of Council.

CARRIED

Resolution No. 2024-05

Moved by Pauline Rochefort

Seconded by Gail Degagne

THAT the Community Representative Advisory Committee directs the Secretary-Treasurer to follow up with the Province regarding the Provincial Appointee Vacancies.

CARRIED

**5. Adjournment**

Resolution No. 2024-06

Moved by Gail Degagne

Seconded by Pauline Rochefort

THAT this meeting adjourns at 5:36 p.m.

CARRIED

**THURSDAY, OCTOBER 24, 2024**

**MINUTES**

**Date:** Thursday, October 24, 2024

**Location:** Cassellholme Garden Room

**Present:** Mark King, Chair  
 Chris Mayne, Vice Chair  
 Peter Chirico  
 Michelle Lahay  
 Robert Corriveau

**Staff:** Angie Punnett, Administrator  
 Billy Brooks, Chief Financial Officer  
 Dave Smits, Director, Capital Facilities  
 Camille Bigras, Quality Assurance Director  
 Julie Pilkey, Secretary

**Regrets:**

**Guests:** Will Petrie, Accounting Intern  
 Monique Peters, Family Council

**A. CALL TO ORDER**

**MEETING RECORDED**

*"Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be called to order at 5:03 p.m."*

**Res. #113-24**

**Carried**

**1. Approval of Agenda**

Peter requested to add a Notice of Motion – 7.4 In-Camera – Confidential Matter

*"Moved by Peter Chirico and seconded by Michelle Lahay that the Board approved the Agenda for this meeting, as amended."*

**Res. #114-24**

**Carried**

**2. Conflict of Interest**

*"Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest."*

**Res. #115-24**

**Carried**

<b>3. Approval of Minutes</b>	
	<p><b>3.1 Approval of the Minutes of the Regular Board Meeting held on September 26, 2024</b></p> <p>Remove Angie Punnett from the attendance. She did not attend the meeting.</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on September 26, 2024, be adopted as amended.”</i></p> <p><b>Res. #116-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p>
<b>4. New Business</b>	
	No New Business Noted
<b>5. Redevelopment</b>	
	<p><b>5.1 Construction Update</b> <i>(Dave Smits)</i></p> <p>Report in package.  New resident move in date is scheduled for May 4, 2025.  All window testing will be completed next week.  Angie received a response from Ontario Health – the proposal for the Designated Specialized Units funding was not selected at this time. Angie will continue to reach out and submit a new proposal for the next round of funding.</p> <p><b>5.2 Government Relations</b></p> <p>Angie, Billy and Dave have been attending the Municipality Council Meetings. They have one more to attend next week. Feedback from these meetings is a request for all Municipalities to get together and move forward with asking for funding as a group. Julie to send out some tentative dates to the Board in November. Once a date is confirmed, send an invite to the Municipalities to have someone from their council attend.</p>
<b>6. Operations</b>	
	<p><b>6.1 Operations Update</b></p> <p>Update in package.  Ministry of Labour Visit – Oct 16/24 – Slips, Trips and Falls Prevention Initiative.  Fire Department Annual Inspection – Oct 23/24 – minor violations and recommendations.  Dave added that a 3<sup>rd</sup> Party was contacted to review the Infection Control processes in the construction site to ensure they are meeting all infection control standards.</p> <p><b>6.2 Cassellholme Q3 Year-to-Date Operation Budget</b></p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the Cassellholme Q3 Year-to-Date Operating Budget-to-Actual Results for the period ending September 30, 2024, as presented.”</i></p> <p><b>Res. #117-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><b>6.3 Capital Budget-to Actual Results for the Redevelopment Project</b></p> <p><i>“Moved Chris Mayne and seconded by Robert Corriveau that the Board approve the Capital Budget-to-Actual Results for the Redevelopment Project ending September 30, 2024, and Forecasted Capital Levy Estimates, as presented.”</i></p> <p><b>Res. #118-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p>

	<p><b>6.4 Community Support Services Q2 Year-to-Date Budget</b></p> <p><i>"Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the 2024/25 Community Support Services Q2 Year-to-Date Budget-to-Actual Results for the period ending September 30, 2024, as presented."</i></p> <p><b>Res. #119-24</b> <span style="float: right;"><u>Carried</u></span></p>	
<b>7. IN - CAMERA</b>		
	<p><b>Guests left the meeting</b></p> <p><i>"Moved by Peter Chirico and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 5:56 p.m."</i></p> <p><b>Res. #120-24</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>7.1 Approval of the In-Camera Minutes - dated September 26, 2024</b></p> <p style="text-align: center;"><b>In-Camera Motion - Res. #121-24</b></p> <p><b>7.2 Confidential Matter</b>  <b>7.3 Confidential Matter</b>  <b>7.4 Confidential Matter</b> - Peter requested a Notice of Motion for the next meeting</p> <p><i>"Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the In-Camera session to be adjourned at 6:42 p.m."</i></p> <p><b>Res. #122-24</b> <span style="float: right;"><u>Carried</u></span></p>	
<b>B. CORRESPONDENCE</b>		
	<p><b>B.1</b> Chris Mayne shared a motion passed at the last Castle Arms Management Services Board Meeting. The CAMS Board approved to donate up to \$20,000.00 towards the purchase of the Cassellholme Trishaw Bike.</p>	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>		
	<p>No Items Noted</p>	
<b>D. DATE OF NEXT MEETING</b>		
	<p>Regular Meeting - Thursday November 28, 2024 @ 5:00 p.m. - or at the call of the Chair.</p>	
<b>E. ADJOURNMENT</b>		
	<p><i>"Moved by Peter Chirico and seconded by Michelle Lahay that the meeting be adjourned at 6:45 p.m."</i></p> <p><b>Res. #123-24</b> <span style="float: right;"><u>Carried</u></span></p>	

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman



Oct 21, 2024

**Subject: Cassellholme Redevelopment Update – October 21, 2024**

### **Construction Activity**

#### **Highlights:**

Phase 00 - Work complete.  
Phase 1-A – Work complete

Phase 1-B sequencing remains unchanged from the previous report.  
Updated schedule (Rev. 4) for Phase 1 is included and coordinated with Cassellholme.  
Schedule comments in this report are up to date with site progress as of the date of issuance for this report.

#### PHASE 1-B

- Exterior cladding work is in progress, including masonry and metal cladding.
- Interior framing work on all floors is largely complete. Small areas remain to be framed and are being coordinated with other trades.
- Interior boarding is ongoing on Levels 1, 2, 3, 4, and 5.
- Elevator installation is ongoing
- Mechanical and electrical above ceiling rough-ins and are ongoing, as well as wall rough-ins.
- All roofing work is complete, except for the balconies.
- Concrete slab floor crack repair is scheduled.
- Link construction is in progress.
- Painting and millwork installation is in progress.
- Drywall and T-bar ceiling in progress.
- Floor prep work for flooring is in progress.
- Landscape work along Olive Street in progress.

#### Schedule:

The new resident move date is May 4<sup>th</sup> 2024. As shown in Percon's monthly report they have identified their schedule comments. IPAC activities have improved and Percon is receptive to work/catch up to meet the 2017 standards. We continue to review the schedule, as always, and we will provide a further update when it is received.

## **Transition Planning**

An updated summary is attached for reference.

### **Highlights:**

NFN Partnership/Indigenous Unit Operation and Licensing – No further update.

Bed Application Licensing – Continue to have discussions with OH and Ministry on next steps.

Staffing Plan - No further update this month.

Staff Training Plan – Plan has been developed using a number of different delivery methods. Trainers will be selected in early fall and training will commence.

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal expected Fall 2024. Work continuing on detailed planning for storage room configuration on each RHA.

Move Plan – New schedule date for week of April 28<sup>th</sup> and resident in rooms May 4<sup>th</sup> 2025. Next scheduled meeting January 2025, in person review.

Training Plan – Meetings with various new equipment suppliers continuing so training plans can be confirmed.

IT – All network and CCTV equipment supply and installation pricing has now been approved. Work ongoing for the resident entertainment system and facility phone system.

Waste Handling – No further updates at this time.

Outdoor space – Completed

FF&E Budget – Budget validation ongoing with a final check back to departments in terms of the items they will require.

Nursing Transition Planning – Work underway.

Occupancy Planning –Occupancy Plan to be submitted mid December-Mid January to MLTC.

MLTC Check Lists – Work continuing.

Art/Fundraising – Working group being established.

Emergency Planning – Work progressing well; on track

**Change Order Log** - Please see the attached

**Budget Update** - September summary attached.







Summary - 2024-10-21

Action	Sub Action	Responsible	Due Date
Occupancy Checklist	Continue to review Ministry LTC occupancy checklists - final submission required 3 months prior to occupancy; Construction portion 85%, and Interior checklists 75% complete	Anita	3 months prior to occupancy
Furniture Contract	BO ready to be issued with mid December delivery based on latest project schedule	Anita	April 2 - complete
Art Fundraising	ideas have been noted and small WG; including Creative Industries, unable to connect with WKP Gallery to assemble	Anita	ongoing
Wood at mill for purpose	Sept; Anita to set up	Anita	ongoing
<b>P1 Move</b>			
HCR - Movers	Scheduled for week of April 28 2025; Resident in rooms May 4 2025; in-person walk through and meeting tentative for January 2025	Anita	01-Jan
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	late Fall 2024
IT			
Cameras	approved and to review internal processes and access & initial training		
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone System	working with vendor for resident cable and phone packages	Dave/Anita	ongoing
Network Design	completed		
Digital Menus/Boards	S/W to be finalized by CH management and TVs to be purchased for install		
Nurse Call	Working with vendor and Percon to finalize the alerts, call bells, colours for certain calls - finalized by Nov 4		
<b>Bed Allocation - Indigenous and Specialty</b>			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
NFN Collaboration Document	Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again	Anita/Angie/NFN	on going
	flow of care -Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee		TBD
	Policy inclusion - part of collaboration document		TBD
	Programming & ceremony - further discussion needed		TBD
Quality of Care Committee		Anita/Angie/NFN	TBD
<b>Wayfinding</b>			
<b>Wayfinding</b>			
Art Work - RHA and P1	Artwork underway and will provide updates as artist submits	Anita/Dave	ongoing
<b>Support Services</b>			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning)	Anita	ongoing
Storage Area list	Walkthrough with clinical management on 2nd floor to finalize layout and storage needs prior to ordering shelving. Received options for smaller storage and will bring one set for 2nd floor for set up when area is ready. Will bring mgmt staff through for further discussion before order is made.	Dave/Anita	November
<b>Emergency Response</b>			
Fire plan	Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft form Drawings have been supplied to the fire department training plan created - draft; will be creating demo anchor system in only building to assist in the timing needed for training	Anita/Julie/Ron	ongoing & on track
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Dave/Anita	Winter 2026
<b>Staff Training Plan</b>			
Detailed Breakdown	Comprising of various methods: in-person, video, replicated in old building, in new building to ensure move readiness Managers have met and compiled needs and timing required for the different elements of training and action plan is created; to be reviewed and train the trainers to be named	Anita	Fall 2024

❖ **CLINICAL SERVICES - Bev VonHassell, Kathy MacDonald**

**Critical Incidents Summary Report:**

- ❖ A total of 9 critical incidents to the MOLTC from September 17- October 16, 2024.
- ❖ Resident to Resident Action: 3 were classified physical abuse and 1 was emotional abuse
- ❖ Staff to Resident Action: 1 classified as neglect
- ❖ Disease Outbreak – 1 Respiratory
- ❖ Improper treatment or care of a resident that resulted in harm or risk of harm: 1 incident
- ❖ Missing Resident <3 hours – 1 incident
- ❖ Misuse/Misappropriation of resident's money- 1 incident (unable to confirm)


**Inspections**

July 15-19, 2024 – Complaint and Critical Incident Inspection

- ❖ Non-Compliance Remedied
- ❖ Written Notification
  - Plan of Care
  - Reporting certain matters
  - Responsive behaviours

September 16-20, 2024 – awaiting inspection report

**Q3 Critical Incident Geographical Report**

 <b>MINISTRY OF LONG-TERM CARE</b> Geographical Status Report for LTC Homes Quarter : 01 Jul 2024 - 30 Sep 2024						
Home Name : CASSELLHOLME	# of CIs	[Beds : 240]				
		Average CI per 100 beds for the period				
CI Type		Home	LHBN	District	Province	
Abuse of a resident by anyone or neglect of a resident by the licensee or staff that resulted in harm or a risk of harm to the resident [LTCHA s. 24. (1) 2.] / [LTCA s. 28. (1) 2.]	29	12.0833	2.8785	3.6345	2.9718	
Controlled Substance missing/unaccounted [LTCHA O. Reg 79/10 s. 107. (3) 3.] / [LTCA O. Reg 248/22 s. 115. (3) 3.]	1	0.4167	0.2985	0.2458	0.1532	
Disease Outbreak [LTCHA O. Reg 79/10 s. 107. (1) 5.] / [LTCA O. Reg 248/22 s. 115. (1) 5.]	2	0.8333	1.1301	1.0800	1.0509	
Improper/incompetent treatment or care of a resident that results in harm or risk to a resident [LTCHA s. 24. (1) 1.] / [LTCA s. 28. (1) 1.]	2	0.8333	0.6610	0.8904	0.6546	
Incident that causes an injury to a resident for which the resident is taken to hospital and which results in a significant change in the resident's health status [LTCHA O. Reg 79/10 s. 107. (3) 4.] / [LTCA O. Reg 248/22 s. 115. (3) 4.]	6	2.5000	1.5565	1.8787	1.4484	
Misuse/Misappropriation of residents money [LTCHA s. 24. (1) 4.] / [LTCA s. 28. (1) 4.]	1	0.4167	0.1279	0.1105	0.0823	
<b>Total across CI Type</b>	<b>41</b>	<b>17.0633</b>				

## Complaints

In the third quarter of 2024 there was 8 complaints

- 4 written
- 4 verbal/ telephone calls.

A breakdown of the complaints:

- 3 staff conduct
- 1 processes
- 1 Procedure
- 4 other

- 6 Clinical
- 1 NFS
- 1 Laundry
- 1 Other

## Clinical Pathways

**ADVANCING EVIDENCE-BASED CARE IN ONTARIO LONG-TERM CARE (LTC) HOMES**

**The Project**  
Expanding and standardizing evidence-based practices in LTC has been a key goal in Ontario for many years. Evidence-based assessments were initiated in LTC homes in 2003 with the implementation of MOS 2.0. More recently, The Fixing Long-Term Care Act (2021) has tasked LTC homes with implementing evidence-based tools for resident assessment and care. The government's commitment to the use of evidence-based tools is further supported by the recently announced extension of funding for clinical support tools. To advance this goal, the Registered Nurses' Association of Ontario (RNAO) in partnership with PointClickCare, have launched a province-wide initiative to implement digitized versions of RNAO's evidence-based BPG Clinical Pathways in PointClickCare's Nursing Advantage Canada platform.

**The Partners**

RNAO	PointClickCare
<ul style="list-style-type: none"><li>▪ Professional association representing registered nurses, nurse practitioners and nursing students.</li><li>▪ Global leader in the development of Best Practice Guidelines (BPG) for nurses. This program has been funded by provincial government since 1999. BPG Clinical Pathways are derived from the BPGs and contextualized to the LTC sector to support evidence-based assessments and resident-centred care planning.</li></ul>	<ul style="list-style-type: none"><li>▪ Global leader in electronic health records (EHR) for senior care. EHR used by over 90% of LTC Homes in Ontario</li><li>▪ Team of subject matter experts in the areas of clinical practice, digitizing care, application and analysis of standard data</li></ul>

**Methodology**

- RNAO's BPG Clinical Pathways were designed in collaboration with LTC clinical leaders comprised of registered nurses, registered practical nurses, and nurse practitioners to ensure alignment with the Fixing Long-Term Care Act and Regulation, the Inspection Protocols and RA-MDS assessments.
- The BPG Clinical Pathways were pilot tested during a small-scale implementation involving 16 LTC homes.

**Steering Committee**  
Includes representatives from RNAO, PointClickCare, Advantage Ontario, InterAl, Universal Care, Perley Health, Region of Peel

**Provincial Roll Out Strategy**  
Three-year journey available to Ontario LTC Homes to implement a comprehensive suite of evidence-based BPG Clinical Pathways that address all the required programs under the Fixing Long-Term Care Act. These tools will replace home/organization developed or consensus-based tools currently in use. Through this initiative homes will:

- Implement standardized assessments and interventions presented to staff in a user-friendly manner.
- Provide education for the interdisciplinary team on evidence-based practices consistent with the BPGs.
- Improve and support quality, efficiencies, critical thinking, and sound judgment.



Support inter-disciplinary evidence-based care planning that fosters resident/family engagement in the process.

**The Benefits**

- Enhanced staff knowledge and application of evidence-based, resident-focused care
- Widespread use of standardized, comprehensive and evidence-based assessment and care planning processes in Ontario's LTC homes.
- Readily accessible data to evaluate key performance measures aligned with the LTC home's quality improvement program and regulatory requirements.

**Project Contacts**

RNAO: Rita Wilson ( <a href="mailto:rwilson@rnao.ca">rwilson@rnao.ca</a> )	PointClickCare: Deborah Johnston ( <a href="mailto:Deborah.Johnston@pointclickcare.com">Deborah.Johnston@pointclickcare.com</a> )
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 Education on this initiative is available by contacting one of the Project Contacts above 



## ❖ STAFFING - Tiffany Chapman, HR Coordinator

### Staffing & Students

- ❖ Active/In Progress PSW Living Classroom group
- ❖ Active/In Progress Practical Nurse (Canadore) and PSW (CTS) students
- ❖ PSW Vacancies - 2 temp. full-time, 7 temp part-time, 1 perm. part-time - ALL LINES POSTED
- ❖ RPN Vacancies - 3 temp. full-time, 2 perm. full-time, 1 temp. part-time, 1 perm. part time
- ❖ No RN Vacancies (no RN Agency staff)
- ❖ Hired in September - 13 total (1 NP, 5 FSW, 3 RPN, 4 PSW)
- ❖ Terminated/Resigned/Retire in September - 15 total (1 N/U admin, 4 FSW, 1 RPN, 9 PSW)
- ❖ We have on-boarded a 2<sup>nd</sup> Nurse Practitioner - Brittany Topham. Brittany has worked as a Registered Nurse for the last seven years. She has a variety of experience with acute care, triage and education that is a great addition to our team.
- ❖ We have also hired a Clinical Educator - Mel Cross, who will be working part time focusing on enhancing clinical skills in the nursing department.

## ❖ QUALITY ASSURANCE - Camille Bigras, Director of Support Services & Quality Assurance

We have been diligently working to ensure progress towards the goals outlined in our 2024/2025 Quality Assurance Plan. Below are a few updates on our achievements so far:

### Emergency Room Visits

- ❖ In 2023, 164 residents were sent to the Emergency Room, with an admission rate of 32%.
- ❖ In 2024, we have reduced this to 50 residents, although the admission rate has increased to 60%.

This improvement is largely attributed to the expansion of our in-house medical team, which has allowed us to broaden the scope of services provided onsite. Many residents now receive treatments such as IV therapies and ECGs directly in their rooms, reducing the need for hospital transfers.

### Reduction in Falls

- ❖ In 2023, there were 1,006 falls involving 182 residents, with an injury rate of 8% and hospital visits at less than 1%.
- ❖ So far in 2024, we have observed 668 falls among 163 residents, with the injury rate reduced to 3%, and hospital visits remaining below 1%.

Our dedicated efforts with the nursing staff include thorough assessments and careful medication reviews by doctors and Nurse Practitioners, with a focus on reducing fall risks. Additionally, our Falls Program Committee continues to identify and implement strategies to further reduce falls and related injuries.

## ❖ INFECTION, PREVENTION & CONTROL (IPAC) - Ellen Whittaker, Infection Prevention & Control Manager

### Hand Hygiene Observations:

Hand hygiene observations are ongoing by the team members, using the Speedy Audit app/program. This app will also now be used to do auditing of donning and doffing of PPE. Training of clinical staff to use this added feature will begin in the coming weeks.

## **Outbreaks:**

On October 10<sup>th</sup> 2024 a respiratory outbreak was declared on Willow St when 3 residents presented with symptoms. Testing has shown that the causative agent for some residents is Covid-19 while others have tested negative. On October 15<sup>th</sup> the outbreak was declared facility-wide when there was a new case on Apple St. The outbreak is ongoing. IPAC measures are in place.

## **Immunization**

The annual resident and staff flu shot clinics are scheduled for October 22<sup>nd</sup> and 24<sup>th</sup> 2024. Resident Covid-19 immunization will be planned when the flu shots are completed. This year the new pneumococcal vaccine, Prevnar 20, will be offered to all residents. The RSV vaccine was administered the week of September 16<sup>th</sup> to resident who qualified and consented.

## **Education**

The IPAC frontline training is ongoing. The education is continuing on policies related to the RPN role and will now begin to include donning and doffing of PPE for additional precautions. Staff working the evening and night shifts will be included.

## **IPAC Construction Audits**

Audits continue to be done at least weekly, with a focus on the debris control and removal, dust control and cleaning at the site, as required in CSA Z317.13-17.

Due to the progression with drywall and ceilings, the focus has been auditing the cleaning of structures that are above ceiling. The auditing continues to ensure that insulation remains clean before the walls are closed and ensuring the air handlers are functioning and filters are replaced when dirty.

## ❖ **CLINICAL PRACTICAL COACH - Kellie Ross, RPN, Clinical Practice Coach**

- ❖ Working on the new hire RPN checklists.
- ❖ Developing the new RPN Mentor Manual for our RPN mentors. The mentor manual is to ensure the training provided by our mentors is more formalized and consistent.
- ❖ Made some changes to the General Orientation Day for the new RPNs to ensure they are able to speak with each required staff and have their checklists completed faster to assist in getting the new staff on the schedule faster.
- ❖ Suggesting that we change the process of when the mentor day is provided to the new RPNs. We are looking at having the mentor day occur in the middle of the RPN training on the units. The hope is that the RPN will apply the skills and information taught during the mentor day to the remainder of their training shifts and be better prepared to work on the units independently once cleared.
- ❖ Updated the policy regarding the protocol for incident reports and making adjustments to the wound policy and procedure. Will continue to review policies as needed.
- ❖ Incident Reports – assessed incident reports/head injury routines and communicated reports to the clinical team that required follow up/completion. Developed a new inter-professional process to assess and complete incident reports in a timely manner. Continue to run the reports and review incident reports for compliance and quality. We have seen a significant improvement with staff completing the head injury routine now that the assessment is being reviewed by the RN,

RPN, Team Lead and Unit Managers daily. Individual follow up/education with staff was completed. A walk through was completed for the RN/RPN Team Lead and Unit Manager groups on what reports to run, what areas are required to be completed and to ensure clinical judgement is being exercised when completing the incident reports.

- ❖ Started to collaborate with Unit Support to develop a process surrounding appointments and the nurses roles and responsibilities when a resident returns from an appointment with follow up paperwork.
- ❖ Developed a new 24 hour Unit Report for staff that now has prompts on crucial areas that need to be documented during a shift. The intent is to improve communication between shifts.
- ❖ Completed a thorough review of all the RPN staff attendance from January 1- October 2024. Identified RPNs with attendance concerns and provided counselling. Composed a list of RPNs who require closer attendance monitoring for the Nurse Managers. We have 3 RPN staff who have not missed any shifts this year and we are in the process of assessing the other department staff attendance to recognize their commitment and dedication to the home.

## ❖ **COMMUNITY SUPPORT SERVICES - Cheryl Hamilton, Manager**

- ❖ Lots of changes! New Manager of CSS, Cheryl Hamilton started June 1, 2024.
- ❖ 2 New RAI-CHA Assistants were hired in May/June, 2024 to replace Cheryl Hamilton and Breanne Ouellette.
- ❖ Hired 2 new Homemakers (1 permanent and 1 temporary) in the past 2 months to replace staff who have left or are on a leave.
- ❖ Hired 2 new PSWs in addition to our current roster of PSWs. We had hired 3 other PSWs back in the early spring, but they were replacing staff who left I believe (that was before I started as Manager).
- ❖ Added 3 additional Assisted Living clients to our roster and have 4 more that are currently being assessed and will be starting within 2 weeks for a total of 7 additional Assisted Living clients. We are working towards aligning our Assisted Living budget with increasing the amount of AL clients we are servicing.
- ❖ We had to hold the hiring process for our PSW's as we had not been receiving referrals for our Assisted Living program for several months and had no clients to give to additional PSWs. This hold in referrals was due to massive changes at OH@H from whom we receive our Assisted Living referrals from. After several discussions with OHT and OH@H, this has been resolved and we have plenty of referrals moving forward to support the new additional staff. I will be looking at hiring 1-2 more PSWs in the near future.
- ❖ We have faced challenges with recruitment in that many of the applicants interviewed were not appropriate or declined the position or did not show for interviews or even call back to schedule an interview. Plus, we do not receive a high volume of applicants. I plan to schedule "in-services" and meet with aspiring PSW students and area colleges to try and promote employment with Cassellholme CSS with the hope of recruiting more in the future.
- ❖ Currently in the active stages of applying for one-time funding for our Snow Removal Program, which will come from a surplus in the SMILE Program through OHT in the amount of \$50 000.00. We will be able to service approximately 28 clients for this year only as it is one-time funding. We would normally service 8 clients.

**Current Number of Clients Active in Each Program:**

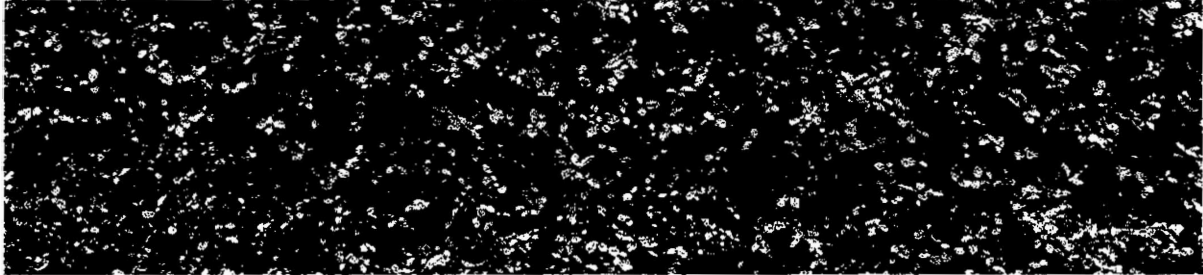
- ❖ Assisted Living: 38 clients with 5 new clients being added within 2 weeks
- ❖ Supportive Housing: 3 clients
- ❖ Housekeeping: 207 clients
- ❖ Respite: 29 clients
- ❖ Transportation: 62 clients
- ❖ Diner's Club: 33 clients
- ❖ Adult Day Program: 24 clients
- ❖ Meals on Wheels: 32 clients - Contract signed between Mattawa Hospital and Cassellholme CSS

❖ **FIRE PANEL UPDATE - Dan Cote, Maintenance Manager**

We are currently in the process of replacing the old fire panel. Troy Life and Rochford Electrical are in the building working on this.

Staff have been informed that they should call 911 if a fire situation happens. We have extra security to do fire rounds and watches. The fire department has been informed that we are in the process of replacing the fire panel and all alarms will be off. They will be contacted when we are back in service.

The fire panel should be up and running by Friday October 18/24. Testing will be completed on the system in the following week.



# Quarterly Financial Report

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*Q3 Long Term Care & Q2 Community Support Services - Unaudited*

*October 24th, 2024*

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## Executive Summary

### Redevelopment Project

A summary of total redevelopment project costs to September 30th, 2024 is included within, showing **total project spending of \$54.4M to date.**

Inflation continues to play a factor in the Home's finances. Statistics Canada's CPI figure for 2023 was 3.90% year over year, and was at 1.6% as of September 2024. The Bank of Canada's policy interest rate dropped to 4.25% as of September 4th, 2024. This rate impacts the Home's capital redevelopment project through borrowing costs during construction. Infrastructure Ontario's construction interest rate was quoted at 4.61% on October 9th.

### Long Term Care Operations

Included in the report are the Home's budget-to-actual results for the year-to-date ending September 30th, 2024. **Revenues for the period are over budget 6%**, primarily due to One Time OA funding, bank interest and additional NPC funding for PSW wage enhancements.

**Expenditures for the period are under budget 3%**. A revised 2024 operating budget was approved by the board in May, factoring in recent union negotiation impacts, 2024 provincial budget announcements, and more.

## Community Support Services Operations

A summary of the 2024/25 Community Support Services budget to actual results for the period of April 1st, 2024 to September 30th, 2024 is presented within, showing **both expenditure envelopes in a surplus position**. Staffing shortages in Supportive Housing are contributing to the outsized surplus in that envelope. Recruitment efforts continue, and any unused CSS funding is returned to Ontario Health.

Thank You

I would like to thank the Board for your time and consideration on these important fiscal matters.

Sincerely,

**William Brooks, CPA**

Chief Financial Officer

## Key Performance Indicators

### Hours of Care

Hours of Care	Target - April 1st 2024	Jan - Mar 2023	Apr - Jun 2023	Jul - Sep 2023	Oct - Dec 2023	Jan - Mar 2024	Apr - June 2024
Direct Care (PSW, RPN, RN)	4.00	3.15	3.34	3.38	3.08	3.50	3.72
Allied Health Professionals	0.60	0.68	0.73	0.62	1.06	1.08	1.10
<b>Total</b>	<b>4.60</b>	<b>3.83</b>	<b>4.07</b>	<b>4.00</b>	<b>4.14</b>	<b>4.58</b>	<b>4.82</b>

1 - **Note:** the definition of AHP was updated to include food service workers for Oct – Dec 2023 reporting period, among various other changes. Prior period figures were not restated.

### Resident Occupancy

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*Current Month - September 2024: 98.72%*

*Current Year to Date - January to September 2024: 97.84%*

*Prior Year - January to December 2023: 96.8%*

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### Case Mix Index

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*A CMI value greater than 1.0 represents greater complexity of care vs. the average resident in Ontario, and therefore more nursing funding to meet those needs.*

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- **Funded CMI – 2024/25: 1.0812 (Actual), (1.0641 Budget)**

- *Funded CMI – 2023/24: 1.0965 (Actual)*

- *Funded CMI – 2022/23: 1.0526 (Actual)*
- 

### Inflationary Benchmarks

Measure	2020	2021	2022	2023	2024 YTD	Average
CPI Increase	0.72%	3.40%	6.80%	3.90%	1.60%	3.28%
CUPE COLA	1.25%	1.50%	2.00%	3.50%	3.50%	2.35%
Provincial LDC	1.50%	1.50%	1.75%	2.40%	6.60%	2.75%
Municipal Levy	4.00%	2.99%	-2.94%	0.00%	0.00%	0.81%

### Comparative Balance Sheet

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*Below is a balance sheet comparing the Home's Assets, Liabilities, and Net Assets at last year end to this year to date.*

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Statement of Financial Position				
Casselholme	September 30, 2024	December 31, 2023	Increase (Decrease)	
<b>Assets</b>				
Current				
Cash & Cash Equivalents	\$ 9,483,173	\$ 5,813,934	\$	3,669,239
Accounts Receivable	1,297,300	1,027,490		269,810
Prepaid Expenses	47,825	92,707		(44,882)
<b>Total Current Assets</b>	<b>10,828,298</b>	<b>6,934,131</b>		<b>3,894,167</b>
Non Current Assets				
Restricted Cash & Cash Equivalents	4,000,000	4,000,000		-
Capital Assets	53,996,307	37,027,667		16,968,640
<b>Total Long Term Assets</b>	<b>57,996,307</b>	<b>41,027,667</b>		<b>16,968,640</b>
<b>Total Assets</b>	<b>\$ 68,824,605</b>	<b>\$ 47,961,798</b>	<b>\$</b>	<b>20,862,807</b>
<b>Liabilities and Net Assets</b>				
Current				
Redevelopment Financing Liability	\$ 45,033,451	\$ 29,752,741	\$	15,280,710
Accounts Payable and Accrued Liabilities	9,787,351	7,461,549		2,325,803
Employee Future Benefits	381,029	381,029		-
Deferred Revenue	399,814	635,835		(236,021)
<b>Total Liabilities</b>	<b>55,601,645</b>	<b>38,231,154</b>		<b>17,370,491</b>
Net Assets				
Internally Restricted	4,000,000	4,000,000		-
Invested in Capital Assets	8,654,657	6,966,728		1,687,929
Unrestricted	568,304	(1,236,084)		1,804,387
<b>Total Net Assets</b>	<b>13,222,960</b>	<b>9,730,644</b>		<b>3,492,316</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 68,824,605</b>	<b>\$ 47,961,798</b>	<b>\$</b>	<b>20,862,807</b>

### Key Changes

1. Cash - Increased due to receipt of a large charitable donation, one-time OA funding, and a surplus of revenues received over expenses paid.
2. Redevelopment - Capital Assets & Financing Liability continue to increase as construction costs are incurred and the loan balance increases. Invested in Capital Assets represents the equity difference between the capital asset and liability balances. It increased as capital costs went up faster than progress draws were received from IO.
3. Deferred Revenue - decreased as unspent CSS revenue that was deferred at December 2023 became repayable in April 2024.



## LTC Operating Budget

### Year-to-date Operating Revenue Budget to Actual Summary

See below for a summary of operating revenue received vs. budget to September 30th, 2024. Note an over budget position YTD of **\$1,295,182 (6%)** before operating levies.

Envelope/Category	Budget 2024	YTD Budget to		YTD Actual to	
		30/09/24	30/09/24	Over/Under	Over/Under %
Nursing & Personal Care	18,089,222	13,460,699	13,848,975	388,276	3%
Program Support Services	1,217,218	911,233	911,065	(168)	0%
Nutritional Support	1,126,023	839,757	839,678	(79)	0%
Other Accommodation	6,640,943	4,959,824	5,059,064	899,240	18%
Minor Capital	341,730	260,883	268,796	7,913	3%
<b>Total Non-Levy Operating Revenues</b>	<b>27,421,136</b>	<b>20,432,396</b>	<b>21,727,578</b>	<b>1,295,182</b>	<b>6%</b>
Total Municipal Levy	3,343,402	2,507,552	2,501,552	0	0%
<b>Total Operating Revenues Incl. Levies</b>	<b>30,764,539</b>	<b>22,939,948</b>	<b>24,229,130</b>	<b>1,295,182</b>	<b>6%</b>

YTD revenue is over budget primarily due to:

- One Time OA Revenue - \$610,200
- Higher than planned interest revenue under the OA envelope
- Additional revenue in the NPC envelope due to higher than budgeted CMI results and PSW permanent wage enhancement funding.

### Year-to-date Operating Expenditure Budget to Actual Summary

See below for a summary of operating expenditures vs. budget to September 30th, 2024. Note an under budget position YTD of **\$653,138 (-3%)**.

Envelope	Department	Budget 2024	YTD Budget to	YTD Actual to	Over (Under)	Over (Under) %
			30/09/24	30/09/24		
<b>NPC - Nursing and Personal Care</b>						
	Nursing Direct Care	16,518,203	12,333,432	12,068,057	(265,375)	-2%
	Nursing Administration	2,591,168	1,943,376	1,977,410	34,034	2%
	Pandemic	124,000	93,000	7,909	(85,091)	-91%
<b>NPC Total</b>		<b>19,233,371</b>	<b>14,369,808</b>	<b>14,053,376</b>	<b>(316,432)</b>	<b>-2%</b>
<b>PSS</b>	<b>Program and Support Services</b>	<b>1,313,381</b>	<b>984,309</b>	<b>932,580</b>	<b>(51,729)</b>	<b>-5%</b>
<b>NS (RF)</b>	<b>Nutritional Support (Raw Food)</b>	<b>1,126,023</b>	<b>851,459</b>	<b>883,654</b>	<b>32,196</b>	<b>4%</b>
<b>OA - Other Accommodation</b>						
	Dietary	2,360,252	1,767,541	1,745,901	(21,640)	-1%
	Housekeeping	1,309,629	980,716	1,074,352	93,637	10%
	Laundry	610,179	456,910	443,381	(13,530)	-3%
	Maintenance	985,384	738,546	620,255	(118,291)	-16%
	Facility	953,894	782,387	679,433	(102,954)	-13%
	Administration & General Store	1,951,280	1,469,085	1,324,517	(144,568)	-10%
<b>OA Total</b>		<b>8,170,617</b>	<b>6,195,185</b>	<b>5,887,840</b>	<b>(307,345)</b>	<b>-5%</b>
<b>Minor Capital</b>	<b>Minor Capital Expenditures</b>	<b>347,730</b>	<b>260,798</b>	<b>251,298</b>	<b>(9,499)</b>	<b>-4%</b>
<b>Total Operating Expenditures</b>		<b>30,191,123</b>	<b>22,661,558</b>	<b>22,008,749</b>	<b>(652,809)</b>	<b>-3%</b>

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***Nursing & Personal Care (NPC)***

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**Under budget \$316,467 (-2%).** This NPC surplus relates to planned direct staffing increases not yet realized at period end, offset by additional funded equipment in administration. Funding for these equipment expenditures is provided through the Local Priorities Fund and was included in budget revision 1.

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***Program and Support Services (PSS)***

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**Under budget \$51,729 (-5%).** Any surplus funds in PSS will be applied to any deficit funding in NPC or Nutritional Support at year end.

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***Nutritional Support (Formerly Raw Food)***

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**Over budget \$32,196 (4%),** due to inflationary increases to costs of raw food. This overage can be covered by surplus funds in PSS at year end.

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### Other Accommodation (OA)

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**Support Services (Dietary, Housekeeping, & Laundry) are over budget a combined \$58,173 (2%)** This primarily due to housekeeping supplies and purchased services. Discussions with department heads are in progress to address these variances.

**Maintenance expenditures are under budget \$118,291 (-16%).** This variance relates to under budget wages and benefits for unfilled maintenance worker positions.

**Facility costs are under budget \$102,954 (-13%).** This is primarily due to lower than anticipated insurance costs for 2024.

**Administration is under budget \$144,568 (-10%).** This is primarily due to unstaffed positions that were planned for mid 2024, including an HR specialist and IT coordinator.

#### Year-to-date Actual Summary by Funding Envelope

Below is a summary of revenue and expenditures by envelope, showing the surplus (deficit) before and after any municipal levies received, as well as operating reserve allocations. Any surplus funds at year end over and above necessary reserve allocations will be put towards the Home's anticipated construction interest costs for the ongoing redevelopment project.

Envelope	NPC	PSS	NS (RF)	OR	Minor Capital	Total
Operating Revenue	13,848,975	911,065	839,678	5,859,064	268,796	21,727,578
Operating Expenses	14,053,341	932,580	883,654	5,887,546	251,298	22,008,420
Envelope Surplus (Deficit)	(204,366)	(21,515)	(43,976)	(28,482)	17,498	(280,842)
Plus: Municipal Levy Received						2,507,552
Total Surplus (Deficit)						2,226,710
Less: Operating Reserve						430,062
Net Surplus (Deficit)						1,796,648

## Capital Budget

### Redevelopment Budget to Actual Summary

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*See below for a summary of spending on the Cassellholme Redevelopment project from commencement to September 30th, 2024:*

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	Board Approved Budget	Total Spent to date	Budget Remaining	% Spent
A - Land	0	0	0	0%
B - Hard Costs	101,587,646	41,272,537	60,315,109	41%
C - Architects and Engineers	5,293,090	4,486,949	806,141	85%
D - Other Design Consultants Costs	786,929	562,212	224,717	71%
E - Fees & Permits	31,235	31,235	0	100%
F - Project Management & Other Prof. Services	1,798,833	1,490,794	308,039	83%
G - Financing & Construction Interest	3,796,497	2,918,558	877,939	77%
H - Taxes	1,914,397	1,412,152	502,245	74%
I - Contingency	4,721,632	1,417,739	3,303,893	30%
J - FF&E	2,965,586	800,193	2,155,393	27%
<b>Grand Total</b>	<b>122,895,845</b>	<b>54,392,370</b>	<b>68,503,475</b>	<b>44%</b>

Change orders approved to the end of the period amounted to \$2,262,671, representing the usage of 47.92% of total contingency for the project, which is **slightly above** the percent of project completed (days elapsed) of 47.41% assuming an end date of July 31st, 2027.

See the latest construction report from Project Manager Dave Smits for a detailed listing of change orders to date and further details on construction progress.

#### Forecast of Capital Payments & Levies

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*The following is the most recent indicative rate update from Infrastructure Ontario, as of October 9th, 2024:*

*Construction Interest: 4.61%*

*Term Loan (30 Year Amortizing): 4.69%*

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The rate that applies to Cassellholme currently is the floating Construction rate, currently sitting at 4.61% (0.67% in June 2021). See below for an estimate of construction interest given today's rate for the remainder of the project:

Average Rate: 4.43%	2022	2023	2024	2025	2026	2027
Annual Construction Interest	231,430	1,329,628	2,343,835	2,983,811	4,017,905	2,396,738
Avg. Monthly	19,286	110,802	195,320	248,651	334,825	399,456
Cumulative	231,430	1,561,058	3,904,892	6,888,703	10,906,608	13,303,346

Assuming a balance to finance of \$113.6M after upfront Provincial grants, owner equity, cash payments for construction interest over the \$2.7M budget and a 30-year term loan, the following levy apportionment would be reached in years 2025 to 2058:

Municipality	2025	2026	2027	2028	Term Loan (Year 1 - 25)	Term Loan (Year 26 - 30)
North Bay	2,067,227	2,076,671	3,659,774	3,804,769	3,844,271	5,596,559
East Ferris	201,033	201,952	355,905	370,005	373,847	544,253
South Algouquin	86,287	86,681	152,760	158,813	160,461	233,603
Bonfield	83,973	84,356	148,664	154,554	156,158	227,338
Papineau/Cameron	44,862	45,067	79,422	82,569	83,426	121,453
Chisholm	42,467	42,661	75,183	78,162	78,973	114,971
Calvin	38,787	38,965	68,668	71,389	72,130	105,008
Mattawa	35,163	35,323	62,251	64,717	65,389	95,195
Mattawan	8,642	8,682	15,300	15,906	16,071	23,397
<b>Total</b>	<b>2,608,441</b>	<b>2,620,357</b>	<b>4,617,927</b>	<b>4,800,882</b>	<b>4,850,727</b>	<b>7,061,775</b>

Interest rate changes, total actual project costs, and changes to provincial funding will ultimately determine the final capital levy to be issued annually.

## Community Support Services

### Year-to-date Operating Budget to Actual Summary

See below for a summary of Cassellholme Community Support Services' Budget to Actual results for the period broken down by the division's two funding envelopes, Supportive Housing & Community Support Services.

#### Envelope: Supportive Housing (SH)

Supportive Housing - Revenue						
	Province of Ontario - Grants	1,720,018	862,365	915,494	53,129	6.16%
	Service Recipient Revenue & Other	-	-	-	0	0.00%
		1,720,018	862,365	915,494	53,129	6.16%
Supportive Housing - Expenses						
	Assisted Living	1,364,280	684,009	483,857	(200,152)	-29.26%
64.76%	Administration	355,738	178,356	175,764	(2,593)	-1.45%
		1,720,018	862,365	659,621	(202,744)	-23.51%
	<b>Supportive Housing Surplus (Deficit)</b>		<b>0</b>	<b>255,873</b>		

**SH revenues are over budget by \$53,129 (6%).** This is due to higher than budgeted provincial funding increases.

**SH expenditures are under budget by \$202,744 (-24%).** This due to lower Assisted Living service hours than planned. Ongoing hiring efforts continue for CSS PSWs.

*Envelope: Community Support Services (CSS)*

Community Support Services - Revenue

Province of Ontario - Grants	935,810	469,187	589,907	120,720	25.73%
Service Recipient Revenue & Other	159,767	80,102	67,731	(12,371)	-15.44%
	<u>1,095,577</u>	<u>549,289</u>	<u>657,638</u>	<u>108,349</u>	<u>19.73%</u>

Community Support Services - Expenses

Diners Club	8,580	4,302	3,751	(551)	-12.80%
Meals on Wheels	22,760	11,411	10,139	(1,272)	-11.15%
Home Maintenance and Repair	31,200	15,643	6,655	(8,987)	-57.45%
Home Help	431,261	216,221	214,164	(2,058)	-0.95%
Caregiver Respite	109,535	54,918	37,506	(17,411)	-31.70%
Transportation	86,977	43,607	39,038	(4,570)	-10.48%
400 Club	211,718	106,149	112,261	6,113	5.76%
35.24% Administration	<u>193,546</u>	<u>97,038</u>	<u>95,628</u>	<u>(1,411)</u>	<u>-1.45%</u>
	<u>1,095,577</u>	<u>549,289</u>	<u>519,142</u>	<u>(30,147)</u>	<u>-5.49%</u>

CSS	Surplus (Deficit)	-	0	138,497
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**CSS revenues are over budget \$108,349 (20%).** This is due primarily to provincial funding increases not yet received for cost of living adjustments in 2024/25.

**CSS expenditures are under budget \$30,147 (-5%).** This is primarily due to snow removal costs not yet incurred for the 2024/25 Home Maintenance season. Over budget wages in 400 Club relate to prior period retroactive wage payments not accrued at March 31, 2024 and are offset by under budget wages in Caregiver Respite.

*Administration costs (allocated to SH and CSS based on % of revenue)*

**Administration Costs are under budget \$4,003 (-1.45%).** This is considered effectively on budget.

## Suggested Board Motions for Discussion

1. That the board approve the year-to-date operating budget-to-actual results for the period ending September 30th, 2024.

*2. That the board approve the capital budget-to-actual results for the project ending September 30th, 2024, and forecasted capital levy estimates.*

*3. That the board approve the 2024/25 Community Support Services Q2 year-to-date budget to actual results.*

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**THURSDAY, NOVEMBER 28, 2024**

**MINUTES**

**Date:** Thursday, November 28, 2024

**Location:** Cassellholme Garden Room

**Present:** Mark King, Chair  
 Chris Mayne, Vice Chair  
 Peter Chirico  
 Michelle Lahay  
 Robert Corriveau

**Staff:** Angie Punnett, Administrator  
 Billy Brooks, Chief Financial Officer  
 Dave Smits, Director, Capital Facilities  
 Lindsay Dyrda, Director of Care  
 Julie Pilkey, Secretary

**Regrets:** Camille Brigas, QI Director

**Guests:** Anita Brisson (Zoom)  
 Monique Peters, Family Council  
 Johanne Brousseau (Zoom)

<b>A. CALL TO ORDER</b>	
<b>MEETING RECORDED</b>	
<i>"Moved by Peter Chirico and seconded by Robert Corriveau that the meeting be called to order at 1:04 p.m."</i>	
<b>Res. #124-24</b>	<b>Carried</b>
<b>1. Approval of Agenda</b>	
<i>"Moved by Michelle Lahay and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as presented."</i>	
<b>Res. #125-24</b>	<b>Carried</b>
<b>2. Conflict of Interest</b>	
<i>"Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest."</i>	
<b>Res. #126-24</b>	<b>Carried</b>



### 3. Approval of Minutes

#### 3.1 Approval of the Minutes of the Regular Board Meeting held on October 24, 2024

*"Moved by Chris Mayne and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on October 24, 2024, be adopted as amended."*

Res. #127-24

Carried

### 4. New Business

#### 4.1 Ministry Of Long-Term Care – Proposed Amendments – Modified Waiting List

Angie discussed the Memo and the Consultation Draft from the Ministry regarding the proposed amendments to implement a time-limited Long-Term Care Homes Cultural Pilot Project to evaluate how changes to long-term care waitlist prioritization requirements can improve Ontarian's access to cultural, ethnic, religious and linguistically appropriate care. If approved, the ministry would propose that the amendments come into force on January 1, 2025. The modified waiting list designation would allow a long-term care home, or unit, or area with the home as being subject to the modified waiting list rules.

Angie added she had a response this morning that the ministry is aware of our proposal and want to meet. Angie will reach out to NFN to include them to see where we fit in with the Pilot Project.

At this time, there is no funding included in this Pilot Project.

### 5. Redevelopment

#### 5.1 Construction Update *(Dave Smits)*

Report in package.

Move in date is still scheduled for May 4, 2025.

Weekly meetings have started every Monday to ensure work remains on schedule.

The 3<sup>rd</sup> Party Infection Control Inspection was completed and report received.

Dave to provide the Budget Summary and forward to the Board.

#### 5.2 Meeting Date with the Municipalities

A meeting date was sent out to the Municipalities for December 4<sup>th</sup>, 2024 at 5:00 p.m. in the Cassellholme Auditorium.

The meeting will be to select representation from the Municipalities and discuss a plan to request the CFP top up from the Ministry.

Angie, Peter and Mark will prepare an Agenda and send out prior to the meeting.

### 6. Operations

#### 6.1 Operations Update

Update in package.

Angie advised the Board that Lindsay Dyrda, Director of Care, will start attending the meetings to discuss Clinical issues.

A few Clinical staff attended a Workshop recently on new inspection processes.

#### 6.2 2025 Cassellholme Operating Budget *(Motion)*

Billy provided a detailed Budget Presentation.

*"Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the 2025 Cassellholme Operating Budget, as presented."*

Res. #128-24

Carried

<b>7. IN - CAMERA</b>	
<p><b>Guests left the meeting</b></p> <p><i>"Moved by Chris Mayne and seconded by Robert Corriveau that the Board proceed to an In-Camera session at 2:12 p.m."</i></p> <p><b>Res. #129-24</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>7.1 Approval of the In-Camera Minutes - dated October 24, 2024</b></p> <p style="text-align: center;"><b>In-Camera Motion - Res. #130-24</b></p> <p><b>7.2 Confidential Matter - Redevelopment</b>  <b>7.3 Confidential Matter - Property</b>  <b>7.4 Confidential Matter - Member Municipality</b>  <b>7.5 Legal Matters - Identifiable Individuals</b></p> <p><i>"Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the In-Camera session to be adjourned at 3:44 p.m."</i></p> <p><b>Res. #133-24</b> <span style="float: right;"><b>Carried</b></span></p>	
<b>B. CORRESPONDENCE</b>	
No items noted	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>	
No items noted	
<b>D. DATE OF NEXT MEETING</b>	
Christmas Dinner Meeting - Wednesday December 18, 2024 @ 4:00 p.m. - Cassellholme Garden Room	
<b>E. ADJOURNMENT</b>	
<p><i>"Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 3:46 p.m."</i></p> <p><b>Res. #134-24</b> <span style="float: right;"><b>Carried</b></span></p>	

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

Nov 21, 2024

**Subject: Cassellholme Redevelopment Update – Nov 21, 2024**

### **Construction Activity**

#### **Highlights:**

Phase 00 - Work complete.

Phase 1-A – Work complete

Phase 1-B sequencing remains unchanged from the previous report.

Updated schedule (Rev. 4) for Phase 1 is included with this report and coordinated with Cassellholme.

Comments with the current project schedule has been included with this report and the progress indicated is updated to reflect ongoing project status. Refer to schedule comments on previously issued monthly reports for reference. Schedule comments in this report are up to date with site progress as of the date of issuance for this report.

#### **PHASE 1-B**

- Exterior masonry cladding is complete and metal cladding is ongoing.
- Interior framing work on all floors is largely complete. Small areas remain to be framed and are being coordinated with other trades.
- Interior boarding is ongoing on Levels 1, 2, 3, 4, and 5.
- Elevator installation is ongoing
- Mechanical and electrical above ceiling rough-ins and are ongoing, as well as wall rough-ins and M&E finishes.
- All roofing work is complete, except for the balconies.
- Concrete slab floor crack repair is scheduled.
- Link construction is in progress.
- Painting and millwork installation is in progress.
- Drywall and T-bar ceiling in progress.
- Floor prep work and flooring installation is in progress.
- Landscape work along Olive Street in progress

The new resident move date is May 4<sup>th</sup> 2024. As shown in Percon's monthly report they have identified their schedule comments but many dates, line items, are clearly past due from the Oct 21 V4 release. IPAC activities have improved and Percon is receptive to work/catch up to meet the 2017 standards. Nov 21 construction review will also include

detailed understanding of the past due line items and what that means in forms of performance for May 4<sup>th</sup> move in.

### **Transition Planning**

An updated summary is attached for reference.

#### **Highlights:**

NFN Partnership/Indigenous Unit Operation and Licensing – No further update.

Bed Application Licensing – Continue to have discussions with OH and Ministry on next steps.

Staffing Plan - No further update this month.

Staff Training Plan for equipment, IT and orientation– Plan has been developed using a number of different delivery methods (2<sup>nd</sup> floor of new building, using old building for medsled, online for staff readiness for P1). Trainers will be selected by February 2025 and training will commence.

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal are under review. Continue to plan detailed storage room configuration on each RHA; clean utility, med room, small and large storage rooms.

Move Plan – New schedule date for week of April 28<sup>th</sup> and resident in rooms May 4<sup>th</sup> 2025. Next scheduled meeting January 2025, in person review.

IT – All network and CCTV equipment work ongoing for the resident entertainment system and facility phone system.

Waste Handling – No further updates at this time.

Outdoor space – Completed for 2025

FF&E Budget – Budget validation ongoing with a final check back to departments in terms of the items they will require.

Occupancy Planning –Occupancy Plan to be submitted by end of January to MLTC.

Emergency Planning – Work progressing well; demo of med sled completed this month; on track

**Change Order Log** - Please see the attached

**Budget Update** - September summary attached.







Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Continue to review Ministry LTC occupancy checklists - final submission required 3 months prior to occupancy; Construction portion 85%, and Interior checklists 75% complete	Anita	2025-01-01
Furniture Contract	PO ready to be issued with mid-December delivery based on latest project schedule	Anita	Aug 12 - complete
Art Fundraising	Ideas have been noted and small WG; including Creative Industries, unable to connect with WKP Gallery to assemble	Anita	ongoing
Wood at mill for purpose	Sept; Anita to set up	Anita	ongoing
<b>P1 Move</b>			
HCR - Movers	Scheduled for week of April 28 2025; Resident in rooms May 4 2025; in-person walk through and meeting tentative for January 2025	Anita	15-Jan
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	Winter 2025
<b>IT</b>			
Cameras	added to training plan		
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone System	almost finalized with vendor for resident cable and phone packages		
Network Design	completed	Dave/Anita	ongoing
Digital Menus/Boards	S/W to be finalized by CH management and TVs to be purchased for install		
Nurse Call	Working with vendor and Percon to finalize the alerts, call bells, colours for certain calls - finalized by Nov 4 - added to training plan		
<b>Bed Allocation - Indigenous and Speciality</b>			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
NFN Collaboration Document	Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again	Anita/Angie/NFN	ongoing
	flow of care - Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee		TBD
	Policy inclusion - part of collaboration document		TBD
	Programming & ceremony - further discussion needed		TBD
	Quality of Care Committee	Anita/Angie/NFN	TBD
<b>Wayfinding</b>			
Wayfinding	NFN translations remaining & have been finalized	Anita/Dave	22 Jul
Art Work - RHA and P1	Artwork underway and will provide updates as artist submits	Anita/Dave	ongoing
<b>Support Services</b>			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning)	Anita	ongoing
Storage Area list	Walkthrough with clinical management on 2nd floor to finalize layout and storage needs prior to ordering shelving. Received options for smaller storage and will bring one set for 2nd floor for set up when area is ready. Will bring mgmt staff through for further discussion before order is made.	Dave/Anita	January
<b>Emergency Response</b>			
Fire plan	Demo'd the med sleds for understanding and to implement in policy and training Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft form Drawings have been supplied to the fire department training plan created - draft; will be creating demo anchor system in old building to assist in the timing needed for training	Anita/Julie/Ron	ongoing & on track
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Dave/Anita	Winter 2026
<b>Staff Training Plan</b>			
Detailed Breakdown	Comprising of various methods: in-person, video, replicated in old building, in new building to ensure move readiness Managers have met and compiled needs and timing required for the different elements of training and action plan is created; to be reviewed and train the trainers to be named	Anita	winter 2025



Board of Management Meeting

November 28, 2024

❖ **CLINICAL SERVICES - Bev VonHassell, Kathy MacDonald**

**Reports to the Ministry of Long Term Care**

- ❖ A total of 7 critical incidents to the MOLTC from October 17 – November 22, 2024
- ❖ Staff to Resident Action: 2 classified as neglect; 1 classified as verbal abuse
- ❖ Controlled substance missing/unaccounted for: 1
- ❖ Fall with Injury: 2
- ❖ Unexpected death: 1

**Inspections**

- ❖ **September 16-20, 2024** – received inspection report – awaiting public copy. Previous compliance order was resolved and found to be in compliance. Areas identified:
  - Non-compliance remedied: related to storage of drugs
  - Written Notices (5): related to policy to promote zero tolerance of abuse, reporting certain matters to the Director, general requirements of programs, IPAC program, administration of drugs
  - Compliance Order: related to plan of care. Compliance due date December 20, 2024.
- ❖ **November 6-7, 2024** – received inspection report – awaiting public copy. Inspection related to unexpected death.
  - Compliance Order: related to resident drug regimes. Compliance due date January 3, 2025

❖ **STAFFING - Tiffany Chapman, HR Coordinator**

**Staffing & Students**

- ❖ Active/In Progress PSW Living Classroom group
- ❖ Active/In Progress Practical Nurse (Canadore)
- ❖ 1 RN Student Preceptorship
- ❖ Complete PSW (CTS) Students – interviewed/hiring in progress (5)
- ❖ Hired in October – 18 Total (9 PSWs, 2 CSS PSWs, 3 RPNs, 2 FSWs, 1 Housekeeper, 1 Activities Assistant)
- ❖ Terminated/Resigned/Retire in October – 7 Total (1 PSW, 2 RPNs, 1 RN, 1 FSW, 1 Admin contract end, 1 Admin resignation)

**Vacancies – as of November 21/24:**

- ❖ PSW – 1 temp. full-time, 7 temp part-time, 3 perm. part-time, 1 perm. full-time – ALL LINES POSTED
- ❖ RPN – 4 temp. full-time, 2 perm. full-time, 1 perm. part time
- ❖ RN – 1 temp to assist with time off requests (no RN Agency staff)
- ❖ Dietary – 1 temp. full time, 2 temp. part time, 3 perm. part time
- ❖ Housekeeping – 1 temp. part time

❖ **Behavioural Supports Ontario (BSO) - Camille Bigras, Director of Support Services & Quality Assurance & Kathy MacDonald, Nurse Manager**

On October 16<sup>th</sup>, Ontario Health advised us that we will receive base funding in the amount of \$70,231 in fiscal year 2024-25.

This funding will help to hire and maintain a new specialized BSO Activity Aide, permanent full time position, which will enhance the dynamic services our existing team provides to our residents. BSO staff deliver supports and services to BSO target population within our home who are at risk of, responsive behaviours/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative facilitates seamless, interdisciplinary, inter sectoral care for individuals as well as their professional and family care partners.

We are delighted with this announcement which will unquestionably enrich our current services.

### ❖ **INFECTION, PREVENTION & CONTROL (IPAC) - Ellen Whittaker, Infection Prevention & Control Manager**

#### **Hand Hygiene Observations:**

- ❖ Hand hygiene observations are ongoing and the focus has been on the units that have the highest number of respiratory cases at the time. Recently that has been Apple St and Maple St. There have been 2278 hand hygiene observations done in 2024. The goal for the year is 2400.

#### **Outbreaks:**

- ❖ On October 10<sup>th</sup> 2024 a respiratory outbreak was declared on Willow St when 3 residents presented with symptoms. Testing has shown that the causative agent for some residents is Covid-19 while others have tested negative. On October 15<sup>th</sup> the outbreak was declared facility-wide when there was a new case on Apple St. The outbreak is ongoing and at this point there have been 80 resident cases and 55 staff cases.
- ❖ The Health Unit IPAC team was in the Home on November 21<sup>st</sup> 2024 to do an IPAC audit on all units. The previous audit was done by them, in August. There were no major concerns expressed verbally and the written report will be available next week.

#### **Immunization**

- ❖ The annual resident and staff flu shot clinics are now complete. Flu shots remain available on an individual basis. Resident RSV and Covid-19 immunization are also completed. The new pneumococcal vaccine, Prevnar 20, is being planned for the beginning of December. Resident Covid-19 vaccination numbers are included below for your information:
  - Administered: 143
  - Refused: 44
  - Recent Covid-19 infection; 41

#### **Education**

- ❖ Due to the ongoing outbreak, the IPAC frontline training has been focused on hand hygiene, correct mask use and correct donning and doffing procedure. The training is occurring at point of care with direction being provided on the spot. It is occurring on all 3 shifts.

#### **IPAC Construction Audits**

- ❖ Audits continue to be done at least weekly, with a focus on the debris control and removal, dust control and cleaning at the site, as required in CSA Z317.13-17.
- ❖ Due to the progression with drywall and ceilings, the focus has been auditing the cleaning of structures that are above ceiling. The auditing continues to ensure that insulation remains clean before the walls are closed and ensuring the air handlers are functioning and filters are replaced when dirty. The IPAC team recently met to discuss the necessary changes to the original IPAC plan, to include more detail. That revised plan is expected soon. An IPAC plan specific to the connection of the link is being developed and this must be in place before that work can start.

## ❖ **ADMISSIONS - Tracy Davis, Interim Resident & Family Navigator**

Due to the ongoing outbreak, admissions were temporarily suspended. However, given the current bed crisis at the hospital, we have resumed accepting admissions. In the last month, we had a total of 7 new admissions. Looking ahead, we expect 2 more admissions this week and 3 additional admissions next week.

### **Short Stays**

There has been 1 short stay in the past month. The individual was successfully discharged following their stay.

### **Deaths**

Unfortunately, in the last month, we have experienced 10 deaths within the facility.

### **Summary**

- ❖ **Admissions (last month):** 6
- ❖ **Short Stays (last month):** 1 (discharged)
- ❖ **Deaths (last month):** 10

## ❖ **RESIDENT SERVICES - Mandy Gilchrist, Manager**

- ❖ **Trishaw Bike** – current fundraising amount is \$3016.00. Deadline to order the bike is December 1/24, with the bike arriving in mid-March.
- ❖ Activity staff and residents participated in the North Bay Santa Claus Parade on Sunday November 17/24. It was a great day to kick off the holiday season.
- ❖ Gearing up for the holidays with lots of special events planned for December. Decorating day is planned for November 29/24. This is also the start of Festive Fridays.

## ❖ **HEALTH & SAFETY - Ron Goodship, Health & Wellness Coordinator**

### **N95 Mask Fit Testing by Levitt- Safety (based out of Sudbury)**

November 11<sup>th</sup> through November 15<sup>th</sup>. Approximately 120 workers were fit tested during the week. A report from the company will follow. Discussions on how to capture the remaining workers that have expired testing. Most of the remaining workers needing fit testing are on nights or on evening shifts.

### **Steps Taken to Reduce Resident Action Injuries**

- ❖ **Stop and Go Procedure** – Unless it is unsafe for the resident, the worker is instructed to Stop approach, assess and come back and reattempt care. When this procedure is used, the reattempt is usually without issue.
- ❖ **Training on proper self-positioning during care** – Not placing yourself in a position that intimidates a resident or places the worker in harms way if the resident shows aggressive behaviors.
- ❖ **GPA Training** – All Cassellholme employees take the Gentle Persuasive Approach Training. A full day of classroom and practical training that gives the worker the skills to provide safe care with confidence and kindness.
- ❖ **Code White** – A review of when we call a Code White and who responds to a Code White.
- ❖ **Abuse Training** – Focus on abuse recognition and reporting – all staff
- ❖ **Discipline** – Counseling records for workers not following procedures

### **Over Exertion & Strain Injuries**

- ❖ Unit Managers have been focusing on proper lifting technics and procedures.
- ❖ Counseling of workers who do not follow care plans (two person transfers)
- ❖ Transfer meetings continue for any decrease level of transfer requests (decision tree)
- ❖ Care plan reviews and updates Are ongoing

**Note:**

The new building will have an increased number of mechanical lifts which will reduce the physical demands during transfer situations.

❖ **EMERGENCY PREPAREDNESS PLAN - Julie Pilkey, Finance & Administration Coordinator**

Under the Fixing Long-Term Care Act, 2021, Cassellholme is required to train staff on our Emergency Preparedness Plan.


Our Annual Fire Drill Scenario was held with the North Bay Fire Department on Nov 20/24. The evacuation was held on 3<sup>rd</sup> Floor North, simulating a night shift. All duties were completed within the time available with positive feedback from the Fire Department.

A Mock Code Black – Bomb Threat will be held with the North Bay Police Service on Dec 4/24 at 1:00 p.m.

Ellen Whittaker held a Pandemic tabletop exercise and is planning a tabletop exercise for Diseases of Public Significance. Ellen will provide a report for the next Board Report.

Mock training exercises for other emergency services have been completed or are ongoing to meet our requirements by the end of the year. A final report will be provided to the Board once all training is completed.

❖ **VOLUNTEER REPORT - See Attached**



It's not faith  
in technology.  
It's faith in people.

# CASSELLHOLME

*Compassionate care for life's journey.*

## **VOLUNTEER REPORT**

### **Introduction**

Volunteers play a crucial role in enhancing the quality of life for residents in long-term care (LTC) facilities in Ontario.

Cassellholme's volunteer program encompasses various types of volunteers and volunteer interactions, from 1:1 visits, to general volunteers - students, adult and seniors as well as local community groups and organizations. This report explores the roles, contributions, and challenges faced by volunteers in our program, as well as the policies that support or limit their effectiveness.

### **Roles and Contributions**

Volunteers in LTC homes contribute significantly to the well-being of residents by providing companionship, assisting with daily activities, and supporting recreational programs. Their involvement helps to create a more homelike environment, fostering social connections and emotional support.

### **Policies and Regulations**

The Fixing Long Term Care Act 2022 Volunteer program requires that :

- 20 (1) Every licensee of a long-term care home shall ensure that there is an organized volunteer program for the home.

Ontario's policies regarding LTC volunteers are designed to ensure the safety and well-being of residents. However, these policies often define volunteer roles narrowly, which can limit their potential impact. Key policy aspects include:

1. **Orientation and Training:** Volunteers must undergo comprehensive orientation and training to understand the home's policies, emergency procedures, and resident care protocols.
2. **Regulatory Compliance:** Volunteers are required to comply with regulations related to infection control, resident safety, and mandatory reporting of abuse or neglect.
3. **Role Definition:** Policies tend to liken volunteers to supplementary staff rather than recognizing their unique contributions as caregivers.

### **Challenges**

Volunteers face several challenges in LTC settings, including:

- **Limited Role Recognition:** The narrow definition of volunteer roles in policies can restrict their ability to provide meaningful relational care.
- **Regulatory Burden:** The emphasis on safety and compliance can sometimes overshadow the relational aspects of volunteer work, making it difficult for volunteers to engage fully with residents

## **Time Frame September 1, 2023 - August 31, 2024**

### **Overview of the Cassellholme Volunteer Program**

Our volunteer program at Cassellholme long-term care encompasses a variety of roles and activities designed to enhance the quality of life for residents.

Here are some key components:

1. **Companionship and Social Interaction:**
  - One-on-one visits with residents to provide companionship and conversation. One specific volunteer has provided our residents with 122 visiting days totaling 840 hours of one to one interaction.
  - Assisting residents with letter writing, reading, technology assistance or playing games such as cards or dice .
2. **Recreational Support:**
  - Our volunteers work alongside our activity staff helping to organize and run recreational activities such as arts and crafts, music sessions, religious and spiritual activities and exercise classes.
  - Assisting with special events themed and holiday celebrations.

### 3. **Assistance with Daily Activities:**

- Some trained volunteers assist the clinical team by supporting residents during meal times by helping to serve food and providing company during meal times and Healthy snack passes.
- They also assist with mobility and escorting residents to different areas within the facility ensuring that the safety of the resident is at the forefront during these excursions.

### 4. **Emotional and Psychological Support:**

- BY offering a listening ear and emotional support to residents who may be experiencing loneliness or grief.
- Participating in reminiscence therapy sessions to help residents recall and share past experiences.

## **Volunteer Training and Orientation**

- **Comprehensive Training:** Volunteers receive in house orientation and training on topics such as resident rights, infection control, resident safety, communication skills, the AODA regulations currently in effect in Ontario as well as proper feeding protocols (optional) and emergency procedures of the facility .
- **Ongoing Education:** Volunteers are provided with specific opportunities for continuous learning through workshops and seminars on topics relevant to elder care , palliative care and volunteerism.

## **Health and Safety**

- **Health Screenings:** Volunteers must complete health screenings, including proof of vaccinations and a tuberculosis test.
- **Police Record Check:** A valid and current Vulnerable Sector Screening is required to ensure the safety of residents.

## **Recruitment Strategies**

- Direct contact with high school guidance departments
- Direct contact with Canadore College Recreation Therapy regarding work placement opportunities
- Registration with Canadore College and Nipissing University Volunteer Boards
- Attended Canadore College Volunteer Fair
- Attended “Welcome to North Bay ” event held at Memorial Gardens sponsored by North Bay Chamber of Commerce
- Membership and attended Volunteer Fair host by Unity in Community Volunteer Group

## Commitment and Support

- **Minimum Commitment:** Volunteers are typically asked to commit to at least one shift per week for a minimum of six months.
- **Supportive Environment:** Volunteers are integrated into the Support Services Team (Activities) care team and provided with ongoing support and supervision.

## Benefits of Volunteering

- **Personal Fulfillment:** Volunteering offers a sense of purpose and the opportunity to make a meaningful difference in the lives of residents.
- **Skill Development:** Volunteers can develop valuable skills in communication, caregiving, and teamwork, as well as work to goals such as completion of high school credits (Co-Op Program) , College Credits (100 hr. and 240 hr. Work Placement Program) .
- **Community Engagement:** Being part of a supportive community and building relationships with residents and staff especially local service groups and organizations
- **Community Recognition :** Our volunteers qualify for local City of North Bay Volunteer Service Awards as well as the Province of Ontario Volunteer Service Awards.

## VOLUNTEERING BY THE NUMBERS

September 1, 2023 - August 31, 2023

Total Registered Volunteer (Completed Orientation ) : 30

Total Active Volunteers : 23



Total Volunteer Visits: **521**

Total Volunteer Hours Tracked via Activity Pro: **2435.50\* Hrs**

Total Volunteer requesting and receiving feeding training: **7\*\***

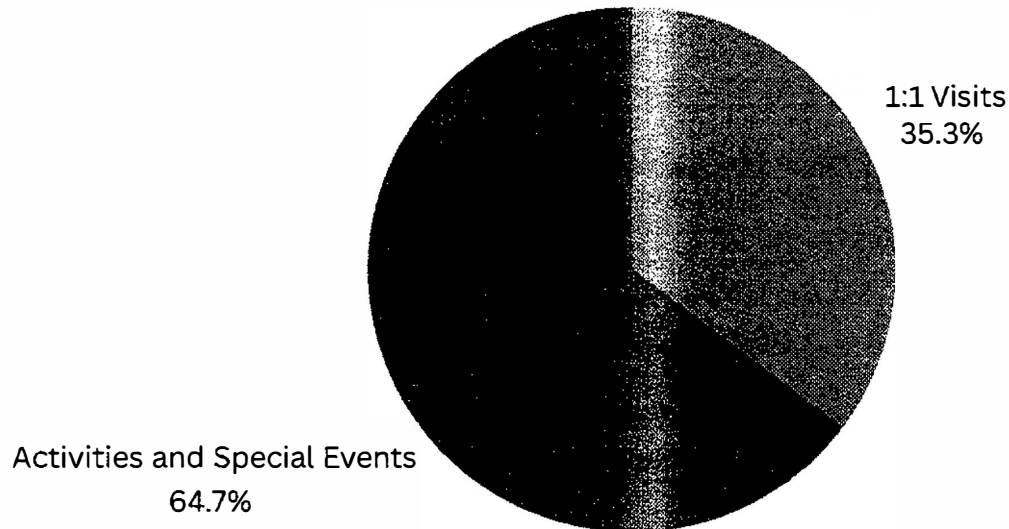
*\* This number does not encompass Tri-Shaw Bike Volunteer Pilots nor community groups such as Calvin Presbyterian Church, or entertainment groups and children activity groups such as guides, brownies, sparks, cubs and scouts.*

*\*\*This number includes 3 members of current family council that have received training prior to my arrival*



### **Breakdown of Volunteer Participation**

In those 2435.50 total hours logged volunteer hours, direct 1:1 visit represented 859 total hours with the remaining 1576.5 hours being those in assistance to the delivering of activities and special events for the residents of Cassellholme



### **Community Partnerships**



4 Canadore College Rec Therapy Students - 1st Semester - 100 hrs Placement  
4 Canadore College Rec Therapy Students - 2nd Semester - 240 hrs Placement

District of Nipissing Social Services Board - Assisting adult social assistance recipients seeking employment in house placements in chosen field - 3 participants

Enbridge Gas - Christmas Employee Engagement Program  
Unity in Community Volunteer Group  
North Bay Community Living  
Near North Palliative Care Network

*A Casselholme volunteer was nominated and received a City of North Bay Mayor's Award for her efforts in the provision of 1:1 visitations for our residents.*



On May 8th, the Community Volunteer Collective hosted Unity in Community, an event recognizing the incredible volunteers in our community. Each recipient was highlighted for their outstanding achievements and presented with an award from Mayor Peter Chirico. A huge congratulations to all our honorees!

One Kids Place: Layla Lefrancois

Food Bank: Cindy Ryan

Outloud: Shelly Whitehead

Capitol Centre: May Seguin

Humane Society: Katie Vint

Dionne Quints Heritage Board: Brian Callahan

**Casselholme: Evelyn Marquette**

Children's Aid Society: Gary Smith

Canadian Cancer Society: Renee Meyer

NBRHC: Terry Thompson

Nicks Place for Us: Gillian Hebert

Nipissing Serenity Hospice: Michelle Larouche

*A positive partnership with 2 local high schools*

High School Co-Op Student from Chippewa High School

High School Co-Op Students from Scollard Hall x (2)

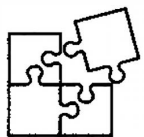
## **Program Successes and Challenges:**

### **Successes :**



1. **Enhanced Quality of Life:** Volunteers significantly improve the quality of life for residents by providing companionship, emotional support, and engaging activities. Their presence helps reduce feelings of loneliness and isolation, which are common in long-term care settings.
2. **Community Engagement:** Volunteer programs foster a sense of community and connection between LTC facilities and the broader community. This engagement can lead to increased support and resources for the facility.
3. **Skill Development:** Our volunteers gain valuable skills and experience, which can be beneficial for their personal and professional development. This includes skills in caregiving, communication, and teamwork.

### **Challenges**



1. **Recruitment and Retention:** Attracting and retaining volunteers is extremely challenging. Many potential volunteers may have other commitments or may not be aware of the opportunities available in LTC facilities. The time commitment goal at the high school or college level once achieved usually means that the volunteer will not return.
2. **Training and Supervision and volunteering in a Unionized Environment:** Providing adequate training and supervision for volunteers requires time and resources. Ensuring that volunteers are well-prepared to handle the responsibilities and challenges of working in an long term care setting is crucial. Ensure that the current staff and their workplace representatives are in agreement with the focus and goals of the volunteer program is mandatory.
3. **Regulatory Compliance:** Volunteers must comply with various regulations and policies, which can sometimes be burdensome and costly. The amount of time from a volunteer applying for a Vulnerable Sector Check and successfully securing it can be up to 6-8 weeks. In this time , the potential volunteer cannot start within the home . This sometimes turns the volunteer away . This has happened with a few older adult volunteers that just want to come for 1:1 interactions. Other items such as health screenings, police record checks, and adherence to infection control protocols can be a

deterrent to volunteers and their commitment and retention.

4. **Role Definition:** Clearly defining the roles and responsibilities of volunteers can be difficult. It is important to balance the need for volunteers to provide meaningful support with the need to ensure resident safety and regulatory compliance.
5. **Emotional Challenges:** Working in an long term care setting can be emotionally challenging for volunteers, especially when dealing with residents who have complex health issues , behaviours or dementia, or nearing the end of life, this can be very challenging. .

### **Recommendations for Improvement**

1. **Recognition and Support:** Regularly recognize and support volunteers to show appreciation for their contributions. This can include formal recognition programs, social events, thank you dinners , and opportunities for feedback. This is and should be built into facility budget, so the Volunteer Program Co-Ordinator has a clean definition of the commitment of the facility to its program. Additionally, through our partnerships with volunteer hubs in the community - we can also recognize our volunteer pool with a wider city-wide scope.
2. **Enhanced Recruitment Strategies:** Implement targeted recruitment strategies to attract a diverse group of volunteers. This could include partnerships with local schools, community organizations, and businesses. Focus needs to be put on Intergenerational activities and events such as cubs/scouts/guides visits. These activities are always well received and welcomed by both parties involved.
3. **Flexible Volunteer Opportunities:** Offer flexible volunteer opportunities that can accommodate different schedules and levels of commitment. Focusing on the potential volunteer and not asking them to be in a situation where they are uncomfortable. This can help attract a wider range of volunteers.
4. **Clear Role Definitions:** By clearly defining volunteer roles and responsibilities to ensure that their duties are well defined, explained and understood so they can perform them effectively. This can help prevent misunderstandings and ensure that volunteers are utilized effectively.

## **Recommendations**

To enhance the effectiveness of volunteers at Cassellholme, the following recommendations are proposed:

1. **Internal Policy Revisions:** Broaden the definition of volunteer roles to recognize their unique contributions and reduce the regulatory burden that limits their engagement.
2. **Create a Supportive Environment:** Foster a supportive environment that values and integrates volunteers as essential members of the care team. Regularly ensuring that funds are directed to and specifically utilized in the volunteer program especially in recognition and thanks of the volunteer team. Additionally, reminding the staff members that they are here to assist them not hamper them in the delivering of programs and activities

By addressing these challenges and building on the successes, Cassellholme and its volunteer program can continue to provide a robust volunteer program that greatly benefits both residents and volunteers.

Respectfully Submitted



Enrichment Lead

**From:** AMO Policy <policy@amo.on.ca>  
**Sent:** Thursday, December 12, 2024 4:38 PM  
**To:** Jessica Laberge  
**Subject:** AMO Policy Update – Municipal Codes of Conduct Legislation



## **AMO Policy Update – Municipal Codes of Conduct Legislation**

As the most trusted and transparent level of government, accountability is a core value of the municipal sector. For years, municipalities have called on the province for better tools to codify and enforce higher standards of accountability for elected officials. These tools are needed to reinforce the accountability of the municipal sector and to support a safe and respectful work environment for members of council and for municipal staff.

Legislation was promised three years ago following an extensive public consultation process that concluded in fall 2021. If passed and once regulations are finalized, this legislation will largely deliver on that promise by:

- enabling standardization of municipal codes of conduct and integrity commissioner investigation processes;
- creating a role for the Integrity Commissioner of Ontario in municipal codes of conduct and integrity commissioner matters; and
- establishing a mechanism to remove and disqualify from office members of council and certain local boards for the most serious violations.

AMO welcomes this legislation that responds to what municipalities' have consistently requested. AMO will review the details in the bill and engage fully in the legislative process during the next legislative session. Members should

be aware that the bill will not become law if the Premier calls an election before the bill passes.

*“Municipal councils in Ontario have asked for legislation that holds elected officials to a higher standard of accountability. If passed, this bill would deliver on ensuring that, as members of council, we are living up to the trust that residents put in us. We commend Minister Calandra for getting to this point.”* – Robin Jones, AMO President and Mayor of Westport

*“Municipal government is the most trusted, open and transparent order of government. This bill, if passed, will help municipal councils fulfil their commitment a higher standard of accountability, and to address situations of serious misconduct when they arise.”* – Brian Rosborough, AMO Executive Director

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Association of Municipalities of Ontario

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**From:** AMO Policy <policy@amo.on.ca>  
**Sent:** Monday, December 16, 2024 3:28 PM  
**To:** Jessica Laberge  
**Subject:** AMO Policy Update - Pre-Budget Key Messages for Use at ROMA Delegations, Conservation Authority Fees, Energy Supply and Distribution Plans, Environmental Bill



# **AMO Policy Update – Pre-Budget Key Messages for Use at ROMA Delegations, Conservation Authority Fees, Energy Supply and Distribution Plans, Environmental Bill**

## **Pre-Budget Key Messages for Use at ROMA Delegations**

Ontario’s municipalities are strongest when they speak with one voice, highlighting issues that are important to communities across the province and consistently asking for the same fix from the province.

The 2025 ROMA Conference provides an important opportunity to link local examples to what municipalities are saying province-wide on key priorities. AMO asks that you consider incorporating AMO’s pre-budget key messages into your conversations with Ministers at ROMA. Messages focus on the need for:

- new ways to fund housing-enabling infrastructure
- the province to reduce its reliance on municipal tax dollars, to help municipalities to focus on rising costs of core municipal responsibilities like policing
- the province to make significant and comprehensive investments in income support, mental health and addictions services as well as community and supportive housing to address homelessness



In addition to these key priorities, we know that many ROMA members plan to raise concerns with *Provincial Offences Act* administration. Recently, AMO wrote to Minister Downey calling for a third-party review of the system to address ongoing challenges. You may wish to consider key messages from the [letter](#) as part of a consistent, sector-wide ask.

## **Conservation Authority Fee Freeze**

The Ministry of Natural Resources and Forestry recently provided direction to Conservation Authorities that it will be freezing conservation authority fees for another year, until the end of 2025. The freeze was originally put in place on January 1, 2023 to help the province build 1.5 million homes by 2031. This will mark the third year that the freeze is being extended.

Conservation Authorities provide key services that benefit municipalities by protecting residents, safeguarding infrastructure, and enhancing the overall quality of life within the community. AMO will continue to advocate for:

- The ability of conservation authorities to set fees that accurately reflect the value of their services. These fees should be transparent, defensible, and publicly available.
- A fee structure that establishes a reliable, long-term funding model for conservation authorities. This would mitigate potential financial risks for municipalities while addressing concerns about strained staffing capacity within these crucial environmental organizations.

## **Province Expanding Energy Procurements**

The Minister of Energy and Electrification [has announced](#) direction to the Independent Electricity System Operator (IESO) to increase energy procurements by:

- Expanding the amount of new electricity generation infrastructure being procured under the Second Long-Term Procurement (LT2) by 50%. IESO will award contracts annually between 2026 and 2029
- Developing options for additional procurements to:
  - Get “long-lead resources” such as hydroelectric and long-duration energy storage, and

- Re-contract existing and get new small-scale electricity generation such as small solar installations

AMO anticipates that this expanded approach to energy procurement will lead to an increase in requests for municipal approvals on proposed energy projects within their communities. AMO continues to collaborate with the IESO and the province to ensure municipalities have the necessary support to make informed decisions on energy projects. This includes AMO's development of a municipal toolkit, which will be launched in the New Year.

## **OEB New Connections for Housing Development**

AMO provided comments to the Ontario Energy Board (OEB) on proposed changes to the Distribution System Code. These changes aim to lower the upfront costs for homebuyers in new developments by directing electricity companies to recover the costs of building new 'last mile' power lines over a longer period. This could spread costs across a larger pool of residents, making housing more affordable. AMO continues to advocate for a solution that ensures the cost and risk shift away from homebuyers without burdening municipalities or local distribution corporations.

## **Response to Environmental Bill**

AMO provided comments on Environmental Registry postings related to Bill 228, Resource Management and Safety Act, 2024. Comments addressed a range of environmental proposals, including:

- Advocacy for the province to absorb any new costs associated with a new wildland fire modernization framework
- Support for the province's plan to reduce oil and gas well hazards, and
- Support for the province's efforts to mitigate climate change through the development of a commercial carbon storage framework.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

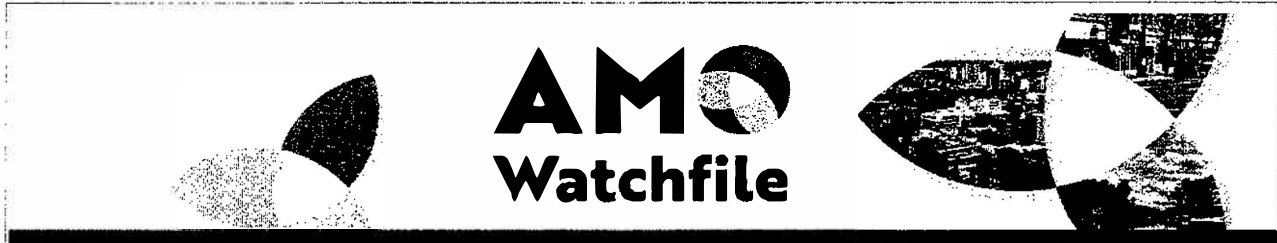
Association of Municipalities of Ontario

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## Jessica Laberge

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, December 12, 2024 10:01 AM  
**To:** Jessica Laberge  
**Subject:** AMO Watchfile - December 12, 2024



December 12, 2024

- Get access to MIDAS!
- Integrated Energy Resource Plan Consultation.
- Climate Ready Infrastructure Service (CRIS) registration now open.
- Intake announcement - Canada Housing Infrastructure Fund.
- ROMA Program - So many great concurrent sessions!
- ROMA Pre-conference workshop January 18 - Two Keys to Municipal Success.
- AMO is here to support your leadership - 2025 Workshops.
- Now available - On-demand municipal investment training.
- Blog: LAS' 2024 Year End Message.
- Plan your purchases with Canoe.
- Careers.

### **AMO Matters**

MIDAS - the [Municipal Information & Data Analysis System](#) - provides access to the Financial Information Returns (FIRs) data to all Ontario municipalities. MIDAS converts FIR data into meaningful reports. For access, municipal elected officials and municipal staff can email [MIDASAdmin@amo.on.ca](mailto:MIDASAdmin@amo.on.ca).

### **Provincial Matters**

The Ministry of Energy and Electrification is [seeking comments](#) to inform the development of a provincial energy plan to guide the transition to a clean, reliable, affordable energy supply. Comments are due December 13.

### **Federal Matters**

Municipalities with populations 30,000 and under can now access the CRIS expert-matching service to get free expert advice on how to build climate-resilient infrastructure plans and projects. Apply [here](#).

The \$6 billion Canada Housing Infrastructure Fund launches with \$1 billion for direct municipal and Indigenous infrastructure projects supporting housing-enabling infrastructure. Visit the [CHIF website](#) for [application details](#) and upcoming webinars.

### **Education Opportunities**

The 2025 ROMA Conference program is jammed full of top-notch sessions. Sessions are designed from the rural perspective, highlighting solutions and innovation for rural communities. Check out the program [here](#). [Register for the ROMA Conference today](#).

AMO's [Two Keys to Municipal Success: Sustainability & Engagement](#) workshop explores strategies for planning your organizations financial sustainability and how to successfully communicate to and engage your community on your plan and efforts. [Register here](#).

AMO continues to advance its education programming. [Here is a list](#) of what is on the calendar so far for 2025. Watch for new workshops including strategic asset management, equity, inclusion and innovation in municipalities, unlocking opportunity through human rights based planning and more.

Do you want to enhance your understanding of municipal investments? [This new on-demand training](#) for municipal finance staff will review the *Municipal Act* investment rules/regulation, discuss current municipal finance challenges, and overview the available investment options for the municipal sector.

### LAS

One of the broad themes for 2024 was learning how the municipal sector, and LAS specifically, can help solve big problems. [Read more about LAS activities and outcomes](#) for 2024 and our future areas of focus.

The [Canoe Procurement Group](#) makes it easy to get budget pricing for your future purchases. Let our procurement experts do the work for you. [Contact Sarah](#) to learn more.

### Careers

[Regional Directors, \(Central Region and West Region\)](#) - Ministry of Children, Community and Social Services. Closing Date: December 20, 2024.

[Secretary-Treasurer, Committee of Adjustment - City of Hamilton](#). Closing Date: January 15, 2025

[Growth Management Services Coordinator - King Township](#). Closing Date: January 3, 2025.

[Manager, Cybersecurity and Risk - City of Windsor](#). Closing Date: December 20, 2024.

[Fire Inspector - City of Kingston](#). Closing Date: January 2, 2025.

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

### AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

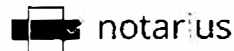
[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



## Jessica Laberge

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, December 19, 2024 10:01 AM  
**To:** Jessica Laberge  
**Subject:** AMO Watchfile - December 19, 2024



December 19, 2024

*Everyone at AMO wishes you, your friends and family,  
and your community a happy and safe holiday season!*

- Toronto joining AMO in 2025.
- AMO's Healthy Democracy Forum report released.
- AMO Holiday office closure.
- Implementation date of excess soil landfill restriction changed.
- Climate Ready Infrastructure Service (CRIS) registration now open.
- We are a month away from ROMA 2025 Conference!
- ROMA pre-conference workshop January 18 - *Two Keys to Municipal Success*.
- Asset Management workshop at ROMA Conference - Sunday January 19.
- Interested in hearing about the ROMA Board of Directors strategic work?
- Take advantage! AMO Education discount registration rates.
- Upgrades for a brighter 2025!
- Apply for the Invasive Species Action Fund.
- Municipal flood resilience in action training.
- Careers.

### **AMO Matters**

On December 17th, Toronto City Council approved the renewal of the City's membership in AMO beginning in 2025. Toronto becomes a member of AMO on January 1st. The AMO Board welcomed the decision, which builds on a strong record of collaboration between AMO and Toronto and creates a stronger collective voice for municipal government to advance good public policy in Ontario.

AMO's inaugural Healthy Democracy Forum on October 19 and 20, 2024 welcomed 154 participants for three comprehensive conversations about diverse representation, youth engagement, and accelerating local democratic engagement in your communities. You can now access our [Forum Report Back](#) to go along with speeches and presentations from two remarkable days.

Please note the AMO office will be closed from December 25, 2024 through January 1, 2025. The office will reopen on January 2, 2025. The next issue of the Watchfile will be on January 9.

### **Provincial Matters**

Ontario has made [amendments to Ontario Regulation 406/19](#) to change the in-effect date of a provision to restrict landfilling cleaner excess soil, from January 1, 2025 to January 1, 2027.

### **Federal Matters**

Municipalities with populations 30,000 and under can now access the CRIS expert-matching service to

get free expert advice on how to build climate-resilient infrastructure plans and projects. Apply [here](#).

### **Education Opportunities**

The ROMA *Rural Routes* Conference will be a remarkable event. The 2025 Conference program is jammed full of top-notch sessions. Sessions are designed from the rural perspective, highlighting solutions and innovation for rural communities. Check out the program [here](#). [Register for the ROMA Conference today](#).

AMO's *Two Keys to Municipal Success: Sustainability & Engagement* workshop explores strategies for planning your organizations financial sustainability and how to successfully communicate to and engage your community on your plan and efforts. Register [here](#).

*Beyond the Numbers: Building a Brave Culture for Asset Management Success* - don't miss this free workshop delivered by Christina Benty and focused on sharpening your strategic asset management decision making and planning skills. More [information on content available here](#).

Meet with your ROMA Board members Zone representative on Sunday January 19 to engage in the key advocacy issues in focus for the Board over 2025. You can [find your zone here](#).

AMO continues to advance its education programming and for a limited time, we are offering [half price registration](#). Take advantage of this offer, in the meantime, [here is a list](#) of what is on the calendar so far for 2025. Watch for new workshops including strategic asset management, equity, inclusion and innovation in municipalities, unlocking opportunity through human rights based planning and more.

### **LAS**

Thinking of LED upgrades in 2025? Check out our [LAS Facility Lighting Service](#) - Your complete turn-key solution for all your municipal lighting needs - both inside and out! [Contact us](#) today for your free proposal.

### **Municipal Wire\***

The call for applications to the Invasive Species Action Fund is open. These funds support municipal action on critical invasive species. Visit our [website](#) to learn more and apply.

Enhance municipal flood preparedness and implementation with expert-led virtual training from the Federation of Canadian Municipalities and the Intact Centre, focused on the [Municipal Flood Risk Check-Up](#). [Register here](#).

### **Careers**

[Program Administrator \(Workforce Development\) - Association of Municipalities of Ontario \(AMO\)](#). Closing Date: January 31, 2025.

[Director of Finance and Administration - Manitoulin-Sudbury District Services Board](#). Closing Date: January 10, 2025.

[Request for Proposals for the provision of Assertive Street Outreach Services - County of Simcoe](#). Closing Date: January 31, 2025.

[Director of Municipal Infrastructure - Municipality of Brighton](#). Closing Date: January 12, 2025.

[Commissioner, Transportation & Infrastructure Services - City of Kingston](#). Closing Date: January 19, 2025.

[Director, Legal Services & City Solicitor - City of Kingston](#). Closing Date: January 19, 2025.

### **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue  
Toronto ON M3M 0B1

Tel: 416-327-2333

Fax: 416-327-3790

Secrétariat du conseil du trésor

gestion des situations d'urgence

25, avenue Morton Shulman  
Toronto ON M3M 0B1

Tél. : 416-327-2333

Télééc. : 416-327-3790



**DATE:** December 9, 2024

**MEMORANDUM TO:** Emergency Management Partners

**FROM:** Bernie Derible  
Deputy Minister and Commissioner of Emergency  
Management  
Emergency Management Ontario

**SUBJECT:** **Proposed Amendments to Modernize the  
*Emergency Management and Civil Protection Act***

---

I am pleased to share an update on an important milestone in modernizing emergency management in the province.

On December 9, 2024, the government introduced Bill 238, the Emergency Management Modernization Act, 2024. This bill proposes amendments to modernize the *Emergency Management and Civil Protection Act* (EMCPA).

The EMCPA is Ontario's legislative framework for emergency management. The EMCPA and its regulations have not been comprehensively updated in more than 15 years. With an increasingly complex emergency management landscape, it is more important than ever to ensure that Ontario is safe, practiced and prepared.

#### **Proposed Amendments to the EMCPA**

If passed, the proposed amendments to the EMCPA would strengthen provincial leadership and co-ordination of emergency management. It would also support enhanced community capacity in emergency management to ensure Ontario is ready for the challenges of today and the future.

Proposed amendments to the EMCPA if passed, would:

- Support a unified understanding of emergency management across Ontario.
- Strengthen provincial leadership and co-ordination by facilitating the role of Emergency Management Ontario as the one window for co-ordinating provincial emergency management activities.

- Strengthen planning and co-ordination with emergency management partners, including by outlining the ability to enter into agreements and liaise with public and private sector partners, including municipalities, Indigenous communities and other governments.
- Support municipal emergency management by enabling regulations to allow flexibility for municipal emergency management programs based on needs and capacity, as well as clarify processes for municipal declarations of emergency and requests for assistance.
- Enable a future emergency management program and plan requirements to be established for designated entities that provide or operate critical infrastructure, subject to further engagement with partners, to support continuity of services and operations.

### **Partner and Stakeholder Feedback**

The proposed amendments to the EMCPA are informed by feedback from partners, best practices in emergency management and lessons learned from past emergencies. Over the summer of 2024, Emergency Management Ontario directly engaged over 480 partners and stakeholders through 45 engagements and received 90 written submissions on the publicly posted discussion guide. I would like to express my sincere gratitude for the valuable feedback received.

Emergency Management Ontario is committed to ongoing engagement with our partners and the people of Ontario to ensure we are effectively supporting our collective vision of a safe, practiced and prepared Ontario. The proposed amendments are posted on the Ontario Regulatory Registry and the Environmental Registry of Ontario for review and feedback.

### **Phased Implementation Approach**

If passed, Emergency Management Ontario would continue to engage partners throughout the phased implementation of proposed amendments and to support regulatory development. This would include ongoing support and guidance on what would be needed to implement required emergency management programs and plans.

If you have any questions, please contact the Emergency Management Policy and Governance Branch at EMOPolicy@ontario.ca.

Thank you again for your valued partnership as we work together to ensure the safety and wellbeing of communities across Ontario.

Best always,



Bernie Derible  
Deputy Minister and Commissioner of Emergency Management  
Emergency Management Ontario in Treasury Board Secretariat



Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

## BUDGET SUMMARY



For Period Ending 31-Dec-2024

	ACTUAL	FINAL	PRIOR YR	PRIOR YR
	VALUES	BUDGET	ACTUALS	BUDGET
<b>OPERATING</b>				
<b>REVENUES</b>				
Cemetery Revenue	(4,460)	(1,100)	(982)	(1,100)
General Taxation	(1,938,175)	(1,918,792)	(1,809,567)	(1,796,465)
Taxation School Boards	(196,877)	(192,891)	(189,312)	(187,401)
French Public Levy	(3,416)	(3,416)	(3,416)	(3,416)
English Separate Levy	(17,540)	(17,495)	(18,298)	(18,418)
French Separate Levy	(13,609)	(13,606)	(13,830)	(13,850)
Taxation School Boards	(9,202)	(10,150)	(8,929)	(9,561)
Unconditional Grants Provincial	(507,100)	(507,100)	(518,400)	(518,400)
Federal Grants	(2,319)	(2,100)	0	(2,100)
Conditional Grants - Provincial	(172,004)	(83,000)	(6,194)	(19,250)
Administration Revenue	(5,369)	(5,550)	(4,490)	(6,550)
Building Revenue	(41,871)	(22,500)	(35,584)	(20,000)
Animal Control Revenue	(1,692)	(1,500)	(2,107)	(1,500)
Roads Revenue	(24,004)	(47,500)	(116,428)	(22,500)
Fire Dept. Revenue	(60)	0	0	0
Recreation Revenue	(195)	0	0	0
Environmental Revenue	(18,227)	(32,500)	(33,510)	(26,000)
Planning Revenue	(26,242)	(19,500)	(30,523)	(19,500)
Other Revenue	(66,367)	(89,500)	(78,459)	(74,900)
<b>Total REVENUES</b>	<b>(3,048,728)</b>	<b>(2,968,200)</b>	<b>(2,870,030)</b>	<b>(2,740,911)</b>
<b>EXPENDITURES</b>				
Council	44,576	42,950	55,188	42,450
Administration	389,776	389,139	365,077	367,544
General Government	79,208	81,493	116,211	101,239
Fire Department	145,196	152,146	214,073	144,552
Conservation Authority	23,334	24,383	22,234	24,740
Building Bylaw Enforcement	28,338	29,390	33,009	27,290
Animal Control - Canine	2,121	2,000	1,948	2,000
Animal Control - Livestock	2,282	600	1,215	700
Animal Control - Veterinary	0	550	550	550
Other Protections	129,541	173,627	171,852	172,849
Public Works	1,147,920	1,223,376	1,458,594	1,037,275
Environmental	120,469	124,819	103,830	114,639
Health	50,638	44,758	43,690	41,027
Social Services	307,368	309,937	298,615	298,615
Home for Aged	54,612	54,612	54,435	54,433
Parks & Recreation	13,187	13,246	22,876	10,296
Recreation Programs	1,296	800	849	800
Library Services	29,878	31,316	30,996	31,016
Planning & Development	29,867	31,500	39,253	36,250
Education Req Public	200,517	196,307	198,294	190,817
Education Req Separate	34,795	31,101	35,577	32,268
Education - Commercial/Industrial	0	10,150	0	9,561
<b>Total EXPENDITURES</b>	<b>2,834,919</b>	<b>2,968,200</b>	<b>3,268,367</b>	<b>2,740,911</b>
<b>Total OPERATING</b>	<b>(213,809)</b>	<b>0</b>	<b>398,337</b>	<b>0</b>

**TOWNSHIP OF CHISHOLM**  
**BUDGET SUMMARY**



GL5410

Date : Jan 09, 2025

Page : 2

Time : 2:46 pm

For Period Ending 31-Dec-2024

	ACTUAL	FINAL	PRIOR YR	PRIOR YR
	VALUES	BUDGET	ACTUALS	BUDGET
<b>CAPITAL</b>				
<b>CAPITAL REVENUES</b>				
Public Works	0	0	0	(651,704)
Provincial Grants	(269,535)	(297,540)	(494,454)	(490,310)
revenue	(17,802)	(101,500)	0	(90,000)
Other Revenue	(13,413)	(22,685)	(195,356)	(359,500)
<b>Total CAPITAL REVENUES</b>	<b>(300,750)</b>	<b>(421,725)</b>	<b>(689,810)</b>	<b>(1,591,514)</b>
<b>CAPITAL EXPENDITURES</b>				
Fire Department	17,802	101,500	8,240	90,000
Public Works	282,949	320,225	4,819	1,596,764
<b>Total CAPITAL EXPENDITURES</b>	<b>300,750</b>	<b>421,725</b>	<b>13,058</b>	<b>1,686,764</b>
<b>Total CAPITAL</b>	<b>0</b>	<b>0</b>	<b>(676,751)</b>	<b>95,250</b>

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

Page : 1

Date : Jan 09,2025

Time : 2:46 pm

Fiscal Year : 2024    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
<b>REVENUE</b>						
<b>0 Cemetery Revenue</b>						
1-3-0000-1000	Sale of Plots	0.00	-50.00	-600	-550.00	91.67
1-3-0000-2000	General Revenue - Cemetery	0.00	-4409.94	-500	3909.94	-781.99
<b>Total Cemetery Revenue</b>		<b>0.00</b>	<b>-4459.94</b>	<b>-1100</b>	<b>3359.94</b>	<b>-305.45</b>
<b>1000 General Taxation</b>						
1-3-1000-1000	Residential & Farm	0.00	-1887160.14	-1904792	-17631.86	0.93
1-3-1000-2000	Commercial & Industrial	0.00	-17631.73	0	17631.73	0.00
1-3-1000-4000	General - Supplementary Taxes	0.00	-46819.62	-14000	32819.62	-234.43
1-3-1000-5000	General - Taxes Written Off	752.92	13436.85	0	-13436.85	0.00
<b>Total General Taxation</b>		<b>752.92</b>	<b>-1938174.64</b>	<b>-1918792</b>	<b>19382.64</b>	<b>-1.01</b>
<b>1100 Taxation School Boards</b>						
1-3-1100-1000	English Public Levy	0.00	-192891.28	-192891	0.28	0.00
1-3-1100-2000	English Public Supplementary	0.00	-5324.65	0	5324.65	0.00
1-3-1100-3000	English Public Write offs	90.73	1339.07	0	-1339.07	0.00
<b>Total Taxation School Boards</b>		<b>90.73</b>	<b>-196876.86</b>	<b>-192891</b>	<b>3985.86</b>	<b>-2.07</b>
<b>1200 French Public levy</b>						
1-3-1200-1000	French Public levy	0.00	-3415.98	-3416	-0.02	0.00
<b>Total French Public levy</b>		<b>0.00</b>	<b>-3415.98</b>	<b>-3416</b>	<b>-0.02</b>	<b>0.00</b>
<b>1300 English Separate Levy</b>						
1-3-1300-1000	English Separate Levy	0.00	-17495.06	-17495	0.06	0.00
1-3-1300-2000	English Separate Supplementary	0.00	-45.16	0	45.16	0.00
<b>Total English Separate Levy</b>		<b>0.00</b>	<b>-17540.22</b>	<b>-17495</b>	<b>45.22</b>	<b>-0.26</b>
<b>1400 French Separate Levy</b>						
1-3-1400-1000	French Separate Levy	0.00	-13605.77	-13606	-0.23	0.00
1-3-1400-2000	French Separate Supplementary	0.00	-3.60	0	3.60	0.00
<b>Total French Separate Levy</b>		<b>0.00</b>	<b>-13609.37</b>	<b>-13606</b>	<b>3.37</b>	<b>-0.02</b>
<b>1500 Taxation School Boards</b>						
1-3-1500-1000	Education - Commercial/Industrial	0.00	-10149.98	-10150	-0.02	0.00
1-3-1500-2000	Education - Commercial & Ind-Supple	0.00	-133.83	0	133.83	0.00
1-3-1500-3000	Education - Commercial & Ind -WOffs	0.00	1081.41	0	-1081.41	0.00
<b>Total Taxation School Boards</b>		<b>0.00</b>	<b>-9202.40</b>	<b>-10150</b>	<b>-947.60</b>	<b>9.34</b>
<b>4200 Unconditional Grants Provincial</b>						
1-3-4200-5120	Ontario Municipal Partnership Fund	0.00	-507100.00	-507100	0.00	0.00
<b>Total Unconditional Grants Provincial</b>		<b>0.00</b>	<b>-507100.00</b>	<b>-507100</b>	<b>0.00</b>	<b>0.00</b>
<b>5100 Federal Grants</b>						
1-3-5100-5720	Federal Government	0.00	-2318.00	-2100	218.00	10.43

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

Page : 2

Date : Jan 09,2025

Time : 2:46 pm

Fiscal Year : 2024 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
<b>REVENUE</b>						
1-3-5100-5720	Federal Government	0.00	-2319.00	-2100	219.00	-10.43
<b>Total Federal Grants</b>		<b>0.00</b>	<b>-2319.00</b>	<b>-2100</b>	<b>219.00</b>	<b>-10.43</b>
<b>5200 Conditional Grants - Provincial</b>						
1-3-5200-5200	Wolf Damage Grants	0.00	-2120.68	0	2120.68	0.00
1-3-5200-5221	Other Grants	0.00	-74200.43	-75000	-799.57	1.07
1-3-5200-5325	Other Provincial Grants	0.00	-88813.58	0	88813.58	0.00
1-3-5200-5355	Drainage Grant /Revenue	0.00	-6441.15	-8000	-1558.85	19.49
1-3-5200-5356	Drainage Recoverable - Owners	-428.00	-428.00	0	428.00	0.00
<b>Total Conditional Grants - Provincial</b>		<b>-428.00</b>	<b>-172003.84</b>	<b>-83000</b>	<b>89003.84</b>	<b>-107.23</b>
<b>6100 Administration Revenue</b>						
1-3-6100-1910	Revenue Re: Mandatory Septic Inspections	0.00	0.00	-500	-500.00	100.00
1-3-6100-5785	Newsletter Advertising	0.00	-230.00	-300	-70.00	23.33
1-3-6100-5786	Filming Permits	0.00	-100.00	-250	-150.00	60.00
1-3-6100-7770	Tax Certificates	0.00	-1680.00	-2500	-820.00	32.80
1-3-6100-7780	Newsletter Subscriptions	0.00	10.00	0	-10.00	0.00
1-3-6100-7800	Tax Registration Revenue	0.00	-2450.00	-2000	450.00	-22.50
1-3-6100-7900	Provincial Offences Net Revenue	0.00	-919.43	0	919.43	0.00
<b>Total Administration Revenue</b>		<b>0.00</b>	<b>-5369.43</b>	<b>-5550</b>	<b>-180.57</b>	<b>3.25</b>
<b>6200 Building Revenue</b>						
1-3-6200-7240	Building Permits	0.00	-41870.60	-22500	19370.60	-86.09
<b>Total Building Revenue</b>		<b>0.00</b>	<b>-41870.60</b>	<b>-22500</b>	<b>19370.60</b>	<b>-86.09</b>
<b>6300 Animal Control Revenue</b>						
1-3-6300-7210	Dog Taxes Collected At Office	0.00	-1692.00	-1500	192.00	-12.80
<b>Total Animal Control Revenue</b>		<b>0.00</b>	<b>-1692.00</b>	<b>-1500</b>	<b>192.00</b>	<b>-12.80</b>
<b>6400 Roads Revenue</b>						
1-3-6400-7740	Roads Revenue	0.00	-17739.69	-40000	-22260.31	55.65
1-3-6400-7760	Aggregate Resources Revenue	0.00	-6264.14	-7500	-1235.86	16.48
<b>Total Roads Revenue</b>		<b>0.00</b>	<b>-24003.83</b>	<b>-47500</b>	<b>-23496.17</b>	<b>49.47</b>
<b>6500 Fire Dept. Revenue</b>						
1-3-6500-5795	Fire Dept. Revenue	0.00	-60.00	0	60.00	0.00
<b>Total Fire Dept. Revenue</b>		<b>0.00</b>	<b>-60.00</b>	<b>0</b>	<b>60.00</b>	<b>0.00</b>
<b>6600 Recreation Revenue</b>						
1-3-6600-5745	Recreation Events	0.00	-195.00	0	195.00	0.00
<b>Total Recreation Revenue</b>		<b>0.00</b>	<b>-195.00</b>	<b>0</b>	<b>195.00</b>	<b>0.00</b>
<b>6700 Environmental Revenue</b>						
1-3-6700-7595	Recreation Revenue	0.00	11542.64	24000	12457.36	51.90

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



Fiscal Year : 2024 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
<b>REVENUE</b>						
1-3-6700-7535	Recycling Revenue	0.00	-11543.64	-24000	-12456.36	51.90
1-3-6700-7540	Tipping Fees	0.00	-5425.00	-5000	425.00	-8.50
1-3-6700-7545	Scrap Metal Removal	0.00	-1258.11	-3500	-2241.89	64.05
<b>Total Environmental Revenue</b>		<b>0.00</b>	<b>-18226.75</b>	<b>-32500</b>	<b>-14273.25</b>	<b>43.92</b>
<b>6800 Planning Revenue</b>						
1-3-6800-7780	Zoning By-Law Amendments	-2950.00	-3250.00	-3000	250.00	-8.33
1-3-6800-7785	Severances	-2200.00	-12400.00	-10000	2400.00	-24.00
1-3-6800-7795	Minor Variances	0.00	0.00	-1000	-1000.00	100.00
1-3-6800-7800	Admin Fees - Road Allowances	0.00	-500.00	-500	0.00	0.00
1-3-6800-7810	Frontage Fees	-4743.66	-8489.10	-5000	3489.10	-69.78
1-3-6800-7820	Planning Fees	0.00	-1602.52	0	1602.52	0.00
<b>Total Planning Revenue</b>		<b>-9893.66</b>	<b>-26241.62</b>	<b>-19500</b>	<b>6741.62</b>	<b>-34.57</b>
<b>8000 Other Revenue</b>						
1-3-8000-5000	Interest Income	0.00	-20891.91	-1000	19891.91	-1989.19
1-3-8000-7510	Penalties - Current Taxes	-3457.41	-21592.66	-17000	4592.66	-27.02
1-3-8000-7520	Interest - Tax Arrears	-795.64	-19347.79	-14000	5347.79	-38.20
1-3-8000-9100	Other Revenue	-330.99	-4534.47	-2500	2034.47	-81.38
1-3-8000-9905	Contribution from Reserves-Working Funds	0.00	0.00	-20000	-20000.00	100.00
1-3-8000-9955	Contribution from Res - Gas Tax	0.00	0.00	-25000	-25000.00	100.00
1-3-8000-9980	Contribution from Reserves -Plan Review	0.00	0.00	-10000	-10000.00	100.00
<b>Total Other Revenue</b>		<b>-4584.04</b>	<b>-66366.83</b>	<b>-89500</b>	<b>-23133.17</b>	<b>25.85</b>
<b>Total REVENUE</b>		<b>-14062.05</b>	<b>-3048728.31</b>	<b>-2968200</b>	<b>80528.31</b>	<b>-2.71</b>

<b>EXPENSE</b>						
<b>100 Council</b>						
1-4-0100-1110	Council Remuneration	2725.00	25200.00	22500	-2700.00	-12.00
1-4-0100-1112	Remuneration-Conferences	0.00	6160.00	7500	1340.00	17.87
1-4-0100-1120	Travel & Conferences	146.17	11205.41	10500	-705.41	-6.72
1-4-0100-1130	Other Expenses	0.00	69.76	500	430.24	86.05
1-4-0100-1141	CPP Premiums Council	66.54	877.76	1000	122.24	12.22
1-4-0100-1150	Council EHT	0.00	0.00	650	650.00	100.00
1-4-0100-1160	Exepenses re: Intergrity Commissioner	0.00	1063.20	300	-763.20	-254.40
<b>Total Council</b>		<b>2937.71</b>	<b>44576.13</b>	<b>42950</b>	<b>-1626.13</b>	<b>-3.79</b>
<b>300 Administration</b>						
1-4-0300-1141	CPP Premiums Administration	374.28	9054.70	9495	440.30	4.64
1-4-0300-1410	Admin. Salaries	18011.14	238334.79	236582	-1752.79	-0.74
1-4-0300-1430	Admin. Training	412.13	1915.87	1600	-315.87	-19.74
1-4-0300-1440	Travel, Conferences & Other	0.00	1146.35	3500	2353.65	67.25
1-4-0300-1460	EI Premiums -Administration	231.35	4427.83	5429	1001.17	18.44
1-4-0300-1470	EHT Premiums -Administration	0.00	0.00	4640	4640.00	100.00

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

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Date : Jan 09,2025

Time : 2:46 pm

Fiscal Year : 2024 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
<b>EXPENSE</b>						
1-4-0300-1470	EHT Premiums -Aministration	0.00	0.00	4613	4613.00	100.00
1-4-0300-1476	Benefits -OMERS	1383.10	18154.52	16329	-1825.52	-11.18
1-4-0300-1480	Benefits - Group Insurance	1261.52	16316.31	17532	1215.69	6.93
1-4-0300-1485	Health & Safety	0.00	189.65	100	-89.65	-89.65
1-4-0300-1490	Worker's Compensation	0.00	6857.07	8943	2085.93	23.32
1-4-0300-1498	Office Expenses	881.65	12733.74	10013	-2720.74	-27.17
1-4-0300-1520	Insurance	0.00	37886.69	32003	-5883.69	-18.38
1-4-0300-1530	Contracted Office Services	333.81	3468.10	3400	-68.10	-2.00
1-4-0300-1540	Computer Expenses	0.00	14463.11	16000	1536.89	9.61
1-4-0300-1610	Office Supplies	0.00	4198.00	5000	802.00	16.04
1-4-0300-1620	Telephone & Fax	685.52	7908.51	7500	-408.51	-5.45
1-4-0300-1621	Cell Phone	104.76	1171.86	1000	-171.86	-17.19
1-4-0300-1630	Postage	88.01	4308.56	5000	691.44	13.83
1-4-0300-1660	Subscriptions & Memberships	0.00	4042.00	3600	-442.00	-12.28
1-4-0300-1710	Office Equipment	2172.47	2538.81	1000	-1538.81	-153.88
1-4-0300-1720	Computer Equipment	0.00	486.92	500	13.08	2.62
1-4-0300-1735	Miscellaneous Expenses	138.14	172.80	0	-172.80	0.00
<b>Total Administration</b>		<b>26077.88</b>	<b>389776.19</b>	<b>389139</b>	<b>-637.19</b>	<b>-0.16</b>
<b>400 General Government</b>						
1-4-0400-1668	Asset Management Consulting	12000.00	12000.00	12000	0.00	0.00
1-4-0400-1670	Audit Fees	0.00	17965.74	16900	-1065.74	-6.31
1-4-0400-1675	Tax Registration Expenses	0.00	4599.65	2500	-2099.65	-83.99
1-4-0400-1680	Legal Fees	0.00	3338.25	8000	4661.75	58.27
1-4-0400-1690	Advertising	0.00	0.00	500	500.00	100.00
1-4-0400-1720	Receptions	450.00	574.41	750	175.59	23.41
1-4-0400-1750	Bank Charges	0.00	1724.21	2402	677.79	28.22
1-4-0400-1760	Rounding Account	0.00	0.12	0	-0.12	0.00
1-4-0400-1800	Awards & Recognition Programs	122.69	978.88	750	-228.88	-30.52
1-4-0400-1810	General Donations	0.00	1605.90	1500	-105.90	-7.06
1-4-0400-2770	Property Assessment	0.00	25747.24	25191	-556.24	-2.21
1-4-0400-2805	Web Site	149.59	10673.90	11000	326.10	2.96
<b>Total General Government</b>		<b>12722.28</b>	<b>79208.30</b>	<b>81493</b>	<b>2284.70</b>	<b>2.80</b>
<b>500 Fire Department</b>						
1-4-0500-1141	Fire Department CPP Premium	46.25	740.78	675	-65.78	-9.75
1-4-0500-1476	Benefits OMERS	1805.31	2297.70	0	-2297.70	0.00
1-4-0500-1480	Fire Department EHT	0.00	0.00	275	275.00	100.00
1-4-0500-2125	Materials & Supplies	640.04	1283.17	1200	-83.17	-6.93
1-4-0500-2130	Building Maintenance	0.00	150.00	1500	1350.00	90.00
1-4-0500-2135	Communications	186.70	5487.37	5500	12.63	0.23
1-4-0500-2140	Training	912.50	4682.47	8000	3317.53	41.47
1-4-0500-2145	Insurance - Fire Department	0.00	25481.54	24300	-1181.54	-4.86
1-4-0500-2146	WSIB - Fire department	0.00	7061.31	7800	738.69	9.47

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

Page : 5

Date : Jan 09,2025

Time : 2:46 pm

Fiscal Year : 2024 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
<b>EXPENSE</b>						
1-4-0500-2150	Equipment Maintenance	1872.41	10734.60	10000	-734.60	-7.35
1-4-0500-2155	Expenses re: Fire Management Agreem	195.84	195.84	186	-9.84	-5.29
1-4-0500-2157	Expenses Re Call Outs	0.00	0.00	1200	1200.00	100.00
1-4-0500-2160	Health & Safety	223.87	4322.22	5500	1177.78	21.41
1-4-0500-2165	Radio Equipment	0.00	2287.20	2500	212.80	8.51
1-4-0500-2180	Gas & Oil	81.29	1712.92	3000	1287.08	42.90
1-4-0500-2185	Clothing	2750.36	4615.11	3500	-1115.11	-31.86
1-4-0500-2190	Travel and Conferences	581.48	2107.26	3000	892.74	29.76
1-4-0500-2192	Fire Department Per Diem	0.00	1500.00	3750	2250.00	60.00
1-4-0500-2195	Salaries (Points)	0.00	9250.00	9250	0.00	0.00
1-4-0500-2200	Honorarium	1069.00	17435.00	17585	150.00	0.85
1-4-0500-2210	Fire Fighter Recognition	0.00	2100.00	2100	0.00	0.00
1-4-0500-2230	Memberships & Subscriptions	50.00	574.75	425	-149.75	-35.24
1-4-0500-2235	Heat & Hydro	708.56	8771.97	6000	-2771.97	-46.20
1-4-0500-2240	Fire Prevention	0.00	1246.57	900	-346.57	-38.51
1-4-0500-2245	Small Equipment	0.00	158.38	3000	2841.62	94.72
1-4-0500-2250	Trsf to Reserves for Fire Dept	0.00	31000.00	31000	0.00	0.00
<b>Total Fire Department</b>		<b>11123.61</b>	<b>145196.16</b>	<b>152146</b>	<b>6949.84</b>	<b>4.57</b>
<b>700 Conservation Authority</b>						
1-4-0700-2310	Conservation Authority Levy	0.00	14383.00	14383	0.00	0.00
1-4-0700-2775	GIS	0.00	8950.72	10000	1049.28	10.49
<b>Total Conservation Authority</b>		<b>0.00</b>	<b>23333.72</b>	<b>24383</b>	<b>1049.28</b>	<b>4.30</b>
<b>800 Building Bylaw Enforcement</b>						
1-4-0800-1141	By-law Enforcement - CPP	0.00	41.36	200	158.64	79.32
1-4-0800-1460	By law Enforcement - EI	0.00	44.66	90	45.34	50.38
1-4-0800-2410	Bldg. Insp. Salaries	3345.75	18782.63	15000	-3782.63	-25.22
1-4-0800-2420	Bldg. Insp. - Other Expenses	512.12	6365.47	7500	1134.53	15.13
1-4-0800-2450	By-law Enforcement-WSIB	0.00	72.64	100	27.36	27.36
1-4-0800-2710	By-Law Enforcement Officer	-3027.57	2239.76	5000	2760.24	55.20
1-4-0800-2720	By-Law Enforce. - Other Expenses	63.50	791.57	1500	708.43	47.23
<b>Total Building Bylaw Enforcement</b>		<b>893.80</b>	<b>28338.09</b>	<b>29390</b>	<b>1051.91</b>	<b>3.58</b>
<b>900 Animal Control - Canine</b>						
1-4-0900-2510	Canine Control - Wages	1400.00	1400.00	1500	100.00	6.67
1-4-0900-2520	Canine Control - Supplies & Serv.	505.00	721.17	500	-221.17	-44.23
<b>Total Animal Control - Canine</b>		<b>1905.00</b>	<b>2121.17</b>	<b>2000</b>	<b>-121.17</b>	<b>-6.06</b>
<b>901 Animal Control - Livestock</b>						
1-4-0901-1460	Livestock Evaluator-EI benefits	4.42	4.42	0	-4.42	0.00
1-4-0901-2530	Livestock Killed by Dogs/Wolves	0.00	2020.68	500	-1520.68	-304.14
1-4-0901-2535	Livestock Evaluation-Expenses	66.64	66.64	100	33.36	33.36
1-4-0901-2540	Livestock Evaluator	190.61	190.61	0	-190.61	0.00



**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



Fiscal Year : 2024 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
<b>EXPENSE</b>						
1-4-0901-2540	Livestock Evaluator	190.61	190.61	0	-190.61	0.00
<b>Total Animal Control - Livestock</b>		<b>261.67</b>	<b>2282.35</b>	<b>600</b>	<b>-1682.35</b>	<b>-280.39</b>
<b>902 Animal Control - Veterinary</b>						
1-4-0902-2550	Veterinary Unit	0.00	0.00	550	550.00	100.00
<b>Total Animal Control - Veterinary</b>		<b>0.00</b>	<b>0.00</b>	<b>550</b>	<b>550.00</b>	<b>100.00</b>
<b>1000 Other Protections</b>						
1-4-1000-0010	Fence Viewing	0.00	0.00	100	100.00	100.00
1-4-1000-0020	Emergency Planning	474.16	474.16	1000	525.84	52.58
1-4-1000-0040	Costs Re 911 contract	0.00	677.69	680	2.31	0.34
1-4-1000-0045	Police Services Board	0.00	622.08	1500	877.92	58.53
1-4-1000-0050	Policing Costs	0.00	127766.62	170347	42580.38	25.00
<b>Total Other Protections</b>		<b>474.16</b>	<b>129540.55</b>	<b>173627</b>	<b>44086.45</b>	<b>25.39</b>
<b>1100 Public Works</b>						
1-4-1100-1141	CPP Premiums - Roads	1049.97	16897.35	17940	1042.65	5.81
1-4-1100-1460	EI Premiums - Roads	397.12	6279.91	6548	268.09	4.09
1-4-1100-1476	Benefits- OMERS	2319.36	28393.79	26954	-1439.79	-5.34
1-4-1100-3110	Wages - Crew	25136.88	315225.43	311593	-3632.43	-1.17
1-4-1100-3115	Gravel	0.00	21072.40	16000	-5072.40	-31.70
1-4-1100-3116	Sand and Salt	5501.93	63988.76	75000	11011.24	14.68
1-4-1100-3117	Calcium	0.00	94828.34	102465	7636.66	7.45
1-4-1100-3118	Culverts	0.00	14652.81	15000	347.19	2.31
1-4-1100-3119	Cold Mix/Crushed Asphalt	0.00	17078.46	4500	-12578.46	-279.52
1-4-1100-3120	Materials & Shop Supplies	865.22	11782.94	12049	266.06	2.21
1-4-1100-3121	Small Equipment Repairs	0.00	783.55	4000	3216.45	80.41
1-4-1100-3122	Advertising/Courier	0.00	0.00	500	500.00	100.00
1-4-1100-3125	Memberships & Subscription	0.00	920.79	850	-70.79	-8.33
1-4-1100-3130	Equipment Rentals	3091.77	28149.25	30000	1850.75	6.17
1-4-1100-3150	Garage Furnace Fuel	1881.31	8283.73	11000	2716.27	24.69
1-4-1100-3160	Garage Building Maintenance	2113.67	2764.22	2000	-764.22	-38.21
1-4-1100-3165	Computer and Internet Expenses	0.00	0.00	250	250.00	100.00
1-4-1100-3211	Grader Fuel	768.23	14699.92	19500	4800.08	24.62
1-4-1100-3212	Grader Parts and Repairs	2532.71	9354.35	15000	5645.65	37.64
1-4-1100-3220	Western Star 2024 License	0.00	1841.00	1841	0.00	0.00
1-4-1100-3221	Western Star 2024 Fuel	223.52	5532.47	6000	467.53	7.79
1-4-1100-3222	Western Star 2024 Parts and Repairs	2429.57	11338.32	5000	-6338.32	-126.77
1-4-1100-3225	Western Star2005 License	0.00	1691.25	1691	-0.25	-0.01
1-4-1100-3226	Western Star 2005 Fuel	477.53	8300.72	10000	1699.28	16.99
1-4-1100-3227	Western Star 2005 Parts and Repairs	2282.12	20756.57	10000	-10756.57	-107.57
1-4-1100-3241	Backhoe Fuel	196.99	3778.90	6500	2721.10	41.86
1-4-1100-3242	Backhoe Parts and Repairs	197.50	5861.02	6000	138.98	2.32
1-4-1100-3256	2019 GMC Fuel	876.14	7231.06	7000	-231.06	-3.30

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



Fiscal Year : 2024 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
<b>EXPENSE</b>						
1-4-1100-3256	2019 GMC Fuel	876.14	7231.06	7000	-231.06	-3.30
1-4-1100-3257	2019 GMC Parts and Repairs	0.00	3775.48	3000	-775.48	-25.85
1-4-1100-3260	GMC 2015 License	0.00	288.00	0	-288.00	0.00
1-4-1100-3261	2015 GMC Fuel	536.99	5137.61	5000	-137.61	-2.75
1-4-1100-3262	2015 GMC Parts and Repairs	2718.83	3023.85	4000	976.15	24.40
1-4-1100-3270	Freightliner Truck License	0.00	2144.00	2144	0.00	0.00
1-4-1100-3271	Freightliner Fuel	233.69	6057.79	12000	5942.21	49.52
1-4-1100-3272	Freightliner Parts and Repairs	1788.34	7548.14	8000	451.86	5.65
1-4-1100-3273	Expenses Re Argo	0.00	0.00	500	500.00	100.00
1-4-1100-3275	Tractor Fuel	0.00	1047.01	2500	1452.99	58.12
1-4-1100-3276	Tractor Repairs	0.00	1189.36	1000	-189.36	-18.94
1-4-1100-3280	Excavator Expenses	236.05	236.05	0	-236.05	0.00
1-4-1100-3281	Excavator Fuel	768.23	7239.01	8500	1260.99	14.84
1-4-1100-3282	Excavator Parts and Repairs	61.46	6456.34	5000	-1456.34	-29.13
1-4-1100-3660	Benefits - Group Insurance	2024.56	25890.24	26424	533.76	2.02
1-4-1100-3690	EHT Premiums- Roads	0.00	0.00	6076	6076.00	100.00
1-4-1100-3700	WSIB Premiums Roads	0.00	9192.00	11778	2586.00	21.96
1-4-1100-3710	Garage - Telephone	931.04	1434.45	500	-934.45	-186.89
1-4-1100-3720	Garage - Hydro	202.38	2857.00	3300	443.00	13.42
1-4-1100-3725	Travel	22.11	387.28	2500	2112.72	84.51
1-4-1100-3730	Conferences & Training	0.00	3672.12	4000	327.88	8.20
1-4-1100-3740	Plans and Studies	0.00	0.00	8000	8000.00	100.00
1-4-1100-3745	Engineering Costs	25000.00	25000.00	25000	0.00	0.00
1-4-1100-3750	Insurance	0.00	40493.56	40142	-351.56	-0.88
1-4-1100-3760	Signage	0.00	4258.21	3000	-1258.21	-41.94
1-4-1100-3765	Health & Safety	510.24	9729.29	9000	-729.29	-8.10
1-4-1100-3770	Boots and Clothing Allowance	1024.90	3138.42	2500	-638.42	-25.54
1-4-1100-3810	Long Term Loans - Principal	0.00	162462.93	198805	36342.07	18.28
1-4-1100-3915	Long Term Loans - Interest	0.00	40224.43	48026	7801.57	16.24
1-4-1100-4320	Trsf to reserves for Equipment	0.00	32500.00	32500	0.00	0.00
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	1000	1000.00	100.00
1-4-1100-4436	Transfer to Reserve for Future Rd Needs	0.00	20000.00	20000	0.00	0.00
1-4-1100-4460	Beaver Control	1050.00	1050.00	1000	-50.00	-5.00
<b>Total Public Works</b>		<b>89450.36</b>	<b>1147919.88</b>	<b>1223376</b>	<b>75456.12</b>	<b>6.17</b>
<b>1300 Environmental</b>						
1-4-1300-1460	EI Premiums Landfill	30.35	437.26	366	-71.26	-19.47
1-4-1300-1476	Omers Contributions- Landfill Site	0.00	0.00	1416	1416.00	100.00
1-4-1300-4505	Site Cleanup	0.00	24111.53	28000	3888.47	13.89
1-4-1300-4510	Site Expenditures	-2638.86	28223.00	28000	-223.00	-0.80
1-4-1300-4520	Trsf to Reserve Landfill Closure	0.00	10400.00	10400	0.00	0.00
1-4-1300-4610	Recycling	8442.25	37934.57	40000	2065.43	5.16
1-4-1300-4620	Wages-Landfill Site	1305.86	18818.22	15735	-3083.22	-19.59

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

Page : 8

Date : Jan 09,2025

Time : 2:46 pm

Fiscal Year : 2024 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
<b>EXPENSE</b>						
1-4-1300-4640	Employer Health Tax	0.00	0.00	307	307.00	100.00
1-4-1300-4650	WSIB	0.00	544.42	595	50.58	8.50
<b>Total Environmental</b>		<b>7139.60</b>	<b>120469.00</b>	<b>124819</b>	<b>4350.00</b>	<b>3.49</b>
<b>1400 Health</b>						
1-4-1400-5110	Health Unit	3521.50	42258.00	42258	0.00	0.00
1-4-1400-6510	Cemetery Expenses	2437.15	8380.18	2500	-5880.18	-235.21
<b>Total Health</b>		<b>5958.65</b>	<b>50638.18</b>	<b>44758</b>	<b>-5880.18</b>	<b>-13.14</b>
<b>1500 Social Services</b>						
1-4-1500-6110	General Assistance	25828.09	307368.00	309937	2569.00	0.83
<b>Total Social Services</b>		<b>25828.09</b>	<b>307368.00</b>	<b>309937</b>	<b>2569.00</b>	<b>0.83</b>
<b>1600 Home for Aged</b>						
1-4-1600-6210	Home for the Aged	4551.00	54612.00	54612	0.00	0.00
<b>Total Home for Aged</b>		<b>4551.00</b>	<b>54612.00</b>	<b>54612</b>	<b>0.00</b>	<b>0.00</b>
<b>1700 Parks &amp; Recreation</b>						
1-4-1700-1110	Parks Expenses	38.79	5537.09	5000	-537.09	-10.74
1-4-1700-1115	Tennis Court	28.01	364.47	500	135.53	27.11
1-4-1700-1200	Parks & Recreation Insurance	0.00	7285.69	7746	460.31	5.94
<b>Total Parks &amp; Recreation</b>		<b>66.80</b>	<b>13187.25</b>	<b>13246</b>	<b>58.75</b>	<b>0.44</b>
<b>1800 Recreation Programs</b>						
1-4-1800-1310	Recreation Programs and Events	725.39	1295.99	800	-495.99	-62.00
<b>Total Recreation Programs</b>		<b>725.39</b>	<b>1295.99</b>	<b>800</b>	<b>-495.99</b>	<b>-62.00</b>
<b>1900 Library Services</b>						
1-4-1900-1905	East Ferris Library	0.00	1330.00	1000	-330.00	-33.00
1-4-1900-1910	Powassan Library	0.00	28548.46	30316	1767.54	5.83
<b>Total Library Services</b>		<b>0.00</b>	<b>29878.46</b>	<b>31316</b>	<b>1437.54</b>	<b>4.59</b>
<b>2000 Planning &amp; Development</b>						
1-4-2000-1110	Planning Expenses	3111.59	10720.78	10000	-720.78	-7.21
1-4-2000-1135	Com. of Adj./Plann Advisory Com	450.00	450.00	1000	550.00	55.00
1-4-2000-1321	Plan Expenses	809.06	12154.05	12500	345.95	2.77
1-4-2000-1330	Drainage Expenses	0.00	6541.96	8000	1458.04	18.23
<b>Total Planning &amp; Development</b>		<b>4370.65</b>	<b>29866.79</b>	<b>31500</b>	<b>1633.21</b>	<b>5.18</b>
<b>4000 Education Req Public</b>						
1-4-4000-1000	English Public Requisition	49048.89	196313.48	192891	-3422.48	-1.77
1-4-4000-2000	French Public Requisition	978.78	4203.11	3416	-787.11	-23.04
<b>Total Education Req Public</b>		<b>50027.67</b>	<b>200516.59</b>	<b>196307</b>	<b>-4209.59</b>	<b>-2.14</b>

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

Page : 9

Date : Jan 09,2025

Time :2:47 pm

Fiscal Year : 2024    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
<b>EXPENSE</b>						
<b>Total Education Req Public</b>		<b>50027.67</b>	<b>200516.59</b>	<b>196307</b>	<b>-4209.59</b>	<b>-2.14</b>
<b>5000 Education Req Separate</b>						
1-4-5000-1000	French Separate Requisition	3673.43	15304.07	13606	-1698.07	-12.48
1-4-5000-2000	English Separate Requisition	4664.13	19490.53	17495	-1995.53	-11.41
<b>Total Education Req Separate</b>		<b>8337.56</b>	<b>34794.60</b>	<b>31101</b>	<b>-3693.60</b>	<b>-11.88</b>
<b>7000 Education - Commercial/Industrial</b>						
1-4-7000-1000	Education - Commercial/Industrial	0.00	0.00	10150	10150.00	100.00
<b>Total Education - Commercial/Industrial</b>		<b>0.00</b>	<b>0.00</b>	<b>10150</b>	<b>10150.00</b>	<b>100.00</b>
<b>Total EXPENSE</b>		<b>252851.88</b>	<b>2834919.40</b>	<b>2968200</b>	<b>133280.60</b>	<b>4.49</b>
<b>REVENUE</b>						
<b>5200 Provincial Grants</b>						
2-3-5200-5300	Provincial Grants	0.00	-269535.00	-297540	-28005.00	9.41
<b>Total Provincial Grants</b>		<b>0.00</b>	<b>-269535.00</b>	<b>-297540</b>	<b>-28005.00</b>	<b>9.41</b>
<b>6500 revenue</b>						
2-3-6500-5800	Transfer from Reserves Fire Dept	0.00	-17801.91	-101500	-83698.09	82.46
<b>Total revenue</b>		<b>0.00</b>	<b>-17801.91</b>	<b>-101500</b>	<b>-83698.09</b>	<b>82.46</b>
<b>8000 Other Revenue</b>						
2-3-8000-4190	Contr from Res for Cap Expenditures	0.00	-1413.10	-10685	-9271.90	86.77
2-3-8000-9920	Contribution From Reserves- Road Equip	0.00	-12000.00	-12000	0.00	0.00
<b>Total Other Revenue</b>		<b>0.00</b>	<b>-13413.10</b>	<b>-22685</b>	<b>-9271.90</b>	<b>40.87</b>
<b>Total REVENUE</b>		<b>0.00</b>	<b>-300750.01</b>	<b>-421725</b>	<b>-120974.99</b>	<b>28.69</b>
<b>EXPENSE</b>						
<b>500 Fire Department</b>						
2-4-0500-2185	Fire Dept Clothing Expenses	0.00	13732.52	17500	3767.48	21.53
2-4-0500-2255	Fire Dept Equipment Capital	0.00	4069.39	84000	79930.61	95.16
<b>Total Fire Department</b>		<b>0.00</b>	<b>17801.91</b>	<b>101500</b>	<b>83698.09</b>	<b>82.46</b>
<b>1100 Public Works</b>						
2-4-1100-3115	Gravel Application	0.00	227868.44	257499	29630.56	11.51
2-4-1100-3140	Equipment Capital Purchases	0.00	13413.10	12000	-1413.10	-11.78
2-4-1100-4446	Memorial Park Reconstruction	0.00	41666.99	50726	9059.01	17.86
<b>Total Public Works</b>		<b>0.00</b>	<b>282948.53</b>	<b>320225</b>	<b>37276.47</b>	<b>11.64</b>

**TOWNSHIP OF CHISHOLM**  
**Budget Variance Report**



GL5070

Page : 10

Date : Jan 09,2025

Time : 2:47 pm

Fiscal Year : 2024    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
	<b>Total EXPENSE</b>	<b>0.00</b>	<b>300750.44</b>	<b>421725</b>	<b>120974.56</b>	<b>28.69</b>
<b>Report Total</b>		<b>238789.83</b>	<b>-213808.48</b>	<b>0</b>	<b>213808.48</b>	<b>0.00</b>

**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](mailto:info@chisholm.ca)

Jennistine Leblond, CAO Clerk-Treasurer

## MEMO

To: Council

From: Shawn Hughes, Ops Superintendent

Date: Jan 10, 2025

Re: Public Works Activity Report ( Dec 5 2024– Jan 10, 2025)

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### **Landfill/Roads/Parks**

Sand and plow as needed  
Ice blading on hard surface  
Brushing on Alderdale Road  
Pushed landfill as required  
Deep clean public works shop

### **Equipment**

2005 Western star had driveline break required service truck for repairs  
Mirror replaced on Freightliner  
Install wing on grader  
2x new hydraulic line on backhoe  
Tightened main chain and cross conveyor chains on 2005 Western Star  
Washed and greased all equipment  
2024 Western star had repair on main conveyor

### **Other notes**

Public works has been out plowing and sanding seventeen times in the past month. With the cold weather the roads are in good shape however sanding in this temperature doesn't work as well because the sand doesn't melt into the roads it just blows off. We will continue to monitor the roads and sand as needed in problem areas. We have had a few minor break downs in the past few weeks but so far nothing major.

**THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

**BY-LAW NO. 2025-01**

*WHEREAS the Council of the Corporation of the Township of Chisholm deems it necessary to borrow the sum of FIVE HUNDRED THOUSAND DOLLARS to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year;*

**BE IT THEREFORE ENACTED** as a By-law of the said Corporation as follows:

1. The Mayor and CAO Clerk-Treasurer are hereby authorized to borrow on behalf of the Corporation from **THE BANK OF NOVA SCOTIA (the “Bank”)** from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00)** to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year 2025.
2. The Mayor and Clerk-Treasurer are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.
3. The CAO Clerk-Treasurer is hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.
4. All sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that the Mayor and CAO Clerk-Treasurer are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.
5. The CAO Clerk-Treasurer is hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

Read a first, second and third time and enacted and passed this 14<sup>th</sup> day of January, 2024.

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Mayor, Gail Degagne

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CAO Clerk-Treasurer, Jennistine Leblond

**CORPORATION OF THE TOWNSHIP OF CHISHOLM  
BY-LAW 2025-02**

*Being a by-law to provide for an Interim Tax Levy  
and the Payment of Interim Taxes for the year 2025*

**WHEREAS** Section 317(1) of The Municipal Act, 2001 (S.O. 2001, C.25) provides that the Council of a local municipality may pass a by-law to impose an interim levy on the assessment roll for taxation in the current year for property in the municipality rateable for local municipality purposes.

**AND WHEREAS** Section 317(3) of The Municipal Act, 2001 (S.O. 2001, C. 25), as amended, provides a set of rules for determining the interim tax payable, which are also subject to the municipality's discretion under Section 317(9) of The Municipal Act (S.O. 2001, C.25) to decrease or increase the interim tax payable where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year.

**AND WHEREAS** the Council of the Corporation of the Township of Chisholm deems it appropriate to provide for such interim levy on the assessment of property in the municipality.

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

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall not exceed an amount equal to fifty per cent (50%) of the final 2024 taxes on the property.
2. When calculating the total amount of taxes for the year 2025 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2024, an amount may be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The said interim tax levy shall become due and payable in two installments due and payable on the 31<sup>st</sup> day of March, 2025 and the 30<sup>th</sup> day of May, 2025 and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
4. The CAO Clerk-Treasurer of the Corporation of the Township of Chisholm shall add to the amount of all taxes due and unpaid, interest at the rate of one and one quarter per cent (1.25%) per month or fraction thereof, being fifteen per cent (15%) per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
5. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. The CAO Clerk-Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessments roll, a notice specifying the amount of taxes payable.
7. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.



8. The CAO Clerk-Treasurer of the Corporation of the Township of Chisholm may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 4 of this by-law.
9. This by-law shall be deemed to come into force and effect on January 1, 2025 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

READ A FIRST, SECOND & THIRD TIME AND FINALLY PASSED ON THIS 14<sup>th</sup> DAY OF JANUARY, 2025.

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Mayor, Gail Degagne

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CAO Clerk-Treasurer, Jennistine Leblond

**THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**  
**BY-LAW NO. 2025-03**

*Being a By-law to appoint a CAO Clerk-Treasurer for the Corporation of the Township of Chisholm.*

**WHEREAS** subsection 228(1) and 229 of the *Municipal Act, 2001* permits a municipality to appoint a CAO Clerk-Treasurer to exercise general control and management of the affairs of the municipality.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Chisholm enacts that Lesley Marshall be appointed as CAO Clerk-Treasurer as of January 20<sup>th</sup>, 2025.

Pursuant to Section 228(4)(5) of the *Municipal Act, 2001* Chapter 25, the CAO Clerk-Treasurer's powers and duties under this or any other Act, and that in spite of this delegation, may continue to exercise the delegated powers and duties.

This by-law shall come into force and take effect upon final passing thereof.

That by-law 2019-01 is hereby repealed.

**READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS 14<sup>TH</sup> DAY OF JANUARY, 2025.**

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Mayor, Gail Degagne

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CAO Clerk-Treasurer, Jennistine Leblond

**CORPORATION OF THE TOWNSHIP OF CHISHOLM**

**BY-LAW 2025-04**

**Being a by-law to amend by-law 2022- 21 to govern Procurement Policies and Procedures for the Township of Chisholm**

**WHEREAS** Section 271 of the Municipal Act, 2001 imposes upon municipalities the obligation to adopt policies with respect to the procurement of Goods and Services;

**AND WHEREAS** this By-Law establishes the authority and sets out the methods by which Goods, Services or Construction will be purchased and disposed of for the purposes of the Township of Chisholm subject to certain exceptions set out herein;

**AND WHEREAS** on April 12<sup>th</sup> 2022, pursuant to the provisions of Section 271 of the Municipal Act, S.O. 2001 ch. 25, the Council of the Corporation of the Township of Chisholm enacted By-Law 2022-21 to govern Procurement Policies and Procedures for the Township of Chisholm

**AND WHEREAS** it is deemed expedient to amend certain provisions thereof.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM ENACT AS FOLLOWS:**

1. Section 5.1.1 d) – add to end of section: “Any amounts over the threshold of the Canadian Free Trade Agreement (CFTA) and/or the Canadian Europe Union Comprehensive Economic Trade Agreement (CETA) must be advertised on an online bidding portal such as but not limited to MERX or Biddingo for a minimum of 28 days.

**READ A FIRST, SECOND, THIRD TIME AND PASSED THIS 14<sup>th</sup> DAY OF JANUARY, 2025.**

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Mayor, Gail Degagne

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CAO Clerk Treasurer, Jennistine Leblond

**Ministry of Natural Resources**

Sarah Allen  
Integrated Services Section  
Aviation, Forest Fire and  
Emergency Services

70 Foster Drive, Suite 400  
Sault Ste. Marie, ON P6A 6V5  
Tel: 705 945 5875  
Fax: 705 945 5785

**Ministère des Richesses naturelles**

Sarah Allen  
Section des Services Intégrés  
Services d'urgence, d'aviation et de  
lutte contre les feux de forêt

70, Foster Drive, bureau 400  
Sault Ste Marie ON P6A 6V5  
Tél. : 705 945 5875  
Télééc. : 705 945 5785



December 11, 2024

**Attention:** Chief Ray Ford, and Mrs. Jennistine Leblond

**SUBJECT: Ontario FireSmart Communities Transfer Payment Program, 2024-2026**

I am writing to notify you that your community has been selected as a recipient of the 2024-2026 Ontario FireSmart Communities Transfer Payment Program.

As a municipality in Ontario's fire region, you play a vital role in the province, helping to mitigate the risk and impact of wildland forest fires. The FireSmart Communities transfer payment program is intended to support Municipalities in planning and preparing for possible wildland fire events, by developing a Community Wildland Fire Protection Plan (CWPP), which includes wildland fire risk assessments, forest hazard analysis, community hazard maps, and mitigation strategies.

I have attached the Transfer Payment Agreement for your review and signature. The breakdown of the agreement schedule will be as follows:

1. Approved project plan will be awarded (50% of TP grant) \$7500.00 (upon signing of agreement, Municipality to invoice Ministry when final signed agreement received);
2. Completion of Hazard Forest Mapping for wildland fire risk and an approved draft or final copy of a Community Wildland Fire Protection Plan, including mitigation strategies (50% of TP grant) \$7500.00; by February 2026.
  - The final cost and deadline breakdown is as follows;
    - Signed Transfer Payment Agreement, and approved Plan (your application);
    - Hazard Forest Mapping, and Community Wildland Fire Protection Plan - \$7500.00;
      - Hazard Forest Mapping - \$2,500, and,
      - Community Wildland Fire Protection Plan - \$5,000.

As part of the Transfer Payment Agreement, the Recipient agrees to the following reporting schedule:

1. First reporting period: Project Status Update (February 2025) - after signing the agreement.
2. Second reporting period: (April 2025) Project Status Update.

3. Third reporting period: Project Status Update (July 2025) to review hazard assessment process.
4. Fourth reporting period: (November 2025) Hazard map and CWPP status review
5. Fifth reporting period: Finalized Hazard map and CWPP (2<sup>nd</sup> week of February 2026) draft review and approval for final payment – Milestone payment period.

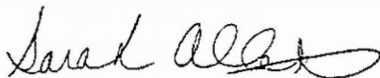
The final invoice must be received, no later than, March 16th, 2026.

Please note: The funding must be used to develop the deliverables outlined in your Transfer Payment Agreement. Should the deliverables not be met, or the funding is used for other projects/initiatives, you may not be eligible to receive the full grant amount.

Once the agreement is signed on your end, please return to Chelsea Osesky ([chelsea.osesky@ontario.ca](mailto:chelsea.osesky@ontario.ca)) and we will work through our process for Director, AFFES' signature, and we can then begin to process the first payment. Once signed, we will also send you a CWPP information/resource package as well as a list of certified CWPP contractors if you wish to utilize this funding to hire a contractor to develop the maps and CWPP on behalf of your community.

If you have any questions or would like to discuss further, please contact Chelsea Osesky, Mitigation and Partnerships Team Lead at [chelsea.osesky@ontario.ca](mailto:chelsea.osesky@ontario.ca), or 705-255-8096.

Sincerely,



Sarah Allen  
Provincial Coordinator – Mitigation and Partnerships Unit  
Integrated Services Section  
Aviation, Forest Fire and Emergency Services

cc. Chelsea Osesky, Mitigation and Partnerships Lead  
James Zacher, Fire Management Supervisor, North Bay Fire Management  
Headquarters

**THE CORPORATION OF THE TOWNSHIP OF CHISHOLM  
BY-LAW 2025-05**

*Being a bylaw to authorize the Mayor and CAO Clerk Treasurer to execute a Ontario Transfer Payment Agreement under the Ontario FireSmart Communities Program with his majesty the King in right of Ontario as represented by the Minister of Natural Resources*

**WHEREAS** the Council of the Corporation of the Township of Chisholm deems it expedient for the Mayor and CAO Clerk Treasurer to enter into an Ontario Transfer Payment Agreement under the Ontario FireSmart Communities Program with his majesty the King in right of Ontario as represented by the Minister of Natural Resources, The Honourable Graydon Smith.

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

1. **THAT** the Municipality enters into and executes with His Majesty the King in Right of Ontario as represented by the Minister of Natural Resources an Ontario Transfer Payment Agreement as attached as Schedule "A" to this bylaw.
2. **THAT** the Mayor and CAO Clerk Treasurer are hereby authorized and directed to execute the Transfer Payment Agreement here to attached as Schedule "A" on behalf of The Council of the Corporation of the Township of Chisholm.
3. **THAT** this by-law shall come into force and effect upon third reading and being finally passed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 14<sup>TH</sup> DAY OF JANUARY, 2025.

\_\_\_\_\_  
Mayor, Gail Degagne

\_\_\_\_\_  
CAO Clerk Treasurer, Jennistine Leblond

## ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 1st day of December 2024.

BETWEEN:

His Majesty the King in right of Ontario  
as represented by the Honourable Graydon Smith, Minister of  
Natural Resources

(the "Province")

- and -

The Township of Chisholm

(the "Recipient")

### CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

#### 1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

- Schedule "A" - General Terms and Conditions
- Schedule "B" - Project Specific Information and Additional Provisions
- Schedule "C" - Project
- Schedule "D" - Budget
- Schedule "E" - Payment Plan
- Schedule "F" - Reports.

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

## 2.0 2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

## 3.0 3.0 COUNTERPARTS

3.1 One and the Same Agreement. The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## 4.0 4.0 AMENDING THE AGREEMENT

4.1 Amending the Agreement. The Agreement may only be amended by a written agreement duly executed by the Parties.

## 5.0 5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:



- (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) ("FAA") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

The Parties have executed the Agreement on the dates set out below.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Honourable Graydon Smith,  
Minister of Natural Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Cuthbertson

Direction, Aviation, Forest Fire and Emergency  
Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

Title:

I have authority to bind the Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

Title:

I have authority to bind the Recipient

SCHEDULE "A"  
GENERAL TERMS AND CONDITIONS

---

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b) and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

## A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

### A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

### A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

### A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports

required pursuant to Article A7.0; and

- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

### A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E"; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest-Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Rebates, Credits, and Refunds. The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 Disposal. The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

#### A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or

(b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

#### A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, "Province" includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule "B":
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (ii) signed by an authorized signing officer of the Recipient.



A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

#### A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

#### A9.0 INDEMNITY

A9.1 Indemnify. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

#### A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

#### A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

#### A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
  - (c) 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;
  - (d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;

- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 Opportunity to Remedy. If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 Recipient not Remediating. If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

#### A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

#### A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

#### A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

#### A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Condonation not a waiver. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 Waiver. Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.



A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties 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.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 Joint and Several Liability. Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 Rights and Remedies Cumulative. The rights and remedies of the Province 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.

#### A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

#### A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

END OF GENERAL TERMS AND CONDITIONS

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

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Maximum Funds	\$ 15,000.00
Expiry Date	
Amount for the purposes of section A5.2 (Disposal) of Schedule "A"	\$
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Attention: Chelsea Osesky</p> <p>Position: Mitigation and Partnerships Team Lead, Ministry of Natural Resources</p> <p>Address: 70 Foster Drive, Suite 400, Sault Ste. Marie, ON. P6A 6V5</p> <p>Phone: (705) 255-8096 Fax: 705-945-5785</p> <p>Email: chelsea.osesky@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Attention: Chief Ray Ford</p> <p>Position: Chief Officer</p> <p>Address: 2847 Chiswick Line, Powassan, ON P0H 1Z0</p> <p>Phone: (705) 724-1793/ (705) 491-1503</p> <p>Email: cvfd@chisholm.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Attention: Mrs. Jennistine Leblond</p> <p>Position: CAO Clerk Treasurer</p> <p>Address: 2847 Chiswick Line, Powassan, ON P0H 1Z0</p> <p>Phone: (705) 724-3526</p> <p>Email: j.leblond@chisholm.ca</p>

**Additional Provisions:**

None

## SCHEDULE "C" PROJECT

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The Ontario FireSmart Communities program is a hazard loss reduction program that follows a planning process that communities can use to develop mitigation strategies for wildland fire hazards. As communities expand into undeveloped forest areas and climate change impacts increase the wildland fire risk, it is important for communities to plan, complete a wildland fire hazard risk assessment and design achievable mitigation strategies to be able to prevent wildland fire disasters.

The Ontario FireSmart Communities Grant provides funding assistance to communities to help with the development of a Community Wildland Fire Protection Plan (CWPP). The CWPP will identify; the level of risk in all areas of a community, the level of fire hazard associated with each forest stand and establish a mitigation strategy to alleviate those risks.

The funds provided through the Ontario FireSmart Communities Grant program are to be utilized to complete the following projects:

**Community Wildland Fire Protection Plan:** Direction on CWPP development is provided with the Ministry of Natural Resources (MNR) FireSmart Community Wildland Fire Planning Guidance Document. CWPP plans can be adopted into an existing community Emergency Management Plan or developed as a standalone plan. The MNR's Guidance Document outlines areas of concern for wildland fire planning.

**Hazard Forest Mapping for Wildland Fire:** the MNR's document, Wildland Fire Hazards – A Handbook for Risk Assessment and Mitigation outlines requirements for Hazard Forest Mapping. Using the Handbook, the Recipient will have forest assessments completed to map out wildland forest hazards in the community.

**Mitigation Strategies:** Mitigation strategies can be developed following the recommended processes identified in the Partners in Protection – "FireSmart Protecting Your Community from Wildfire" manual.

The MNR's Wildland Fire Hazards – A Handbook for Risk Assessment and Mitigation will also provide direction on developing mitigation strategies.

Mitigation strategies are developed based on the wildfire risk assessment process and work programming is designed to lower the threat to public safety and risk to community infrastructure.

**Timelines: For the purposes of the FireSmart Community Grant the operational period runs from Date of signing in 2024 to March 31, 2026**

**Project Plan:** Submitted at time of application. Project plans are approved if a municipality has been selected to receive a Transfer Payment Grant.

**Hazard Forest Maps for Wildland Fire Hazards and Community Wildland Fire Protection Plan:**

The Recipient agrees to provide hazard forest maps and a draft of the CWPP by the end of February 2026.

SCHEDULE "D"  
BUDGET

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The Recipient has been awarded a conditional total of \$15,000.00 under the Ontario FireSmart Communities Grant program.

Milestone payments are based upon the completion and approval of the following:

1. Approved project plan will be awarded (50% of TP grant) \$7500.00
2. Completion of Hazard Forest Mapping for wildland fire risk and an approved draft or final copy of a Community Wildland Fire Protection Plan, including mitigation strategies (50% of TP grant) \$7500.00; by February 2026. The final cost breakdown is as follows:
  - Hazard Forest Mapping - \$2,500, and,
  - Community Wildland Fire Protection Plan - \$5,000.

The Ministry of Natural Resources (the Ministry) must approve the completed projects within the specified time frame.

Payments may be forfeited if the Recipient does not meet the established project timelines, or the developed materials do not follow the Ministry's CWPP standards.

Approved funding is based on the Ministry approving the TP budget within any given fiscal year. For approved Transfer Payments recipients, funding is available for the year the TP is signed. Funding for the next year may not be available if the Ministry's budget is not approved.

SCHEDULE "E"  
PAYMENT PLAN

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Milestones:

<b>Description of Deliverable:</b>	<b>Amount</b>	<b>Payment Date</b>
Approved project plan	50% (\$7,500)	Dec. 2024 – Jan. 2025
Completion of Hazard Forest Mapping and, Completion Draft or Final copy of the CWPP	50% (\$7,500)	February 2026

Processing:

For the Recipient to receive a milestone payment, the milestone documentation must be submitted to the Ministry for review at the following address;

Ministry of Natural Resources

70 Foster Dr. Suite 400

Sault Ste. Marie, ON

P6A 6V5

Attention: Chelsea Osesky, Mitigation and Partnerships Lead

Email: [chelsea.osesky@ontario.ca](mailto:chelsea.osesky@ontario.ca)

The Recipient will be notified when the documentation has been received. When the Ministry completes the review, the Recipient will be notified whether the milestone objectives have been met.

If the documentation is not approved the Ministry will return the documentation and discuss with the Recipient what is required to have the documentation approved.

When an application is approved the Recipient will be notified and they can submit an invoice to the contact listed above. The invoice must identify which payment is being processed according to the terms listed in Schedule D.

## SCHEDULE "F" REPORTS

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### Timelines:

Hazard Forest Mapping can be completed at any time of the project as the maps are a requirement for the completion of a CWPP. It is recommended that the hazard forest maps are completed in advance of the CWPP being drafted, as they are required to inform the hazard identification and risk assessment; and mitigation strategies.

If the draft or final copy of the CWPP is completed earlier than the milestone date, payment can only be made in the second fiscal year of the grant program. The fiscal year runs from April 1 of the current year to March 31 of the next year.

### Processing:

The Recipient agrees to the following reporting schedule:

1. First reporting period: Project Status Update (February 2025) - after signing the agreement.
2. Second reporting period: (April 2025) Project Status Update.
3. Third reporting period: Project Status Update (July 2025) to review hazard assessment process.
4. Fourth reporting period: (November 2025) Hazard map and CWPP status review
5. Fifth reporting period: Finalized Hazard map and CWPP (2<sup>nd</sup> week of February 2026) draft review and approval for final payment – Milestone payment period.

Note: All timelines can be adjusted if the Recipient completes the work programming ahead of schedule. If the Recipient will not meet project deadlines a meeting must be scheduled to discuss with the Ministry, in advance of the February 2026 submission deadline. Failure to do so may result in the loss of a milestone payment.

### Reporting Contacts:

Primary, Chelsea Osesky (705) 255-8096 or email: [chelsea.osesky@ontario.ca](mailto:chelsea.osesky@ontario.ca)

Secondary, Sarah Allen (705) 690-0756 or Email: [sarah.allen@ontario.ca](mailto:sarah.allen@ontario.ca)

**THE CORPORATION OF THE TOWNSHIP OF CHISHOLM  
BY-LAW 2025-06**

*Being a bylaw to authorize the Mayor and CAO Clerk Treasurer to execute a Ontario Transfer Payment Agreement under the Fire Protection Grant with his majesty the King in right of Ontario as represented by the Solicitor General.*

**WHEREAS** the Council of the Corporation of the Township of Chisholm deems it expedient for the Mayor and CAO Clerk Treasurer to enter into an Ontario Transfer Payment Agreement under the Fire Protection Grant with his majesty the King in right of Ontario as represented by the Solicitor General.

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

1. **THAT** the Municipality enters into and executes with His Majesty the King in Right of Ontario as represented by the Solicitor General, an Ontario Transfer Payment Agreement as attached as Schedule "A" to this bylaw.
2. **THAT** the Mayor and CAO Clerk Treasurer are hereby authorized and directed to execute the Transfer Payment Agreement here to attached as Schedule "A" on behalf of The Council of the Corporation of the Township of Chisholm.
3. **THAT** this by-law shall come into force and effect upon third reading and being finally passed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 14<sup>TH</sup> DAY OF JANUARY, 2025.

\_\_\_\_\_  
Mayor, Gail Degagne

\_\_\_\_\_  
CAO Clerk Treasurer, Jennistine Leblond



## ONTARIO TRANSFER PAYMENT AGREEMENT

**THE AGREEMENT** is effective as of the

**BETWEEN:**

**His Majesty the King in right of Ontario  
as represented by the Minister of the Solicitor General**

**(the “Province”)**

**- and -**

The Township of Chisholm

**(the “Recipient”)**

### **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

#### **1.0 ENTIRE AGREEMENT**

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

- Schedule “A” - General Terms and Conditions
- Schedule “B” - Project Specific Information and Additional Provisions
- Schedule “C” - Project
- Schedule “D” - Budget
- Schedule “E” - Payment Plan
- Schedule “F” - Reports.

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

- (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

**SIGNATURE PAGE FOLLOWS**

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Office of the Fire Marshal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:** Carrie Clarke

**Title:** Deputy Fire Marshal

**The Township of Chisholm**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:**

**Title:**

I have authority to bind the Recipient

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:**

**Title:**

I have authority to bind the Recipient

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

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**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**"Budget"** means the budget attached to the Agreement as Schedule "D".

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A12.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

**“Loss”** means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

**“Project”** means the undertaking described in Schedule “C”.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;

- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
  - (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.
- A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

- A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

- A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

- A4.2 **Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

- A4.3 **Use of Funds and Carry Out the Project.** The Recipient will do all of the following:
- (a) carry out the Project in accordance with the Agreement;
  - (b) use the Funds only for the purpose of carrying out the Project;
  - (c) spend the Funds only in accordance with the Budget;
  - (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.
  - (e) not use funds to cover any cost that has or will be funded by the recipients regular operating or capital budget.
- A4.4 **Interest-Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.
- A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:
- (a) deduct an amount equal to the interest from any further instalments of Funds;
  - (b) demand from the Recipient the payment of an amount equal to the interest.
- A4.6 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.
- A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**
- A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.
- A5.2 **Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.



## **A6.0 CONFLICT OF INTEREST**

**A6.1 Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.2 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, "Province" includes any auditor or representative the Province may identify.

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address set out in Schedule "B" :
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (ii) signed by an authorized signing officer of the Recipient.

**A7.3 Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

**A7.5 Inspection and Removal.** For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

**A7.6 Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;

(c) providing to the Province, in the form the Province specifies, any information the Province identifies; and

(d) carrying out any other activities the Province requests.

A7.7 **No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

(a) acknowledge the support of the Province for the Project;

(b) ensure that any acknowledgement is in a form and manner as the Province directs; and

(c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

(d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 **Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

## **A9.0 INDEMNITY**

A9.1 **Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

**A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A12.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) 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;
- (d) the Recipient ceases to operate.

A12.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 **Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 **Recipient not Remediating.** If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

**A12.5 When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

### **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

**A13.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) **demand from the Recipient payment of the unspent Funds;**
- (b) **adjust the amount of any further instalments of Funds accordingly.**

### **A14.0 FUNDS UPON EXPIRY**

**A14.1 Funds Upon Expiry.** Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

### **A15.0 DEBT DUE AND PAYMENT**

**A15.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

**A15.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an

**TP Agreement – Shortened**

amount equal to any Funds or any other amounts owing under the Agreement; or

- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

**A15.3 Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A15.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

**A15.5 Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

## **A16.0 NOTICE**

**A16.1 Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

**A16.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.



A16.3 **Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

#### **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A17.1 **Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

#### **A18.0 SEVERABILITY OF PROVISIONS**

A18.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

#### **A19.0 WAIVER**

A19.1 **Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 **Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

## **A20.0 INDEPENDENT PARTIES**

A20.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

## **A22.0 GOVERNING LAW**

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties 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.

## **A23.0 FURTHER ASSURANCES**

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

A24.1 **Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province 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.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A26.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

A27.1 **Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

## **END OF GENERAL TERMS AND CONDITIONS**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

<b>Maximum Funds</b>	\$ \$3,959
<b>Expiry Date</b>	March 31, 2025
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule "A"</b>	\$ 5,000.00
<b>Insurance</b>	\$ 2,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b> Program Development &amp; Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p><b>Attention:</b> Katrina Nedeljkovich, Operations Manager</p> <p><b>Address:</b> 2284 Nursery Road, Midhurst, ON, L0L 1N0</p> <p><b>Phone:</b> 705-305-4595</p> <p><b>Email:</b> <a href="mailto:Katrina.nedeljkovich@Ontario.ca">Katrina.nedeljkovich@Ontario.ca</a> / <a href="mailto:OFMGrants@Ontario.ca">OFMGrants@Ontario.ca</a></p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Position:</b></p> <p><b>Address:</b></p> <p><b>Fax:</b></p> <p><b>Email:</b></p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Position:</b></p> <p><b>Address:</b></p> <p><b>Fax:</b></p> <p><b>Email:</b></p>

**Additional Provisions:**

None

## **SCHEDULE “C” PROJECT**

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The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval for \$30.0M grant over 3 years in funding to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year one of the Fire Protection Grant focuses on firefighter health and safety (specifically cancer prevention measures) and minor infrastructure updates. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified four categories of eligibility:

- Cancer Prevention – Equipment (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)

The grant application window opened on July 23, 2024 and closed September 5, 2024.

The Township of Chisholm is approved for \$3,959.00 for:

The funding request is for additional PPE and decontamination to reduce exposure to products of combustion. Additional balaclavas, helmet liners, and gloves will allow contaminated PPE to be changed out as per updated SOGs. Cross decontamination kit will make on-scene decontamination easier and more effective.

**SCHEDULE "D"**  
**BUDGET**

---

Funding will be provided to the **The Township of Chisholm** upon execution of this Agreement.

Funding will be provided to the **The Township of Chisholm** explicitly for the purchase of one, or a combination of, the items prescribed within the listed summary in Schedule "C". Copies of all invoices and receipts for said items will be provided to the Office of The Fire Marshal as part of the Report Back described in Schedule "F" that forms part of this agreement.

The funds must be committed to the project as approved by March 31<sup>st</sup>, 2025. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2025).

**SCHEDULE "E"**  
**PAYMENT PLAN**

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**E.1 MAXIMUM FUNDS**

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule "B".

**E.2 PAYMENT SCHEDULE**

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

## **SCHEDULE "F" REPORTS**

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As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by the end of Provincial Financial Quarter, Q3, to outline how the grant was utilized and the benefit(s) seen at the department level.

As part of the report back the municipality will provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule C.



# Supplemental to Asset Management Plan

## (Prepared December 2024)

This report is a supplemental document to the Asset Management Plan (AMP) dated May 28, 2014 prepared by Wills and TCL. The purpose of this report is for compliance of Ontario Regulation 588/17 (O. Reg. 588/17) Asset Management Planning for Municipal Infrastructure and update the costing and performance of assets.

This supplemental document was prepared in house.

A Strategic Asset Management Policy (Policy 8.09) was created after the approved Asset Management Plan. The purpose of this policy is to: align the Township's asset management with its current/future social and economic goals, create consistent guidelines and standards for the management of municipal assets, and meet the requirements of O. Reg. 588/17.

Please refer to Asset Management Plan (May 28, 2014) for Executive Summary, Introduction, Best Practices, Levels of Service and Strategies. This report will have undated expenditures, asset conditions, financial strategies, lifecycle activities and proposed levels of service.

### **Current Levels of Status (July 2021 and July 2023 compliance)**

#### **Current Performance of Each Asset Category**

The main asset categories for the township are: Roads, Bridges, Buildings and Equipment. See a Summary of Assets and Conditions in Appendix A.

The township was able to partner with the Municipalities of Powassan and East Ferris to collaborate on hiring engineers to put together a Road Needs Study for roads, both hard surfaced and gravel. This report was completed by WSP Canada Inc. (March 2023)

According to the Road Needs study, the overall average of condition of each road surface type is as follows:

- Hot Mix Asphalt – Poor
- Surface Treatment – Excellent
- Gravel – Good

For perspective, if the goal was to get all roads to an excellent condition a total investment of 8.1 million dollars would be needed from 2023 to 2032.

HP Engineering has been retained to complete the OSIM Bridge and Large Culvert report every other year. The most recent report was received November 2024.

According to the Bridge Study, 14 out of the 19 Bridge and Large Culvert Inventory are in a good condition index. The other 5 structures are listed as fair condition. At this time, there are no poor rated bridges. The township has been able to replace two bridges in the last 5 years.

The estimated replacement value of the bridge and culvert inventory is 9.56 million dollars. The replacement value of all structures if reconstructed to current geometric standards would be approximately 13.23 million dollars.

There are only two main buildings in the township, the combined Municipal Office and Fire Hall and the Public Works Shop. The municipal office and firehall had a major renovation in 1989 and the Public Works shop was erected in 1979. There was a building review of the municipal office and fire hall in about 2009. There has been no current structural review of any of the buildings within the township. There was an addition put on the public works shop in 2023 and all windows in the Office and Fire Hall were replaced in 2023. See Table 1.7 in AMP for summary of Building Inventory. Since the AMP was complete, there was a Pavillion added at the Beach with an approximate value of \$40,000 and the Beach Recreational Cabin was demolished. More work will have to be put into the buildings for conditioning in the near future.

Equipment performance is a staff opinion. The Operations Superintendent will look after equipment in Public Works and the Fire Chief is responsible for equipment in the Fire Department.

Public works has been working with a 10 year capital budget for replacement of aging equipment. Overall condition average of equipment is good. The township has replaced a dump truck/plow in 2023 and a backhoe in 2021. Total replacement value of the Public Works fleet would be approximately \$2,500,000.

Fire Department Equipment conditioning will be lower than Public Works for a couple of reasons. For the number of calls and the size of the township, it does not make sense to buy brand new trucks. The fire department is also held to certain replacement types of vehicles due to the size of the fire hall. The overall average condition is fair to good. Total replacement value (brand new) of the Fire Department fleet plus Self Contained Breathing Apparatus (SCBA) would be about \$2 million dollars.

## **Life Cycle Activities**

Ontario Regulation 588/17 requires municipalities to implement comprehensive asset management plans (AMPs) for public infrastructure, including roads, bridges, buildings, and vehicles. The life cycle activities for these assets ensure they are managed and maintained throughout their useful life, addressing their condition, performance, and service levels.

Here's a breakdown of **life cycle activities** for each of these asset categories:

---

### **1. Roads**

#### **Life Cycle Activities:**

- **Planning & Design:**
  - **Needs Assessment:** Identifying traffic volumes, types of vehicles, and community needs.

- **Design:** Road materials, surface type, and alignment are determined based on the needs assessment and regulatory standards.
  - **Construction:**
    - **Build:** New roads or road segments are constructed, considering factors like base material, drainage systems, and pavement type.
  - **Operations & Maintenance:**
    - **Routine Maintenance:** Includes tasks like pothole repairs, crack sealing, adding gravel and regular inspections.
    - **Preventive Maintenance:** Regular resurfacing (e.g., chip sealing, slurry sealing) to extend road life and grading gravel roads to keep gravel on travelled portion of road.
    - **Snow & Ice Control:** In colder climates, winter maintenance (e.g., salting and plowing) is vital to keep roads functional.
  - **Rehabilitation & Repairs:**
    - **Reconstruction/Resurfacing:** After years of use, roads may need to be repaved or reconstructed if the surface is severely deteriorated.
    - **Bridge Deck Replacement:** If the road includes bridge structures, they may need deck replacement or upgrades.
  - **Replacement & Disposal:**
    - **End of Life:** When roads have exceeded their useful life or have become too costly to maintain, full replacement is considered.
    - **Recycling Materials:** Materials like asphalt and concrete can be recycled for reuse in road construction or resurfacing.
- 

## 2. Bridges

### Life Cycle Activities:

- **Planning & Design:**
  - **Needs Assessment & Planning:** Analyze traffic loads, environmental conditions, and potential risks (e.g., floods or earthquakes).
  - **Design:** Engineering design includes structural components, materials, load capacity, and alignment with road networks.
- **Construction:**
  - **Build:** The bridge is constructed, ensuring it meets safety and design standards.
- **Operations & Maintenance:**
  - **Routine Inspections:** Bridges are inspected for visible damage, corrosion, or structural wear (typically annually).
  - **Minor Repairs:** Includes cleaning drains, painting (to prevent corrosion), and small repairs to the deck, joints, or superstructure.
  - **Preventive Maintenance:** Regular preventive measures like sealing cracks or reinforcing supports to extend the bridge's life.
- **Rehabilitation & Repairs:**
  - **Rehabilitation:** Bridges may need partial reconstruction or reinforcement of supports and beams, especially as they approach their mid-life (30-50 years).
  - **Deck Replacement:** If the bridge deck deteriorates, it may be replaced while maintaining the substructure.

- **Replacement & Disposal:**
    - **Full Replacement:** When the bridge is no longer safe or cost-effective to maintain, it must be replaced entirely.
    - **Disposal/Salvage:** After demolition, materials (e.g., steel, concrete) can be recycled.
- 

### 3. Buildings

#### Life Cycle Activities:

- **Planning & Design:**
    - **Needs Assessment:** The municipality determines building requirements based on functionality (e.g., municipal office, fire hall).
    - **Design:** Architectural and engineering plans are developed, considering structural integrity, safety standards, and energy efficiency.
  - **Construction:**
    - **Build:** Construction involves following design plans, building codes, and safety standards.
    - **Commissioning:** After construction, systems (HVAC, electrical, plumbing) are tested to ensure they function as intended.
  - **Operations & Maintenance:**
    - **Routine Maintenance:** Includes cleaning, landscaping, HVAC system maintenance, and minor repairs to fixtures or finishes.
    - **Preventive Maintenance:** Regular checks of roofs, windows, doors, and systems to prevent major breakdowns (e.g., replacing filters, checking plumbing for leaks).
    - **Energy Efficiency Improvements:** Routine upgrades to lighting or insulation for better energy efficiency.
  - **Rehabilitation & Repairs:**
    - **Major Repairs:** Replacing roofing, updating electrical systems, or addressing foundation issues as the building ages.
    - **Renovations:** Updating building interiors, ADA compliance, and other major changes for improved functionality or accessibility.
  - **Replacement & Disposal:**
    - **End of Life:** If the building becomes too costly to repair or inefficient to operate, it may be demolished and replaced.
    - **Recycling:** Salvaging building materials (e.g., metal, wood) and recycling them.
- 

### 4. Vehicles

#### Life Cycle Activities:

- **Planning & Acquisition:**
  - **Needs Assessment:** Determine vehicle requirements based on service needs (e.g., fire trucks, snowplows).
  - **Procurement:** Purchasing new vehicles, considering factors like durability, fuel efficiency, and capacity.
- **Operations & Maintenance:**
  - **Routine Maintenance:** Includes oil changes, tire rotations, brake inspections, and general upkeep.

- **Preventive Maintenance:** Scheduled maintenance based on usage (e.g., replacing fluids, changing filters, or inspecting exhaust systems).
- **Winterization:** In northern climates, vehicles are prepared for winter with checks to antifreeze levels, battery health, and tires.
- **Repairs:**
  - **Repairs as Needed:** Fixing mechanical failures or damage (e.g., engine repair, transmission issues, or body repairs).
- **Rehabilitation:**
  - **Upgrades:** Major upgrades like engine overhauls or new tires can extend vehicle life.
- **Replacement & Disposal:**
  - **Replacement:** When vehicles are no longer reliable or efficient to repair, they are replaced with new or used vehicles.
  - **Disposal:** Old vehicles may be sold for scrap, auctioned, or recycled for parts.

Statistic Canada Census

## Focus on Geography Series, 2021 Census of Population

### Chisholm, Township

[Map](#)
[Data quality](#)
[Feedback](#)

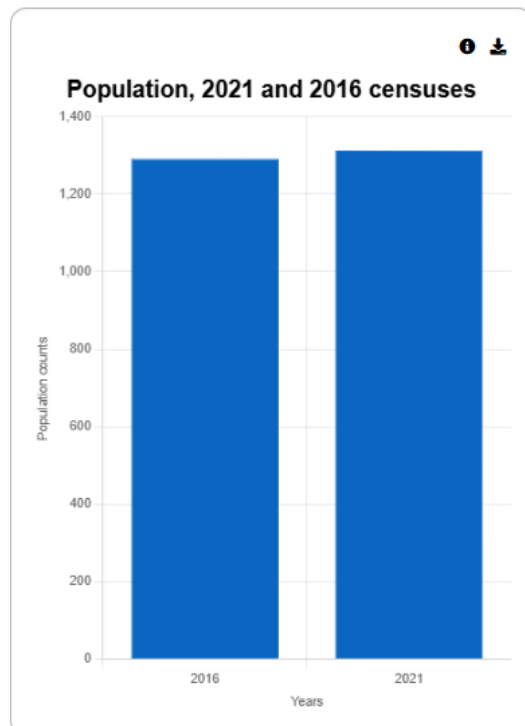
Topic:

Population and dwelling counts

Geographic name:

Chisholm, Township (Census subdivision), Ontario

Submit



335

Provincial population rank: 335

National population rank: 1,804 of 4,831

1.6%

In 2021, the enumerated population of Chisholm (Township), was 1,312, which represents a change of 1.6% from 2016. This compares to the provincial average of 5.8% and the national average of 5.2%.

0.4%

In 2021, there were 508 private dwellings occupied in Chisholm (Township), which represent a change of 0.4% from 2016.

6.4

The land area of Chisholm (Township) is 205.77 square kilometres and the population density was 6.4 people per square kilometre.

## **Proposed Levels of Service (July 2024 compliance)**

### **Proposed level of service for Each Asset Category**

Level of Service in the context of O. Reg. 588/17 represents the performance expectations for municipal infrastructure, which must be defined, measured, and managed within a framework of long-term sustainability and community engagement.

The township can accommodate growth with the existing levels of service.

For the asset category of roads, Council would like the proposed level of service to be what the current level of service is. With a slow and steady growth, it is reasonable to maintain the same kms of hardsurfaced and gravel roads. Council would consider hardsurfacing additional gravel roads if additional funding became available.

For vehicles, Council has done a good job of rotating and replacing vehicles. One of the largest vehicle assets is the three plow trucks in Public Works. The condition of the 3 trucks is usually as follows; one in excellent condition, one as good and one as fair. For the size of the township, it is not economical to have 3 trucks in excellent condition. The second largest vehicle assets are the fire trucks. Though the township runs older models of a tanker, pumper, and rescue van, they are well cared for and do not have daily wear and tear. The condition of these trucks is fair to good and the goal would be to maintain a good condition as the township replaces with used “new to us” trucks.

In the next 10 years, there is no plan to increase or significantly change the building envelope.

### **Proposed performance of Each Asset Category**

Realistically based on financial capacity, it is the goal of Council to achieve an overall average of good for all assets. Using the rating of Poor, Fair, Good and Excellent, it could be reasonable for the township to try and maintain a ‘good’ rating of assets and not financially feasible to strive for an excellent rating.



Please see chart on the next page that state the current Level of Service and Proposed Level of Service with the lifecycle activities and costs to maintain the assets at the proposed level of service.

Asset Category	Technical LOS (Description)	Current LOS	Proposed LOS	Lifecycle Activities to Meet Proposed LOS	Costs to Maintain Proposed LOS
<b>Roads</b>	For paved roads in the municipality, the average pavement condition index value (O. Reg. 588/17).	80	75	Rehabilitation and Maintenance	\$50,000 per year for rehabilitation and \$5000 per year for maintenance
	For unpaved roads in the municipality, the average surface condition (O. Reg. 588/17) (e.g. excellent, good, fair or poor).	60	75	Rehabilitation and Maintenance	\$300,000 per year for rehabilitation and \$10,000 for maintenance
<b>Bridges and Culverts</b>	Percentage of bridges in the municipality with loading or dimensional restrictions (O. Reg. 588/17).	0%	0%	Replacement and Maintenance	\$50,000 per year for replacement and \$10,000 per year for maintenance
	For bridges in the municipality, the average bridge condition index value (O. Reg. 588/17).	72	70	Replacement and Maintenance	

Asset Category	Technical LOS (Description)	Current LOS	Proposed LOS	Lifecycle Activities to Meet Proposed LOS	Costs to Maintain Proposed LOS
<b>Facilities</b>	Average Facility Condition Index (or General Condition)	Good	Good	Maintenance	\$5,000 per year for maintenance
<b>Fleet</b>	Average Weighted Condition Assessment	Good	Good	Replacement	\$50,000 per year for vehicle replacement
	Annual Maintenance Costs	Good	Good	Maintenance	\$70,000 per year for maintenance
<b>Parks</b>	Frequency of routine maintenance of parks	Good	Good	Maintenance	\$5,000 per year in regular maintenance

### **Life Cycle Management and Financial Strategy**

Life Cycle Management (LCM) for Ontario Regulation 588/17 refers to the process of managing the various assets (like roads, bridges, buildings, and vehicles) over their entire life span, from planning and design through to maintenance, replacement, and disposal. This process ensures the assets are maintained in a way that maximizes their service life, performance, and cost-effectiveness.

Municipalities must budget for both short-term and long-term asset management. Ontario Regulation 588/17 requires municipalities to plan for the replacement and renewal of infrastructure assets to avoid sudden cost spikes.

The municipality may need to prioritize asset replacement or upgrades depending on available funds.

For a small rural municipality, life cycle management must consider unique factors like:

- **Climate:** Harsh winters can accelerate wear on roads and vehicles. Ensure that roads and vehicles are planned for winter maintenance and that road resurfacing accounts for freeze-thaw cycles.
- **Geography:** Remote areas may require longer or more frequent vehicle trips, increasing wear and maintenance needs.
- **Limited budgets:** Rural municipalities often face tighter budgets. Asset management strategies must prioritize critical infrastructure and explore shared services or funding opportunities with neighboring municipalities.

The municipality makes decisions that are based on cost and risk. Though Council and staff would like to have every asset in good or better condition that is not financially realistic. Staff look at assets from a liability standpoint and recommend to Council to put resources into assets that cause the most risk.

The township relies on a quantitative measurement of risk by looking at both the probability and consequence of failure. See chart below. Asset replacement or repairs based on both the risk and the available budget. This might require a strategy to address critical infrastructure needs while managing costs.

<b>Probability of Failure</b>	<b>Consequence of Failure</b>	<b>Risk Rating</b>
Rare	Insignificant	Lowest Risk
Unlikely	Minor	Low Risk
Possible	Moderate	Medium Risk
Likely	Major	High Risk
Almost Certain	Severe	Highest Risk

Like many other Ontario municipalities, the Township of Chisholm is running a deficit for renewal and replacement of assets. As per chart on next page, the township would be at just under a \$5,000,000 deficit at the end of 10 years. Strategies to battle this deficit could include:

- Keeping vehicle assets longer
- Applying for all infrastructure grants available to the township
- Utilizing the Canada Community Building Fund and Ontario Community Infrastructure Fund in the most efficient way
- Consider returning hard surface roads to gravel (not the current goal of Council)
- Adding more money into Maintenance to prolong acceptable asset conditions
- Prioritizing growth in property assessment values without indirectly creating conditions of assets to worsen at a faster pace



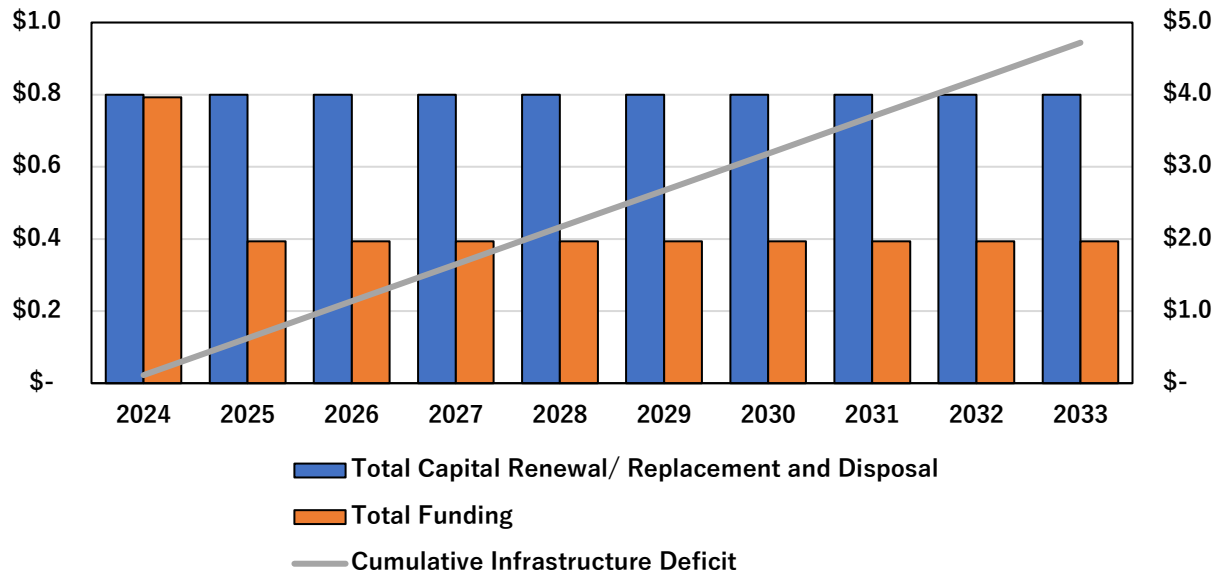
Cumulative Infrastructure Deficit by 2033

Legend										
1. Lifecycle Costs										
Year	Non-Infrastructure Solutions	Operations & Maintenance (Existing Assets)	Operations & Maintenance (Expansion Assets)	Total Operations & Maintenance	Renewal (Roads, Buildings, Bridges/Culverts)	Replacement (All Assets)	Total Capital Renewal/Replacement and Disposal	Expansion Activities (Annual Provision for Replacement)	Total Lifecycle Costs	
2024	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2025	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2026	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2027	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2028	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2029	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2030	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2031	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2032	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
2033	\$ -	\$ 105,000	\$ -	\$ 105,000	\$ 300,000	\$ 500,000	\$ 800,000	\$ -	\$ 905,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,050,000</b>	<b>\$ -</b>	<b>\$ 1,050,000</b>	<b>\$ 3,000,000</b>	<b>\$ 5,000,000</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ 9,050,000</b>	

Legend							
2. Forecast of Revenues							
Year	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding (\$)	Yearly Increase in Tax Funding (%)	Canada Community Building Fund CCBF	Other Grants	Less: Existing Reserves
2024	\$ 105,000	\$ 100,000	\$ -		\$ 22,000	\$ 100,000	\$ 400,000
2025	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2026	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2027	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2028	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2029	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2030	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2031	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2032	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
2033	\$ 105,000	\$ 100,000	\$ 40,000	40.0%	\$ 22,000	\$ 100,000	
<b>Total</b>	<b>\$ 1,050,000</b>	<b>\$ 1,000,000</b>			<b>\$ 880,000</b>	<b>\$ 1,000,000</b>	<b>\$ 400,000</b>

Legend			
3. Funding Gap Calculation			
Year	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2024	\$ 793,000	\$ 112,000	\$ 112,000
2025	\$ 393,000	\$ 512,000	\$ 624,000
2026	\$ 393,000	\$ 512,000	\$ 1,136,000
2027	\$ 393,000	\$ 512,000	\$ 1,648,000
2028	\$ 393,000	\$ 512,000	\$ 2,160,000
2029	\$ 393,000	\$ 512,000	\$ 2,672,000
2030	\$ 393,000	\$ 512,000	\$ 3,184,000
2031	\$ 393,000	\$ 512,000	\$ 3,696,000
2032	\$ 393,000	\$ 512,000	\$ 4,208,000
2033	\$ 393,000	\$ 512,000	\$ 4,720,000
<b>Total</b>	<b>\$ 4,330,000</b>		

Close Infrastructure Deficit by 2033 (millions \$)



DRAFT

Roads (Gravel) – Council has a 6 year gravel application program. Prior to the application to new gravel, the Operations Superintendent will make base repairs, brush, ditch, etc. as resources are available. For low roads and to help with flood mitigation, a gravel lift will be built into the gravel program for certain.

Roads (Hardsurfaced) – Once a road has been rehabilitated with a double layer of chip and tar, a single layer will be added to the road every 5- 8 years for 2 to 3 occurrences. Once the road condition gets to poor, a single layer will not be added and the road will have to be rehabilitated with a double layer of chip and tar.

Roads (Hot mix) – Cold patch will be used to patch holes on an annual as needed basis. Once the road is past poor condition, Council will consider hot mix again or revert to chip and tar. There is only one segment of road (approx. 2 km) and a few intersections that are hot mix.

Bridges – according to the most current bridge study, staff will look for funding to replace a bridge in the poorest condition. Staff will also work on minor repairs to extend life of the structure. The most common repair is replacing the bridge decking or wear layer.

Buildings – repairs, efficiencies, replacements and improvements as needed.

Equipment – Lifecycle strategies include rust control treatments, regular maintenance, greasing and oil changes and repairs as they come up. There are annual mandatory inspections to identify any foreseen problems.

# APPENDIX A

**Township of Chisholm - Summary of Assets and Conditions  
ROADS**

Section ID	Road Name	From	To	Section Length	Surface Type	Pavement Condition
1944014703	ALDERDALE RD	Grahamvale Road	River Road	2040	LCB	98
1944038730	ALDERDALE RD	Twp Boundary	Hill Siding Road	1720	LCB	98
1944062483	ALDERDALE RD	Hill Siding Road	River Road	310	LCB	98
1944265315	ALDERDALE RD	Grahamvale Road	Memorial Park Drive	1840	LCB	92
1944383667	ALDERDALE RD	Memorial Park Drive W	Chiswick Line	2040	LCB	97
1944465277	ALDERDALE RD	Memorial Park Drive E	Memorial Park Drive W	190	HCB	88
1944033831	ALGONQUIN RD	Wasing Road	End	1410	Gravel	64
1944010896	BEACH RD	Green Point Road	Memorial Park Drive	980	Gravel	71
1944491434	BEACH RD	Memorial Park Drive	Chiswick Line	2040	Gravel	27
1944135141	BEAR MOUNTAIN RD	Maple Road	End - South	1750	Gravel	72
1944446446	BEAR MOUNTAIN RD	Maple Road	End - north	280	Gravel	74
1944215803	BELLCAIRN RD	Chiswick Line	Pioneer Road	2080	Gravel	72
1944473644	BOOTH RD	Golf Course Road	End	1390	Gravel	61
1944004443	BOUNDARY RD	Concession Rd 8	End	110	Gravel	51
1944025447	BOUNDARY RD	Chiswick Line	End	550	Gravel	57
1944113714	BOUNDARY RD	Chiswick Line	Pioneer Road	1980	Gravel	49
1944462876	BOUNDARY RD	Pioneer Road	Robson Lane/Con 8 Rd.	50	Gravel	51
1944392306	CEDAR RD	River Road	End	270	Gravel	68
1944056279	CHISWICK LINE	Alderdale Road	Bellcairn Road	300	HCB	98
1944016138	CHISWICK LINE	Boundary Road	Point on Road	20	Gravel	64
1944016140	CHISWICK LINE	Point On Road	Alderdale Road	1850	Gravel	64
1944060044	CHISWICK LINE	Kells Road	Beach Road	2090	Gravel	67
1944072294	CHISWICK LINE	Bell Cairn Road	Kells Road	1850	Gravel	63
1944138707	CHISWICK LINE	Gravelle Road	End	870	Gravel	62
1944197246	CHISWICK LINE	Beach Road	Golf Course Road	2030	Gravel	60
1944211451	CHISWICK LINE	Golf Course Road	Gravelle Road	2030	Gravel	60
1944143958	CHURCH RD	Kells Road	End	1050	Gravel	64
1944111203	FOSSMILL RD	Golf Course Road	Polarvale Road	2340	Gravel	70
1944352076	FOSSMILL RD	Polarvale Road	End	380	Gravel	60
1944004301	GOLF COURSE RD	Memorial Park Drive	Chiswick Line	2130	LCB	93
1944149389	GOLF COURSE RD	Booth Road	Memorial Park Drive	2040	LCB	78
1944246973	GOLF COURSE RD	River Road	Booth Road	2030	LCB	75
1944088221	GOLF COURSE RD	Chiswick Line	Pioneer Road	2030	Gravel	52
1944119614	GOLF COURSE RD	Pioneer Road	Wasing Road	2210	Gravel	48
1944322935	GRAHAMVALE RD	Village Road	End	530	Gravel	59
1944332342	GRAHAMVALE RD	Alderdale Road	Village Road	1470	Gravel	70
1944426653	GRAVELLE RD	Polarvale Road	Pioneer Road	2120	Gravel	51
1944463301	GRAVELLE RD	Chiswick Line	Pioneer Road	2030	Gravel	55
1944045562	HS SIDING RD	Private Road	Alderdale Road	1750	Gravel	64
1944157935	HS SIDING RD	Twp Boundary	Private Drive	340	Gravel	55
1944049185	KELLS RD	Chiswick Line	Pioneer Road	2020	Gravel	69
1944299070	KELLS RD	Memorial Park Drive	Church Road	1010	Gravel	63
1944397264	KELLS RD	Church Road	Chiswick Line	1030	Gravel	67
1944188657	MAPLE RD	Pioneer Road	Wasing Road	2030	Gravel	63
1944391379	MAPLE RD	Twp Boundary	Bear Mountain Road	1920	Gravel	65
1944482458	MAPLE RD	Bear Mountain Road	Wasing Road	4570	Gravel	64
1944321375	MEMORIAL PARK DR	Trapper Road	Alderdale Road	1940	HCB	21
1944052096	MEMORIAL PARK DR	Kells Road	Memory Lane	20	Gravel	48
1944088977	MEMORIAL PARK DR	Golf Course Road	End	4090	Gravel	67
1944174128	MEMORIAL PARK DR	Beach Road	Golf Course Road	2040	Gravel	59
1944370777	MEMORIAL PARK DR	Memory Lane	Green Point Road	940	Gravel	48
1944402585	MEMORIAL PARK DR	Alderdale Road	Kells Road	2230	LCB	64
1944484008	MEMORIAL PARK DR	Green Point Road	Beach Road	1130	Gravel	59
1944044863	PIONEER RD	Golf Course Road	Gravelle Road	2050	Gravel	66
1944217337	PIONEER RD	Bellcairn Road	Maple Road/Kells Road	2020	Gravel	67
1944405674	PIONEER RD	Gravelle Road	End	1330	Gravel	52
1944435274	PIONEER RD	Maple Road/Kells Road	Golf Course Road	4090	Gravel	51
1944478763	PIONEER RD	Boundry Road	Bellcairn Road	1940	Gravel	64
1944189288	POPLARVALE RD	Poplarvale Rd	End	460	Gravel	55
1944214293	POPLARVALE RD	Poplarvale Rd	Gravelle Road	290	Gravel	65
1944478009	POPLARVALE RD	Gravelle Road	End	560	Gravel	75
1944490733	POPLARVALE RD	Fossmill Road	Poplarvale Rd	1140	Gravel	63
1944335170	RIVER RD	Mallard Haven Road	Laporte Road	1940	LCB	94
1944383581	RIVER RD	Village Road	Mallard Haven Road	1040	LCB	81
1944385205	RIVER RD	Laporte Road	Golf Course Road	1150	LCB	84
1944008231	RIVER RD	Twp Road to Twp Road	South Shore Road	2100	Gravel	62
1944136872	RIVER RD	Golf Course Road	Twp Road	2070	Gravel	61
1944193803	RIVER RD	Alderdale Road	Village Road	2020	Gravel	65
1944013422	S SHORE RD	River Road	Twp Boundary West	2170	Gravel	63
1944195515	S SHORE RD	River Road	East Twp Limit	1460	Gravel	46
1944016621	TRAPPERS RD	Memorial Park Drive	End	90	Gravel	37
1944342228	VILLAGE RD	Township Boundary	River Road	2060	LCB	32
1944253474	VILLAGE RD	River Road	Grahamvale Road	2210	Gravel	65
1944059532	WASING RD	Maple Road	End	970	Gravel	77
1944144903	WASING RD	Algonquin Road	Golf Course Road	300	Gravel	77
1944355162	WASING RD	Maple Road	Algonquin Road	4130	Gravel	46

**BRIDGES**

Site No	Bridge Name	Bridge Type	Year Built (Age)	Number of Spans	Replacement Cost - Existing Geometry (\$000)	Replacement Cost - Current Geometric Standards (\$000)	BCI	Benchmark Budget Costs			
								Rehabilitation Costs (\$000)			Engineering Investigation Costs (\$000)
								< 1 year	1-5 Years	6-10 Years	
001	South Shore Road Bridge	Steel Girder	1935	1	281	569	66	24.0	9.0	0.0	10.0
002	Depot Creek Bridge	Concrete Rigid Frame	1989	1	612	852	75	91.5	0.0	0.0	10.0
004	River Road Bridge	Steel Girder	2019	1	1,250	1,259	81	0.0	0.0	0.0	0.0
005	Beach Road Bridge (Billiards Bridge)	Bailey Bridge	2003	1	1,031	1,664	71	4.0	11.5	0.0	0.0
006	Memorial Park Road Bridge	Timber Girder	1985	2	897	888	72	36.0	0.0	0.0	20.0
009	West of Golf Course Road Bridge	Timber Girder	2023	1	628	1,015	75	0.0	0.0	0.0	5.0
010	Wasing Road Bridge	Concrete Girder	1919	1	347	708	71	57.0	0.0	0.0	10.0
013	Jim Owens Bridge	Steel Girder	2009	1	756	936	75	0.0	0.0	0.0	5.0
016	Pioneer Road Bridge (Ringley Bridge)	Steel Girder	2008	1	543	1,001	74	19.0	0.0	0.0	5.0

**CULVERTS**

Site No	Culvert Name	Culvert Type	Number of Spans	Replacement Cost - Existing Geometry (\$000)	Replacement Cost - Current Geometric Standards (\$000)	BCI	Benchmark Budget Costs			
							Rehabilitation Costs (\$000)			Engineering Investigation Costs (\$000)
							< 1 year	1-5 Years	6-10 Years	
003	Village Road Culvert	Double SP-CSP	2	720	825	75	24	0	0	5.0
007	Chiswick Line Culvert	CSP Arch	1	280	413	69	0	0	450	7.5
008	Chiswick Line Culvert	CSP Arch	1	308	454	70	58	0	0	5.0
011	River Road Culvert	Round CSP	2	537	710	68	0	644	0	20.0
012	Grahamville Road Culvert	CSP Arch	1	391	545	73	0	0	561	20.0
014A	Wasing Road Culvert	Round CSP	1	173	223	75	57	0	0	5.0
014B	Maple Road Culvert	Round CSP	1	122	157	67	57	0	0	7.5
014C	Maple Road Culvert	CSP	1	171	256	75	57	0	0	5.0
015	Chiswick Line Culvert	CSP	1	258	379	68	57	0	0	5.0
020	(Replacement of Memorial Park Road Bridge)	Double Round CSP	2	261	379	75	57	0	0	5.0

**BUILDINGS**

Name	Location	Year Built	Size	Condition
Public Works Garage (PWG)	2373 Chiswick Line	1978	40'X80'	Fair
Addition to PWG	2373 Chiswick Line	2022	16'X37'	Excellent
Public Works Storage Shed	2373 Chiswick Line	2008	44'X24'	Good
Municipal Office/Fire Hall	2847 Chiswick Line	1989 (Major Renovation)	60'X90'	Fair
Addition to Fire Hall (new bay)	2847 Chiswick Line	2010-2011	48'X13'	Good
Beach Pavilion	600 Beach Road	2016	26'X32'	Good

**VEHICLES**

Name	Year	Condition
Western Star	2024	Excellent
Freightliner	2017	Good
Western Star	2005	Fair
John Deer Grader	2012	Good
Argo Frontier	2020	Good
GMC Sierra 1500	2019	Good
GMC Sierra 3500 HD	2015	Fair
Ford Tanker	1992	Fair
Int'l 4700 Rescue Van	1995	Fair
Ford 350 Truck	2009	Good
Freightliner Pumper	1995	Fair



The Corporation of the  
**City of North Bay**  
 200 McIntyre Street East,  
 P.O. Box 360  
 North Bay, Ontario  
 Canada P1B 8H8  
 Tel: (705) 474-0400

January 7, 2025

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

**Re: Participation in the City of North Bay’s Household Hazardous Waste Program**

The City of North Bay is once again inviting surrounding municipalities to participate in the City’s Household Hazardous Waste Program.

North Bay City Council has agreed to accept household hazardous waste from participating municipalities that share in the operating and disposal costs. The cost per municipality is \$4 per dwelling based on the most up to date census.

The cost for the residents of the Township of Chisholm to safely dispose their hazardous waste at the North Bay HHWD is as follows:

Total Dwellings	614
Cost Per Dwelling	\$4
Total Cost	\$2,456

Please contact me to confirm if the Township of Chisholm will be continuing to use the North Bay Household Hazardous Waste Depot.

Sincerely,

Victoria Thomas  
 Environmental Control Officer  
 705-474-0400 ext. 5221  
 victoria.thomas@northbay.ca

\* Same cost as 2024

**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](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jenny Leblond, CAO Clerk-Treasurer

## Memorandum

**TO:** Council  
**FROM:** Administrative Assistant, Jessica Laberge  
**DATE:** January 9, 2025  
**RE:** CGIS CBO Package

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Council should be aware that the Township's CGIS tool is utilized extensively by staff for many differed tasks. In the last 6 years Township Staff have been using CGIS more for generating reports, for better record keeping and for digitalizing property files, among other uses.

The Twp's new Chief Building Official (CBO) approached staff and asked if Chisholm could look into adding the CBO package onto our CGIS account, as it is something that East Ferris has been using and it is a much more efficient way of handing the building files. One feature being that he can access the portal remotely on his phone while he is out doing an inspection in Chisholm.

Staff contacted CGIS to discuss all options and if there is a way to customize it to be more affordable for the Township as we do not need all the features that are included in the CBO package. CGIS agreed to set up the Township with the CBO package, at no cost, to demo for a few months. CGIS also agreed to give the Township a discount since we share a CBO with East Ferris who also has CGIS.

Staff received a demonstration from CGIS and was then able to input all the 2024 building files. Staff met with the CBO and discussed the use of the module with the CBO to see if it will be worth upgrading to the CBO Package. Staff is of the opinion that the CGIS CBO package is a necessary upgrade and that it will improve the communication and processing of building permits.

CGIS is willing to give the township a discount from \$200/month, 2,400/year to \$100/month, 1,200/year.

**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](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jennistine Leblond, CAO Clerk-Treasurer

**MEMO**

**To: Council**  
**From: Jenny Leblond, CAO**  
**Date: January 9, 2025**  
**RE: Outdoor Rink**

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At the Recreation Committee meeting January 8, 2025, the recreation committee passed a resolution with a recommendation to Council.

The recreation committee recommends to council to allow the Recreation Committee to prepare and operate an out-door ice rink, with the help of volunteers from the Chisholm Fire Department, to be located at the old school location on Bell Cairn Rd. for the 2024-2025 winter season.

The CAO has received comments from the insurance broker.

They recommend a few steps be taken to ensure safety at the rink. Posting appropriate signage stating what the use of the ice surface is for (i.e. no hockey or hockey sticks), make sure the ice surface is thick enough, smooth and clear of any hazards.

Be sure signage indicates it is unsupervised, only to be used while following posted rules.

Sample rules to post: Hours of operation, Rules of conduct. (e.g. no horseplay, no hockey during public skating times- no body contact hockey), Open or closed for skating, Alcohol prohibited, Helmets are strongly recommended, Children should be supervised, Location of nearest telephone – 911 is a FREE call, Municipal contact number – be sure to acknowledge all calls so that people continue to call in and report problems.

They also recommend having somewhere to put skates on and having trash cans around the area to ensure garbage does not become a hazard on the ice.

**Proposed Resolution**

Be it resolved that Council supports the recommendation from the Recreation Committee to prepare and operate an out-door rink, and directs staff to ensure all the recommendation from the insurance are completed.



**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](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jenny Leblond, CAO Clerk-Treasurer

## Memorandum

**TO:** Council  
**FROM:** Administrative Assistant, Monique McIsaac on behalf of the Recreation Committee  
**DATE:** January 9, 2025  
**RE:** Recommendation to Council to apply for funding

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At the Recreation Committee meeting January 8, 2025, the recreation committee passed a resolution recommending to Council to apply for funding through the Ontario Trillium Fund Capital Grant Stream.

The recreation committee would like to apply for funding to update the Tennis Court facility by resurface the Tennis Court, fixing any problem areas, and adding pickleball lines.

# *Soci t  Alzheimer Society*

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Mayor Gail Degagne  
Township of Chisholm  
2847 Chiswick Line,  
Powassan, ON P0H 1Z0

JAN 09 2025

December 17th, 2024

**Subject: Request for Proclamation and Flag Raising Ceremony for Alzheimer's Awareness Month**

Dear Mayor Gail Degagne,

I trust this letter finds you well. I am writing to you on behalf of the Soci t  Alzheimer Society of Sudbury-Manitoulin North Bay & Districts. Our organization provides support, education, respite and resources for individuals and families affected by Alzheimer's disease in our community.

As we approach January 2025, we are eager to engage our community in raising awareness about Alzheimer's disease, particularly during Alzheimer's Awareness Month. To achieve this goal, we would like to request the issuance of an official proclamation declaring January as Alzheimer's Awareness Month in Chisholm. This proclamation will serve as a testament to our city's commitment to raising awareness and fostering understanding about Alzheimer's Disease. Additionally, I would like to request the raising of a symbolic flag in honor of Alzheimer's Awareness Month at City Hall in Powassan. The flag serves as a visible reminder of our collective dedication to promoting awareness, encouraging dialogue, and supporting those living the dementia journey.

By officially recognizing and commemorating Alzheimer's Awareness Month, we not only show our solidarity with the individuals and families living the dementia journey, but we also take a significant step towards building a more compassionate and informed community.

I understand that your schedule is busy, and I genuinely appreciate your time and consideration of this request. I am available at your earliest convenience to discuss this proposal further and address any questions or concerns you may have. Thank you for

**Main office:**

960B Notre Dame Avenue, Sudbury, ON, P3A 2T4  
TEL: (705) 560-0603 TOLL FREE: 1-800-407-6369 FAX: (705)-560-6938  
EMAIL: [info@alzhimersudbury.ca](mailto:info@alzhimersudbury.ca)  
[www.alzhimersudbury.ca](http://www.alzhimersudbury.ca)  
CRN: 12423 7124 RR 0001

# *Société Alzheimer Society*

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considering our request, and we look forward to the possibility of collaborating to make this event a success.

Sincerely,



Shannon Ketchabaw  
Executive Director

**Main office:**

960B Notre Dame Avenue, Sudbury, ON, P3A 2T4  
TEL: (705) 560-0603 TOLL FREE: 1-800-407-6369 FAX: (705)-560-6938  
EMAIL: [info@alzhimersudbury.ca](mailto:info@alzhimersudbury.ca)  
[www.alzhimersudbury.ca](http://www.alzhimersudbury.ca)  
CRN: 12423 7124 RR 0001

# FONOM

Federation of Northern Ontario Municipalities

January 2, 2025

The Honourable Michael Parsa  
Minister of Children, Community and Social Services  
7th Floor, 438 University Ave.  
Toronto, ON M5G 2K8  
SENT BY EMAIL: [MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)

Dear Minister Parsa

The Federation of Northern Ontario Municipalities' mission *is to improve the economic and social quality of life for all northerners and to ensure the future of our youth*. The Board would like the Province to consider providing emergency stabilization funding to address the current shortfall in child welfare providing by the Children's Aid Societies.

As well we would ask that the Ministry of Children, Community and Social Services undertake a Province wide service review, including the funding model. Also, during the review we would ask that the points listed in the resolution be reviewed and discussed.

Minister, I and the FONOM Executive would be pleased to discuss this further with your staff.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from Northeastern Ontario and is governed by an 11-member board.

## **FINANCIAL SUSTAINABILITY IN CHILD WELFARE**

WHEREAS Children's Aid Societies across Ontario are experiencing significant financial pressures, with the majority of agencies running deficits in the millions;

WHEREAS the Financial Accountability Office has indicated funding for child protection has fallen behind inflation, with the sector missing \$70 million compared to previous funding levels;

WHEREAS the current funding model implemented in 2013 has limitations that affect the safety and well-being of children, particularly in northern and remote communities;

# FONOM

Federation of Northern Ontario Municipalities

WHEREAS the Ministry of Children, Community and Social Services' spending on Child Protection Services is projected to grow at only 0.7% annually from 2023-24 to 2028-29, well below inflation;

WHEREAS the child welfare redesign strategy requires enhanced community-based prevention services and improved quality of care, which cannot be achieved without adequate funding.


**THEREFORE BE IT RESOLVED that the Federation of Northern Ontario Municipalities (FONOM),** calls on the Government of Ontario to immediately address the funding shortfall in child welfare by providing emergency stabilization funding to Children's Aid Societies;

Requests that the Ministry of Children, Community and Social Services undertake a **Province wide service review**, including the funding model. During the review, FONOM asks that the following be included in the review.

- Adequately addresses the unique challenges of northern and remote communities;
- Account created for higher operational costs in geographically dispersed regions;
- Provide sustainable funding for prevention services;
- Urges the Province to implement multi-year funding commitments that allow for proper planning and service delivery;
- Advocates for the development of a specific Northern Strategy for child welfare that recognizes the unique needs and challenges of Northern communities.

**BE IT FURTHER RESOLVED that this resolution be forwarded to:** The Honourable Michael Parsa, Minister of Children, Community and Social Services, the Ontario Association of Children's Aid Societies, Association of Native Child and Family Services Agencies of Ontario, All municipalities within FONOM's jurisdiction, the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), and the leaders of the Opposition Parties.

Regards.



President Danny Whalen  
705-622-2479

**CORPORATION OF THE TOWNSHIP OF CHISHOLM**  
**BY-LAW NUMBER 2025-07**

*A by-law to confirm the proceedings of the Council of the Township of Chisholm  
at the regular meeting held on January 14, 2025*

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the power, including a municipality's capacity, rights, powers and privileges under section 9 of the Act, of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Chisholm at this meeting be confirmed and adopted by by-law;

NOW THEREFORE, the Council of the Corporation of the Township of Chisholm enacts as follows:

1. That the actions of the Council of the Township of Chisholm in respect of each motion and resolution passed and other action taken by the Council of the Township of Chisholm at this meeting, save and except any directions passed in the closed session, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the CAO Clerk-Treasurer or Alternate and the appropriate officials of the Township of Chisholm are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Chisholm referred to in the preceding section.
3. The CAO Clerk-Treasurer, or in the absence of the CAO Clerk-Treasurer the Acting Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Chisholm.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first, second and third time and passed this 14<sup>th</sup> day of January, 2025.

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Mayor, Gail Degagne

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CAO Clerk-Treasurer, Jennistine Leblond