



## The Corporation of The Township of Bonfield

### AGENDA FOR COUNCIL MEETING TO BE HELD FEBRUARY 11th, 2025 AT 7:00 P.M.

1. **Call to Order**
2. **Adoption of Agenda**
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Adoption of previous minutes**
  - a. Regular Meeting of Council: January 28<sup>th</sup>, 2025
5. **Presentations and Delegations** – None for this session
6. **Question Period**
7. **Staff Reports**
  - a. Report from Deputy Clerk-Treasurer – Statement of 2024 Remuneration & Expenses
8. **Adoption of Committee Minutes/ Motions**
  - a. **Corporate Services Committee:** February 3, 2025
  - b. **Emergency Services Committee:** None for this session
  - c. **Planning Advisory Committee:** February 4, 2025
  - d. **Recreation Committee:** February 3, 2025
  - e. **Police Services Board:** January 29, 2025
9. **Items for Council Discussion**
10. **Resolutions to be Considered for Adoption**
  - a. 2025-13 By-law – To appoint a Fire Chief
  - b. 2025-14 By-law – Community Emergency Preparedness Grant Agreement
11. **Correspondence**
  - a. Library Minutes - February 3, 2025
  - b. AMO Annual Conference
  - c. 2025 NFEC Fire Conference
  - d. DNSSAB 2025 Levy
  - e. Cassellholme Board Meeting Minutes - December 18 2024
  - f. MPAC – Response to Motion of Support
  - g. Peterborough County - Proposed U.S. tariffs on Canadian Goods
  - h. Halton Hills – Sovereignty of Canada
  - i. CUPW - Industrial Inquiry Commission Reviewing Canada Post
12. **Closed Session** – None for this session

*Small Community, Big Heart*



13. **Confirmatory By-Law**
  - a. Resolution to adopt By-law No. 2025-12
  
14. **Adjournment**



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
REGULAR MEETING OF COUNCIL  
January 28th, 2025**

**PRESENT:** Narry Paquette, Chair Jason Corbett  
Donna Clark Dan MacInnis  
Steve Featherstone

**STAFF PRESENT:** Andrée Gagné, Deputy Clerk-Treasurer  
Alex Hackenbrook, Public Works Manager  
Nicky Kunkel, CAO Clerk-Treasurer  
Joshua Dewaal, Acting Fire Chief

**1. Call to Order**

**Motion 1**

Moved by Councillor MacInnis Seconded by Councillor Clark  
THAT this meeting be opened at 7:00 p.m.  
Carried

**2. Adoption of Agenda**

**Motion 2**

Moved by Councillor Featherstone Seconded by Councillor MacInnis  
THAT the agenda presented to Council and dated the 28th day of January 2025, be  
adopted as amended to move Agenda Item 6.f to before Presentations.  
Carried

**3. Disclosure of Pecuniary Interest**

- Mayor Paquette declared an interest to agenda item 9.e due to her son owning aggregate property.
- Mayor Paquette declared an interest for a legal issue under a closed session agenda item due to employment.

**4. Adoption of Previous Minutes**

**Motion 3**

Moved by Councillor Clark Seconded by Councillor MacInnis  
THAT the Minutes of the Regular Council Meeting of January 14th, 2025 be adopted as  
circulated.  
Carried

**Staff Reports**

6.f Report from Acting Fire Chief – Monthly Activity

**Motion 4**

Moved by Councillor Clark Seconded by Councillor Corbett  
THAT Council for the Township of Bonfield accepts the monthly report submitted by the  
Acting Fire Chief.  
Carried



**5. Presentation & Delegations**

Members of the Steel Rail Committee updated Council with their Business Profile. The Business Profile included a detailed budget with start-up costs and cashflow projections for 3 years.

**6. Staff Reports**

6.a Report from CAO – Province’s Proposed Amendments to the Municipal Act for Integrity Commissioners

**Motion 5**

Moved by Councillor MacInnis Seconded by Councillor Featherstone  
THAT Council for the Township of Bonfield accept the report from the CAO; and further that a letter be sent to the Ministry of Municipal Affairs and Housing and MPP Fedeli prior to February 10, 2025 outlining the comments on the proposed changes to the legislation.  
Carried

6.b Report from CAO – Proposed Zoning Amendment By-laws

**Motion 6**

Moved by Councillor MacInnis Seconded by Councillor Clark  
THAT Council accepts the report on draft zoning by-law amendments; AND FURTHER THAT the minimum size required for a hunt camp be amended to 10 hectares/25 acres; AND FURTHER THAT the permitted use of secondary dwellings in the Residential Limited Services Zone remain in the Comprehensive Zoning By-law; AND FURTHER THAT with these amendments to the zoning by-laws be presented at a public meeting to receive input from the community.  
Carried

**Motion 7**

Moved by Councillor Featherstone Seconded by Councillor Clark  
That Council hereby receives and approves first and second reading of the draft 2025-09 Zoning Amendment By-law amending By-Law 2012-49, to permit certain provisions for travel trailers and recreation vehicles; AND THAT a public meeting be held.  
Carried

**Motion 8**

Moved by Councillor MacInnis Seconded by Councillor Clark  
That Council hereby receives and approves first and second reading of the draft 2025-10 Zoning Amendment By-law amending By-Law 2018-06, to permit certain provisions for travel trailers and recreation vehicles; AND THAT a public meeting be held.  
Carried

**Motion 9**

Moved by Councillor Clark Seconded by Councillor MacInnis  
That Council hereby receives and approves first and second reading of the draft 2025-11 Zoning Amendment By-law amending By-Law 2012-49 for additional dwelling units, hunt camps and accessory structures; AND THAT a public meeting be held.  
Carried



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
January 28, 2025

6.c Report from CAO – Question Period

**Motion 10**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT Council for the Township of Bonfield hereby confirms Question Period will become a permanent Council agenda item for a term of six months trial and to be placed at the beginning of the Agenda.

Carried

6.d Report from CAO – Planning Consultants

**Motion 11**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

WHEREAS an RFP for planning consultant services in 2024; and WHEREAS Council awarded the contract/agreement to Tulloch engineering; and WHEREAS municipal resources have changed since this proposal commenced; and WHEREAS the awarded firm may declare conflicts in certain circumstances where a private-sector project would introduce a real or perceived conflict with the Township; and WHEREAS Municipal staff have the ability to accept or not accept such conflict, and would accept such conflict in the event staff determine it generally benefits the Township in doing so; NOW THEREFORE, Council hereby resolves that staff may seek third party planning consulting services on a as needed basis when such accepted conflict is present.

Carried

6.e Report from CAO – Draft Complaint Policy

**Motion 12**

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT Council for the Township of Bonfield hereby adopts the By-law Enforcement Complaint and Service Request Management Policy as presented to be implemented immediately.

Carried

6.g Report from Administrative Assistant – Celebrating the Arts Event

**Motion 13**

Moved by Councillor Clark

Seconded by Councillor Corbett

THAT the Council for the Township of Bonfield accepts the report from the Administrative Assistant and hereby approves the timeline.

Carried

**7. Adoption of Committee Minutes/ Motions – None for this session**



**8. Items for Council Discussion**

8.a Letter from Municipal Housing Infrastructure Program – Rehabilitation of the Development Road Project

**Motion 14**

Moved by Councillor Featherstone

Seconded by Councillor Corbett

THAT Council hereby accepts the correspondence from the Municipal Housing Infrastructure Program in regard to the Rehabilitation of the Development Road project for information purposes.

Carried

8.b Report from Pinchin – 2024 Landfill Site Inspection

**Motion 15**

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT Council hereby accepts the 2024 Landfill Site Inspection as received for information purposes.

Carried

**9. Resolutions to be Considered for Adoption**

9.a 2025-07 By-law – To Appoint a Weed Inspector

**Motion 16**

Moved by Councillor Clark

Seconded by Councillor MacInnis

THAT Council for the Township of Bonfield hereby adopts By-Law 2025-07, being a by-law to appoint a Weed Control Inspector for the Township of Bonfield, as presented and is considered read three times and passed this 28th day of January, 2025.

Carried

9.b Town of Kearney letter to MMAH re Rural Planning Policies

**Motion 17**

Moved by Councillor MacInnis

Seconded by Councillor Corbett

THAT Council for the Township of Bonfield supports the Town of Kearney in urging the Ontario Government to create tailored policies that recognise the specific conditions and requirements of rural areas ensuring that any regulatory changes support sustainable and contextually appropriate growth.

Carried



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
January 28, 2025

9.c Township of Tarbutt - Objecting to the Increase to the 2025 Levy Imposed by MPAC

**Motion 18**

Moved by Councillor Corbett  
Seconded by Councillor MacInnis  
THAT Council for the Township of Bonfield supports the Township of Tarbutt objecting to the increase to the 2025 levy imposed by MPAC given that they have been relieved of the responsibility of providing municipal enumeration services, including the creation of a Preliminary List of Electors, and will have a significant reduction in service provision and staffing requirements, and that this service will be provided at no cost by Elections Ontario.  
Carried

9.d FONOM – Financial Sustainability in Child Welfare

**Motion 19**

Moved by Councillor Featherstone  
Seconded by Councillor Clark  
THAT Council for the Township of Bonfield supports the Federation of Northern Ontario Municipalities requesting that the Ministry of Children, Community and Social Services undertake a Province wide service review, including the funding model.  
Carried

Mayor Paquette vacated the chair at 8:40 p.m. for the discussion of Agenda Item 9.e

9.e Township of Puslinch - TAPMO Letter regarding Preannouncement Budget

**Motion 20**

Moved by Councillor MacInnis  
Seconded by Councillor Featherstone  
THAT Council for the Township of Bonfield supports the Township of Puslinch objecting to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry and calls on the provincial government to reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.  
Carried

Mayor Paquette resumed the chair at 8:41 p.m.

**10. Correspondence**

**Motion 21**

Moved by Councillor Corbett  
Seconded by Councillor Clark  
THAT Council receives the Correspondence circulated with the Agenda of January 28, 2025.  
Carried

**11. Question Period** – There were no questions submitted for this meeting



**12. Closed Session**

**Motion 22**

Moved by Councillor Clark

Seconded by Councillor Featherstone

THAT the Meeting of Council hereby proceeds to closed session in accordance with Section 239 of the Municipal Act, 2001, as amended, at 8:43 p.m. for the purpose of discussing matters pertaining to personal matters about identifiable individual(s), including municipal or local board employees and potential litigation.

Carried

Mayor Paquette vacated the chair at 9:48 p.m. for the discussion of a Closed Session Agenda Item

Mayor Paquette resumed the chair at 9:59 p.m.

**Motion 23**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT the Meeting of Council resumes open session at 9:59 pm having discussed property complaints, animal control, and potential litigation.

Carried

**13. Confirmatory By-Law**

**Motion 24**

Moved by Councillor Clark

Seconded by Councillor Corbett

THAT the Council for the Township of Bonfield hereby adopts By-Law 2025-08 to confirm the proceedings of Council from January 14th, 2025 to January 28th, 2025, as presented and is considered read three times and passed this 28th day of January, 2025.

Carried

**14. Adjournment**

**Motion 25**

Moved by Councillor Corbett

Seconded by Councillor Clark

THAT this meeting be adjourned at 10:00 p.m.

Carried

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MAYOR

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CLERK



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## REPORT TO COUNCIL

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**MEETING DATE:** February 11th, 2025  
**FROM:** Andrée Gagné, Deputy Clerk-Treasurer  
**SUBJECT:** Statement of Remuneration and Expenses – 2024 payments to elected and appointed officials

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**RECOMMENDATION:**

WHEREAS Section 284 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, requires that the Treasurer of a Municipality shall in each year on or before March 31st provide to the Council of the Municipality an itemized statement on remuneration and expenses paid in the previous year; BE IT HEREBY RESOLVED THAT Council for the Corporation of the Township of Bonfield accepts the 2024 Statement of Remuneration and Expenses itemized for each Member of Council and Members of Local Boards and Committees, as submitted.

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**BACKGROUND:**

The Municipal Act, 2001 states:

284.(1) The treasurer of a municipality shall, in each year, on or before March 31st, provide to the council of the municipality with an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of Council.
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284(1).

Mandatory item:

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284(2).

Statement to be provided to Municipality:

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31st in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284(3).

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## REPORT TO COUNCIL

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### Public records

(4) Despite the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284(4).

The annual Statement of Remuneration and Expenses summarizes the payments, remuneration and expenses to Members of Council.

The following by-laws provide the authorization for these payments:

- Council remuneration By-Law 2019-27
- Council expenses By-Law 2016-16

### Statement of Remuneration and Expenses (Appendix A)

The Statement of Remuneration and Expenses is a summary of the information provided in Appendix A. It is the formal Declaration by the Treasurer.

This includes payments by the Township of Bonfield to elected officials (members of Council) and appointed (statutory boards) officials. As such, it does not include:

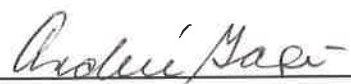
- Payments to members of a board who were not appointed by Council
- Corporate expenses incurred by the Office of the Mayor, as they are not payments to the elected official. They are included for information purposes in the Analysis of Expenses to Members of Council.

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### **Next Step:**

Copies of this report and its appendix will be posted on our website and will be available in hardcopy to the public through the Office.

Respectfully,

  
\_\_\_\_\_  
Andrée Gagné  
Deputy Clerk-Treasurer

I concur with this report,

  
\_\_\_\_\_  
Nicky Kunkel  
CAO

**TOWNSHIP OF BONFIELD**  
**Statement of Remuneration and Expenses**  
**2024 Payments of Elected and Appointed Officials**

2024 Payments to Members of Council pursuant to Section 283(1), 283(2) and 284 of the Municipal Act, 2001 and Police Services Act, R.S.O. 1990:

| COUNCIL RENUMERATION EXPENSES | REMUNERATION | TRAVEL EXPENSES | PER DIEM   | TOTAL       |
|-------------------------------|--------------|-----------------|------------|-------------|
| Paquette, Narry               | \$14,287.56  | \$2,130.91      | \$800.00   | \$17,218.47 |
| Clark, Donna                  | \$11,400.00  | \$4,181.27      | \$1,400.00 | \$16,981.27 |
| Corbett, Jason                | \$11,812.56  | \$5,069.67      | \$2,200.00 | \$19,082.23 |
| Featherstone, Steve           | \$11,400.00  | \$3,841.77      | \$1,400.00 | \$16,641.77 |
| MacInnis, Dan                 | \$11,400.00  | \$1,383.13      | \$600.00   | \$13,383.13 |
|                               |              |                 |            |             |
|                               |              |                 |            |             |
|                               |              |                 |            |             |
|                               |              |                 |            |             |

**TOWNSHIP OF BONFIELD**  
**Appendix A - Statement of Remuneration and Expenses**  
**2024 Payments of Elected and Appointed Officials**

**LOCAL BOARDS AND COMMITTEE MEMBERS**

**Police Services Board**

| RESOLUTION 02.05.23 | REMUNERATION | TRAVEL EXPENSES | PER DIEM   | TOTAL      |
|---------------------|--------------|-----------------|------------|------------|
| Paquette, Narry     |              | \$1,237.87      | \$800.00   | \$2,037.87 |
| Vaillancourt, Marc  |              | \$2,170.94      | \$1,000.00 | \$3,170.94 |
|                     |              |                 |            |            |

**Recreation Committee**

| RESOLUTION 16-02-09 NO. 4 | REMUNERATION | TRAVEL EXPENSES | PER DIEM | TOTAL    |
|---------------------------|--------------|-----------------|----------|----------|
| Lamothe, Sylvie           | \$275.00     |                 |          | \$275.00 |
| Bertin, Nathalie          | \$100.00     |                 |          | \$100.00 |
| Houle, Lise               | \$175.00     |                 |          | \$175.00 |
| Pugh, Cassandra           | \$125.00     |                 |          | \$125.00 |
| Contant, Renee            | \$75.00      |                 |          | \$75.00  |
| Whalen, Sheena            | \$100.00     |                 |          | \$100.00 |
| Brodhagen, Holly          | \$125.00     |                 |          | \$125.00 |
|                           |              |                 |          |          |
|                           |              |                 |          |          |

**Planning Advisory Committee**

| RESOLUTION 16-02-09 NO. 4 | REMUNERATION | TRAVEL EXPENSES | PER DIEM | TOTAL    |
|---------------------------|--------------|-----------------|----------|----------|
| Foisy, Eric               | \$150.00     |                 |          | \$150.00 |
| Langlois, Gina            | \$150.00     |                 |          | \$150.00 |
| Wroblewski, Kamil         | \$125.00     |                 |          | \$125.00 |

**North Bay-Mattawa Conservation Authority**

| BY-LAW 2016-16      | REMUNERATION | TRAVEL EXPENSES | PER DIEM | TOTAL    |
|---------------------|--------------|-----------------|----------|----------|
| Featherstone, Steve | \$520.00     | \$427.61        |          | \$947.61 |

Note: Travel Expense Costs include Registration Fees and are Net of Municipal HST rebates.  
The above statement was prepared in accordance with municipal records on hand from  
January 1, 2024 to December 31, 2024.

Respectfully submitted,

*Andree Gagne*

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Andrée Gagné, Deputy Clerk-Treasurer  
February 11, 2025



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
CORPORATE SERVICES COMMITTEE MEETING  
February 3, 2025 @ 7:00 pm

ATTENDANCE: Chair, Dan MacInnis Donna Clark  
Steve Featherstone Jason Corbett  
Narry Paquette

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer;  
Alex Hackenbrook, Public Works Manager

No. 1  
Moved by: Narry Paquette Seconded by: Jason Corbett

THAT the Corporate Services Committee Meeting be opened at 7:00 p.m.  
Carried

No. 2  
Moved by: Donna Clark Seconded by: Steve Featherstone

THAT the agenda for the Corporate Services Committee Meeting for February 3, 2025 be approved.

Carried

No. 3  
Moved by: Jason Corbett Seconded by: Steve Featherstone

THAT the minutes of the Corporate Services Committee meeting held November 28, 2024 be adopted as presented.

Carried

No. 4  
Moved by: Donna Clark Seconded by: Steve Featherstone

That the Corporate Services Committee receives the information and estimates from Antoine Boucher, Municipal Engineer for Trunk Road Bridge Replacement; and Further that the Committee recommends that Trunk Road Bridge be considered for replacement in the 2025 Municipal Budget deliberations.

Carried

No. 5  
Moved by: Narry Paquette Seconded by: Steve Featherstone

That the Committee accept the Pinchin Investigation of Mould Growth; and Further recommends Council to move forward with DKI Contracting to remove the mould damage at the Public Works Shop; and Further that the recommendations of the Chief Building Official be completed and staff continue to obtain quotes to remediate the damage.

Carried

No. 6

Moved by: Narry Paquette

Seconded by: Donna Clark

The Corporate Services Committee recommends to Council to consider the following the priorities for infrastructure improvements in the 2025 budget

1. Development Road
2. Trunk Road Bridge
3. Gravel Program

Carried

No.7

Moved by: Narry Paquette

Seconded by

That the Corporate Services Committee recommends Council receive the quotes for the backhoe sweeper attachment; and Further that the submission from RJ Mac in the total amount of \$18,040 plus HST be accepted.

Carried

No. 8

Moved by: Donna Clark

Seconded by: Narry Paquette

That the Corporate Services Committee recommends to Council to authorize staff to begin consultations with architects to review the layout of the municipal office with a focus on safety and efficiency.

Carried

No. 9

Moved by Narry Paquette

Seconded by: Jason Corbett

THAT this meeting be adjourned at 9:00 pm.

Carried



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**  
**Planning Advisory Committee Meeting**  
**February 4, 2025**

**PRESENT:** Jason Corbett (Chair) Gina Langlois  
Narry Paquette Kamil Wroblewski  
Eric Foisy

**STAFF PRESENT:** Nicky Kunkel - CAO/Clerk  
Mike Pilon - Chief Building Official  
Simon Blakeley, Planning Administrator

**1. Call to Order**

**MOVED BY: Eric Foisy** **SECONDED BY: Kamil Wroblewski**  
**MOTION #1**

THAT this meeting be opened at 6:01 p.m.

**CARRIED Chair, Jason Corbett**

**2. Adoption of Agenda**

**MOVED BY: Narry Paquette** **SECONDED BY: Eric Foisy**  
**MOTION #2**

THAT the agenda presented to the Planning Advisory Committee dated February 4, 2025, be adopted as prepared.

**CARRIED Chair, Jason Corbett**

**3. Adoption of Previous Minutes**

**MOVED BY: Kamil Wroblewski** **SECONDED BY: Gina Langlois**  
**MOTION #3**

THAT the Minutes of the Planning Advisory Committee Meeting of January 7, 2025, be adopted as circulated.

**CARRIED Chair, Jason Corbett**

**4. Disclosure of Pecuniary Interest - None declared**

**5. Presentations / Public Meeting**

The chair opened the public meeting and summarized the procedures for any person who may like to comment, whether in the form of written representations, or oral submissions at the public meeting. The Planning Administrator confirmed no responses had been received from neighbouring property owners, and that Hydro One and the MTO were the only agencies to comment on the application, with no objections being raised. As no members of the public were present, no presentations took place, and the chair proceeded to close the Public Meeting.

**6. Consent Applications**

6a. Planning Report for B2 / 2025 - Koscielny.

Application for Consent - Land Severance at the property legally described as: CON 2 PT LOT 29 REM PCL 1233; NIP.



The Planning Administrator summarized the Planning Report circulated to PAC ahead of the meeting. Following a brief conversation to clarify certain matters, the Chair called the vote as follows:

**MOVED BY: Narry Paquette**  
**MOTION #4**

**SECONDED BY: Gina Langlois**

The Planning Advisory Committee recommends to Council that consent application B2/2025, Koscielny - CON 2 PT LOT 29 REM PCL 1233; NIP be approved with the following conditions:

Standard Conditions

1. That this approval applies to the land legally described as: CON 2 PT LOT 29 REM PCL 1233; NIP.
2. That the following documents be provided:
  - a. The original executed transfer (deed), a duplicate original & 1 photocopy for our records
  - b. A copy of the survey plan deposited in the Land Titles Office, if required
  - c. An electronic copy of the survey emailed to: [planning@bonfieldtownship.com](mailto:planning@bonfieldtownship.com)
  - d. A schedule describing the severed lands attached to the transfer for approval purposes
  - e. A schedule that provides a registrable legal description attached to the transfer for the retained land for approval purposes, if required.
3. That if there is a forced road situation a 20-metre road allowance or whatever amount is required for road purposes shall be transferred to the Municipality (at the owner's expense) across the whole lot or parcel for which the severance was taken and compensation shall be awarded as per the Compensation Grid for The Transfer of Forced Roads.
4. That the building setbacks for all buildings must meet the requirements of the Zoning By-Law for the retained and/or severed lot(s), whichever are affected at the time of survey.
5. That the fee of 5% in lieu of parkland dedication be paid to the Township of Bonfield in respect of each proposed new lot to be created.
6. That any tax arrears must be paid prior to the stamping of Transfer Documents for a new lot.
7. That the survey will apply to both the retained and proposed severed lands.
8. That no further consent to sever applications which would result in the creation of additional lots shall be considered in respect of the land and property as described.

Additional Condition

9. That the North Bay Mattawa Conservation Authority (NBMCA):
  - i) Be consulted throughout the development of individual site plan(s) associated with the proposed development of severed and/or retained lots; and
  - ii) That a vegetative buffer be maintained of at least 30 meters from the Approximate Regulated Area (ARA), including the watercourse and wetland on the property; and
  - iii) That a Section 28 permit be required should development be proposed within the ARA.

**CARRIED Chair, Jason Corbett**

**7. Correspondence - None**

**8. Adjournment**

**MOVED BY: Kamil Wroblewski**

**SECONDED BY: Eric Foisy**

**MOTION #5**

THAT this meeting be adjourned at 6:18pm.

**CARRIED Chair, Jason Corbett**

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CHAIR

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SECRETARY



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
Minutes of the Recreation & Fitness Committee Meeting  
February 3rd, 2025 at 5:00 pm

PRESENT: Dan MacInnis, Vice Chair  
Sheena Whalen  
Steve Featherstone, Chair

Sylvie Lamothe

ABSENT: Holly Brodhagen

STAFF: Casandra Klooster, Secretary

**1. Call to order**

**Moved by** Sheena Whalen  
**Seconded by** Dan MacInnis

THAT the Recreation & Fitness Committee Meeting be opened at 5:07 p.m.  
**Steve Featherstone, Chair**

**2. Adoption of the Agenda**

**Moved by** Sheena Whalen  
**Seconded by** Dan MacInnis

THAT the draft agenda dated the 3rd day of February, 2025 be adopted as prepared.  
**Steve Featherstone, Chair**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

None for this session

**4. Adoption of Previous Minutes**

**Moved by** Sylvie Lamothe  
**Seconded by** Dan MacInnis

THAT the Minutes of the Recreation & Fitness Committee of January 6th, 2025 be adopted as circulated.  
**Steve Featherstone, Chair**

**5. Presentations and Delegations**

None for this session

**6. Staff Reports**

a. OAC Grant

An update was given on the OAC Grant funding. A call for artists has been sent to local arts groups to invite submissions for an art installation at Kaibuskong Park, set to launch on May 16th, 2025. The submission deadline is March 10th, 2025, and the Committee will convene on the same day to decide on a recommendation for Council's approval.

b. Community Garden

An update was provided on the Community Garden. An application was submitted to the TD Friends of the Environment Fund to help cover the costs of new raised beds, soil, and other essential materials. Staff have also connected with École Lorraine to involve students in the project, with one garden bed designated for them to maintain as part of a school initiative.

Efforts will also be made to secure additional sponsors, allowing businesses to sponsor a garden bed and have their company name displayed in appreciation.

**7. Items for Committee Discussion**

a. Trade Show

The Committee has finalized plans for the 3rd Annual Bonfield Trade Show. Vendor booths will be available for \$25, with Bonfield-based businesses and those owned by Bonfield residents receiving their deposit back at the event. Vendors from previous years will be given priority registration before opening it to the broader business community.

The Lion's Club has been secured to offer light lunch options for purchase, and staff have reached out to local business resource groups to arrange presentations.

b. Easter Egg Hunt

The Easter Egg Hunt is set for Saturday, April 19th, from 12:00 pm to 2:00 pm. The event will be organized by age groups, with children collecting one empty egg of each color to exchange for a goodie bag from volunteers, ensuring all participants receive equal prizes. The Committee has proposed using the April 7th meeting to prepare the goodie bags and eggs in advance.

c. 2025 Events

Canada Day: The Committee reviewed the event timeline and, based on community feedback, agreed to hold a vote at the upcoming Town Hall. This will ensure the event reflects the community's preferences regarding which activities should be included.

Summer Camp: The Committee discussed staffing concerns for the Summer Camp program. The Reptile Camp has applied for a grant to support staffing, ensuring a safe and reliable experience for participants.

**8. Motions to be Considered for Adoption**

None for this session

**9. Correspondence**

None for this session.

**10. Adjournment**

**Moved by** Sylvie Lamothe

**Seconded by** Dan MacInnis

THAT the Recreation & Fitness Committee Meeting be adjourned at 5:29 p.m.

**Steve Featherstone, Chair**

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CHAIR

---

SECRETARY

**MINUTES OF THE LAKE NOSBONSING OPP DETACHMENT BOARD MEETING  
Township of Bonfield – Township of Chisholm – Municipality of East Ferris**

Wednesday, January 29<sup>th</sup>, 2025, at 5:00 p.m.  
East Ferris Municipal Office, 25 Taillefer Road, Corbeil

**PRESENT:** Narry Paquette, Township of Bonfield Council Representative (Chair)  
Gail Degagne, Township of Chisholm Council Representative (Vice-Chair)  
Marc Vaillancourt, Township of Bonfield Community Representative  
Brian Linn, Jointly Appointed Community Representative  
Pauline Rochefort, Municipality of East Ferris Council Representative  
Kirk Kelusky, Municipality of East Ferris Community Representative  
Kari Hanselman, Secretary-Treasurer

**OTHERS:** Staff Sergeant Andrew Kreamer, OPP  
Kim Rose, Deputy Clerk Municipality of East Ferris

**EXCUSED ABSENT:** Kathleen Jodouin, Township of Chisholm Community Representative

**1. Call to Order**

The meeting was called to order at 5:08 p.m.

**2. Adoption of Agenda**

Motion No. 2025-01

Moved by Gail Degagne

Seconded by Kirk Kelusky

THAT the draft agenda presented to the Board and dated January 29<sup>th</sup>, 2025 be adopted as amended by adding:

Item 8.c) OPP Report  
Item 9.a) Affirmation – Brian Linn

CARRIED

**3. Accepting the Minutes of the Previous Meeting(s):**

a) Minutes of October 29<sup>th</sup>, 2024

Motion No. 2025-02

Moved by Marc Vaillancourt

Seconded by Pauline Rochefort

THAT the Minutes of the OPP Detachment Board meeting held October 29<sup>th</sup>, 2024 be adopted as circulated.

CARRIED

**4. Business Arising from the Minutes**

None for this session.

**5. Declarations of Conflict of Interest**

None for this session.

**6. Chair's Comments:**

Narry Paquette expressed her condolence to the family of Doug Laplante. Mr. Laplante served on the Bonfield Police Services Board for many years.

**7. Delegations:**

None for this session.

**8. Correspondence and Information Items:**

**a. OAPSB Joint Meeting with OACP Zone 1A - Sudbury - November 13 & 14, 2024**

Marc Vaillancourt attended the joint meeting and provided the Board with an update.

**b. OAPSB November & December 2024 Bulletins**

**c. OPP Report**

Staff Sergeant Kraemer reviewed the 2024 OPP Report with the Board.

Motion No. 2025-03

Moved by Pauline Rochefort

Seconded by Gail Degagne

THAT the Lake Nosbonsing OPP Detachment Board requests data unique to each municipality with regards to the OPP Reports.

CARRIED

Motion No. 2025-04

Moved by Gail Degagne

Seconded by Marc Vaillancourt

THAT the Lake Nosbonsing OPP Detachment Board invites the Canadian Anti-Fraud Centre to participate in an information session for Bonfield, Chisholm and East Ferris residents;

AND THAT the Secretary-Treasurer be directed to reach out to the Centre and facilitate the session.

CARRIED

**9. Action Items:**

**a. Affirmation – Brian Linn**

New Board member, Brian Linn, completed his affirmation. Board members introduced themselves to Mr. Linn.

**b. Election of Chair and Vice-Chair (S. 36 - done at first meeting each year)**

Motion No. 2025-05

Moved by Pauline Rochefort

Seconded by Marc Vaillancourt

WHEREAS Section 36(1) of the Community Safety and Policing Act states that members of a police service board shall elect a chair at the board's first meeting in each year;

AND WHEREAS Section 36(2) states that members of a police service board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant;

BE IT HEREBY RESOLVED THAT Narry Paquette be appointed Chair and Gail Degagne be appointed Vice-Chair of the North Bay OPP Detachment Board – Board 2 for the remainder of 2025.

CARRIED

**c. Draft Abuse Policy**

Motion No. 2025-06

Moved by Marc Vaillancourt

Seconded by Gail Degagne

THAT the Lake Nosbonsing OPP Detachment Board approves the Abuse Policy as amended.

CARRIED

**d. Draft Terms of Reference**

Motion No. 2025-07

Moved by Pauline Rochefort

Seconded by Brian Linn

THAT the Lake Nosbonsing OPP Detachment Board approve the Terms of Reference.

CARRIED

**e. Draft Travel Expense Policy**

Motion No. 2025-08

Moved by Gail Degagne

Seconded by Pauline Rochefort

THAT the Lake Nosbonsing OPP Detachment Board approves the Travel Expense Policy.

CARRIED

**f. Draft 2025 Board Budget**

Motion No. 2025-09

Moved by Marc Vaillancourt

Seconded by Brian Linn

THAT the Lake Nosbonsing OPP Detachment Board approves the 2025 Budget in the amount of \$18,885;

AND THAT the share of the costs between the three municipalities is as follows:

Bonfield \$5,344  
Chisholm \$3,182  
East Ferris \$10,359

AND FURTHER THAT these estimates be forwarded to the three municipalities for their contributions as per Section 71(3) of the CSPA.

CARRIED

Motion No. 2025-10

Moved by Pauline Rochefort

Seconded by Gail Degagne

THAT the Community Safety and Well Being Plans remain the responsibility of each municipality;

AND THAT municipalities are encouraged to ensure the plans are up to date.

CARRIED

**g. Information for residents on the new OPP Detachment Board (P. Rochefort)**

The Board discussed providing information to residents regarding the new Detachment Board via social media. This item will be brought forward to the next meeting.

**h. 2025 OAPSB Conference: June 3rd to 5th, 2025 (London) - Attendance Resolution**

Motion No. 2025-11

Moved by Gail Degagne

Seconded by Brian Linn

THAT the Lake Nosbonsing OPP Detachment Board approves the following members to attend the 2025 OAPSB Conference in London, Ontario June 3rd through 5th, 2025:

Marc Vaillancourt

Kirk Kelusky

Narry Paquette (if M. Vaillancourt is covered as a Board Member of the OAPSB).

AND THAT the Secretary-Treasurer be directed to register and book accommodations accordingly.

CARRIED



**10. Other Business**

None for this session.

**11. In-Camera (if required)**

None for this session.

**12. Adjournment**

Motion No. 2025-12

Moved by Kirk Kelusky

Seconded by Pauline Rochefort

THAT we do now adjourn at 7:12 p.m. and meeting again on March 27<sup>th</sup>, 2025.

CARRIED

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Chair  
Narry Paquette

---

Secretary-Treasurer  
Kari Hanselman

**2025 LAKE NOSBONSING OPP DETACHMENT BOARD BUDGET**

OPP Detachment Board Budget

|  |               |
|--|---------------|
| CSPA Section 71(1)                     | <b>2025</b>   |
| PER DIEM PAY                           | 2,250         |
| CONFERENCE/COURSE/SEMINAR COSTS        | 4,600         |
| MILEAGE/CAR RENTAL                     | 432           |
| MEMBERSHIPS (OAPSB)                    | 957           |
| PUBLIC EDUCATION/COMMUNITY INITIATIVES | 3,185         |
| ADVERTISING                            | 221           |
| COMMUNITY SAFETY AND WELL BEING PLANS  | -             |
| INSURANCE                              | 3,940         |
| ADMINISTRATION                         | 1,500         |
|  | <hr/> 17,085  |
| REMUNERATION                           | 1,800         |
|  | <hr/>         |
| <b>TOTAL 2025 BOARD BUDGET</b>         | <b>18,885</b> |

|                    |                  |       |                |     |
|--------------------|------------------|-------|----------------|-----|
| <b>East Ferris</b> | <b>\$ 10,359</b> | 2,295 | Property Count | 55% |
| <b>Bonfield</b>    | <b>\$ 5,344</b>  | 1,184 | Property Count | 28% |
| <b>Chisholm</b>    | <b>\$ 3,182</b>  | 705   | Property Count | 17% |

4,184 Total Properties

\*Municipality of East Ferris will submit HST rebate and invoice Bonfield and Chisholm amounts exclusive of HST

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2025-13**

**BEING A BY-LAW TO APPOINT A FIRE CHIEF  
FOR THE TOWNSHIP OF BONFIELD**

**WHEREAS** the Fire Protection and Prevention Act, S.O. 1997, ch.6 (1) If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

**AND WHEREAS** the Fire Protection and Prevention Act, S.O. 1997 provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with.

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Township of Bonfield as follows:

1. THAT Shaun McGee be and is hereby appointed as Fire Chief for the Corporation of the Township of Bonfield to carry out the duties and responsibilities of a Fire Chief.
2. THAT By-law 2024-68 be repealed in its entirety.
3. This By-Law shall come into full force and effect on February 15, 2025.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 11th DAY OF FEBRUARY 2025.**

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MAYOR

---

CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2025-14**

**Being a By-Law to Authorize an Agreement  
Between the Township of Bonfield and the Province of Ontario  
and Emergency Management Ontario for funding under the Community Emergency  
Preparedness Grant**

**WHEREAS** Section 8 of the Ontario Municipal Act, S.O. 2001, c. 25 empowers and authorizes a municipality to enter into agreements to enable them to govern their affairs as they consider appropriate;

**AND WHEREAS** the parties hereto agree to the terms and provisions set out in the attached Agreement between the Township of Bonfield and the Province of Ontario for improved communications during emergencies;

**NOW THEREFORE**, the Council of the Corporation of the Township of Bonfield enacts as follows:

1. **THAT** the Mayor and Clerk is hereby authorized and empowered to execute the aforesaid Agreement on behalf of the Council for the Corporation of the Township of Bonfield and;
2. **THAT** this agreement between the Corporation of the Township of Bonfield and the Province of Ontario, attached as Schedule "A" to this By-Law, be and is hereby accepted.
3. **THAT** this By-law shall come into force and effect on the date of passing thereof.

**READ A FIRST, SECOND AND THIRD TIME & FINALLY PASSED THIS 11<sup>TH</sup> DAY OF FEBRUARY 2025.**

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MAYOR

---

CLERK

# ONTARIO TRANSFER PAYMENT AGREEMENT

**THE AGREEMENT is effective as of the 3rd day of March, 2025.**

## **BETWEEN:**

His Majesty the King in right of Ontario  
as represented by the President of the Treasury Board

(the "Province")

- and -

**CORPORATION OF THE TOWNSHIP OF BONFIELD**  
**(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 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 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 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 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 President of Treasury Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Nina Diaz  
Title: Director

CORPORATION OF THE TOWNSHIP OF BONFIELD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Nicky Kunkel  
Title: CAO/Clerk Treasurer

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:

- ~~(a)~~ carry out the Project;
  - ~~(i)~~ receive or spend Funds; or
  - ~~(ii)~~ 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 His 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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|   |  |
|---|--|
| <b>Maximum Funds</b>  | \$45,006.65  |
| <b>Project Expiry Date</b>  | November 28, 2025  |
| <b>Amount for the purposes of section A5.2 (Disposal) of Schedule "A"</b>   | \$25,000   |
| <b>Certificate of Insurance</b>   | \$ 2,000,000   |
| <b>Contact information for the purposes of Notice to the Province</b>   | Priscilla McKenzie<br>Senior Manager Design and Implementation Unit,<br>Emergency Management Ontario<br>Treasury Board Secretariat<br><b>Address:</b><br>Emergency Management Ontario<br>25 Morton Shulman Avenue<br>Toronto, Ontario, M3M 0B1<br><b>Email:</b> <a href="mailto:EMOcommunitygrants@ontario.ca">EMOcommunitygrants@ontario.ca</a> |
| <b>Contact information for the purposes of Notice to the Recipient</b>  | <b>Name:</b> Allan Reid<br><br><b>Position:</b> Emergency Management Coordinator<br><br><b>Address:</b> 365 531 HWY,<br>BONFIELD, ON, P0H1E0<br><br><b>Phone:</b> 7057762641<br><br><b>Email:</b> <a href="mailto:cemc@bonfieldtownship.com">cemc@bonfieldtownship.com</a>   |
| <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> | <b>Name:</b> Nicky Kunkel<br><br><b>Position:</b> CAO/Clerk Treasurer<br><br><b>Address:</b> 365 531 HWY,<br>BONFIELD, ON, P0H1E0<br><br><b>Phone:</b> 7057762641122<br><br><b>Email:</b> <a href="mailto:cao.clerk@bonfieldtownship.com">cao.clerk@bonfieldtownship.com</a>   |

**Additional Provisions:**

**B1.0 ADDITIONAL COMMUNICATIONS REQUIREMENTS**

**B1.1 Communications Details.** The Recipient agrees that:

- (a) Any of the Province's Project-related communications shall be at the discretion of

the Province.

- (b) The Province may acknowledge the Project in any of its communications.
- (c) The Province may request that the Recipient participate in an announcement or media event with government officials.
- (d) The Recipient shall share any proposed public-facing Project-related communications with the Province for review prior to public release.
- (e) The Province may also request a summary of any of the Recipient's planned communication activities about the Project.
- (f) Any of the Recipient's Project-related public communications about the Project shall be made in accordance with the timing specified by the Province, including the timing of any official Project launch announcement.  
Visual identity and branding for any Project-related products, materials, equipment, and other assets used by the Recipient shall be in accordance with direction provided by the Province

## SCHEDULE "C" PROJECT

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The objectives of this project are to enhance radio communications for first responders and emergency management personnel during response to emergencies and potential emergencies, provide a real time recording for fire department response and actions, and will provide a mechanism for first responders to communicate within their own organizations as well as collaboratively through the emergency operations center. This project consists of 3 parts. 1. Install a dispatch and voice logging system for Bonfield's Fire Department radio communications. 2. Establish a radio base station for each of public works and the Fire Department in Bonfield's emergency operations center. 3. Augment and replace end of life portable radios for both public works and fire department with capability to upgrading to digital performance in the future.

The Bonfield Fire Department responds to all emergency events in Bonfield. These range from medical response, house fires, wildland fires, severe weather events, roadway and railway accidents, power failures where infrastructure is or can be affected and more. Communications is one of the critical abilities and requirements in responding to any emergency. In the event of a sustained response to an emergency, the emergency operations center will be activated and provide critical coordination and support to first responders. Additionally Bonfield Public Works will provide operations and logistical support. It is critical that all elements for the emergency management efforts and first responders are capable of and equipped with reliable and consistent communications.

This project will improve and sustain a base for radio communication across all first responders in the event of any type of emergency that Bonfield will have to address.

### Project Timelines

|                    |  |
|--------------------|--|
| Project Start Date | Effective Date of the Transfer Payment Agreement |
| Completion Date    | August 1, 2025                                   |

### Performance Metrics

| KPI   | Description/Calculation  | Target |
|---|--|--------|
| Increasing emergency preparedness in this community as a result of this project | Rate of emergency preparedness increase in this community as a result of this project (scale: 1 (not prepared), 2 (minimally prepared), 3 (partially prepared), 4 (mostly prepared), 5 (fully prepared)) | 4      |
| Increase number of  | Number of volunteers recruited for the   | 0      |

|  |                          |    |
|--|--------------------------|----|
| volunteers in the community as a result of this project                                  | organization/project     |    |
| Increase number of people trained for emergency preparedness as a result of this project | Number of people trained | 10 |

Client Provided Performance Metrics

| <b>KPI</b>  | <b>Description/Calculation</b>  | <b>Target</b> |
|---|---|---------------|
| Increase in after action lessons learned  | Review of recorded event and communications and operational effectiveness data for post event analysis.<br>Scale 1(every event) 2 (most events) 3 (no events)                           | 1             |
| Improved communication and planning between EOC and Incident Command for an event | Establish inter-operability between first responder entities and emergency operations center in Bonfield where EOC is established<br>Scale 1(every event) 2 (most events) 3 (no events) | 1             |
| Improved radio communications reliability   | Fewer radio failures and communications availability during emergency response events<br>Scale 1(no failures) 2 (some failures) 3 (frequent failures)                                   | 1             |

**SCHEDULE "D"**  
**BUDGET**

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| <b>Expense Category</b>      | <b>Total</b>       |
|------------------------------|--------------------|
| Supplies                     | \$2,260.00         |
| Capital Equipment            | \$42,746.65        |
| Services                     | \$0.00             |
| Training                     | \$0.00             |
| Other                        | \$0.00             |
| <b>Total Funding Request</b> | <b>\$45,006.65</b> |

**SCHEDULE "E"**  
**PAYMENT PLAN**

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The payment of Funds will be made by electronic fund transfer by the Province. The Recipient is required to have a profile on the Integrated Financial Information System (IFIS) system and is responsible for keeping it up to date with appropriate banking and contact information.

|         | <b>Payment Amount</b> | <b>Payment Date</b>  |
|---------|-----------------------|--|
| Payment | \$45,006.65           | Up to 15 Business Days after all the following occur: <ul style="list-style-type: none"><li>• the Agreement is signed by both parties;</li><li>• the Province receives the following from the Recipient the Certificate of Insurance</li></ul> |

**SCHEDULE "F"  
REPORTS**

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The following documents will be required before completion of report back:

- Confirmation of signing authority; and
- Copy of notification to elected official/head for awareness

**Final Report.** The Recipient shall include the following in the Final Report:

- (a) Final expense summary, including a reconciliation of actual payments made by the Province and actual expenses incurred by the Recipient in accordance with the Budget.
- (b) An explanation of variances between the Budget and actual expenses incurred by the Recipient.
- (c) Itemized list of all capital and operating equipment purchased.
- (d) Supporting documents substantiating the Recipient's completion of Project activities.
- (e) Summary of Project and performance measures results demonstrating how the Project has enhanced capabilities.
- (f) Final Report to be completed on TPON by the Recipient's Finance Contact or equivalent in accordance".

A failure to meet any of the reporting requirements described above may impact the Recipient's ability to return Funds under this Agreement, as well as the Recipient's eligibility to receive funding that may be available through **future iterations of the program**.

Unless the Province specifies otherwise, all Reports must be completed in Transfer Payment Ontario.

|                                   |                           |
|-----------------------------------|---------------------------|
| <b>Project reporting deadline</b> | <b>September 12, 2025</b> |
|-----------------------------------|---------------------------|







# AMO Annual Conference

[Home](#) /

## AMO Annual Conference

The AMO Conference will back in Ottawa in 2025 on August 17 through to 20. Hotel accommodations, registration and programming information will all be available soon.

To book your accommodations today, click on the hotel and travel information tab for more information.

**Below is a high-level overview of the conference schedule to assist with your planning. Conference registration will open soon.**

### Sunday, August 17

Registration 9am-7pm

Tradeshow 2pm-7pm

Opening reception 5pm-7pm

Welcome reception-Ottawa tourism – 7pm-9pm offsite

### Monday, August 18

Registration 7am-5:30pm

Tradeshow 7:30am-6pm

Power down reception 4:45pm-6pm

Tuesday, August 19

Registration, 7am-3:30pm

Tuesday night social 6:00pm-8:00pm (Access is available through registration Package A)

Wednesday, August 20

Registration 7am – 10am

Conference ends 12pm

Hotel and Travel Information

Exhibitors

Sponsors

# Municipal Track - Friday

**2025 NORTHEASTERN FIRE EDUCATION  
CONFERENCE AND TRADE SHOW**

**MARCH 27 - 30**  
**HUNTSVILLE, ON**



March 28, 2025 (\$250.00)

Please scroll down to below the agenda for presentation summaries.

| Friday March 28, 2025 |  |                                       |
|-----------------------|--|---------------------------------------|
| Time                  | Topic  | Presenter                             |
| 6:30am - 7:00pm       | Registration   |                                       |
| 7:00am - 8:00am       | Breakfast  |                                       |
| 8:00am - 8:15am       | Opening Remarks  |                                       |
| 8:15am - 8:45am       | Office of the Fire Marshal (OFM) Update                        | Office of the Fire Marshal (OFM) Team |
| 8:45am - 9:15am       | What is new at the Ontario Association of Fire Chiefs (O AFC)? | O AFC President Deputy Ch Grimwood    |
| 9:15am - 10:15am      | Keynote: Emerging Stronger: The 7 Gifts From Burnout           | Arjuna George                         |

|                   |  |  |
|-------------------|--|--|
| 10:15am - 10:30am | Coffee Break   |  |
| 10:30am - 11:30am | Cancer Prevention  | Deputy Chief Rob Grimv                           |
| 11:30am - 12:00pm | Asset Management and Fleet Replacement                               | Fire Chief Jeremy Park                           |
| 12:00pm - 1:00pm  | Lunch  |  |
| 1:00pm - 2:00pm   | Mental Health  | Deputy Chief Rob Grimv                           |
| 2:00pm - 2:45pm   | Shared Services  | Fire Chief Chris Harro                           |
| 2:45pm - 3:00pm   | Coffee Break   |  |
| 3:00pm - 4:00pm   | Mandatory Certification  | Deputy Fire Marshal John Mcl                     |
| 4:00pm - 5:00pm   | Establishing and Regulating By-law/Level of Service to Provide Panel | Deputy Fire Marshal Carrie Clav<br>3 Fire Chiefs |
| 4:00pm - 8:00pm   | Trade Show   |  |
| 4:00pm - 8:00pm   | Networking Reception on Trade Show Floor                             |  |



February 5, 2025

Nicky Kunkel  
Township of Bonfield  
365 Hwy 531  
Bonfield ON P0H 1E0

Dear Nicky,

In January 2025, the District of Nipissing Social Services Administration Board passed the 2025 budget which includes an overall increase in the levy of \$694,196 year over year. Using the 2024 Property Assessment Rolls and the 2024 tax ratios of the Municipalities in our district, the levy is apportioned amongst the Municipalities using a weighted assessment.

Please find enclosed the worksheet showing the calculation of the apportionment of the municipal share of the 2025 Budget amongst the Municipalities in the District of Nipissing and Territories Without Municipal Organization (TWOMO). Also included is the calculation showing the adjusted invoice amount for March 2025, and the amount to be invoiced monthly for the balance of the year to December 31, 2025.

Should you have any questions regarding this calculation, please do not hesitate to contact me directly. I can be reached at (705) 474 - 2151 ext. 63350, or at [justin.avery@dnssab.ca](mailto:justin.avery@dnssab.ca)

Yours truly,

Justin Avery, CPA, CA  
Manager of Finance

District of Nipissing Social Services Administration Board  
 2025 Approved Budget \$- Municipal Apportionment

The weighted assessment figures have been calculated using 2024 Assessment Rolls and 2024 Tax Ratios.  
 There are no Tax Ratios available for the Unincorporated Townships.

| Municipality                    | A - Current Value Assessment Method<br>used to determined Unincorporated share only |              |  | B - Weighted Assessment<br>Method (Excl. PIL) - Actual |                  |                            | 2025<br>Monthly Levy<br>=Col.6/12 | 2024<br>Budget<br>Allocation | Variance<br>Yr over Yr<br>Budget Allocataion | Variance<br>%<br>Change |
|---------------------------------|---|--------------|--|--|------------------|----------------------------|-----------------------------------|------------------------------|--|-------------------------|
|                                 | Current Value<br>Assessment-2024  | %            | Budget<br>Allocation                   | Weighted<br>Assessment-2024                            | %                | Budget<br>Allocation       |                                   |                              |  |                         |
|                                 | 1   | 2            | 3                                      | 4  | 5                | 6                          |                                   |                              |  |                         |
|                                 | CVA %Cost for Unincorporated  |              |  |  |                  |                            |                                   |                              |  |                         |
| City of North Bay               | 5,798,057,125   |              | -                                      | 6,867,266,868  | 60.5143%         | 14,480,058                 | 1,206,672                         | 14,087,246                   | 392,812                                      | 2.79%                   |
| Municipality of West Nipissing  | 1,688,835,798   |              | -                                      | 1,765,887,903  | 15.5610%         | 3,723,484                  | 310,290                           | 3,608,468                    | 115,016                                      | 3.19%                   |
| Municipality of East Ferris     | 717,022,711   |              | -                                      | 718,933,558  | 6.3352%          | 1,515,916                  | 126,326                           | 1,461,310                    | 54,606                                       | 3.74%                   |
| Municipality of Temagami        | 503,299,400   |              | -                                      | 507,472,161  | 4.4718%          | 1,070,037                  | 89,170                            | 1,043,146                    | 26,890                                       | 2.58%                   |
| Township of Bonfield            | 308,940,810   |              | -                                      | 296,281,057  | 2.6108%          | 624,727                    | 52,061                            | 598,929                      | 25,798                                       | 4.31%                   |
| Township of South Algonquin     | 272,230,700   |              | -                                      | 282,502,470  | 2.4894%          | 595,674                    | 49,639                            | 580,533                      | 15,141                                       | 2.61%                   |
| Township of Papineau-Cameron    | 170,807,200   |              | -                                      | 156,304,457  | 1.3774%          | 329,578                    | 27,465                            | 320,381                      | 9,196  | 2.87%                   |
| Town of Mattawa                 | 109,523,025   |              | -                                      | 119,309,494  | 1.0514%          | 251,571                    | 20,964                            | 245,815                      | 5,756  | 2.34%                   |
| Township of Chisholm            | 162,203,300   |              | -                                      | 153,517,509  | 1.3528%          | 323,701                    | 26,975                            | 309,937                      | 13,764                                       | 4.44%                   |
| Municipality of Calvin          | 93,588,200  |              | -                                      | 129,613,513  | 1.1422%          | 273,298                    | 22,775                            | 265,260                      | 8,038  | 3.03%                   |
| Township of Mattawan            | 30,274,600  |              | -                                      | 30,047,737   | 0.2648%          | 63,358                     | 5,280                             | 58,572                       | 4,785  | 8.17%                   |
| <b>Sub Total Municipalities</b> | <b>9,854,782,869</b>  |              | <b>23,251,402</b>                      | <b>11,027,136,727</b>                                  | <b>97.1711%</b>  | <b>23,251,402</b>          | <b>1,937,617</b>                  | <b>22,579,598</b>            | <b>671,804</b>                               | <b>2.98%</b>            |
| TWOMO - (MCCSS, EDU, & MMAH)    | 412,930,800   |              | 676,915                                |  |                  |                            |                                   |                              |  |                         |
|                                 | -   |              | -                                      |  |                  |                            |                                   |                              |  |                         |
| <b>Sub Total Unincorporated</b> | <b>412,930,800</b>  | <b>4.02%</b> | <b>676,915</b>                         | <b>412,930,800</b>                                     | <b>2.8289%</b>   | <b>676,915</b>             | <b>56,410</b>                     | <b>654,523</b>               | <b>22,392</b>                                | <b>3.42%</b>            |
| <b>TOTAL</b>                    | <b>10,267,713,669</b>   |              | <b>23,928,317</b>                      | <b>11,440,067,527</b>                                  | <b>100.0000%</b> | <b>23,928,317</b>          | <b>1,994,026</b>                  | <b>23,234,121</b>            | <b>694,196</b>                               | <b>2.99%</b>            |
|                                 |   |              | Municipal share net of EMS 16,831,807  |  |                  | Municipal Share 23,928,317 |                                   |                              |  |                         |
|                                 |   |              | EMS Budget (municipal share) 7,096,510 |  |                  | Less TWOMO 676,915         |                                   |                              |  |                         |
|                                 |   |              |  |  |                  | Municipal Levy 23,251,402  |                                   |                              |  |                         |

Note: TWOMO share of DNSSAB costs  
 excludes Paramedic Services Costs

**WEDNESDAY, DECEMBER 18, 2024**

**MINUTES**

**Date:** Wednesday, December 18, 2024

**Location:** Cassellholme Garden Room

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

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

**Regrets:** Chris Mayne, Vice Chair  
 Lindsay Dyrda, DOC

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

|           | ITEM  | ACTION |
|-----------|---|--------|
| <b>A.</b> | <b>CALL TO ORDER</b>  |        |
|           | <p><b>MEETING RECORDED</b></p> <p><i>“Moved by Robert Corriveau and seconded by Peter Chirico that the meeting be called to order at 5:01 p.m.”</i></p> <p>Res. #135-24 <span style="float: right;"><u>Carried</u></span></p> |        |
|           | <b>1. Approval of Agenda</b>  |        |
|           | <p><i>“Moved by Michelle Lahay and seconded by Peter Chirico that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #136-24 <span style="float: right;"><u>Carried</u></span></p>                |        |
|           | <b>2. Conflict of Interest</b>  |        |
|           | <p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #137-24 <span style="float: right;"><u>Carried</u></span></p>            |        |



### 3. Approval of Minutes

#### 3.1 Approval of the Minutes of the Regular Board Meeting held on November 28, 2024

*“Moved by Michelle Lahay and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on November 28, 2024, be adopted as amended.”*

Res. #138-24

Carried

### 4. New Business

#### 4.1 Provincial Appointments Update

There are potentially 2 Provincial Appointments waiting for approval from the Province. The Orders in Council are currently being reviewed and processed. Hoping for signing by the end of the year.

It was noted they will both need a CPIC with Vulnerable Sector Check before starting.

#### 4.2 Cultural Unit

Angie and Camille attended a meeting last Friday, Dec 13/24 with positive feedback. Requested to be selected for the Pilot Project. The project will begin in January 2025. Cassellholme’s redevelopment will not be completed to participate at that time. A designation process is being created. Continue to ask for a separate wait list.

### 5. Redevelopment

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

Report in package.

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

Weekly meetings are ongoing to discuss schedule. Contractors are working through the holidays and extra workers are on site.

Finalizing phone system.

Anita looking at the training for the new year.

Dave will send the budget update to the Board.

#### 5.2 Meeting Date with the Municipalities

The meeting scheduled with the Municipalities for December 4<sup>th</sup>, 2024 at 5:00 p.m. in the Cassellholme Auditorium was cancelled due to the weather.

Julie will send out another doodle poll to the Board to pick a date towards the end of January. Noted January 17<sup>th</sup> to 22<sup>nd</sup> is not available.

### 6. Operations

#### 6.1 Operations Update

Update in package.

Angie added Agency Staff would be used to supplement staff on Leave of Absences to return home for the holidays. The alternative would be to deny their leave requests, and then they quit causing a shortage of staff.

#### 6.2 Insurance *(Motion)*

No renewal received at time of meeting. As long as there are no extreme increases to the renewal, the Board verbally approves the renewal once received.

|  |  |
|--|--|
| <b>7. IN - CAMERA</b>  |  |
| <p>Guests left the meeting</p> <p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 5:30 p.m.”</i></p> <p>Res. #139-24 <span style="float: right;"><u>Carried</u></span></p> <p>7.1 Approval of the In-Camera Minutes – dated November 28, 2024</p> <p style="text-align: center;">In-Camera Motion - Res. #140-24</p> <p>7.2 Confidential Matter - Redevelopment<br/>7.3 Confidential Matter - Property</p> <p><i>“Moved by Michelle Lahay and seconded by Robert Corriveau that the Board approve the In-Camera session to be adjourned at 5:47 p.m.”</i></p> <p>Res. #141-24 <span style="float: right;"><u>Carried</u></span></p> |  |
| <b>B. CORRESPONDENCE</b>   |  |
| <p>Robert Corriveau discussed a municipal meeting with the Assistant Minister of Finance. The Assistant agreed to bring their recommendation to the Minister.</p>  |  |
| <b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>  |  |
| <p>No items noted</p>  |  |
| <b>D. DATE OF NEXT MEETING</b>   |  |
| <p>Thursday January 23, 2025 @ 5:00 p.m. – Cassellholme Garden Room</p>  |  |
| <b>E. ADJOURNMENT</b>  |  |
| <p><i>“Moved by Peter Chirico and seconded by Robert Corriveau that the meeting be adjourned at 5:53 p.m.”</i></p> <p>Res. #142-24 <span style="float: right;">Carried</span></p>  |  |

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

December 13, 2024

**Subject: Cassellholme Redevelopment Update – Dec 13, 2024**

## **Construction Activity**

### **Highlights:**

Phase 00 - Work complete.

Phase 1-A – Work complete

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

Sharing a draft finishing schedule dated December 3rd, 2024, included with this report. Refer to October 2024 report and earlier, for previous schedule notes and comments on Rev. 4 schedule. Schedule comments in this report are up to date with site progress as of the date of issuance for this report.

### **PHASE 1-B**

- Metal cladding is ongoing and in the finishing phase.
- 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 and M&E finishes.
- All roofing work is complete, except for the balconies.
- Concrete slab floor crack repair related to steel deflection is complete.
- 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

The resident move date is still held for May 4<sup>th</sup> 2024. As shown in Percon's monthly report they have identified a finishing schedule that is reviewed every Mondays with CH, MJA, and Percon for the upcoming dates and any past with percentages complete. A very detailed meeting to articulate and challenge what is actual. Attached is the Dec 3<sup>rd</sup> version but an updated Dec 9<sup>th</sup> had been issued. It will continue to be modified every Monday to zero in on the challenges and verifying we hold the May 4<sup>th</sup> date.

## **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.

Staff Training Plan for equipment, IT and orientation– Plan has been developed using a number of different delivery methods. Trainers will be selected by February 2025 and training will commence.

Laundry Plan - No further update this month.

Waste Handling – No further updates at this time.

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

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

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

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 and on track

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

**Budget Update** – Summary to be added to package.

| 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               | 2024-01-28  |
| Art Fundraising                                   |  | Anita               | ongoing     |
| Wood at mill for purpose                          | ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available  | 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 |
| Furniture delivery                                | Scheduled 2 partial dates - 2/3 rd floor March 4-10th; 4/5/Ground March 17-21  | Anita               | March       |
| <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 - still to be confirmed by Support Services   |                     |             |
| Nurse Call  | Austco and Percon and Clinical finalize the alerts, call bells, colours for certain calls 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                        | 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.   | Angie               | 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     |
| Inventory Management Solution and Process         | Further internal discussions on inventory management solutions and JIT for P1 - to be finalized my January   | Dave/Anita          | January     |
| <b>Emergency Response</b>                         |  |                     |             |
| Fire plan   | training plan created; policy work ongoing and on track; Will be creating demo anchor system in old building to assist in the timing needed for training   | Anita/Julie/Ron     | ongoing     |
| 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; awaiting Level 2 mock up to be complete for next MGT walk through and to understand detailed training needs Managers to confirm different elements of training; to appoint leads - train the trainers to be named | Anita               | winter 2025 |

Change Order Log - Nov 20 2024

| Percon |       |      |    |      |     |      | Change Order Log - Nov 20 2024  |                      |              |             |            |               |               |               |     |  | Contract Time (days) |
|--------|-------|------|----|------|-----|------|---|----------------------|--------------|-------------|------------|---------------|---------------|---------------|-----|--|----------------------|
| RFE    | RFE   | PC   | CD | SI   | RFI | CO   | Work Description  | Reason               | Status       | Date Issued | Quote Sent | Approval Date | Quoted        | Approved      |     |  |                      |
| 1      | 1     |      |    | 1    |     | 1    | Millwork revisions/clarifications   | Coordination         | Approved     | 18-Feb-22   | 17-Mar-22  | 28-Mar-22     | \$34,553.53   | \$34,553.53   |     |  |                      |
| 2      | 2     | 1    |    |      |     | 2    | Emergency Switchboard revisions   | Coordination         | Approved     | 17-Feb-22   | 17-Mar-22  | 28-Mar-22     | \$4,919.20    | \$4,919.20    |     |  |                      |
| 3      | 3     |      |    |      |     | 3    | Increase Builders Risk Insurance to include Soft Costs                            | Lender Requirement   | Approved     | 30-Mar-22   | 30-Mar-22  | 05-Apr-22     | \$29,846.88   | \$29,846.88   |     |  |                      |
| 4      | 4     |      |    |      |     | 3    | Cost associated to add Wrap Up Insurance Policy                                   | Lender Requirement   | Approved     | 30-Mar-22   | 30-Mar-22  | 05-Apr-22     | \$282,579.86  | \$282,579.86  |     |  |                      |
| 5      | 5R1   | 2    |    |      |     | 5    | Door revisions  | Coordination         | Approved     | 15-Mar-22   | 07-Apr-22  | 06-May-22     | \$4,677.20    | \$4,677.20    |     |  |                      |
| 6      | 6     | 3    |    |      |     | 4    | Washroom Accessories Revisions  | Coordination         | Approved     | 28-Mar-22   | 22-Apr-22  | 25-Apr-22     | \$863.50      | \$863.50      |     |  |                      |
| 7      | 7     | 9    |    |      |     |      | Removal existing foundations (Unit rate only - see RFE 16)                        | Cancelled            |              | 21-Apr-22   | 25-Apr-22  |               |               |               |     |  |                      |
| 8      | 8     | 16   |    |      |     | 6    | Provide new water valve at property line  | AHJ                  | Approved     | 05-May-22   | 06-May-22  | 06-May-22     | \$8,607.50    | \$8,607.50    |     |  |                      |
| 9      | 9     | 4    |    |      |     | 41   | North wing door revisions   | Coordination         | Approved     | 28-Mar-22   | 16-Jan-23  | 19-Jan-23     | \$3,756.50    | \$3,756.50    |     |  |                      |
| 10     | 10    | 5    |    |      |     | 7    | Elevator pit lighting revisions   | AHJ                  | Approved     | 29-Mar-22   | 09-May-22  | 16-May-22     | (\$1,361.00)  | (\$1,361.00)  |     |  |                      |
| 11     | 11    | 6    |    |      |     | 8    | Transformer modifications   | Cost Saving          | Approved     | 07-Apr-22   | 09-May-22  | 27-May-22     | (\$6,000.00)  | (\$6,000.00)  |     |  |                      |
| 12     | 12 R1 |      |    |      |     | 9    | Millwork edging revisions & Drawer modifications (per email April 25, 2022)       | Cost Saving          | Approved     | N/A         | 19-May-22  | 01-Jun-22     | (\$11,906.00) | (\$11,906.00) |     |  |                      |
| 13     | 13    |      |    |      |     |      | CANCELLED: Drawer modifications (SEE RFE 12R1)                                    | Cancelled            |              | N/A         | 09-May-22  |               |               |               |     |  |                      |
| 14     | 14    | 17   |    |      |     | 12   | Temporary Hydrant at North Wing   | AHJ                  | Approved     | 12-Apr-22   | 16-May-22  | 01-Jun-22     | \$5,585.25    | \$5,585.25    |     |  |                      |
| 15     | 15R2  | 7R1  |    |      |     | 36   | Phase 1 temporary door revisions and hardware coordination                        | Coordination         | Approved     | 02-Dec-22   | 06-Dec-22  | 10-Jan-22     | \$4,539.70    | \$4,539.70    |     |  |                      |
| 16     | 16R2  | 9    |    |      |     | 15   | Removal of existing foundations   | Site Condition       | Approved     | 21-Apr-22   | 20-May-22  | 27-Jun-22     | \$70,326.38   | \$70,326.38   |     |  |                      |
| 17     | 17    | 11   |    |      |     | 11   | Hardware revisions to Door V101   | Coordination         | Approved     | 27-Apr-22   | 19-May-22  | 01-Jun-22     | \$6,046.70    | \$6,046.70    |     |  |                      |
| 18     | 18R2  | 18   |    |      |     | 14   | Revise pipe material storm main tee at Olive St.                                  | Site Condition       | Approved     | 13-May-22   | 20-May-22  | 29-Jun-22     | \$7,885.44    | \$7,885.44    |     |  |                      |
| 19     | 19    | 12   |    |      |     | 10   | Temporary lighting in courtyard parking   | Health & Safety      | Approved     | 27-Apr-22   | 25-May-22  | 01-Jun-22     | \$15,888.40   | \$15,888.40   |     |  |                      |
| 20     | 20R1  | 8    |    |      |     | 13   | Add card reader control for rear doors on elevators 1024 & 1025                   | Design Improvement   | Approved     | 25-Apr-22   | 30-May-22  | 10-Jun-22     | \$1,512.50    | \$1,512.50    |     |  |                      |
| 21     | 21R1  |      |    |      |     | 16   | Temporary Door Hardware supplied by Owner's Security Provider                     | Schedule Change      | Approved     | 22-Jun-22   | 08-Jul-22  | 22-Jul-22     | (\$6,650.00)  | (\$6,650.00)  |     |  |                      |
| 22     | 22    | 23   |    |      |     |      | Investigate/repair storm line blockage near property line at Olive St.            | Site Condition       | Cancelled    | 23-Jun-22   | 06-Jul-22  |               |               |               |     |  |                      |
| 23     | 23R2  |      |    | 19R1 |     | 17 R | Corrections and revisions to parking lot line in temporary and east parking areas | Owner Requested      | Approved     | 16-Aug-22   | 15-Sep-22  | 22-Sep-22     | \$3,454.00    | \$3,454.00    |     |  |                      |
| 24     | 24R4  | 22R1 |    |      |     | 27   | Provide temporary power feed to east parking lot lighting                         | Coordination         | Approved     | 19-Aug-22   | 24-Oct-22  | 27-Oct-22     | (\$8,416.88)  | (\$8,416.88)  |     |  |                      |
| 25     | 25R1  | 25R1 |    |      |     | 18   | Revision to waterline connections to existing building - Revised                  | Site Condition       | Approved     | 03-Aug-22   | 05-Aug-22  | 11-Aug-22     | \$42,426.23   | \$42,426.23   |     |  |                      |
| 26     | 26    | 20   |    |      |     | 19   | Revision to electrical panel E-1-C  | Coordination         | Approved     | 02-Jun-22   | 09-Aug-22  | 11-Aug-22     | \$6,702.30    | \$6,702.30    |     |  |                      |
| 27     | 27R1  | 19R1 |    |      |     | 23   | Revise acoustic ceiling tile materials  | Cost Saving          | Approved     | 15-Sep-22   | 28-Sep-22  | 05-Oct-22     | (\$66,054.48) | (\$66,054.48) |     |  |                      |
| 28     | 28    |      |    | 23   |     | 20   | Pile Rock Points  | Contractor Requested | Approved     | 03-Aug-22   | 12-Aug-22  | 12-Aug-22     | \$98,826.40   | \$98,826.40   |     |  |                      |
| 29     | 29R3  | 28   |    |      |     | 33   | Revision to Phase 1 & 2 sanitary and storm connections at grade beams             | Coordination         | Approved     | 03-Aug-22   | 09-Nov-22  | 22-Nov-22     | \$21,724.63   | \$21,724.63   |     |  |                      |
| 30     | 30    | 26   |    |      |     | 21   | Revision to under-slab plumbing and inverts                                       | Coordination         | Approved     | 26-Jul-22   | 18-Aug-22  | 22-Sep-22     | \$15,196.50   | \$15,196.50   |     |  |                      |
| 31     | 31    | 10   |    |      |     | 40   | Revision to the fire and combination fire/smoke dampers                           | AHJ                  | Approved     | 26-Apr-22   | 15-Sep-22  | 26-Jan-23     | \$134,858.85  | \$134,858.85  |     |  |                      |
| 32     | 32R1  | 14   |    |      |     |      | Door frame material revisions along corridor 1165                                 | Design Improvement   | Not Accepted | 31-Aug-22   | 31-Aug-22  |               |               |               |     |  |                      |
| 33     | 33    |      |    |      |     | 24   | Revised wood frame design for Jams  | Cost Saving          | Approved     | 09-Sep-22   | 28-Sep-22  | 05-Oct-22     | (\$12,750.00) | (\$12,750.00) |     |  |                      |
| 34     | 34R4  | 21R3 |    |      |     | 29   | Provide new grounding loop for new building service                               | AHJ                  | Approved     | 22-Aug-22   | 28-Oct-22  | 08-Nov-22     | \$77,892.15   | \$77,892.15   |     |  |                      |
| 35     | 35R3  | 27R2 |    |      |     | 35   | Delete deck mounted soap dispensers   | Owner Requested      | Approved     | 21-Nov-22   | 05-Dec-22  | 10-Jan-22     | (\$4,081.00)  | (\$4,081.00)  |     |  |                      |
| 36     | 36R4  | 15R  |    |      |     | 117  | Door hardware revisions to door 1147a   | Coordination         | Pending      | 12-Oct-22   | 18-Apr-24  | 29-Apr-24     | \$10,606.20   | \$10,606.20   |     |  |                      |
| 37     | 37    | 13R  |    |      |     | 31   | Janitor room door revisions   | Coordination         | Approved     | 19-Sep-22   | 19-Sep-22  | 10-Nov-22     | \$4,785.00    | \$4,785.00    |     |  |                      |
| 38     | 38    | 29   |    |      |     | 22   | Existing Service Plug Requirement   | AHJ                  | Approved     | 31-Aug-22   | 23-Sep-22  | 10-Oct-22     | \$2,414.10    | \$2,414.10    |     |  |                      |
| 41     | 41    | 24R1 |    |      |     | 32   | Provide grilles on type 'O' fin radiation in trench in Auditorium 1005            | Coordination         | Approved     | 22-Sep-22   | 17-Oct-22  | 15-Nov-22     | \$23,009.80   | \$23,009.80   |     |  |                      |
|        |       | 30   |    |      |     |      | After hours paving of East Parking Lot  | Owner Requested      | Cancelled    | 16-Sep-22   |            |               |               |               |     |  |                      |
| 39     | 39    | 31   |    |      |     |      | Additional curb at edge of existing parking area                                  | Owner Requested      | Cancelled    | 16-Sep-22   | 28-Sep-22  |               |               |               |     |  |                      |
| 40     | 40R1  | 32R1 |    |      |     | 25   | Revision to existing sanitary line  | Site Condition       | Approved     | 21-Sep-22   | 29-Sep-22  | 06-Oct-22     | \$61,577.36   | \$61,577.36   | TBD |  |                      |
| 47     | 47R1  | 33   |    |      |     | 43   | Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles     | Coordination         | Approved     | 23-Sep-22   | 11-Jan-23  | 22-Jan-23     | \$37,038.71   | \$37,038.71   | 4   |  |                      |
| 42     | 42R1  | 34   |    |      |     | 26   | Water storage tank layout and structural revisions                                | Coordination         | Approved     | 26-Sep-22   | 14-Oct-22  | 27-Oct-22     | \$3,597.83    | \$3,597.83    |     |  |                      |
| 43     | 43    | 35R  |    |      |     | 61   | Revision to North Wing elevator brackets for rail attachments                     | Coordination         | Approved     | 07-Oct-22   | 20-Jun-23  | 27-Jun-23     | \$11,964.96   | \$11,964.96   |     |  |                      |
| 53     | 53    | 36R2 |    |      |     | 44   | Revision to brace frame VB105   | Coordination         | Approved     | 09-Nov-22   | 13-Dec-22  | 26-Jan-23     | \$9,497.44    | \$9,497.44    |     |  |                      |
| 45     | 45    | 37   |    |      |     | 30   | Revision to light fixtures P5 and P6  | Coordination         | Approved     | 11-Oct-22   | 31-Oct-22  | 08-Nov-22     | \$2,369.33    | \$2,369.33    |     |  |                      |
| 48     | 48    | 38   |    |      |     | 37   | Structural beam revisions at Block B roof terraces balconies                      | Coordination         | Approved     | 20-Oct-22   | 13-Dec-22  | 10-Jan-23     | \$969.52      | \$969.52      |     |  |                      |
| 49     | 49R2  |      |    | 36R1 |     | 60   | Structural clarifications - structural steel and rebar shop drawings              | Coordination         | Approved     | 20-Jan-23   | 10-Mar-23  | 28-Jun-23     | \$2,768.37    | \$2,768.37    |     |  |                      |
| 46     |       |      |    | 7R1  |     | 28   | Provide slab Mounting brackets for smoke shelter                                  | Site Condition       | Approved     | 17-Oct-22   | 25-Oct-22  | 01-Nov-22     | \$1,050.68    | \$1,050.68    |     |  |                      |
| 51     | 51R1  | 39   |    |      |     | 38   | Add smoke detectors in corridors of RHA areas                                     | Coordination         | Approved     | 08-Nov-22   | 13-Dec-22  | 10-Jan-23     | \$5,258.00    | \$5,258.00    |     |  |                      |
| 44R1   |       |      |    | 22   |     | 34   | Provide additional steel modifications outlined in SI#22                          | Coordination         | Approved     | 27-Jul-22   | 16-Nov-22  | 22-Nov-22     | \$3,300.11    | \$3,300.11    |     |  |                      |
|        |       | 40   |    |      |     |      | Additional elevator controls  | Coordination         | Pending      | 07-Dec-22   |            |               |               |               |     |  |                      |
| 56     | 56    | 41   |    |      |     | 45   | Revision to sliding door frame details  | Coordination         | Approved     | 21-Dec-22   | 08-Feb-23  | 28-Feb-23     | \$8,783.50    | \$8,783.50    |     |  |                      |
| 54     | 54    | 42   |    |      |     | 46   | Provide fixed mirrors in Staff washrooms  | Coordination         | Approved     | 10-Jan-23   | 03-Feb-23  | 28-Feb-23     | \$7,507.50    | \$7,507.50    |     |  |                      |
| 54R1   | 54R1  | 42   |    |      |     | 48   | Correct the cost of fixed mirrors from CO#46                                      | Coordination         | Approved     | 10-Jan-23   | 03-Mar-23  | 21-Mar-23     | (\$2,035.00)  | (\$2,035.00)  |     |  |                      |
| 52     | 52    |      |    | 39   |     | 39   | Provide relay bases on smoke detectors related to door hold opens for SI#39       | AHJ                  | Approved     | 08-Nov-22   | 13-Dec-22  | 10-Jan-23     | \$3,014.00    | \$3,014.00    |     |  |                      |
| 55     | 55    | 43   |    |      |     |      | Revise range hood colour  | Owner Requested      | Cancelled    | 18-Jan-23   |            |               |               |               |     |  |                      |
| 57     | 57    | 44   |    |      |     | 47   | Revision to LW2 & LW2-1 lavatory fixtures   | Coordination         | Approved     | 18-Jan-23   | 17-Jan-23  | 21-Feb-23     | \$5,193.10    | \$5,193.10    |     |  |                      |
| 54     | 54R1  |      |    | 41   |     | 42   | Remedial modifications to pile caps and grade beams - Phase 1                     | Site Condition       | Approved     | 28-Nov-22   | 10-Jan-23  | 20-Jan-23     | \$14,145.87   | \$14,145.87   | 4   |  |                      |
| 58     | 58    | 45   |    |      |     |      | Revisions to operable window vent type  | Coordination         | Cancelled    | 06-Feb-23   |            |               |               |               |     |  |                      |
| 60     | 60    | 46   |    |      |     | 52   | Modifications to generator ESB breakers   | Coordination         | Approved     | 07-Feb-23   | 24-Mar-23  | 03-May-23     | \$19,405.10   | \$19,405.10   |     |  |                      |
| 95     | 95    | 47   |    |      |     | 79   | Revise office door locaitons, electrical from PC47                                | Owner Requested      | Approved     | 23-Mar-23   | 08-Sep-23  | 09-Sep-25     | \$10,312.50   | \$10,312.50   |     |  |                      |
| 72     | 72R3  | 47   |    |      |     | 73   | Revise office door locations, typical millwork from PC47                          | Owner Requested      | Approved     | 15-Aug-23   | 15-Aug-23  | 07-May-24     | \$11,985.60   | \$11,985.60   |     |  |                      |
| 59     | 59    | 48R  |    |      |     | 49   | Revisions to electrical to accommodate Kitchen Equipment Phase 1                  | Coordination         | Approved     | 14-Feb-23   | 17-Mar-23  | 22-Mar-23     | \$501.60      | \$501.60      |     |  |                      |
| 62     | 62R2  | 49   |    |      |     | 54   | Typical Bedroom Mockup  | Owner Requested      | Approved     | 09-Mar-23   | 03-May-23  | 06-Jun-23     | \$75,577.95   | \$75,577.95   |     |  |                      |
|        |       | 50   |    |      |     |      | Revise rated floor assembly ULC Listed Design No.                                 | Cost Saving          | Cancelled    | 22-Mar-23   |            |               |               |               |     |  |                      |
|        |       | 51   |    |      |     | 50   | Revision to select light fixtures to alternate product                            | Design Improvement   | Approved     | 22-Mar-23   | 20-Apr-23  | 26-Apr-23     | \$0.00        | \$0.00        |     |  |                      |
| 65     | 65    | 52   |    |      |     | 57   | Delete select cubical curtains and provide track breaks in patient lift tracks    | Coordination         | Approved     | 29-Mar-23   | 12-May-23  | 01-Jun-23     | (\$5,382.50)  | (\$5,382.50)  |     |  |                      |

|     |       |      |  |      |     |  |                           |           |           |           |           |                |                |
|-----|-------|------|--|------|-----|--|---------------------------|-----------|-----------|-----------|-----------|----------------|----------------|
| 75  | 75R1  | 53   |  |      | 69  | Electrical revisions for elevator connections                                  | Coordination              | Approved  | 30-Mar-23 | 29-Jun-23 | 03-Aug-23 | \$18,212.70    | \$18,212.70    |
|     |       | 54   |  |      |     | Revisions to interior expansion joints types                                   | Coordination              | Cancelled | 30-Mar-23 |           |           |                |                |
| 68  | 68    | 55   |  |      | 56  | Existing Water Room pull station   | Coordination              | Approved  | 05-Apr-23 | 17-May-23 | 23-May-23 | \$1,142.90     | \$1,142.90     |
| 67  | 67    | 56   |  |      | 55  | Revision to brace frame VB205  | Coordination              | Approved  | 17-Apr-23 | 12-May-23 | 18-May-23 | \$1,164.02     | \$1,164.02     |
| 82  | 82R2  | 57R  |  |      | 78  | Revision to biometric readers  | Owner Requested           | Approved  | 18-Apr-23 | 01-Sep-23 | 25-Sep-23 | -\$21,023.00   | -\$21,023.00   |
| 64  | 64    |      |  | 49   | 51  | Tree Removal at End of Block B   | Site Condition            | Approved  | 03-Nov-22 | 20-Apr-23 | 26-Apr-23 | \$2,117.50     | \$2,117.50     |
| 66  | 66R1  | 58   |  |      | 68  | Clarification to area drains   | Coordination              | Approved  | 20-Apr-23 | 19-Jul-23 | 27-Jul-23 | \$25,942.40    | \$25,942.40    |
| 77  | 77R1  | 59   |  |      | 85  | Fiber optic connection to existing building                                    | Coordination              | Approved  | 02-May-23 | 25-Jul-23 | 12-Oct-23 | \$10,118.90    | \$10,118.90    |
| 78  | 78    | 60   |  |      | 63  | Additional pot light in Bedroom Type "D"                                       | Coordination              | Approved  | 02-May-23 | 26-Jun-23 | 04-Jul-23 | \$2,865.50     | \$2,865.50     |
|     |       | 61   |  |      |     | Revision to clarify clay unit product  | Discontinued Product      | Pending   | 09-May-23 |           |           |                |                |
| 71  | 71    | 62R  |  |      | 59R | Modifications to elevator framing for door supports and additional pit ladder  | Coordination              | Approved  | 23-May-23 | 05-Jun-23 | 27-Jun-23 | \$66,131.08    | \$66,131.08    |
|     |       | 63   |  |      |     | Patching of existing asphalt drive-ways  | Owner Requested           | Cancelled | 23-May-23 |           |           |                |                |
| 81  | 81    | 64   |  |      | 65  | Flooring revisions   | Coordination              | Approved  | 25-May-23 | 07-Jul-23 | 20-Jul-23 | \$7,090.72     | \$7,090.72     |
| 80  | 80R2  | 65   |  |      | 84  | Owner requested revisions to Kitchen Equipment                                 | Owner Requested           | Approved  | 25-May-23 | 22-Sep-23 | 03-Oct-23 | \$68,113.10    | \$68,113.10    |
| 73  | 73    | 66   |  |      | 62  | Delete kitchen equipment soap and towel dispenser accessories                  | Owner Requested           | Approved  | 29-May-23 | 20-Jun-23 | 27-Jun-23 | (\$2,670.00)   | (\$2,670.00)   |
| 126 | 126R2 | 67R3 |  |      | 115 | Tie-in to existing fire alarm and PA systems                                   | Coordination              | Approved  | 30-May-23 | 21-Mar-24 | 12-Apr-24 | \$18,950.80    | \$18,950.80    |
| 87  | 87    | 68   |  |      | 70  | Revision to louvres  | Coordination              | Approved  | 30-May-23 | 02-Aug-23 | 08-Aug-23 | \$660.00       | \$660.00       |
| 68  | 68    | 69   |  |      | 58  | Patient lift system power supply covers  | Owner Requested           | Approved  | 01-Jun-23 | 05-Jun-23 | 22-Jun-23 | \$10,222.30    | \$10,222.30    |
| 83  | 83    | 70   |  |      | 67  | Revision to stair guard assembly   | Coordination              | Approved  | 06-Jun-23 | 19-Jul-23 | 26-Jul-23 | \$726.00       | \$726.00       |
| 84  | 84    | 71   |  |      | 66  | Revision to Ceramic tile type CT2.1 in select rooms                            | Owner Requested           | Approved  | 15-Jun-23 | 19-Jul-23 | 25-Jul-23 | \$0.00         | \$0.00         |
| 74  | 74R1  | 72R  |  |      | 64  | Temporary support angles for Block C structural frame                          | Coordination              | Approved  | 13-Jun-23 | 28-Jun-23 | 04-Jul-23 | \$10,563.30    | \$10,563.30    |
| 69  | 69R1  |      |  |      | 71  | Removal of existing foundations at electrical duct bank trench                 | Site Condition            | Approved  | 14-Jun-23 | 07-Jul-23 | 09-Aug-23 | \$10,095.80    | \$10,095.80    |
| 76  | 76R3  | 61   |  |      | 72  | Revision to clay unit masonry product  | Coordination              | Approved  | 09-May-24 | 26-Jun-24 | 12-Aug-24 | \$55,860.00    | \$55,860.00    |
|     |       | 73   |  |      |     | Revise solid surface finish colour on millwork M30 & M31                       | Owner Requested           | Cancelled | 12-Jul-23 |           |           |                |                |
|     |       | 74   |  |      |     | Additional structural support at 5th floor trench drain                        | Coordination              | Pending   | 12-Jul-23 |           |           |                |                |
| 90  | 90    | 75R  |  |      | 74  | Revised detail at expansion joint at gridline 23 between S & T/T.2.            | Coordination              | Approved  | 12-Jul-23 | 14-Aug-23 | 24-Aug-23 | \$8,513.40     | \$8,513.40     |
| 92  | 92    |      |  |      | 75  | Revised rebar stirrups at elevator conduit duct bank                           | Coordination              | Approved  | 18-Jul-23 | 23-Aug-23 | 30-Aug-23 | \$1,036.20     | \$1,036.20     |
| 93  | 93    |      |  | 148  | 76  | Revision to window sill support material detail                                | Contractor Requested      | Approved  | 23-Aug-23 | 29-Aug-23 | 05-Sep-23 | \$3,312.89     | \$3,312.89     |
| 102 |       | 76   |  |      | 86  | Coring of Foundation for temporary generator connection                        | Coordination              | Approved  | 25-Jul-23 | 03-Oct-23 | 11-Oct-23 | \$3,850.00     | \$3,850.00     |
| 101 | 101R3 | 76R2 |  |      | 91  | Connection for Portable Genset and Load Bank Testing                           | Owner Requested           | Approved  | 06-Feb-24 | 22-Feb-24 | 12-Mar-24 | \$116,723.25   | \$116,723.25   |
| 94  | 94    | 77   |  |      | 77  | Revision to jockey pump electrical feed  | Coordination              | Approved  | 26-Jul-23 | 01-Sep-23 | 12-Sep-23 | \$5,904.80     | \$5,904.80     |
| 98  | 98    | 78   |  |      | 82  | Revised wall depth in Laundry Rooms to accommodate 4" drain pipe               | Coordination              | Approved  | 27-Jul-23 | 19-Sep-23 | 03-Oct-23 | \$246.50       | \$246.50       |
| 108 | 108   | 79   |  |      | 111 | Delete fire damper at return air duct in penthouse level                       | Coordination              | Approved  | 31-Jul-23 | 24-Oct-23 | 21-Mar-24 | (\$497.00)     | (\$497.00)     |
| 97  | 97R1  | 80R  |  |      | 81  | Revise wall thickness to accommodate pipe size                                 | Coordination              | Approved  | 03-Aug-23 | 19-Sep-23 | 03-Oct-23 | \$3,090.10     | \$3,090.10     |
| 96  | 96    | 81   |  |      | 83  | Domestic booster pump power feed   | Coordination              | Approved  | 23-Aug-23 | 13-Sep-23 | 02-Oct-23 | \$6,792.50     | \$6,792.50     |
|     |       | 82   |  |      |     | Revision to Drew St. entrance sanitary & storm pipes for interferences         | Coordination              | Pending   | 28-Aug-23 |           |           |                |                |
| 105 | 105   | 83   |  |      | 88  | Electric heaters for temporary heat in rooms at junction between Phase 1 and 2 | Coordination              | Approved  | 15-Sep-23 | 10-Sep-23 | 24-Oct-23 | \$5,335.90     | \$5,335.90     |
|     |       | 84   |  |      |     | Investigation for tie-in to existing PA system                                 | Coordination              | Cancelled | 15-Sep-23 |           |           |                |                |
| 85  | 85    |      |  | 67   | 80  | Ductwork revisions related to SI#67  | Coordination              | Approved  | 06-Jun-23 | 02-Aug-23 | 25-Sep-23 | \$1,439.90     | \$1,439.90     |
| 103 | 103R1 | 85   |  |      | 89  | Additional louvre colour   | Coordination              | Approved  | 02-Oct-23 | 30-Oct-23 | 10-Nov-23 | \$3,300.00     | \$3,300.00     |
| 106 | 106   | 86   |  |      | 87  | Chiller Support Frames   | Coordination              | Approved  | 02-Oct-23 | 17-Oct-23 | 18-Oct-23 | \$42,145.73    | \$42,145.73    |
| 112 | 112R1 | 87   |  |      | 96  | Revise light fixture type U & U1   | Coordination              | Approved  | 17-Oct-23 | 29-Nov-23 | 07-Jan-24 | \$2,753.30     | \$2,753.30     |
| 114 | 114   | 88   |  |      | 94  | Revise storm drain piping from the roof of Stair Shaft #5                      | Coordination              | Approved  | 26-Oct-23 | 14-Nov-23 | 05-Dec-23 | \$8,269.80     | \$8,269.80     |
| 120 | 120R4 | 89   |  |      | 114 | Add digital meni board connections at each dining area                         | Owner Requested           | Approved  | 31-Oct-23 | 01-Apr-24 | 12-Apr-24 | \$15,745.40    | \$15,745.40    |
| 116 | 116   | 90   |  |      | 100 | Additional roof anchors at chimney for Boiler #4                               | Coordination              | Approved  | 01-Nov-23 | 20-Nov-23 | 10-Jan-24 | \$35,019.60    | \$35,019.60    |
|     |       | 91   |  |      | 97  | Revision to flooring materials in corridors and resident vestibules            | Owner Requested           | Approved  | 08-Nov-23 | 22-Nov-23 | 07-Jan-23 | \$0.00         | \$0.00         |
|     |       | 92   |  |      |     | Provide a permanent load bank for generator testing                            | Coordination              | Pending   | 08-Nov-23 |           |           |                |                |
| 132 | 132R2 | 93   |  |      | 127 | Revision for door controls   | Coordination              | Approved  | 10-Nov-23 | 08-May-24 | 23-May-24 | \$55,073.65    | \$55,073.65    |
| 117 | 117   | 94   |  |      | 93  | Ground connection from pole to transformer                                     | Coordination              | Approved  | 14-Nov-23 | 24-Nov-23 | 27-Nov-23 | \$3,122.90     | \$3,122.90     |
| 104 | 104R2 |      |  |      | 90  | Additional track components for lift track in room 5091 - Submittal 135        | Coordination              | Approved  | 30-May-23 | 31-Oct-23 | 10-Nov-23 | \$2,448.60     | \$2,448.60     |
| 111 | 111R1 |      |  | 91R2 | 92  | Revision to ductwork related to ERV#1 and SI#91R2                              | Coordination              | Approved  | 15-Sep-23 | 16-Nov-23 | 20-Nov-23 | \$4,701.40     | \$4,701.40     |
|     |       | 95R  |  |      |     | Typical resident wardrobe storage hings  | Owner Requested           | Cancelled | 20-Nov-23 |           |           |                |                |
| 121 | 121R2 | 96R  |  |      | 102 | Typical resident room and washroom millwork revisions                          | Owner Requested           | Approved  | 22-Nov-23 | 09-Jan-24 | 15-Jan-24 | \$28,778.20    | \$28,778.20    |
| 123 | 123R2 | 97R  |  |      | 101 | Revision to resident room drapes   | Owner Requested           | Approved  | 22-Nov-23 | 08-Jan-24 | 10-Jan-24 | \$4,059.00     | \$4,059.00     |
|     |       | 98   |  |      |     | Additional lightning protection  | Coordination              | Cancelled | 27-Nov-23 |           |           |                |                |
| 125 | 125R2 | 99R  |  |      | 103 | Toggle switch at flusher disinfectant in soiled utility rooms                  | Coordination              | Approved  | 29-Nov-23 | 11-Jan-24 | 15-Jan-24 | \$1,651.10     | \$1,651.10     |
| 135 | 135R1 | 100  |  |      | 105 | Revise drainage for balcony/roof areas   | Coordination              | Approved  | 29-Nov-23 | 15-Feb-24 | 27-Feb-24 | \$19,183.78    | \$19,183.78    |
| 110 | 110R1 |      |  | 80   | 95  | Costs associated with piping clarification in SI#80                            | Coordination              | Approved  | 15-Aug-23 | 30-Nov-23 | 14-Dec-23 | \$22,236.50    | \$22,236.50    |
|     |       | 101  |  |      |     | Delete telephone cables between communications cabinets                        | Owner Requested           | Cancelled | 19-Dec-23 |           |           |                |                |
|     |       |      |  |      | 53  | Phase 2 Piling   | Site Condition            | Approved  | 08-Jan-24 | 08-Jan-24 | 10-Jan-24 | \$0.00         | \$0.00         |
| 129 | 129R1 | 102  |  |      | 104 | Revision to Clean Utility Millwork M13   | Owner Requested           | Approved  | 22-Dec-23 | 24-Jan-24 | 30-Jan-24 | (\$29,960.00)  | (\$29,960.00)  |
| 134 | 134R2 | 103  |  |      | 112 | Delete resident room lower entertainment boxes                                 | Owner Requested           | Approved  | 02-Jan-24 | 15-Mar-24 | 03-Apr-24 | (\$112,848.00) | (\$112,848.00) |
| 133 | 133   | 104  |  |      | 106 | Revisions to Phase 2 Structural Steel  | Coordination              | Approved  | 04-Jan-24 | 02-Feb-24 | 27-Feb-24 | \$13,369.24    | \$13,369.24    |
| 136 | 136   | 105  |  |      | 118 | Wanderguard elevator control tie-in  | Coordination              | Pending   | 08-Jan-24 | 17-Apr-24 | 29-Apr-24 | \$32,157.40    | \$32,157.40    |
|     |       |      |  |      | 98  | Asphalt deficiency warranty extension  | Deficiency Reconciliation | Approved  | 06-Dec-23 | 14-Dec-23 | 11-Jan-24 | (\$7,500.00)   | (\$7,500.00)   |
| 127 | 127   |      |  |      | 99  | CSA IPAC training course   | Contractor Requested      | Approved  | 10-Nov-23 | 02-Jan-24 | 11-Jan-24 | (\$550.00)     | (\$550.00)     |
| 139 | 139R  | 106  |  |      | 109 | Revision to Block D tub rooms  | Coordination              | Approved  | 24-Jan-24 | 26-Feb-24 | 07-Mar-24 | \$7,681.30     | \$7,681.30     |
| 148 | 148R1 | 107  |  |      | 122 | Support posts for med sled system in stairwells                                | Owner Requested           | Approved  | 31-Jan-24 | 01-May-24 | 07-May-24 | \$53,607.07    | \$53,607.07    |
| 141 | 141   | 108  |  |      | 108 | Revise outlet locations in Type C Bedrooms                                     | Owner Requested           | Approved  | 08-Feb-24 | 23-Feb-24 | 07-Mar-24 | \$1,907.40     | \$1,907.40     |
| 140 | 140   |      |  |      | 107 | Delete siding band detail at Penthouse   | Cost Saving               | Approved  | 21-Feb-24 | 21-Feb-24 | 27-Feb-24 | (\$10,600.00)  | (\$10,600.00)  |
| 137 | 137   |      |  |      | 110 | Slab edge firestop detail revision   | Coordination              | Approved  | 09-Feb-24 | 04-Mar-24 | 07-Mar-24 | \$39,165.00    | \$39,165.00    |
| 145 | 145   |      |  |      | 113 | Extent of slat edge at curtain wall block C - Phase 1                          | Coordination              | Approved  | 22-Mar-24 | 22-Mar-24 | 04-Apr-24 | \$3,637.92     | \$3,637.92     |
|     |       | 109R |  |      |     | Clarification to temporary soffit and heating details                          | Cancelled                 | Pending   | 07-Mar-24 |           |           |                |                |
| 146 | 146   | 110  |  |      | 116 | Add door 5136 and associated hardware  | Coordination              | Approved  | 04-Mar-24 | 05-Apr-24 | 26-Apr-24 | \$11,698.50    | \$11,698.50    |





Board of Management Meeting  
December 18, 2024

## ❖ CLINICAL SERVICES - Lindsay Dyrda, Director of Care

### Critical Incidents to the Ministry of Long Term Care

- ❖ November 23 – December 13, 2024 – 4 Total
  - ❖ Staff to Resident Action: 2 classified as neglect
  - ❖ Resident to Resident Action: 1 classified as sexual, 1 classified as physical

### Inspections

- ❖ None

### Staffing

- ❖ Agency RN hired to assist over the holidays and cover vacations

## ❖ CLINICAL SERVICES - Mathew Mlodozenc - RAI Coordinator

### Care Plans

- ❖ More attention to details and more thorough assessment during the RAI assessment period.
- ❖ RPN TL also conducting CP reviews – this new process ensures reviews are completed ~q6weeks to promote accuracy.
- ❖ Clinical Pathways project currently in the preliminary phase – care plans to be streamlined for clarity and organization; new assessments to be implemented that promote consistency and standardization

### CMI

- ❖ Remains stable around 1.20 with fluctuations of ~0.02 points above/below
- ❖ Changes in service provisions are showing potential for maximizing CMI further (IV therapy) – Aug 2024 CMI of 1.1892, Nov 2024 CMI of 1.2535 (CMI increase primarily influenced by administration of remdesivir (IV) during outbreak)
- ❖ New documentation templates created for IV therapy – easy to track who is receiving IV
- ❖ IV fluids given in house; potential to impact resident rug scores significantly
- ❖ Plans to implement and offer more extensive services in house

### Staff

- ❖ Nancy Corbett assumed the role of the Nursing Rehab Nurse following Maxine McCart's retirement. Nancy has seamlessly adapted into her new role. Nancy currently provides nursing rehab services to 59 residents. She has maintained the nursing rehab RUGs well above the allotted 5%.

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

#### **Staffing & Students**

- ❖ Active/In Progress - PSW Living Classroom Group

#### **Vacancies as of December 12, 2024**

- ❖ PSW's - 2 perm FT, 2 temp FT / 1 perm PT, 8 temp PT - ALL LINES POSTED
- ❖ RPN's - 1 perm FT, 4 temp FT / 1 temp PT, 1 perm PT
- ❖ 1 RN FT Vacancy - temp to assist with time off requests - RN Agency + 1 new hire RN onboarding
- ❖ Dietary - 3 temp PT, 1 perm PT
- ❖ Housekeeping - 3 temp PT

#### **Hired in November**

- ❖ 4 Total (1 PSW, 2 RPN, 1 FSW)

#### **Terminated/Resigned/Retired in November**

- ❖ 11 Total (6 PSWs, 1 CSS HMKER, 1 RN, 3 RPN)

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

This report provides an update on the admissions and discharges at Cassellholme during the ongoing hospital bed crisis, covering the period from November 21 to December 11, 2024.

#### **Admissions:**

- We have admitted 9 new residents to our facility during this period. The increase in admissions reflects the continued pressure on the healthcare system, with more individuals requiring long-term care as hospital beds remain occupied.

#### **Discharges and Deaths:**

- There have been 5 deaths within our facility during this same period.

We understand that this is an incredibly challenging time for both residents and their families. Our team is dedicated to providing compassionate support and communication with families, ensuring they feel informed and involved in their loved ones' care.

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**RE: Motion of Support**

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From Meffe, Mary <Mary.Meffe@mpac.ca>

Date Thu 2/6/2025 2:47 PM

To Andrée Gagné <deputyclerk@bonfieldtownship.com>

 1 attachment (193 KB)

Township of Bonfield-Calc.pdf;

You don't often get email from mary.meffe@mpac.ca. [Learn why this is important](#)

Classification: Private

## **Council of The Township of Bonfield**

Dear Andrée Gagné, Deputy Clerk-Treasurer and Members of Council,

Thank you for sharing your concerns regarding the Municipal Property Assessment Corporation's (MPAC) 2025 levy increase. We value your feedback and the opportunity to provide some additional clarification.

We understand the challenges municipalities face, particularly in balancing financial obligations while delivering essential services. MPAC's 2025 budget and the associated levy increase are part of our long-term strategy to address fiscal challenges, ensure predictable levy impacts, and enhance the services provided to municipalities like the Township of Bonfield.

For 2025, Bonfield's levy will increase by 3.03%, amounting to \$26.68 per property - \$0.65 more than in 2024. The MPAC levy calculation is legislated under the MPAC Act, and I've reattached the breakdown for your municipality for transparency.

MPAC is investing in modernizing our assessment system to enhance data accuracy and accessibility. Additionally, we are working to provide expanded access to Electronic Assessment Information (EAI) files in 2025 to further support informed decision-making for municipalities.

While MPAC is no longer responsible for providing enumeration services for the creation of the Preliminary List of Electors (PLE), the corporation continues to collect and maintain school support information to ensure Elections Ontario receives accurate and up-to-date data. All costs specifically associated with PLE activities were excluded from the budget. Enumeration services represented a relatively small part of MPAC's overall operations. Our primary focus remains on delivering comprehensive and reliable property assessments, which are central to our mandate.

I can assure you that we are dedicated to finding efficiencies, using reserves strategically, and aligning our budget with municipal priorities. These investments will deliver long-term benefits and reinforce our value to municipalities across Ontario.

Thank you for your continued partnership. Please feel free to contact us with any further questions.

Sincerely,  
Mary Meffe

**Mary Meffe** (She/her/hers) [Why is this important?](#)

Vice President and Chief Financial Officer

**P:** 289.539.0306

**E:** [mary.meffe@mpac.ca](mailto:mary.meffe@mpac.ca)

**Municipal Property Assessment Corporation**

1340 Pickering Parkway, Suite 101

Pickering ON L1V 0C4

*We value and respect flexible work arrangements, so please respond within your own working hours.*

---

**From:** Andrée Gagné <[deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)>

**Sent:** Tuesday, February 4, 2025 11:16 AM

**To:** Cho, Mia <[Mia.Cho@mpac.ca](mailto:Mia.Cho@mpac.ca)>

**Cc:** Carol Trainor <[clerk@tarbutt.ca](mailto:clerk@tarbutt.ca)>

**Subject:** Motion of Support

Good morning,


Please review the attached correspondence relating to a resolution passed by the Council of the Township of Bonfield at their meeting on January 28, 2025.

Regards,

Andrée Gagné  
Deputy Clerk-Treasurer  
Township of Bonfield  
Email: [deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)  
Ph: 705-776-2641 ext 124  
Fx: 705-776-1154



*Small Community, Big Heart*

 MPAC-TOP-2021-EMPLOYER

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MUNICIPAL PROPERTY ASSESSMENT CORPORATION

**SUPPORTING INFORMATION FOR THE CALCULATION OF 2025  
PROPERTY ASSESSMENT SERVICES AND SUPPORT COSTS**

| Municipality                            | Township of Bonfield         |                             |                      |          |
|---|------------------------------|-----------------------------|----------------------|----------|
| <b>Legislated Cost Recovery Formula</b> | = $\frac{(A+B)}{2} \times C$ |                             |                      |          |
|   | Township of Bonfield         | Province                    | Municipality's Share | % Change |
| <b>Assessment Value (A)</b>             |                              |                             |                      |          |
| 2025                                    | \$315,763,700                | \$3,186,798,013,186         | 0.0099%              |          |
| 2024                                    | \$309,054,600                | \$3,137,961,380,222         | 0.0098%              | 0.61%    |
| <b>Property Count (B)</b>               |                              |                             |                      |          |
| 2025                                    | 1,675                        | 5,681,507                   | 0.0295%              |          |
| 2024                                    | 1,666                        | 5,612,845                   | 0.0297%              | -0.67%   |
| <b>MPAC Cost Recovery (C)</b>           | <b>2025</b>                  | <b>2024</b>                 | <b>% Change</b>      |          |
| <b>Average of (A) and (B)</b>           | \$226,892,631.48<br>0.0197%  | \$219,431,945.34<br>0.0198% | 3.40%<br>-0.36%      |          |
| <b>Municipality's Share of Levy</b>     | \$44,686.63                  | \$43,371.62                 | 3.03%                |          |
| <b>Quarterly Payment</b>                | \$11,171.66                  |                             |                      |          |

- \* **A** is the Municipality's share of the total province's assessment value.
- \* **B** is the Municipality's share of the total province's property count.
- \* **C** is the total amount required by MPAC from all municipalities in the province as a payment for service.



February 5, 2025

To Whom it May Concern,

**Re: Proposed U.S. tariffs on Canadian Goods**

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

**Resolution No. 19-2025**

Moved by Deputy Warden Senis  
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver





- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

**Carried**

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at [kstevenson@ptbocounty.ca](mailto:kstevenson@ptbocounty.ca).

Yours truly,

Holly Salisko  
Administrative Services Assistant – Clerk's Division/Planning  
[hsalisko@ptbocounty.ca](mailto:hsalisko@ptbocounty.ca)



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

1 Halton Hills Drive, Halton Hills, L7G 5G2  
905-873-2600 | 1-877-712-2205  
haltonhills.ca

January 29, 2025

All Municipalities in Ontario  
Via Email

**Re: Sovereignty of Canada**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, January 20, 2025, adopted Resolution No. 2025-0010 regarding Sovereignty of Canada.

Attached for your information is a copy of Resolution No. 2025-0010.

Respectfully,

Melissa Lawr, AMP  
Deputy Clerk – Legislation



THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

**Resolution No.:** 2025-0010

**Title:** Sovereignty of Canada

**Date:** January 20, 2025

**Moved by:** Councillor D. Keene

**Seconded by:** Councillor J. Brass

**Item No. 12.2**

---

WHEREAS incoming President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS residents of our community, known as Canada’s Most Patriotic Town, have demonstrated passion for and loyalty to our nation by opposing past "Buy America" trade measures; by celebrating Canada's 150th anniversary by simultaneously flying over 57,000 Canadian flags and along with other activities, by annually hosting popular Canada Day festivities throughout our municipality; and

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867; and

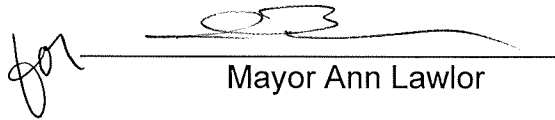
AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect and neighbourly relations;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.

  
Mayor Ann Lawlor



377, rue Bank Street  
Ottawa, Ontario K2P 1Y3  
tel./tél. 613 236 7238  
fax/télé. 613 563 7861  
www.cupw-sttp.org



CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

**BY EMAIL AND MAIL**

January 16, 2025

Nancy Paquette, Mayor  
Township of Bonfield  
365 Hwy 531  
Bonfield, ON P0H 1E0

Dear Nancy Paquette:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.

RECEIVED

JAN 27 2025



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,



Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank



accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here: <https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3



377, rue Bank Street  
Ottawa, Ontario K2P 1Y3  
tel./tél. 613 236 7238  
fax/télé. 613 563 7861  
www.cupw-sttp.org



CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

**BY MAIL**

January 29, 2025

Nancy Paquette  
Mayor  
Township of Bonfield  
365 Hwy 531  
Bonfield, ON P0H 1E0

Dear Mayor Nancy Paquette:

**RE: Deadline for Submissions to the Industrial Inquiry Commission Reviewing Canada Post**

We are following up from our previous letter about the Industrial Inquiry Commission, under Section 108 of the *Canada Labour Code*, led by William Kaplan. We have included the terms of reference assigned to the Commissioner by Steven MacKinnon, Minister of Labour, on the reverse side of this letter. We have received further information from the Commissioner about the deadline for submissions as follows:

*Your submissions will be shared with both Canada Post and the Canadian Union of Postal Workers and will be reviewed as part of the Commission process.*

*If you would like to make submissions, please do so by **February 14, 2025**, and send them to: [edsc.cdi-iic.esdc@labour-travail.gc.ca](mailto:edsc.cdi-iic.esdc@labour-travail.gc.ca) \**

In our previous letter, we enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We also included a backgrounder with some suggested points to consider. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

We feel it is vital to maintain good jobs in all communities, expand services to generate new revenue, and to ensure that Canada Post stays universal, public and self-sustaining – now and for future generations. Thank you once again for considering our request. We appreciate anything you can do to help, especially given the very short time frame. For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,

Jan Simpson  
National President

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, Specialists

\* This is the **only way** to make a submission to the Commission. At the time of writing, the ESDC email address may still have some technical issues, so please cc: Samuel Quévillon [samuel@williamkaplan.com](mailto:samuel@williamkaplan.com) on your emails.



## **Terms of Reference for the Industrial Inquiry Commissioner**

*The Minister of Labour, pursuant to the provisions of section 108 of the Canada Labour Code, appoints William Kaplan as an Industrial Inquiry Commissioner to examine the following key issues, in close consultations with the Canadian Union of Postal Workers (CUPW) Rural and Suburban Mail Carriers (RSMC) and Urban Postal Operations Unit (UPO), and Canada Post:*

1. *The current collective bargaining dispute and the positions of the parties - with special attention to the underlying causes of the dispute; and more specifically:*
  - a. *The financial situation of Canada Post;*
  - b. *Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands;*
  - c. *The viability of the business as it is currently configured;*
  - d. *The union's negotiated commitments to job security and full-time employment;*
  - e. *The need to protect the health and safety of employees.*
  
2. *The Commissioner will engage with the parties and produce recommendations for the Minister no later than May 15<sup>th</sup>, 2025.*

*These recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process.*

/mlg cope 225



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2025-12**

**Being a By-Law to Confirm the Proceedings of Council**

**WHEREAS** it is the desire of Council to confirm all Proceedings and By-Laws:

**NOW THEREFORE** the Council of the Corporation of the Township of Bonfield **ENACTS AS FOLLOWS:**

1. **THAT** the Confirmatory Period of this By-Law shall be for all Regular Council and Special Meetings from January 28, 2025 to February 11, 2025 inclusive.
2. **THAT** all By-Laws passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
3. **THAT** all resolutions passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
4. **THAT** all other proceedings, decisions and directions of the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.

**READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF FEBRUARY 2025.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK