



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD JANUARY 14th, 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: December 10, 2024
5. **Presentations and Delegations**
6. **Staff Reports**
 - a. Report from CAO – E-Scribe Agreement
 - b. Report from CAO – Pesce Employee Workplace Training
7. **Adoption of Committee Minutes/ Motions**
 - a. **Corporate Services Committee:** None for this session
 - b. **Emergency Services Committee:** December 16, 2024
 - c. **Planning Advisory Committee:** December 10, 2024 & January 7, 2025
 - d. **Recreation Committee:** January 6, 2025
 - e. **Police Services Board:** None for this session
8. **Items for Council Discussion**
 - a. Motion to Transfer 2024 Accumulated Surplus Funds
 - b. 2025 Council Meeting Dates
9. **Resolutions to be Considered for Adoption**
 - a. 2025-01 By-law – To Authorize Temporary Borrowing
 - b. 2025-02 By-law – To provide for Interim Tax Levy for 2025
 - c. 2025-03 By-Law – To Appoint a Committee of Adjustment
 - d. 2025-05 By-Law – Fire Protection Grant Agreement
 - e. 2025-06 By-Law – To Appoint a Livestock Valuer
 - f. City of North Bay to Participate in the 2025 Household Hazardous Waste Program
 - g. Nosbonging OPP Board Minutes – Appointment of Community Rep
 - h. Township of Papineau-Cameron - Pre-Approved Affordable Housing Plans
 - i. 2025 Municipal & Cyber Insurance Quotes
10. **Correspondence**
 - a. 2025 Revised Annual OPP Billing Letter
 - b. MPAC 2025 Annual Levy
 - c. NBPSDHU 2025 Levy

Small Community, Big Heart



- d. Cassellholme Board Minutes – October 24, 2024
- e. Library Minutes – January 6, 2025
- f. FONOM – Financial Sustainability In Child Welfare
- g. Township of Puslinch Council Resolution – TAPMO Letter regarding Pre-Budget Announcement
- h. Township of Tarbutt – Objecting to the Increase of the 2024 Levy Imposed by MPAC
- i. Town of Kearney – Letter to MMAH re Rural Planning Policies

11. **Question Period**

12. **Closed Session**

13. **Confirmatory By-Law**

- a. Resolution to adopt By-law No. 2025-04

14. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
REGULAR MEETING OF COUNCIL
December 10th, 2024

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

PRESENT ON ZOOM: Steve Featherstone

STAFF PRESENT: Andrée Gagné, Deputy Clerk-Treasurer
Alex Hackenbrook, Public Works Manager
Nicky Kunkel, CAO Clerk-Treasurer
Josh DeWaal, Interim Fire Chief

1. Call to Order

Motion 1

Moved by Councillor MacInnis
THAT this meeting be opened at 7:01 p.m.

Seconded by Councillor Clark

Carried Narry Paquette

2. Adoption of Agenda

Motion 2

Moved by Councillor Clark
THAT the agenda presented to Council and dated the 10th day of December 2024, be adopted as presented.

Seconded by Councillor MacInnis

Carried Narry Paquette

3. Disclosure of Pecuniary Interest – None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor MacInnis
THAT the Minutes of the Regular Council Meeting of November 19th, 2024 and Special Council meeting of December 2, 2024 be adopted as circulated.

Seconded by Councillor Clark

Carried Narry Paquette

5. Presentation & Delegations – None for this session

6. Staff Reports

6.a Report from Acting Deputy Fire Chief regarding Department's paging systems/software

Motion 4

Moved by Councillor Corbett
THAT Council for the Township of Bonfield receives this report; AND FURTHER THAT the Township move to the FireQ as the Fire Department paging and response system.

Seconded by Councillor MacInnis

Carried Narry Paquette



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
December 10, 2024

6.b Report from Acting Deputy Fire Chief regarding appointment of Fire Prevention Officer

Motion 5

Moved by Councillor MacInnis

Seconded by Councillor Clark

THAT Council for the Township of Bonfield receives this report; AND FURTHER THAT a by-law be adopted for the appointment of the Fire Prevention Officer.

Carried Narry Paquette

7. Adoption of Committee Minutes/ Motions

Motion 6

Moved by Councillor Corbett

Seconded by Councillor MacInnis

WHEREAS the Corporates Services Committee recommends to Council to adopt the Tax Policy to become effective January 1, 2025; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Carried Narry Paquette

Motion 7

Moved by Councillor Clark

Seconded by Councillor Corbett

WHEREAS the Corporates Services Committee recommends to Council to use the \$50,000 earmarked for reserve in the 2024 budget along with \$8,085.25 from the existing Fire Department Reserve Account to pay off the 2009 loan for Pumper Truck 5, in the total amount of \$58,085.25; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Carried Narry Paquette

Motion 8

Moved by Councillor MacInnis

Seconded by Councillor Clark

WHEREAS the Corporates Services Committee recommends to Council that the staff report regarding the quote to assess damages from a prior water event at the Public Works Shop be received; AND WHEREAS the Committee recommends to Council to proceed with the investigation through Pinchin in the amount of \$2,903.00 and proceed with any necessary remedial work; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Carried Narry Paquette

Motion 9

Moved by Councillor Corbett

Seconded by Councillor MacInnis

WHEREAS the Corporates Services Committee recommends to Council to receive the 2024 OSIM Bridge Report as prepared; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Carried Narry Paquette

Motion 10

Moved by Councillor MacInnis

Seconded by Councillor Clark

WHEREAS the Corporates Services Committee recommends to Council to receive the 2023 Roads Needs Study as prepared; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Carried Narry Paquette



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
December 10, 2024

Motion 11

Moved by Councillor Corbett
WHEREAS the Corporates Services Committee recommends to Council to proceed with the Englobe Geotechnical Study for Trunk Road Bridge with a total cost of \$13,800.00; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Seconded by Councillor MacInnis

Carried Narry Paquette

Motion 12

Moved by Councillor MacInnis
WHEREAS the Corporates Services Committee recommends to Council to transfer the unspent funds for the municipal office septic project in the amount of \$30,000 to reserve to be used in 2025; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Seconded by Councillor Clark

Carried Narry Paquette

Motion 13

Moved by Councillor Corbett
WHEREAS the Planning Advisory Committee recommends to Council that Consent Application B6/2024, Andre - CON 11 N PT LOT 17 PCL 3774 be approved; BE IT HEREBY RESOLVED THAT Council approves this recommendation along with the conditions and notes as set out on the attached Decision of Approval Authority Form.

Seconded by Councillor MacInnis

Carried Narry Paquette

Motion 14

Moved by Councillor MacInnis
WHEREAS the Recreation and Fitness Committee recommends to Council that the \$3,653.09 allocated for the 2024 Labour Day fireworks display be placed in a reserve account for use at the 2025 Labour Day event in addition to the 2025 fireworks budget.; BE IT HEREBY RESOLVED THAT Council accepts this recommendation.

Seconded by Councillor Corbett

Carried Narry Paquette

8. Items for Council Discussion – None for this session

9. Resolutions to be Considered for Adoption

9.a Good Roads - Establishment of Ontario Rural Road Safety Program

Motion 15

Moved by Councillor Corbett
THAT Council for the Township of Bonfield requests the Government of Ontario to take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; AND THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Transportation, the Minister of Infrastructure, the Minister of Agriculture, the Minister of Rural Affairs, the Associate Minister of Emergency Preparedness and Response, the Minister of Health, and Good Roads.

Seconded by Councillor Clark

Carried Narry Paquette



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
December 10, 2024

9.b Township of Larder Lake - Redistribution of LTT and GST

Motion 16

Moved by Councillor MacInnis

Seconded by Councillor Corbett

THAT Council for the Township of Bonfield supports the Township of Larder Lake in requesting the Federal and Provincial Governments to redistribute to Municipalities a portion of the Provincial Land Transfer Tax and GST collected on property sales; AND THAT a copy of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, our local MP and MPP, AMO and FCM.

Carried Narry Paquette

9.c By-law 2024-65 – Repealing By-law

Motion 17

Moved by Councillor Clark

Seconded by Councillor Corbett

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-65, being a by-law to rescind By-laws 2015-01, 2024-11 and 2024-55, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette

9.d By-law 2024-66 – to adopt a Tax Policy

Motion 18

Moved by Councillor Corbett

Seconded by Councillor Clark

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-66, being a by-law to adopt a Tax Policy, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette

9.e By-law 2024-67 – To appoint a By-Law Enforcement/ Peace Officer

Motion 19

Moved by Councillor MacInnis

Seconded by Councillor Clark

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-67, to appoint a By-Law Enforcement/ Peace Officer for the Township of Bonfield, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette

9.f Motion to Rescind

Motion 20

Moved by Councillor Clark

Seconded by Councillor Corbett

THAT Council for the Township of Bonfield recommends that Motion No. 18 of the Regular Council Meeting held January 12, 2016; AND Motion No. 17 of Regular Council Meeting held September 11, 2018 be rescinded in their entirety.

Carried Narry Paquette



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
December 10, 2024

9.g By-law 2024-68 By-law to appoint an Interim Fire Chief

Motion 21

Moved by Councillor Corbett

Seconded by Councillor Clark

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-68, to appoint an Interim Fire Chief for the Township of Bonfield, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette

9.h By-law 2024-69 – To appoint to appoint a Fire Prevention Officer

Motion 22

Moved by Councillor Clark

Seconded by Councillor Corbett

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-69, to appoint a Fire Prevention Officer for the Township of Bonfield, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette

9.i By-law 2024-70 – To enter into an agreement with OPP for 911 Services

Motion 23

Moved by Councillor MacInnis

Seconded by Councillor Clark

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-70, to enter into an agreement with OPP for 911 Services for the Township of Bonfield, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette

10. Correspondence

Motion 24

Moved by Councillor Corbett

Seconded by Councillor MacInnis

THAT Council receives the Correspondence circulated with the Agenda of December 10, 2024.

Carried Narry Paquette

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

12. Closed Session – None for this session

13. Confirmatory By-Law

Motion 25

Moved by Councillor Corbett

Seconded by Councillor Clark

THAT the Council for the Township of Bonfield hereby adopts By-Law 2024-64 to confirm the proceedings of Council from November 19th, 2024 to December 10th, 2024, as presented and is considered read three times and passed this 10th day of December, 2024.

Carried Narry Paquette



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
December 10, 2024

14. Adjournment

Motion 26

Moved by Councillor Clark
THAT this meeting be adjourned at 7:47 p.m.

Seconded by Councillor Corbett

Carried Narry Paquette

MAYOR

CLERK

MEETING DATE: January 14, 2025
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: Agenda Software

RECOMMENDATION: That Council authorizes the agreement and agenda services from eScribe in 2025 for the subscription fee of \$5,900.

BACKGROUND

Council members had expressed complications in trying to use the Agenda Notes software the Township used for preparing Council agendas. In 2023 staff researched other software providers and had chosen eScribe for their expanded service. However, Agenda Notes required a one-year cancellation in their user agreement. That expired December 31, 2024.

ANALYSIS

eScribe software will allow the Township to use the agenda preparation as well as the minutes and motion preparation services. This will streamline staff time and it can be used for committees. This will allow for the creation of standardized documents. This enhanced software has an annual subscription of \$5,900. The agreement is attached for your review.

Agenda Notes had expanded its software for agenda abilities from those services the Township currently used. The service was only available for two monthly meetings. The Township typically has 5 monthly meetings to plan for. Agenda Notes has an annual subscription fee of \$4,500.00

eScribe can be set up within two months. In the meantime, Agenda Notes expires February 13, 2025 and afterwards staff will present the agenda packages through PDF or print them off as Council wishes.

Recommendation: That Council move to the eScribe meeting software.

Respectfully submitted.



Nicky Kunkel, CAO Clerk-Treasurer

Subscription Agreement

This Subscription Agreement (the "Agreement") is entered by and between eScribe Software Ltd. ("eScribe") and The Corporation of the Township of Bonfield ("Customer") (each a "Party" and collectively, the "Parties"). This Agreement, together with any appendices referenced and attached, govern the Customer's subscription to the eScribe product and is effective as of the last date of signature below ("Effective Date").

eScribe Terms and Conditions

1. Overview of eScribe

eScribe's service is a proprietary software application and platform for the purpose of meeting and agenda automation which it makes available as services via the internet. eScribe includes online storage space for storing, retrieving and sharing Customer Content (as defined below).

2. Definitions

The terms below have the following meaning:

- A. **"Customer Content"** shall mean the content, documents, audio and video uploaded or inputted to the Services or created, produced by the Customer during Use of the Services.
- B. **"Data Storage"** refers to the online electronic secure storage of all Customer Content during the Use of the Services.
- C. **"Documentation"** includes any and all printed or electronic guides and manuals, including sales, marketing and training materials provided by eScribe for the proper Use of the Services.
- D. **"Implementation Services"** refers to the configuration, training, and other services set out in Appendix C.
- E. **"Legacy Data"** refers to the ongoing Data Storage of Customer Content from previous Term(s) as set out in Appendix D.
- F. **"Personal Information"** means information which relates to an identified or identifiable individual, and includes any information defined from time to time as "personal information" under applicable Privacy as defined herein.
- G. **"Privacy Laws"** means applicable laws and regulations relating to privacy, data protection, or data security.

- H. **“Services” or “Software”** means the provision of the software service known as “eScribe”, together with any services provided, including the applications for access to the eScribe site, System Upgrades and interfaces made available to the Customer in connection with eScribe.
- I. **“Support Services”** shall mean the technical support for the Customer's use of eScribe as made available under eScribe's Support Services set out in Appendix B.
- J. **“Taxes”** refers to all present or future sales tax, consumption tax and similar taxes.
- K. **“Usage Data”** refers to the data generated automatically through access or use of eScribe, including but not limited to user log-in data, date and time stamps, device details such as browser type and operating system, IP address, feature usage, product settings and configuration, activity records, and associated log data and metadata. For the avoidance of doubt, Usage does not include Customer Content.
- L. **“Use”** shall mean the ability for the Customer to login with username and password and access the Services via the internet.
- M. **“You or Your”** refers to Customer, as defined in the preamble of this Agreement.

3. Operations

- 3.1 Software, Implementation Services. eScribe shall provide the Software, Implementation Services, and the Documentation to the Customer subject to the terms of this Agreement. The Implementation Services will be provided in a professional, timely, and competent manner. eScribe shall take appropriate steps to carry out the Implementation Services to the reasonable satisfaction of the Customer.
- 3.2 Availability of Service. eScribe shall make the Services available twenty-four (24) hours a day, seven (7) days a week, and will credit the Customer 10% of the equivalent monthly Subscription Fees listed in Appendix A for each three (3) hour period for which the Services are unavailable for Use by the Customer in a monthly period. "Uptime" and "Downtime" is recorded and calculated on a monthly basis and will be applied as a credit towards the annual Subscription Fees listed in Appendix A, for the next year.

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Downtime does not include scheduled outages for software updates, server or network maintenance (which will generally be scheduled for weekends or after midnight eastern time), notification of which will be provided to the Customer's designated Support Contacts five (5) days in advance. Unsuitable Customer operating environment, including, but not limited to, inadequate end user computer configuration, installed third party software, internet connection issues or general internet congestion issues are excluded from any downtime calculations. Account credits of eScribe for any twelve (12) month period are hereby limited to a maximum of twenty percent (20%) of the annual Subscription Fees listed in Appendix A paid by the Customer during the prior twelve (12) month period up to the outage. Downtime is measured from the time that a trouble ticket is registered with Support Services by the Customer for the Services being unavailable for Use or the time that eScribe becomes aware that the Services are unavailable for Use (whichever is earlier), to the time the problem is resolved, and the Services are restored. In the event that eScribe becomes aware that the Services are unavailable for Use, eScribe shall notify the Customer immediately.

- 3.3 Support Services. During the Term of this Agreement, eScribe will provide the Customer the Support Services as described in Appendix B.
- 3.4 Access. eScribe will provide access to users designated by the Customer. eScribe may deny access to the Service if it has reason to believe that a login or password has been lost, stolen or compromised or is used contrary to the terms of this Agreement or threatens the security of Customer Data, the eScribe Service, or other users. You are solely responsible for all acts or omissions of any person using eScribe through assigned logins or passwords, or integrated access methods like Azure Active Directory. Use of eScribe via Customer logins and passwords, or integrated access methods is deemed to have been authorized by the Customer. If any of the Customers logins, passwords or access methods are lost, stolen or compromised, the Customer will promptly notify eScribe. Upon receipt of such notice, the affected logins and passwords will be cancelled or suspended as soon as is reasonably practicable, but the Customer remains responsible for any actions prior to our receipt of that notice. Customer may not make available the Service for Use by any third parties.
- 3.5 Usage Data. eScribe may collect and process Usage Data to (a) provide Services and associated support to Customer; (b) manage and secure its technical infrastructure; (c) develop and improve its products and services;

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(d) communicate with Customer about your use of the Services and provide recommendations regarding additional offerings; (e) enforce the terms of this Agreement or other contractual terms; (f) prevent abuse and fraud; (g) perform statistical analyses; and (h) for its internal business purposes. eScribe may share Usage Data with its affiliates and third-party service providers for these purposes, or as otherwise required or permitted by applicable law.

- 3.6 Customer Content Retrieval. During the Term of this Agreement, the Customer may retrieve Customer Content from the Services at any time and, within ten (10) days of the Customer's request, eScribe will make available any Customer Content that is stored in native file format (Word, Excel, PowerPoint, PDF, MP4).
- 3.7 Privacy. eScribe will comply with its obligations under all applicable laws and regulations related to the operation of the Services, including all applicable Privacy Laws.

4. License and Related Terms.

- 4.1 License Grant. During the Term and subject to You and Your Users' ongoing full compliance with the terms and conditions set forth in this Agreement, eScribe (a) grants Customer, solely for your internal and legitimate purposes, a limited, revocable, non-exclusive, non-sublicensable and non-transferable license to access and use the modules of the Service as set forth in your subscription.
- 4.2 Commitments and Restrictions. Customer and Your Users shall not: (a) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit or make the Services, the Software or the eScribe Sites available to any third party; (b) modify, copy or create derivative works based on eScribe or the Software; (c) frame or mirror any content forming part of or all of the Services or the eScribe Sites, other than on your own intranets or otherwise for your own internal business purposes as permitted by this Agreement; (d) reverse engineer, disassemble, decompile or otherwise attempt to imitate, derive or discover the source code for the Software; (e) provide non-Users with access to the Services, the Software or eScribe Sites, whether directly or through a service bureau, commercial time-sharing arrangement, or application service provider arrangement; (f) use the Services, the Software or the eScribe Sites to provide outsourcing or training services to non-Users; (g) otherwise market

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the Services, the Software or the eScribe Sites to third parties without eScribe's written permission; (h) access or use the Services in order to build a competitive product or service, or copy any ideas, features, functions or graphics of the Services or the Software; (i) use the Service for any illegal or unauthorized purposes or beyond the scope of the this Agreement; or (j) breach or attempt to breach the security of any platforms or applications in the Services or the Software.

- 4.3 Rights to Intellectual Property. eScribe grants no other right or license to any of its or its affiliates' intellectual property to You by implication, estoppel or otherwise. You acknowledge and agree that eScribe or its affiliates (as applicable) owns all right, title, and interest in, to, and under such intellectual property and that you shall not acquire any proprietary rights therein. Any use by You or Your Users of any of such intellectual property and all goodwill and other rights associated therewith shall inure to the benefit of eScribe or its affiliates (as applicable).
- 4.4 Customer Responsibilities. You are responsible for Your Users' use of the Services. You will: (a) have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Content; (b) ensure that each User has all necessary permissions, consents, approvals, and licenses for and to the Customer Content; and (c) comply with all applicable local, state, federal and foreign laws, or regulations in connection with each User's use of the Services. You shall not transfer or assign Your eScribe account privileges to a third-party without eScribe's prior written consent. Users are authorized to use the Services only for Your legitimate activities. As between You and eScribe, You shall be solely responsible for, and eScribe shall have no responsibility for, monitoring and policing the adherence of Users to all applicable laws, regulations, duties, and obligations with respect to accessing, distributing, and using Customer Content. You acknowledge and agree that eScribe is not responsible or liable in any way for any Customer Content and has no duty to pre-screen such content. However, eScribe reserves the right to remove Customer Content from the Site at any time, without prior notice, if eScribe in its sole discretion concludes that the Customer Content may violate applicable law.
- 4.5 Feedback and Improvements. The Customer acknowledges and agrees that eScribe shall own all rights, title, and interest, in and to any improvements to the Services, or any new programs, upgrades, modifications or enhancements to the foregoing, whether developed by eScribe or Customer in connection with rendering the Services to You. In the event that the Customer provides any feedback, ideas, suggestions

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proposals, refinements or other improvements (collectively, "Feedback"), the Customer hereby irrevocably transfer and assign to eScribe all rights, title, and interest which Customer may have in such Feedback. eScribe shall have the right, but not the obligation, to use any such Feedback to improve any or all parts of its Services or Software and in the event that eScribe does incorporate such Feedback, it shall solely retain all right, title and interest in such Feedback. In the event that such Feedback does not automatically transfer to and vest in eScribe, You hereby grant an exclusive, irrevocable, transferable, sublicensable, royalty-free, fully paid-up license to eScribe and its affiliates to use the Feedback for any purpose without notice or restriction.

- 4.6 Ownership of Customer Content; Disclaimer. As between You and eScribe, You exclusively own all rights, title and interest in and to all Customer Content provided by You to eScribe Sites or under the Services. You acknowledge and agree that eScribe's custodial function is limited to the technical operation and maintenance of the Services and shall not extend to any fiduciary or other duty of care related to management of the sourcing, posting, accessing, use, or receipt for any Customer Content, or any functioning which utilizes the Service.

5 Confidentiality

- 5.1 Definition of Confidential Information. As used herein, "Confidential Information" means all confidential and proprietary information of a Party ("Disclosing Party") disclosed to the other Party ("Receiving Party"), including any intellectual property or proprietary rights, that (a) if disclosed orally is designated as confidential at the time of disclosure, (b) if disclosed in writing is marked as "Confidential" and/or "Proprietary," or (c) reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Without limiting the foregoing, Confidential Information of eScribe shall include the terms and conditions of this Agreement (including pricing and other terms reflected hereunder), provision of the Services, screenshots of eScribe, pricing in proposals, business and marketing materials, technology and technical information, product designs, and business processes. The Customer's Confidential Information shall include the Customer Content. Notwithstanding the foregoing, eScribe may disclose the existence and terms of this Agreement, in confidence, to a potential purchaser of or successor to any portion of such Party's business resulting from the reorganization, spin-off, or sale of all or a portion of all the assets of any business, division, or group of such Party. Confidential

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Information shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party; (iii) was independently developed by the Receiving Party, which can be demonstrated with clear and convincing evidence; or (iv) is received from a third party without breach of any obligation owed to the Disclosing Party.

- 5.2 Confidentiality and Non-Disclosure. The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written permission. Notwithstanding the foregoing, the Receiving Party may disclose such Confidential Information to those of its employees and contractors who need to know such information for purposes of performing this Agreement and certifies that such employees and contractors have agreed, either as a condition of employment or in order to obtain the Confidential Information, to be bound by terms and conditions substantially similar to those in this Section 5. The Receiving Party shall use the same degree of care to protect the Confidential Information as it uses to protect its own information of a confidential and proprietary nature, and in no event shall it use less than a reasonable degree of care.
- 5.3 Compelled Disclosure. If the Receiving Party is compelled by law or legal process to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted), provide reasonable assistance, at Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure and only make such disclosure, in both manner and content, as required by such law or legal process.
- 5.4 Remedies. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of confidentiality protections hereunder, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the Parties that any other available remedies are inadequate.
- 5.5 Survival. Notwithstanding the expiration or termination of this Agreement for any reason, the obligations of confidentiality and non-

use set forth in this Section shall continue in perpetuity.

6 Pricing and Payment

- 6.1 Subscription Fees. The first year's Subscription Fees and the Implementation Fees, as described in Appendix C, will be invoiced as of the date of this Agreement and will be due according to the terms of the invoice. The Subscription Fees are due annually thereafter and will increase from the previous year's Subscription Fees by four percent (4%). eScribe may implement revised Subscription Fees for the Renewal Term, as defined in Section 7.1, by giving written notice of such price changes to You at least ninety (90) days prior to the expiration of the current Term, and that pricing will take effect unless You elect to terminate this Agreement in accordance with Section 7. All references to currency are in Canadian Dollars.
- 6.2 Implementation Fees. The Implementation Fees listed in Appendix C are assessed for remote participation by eScribe personnel during the onboarding process. Optionally, should the Customer wish to have eScribe personnel attend onsite during the onboarding process, additional travel and living expenses would apply in addition to the Implementation Fees listed in Appendix C.
- 6.3 Legacy Data. If Legacy Data fees apply, it will be added to the annual Subscription Fees as set out in Appendix D.
- 6.4 Overdue Payments. All payments are due thirty (30) days from the date of invoice. Any invoiced amounts (excluding those subject to good faith dispute), not received by eScribe by the due date may accrue, at eScribe's discretion, late charges at the rate of twelve percent (12%) per annum, or the maximum rate permitted by applicable law, whichever is lower, from the date such payment was due until the date paid. In addition, Customer shall be responsible for reasonable attorneys' fees and other reasonable costs of collection in the event of nonpayment by the Due Date.
- 6.5 Taxes. All fees and other charges set forth in this Agreement are

Subscription Agreement

exclusive of any and all applicable Taxes due to eScribe from Customer. Payment of all applicable Taxes shall be the responsibility of the Customer. If any such Taxes has to be withheld under this Agreement, Customer shall increase payment under this Agreement by such amount as to ensure that eScribe has received an amount equal to the payment otherwise required after such withholding or deduction.

- 6.6 Nonpayment and Suspension of Services. If any portion of the Customer invoice is more than thirty (30) days past due, in addition to any of its other rights or remedies under this Agreement or by applicable law, eScribe reserves the right to suspend access to the Service, but only if such past due account is not paid within five (5) business days after written notice of eScribe's intent to exercise its right to suspend hereunder. Any such permitted suspension shall be without liability to the Customer and may continue until such amounts are paid in full.

7. Term

- 7.1 Term of Agreement and Subscription. The term of this Agreement commences on the date of this Agreement for a period of three (3) years (the "Term") and will automatically renew for an additional term of equal length ("Renewal Term") unless notice of cancellation is received 60 days prior to the expiry of the Term.
- 7.2 Early Termination. This Agreement may be terminated by either Party prior to the end of the Subscription Term as follows: (a) If either party is adjudged bankrupt, becomes insolvent, makes an assignment for the benefit of creditors, bankruptcy or insolvency proceedings are instituted by or against such party, and such proceedings are not removed within sixty (60) days (an "Event of Bankruptcy"), then the party affected by such an Event of Bankruptcy must immediately give notice thereof to the other party, and the other party at its option may terminate this Agreement upon written notice to such affected party, (b) in the event that a Party materially breaches an obligation hereunder and fails to cure such breach within thirty (30) days after being notified thereof in writing, the non-breaching Party may terminate this Agreement at any time thereafter that the breach is continuing by providing written notice to the breaching Party, (c) by either Party for Force Majeure as defined in Section 14.7.

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- 7.3 Termination Penalties. If this Agreement is terminated by the Customer, or the Customer downgrades their subscription during the first year of the Term, for any reason other than a material breach of this Agreement on the part of eScribe, the Customer will be liable for the First Year Subscription Fees as invoiced, and a termination or downgrade penalty amounting to 35% of the remaining Subscription Fees due for Years Two and Three of the Agreement. If the Customer terminates or downgrades their subscription during the Second Year of the Term, for any reason other than the material breach of the Agreement by eScribe, the Customer will be responsible for Second Year Subscription Fees in full as invoiced, and a termination penalty amounting to 25% of the remaining Year Three Subscription Fees. If the Customer terminates or downgrades their subscription during the Third Year of the Term, for any reason other than the material breach of the Agreement on the part of eScribe, the Customer will be responsible for the Third Year Subscription Fees in full as invoiced without any additional penalty. If the Customer terminates or downgrades their subscription during a Renewal Term for any reason other than material breach, the Customer will remain responsible for 15% for any remaining Subscription Fees due for the Renewal Term.
- 7.4 Post Termination Obligations. Termination of this Agreement shall not limit either Party from pursuing any remedies available to it, including injunctive relief. Agreement termination, other than by the Customer in accordance with Section 7.2, shall not relieve You of Your obligation to pay the entire Subscription Fee for the applicable Term and all other applicable fees, if any due for the use of the Services. Following any termination pursuant to Section 7.2, eScribe shall refund to the Customer the prepaid but unused portion of the Subscription Fee for the then - current Subscription Term (prorated based on the number of whole months left in the then- current Term).
- 7.5 Effect of Termination. Following the termination or expiration of this Agreement, including your Subscription, (a) eScribe will convert Your Account to an inactive status, (b) Customer must immediately cease (and eScribe can block) Your accessing and using the Services and (c) Customer will retrieve all Customer Content no later than thirty (30) days after termination. After the thirty (30) day period, eScribe will delete or destroy all copies of Customer Content in its possession or control, unless legally prohibited and upon request, provide the Customer with a certificate of destruction.

Subscription Agreement

- 7.6 Surviving Provisions. In the event this Agreement is terminated, any provision which must survive in order to allow the Parties to enforce its meaning shall survive, including without limitation, Sections 4.3 (Rights to Intellectual Property), 4.5 (Feedback and Improvements), 5 (Confidentiality), 6 (Pricing and Payment) (until all amounts due hereunder are paid in full), 7.4 (Post Termination Obligations), 7.5 (Effect of Termination), 7.6 (Surviving Provisions), 8.5 (Disclaimer), 9 (Limitation of Liability), 10 (Indemnification) and 14.3 (Survival).
- 7.7 Termination for Convenience Clause: Customer may terminate this agreement for any reason by providing written notice to eScribe prior to January 19th, 2025 and the above clauses 7.1 through 7.6 would not apply.

8. Warranties and Disclaimers.

The following representation and warranties are applicable at the execution of this Agreement and during the Term:

- 8.1 Mutual Warranty. Each Party represents and warrants to the other that it has the legal capacity and right to execute this Agreement; that the signatory has the authority to bind the applicable organization; and when executed and delivered, this Agreement will constitute the legal, valid, and binding obligation of each Party, enforceable in accordance with its terms.
- 8.2 Customer Warranty. The Customer warrants the Customer Content will not infringe on any copyright, patent, trade secret or other proprietary, privacy, or other right held by any third party, or violate any applicable law.
- 8.3 eScribe Warranty of Rights and Performance. eScribe warrants that: (a) it owns or otherwise has sufficient rights in the Software to license Customer to use the Service as stated in this Agreement, and (b) the Service will materially conform to and perform substantially in accordance with the Documentation.
- 8.4 Remedies for Breach of eScribe Warranty. In the event eScribe breaches Section 8.3 and is unable to substantially correct such deficiencies after good faith efforts and at a commercially reasonable cost within thirty (30) days of Your written notification of such non-conformance, Customer shall have the right, as Your sole remedy for such breach, to terminate the Agreement and receive from eScribe the prepaid but unused portion of the Subscription Fee for the then-current Subscription Term (prorated based on the number of whole months left in the then-current Subscription Term).

- 8.5 Disclaimer. eScribe EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES CONTAINED IN THIS SECTION 2 G, (A) NEITHER PARTY TO THIS AGREEMENT, NOR ANY OTHER PERSON ON SUCH PARTY'S BEHALF, HAS MADE OR MAKES ANY EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY, EITHER ORAL OR WRITTEN, WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE, TRADE, OR OTHERWISE, ALL OF WHICH ARE EXPRESSLY DISCLAIMED, AND (B) EACH PARTY ACKNOWLEDGES THAT IT HAS NOT RELIED UPON ANY REPRESENTATION OR WARRANTY MADE BY THE OTHER PARTY, OR ANY OTHER PERSON ON SUCH PARTY'S BEHALF, EXCEPT AS SPECIFICALLY PROVIDED IN THIS SECTION 8.

9. Limitation of Liability

In no event shall either Party be liable to the other Party or its personnel for any indirect, incidental, punitive, special, or consequential damages related to use of eScribe, or for any damages for loss of profits, business interruption, harm to any computer system, or any other commercial damages or losses, regardless of the theory of liability (contract, tort, or otherwise), even if the other Party has been advised of the possibility of such damages. Except as provided herein, eScribe's total cumulative liability for damages, expenses, costs, liability or losses to You or any User arising out of or in connection with use of eScribe or any other matter under this Agreement is capped in the amount equal to Subscription Fees prepaid by You for the annual Term in which the alleged damage or liability occurred.

10. Indemnity

- 10.1 By eScribe. eScribe will defend and indemnify the Customer and its users against any claim, suit, action or proceeding against it alleging (a) harm originating in willful misconduct of eScribe or (b) that the Software or use of the Services in the manner and for the purposes authorized in this Agreement infringes any third-party patent or copyright. Notwithstanding any limitation of Section 9, and only to the extent of eScribe's applicable insurance coverage, eScribe will defend and indemnify You and Your Users against any claim, suit, action or proceeding against You or Your Users alleging harm originating in grossly negligent breach of this Agreement by eScribe.

Subscription Agreement

In the event the Service or a component part thereof is held by a court of competent jurisdiction, or is believed by eScribe, to infringe or potentially infringe a third party's rights, eScribe shall, with prior notice to the Customer, (i) modify, at its expense, the Service to be non-infringing; provided that such modification does not adversely affect the Service as set out in this Agreement, or (ii) obtain for Customer the right to continue using the Service in its current state at no additional expense to the Customer, or (iii) if eScribe determines that neither of the foregoing options are reasonably available, eScribe may terminate this Agreement and refund any prepaid Fees to the Customer for which it has not received Services.

- 10.2 Procedure. If Customer is seeking indemnification, it must promptly notify eScribe in writing of the indemnifiable claim and provide the indemnifying Party with all non-monetary assistance, information and authority reasonably required for the defense and settlement of the indemnified claim. An indemnifying Party will select counsel for defense of the indemnified claim and direct and control the defense. Provided the indemnifying Party is diligently conducting such defense, the indemnifying Party shall not be liable for any attorney's fees of the indemnified Party. The indemnifying Party must obtain the indemnified Party's written consent to any settlement (said consent not to be unreasonably withheld, conditioned, or delayed), except that no such consent shall be required if the settlement or compromise requires no payment of damages by the indemnified Party and does not admit any liability or determination against the indemnified Party or materially restrict the indemnified Party.

11. Insurance

eScribe will at all times maintain sufficient insurance, appropriate for its industry and Service. At all times during the term of this Agreement, eScribe will maintain insurance coverage at least in line with the coverage and amounts specified in its current Certificate of Insurance.

12. Advertising

Customer agrees that eScribe may use and disclose Customer's name in its marketing material with prior written approval of the Customer, which will not be unreasonably withheld.

Subscription Agreement

13. Trademarks

Any trademarks and service marks ("Trademarks") adopted by eScribe to identify the Services, Documentation and other products and services, belong to eScribe. Nothing herein grants, or shall be construed to grant, to Customer any rights to such Trademarks.

14. General Provisions

14.1 Relationship of Parties. In all matters relating to this Agreement Customer and eScribe are independent contractors, and nothing in this Agreement shall be deemed to place the parties in the relationship of employer-employee, principal-agent, partners, or joint ventures.

14.2 No Third-Party Beneficiaries. This Agreement is not intended to create any rights in any person or entity who is not a party to this agreement, and no such rights are created hereunder.

14.3 Entire Agreement. This Agreement, including all Appendices, is the entire Agreement between the parties and supersedes all prior negotiations, understandings and agreements between the parties concerning the subject matter hereof. No amendment or modification of this Agreement shall be made except by written agreement of both parties.

14.4 Ride Along: The terms of this Agreement may be extended for use by other parties, including: municipalities, school boards and government agencies upon execution of an addendum outlining the associated Services and Fees applicable. This term is not intended to circumvent any procurement rules and regulations of the additional party.

14.5 No Waiver. The failure of either party to exercise any right or the waiver by either party of any breach shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of the Agreement.

14.6 Partial Invalidity. Should any provision of this Agreement be held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect as though such provisions were deleted.

14.7 Force Majeure. Neither party shall be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach are delayed or prevented by reason of any act of God, fire,

Subscription Agreement

natural disaster, act of government, or any other similar cause beyond the reasonable control of such party ("Force Majeure"), provided that such party gives the other party written notice thereof promptly and, in any event, within ten (10) days of discovery thereof and uses its reasonable efforts to cure the delay. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of non-performance exceeds ten (10) days from the receipt of notice of the Force Majeure event, the party whose performance has not been affected may, by giving written notice, immediately terminate this Agreement.

- 14.8 Assignment; Enurement. Neither Party may assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations hereunder, without the prior written consent of the other Party (such consent not to be unreasonably withheld); provided, however, that either Party may assign this Agreement without the other Party's consent in the event of any successor or assign that has acquired all, or substantially all, of the assigning Party's business by means of merger, stock purchase, asset purchase, or otherwise. Any assignment or attempted assignment in violation of this Agreement shall be null and void.
- 14.9 Injunctive Relief. The parties recognize that a remedy at law for a breach of the provisions of this Agreement relating to either party's Confidential Information will not be adequate for the non-breaching party's protection, and accordingly the non-breaching party shall have the right to seek, in addition to other relief and remedies available to it, injunctive relief to enforce the provisions of this Agreement in any court of competent jurisdiction.
- 14.10 Governing Law. This Agreement shall be governed and interpreted in accordance with the laws of the Province of Ontario, Canada and the federal laws of Canada applicable therein.
- 14.11 Calendar Days. All references to a day or days in this Agreement mean a calendar day or calendar days.
- 14.12 Time of the Essence. Time is of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement will operate as a waiver of this provision.
- 14.13 Survival. All obligations of the parties which expressly or by their nature survive termination or expiration of this Agreement will continue in full force and effect subsequent to and notwithstanding such termination or expiration and until they are satisfied or by their nature expire.

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- 14.14 Headings. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.
- 14.15 Notice. Any notice required or permitted to be sent hereunder shall be in writing and shall be sent in a manner requiring a signed receipt, such as courier delivery, or if mailed, registered or certified mail, return receipt requested. Notice to both parties shall be to the address and contact set forth below and updated from time to time.

eScribe Software Ltd.
5300 Commerce Court West, 199 Bay Street
Toronto, ON M5L1B9

Attn: Legal

Customer Contact Info for Notices:

The Corporation of the Township of Bonfield

365 Highway 531

Bonfield, ON

P0H 1E0

Attention: CAO/Clerk



Subscription Agreement

The undersigned parties hereby enter into this Agreement,

eScribe Software Ltd.

The Corporation of the Township of
Bonfield

Signature

Signature

Date

Date

Authorizing Officer, Title

Authorizing Officer, Title

I have the authority to bind the organization.

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Appendix A – Annual Subscription Fees

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Digital Readiness Bundle	Annual	\$ 5,900	1	\$ 5,900
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
eScribe Forms Authentication		INCL		
eScribe Meetings Pro App Licenses for iPad or Windows 10+		INCL	Up to 10	
eScribe Data Storage		INCL	Up to 5GB	
Total - Annual Software and Support Fees				\$ 5,900

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Appendix B – Support Services

Subject to the terms and conditions of this Agreement, eScribe shall perform the Support Services as defined.

Definitions:

The definitions used in the Agreement are incorporated herein. In addition, the following terms shall have the following ascribed to them:

“Business Hours” means the hours during which eScribe’s helpdesk is available to take live incoming calls, emails and be available to respond to the Customer’s Support Contacts, namely 8:00 a.m. to 8:00 p.m., Monday through Friday eastern time (excluding statutory holidays).

“Extended Hours” means the hours during which eScribe’s helpdesk is available to take urgent calls during 8:00 p.m. to 11:00 p.m. EST, Monday through Friday eastern time (excluding statutory holidays).

“Support Contacts” means the Customer designated individuals (to be identified in the attached Problem Reporting Schedule) and any replacements designated in writing to eScribe who will serve as technical liaison between eScribe and Customer and who are to have technical knowledge and experience with the Services used by the Customer.

“Updates” shall mean fixes, patches, modifications, improvements to functionality or revisions to the Services and Documentation.

All other capitalized terms shall have the meanings set out in the Agreement.

Support Services:

eScribe will provide the following services to Customer:

- a. Technical assistance by telephone or electronic mail.
- b. Receipt and monitoring of calls during Business Hours at eScribe’s support desk.
- c. Direct access for Customer Support Contacts to eScribe’s team of support technicians.
- d. Provision of any available problem solutions related to the Services
- e. Make all reasonable commercial efforts to provide a response to reported problems in the manner described in the Problem Reporting Process below.
- f. Make available any Updates to the Services and Documentation at no additional charge, subject to Customer’s responsibility for any Implementation Services fees for any new Services.

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Exclusions:

- a. Customer's third-party hardware and software not part of this Agreement.

Problem Reporting Process:

Step 1: Contact eScribe using one of the following methods:

Toll free number 1-855-299-0023

Email: support@eScribemeetings.com

Portal: <https://customerportal.eScribemeetings.com>

Step 2: Provide the following information:

Provide Support Contact's name, location the Services are in Use, telephone number and E-mail address.

Step 3: Provide a description of the problem.

Provide as much detail, including system error messages and screen printouts, as possible. eScribe assign a Priority Level based on the response matrix below.

Priority Level	Initial Response	Status Updates
1- Complete Services or business critical functions unavailable or impaired	Within 2 hours	Every 4 hours
2- Specific Services functions unavailable or impaired	Within 4 hours	Every 8 hours
3- Services operational, isolated or individual user issues	Next Business Day	As required on each reported incident

eScribe shall assign a ticket number to reference the case in all future communications with Customer regarding the reported incident. Customer understands that failure to provide accurate and detailed call information as described above may increase the amount of time needed by eScribe to diagnose the problem and develop a possible solution.

Regardless of the priority assignment, Customer's problem must relate to the Services in order for Support Services to be applied hereunder. Where eScribe is required to perform Support Services outside of the scope of the Agreement, including but not limited to investigations, efforts and

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resolutions pertaining to third party software, hardware, networks or facilities, eScribe shall charge Customer at its daily Implementation Services rate for the services rendered.

Using the Customer Community Portal, customers are able to check the status of their support tickets at any time.

The case will not be closed by eScribe until receipt of written confirmation from the Support Contact that the problem has been resolved. If written confirmation or feedback is not received within ten (10) business days, it will be assumed the problem has been resolved and the case will be closed.

General Support Terms:

- a. The Support Contacts will be the only persons authorized to receive the Support Services hereunder and to instruct eScribe in respect of Support Services.
- b. The delivery of Support Services hereunder does not extend to:
 - i) Inadequate Customer computer configurations, installed third party software, internet connection issues or general internet congestion issues;
 - ii) Services which have been altered, modified or improperly configured by the Customer, its customers, or any third party without eScribe's prior written consent;
 - iii) failures related to an accident, disaster or other Force Majeure event;
 - iv) any unauthorized use of the Services;
- c. eScribe warrants that its Support Services personnel shall deliver services in a professional manner and in accordance with industry standards.
- d. Response and resolution times provided in the Problem Reporting Process or otherwise whether orally or in writing, are intended as good faith estimates, guidelines or objectives only and are not to be taken as warranties or representations.

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Appendix C – Implementation Services

Subject to the terms and conditions of this Agreement, eScribe shall perform the Implementation Services as listed below.

Implementation Fees		Service Fee	Quantity	Cost
eScribe Digital Readiness Setup/Training	One Time	\$ 2,617	1	\$ 2,617
2 Meeting Types, 1 Report Template, 3 Workflows		INCL		
eScribe Academy Licence	One Time	INCL	Up to 5	
Subtotal - One-Time Implementation Fees				\$ 2,617
Less December Discount Expiring December 24th, 2024				-\$ 2,617
Total - One-time Implementation Fees				\$ -

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Appendix D – Legacy and Third Party Migrated Data Storage Fees

This plan includes up to 5GB of storage. Upon the completion of the initial, or any subsequent Term or Third-Party Data Migration, (Appendix E) eScribe will measure the total Customer Content Storage in gigabytes (GB) to calculate any Legacy Data storage fees based on the following schedule should storage exceed the allotted 5GB:

GB	Price / GB / Year
0-50	\$ 10.00
51-100	\$ 9.50
101-150	\$ 9.00
151-200	\$ 8.50
201-300	\$ 8.00
301+	\$ 7.50

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Appendix E – Third Party Data Migration – Project Scope

Subject to the terms and conditions of this Agreement, eScribe shall perform the Third-Party Data Migration Services listed below.

In Scope

- N/A

Out of Scope

- N/A

Assumptions

- N/A

Optional Sections

- N/A

Additional Notes

- N/A

Migration Timelines

Data migrations are done as a phase 2 of your onboarding project. **Migration projects are not committed to the schedule until the project planning phase with your onboarding team.**

While we do our best to schedule as close as possible to go-live, typical lead times are approximately 6 months from date of scheduling. It is important to note that the incumbent system must remain available until after the migration is completed.

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Note, an additional cost may apply if the migration needs to happen sooner than the initially scheduled timeline.

Additional Fees

At the completion of the migration, an additional legacy data storage fee will be charged based on the amount of migrated data in gigabytes (GB) as per the table in Appendix D.

MEETING DATE: January 14, 2025
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: **Municipal Staff Training**

RECOMMENDATION: That Council accept the quote from Pesce and Associates for mandatory workplace training for all staff in the amount of \$1,950 plus travel disbursements.

BACKGROUND

Council requested that the CAO obtain a quote from the firm the Township uses for HR Consulting, Pesce and Associates, on Workplace Behaviours and Standards for 2025.

The training will be mandatory for all municipal employees in all departments.

ANALYSIS

The proposal was received as follows:

Two (2), two (2) hour sessions; the first session would be facilitated with all Township staff in the afternoon, the second session would be facilitated with the Firefighters in the Fire Department in the evening (a Monday). The training would cover the topics outlined below.

- Introduction and discussion regarding objectives
- Incivility in the Workplace Incivility definition and trend
- Incivility continuum of bad behaviour
- Impact of incivility on employees and organizations
- Workplace Violence, Bullying and Harassment Review of governing legislation, including the Ontario Human Rights Code
- Definitions based on legislation and the Township's policy
- Perception & Harassment
- Microaggressions What is a Microaggression?
- Responding to Microaggressions
- Consequences / Workplace Consequences
- Legal Consequences
- Progressive Discipline
- Establishing a Respectful Workplace Reporting and Response
- Individual Responsibilities

The training will include education, discussion, case study(s) and a quiz. With preferred pricing the total cost will be \$1,950 plus traveling costs.

Respectfully submitted.



Nicky Kunkel, CAO Clerk-Treasurer



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
December 16th, 2024

PRESENT: Steve Featherstone, Chair Josh DeWaal, Acting Fire Chief
Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, CAO
Santana Chubb, Clerk
Matthew Strood, Fire Prevention Officer

EXCUSED ABSENCE: Donna Clark, Vice-Chair

1. Call to Order

Motion 1

Moved by Allan Reid
THAT this meeting be opened at 6:00 p.m.

Seconded by Josh DeWaal

Carried Steve Featherstone

2. Adoption of Agenda

Motion 2

Moved by Josh DeWaal
THAT the agenda for the Emergency Services Committee Meeting for December 16, 2024, be approved as circulated.

Seconded by Allan Reid

Carried Steve Featherstone

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Allan Reid
THAT the minutes of the Emergency Services Committee Meeting held November 18, 2024, be adopted as circulated.

Seconded by Josh DeWaal

Carried Steve Featherstone

5. Presentation & Delegations: None for this session

6. Staff Reports

6.a Report from Acting Fire Chief regarding recent call reports, training, and community involvement.

The Acting Fire Chief gave a brief report on recent calls, training, community involvement and other relevant information from November 15 to December 12.

Emergency Services Committee Meeting, December 16th, 2024

Recent Calls:

The volunteers responded to a total of 2 calls.

- November 18: Medical call at 10:07, 2 personnel, 1-hour duration.
- November 22: Medical call at 22:44, 4 personnel, 1-hour duration.

Year to date, a total of 58 alarms.

Current volunteer staff is 18 operational members.

Recent Training:

Weekly Training:

- Performed EMS and medical call procedures and equipment refresher.
- Performed bunker gear refresher.
- PPE.
 - SCBA checks
 - Personal bunker gear inspections
- Cleaned Fire Hall
 - Swept floors
 - Washed/cleaned trucks

Special Training:

- December 7, the Acting Fire Chief and Fire Prevention Officer participated in a Resilient Minds online course.

Fire Chief Updates:

- Fire Station 2 repairs are complete.
- Facial hair policy is being updated.
- SOPs are under review.
- New equipment check-list and maintenance tracking have been created. Have begun creating the maintenance logs on FireQ.
- The transfer from Who's Responding to FireQ has begun, and all personnel profiles have been made.
- Six new sets of bunker gear have been received and are now in service. This totals 12 new sets of bunker gear in 2024.
- New measures have been put in place for cancer prevention for the personnel:
 - Currently moving bunker gear lockers off the apparatus floors in Station 1 and 2.
 - Extra set of gloves and balaclavas have been provided for each firefighter.

Fire Prevention:

- Fire Prevention is ongoing during calls.
- Introduction of a new Fire Prevention Officer, who's training is underway.
- FPO is building a 2025 calendar of events.
- Fire/CO alarm inspection plan is in progress for 2025/2026.

Community involvement:

- Nothing to report.

7. Items for Committee Discussion

7.a Receive and review update on the Department Plan provided by the Acting Fire Chief.
Deferred to next meeting.

7.b Receive update on the annual Emergency Management Compliance report provided by the CEMC.

The CEMC provided the following updates.

- The yearly compliance report was completed that outlines the status of the Emergency Response Plan to demonstrate that the municipality is in compliance with the Municipal Emergency Protection Act.
- The Premier launched an organization called Ontario Core. The organization is a group of volunteers funded by the province to respond to emergencies when resources are needed. The depots will be equipped with tools, equipment, supplies, beds, trucks, backhoes, etc. The closest depot will be at Northern College in Timmins.

7.c Receive and review the Fire Department 2025 preliminary budget provided by the CAO and the Acting Fire Chief.

The following updates were provided.

- The \$50,000 placed in reserves was used to pay off a loan. Three years from now, \$50,000 will have to be back in reserves to pay for SCBAs.
- The training and first-aid training budgets have increased to ensure all staff obtain necessary training. The committee discussed potentially sending a member to take the First-Aid Instructor Course. They could then train all the departments in the municipality in-house.
- There'll be additional costs for computers and computer services in 2025.
- The heating system in Station 1 needs maintenance and some lights will need to be changed, which will result in an increase in building maintenance costs.
- The cost of yearly truck inspections/safeties will increase due to the new inspection system in place.
- The Fire Department is looking to purchase a trailer for the John Deere side-by-side with an approximate cost of \$5,500 for a 12-foot single-axel, or \$8,000 for a 14-foot dual-axel. The trailer would allow the department to use the side-by-side while it's on tracks.
- The department would like to start looking into the replacement of Pumper 2.
- The Chief would like to increase the number of people attending next year's conference from 2 to 3.
- The cost for Public Education will increase for the new Public Education Plan for 2025.
- By the end of 2025, most members should have their Firefighter 2 training completed.
- A draft budget will be provided at the next committee meeting (January 2025).

8. Resolutions to be Considered for Council Recommendation: None for this session

9. Correspondence: None for this session

10. Closed Session: None for this session

11. Adjournment

Motion 4

Moved by Allan Reid

THAT this meeting be adjourned at 6:32 p.m.

Seconded by Josh DeWaal

Carried Steve Featherstone

CHAIR

SECRETARY



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Planning Advisory Committee
Special Meeting re: Draft Zoning By-Law
December 10th, 2024

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

STAFF PRESENT: Nicky Kunkel - CAO/Clerk
Simon Blakeley, Planning Administrator

1. Call to Order

MOVED BY: Eric Foisy **SECONDED BY: Narry Paquette**
MOTION #1

THAT this Special meeting of the Planning Advisory Committee be opened at 5:10 p.m.
CARRIED Chair, Jason Corbett

2. Referrals from Council

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

THAT the Planning Advisory Committee recommends to Council that the draft Zoning By-law as amended to Council for consideration.
CARRIED Chair, Jason Corbett

3. Adjournment

MOVED BY: Kamil Wroblewski **SECONDED BY: Eric Foisy**
MOTION # 3

THAT this meeting be adjourned at 6:45pm. **CARRIED Chair, Jason Corbett**

CHAIR

SECRETARY

REPORT TO COUNCIL

MEETING DATE: 14th January 2025
TO: Mayor and Council
FROM: Nicky Kunkel, CAO Clerk-Treasurer / Simon Blakeley, Planning Administrator
SUBJECT: Proposed Amendment to Zoning By-law 2012-49

RECOMMENDATION:

That Council for the Township of Bonfield authorizes staff advance to public consultation on the proposed Amendment to Zoning By-law 2012-49; and that the mandatory public meeting be scheduled to take place providing the public with an opportunity to review and discuss the proposed provisions.

BACKGROUND INFORMATION:

The Province of Ontario has made several legislative changes in recent years and months including amendments to the Ontario Planning Act, and the passing of a new Provincial Planning Statement (PSS) on the 20th October 2024. One of the primary intentions behind the changes is to support the acceleration of new housing delivery in ways that address the ongoing housing affordability crisis and to reduce 'red tape'; making it easier for property owners and tenants to build and access new affordable and attainable housing solutions, and to reduce restrictions on other forms of development (i.e. accessory structures).

The Township of Bonfield is primarily a rural community, meaning residents are generally required to travel to access their place of work / leisure, purchase groceries, and other essential services. While the current situation is generally understood; best practice planning principles seek to direct new housing towards the settlements (or Hamlets) of Bonfield and Rutherglen; especially, given the presence of public amenities and community facilities that can reduce an individuals' dependency on private modes of transportation. The existing Official Plan and Comprehensive Zoning By-law for the Township of Bonfield also discourages cluster and ribbon development in locations where possible.

Planning decisions are permitted through various legislated acts, including the Municipal Act, the Planning Act, the Building Code Act, and the Fire Prevention Act to name a few. Zoning by-laws provide clarification on the uses permitted (or otherwise) and prescribe matters pertaining to the minimum and maximum lot size, frontage, and coverage; plus, the floor area, height and setback(s) associated with primary and accessory structures permitted in any given zone.

In reviewing current planning policies, procedures, and by-laws for the Township of Bonfield it is noted, aside from the Special Zones, that broader 'housekeeping' amendments have not been proposed since the current Comprehensive Zoning By-law 2012-49 came into effect on the 28th of August 2012.

The purpose of the proposed draft ‘housekeeping’ amendment to Zoning By-law 2012-49 was outlined in a separate report, presented to Council by the Township’s CAO Clerk-Treasurer, on the 24th September 2024. At that meeting, it was noted how the more recent provincial legislative and regulatory changes put in effect have impacted the current and ongoing review of the Township’s Official Plan and Comprehensive Zoning By-law by J. L Richards Limited, the consultants hired to oversee such works.

As noted in that report, Planning and Development staff have had meetings with residents who want to build smaller / more affordable **Additional Dwelling Units** on existing lots. Other residents are seeking permission to either build new, or perhaps recognize existing non-conforming uses as **Hunt Camps**. In addition, the demand for **Shipping Containers** and other forms of **Accessory Structures** continues to increase. The proposed housekeeping amendment to the Comprehensive Zoning By-law seeks to provide greater clarity and certainty on these four subject areas plus other planning and building-related matters.

STAKEHOLDER AND COMMUNITY ENGAGEMENT

Since Council gave approval to proceed on the 24th September 2024, staff have engaged the Planning Advisory Committee (PAC) plus other stakeholders, to gain their feedback on several occasions, prior to the proposed Final Draft Amendment to the Comprehensive Zoning By-law, hereby presented to Council. The following provides a summary of the activities that have taken place so far:

1. 2022-2024 - The PAC was consulted as part of the ongoing Official Plan review. Feedback was also sought from external agencies and other stakeholders before the current proposed OP was submitted to the Ministry of Municipal Affairs and Housing (MMAH) in July of 2024. Land use planning and policy-related matters discussed in the context of the ongoing OP Review have influenced the direction and priorities established within the proposed Draft Amendment to the Comprehensive By-law. A full review of the Comprehensive Zoning By-law will take place following adoption of the new Official Plan and will also incorporate applicable stipulations outlined in the proposed amendment to the comprehensive zoning by-law if approved.
2. 10th October 2024 - The PAC was advised of the Townships’ intent to produce a new by-law as an amendment to the current zoning by-law, and the report from the Township’s CAO Clerk-Treasurer to Council (dated 24th September 2024) was included as an item for discussion.
3. 16th October 2024 - At a regular scheduled meeting of the PAC, committee members agreed to support and assist staff in constructing the proposed amendment to the by-law. A ‘workshop’ was also tentatively scheduled to take place on Tuesday 12th November at 6:00pm.

4. 2nd November 2024 - A special retreat of Council was held to discuss broader Strategic Planning matters, at which, an update on the proposed Amendment to the Comprehensive Zoning By-law was also provided.

5. 6th November 2024 - An email was sent to the PAC requesting their consideration of five research questions as follows:

i. Which buildings and structures do you think there will be the greatest demand for, and why?

ii. Which zoning requirements (from the examples provided) do you think make the most sense for Bonfield?

iii. How might the proposed policies and zoning requirements relate to the future strategic direction of Bonfield?

iv. What other examples are you aware of from communities of a similar size & profile, etc.?

v. Do you have any other ideas or suggestions related to Additional Dwelling Units (ADUs) and/or accessory structures that we should consider?

The PAC was also provided with prior notification of the proposed Special Meeting; plus, a Zoom link for anyone that could not attend in person (per standard procedure).

6. 8th November 2024 - Links to applicable documents including the current Official Plan and Comprehensive Zoning By-law plus the Planning Act 1990 [Amended] and the Provincial Planning Statement 2024 were circulated to the PAC for reference.

7. 11th November 2024 - The Full and Updated Agenda Package was circulated to the PAC ahead of the Special Meeting. This included a document containing a summary review of regional and province-wide best practice examples related to the four subject areas. That review was largely focussed on smaller, rural municipalities generally comparable to the Township of Bonfield.

8. 12th November 2024 - A Special Meeting of the Planning Advisory Committee was held to discuss the four subject areas. The session started with a presentation on the four subject areas, and the discussion included a summary of applicable laws, and other standards related to the preferred size, design, and location of such structures and permitted uses.

9. 14th November 2024 - A summary note, plus the minutes of the special meeting on the 12th November was circulated to the PAC. The committee was asked to provide comments by 25th November 2024.

10. 14th-29th November 2024 - Staff collaborated internally across departments to prepare a first draft amendment to the comprehensive zoning by-law, informed by conversations with the PAC; plus, other conversations held with the NBMCA, and J.L Richards Limited (OP / ZBL consultant) in respect of other legal and technical planning matters.

11. 29th November 2024 - A summary note, plus minutes of the previous special meeting, was again circulated to the PAC, together with a copy of the first draft amendment to the comprehensive zoning by-law for its 'first review'.

12. 3rd December 2024 - A further meeting of the PAC was held to review & discuss the first draft of the proposed by-law. Further questions were raised by the PAC pertaining to how best to strike a balance between the proposed lot coverage in rural areas, and the proposed % size of ADUs allowed to be permitted in relation to the primary dwelling unit; and also, matters related to the current status of lakes north of Highway 17 understood to be '*at capacity*'. The PAC were also questioned re: their availability to attend a follow-up meeting proposed to take place on the 10th December 2024.

13. 4th December 2024 - Further clarification was sought from both J.L. Richards Limited and the NBMCA in relation to matters raised by the PAC the day before.

14. 4th - 9th December 2024 - A further period of review took place to consider the feedback of all stakeholders involved in this process. J. L Richards provided a response on the 6th December 2024 in the form of proposed tracked changes to the first draft by-law, as presented to the PAC on the 3rd December 2024. In response to the matter of proposed lot coverage (and development) within the **rural** zone, J. L Richards proposed the following under Section 3.45.5.1 of the first draft:

'Notwithstanding the policies of this By-law, lot coverage for detached ADUs, shall not exceed:

- i) In the case of lots of less than 1 ha, a maximum of 15%;*
- ii) In the case of lots 1 ha or greater but less than 5 ha, a maximum of 10%;*
- iii) In the case of lots of 5 ha or greater, a maximum of 5%.'*

Staff held an internal discussion on this matter and, taking into account previous comments made by the PAC, instead proposed a uniform lot coverage of **15%** across all rural zones. This was incorporated into the propose second draft.

In addition, although some members of the PAC had indicated at the previous meeting on the 3rd December 2024 they'd like to see the '*Residential Limited Services Zone*' included as part of the list of zones in which ADUs could be permitted (subject to other zoning provisions); a separate telephone call with J. L Richards did reveal some concerns related to Lake Health, Water Quality, and '*at capacity*' lakes consistent with other assessments produced by the NBMCA.

15. 6th December 2024 - A second draft of the proposed amendment to the comprehensive zoning by-law was circulated to the PAC ahead of a proposed discussion at the next proposed PAC meeting on the 10th December 2024. The second draft included comments received from J.L. Richards, intended to ensure consistency with other zoning provisions. Staff again sought clarification from PAC members re: their availability to attend a meeting on the 10th December.

16. 9th December 2024 - Further feedback was received from the NBMCA in regard to the water quality and lake health of Turtle Lake, Lake Talon, and Kaibuskong Bay. In their response, the NBMCA stated: *'studies indicate **that lake areas North of Highway 17 are already at land use capacity for additional dwelling units.** In order to maintain the health of the watershed **the NBMCA would not recommend / consider any further development near these lakes.** Additionally, much of the area is within a provincial park'. The NBMCA is responsible for protecting and conserving waterbodies within the North Bay-Mattawa watershed through prescribed regulations and the Conservation Authorities Act - which is applicable law for planning & building purposes.*

17. 10th December 2024 - Quorum was confirmed, and a special meeting of the PAC took place as scheduled for a second review of the proposed by-law, and additional comments received from the NBMCA. The PAC again raised questions regarding the extent to which lands adjoining Turtle Lake, Lake Talon, and Kaibuskong Bay are considered *'at capacity'*, and whether attached or detached ADUs might be considered acceptable in the Residential Limited Services (RLS) zone, subject to other zoning provisions. The current bylaw allows secondary dwellings within the RLS zone, so the compromise of allowing ADUs within this zone would be limited to only one ADU. Confirmation of this compromise was sought from the NBMCA. It was also proposed that the existing provisions within the comprehensive zoning bylaw for secondary dwellings and garden suites should be removed.

18. 11th December 2024 - Further clarification was sought from the NBMCA on matters raised at the special meeting of the PAC on the 10th December, regarding ADUs in the RLS Zone.

19. 12th December 2024 - Another response was received from the NBMCA, again reaffirming the agency views Lake Talon, Kaibuskong Bay, and Turtle Lake to be *'at capacity'*. The response stated: *'from what I understand the existing vacant lots were factored into the Lake Capacity Assessment as being developed. I would agree that existing lots could be developed as originally intended and subject to setbacks, building codes and regulations for shoreline development'*. The response continues: *'I would interpret the vacant existing lots had the intention that only one dwelling was proposed, no additional dwellings could be added and no existing lots should be further severed to create new lots'*. The agency also stated they: *'can't comment on what would be required for septic systems on the vacant lots, but rather have owners reach out directly to our OSS branch on a case-by-case basis'*.

20. 12th December 2024 - Although the initial response was clear; for added certainty, and recognizing the stated 'concerns' of a PAC member, staff replied to the NBMCA as follows:

'As a point of clarification, attached Secondary Dwellings are currently permitted in the RLS Zone. PAC discussed whether 1 ADU (to replace the Secondary Dwelling) might be considered acceptable [subject to NBMCA approval, and other planning considerations] in the RLS Zone.

The outstanding question they might ask is:

Would the NBMCA prefer that single ADU be attached (per existing policy); Or

Would a 'detached ADU' alternately be considered?

My understanding is you're saying no ADUs (or Secondary Dwellings) will be permitted by the NBMCA in the RLS Zone; so, I'd just like to be absolutely clear on that point'.

21. 13th December 2024 - The NBMCA responded as follows:

*'The NBMCA's view is that the **existing vacant lots were considered to be developed at the time of the Lake Capacity Assessments.** The development of the lots would be **based on a single dwelling unit** and that **additional secondary units were not intended to be built on the existing vacant lots** in the LCA'.*

22. Friday 13th December 2024 - Taking into consideration all the information staff had received on this matter, the Townships' Chief Building Official provided further comments to members of the Planning Advisory Committee via email on Friday 13th December. That communication emphasized the need for the Township, and its residents, to abide by 'all applicable laws' related to building, plus planning and development matters. A copy of that email is also appended to this Planning Report for reference.

23. Friday 13th - Wednesday 18th December 2024 - Members of the PAC stated their views in response to comments received from the NBMCA, plus the Township's CBO and Planning Administrator. Requests for additional information were made, and responded to, as follows:

24. Friday 17th December 2024 - PAC were sent the following:

1. A record of the Stakeholder and Community Engagement activities that have taken place to date re: the proposed by-law amendment to comprehensive zoning by-law 2012-49 (including information contained within this Planning Report).
2. A copy of the notes previously shared with the PAC following the PAC 'workshop' held on 12th November 2024

3. Scanned copies of email correspondence which has taken place with both the NBMCA and J. L. Richards Limited throughout the course of current deliberations.
4. A copy of the Lake Talon Lakeshore Capacity Assessment (LCA) shared by NBMCA.
5. A copy of the Turtle Lake Lakeshore Capacity Assessment (LCA shared by NBMCA).

25. 20th December 2024 - The following was circulated to the Planning Advisory Committee:

- A table summarizing the general intent and rationale which underpins the changes proposed within the draft amendment to Comprehensive Zoning By-law 2012-49;
- A copy of the summary table for comparison purposes; and
- The proposed draft amendment to the comprehensive zoning by-law

26. 3rd January 2025 - A copy of this Planning Report was sent to the PAC ahead of its scheduled meeting on Tuesday 7th January 2025 for information purposes. This report will also be circulated to Council ahead of its next scheduled meeting on Tuesday 14th January 2025.

27. 7th January 2025 - The Planning Advisory Committee met to review and discuss the proposed Final Draft Amendment to the Comprehensive Zoning By-law. The conversation centered mainly around the proposed zoning provisions as they relate to Secondary Dwelling Units and/or Additional Dwelling Units (ADUs) and how applications for such uses might be considered within the context of the Residential Limited Services (RLS) zone, and/or other properties located within 300 meters of a lake deemed to be 'at capacity'. Following a lengthy conversation, PAC unanimously agreed to revised wording for inclusion in the 'Rules and Regulations to be Observed'. These edits were made to paragraphs 3.45.4 and 3.45.5 of the proposed Amendment to the Zoning By-law hereby attached.

ANALYSIS

Over the past few months, staff have engaged the PAC and other stakeholders extensively throughout the process of researching, developing, and drafting the proposed amendment to the comprehensive by-law as presented.

The exercise has been a collaborative process, and stakeholders have been given several opportunities to provide constructive feedback, having due regard to the perspectives and legal considerations of all other parties involved in this process.

The proposed amendment to the comprehensive zoning by-law is made in direct response to new provincial legislation including the need to ensure sufficient and suitably located affordable and attainable housing solutions; while also, seeking to address some other 'housekeeping' matters

ahead of the ongoing review of the Official Plan, and the future replacement Comprehensive Zoning Bylaw for the Township of Bonfield.

The proposed draft amendment establishes clear zoning provisions and presents an opportunity for residents to benefit from new permitted development rights in the form of Additional Dwelling Units (ADUs), Hunt Camps, Shipping Containers, and other Accessory Structures, in various zones throughout the township. The amendment is, by design, *'pro-development'* while having regard to all applicable laws. Specific changes are summarized as follows:

Additional Dwelling Units

- Not currently permitted in any zones throughout the Township.
- Proposed to be permitted in the Residential, First Density (R1), Residential, Second Density (R2) and Rural Zone(s)
- Not proposed to be permitted in:
 1. The Residential Limited Services (RLS) or Residential Multi-Attached (RM) Zones; Or
 2. The Commercial (C1, C2, C3) or Industrial (M1, M2, M3) zones; Or
 3. Other zones subject to Environmental Protection (EP), Open Space (O), Hazards (HAZ), or Waste Disposal (WD); Or
 4. Any zone / location where the septic outflow would be within 300 metres of an *'at capacity'* lake.

Secondary Dwelling Units

- No longer to be permitted in any zone (replaced by ADUs where applicable).

Hunt Camps

- Not currently permitted in any zones throughout the Township.
- Proposed to be allowed within the Rural Zone, on lots with a minimum size area of 1 Hectare.

Shipping Containers

- Not currently permitted in any zones throughout the Township.
- Proposed to be permitted in various zones as an accessory structure for storage purposes only, and subject to site-specific setback criteria in different zones.

Accessory Structures

- Currently allowed, with specific provisions in different zones.
- The proposed changes will continue to permit storage sheds to be constructed for the storage of materials & tools.
- Where the construction of a new principal dwelling is proposed, an accessory building can be constructed simultaneously - subject to agreement with the Township.
- In all instances, human habitation will not be permitted within *'accessory structures'* as they are unsuitable and not permitted for human occupancy purposes.

Please also refer to the draft amendment to the comprehensive zoning by-law, and the summary chart enclosed alongside this report for reference.

CONCLUSION

The Township of Bonfield is currently facing significant growth challenges; which also presents an opportunity to unlock (or permit) new forms of development not currently permitted within the adopted Official Plan and Comprehensive Zoning By-law for the Township.

The very nature of the planning system requires taking a 'long-term view' in regard to future growth and development, so the needs and expectations of its residents may effectively be balanced with broader social, economic, and environmental considerations.

The need to introduce an amendment to the existing comprehensive zoning by-law at this time is clear. The Township has witnessed new trends arising (some positive, some negative) and is seeking to put in place effective zoning provisions to guide, permit, and where necessary, restrict different forms of development in the near term.

Although it is acknowledged some proponents may be disappointed with the recommendation(s) proposed specifically in regard to the Residential Limited Services (RLS) zone; it is noted members of the PAC did request that further consultation take place with the NBMCA, which has consistently raised concerns regarding the water quality and lake capacity of lakes North of Highway 17. In this regard, the Township of Bonfield is duty-bound to consider the issues and concerns raised by the Conservation Authority, as it is the authority responsible for overseeing watershed planning and management activities within the Township of Bonfield.

Given the responses provided by the NBMCA, staff are now proposing that new Secondary Dwellings Units shall no longer be permitted within the RLS Zone, and that Additional Dwelling Units (whether attached or detached) will also not be permitted in the RLS Zones North of Highway 11, and in all other locations, where the septic outflow would be within 300 metres of an 'at capacity' lake.

That said, given existing lots of record are understood to have been included within previous lake capacity calculations; owners of the few vacant remaining undeveloped residential lots within the Residential Limited Services (RLS) Zone(s) North of Highway 17 may still be able to develop their properties on a 'case by case basis', subject to NBMCA approval re: the proposed design and location of appropriate septic systems.

Putting that issue to rest; all the changes proposed through the amendment to comprehensive zoning by-law 2012-49 are intended to demonstrate a positive and proactive approach to sustainable land use planning and development within the Township.

The provisions contained will effectively balance social, economic, and environmental planning considerations at the community-level until such time as a replacement Official Plan and Comprehensive Zoning By-law comes into effect. The amendment hereby proposed is also considered to be consistent with the legislative and policy-based objectives contained within the Ontario Planning Act [as amended], the newly updated Provincial Planning Statement 2024, and other applicable laws.

Next Steps

The following next steps, and approximate timeframes, are proposed:

1. If Council resolves to approve the enclosed draft amendment to the proposed Comprehensive Zoning By-law as is, or subject to amendments, a public consultation will be launched at the end of January 2025 to gain the public's feedback on the proposed changes;
2. A public meeting will be scheduled to take place on or around Friday 28th February 2025; during which, the public will be provided a further opportunity to understand the changes, engage with experts, and provide comments on the proposed draft.
3. Following the public meeting, responses will be consolidated, and any approved and/or necessary changes introduced within the proposed amendment to the comprehensive zoning by-law.
4. A legal opinion will then be sought on the proposed wording of the amendment before the Zoning By-law is returned to Council for its final reading.

Submitted respectfully,

I concur with this report,

Simon Blakeley

Simon Blakeley
Planning Administrator

Mike Pilon

Mike Pilon
Chief Building Official

Nicky Kunkel

Nicky Kunkel
CAO

Attached:

1. Proposed Draft Amendment to Comprehensive Zoning By-law 2012-49 (Third Reading)
2. CBO Email to members of the Planning Advisory Committee dated 13th March 2024.
3. Proposed Zoning By-law Amendment Table for Comparison Purposes.



**Planning Advisory Committee - Proposed Zoning Amendment By-law
Table for Comparison Purposes (December 2024)**

Introduction

This table has been produced at the request of the Planning Advisory Committee (PAC) for the Township of Bonfield. It provides a summary of the need and rationale underpinning the Township’s proposal to amend Comprehensive Zoning By-law 2012-49.

Please note: The Township of Bonfield is currently revising its Official Plan. The comprehensive zoning by-law will be subject to a complete review upon the adoption of the new Official Plan. As such, new comprehensive zoning provisions have yet to be drafted.

The current proposed amendments to the comprehensive zoning by-law are intended to address new provincial legislation, and current trends, while allowing for greater flexibility in planning and development within the Township.

Description	Current Permitted Use(s) (Official Plan / Zoning Requirements).	Present By-Law Yes / No	Current Government Minimum Requirements. Planning Act and Other Prescribed Regulations	Proposed Change between the current Permitted Use(s) and Permitted Uses proposed within the Draft Amendment to the Zoning By-Law?	Current Proposed Wording in the Draft Official Plan Submitted to MMAH.
Additional Dwelling Units (ADUs)	ADUs) are <u>not</u> currently permitted in any zones throughout the Township.	Currently no provisions.	Planning Act 1990 [As Amended] Consolidation 20 th October 2024.	<u>Section 4.1.1</u> - Residential, First Density (R1) Zone Residential Uses - Permitted 1. Add Additional Dwelling Units (ADUs) 2. Remove Garden Suite 3. Remove Secondary Dwelling Unit	Refer to applicable extracts submitted to MMAH in July 2024. (See section 3.14.1)

			<p>More Homes Built Faster Act 2022.</p> <p>Ontario Regulation 299/19 - Additional Dwelling Units, Updated 4th December 2024</p> <p>The purpose of the legislation, and accompanying regulations, is to provide solutions and a remedy to the housing crisis within the province of Ontario, by building more homes faster, and creating more affordable and attainable options for housing.</p>	<p><u>Section 4.2.1</u> - Residential, Second Density (R2) Zone</p> <p>a) Residential Uses - Permitted</p> <p><u>Section 4.3</u> - Residential, Limited Services</p> <ol style="list-style-type: none"> 1. Remove Garden Suite 2. Remove Secondary Dwelling Unit <p><u>Section 4.11</u> - Rural (RU) Zone</p> <p>a) Residential Uses - Permitted</p> <ul style="list-style-type: none"> ▪ Add Additional Dwelling Units (ADUs) ▪ Remove Secondary Dwelling Unit 	<p>Note: the new Provincial Planning Statement (PPS) came into effect on October 20, 2024. Further changes may be required as a result.</p>
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Description	Current Permitted Use(s) (Official Plan / Zoning Requirements).	Present By-Law Yes / No	Current Government Minimum Requirements. Planning Act [As Amended] and Other Prescribed Regulations	Proposed Change between the current Permitted Use(s) and Permitted Uses proposed within the Draft Housekeeping By-Law?	Current Proposed Wording in the Draft Official Plan Submitted to MMAH.
Hunt Camps	Hunt Camps by definition, are <u>not</u> currently permitted in any zones throughout the Township.	No provisions in the current comprehensive zoning by-law.	1990 Planning Act [As Amended] Consolidation 20 th October 2024.	<u>Section 3.44</u> of proposed by-law Hunt Camps will be allowed in the Rural Zone, with a minimum lot size area of 1 Hectare.	Hunt camps are a use of land described in a by-law, not an official plan.
Accessory Building, Structure, or Use	<p>The definition of ‘accessory’ is provided on pg. 2-6 of the existing comprehensive zoning by-law.</p> <p>Section 3.11 contains various provisions related to Accessory Buildings, Uses, or Structures.</p> <p>Schedule B summarizes the provisions for Residential Uses; and</p> <p>Section 6.1 - 6.5 outlines other</p>	Yes. Permitted.	1990 Planning Act [As Amended] Consolidation 20 th October 2024.	<p>The following text was added in <u>Section 2.1</u> of the new by-law:</p> <p><i>‘The applicant shall obtain a building permit for the principal dwelling and the accessory building simultaneously, and the applicant shall enter into an agreement with the municipality that whereas the accessory building is constructed prior to the principal dwelling and that the principal dwelling is not substantially commenced within 1 year of the issuance of the building permit and/or not having obtained Occupancy approval from the Chief Building Official for the principal dwelling within 3 years of the issuance of the building permit or to the satisfaction of the Chief Building Official that the accessory building shall be removed from the property at the owner’s expense’.</i></p>	Accessory uses are outlined in a zoning by-law.

	<p>supplementary provisions.</p> <p>The intent behind the proposed changes is to continue to permit storage sheds to be constructed for the storage of materials & tools prior to building a house, but to prohibit the use of human habitation.</p>				
<p>Shipping Containers</p>	<p>Shipping Containers by definition, are not currently permitted in any zones throughout the Township.</p> <p>The intent of the amendment; Shipping Containers, while not expressly permitted, would be considered accessory for storage purposes only. Recent trends have seen shipping containers being placed anywhere on a property, not following provisions for accessory structures.</p>	<p>Not permitted.</p>	<p>1990 Planning Act [As Amended] Consolidation 20th October 2024.</p>	<p>A new section is proposed as <u>Section 3.11.8</u> of the Draft Amendment to the Comprehensive Zoning By-law to state they are permitted:</p> <ol style="list-style-type: none"> 1. For storage purposes only 2. To be allowed in the side and rear yards. 3. Up to 161.5 Sq. Ft. without a permit being required; and 4. Over 161.5 Sq. Ft. or any revisions to a container requires a permit. 	

Specific questions raised by the PAC:

1. Will ADUs not be permissible in the Hamlets, and RLS Zones?

ADUs are intended to be permitted in appropriate locations in the Hamlets. The Draft Amendment to the Comprehensive Zoning By-law states ADUs may be permitted in the First and Second Residential Density Zones (which the Hamlets are largely comprised of) subject to other site-specific requirements. ADUs will continue to not be permitted in the RLS - consistent with professional advice received from the North Bay Mattawa Conservation Authority (NMBCA) and J.L. Richards Limited (Planning Consultancy). The issue of lake capacity, informed by declining lake health & water quality is cited as the main concern by authorities.

2. Will there be a further loss of Garden Suites?

Garden Suites are proposed to be removed from the Comprehensive Zoning By-law. Current zoning provisions state they should be time-limited to 20 years; however, no Garden Suites are known to exist within the Township.

3. What about Secondary Dwellings?

The proposed ADUs will replace Secondary Suites in most zones.

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2025-XX DRAFT**

**BEING A BY-LAW TO AMEND COMPREHENSIVE ZONING BY-LAW 2012-49
FOR THE TOWNSHIP OF BONFIELD**

WHEREAS By-law No. 2012-49 as amended is the Zoning By-law of the Corporation of the Township of Bonfield;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it necessary to enact a by-law to reflect current practices, procedures, and statutory requirements;

AND WHEREAS certain housekeeping changes are required, and Council deems it appropriate to make these changes related to the provision of Accessory Structures, Hunt Camps, and Additional Dwelling Units (ADUs);

AND WHEREAS authority is granted pursuant to Section 34 of the Planning Act, R.S.O 1990 to enact such amendments;

AND WHEREAS the Province of Ontario has enacted new legislation such as the Build More Homes Faster Act, and a new Provincial Planning Statement to encourage more housing opportunities;

NOW THEREFORE BE IT ENACTED by the Council of the Corporation of the Township of Bonfield the following amendments:

1. Definitions

1.1 The meaning of words included within this Zoning Amendment By-law shall be consistent with the definitions contained with the adopted Comprehensive Zoning By-law 2012-49, with the exception of new terms hereby described in this By-law Amendment:

1.2 Section 2 - Definitions are hereby amended as follows:

1.2.1 Amend for consistency as follows:

Accessory (Building, Structure or Use)

Means a building, structure, or use, that is incidental, subordinate and exclusively devoted to the principal building, structure, or use and located on the same lot.

1.2.2 Add the following:

Additional Dwelling Unit(s) (ADUs)

Means a self-contained residential unit created by either:

- i) An interior renovation within an existing dwelling - to a maximum of 2 dwelling units within the primary structure; Or
- ii) As an exterior addition, provided that one entire face of the addition is attached to the principal dwelling; Or
- iii) As a standalone unit within the same lot boundaries of the primary structure, and subject to other zoning provisions including minimum setbacks, and appropriate site servicing arrangements.
- iv) And whereas all dwellings listed above collectively constitute a single real estate entity.

1.2.3 Add the following:

Additional Dwelling Unit (Attached)

Means a self-contained dwelling unit with separate kitchen and bathroom facilities within a single detached or semi-detached dwelling of the same lot, as constructed, renovated or altered to be considered as attached.

1.2.4 Add the following:

Additional Dwelling Unit (Detached)

Means a self-contained dwelling unit with separate kitchen and bathroom facilities within an accessory building positioned within the rear yard or side yard of the same lot that accommodates the primary single detached dwelling unit but does not include a boathouse;

1.2.4.1 Add the following:

Additional Dwelling Unit Conversion (ADUC) (Detached)

Means a proposed detached additional single family dwelling containing cooking, eating, living, sleeping, sanitary, and laundry facilities on a property that has an existing single family dwelling and that the new additional dwelling is up to 60% greater in gross floor area (GFA) than the existing single family dwelling, but not greater than 2000 Sq Ft., forming a single real estate entity and whereas the existing SFD shall then be reclassified as the Additional Dwelling Unit (ADU) and the new ADUC SFD is then converted to the primary dwelling prior to the occupancy of the new dwelling.

1.2.5 Add the following:

Building, Primary

Means the Principal Dwelling Unit on a lot.

1.2.6 Delete as follows:

Dwelling, Secondary

Means a self-contained dwelling unit created by either an interior renovation within an existing dwelling, or as an exterior addition, provided that one entire face of the addition is attached to the principal dwelling; however, a secondary dwelling unit shall not be considered a second dwelling on the lot for the purposes of this By-law.

1.2.7 Add the following:

Hunt Camp(s)

Means a single storey building or structure with a maximum total floor area of 800 Sq Ft. Or 74.3 Sq m. consisting of one or more rooms and may include facilities for the preparation of food and overnight accommodation on a private, temporary basis for use only during the hunting or fishing seasons but shall not be used as a *dwelling* of any sort, nor commercial accommodation premises; nor any commercial uses, as defined in the Comprehensive Zoning By-Law [As amended].

1.2.8 Delete the following:

Garden Suite

Shall mean a temporary, detached, portable housing unit intended for the use of an elderly member of the immediate family which is located on the same lot with an existing single-detached dwelling where the family is residing and which shares the private water supply and sewage disposal facilities with the single-detached dwelling, but shall not include a mobile home.

1.2.8 Add the following:

Shipping Container

Means a prefabricated structure originally designed for or capable of being mounted or moved by rail, truck, or ship by means of being mounted on a chassis or similar transport device, and now utilized for accessory storage. This definition includes the terms 'sea can', 'disused railcar' and 'storage container' having a similar appearance and characteristics to a shipping container.

1.2.9 Add the following:

Tiny Homes

Means a structure consisting of 1 dwelling unit between 188 Sq Ft. / 17.5 Sq. Meters. and not more than 400 Sq Ft. / 37 Sq Meters, as regulated under the Ontario Building Code, Division C, Section 1.11.

1.2.10 Add the following:

Semi-Detached Dwellings

Means two residential homes sharing a common centre wall with separate ownership.

2. Rules and Regulations to be Observed

The following rules and regulations are to be amended in respect of any proposed new buildings and structures as described:

2.1. Accessory (Building, Structure, or Use)

2.1.1 Amend **Section 3.11.1** as follows:

An accessory building shall not be erected prior to the erection of a permitted dwelling on the same lot except where it is necessary for the storage of tools and materials for the use in connection with the construction of such dwelling and no accessory building shall be used prior to the erection of such dwelling for any purpose other than such storage. The applicant shall obtain a building permit for the principal dwelling and the accessory building, and the applicant shall enter into an agreement with the municipality that whereas the accessory building is constructed prior to the principal dwelling and that the principal dwelling is not substantially commenced within 1 year of the issuance of the building permit and/or not having obtained Occupancy approval from the Chief Building Official for the principal dwelling within 3 years of the issuance of the building permit or to the satisfaction of the Chief Building Official that the accessory building shall be removed from the property at the owner's expense.

Except as may be provided herein any accessory building shall comply with the 3-metre yard requirement applicable to all zones and such accessory uses shall not occupy more than 15% of the lot area.

2.1.2 Amend **Section 3.11.7** as follows:

Except as 3.45.9.4, when a lot is proposed to be used for more than one purpose, the lot shall be zoned for its primary purpose and accessory uses shall be permitted where the accessory uses are an integral part of the main use, are intended solely for the convenience of the people using the facility and are in keeping with the character of the main use. Such accessory uses shall conform to all applicable sections of the Comprehensive Zoning By-law, and this Housekeeping By-law and in no case shall occupy more than 20 percent of the total area of any lot.

2.1.3 Add a new **Section 3.11.8** as follows:

Shipping Containers

For the purposes of this by-law, Shipping Containers shall be considered accessory storage structures for planning purposes. The following provisions apply:

- i) Shipping Containers greater than 161.5 Sq Ft. / 15 Sq Meters or of any size containing plumbing, or shipping containers attached to any other structures, or used for purposes other than personal storage sheds ancillary to a principal building, shall not be placed or constructed on a property except under the authority of a Building Permit and shall comply with the Ontario Building Code and all Applicable Laws.
- ii) No Shipping Container shall exceed 5 metres in height in any Residential Zone, nor be placed within 2 metres of the main building in all zones, and except under the authority of a building permit containers shall not be stacked upon other containers.

- iii) Shipping Containers shall not be permitted within the Shore Road Allowance bordering any water body and shall be positioned beyond the 30-meter setback over which the North Bay Mattawa Conservation Authority has jurisdiction and, for which, a Section 28 permit would be required.
- iv) In the Rural Areas, where lot size and dimensions permit, a minimum landscape buffer of 30 metres shall be applied around the perimeter of the property to ensure satisfactory screening of the Shipping Container. Exceptions to this rule can be met where alternative arrangements such as tree lines, fences, siding, or other architectural improvements have been proposed, and approved by the Township that would be considered visually appealing.
- v) A shipping container shall be rust protected by applying a uniform colour to blend into its surroundings using neutral and/or natural coloured paint to ensure their satisfactory design quality and visual appearance. All markings shall be removed or masked from the container. The container shall be maintained in such a state.
- vi) Shipping Containers, in all zones, shall not be used for advertising or marketing purposes.

2.2 Delete the following section and text:

Section 3.38 - Secondary Dwelling Units

- i) A maximum of one (1) secondary dwelling unit shall be permitted in a single-detached dwelling provided that: it does not alter the streetscape character along the street where it is located; it is not stand alone and cannot be severed, and; a building permit is required prior to the establishment of the secondary dwelling unit;
- ii) The entrance to the secondary dwelling unit is located on the ground level, except where building and fire codes dictate otherwise;
- iii) Parking for the secondary dwelling units shall be provided in accordance with the provisions of the parking requirements of this by-law, and;
- iv) The secondary dwelling unit shall not exceed fifty-six (56) square metres in gross floor area.

2.3 Delete the following:

Section 3.39 - Garden Suites: Delete this section in its entirety

2.4 Add the following:

Section 3.44 - Hunt Camps

- 3.44.1 Hunt Camps shall be seasonal structures which shall not exceed a maximum Gross Floor Area of 800 Sq Ft, or 74.3 Sq m. They are not designed for year-round occupancy and shall not be permitted to be used as such.
- 3.44.2 Hunt camps shall be permitted in the Rural Zone.
- 3.44.3 Hunt Camps must comply with the Ontario Building Code and all Applicable Laws.
- 3.44.4 A Building Permit must be obtained from the Chief Building Official prior to the construction of a Hunt Camp, Wood Stove, Decks and/or Plumbing.

2.5 Add the following:

Section 3.45 - Additional Dwelling Unit(s)

- 3.45.1 For the purposes of this by-law, Additional Dwelling Units (ADUs) are further categorized as follows:

- i) **Additional Dwelling Unit (Attached)**
- ii) **Additional Dwelling Unit (Detached)**

3.45.2 Additional Dwelling Units, including a combination of attached and/or detached units, will be permitted within the Township of Bonfield to a **maximum of three (3)** Dwelling Units **per eligible Lot** within the prescribed zones as listed in Section 4 of the Comprehensive Zoning By-law 2012-49 [As amended].

3.45.3 A **maximum of two (2) Dwelling Units** will be permitted within the **Primary Structure, to be counted towards the maximum of 3 units per lot**. Any proposal to introduce more than two (2) Dwelling Units within the Primary Structure would require the property to be rezoned as a **'Residential, Multiple-Attached (RM) Zone'** to ensure compliance with the Ontario Building Code.

3.45.4 A maximum of two (2) ADUs shall be permitted in the following zones:

- i) **Residential 1st Density Zone**
- ii) **Residential 2nd Density Zone**
- iii) **The Rural Zone**

3.45.5 All lots within in all zones are subject to approval by the NBMCA. As such, ADUs shall not be permitted within:

- i) Any property that is deemed unsuitable by the NBMCA;
- ii) Within any zone which does not permit a permanent dwelling unit;
- iii) Within mobile homes, recreational vehicles, hunt camps, guest cabins, shipping containers, or any other accessory structure that is not designed and permitted for human occupation; Or
- iv) Other zones considered incompatible with the proposed residential use.

3.45.6 The minimum size of any habitable ADU is 188 Sq Ft or 17.5 Sq Meters.

3.45.7 The Gross Floor Area (GFA) of the ADU shall not exceed 60% of the total GFA of the primary residence.

3.45.7.1 The Gross Floor Area (GFA) of a Detached ADU shall not exceed 60% of the GFA of a Primary Dwelling except under an ADU Conversion (ADUC) described in the definitions under ADUC [1.2.4.1].

2.5.1 Add the following:

The Residential 1st and 2nd Density Zones

3.45.8 In the Residential 1st and 2nd Density Zones, ADUs shall be located in the rear or side yard of the primary dwelling.

2.5.2 Add the following:

The Rural Zone

3.45.9 In the Rural Zone, the following shall apply:

3.45.9.1 A maximum of one Detached ADU is permitted on a lot where there is one existing primary dwelling. Where two ADUs are proposed, one of the ADUs shall be located within or attached to the primary dwelling.

3.45.9.2 Detached ADUs shall comply with Minimum Distance Separation (MDS) Formulae

3.45.9.3 On lots which contain agricultural uses, ADUs shall be located within the farm building cluster.

3.45.9.4 Detached ADUs shall be considered accessory structures for the purposes of calculating lot coverage. Notwithstanding the policies of this By-law, lot coverage for all accessory structures including Attached and Detached ADUs, shall not exceed 15% in the rural area.

2.5.3 Add the following:

All Applicable Zones

Access and Parking Requirements

3.45.9.5 Access shall be provided via the existing point of access to the primary dwelling:
Or

3.45.9.6 A new secondary access may be permitted to serve the ADU, so long as:

- i) The property is served by a municipally maintained road;
- ii) The access would not have an adverse impact on local traffic flows, or the character and amenity of neighbouring land uses; and
- iii) The access would be subject to MTO approval off a regulated Highway, and/or;
- iv) Is approved by the Public Works Manager.

3.45.9.7 The following parking standards are established with respect to ADUs:

- i) Each additional dwelling unit shall have one (1) parking space that is provided and maintained for the sole use of the occupant of the additional dwelling unit
- ii) A parking space that is provided and maintained for the sole use of the occupant of an additional residential unit may be a tandem parking space.

2.5.4 Add the following:

Building Requirements

3.45.9.8 Proposed ADUs shall comply with the Ontario Building Code and all applicable laws.

3.45.9.9 Where an **Attached ADU** is proposed, the ADU shall be self-contained within the primary building envelope and must be physically separated from the primary dwelling unit through the incorporation of building design standards that are consistent with the Ontario Building Code and approved by the Chief Building Official for the Township of Bonfield.

3.45.9.10 A maximum of One (1) Attached ADU shall be permitted in a single-detached dwelling subject to the following:

- i) It does not alter the streetscape character along the street where it is located.
- ii) It is not a standalone unit and cannot be severed.
- iii) A building permit has been obtained.
- iv) The entrance to the ADU shall be located on the ground level (except where building and fire codes dictate otherwise);
- v) Parking for the secondary dwelling units shall be provided in accordance with the provisions of the parking requirements of this by-law, and;
- vi) The Additional Dwelling Unit shall not exceed 60% of the gross area of the primary dwelling unit.

3.45.9.11 Where a **Detached ADU** is proposed on the same lot as the primary structure, it must have the same ownership. Septic and water services cannot be shared either between, or across, separate lots.

3.45.9.12 In all circumstances, applicants shall;

- i) Obtain an On-Site Sewage System Permit from the North Bay Mattawa Conservation Area (NBMCA) for the alteration of an existing, or construction of a new or secondary septic On-Site Sewage System to accommodate the ADU; Or

- ii) Provide a File Review Certificate from the NBMCA where the proposed ADU will be tying into an existing on-site sewage system, to ensure it has the capacity to accommodate the additional loads that may be imposed by the ADU; and
- iii) Provide either document listed above which shall reference that the proposed ADU and on-site sewage system meet the minimum clearance distances to all other existing buildings on the property as regulated under Section 8.2 of the Ontario Building Code.

3.45.9.13 In certain locations and circumstances, where lots have less than 0.6 hectares and less than 60 meters of frontage, a Hydrogeological Assessment may be required to demonstrate there is sufficient capacity to accommodate a new and/or upgraded well to service the ADU;

3.45.9.14 Laundry facilities shall be provided for all ADUs.

3.45.9.15 Where an ADU is proposed as part of the primary building; a common or shared laundry facility may be permitted, provided that the fire separations and other requirements comply with the Ontario Building Code.

3.45.9.16 ADUs shall not adversely impact the amenity, character, or functional and permitted use of adjoining properties. In all circumstances, other zoning provisions shall apply including but not limited to minimum lot sizes and setbacks between structures, and the properties' boundaries.

2.5.5 Add the following:

ADU Occupancy

3.45.9.17 An ADU may be occupied by any person regardless of whether:

- i) The person who occupies the ADU is related to the person who occupies the primary residential unit is related to the person who occupies the primary residential unit; and
- ii) The person who occupies either the primary or additional dwelling unit is the owner of the Lot.

3.45.9.18 Where the use of ADUs is authorized, an ADU is permitted regardless of the date of construction of the primary dwelling.

2.5.6 Add the following:

Primary / ADU Exchange

3.45.9.19 Property owners can convert an Additional Dwelling Unit to a Primary Dwelling Unit through written agreement with the Township provided all other provisions can be adhered to.

3. Zones

3.1 Amend the zones described in **Section 4 - Zones**, as follows:

Section 4.1.1 - Residential, First Density (R1) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.2.1 - Residential, Second Density (R2) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.3 - Residential, Limited Services

- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.11 - Rural (RU) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Secondary Dwelling Unit

DRAFT



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Planning Advisory Committee Meeting
January 7th, 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
MOTION #1

SECONDED BY: Narry Paquette

THAT this meeting be opened at 6:00 p.m.

CARRIED Chair, Jason Corbett

2. Adoption of Agenda

MOVED BY: Narry Paquette
MOTION #2

SECONDED BY: Gina Langlois

THAT the agenda presented to the Planning Advisory Committee dated the 7th January 2025 be adopted as prepared.

CARRIED Chair, Jason Corbett

3. Disclosure of Pecuniary Interest - None declared

4. Adoption of Previous Minutes

MOVED BY: Eric Foisy
MOTION #3

SECONDED BY: Narry Paquette

THAT the Minutes of the Planning Advisory Committee Special Meeting dated 10th December 2024 be adopted as circulated.

CARRIED Chair, Jason Corbett

5. Presentation & Delegations - None

6. Consent Applications - None

7. Referrals from Council

MOVED BY: Eric Foisy
MOTION #4

SECONDED BY: Narry Paquette

That the Planning Advisory Committee recommends the proposed by-law amendment to Comprehensive Zoning By-law 2012-49 prepared by staff in consultation with the Planning Advisory Committee be forwarded to Council for further review and consideration at its next scheduled meeting.

CARRIED Chair, Jason Corbett

- 8. **Other Business** - None
- 9. **Correspondence** - None
- 10. **Unfinished Business** - None specified
- 11. **Adjournment**

MOVED BY: Kamil Wroblewski
MOTION #5
THAT this meeting be adjourned at 8:15pm.

SECONDED BY: Gina Langlois

CARRIED Chair, Jason Corbett

CHAIR

SECRETARY



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Minutes of the Recreation & Fitness Committee Meeting
January 6th, 2025 at 5:00 pm

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

Holly Brodhagen
Sylvie Lamothe

ABSENT:

STAFF: Casandra Klooster, Secretary

1. Call to order

Moved by Dan MacInnis
Seconded by Sheena Whalen

THAT the Recreation & Fitness Committee Meeting be opened at 5:05 p.m.
Steve Featherstone, Chair

2. Adoption of the Agenda

Moved by Sheena Whalen
Seconded by Dan MacInnis

THAT the draft agenda dated the 6th day of January, 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 Dan MacInnis
Seconded by Sylvie Lamothe

THAT the Minutes of the Recreation & Fitness Committee of December 2nd, 2024 be adopted as circulated.

Steve Featherstone, Chair

5. Presentations and Delegations

None for this session

6. Staff Reports

a. OAC Grant

An update was provided on the OAC Grant funding. At the December 2nd meeting, updated quotes from Rendez-Vous reduced the cost to \$3,000. This adjustment provided the opportunity to issue a call for artists to create an installation in Kaibuskong Park as originally planned. Subsequent discussions with local artists and industry experts revealed that the delay in issuing a call for submissions made it impractical to secure qualified artists and complete the installation by February 2025. Upon consulting with the OAC, it was confirmed

that the installation date could be postponed without penalty, provided it remained aligned with the original grant application. As a result, it was decided to proceed with the Rendez-Vous Performance as planned on February 7, 2025, while moving the art installation to May 2025. This rescheduling will allow the community to enjoy the installation into the summer.

b. Community Garden

Moved by Sylvie Lamothe

Seconded by Holly Brodhagen

THAT the Recreation & Fitness Committee recommends to Council that the Township of Bonfield apply for the TD Friends of the Environment Foundation Grant in the amount of \$7443.66 of which the Township costs will be \$0.00 for new planters, soil and other gardening materials for the Community Garden.

Steve Featherstone, Chair

7. Items for Committee Discussion

a. Recreation & Fitness Committee 2025 meeting schedule

The Committee discussed the schedule for upcoming 2025 events and has proposed the following event schedule:

The first Monday of every month unless a Stat.

Monday January 6th, 2025 at 5:00 pm

Monday February 3rd, 2025 at 5:00 pm

Monday March 3rd, 2025 at 5:00 pm

Monday April 7th, 2025 at 5:00 pm

Monday May 5th, 2025 at 5:00 pm

Monday June 2nd, 2025 at 5:00 pm

Monday July 7th, 2025 at 5:00 pm

Monday August 11th, 2025 at 5:00 pm

Monday September 8th, 2025 at 5:00 pm

Monday October 6th, 2025 at 5:00 pm

Monday November 3rd, 2025 at 5:00 pm

Monday December 1st, 2025 at 5:00 pm

b. Family Day

The Committee discussed the upcoming Family Day Event scheduled for Monday February 17th, 2025 from 1:00 pm to 4:00 pm. The Committee has assigned members to attend and roles for the event to ensure it runs smoothly. Based on last years' experience the Committee agreed that this event is weather dependent and if there is not enough snow or ice, the event will be cancelled with no alternative event taking place.

c. 2025 Events

Spring Clean- Up: The Committee discussed the opportunity to support the Lions in their spring clean up. Staff will contact the Lions to confirm the details.

Canada Day: The Committee discussed the event timeline and agreed to maintain it as a daytime event, running from 11:00 am to 4:00 pm. It was agreed that the fireworks display would be permanently moved to the Labour Day weekend to encourage greater community participation and attract visitors from other municipalities, as it will no longer compete with similar events. A call for artists will be issued, and the Committee will review the submissions and make a final recommendation. The Bonfield Farmers' Market will be contacted to manage the Canteen and organize a market during the event. Additionally, staff will compile an information package detailing new children's events, including pricing and other relevant details.

8. Motions to be Considered for Adoption

None for this session

9. Correspondence

None for this session.

10. Adjournment

Moved by Holly Brodhagen

Seconded by Sheena Whalen

THAT the Recreation & Fitness Committee Meeting be adjourned at 6:00 p.m.

Steve Featherstone, Chair

CHAIR

SECRETARY

REPORT TO COUNCIL

MEETING DATE: January 14, 2025
FROM: Andrée Gagné, Deputy Clerk-Treasurer
SUBJECT: Accumulated Surplus/ Deficits

RECOMMENDATION:

THAT Council hereby authorizes the transfer of any accumulated surplus, identified in the 2024 audit, as well as any operating surplus identified in the 2024 operating year, to the Tax Stabilization Reserve; AND THAT Staff will write a policy with the Auditors after the 2025 Audit applicable to future years.

BACKGROUND:

As surpluses are unknown until the annual audit is completed, the proposed motion is to ensure that any surplus is transferred to a reserve account for future budgets and/or projects.

Any surplus should be transferred to this Reserve account 1-03-050-155-127, as well, any deficits will be taken from this account.

Budget preparation has stated and should any surplus be needed for a 2025 project; Council may pass a Resolution to utilize previous surplus.

Staff will work with the Audit team to establish an Accumulated Surplus Fund Policy to be implemented for future years.


SUMMARY:

By establishing a Policy, it gives Staff direction on best practices for any future accumulated surplus or deficits.

Respectfully,

I concur with this report,

Andrée Gagné
Deputy Clerk-Treasurer



Nicky Kunkel
CAO



THE TOWNSHIP OF BONFIELD

BONFIELD, ONTARIO P0H 1E0

2025 COUNCIL MEETING DATES

2nd and 4th Tuesday of each month at 7:00 pm
Council meetings are held at 365 Highway 531,
Township of Bonfield Office, Bonfield

January 14, 2025

January 28, 2025

February 11, 2025

February 25, 2025

March 11, 2025

March 25, 2025

April 8, 2025

April 22, 2025

May 13, 2025

May 27, 2025

June 10, 2025

June 24, 2025

July 15, 2025*

August 12, 2025*

September 9, 2025

September 23, 2025

October 14, 2025

October 28, 2025

November 12, 2025**

November 25, 2025

December 16, 2025*

NOTE: All Council meetings are open and the public can attend in person at the municipal office. For convenience only, the meetings are also live streamed and recorded on YouTube.

*** July, August and December one meeting to be held in the month**

****Wednesday, November 12th, 2025 change due to Remembrance Day**

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-01

Being a By-Law to Authorize Temporary Borrowing from Time to Time to Meet Current Expenditures During the Fiscal Year Ending December 31st, 2025.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, Section 407, as amended from time to time, provides authority for a municipality to authorize the Treasurer to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Ontario Land Tribunal, is limited by Section 407 of the *Municipal Act, 2001*;

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

1. **THAT** the Head of Council and the Treasurer is hereby authorized to borrow from time to time during the 2025 fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year;
2. **THAT** the lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Caisse Alliance** and such other lender(s) as may be determined from time to time by by-law of Council;
3. **THAT** the total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year; and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year;
4. **THAT** the Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of *Municipal Act, 2001* that have not been repaid;
5.
 - a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.
 - b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.
6. **THAT** for purposes of this by-law, the estimated revenues referred to in section 3, 4 and 5 do not include revenues derivable or derived from, a) arrears of taxes, fees or charges; or b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose;

7. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose;
8. **THAT** evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of Council and the Treasurer;
9. **THAT** the lender shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used; and
10. **THAT** this by-law shall take effect on the final day of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF JANUARY 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-02

**Being A By-Law to Provide For
An Interim Tax Levy for The Year 2025**

WHEREAS Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;

AND WHEREAS the taxes to be levied shall not exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

AND WHEREAS, for the purposes of calculating the total amount of taxes for the previous year, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year;

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

1. An interim tax levy of 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year is hereby imposed and levied on the whole of the assessment according to the tax roll for taxation in the previous year as most recently revised before the by-law is passed;
2. The said interim tax levy shall become due and payable on the 28th, day of March 2025;
3. On all taxes of the interim levy which are in default on the 1st day of April 2025, an interest charge of 1.25 percent shall be added and thereafter an interest charge of 1.25 percent per month will be added on the first day of each and every month the default continues, in accordance with Section 345 of the Act.
4. Interest charges added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy;
5. The Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable;
6. That taxes are payable at the Township of Bonfield Municipal Office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF JANUARY 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-03

**BEING A BY-LAW TO CONSTITUTE AND
APPOINT A COMMITTEE OF ADJUSTMENT**

WHEREAS Section 44, subsection (1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, (The Act) provides that if a municipality has passed a by-law under section 34, or a predecessor of such section, the Council of the Municipality may by by-law constitute and appoint a committee of adjustment for the municipality;

AND WHEREAS in accordance with Section 44, section (2) of the Act, a certified copy of the by-law shall be sent to the Minister by registered mail by the clerk of the municipality within thirty days of the passing thereof;

AND WHEREAS Section 44, subsection (3) of the Act prescribes that the members of the committee who are not members of a municipal council shall hold office for the term of council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it necessary and expedient to appoint a Committee of Adjustment;

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

1. THAT the Members of the Municipal Council listed below will hold office until the 31st of December 2025.
2. THAT the following persons shall constitute and be hereby appointed as members of the Committee of Adjustment;
 1. Narry Paquette
 2. Donna Clark
 3. Jason Corbett
 4. Steve Featherstone
 5. Dan MacInnis
3. THAT this by-law shall come into force and take effect upon the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF JANUARY 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-05

**BEING A BY-LAW TO AUTHORIZE AN AGREEMENT
BETWEEN THE TOWNSHIP OF BONFIELD AND THE PROVINCE OF ONTARIO AND
OFFICE OF THE FIRE MARSHALL, PUBLIC SAFETY DIVISION MINISTRY OF SOLICITOR
GENERAL FOR FIRE PROTECTION FUNDING**

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;

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 14TH DAY OF
JANUARY 2025.**

Mayor

Clerk

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the

BETWEEN:

**His Majesty the King in right of Ontario
as represented by the enter the full legal title of the Minister**

(the “Province”)

- and -

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

5.0 ACKNOWLEDGEMENT

5.1 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 Office of the Fire Marshal**

Date

Name: Carrie Clarke

Title: Deputy Fire Marshal

Date

Name:

Title:

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

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

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

“**Additional Provisions**” means the terms and conditions set out in Schedule “B”.

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

“**Budget**” means the budget attached to the Agreement as Schedule “D”.

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

“**Effective Date**” means the date set out at the top of the Agreement.

“**Event of Default**” has the meaning ascribed to it in section A12.1.

“**Expiry Date**” means the expiry date set out in Schedule “B”.

“**Funding Year**” means:

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

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

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

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

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

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

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

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

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

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

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

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

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

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

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

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

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

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

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

- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

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

A3.0 TERM OF THE AGREEMENT

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

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

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

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

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

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

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

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

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

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

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

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

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

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

A6.0 CONFLICT OF INTEREST

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

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

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

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

A7.0 REPORTS, ACCOUNTING, AND REVIEW

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

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule "B" :
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

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

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

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

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

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

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

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

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;

- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

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

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

A8.0 COMMUNICATIONS REQUIREMENTS

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

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.
- (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 **Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

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

A10.0 INSURANCE

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

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

A10.2 **Proof of Insurance.** The Recipient will:

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

A11.0 TERMINATION ON NOTICE

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

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

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

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

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

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

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

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

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

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

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

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

A13.0 FUNDS AT THE END OF A FUNDING YEAR

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

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

A14.0 FUNDS UPON EXPIRY

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

A15.0 DEBT DUE AND PAYMENT

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

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

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

- (a) the Province demands from the Recipient the payment of any Funds, an

amount equal to any Funds or any other amounts owing under the Agreement; or

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

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

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

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

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

A16.0 NOTICE

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

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

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

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

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

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

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

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

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

A18.0 SEVERABILITY OF PROVISIONS

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

A19.0 WAIVER

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

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

A20.0 INDEPENDENT PARTIES

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

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

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

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

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

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

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

A24.0 JOINT AND SEVERAL LIABILITY

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

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 **Other Agreements.** If the Recipient:

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

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

A27.0 SURVIVAL

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

END OF GENERAL TERMS AND CONDITIONS

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$
Expiry Date	March 31, 2025
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Program Development & Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p>Attention: Katrina Nedeljkovich, Operations Manager</p> <p>Address: 2284 Nursery Road, Midhurst, ON, L0L 1N0</p> <p>Phone: 705-305-4595</p> <p>Email: Katrina.nedeljkovich@Ontario.ca / OFMGrants@Ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval for \$30.0M grant over 3 years in funding to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year one of the Fire Protection Grant focuses on firefighter health and safety (specifically cancer prevention measures) and minor infrastructure updates. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified four categories of eligibility:

- Cancer Prevention – Equipment (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)

The grant application window opened on July 23, 2024 and closed September 5, 2024.

SCHEDULE "D" **BUDGET**

Funding will be provided to the
upon execution of this Agreement.

Funding will be provided to the
explicitly for the purchase of one, or a combination of, the items prescribed within the
listed summary in Schedule "C". Copies of all invoices and receipts for said items will
be provided to the Office of The Fire Marshal as part of the Report Back described in
Schedule "F" that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2025.
Subsequently, the funds must be spent by the municipality by the end of Provincial
Financial Quarter Three (Q3) (December 31, 2025).

SCHEDULE “E” PAYMENT PLAN

E.1 MAXIMUM FUNDS

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule “B”.

E.2 PAYMENT SCHEDULE

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

SCHEDULE "F" REPORTS

As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by the end of Provincial Financial Quarter, Q3, to outline how the grant was utilized and the benefit(s) seen at the department level.

As part of the report back the municipality will provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule C.

REPORT TO COUNCIL

MEETING DATE: January 14, 2025
FROM: Andrée Gagné, Deputy Clerk-Treasurer
SUBJECT: Livestock Valuer for Municipality

RECOMMENDATION:

That Ms. Pauline Carmichael be appointed as Livestock Valuer for the Township of Bonfield for a two-year term, commencing April 1st, 2025.

BACKGROUND:

The Township has had a Livestock Valuer on retainer in the past, and the current Agreement has an option to extend this service for an additional 2 years. The current Valuer has agreed to extend this service for another 2 years.

In the past two years, we had one claim in 2024 at no cost to the Township. In 2022, we had one claim at a cost of \$122. We expect this to remain consistent.

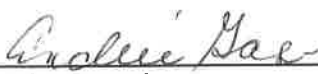
The Ontario Wildlife Compensation Program requires that a Valuer be appointed in order for farmers to make claims under the Program.

SUMMARY:

That a By-law be prepared renewing the agreement until end of March 2027.

Respectfully,

I concur with this report,



Andrée Gagné
Deputy Clerk-Treasurer



Nicky Kunkel
CAO

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-06

**Being a By-Law to Appoint Wildlife Damage Compensation Investigator
for the Township Of Bonfield**

WHEREAS the Ontario Wildlife Compensation Program requires municipalities to appoint Municipal Investigators;

AND WHEREAS the Council for the Township of Bonfield wishes to enter into an agreement through this by-law with Pauline Carmichael

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

1. **THAT** Pauline Carmichael be hereby appointed as Wildlife Damage Compensation Investigator for the Township of Bonfield; and
2. **THAT** the term of this Agreement be for two (2) years, with an option to extend for an additional two (2) years upon agreement of parties:
3. **THAT** the fee for service under this agreement be \$28.00 per hour plus expenses unless otherwise negotiated between the parties
4. **THAT** By-Law No. 2023-11 is hereby repealed in its entirety.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY
OF JANUARY 2025.**

MAYOR

CLERK



The Corporation of the
City of North Bay
200 McIntyre Street East,
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: (705) 474-0400

January 7, 2025

The Township of Bonfield
356 Highway 531
Bonfield ON
P0H 1E0

Re: Participation in the City of North Bay’s Household Hazardous Waste Program

The City of North Bay is once again inviting surrounding municipalities to participate in the City’s Household Hazardous Waste Program.

North Bay City Council has agreed to accept household hazardous waste from participating municipalities that share in the operating and disposal costs. The cost per municipality is \$4 per dwelling based on the most up to date census.

The cost for the residents of the Township of Bonfield to safely dispose their hazardous waste at the North Bay HHWD is as follows:

Total Dwellings	1080
Cost Per Dwelling	\$4
Total Cost	\$4,320

Please contact me to confirm if the Township of Bonfield will be continuing to use the North Bay Household Hazardous Waste Depot.

Sincerely,

Victoria Thomas
Environmental Control Officer
705-474-0400 ext. 5221
victoria.thomas@northbay.ca

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

COMMUNITY REPRESENTATIVE ADVISORY COMMITTEE MEETING MINUTES

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

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

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

2. Adoption of Agenda

Resolution No. 2024-01

Moved by Gail Degagne

Seconded by Pauline Rochefort

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

CARRIED

3. In-Camera

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

Resolution No. 2024-02

Moved by Gail Degagne

Seconded by Pauline Rochefort

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

CARRIED

Resolution No. 2024-03

Moved by Pauline Rochefort

Seconded by Gail Degagne

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

CARRIED

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

Resolution No. 2024-04

Moved by Gail Degagne

Seconded by Pauline Rochefort

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

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

CARRIED

Resolution No. 2024-05

Moved by Pauline Rochefort

Seconded by Gail Degagne

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

CARRIED

5. Adjournment

Resolution No. 2024-06

Moved by Gail Degagne

Seconded by Pauline Rochefort

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

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
Website: www.papineaucameron.ca

DATE: **November 12, 2024**

RESOLUTION NUMBER: **2024- 328**

MOVED BY:

Gilley Belanger

SECONDED BY:

M. Chenier

WHEREAS Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

AND WHEREAS the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

AND WHEREAS the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

AND WHEREAS current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

AND WHEREAS an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

AND WHEREAS providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

THAT the Council of Papineau-Cameron Township hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. Standardized Designs: Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. Flexible Design Standards: Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. Community Integration: Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. Support for Diverse Models: Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

AND FURTHER THAT the Council of Papineau-Cameron Township encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;

AND FURTHER THAT this resolution be provided to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.



Brokerlink Inc
 591 Main Street East, Suite 203
 North Bay, ON P1B 1B7
 Phone: (705) 476-3411 Fax: (807) 622-4868

If Paying by Cheque Mail Payment to:

Township of Bonfield
 365 Hwy 531
 Bonfield, ON POH 1E0

Invoice # 1236232	Page 1 of 2
Account Number	Date
TOWNOFB-01	12/18/2024
BALANCE DUE ON	
12/31/2024	
Account Manager	
Dorine Stevens	
dstevens@brokerlink.ca	
AMOUNT PAID	Amount Due
	\$185,978.68

Commercial Package	Policy Number: 16507140-06	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
19718628	12/31/2024	RNWL	2024-2025 Equipment Breakdown Renewal	\$854.00
19718629	12/31/2024	ONTX	Ontario Retail Sales Tax	\$68.32
The provincial tax is applied only to the taxable portion of the policy premium.				

Commercial Automobile	Policy Number: A199149	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
19718645	12/31/2024	RNWL	2024-2025 Commercial Automobile Renewal	\$15,208.00

Commercial Liability Insurance	Policy Number: CP82494	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
19718600	12/31/2024	RNWL	2024-2025 Commercial Liability Insurance Renewal	\$119,985.00
19718601	12/31/2024	ONTX	Ontario Retail Sales Tax	\$9,598.80
The provincial tax is applied only to the taxable portion of the policy premium.				

Cyber Risk Liability	Policy Number: ESM0339853308	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Risk Can Underwriting Managers	

Item #	Trans Eff Date	Trans	Description	Amount
19718665	12/31/2024	RNWL	2024-2025 Cyber Risk Liability Renewal	\$5,650.00
19718666	12/31/2024	ONTX	Ontario Retail Sales Tax	\$452.00
19718668	12/31/2024	CFEE	Company Fee	\$250.00
19718669	12/31/2024	ONTX	Ontario Retail Sales Tax	\$20.00
The provincial tax is applied only to the taxable portion of the policy premium.				

Commercial Package	Policy Number: FC42239	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
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Your payment options:

1. Pay us in full by cheque. Payment is due the effective date of the insurance coverage.
2. Pay in full by e-transfer or credit card online. Go to www.policypayments.com/NoPPid/Brokerlink
An administration fee applies to credit card option.
3. A payment plan may be available. Inquire with your broker.

IMPORTANT: Any policy or renewal not required must be returned promptly for cancellation to avoid an earned premium being charged for the time it was in force. Late charges at 1.5% per month (18% per annum) are applied to overdue accounts.



Brokerlink Inc
 591 Main Street East, Suite 203
 North Bay, ON P1B 1B7
 Phone: (705) 476-3411 Fax: (807) 622-4868

If Paying by Cheque Mail Payment to:

Township of Bonfield
 365 Hwy 531
 Bonfield, ON P0H 1E0

Invoice # 1236232	Page 2 of 2
Account Number	Date
TOWNOFB-01	12/18/2024
BALANCE DUE ON	
12/31/2024	
Account Manager	
Dorine Stevens	
dstevens@brokerlink.ca	
AMOUNT PAID	Amount Due
	\$185,978.68

19718636	12/31/2024	RNWL	2024-2025 Commercial Property Renewal	\$25,860.00
19718637	12/31/2024	ONTX	Ontario Retail Sales Tax	\$2,068.80

The provincial tax is applied only to the taxable portion of the policy premium.

Legal Expense	Policy Number: LC01054	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
19718604	12/31/2024	RNWL	2024-2025 Legal Expense Renewal	\$1,022.00
19718605	12/31/2024	ONTX	Ontario Retail Sales Tax	\$81.76

The provincial tax is applied only to the taxable portion of the policy premium.

Commercial Accident	Policy Number: VFP-9112569-15	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: AIG Insurance Company of Canada	

Item #	Trans Eff Date	Trans	Description	Amount
19718682	12/31/2024	RNWL	2024-2025 Volunteer Firefighter Accident Renewal	\$1,857.00
19718683	12/31/2024	ONTX	Ontario Retail Sales Tax	\$148.56

The provincial tax is applied only to the taxable portion of the policy premium.

Umbrella or Excess Liability	Policy Number: XL71792	Effective: 12/31/2024 to 12/31/2025
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
19718653	12/31/2024	RNWL	2024-2025 Umbrella or Excess Liability Renewal	\$2,643.00
19718654	12/31/2024	ONTX	Ontario Retail Sales Tax	\$211.44

The provincial tax is applied only to the taxable portion of the policy premium.

Total Invoice Balance: \$185,978.68

Thank you for your business!

- Your payment options:
1. Pay us in full by cheque. Payment is due the effective date of the insurance coverage.
 2. Pay in full by e-transfer or credit card online. Go to www.policypayments.com/NoPPid/Brokerlink
An administration fee applies to credit card option.
 3. A payment plan may be available. Inquire with your broker.

IMPORTANT: Any policy or renewal not required must be returned promptly for cancellation to avoid an earned premium being charged for the time it was in force. Late charges at 1.5% per month (18% per annum) are applied to overdue accounts.

Ontario Police
Provincial provinciale
Police de l'Ontario

Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télec.: 705 330-4191

File Reference:

612-20

December 19, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Further to the letter sent to you by the Solicitor General on November 29, 2024, please find attached your revised OPP municipal policing 2025 Annual Billing Statement package.

As per the amended Ontario Regulation 413/23, a discount has been applied to the 2023 year-end reconciliation statement that includes both a 44 per cent discount on reconciled overtime costs as well as a 3.75 per cent discount on total 2023 reconciled costs (after the discount on overtime is applied). Additionally, a 10 per cent discount has been applied to the total 2025 estimated costs.

The Municipal Policing Bureau will be hosting rescheduled webinar information sessions on Wednesday, January 15, 2025 at 2:00 p.m. and on Friday, January 17, 2025 at 9:00 a.m. E-mail invitations will be forwarded to your municipality. The webinar content will be the same on both dates, please accept the invitation for the date that works best for your schedule.

If you have questions about the Annual Billing Statement, please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,



S.B. (Steve) Ridout
Superintendent
Commander - Municipal Policing Bureau

OPP 2025 Annual Billing Statement - Revised

Bonfield Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	1,147		
	Commercial and Industrial	<u>37</u>		
	Total Properties	<u><u>1,184</u></u>	189.44	224,292
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0591%	104.59	123,833
Overtime	(see notes)		17.45	20,664
Prisoner Transportation	(per property cost)		1.67	1,977
Accommodation/Cleaning Services	(per property cost)		<u>5.70</u>	<u>6,749</u>
Total 2025 Estimated Cost			318.85	377,515
10% Discount on 2025 Estimated Costs			<u>(31.88)</u>	<u>(37,752)</u>
Total 2025 Estimated Cost After Discount			<u>286.96</u>	<u>339,764</u>
2023 Year-End Adjustment	(see summary)			6,259
Revised Grand Total Billing for 2025				<u>346,023</u>
Revised 2025 Monthly Billing Amount				28,835

Notes

A 10% Discount has been applied to the grand total of all 2025 estimated costs. The 2023 Year-End Adjustment also includes discounts applied to 2023 reconciled costs (44% on OT and 3.75% on total reconciled costs), see 2023 reconciled statement page for more information.

OPP 2025 Annual Billing Statement

Bonfield Tp

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service	
		FTE	%				\$/FTE
Uniform Members	Note 1						
Inspector		26.56	100.0	187,318	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander		8.60	100.0	156,717	1,347,770	1,347,770	-
Staff Sergeant		38.53	100.0	168,657	6,498,335	6,498,335	-
Sergeant		226.23	50.7	143,480	32,459,478	16,460,024	15,999,454
Constable		1,618.15	50.7	120,835	195,529,705	99,147,813	96,381,892
Part-Time Constable		11.97	50.7	91,572	1,096,112	555,839	540,272
Total Uniform Salaries		1,930.04			241,906,577	128,984,959	112,921,618
Statutory Holiday Payout				6,207	11,906,411	6,262,929	5,643,483
Shift Premiums				1,129	2,095,821	1,062,740	1,033,081
Uniform Benefits - Inspector				29.47%	1,466,114	1,466,114	-
Uniform Benefits - Full-Time Salaries				36.38%	85,791,541	44,909,750	40,881,790
Uniform Benefits - Part-Time Salaries				18.75%	205,571	104,245	101,326
Total Uniform Salaries & Benefits					343,372,035	182,790,737	160,581,298
Detachment Civilian Members	Note 1						
Detachment Administrative Clerk		164.29	50.7	75,342	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk		3.41	50.7	69,798	238,011	120,750	117,260
Detachment Clerk - Typist		1.74	50.7	62,349	108,488	54,867	53,620
Court Officer - Administration		28.73	50.7	92,124	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator		0.89	50.7	73,240	65,184	32,958	32,226
Cadet		1.62	50.7	51,219	82,974	41,999	40,975
Total Detachment Civilian Salaries		200.68			15,519,324	7,869,568	7,649,757
Civilian Benefits - Full-Time Salaries				36.13%	5,606,608	2,843,009	2,763,599
Total Detachment Civilian Salaries & Benefits					21,125,933	10,712,577	10,413,355
Support Costs - Salaries and Benefits	Note 2						
Communication Operators				6,682	12,896,527	6,782,230	6,114,297
Prisoner Guards				2,061	3,977,812	2,091,915	1,885,897
Operational Support				7,119	13,739,955	7,225,785	6,514,170
RHQ Municipal Support				3,208	6,191,568	3,256,120	2,935,448
Telephone Support				157	303,016	159,355	143,661
Office Automation Support				938	1,810,378	952,070	858,308
Mobile and Portable Radio Support				357	693,298	364,522	328,776
Total Support Staff Salaries and Benefits Costs					39,612,554	20,831,997	18,780,557
Total Salaries & Benefits					404,110,521	214,335,311	189,775,210
Other Direct Operating Expenses	Note 2						
Communication Centre				150	289,506	152,250	137,256
Operational Support				1,112	2,146,204	1,128,680	1,017,524
RHQ Municipal Support				360	694,814	365,400	329,414
Telephone				1,458	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance				168	326,258	171,540	154,718
Office Automation - Uniform				4,487	8,660,089	4,554,305	4,105,784
Office Automation - Civilian				1,154	231,585	116,485	115,100
Vehicle Usage				10,219	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment				1,073	2,070,933	1,089,095	981,838
Uniform & Equipment				2,360	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer				1,037	29,793	15,109	14,684
Total Other Direct Operating Expenses					41,569,403	21,854,744	19,714,660
Total 2025 Municipal Base Services and Calls for Service Cost					\$ 445,679,925	\$ 236,190,055	\$ 209,489,870
Total OPP-Policed Municipal Properties						1,246,809	
Base Services Cost per Property						\$ 189.44	

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary

Bonfield Tp

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	3	0	1	1	1	5.9	7	0.0004%	848
Drugs	1	1	0	1	1	88.1	66	0.0036%	7,601
Operational	85	78	77	136	94	3.9	367	0.0201%	42,169
Operational 2	29	26	18	20	23	1.7	40	0.0022%	4,547
Other Criminal Code Violations	11	11	12	10	11	7.1	78	0.0043%	8,984
Property Crime Violations	49	30	29	25	33	6.2	206	0.0113%	23,713
Statutes & Acts	23	24	20	30	24	3.5	85	0.0047%	9,763
Traffic	16	9	14	10	12	3.8	47	0.0026%	5,355
Violent Criminal Code	10	11	14	14	12	14.8	181	0.0100%	20,855
Municipal Totals	227	190	185	247	212		1,077	0.0591%	\$123,833

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details
Bonfield Tp
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Grand Total	227	190	185	247	212.25
Drug Possession	3	0	1	1	1.25
Drug Related Occurrence	1	0	0	1	0.50
Possession - Cocaine	1	0	0	0	0.25
Possession – Opioid (other than heroin)	1	0	0	0	0.25
Possession - Other Controlled Drugs and Substances Act	0	0	1	0	0.25
Drugs	1	1	0	1	0.75
Cultivate/Propagate/Harvest cannabis by adult	0	1	0	0	0.25
Trafficking - Cocaine	0	0	0	1	0.25
Trafficking - Other Controlled Drugs and Substances Act	1	0	0	0	0.25
Operational	85	78	77	136	94.00
Animal - Bear Complaint	1	0	1	0	0.50
Animal - Bite	0	0	0	1	0.25
Animal - Dog Owners Liability Act	1	0	1	1	0.75
Animal - Injured	2	0	0	4	1.50
Animal - Master Code	2	0	0	0	0.50
Animal - Other	2	0	1	0	0.75
Animal - Stray	4	0	3	0	1.75
Assist Fire Department	0	0	0	1	0.25
Assist Public	4	5	8	19	9.00
Bomb Threat	0	1	0	0	0.25
By-Law - Master Code	0	1	0	0	0.25
Distressed / Overdue Motorist	1	0	0	0	0.25
Domestic Disturbance	21	15	12	21	17.25
Family Dispute	7	7	6	25	11.25
Fire - Building	2	0	1	1	1.00
Fire - Other	1	1	1	2	1.25
Fire - Vehicle	1	1	0	0	0.50
Found - Gun	0	0	0	1	0.25
Found - License Plate	0	1	0	0	0.25
Found - Others	0	0	2	0	0.50
Found Human Remains - Suspected Homicide	0	0	1	0	0.25
Found Property - Master Code	2	4	1	0	1.75
Insecure Condition - Building	0	1	0	0	0.25
Lost - License Plate	0	1	0	0	0.25
Lost - Others	0	0	0	1	0.25
Lost Property - Master Code	0	0	2	0	0.50
Missing Person - Master Code	0	0	2	0	0.50
Missing Person 12 & older	1	0	0	1	0.50
Missing Person Located 12 & older	0	0	2	1	0.75
Neighbour Dispute	5	11	11	21	12.00
Noise Complaint - Animal	1	0	1	1	0.75
Noise Complaint - Master Code	4	4	3	3	3.50
Noise Complaint - Others	0	1	0	0	0.25
Other Municipal By-Laws	0	0	0	1	0.25

OPP 2025 Calls for Service Details
Bonfield Tp
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Phone - Nuisance - No Charges Laid	1	1	0	1	0.75
Sudden Death - Accidental	0	0	0	1	0.25
Sudden Death - Apparent Overdose/Overdose	0	1	0	0	0.25
Sudden Death - Natural Causes	2	1	4	1	2.00
Sudden Death - Others	0	0	2	1	0.75
Sudden Death - Suicide	0	1	0	2	0.75
Suspicious Package	1	0	0	0	0.25
Suspicious Person	7	8	4	9	7.00
Suspicious vehicle	8	5	4	4	5.25
Traffic By-Law	0	0	1	0	0.25
Trouble with Youth	1	3	1	6	2.75
Unwanted Persons	3	3	2	6	3.50
Vehicle Recovered - Automobile	0	1	0	0	0.25
Operational 2	29	26	18	20	23.25
911 call - Dropped Cell	6	7	2	4	4.75
911 call / 911 hang up	4	5	0	6	3.75
False Alarm - Cancelled	1	0	0	1	0.50
False Alarm - Others	14	7	5	0	6.50
Keep the Peace	4	7	11	9	7.75
Other Criminal Code Violations	11	11	12	10	11.00
Bail Violations - Breach of Recognizance	0	0	1	0	0.25
Bail Violations - Fail To Comply	4	3	5	3	3.75
Breach of Probation	1	1	2	1	1.25
Causing unnecessary suffering to Animals	0	0	0	1	0.25
Criminal breach of contract (fraud-corruption)	1	0	0	0	0.25
Disturb the Peace	0	0	0	1	0.25
Indecent acts - Master Code	1	0	1	0	0.50
Obstruct Public Peace Officer	0	1	0	0	0.25
Offensive Weapons - Careless use of firearms	2	0	0	0	0.50
Offensive Weapons - Other Weapons Offences	1	1	1	0	0.75
Offensive Weapons - Possession of Weapons	0	0	0	1	0.25
Offensive Weapons - Prohibited	0	1	0	0	0.25
Offensive Weapons - Restricted	0	1	0	0	0.25
Other Criminal Code * Sec. 78 - Sec. 96	0	1	0	0	0.25
Other Offences Against the Person and Reputation	0	0	0	1	0.25
Possess Firearm while prohibited	0	1	0	0	0.25
Public Mischief - mislead peace officer	0	0	0	1	0.25
Public Morals	0	0	1	0	0.25
Trespass at Night	1	0	1	1	0.75
Uttering Counterfeit Money	0	1	0	0	0.25
Property Crime Violations	49	30	29	25	33.25
Break & Enter	10	4	4	3	5.25
Break & Enter - Firearms	0	0	2	0	0.50
Fraud - False Pretence Under \$5,000	1	1	1	2	1.25
Fraud - Fraud through mails	2	1	0	1	1.00

OPP 2025 Calls for Service Details
Bonfield Tp
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Fraud - Master Code	1	1	1	1	1.00
Fraud - Money/property/security Over \$5,000	1	0	3	1	1.25
Fraud - Money/property/security Under \$5,000	3	3	3	1	2.50
Fraud - Other	2	2	2	2	2.00
Identity Fraud	1	1	0	0	0.50
Mischief	4	9	2	3	4.50
Possession of Stolen Goods over \$5,000	0	0	1	0	0.25
Possession of Stolen Goods under \$5,000	4	1	1	0	1.50
Property Damage	1	0	0	1	0.50
Theft from Motor Vehicles Under \$5,000	0	2	1	0	0.75
Theft of - All Terrain Vehicles	0	1	1	1	0.75
Theft of - Snow Vehicles	2	0	1	0	0.75
Theft of Motor Vehicle	1	0	1	0	0.50
Theft Over \$,5000 - Construction Site	0	0	0	1	0.25
Theft Over \$5,000 - Other Theft	0	0	0	1	0.25
Theft Under \$5,000 - Construction Site	0	0	0	1	0.25
Theft Under \$5,000 - Gasoline Drive-off	6	1	1	0	2.00
Theft Under \$5,000 - Master Code	2	0	2	1	1.25
Theft Under \$5,000 - Other Theft	6	3	1	4	3.50
Theft Under \$5,000 - Trailers	1	0	1	1	0.75
Theft Under \$5,000 Shoplifting	1	0	0	0	0.25
Statutes & Acts	23	24	20	30	24.25
Landlord / Tenant	3	5	3	11	5.50
Mental Health Act	6	5	4	3	4.50
Mental Health Act - Apprehension	0	1	2	3	1.50
Mental Health Act - Attempt Suicide	0	0	1	0	0.25
Mental Health Act - No contact with Police	1	1	0	0	0.50
Mental Health Act - Placed on Form	0	1	1	1	0.75
Mental Health Act - Threat of Suicide	3	1	1	3	2.00
Mental Health Act - Voluntary Transport	0	2	3	0	1.25
Trespass To Property Act	10	8	5	9	8.00
Traffic	16	9	14	10	12.25
MVC - Others (Motor Vehicle Collision)	1	0	0	0	0.25
MVC - Personal Injury (Motor Vehicle Collision)	4	1	2	1	2.00
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	3	0	0	0	0.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	1	2	2	1	1.50
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	7	6	9	8	7.50
Road Rage	0	0	1	0	0.25
Violent Criminal Code	10	11	14	14	12.25
Assault - Level 1	5	2	3	2	3.00
Assault Peace Officer	0	1	0	0	0.25
Assault With Weapon or Causing Bodily Harm - Level 2	2	2	1	2	1.75
Criminal Harassment	0	1	0	3	1.00
Criminal Harassment - Offender Unknown	0	1	0	0	0.25
Forcible confinement	0	0	1	0	0.25

OPP 2025 Calls for Service Details
Bonfield Tp
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Indecent / Harassing Communications	0	0	2	2	1.00
Non-Consensual Distribution of Intimate Images	0	0	1	0	0.25
Sexual Assault	1	1	2	1	1.25
Sexual Interference	0	1	1	2	1.00
Utter Threats - Master Code	1	0	0	0	0.25
Utter Threats to Person	1	2	3	2	2.00

OPP 2023 Reconciled Year-End Summary - Revised
Bonfield Tp
Reconciled cost for the period January 1 to December 31, 2023

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	1,129			
	Commercial and Industrial	34			
	Total Properties	<u>1,163</u>	174.11	202,496	192,665
Calls for Service	Total all municipalities	187,830,598			
	Municipal portion	0.0581%	93.91	109,220	103,839
Overtime			26.38	30,682	14,067
Prisoner Transportation	(per property cost)		1.45	1,686	1,361
Accommodation/Cleaning Services	(per property cost)		5.06	5,885	5,664
Total 2023 Costs			300.92	349,969	317,596
Discount on 2023 Reconciled Costs	(see notes)		<u>(22.46)</u>	<u>(26,118)</u>	<u>-</u>
Total Revised 2023 Costs			<u>278.46</u>	<u>323,851</u>	<u>317,596</u>
2023 Billed Amount				<u>317,592</u>	
2023 Revised Year-End-Adjustment				<u>6,259</u>	

Notes

The discount on 2023 Reconciled Costs was calculated by first applying a 44% discount to reconciled OT costs, and then applying a 3.75% discount to the total reconciled costs (after the OT discount had been applied).

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

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Nicky Kunkel

From: Nicole McNeill <Nicole.Mcneill@mpac.ca>
Sent: December 18, 2024 1:03 PM
To: Nicky Kunkel
Subject: 2025 Municipal Levy

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



**MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION**

December 18, 2024

Nicky Kunkel

CAO-Clerk Treasurer

Township of Bonfield

Subject: 2025 Municipal Levy

As a municipal service provider, MPAC is committed to supporting municipal priorities. With that in mind and given the additional financial strain caused by the pandemic, the corporation kept the levy stable from 2021 to 2023 without any increases. Last year, we implemented a 2.1 per cent increase due to inflation and rising labour costs.

As we continue to work to meet the evolving needs of our partners, we are writing to inform you that MPAC's Board of Directors has approved the corporation's 2025 operating budget with a 3.4 per cent levy increase. This year's budget increase is crucial for managing fiscal challenges, smoothing future levy impacts, and funding service enhancements.

We understand the challenges faced by municipalities and want to assure you that MPAC is committed to strategically using reserves and finding efficiencies, ensuring a balanced approach when levy targets are established. MPAC strives to ensure that budget increases are below a target rate that combines inflation and year-over-year growth in property counts. This increase is consistent with that target.

MPAC's 2025 budget is a strategic investment in the future, enabling the modernization of our assessment system and providing municipalities with enhanced data and services essential for informed decision-making. For example, we are working to grant you more access to Electronic Assessment (EAI) files in 2025.

In 2025, MPAC will launch our new Strategic Plan which includes investments to enhance service delivery by continuing to collaborate and create valuable products that meet your diverse needs. We look forward to sharing further updates in 2025. In the meantime, we invite you to read the [2024 Municipal Partnership Report](#) to learn more about our collective work to build strong communities across Ontario together this past year.

Not all municipalities will see a 3.4 per cent increase. Individual municipal levies are determined by a funding formula under the *Municipal Property Assessment Corporation Act* based on the weighted average of two factors: the municipal share of the total assessed value and the number of properties compared to the rest of the province. An explanation of how MPAC calculated the municipal levy is available [here](#).

Your municipality's annual 2025 levy amount will be \$44,686.63 or 3.03% Increase

Additional information about your municipality's specific 2025 levy calculation is available here <https://workdrive.mpac.ca/external/55dfe9d01899f90450129003b6fb84f8ec021153ab8498c56e37803af678dcce>.

Your first bill will be delivered later this month, followed by equal quarterly invoices thereafter. You will also receive your Assessment Change Summary from your local MPAC Account Manager, which provides a high-level description of the assessment changes within your municipality.

We look forward to continuing to provide you with timely information that supports your work and decision-making, collaborating on forward-looking initiatives and forming new and valuable partnerships.

If you have questions about MPAC's funding requirements, please contact:

Mary Meffe

Vice-President, Corporate Services

and Chief Financial Officer

289-539-0306

Mary.Meffe@mpac.ca

For information about the assessment services available to your municipality, please contact:

Jamie Bishop

Vice-President, Public Affairs and Customer Experience

289-200-1122

Jamie.Bishop@mpac.ca

Yours truly,

Alan Spacek

Chair, MPAC Board of Director

Nicole McNeill

President and Chief Administrative Officer, MPAC

Copy MPAC Board of Directors
Executive Management Group, MPAC
Director and Regional Managers, Municipal and Stakeholder Relations, MPAC



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

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

December 20, 2024

SENT ELECTRONICALLY

Mr. Brian Walker
CAO /Treasurer
Township of Bonfield
365 HWY 531
Bonfield, ON P0H 1E0

Dear Mr. Walker,

Re: 2025 Municipal Levy

Your **2025 Municipal Levy Information Package** is attached. At its budget meeting on December 4, 2024, the Board of Health approved the 2025 budget. It has a 1% increase (already confirmed) in provincial mandatory program funding and a 3% increase in Municipal share (billed at 5% increase - 2% paid from the Reserve in 2024 and 3% for 2025).

For 2025, with the previous mitigation funding rolled into provincial base funding, the sharing split is 77.8% provincial and 22.2% municipal.

There are two years left in the Strengthening Public Health Initiative. A 1% increase to Health Units has been communicated for 2025 and a 1% increase in Public Health funding provincially for 2026. The Ontario Public Health Standards, which set the minimum requirements for public health programming, are still in the review process and should be in effect for 2026. The new funding arrangement for Public Health should be communicated in 2025, effective in 2026.

As instructed by the province our health unit investigated merging with our neighbouring health units earlier in 2024, but no talks were successful. How this will affect our funding under the new funding arrangement is not known at this time.

COVID-19 specific funding has been promised for 2024 but has not yet been received. 2025 COVID-19 funding arrangements are unknown at this time.

..12

Your lifetime partner in healthy living.
Votre partenaire à vie pour vivre en santé.

myhealthunit.ca

📍 345 Oak Street West,
North Bay, ON P1B 2T2

📞 1-800-563-2808
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

📞 1-800-563-2808
705-746-5801

📠 705-746-2711

In accordance with the Board of Health By-Laws, the Municipal Reserve status will be updated to you with the 2024 audited financial statements. For your information the Municipal Reserve balance at October 31, 2024 was \$2,174,943.

To learn more about your health unit programs, activities and reports, refer to the North Bay Parry Sound District Health Unit website at www.myhealthunit.ca. The website is completely searchable and contains information on a wide range of health topics.

The following information is attached:

- Appendix A – 2025 Levy Payment Schedule
- Appendix B – 2025 Board of Health Approved Budget Summary Sheet

Please do not hesitate to contact Isabel Churcher, Executive Director, Finance at (705) 499-6016, if you have any questions.

Yours truly,



Rick Champagne
Chairperson, Board of Health

Enclosures (2)

Copy to: Isabel Churcher, Executive Director, Finance
Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer
Board of Health

December 20, 2024

Township of Bonfield
 365 HWY 531
 Bonfield, ON P0H 1E0

2025 LEVY
PAYMENT SCHEDULE

2025 Annual Levy

\$73,601

Monthly Payment Schedule effective January 1, 2025	Amount
January 1	6,133.38
February 1	6,133.42
March 1	6,133.42
April 1	6,133.42
May 1	6,133.42
June 1	6,133.42
July 1	6,133.42
August 1	6,133.42
September 1	6,133.42
October 1	6,133.42
November 1	6,133.42
December 1	6,133.42
Total	\$73,601

Levy based on population of: 1,954

Per Capita Rate: \$37.67

Due Date: The first day of every month
 Interest is charged at 1.25% per month on outstanding balances.

Please remit to: North Bay Parry Sound District Health Unit
Attention: Finance Department

345 Oak St W

North Bay, ON P1B 2T2

Or Direct Deposit to: Account # 03442 003 1287499

2025 Board of Health Public Health Budget - Budget Summary Sheet

Budget Summary	Budget 2024	Forecast 2024	Budget 2025	Cost Sharing Percentage for 2025	Notes
Total Expenses	22,826,086	22,713,127	22,786,421		1
Less Program Revenues	485,840	635,695	481,041		2
Net Expenses	22,340,246	22,077,432	22,305,380		
Less: 100% Funding and One-Time Funding and Grants	4,979,566	5,099,701	4,695,094		3
Total Shareable Base	17,360,680	16,977,731	17,610,286		
Ministry of Health Share	13,565,310	13,259,608	13,701,054	77.80%	4
Municipal Share	3,795,370	3,718,123	3,909,232	22.20%	
Plus: 100% Municipal - Adult Dental	95,414	95,414	98,277		
Gross Municipal Levy	3,890,784	3,813,537	4,007,509		5
Contribution from Municipal Reserve	-74,108	0	0		
Net Municipal Levy	3,816,676	3,813,537	4,007,509		
Per Capita Municipal Population	106,394	106,394	106,394		
Per Capita Rate	36.57	35.84	37.67		6

Notes for Budget Summary

1	Total expenses include the cost of all Health Unit programs and services except for Infection Prevention and Control Hub funding.
2	Program revenues are generated through payments from the public or the government on a fee-for-service basis.
3	The forecast for 2024 includes all usual 100% funded programs from multiple sources and one-time funding for COVID-19 Vaccination, Respiratory Syncytial Virus (RSV) Vaccine, Strengthening Public Health (Merger) etc. Not all funds are officially confirmed.
4	The Ministry of Health's funding will increase by 1% over last year. Funding increases of 1% per year have been confirmed for 2024, 2025, and 2026. The new total of \$13,701,054 is 77.8% of the shareable base.
5	The municipal share is calculated using the 2024 levy plus 3% which amounts to a 5% increase to the municipalities' payments for 2025 since 2% of last year's levy increase was taken from the municipal reserve. The municipal share for 2025 is 22.2%.
6	As per the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, O. Reg. 489-97 Allocation of Board of Health Expenses, populations used for calculations are current (2022) Municipal Property Assessment Corporation (MPAC) enumeration data. As per regulations from MPAC, their total population data may not be shared publicly.

THURSDAY, OCTOBER 24, 2024

MINUTES

Date: Thursday, October 24, 2024

Location: Cassellholme Garden Room

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

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

Regrets:

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

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>MEETING RECORDED</p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be called to order at 5:03 p.m.”</i></p> <p>Res. #113-24 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Peter requested to add a Notice of Motion – 7.4 In-Camera – Confidential Matter</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #114-24 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #115-24 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of the Minutes of the Regular Board Meeting held on September 26, 2024

Remove Angie Punnett from the attendance. She did not attend the meeting.

“Moved by Chris Mayne and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on September 26, 2024, be adopted as amended.”

Res. #116-24

Carried

4. New Business

No New Business Noted

5. Redevelopment

5.1 Construction Update *(Dave Smits)*

Report in package.

New resident move in date is scheduled for May 4, 2025.

All window testing will be completed next week.

Angie received a response from Ontario Health – the proposal for the Designated Specialized Units funding was not selected at this time. Angie will continue to reach out and submit a new proposal for the next round of funding.

5.2 Government Relations

Angie, Billy and Dave have been attending the Municipality Council Meetings. They have one more to attend next week. Feedback from these meetings is a request for all Municipalities to get together and move forward with asking for funding as a group. Julie to send out some tentative dates to the Board in November. Once a date is confirmed, send an invite to the Municipalities to have someone from their council attend.

6. Operations

6.1 Operations Update

Update in package.

Ministry of Labour Visit – Oct 16/24 – Slips, Trips and Falls Prevention Initiative.

Fire Department Annual Inspection – Oct 23/24 – minor violations and recommendations.

Dave added that a 3rd Party was contacted to review the Infection Control processes in the construction site to ensure they are meeting all infection control standards.

6.2 Cassellholme Q3 Year-to-Date Operation Budget

“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the Cassellholme Q3 Year-to-Date Operating Budget-to-Actual Results for the period ending September 30, 2024, as presented.”

Res. #117-24

Carried

6.3 Capital Budget-to Actual Results for the Redevelopment Project

“Moved Chris Mayne and seconded by Robert Corriveau that the Board approve the Capital Budget-to-Actual Results for the Redevelopment Project ending September 30, 2024, and Forecasted Capital Levy Estimates, as presented.”

Res. #118-24

Carried

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

Secretary

Chairman

Oct 21, 2024

Subject: Cassellholme Redevelopment Update – October 21, 2024

Construction Activity

Highlights:

Phase 00 - Work complete.

Phase 1-A – Work complete

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

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

Schedule comments in this report are up to date with site progress as of the date of issuance for this report.

PHASE 1-B

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

Schedule:

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

Transition Planning

An updated summary is attached for reference.

Highlights:

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

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

Staffing Plan - No further update this month.

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

Laundry Plan - No further update this month.

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

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

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

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

Waste Handling – No further updates at this time.

Outdoor space – Completed

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

Nursing Transition Planning – Work underway.

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

MLTC Check Lists – Work continuing.

Art/Fundraising – Working group being established.

Emergency Planning – Work progressing well; on track

Change Order Log - Please see the attached

Budget Update - September summary attached.

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	3 months prior to occupancy
Furniture Contract	PO ready to be issued with mid December delivery based on latest project schedule	Anita	Aug 12 - complete
Art Fundraising	ideas have been noted and small WG; including Creative Industries, unable to connect with WKP Gallery to assemble	Anita	ongoing
Wood at mill for purpose	Sept; Anita to set up	Anita	ongoing
P1 Move			
HCR - Movers	Scheduled for week of April 28 2025; Resident in rooms May 4 2025; in-person walk through and meeting tentative for January 2025	Anita	01-Jan
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	late Fall 2024
IT			
Cameras	approved and to review internal processes and access & initial training	Dave/Anita	ongoing
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone System	working with vendor for resident cable and phone packages		
Network Design	completed		
Digital Menus/Boards	S/W to be finalized by CH management and TVs to be purchased for install		
Nurse Call	Working with vendor and Percon to finalize the alerts, call bells, colours for certain calls - finalized by Nov 4		
Bed Allocation - Indigenous and Speciality			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
NFN Collaboration Document	Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again	Anita/Angie/NFN	ongoing
	flow of care -Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee		TBD
	Policy inclusion - part of collaboration document		TBD
	Programming & ceremony - further discussion needed	TBD	
	Quality of Care Committee	Anita/Angie/NFN	TBD
Wayfinding			
Wayfinding	NFN Translations, remaining 8 have been finalized	Anita/Dave	22-Jul
Art Work - RHA and P1	Artwork underway and will provide updates as artist submits	Anita/Dave	ongoing
Support Services			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning)	Anita	ongoing
Storage Area list	Walkthrough with clinical management on 2nd floor to finalize layout and storage needs prior to ordering shelving. Received options for smaller storage and will bring one set for 2nd floor for set up when area is ready. Will bring mgmt staff through for further discussion before order is made.	Dave/Anita	November
Emergency Response			
Fire plan	Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft form Drawings have been supplied to the fire department training plan created - draft; will be creating demo anchor system in only building to assist in the timing needed for training	Anita/Julie/Ron	ongoing & on track
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Dave/Anita	Winter 2026
Staff Training Plan			
Detailed Breakdown	Comprising of various methods: in-person, video, replicated in old building, in new building to ensure move readiness Managers have met and compiled needs and timing required for the different elements of training and action plan is created; to be reviewed and train the trainers to be named	Anita	Fall 2024

Board of Management Meeting
October 24, 2024

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

Critical Incidents Summary Report:

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


Inspections

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

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

September 16-20, 2024 – awaiting inspection report

Q3 Critical Incident Geographical Report

 MINISTRY OF LONG-TERM CARE Geographical Status Report for LTC Homes						
Quarter : 01 Jul 2024 - 30 Sep 2024						
Home Name : CASSELLHOLME [Beds : 240]						
CI Type	# of CIs	Average CI per 100 beds for the period				
		Home	LHIN	District	Province	
Abuse of a resident by anyone or neglect of a resident by the licensee or staff that resulted in harm or a risk of harm to the resident [LTCHA s. 24. (1) 2.] / [FLTCA s. 28. (1) 2.]	29	12.0833	2.8785	3.6346	2.9716	
Controlled Substance missing/unaccounted [LTCHA O. Reg 79/10 s. 107. (3) 3.] / [FLTCA O. Reg 246/22 s. 115. (3) 3.]	1	0.4167	0.2985	0.2456	0.1532	
Disease Outbreak [LTCHA O. Reg 79/10 s. 107. (1) 5.] / [FLTCA O. Reg 246/22 s. 115. (1) 5.]	2	0.8333	1.1301	1.0806	1.0509	
Improper/Incompetent treatment or care of a resident that results in harm or risk to a resident [LTCHA s. 24. (1) 1.] / [FLTCA s. 28. (1) 1.]	2	0.8333	0.6610	0.8964	0.6546	
Incident that causes an injury to a resident for which the resident is taken to hospital and which results in a significant change in the resident's health status [LTCHA O. Reg 79/10 s. 107. (3) 4.] / [FLTCA O. Reg 246/22 s. 115. (3) 4.]	6	2.5000	1.5565	1.8787	1.4484	
Misuse/Misappropriation of residents money [LTCHA s. 24. (1) 4.] / [FLTCA s. 28. (1) 4.]	1	0.4167	0.1279	0.1105	0.0823	
Total across CI Type	41	17.0833				

Complaints

In the third quarter of 2024 there was 8 complaints

- 4 written
- 4 verbal/ telephone calls.

A breakdown of the complaints:

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

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

Clinical Pathways

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

The Project
Expanding and standardizing evidence-based practices in LTC has been a key goal in Ontario for many years. Evidenced-based assessments were initiated in LTC homes in 2005 with the implementation of MDS 2.0. More recently, The Fixing Long-Term Care Act (2021) has tasked LTC homes with implementing evidence-based tools for resident assessment and care. The government's commitment to the use of evidence-based tools is further supported by the recently announced extension of funding for clinical support tools. To advance this goal, the Registered Nurses' Association of Ontario (RNAO) in partnership with PointClickCare, have launched a province-wide initiative to implement digitized versions of RNAO's evidence-based BPG Clinical Pathways in PointClickCare's Nursing Advantage Canada platform.

The Partners

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

Methodology

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

Steering Committee
Includes representatives from RNAO, PointClickCare, AdvantAge Ontario, InterRAI, Universal Care, Perley Health, Region of Peel

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



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

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

The Benefits

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

Project Contacts
RNAO: Rita Wilson (rwilson@mso.ca)
PointClickCare: Deborah Johnston (Deborah.Johnston@pointclickcare.com)

 Education on this Initiative is available by contacting one of the Project Contacts above 

❖ STAFFING - Tiffany Chapman, HR Coordinator

Staffing & Students

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

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

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

Emergency Room Visits

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

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

Reduction in Falls

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

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

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

Hand Hygiene Observations:

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

Outbreaks:

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

Immunization

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

Education

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

IPAC Construction Audits

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

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

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

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

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

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

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

Current Number of Clients Active in Each Program:

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

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

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

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

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



Quarterly Financial Report

Q3 Long Term Care & Q2 Community Support Services - Unaudited

October 24th, 2024

Executive Summary

Redevelopment Project

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

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

Long Term Care Operations

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

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

Community Support Services Operations

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

Thank You

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

Sincerely,

William Brooks, CPA

Chief Financial Officer

Key Performance Indicators

Hours of Care

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

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

Resident Occupancy

Current Month - September 2024: 98.72%

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

Prior Year - January to December 2023: 96.8%

Case Mix Index

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

-
- **Funded CMI – 2024/25: 1.0812 (Actual), (1.0641 Budget)**
 - *Funded CMI – 2023/24: 1.0965 (Actual)*
 - *Funded CMI – 2022/23: 1.0526 (Actual)*
-

Inflationary Benchmarks

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

Comparative Balance Sheet

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

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

Key Changes

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

LTC Operating Budget

Year-to-date Operating Revenue Budget to Actual Summary

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

Envelope/GL	Budget 2024	YTD Budget to 30/09/24	YTD Actual to 30/09/24	Over (Under)	Over (Under) %
Nursing & Personal Care	18,089,222	13,460,689	13,848,975	388,276	3%
Program Support Services	1,217,218	911,233	911,065	(169)	0%
Nutritional Support	1,126,023	839,757	839,678	(79)	0%
Other Accommodation	6,640,943	4,959,824	5,859,064	899,240	18%
Minor Capital	347,730	260,883	268,796	7,913	3%
Total Non-Levy Operating Revenues	27,421,136	20,432,396	21,727,578	1,295,182	6%
Total Municipal Levy	3,343,402	2,507,552	2,507,552	0	0%
Total Operating Revenues Incl. Levies	30,764,539	22,939,948	24,235,130	1,295,182	6%

YTD revenue is over budget primarily due to:

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

Year-to-date Operating Expenditure Budget to Actual Summary

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

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

Nursing & Personal Care (NPC)

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

Program and Support Services (PSS)

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

Nutritional Support (Formerly Raw Food)

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

Other Accommodation (OA)

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

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

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

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

Year-to-date Actual Summary by Funding Envelope

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

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

Capital Budget

Redevelopment Budget to Actual Summary

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

	Board Approved Budget	Total Spent to date	Budget Remaining	% Spent
A - Land	0	0	0	0%
B - Hard Costs	101,587,646	41,272,537	60,315,109	41%
C - Architects and Engineers	5,293,090	4,486,949	806,141	85%
D - Other Design Consultants Costs	786,929	562,212	224,717	71%
E - Fees & Permits	31,235	31,235	0	100%
F - Project Management & Other Prof. Services	1,798,833	1,490,794	308,039	83%
G - Financing & Construction Interest	3,796,497	2,918,558	877,939	77%
H - Taxes	1,914,397	1,412,152	502,245	74%
I - Contingency	4,721,632	1,417,739	3,303,893	30%
J - FF&E	2,965,586	800,193	2,165,393	27%
Grand Total	122,895,845	54,392,370	68,503,475	44%

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

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

Forecast of Capital Payments & Levies

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

Construction Interest: 4.61%

Term Loan (30 Year Amortizing): 4.69%

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

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

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

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

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

Community Support Services

Year-to-date Operating Budget to Actual Summary

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

Envelope: Supportive Housing (SH)

Envelope	Program	Budget 2024/25	YTD Budget 2024/25	YTD Actual to 30/09/24	Over (Under)	Over (Under) %
<u>Supportive Housing - Revenue</u>						
	Province of Ontario - Grants	1,720,018	862,365	915,494	53,129	6.16%
	Service Recipient Revenue & Other	-	-	-	0	0.00%
		1,720,018	862,365	915,494	53,129	6.16%
<u>Supportive Housing - Expenses</u>						
	Assisted Living	1,364,280	684,009	483,857	(200,152)	-29.26%
64.76%	Administration	355,738	178,356	175,764	(2,593)	-1.45%
		1,720,018	862,365	659,621	(202,744)	-23.51%
Supportive Housing	Surplus (Deficit)	-	0	255,873		

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

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

Envelope: Community Support Services (CSS)

Envelope	Program	Budget 2024/25	YTD Budget 2024/25	YTD Actual to 30/09/24	Over (Under)	Over (Under) %
<u>Community Support Services - Revenue</u>						
	Province of Ontario - Grants	935,810	469,187	589,907	120,720	25.73%
	Service Recipient Revenue & Other	159,767	80,102	67,731	(12,371)	-15.44%
		1,095,577	549,289	657,638	108,349	19.73%
<u>Community Support Services - Expenses</u>						
	Diners Club	8,580	4,302	3,751	(551)	-12.80%
	Meals on Wheels	22,760	11,411	10,139	(1,272)	-11.15%
	Home Maintenance and Repair	31,200	15,643	6,655	(8,987)	-57.45%
	Home Help	431,261	216,221	214,164	(2,058)	-0.95%
	Caregiver Respite	109,535	54,918	37,506	(17,411)	-31.70%
	Transportation	86,977	43,607	39,038	(4,570)	-10.48%
	400 Club	211,718	106,149	112,261	6,113	5.76%
35.24%	Administration	193,546	97,038	95,628	(1,411)	-1.45%
		1,095,577	549,289	519,142	(30,147)	-5.49%
CSS	Surplus (Deficit)	-	0	138,497		

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

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

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

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

Suggested Board Motions for Discussion

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

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

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



REGULAR MEETING OF THE LIBRARY BOARD, Monday January 6, 2025
365 Hwy 531, Bonfield ON POH 1E0

PRESENT: Leslie Larocque, Gail Johnston, Donna Clark, Storme Van Rassel

STAFF: Jeannette Shields

EXCUSED ABSENCE: Britney Morin

25-01 Moved by: Gail Johnston Seconded by: Storme Van Rassel
THAT the Library Board Meeting be opened at 6:57pm.

Carried: Leslie Larocque

25-02 Moved by: Donna Clark Seconded by: Storme Van Rassel
THAT the Library Board Regular Meeting Agenda be approved as prepared.

Carried: Leslie Larocque

25-03 Moved by: Storme Van Rassel Seconded by: Donna Clark
THAT the minutes of the Library Board Meeting held November 28, 2024 be adopted as circulated.

Carried: Leslie Larocque

25-04 Moved by: Gail Johnston Seconded by: Storme Van Rassel
THAT reports circulated be approved as presented.

Carried: Leslie Larocque

25-05 Moved by: Donna Clark Seconded by: Gail Johnston
Proposal to cancel Ontario Public Libraries Consortium Health Benefits and: That the CEO/
Librarian submits her Dental invoices directly to the operating budget for 80% reimbursement
Not to exceed \$2,000.00 per Calendar year and furthermore the Bonfield Public Library Board
Will cover Vision Care 1 occurrence(s) per 24 month(s) to a maximum of \$350.00. The Bonfield
Public Library Board will also cover one (1) extended Health Care to a maximum of \$500
Per calendar year either Chiropractor, Osteopath, Podiatrist, Acupuncturist, Speech Therapy,
Psychologist, Hearing, Naturopath, Homeopath. Any other Health related care not listed
Shall be brought forward to the Board for consideration. Effective February 1, 2025

Carried: Leslie Larocque

24-06 Moved by: Storme Van Rassel Seconded by: Donna Clark
THAT the Library Board meeting be adjourned at 7:55pm

Carried: Leslie Larocque

Secretary

Chairperson




Outlook

Letter regarding FINANCIAL SUSTAINABILITY IN CHILD WELFARE (FONOM) (1)

From FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Date Tue 12/31/2024 6:05 PM

 1 attachment (132 KB)

Minister of Children, Community and Social Services - Letter regarding FINANCIAL SUSTAINABILITY IN CHILD WELFARE (FONOM) (1).pdf;

Good morning

The FONOM Board has supported the attached Resolution. We would ask that you share the letter with your Councils and Senior Management. I have the email addresses for those individuals listed in the Further it be Resolved.

We would be happy to address any questions.

MinisterMCCSS@ontario.ca; cleo.charlebois@neofacs.org;
mmiller@ancfsao.ca; amo@amo.on.ca; Communicate@amo.on.ca;
roma@roma.on.ca; pwolfbeiss@amo.on.ca; Mstiles-QP@ndp.on.ca;
RGurcharn@ndp.on.ca; anaveed@ontarioliberal.ca;
bonnie@ontarioliberal.ca; candicelepage@gpo.ca

Talk soon, Mac.

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
665 Oak Street East, Unit 306
North Bay, ON, P1B 9E5
Ph. 705-498-9510



January 2, 2025

The Honourable Michael Parsa
Minister of Children, Community and Social Services
7th Floor, 438 University Ave.
Toronto, ON M5G 2K8
SENT BY EMAIL: MinisterMCCSS@ontario.ca

Dear Minister Parsa

The Federation of Northern Ontario Municipalities' mission *is to improve the economic and social quality of life for all northerners and to ensure the future of our youth*. The Board would like the Province to consider providing emergency stabilization funding to address the current shortfall in child welfare providing by the Children's Aid Societies.

As well we would ask that the Ministry of Children, Community and Social Services undertake a Province wide service review, including the funding model. Also, during the review we would ask that the points listed in the resolution be reviewed and discussed.

Minister, I and the FONOM Executive would be pleased to discuss this further with your staff.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from Northeastern Ontario and is governed by an 11-member board.

FINANCIAL SUSTAINABILITY IN CHILD WELFARE

WHEREAS Children's Aid Societies across Ontario are experiencing significant financial pressures, with the majority of agencies running deficits in the millions;

WHEREAS the Financial Accountability Office has indicated funding for child protection has fallen behind inflation, with the sector missing \$70 million compared to previous funding levels;

WHEREAS the current funding model implemented in 2013 has limitations that affect the safety and well-being of children, particularly in northern and remote communities;

FONOM

Federation of Northern Ontario Municipalities

WHEREAS the Ministry of Children, Community and Social Services' spending on Child Protection Services is projected to grow at only 0.7% annually from 2023-24 to 2028-29, well below inflation;

WHEREAS the child welfare redesign strategy requires enhanced community-based prevention services and improved quality of care, which cannot be achieved without adequate funding.

THEREFORE BE IT RESOLVED that the Federation of Northern Ontario Municipalities (FONOM), calls on the Government of Ontario to immediately address the funding shortfall in child welfare by providing emergency stabilization funding to Children's Aid Societies;

Requests that the Ministry of Children, Community and Social Services undertake a **Province wide service review**, including the funding model. During the review, FONOM asks that the following be included in the review.

- Adequately addresses the unique challenges of northern and remote communities;
- Account created for higher operational costs in geographically dispersed regions;
- Provide sustainable funding for prevention services;
- Urges the Province to implement multi-year funding commitments that allow for proper planning and service delivery;
- Advocates for the development of a specific Northern Strategy for child welfare that recognizes the unique needs and challenges of Northern communities.

BE IT FURTHER RESOLVED that this resolution be forwarded to: The Honourable Michael Parsa, Minister of Children, Community and Social Services, the Ontario Association of Children's Aid Societies, Association of Native Child and Family Services Agencies of Ontario, All municipalities within FONOM's jurisdiction, the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), and the leaders of the Opposition Parties.

Regards.



President Danny Whalen
705-622-2479



Finance Minister Chrystia
Freeland
VIA EMAIL:
chrystia.freeland@parl.gc.ca

Hon. Paul Calandra
VIA EMAIL:
minister.mah@ontario.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

December 13, 2024

Association of Municipalities
of Ontario (AMO)
VIA EMAIL:
amo@amo.on.ca

Top Aggregate Producing
Municipalities of Ontario
(TAPMO)
VIA EMAIL:
info@tapmo.ca

Rural Ontario Municipalities
Association (ROMA)
VIA EMAIL:
roma@roma.on.ca

Hon. Ted Arnott, MPP
VIA EMAIL:
ted.arnottco@pc.ola.org

RE: TAPMO Letter regarding Pre Budget Announcement

Please be advised that Township of Puslinch Council, at its meeting held on November 27, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-430:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That the Consent Agenda items listed with the exception of items 6.10, 6.11, and 6.12 for NOVEMBER 27, 2024 Council meeting be received for information; and

Whereas the Township of Puslinch Council supports the information provided by TAPMO to member municipalities of TAPMO; and

Whereas the Township of Puslinch Council sees the value and significance of circulating this information provided by TAPMO to all Ontario municipalities;



Therefore, that Council directs staff to forward items 6.10, 6.11, and 6.12 to all Ontario municipalities; and

That Council direct staff to forward the following resolution to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school board trustees, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation:

Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;

Whereas the Ministry of Finance’s plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;

Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;

Whereas there is significant concern that the government’s actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario’s legal and tax frameworks;

Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited then aggregate industry, and the new



property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council of the Township of Puslinch strongly objects 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.

1. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.

2. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy, and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.

3. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.

4. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.

5. Further be it resolved that the Council Township of Puslinch supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and

Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school board trustees, AMO, ROMA,



Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: All Ontario Municipalities, Municipal Property Assessment Corporation (MPAC), Local school board trustees



Top
Aggregate
Producing
Municipalities of
Ontario

Sent via email

November 1, 2024

Premier Doug Ford
Legislative Building
Quenn's Park
Toronto, ON M7A 1A1

Minister of Finance Peter Bethlenfalvy
Ministry of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Premier Ford and Minister Bethlenfalvy:

Re: Pre Budget Announcement

As you are aware there was a lengthy Assessment Review Board hearing as well as a divisional court ruling increasing the taxes paid by the aggregate sector due to an inappropriate tax relief mechanism implemented by MPAC.

TAPMO recognizes funding for rural, small and northern municipalities is proposed to see an increase in OMPF funding. This increase is very much appreciated. This increase will begin to address the farm tax rebate shortfalls that rural, small and northern municipalities have been experiencing under the former program. Increasing this funding ensures all Ontarians are supporting farmers and not just the residents that call home to small, rural and northern communities. The impact of Provincially significant programs needs to be absorbed by all Ontarians.

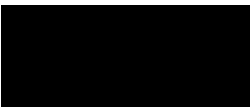
If it is the desire of the Government to provide special treatment to one sector and burdening this special treatment on small, rural and northern communities (where most aggregate operations exist), TAPMO is of the opinion that an aggregate subsidy is not appropriate and should be borne by all Ontarians.

The pre budget announcement provides \$200 to every Ontarian, adding approximately \$3 billion to the Ontario budget. If the Government is willing to add \$3 billion to the deficit. Carrying over the 95% reduction in education tax relief absorbed by all Ontarians for 2024, would have added \$7 million to the total deficit for 2025 or 0.11666667% additional deficit.

TAPMO request the following questioned to be answered:

Explain the justification of increasing taxes on small, rural and northern municipalities which are host to most aggregate operations, to provide a preferential tax relief to the aggregate sector, versus absorbing any relief through increased deficit for all Ontarians?

Yours truly,


James Seeley
Board Chair

Ministry of Finance

Provincial-Local
Finance Division

Frost Building North
95 Grosvenor Street
Toronto ON M7A 1Y7

Ministère des Finances

Division des relations provinciales-
municipales en matière de finances

Édifice Frost nord
95 rue Grosvenor
Toronto ON M7A 1Y7



October 31, 2024

His Worship James Seeley
Chair, Top Aggregate Producing Municipalities of Ontario (TAPMO)
jseeley@puslinch.ca

Don MacLeod
Executive Director, TAPMO
executivedirector@tapmo.ca

Dear Mayor Seeley and Mr. MacLeod:

Thank you for your letter about the new aggregate extraction property class.

As noted in my letter of October 3, the Province will be setting municipal tax ratios and education tax rates for the new aggregate extraction property class to provide tax mitigation for properties in the class. The plan is to provide an overall \$6M tax reduction to properties in the class relative to the original 2024 tax level, comprised of \$3M municipal tax and \$3M education tax. While the specific tax ratios and impacts will not be available until after the assessments for 2025 are finalized by the Municipal Property Assessment Corporation (MPAC), the intention is that municipalities overall will still benefit from the majority of the incremental tax revenues that resulted from the assessment methodology changes implemented by MPAC for 2024.

More details will be shared when they become available. We appreciate the importance of providing municipalities with as much time as possible to support their budgetary planning. We have taken note of your request to receive this information by November 30th and will endeavour to provide the data as close to this date as possible.

Regarding your request that TAPMO be included in consultations during 2025, that is an important part of our plan. We will be reaching out to TAPMO as well as the aggregate sector, and working with MPAC and the Ministry of Natural Resources, to seek more detailed information regarding aggregate activities and discuss possible updates to the definition of the property class.

The government understands the challenges small and rural municipalities face. In this regard, in the 2024 Fall Economic Statement announced the Ontario Municipal Partnership Fund will be increased by \$100 million (20% increase) annually. This will be phased in over two years with an immediate \$50 million increase in 2025.



Top
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Municipalities of
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October 24, 2024

Sent via email

Minister of Finance Peter Bethlenfalvy
Ministry of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Minister Bethlenfalvy:

Re: Aggregate Assessment

I am writing to raise TAPMO's concerns with the new tax class ratio for aggregate operations that does not maintain a revenue neutral outcome. TAPMO has been informed that the new tax class ratio will result in \$3 million of assessment being refunded to the aggregate industry for 2025 and beyond.

To date, neither the Ministry nor the aggregate industry has provided any justification for this residential taxpayer funded subsidy. The concerns raised by the MOF and the aggregate industry indicate that the potential cost increase for residential housing resulting from the ARB ruling applied across the province has not been thoroughly assessed or documented. Impacts of \$3-4 dollars per Ontarian are not accurate. Most aggregate operations are located in rural municipalities, thus rural residents will be providing this relief on a disproportionate level.

I would draw your attention to the developments in the Town of Erin. Developers are largely paying nearly \$200 million in up-front cost to build a wastewater treatment facility. This cost will be a direct pass through to the cost of the homes serviced by the treatment plant. In comparison, a revenue neutral tax class would be adding less than a quarter dollar to the cost of per tonne of aggregate.

Generally speaking, in Ontario, the provincial framework we strive to achieve is known at the municipal level as "Growth pays for Growth". Taxing aggregate properly brings us as a society closer to achieving that result. The aggregate tax class ratio does not support the revenue neutral tax outcome, nor does it support the principle of "Growth pays for Growth".

The OSSGA has failed to bring definitive evidence of the industry's inability to pay their fair share of taxes. Quite contrary, TAPMO has provided evidence of the ability of producers to pay their fair share. We are referencing the royalties Dufferin paid the University of Guelph (\$2 million in 2023). Further to the point, St. Mary's Cement's (CBM Canada) audited 2022 Financial Statements indicate a total net revenue for aggregate products at a whopping \$109,785,000 USD.

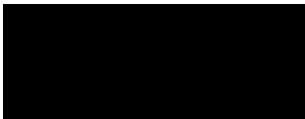
TAPMO recognizes that any increase of taxes on any property class would likely not be welcome. Unfortunately, as recorded in the Divisional Court decision, MPAC did not have the legislative authority to be providing tax relief (page 12 note 55 of the decision) that the industry experienced from 2016 onward. The aggregate industry is accustomed to an inappropriate tax discount. In TAPMO's view, residential taxpayers should not have to provide tax relief to the industry as a result of correcting an inappropriate tax benefit that the industry had come to expect. We respectfully reassert our position that OSSGA has not brought forward evidence to support their claim, other than highlighting the displeasure of paying more taxes. We have also not received evidence from the MOF supporting this relief for 2025 and beyond.

Lastly, we are deeply concerned that the lengthy and expensive legal process undertaken by Wellington County, and the decisions ordered by both the Assessment Review Board and Divisional Court is being undermined. This is particularly concerning given that the ARB decision was upheld. The new property tax class ratio fails to maintain a revenue-neutral tax assessment and undermines the legal process, which incurred significant costs for Wellington County taxpayers. This is extremely disturbing; Ontarians must have confidence in the legal processes in Ontario. Undermining the ARB assessment through a property tax class ratio that does not preserve revenue neutrality erodes that trust.

It is essential that discussions be inclusive and that any future assessment changes involve a fair and balanced approach in consultation with municipal partners, not just the aggregate sector.

TAPMO thanks the Ministry for the opportunity to comment on this very important issue and we look forward to strengthening this relationship.

Yours truly,



James Seeley
Board Chair

Andrée Gagné

From: Carol Trainor <clerk@tarbutt.ca>
Sent: December 19, 2024 2:08 PM
To: mia.cho@mpac.ca
Cc: Tarbutt Treasurer; Katie Scott; Natalie Bray; Tammy Godden; Candy Beauvais; Nicky Kunkel; Kris Croskery - Hodgins; Jackie Mellon; Municipal Clerk; mbouffard@frenchriver.ca; nicole.gourlay@townofkearney.ca; Nancy Field; 'Spanish'; Pam Cress - NEMI; Joseph Burke; 'Debbie Rydall'; Line Webster; jdavis@brucemines.ca; jmaguire@johnsontownship.ca; Janet Boucher; 'Amanda Richardson'; clerk@hiltonbeach.com; Sara; Jennifer Errington; Madison Zuppa; Lacey Kastikainen; Belinda Ketchabaw; Rachel Tyczinski; Jared Brice
Subject: RE: 2025 Municipal Levy

Good day:

Thank you for the information regarding the 2025 municipal levy.

At it's meeting of January 2024, the Council of The Township of Tarbutt passed the resolution below.

Resolution No: 2024 – 11

Moved by: D. McClelland Seconded by: D. Farrar

Be it resolved that correspondence items a. through h. on the consent agenda dated January 17, 2024 be received; and

That The Township of Tarbutt circulate a resolution objecting to the increase to the 2024 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

As levies continue to soar from all parties, we continue to question the justification of the MPAC increase, given the reduction in enumeration and election related services being provided, as noted in the resolution. The financial strain of the pandemic, with fewer staffing and overhead costs, should not be forcing continued increases four and five years post covid without a significant increase in service levels.

Coincidentally, Tarbutt's 2025 levy increase amount is almost exactly the same percentage as the assessment change from 2024 to 2025.

Your response would be appreciated.

Thank you.

Carol O. Trainor, A.M.C.T.
CAO/Clerk/Deputy Treasurer
The Township of Tarbutt
27 Barr Road S.
Desbarats, ON P0R 1E0

Ph: 705-782-6776
Fax: 705-782-4274



Individuals who submit information to Council should be aware that the information contained within their communications may become part of the public record and be made available to the public through the Council Agenda process.

From: Nicole McNeill <Nicole.Mcneill@mpac.ca>
Sent: Wednesday, December 18, 2024 12:54 PM
To: Carol Trainor <clerk@tarbutt.ca>
Subject: 2025 Municipal Levy



**MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION**

December 18, 2024

Carol Trainor

CAO/Clerk

Tarbutt Township

Subject: 2025 Municipal Levy

As a municipal service provider, MPAC is committed to supporting municipal priorities. With that in mind and given the additional financial strain caused by the pandemic, the corporation kept the levy stable from 2021 to 2023 without any increases. Last year, we implemented a 2.1 per cent increase due to inflation and rising labour costs.

As we continue to work to meet the evolving needs of our partners, we are writing to inform you that MPAC's Board of Directors has approved the corporation's 2025 operating budget with a 3.4 per cent levy increase. This year's budget increase is crucial for managing fiscal challenges, smoothing future levy impacts, and funding service enhancements.

We understand the challenges faced by municipalities and want to assure you that MPAC is committed to strategically using reserves and finding efficiencies, ensuring a balanced approach when levy targets are established. MPAC strives to ensure that budget increases are below a target rate that combines inflation and year-over-year growth in property counts. This increase is consistent with that target.

MPAC's 2025 budget is a strategic investment in the future, enabling the modernization of our assessment system and providing municipalities with enhanced data and services essential for informed decision-making. For example, we are working to grant you more access to Electronic Assessment (EAI) files in 2025.

In 2025, MPAC will launch our new Strategic Plan which includes investments to enhance service delivery by continuing to collaborate and create valuable products that meet your diverse needs. We look forward to sharing further updates in 2025. In the meantime, we invite you to read the [2024 Municipal Partnership Report](#) to learn more about our collective work to build strong communities across Ontario together this past year.

Not all municipalities will see a 3.4 per cent increase. Individual municipal levies are determined by a funding formula under the *Municipal Property Assessment Corporation Act* based on the weighted average of two factors: the municipal share of the total assessed value and the number of properties compared to the rest of the province. An explanation of how MPAC calculated the municipal levy is available [here](#).

Your first bill will be delivered later this month, followed by equal quarterly invoices thereafter. You will also receive your Assessment Change Summary from your local MPAC Account Manager, which provides a high-level description of the assessment changes within your municipality.

We look forward to continuing to provide you with timely information that supports your work and decision-making, collaborating on forward-looking initiatives and forming new and valuable partnerships.

If you have questions about MPAC's funding requirements, please contact:

Mary Meffe

Vice-President, Corporate Services

and Chief Financial Officer

289-539-0306

Mary.Meffe@mpac.ca

For information about the assessment services available to your municipality, please contact:

Jamie Bishop

Vice-President, Public Affairs and Customer Experience

289-200-1122

Jamie.Bishop@mpac.ca

Yours truly,

Alan Spacek

Chair, MPAC Board of Director

Nicole McNeill

President and Chief Administrative Officer, MPAC

Copy MPAC Board of Directors
Executive Management Group, MPAC
Director and Regional Managers, Municipal and Stakeholder Relations, MPAC

▪



8 Main Street, P.O. Box 38, Kearney, Ontario POA-1M0
Ph.# (705) 636-7752 Fax # (705) 636-0527
<https://townofkearney.ca> email admin@townofkearney.ca

December 19, 2024,

Dear Hon. Paul Calandra, Minister of Municipal Affairs and Housing,

Thank you for your recent communication regarding the changes to the Planning Act through the More Homes Built Faster Act, 2022, and the Cutting Red Tape to Build More Homes Act, 2024.

While we appreciate the government's efforts to address the housing supply crisis by promoting the creation of additional residential units (ARUs), we must express our concerns about the applicability of these changes in rural municipalities.

The "as-of-right" permission to develop up to three units per lot is only permitted in urban areas where municipal servicing is provided. In these areas, the demand for housing is high, and land is scarce. However, in rural municipalities, where population density is lower and land availability is not typically a constraint, these changes do not apply.

Rural municipalities often struggle with infrastructure limitations, specifically with water supply, sewage systems, and transportation networks. While these changes the Province has made does cut red tape for urban areas of Ontario, they do not address constraints rural municipalities deal with when trying to increase density without municipal servicing. Additionally, the increased residential density permitted by the amendments may not be compatible with the rural character and lifestyle that residents value.

We believe that a one-size-fits-all approach to ARU development may inadvertently overlook the distinct needs of rural communities. As municipalities in rural, Northern Ontario have before, we urge the government to consider creating tailored policies that recognize the specific conditions and requirements of rural areas, ensuring that any regulatory changes support sustainable and contextually appropriate growth.

We appreciate the opportunity to provide our feedback and look forward to working collaboratively with the Ministry of Municipal Affairs and Housing to develop solutions that are beneficial to all Ontarians and where they choose to live.

Sincerely,

Mayor, Cheryl Philip

On behalf of the Council of the Corporation of the Town of Kearney



Town of Kearney

COUNCIL RESOLUTION # 2024 - 398

Date: December 19, 2024

MOVED BY:

- Beaucage, Keven
- Pateman, Heather
- Rickward, Michael – Deputy Mayor
- Sharer, Jill

SECONDED BY:

- Beaucage, Keven
- Pateman, Heather
- Rickward, Michael – Deputy Mayor
- Sharer, Jill

WHEREAS the Council of the Corporation of the Town of Kearney has received a communication from the Minister of Municipal Affairs and Housing, Paul Calandra, regarding changes to the Planning Act through the More Homes Built Faster Act, 2022, and the Cutting Red Tape to Build More Homes Act, 2024;

AND WHEREAS this announcement from Minister Calandra does not fully address the needs of Rural or Northern municipalities;

NOW THEREFORE BE IT RESOLVED that Council confirms their desire for the attached letter to be sent to the Minister of Municipal Affairs & Housing, Paul Calandra; MPP Graydon Smith; MP Scott Aitchison; Premier Doug Ford; AMO; FONOM; ROMA and to affected municipalities in Rural/Northern Ontario for their support.

CARRIED

DEFEATED

Recorded Vote Requested by: _____

Recorded Vote:

	For	Opposed
Beaucage, Keven	<input type="checkbox"/>	<input type="checkbox"/>
Pateman, Heather	<input type="checkbox"/>	<input type="checkbox"/>
Philip, Cheryl – Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Rickward, Michael – Deputy Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Sharer, Jill	<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-04

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 December 10, 2024 to January 14, 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 14th DAY OF JANUARY 2025.

MAYOR

CLERK