



**The Corporation of The Township of Bonfield  
AGENDA FOR COUNCIL MEETING TO BE HELD  
May 27th, 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: May 13, 2025
5. **Presentations and Delegations**
6. **Question Period**
7. **Staff Reports**
  - a. Report from Public Works Manager – MOL Information Session
  - b. Report from Public Works Manager – Mould Remediation
8. **Adoption of Committee Minutes/ Motions – None for this session**
9. **Items for Council Discussion**
10. **Resolutions to be Considered for Adoption**
  - a. Integrity Commissioner Report - Complaint 25-001 Gagne/Clark
11. **Correspondence**
  - a. FONOM – Increase in Provincial Share for Mandated Public Health Programs
  - b. FONOM – Applauds Tariff and Northern Focus of 2025 Ontario Budget
  - c. Town of Kincardine - Bill 5, Protect Ontario by Unleashing our Economy Act
  - d. Solicitor General's Memo to Municipalities - Cost Recovery Model Review DSG Signed
12. **Closed Session**
13. **Confirmatory By-Law**
  - a. Resolution to adopt By-law No. 2025-25
14. **Adjournment**

*Small Community, Big Heart*





**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
REGULAR MEETING OF COUNCIL  
May 13th, 2025**

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

**STAFF PRESENT:** Andrée Gagné, Deputy Clerk-Treasurer  
Alex Hackenbrook, Public Works Manager  
Nicky Kunkel, CAO Clerk-Treasurer  
Simon Blakeley, Planning Administrator

**1. Call to Order**

**Motion 1**

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

Seconded by Councillor Corbett

Carried

**2. Adoption of Agenda**

**Motion 2**

Moved by Councillor MacInnis  
THAT the agenda presented to Council and dated the 13th day of May 2025, be adopted as presented.

Seconded by Councillor Featherstone

Carried

**3. Disclosure of Pecuniary Interest**

Mayor Paquette declared a conflict regarding materials for agenda items 8a, 8b, 8c, 10.b, 10.c, 10.d, 10.e and 10.f related to Zoning, RV/Trailers & Short-Term Rentals recommendations and by-laws. Her employer represents residents of the Municipality. She remained in her seat and abstained from participating in any discussions on the topic and did not partake in any votes.

Mayor Paquette declared a conflict regarding materials for agenda items 10a related to "Strong Mayors". She is the Mayor. She remained in her seat and abstained from participating in any discussions on the topic.

Councillor Clark declared conflict of interest on agenda item number 10.f, discussions on Short Term Rentals By-Law as there is community perceived conflict deviating from productive dialogue. She remained in her seat and abstained from participating in any discussions on the topic.

**4. Adoption of Previous Minutes**

**Motion 3**

Moved by Councillor Corbett  
THAT the Minutes of the Regular Council meeting of April 22nd, 2025 be adopted as circulated.

Seconded by Councillor Clark

Carried



**5. Presentation & Delegations**

Debra Helm – Bonfield Farmers Market

Ms. Helm spoke to Council regarding the cost of insurance for the farmer’s market. At times it is cost prohibitive for vendors to attend the market and she wondered if there was a special rider opportunity for the Township to cover the insurance costs for Market. She also discussed the fee for the outdoor rink when community events are being held and asked Council to reduce the fees.

Council requested that the CAO research different options for rental and insurance and this matter be brought forward at a later meeting.

**6. Question Period – no questions were submitted**

**7. Staff Reports**

7.a Report from Planning Administrator – Agri-Business Capacity Building Project

**Motion 4**

Moved by Councillor Clark

Seconded by Councillor Featherstone

THAT Council accepts this report as a project-based plan to support value-added capacity building in the Agri-Business Sector within the Township of Bonfield; AND FURTHER THAT Council authorizes the Planning Administrator to participate in the FCM-funded Local Leadership for Climate Adaptation (LLCA) initiative being delivered by reThink Green; AND THAT Council authorizes Township staff to work with partners to organize an Agri-Food Forum to take place within the Township of Bonfield between the Fall of 2025 and Spring 2026.

Carried

7.b Report from Office Clerk – Canada Day Entertainment

**Motion 5**

Moved by Councillor Corbett

Seconded by Councillor Clark

THAT Council allocate \$1,686.75 in funds for entertainment for our Canada Day celebrations.

Carried

7.c Report from Public Works Manager – Blanchard’s Landing Dock Replacement

**Motion 6**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT Council accepts the report from the Public Works Manager on the Blanchard’s Landing dock replacement as presented.

Carried



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7.d Report from Office Clerk – Easter Egg Hunt

**Motion 7**

Moved by Councillor Clark

Seconded by Councillor Corbett

THAT Council accepts the report from the Office Clerk on the Easter Egg Hunt as information purposes.

Carried

7.e Report from Office Clerk – OAC Grant – Mural in Kaibuskong Park

**Motion 8**

Moved by Councillor Featherstone

Seconded by Councillor MacInnis

THAT Council approves the appointment of Mique Michelle as the artist for the Kaibuskong Park mural project, funded through the Ontario Arts Council grant, to be completed by the end of May 2025, with the approved \$2,000 budget.

Carried

7.f Report from Planning Administrator – Proposed Perron Deeming By-Law

**Motion 9**

Moved by Councillor Clark

Seconded by Councillor Featherstone

WHEREAS Chris and Jenn Perron have requested that Council entertain a Deeming By-Law for their properties located on Hillside Avenue, Lots 67 & 68 on plan 36M510; BE IT HERBY RESOLVED THAT Council approves of this recommendation; AND FURTHER THAT Chris and Jenn Perron be responsible for all disbursements incurred by the Township of Bonfield and submit a deposit of \$500.00 to the Township prior to the file being forwarded to the Municipal Solicitor.

Carried

7.g Report from Fire Chief – 2025 Recruitment Plan

**Motion 10**

Moved by Councillor Corbett

Seconded by Councillor Clark

That the Fire Chief recommends to Council to accept the recruitment strategy for 2025 as presented.

Carried

**8. Adoption of Committee Minutes/ Motions**

Mayor Paquette vacated her Chair and Deputy Mayor Corbett chaired the meeting for Items 8a, 8b, 8c (Corporate Services)

**Corporate Services**

**Motion 11**

Moved by Councillor Featherstone

Seconded by Councillor Corbett

That Council accept this report and considers the information provided in their decision making for the proposed by-laws.

Carried



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**Motion 12**

Moved by Councillor Featherstone  
Seconded by Councillor MacInnis  
WHEREAS the Corporate Service Committee recommended to Council to amend the proposed 2025-11 by-law as follows:  
a. That hunt camps be permitted on a minimum of 20 acres of land;  
BE IT HEREBY RESOLVED THAT Council approves of this recommendation.  
Carried

**Motion 13**

Moved by Councillor MacInnis  
Seconded by Councillor Featherstone  
WHEREAS the Corporate Service Committee recommended to Council to amend the proposed 2025-11 by-law as follows:  
b. That shipping containers 8'x20' be acceptable for storage sheds with a licenced trailer provided the other zoning and building code regulations permit such storage;  
BE IT HEREBY RESOLVED THAT Council approves of this recommendation.  
Defeated

**Motion 14**

Moved by Councillor MacInnis  
Seconded by Councillor Corbett  
WHEREAS the Corporate Service Committee recommended to Council to amend the proposed 2025-17 by-law regarding short term rentals as follows:  
a. The licence fee be reduced (from \$1,200) to \$1,000 with the applicant to pay additional cost of any required inspections above two;  
b. That the annual renewal fee be reduce to \$700.00;  
c. That all applications with bookings in 2025 submit an application within 30 days of the by-law being adopted (they will be priority);  
BE IT HEREBY RESOLVED THAT Council approves of this recommendation.  
Carried

**Motion 15**

Moved by Councillor Corbett  
Seconded by Councillor Clark  
WHEREAS the Corporate Service Committee recommended to Council that by-law 2025-16 for trailers be amended as follows:  
To permit up to three (3) non-habitable, portable trailers on a licenced trailer property during the licencing period (example: boat trailer, ATV trailer);  
BE IT HEREBY RESOLVED THAT Council approves of this recommendation.  
Carried

**Motion 16**

Moved by Councillor Featherstone  
Seconded by Councillor Corbett  
WHEREAS Council for the Corporation of the Township of Bonfield have adopted Bylaw 2025-09 to permit the use of recreation vehicles and travel trailers in the rural zones; and  
WHEREAS Council adopted 2025-16 to license recreation vehicles and travel trailers; and  
WHEREAS Council understands that there are vacant properties in the Residential Limited Services zone where travel trailers have been placed on the vacant property prior to Council starting the discussion of the Trailer Bylaw.



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Now therefore Council directs staff to enter into a contract agreement with said property owners to allow the phasing out of long-standing trailers with a deadline for all trailers to be removed no later than September 15 2030; and

Further that this contract agreement between the property owner and the Township be legally binding with no possibility of extension; and

Further that during the phase out period of the contract agreement the property owner shall satisfactorily adhere to all conditions and requirements of Bylaw 2025-16 and that should there be more than two trailers on the property the trailers shall be immediately reduced to a maximum of two trailers per property and must be a minimum of 75 feet apart; and

Further that this does not make the trailers on vacant property in the Residential Limited Services, in the phase out program through a contract agreement legal non-conforming; and

Further that any affected vacant land property owner shall complete a Trailer Licence Application within the next 45 days to notify and signify to the Township that said property owner is interested in participating in the phase out contract agreement and shall by doing so indemnify the Township of any past, present or future legal action.

Carried

Deputy Mayor Corbett requested a recorded vote;  
YEA: Councillor MacInnis, Councillor Clark, Councillor Featherstone, Deputy Mayor Corbett

Mayor Paquette resumed the Chair

**Emergency Services Committee**

**Motion 17**

Moved by Councillor Clark

Seconded by Councillor Corbett

WHEREAS the Fire Chief recommended to the Emergency Services Committee that the following four probationary firefighters be hired: Eric Aldridge, Justin Huywan-Anderson, Trevor Caudle and Keeghan Butler; BE IT HEREBY RESOLVED THAT Council approves of this recommendation.

Carried

**Motion 18**

Moved by Councillor Featherstone

Seconded by Councillor Clark

WHEREAS the Emergency Services Committee recommended to Council to accept the report from the Fire Chief to implement an enhanced Training Officer position on a three-year trial basis; BE IT HEREBY RESOLVED THAT Council approves of this recommendation.

Carried



**Planning Advisory Committee**

**Motion 19**

Moved by Councillor Featherstone  
WHEREAS the Planning Advisory Committee recommends to Council that Consent Application B3/2025, Hodgson - Land Severance, 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.  
Carried

**Bonfield Medical Board**

**Motion 20**

Moved by Councillor MacInnis  
WHEREAS the Bonfield Medical Board recommends to Council to approve and adopt the Memorandum of Understanding between the Township and the Medical Centre; BE IT HEREBY RESOLVED THAT Council approves of this recommendation.  
Carried

**Motion 21**

Moved by Councillor Featherstone  
WHEREAS the Bonfield Medical Board recommends to Council to adopt the Terms of Reference for the Bonfield Medical Board; BE IT HEREBY RESOLVED THAT Council approves of this recommendation.  
Carried

**Motion 22**

Moved by Councillor Clark  
THAT Council accepts the 2025 Bonfield Medical Centre as presented; AND THAT it be included in the 2025 Budget discussion  
Carried

**9. Items for Council Discussion – None for this session**



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

Mayor Paquette vacated her Chair and Deputy Mayor Corbett chaired the meeting for Items 10.a, 10.b, 10.c, 10.d, 10.e and 10.f

10.a Town of Amherstburg - Opposition to Strong Mayor Powers

**Motion 23**

Moved by Councillor Featherstone

Seconded by Councillor Clark

WHEREAS Council for the Township of Bonfield strongly opposes the expansion of the Strong Mayors Powers; AND WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal; THEREFORE Council for the Township of Bonfield requests that they are not included in any future list and fully supports any Municipalities requesting removal from the list.

Carried

Councillor MacInnis requested a recorded vote

YEA: Councillor MacInnis, Councillor Clark, Councillor Featherstone, Deputy Mayor Corbett

10.b By-Law 2025-09 Zoning Amendment 2012-49 By-law

**Motion 24**

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT Council for the Township of Bonfield hereby adopts By-Law 2025-09, being a by-law to amend By-law 2012-49, as presented and is hereby considered read three times and passed this 13th day of May, 2025.

Carried

10.c By-Law 2025-10 Zoning Amendment 2018-06 By-law

**Motion 25**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT Council for the Township of Bonfield hereby adopts By-Law 2025-10, being a by-law to amend By-law 2018-06, as presented and is hereby considered read three times and passed this 13th day of May, 2025.

Carried

10.d By-Law 2025-11 Amendment to Zoning By-law 2012-49

**Motion 26**

Moved by Councillor Clark

Seconded by Councillor Featherstone

THAT Council for the Township of Bonfield hereby adopts By-Law 2025-11, being a by-law to amend By-law 2012-49, as presented and is hereby considered read three times and passed this 13th day of May, 2025.

Carried



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10.e By-law 2025-16 – Trailers & RV By-Law

**Motion 27**

Moved by Councillor MacInnis  
THAT Council for the Township of Bonfield hereby adopts By-Law 2025-16, being a by-law to licence, regulate and govern travel trailers and recreation vehicles and repeal By-law 2024-42, as presented and is hereby considered read three times and passed this 13th day of May, 2025.

Seconded by Councillor Corbett

Carried

10.f By-Law 2025-17 – Short Term Rental By-Law

**Motion 28**

Moved by Councillor MacInnis  
THAT Council for the Township of Bonfield hereby adopts By-Law 2025-16, being a by-law to regulate and govern short-term rental accommodation and repeal By-law 2024-41, as presented and is hereby considered read three times and passed this 13th day of May, 2025.

Seconded by Councillor Corbett

Carried

Councillor Clark did not partake in the discussion of this item.

Mayor Paquette resumed the Chair

**11. Correspondence**

**Motion 29**

Moved by Councillor Corbett  
THAT Council receives the Correspondence circulated with the Agenda of May 13th, 2025.

Seconded by Councillor Featherstone

Carried

**12. Closed Session**

**Motion 30**

Moved by Councillor Featherstone  
THAT the Meeting of Council hereby proceeds to closed session in accordance with Section 239 of the Municipal Act, 2001, as amended, at 8:46 p.m. for the purpose of discussing matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Seconded by Councillor Corbett

Carried

**Motion 31**

Moved by Mayor Clark  
THAT the Meeting of Council resumes open session at 9:03 p.m.

Seconded by Councillor Featherstone

Carried



**13. Confirmatory By-Law**

**Motion 32**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT the Council for the Township of Bonfield hereby adopts By-Law 2025-23 to confirm the proceedings of Council from April 22nd, 2025 to May 13th, 2025, as presented and is considered read three times and passed this 13th day of May, 2025.

Carried

**14. Adjournment**

**Motion 33**

Moved by Councillor Corbett

Seconded by Councillor Clark

THAT this meeting be adjourned at 9:04 p.m.

Carried

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MAYOR

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CLERK

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## REPORT TO COUNCIL

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**MEETING DATE:** May 27<sup>th</sup>, 2025  
**FROM:** Alex Hackenbrook, Public Works Manager  
**SUBJECT:** MOL Information Session

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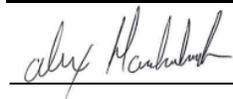
### INFORMATION UPDATE:

The Public Works Manager along with the acting Lead Hand attended a Ministry of Labour information session at the Nipissing Township Community Centre. During this session, many workplace related topics & scenarios were discussed as well as requirements for municipal work sites. Discussed topics included:

- Clothing standards for roadwork
- Construction regulations
- MSDS records
- SOP - training requirements & documentation
- BOSTA (Building Opportunities in the skilled trades act)
- Signage requirements
- Working near a waterway
- Shoring, sloping & benching excavations
- Volunteers & students (paid or unpaid still recognized as employees)
- Vehicle safety requirements (wheel chocks, flares, triangles)
- Contractor VS Constructor

Following the information session, these above topics were discussed with current Public Works staff & a plan was made with the Acting Lead Hand for moving forward while meeting the standards/requirements set out by the MOL. Moving forward PW staff are compiling a list of the required signage & equipment that is currently outstanding. The PW department is also developing new active work sheets for such things as traffic control, jobsite signage, equipment checklists & jobsite material checklists. With the information gathered from the MOL session as well as these new plans moving forward, it will ensure that staff are working not only safely but in total compliance with the ministry standard while performing the required duties throughout the Township.

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Alex Hackenbrook, Public Works Manager

## **REPORT TO COUNCIL**

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**MEETING DATE:** May 27th, 2025  
**FROM:** Alex Hackenbrook, Public Works Manager  
**SUBJECT:** **Public Works Shop – Mould Investigation & Remediation**

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### **RECCOMENDATION:**

That Council read & review this report pertaining to the remediation work required for the mould investigation at the Public Works Garage & authorize DKI Restoration to complete the required work as outlined in their report.

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### **BACKGROUND INFORMATION:**

In December of 2024 Pinchin attended the Public Works garage to investigate the mould that had been found by staff. Pinchin found traces of mold behind the drywall as well as in the ceiling. It was determined that the mould was due to a prior water leak that had not been fixed properly along with some leaking mechanical equipment located in the upstairs of the garage.

Following the report obtained by Pinchin, the Public Works Manager reached out to DKI Restoration to attend the Public Works garage in March of 2025 for a quote on the cost of remediation. DKI conducted a thorough investigation into the found mould within the walls of the office, lunchroom, bathroom & mechanical room & submitted a quote for the required repairs. (see attached report)

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### **EVALUATION:**

Upon completion of inspections by both contractors (Pinchin & DKI) it was suggested that the roof be inspected for leaks as well as all plumbing, HVAC & mechanical room fittings be looked over by a licenced professional. This will be scheduled following the removal of the existing drywall.

With respect to the office, lunchroom & bathroom, all contents must be removed (such as filing cabinets, shelving units, electronics, furniture, etc) & stored until the remediation is completed.

The contents of these rooms can be put into bay 1 of the Public Works garage or have a storage container rented to ensure their safety & confidentiality is not compromised. The washroom will be unavailable to use throughout this process as well. PW staff can use the facilities at any of the other Township owned buildings or use one of the already owned porta-potties on the property.

Upon the removal of the room contents the remediation process can begin with the removal & disposal of the damaged drywall, trim, flooring, etc. Due to the toxicity level of the mould, it is

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recommended that we leave this process to trained professionals. Safety requirements for the removal of mould include a N, R or P-100 respirator / facemask, gloves, eye protection & full body coveralls.

During the time of remediation, the Public Works Manager as well as the Public Works Clerk have office space available for them to use at the Bonfield Fire Hall. This would ensure minimal disruption to day-to-day operations.

It is believed that the section of the Public Works garage affected by the mould can be sectioned off with sheeting allowing for staff to still use the other 4 bays of the shop. This would ensure access to equipment as well as tools if needed while the repairs are conducted.

The quote received from DKI for the remediation of all 6 rooms (office, lunch room, bathroom, mechanical room, parts room & change room) within the Public Works garage totalled \$25,314.20. This is not including the required inspections or repairs from other tradespeople for the roof, HVAC, plumbing & mechanical work.

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**CONCLUSION:**

Based upon the received quote from DKI it is suggested that we single source this project allowing DKI to move forward with the remediation process immediately. DKI has already attended the Public Works shop to determine the scope of work required as well as the cost associated with the remediation & stated they can start as soon as the contents are removed from each room of the Public Works garage.

Respectfully,



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Alex Hackenbrook  
Public Works Manager

I concur with this report,



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Nicky Kunkel  
CAO, Clerk Treasurer



## Total Cleaning & Restoration - DKI

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TOTAL CLEANING & RESTORATION - DKI  
1301 Hammond Street, North Bay ON P1B 2J2  
PHONE: (705) 474-4284 FAX: (705) 474-4931

Client: Public Works Building  
Property: 356 Line 3 South  
Bonfield, ON 11111

Operator: DARWIN.N

Estimator: Darwin Neault  
Position: Project Manager/Estimator  
Company: Total Cleaning & Restoration-DKI  
Business: 1301 Hammond St  
North Bay, ON P1B 2J2

Business: (705) 474-4284  
E-mail: darwin.neault@tcrdki.ca

Reference:  
Company: Township of Bonfield

Type of Estimate: MOLD  
Date Entered: 3/13/2025                      Date Assigned:

Price List: ONSB8X\_MAR25  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: BONFIELDTOWNSHIP

Thank you for choosing DKI North Bay. I am pleased to provide you with a mold remediation estimate based on the report provided by Pinchin.

NOTES: Roof will need to be inspected, removal of clutter will also need to be completed as per the report

If you have any questions about the project or this estimate, please contact me at the number provided.

Kindest regards  
Darwin Neault  
Project Manager  
DKI North Bay  
705-493-1239



**Total Cleaning & Restoration - DKI**

TOTAL CLEANING & RESTORATION - DKI  
 1301 Hammond Street, North Bay ON P1B 2J2  
 PHONE: (705) 474-4284 FAX: (705) 474-4931

**BONFIELDTOWNSHIP**

Source - DocuSketch

**1st Floor**

**1st Floor**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. R&R Batt insulation - 4" - R12 - unfaced batt	891.04 SF @	1.56 =	1,390.02
2. Clean with pressure/chemical spray <i>Power wash exterior of the building</i>	3,038.52 SF @	0.44 =	1,336.95

**Office**

**Height: 7'**

<b>Door</b>	<b>2' 9 3/8" X 6' 7 1/2"</b>	<b>Opens into GARAGE</b>
<b>Window</b>	<b>3' 9 3/8" X 2' 9 7/8"</b>	<b>Opens into GARAGE</b>
<b>Missing Wall</b>	<b>3' 3/8" X 7'</b>	<b>Opens into STAIRS1</b>
<b>Window</b>	<b>5' 13/16" X 2' 6"</b>	<b>Opens into Exterior</b>
<b>Window</b>	<b>5' X 2' 6"</b>	<b>Opens into Exterior</b>

DESCRIPTION	QTY	UNIT PRICE	TOTAL
3. Contents - move out then reset - Extra large room	1.00 EA @	234.50 =	234.50
4. HEPA Vacuuming - Detailed - (PER SF)	552.65 SF @	0.96 =	530.54
5. Apply mold encapsulating compound	181.44 SF @	1.22 =	221.36
6. R&R Polyethylene vapor barrier	157.26 SF @	0.48 =	75.49
7. R&R 1/2" drywall - hung, taped, floated, ready for paint	227.31 SF @	3.54 =	804.68
8. R&R Cove base moulding - rubber or vinyl, 4" high	56.81 LF @	3.54 =	201.11
9. Seal the surface area w/PVA primer - one coat	286.68 SF @	0.73 =	209.28
10. Paint the walls and ceiling - two coats	552.65 SF @	1.26 =	696.34
11. Clean floor, strip & wax - several layers of wax	189.77 SF @	1.39 =	263.78
12. Final cleaning - construction - Commercial	189.77 SF @	0.30 =	56.93

**Lunch Room**

**Height: 7'**

<b>Door</b>	<b>2' 11 5/8" X 6' 7 15/16"</b>	<b>Opens into GARAGE</b>
<b>Window</b>	<b>4' 1/4" X 3' 5/8"</b>	<b>Opens into GARAGE</b>
<b>Window</b>	<b>4' 10 1/16" X 2' 5 9/16"</b>	<b>Opens into Exterior</b>

DESCRIPTION	QTY	UNIT PRICE	TOTAL
13. Contents - move out then reset	1.00 EA @	78.17 =	78.17
14. HEPA Vacuuming - Detailed - (PER SF)	65.14 SF @	0.96 =	62.53
15. Clean the walls and ceiling	476.12 SF @	0.50 =	238.06



**Total Cleaning & Restoration - DKI**

TOTAL CLEANING & RESTORATION - DKI  
 1301 Hammond Street, North Bay ON P1B 2J2  
 PHONE: (705) 474-4284 FAX: (705) 474-4931

**CONTINUED - Lunch Room**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
16. R&R 1/2" drywall - hung, taped, floated, ready for paint	65.14 SF @	3.54 =	230.60
17. Seal the surface area w/PVA primer - one coat	65.14 SF @	0.73 =	47.55
18. R&R Polyethylene vapor barrier	65.14 SF @	0.48 =	31.26
19. R&R Window extension jamb - 11/16" x 3-23/32" (6-9/16" wall)	12.00 LF @	5.36 =	64.32
20. R&R Casing - 3 1/4"	12.00 LF @	4.98 =	59.76
21. Paint the walls and ceiling - two coats	476.12 SF @	1.26 =	599.91

**Bathroom**

**Height: 7'**

**Door** 2' 11 1/2" X 6' 9 1/2"

**Opens into GARAGE**

**Subroom: Bathroom (1)**

**Height: 7'**

**Missing Wall** 1' 6 1/8" X 7'

**Opens into BATHROOM1**

**Missing Wall - Goes to Ceiling** 2' 5 13/16" X 3'

**Opens into BATHROOM1**

**Window** 2' 7 3/4" X 1' 5 13/16"

**Opens into Exterior**

**Missing Wall** 1' 7/16" X 7'

**Opens into BEHIND\_BATHR**

**Missing Wall** 2' 5 3/4" X 7'

**Opens into BATHROOM1**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
22. Contents - move out then reset	1.00 EA @	78.17 =	78.17
23. HEPA Vacuuming - Detailed - (PER SF)	397.23 SF @	0.96 =	381.34
24. R&R 1/2" drywall - hung, taped, floated, ready for paint	85.65 SF @	3.54 =	303.21
25. Clean the walls and ceiling	397.23 SF @	0.50 =	198.62
26. R&R Cove base moulding - rubber or vinyl, 4" high	47.36 LF @	3.54 =	167.65
27. R&R Polyethylene vapor barrier	39.71 SF @	0.48 =	19.06
28. Seal the surface area w/PVA primer - one coat	46.67 SF @	0.73 =	34.07
29. Paint the walls and ceiling - two coats	397.23 SF @	1.26 =	500.51
30. R&R Tile shower - 61 to 100 SF	1.00 EA @	2,561.84 =	2,561.84
31. R&R Shower base	1.00 EA @	681.62 =	681.62
32. R&R Shower door - Standard grade	1.00 EA @	487.91 =	487.91
33. R&R Tub/shower faucet	1.00 EA @	373.94 =	373.94
34. R&R Cabinetry - full height unit	2.00 LF @	374.64 =	749.28
35. P-trap assembly - Detach & reset	1.00 EA @	54.23 =	54.23
36. R&R Bathroom ventilation fan	1.00 EA @	323.23 =	323.23
37. Sink - wall mounted - Detach & reset	1.00 EA @	222.82 =	222.82



**Total Cleaning & Restoration - DKI**

TOTAL CLEANING & RESTORATION - DKI  
 1301 Hammond Street, North Bay ON P1B 2J2  
 PHONE: (705) 474-4284 FAX: (705) 474-4931

**CONTINUED - Bathroom**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
38. R&R Window extension jamb - 11/16" x 3-23/32" (6-9/16" wall)	12.00 LF @	5.36 =	64.32
39. R&R Casing - 3 1/4"	12.00 LF @	4.98 =	59.76
40. R&R Ductwork - flexible - non-insulated - 4" round	10.00 LF @	8.67 =	86.70
41. Clean floor, strip & wax - several layers of wax	83.92 SF @	1.39 =	116.65
42. Final cleaning - construction - Commercial	83.92 SF @	0.30 =	25.18

**Behind Bathroom shelf**

**Height: 7'**

**Missing Wall**

**1' 7/16" X 7'**

**Opens into BATHROOM**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
43. R&R 1/2" drywall - hung, taped, floated, ready for paint	18.61 SF @	3.54 =	65.88
44. R&R Polyethylene vapor barrier	18.61 SF @	0.48 =	8.93
45. HEPA Vacuuming - Detailed - (PER SF)	18.61 SF @	0.96 =	17.87
46. Seal the surface area w/PVA primer - one coat	18.61 SF @	0.73 =	13.59

**Utility Room**

**Height: 7'**

**Door**

**2' 6 3/8" X 6' 9 1/8"**

**Opens into GARAGE**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
47. HEPA Vacuuming - Detailed - (PER SF)	97.21 SF @	0.96 =	93.32
48. Clean the walls and ceiling	214.29 SF @	0.50 =	107.15
49. R&R 1/2" drywall - hung, taped, floated, ready for paint	169.26 SF @	3.54 =	599.18
50. Apply mold encapsulating compound	88.65 SF @	1.22 =	108.15
51. Clean concrete the floor	36.99 SF @	0.42 =	15.54
52. Drywall Installer / Finisher - per hour <i>extra time required due to pipes</i>	5.00 HR @	103.45 =	517.25

**2nd Floor**

**Storage Room**

**Height: Sloped**



**Total Cleaning & Restoration - DKI**

TOTAL CLEANING & RESTORATION - DKI  
 1301 Hammond Street, North Bay ON P1B 2J2  
 PHONE: (705) 474-4284 FAX: (705) 474-4931

Door	2' 7 1/4" X 6' 4 3/4"	Opens into HALLWAY		
DESCRIPTION		QTY	UNIT PRICE	TOTAL
53. Contents - move out then reset - Extra large room		1.00 EA @	234.50 =	234.50
54. HEPA Vacuuming - Detailed - (PER SF)		197.43 SF @	0.96 =	189.53
55. Clean the walls and ceiling		715.43 SF @	0.50 =	357.72
56. R&R 1/2" drywall - hung, taped, floated, ready for paint		197.43 SF @	3.54 =	698.91
57. Seal the surface area w/PVA primer - one coat		197.43 SF @	0.73 =	144.12
58. Paint the surface area - two coats		321.60 SF @	1.26 =	405.22
59. R&R Polyethylene vapor barrier		197.43 SF @	0.48 =	94.76
60. Apply plant-based anti-microbial agent to the floor		311.87 SF @	0.34 =	106.04

Change Room		Height: Sloped		
Window	3' 5/8" X 2'	Opens into Exterior		
Door	2' 8 3/4" X 6' 9 7/8"	Opens into HALLWAY		
DESCRIPTION		QTY	UNIT PRICE	TOTAL
61. Clean the walls and ceiling		593.45 SF @	0.50 =	296.73
62. Apply plant-based anti-microbial agent to the floor		197.71 SF @	0.34 =	67.22

Equipment				
DESCRIPTION		QTY	UNIT PRICE	TOTAL
63. Negative air fan/Air scrubber (24 hr period) - No monit.		5.00 DA @	83.00 =	415.00

**Grand Total Areas:**

5,247.66 SF Walls	5,048.27 SF Ceiling	10,295.93 SF Walls and Ceiling
5,062.23 SF Floor	562.47 SY Flooring	550.56 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	682.97 LF Ceil. Perimeter
5,062.23 Floor Area	5,224.01 Total Area	4,948.85 Interior Wall Area
3,981.08 Exterior Wall Area	444.66 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



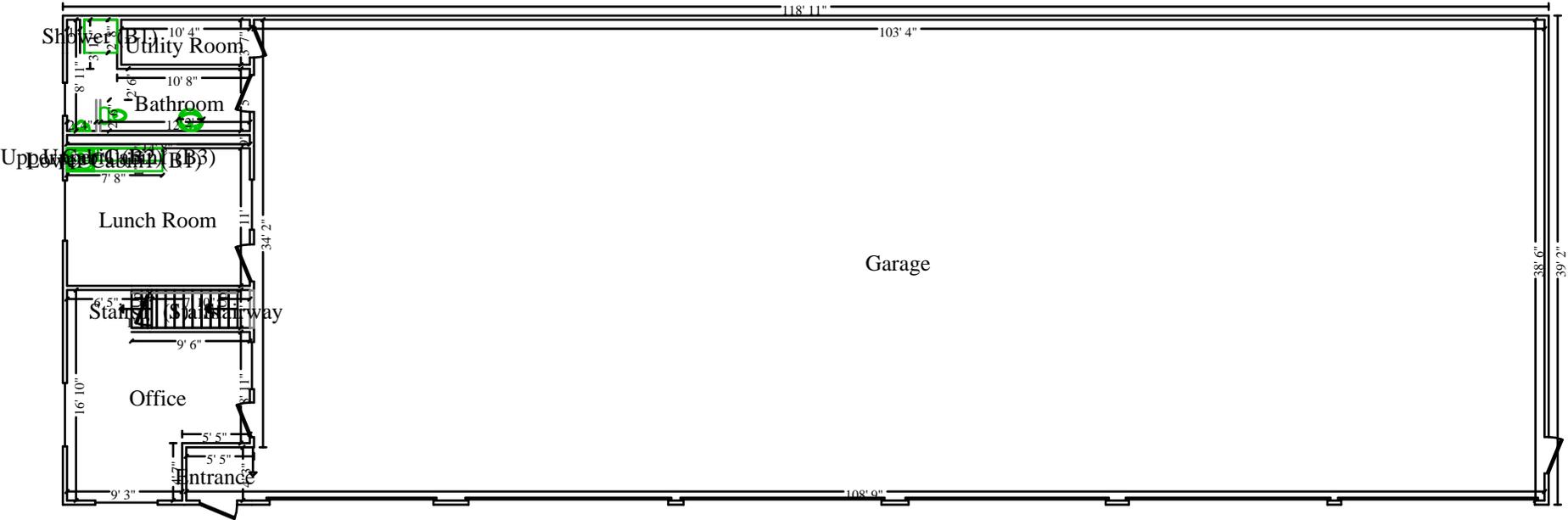
**Total Cleaning & Restoration - DKI**

TOTAL CLEANING & RESTORATION - DKI  
1301 Hammond Street, North Bay ON P1B 2J2  
PHONE: (705) 474-4284 FAX: (705) 474-4931

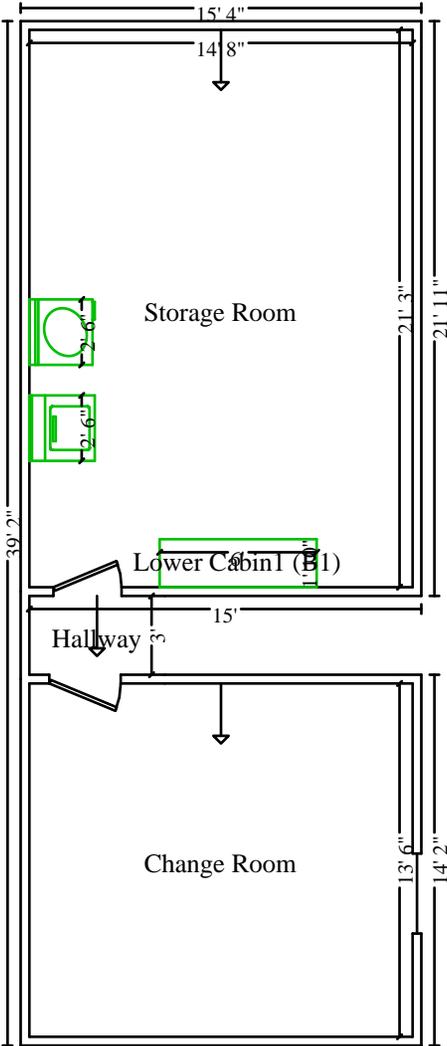
**Summary for Dwelling**

Line Item Total	19,479.86
Overhead	1,947.97
Profit	974.09
HST	2,912.28
	<hr/>
<b>Replacement Cost Value</b>	<b>\$25,314.20</b>
<b>Net Claim</b>	<b>\$25,314.20</b>
	<hr/> <hr/>

\_\_\_\_\_  
Darwin Neault  
Project Manager/Estimator



1st Floor



2nd Floor



# Investigation of Mould Growth

Public Works Building  
356 Line 3 South, Bonfield, Ontario

Prepared for:

**Township of Bonfield**  
365 Highway 531  
Bonfield, Ontario P0H 1E0

December 12, 2024

Pinchin File: 350848



**Issued to:** Township of Bonfield  
**Issued on:** December 12, 2024  
**Pinchin File:** 350848  
**Issuing Office:** Sudbury, ON  
**Primary Pinchin Contact:** Joseph Carrey, B.Sc., EP  
Team Leader  
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Author: Tatianna Marshall, M.A.Sc.  
Senior Project Technologist

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Reviewer: Valerie Johnston, B.Sc., EEAD, LEED AP BD+C, WELL AP, ROH  
Director, Indoor Environmental Quality



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## **1.0 INTRODUCTION AND SCOPE**

### **1.1 Statement of Understanding**

Pinchin Ltd. (Pinchin) was retained by the Township of Bonfield (Client) to conduct an investigation of potential mould growth in the Public Works building located at 356 Line 3 South, Bonfield, Ontario. The investigation was completed in response to occupant concerns relating to a pungent odour experienced in the Office of the building.

### **1.2 Scope and Objectives**

Pinchin performed the investigation on November 21, 2024. The investigation included a review of all accessible interior and exterior areas of the building.

The investigation was undertaken in order to:

1. Determine the extent of water damage and mould growth.
2. If possible, identify the likely cause of any water damage or mould growth.
3. Identify and/or test for select hazardous building materials (e.g., asbestos, lead in paint, or as a glazing on ceramic tiles, or in a solid product, silica, mercury, and polychlorinated biphenyls (PCBs) in caulking materials) that might be disturbed by anticipated remedial work.
4. Develop recommendations for the remediation of the water damage or mould growth found, incorporating any other hazardous building material precautions, where applicable.

The investigation included the collection and analysis of the following:

- Three mould bulk samples; and
- Two bulk samples to test for lead in paint.

## **2.0 METHODOLOGY**

### **2.1 Interviews and Site Reviews**

Pinchin interviewed building occupants to discuss the history of the building, maintenance practices, water damage, and any relevant indoor air quality complaints.

Pinchin performed a walkthrough site review for indications of suspect mould growth and/or water damage on accessible building materials, paying particular attention to areas where past water damage had been reported.



Where indicated by the results of any interviews or site observations, the investigator reviewed concealed conditions to the extent possible, through existing access panels or by removing ceiling tiles. The investigator also lifted baseboards or other surface finishes and/or cut access openings at a limited number of locations, to confirm conditions within adjoining wall and/or ceiling finishes visibly exhibiting signs of water damage or suspect mould growth.

The investigation was only able to identify water damage and/or mould growth, in the assessed area(s), and at locations exhibiting visual signs of water damage, spotting, staining or surface growth present on surfaces readily exposed to view or in concealed spaces inspected.

The investigator used a moisture meter to test for elevated moisture levels in building materials and recorded relative humidity (RH) and temperature (T) readings at select location throughout the subject area(s).

The investigation included a review of accessible building materials within the subject area(s) of expected water damage and/or mould remediation to check for select hazardous building materials. The investigation as performed provides sufficient detail to allow for the incorporation of appropriate precautions during any anticipated remedial work. The investigation does not provide sufficient detail for long term management of hazardous materials as required by Health and Safety regulations.

## 2.2 Test Methods and Criteria

The following table presents a summary of the parameters measured in this investigation, the instruments and sampling/analytical methods used, the applicable units of measurement, and the criteria selected by Pinchin for the evaluation of the results.

**Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used**

<b>Parameter</b>	<b>Unit of Measurement</b>	<b>Recommended Limit or Guide to Interpretation</b>	<b>Instrumentation or Test Method</b>
Temperature, T	°C	Consider the risk of condensation on cold surfaces to prevent mould growth	Extech RH 390 Precision Psychrometer
Relative Humidity, RH	%RH	Maintain long term below 80 %, to prevent mould growth <sup>1</sup>	Extech RH 390 Precision Psychrometer

<sup>1</sup> O.A.G. Adan, R.A. Samson (Editors): *Fundamentals of Mold Growth in Indoor Environments and Strategies for Healthy Living*. Wageningen, The Netherlands: Wageningen Academic Publishers, 2011



**Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used**

<b>Parameter</b>	<b>Unit of Measurement</b>	<b>Recommended Limit or Guide to Interpretation</b>	<b>Instrumentation or Test Method</b>
Moisture in building materials (Note: detects surface moisture only, may not detect deeper moisture)	% Moisture	Threshold for mould growth: <sup>2</sup> Drywall, 0.7% Wood materials, 17%	Delmhorst® BD-2100
Mould in bulk, swab, tape-lift samples (DME)	Presence or absence of Mould Growth, to genus, and Light, Moderate or Heavy density <sup>3</sup>	Current guidelines recommend remediation of all interior mould growth, regardless of species	Direct Microscope Examination with staining
Lead in paint	% Lead	Threshold for mandatory precautions set in provincial regulations	Flame Atomic Absorption

### 2.3 Laboratory Analysis

The analysis for mould was performed at the Pinchin Environmental Microbiology Laboratory, Mississauga. The Pinchin laboratory is independently accredited to ISO/IEC 17025:2017 for mould and bacteria analysis, by the American Industrial Hygiene Association Laboratory Accreditation Program LLC (AIHA LAP LLC) (Lab ID 158835)<sup>4</sup> and the Quebec government (Lab ID 495).<sup>5</sup>

Analysis for lead in paint or surface coatings was performed at an accredited laboratory in accordance with EPA Method No. 3050B/Method No. 7420; flame atomic absorption.

Identification of lead in solid products and in glazing on ceramic tiles was completed on a visual basis.

Identification of any suspect mercury or silica-based building materials was completed on a visual basis.

<sup>2</sup> Macher, J. (Ed): *Bioaerosols, Assessment and Control*. Cincinnati OH: American Conference of Governmental Industrial Hygienists, 1999.

<sup>3</sup> The density of mould growth is ranked by the Pinchin Environmental Microbiology Laboratory as: Light (covers less than about 10% of specimen); Moderate (covers 10-20% of specimen); or Heavy (covers more than about 20% of specimen).

<sup>4</sup> Accredited by the American Industrial Hygiene Association Laboratory Accreditation Program LLC (AIHA LAP LLC) under the Environmental Microbiology Laboratory Accreditation Program (EMLAP), for Bulk, Surface and Air testing for moulds, *Escherichia coli*, *Legionella* by the ISO 11731 method and for *Legionella pneumophila* by qPCR ISO 12869 method (Lab ID 158835).

<sup>5</sup> Accredited by the Quebec government under the Programme d'accréditation des laboratoires d'analyses (PALA) program for Air Microbiology – domains 601, 603, 604, 605, 606.



### 3.0 FINDINGS

#### 3.1 Results of Interviews

The Lead Hand on site reported the following:

- In February of 2024, a worker accidentally left an exterior door open over a weekend. When workers returned to the building on the following Monday, it was discovered that various pipes had blown, including pipes located in the Parts Room and along the north side of the Garage. Immediately following the event, pipes were replaced, and any wet building materials were allowed to dry. After an unknown amount of time had passed, mould growth was discovered on the drywall ceiling in the Washroom. The mould-impacted section of drywall was then removed and replaced in March of 2024. About a month later, new water stains were identified on the recently installed drywall finishes in the Washroom.
- Roof leaks occur on occasion at random locations in the Garage.
- A strong pungent odour has been experienced for the past three weeks by building occupants when they enter the Office. As a result of the odour, the receptionist who normally occupies the Office now works in the Lunchroom instead.
- No other concerns regarding indoor air quality have been raised by building occupants.
- Building surfaces are cleaned by building occupants approximately every two weeks. The extent of the cleaning is reportedly surface level.
- One air handling system supplies air for the Office, Lunchroom, and Washroom.
- An oil-water separator is present in the Garage. It is unknown when the system was last inspected by a professional.

#### 3.2 Facility Description

Below provides information as it relates to the areas assessed.

Table II – Facility Description

Item	Details
Construction Date	Circa 2004
Number of Floors	One floor above grade plus a mezzanine.
Total Area	Approximately 4,700 square feet

**Table II – Facility Description**

Item	Details
<b>HVAC</b>	Gas-fed boiler, domestic furnace, portable AC units
<b>Flooring</b>	Vinyl floor tiles, concrete, wood
<b>Interior Walls</b>	Drywall, metal
<b>Ceilings</b>	Drywall, metal deck

### 3.3 Results of Site Reviews and Testing

This section presents the findings of the walkthrough investigation, key photographs, and any tests for any notable water damage, mould, and lead-based paints. Appendix I presents a copy of any drawings. The analytical certificates for the mould tests are given in Appendix II. Results of any hazardous materials tests are given in Appendix III.

**Table III – Office**

T	21.5 °C	Extent of Mould Growth	~6 ft <sup>2</sup>
RH	42.1 %RH	Extent of Water Damage Including Mould Growth	~8 ft <sup>2</sup>



Photo 1 - Mould growth on drywall wall finishes along the west wall. Efflorescence and water stains also present on the vinyl floor tiles below.



Photo 2 - Visible accumulations of dust and dirt on surfaces.

#### Moisture Measurements

Material / Location	Results	Material / Location	Results
Drywall; West Wall; Extends one foot wide and one foot high from	0.7 – 10.2% (WET)	Drywall; All other wall finishes	0.1 – 0.2% (DRY)



**Table III – Office**

base of wall			
<b>Sample Log</b>			
<b>Sample Type / Location</b>	<b>Sample No.</b>	<b>Result</b>	
Bulk Mould; Drywall; West Wall	MB-01	Heavy Growth	
Lead; White Paint on Drywall Wall	L0001	0.00045% (Not Impacted)	

**Observations and Comments**

Pinchin observed the following:

- Approximately three square feet of visible mould growth is present on drywall wall finishes located behind rubber baseboards along the west exterior wall. An additional three square feet of concealed mould growth is anticipated to be present on drywall wall finishes located behind the large heavy metal cabinet along this wall.
- Water stains and efflorescence are present on vinyl floor tiles along the west exterior wall.
- No water damage or water stains are present along exterior windows.
- A large number of dead flies are present along exterior windows.
- Visible accumulations of dirt are present on vinyl floor tiles, on the floor mat, and in light fixtures.
- Large accumulations of dust are present on horizontal surfaces.
- Lots of clutter is present.
- A pungent sulfur-like odour is present.

**Table IV – Lunchroom**

T	20.1 °C	Extent of Mould Growth	~0 ft <sup>2</sup>
RH	40.8 %RH	Extent of Water Damage Including Mould Growth	~1 ft <sup>2</sup>

**Table IV – Lunchroom**



Photo 3 - Water damaged and swollen wood windowsill.



Photo 4 - Condensation on exterior glass windowpanes.

**Moisture Measurements**

Material / Location	Results	Material / Location	Results
Wood Windowsill; West Wall	8.2 – 9.6% (DRY)	Drywall; Walls	0.1 – 0.2% (DRY)

**Observations and Comments**

Pinchin observed the following:

- Approximately one square foot of water damaged, and visibly swollen wood windowsill finishes are present beneath the portable AC unit.
- Condensation is present on exterior glass windowpanes.
- No water damage or water stains are present around the sink.
- Visible accumulations of dirt are present on vinyl floor tiles, under the sink, and in light fixtures.
- Large accumulations of dust are present on horizontal surfaces.

**Table V – Washroom**

T	19.3 °C	Extent of Mould Growth	~1 ft <sup>2</sup>
RH	45.7 %RH	Extent of Water Damage Including Mould Growth	~14 ft <sup>2</sup>

**Table V – Washroom**



Photo 5 - Mould growth present on the backside of drywall.



Photo 6 - Water stained and water damaged drywall ceiling.



Photo 7 - Water damaged drywall present behind the sink.



Photo 8 - Water damaged wood cabinet.

**Moisture Measurements**

Material / Location	Results	Material / Location	Results
Wood Windowsill; West Wall	9.5 – 12% (DRY)	Drywall; Walls and Ceiling	0.1 – 0.3% (DRY)

**Observations and Comments**

Pinchin observed the following:

- Approximately one square foot of concealed mould growth is present on the backside of drywall located along the south wall. The mould growth is visible from the adjacent boiler room.
- Approximately five square feet of water damaged drywall wall finishes are present behind the sink located along the south wall.
- Approximately five square feet of water damaged, and water stained drywall ceiling finishes are present above the shower.

**Table V – Washroom**

- Approximately three square feet of water damaged, and visibly swollen wood windowsill finishes are present beneath the exterior window along the west wall.
- Water stains are present on the vinyl floor tiles located next to the floor drain.
- The bottom of the wood cabinet located next to the sink is water damaged.
- A large number of dead flies are present along exterior windows.
- Large accumulations of dust are present on horizontal surfaces.
- The interior of the toilet bowl is visibly dirty.
- The underside of the sink is coated in a layer of dirt.

**Table VI – Boiler Room**

T	21.3 °C	Extent of Mould Growth	~14 ft <sup>2</sup>
RH	39.1 %RH	Extent of Water Damage Including Mould Growth	~64 ft <sup>2</sup>



Photo 9 - Mould growth on north drywall wall.



Photo 10 - Water damaged and water stained drywall ceiling.

**Table VI – Boiler Room**



Photo 11 - Mouse droppings and dirt on concrete floor.

**Moisture Measurements**

Material / Location	Results	Material / Location	Results
Drywall; Walls and Ceiling	Below Detection to 0.1% (DRY)	Wood; Wall	9 – 9.9% (DRY)

**Sample Log**

Sample Type / Location	Sample No.	Result
Bulk Mould; Drywall; North Wall	MB-02	Heavy Growth

**Observations and Comments**

Pinchin observed the following:

- Approximately 14 square feet of mould growth is present on drywall wall finishes located along the west and north walls.
- Approximately 10 square feet of water stained, and water damaged drywall ceiling finishes are present in the northwest corner.
- Approximately 40 square feet of water stained, and water damaged drywall wall finishes are present along the north wall.
- Rust is present on most pipes and on the duct connected directly to the boiler.
- Large accumulations of dust, dirt, mouse droppings, and drywall joint compound debris are present on the concrete floor.

**Table VII – Parts Room**

T	18.7 °C	Extent of Mould	~10 ft <sup>2</sup>
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**Table VII – Parts Room**

		<b>Growth</b>	
RH	43.3 %RH	Extent of Water Damage Including Mould Growth	~20 ft <sup>2</sup>



Photo 12 - Mould-impacted and water damaged drywall wall finishes along south wall.



Photo 13 - Bubbling paint along west drywall wall.



Photo 14 - Water stained wood shelving.



Photo 15 - Large amounts of clutter.

**Moisture Measurements**

Material / Location	Results	Material / Location	Results
Wood; Floor	9 – 16.6% (DRY to DAMP)	Drywall; Walls	Below Detected to 0.1% (DRY)

**Sample Log**

Sample Type / Location	Sample No.	Result
Bulk Mould; Drywall; South Wall	MB-03	Heavy Growth
Lead; Grey Paint on Wood Floor	L0002	0.0019% (Not Impacted)



**Table VII – Parts Room**

**Observations and Comments**

Pinchin observed the following:

- Approximately 5 square feet of damp wood flooring is present on the north side of the room.
- Approximately 10 square feet of mould growth is present on drywall wall finishes along the north and south walls.
- Approximately 10 square feet of water damaged drywall wall finishes are present along the north and south walls.
- Bubbling paint is present on drywall wall finishes in the northwest corner.
- Water stained cardboard boxes and wood shelves are present on the north side of the room.
- Large accumulations of dirt are present on the wood floor.
- Large accumulations of dust are present on horizontal surfaces.
- Mouse droppings are present on cardboard boxes.
- Lots of clutter is present.

**Table VIII – Changeroom**

T	18.2 °C	Extent of Mould Growth	~0 ft <sup>2</sup>
RH	46.2 %RH	Extent of Water Damage Including Mould Growth	~0 ft <sup>2</sup>

**Observations and Comments**

Pinchin observed the following:

- No signs of water damage or water stains are present on building materials.
- Large accumulations of dirt are present on the wood floor.
- Large accumulations of dust are present on horizontal surfaces.
- Lots of clutter is present.

**Table IX – Garage**

Extent of Mould Growth	~0 ft <sup>2</sup>	Extent of Water Damage Including Mould Growth	~0 ft <sup>2</sup>
			
<p>Photo 16 - Oil-water separator with musty odour.</p>		<p>Photo 17 - Rust on garage bay door.</p>	

**Observations and Comments**

Pinchin observed the following:

- One oil-water separator is located on east side of the Garage, below the concrete floor. A strong musty odour is observed when the lid is removed from the top of the system.
- Rust is present on the bottom of three out of the four garage bay doors.

**Table X – Outdoors (Environmental Conditions)**

<p>T: 8.3 °C</p>	<p>RH: 77.3%</p>	
		<p>Photo 18 - Outdoor conditions at 356 Line 3 South, Bonfield, Ontario.</p>



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## Table X – Outdoors (Environmental Conditions)

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### Observations and Comments

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Pinchin observed the following:

- The weather was overcast with moderate rain and little to no breeze.
  - Mould and algae growth is present along the bottom of the north side of the building.
  - No overhang or eavestrough is present. Precipitation was observed running down the north side of the building from the sloped metal roof.
- 

### 3.4 Summary of Hazardous Materials

Based on sampling and the age of the building, the following is a summary of select hazardous building materials, limited to materials subject to disturbance by anticipated remedial work.

#### 3.4.1 Asbestos

No asbestos-containing materials are expected to be impacted by the anticipated remedial work.

#### 3.4.2 Lead

No paints in the anticipated work area(s) contain sufficient lead to require special precautions.

#### 3.4.3 Silica

Materials that could contain silica are not expected to be impacted by the anticipated remedial work.

#### 3.4.4 Mercury

Materials that could contain mercury are not expected to be impacted by the anticipated remedial work.

#### 3.4.5 PCB

Materials that could contain PCBs are not expected to be impacted by the anticipated remedial work.

## 4.0 DISCUSSION

### 4.1 Discussion of Water Damage and Mould Growth

Pinchin identified water damage, water staining, mould growth, and wet building materials throughout the building, as detailed on the attached drawing.

Bulk mould samples were collected from drywall wall finishes in the Office, Boiler Room, and Parts Room. All three samples confirmed the presence of mould growth.



The source of the water leak in the Boiler Room and Parts Room is likely attributed to either roof leaks or the reported water loss that occurred in February of 2024.

The cause of the water damage and mould growth on the Ground Floor, specifically located along the west exterior wall, should be further investigated and repairs made to prevent recurrence.

Clutter and dust accumulation can negatively impact one's perception of the indoor air quality and can suggest improper maintenance and housekeeping procedures. Pinchin recommends that all clutter and unnecessary debris be removed/relocated and housekeeping procedures be reviewed to ensure regular dusting and damp wiping of surfaces is occurring.

Pinchin identified the presence of mouse droppings in various areas of the building. As part of the mould remediation work, Pinchin recommends that these droppings be cleaned up accordingly as detailed below.

Pinchin identified a sulfur-like odour in the Office at the time of the investigation, which is usually an indication of sewer gas. Further investigation should be conducted to review for the exact source of the odour.

#### **4.2 Mould Remediation and Site Reviews**

Mould growth in buildings can be a risk factor for adverse health effects.<sup>6</sup> The mould growth found in this investigation should be remediated as soon as possible following currently accepted procedures. Pinchin recommends that mould remediation follow the procedures set by the Environmental Abatement Council of Canada (EACC).<sup>7</sup>

The work should be performed by a contractor with appropriate training, experience, and insurance coverage. Ensure that remaining building materials are dry prior to reinstating mould-susceptible finishes, to prevent future mould growth.

Pinchin recommends that the Client retain services of an Environmental Consultant for site reviews and testing of this project.

#### **4.3 Communication and Interim Risk Management**

The findings of this report should be communicated to staff and any other vested parties as recommended by current mould guidelines, and in workplaces, as mandated by occupational health and safety legislation. The Client should consider any interim risk management actions that would be

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<sup>6</sup> US Environmental Protection Agency: *Mold Remediation in Schools and Commercial Buildings*. US EPA, 2001.

<sup>7</sup> Environmental Abatement Council of Canada: *Mould Abatement Guidelines*. Toronto, ON: EACC, 2021.



appropriate under the circumstances, until the mould growth can be remediated. Interim risk management might include isolating an area of the building, relocating persons experiencing adverse health effects or with greater sensitivity to mould.

## 5.0 RECOMMENDATIONS

Pinchin offers the following recommendations to address any water damage and mould growth found. Pinchin would be pleased to assist with further investigations indicated by this investigation, make recommendations for remediation contractors, and provide services during the planning phase, and site reviews during the remediation phase of the project.

1. Communicate the findings of this report to staff, members of the joint health and safety committee, and any other vested parties.
2. Consider any necessary steps for interim risk management.
3. Engage the services of a plumber to investigate the sulfur-like odour noted in the Office and to develop recommendations for any necessary remedial action.
4. Consider conducting a building envelope investigation and a roof investigation to determine the exact cause of the water damage and mould growth along the west exterior wall in the Office, Lunchroom, and Washroom, and to make repairs as necessary to prevent further damage.
5. Remove/relocate any clutter from areas in the building and review current housekeeping practices to ensure regular dusting and damp wiping is being conducted. Consider conducting a thorough clean of the building to alleviate the settled dust accumulations identified.
6. Engage the services of a qualified remediation contractor to execute the following work in the Office, Lunchroom, and Washroom while adhering to the Environmental Abatement Council of Canada (EACC) Level 1 Mould Precautions:
  - a. Office
    - i. Remove and dispose of the wet and mould-impacted drywall wall finishes from the west wall, including but not limited to, rubber baseboards, drywall, insulation, and vapour barrier finishes. Removal should extend one foot past any mould growth and/or water damage.
    - ii. Inspect the structural framing present behind the drywall wall finishes for mould growth and water damage. Clean materials, ensure they are dry, and apply a mould encapsulating agent if necessary.



- b. Lunchroom
  - i. Remove and dispose of the water damaged wood windowsill from the west wall.
  - ii. Inspect the structural framing present behind the wood window finishes for mould growth and water damage. Clean materials, ensure they are dry, and apply a mould encapsulating agent if necessary.
- c. Washroom
  - i. Remove and dispose of the water damaged wood windowsill from the west wall.
  - ii. Remove and dispose of the water damaged drywall wall finishes from behind the sink and the water damaged drywall ceiling finishes from above the shower, including but not limited to, drywall, insulation, and vapour barrier finishes. Removal should extend one foot past any concealed mould growth and/or water damage.
  - iii. Remove and dispose of the mould-impacted drywall wall finishes from the north wall, including but not limited to, rubber baseboards, drywall, insulation, and vapour barrier finishes. Removal should extend one foot past any concealed mould growth and/or water damage.
  - iv. Inspect the structural framing present behind the drywall wall and ceiling finishes and the wood window finishes for mould growth and water damage. Clean materials, ensure they are dry, and apply a mould encapsulating agent if necessary.
  - v. Remove and dispose of the water damaged wood shelving located next to the sink.
- 7. Engage the services of a qualified remediation contractor to execute the following work in the Boiler Room and Parts Room while adhering to a combination of the Environmental Abatement Council of Canada (EACC) Level 2 Mould Precautions, while in conjunction with Centres for Disease Control and Prevention (CDC) recommendations for rodent infestations:
  - a. Boiler Room





10. Implement drying procedures as necessary. Ensure all surfaces are dry before installation of new finishes.

## **6.0 TERMS AND LIMITATIONS**

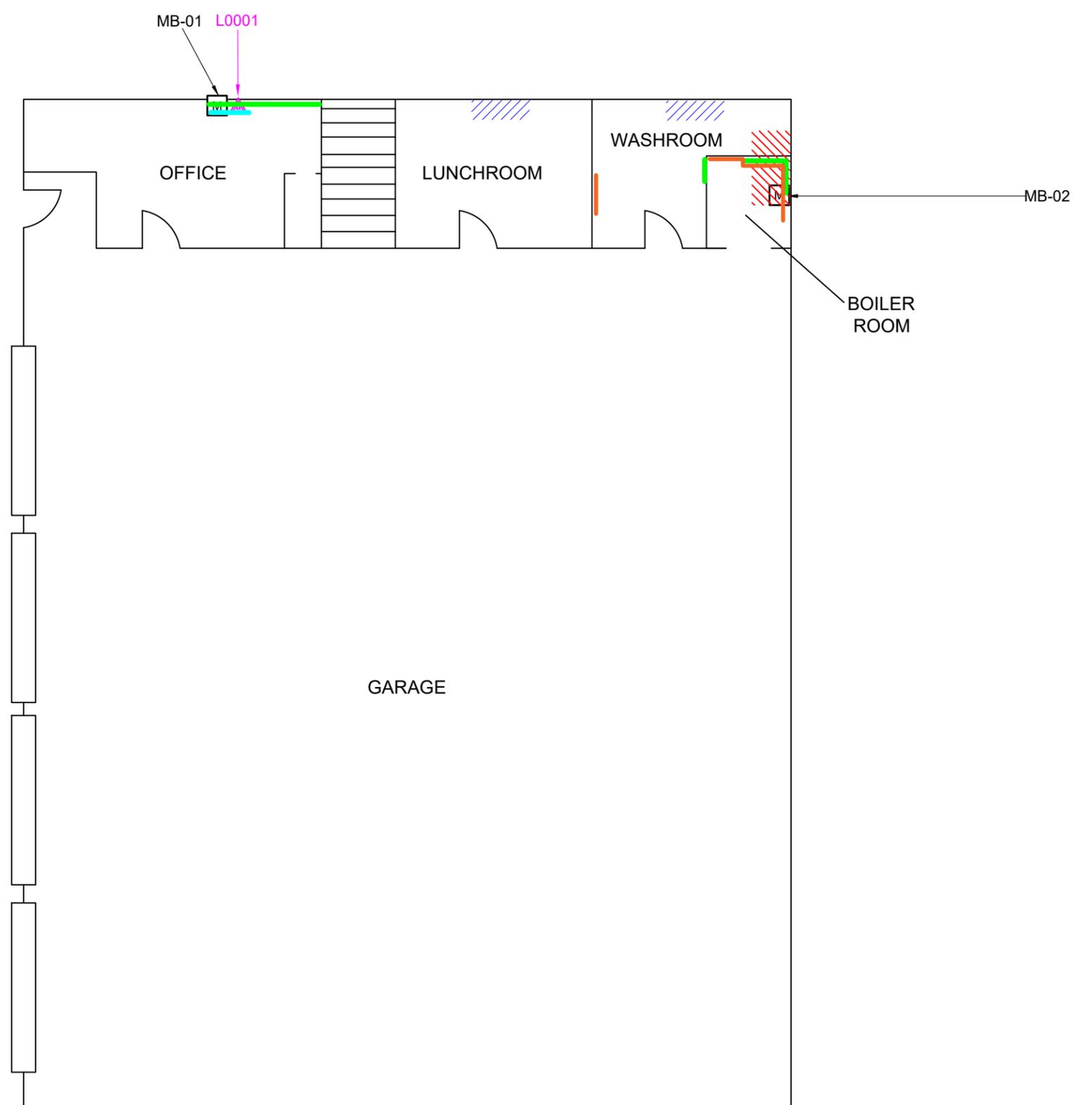
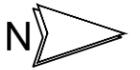
Work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project.

Information provided by Pinchin is intended for Client use only. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law. Any use by a third party of reports or documents authored by Pinchin or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted. No other warranties are implied or expressed.

\\PIN-SUD-FS01\job\350000s\0350848.000 TwshpBonfield,356Line3S.Rd,IEQ,MldInvest\Deliverables\Reports\350848 Report Mould Investigation 356 Line 3 S Bonfield ON Twshp Bonfield.docx

Template: Master Mould Investigation Report, IEQ, April 8, 2024

**APPENDIX I**  
**Drawings**



**LEGEND**

-  MOULD BULK SAMPLE
-  LEAD BULK SAMPLE
-  WATER DAMAGED DRYWALL CEILING
-  WATER DAMAGED WOOD WINDOWSILL
-  DAMP WOOD FLOOR
-  MOULD ON DRYWALL WALL
-  WET DRYWALL WALL
-  WATER DAMAGED DRYWALL WALL

NOT ALL KNOWN OR SUSPECTED HAZARDOUS BUILDING MATERIALS MAY BE DEPICTED ON THE DRAWING. REFER TO THE HAZARDOUS BUILDING MATERIALS ASSESSMENT REPORT FOR A COMPLETE LIST OF KNOWN AND SUSPECTED HAZARDOUS BUILDING MATERIALS.

LEGEND IS COLOUR DEPENDENT. NON-COLOUR COPIES MAY ALTER INTERPRETATION.



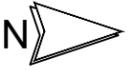
PROJECT NAME:  
**MOULD INVESTIGATION**

CLIENT NAME:  
**TOWNSHIP OF BONFIELD**

PROJECT LOCATION:  
**PUBLIC WORKS,  
356 LINE 3 SOUTH,  
BONFIELD, ONTARIO**

FIGURE NAME:  
**GROUND FLOOR**

PROJECT NUMBER: <b>350848</b>	SCALE: <b>NOT TO SCALE</b>
DRAWN BY: <b>NJ</b>	REVIEWED BY: <b>TM</b>
DATE: <b>NOVEMBER 2024</b>	FIGURE NUMBER: <b>1 OF 2</b>



**LEGEND**

-  MOULD BULK SAMPLE
-  LEAD BULK SAMPLE
-  WATER DAMAGED DRYWALL CEILING
-  WATER DAMAGED WOOD WINDOWSILL
-  DAMP WOOD FLOOR
-  MOULD ON DRYWALL WALL
-  WET DRYWALL WALL
-  WATER DAMAGED DRYWALL WALL

NOT ALL KNOWN OR SUSPECTED HAZARDOUS BUILDING MATERIALS MAY BE DEPICTED ON THE DRAWING. REFER TO THE HAZARDOUS BUILDING MATERIALS ASSESSMENT REPORT FOR A COMPLETE LIST OF KNOWN AND SUSPECTED HAZARDOUS BUILDING MATERIALS.

LEGEND IS COLOUR DEPENDENT. NON-COLOUR COPIES MAY ALTER INTERPRETATION.



PROJECT NAME:  
**MOULD INVESTIGATION**

CLIENT NAME:  
**TOWNSHIP OF BONFIELD**

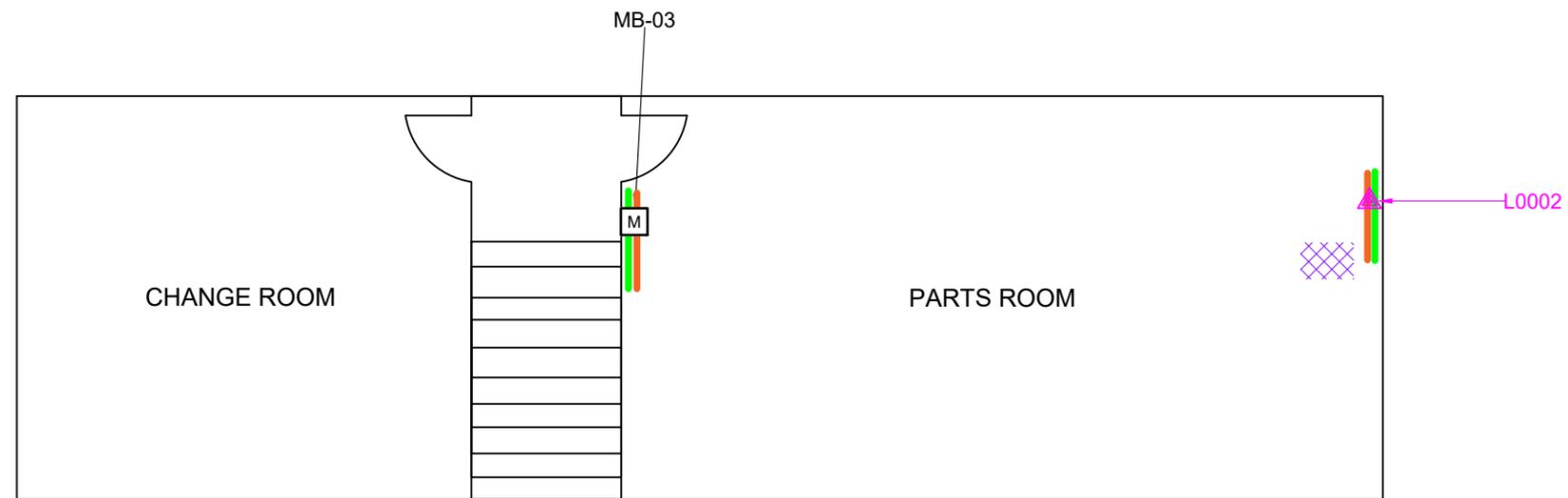
PROJECT LOCATION:  
**PUBLIC WORKS,  
356 LINE 3 SOUTH,  
BONFIELD, ONTARIO**

FIGURE NAME:  
**MEZZANINE**

PROJECT NUMBER: **350848** SCALE: **NOT TO SCALE**

DRAWN BY: **NJ** REVIEWED BY: **TM**

DATE: **NOVEMBER 2024** FIGURE NUMBER: **2 OF 2**



**APPENDIX II**  
**Results of Mould Samples**



2555 Meadowpine Blvd, Unit 2  
Mississauga, ON L5N 6C3  
T: (905) 363-0678  
E: microbiolab@pinchin.com



Laboratoire d'analyse  
accrédité par le  
gouvernement du Québec



## Pinchin Environmental Microbiology Laboratory Certificate of Analysis

**CUSTOMER:** Tatianna Marshall  
**COMPANY:** Pinchin Ltd.  
**ADDRESS:** 662 Falconbridge Road, Unit 3  
Sudbury, ON P3A 4S4

---

<b>PROJECT NAME:</b>		<b>LAB REFERENCE NO.:</b> m328190
<b>PROJECT NO.:</b> 350848		<b>SAMPLE CONDITION:</b> Acceptable
<b>TYPE OF SAMPLE(S):</b> BULK		<b>DATE RECEIVED:</b> November 25, 2024
<b>DATE COLLECTED:</b> November 21, 2024		<b>DATE REPORTED:</b> November 29, 2024
<b>DATE ANALYSED:</b> November 28, 2024		
<b>ANALYST:</b> Lubov Beliakov, CMS (PhD)		
<b>TITLE:</b> Environmental Microbiologist		
<b>REVIEWER:</b> Rafic Dulymamode, PhD		
<b>TITLE:</b> Laboratory Manager		

---

**Method of Analysis: Analysis of Bulk and Tape-lift Samples by Direct Microscope Examination (SOP: DME-BLK, Rev. 12, May 31, 2023)**

This SOP is based on methods described in: "AIHA's Field Guide for Determination of Biological Contaminants in Environmental Samples", "Samson et al's Food and Indoor Fungi", and ASTM Standard Test Method for Direct Microscopy of Fungal Structures from Tape – Method D7658-17(2021). Bulk samples are scanned under a stereomicroscope for the presence of mould growth; cello tape samples taken from these are mounted on glass slides and examined under light microscope at X400, X600 or X1000 magnifications as appropriate. Moulds are identified to the genus using keys in relevant books and literature. Mould growth is assessed as Heavy, Moderate or Slight by examining the mycelium cover on the sample and/or the slide preparations. Some moulds may be difficult to identify from bulk samples and these are reported as "Unidentified mould". Spores observed in the absence of an established mycelium are identified whenever possible and rated as "few" for 5-50 spores or "masses" for >50 spores. Results are not corrected for blanks. Estimation of uncertainty is provided upon request.

**COMMENTS/OBSERVATIONS (IF ANY):**

**Notes:**

1. The laboratory is not responsible for sample collection and sample information provided by the customer on the chain of custody.
2. The report applies to the samples submitted to the laboratory and, the result(s) relate only to sample(s) tested.
3. The report shall not be reproduced except in full, without written approval of the laboratory.
4. Services are subject to Pinchin Ltd. Standard Terms and Conditions for Laboratory Services.



2555 Meadowpine Blvd, Unit 2  
 Mississauga, ON L5N 6C3  
 T: (905) 363-0678  
 E: microbiolab@pinchin.com



Laboratoire d'analyse  
 accrédité par le  
 gouvernement du Québec



## Pinchin Environmental Microbiology Laboratory Certificate of Analysis

**CUSTOMER:** Tatianna Marshall

**PROJECT NAME:**

**LAB REFERENCE NO:** m328190

**PROJECT NO.:** 350848

**DATE ANALYSED:** November 28, 2024

**ANALYST:** Lubov Beliakov, CMS (PhD)

### RESULTS FOR BULK DME ANALYSIS

Customer Sample No.	Lab Sample ID.	Description	Mould Identified, in Rank Order	Comments (if any)
MB-01	m328190-1	Mould on Drywall Wall, First Floor, Office	<i>Stachybotrys</i> sp <i>Aspergillus</i> sp <i>Chaetomium</i> sp (a few spores)	Heavy growth
MB-02	m328190-2	Mould on Drywall Wall, Mezzanine, Vent Boiler Room	<i>Cladosporium</i> sp <i>Aspergillus/Penicillium</i> sp (masses of spores)	Heavy growth
MB-03	m328190-3	Mould on Drywall Wall, Mezzanine, Parts Room	<i>Stachybotrys</i> sp	Heavy growth

Signature of Analyst:

M 328190



2555 Meadowpine Blvd. Unit 2  
Mississauga, ON L5N 6C3  
tel: 905.363.0678 email: microbiolab@pinchin.com  
1.855.PINCHIN www.pinchin.com

### Environmental Microbiology Laboratory Chain of Custody Form

<b>REPORT RESULTS TO</b>	Contact: Tatianna Marshall	Dept: IEQ	
	Company: Pinchin Ltd.	Tel: 705 280.8149	Fax:
	Mailing Address: 662 Falconbridge Road, Unit 3	Email: tmarshall@pinchin.com	
	City: Sudbury	Prov: Ontario	Postal Code: P3A 4S4
Special Instructions: cc jcarrey@pinchin.com			Project: 350848
Report Language: English <input checked="" type="checkbox"/>	French <input type="checkbox"/>	No. Samples Submitted: 3	Invoice To: 350848

ANALYSIS TYPES (check)	
<input type="checkbox"/> Total Fungal Particulate (Spore count and Identification)	<input type="checkbox"/> Bacteria (Quantification/Gram staining)
<input checked="" type="checkbox"/> Direct Microscope Examination (Fungal)	<input type="checkbox"/> Heterotrophic Plate Counts (HPC)
<input type="checkbox"/> Direct Microscope Examination ( <b>NON</b> -Fungal Particulate, Qualitative)	<input type="checkbox"/> E.coli/Total Coliforms
<input type="checkbox"/> Direct Microscope Examination (Soot, Qualitative)	
<input type="checkbox"/> Fungal Quantification & Identification (Anderson/RCS)	<input type="checkbox"/> Legionella:                      Culturing <input type="checkbox"/> qPCR <input type="checkbox"/>
<input type="checkbox"/> Other: _____	

Sample#	Description	Date Sampled	Vol (L) or Area (cm <sup>2</sup> )	TAT		FOR LAB USE ONLY LAB #
				REG.	RUSH	
MB-01	Mould on Drywall Wall, First Floor, Office	Nov 21, 2024	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M 328190-1
MB-02	Mould on Drywall Wall, Mezzanine, Vent Boiler Room	Nov 21, 2024	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
MB-03	Mould on Drywall Wall, Mezzanine, Parts Room	Nov 21, 2024	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

<b>CHAIN OF CUSTODY</b>	Collected by: Tatianna Marshall	FOR LAB USE ONLY:		
	Relinquished by: Tatianna Marshall	Date/Time: Nov 21, 2024	Received by:	Date/Time: 11/25/24, 3:14
	Method of Shipment: Purolator	Sample Condition Upon Receipt:	Acceptable <input checked="" type="checkbox"/>	Other (explain) <input type="checkbox"/>

Authorized by: Date: Nov 21/24  
 Customer Signature MUST Accompany Request. Customer accepts Pinchin Ltd. Standard Terms and Conditions for Laboratory Services (see over)

**APPENDIX III**

**Results of Laboratory-Based Hazardous Building Material Tests**



Your Project #: 350848  
Your C.O.C. #: N/A

**Attention: Joseph Carrey**

Pinchin Ltd  
662 Falconbridge Road  
Unit 3  
Sudbury, ON  
CANADA P3A 4S4

**Report Date: 2024/11/26**  
Report #: R8421057  
Version: 1 - Final

**CERTIFICATE OF ANALYSIS**

**BUREAU VERITAS JOB #: C4AK025**

**Received: 2024/11/25, 10:05**

Sample Matrix: Solid  
# Samples Received: 2

<b>Analyses</b>	<b>Quantity</b>	<b>Date Extracted</b>	<b>Date Analyzed</b>	<b>Laboratory Method</b>	<b>Analytical Method</b>
Metals in Paint	2	2024/11/26	2024/11/26	CAM SOP-00408	EPA 6010D m

**Remarks:**

Bureau Veritas is accredited to ISO/IEC 17025 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Bureau Veritas are based upon recognized Provincial, Federal or US method compendia such as CCME, EPA, APHA or the Quebec Ministry of Environment.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Bureau Veritas' profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Bureau Veritas in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected. Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

Bureau Veritas liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Bureau Veritas has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Bureau Veritas, unless otherwise agreed in writing. Bureau Veritas is not responsible for the accuracy or any data impacts, that result from the information provided by the customer or their agent.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested. When sampling is not conducted by Bureau Veritas, results relate to the supplied samples tested. This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

\* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.



Your Project #: 350848  
Your C.O.C. #: N/A

**Attention: Joseph Carrey**

Pinchin Ltd  
662 Falconbridge Road  
Unit 3  
Sudbury, ON  
CANADA P3A 4S4

**Report Date: 2024/11/26**  
Report #: R8421057  
Version: 1 - Final

**CERTIFICATE OF ANALYSIS**

**BUREAU VERITAS JOB #: C4AK025**  
**Received: 2024/11/25, 10:05**

Encryption Key

Please direct all questions regarding this Certificate of Analysis to:  
Nilushi Mahathantila, Project Manager  
Email: Nilushi.Mahathantila@bureauveritas.com  
Phone# (905) 817-5700

=====

This report has been generated and distributed using a secure automated process.

Bureau Veritas has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per ISO/IEC 17025, signing the reports. For Service Group specific validation, please refer to the Validation Signatures page if included, otherwise available by request. For Department specific Analyst/Supervisor validation names, please refer to the Test Summary section if included, otherwise available by request. This report is authorized by Rodney Major, General Manager responsible for Ontario Environmental laboratory operations.



BUREAU  
VERITAS

Bureau Veritas Job #: C4AK025  
Report Date: 2024/11/26

Pinchin Ltd  
Client Project #: 350848  
Sampler Initials: TM

### ELEMENTS BY ATOMIC SPECTROSCOPY (SOLID)

<b>Bureau Veritas ID</b>		AJUU95			AJUU96			
<b>Sampling Date</b>		2024/11/21 11:00			2024/11/21 11:00			
<b>COC Number</b>		N/A			N/A			
	<b>UNITS</b>	<b>L0001,WHITE,DRYWAL L,WALL</b>	<b>RDL</b>	<b>MDL</b>	<b>L0002,GREY,WOOD,FLOOR</b>	<b>RDL</b>	<b>MDL</b>	<b>QC Batch</b>
<b>Metals</b>								
Lead (Pb)	%	0.00045	0.00032	0.000096	0.0019	0.0013	0.00039	9788682
RDL = Reportable Detection Limit QC Batch = Quality Control Batch								



BUREAU  
VERITAS

Bureau Veritas Job #: C4AK025  
Report Date: 2024/11/26

Pinchin Ltd  
Client Project #: 350848  
Sampler Initials: TM

### TEST SUMMARY

**Bureau Veritas ID:** AJUU95  
**Sample ID:** L0001,WHITE,DRYWALL,WALL  
**Matrix:** Solid

**Collected:** 2024/11/21  
**Shipped:**  
**Received:** 2024/11/25

Test Description	Instrumentation	Batch	Extracted	Date Analyzed	Analyst
Metals in Paint	ICP	9788682	2024/11/26	2024/11/26	Japneet Gill

**Bureau Veritas ID:** AJUU96  
**Sample ID:** L0002,GREY,WOOD,FLOOR  
**Matrix:** Solid

**Collected:** 2024/11/21  
**Shipped:**  
**Received:** 2024/11/25

Test Description	Instrumentation	Batch	Extracted	Date Analyzed	Analyst
Metals in Paint	ICP	9788682	2024/11/26	2024/11/26	Japneet Gill



**BUREAU  
VERITAS**

Bureau Veritas Job #: C4AK025

Report Date: 2024/11/26

Pinchin Ltd

Client Project #: 350848

Sampler Initials: TM

### GENERAL COMMENTS

Sample AJUU95 [L0001,WHITE,DRYWALL,WALL] : Metals Analysis: Due to limited amount of sample available for analysis, a smaller than usual portion of the sample was used. Detection limits were adjusted accordingly.

Sample AJUU96 [L0002,GREY,WOOD,FLOOR] : Metals Analysis: Due to limited amount of sample available for analysis, a smaller than usual portion of the sample was used. Detection limits were adjusted accordingly.

**Results relate only to the items tested.**



BUREAU  
VERITAS

Bureau Veritas Job #: C4AK025

Report Date: 2024/11/26

### QUALITY ASSURANCE REPORT

Pinchin Ltd

Client Project #: 350848

Sampler Initials: TM

QC Batch	Parameter	Date	Matrix Spike		Method Blank		RPD		QC Standard	
			% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits	% Recovery	QC Limits
9788682	Lead (Pb)	2024/11/26	NC	75 - 125	<0.00010	%	1.7	35	99	75 - 125

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

QC Standard: A sample of known concentration prepared by an external agency under stringent conditions. Used as an independent check of method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

NC (Matrix Spike): The recovery in the matrix spike was not calculated. The relative difference between the concentration in the parent sample and the spike amount was too small to permit a reliable recovery calculation (matrix spike concentration was less than the native sample concentration)



## FUNDAMENTAL LABORATORY ACCEPTANCE GUIDELINE

**Invoice To:**

Pinchin Ltd  
ATTN: Accounts Payable  
662 Falconbridge Road  
Unit 3  
Sudbury, ON  
CANADA P3A 4S4  
Client Contact:  
Joseph Carrey

Bureau Veritas Job #: C4AK025  
Date Received: 2024/11/25  
Your C.O.C. #: N/A  
Your Project #: 350848  
Bureau Veritas Project Manager: Nilushi Mahathantila  
Quote #: C42542

No discrepancies noted.

**Report Comments**

<b>Received Date:</b>	<u>2024/11/25</u>	<b>Time:</b>	<u>10:05</u>	<b>By:</b>	_____
<b>Inspected Date:</b>	_____	<b>Time:</b>	_____	<b>By:</b>	_____
<b>FLAG Created Date:</b>	_____	<b>Time:</b>	_____	<b>By:</b>	_____



BUREAU  
VERITAS

Bureau Veritas Job #: C4AK025  
Report Date: 2024/11/26

Pinchin Ltd  
Client Project #: 350848  
Sampler Initials: TM

### VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by:

*Cristina Carriere*

---

Cristina Carriere, Senior Scientific Specialist

---

---

Bureau Veritas has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per ISO/IEC 17025, signing the reports. For Service Group specific validation, please refer to the Validation Signatures page if included, otherwise available by request. For Department specific Analyst/Supervisor validation names, please refer to the Test Summary section if included, otherwise available by request. This report is authorized by Rodney Major, General Manager responsible for Ontario Environmental laboratory operations.



6740 Campobello Road, Mississauga, Ontario L5N 2L8  
Phone: 905-817-5700 Fax: 905-817-5779 Toll Free: 800-563-6266  
CAM FCD-01191/6

CHAIN OF CUSTODY RECORD

Invoice Information		Report Information (if differs from invoice)		Project Information (where applicable)		Turnaround Time (TAT) Required								
Company Name: <b>Pinchin Ltd.</b>		Company Name:		Quotation #:		<input type="checkbox"/> Regular TAT (5-7 days) Most analyses								
Contact Name: <b>Tatianna Marshall</b>		Contact Name:		P.O. #/ AFE#:		PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS								
Address: <b>662 Falconbridge Road, Unit 3 Sudbury, ON, P3A 4S4</b>		Address:		Project #: <b>350848</b>		Rush TAT (Surcharges will be applied) <input checked="" type="checkbox"/> 1 Day <input type="checkbox"/> 2 Days <input type="checkbox"/> 3-4 Days								
Phone: <b>705.521.0560</b> Fax:		Phone: Fax:		Site Location:		Date Required:								
Email: <b>tmarshall@pinchin.com, jcarrey@pinchin.com</b>		Email:		Site #:		Rush Confirmation #:								
MOE REGULATED DRINKING WATER OR WATER INTENDED FOR HUMAN CONSUMPTION MUST BE SUBMITTED ON THE BUREAU VERITAS DRINKING WATER CHAIN OF CUSTODY														
Regulation 153		Other Regulations		Analysis Requested		LABORATORY USE ONLY								
<input type="checkbox"/> Table 1 <input type="checkbox"/> Res/Park <input type="checkbox"/> Med/ Fine <input type="checkbox"/> Table 2 <input type="checkbox"/> Ind/Comm <input type="checkbox"/> Coarse <input type="checkbox"/> Table 3 <input type="checkbox"/> Agri/ Other <input type="checkbox"/> Table _____ FOR RSC (PLEASE CIRCLE) Y / N		<input type="checkbox"/> CCME <input type="checkbox"/> Sanitary Sewer Bylaw <input type="checkbox"/> MISA <input type="checkbox"/> Storm Sewer Bylaw <input type="checkbox"/> PWQO Region _____ <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> REG 558 (MIN. 3 DAY TAT REQUIRED) <input type="checkbox"/> REG 406 Table _____		# OF CONTAINERS SUBMITTED FIELD FILTERED (CIRCLE) Metals / Hg / CrVI BTEX/ PHC F1 PHCs F2 - F4 VOCs REG 153 METALS & INORGANICS REG 153 CPMS METALS REG 153 METALS (Hg, Cr VI, CPMS Metals, HWS - B) Lead (Pb) in Paints PCBs		CUSTODY SEAL Y / N Present Intact COOLING MEDIA PRESENT: Y / <input checked="" type="checkbox"/> N COMMENTS								
Include Criteria on Certificate of Analysis: Y / N														
SAMPLES MUST BE KEPT COOL (< 10 °C) FROM TIME OF SAMPLING UNTIL DELIVERY TO BUREAU VERITAS														
SAMPLE IDENTIFICATION	DATE SAMPLED (YYYY/MM/DD)	TIME SAMPLED (HH:MM)	MATRIX	# OF CONTAINERS SUBMITTED	FIELD FILTERED (CIRCLE) Metals / Hg / CrVI	BTEX/ PHC F1	PHCs F2 - F4	VOCs	REG 153 METALS & INORGANICS	REG 153 CPMS METALS	REG 153 METALS (Hg, Cr VI, CPMS Metals, HWS - B)	Lead (Pb) in Paints	PCBs	HOLD- DO NOT ANALYZE
L0001, White, Drywall, Wall	2024-11-21	11:00	BULK									X		
L0002, Grey, Wood, Floor	2024-11-21	11:00	BULK									X		
RELINQUISHED BY: (Signature/Print)	DATE: (YYYY/MM/DD)	TIME: (HH:MM)	RECEIVED BY: (Signature/Print)	DATE: (YYYY/MM/DD)	TIME: (HH:MM)	BV JOB #								
Tatianna Marshall	2024-11-21	16:00	<i>[Signature]</i>	2024-11-25	10:05	1005								

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NONT-2024-11-4961

# **TOWNSHIP OF BONFIELD INTEGRITY COMMISSIONER, DAVID G. BOGHOSIAN**

**Citation: Cllr. Donna Clark re: Caren Gagné Complaint – DGB-BonfieldICI-25-001**

**Date: May 14, 2025**

## **REPORT ON COMPLAINT**

### **Overview**

[1] On April 11, 2025, I received a Code of Conduct Complaint from a resident, Caren Gagné, concerning an interaction she had with Councillor Donna Clark at a local “trade show” (as both the Complainant and Respondent described it) which took place on Saturday, April 5, 2025. Ms. Gagné alleges that the comments Cllr. Clark made to her on April 5<sup>th</sup> violated s. 15 of Bonfield’s Code of Conduct for Members of Council in that they were abusive, bullying, or intimidating.

[2] For the reasons that follow, I am hereby dismissing the Complaint.

### **The Complaint**

[3] My summary of Ms. Gagné ’s Complaint is as follows:

Ms. Gagné is a current school board trustee, is a former Bonfield councillor and has been a business owner in the community for 45 years.

Ms. Gagné indicated that at a local trade show which took place on April 5, 2025, while she was setting up her booth and after she greeted Cllr. Clark, the Councillor stated words to the following effect (not necessarily in direct succession) in an angry and hostile manner (wagging her finger at Ms. Gagné and allegedly shaking):

- I am very angry about what you said at the public meeting;
- You had no right to state at that public meeting that no member of Council except the Mayor ever called you or anyone in your family about the fire your family’s business suffered;
- You had no right to say anything at the public meeting except speak about the bylaws that were on the agenda;
- I will never recommend your husband’s tax business to anyone ever again;
- I used to refer people to your store but I will not be doing that any more.

Ms. Gagné advised that Cllr. Clark was referring to statements Ms. Gagné made at a public meeting held on March 18, 2025, where she had voiced her objection to any extra charges being imposed on taxpayers as a result of certain bylaws under consideration and also stated that she felt it was “not nice” that none of the councillors except the Mayor had called her or her family to offer condolences for the fact that the family business had suffered a fire more than a year earlier.

She alleges that in making these statements to her on April 5th, Cllr. Clark violated Bonfield’s Code of Conduct for Members of Council and specifically, s. 15, which reads:

#### 15. DISCREDITABLE CONDUCT

All members of Council have a duty to treat members of the public, one another, and staff appropriately and without abuse, bullying or intimidation.

[4] In response to a follow up question I asked her, Ms. Gagné advised that she was not aware of anyone else at the trade show having heard or witnessed the exchange between her and Cllr. Clark.

#### **Councillor Clark’s Response**

[5] Cllr. Clark’s response to the complaint was as follows:<sup>1</sup>

I categorically deny any conduct that could be construed as abusive, bullying, or intimidating. I am committed to upholding the standards expected of elected officials and have conducted myself throughout this matter with professionalism, respect, and integrity.

I said to Ms. Gagné that I was disappointed with her comment that she made at the Town Hall meeting. I noted that she stated that she had no questions about the bylaws. I went on to explain that my family and I have spent thousands of dollars at her store over the years. She said she didn’t know that. I said that I would hesitate to recommend her business to my family based on this experience. I then went to set up my booth.

When she approached me the second time she explained that she made the comment because a staff member told her that they had not seen me at the store since the election (I have never seen Ms. Gagné at the store). I then repeated that I have been to the store many times with my husband, we buy our pellets, gas and propane there. She then expressed frustration again that no member of council had reached out to her or offered her a tax deferral. I asked how would I know to do that? She did not answer. She then told me she was the mortgage holder for the store. Then she asked me if I had a son. I said yes. The conversation ended. A few hours later

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<sup>1</sup> The following is my combined summary of Cllr. Clark’s original response by letter dated April 24, 2025 and a response to a follow up email I sent her requesting clarification of a number of points which she sent me on April 28, 2025.

she asked me who to contact to book the community centre for a fundraiser she was thinking of having. I gave her the information.

To provide some context, at a Town Hall meeting held on March 18, 2025, Ms. Gagné spoke, expressing dissatisfaction with Council and claiming that, aside from the mayor, no member reached out to offer support for her business. These comments implied a lack of care and concern on my part, and the rest of the council that is both untrue and deeply hurtful, especially given my longstanding patronage of her store and sincere commitment to the community.

I had no personal relationship with Ms. Gagné prior to this exchange and was, in fact, under the impression that the business was operated by her son. Her remarks, made before over 200 attendees, mischaracterized my conduct and, in my view, were intended to publicly shame and damage my reputation. They were not related to the subject matter of the meeting and seemed intended to inflame rather than contribute constructively.

At no point during my interaction with Ms. Gagné at the trade show did I raise my voice, use offensive language, or engage in any conduct that could reasonably be construed as bullying or intimidation. I addressed only my own feelings and experiences. Moreover, when Ms. Gagné subsequently (for the 2<sup>nd</sup> time that day) sought information about booking the Community Centre, I provided it promptly and courteously. We parted on good terms. My interaction with her for the entire day was approximately 6 minutes.

It is worth noting that Councilors' MacInnis and Deputy Mayor Corbett also expressed concerns, similar to mine, in person, to Ms. Gagné after the Town Hall about her comments. Councilor Featherstone also reached out to Ms. Gagné and her son via text. Yet, I am the only member facing a formal complaint. I must question why my response, which was measured and private, has been singled out.

[6] In response to a follow up email I sent to her on May 1<sup>st</sup>, she advised as follows:

1. The Trade Show was organized by the Township's Recreation Committee. She is not a member of that Committee;
2. She was at the Trade Show in her capacity as a Board member representing NECO Community Futures Non-profit, operating a booth with a NECO staff member.

### **Ms. Gagné's Reply**

[7] I forwarded Cllr. Clark's Response to Ms. Gagné on May 1, 2025 and I received her Reply to it on May 6<sup>th</sup>.

[8] Ms. Gagné's Reply was largely duplicative of her original complaint, with the following additional information:

- She reiterated that Cllr. Clark used the phrase “very angry” not “disappointed” to describe her reaction to what Ms. Gagné had said that the Town Hall meeting;
- She did speak with Cllr. Clark after the initial confrontation because she wanted to see if Cllr. Clark had “calmed down.”

### **Analysis and Findings**

[9] As both I and other Ontario Integrity Commissioners have held, municipal Codes of Conduct do not apply to subject matter that is “unrelated ... to the office, role, function, influence, authority, and responsibility of a ... Member, and to the interests and business of the Municipality.”<sup>2</sup> Stated differently, a Code of Conduct only applies to conduct connected to one’s office as a member of Council.<sup>3</sup>

[10] In this case, I find as follows:

- It is not the role of a municipal councillor such as Cllr. Clark to speak on behalf of Council unless specifically delegated (that is the role of the Mayor) and there is no duty or obligation resting upon councillors to offer condolences or assistance to residents after unfortunate circumstances befall them, whether that is a common practice and perhaps expected by residents such as Ms. Gagné;
- Cllr. Clark was in attendance at the trade show as a private citizen (an exhibitor at the event like Ms. Gagné), not in her capacity as a municipal representative. She was not part of the organizing committee for the trade show and had no official duties to fulfill at the event;
- The topic of the impugned discussion was personal in nature, being comments Ms. Gagné had made about her disappointment in members of Council about a matter which I find is not a necessary role of a Council member at a well-attended public meeting and Cllr. Clark’s expression of personal hurt and anger at having been, in her view, characterized at the Town Hall meeting as insensitive and uncaring. There was no discussion of municipal business during the impugned conversation, per se;
- Although there is a factual dispute concerning whether Cllr. Clark raised her voice or made other physical indicators of antagonism toward Ms. Gagné, there is no allegation that the Councillor used offensive language or uttered any threats *related to her capacity as a member of Council*;
- While Cllr. Clark did advise she would not be referring others to the Gagné family businesses, this was a statement of what she would be doing as a private individual; she did not threaten to use municipal powers to damage the Gagné businesses or to use municipal outlets to comment negatively about the Gagné businesses. While there may have been what could be construed as a threat of

<sup>2</sup> *Danko (Re)*, 2024 ONMIC 11 (CanLII) at [para 20](#); *Gogos v Jones*, 2022 ONMIC 7 (CanLII) at [para 4](#).

<sup>3</sup> *Gogos v Jones*, 2022 ONMIC 7 (CanLII) at [para 161](#).

negative consequences as a result of Ms. Gagné having made the statements, the consequences were entirely personal to Cllr. Clark;

- As far as the Complainant is aware, the conversation with Cllr. Clark at the trade show was entirely private, with no witnesses having heard what was said between them.

[11] Based on the foregoing findings, I conclude that the impugned statements made by Cllr. Clark were made in her capacity as a private citizen, not in her role as a member of Council. For this reason, they do not fall within the scope of matters covered by the Code of Conduct for Members of Council.

[12] In the event I am wrong about the essentially private nature of the exchange between Ms. Gagné and Cllr. Clark, I further find that, while some might characterize the Councillor's comments as unnecessary, hurtful and petty, especially given the serious business misfortune Ms. Gagné and her family had been through, they did not rise to a level that qualifies them as abuse, bullying or intimidation. The statements did not include any personal attacks on Ms. Gagné, any attempt to induce Ms. Gagné to do or refrain from doing anything or suggest that the powers of the Township might be invoked to harm Ms. Gagné or her family's business. In my opinion, Cllr. Clark comments merely conveyed her personal feeling of upset and embarrassment at having been called out by Ms. Gagné at the Town Hall meeting.

### **Disposition**

[13] As indicated above, I have dismissed the Complaint.

[14] The Township's Code of Conduct is silent regarding the procedures which the Integrity Commissioner is to follow in investigating and reporting on a complaint, including whether a public report is to be issued depending on whether the complaint is dismissed or upheld, nor is there any other Bylaw governing the procedures the Integrity Commissioner is to follow. Most of the other Codes of Conduct I deal with do spell out the procedures to be followed, or alternatively, there is a second, "procedural" bylaw directing the steps the Integrity Commissioner should take in respect of investigating and reporting on a Complaint.

[15] I have determined that in the absence of Council direction regarding the nature of reporting on Complaints the Integrity Commissioner receives, given the public interest in Code of Conduct investigations and the overriding principles of transparency and accountability underlying the Code of Conduct, the outcome of this Complaint should be set out in a public report, notwithstanding that I have dismissed the Complaint. Accordingly, I have done so.

[16] This concludes my investigation.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "D. Boghosian". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David G. Boghosian,  
Integrity Commissioner,  
Township of Bonfield

MOVED BY: Terry Kelly

SECONDED BY: Dan O'Mara

**RESOLUTION NO. 2025-01**

Increase in Provincial share for **Mandated** Public Health Programs

**WHEREAS**, the Office of the Chief Medical Officer of Health and the Ministry of Health are undertaking a review of the funding approach for local public health agencies; and

**WHEREAS**, many northern Medical Officers of Health and Health Units have supported resolutions asking to be included or consulted during the review; and

**WHEREAS**, seven of the Northern Medical Officers of Health signed a letter to Minister Sylvia Jones, titled **Perspectives from Northern Ontario for the Public Health Funding Review**, which shared some perspectives unique to the North regarding the current Public Health Funding review; and

**WHEREAS**, Municipalities have been long-standing financial partners in public health; and

**THEREFORE BE IT RESOLVED** that the membership of the Federation of Northern Ontario Municipalities ask the Minister of Health that FONOM have an equal role in discussions concerning the funding review of the Public Health Mandated Programs; and

**FURTHER BE IT RESOLVED**, that a copy of this resolution be sent to the Deputy Premier and Minister of Health Sylvia Jones, the membership of FONOM, AMO, and the seven Northern Medical Officers of Health that signed the letter, **Perspectives from Northern Ontario for the Public Health Funding Review**

**Carried**

MOVED BY: Lynn Watson

SECONDED BY: Sally Hagman

**RESOLUTION NO. 2025-02**

**Policing costs for all communities**

**WHEREAS**, Northern Ontario municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets, including roads, bridges, water/ wastewater and municipally owned buildings, including recreational facilities, libraries and other tangible capital assets

**WHEREAS**, Northern Ontario municipalities' operating needs consume the majority of property tax revenue sources

**WHEREAS**, Northern Ontario municipalities are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone

**WHEREAS**, in 2015, the provincial government moved to standardized billing for all non-contract O.P.P. (5.1) locations

**WHEREAS**, the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million

**WHEREAS**, before a one-time Provincial support transfer, Municipalities across Northern Ontario in 2024 received notices from the OPP with an average annual increase of 17.8%, representing 7.7% of the municipal tax levy

**WHEREAS** the estimated annual cost of the Ontario Provincial Police, Municipal Policing Bureau for Municipalities in the Northeast is \$43 million

**WHEREAS**, the police levy in 2025 to the four large cities in Northeastern Ontario is \$174 million after grants

**THEREFORE BE IT RESOLVED THAT** the Federation of Northern Ontario Municipalities calls on the Ontario Government to commit to phasing in a \$100 million Policing Grant over the next three years for the 157 northern communities. After the third year, the fund will increase by the minimum of the annual Consumer Price. Each community should receive a base amount of \$60,000, with the remaining funds allocated based on population. (Note: If the sum of the base amount and the population-based allocation exceeds the amounts received in 2024 notifications from the OPP, plus the annual Consumer Price Index (CPI), the funding for that community will be capped to avoid surplus situations.)

**FURTHER BE IT RESOLVED THAT** this resolution be forwarded to Premier Doug Ford, the Minister of Solicitor General Michael Kerzner, the Minister of Finance Peter Bethlenfalvy, the Membership of FONOM and NOMA and the Association of Municipalities of Ontario

**Carried**

*Examples on the next page*

Below is an example of the impact the funding would have on three of the 157 communities in Northern Ontario. The base year uses the 2025 OPP Billing Invoice or approved Budget. I estimated the CPI to be 3% in years two and three, compounded annually. The Cap amount in the example is a raw estimate, as many of those that did not respond to my OPP survey were smaller communities.

### **Year one - \$34 million**

$$157 * \$60,000 = \$9,420,000$$

$$\$34,000,000 - \$9,420,000 = \$24,580,000$$

$$\$24,580,000 / 900,000 \text{ people} = \$27.31 \text{ per person}$$

Community of 1513 (cap \$284,949.50)

$$\$60,000 + (1513 * \$27.31) = \$101,320.03$$

Community of 8,057 people (cap \$2,561,265.98)

$$\$60,000 + (8,057 * \$27.31) = \$280,036.67$$

Community of 41,145 people (cap \$21,027,721.92)

$$\$60,000 + (41,145 * \$27.31) = \$1,183,669.95$$

### **Year two - \$67 Million**

$$157 * \$60,000 = \$9,420,000$$

$$\$67,000,000 - \$9,420,000 + \$2,000,000 \text{ (estimated cap surplus)} = \$59,580,000 +$$

$$\$59,580,000 / 900,000 \text{ people} = \$66.20 \text{ per person}$$

Community of 1513 (cap \$293,497.98)

$$\$60,000 + (1513 * \$66.20) = \$160,160.60$$

Community of 8,057 people (cap \$2,638,103.95)

$$\$60,000 + (8,057 * \$66.20) = \$593,373.40$$

Community of 41,145 people (cap \$21,658,553.57)

$$\$60,000 + (41,145 * \$66.20) = \$2,783,799$$

### **Year three - \$100 Million**

$$157 * \$60,000 = \$9,420,000$$

$$\$100,000,000 - \$9,420,000 + \$3,000,000 \text{ (estimated cap surplus)} = \$93,580,000$$

$$\$93,580,000 / 900,000 \text{ people} = \$103.97 \text{ per person}$$

Community of 1513 (cap \$302,302.91)

$$\$60,000 + (1513 * \$103.97) = \$217,306.61$$

Community of 8,057 people (cap \$2,717,247.06)

$$\$60,000 + (8,057 * \$103.97) = \$897,686.29$$

Community of 41,145 people (cap \$22,308,310.17)

$$\$60,000 + (41,145 * \$103.97) = \$4,337,845.65$$

MOVED BY: Sandra Hollingsworth

SECONDED BY: Al MacNevin

**RESOLUTION NO. 2025-03**

**Provincial/Municipal Fiscal Review**

**WHEREAS**, current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life

**WHEREAS**, nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year

**WHEREAS** municipal revenues, such as property taxes, do not grow with the economy or inflation

**WHEREAS** unprecedented population and housing growth will require significant investments in municipal infrastructure

**WHEREAS** municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises

**WHEREAS**, inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity

**WHEREAS** property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need

**WHEREAS** the province can, and should, invest more in the prosperity of communities

**WHEREAS** municipalities and the provincial government have a strong history of collaboration

**THEREFORE BE IT RESOLVED** that the Federation of Northern Ontario Municipalities requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario and the Federation of Northern Ontario Municipalities a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario

**FURTHER BE IT RESOLVED** that a copy of this motion be sent to Premier Ford, the Honourable Rob Flack, the Minister of Municipal Affairs and Housing, the Honourable Peter Bethlenfalvy, the Minister of Finance, the membership of FONOM, and to the Association of Municipalities of Ontario.

**Carried.**

MOVED BY: Maggie Horsfield

SECONDED BY: Lynda Carleton

**RESOLUTION NO. 2025-04**

**Expand Extended Producer Responsibility to the ICI Sector**

WHEREAS under Ontario Regulation 391/21: Blue Box, producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only

WHEREAS producers are not responsible for collecting products and packaging sold to the industrial, commercial, and institutional sectors, which include the provincial government and our member municipalities

WHEREAS the products and packaging mentioned in the previous paragraph either end up in landfills or are recycled by the industrial, commercial, and institutional sectors, often at a cost

**WHEREAS** the landfill capacity in Ontario is nearing a critical point, and the process to site or create a landfill is both lengthy and costly

**WHEREAS** under the current Extended Producer Responsibility Regulation, a can of soda consumed at home and placed in the Blue Box is considered an "eligible" source, meaning producers are responsible for its recycling. However, if the same soda can is consumed by the same individual at Queen's Park, it is deemed "ineligible." In this case, the government is responsible for managing the collection, transportation, and processing of the recycling, as well as covering all associated costs

**THEREFORE BE IT RESOLVED THAT** the Federation of Northern Ontario Municipalities hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources, including Industrial, Commercial, and Institutional (ICI) properties

**AND FURTHER BE IT RESOLVED THAT** this resolution be forwarded to the Honourable Todd J. McCarthy, Minister of the Environment, Conservation and Parks, the membership of FONOM and AMO.

**Carried.**

MOVED BY: Margaret Young

SECONDED BY: Marc Dupuis

**RESOLUTION NO. 2025-05**

An addition to the Ministry of Transportation

**WHEREAS** the topography and climate of Ontario, North and West of the Canadian Shield, is uniquely different from that of the balance of the Province

**WHEREAS** due to that topography, it is more costly to construct or maintain 100 km of Highway in Northern Ontario than the balance of the Province

**WHEREAS** the highway network in Northern Ontario is vital to connecting our citizens to health care, employment, groceries, and recreation

**WHEREAS** Highway 11, Highway 17, and Highway 69 are our 400 systems, and the municipal share of Connecting Link has become prohibitive for all communities

**WHEREAS** the Province of Ontario has made and continues to make a significant investment in the Ontario Northland and bring back the Northlander

**WHEREAS** every senior politician in Ontario and the balance of Canada noted the Raw Earth Elements deposits in the Ring of Fire. FONOM wants to note that the transportation of the Raw Earth Elements will travel through Northern Ontario

**WHEREAS** the Nuclear Waste Management Organization has selected the community of Ignace for the location of Canada's deep geological repository for spent nuclear fuel. Therefore, the fuel will be transported through Northern Ontario.

**WHEREAS** on November 10, 2022, the Province announced, 'Ontario Moving Ahead with First-Ever 2+1 Highway in North America'; on July 14, 2023, the Ministry of Transportation announced, 'Ontario Starting Work on 2+1 Highway', and during the recent campaign, Premier Ford announced his government would 'extend the 2+1 highway another 220 kilometres from Temiskaming Shores to Cochrane'

**WHEREAS** of May 2025, the Minister has not announced a start date for construction of the initial 2+1 Highway

**WHEREAS** the annual Ontario Road Safety Annual Report Selected Statistics does not provide a breakdown by region

**WHEREAS** the 2023 Ontario Road Safety Annual Report Selected Statistics reported that there were 1,504 large truck accidents in Ontario with 107 fatalities

**WHEREAS** large truck accidents occur daily in Northern Ontario, often resulting in death

WHEREAS accidents in Northern Ontario are the cause of many lengthy closures or detours using municipal infrastructure not designed for highway traffic

**WHEREAS** many FONOM members have commented that there is a lack of response to their concerns or inquiries from the Ministry and/or regional staff, which is concerning to the Board

**THEREFORE IT WAS RESOLVED** that the Federation of Northern Ontario Municipalities should ask the Premier to either appoint a Deputy Minister of Transportation for Northern Ontario or create an Associate Minister responsible for Northern Ontario Transportation. FONOM believes Northern Ontario will be the economic engine that drives Ontario and Canada for the next 100 years and that the Province needs a dedicated team focused on improving today's network while planning for and acting on future requirements

**AND FURTHER BE IT RESOLVED** this resolution be sent to Premier Ford, the Minister of Transportation, the Hon. Prabmeet Singh Sarkaria, the Membership of FONOM, NOMA, ROMA, and the Association of Municipalities of Ontario

**Carried.**

May 15, 2025

## MEDIA RELEASE

### **FONOM Applauds “Tariff and Northern” Focus of 2025 Ontario Budget**

**Temiskaming Shores, ON** – The Federation of Northern Ontario Municipalities (FONOM) is encouraged by the Province's 2025 Budget, tabled today by Ontario's Minister of Finance, the Honourable Peter Bethlenfalvy. FONOM believes this year's Budget reflects a "Tariff and Northern" approach, offering a strong foundation for future growth and investment in Ontario's North.

FONOM is particularly pleased to see an increase in the funding envelope for the Connecting Link Program and the creation of a new special fund to support major infrastructure projects along connecting links of regional and national significance. Additionally, introducing a dedicated Pothole Fund for smaller northern and rural communities is a welcome and practical investment in road safety and reliability.

The Province's recommitment to completing the twinning of Highway 69, with ongoing land acquisitions, is another critical step in improving Northern transportation. While no construction dates were announced for the long-anticipated 2+1 highway initiative, first proposed in November 2022, FONOM is encouraged that the Province no longer refers to the need for a pilot project, suggesting progress in implementation.

Further positive developments in the Budget include funding for GO Transit refurbishments that will directly benefit Thunder Bay and the Nipissing District, and targeted financial support for Northern Colleges in the 2025-2026 fiscal year. FONOM also welcomes the Province's continued investment in skilled trades, particularly supporting the Mining, Forestry, and Industrial sectors vital to the northern economy.

Notably, expanding the Provincial definition of "Northern Ontario" to include the District of Muskoka marks a significant shift. FONOM welcomes this change and looks forward to working collaboratively with Muskoka on shared priorities that benefit the broader northern region. The continued growth of the Northern Ontario Heritage Fund Corporation (NOHFC) is another

1-2

positive signal of the government's commitment to long-term regional development.

*"Today's Budget sends the right signals to communities across the North," said FONOM President Danny Whalen, "we're seeing tangible investments in infrastructure, transportation, education, and economic development. While there's still work to be done—particularly on the 2+1 highway—this Budget makes us optimistic."*

FONOM looks forward to continued collaboration with the Province as these commitments are implemented.

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.



President Danny Whalen

705-622-2479

## Council Meeting

**Motion #** 05/14/2025 - 14  
**Title:** Bill 5, Protect Ontario by Unleashing our Economy Act  
**Date:** Wednesday, May 14, 2025

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**Moved by:** Jennifer Prenger  
**Seconded by:** Beth Blackwell

Whereas the Ontario government has fast-tracked Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 (Bill 5), such that it was referred to the Standing Committee on the Interior on May 6, 2025, after being first read on April 17, 2025, and

Whereas the written submission deadline for participation on Bill 5 is May 26, 2025, at 6:00 PM (EDT), and

Whereas Bill 5 would enact the Special Economic Zones Act, 2025; amend/repeal the Endangered Species Act, 2007 and replace it by enacting the Species Conservation Act, 2025; and amend various Acts including the Ontario Heritage Act, the Mining Act, the Ontario Energy Board Act, 1998, and the Electricity Act, 1998 and to revoke various regulations in relation to development and procurement, and

Whereas Bill 5 will allow the Lieutenant Governor in Council to create zones anywhere in Ontario where municipal and provincial laws will not apply, and where projects or proponents can be exempted from requirements under provisions of an Act or of a regulation, including environmental and heritage laws, and

Whereas the provisions of Bill 5 as written include anti-democratic principles and risks undermining civil liberties, Indigenous rights, the environment and local government oversight, and

Whereas the Municipality of Kincardine believes that the provincial priorities of housing, resource development and economic development can be achieved without subverting existing laws, undermining municipal authority, threatening the environment, restricting industry growth, or undermining informed consent with Indigenous communities; now therefore be it

Resolved that the Council of the Municipality of Kincardine hereby opposes Bill 5; and  
That Council formally express its opposition to Bill 5 in favour of preserving democracy, transparency, accountability, the environment, civil liberties, and Indigenous rights; and

That Council encourage the province to prioritize democratic principles and governance systems that support responsible development, environmental preservation, and acknowledge our responsibility to future generations; and

That Council formally request that the Ontario government reject Bill 5; and

That a copy of this motion be forwarded to the Honourable Doug Ford, Premier of Ontario, ; the Honourable Stephen Lecce, Minister of Energy and Mines; MPP Lisa Thompson; all Ontario municipalities; the Association of Municipalities of Ontario; and the Standing Committee on the Interior.

**Carried.**

Jennifer Lawrie

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Clerk

Office of the Deputy Solicitor General  
Community Safety

Bureau du sous-solliciteur général  
Sécurité communautaire

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Tél. : 416-326-5060  
Télec. : 416-327-0469

**DATE:** May 21, 2025

**MEMORANDUM TO:** CAOs and Mayors from Municipalities Billed under O. Reg. 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police

**FROM:** Mario Di Tommaso  
Deputy Solicitor General, Community Safety

**SUBJECT:** Ontario Provincial Policing (OPP) Cost Recovery Model Review and June 2025 Webinars

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In Fall 2024, the Solicitor General announced a commitment to review of the OPP cost recovery model as set out in [O. Reg. 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police](#) under the *Community Safety and Policing Act, 2019*.

The Ministry of the Solicitor General is pleased to announce that this review has been initiated. The ministry will be working with a third-party vendor to support an evidence-based review and analysis of the OPP cost recovery model.

The intent is for the review to be completed in time to inform the issuing of the 2026 annual billing statements and the approach going forward.

I would like to thank you for the extensive feedback you have shared with the ministry to date. This feedback is valuable in shaping the review.

We look forward to the opportunity for continued input from your municipalities. To achieve this goal, engagement webinars will take place in June 2025. More information regarding these webinars will follow as soon as possible. Your participation is encouraged to ensure that your perspectives are heard.

You can expect outreach in the coming weeks with details for the June webinars. Should you have any immediate questions, please reach out to Sheela Subramanian, Director, Community Safety and Intergovernmental Policy Branch at [sheela.subramanian@ontario.ca](mailto:sheela.subramanian@ontario.ca)

Thank you for your continued collaboration and future input.



Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety  
Ministry of the Solicitor General

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2025-25**

**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 May 13, 2025 to May 27, 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 27th DAY OF MAY 2025.**

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MAYOR

\_\_\_\_\_  
CLERK