

# Corporation of the Township of Chisholm

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

Phone (705)724-3526 - Fax (705)724-5099 [info@chisholm.ca](mailto:info@chisholm.ca)

## **AGENDA** **COUNCIL MEETING** **TUESDAY, APRIL 8, 2025 7:00 PM**

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

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

### **2. NOTIFICATION OF PECUNIARY INTEREST**

### **3. ADOPTION OF AGENDA**

### **4. ADOPTION OF MINUTES**

- (a) March 25, 2025 Regular Council Meeting Minutes
- (b) March 28, 2025 Special Council meeting.

### **5. APPROVAL OF ACCOUNTS** – March 2025

### **6. PRESENTATION AND DELEGATIONS**

- (a) BDO 2024 Audit – Dean Decaire

### **7. OPEN FORUM**

### **8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS**

- (a) Mayor and Council Reports
  - Mayor – General Update
- (b) Staff Reports
  - Tax Arrears Report (Encl.)
  - Planning Notice Re: Zoning by-law Amendment 2025-01 (Encl.)
  - Financial Indicator Review – Based on 2023 Financial Information Return (Encl.)
- (c) Committee Reports
  - Minutes, Finance Meeting, January 9, 2025 (Encl.)
  - Minutes, Cassellholme, February 20, 2025 (Encl.)
  - Source Protection Policy Implementation Update – 2024 (Encl.)
- (d) Correspondence
  - Environment and Climate Change Canada

### **9. REVIEW BUDGET REPORT** – Printed April 3, 2025 (Encl.)

### **10. PUBLIC WORKS REPORTS**

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

#### **11. NEW BUSINESS**

- (a) District of Parry Sound Municipal Association 2025 Spring Meeting (Encl.)
- (b) Resolution support from City of North Bay Re: FONOM Executive Award (Encl.)
- (c) Resolution support Bruce County Re: Enabling a Municipal response to Tariffs (Encl.)

#### **12. ADJOURNMENT**

- (a) By-law 2025-13 being a By-law to confirm the proceedings of the Council meeting.
- (b) Resolution re: Adjournment.

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## **MINUTES** **COUNCIL MEETING** **TUESDAY, MARCH 25, 2025 7:00 PM**

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

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

The meeting was called to order by Mayor Gail Degagne, in Council Chambers at 7:00 p.m., with Councillors, Bernadette Kerr, Claire Riley, Nunzio Scarfone (by zoom), and Paul Sharp. Staff member present was CAO Lesley Marshall. There were 2 people in attendance online.

### **2. NOTIFICATION OF PECUNIARY INTEREST**

Councillor Scarfone declared pecuniary interest for an item within item 12, due to conflict with employee negotiations.

### **3. ADOPTION OF AGENDA**

**Resolution 2025-59** Bernadette Kerr and Paul Sharp: Be it resolved that the Agenda for this meeting be adopted as printed. **'Carried'**

### **4. ADOPTION OF MINUTES** – March 11, 2025 Regular Council Meeting Minutes.

**Resolution 2025-60** Paul Sharp and Nunzio Scarfone: Be it resolved that the Minutes of the March 11, 2025 Regular Council Meeting be adopted as printed and circulated. **'Carried'**

### **5. APPROVAL OF ACCOUNTS** – None

### **6. PRESENTATION AND DELEGATIONS** -None

### **7. OPEN FORUM**

### **8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS**

#### (a) Mayor and Council Reports

- Mayor – mayor reported about the Anti-fraud presentation put on by the Police Services Board.

#### (b) Staff Reports

- Chisholm Recycling Program Material (Encl.)
- Provincial Offences Act, Preliminary Distribution of Net Shared Revenues (Encl.)
- Oct to Dec 2024 OPP Detachment Revenues (Encl.)

#### (c) Committee Reports

- News release, NBPS Health Unit, New Measles Cases (Encl.)

- Minutes, Golden Sunshine, February 18, 2025 (Encl.)
- Memo from NBMCA, Source Water Protection Committee member recruitment (Encl.)

(d) Correspondence

- Tribunals Ontario Re: Confirmation of Cert. of Municipal Assessment Roll (Encl.)
- Algonquin Park Forest 2025-2026 Annual Work Schedule (Encl.)
- Government of Canada Housing Design Catalogue (Encl.)
- Kraft Hockeyville 2025 Competition – Honeywood Arena (Encl.)

**Resolution 2025-61** Claire Riley and Bernadette Kerr: Be it resolved that the Mayor, Staff, Committee and Correspondence reports be accepted as presented. **‘Carried’**

**9. REVIEW BUDGET REPORT** -None

**10. PUBLIC WORKS REPORTS** -None

**11. NEW BUSINESS** - None

**12. IN CAMERA**

**Resolution 2025-62** Paul Sharp and Nunzio Scarfone: Be it resolved that the Council of the Corporation of the Township of Chisholm now enter into in camera to discuss labour relations or employee negotiations, as per Section 239(2)(d) of the Municipal Act. Time: 7:05 PM **‘Carried’**

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

**Resolution 2025-63** Claire Riley and Paul Sharp: Be it resolved that Council now return to regular session. Time: 7:35 PM **‘Carried’**

**13. ADJOURNMENT**

- (a) By-law 2025-12 being a By-law to confirm the proceedings of the Council meeting.

**Resolution 2025-64** Bernadette Kerr and Claire Riley: Be it resolved that By-law 2025-12, being a by-law to confirm the proceedings of the Council meeting March 25, 2025, be read a first, second, and third time and passed this March 25, 2025. **‘Carried’**

- (b) Resolution re: Adjournment.

**Resolution 2025-65** Paul Sharp and Bernadette Kerr: Be it resolved that the Council now adjourn this meeting to meet again on April 8<sup>th</sup>, 2025. Time: 7:36 p.m.

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Mayor, Gail Degagne

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CAO Clerk Treasurer, Lesley Marshall

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## MINUTES SPECIAL COUNCIL MEETING FRIDAY MARCH 28<sup>th</sup>, 8:30 am

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

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

The meeting was called to order by Mayor Gail Degagne by zoom, at 8:30 a.m., also by zoom was Councillors, Claire Riley, and Nunzio Scarfone. In person in Council chambers was Councilor Paul Sharp, and Bernadette Kerr. Staff member present was CAO Lesley Marshall. No members of the public were present.

### 2. NOTIFICATION OF PECUNIARY INTEREST

### 3. ADOPTION OF AGENDA

**Resolution 2025-66** Paul Sharp and Bernadette Kerr: That the agenda for the Special Council meeting of March 28, 2025 be approved. **'Carried'**

### 4. NEW BUSINESS

(a) Resolution to approve the procurement process for new Public Works 1 tonne truck

**Resolution 2025-67** Claire Riley and Paul Sharp: That Council direct staff to begin the procurement process for a new 1 tonne pick-up truck, as included in the 2025 Draft Budget, with the resulting tender bids to be presented to Council for potential approval at a future meeting. **'Carried'**

### 5. ADJOURNMENT

**Resolution 2025-68** Nunzio Scarfone and Paul Sharp: That the Special Meeting of Council now adjourns at 8:34 a.m. **'Carried'**

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Mayor, Gail Degagne

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CAO Clerk Treasurer, Lesley Marshall

## Council/Board Report By Dept-(Computer)



AP5130

Page : 9

Date : Apr 02, 2025

Time : 10:45 am

Vendor : UNITED CH To ZEHR

Batch : All

Department : All

Cheque Print Date : 01-Mar-2025 To 31-Mar-2025

Bank : 1 To 1

Class : All

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

DEPARTMENT 5000

Education Req Separate

1-2-5000-2410

Due To English Public

3,466.89

NIP14020 NIPISSING- PARRY SOUND CATHOLIC DISTRICT SCHOOL

MARCH 2025 25% OF 2024 REQUISITION

42 20-Mar-2025 20-Mar-2025

1-4-5000-2000

English Separate Requisition

9,586.73

Department Totals : 16,745.15

Computer Paid Total : 240,646.33

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	240,646.33
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	240,646.33

**Payroll - March 2025**

(2 payroll)

Administration		\$ 7,596.10
Council		\$ 3,438.30
By-Law Enforcement		
Fire Department		\$ 826.54
Public Works Department:	Full-time	\$ 17,480.66
	Part-time and Landfill	\$ 985.43
<b>TOTAL</b>		<b>\$ 30,327.03</b>

## TOWNSHIP OF CHISHOLM

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Page : 1

Date : Apr 02, 2025

Time : 10:44 am

Vendor : UNITED CH To ZEHR

Batch : All

Department : All

Cheque Print Date : 01-Mar-2025 To 31-Mar-2025

Bank : 1 To 1

Class : All

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

DEPARTMENT 0100 Council

BKERR KERR BERNADETTE

FEB 2025 MILEAGE

1-4-0100-1120

Travel &amp; Conferences

34 05-Mar-2025 05-Mar-2025

26.84

Department Totals : 26.84

DEPARTMENT 0300 Administration

ALL01 ALLSTREAM

MARCH 2025 LONG DISTANCE CHARGES

1-4-0300-1620

Telephone &amp; Fax

36 17-Mar-2025 17-Mar-2025

11.64

BELO2000 BELL CANADA

04-2025 OFFICE PHONE AND FAX

1-4-0300-1620

Telephone &amp; Fax

42 20-Mar-2025 20-Mar-2025

330.46

MARCH 2025 OFFICE PHONE AND FAX

1-4-0300-1620

Telephone &amp; Fax

30 03-Mar-2025 03-Mar-2025

339.32

CAN03009 CANADA POST P

APRIL 2025 NEWSLETTER

1-4-0300-1630

Postage

36 17-Mar-2025 17-Mar-2025

111.57

CAN90474 CANADIAN SPRINGS

030225 BOTTLED WATER

1-4-0300-1498

Office Expenses

36 17-Mar-2025 17-Mar-2025

219.58

DLL DLL FINANCIAL SOLUTIONS

10066652 POSTAGE METER RENTAL

1-4-0300-1530

Contracted Office Services

36 17-Mar-2025 17-Mar-2025

173.38

GRA07018 GRAND &amp; TOY

523753 OFFICE SUPPLIES

1-4-0300-1610

Office Supplies

42 20-Mar-2025 20-Mar-2025

139.62

HYD15001 HYDRO ONE

2025-03 BUILDING HYDRO

1-4-0300-1498

Office Expenses

33 05-Mar-2025 05-Mar-2025

338.33

APR 2025 BUILDING HYDRO

1-4-0300-1498

Office Expenses

48 25-Mar-2025 25-Mar-2025

330.15

LEV90438 LEVI'S PC CONSULTING

6465 SUPPORT

1-4-0300-1540

Computer Expenses

30 03-Mar-2025 03-Mar-2025

90.40

MOORE O2 MOORE PROPANE LIMITED

11015139 PROPANE

1-4-0300-1498

Office Expenses

36 17-Mar-2025 17-Mar-2025

242.11

12048894 PROPANE

1-4-0300-1498

Office Expenses

30 03-Mar-2025 03-Mar-2025

215.00

23028043 BUILDING PROPANE

1-4-0300-1498

Office Expenses

48 25-Mar-2025 25-Mar-2025

114.87

MOYER MOYER PRINTING

32155 BUSINESS CARDS

1-4-0300-1610

Office Supplies

36 17-Mar-2025 17-Mar-2025

97.18

NORTHERN B NORTHERN MELCARM GROUP

1050146 PHOTOCOPYING CHARGES

42 20-Mar-2025 20-Mar-2025

## TOWNSHIP OF CHISHOLM

## Council/Board Report By Dept-(Computer)



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Page : 2

Date : Apr 02, 2025

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Vendor : UNITED CH To ZEHR

Batch : All

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Cheque Print Date : 01-Mar-2025 To 31-Mar-2025

Bank : 1 To 1

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

<b>DEPARTMENT 0300</b>	Administration							
1-4-0300-1530	Contracted Office Services							193.99
<b>NORTHPOINT NORTHPOINT COMMERCIAL FINANCE INC.</b>								
2880655	PRINTER LEASE					42 20-Mar-2025	20-Mar-2025	
1-4-0300-1530	Contracted Office Services							208.79
<b>PUR16006 PUROLATOR COURIER LTD.</b>								
570150079	SHIPPING					36 17-Mar-2025	17-Mar-2025	
1-4-0300-1630	Postage							18.75
<b>SUNLIF01 SUN LIFE ASSURANCE COMPANY OF CANADA</b>								
MARCH 2025	GRP INS PREMIUMS					33 05-Mar-2025	05-Mar-2025	
1-4-0300-1480	Benefits - Group Insurance							1,261.52
<b>SUNWIRE SUNWIRE INC</b>								
MARCH 2025	PHONE SYSTEM					30 03-Mar-2025	03-Mar-2025	
1-4-0300-1620	Telephone & Fax							140.12
<b>TELUS TELUS</b>								
FEB 2025	CELLULAR PHONES					30 03-Mar-2025	03-Mar-2025	
1-4-0300-1621	Cell Phone							116.05
MARCH 2025	CELLULAR PHONES					40 18-Mar-2025	18-Mar-2025	
1-4-0300-1621	Cell Phone							116.05
<b>Department Totals :</b>								<b>4,808.88</b>

<b>DEPARTMENT 0400</b>	General Government							
<b>KAT90361 KATHLEEN MCQUAID</b>								
959105	TAX ARREARS REG- TRAN AND RYCKMAN					218 31-Dec-2024	31-Dec-2024	
1-4-0400-1675	Tax Registration Expenses							466.92
<b>MUNIC01 MUNICIPAL PROPERTY ASSESSMENT CORPORATION</b>								
1800037006	REPLACE CK# 16887					48 25-Mar-2025	25-Mar-2025	
1-4-0400-2770	Property Assessment							6,790.16
<b>POWASSAN01 POWASSAN MAPLE SYRUP FESTIVAL</b>								
2025	DONATION					42 20-Mar-2025	20-Mar-2025	
1-4-0400-1810	General Donations							100.00
<b>POWASSO1 POWASSAN AGRICULTURAL SOCIETY</b>								
2025	DONATION					42 20-Mar-2025	20-Mar-2025	
1-4-0400-1810	General Donations							100.00
<b>VS VS GROUP</b>								
2953	EMAIL HOSTING MARCH					42 20-Mar-2025	20-Mar-2025	
1-4-0400-2805	Web Site							166.11
<b>Department Totals :</b>								<b>7,623.19</b>

<b>DEPARTMENT 0500</b>	Fire Department							
<b>BEL02000 BELL CANADA</b>								
APRIL 2025	FIRE HALL PHONE					42 20-Mar-2025	20-Mar-2025	
1-4-0500-2135	Communications							41.49
MAR 2025	FIRE HALL PHONE					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2135	Communications							42.70
<b>FIRE FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL</b>								
167901	TRAINING MATERIALS					30 03-Mar-2025	03-Mar-2025	



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G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 0500</b>				Fire Department				
1-4-0500-2140				Training				519.92
167970	TRAINING MATERIALS					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2190				Travel and Conferences				42.39
<b>FISH01 FISHER'S REGALIA</b>								
56649	MATERIALS AND SUPPLIES					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2125				Materials & Supplies				23.73
<b>HYD15001 HYDRO ONE</b>								
2025-03	BUILDING HYDRO					33 05-Mar-2025	05-Mar-2025	
1-4-0500-2235				Heat & Hydro				338.34
APR 2025	BUILDING HYDRO					48 25-Mar-2025	25-Mar-2025	
1-4-0500-2235				Heat & Hydro				330.14
<b>INSER01 INSERVUS MANAGEMENT SYSTEMS</b>								
2180	CLEANING AND REPAIRING BUNKER SUITS					36 17-Mar-2025	17-Mar-2025	
1-4-0500-2160				Health & Safety				790.60
2213	CLEANING/REPAIR					42 20-Mar-2025	20-Mar-2025	
1-4-0500-2160				Health & Safety				162.47
<b>JIM10008 JIM MOORE PETROLEUM</b>								
663198	CLEAR DIESEL					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2180				Gas & Oil				487.68
<b>LINDE01 LINDE CANADA LIMITED</b>								
48356247	CYLINDER RENTAL					36 17-Mar-2025	17-Mar-2025	
1-4-0500-2160				Health & Safety				120.45
<b>MARCEL SAUVE MARCEL</b>								
FEB 2025	WILDFIRE MANAGEMENT COURSE					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2192				Fire Department Per Diem				300.00
1-4-0500-2190				Travel and Conferences				80.00
<b>MOORE O2 MOORE PROPANE LIMITED</b>								
11015139	PROPANE					36 17-Mar-2025	17-Mar-2025	
1-4-0500-2235				Heat & Hydro				242.12
12048894	PROPANE					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2235				Heat & Hydro				215.00
23028043	BUILDING PROPANE					48 25-Mar-2025	25-Mar-2025	
1-4-0500-2235				Heat & Hydro				114.88
<b>OMFPA ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS ASSOC</b>								
2025	YEARLY MEMBERSHIP					42 20-Mar-2025	20-Mar-2025	
1-4-0500-2230				Memberships & Subscriptions				200.00
<b>PARISIEN PARISIEN MICHEL</b>								
MARCH 2025	MEDICAL					36 17-Mar-2025	17-Mar-2025	
1-4-0500-2140				Training				120.00
<b>POW16033 POWASSAN HOME HARDWARE</b>								
94496	SUPPLIES					42 20-Mar-2025	20-Mar-2025	
1-4-0500-2125				Materials & Supplies				114.04
<b>RAY06015 RAY FORD</b>								
FEB 2025	OXIMETER					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2245				Small Equipment				39.99
<b>TELUS TELUS</b>								

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G.L. Account	CC1	CC2	CC3	GL Account Name				

**DEPARTMENT 0500** Fire Department

FEB 2025	CELLULAR PHONES					30 03-Mar-2025	03-Mar-2025	
1-4-0500-2235				Heat & Hydro				124.30
MARCH 2025	CELLULAR PHONES					40 18-Mar-2025	18-Mar-2025	
1-4-0500-2135				Communications				131.29
<b>Department Totals :</b>								<b>4,581.53</b>

**DEPARTMENT 0700** Conservation Authority

CGI90523	CGIS SPATIAL SOLUTIONS							
APR 2025	IST QUARTER PAYMENT					36 17-Mar-2025	17-Mar-2025	
1-4-0700-2775				GIS				3,193.63
<b>Department Totals :</b>								<b>3,193.63</b>

**DEPARTMENT 0800** Building Bylaw Enforcement

MOYER	MOYER PRINTING							
32155	BUSINESS CARDS					36 17-Mar-2025	17-Mar-2025	
1-4-0800-2420				Bldg. Insp. - Other Expenses				97.18
<b>Department Totals :</b>								<b>97.18</b>

**DEPARTMENT 1000** Other Protections

MIN13004	MINISTER OF FINANCE							
382602250858	JAN POLICING COSTS					42 20-Mar-2025	20-Mar-2025	
1-4-1000-0050				Policing Costs				14,278.00
<b>Department Totals :</b>								<b>14,278.00</b>

**DEPARTMENT 1100** Public Works

ARNS	ARNSTEIN INDUSTRIAL EQUIP							
148107	FILTERS					42 20-Mar-2025	20-Mar-2025	
1-4-1100-3212				Grader Parts and Repairs				283.81
ARNSTEIN	ARNSTEIN LAWN & GARDEN							
147784	FLYWHEEL					34 05-Mar-2025	05-Mar-2025	
1-4-1100-3121				Small Equipment Repairs				128.40
BEL02000	BELL CANADA							
2025 -MARCH	GARAGE PHONE					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3710				Garage - Telephone				52.00
APR 2025	GARAGE PHONE					42 20-Mar-2025	20-Mar-2025	
1-4-1100-3710				Garage - Telephone				50.53
BUSTED	BUSTED KNUCKLE MOBILE SERVICE							
108	HYDRAULIC LINE					48 25-Mar-2025	25-Mar-2025	
1-4-1100-3272				Freighliner Parts and Repairs				592.40
GFPRESTON	GF PRESTON							
05966	TORQUE FOOT SCREWS					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3282				Excavator Parts and Repairs				180.80
HYD15001	HYDRO ONE							
04-2025	GARAGE HYDRO					48 25-Mar-2025	25-Mar-2025	
1-4-1100-3720				Garage - Hydro				700.92

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G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 1100</b>				Public Works				
MARCH 2025	GARAGE HYDRO					33 05-Mar-2025	05-Mar-2025	
1-4-1100-3720				Garage - Hydro				722.42
<b>IND09008</b>	<b>INDEPENDENT TIRE SERVICE</b>							
047705	FLAT REPAIR					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3242				Backhoe Parts and Repairs				113.57
<b>J&amp;J01</b>	<b>J &amp; J EQUIPMENT REPAIR</b>							
83674	HOSE ASSEMBLY					34 05-Mar-2025	05-Mar-2025	
1-4-1100-3242				Backhoe Parts and Repairs				281.78
<b>JEFF</b>	<b>JEFFERIES BRANDON</b>							
FEB 2025	CLOTHING BRANDON					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3770				Boots and Clothing Allowance				111.40
MAR 2025	CLOTHING JEFFERIES					48 25-Mar-2025	25-Mar-2025	
1-4-1100-3770				Boots and Clothing Allowance				101.69
MARCH 2025	CLOTHING BRANDON					36 17-Mar-2025	17-Mar-2025	
1-4-1100-3770				Boots and Clothing Allowance				45.20
<b>JIM10008</b>	<b>JIM MOORE PETROLEUM</b>							
662752	GASOLINE					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3256				2019 GMC Fuel				1,126.88
1-4-1100-3261				2015 GMC Fuel				959.94
663198	CLEAR DIESEL					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3221				Western Star 2024 Fuel				3,657.55
1-4-1100-3271				Freightliner Fuel				3,413.71
1-4-1100-3226				Western Star 2005 Fuel				568.95
663199	DYED DIESEL					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3241				Backhoe Fuel				585.05
1-4-1100-3211				Grader Fuel				459.67
664343	CLEAR DIESEL					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3226				Western Star 2005 Fuel				607.73
1-4-1100-3271				Freightliner Fuel				2,127.08
1-4-1100-3221				Western Star 2024 Fuel				2,329.68
665008	GASOLINE					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3261				2015 GMC Fuel				765.98
1-4-1100-3256				2019 GMC Fuel				532.28
665440	DYED DIESEL					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3241				Backhoe Fuel				510.73
1-4-1100-3211				Grader Fuel				1,921.29
<b>MAX13044</b>	<b>MAX PROPANE</b>							
274902	PROPANE					42 20-Mar-2025	20-Mar-2025	
1-4-1100-3120				Materials & Shop Supplies				122.91
<b>MIN13004</b>	<b>MINISTER OF FINANCE</b>							
MARCH 2025	TRUCK LICENSES					36 17-Mar-2025	17-Mar-2025	
1-4-1100-3225				Western Star2005 License				1,691.25
1-4-1100-3260				GMC 2015 License				265.25
1-4-1100-3270				Freightliner Truck License				2,144.00
1-4-1100-3220				Western Star 2024 License				1,841.00
<b>MOORE O2</b>	<b>MOORE PROPANE LIMITED</b>							
11015142	PROPANE					36 17-Mar-2025	17-Mar-2025	
1-4-1100-3150				Garage Furnace Fuel				1,001.97

## TOWNSHIP OF CHISHOLM

## Council/Board Report By Dept-(Computer)



AP5130

Page : 6

Date : Apr 02, 2025

Time : 10:45 am

Vendor : UNITED CH To ZEHR

Batch : All

Department : All

Cheque Print Date : 01-Mar-2025 To 31-Mar-2025

Bank : 1 To 1

Class : All

Vendor Invoice	Vendor Name Description					Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 1100</b>				<b>Public Works</b>				
12048898	PROPANE					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3150				Garage Furnace Fuel				898.33
23028042	GARAGE PROPANE					48 25-Mar-2025	25-Mar-2025	
1-4-1100-3150				Garage Furnace Fuel				318.48
<b>MOYER</b>	<b>MOYER PRINTING</b>							
32155	BUSINESS CARDS					36 17-Mar-2025	17-Mar-2025	
1-4-1100-3120				Materials & Shop Supplies				97.18
<b>N ROAD</b>	<b>NIPISSING ROAD ASSOCIATIO</b>							
2025	YEARLY MEMBERSHIP					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3125				Memberships & Subscription				75.00
<b>POW16033</b>	<b>POWASSAN HOME HARDWARE</b>							
94496	SUPPLIES					42 20-Mar-2025	20-Mar-2025	
1-4-1100-3120				Materials & Shop Supplies				293.45
<b>R &amp; S</b>	<b>R &amp; S MOBILE</b>							
694393	DIESEL EMISSION TEST					48 25-Mar-2025	25-Mar-2025	
1-4-1100-3227				Western Star 2005 Parts and Repairs				237.30
1-4-1100-3272				Freighliner Parts and Repairs				237.30
<b>REC18000</b>	<b>RECEIVER GENERAL - MISC.</b>							
FEB 2025	RADIO LICENSE					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3765				Health & Safety				332.58
<b>REL18043</b>	<b>RELIANCE HOME COMFORT</b>							
FEB 2025	WATER HEATER RENTAL					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3160				Garage Building Maintenance				58.66
<b>SERVICE</b>	<b>SERVICE 1 MUFFLERS</b>							
18723	TRANSMISSION OIL					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3272				Freighliner Parts and Repairs				185.66
<b>SLING01</b>	<b>SLING CHOKER SAFETY AND RIGGING SUPPLIES</b>							
109879	SHOP SUPPLIES					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3120				Materials & Shop Supplies				655.55
<b>SPE19001</b>	<b>SPECTRUM TELECOM GROUP LTD.</b>							
MARCH 2025	AIR TIME					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3765				Health & Safety				412.45
<b>SUNLIF01</b>	<b>SUN LIFE ASSURANCE COMPANY OF CANADA</b>							
MARCH 2025	GRP INS PREMIUMS					33 05-Mar-2025	05-Mar-2025	
1-4-1100-3660				Benefits - Group Insurance				2,024.56
<b>TER20056</b>	<b>TERRY TRAN JR.</b>							
MARCH 2025	CLOTHING-TRAN					36 17-Mar-2025	17-Mar-2025	
1-4-1100-3770				Boots and Clothing Allowance				153.67
<b>TOROMONT</b>	<b>TOROMONT CAT</b>							
10550704	MONTHLY MAINTENANCE					30 03-Mar-2025	03-Mar-2025	
1-4-1100-3242				Backhoe Parts and Repairs				197.95
51478535	PARTS					36 17-Mar-2025	17-Mar-2025	
1-4-1100-3242				Backhoe Parts and Repairs				2,804.76
901060947	MONTHLY MAINTENANCE					40 18-Mar-2025	18-Mar-2025	
1-4-1100-3242				Backhoe Parts and Repairs				218.79
WO901037217	TO REPLACE CK# 16755					44 24-Mar-2025	24-Mar-2025	

## TOWNSHIP OF CHISHOLM

## Council/Board Report By Dept-(Computer)



AP5130

Page : 7

Date : Apr 02, 2025

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Vendor : UNITED CH To ZEHR

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Department : All

Cheque Print Date : 01-Mar-2025 To 31-Mar-2025

Bank : 1 To 1

Class : All

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

<b>DEPARTMENT 1100</b>	Public Works							
1-4-1100-3242				Backhoe Parts and Repairs				156.28
<b>Department Totals :</b>								<b>39,355.77</b>

<b>DEPARTMENT 1300</b>	Environmental							
<b>BEL02005</b>	<b>BELL MOBILITY CELLULAR</b>							
JAN/FEB 25	CELLULAR PHONE					30 03-Mar-2025	03-Mar-2025	
1-4-1300-4510				Site Expenditures				181.98
MARCH 2025	CELLULAR PHONE					42 20-Mar-2025	20-Mar-2025	
1-4-1300-4510				Site Expenditures				85.79
<b>GFL</b>	<b>GFL ENVIRONMENTAL</b>							
141052	RECYLCING COSTS FEB					42 20-Mar-2025	20-Mar-2025	
1-4-1300-4610				Recycling				3,041.29
<b>TOW26000</b>	<b>TOWNSHIP OF CHISHOLM</b>							
MARCH 2025	INTERIM TAX BILLING					42 20-Mar-2025	20-Mar-2025	
1-4-1300-4510				Site Expenditures				859.76
<b>Department Totals :</b>								<b>4,168.82</b>

<b>DEPARTMENT 1400</b>	Health							
<b>NOR14001</b>	<b>NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT</b>							
MARCH 2025	MONTHLY LEVY					36 17-Mar-2025	17-Mar-2025	
1-4-1400-5110				Health Unit				3,697.58
<b>Department Totals :</b>								<b>3,697.58</b>

<b>DEPARTMENT 1500</b>	Social Services							
<b>NIP14003</b>	<b>NIPISSING DISTRICT SOCIAL SERVICES BOARD</b>							
FEB 2025	MONTHLY LEVY					30 03-Mar-2025	03-Mar-2025	
1-4-1500-6110				General Assistance				25,828.09
MARCH 2025	MONTHLY LEVY					36 17-Mar-2025	17-Mar-2025	
1-4-1500-6110				General Assistance				29,269.12
<b>Department Totals :</b>								<b>55,097.21</b>

<b>DEPARTMENT 1600</b>	Home for Aged							
<b>CAS03011</b>	<b>CASSELLHOLME</b>							
JAN, FEB, MAI	MONTHLY LEVY					40 18-Mar-2025	18-Mar-2025	
1-4-1600-6210				Home for the Aged				13,908.99
<b>Department Totals :</b>								<b>13,908.99</b>

<b>DEPARTMENT 1700</b>	Parks & Recreation							
<b>HYD15001</b>	<b>HYDRO ONE</b>							
03-2025	TENNIS CRT HYDRO					33 05-Mar-2025	05-Mar-2025	
1-4-1700-1115				Tennis Court				33.17
2025-04	BEACH COTTAGE HYDRO					48 25-Mar-2025	25-Mar-2025	
1-4-1700-1110				Parks Expenses				44.14
APRIL 2025	TENNIS CRT HYDRO					48 25-Mar-2025	25-Mar-2025	
1-4-1700-1115				Tennis Court				41.76

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

## DEPARTMENT 1700 Parks &amp; Recreation

MAR 2025	BEACH COTTAGE HYDRO				33 05-Mar-2025	05-Mar-2025	52.31
1-4-1700-1110				Parks Expenses			
Department Totals :							171.38

## DEPARTMENT 2000 Accounts Payable

CAN03059	CANADIAN UNION OF PUBLIC						
FEB 2025	MONTHLY UNION DUES				36 17-Mar-2025	17-Mar-2025	453.72
1-2-2000-3336				Deductions Payable- Union Dues			
OBRIEN	O'BRIEN HEIDRUN						
2024	REFUND RE: SEVERANCE FEES				217 31-Dec-2024	31-Dec-2024	270.70
1-4-2000-1110				Planning Expenses			
OME15030	OMERS						
FEB 2025	MONTHLY CONTRIBUTIONS				36 17-Mar-2025	17-Mar-2025	7,547.62
1-2-2000-3335				OMERS Contributions			
RECEIV02	RECEIVER GENERAL - SOURCE DEDUCTIONS						
FEB 2025	PAYROLL DEDUCTIONS RP0003				33 05-Mar-2025	05-Mar-2025	464.42
1-2-2000-3320				Deductions Payable - CPP			173.06
1-2-2000-3330				Deductions Payable - EI			685.17
1-2-2000-3310				Deductions Payable - Inc. Tax			
FEBRUARY 20	PAYROLL DEDUCTIONS RP0001				34 05-Mar-2025	05-Mar-2025	1,496.54
1-2-2000-3331				Deductions Payable - EI Reduced			4,103.30
1-2-2000-3320				Deductions Payable - CPP			6,404.74
1-2-2000-3310				Deductions Payable - Inc. Tax			
SHETLER	SHETLER JOHN						
2024	REFUND RE SEVERANCE FEES				217 31-Dec-2024	31-Dec-2024	350.00
1-4-2000-1110				Planning Expenses			
SUSAN01	MAJOR SUSAN						
2024	REFUND RE SEVERANCE DEPOSIT				217 31-Dec-2024	31-Dec-2024	350.00
1-4-2000-1110				Planning Expenses			
Department Totals :							22,299.27

## DEPARTMENT 4000 Education Req Public

CON03040	CONSEIL SCOLAIRE PUBLIC						
MARCH 2025	25% OF 2024 REQUISITION				42 20-Mar-2025	20-Mar-2025	981.22
1-4-4000-2000				French Public Requisition			
NEARN01	NEAR NORTH DISTRICT SCHOOL BOARD						
MARCH 2025	25% OF 2024 REQUISITION				42 20-Mar-2025	20-Mar-2025	49,611.69
1-4-4000-1000				English Public Requisition			
Department Totals :							50,592.91

## DEPARTMENT 5000 Education Req Separate

CSCATH01	C S CATHOLIQUE FRANCO O NORD						
MARCH 2025	25% OF 2024 REQUISITION				42 20-Mar-2025	20-Mar-2025	3,691.53
1-4-5000-1000				French Separate Requisition			
NEARN01	NEAR NORTH DISTRICT SCHOOL BOARD						
MAR 2025	OWING TO BOARD FOR 2024				42 20-Mar-2025	20-Mar-2025	

Tax Arrears Report

	Jan 31/21	#	Feb 28/21	#	Mar 31/21	#	Apr 30/21	#	May 31/21	#	Jun 30/21	#	July 31/21	#	Aug 31/21	#	Sept 30/21	#	Oct 31/21	#	Nov 30/21	#	Dec 31/21	
2021																								
2020	205,538	154	182,943	145	160,692	126	136,366	102	125,629	91	106,645	79	93,324	70	79,898	64	75,763	60	67,248	55	64,088	52	58,264	49
2019	44,796	39	35,361	27	31,925	24	15,760	13	15,076	9	11,809	8	8,673	6	5,206	3	5,206	3	4,419	2	4,419	2	4,419	2
2018	123	2	123	2	123	2	123	2	123	2	123	2	45	1	0	0	0	0	0	0	0	0	0	0
	\$ 264,976		\$ 218,427		\$192,740		\$152,249		\$140,828		\$118,577		\$102,042		\$85,104		\$80,969		\$71,667		\$68,507		\$62,683	

	Jan 31/23	#	Feb 28/23	#	Mar 31/23	#	Apr 30/23	#	May 31/23	#	Jun 30/23	#	July 31/23	#	Aug 31/23	#	Sept 30/23	#	Oct 31/23	#	Nov 30/23	#	Dec 31/23	
2023																								
2022	136,619	139	122,633	126	107,500	108	87,490	94	77,228	80	68,321	71	65,212	64	60,929	57	45,859	49	44,780	45	38255	39	37124	38
2021	22,795	29	20,827	21	17,408	15	14,579	14	8,527	5	4,261	3	0	0	0	0	0	0	0	0	0	0	0	0
2020	4,589	6	4,589	6	4589	6	2319	5	1935	3	1936	3	0	0	0	0	0	0	0	0	0	0	0	0
	\$ 164,003		\$ 148,049		\$129,497		\$104,388		\$87,690		\$74,518		\$65,212		\$60,929		\$45,859		\$44,780		\$38,255		\$37,124	

[illegible]



**NOTICE OF A PUBLIC MEETING  
TO INFORM THE PUBLIC OF A PROPOSED  
ZONING BY-LAW AMENDMENT**

**RECEIPT OF COMPLETE APPLICATION 2025-01**

**TAKE NOTICE** that Township of Chisholm has received a complete application to amend Municipal Zoning By-law 2014-25. The application affects lands located in PLAN M185 LOTS 9 TO 11 LOT 15 TO 21 PCL 11986 12710 13251 13382 27313 PCL 16824 NIP, 1483 Alderdale Road (see attached Key Map).

**AND PURSUANT** to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Municipal Clerk to arrange to review this file.

**NOTICE OF PUBLIC MEETING WITH COUNCIL**

**TAKE NOTICE** that the Council for The Corporation of the Township of Chisholm will be holding a public meeting under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to allow the public to comment on the proposed Zoning By-law Amendment.

The public meeting is being held for the application described below to enable interested members of the public to understand and comment on the Zoning By-law Amendment, the purpose of which is to permit the consolidation and re-creation of lots within a historic plan of subdivision. The proposed zoning by-law amendment would establish site-specific requirements for lot area and frontage in relation to the proposed new lots.

**DATE AND LOCATION OF PUBLIC MEETING**

Date: Tuesday, April 22<sup>nd</sup>, 2025  
Time: 7:00 pm  
Location: Township of Chisholm Municipal Office, 2847 Chiswick Line  
or by Zoom (zoom.us/join Meeting ID 836 5238 6073 Passcode: 123456)

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 2014-25 as amended to lands located in PLAN M185 LOTS 9 TO 11 LOT 15 TO 21 PCL 11986 12710 13251 13382 27313 PCL 16824 NIP. The subject lands are currently vacant but the owner intends create three building lots as described below:

1. Lands comprised of Parts 1, 4, 5 and 6, Plan 36R-15361, would have a lot area of 0.52 ha and 6.09 meters in frontage
2. Lands comprised of Parts 2, 7, 8, 9, 11, and 12, Plan 36R-15361 would have a lot area 0.46 ha in area, and 28.0 meters in frontage
3. Lands comprised of Parts 3, 10, and 13, Plan 36R-15361 would have a lot area of 0.3 ha in area, and 6.09 meters in frontage

Information relating to this application, including a draft reference plan, is available at the Township of Chisholm Municipal Office for public review, Monday to Friday, between the hours of 9:00 a.m. and 4:30 p.m..

**FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION**

A key map showing the land to which the proposed amendment applies is provided on this notice.

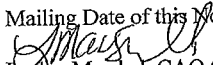
The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the applications.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Chisholm in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Chisholm at 2847 Chiswick Line, Powassan, Ontario, P0H 1Z0, or email [info@chisholm.ca](mailto:info@chisholm.ca)

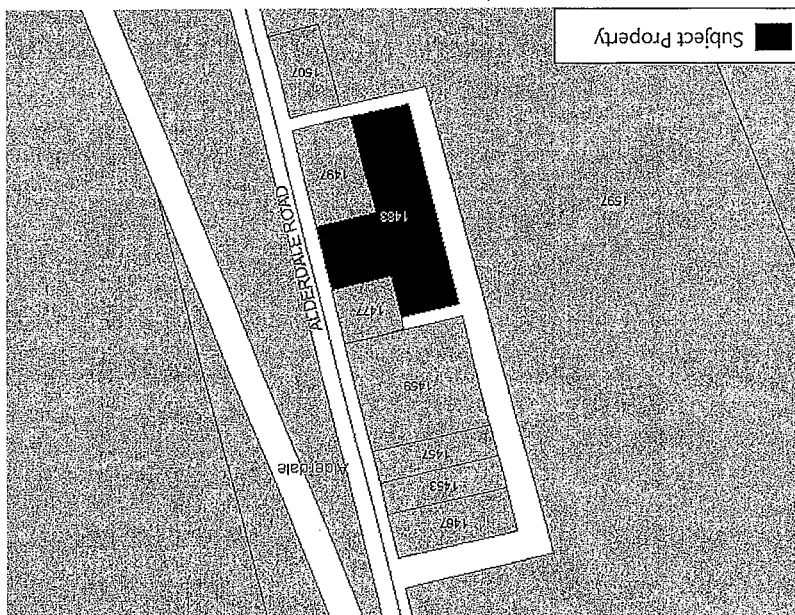
If a specified person or public body would otherwise have an ability to appeal the decision of the Council for the Township of Chisholm to the Ontario Land Tribunal but the specified person or public body does not make oral submissions at a public meeting or make written submissions to the Township before the by-law is passed, the OLT may dismiss the appeal.

**Concurrent Applications:** The subject property is currently the subject of a provision consent approval under the *Planning Act*. (File # 2024-11-12)

Mailing Date of this Notice: April 1, 2025

  
Lesley Marshal, CAO Clerk-Treasurer  
Township of Chisholm





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## Chisholm Township - 2024 Municipal Financial Indicator Threshold and Profile

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From Prosperi, Paul (MMAH) <Paul.Prospери@ontario.ca>

Date Thu 3/27/2025 10:56 AM

To Lesley Marshall <l.marshall@chisholm.ca>

 2 attachments (536 KB)

FITC24\_Chisholm Tp.pdf; MFP24\_Chisholm Tp.pdf;

Dear Municipal Treasurer,

The Ministry of Municipal Affairs and Housing reviews each municipality's financial health through the use of key financial indicators which are compared to established provincial thresholds. Please find attached the financial indicator template that has been calculated using your 2023 Financial Information Return (FIR) data.

The formulas (SLC references and calculations) are included in the report for all indicators to provide you with the FIR schedule, line, and column that we have drawn the data from.

For each financial indicator, medians and averages have been calculated for comparator groupings relevant to your municipality.

Although financial indicators may provide important information about a municipality's fiscal health, it is important to remember that they only provide a financial snapshot at a particular moment in time, should never be used in isolation and instead should be supported with other information and local knowledge.

Also enclosed with the financial indicator template is the Municipal Financial Profile for your municipality. The profile spreadsheet contains data points from the FIR, as well as a variety of calculations based on the FIR information. Other information comes from sources such as, the Municipal Property Assessment Corporation (MPAC), Statistics Canada and the On-Line Property Tax Analysis (OPTA) system.

Section 294 (1) of the Municipal Act states that the treasurer of a municipality shall in each year provide the Minister with a return containing information designated by the Minister with respect to the financial affairs of the municipality. This takes the form of the annual Financial Information Return (FIR).

This year, Chisholm Township had three indicators within the "moderate" level of risk: Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied (11.1% against a low threshold of 10%), Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses (18.6% against a low threshold of 20%), and Closing Amortization Balance as a % of Total Cost of Capital Assets (69% against a low threshold of 50%).

Please advise if you would like to book a meeting to review your indicators.

Thank you,  
Paul

**Paul Prosperi**

Municipal Advisor, Local Government and Housing | Municipal Services Office North (Sudbury)

Ministry of Municipal Affairs and Housing | Ontario Public Service

705-280-5436 | [paul.prospери@ontario.ca](mailto:paul.prospери@ontario.ca)

# FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

## Chisholm Tp

Date Prepared:	20-Jan-25
MSO Office:	Northeast
Prepared By:	Paul Prosperi
Tier	ST

2023 Households:	683
2023 Population	1,312
2024 MFCI Index	6.5

Median Household Income:	62,720
Taxable Residential Assessment as a % of Total Taxable Assessment:	97.4%
Own Purpose Taxation:	1,808,809

## SUSTAINABILITY INDICATORS

Indicator	Ranges		Actuals	North - Population >1000 <= 2500		Level of Risk
				Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2019	14.2%	11.2%	11.9%	MODERATE
		2020	14.8%	11.1%	12.6%	MODERATE
		2021	12.4%	9.5%	10.2%	MODERATE
		2022	9.2%	9.1%	10.2%	LOW
		2023	11.4%	9.7%	10.5%	MODERATE
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2019	-0.9%	57.9%	58.3%	LOW
		2020	10.4%	62.4%	69.3%	LOW
		2021	10.8%	66.3%	71.2%	LOW
		2022	14.9%	70.2%	70.9%	LOW
		2023	-22.0%	53.7%	43.3%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2019	16.8%	54.2%	61.6%	MODERATE
		2020	18.8%	64.6%	70.6%	MODERATE
		2021	21.6%	69.6%	75.1%	LOW
		2022	24.1%	67.1%	76.0%	LOW
		2023	18.6%	68.6%	66.8%	MODERATE
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2019	228.7%	530.7%	656.8%	LOW
		2020	192.8%	608.5%	727.4%	LOW
		2021	210.6%	638.6%	746.0%	LOW
		2022	671.9%	586.4%	644.5%	LOW
		2023	135.4%	654.2%	779.3%	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2019	3.0%	2.5%	2.4%	LOW
		2020	2.9%	2.4%	3.1%	LOW
		2021	1.8%	2.0%	2.3%	LOW
		2022	3.6%	1.9%	2.1%	LOW
		2023	2.7%	1.8%	2.2%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2019	74.8%	49.0%	50.7%	MODERATE
		2020	74.1%	51.0%	51.7%	MODERATE
		2021	69.9%	51.0%	52.8%	MODERATE
		2022	71.8%	51.4%	54.3%	MODERATE
		2023	69.1%	49.8%	51.1%	MODERATE
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2019	46.4%	20.9%	26.6%	LOW
		2020	32.9%	14.9%	17.2%	LOW
		2021	89.2%	13.2%	20.4%	LOW
		2022	-6.6%	15.7%	17.4%	MODERATE
		2023	13.2%	13.2%	20.2%	LOW

\*\*\*\*\*  
 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.  
 \*\*\*\*\*

# FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Chisholm Tp

## NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.  
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

### Additional Notes on what Financial Indicators may indicate:

**Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - Shows how much of the taxes billed are not collected.

**Net Financial Assets or Net Debt as % of Own Source Revenues** - Indicates how much property tax and user fee revenue is servicing debt.

**Reserves and Reserve Funds as a % of Municipal Expenses** - Indicates how much money is set aside for future needs and contingencies.

**Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Indicates how much cash and liquid investments could be available to cover current obligations.

**Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)** - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

**Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)** - Indicates how much of the assets' life expectancy has been consumed.

**Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

**The Northern and Rural Municipal Fiscal Circumstances Index (MFCl)** is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCl is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. (Note: the MFCl index is only available for northern and rural municipalities)

# FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Chisholm Tp

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

$\text{SLC } 70\ 0699\ 01 / (\text{SLC } 26\ 9199\ 03 - \text{SLC } 72\ 2899\ 09)$

Net Financial Assets or Net Debt as % of Own Source Revenues

$\text{SLC } 70\ 9945\ 01 / (\text{SLC } 10\ 9910\ 01 - \text{SLC } 10\ 0699\ 01 - \text{SLC } 10\ 0899\ 01 - \text{SLC } 10\ 1098\ 01 - \text{SLC } 10\ 1099\ 01 - \text{SLC } 10\ 1811\ 01 - \text{SLC } 10\ 1812\ 01 - \text{SLC } 10\ 1813\ 01 - \text{SLC } 10\ 1814\ 01 - \text{SLC } 10\ 1830\ 01 - \text{SLC } 10\ 1831\ 01 - \text{SLC } 12\ 1850\ 04)$

Total Reserves and Reserve Funds as a % of Municipal Expenses

$(\text{SLC } 60\ 2099\ 02 + \text{SLC } 60\ 2099\ 03) / (\text{SLC } 40\ 9910\ 11 - \text{SLC } 12\ 9910\ 03 - \text{SLC } 12\ 9910\ 07)$

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

$\text{SLC } 70\ 0299\ 01 / (\text{SLC } 70\ 2099\ 01 + \text{SLC } 70\ 2299\ 01)$

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)

$(\text{SLC } 74\ 3099\ 01 + \text{SLC } 74\ 3099\ 02) / (\text{SLC } 10\ 9910\ 01 - \text{SLC } 10\ 1831\ 01)$

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

$\text{SLC } 51\ 9910\ 10 / \text{SLC } 51\ 9910\ 06$

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues

$(\text{SLC } 10\ 2099\ 01 - \text{SLC } 10\ 1831\ 01) / (\text{SLC } 10\ 9910\ 01 - \text{SLC } 10\ 0699\ 01 - \text{SLC } 10\ 0899\ 01 - \text{SLC } 10\ 1098\ 01 - \text{SLC } 10\ 1099\ 01 - \text{SLC } 10\ 1811\ 01 - \text{SLC } 10\ 1812\ 01 - \text{SLC } 10\ 1813\ 01 - \text{SLC } 10\ 1814\ 01 - \text{SLC } 10\ 1830\ 01 - \text{SLC } 10\ 1831\ 01 - \text{SLC } 12\ 1850\ 04)$

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)  
Chisholm Tp

Date Prepared:    
MSO Office: Northeast  
Prepared By:  

2023 FIR Load Status: Accepted Clean  
Last Updated: July 31, 2024

2023 Households: 683  
2023 Population: 1,312  
2024 MFCI Index: <sup>\*8</sup> 6.5

Median Household Income (2016) : <sup>\*4</sup> 62,720  
2024 Annual Repayment Limit: 442,398  
Borrowing Capacity 7% over 10 yrs: 3,107,221

## STATISTICAL INFORMATION

						2023 AVERAGES FOR:					
						North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
	2019 FY19	2020 FY20	2021 FY21	2022 FY22	2023 FY23						
Population <sup>*3</sup>	1,291	1,291	1,312	1,312	1,312	1,487	43,186	0.0%	0.0%	1.6%	0.0%
Households <sup>*3</sup>	694	675	680	683	683	1,037	17,241	0.0%	0.4%	0.7%	-2.7%
Municipal Expenses <sup>*7</sup>	\$ 2,647,375	\$ 2,739,203	\$ 2,808,116	\$ 2,808,516	\$ 3,047,553	\$ 5,179,789	\$ 161,815,390	8.5%	0.0%	2.5%	3.5%
Own Source Revenues	\$ 1,783,708	\$ 1,805,888	\$ 1,898,147	\$ 1,925,904	\$ 2,111,565	\$ 4,028,199	\$ 130,232,334	9.6%	1.5%	5.1%	1.2%
Own Source Revenue per Household	\$ 2,570	\$ 2,675	\$ 2,791	\$ 2,820	\$ 3,092	\$ 4,174	\$ 4,416	9.6%	1.0%	4.3%	4.1%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	51.3%	54.2%	42.2%	71.8%	63.5%	68.7%	74.0%	-11.6%	70.3%	-22.2%	5.6%
Total Revenues	\$ 3,475,842	\$ 3,333,273	\$ 4,500,751	\$ 2,680,918	\$ 3,325,969	\$ 5,818,723	\$ 191,082,655	24.1%	-40.4%	35.0%	-4.1%
Annual Repayment Limit	\$ 401,403	\$ 398,005	\$ 376,645	\$ 403,702	\$ 449,492	\$ 1,203,646	\$ 21,265,757	11.3%	7.2%	-5.4%	-0.8%
Own Purpose Taxation	\$ 1,644,136	\$ 1,686,872	\$ 1,713,043	\$ 1,739,475	\$ 1,808,809	\$ 2,962,239	\$ 72,134,904	4.0%	1.5%	1.6%	2.6%
Direct Water Billings as % of Gross Water Expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	65.4%	64.3%				
Taxable Res. Assessment as a % of Total Taxable Assessment	96.9%	97.1%	97.2%	97.4%	97.4%	84.9%	80.4%				

## DISCOUNTED WEIGHTED ASSESSMENT <sup>\*1</sup> (Source: Financial Information Return)

						2023 AVERAGES FOR:					
						North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
	2019	2020	2021	2022	2023						
Taxable	132,463,178	139,256,528	140,710,821	142,199,146	147,028,458	309,340,064	9,694,571,148				
PIL	44,719	45,204	45,204	45,204	45,204	4,333,243	128,327,547				
Total	132,507,897	139,301,732	140,756,025	142,244,350	147,073,662	313,673,307	9,822,898,695				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

Chisholm Tp

Date Prepared:   
MSO Office:   
Prepared By:

2023 FIR Load Status:   
Last Updated:

2023 Households:   
2023 Population:   
2024 MFCI Index: \*

Median Household Income (2016) : \*\*   
2024 Annual Repayment Limit:   
Borrowing Capacity 7% over 10 yrs:

## RESIDENTIAL TAXES

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
# of Residential Households	665	671	677	677	680	1,048	12,180	0.4%	0.0%	0.9%	0.9%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,185	\$ 2,238	\$ 2,284	\$ 2,284	\$ 2,386	\$ 2,202	\$ 2,787	4.5%	0.0%	2.0%	2.5%
Avg Total Property Taxes per Avg Residential Household	\$ 2,471	\$ 2,523	\$ 2,575	\$ 2,575	\$ 2,685	\$ 2,472	\$ 3,183	4.3%	0.0%	2.0%	2.1%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.9%	4.0%	4.1%	4.1%	4.3%	3.8%	4.8%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	546	548	557	557	557	717	11,715	0.0%	0.0%	1.6%	0.4%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,311	\$ 2,365	\$ 2,420	\$ 2,420	\$ 2,534	\$ 2,187	\$ 2,764	4.7%	0.0%	2.3%	2.4%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,614	\$ 2,666	\$ 2,728	\$ 2,728	\$ 2,851	\$ 2,450	\$ 3,153	4.5%	0.0%	2.3%	2.0%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	4.2%	4.3%	4.3%	4.3%	4.5%	3.8%	4.7%				

## RESIDENTIAL TAX RATES \*\* (Source: Financial Information Return)

	2019	2020	2021	2022	2023	23/22 %	22/21 %	21/20 %	20/19 %
Lower / Single-Tier General Rate	0.0122644	0.0120270	0.0120270	0.0120270	0.0122147	1.6%	0.0%	0.0%	-1.9%
Upper-Tier General Rate						0.0%	0.0%	0.0%	0.0%
Education Rate	0.0016100	0.0015300	0.0015300	0.0015300	0.0015300	0.0%	0.0%	0.0%	-5.0%

## TAXES RECEIVABLE

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
Total Taxes Receivable less Allowance for Uncollectibles	\$ 265,791	\$ 281,700	\$ 240,436	\$ 181,472	\$ 233,249	\$ 377,297	\$ 5,815,907	28.5%	-24.5%	-14.6%	6.0%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	14.2%	14.8%	12.4%	9.2%	11.4%	10.5%	8.8%				
Current Year Taxes Receivable as % of Total Taxes Receivable	72.9%	76.3%	66.4%	72.9%	77.8%	60.6%	62.5%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	5.7%	5.2%	7.0%	8.4%	6.1%	487.2%	331.7%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	20.8%	18.6%	26.1%	21.0%	17.0%	30.6%	27.2%				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Chisholm Tp

Date Prepared:   
MSO Office:   
Prepared By:

2023 FIR Load Status:   
Last Updated:

2023 Households:   
2023 Population:   
2024 MFCI Index: <sup>18</sup>

Median Household Income (2016) : <sup>14</sup>   
2024 Annual Repayment Limit:   
Borrowing Capacity 7% over 10 yrs:

### GRANTS

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
Total Unconditional Grants	\$ 525,900	\$ 626,700	\$ 517,100	\$ 515,800	\$ 518,400	\$ 752,170	\$ 1,281,963	0.5%	-0.3%	-17.5%	19.2%
Ontario Municipal Partnership Fund	\$ 525,900	\$ 525,700	\$ 517,100	\$ 515,800	\$ 518,400	\$ 736,796	\$ 1,139,464	0.5%	-0.3%	-1.6%	0.0%
As % of Municipal Expenses	19.9%	19.2%	18.4%	18.4%	17.0%	14.8%	7.9%				
Other	\$ -	\$ 101,000	\$ -	\$ -	\$ -	\$ 15,374	\$ 142,499	0.0%	0.0%	-100.0%	0.0%
Total Ontario Conditional Grants	\$ 1,061,145	\$ 357,065	\$ 724,677	\$ 237,114	\$ 500,648	\$ 631,648	\$ 32,624,444	111.1%	-67.3%	103.0%	-66.4%
As a % of Municipal Expenses	40.1%	13.0%	25.8%	8.4%	16.4%	14.4%	13.4%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	59.9%	35.9%	44.2%	26.8%	33.4%	26.7%	21.0%				

### COVID - 19

#### COVID-19 Municipal Operating Funding Allocations - Actual

	2020	2021	TOTAL
- Phase 1 Allocation	\$ 81,000		
- Phase 2 Application Based Allocation	\$ -		
- Phase 2 2021 Allocation		\$ 20,000	
2021 Provincial COVID-19 Recovery Funding for Municipalities		\$ 29,627	
Total COVID-19 Municipal Operating Funding	\$ 81,000	\$ 49,627	\$ 130,627

#### COVID-19 Municipal Funding - Amounts Recognized

	2021	2022	2023	TOTAL	
Safe Restart Agreement - Municipal Operating Funding	\$ -	\$ -	\$ -	\$ -	
Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ -	\$ -	\$ -	
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	\$ -	\$ -	\$ -	\$ -	
			Funding not recognized:	\$ 130,627	
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -	
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -	

\* Note: Because a municipality has recognized all of their funding, does not necessarily mean that they have used all of their funding. Some may still be in a reserve / reserve fund.

Total COVID-19 Expenses as reported on SLC 42 6009 01

### TOTAL DEBT BURDEN

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
Total Debt Burden	\$ 483,589	\$ 401,433	\$ 333,100	\$ 337,619	\$ 904,226	\$ 1,120,425	\$ 74,881,244	167.8%	1.4%	-17.0%	-17.0%
Per Household	\$ 697	\$ 595	\$ 490	\$ 494	\$ 1,324	\$ 1,349	\$ 1,554	167.8%	0.9%	-17.6%	-14.7%
Debt Servicing Cost	\$ 105,066	\$ 96,007	\$ 79,877	\$ 96,954	\$ 88,710	\$ 133,824	\$ 7,654,895	-8.5%	21.4%	-16.8%	-8.6%
Per Household	\$ 151	\$ 142	\$ 117	\$ 142	\$ 130	\$ 151	\$ 200	-8.5%	20.8%	-17.4%	-6.1%
As a % of Municipal Expenses	4.0%	3.5%	2.8%	3.5%	2.9%	2.6%	3.7%				

Ministry of Municipal Affairs and Housing



MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

Chisholm Tp

Date Prepared:	
MFO Office:	Northeast
Prepared By:	

2023 FIR Load Status:	Accepted Clean
Last Updated:	July 31, 2024

2023 Households:	683
2023 Population:	1,312
2024 MFCI Index: <sup>*8</sup>	6.5

Median Household Income (2016) : <sup>*4</sup>	62,720
2024 Annual Repayment Limit:	442,398
Borrowing Capacity 7% over 10 yrs:	3,107,221

As a % of Own Purpose Taxation	6.4%	5.7%	4.7%	5.6%	4.9%	4.8%	7.1%
As a % of Own Source Revenue	5.9%	5.3%	4.2%	5.0%	4.2%	3.5%	4.3%
As a % of Total Revenues (Less Donated TCAs)	3.0%	2.9%	1.8%	3.6%	2.7%	2.2%	3.1%
Debt Service Coverage Ratio (Target: Ratio >= 2)	13	11	29	5	10	9	33

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Chisholm Tp

Date Prepared:   
MSO Office:   
Prepared By:

2023 FIR Load Status:   
Last Updated:

2023 Households:   
2023 Population:   
2024 MFCI Index: <sup>18</sup>

Median Household Income (2016) : <sup>14</sup>   
2024 Annual Repayment Limit:   
Borrowing Capacity 7% over 10 yrs:

### LIABILITIES (Including Post-Employment Benefits)

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						North - Population >1000 <= 2500	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.8%				
Post-Employment Benefits	\$ 15,866	\$ 11,239	\$ 14,744	\$ 10,815	\$ 19,516	\$ 77,734	\$ 30,861,803	80.5%	-26.6%	31.2%	-29.2%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,540	\$ 6,336,079	0.0%	0.0%	0.0%	0.0%

### RESERVES AND RESERVE FUNDS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						North - Population >1000 <= 2500	PROVINCE				
Total Reserves	\$ 446,065	\$ 514,549	\$ 605,865	\$ 677,192	\$ 567,439	\$ 2,401,714	\$ 38,091,303	-16.2%	11.8%	17.7%	15.4%
Total Discretionary Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125,695	\$ 64,483,150	0.0%	0.0%	0.0%	0.0%
Total Reserves and Discretionary Reserve Funds	\$ 446,065	\$ 514,549	\$ 605,865	\$ 677,192	\$ 567,439	\$ 3,527,409	\$ 102,574,453	-16.2%	11.8%	17.7%	15.4%
Per Household	\$ 643	\$ 762	\$ 891	\$ 991	\$ 831	\$ 3,724	\$ 3,648	-16.2%	11.3%	16.9%	18.6%
As a % of Total Taxes Receivable	167.8%	182.7%	252.0%	373.2%	243.3%	1071.4%	1679.2%				
As a % of Municipal Expenses	16.8%	18.8%	21.6%	24.1%	18.6%	66.8%	76.1%				
As a % of Own Purpose Taxation	27.1%	30.5%	35.4%	38.9%	31.4%	120.4%	136.0%				

### FINANCIAL ASSETS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:	
						North - Population >1000 <= 2500	PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	-0.5%	5.6%	4.5%	10.7%	-14.0%	32.5%	32.3%
Net Financial Assets or Net Debt as % of Own Source Revenues	-0.9%	10.4%	10.8%	14.9%	-22.0%	43.3%	40.6%
Net Working Capital as a % of Municipal Expenses	35.1%	36.8%	36.8%	51.1%	29.3%	69.2%	71.5%
Net Book Value of Capital Assets as a % of Cost of Capital Assets	23.9%	24.7%	29.0%	28.1%	29.9%	48.4%	55.2%
Asset Sustainability Ratio (Target: > 90%)	216.9%	180.2%	373.9%	20.2%	308.2%	221.7%	207.2%
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	74.8%	74.1%	69.9%	71.8%	69.1%	51.1%	47.5%

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Chisholm Tp

Date Prepared:   
MSO Office:   
Prepared By:

2023 FIR Load Status:   
Last Updated:

2023 Households:   
2023 Population:   
2024 MFCI Index: \*

Median Household Income (2016) : \*\*   
2024 Annual Repayment Limit:   
Borrowing Capacity 7% over 10 yrs:

### SURPLUS / DEFICIT

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 828,467	\$ 594,070	\$ 1,692,635	-\$ 127,598	\$ 278,416	\$ 621,259	\$ 22,762,713	-318.2%	-107.5%	184.9%	-28.3%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 1,282,905	\$ 997,311	\$ 2,259,722	\$ 394,703	\$ 601,427	\$ 822,031	\$ 36,498,667	52.4%	-82.5%	126.6%	-22.3%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	46.4%	32.9%	89.2%	-6.6%	13.2%	20.2%	18.1%				
Current Ratio (Target: >= 100%)	576.2%	739.0%	591.6%	937.1%	182.6%	1018.7%	602.3%				

### OTHER INDICATORS

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE	23/22 %	22/21 %	21/20 %	20/19 %
Rates Coverage Ratio (Target: >=40%)	62.9%	62.8%	62.2%	62.8%	61.8%	67.3%	74.1%				
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	228.7%	192.8%	210.6%	671.9%	135.4%	779.31%	446.27%				
Operating Balance as a % of Total Revenues (Less Donated TCAs)**	23.8%	17.8%	37.6%	-4.8%	8.4%	9.7%	14.0%				
Cumulative Annual Growth Rate **	10.3%	11.4%	19.9%	-10.3%	-3.7%	0.5%	0.5%				
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.5%	0.4%	0.3%	0.4%	0.3%	0.6%	0.8%				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

Chisholm Tp

Date Prepared:   
MSO Office:   
Prepared By:

2023 FIR Load Status:   
Last Updated:

2023 Households:   
2023 Population:   
2024 MFCI Index: <sup>18</sup>

Median Household Income (2016) : <sup>14</sup>   
2024 Annual Repayment Limit:   
Borrowing Capacity 7% over 10 yrs:

## VULNERABILITY MEASURES

						2023 AVERAGES FOR:					
	2019	2020	2021	2022	2023	North - Population >1000 <= 2500	PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	51.3%	54.2%	42.2%	71.8%	63.5%	68.7%	74.0%	-11.6%	70.3%	-22.2%	5.6%
Own Source Revenue per Household	\$ 2,570	\$ 2,675	\$ 2,791	\$ 2,820	\$ 3,092	\$ 4,174	\$ 4,416	9.6%	1.0%	4.3%	4.1%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,185	\$ 2,238	\$ 2,284	\$ 2,284	\$ 2,386	\$ 2,202	\$ 2,787	4.5%	0.0%	2.0%	2.5%
as a % of Median Household Income (Tax Effort)	3.9%	4.0%	4.1%	4.1%	4.3%	3.8%	4.8%				

## SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

### ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

**Own Source Revenue as a % of Total Revenues (Less TCAs)**

*Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.*

**Own Source Revenue per Household**

*Indicates the demand for resources and the municipality's ability and willingness to provide resources.*

**Average Municipal Property Taxes per Average Residential Household**

*Indicates the level of taxes on residential households for municipal purposes.*

**Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income**

*Indicates the portion of a ratepayer's income used to pay municipal property taxes.*

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Chisholm Tp

Date Prepared: 

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MSO Office: 

Northeast
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Prepared By: 

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2023 FIR Load Status: 

Accepted Clean
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Last Updated: 

July 31, 2024
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2023 Households: 

683
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2023 Population: 

1,312
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2024 MFCI Index: <sup>\*8</sup>

6.5
-----

Median Household Income (2016) : <sup>\*4</sup>

62,720
--------

  
2024 Annual Repayment Limit: 

442,398
---------

  
Borrowing Capacity 7% over 10 yrs: 

3,107,221
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\*\*\*\*\*  
*The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.  
This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*  
\*\*\*\*\*

## NOTES

- 1\* 2019, 2020, 2021, 2022 and 2023 assessment uses phase-in assessment based on 2016 property values.
- 2\* Average tax rates are calculated where necessary when amalgamations occur.
- 3\* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4\* Median Household Income - Source: Ministry of Finance
- 5\* Total Revenues include revenues from other municipalities.
- 6\* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7\* Total Municipal Expenses exclude amounts for other municipalities
- 8\* MFCI index - Source: Ministry of Finance (2024 OMPF Calculation). This index is available for northern and rural municipalities only.

## NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	North - Population >1000 <= 2500	Province
2019	39	444
2020	38	443
2021	35	440
2022	34	436
2023	25	328

# MUNICIPAL FINANCIAL PROFILES

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3,107,221
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## CALCULATIONS

### STATISTICAL INFORMATION

Population <sup>*3</sup>	SLC 02 0041 01
Households <sup>*3</sup>	SLC 02 0040 01
Municipal Expenses <sup>*7</sup>	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment (limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. <a href="https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm">https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm</a>
Own Purpose Taxation	ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.
Direct Water Billings as % of Gross Water Expenditures	SLC 10 0299 01
Taxable Res. Assessment as a % of Total Taxable Assessment	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11) SLC 26 0010 17 / SLC 26 9199 17

### DISCOUNTED WEIGHTED ASSESSMENT <sup>\*1</sup> (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

### RESIDENTIAL TAXES

# of Residential Households	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:
Avg Municipal Property Taxes Per Avg Residential Household	Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
Avg Total Property Taxes per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	If labeled (Excl. RDUs) Recreational units are excluded.
	An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier.
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	(the estimated tax rates are provided by OPTA).
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

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6.5
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Median Household Income (2016) : <sup>24</sup>

62,720
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2024 Annual Repayment Limit: 

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Borrowing Capacity 7% over 10 yrs: 

3,107,221
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### RESIDENTIAL TAX RATES <sup>12</sup> (Source: Financial Information Return)

Lower / Single-Tier General Rate	SLC 22 0010 12 / SLC 22 0010 16
Upper-Tier General Rate	SLC 22 0010 13 / SLC 22 0010 16
Education Rate	SLC 22 0010 14 / SLC 22 0010 16

### TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles	SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable	SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	(SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

### GRANTS

Total Unconditional Grants	SLC 10 0699 01
Ontario Municipal Partnership Fund	SLC 10 0620 02
As % of Municipal Expenses	SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other	SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants	SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses	(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants	
As a % of Municipal Expenses	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

### COVID - 19

#### COVID-19 Municipal Operating Funding Allocations - Actual

- Phase 1 Allocation  
- Phase 2 Application Based Allocation  
- Phase 2 2021 Allocation

2021 Provincial COVID-19 Recovery Funding for Municipalities

Total COVID-19 Municipal Operating Funding

Phase 1 Allocations - Actual

Phase 2 Application Based Allocations - Actual

Phase 2 2021 Allocations - Actual

2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations - Actual

Phase 1 Allocations + Phase 2 Application Based Allocations + Phase 2 2021 Allocations  
+ 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations

#### COVID-19 Municipal Funding - Amounts Recognized

Safe Restart Agreement - Municipal Operating Funding  
Provincial COVID-19 Recovery Funding for Municipalities

TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED

Funding not recognized:

Safe Restart Agreement - Public Transit Funding  
Social Services Relief Fund (SSRF)

Total COVID-19 Expenses as reported on SLC 42 6009 01

SLC 10 0626 01

SLC 10 0629 01

SLC 10 0626 01 (FY20) + SLC 10 0626 01 (FY21) + SLC 10 0629 01 (FY21)

Total COVID-19 Municipal Operating Funding - Total COVID-19 Municipal Operating Funding Recognized

SLC 10 0627 01

SLC 10 0628 01

SLC 42 6009 01

### TOTAL DEBT BURDEN

Total Debt Burden	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01
Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01

MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

Chisholm Tp

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2023 Population:	1,312
2024 MFCI Index: <sup>*8</sup>	6.5

Median Household Income (2016) : <sup>*4</sup>	62,720
2024 Annual Repayment Limit:	442,398
Borrowing Capacity 7% over 10 yrs:	3,107,221

As a % of Municipal Expenses  
As a % of Own Purpose Taxation  
As a % of Own Source Revenue

(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)  
(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01  
(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01  
- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)  
(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)  
(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

As a % of Total Revenues (Less Donated TCAs)  
Debt Service Coverage Ratio (Target: Ratio >= 2)



# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

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2024 Annual Repayment Limit: 

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Borrowing Capacity 7% over 10 yrs: 

3,107,221
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### LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses	SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Post-Employment Benefits	SLC 70 2899 01
Total Reserves and Reserve Funds for Post-Employment Benefits	SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

### RESERVES AND RESERVE FUNDS

Total Reserves	SLC 60 2099 03
Total Discretionary Reserve Funds	SLC 60 2099 02
Total Reserves and Discretionary Reserve Funds	SLC 60 2099 02 + SLC 60 2099 03
Per Household	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
As a % of Total Taxes Receivable	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
As a % of Municipal Expenses	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

### FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Net Working Capital as a % of Municipal Expenses	(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Net Book Value of Capital Assets as a % of Cost of Capital Assets	(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
Asset Sustainability Ratio (Target: > 90%)	SLC 51 9910 03 / SLC 51 9910 08
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06

### SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs)	SLC 10 2099 01 - SLC 10 1831 01
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Current Ratio (Target: >= 100%)	(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

### OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)	(SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Operating Balance as a % of Total Revenues (Less Donated TCAs) <sup>*5</sup>	(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
Cumulative Annual Growth Rate <sup>*6</sup>	((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY - 3) ^ (1/3) - 1)
Interest Payments as a % of Total Revenues (Less Donated TCAs)	SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)

## **TOWNSHIP OF CHISHOLM**

### **FINANCE COMMITTEE MEETING**

**DATE:** January 9, 2025  
**TIME:** 7:00 P.M.  
**LOCATION:** Council Chambers

**PRESENT:** Mayor Gail Degagne, Councillors Nunzio Scarfone,  
Bernadette Kerr, Paul Sharp, Claire Riley  
CAO Clerk Treasurer (CAO) Jenny Leblond  
Operations Superintendent Shawn Hughes  
Fire Chief Ray Ford

#### **REGRETS:**

#### **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

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

The meeting was called to order by Mayor at 7:00 p.m.

#### **1.0 ADOPTION OF AGENDA**

##### **Resolution 2025-01 (FC)**

Paul Sharp and Nunzio Scarfone: Be it resolved that the *Agenda* for this meeting be approved as amended.

**'Carried'**

#### **2.0 NOTICE OF PECUNIARY INTEREST – none noted**

#### **3.0 ADOPTION OF MINUTES**

**Resolution 2025-02 (FC)**

Claire Riley and Bernadette Kerr: Be it resolved that council adopt minutes of the April 25th, 2024 meeting be approved as presented.

**'Carried'**

**4.0 OPEN FORUM – Phragmite Fighters update**

**5.0 Discussion and Review of the following:**

- 5.1 Request for funding - Phragmite Fighters
- 5.2 Memo - Highlights from CAO
- 5.3 Proposed Operating Budget
- 5.4 Proposed Capital Budget
- 5.5 Summary of Reserves
- 5.6 Effect on 2025 Tax Ratio
- 5.7 Tax Impact on Median/Typical Property
- 5.8 Frequency distribution of Tax Impact – Residential
- 5.9 Long Term Loan Re-Payments 10 years
- 5.10 Historical Tax Rates Chart

**Resolution 2025-03 (FC)**

Claire Riley and Bernadette Kerr: Be it resolved that Finance Committee will not increase budget for Phragmite fighting costs but will recommend to Council to approve the use of Working Funds Reserves once grant applications have been decided on.

**6.0 NEXT FINANCE COMMITTEE**

TBD


**7.0 ADJOURNMENT**

**Resolution 2025-04(FC)**

Bernadette Kerr and Claire Riley: Be it resolved that we do now adjourn this Finance Committee meeting to meet again at the call of the chair.

**'Carried'**

  
Chairperson, Gail Degagne

  
CAO Clerk-Treasurer, Lesley Marshall

**THURSDAY, FEBRUARY 20, 2025**

## MINUTES

**Date:** Thursday, February 20, 2025

**Location:** Cassellholme Garden Room

**Present:** Dave Mendicino, Chair  
Michelle Lahaye, Vice Chair  
Chris Mayne  
Mark King  
Peter Chirico  
Robert Corriveau  
James "Jim" Bruce (Zoom)

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

**Regrets:**

**Guests:**

### A. CALL TO ORDER

#### MEETING RECORDED

Angie Punnett chaired the meeting until the Elections for the Board Chair were completed.

*"Moved by Peter Chirico and seconded by Michelle Lahaye that the meeting be called to order at 5:04 p.m."*

Res. #012-25

**Carried**

### B. WELCOME NEW BOARD MEMBERS - Provincial Appointments

- Dave Mendicino
- James Bruce

The Board welcomed 2 new Provincial Appointments, Dave Mendicino and James Bruce. As per the Order in Council, they have both been appointed for a 3-year term, ending on January 15, 2028.

#### 1. Approval of Agenda

*"Moved by Peter Chirico and seconded by Dave Mendicino that the Board approved the Agenda for this meeting, as presented."*

Res. #013-25

**Carried**

<b>2 Conflict of Interest</b>		
	<p><i>"Moved by Robert Corriveau and seconded by Michelle Lahaye that no Board Members present have declared a conflict of interest.</i></p> <p><b>Res. #014-25</b> <span style="float: right;"><u>Carried</u></span></p>	
<b>3. Approval of Minutes</b>		
	<p><b>3.1 Approval of the Minutes of the Regular Board Meeting held on January 23, 2025</b></p> <p><i>"Moved by Peter Chirico and seconded by Mark King that the minutes of the Regular Board Meeting, held on January 23, 2025, be adopted as presented."</i></p> <p><b>Res. #015-25</b> <span style="float: right;"><u>Carried</u></span></p>	
<b>4. Election of Officers</b>		
	<p><b>Election of Officers:</b></p> <p><b>4.1 Chairperson</b></p> <p><i>"Moved by Peter Chirico and seconded by Michelle Lahaye that <u>Dave Mendicino</u> be elected <u>Chairperson of the Cassellholme Board of Management.</u>"</i></p> <p><b>Res. #016-25</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>4.2 Vice-Chairperson</b></p> <p><i>"Moved by Peter Chirico and seconded by Robert Corriveau that <u>Michelle Lahaye</u> be elected <u>Vice-Chairperson of the Cassellholme Board of Management.</u>"</i></p> <p><b>Res. #017-25</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>4.3 Treasurer</b></p> <p><i>"Moved by Peter Chirico and seconded by Michelle Lahaye that <u>Chris Mayne</u> be elected <u>Treasurer of the Cassellholme Board of Management.</u>"</i></p> <p><b>Res. #018-25</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>4.4 Chairperson, Charitable Foundation Committee</b></p> <p><i>"Moved by Michelle Lahaye and seconded by Peter Chirico that <u>Jim Bruce</u> be elected <u>Chairperson of the Cassellholme Charitable Foundation Committee.</u>"</i></p> <p><b>Res. #019-25</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>4.5 Secretary</b></p> <p><i>"Moved by Michelle Lahaye and seconded by Peter Chirico that <u>Julie Pilkey</u> be appointed <u>Secretary of the Cassellholme Board of Management.</u>"</i></p> <p><b>Res. #020-25</b> <span style="float: right;"><u>Carried</u></span></p>	

## 5. New Business

### 5.1 Behavioral Support Unit (BSU) Application 2025

The application, dated February 7, 2025, has been submitted. Appendices included strong support from the North Bay Regional Health Care, Medical Director, BSO North East and Family Council.

The application process is now on hold due to the upcoming Provincial Election.

### 5.2 MLTC Inspection Report – February 5, 2025

Inspection completed on Jan 30/25. During the course of this inspection, the inspectors made relevant observations, reviewed records and conducted interviews, as applicable. There were no findings of non-compliance.

The Ministry noted they were contacted by the Health Unit to complete this inspection.

### 5.3 Health Unit – IPAC Checklist for Long-Term Care Homes

The Health Unit completed an IPAC Checklist for Long-Term Care Homes inspection on Nov 21/24, with recommendations for handwashing sinks, mask use, clipboards, etc. The Health Unit returned on Jan 30/25 to follow-up and added concerns with some of the new construction processes. Corrective Actions include an IPAC Plan specific to the new construction is to be submitted to the Health Unit by February 21, 2025.

Hired an IPAC assistant on a contract basis with some unused IPAC dollars. This person will monitor staff, visitors, residents hygiene at meal-times, etc.

The Health Unit is also requesting our Policy and Procedure for IPAC Plan for Construction, Renovation and Maintenance Projects, as well as an updated Flood Policy. These documents must be submitted to the Health Unit by April 11, 2025.

## 6. Redevelopment

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

Report in package.

Percon has advised they will require another 4 weeks, changing the scheduled move-in date to May 27, 2025.

Anita noted the movers cannot match the May 27<sup>th</sup> date. The earliest date they can book is the week of July 2-8, 2025. This would give the Ministry time to do their inspection, correct any deficiencies and provide an opportunity to train staff on-site before moving in.

Revised IPAC Plan. Cleaners to be onsite every night and weekends. Entire site to be cleaned every week.

Schedule review every Monday morning.

Angie and Camille met with the Nipissing First Nation Chief. Still looking at the 5<sup>th</sup> floor as a 16-bed cultural designation unit. NFN will have to submit a request to the Ministry for a separate waitlist. On hold until after the Election.

### 6.2 Meeting with the Municipalities – Update

Meeting was held on February 5/25. Advocacy Group was selected. All Municipalities will provide information as to how the redevelopment is affecting each of their municipalities. Submissions to be emailed to Julie and Billy within the next 2 weeks.

Peter will meet with Billy once responses are received and discuss how to move forward after the Provincial Election at the end of February 2025.

## 7. Operations

### 7.1 Operations Update

Update in package.

Angie added we had 3 residents identified with Influenza. This is the first since 2019.

Currently in an Enteric Outbreak. Large number of staff off sick causing staff shortages.

Some clinical management have been working evenings and nights to help.

Will provide the Quality Improvement Plan for 2025 at next meeting as well as the 2024 results.

## 7.2 Q4 – 2024 Cassellholme Financial Report

Billy provided a Q4 – 2024 Quarterly Financial Report presentation to the Board.

*“Moved by Peter Chirico and seconded by Michelle Lahaye that the Board approve the Cassellholme Year-to-Date Operating Budget-to-Actual Results for the Period Ending December 31, 2024, as presented.”*

**Res. #021-25**

**Carried**

*“Moved by Jim Bruce and seconded by Michelle Lahaye that the Board approve the Capital Budget-to-Actual Results for the Project Ending December 31, 2024, and Forecasted Capital Levy Estimates, as presented.”*

**Res. #022-25**

**Carried**

*“Moved by Jim Bruce and seconded by Michelle Lahaye that the Board approve the 2024/25 Community Support Services Q3 Year-to-Date Budget-to-Actual Results for the Period Ending December 31, 2024 as presented.”*

**Res. #023-25**

**Carried**

## 7.3 2025 Levy Apportionment (Motion)

Billy noted there is a zero increase this year.

*“Moved by Peter Chirico and seconded by Michelle Lahaye that the Board approve the 2025 Apportionment Statistics for Calculating the Cassellholme Municipal Levy, as presented.”*

**Res. #024-25**

**Carried**

## 8. IN-CAMERA

*“Moved by Jim Bruce and seconded by Peter Chirico that the Board proceed to an In-Camera session at 6:11 p.m.”*

**Res. #025-25**

**Carried**

### 8.1 Approval of the In-Camera Minutes – dated January 23, 2025

**In-Camera Motion – Res. #026-25**

### 8.2 Confidential Matter – Redevelopment

### 8.3 Confidential Matter – Property

### 8.4 Personnel Matter

*“Moved by Michelle Lahaye and seconded by Peter Chirico that the Board approve the In-Camera session to be adjourned at 7:09 p.m.”*

**Res. #028-25**

**Carried**

As per the discussion In-Camera, the Board approved the following Resolution by Unanimous Vote:

*“Moved by Jim Bruce and seconded by Peter Chirico that the Board unanimously approved to Rescind Resolution #39-21, as discussed and approved In-Camera.”*

**Res. #029-25**

**Carried**

<b>C.</b>	<b>CORRESPONDENCE</b>	
	No items noted	
<b>D.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	No items noted	
<b>E.</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday March 27, 2025 – Cassellholme Garden Room – 5:00 p.m.	
<b>F.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Chris Mayne and seconded by Michelle Lahaye that the meeting be adjourned at 7:10 p.m.”</i></p> <p><b>Res. #030-25</b> <span style="float: right;"><b>Carried</b></span></p>	

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman



Feb 12, 2025

**Subject: Cassellholme Redevelopment Update – Feb 12, 2025**

### **Construction Activity**

#### **Highlights:**

Phase 00 – Work complete.

Phase 1-A – Work complete

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

Draft finishing schedule dated Feb. 06, 2025 included with this report. Refer to October 2024 report and earlier, for previous schedule notes and comments on Rev. 4 schedule.

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

Updated milestones have been coordinated with Cassellholme, and Cassellholme is coordinating move-in dates.

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

- Interior boarding is ongoing on Level 1 and 5.
- Elevator installation is ongoing. TSSA review confirmation pending Mechanical and electrical above ceiling rough-ins and are ongoing, as well as and
- M&E finishes.
- All roofing work is complete, except for the balconies on Levels 3 to 5.
- Link construction is in progress.
- Painting and millwork installation is in progress.
- Drywall and T-bar ceiling in progress.
- Flooring installation is in progress.
- Door and hardware installation is ongoing.

Percon has requested an additional 4 weeks which would put our move date to week of May 26<sup>th</sup>. HCR (movers) are not able to accommodate that week and has provided us with July 2-8<sup>th</sup> as their first available slot. Percon has confirmed that is acceptable and will be readjusting their finishing schedule to reflect a new ministry inspection date as well as substantial.

## **Transition Planning**

An updated summary is attached for reference.

### **Highlights:**

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

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

Staff Training Plan for equipment, IT and orientation– Plan has been developed using several different delivery methods. Trainers will be shortly and training in May.

Laundry Plan - No further update this month.

Waste Handling – No further updates at this time.

Storage Plan – In progress and expect final shelving measurements to commence and looking to assemble sample rooms in March (or when rooms are available from Percon).

Move Plan –week of June 30, July 2<sup>nd</sup> start through to July 6<sup>th</sup> with residents in rooms and further purging up to July 8<sup>th</sup>. Next scheduled meeting with movers last week of February.

IT – numerous discussions with all network partners to verify configurations, needs and schedule this month and will continue regular calls over the next several weeks.

Outdoor space – Completed for 2025

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

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

Emergency Planning – Work progressing well and on track

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

**Budget Update** – To be provided separately, W. Brooks

Summary - 2025-02-12

Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Based on new move dates and occupancy, report is needed to be submitted last week of February	Anita	2025-02-26
Art Fundraising		Anita	ongoing
Wood at mill for purpose	ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available	Anita	ongoing
<b>P1 Move</b>			
HCR - Movers	Based on new move dates and occupancy, movers were not able to accommodate week of May 26 move but has supplied next best date of July 2-July 8 (resident move July 6); next team call with movers Feb 24	Anita	02-Jul
Resident Communication	Monthly communication updates began beginning of Feb; will be communicating rooms and costs over the next month or so	William/Angie	April-July
Furniture delivery	Delivery dates have been changed from March to most likely June	Anita	June
<b>IT</b>			
Cameras	added to training plan	Anita	ongoing
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone & TV System	Finalized and TV packages to be made by March		
Network Design	Completed		
Digital Monitor/boards	SW - Mealtime being implemented by CH management and TVs and mounts purchased		
Nurse Call	Austco and Percor and Clinical finalize the plans; call bells, colours for central calls May 14 added to training plan		
<b>Bed Allocation - Indigenous and Speciality</b>			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
<b>Support Services</b>			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning) ordering appliances by end of March	Anita	March
Storage Area list	Shelving for small storage & clean utility - supply identified and looking to get sample brought in for March or when rooms are available by percon	Anita	March
Inventory Management Solution and Process	JIT inventory process solution - in progress (will remain in-house monitoring) identifying ongoing supply needs, creating sample organized shelving to reflect needs and monitoring usage	Anita	ongoing
<b>Emergency Response</b>			
Fire plan	training plan created; policy work ongoing and on track; Will be creating demo anchor system in old building to assist in the timing needed for training	Anita/Julie/Ron	ongoing
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Anita	Winter 2026
<b>Staff Training Plan</b>			
Detailed Breakdown	Finalizing of various methods: in-person, video, replicated in old building, in new building to ensure move readiness; awaiting Level 2 mock up to be complete for next MGT walk through and to understand detailed training needs Managers to confirm different elements of training; to appoint leads - train the trainers to be named by April	Anita	April

Change Order Log - Nov 20 2024																	Contract Time (days)
Person																	
RFE	RFE	PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved			
1	1			1		1	Millwork revisions/clarifications	Coordination	Approved	18-Feb-22	17-Mar-22	28-Mar-22	\$34,553.53	\$34,553.53			
2	2	1				2	Emergency Switchboard revisions	Coordination	Approved	17-Feb-22	17-Mar-22	28-Mar-22	\$4,919.20	\$4,919.20			
3	3					3	Increase Builders Risk Insurance to Include Soft Costs	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$29,846.88	\$29,846.88			
4	4					3	Cost associated to add Wrap Up Insurance Policy	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$282,579.86	\$282,579.86			
5	5R1	2				5	Door revisions	Coordination	Approved	15-Mar-22	07-Apr-22	06-May-22	\$4,677.20	\$4,677.20			
6	6	3				4	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	25-Apr-22	\$863.50	\$863.50			
7	7	9					Removal existing foundations (Unit rate only - see RFE 16)		Cancelled	21-Apr-22	25-Apr-22						
8	8	16				6	Provide new water valve at property line	AHJ	Approved	05-May-22	06-May-22	06-May-22	\$8,607.50	\$8,607.50			
9	9	4				41	North wing door revisions	Coordination	Approved	28-Mar-22	16-Jan-23	19-Jan-23	\$3,756.50	\$3,756.50			
10	10	5				7	Elevator pit lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	16-May-22	(\$1,361.00)	(\$1,361.00)			
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	27-May-22	(\$6,000.00)	(\$6,000.00)			
12	12 R1					9	Millwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)			
13	13						CANCELLED: Drawer modifications (SEE RFE 12R1)		Cancelled	N/A	09-May-22						
14	14	17				12	Temporary Hydrant at North Wing	AHJ	Approved	12-Apr-22	16-May-22	01-Jun-22	\$5,585.25	\$5,585.25			
15	15R2	7R1				36	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	02-Dec-22	06-Dec-22	10-Jan-23	\$4,539.70	\$4,539.70			
16	16R2	9				15	Removal of existing foundations	Site Condition	Approved	21-Apr-22	20-May-22	27-Jun-22	\$70,326.38	\$70,326.38			
17	17	11				11	Hardware revisions to Door V101	Coordination	Approved	27-Apr-22	19-May-22	01-Jun-22	\$6,046.70	\$6,046.70			
18	18R2	18				14	Revise pipe material storm main tee at Olive St.	Site Condition	Approved	13-May-22	20-May-22	29-Jun-22	\$7,885.44	\$7,885.44			
19	19	12				10	Temporary lighting in courtyard parking	Health & Safety	Approved	27-Apr-22	25-May-22	01-Jun-22	\$15,888.40	\$15,888.40			
20	20R1	8				13	Add card reader control for rear doors on elevators 1024 & 1025	Design Improvement	Approved	25-Apr-22	30-May-22	10-Jun-22	\$1,512.50	\$1,512.50			
21	21R1					16	Temporary Door Hardware supplied by Owner's Security Provider	Schedule Change	Approved	22-Jun-22	08-Jul-22	22-Jul-22	(\$6,650.00)	(\$6,650.00)			
22	22	23					Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22						
23	23R2					17 R	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22	15-Sep-22	22-Sep-22	\$3,454.00	\$3,454.00			
24	24R4	22R1				27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22	24-Oct-22	27-Oct-22	(\$8,416.88)	(\$8,416.88)			
25	25R1	25R1				18	Revision to waterline connections to existing building - Revised	Site Condition	Approved	03-Aug-22	05-Aug-22	11-Aug-22	\$42,426.23	\$42,426.23			
26	26	20				19	Revision to electrical panel E-1-C	Coordination	Approved	02-Jun-22	09-Aug-22	11-Aug-22	\$6,702.30	\$6,702.30			
27	27R1	19R1				23	Revise acoustic ceiling tile materials	Cost Saving	Approved	15-Sep-22	28-Sep-22	05-Oct-22	(\$66,054.48)	(\$66,054.48)			
28	28					20	Pile Rock Points	Contractor Requested	Approved	03-Aug-22	12-Aug-22	12-Aug-22	\$98,826.40	\$98,826.40			
29	29R3	28				33	Revision to Phase 1 & 2 sanitary and storm connections at grade beams	Coordination	Approved	03-Aug-22	09-Nov-22	22-Nov-22	\$21,724.63	\$21,724.63			
30	30	26				21	Revision to under-slab plumbing and inverts	Coordination	Approved	25-Jul-22	18-Aug-22	22-Sep-22	\$15,196.50	\$15,196.50			
31	31	10				40	Revision to the fire and combination fire/smoke dampers	AHJ	Approved	26-Apr-22	15-Sep-22	26-Jan-23	\$134,858.85	\$134,858.85			
32	32R1	14					Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22	31-Aug-22						
33	33					24	Revised wood frame design for Jams	Cost Saving	Approved	09-Sep-22	28-Sep-22	05-Oct-22	(\$12,750.00)	(\$12,750.00)			
34	34R4	21R3				29	Provide new grounding loop for new building service	AHJ	Approved	22-Aug-22	28-Oct-22	08-Nov-22	\$77,892.15	\$77,892.15			
35	35R3	27R2				35	Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	10-Jan-23	(\$4,081.00)	(\$4,081.00)			
36	36R4	15R				117	Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	18-Apr-24	29-Apr-24	\$10,606.20	\$10,606.20			
37	37	13R				31	Janitor room door revisions	Coordination	Approved	19-Sep-22	19-Sep-22	10-Nov-22	\$4,785.00	\$4,785.00			
38	38	29				22	Existing Service Plug Requirement	AHJ	Approved	31-Aug-22	23-Sep-22	10-Oct-22	\$2,414.10	\$2,414.10			
41	41	24R1				32	Provide grilles on type 'O' fin radiation in trench in Auditorium 1005	Coordination	Approved	22-Sep-22	17-Oct-22	15-Nov-22	\$23,009.80	\$23,009.80			
		30					After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22							
39	39	31					Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22						
40	40R1	32R1				25	Revision to existing sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	06-Oct-22	\$61,577.36	\$61,577.36			TBD
47	47R1	33				43	Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles	Coordination	Approved	23-Sep-22	11-Jan-23	22-Jan-23	\$37,038.71	\$37,038.71			4
42	42R1	34				26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-22	14-Oct-22	27-Oct-22	\$3,597.83	\$3,597.83			
43	43	35R				61	Revision to North Wing elevator brackets for rail attachments	Coordination	Approved	07-Oct-22	20-Jun-23	27-Jun-23	\$11,964.96	\$11,964.96			
53	53	36R2				44	Revision to brace frame V8105	Coordination	Approved	09-Nov-22	13-Dec-22	26-Jan-23	\$9,497.44	\$9,497.44			
45	45	37				30	Revision to light fixtures P5 and P6	Coordination	Approved	11-Oct-22	31-Oct-22	08-Nov-22	\$2,369.33	\$2,369.33			
48	48	38				37	Structural beam revisions at Block 8 roof terraces balconies	Coordination	Approved	20-Oct-22	13-Dec-22	10-Jan-23	\$969.52	\$969.52			
49	49R2					60	Structural clarifications - structural steel and rebar shop drawings	Coordination	Approved	20-Jan-23	10-Mar-23	28-Jun-23	\$2,768.37	\$2,768.37			
46						28	Provide slab Mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22	25-Oct-22	01-Nov-22	\$1,050.68	\$1,050.68			
51	51R1	39				38	Add smoke detectors in corridors of RHA areas	Coordination	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$5,258.00	\$5,258.00			
44R1						34	Provide additional steel modifications outlined in SI#22	Coordination	Approved	27-Jul-22	16-Nov-22	22-Nov-22	\$3,300.11	\$3,300.11			
		40					Additional elevator controls	Coordination	Pending	07-Dec-22							
56	56	41				45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22	08-Feb-23	28-Feb-23	\$8,783.50	\$8,783.50			
54	54	42				46	Provide fixed mirrors in Staff washrooms	Coordination	Approved	10-Jan-23	03-Feb-23	28-Feb-23	\$7,507.50	\$7,507.50			
54R1	54R1	42				48	Correct the cost of fixed mirrors from C04#6	Coordination	Approved	10-Jan-23	03-Mar-23	21-Mar-23	(\$2,035.00)	(\$2,035.00)			
52	52					39	Provide relay bases on smoke detectors related to door hold opens for SI#39	AHJ	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$3,014.00	\$3,014.00			
55	55	43					Revise range hood colour	Owner Requested	Cancelled	18-Jan-23							
57	57	44				47	Revision to L#2 & L#2-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10			
54	54R1					42	Remedial modifications to pile caps and grade beams - Phase 1	Site Condition	Approved	28-Nov-22	10-Jan-23	20-Jan-23	\$14,145.87	\$14,145.87			4
58	58	45					Revisions to operable window vent type	Coordination	Cancelled	06-Feb-23							
60	60	46				52	Modifications to generator ESB breakers	Coordination	Approved	07-Feb-23	24-Mar-23	03-May-23	\$19,405.10	\$19,405.10			
95	95	47				79	Revise office door locations, electrical from PC47	Owner Requested	Approved	23-Mar-23	08-Sep-23	09-Sep-25	\$10,312.50	\$10,312.50			
72	72R3	47				73	Revise office door locations, typical millwork from PC47	Owner Requested	Approved	15-Aug-23	15-Aug-23	07-May-24	\$11,985.60	\$11,985.60			
59	59	48R				49	Revisions to electrical to accommodate Kitchen Equipment Phase 1	Coordination	Approved	14-Feb-23	17-Mar-23	22-Mar-23	\$501.60	\$501.60			
62	62R2	49				54	Typical Bedroom Mockup	Owner Requested	Approved	09-Mar-23	03-May-23	06-Jun-23	\$75,577.95	\$75,577.95			
		50					Revise rated floor assembly ULC Listed Design No.	Cost Saving	Cancelled	22-Mar-23							
		51				50	Revision to select light fixtures to alternate product	Design Improvement	Approved	22-Mar-23	20-Apr-23	26-Apr-23	\$0.00	\$0.00			
65	65	52				57	Delete select cubical curtains and provide track breaks in patient lift tracks	Coordination	Approved	29-Mar-23	12-May-23	01-Jun-23	(\$5,382.50)	(\$5,382.50)			

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

147	147R1	111R			135	Revisions to communication cabinets racks and distribution	Coordination	Approved	14-Mar-24	02-Jul-24	29-Jul-24	\$22,195.00	\$22,195.80
150	150	112			123	Radiant heater piping enclosures	Coordination	Approved	14-Mar-24	22-Apr-24	22-May-24	\$9,624.86	\$9,624.86
151	151	113			119	Revisions to Resident Washrooms to Accommodate Plumbing Drain	Coordination	Approved	22-Apr-24	22-Apr-24	29-Apr-24	\$5,564.06	\$5,564.06
152	152R1	114			126	Revisions to water room door hardware	Coordination	Approved	20-Mar-24	07-May-24	23-May-24	\$8,929.80	\$8,929.80
156	156	116R			121	Revision to handrails and base bumpers	Coordination	Approved	02-May-24	01-May-24	07-May-24	\$14,213.38	\$14,213.38
153	153				129	Revision to cabinet locks	Owner Requested	Approved	24-Apr-24	24-Apr-24	24-May-24	\$1,540.57	\$1,540.57
154	154		193			Delete Sprinkler Control Valve	Cost Saving	Approved	01-May-24	24-Apr-24	07-May-24	(\$500.00)	(\$500.00)
158	158	117			124	Add temporary heat trace system to pipes at underside of servery 2078 & 2086	Coordination	Approved	08-Apr-24	08-May-24	15-May-24	\$21,541.30	\$21,541.30
157	157	118			128	Phase 1 - Roof level sun control outrigger support	Coordination	Approved	11-Apr-24	06-May-24	24-May-24	\$29,342.14	\$29,342.14
160	160	119R			132	Kill switch for Ground Floor Servery 1067	Coordination	Approved	13-May-24	30-May-24	06-Jun-24	\$2,971.10	\$2,971.10
159	159				125	Revise millwork pulls	Cost Saving	Approved	10-May-24	10-May-24	23-May-24	(\$4,132.80)	(\$4,132.80)
163	163	120			133	Additional exit signs at double egress doors	Coordination	Approved	29-May-24	11-Jun-24	23-Jul-24	\$22,341.00	\$22,341.00
162	162	121R			134	Add end enclosures to sneeze guards	AHJ	Approved	03-Jun-24	12-Jun-24	23-Jul-24	\$10,373.00	\$10,373.00
		122				Brick support at level 2 balcony/roof	Coordination	Pending					
					130	Delay Claim Settlement	Delay Claim	Approved	04-Jun-24	04-Jun-24	06-Jun-24	\$317,200.00	\$317,200.00
148	149				131	Additional cubicle curtains Phase 2	Coordination	Approved	17-Apr-24	17-Apr-24	29-May-24	\$10,670.00	\$10,670.00
		123				Replace damaged trees by winter salt at highway	Site Condition	Cancelled	08-Jul-24	19-Jul-24		\$34,672.55	
168	168R	124			138	Circuiting and clarifications for pumps P6, P7, P20 & P21	Coordination	Approved	18-Jul-24	09-Aug-24	29-Aug-24	\$1,821.00	\$1,821.60
167	167				136	Revision to hardware on doors 1018a, 1030b, 1165	Coordination	Approved	22-Jul-24	22-Jul-24	29-Jul-24	\$1,056.00	\$1,056.00
169	169R	125			137	Revision to soffit detail at 1064 & 1075	Coordination	Approved	22-Jul-24	07-Aug-24	14-Aug-24	\$5,908.76	\$5,908.76
		126				Add hot water recirculation line to washers	Design Improvement	Cancelled	22-Jul-24		11-Sep-24		\$0.00
		127			140	Generator shore power circuit	Coordination	Approved	07-Aug-24	03-Sep-24	19-Sep-24	\$6,043.40	\$6,043.40
		128			141	Revision to 5th floor Dining Windows & exhaust duct	Coordination	Approved	13-Aug-24	09-Sep-24	19-Sep-24	\$20,700.61	\$20,700.61
		129			142	Rework roof drain above 5th floor balcony	Coordination	Approved	19-Aug-24	11-Sep-24	19-Sep-24	\$4,275.35	\$4,275.35
175	175R	130R			143	Revised - Insulation tie-in at temporary wall to curtainwall	Coordination	Approved	19-Sep-24	24-Sep-24	03-Oct-24	\$5,417.50	\$5,417.50
171	171		135		139	Credit for revisions to PRV valves from SI#135	Cost Saving	Approved	18-Jul-24	15-Aug-24	29-Aug-24	(\$4,964.00)	(\$4,964.00)
		131				Revised - Gas detection in generator room #6011	Regulatory Change	Pending	06-Nov-24				
		132			144	Water room drywall revision	Coordination	Approved	19-Sep-24	29-Sep-24	04-Oct-24	\$1,045.44	\$1,045.44
			137			Clarification to handrail corners	Coordination	Approved	24-Jul-24				
			138			Composity Slab Crack remediation	Coordination	Approved	14-Sep-24				
			142			Ductwork revisions at Chapel 1027	Coordination	Approved	12-Sep-24				
			141			Revised - Location of Electrical Panel in Janitor Rooms	Coordination	Approved	01-Oct-24				
			143			Revision to bulkheads at corridor 1032	Coordination	Approved	17-Sep-24				
		133			146	Revision to balcony ceiling panels at tapered beams	Owner Requested	Approved	21-Oct-24	22-Oct-24	29-Oct-24	\$0.00	\$0.00
		144R(2)				Revised (2) - Temporary link connection details	coordination	Approved	16-Oct-24				
		145				Clarification to boiler breaker feeds and temp link heaters	coordination	Approved	08-Oct-24				
		146				Revise rating at column 12.1-F	coordination	Approved	10-Oct-24				
	177	141R			145	Reframing and hardware revision relative to SI#141R	coordination	Approved	08-Oct-24	15-Oct-24	21-Oct-24	\$1,364.66	\$1,364.66
		147				Clarification to typical windows drainage	coordination	Approved	22-Oct-24				
181	181	134			147	Add Handrails to link	Architect omission	Approved	20-Nov-24	20-Nov-24	20-Nov-24	\$5,268.77	\$5,268.77
			148			Clarification to shaft bottom closure location	coordination	Approved	30-Oct-24				
			149			Clarification to penthouse glycol tank wiring	coordination	Approved	06-Nov-24				
			150			Revision to fireplace hearth stone in 5115	coordination	Approved	19-Nov-24				
			151			Miscellaneous Structural Clarifications	coordination	Approved	19-Nov-24				
180R		144R2			148	Temporary Link Connection details	coordination	Approved	15-Nov-24	02-Dec-24	10-Dec-24	\$10,226.30	\$10,226.30
		152				Revisions breakers and raceway at IT Room 6003	coordination	Approved	20-Nov-24				
			153		149	Gas detection controller in generator room 6011	coordination	Approved	02-Dec-24	02-Dec-24	10-Dec-24	\$3,942.40	\$3,942.40
			154			Austco Nurse Call alert info	coordination	Approved	09-Dec-24				
			154			Revised FHC location main floor phase 1	coordination	Approved	11-Dec-24				
		135			152	Modify alternating tread ladder construction in penthouse	coordination	Approved	12-Dec-24	30-Jan-25	07-Feb-25	\$5,830.00	\$5,830.00
			155			Revision to dryer surround opening dimensions	coordination	Approved	06-Jan-25				
					150	Add Handrails to link (2nd part)	coordination	Approved	17-Dec-25	15-Dec-25	20-Dec-25	\$4,548.50	\$4,548.50
		136			151	Temporary cladding at lounge bump-out to existing construction	coordination	Approved	06-Jan-25	30-Jan-25	13-Jan-25	\$12,562.00	\$12,562.00
			156			Clarification to gypsum ceilings in stairwells	coordination	Approved	09-Jan-25				
			157			Clarification to balcony soffit heights	coordination	Approved	14-Jan-25				
		137			154	Provide cricketed backslope insulation between ERV#1 and MUAW2	Percon	Approved	15-Jan-25	30-Jan-25	07-Feb-25	\$1,650.00	\$1,650.00
		138				Provide keypad locksets on Resident laundry room doors	Owner Requested	Approved	16-Jan-25	30-Jan-25	07-Feb-25	\$4,455.00	\$4,455.00
		139				Provide range hood in gathering space kitchen 5116a	Owner Requested	Approved	20-Jan-25				
		140			153	Millwork revisions for site coordination issues	coordination	Approved	22-Jan-25	30-Jan-25	07-Feb-25	\$1,670.35	\$1,670.35
			158			Furr-out around FA panel in Med room 1070	coordination	Approved	30-Jan-25				
			159			Revision to ceilings bulkheads in corridor 5082 and 5099	coordination	Approved	30-Jan-25				
			160			Ceiling height in corridor 5081	coordination	Approved	30-Jan-25				
		141				Modify stainless steel count 2078	coordination	Approved	10-Feb-25				
			161			Revision to fireplace hearth stone in 5115	coordination	Approved	12-Feb-25				
		142				Revised counter support at M60 under counter fridge	Owner Requested	Approved	12-Feb-25				
		143				Temporary Cladding of columns exposed to exterior in P1	coordination	Approved	12-Feb-25				
			162			Revision to shower floor drains for sheet flooring	coordination	Approved	12-Feb-25				
Total - As of Issue Date												\$2,386,322.12	\$2,351,670.97

Board of Management Meeting

February 20, 2025

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

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

A total of 5 critical incidents were reported in January 2025

Staff to Resident Action: x2 classified as emotional abuse

Disease Outbreak: Respiratory

Environmental Hazard: Flooding

**Inspections**

**January 13-17, 2025:** Complaint – Critical Incident and Follow Up

Previous compliance orders were found to be in compliance.

1 x non-compliance remedied – related to doors in non-residential areas to be locked

6 x written notifications related to plan of care, delay in reporting, fall prevention, continence care and bowel management, IPAC related to staff member not wearing proper PPE

1 x compliance order related to continence care and bowel management – due by February 28, 2025

**January 30, 2025** – Critical Incident Inspection. Completed in collaboration with the Health Unit.

No findings of non-compliance. Received MOLTC report, awaiting Health Unit report.

❖ **ADMISSIONS / DISCHARGES / DEATHS - Tracy Davis, Interim Resident & Family Navigator**

**Board Update: Special Projects and Education:**

We are excited to announce an upcoming Caregiver Education Event that will be held in the home on March 17. This event will focus on providing essential caregiving resources and support, with a strong emphasis on Alzheimer's care. We will be partnering with the Alzheimer's Society to deliver sessions aimed at improving the quality of life for both caregivers and residents.

**Palliation Training for Staff:**

At the beginning of February, we rolled out Palliation Training for all staff, led by Nurse Practitioners and Tracy Davis as well as other key staff in the home. This is a significant initiative aimed at ensuring that all staff members are equipped with the knowledge and skills to provide compassionate end-of-life care. The training will be mandatory for all staff to ensure consistency in care across the home.

**Admissions:**

Since our last report, we have had 5 new admissions, 3 came from hospital, one from LTC in Southern Ontario and one from the community.

**Discharge and MOLTC Updates:**

There was one significant discharge to report: a younger woman who transitioned from our care to live at PHARA with her daughter. We wish her all the best as she begins this new chapter.

We continue to monitor and support all residents as they transition in and out of the home. Our MOLTC processes remain in place, ensuring all necessary documentation and protocols are met to support ongoing care needs.

### ❖ INFECTION CONTROL - Ellen Whittaker, IPAC Manager

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

Hand hygiene observations are ongoing and the focus has been on the units that have the highest number of respiratory cases at the time. An employee who is on modified duties has been assigned to complete hand hygiene observations on all units.

#### **Outbreaks:**

There is presently a respiratory outbreak facility-wide which has Influenza identified as the causative agent and an unidentified causative agent. There has been 19 resident cases to date and 20 staff cases. All consenting residents are on Tamiflu either as treatment or prophylactically.

There is also an enteric outbreak facility-wide with no causative agent yet identified. There has been 27 resident cases and 12 staff cases.

#### **Immunization**

After everyone's efforts to get ready for an Influenza outbreak, we achieved great results!

As of January 24<sup>th</sup> 2025 these were our stats:

Staff flu shots: 80% (also, 19 staff have provided proof of Tamiflu, so 85% of our staff are ready to work during an influenza outbreak). This has continued to increase slightly.

In last year's respiratory season staff flu shot rates in the province were 60.8% in LTC and 38.5% in hospitals. Cassellholme's staff flu shot rate for last year was 66%.

This year we are significantly above our own numbers for last year and the provincial stats.

Resident flu shots: 86%

Resident RSV immunization: 70%

These have all been reported to the Ministry, as required

#### **IPAC Construction Audits**

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

The updates to the original IPAC plan, to include more detail, have not yet been received from Percon.

An IPAC plan specific to the connection of the link has been finalized and the negative air pressure is being monitored multiple times per day. No problem to date. The maintenance department is verifying weekly that the hoarding at doors facing the construction remains intact.



**Source Protection Policy Implementation Update Report to Municipalities  
“2024 Calendar Year”  
(January 1, 2024 – December 31, 2024)**

**To:** Township of Chisholm  
**Attention:** Lesley Marshall, CAO Clerk-Treasurer  
**Date:** April 4, 2025  
**From:** Angela Mills, Water Resources Specialist  
**Subject:** Status of Source Protection Policies within the Township of Chisholm

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The following report is being provided to support your municipality in meeting your obligations under the Clean Water Act (2006) to report your progress in implementing policies in the North Bay-Mattawa Source Protection Plan.

Please review the information below. If you concur with the opinion of source protection program staff that your municipality has implemented all applicable policies in the local Source Protection Plan, then please sign this report and return a copy to the NBMCA office.

#### **1.0 Introduction**

The Source Protection Plan for the North Bay-Mattawa Source Protection Area (NBMSPA) was approved by the Ministry of the Environment, Conservation and Parks (MECP) on March 5, 2015, and came into effect on July 1, 2015. Implementing bodies, such as the Township of Chisholm, are required to report to the Source Protection Authority on their progress implementing policies for which they are responsible. The Source Protection Annual Report process for the 2024 calendar year (ending December 31, 2024) follows the same pattern and requirements as the previous years.

In fulfillment of the annual reporting requirements, this Implementation Update Report has been prepared by the North Bay-Mattawa Conservation Authority (NBMCA) for the Township of Chisholm to detail the status of source protection policies applicable to your area. Please refer to Section 2 below. Since all applicable policies had been marked as “implemented” in previous years’ reports, it is assumed that the status has not changed for this 2024 version.

For your reference, Appendix A contains a table with the Source Protection Plan policies applicable within the Township of Chisholm where implementation is the responsibility of an agency other than the municipality. Policies are grouped based on the implementing agency. A brief summary of the implementation activities is also provided.

#### **2.0 Township of Chisholm Policy Implementation**

##### **2.1 Land Use Planning Policies**

The Township of Chisholm has completed amendments to Zoning Bylaws and/or Official Plans as required to implement the relevant Land Use Planning (LUP) policies in the SPP.

##### **2.2 Education and Outreach Policies**

The Source Protection Plan contains several Education and Outreach (E&O) policies, such as those related to the Issue Contributing Area (ICA1). The NBMCA has assisted all municipalities in the implementation of their E&O policies by creating an education webpage on the act for clean water

website, which covers the implementation of all E&O policies in the NBMSPA (<http://www.actforcleanwater.ca/are-you-affected/protect-from-threats/>). The Township of Chisholm has included a link to this page from the municipal website.

### 2.3 Specified Action Policies

The Township of Chisholm has completed the implementation of all Specified Action (SA) policies as required to address significant threats through the adoption of amendments to land use planning documents.

**Table 1. Implementation Progress by Township of Chisholm**

#### **TOWNSHIP OF CHISHOLM SP PLAN IMPLEMENTATION PROGRESS (2022)**

##### **Policies of Municipal Responsibility**

Policy	Policy Title	Tool	Status	Details
ICA1	Education - Issue Contributing Area	E&O	IM	Implementation ongoing - Education & Outreach materials available and information posted on website; Restore Your Shore webpage also provides education
ICA3	Governing Research in the Issue Contributing Area	SA	IM	Implementation ongoing - Research being undertaken by municipalities and local partners.
WDS2	Land Use Prohibition of Waste Disposal Sites	LUP	IM	Implemented - Amendments to official plan and/or zoning by-law complete

LUP = Land Use Planning

IM = Implemented

SA = Specified Action

IP = In Progress / Some Progress Made

E&O = Education & Outreach

### 3.0 CONCLUSION

We trust the above reflects the most up-to-date understanding of Source Protection Policy Implementation within the Township of Chisholm. Please note that the North Bay-Mattawa Source Protection Authority has commenced a review and update of the Source Protection Plan. An updated Source Protection Plan may come into effect in 2025.

If you have any questions, please contact Angela Mills, Water Resources Specialist by cell 705-497-4668 or office phone at (705) 474-5420 x 2012 or by email at [dwsp@nbmca.ca](mailto:dwsp@nbmca.ca).

Please sign below as a representative of the Township of Chisholm and return to [dwsp@nbmca.ca](mailto:dwsp@nbmca.ca).

*I concur that the information in Section 2 of this report is a fair representation of the Source Protection policy implementation activities of the Township of Chisholm during 2024.*

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Lesley Marshall, CAO Clerk-Treasurer  
Township of Chisholm

## APPENDIX A:

### MINISTRY/AGENCY POLICY IMPLEMENTATION

The following is a brief summary of implementation of Source Protection Plan policies undertaken by other agencies up to the end of 2024.

#### 3.1 Prescribed Instrument Policies

The Ontario Ministries of the Environment, Conservation and Parks (MECP), of Agriculture, Food and Agribusiness (OMAFRA), of Natural Resources (MNR), and of Transportation (MTO) have submitted their 2024 Prescribed Instrument (PI) Reporting Forms, which detail their implementation of relevant policies for the 2024 calendar year.

**MECP** The MECP has Standard Operating Procedures (SOPs) for the issuance of Environmental Compliance Approvals (ECAs), Pesticide Permits, and Permits to Take Water (PTTWs). Within the NBMSPA, the MECP administers policies **SEW1**, **SEW2** and **WDS1** under the *Environmental Protection Act* and *Ontario Water Resources Act*. One Wastewater/Sewage Works ECA application was screened in as requiring a detailed review.

**OMAFRA** OMAFA has integrated source protection for the Callander ICA into its approvals under the *Nutrient Management Act* as required by ICA2. In 2024, one (1) application for a nutrient management strategy underwent a detailed review and was issued where a significant drinking water threat was managed through conditions on the strategy.

#### 3.2 Specified Action Policies

The MECP, MNR, MTO, and TSSA have submitted their 2024 Non-Prescribed Instrument Reporting Forms, which detail their implementation of Specified Action policies for the 2024 calendar year.

**SPA / NBMCA** The North Bay-Mattawa Conservation Authority acts on behalf of the North Bay-Mattawa Source Protection Authority to implement source protection policies within the NBMSPA. The NBMCA has implemented policies **ICA1**, **ICA3** and **ICA4** by creating and managing the Restore-Your-Shore shoreline restoration webpage and by undertaking research and monitoring of the microcystin issue (related to phosphorus) within the Callander Bay issue contributing area. Also, the NBMCA has also implemented policy **SEW3** within the NBMSPA by delivering the mandatory maintenance inspection program since 2011.

**Table 2. Implementation Progress by Ministries/Agencies**

**MINISTRY/AGENCY SP PLAN IMPLEMENTATION PROGRESS (2024)**

**Policies of Municipal/Agency Responsibility**

Policy	Policy Title	Tool	Status	Details
<b>MECP</b>				
SEW1	Prescribed Instruments for Prohibition of New Sewage Works and Review of Existing Sewage Works of Certain types	PI	IM	Existing Prescribed Instruments were identified and reviewed. All new applications are being screened.
SEW2	Prescribed Instruments for Management of Sewage Works of Certain Types	PI	IM	Existing Prescribed Instruments were identified and reviewed. All new applications are being screened.
WDS1	Prohibition and Management of Waste Disposal Sites under Part V of the EPA	PI	IM	Existing Prescribed Instruments were identified and reviewed. All new applications are being screened.
<b>OMAFRA</b>				
ICA2	Nutrient Management Act Tools to Implement Phosphorus Best Management in Issue Contributing Area	PI	IM	OMAFRA does not track or review NM Plans. All existing and new NM Strategies and Non-agricultural Source Material Plans within vulnerable areas are reviewed.
<b>NBMCA</b>				
ICA3	Governing Research in the Issue Contributing Area	SA	IM	Research is ongoing.
ICA4	Monitor Issue in Callander ICA related to Microcystin LR	SA	IM	Monitoring is ongoing; program to be reviewed and adjusted based on research and findings.
SEW3	Recognize the Ontario Building Code Mandatory Maintenance Inspection Program	SA	IM	The Mandatory Maintenance Inspection program has been in place since 2011 and was reviewed in 2016.

PI = Prescribed Instrument

SA = Specified Action

IM = Implemented

IP = In Progress / Some Progress Made

To: PromCon ON / ComPro ON (ECCC)  
Subject: RE: Asphalt Code of Practice / Code de pratique sur l'industrie du bitume



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Canada

Le français suit

**Subject: Asphalt Code of Practice**

Hello,

Environment and Climate Change Canada (ECCC) published the ***Code of Practice for the Reduction of Volatile Organic Compound (VOC) Emissions from Cutback and Emulsified Asphalt*** in 2017. The main objective of this Code of Practice (the Code) is to protect the environment and the health of Canadians by recommending best practices that encourage the use of low VOC emitting asphalt while maintaining road safety. The Code aims to reduce VOC emissions from the use of cutback and emulsified asphalt by at least 40% over a 6-year period by recommending measures including a set of VOC limits, as follows:

SEASON	Maximum VOC Content	
	Cutback Asphalt	Emulsified Asphalt
May – September (ozone season)	0.5%	3.0%
October – April	5.0%	N/A

***Help Reduce VOC Emissions from Asphalt***

Your municipality can help achieve this goal. We encourage you to:

1. **Require** adherence to the Code in your paving procurement and contracting documents (for road construction, maintenance and repair activities);
2. **Ensure** that your contractors use lower VOC emitting asphalt products, such as emulsified asphalt, where possible.

***Benefits of Code of Practice Adherence***

By applying the standards and best practices outlined in the Code, the following benefits may be achieved:

- Reducing the intensity and frequency of smog events caused by VOC emissions, in particular in urban areas, so as to protect public health;

- Improving air quality at the sites where asphalt is applied, thereby protecting the health and safety of workers;
- Fostering consistency and alignment with similar measures in other jurisdictions in North America.

ECCC has published a summary factsheet on the Code recommendations that may be included in your project specifications and contracting documents.

For questions or more information, please contact us. We appreciate your assistance in helping to achieve collaborative VOC emission reductions from asphalt across Canada.

Sincerely,

**Rob Read**

Compliance Promotion Officer  
Environment and Climate Change Canada  
Government of Canada  
E-mail: [Promcon-on-compro@ec.gc.ca](mailto:Promcon-on-compro@ec.gc.ca)



Environnement et  
Changement climatique Canada

Environment and  
Climate Change Canada

Canada

# TOWNSHIP OF CHISHOLM

## BUDGET SUMMARY



GL5410

Date : Apr 03, 2025

Page : 1  
Time : 4:17 pm

For Period Ending 31-Dec-2025

	ACTUAL	FINAL	PRIOR YR	PRIOR YR
	VALUES	BUDGET	ACTUALS	BUDGET
<b>OPERATING</b>				
<b>REVENUES</b>				
Cemetery Revenue	0	0	(4,487)	(1,100)
General Taxation	0	0	(1,938,175)	(1,918,792)
Taxation School Boards	0	0	(196,877)	(192,891)
French Public levy	0	0	(3,416)	(3,416)
English Separate Levy	0	0	(17,540)	(17,495)
French Separate Levy	0	0	(13,609)	(13,606)
Taxation School Boards	0	0	(9,202)	(10,150)
Unconditional Grants Provincial	(140,650)	0	(507,100)	(507,100)
Federal Grants	0	0	(2,319)	(2,100)
Conditional Grants - Provincial	(11,379)	0	(173,092)	(83,000)
Administration Revenue	(4,715)	0	(5,369)	(5,550)
Building Revenue	0	0	(41,871)	(22,500)
Animal Control Revenue	(1,425)	0	(1,692)	(1,500)
Roads Revenue	(50)	0	(24,004)	(47,500)
Fire Dept. Revenue	0	0	(60)	0
Recreation Revenue	0	0	(195)	0
Environmental Revenue	(1,183)	0	(29,316)	(32,500)
Planning Revenue	(5,725)	0	(26,242)	(19,500)
Other Revenue	(11,770)	0	(103,250)	(89,500)
Total REVENUES	(176,897)	0	(3,097,816)	(2,968,200)
<b>EXPENDITURES</b>				
Council	10,812	0	45,188	42,950
Administration	107,063	0	399,629	389,139
General Government	8,909	0	96,861	81,493
Fire Department	19,388	0	247,376	152,146
Conservation Authority	5,186	0	23,334	24,383
Building Bylaw Enforcement	88	0	39,914	29,390
Animal Control - Canine	224	0	2,121	2,000
Animal Control - Livestock	1,904	0	2,282	600
Animal Control - Veterinary	0	0	550	550
Other Protections	15,014	0	172,129	173,627
Public Works	203,556	0	1,622,662	1,223,376
Environmental	13,941	0	122,497	124,819
Health	10,993	0	50,665	44,758
Social Services	80,905	0	307,368	309,937
Home for Aged	13,909	0	54,612	54,612
Parks & Recreation	290	0	23,628	13,246
Recreation Programs	0	0	1,296	800
Library Services	0	0	29,878	31,316
Planning & Development	36	0	30,837	31,500
Education Req Public	50,669	0	203,908	196,307
Education Req Separate	13,583	0	34,490	31,101
Education - Commercial/Industrial	0	0	0	10,150
Total EXPENDITURES	556,468	0	3,511,226	2,968,200
Total OPERATING	379,571	0	413,409	0

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



GL5410

Date : Apr 03, 2025

Page : 2

Time : 4:18 pm

For Period Ending 31-Dec-2025

	ACTUAL	FINAL	PRIOR YR	PRIOR YR
	VALUES	BUDGET	ACTUALS	BUDGET
<b>CAPITAL</b>				
<b>CAPITAL REVENUES</b>				
Provincial Grants	0	0	(269,535)	(297,540)
revenue	0	0	(24,551)	(101,500)
Other Revenue	0	0	(13,413)	(22,685)
Total CAPITAL REVENUES	0	0	(307,499)	(421,725)
<b>CAPITAL EXPENDITURES</b>				
Fire Department	8,850	0	4,069	101,500
Public Works	0	0	0	320,225
Total CAPITAL EXPENDITURES	8,850	0	4,069	421,725
Total CAPITAL	8,850	0	(303,430)	0



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



GL5070

Page : 1

Date : Apr 03,2025

Time : 4:18 pm

Fiscal Year : 2025 Period : 12  
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>REVENUE</b>						
<b>4200 Unconditional Grants Provincial</b>						
1-3-4200-5120	Ontario Municipal Partnership Fund	0.00	-140650.00	0	140650.00	0.00
<b>Total Unconditional Grants Provincial</b>		<b>0.00</b>	<b>-140650.00</b>	<b>0</b>	<b>140650.00</b>	<b>0.00</b>
<b>5200 Conditional Grants - Provincial</b>						
1-3-5200-5325	Other Provincial Grants	0.00	-11379.40	0	11379.40	0.00
<b>Total Conditional Grants - Provincial</b>		<b>0.00</b>	<b>-11379.40</b>	<b>0</b>	<b>11379.40</b>	<b>0.00</b>
<b>6100 Administration Revenue</b>						
1-3-6100-7770	Tax Certificates	0.00	-420.00	0	420.00	0.00
1-3-6100-7800	Tax Registration Revenue	0.00	-800.00	0	800.00	0.00
1-3-6100-7900	Provincial Offences Net Revenue	0.00	-3494.63	0	3494.63	0.00
<b>Total Administration Revenue</b>		<b>0.00</b>	<b>-4714.63</b>	<b>0</b>	<b>4714.63</b>	<b>0.00</b>
<b>6300 Animal Control Revenue</b>						
1-3-6300-7210	Dog Taxes Collected At Office	0.00	-1425.00	0	1425.00	0.00
<b>Total Animal Control Revenue</b>		<b>0.00</b>	<b>-1425.00</b>	<b>0</b>	<b>1425.00</b>	<b>0.00</b>
<b>6400 Roads Revenue</b>						
1-3-6400-7740	Roads Revenue	0.00	-50.00	0	50.00	0.00
<b>Total Roads Revenue</b>		<b>0.00</b>	<b>-50.00</b>	<b>0</b>	<b>50.00</b>	<b>0.00</b>
<b>6700 Environmental Revenue</b>						
1-3-6700-7540	Tipping Fees	0.00	-630.00	0	630.00	0.00
1-3-6700-7545	Scrap Metal Removal	0.00	-553.08	0	553.08	0.00
<b>Total Environmental Revenue</b>		<b>0.00</b>	<b>-1183.08</b>	<b>0</b>	<b>1183.08</b>	<b>0.00</b>
<b>6800 Planning Revenue</b>						
1-3-6800-7785	Severances	0.00	-4400.00	0	4400.00	0.00
1-3-6800-7810	Frontage Fees	0.00	-1325.44	0	1325.44	0.00
<b>Total Planning Revenue</b>		<b>0.00</b>	<b>-5725.44</b>	<b>0</b>	<b>5725.44</b>	<b>0.00</b>
<b>8000 Other Revenue</b>						
1-3-8000-5000	Interest Income	0.00	-2214.43	0	2214.43	0.00
1-3-8000-7520	Interest - Tax Arrears	0.00	-8595.14	0	8595.14	0.00
1-3-8000-9100	Other Revenue	0.00	-960.08	0	960.08	0.00
<b>Total Other Revenue</b>		<b>0.00</b>	<b>-11769.65</b>	<b>0</b>	<b>11769.65</b>	<b>0.00</b>
<b>Total REVENUE</b>		<b>0.00</b>	<b>-176897.20</b>	<b>0</b>	<b>176897.20</b>	<b>0.00</b>
<b>EXPENSE</b>						
<b>100 Council</b>						
1-4-0100-1110	Council Remuneration	0.00	8210.00	0	-8210.00	0.00

# TOWNSHIP OF CHISHOLM

## Budget Variance Report



GL5070

Page : 2

Date : Apr 03,2025

Time : 4:18 pm

Fiscal Year : 2025 Period : 12  
Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>EXPENSE</b>						
1-4-0100-1120	Travel & Conferences	0.00	2345.75	0	-2345.75	0.00
1-4-0100-1141	CPP Premiums Council	0.00	256.06	0	-256.06	0.00
<b>Total Council</b>		<b>0.00</b>	<b>10811.81</b>	<b>0</b>	<b>-10811.81</b>	<b>0.00</b>
<b>300 Administration</b>						
1-4-0300-1141	CPP Premiums Administration	0.00	2970.08	0	-2970.08	0.00
1-4-0300-1410	Admin. Salaries	0.00	67331.77	0	-67331.77	0.00
1-4-0300-1430	Admin. Training	0.00	227.13	0	-227.13	0.00
1-4-0300-1440	Travel, Conferences & Other	0.00	1019.09	0	-1019.09	0.00
1-4-0300-1460	El Premiums -Administration	0.00	1401.26	0	-1401.26	0.00
1-4-0300-1476	Benefits -OMERS	0.00	5195.73	0	-5195.73	0.00
1-4-0300-1480	Benefits - Group Insurance	0.00	5046.08	0	-5046.08	0.00
1-4-0300-1485	Health & Safety	0.00	119.48	0	-119.48	0.00
1-4-0300-1498	Office Expenses	0.00	3095.93	0	-3095.93	0.00
1-4-0300-1530	Contracted Office Services	0.00	818.91	0	-818.91	0.00
1-4-0300-1540	Computer Expenses	0.00	10067.80	0	-10067.80	0.00
1-4-0300-1610	Office Supplies	0.00	662.15	0	-662.15	0.00
1-4-0300-1620	Telephone & Fax	0.00	2010.96	0	-2010.96	0.00
1-4-0300-1621	Cell Phone	0.00	240.38	0	-240.38	0.00
1-4-0300-1630	Postage	0.00	2350.81	0	-2350.81	0.00
1-4-0300-1660	Subscriptions & Memberships	0.00	4397.71	0	-4397.71	0.00
1-4-0300-1720	Computer Equipment	0.00	107.64	0	-107.64	0.00
<b>Total Administration</b>		<b>0.00</b>	<b>107062.91</b>	<b>0</b>	<b>-107062.91</b>	<b>0.00</b>
<b>400 General Government</b>						
1-4-0400-1675	Tax Registration Expenses	0.00	210.24	0	-210.24	0.00
1-4-0400-1750	Bank Charges	0.00	267.36	0	-267.36	0.00
1-4-0400-1760	Rounding Account	0.00	-0.06	0	0.06	0.00
1-4-0400-1810	General Donations	0.00	200.00	0	-200.00	0.00
1-4-0400-2770	Property Assessment	0.00	6790.16	0	-6790.16	0.00
1-4-0400-2805	Web Site	0.00	1440.93	0	-1440.93	0.00
<b>Total General Government</b>		<b>0.00</b>	<b>8908.63</b>	<b>0</b>	<b>-8908.63</b>	<b>0.00</b>
<b>500 Fire Department</b>						
1-4-0500-1141	Fire Department CPP Premium	0.00	138.75	0	-138.75	0.00
1-4-0500-1476	Benefits OMERS	0.00	288.63	0	-288.63	0.00
1-4-0500-2125	Materials & Supplies	0.00	533.36	0	-533.36	0.00
1-4-0500-2130	Building Maintenance	0.00	477.23	0	-477.23	0.00
1-4-0500-2135	Communications	0.00	1897.73	0	-1897.73	0.00
1-4-0500-2140	Training	0.00	1439.71	0	-1439.71	0.00
1-4-0500-2150	Equipment Maintenance	0.00	1790.74	0	-1790.74	0.00
1-4-0500-2160	Health & Safety	0.00	1771.78	0	-1771.78	0.00
1-4-0500-2165	Radio Equipment	0.00	1258.47	0	-1258.47	0.00
1-4-0500-2180	Gas & Oil	0.00	439.18	0	-439.18	0.00

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



GL5070

Page : 3

Date : Apr 03, 2025

Time : 4:18 pm

Fiscal Year : 2025 Period : 12  
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>EXPENSE</b>						
1-4-0500-2180	Gas & Oil	0.00	439.18	0	-439.18	0.00
1-4-0500-2185	Clothing	0.00	594.70	0	-594.70	0.00
1-4-0500-2190	Travel and Conferences	0.00	781.84	0	-781.84	0.00
1-4-0500-2192	Fire Department Per Diem	0.00	900.00	0	-900.00	0.00
1-4-0500-2200	Honorarium	0.00	3207.00	0	-3207.00	0.00
1-4-0500-2230	Memberships & Subscriptions	0.00	505.28	0	-505.28	0.00
1-4-0500-2235	Heat & Hydro	0.00	2950.99	0	-2950.99	0.00
1-4-0500-2245	Small Equipment	0.00	412.52	0	-412.52	0.00
<b>Total Fire Department</b>		<b>0.00</b>	<b>19387.91</b>	<b>0</b>	<b>-19387.91</b>	<b>0.00</b>
<b>700 Conservation Authority</b>						
1-4-0700-2775	GIS	0.00	5185.78	0	-5185.78	0.00
<b>Total Conservation Authority</b>		<b>0.00</b>	<b>5185.78</b>	<b>0</b>	<b>-5185.78</b>	<b>0.00</b>
<b>800 Building Bylaw Enforcement</b>						
1-4-0800-2420	Bldg. Insp. - Other Expenses	0.00	87.51	0	-87.51	0.00
<b>Total Building Bylaw Enforcement</b>		<b>0.00</b>	<b>87.51</b>	<b>0</b>	<b>-87.51</b>	<b>0.00</b>
<b>900 Animal Control - Canine</b>						
1-4-0900-2520	Canine Control - Supplies & Serv.	0.00	223.67	0	-223.67	0.00
<b>Total Animal Control - Canine</b>		<b>0.00</b>	<b>223.67</b>	<b>0</b>	<b>-223.67</b>	<b>0.00</b>
<b>901 Animal Control - Livestock</b>						
1-4-0901-2530	Livestock Killed by Dogs/Wolves	0.00	1904.33	0	-1904.33	0.00
<b>Total Animal Control - Livestock</b>		<b>0.00</b>	<b>1904.33</b>	<b>0</b>	<b>-1904.33</b>	<b>0.00</b>
<b>1000 Other Protections</b>						
1-4-1000-0040	Costs Re 911 contract	0.00	736.03	0	-736.03	0.00
1-4-1000-0050	Policing Costs	0.00	14278.00	0	-14278.00	0.00
<b>Total Other Protections</b>		<b>0.00</b>	<b>15014.03</b>	<b>0</b>	<b>-15014.03</b>	<b>0.00</b>
<b>1100 Public Works</b>						
1-4-1100-1141	CPP Premiums - Roads	0.00	5039.31	0	-5039.31	0.00
1-4-1100-1460	EI Premiums - Roads	0.00	1859.69	0	-1859.69	0.00
1-4-1100-1476	Benefits- OMERS	0.00	8123.99	0	-8123.99	0.00
1-4-1100-3110	Wages - Crew	0.00	89686.18	0	-89686.18	0.00
1-4-1100-3116	Sand and Salt	0.00	176.04	0	-176.04	0.00
1-4-1100-3120	Materials & Shop Supplies	0.00	3081.72	0	-3081.72	0.00
1-4-1100-3121	Small Equipment Repairs	0.00	217.27	0	-217.27	0.00
1-4-1100-3125	Memberships & Subscription	0.00	141.14	0	-141.14	0.00
1-4-1100-3150	Garage Furnace Fuel	0.00	6116.04	0	-6116.04	0.00
1-4-1100-3160	Garage Building Maintenance	0.00	323.80	0	-323.80	0.00
1-4-1100-3211	Grader Fuel	0.00	2144.14	0	-2144.14	0.00
1-4-1100-3212	Grader Parts and Repairs	0.00	1748.45	0	-1748.45	0.00

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



GL5070

Page : 4

Date : Apr 03,2025

Time : 4:18 pm

Fiscal Year : 2025 Period : 12  
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>EXPENSE</b>						
1-4-1100-3212	Grader Parts and Repairs	0.00	1748.45	0	-1748.45	0.00
1-4-1100-3220	Western Star 2024 License	0.00	1841.00	0	-1841.00	0.00
1-4-1100-3221	Western Star 2024 Fuel	0.00	5391.69	0	-5391.69	0.00
1-4-1100-3222	Western Star 2024 Parts and Repairs	0.00	575.03	0	-575.03	0.00
1-4-1100-3225	Western Star2005 License	0.00	1691.25	0	-1691.25	0.00
1-4-1100-3226	Western Star 2005 Fuel	0.00	1059.64	0	-1059.64	0.00
1-4-1100-3227	Western Star 2005 Parts and Repairs	0.00	502.36	0	-502.36	0.00
1-4-1100-3241	Backhoe Fuel	0.00	986.78	0	-986.78	0.00
1-4-1100-3242	Backhoe Parts and Repairs	0.00	4124.06	0	-4124.06	0.00
1-4-1100-3256	2019 GMC Fuel	0.00	1494.12	0	-1494.12	0.00
1-4-1100-3257	2019 GMC Parts and Repairs	0.00	1439.43	0	-1439.43	0.00
1-4-1100-3260	GMC 2015 License	0.00	265.25	0	-265.25	0.00
1-4-1100-3261	2015 GMC Fuel	0.00	1554.24	0	-1554.24	0.00
1-4-1100-3262	2015 GMC Parts and Repairs	0.00	194.08	0	-194.08	0.00
1-4-1100-3270	Freightliner Truck License	0.00	2144.00	0	-2144.00	0.00
1-4-1100-3271	Freightliner Fuel	0.00	4989.65	0	-4989.65	0.00
1-4-1100-3272	Freighliner Parts and Repairs	0.00	1495.86	0	-1495.86	0.00
1-4-1100-3282	Excavator Parts and Repairs	0.00	645.27	0	-645.27	0.00
1-4-1100-3660	Benefits - Group Insurance	0.00	8098.24	0	-8098.24	0.00
1-4-1100-3710	Garage - Telephone	0.00	139.17	0	-139.17	0.00
1-4-1100-3720	Garage - Hydro	0.00	2120.18	0	-2120.18	0.00
1-4-1100-3765	Health & Safety	0.00	2343.42	0	-2343.42	0.00
1-4-1100-3770	Boots and Clothing Allowance	0.00	1708.92	0	-1708.92	0.00
1-4-1100-3810	Long Term Loans - Principal	0.00	33417.86	0	-33417.86	0.00
1-4-1100-3915	Long Term Loans - Interest	0.00	6676.57	0	-6676.57	0.00
<b>Total Public Works</b>		<b>0.00</b>	<b>203555.84</b>	<b>0</b>	<b>-203555.84</b>	<b>0.00</b>
<b>1300 Environmental</b>						
1-4-1300-1460	EI Premiums Landfill	0.00	94.70	0	-94.70	0.00
1-4-1300-4510	Site Expenditures	0.00	1391.01	0	-1391.01	0.00
1-4-1300-4610	Recycling	0.00	8029.21	0	-8029.21	0.00
1-4-1300-4620	Wages-Landfill Site	0.00	4425.82	0	-4425.82	0.00
<b>Total Environmental</b>		<b>0.00</b>	<b>13940.74</b>	<b>0</b>	<b>-13940.74</b>	<b>0.00</b>
<b>1400 Health</b>						
1-4-1400-5110	Health Unit	0.00	10992.78	0	-10992.78	0.00
<b>Total Health</b>		<b>0.00</b>	<b>10992.78</b>	<b>0</b>	<b>-10992.78</b>	<b>0.00</b>
<b>1500 Social Services</b>						
1-4-1500-6110	General Assistance	0.00	80905.30	0	-80905.30	0.00
<b>Total Social Services</b>		<b>0.00</b>	<b>80905.30</b>	<b>0</b>	<b>-80905.30</b>	<b>0.00</b>
<b>1600 Home for Aged</b>						
1-4-1600-6210	Home for the Aged	0.00	13908.99	0	-13908.99	0.00

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



GL5070

Page : 5

Date : Apr 03, 2025

Time : 4:18 pm

Fiscal Year : 2025 Period : 12  
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>EXPENSE</b>						
1-4-1600-6210	Home for the Aged	0.00	13908.99	0	-13908.99	0.00
	<b>Total Home for Aged</b>	<b>0.00</b>	<b>13908.99</b>	<b>0</b>	<b>-13908.99</b>	<b>0.00</b>
	<b>1700 Parks &amp; Recreation</b>					
1-4-1700-1110	Parks Expenses	0.00	161.55	0	-161.55	0.00
1-4-1700-1115	Tennis Court	0.00	128.73	0	-128.73	0.00
	<b>Total Parks &amp; Recreation</b>	<b>0.00</b>	<b>290.28</b>	<b>0</b>	<b>-290.28</b>	<b>0.00</b>
	<b>2000 Planning &amp; Development</b>					
1-4-2000-1110	Planning Expenses	0.00	36.12	0	-36.12	0.00
	<b>Total Planning &amp; Development</b>	<b>0.00</b>	<b>36.12</b>	<b>0</b>	<b>-36.12</b>	<b>0.00</b>
	<b>4000 Education Req Public</b>					
1-4-4000-1000	English Public Requisition	0.00	49611.69	0	-49611.69	0.00
1-4-4000-2000	French Public Requisition	0.00	1057.04	0	-1057.04	0.00
	<b>Total Education Req Public</b>	<b>0.00</b>	<b>50668.73</b>	<b>0</b>	<b>-50668.73</b>	<b>0.00</b>
	<b>5000 Education Req Separate</b>					
1-4-5000-1000	French Separate Requisition	0.00	3858.69	0	-3858.69	0.00
1-4-5000-2000	English Separate Requisition	0.00	9723.88	0	-9723.88	0.00
	<b>Total Education Req Separate</b>	<b>0.00</b>	<b>13582.57</b>	<b>0</b>	<b>-13582.57</b>	<b>0.00</b>
	<b>Total EXPENSE</b>	<b>0.00</b>	<b>556467.93</b>	<b>0</b>	<b>-556467.93</b>	<b>0.00</b>
<b>EXPENSE</b>						
	<b>500 Fire Department</b>					
2-4-0500-2185	Fire Dept Clothing Expenses	0.00	8850.07	0	-8850.07	0.00
	<b>Total Fire Department</b>	<b>0.00</b>	<b>8850.07</b>	<b>0</b>	<b>-8850.07</b>	<b>0.00</b>
	<b>Total EXPENSE</b>	<b>0.00</b>	<b>8850.07</b>	<b>0</b>	<b>-8850.07</b>	<b>0.00</b>
<b>Report Total</b>		<b>0.00</b>	<b>388420.80</b>	<b>0</b>	<b>-388420.80</b>	<b>0.00</b>

# **Corporation of the Township of Chisholm**

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

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

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

Lesley Marshall, CAO Clerk-Treasurer

## **MEMO**

To: Council

From: Shawn Hughes, Ops Superintendent

Date: April 4, 2025

Re: Public Works Activity Report ( March 7 2025– April 4, 2025)

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

Plow and sand as needed  
Thaw culverts  
Push landfill  
Grading as weather allows  
Sign inspections  
Some brushing on Alderdale  
Cutting back trees on Golf Course road

### **Equipment**

Replaced bristles on backhoe sweeper  
Replaced air filters on grader  
New breaks on 2019 GMC  
E-test completed on 2005 Western Star and 2017 Freightliner  
Replace fan belt and accessory pulley on 2005 Western Star

### **Other notes**

Public works has been busy with a lot of frozen culverts in the past couple weeks but seem to have all flowing freely now, the first warm weather took a toll on our roads however we are slowing working to get them back in a good state of repair as the weather allows. The guys have been busy with equipment maintenance on the slower days. We will be continuing to remove problem trees for the next week or two until the ground starts to thaw enough that we can adjust our signs. The sign inspections that were completed show a large number of signs that are not within the specs of the Ontario traffic manual, as soon as the weather allows we will be working on resetting the signs to the proper height and offsets from the intersections and shoulder of the roadway.




## Jessica Laberge

---

**From:** Karlee Britton <KBritton@mckellar.ca>  
**Sent:** Wednesday, April 2, 2025 4:29 PM  
**To:** Archipelago; Armour; Burks Falls; Callander; Carling; Jessica Laberge; Joly; Kearney; Machar (alonymachar@vianet.ca); Magnetawan; McDougall; Karlee Britton; McMurrich-Monteith; Nipissing; Parry Sound; Perry; Powassan; Ryerson; Seguin; South River; Strong; Sundridge; nigel.black@whitestone.ca; Andrea Spinney; Wendy Schroeder; Mackenzie Taylor (mtaylor@carling.ca); cao@armourtownship.ca; Alana Torresan  
**Subject:** DPSMA 2025 Spring Meeting - Callander  
**Attachments:** DPSMA Agenda - Spring 2025.pdf; Registration Form DPSMA Spring 2025.pdf; DPSMA Agenda - Spring 2025\_Agenda Package.pdf

Greetings Member Municipalities,

Please find attached the agenda for the **Spring 2025 District of Parry Sound Municipal Association Meeting:**

 **Date:** Friday, May 23, 2025  
 **Location:** Callander Community Centre, 1984 Swale St, Callander, ON P0H 1H0  
 **Time:** Registration opens at 8:15 a.m.; meeting begins at 9:00 a.m.

To assist with catering arrangements, I kindly ask that registrations be submitted by **May 12, 2025**. If this deadline does not align with your Council meeting schedule, please provide your best estimate.

Also attached is the agenda package, please circulate it to your Council. If there are any resolutions your Council would like included in the business portion of the meeting, kindly send them to me as soon as possible so the Executive can review them in advance. *Please note that only Council members may vote at the meeting.*

Additionally, please note my new email address: [clerk@mckellar.ca](mailto:clerk@mckellar.ca)

If you have any questions, feel free to reach out. Looking forward to seeing everyone!

Karlee



**Karlee Britton** | Secretary-Treasurer  
District of Parry Sound Municipal Association  
[clerk@mckellar.ca](mailto:clerk@mckellar.ca)  
(705) 389-2842 x4



**District of Parry Sound Municipal Association**  
c/o Township of McKellar

701 Hwy 124, McKellar, ON P0G 1C0  
President: Lynda Carleton | Secretary-Treasurer: Karlee Britton

**DPSMA 2025 Spring Meeting**

The Spring Meeting of the District of Parry Sound Municipal Association will be held on **Friday, May 23, 2025** hosted by the Municipality of Callander. The location of the meeting is at the **Callander Community Centre**, 1984 Swale Street, Callander, ON P0H 1H0.

**Registration/coffee begins at 8:15 am with the Meeting starting at 9:00 am.**

The cost is **\$50.00** per person and includes lunch and refreshment breaks. Please notify if a vegan, vegetarian or other dietary restriction option is needed.

\_\_\_\_\_ will be sending (Name of Municipality/Organization)

\_\_\_\_\_ delegates @ \$50.00 each, for a total of \_\_\_\_\_.

The following delegates will be attending:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please confirm attendance on or by Monday, May 12, 2025**, so that catering arrangements can be finalized.

**Registration can be made by:**

Email: [clerk@mckellar.ca](mailto:clerk@mckellar.ca) (Please note - new email address)  
Fax: 705-389-1244  
By phone: 705-389-2842 x4  
By mail: 701 Highway 124 P.O. Box 69 McKellar, ON P0G 1C0

**Payment to follow registration;**

**Cheques** - please send cheques in the mail or bring to the event; payable to 'District of Parry Sound Municipal Association'

**EFT** - \*new\* please email Karlee your organization's vendor form to arrange payment

**Payment is expected for all delegates registered, regardless if they attend, as meal payment is based on the registration.**





## **District of Parry Sound Municipal Association**

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0

**President:** Lynda Carleton

**Secretary-Treasurer:** Karlee Britton

**Spring 2025 Agenda – 170<sup>th</sup> Meeting – Friday, May 23, 2025**

**Hosted by the Municipality of Callander**

**Callander Community Centre, 1984 Swale Street, Callander, ON P0H 1H0**

- 8:15-9:00** Registration / Coffee sponsored by TBA
- 9:00-9:30** Introduction of the Head Table  
Opening Remarks from Deputy Mayor Jordy Carr of the Municipality of Callander  
ROMA Update *presented by ROMA Zone 9 Director, Mark Wilson*  
FONOM Updated *presented by FONOM President, Danny Whalen*
- 9:30-9:45** **Update on Highway 69 Expansion** *presented by Kristin Franks Manager Regional Services and Relationships, Ministry of Transportation*
- 9:45-10:00** **Parry Sound Area Founders Circle** *presented by Co-Chair, Peter Istvan*
- 10:00-10:55** **Asset Management for Low Volume Roads** *presented by David Anderson, CET, President 4 Roads Management Services Inc.*
- 10:55-11:10** Coffee break sponsored by TBA
- 11:10-11:30** **Pollinator Health: Protecting Honey Bees and Their Habitat in Our Communities** *presented by Jaimie Board, Board's Honey Farm*
- 11:30-12:00** **OPP Detachment Boards** *presented by Lisa Darling, M.O.M. Executive Director, Ontario Association of Police Service Boards*
- 12:00-1:00** Lunch – Roast Beef Meal and Dessert by **Independence North Bay**
- 1:00-2:00** **Trade Tariffs and their Impact on Municipalities**, a discussion with:  
**Minister of Economic Development, Job Creation and Trade,**  
**Vic Fedeli**
- 2:00** **Resolutions / Business Meeting**  
- Adoption of the Minutes of the Fall 2024 Meeting  
- Minutes of the March 5, 2025 Executive Meeting  
- Treasurer's Report August 1, 2024 to December 31, 2024  
- Resolution to Provide Free Access to Integrity Commissioners for Council Members  
Draw for Mystery Door Prize: Must be present to claim  
**Host and Date of Next Meeting:** Friday, September 26, 2025, *hosted by the Township of Seguin at the Orrville Community Centre (1207 Highway 518)*  
Adjournment



## District of Parry Sound Municipal Association

### DRAFT Minutes

169<sup>th</sup> Meeting – Friday September 29, 2024

Hosted by the Township of the Archipelago

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The 169<sup>th</sup> Meeting of the District of Parry Sound Municipal Association was held at the Pointe au Baril Community Centre, 70 S Shore Rd, Pointe au Baril, ON P0G 1K0.

#### **Morning registration and coffee was sponsored by RealTax.**

President, Lynda Carleton opened the meeting at 9:00 a.m. with the singing of O Canada, followed by the introduction of the Head Table, Lynda introduced Bert Liverance the Reeve of the Township of the Archipelago who brought greetings of behalf of the Township and read the Township's Indigenous Land Acknowledgement Statement:

*The Township of the Archipelago respectfully acknowledges that we are situated on traditional Anishinabek lands and the territory covered by the Robinson-Huron Treaty and Williams Treaties. We are grateful for the opportunity to live and work here and we thank all the generations of people, in particular the Ojibway, Chippewa, Odawa, and Pottawatomi peoples, who have cared for these lands and waters for thousands of years. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of other First Nations, Métis, Inuit peoples, in shaping and strengthening this community and country as a whole. This recognition is part of our collective commitment to our ongoing learning and reconciliation in the Archipelago community.*

Lynda Carleton provided a FONOM update.

James King, Constituency Assistant from the Office of Graydon Smith, MPP Parry Sound-Muskoka, provided greetings to the group.

ROMA Zone 9 Director, Mark Wilson, provided a ROMA update to the group.

Jim Hanna, Director of Transformation and Strategic Partnerships, Communications Officer gave a presentation on the West Parry Sound Health Centre; and Rod Ward, Chair of the Almaguin Highlands Health Council provided an update on health care in Almaguin Highlands.

Samantha Docherty, Co Chair of the Committee and Community Health Promoter with the North Bay Parry Sound District Health Unit provided an overview of the Age Friendly Community (AFC) Committee.

#### **Coffee Break – sponsored by J.L. Richards and Associates**

Omid Ali Kharazmi, PhD Research Specialist and Dr. Anna-Liisa Mottonen, Canadore College Research Centre gave a presentation on Social Robots Supporting Healthy Aging & Helping Seniors Age in Place and gave a demonstration of "Morty", one of the social robots.

David Welwood, Senior Planner with J.L. Richards & Associates gave a presentation on Planning Changes with the Passing of Bill 185 (Cutting Red Tape to Build More Homes Act).

**Lunch was served by Patsy and Jim Macoubrey from 12:00 p.m. to 1:00 p.m.**

Acting Vice-Chairs Rod Ward, Armour Mayor and Dave Gray, Director of Economic Development, Almaguin Community Economic Development provided a presentation on the Almaguin Housing Task Force.

Stacie Fiddler, Executive Director of The Labour Market Group provided a Job Market Update for the District of Parry Sound.

**Moved by: Tom Piper (Nipissing)**

**Seconded by: Brad Kneller (Magnetawan)**

**F1/24**      **Be It Resolved That** the District of Parry Sound Municipal Association does hereby accept the Minutes of the Spring 2024 District of Parry Sound Municipal Association Meeting, as circulated.

**Carried**

**Moved by: Earl Manners (Archipelago)**

**Seconded by: Jim Coleman (South River)**

**F2/24**      **Be It Resolved That** the District of Parry Sound Municipal Association does hereby accept the Minutes of the July 18, 2024 Executive Meeting, as circulated.

**Carried**

**Moved by: Ken Adams (Seguin)**

**Seconded by: Tom Piper (Nipissing)**

**F3/24**      **Be It Resolved That** the District of Parry Sound Municipal Association does hereby receive the Treasurer's report for January 1, 2024 to July 31, 2024, for information purposes.

**Carried**

**Moved by: Dan O'Halloran (McMurrich-Monteith)**

**Seconded by: Vicky Roeder-Martin (McMurrich-Monteith)**

**F4/25**      **Whereas** democracy is an open process – one that requires ongoing engagement between citizens and their elected officials; and

**Whereas** ethics and integrity are at the core of public confidence in government and in the political process; and

**Whereas** proper policies and procedures protect the democratic process; and

**Whereas** sections 223.2 and 223.3, Municipal Act, 2001 state all municipalities are required to adopt a Code of Conduct for members of Council and to appoint an Integrity Commissioner; and

**Whereas** it is the role of the Integrity Commissioner to educate member of Council on the Councillor Code of Conduct policy as well as to investigate alleged breaches of the Code of Conduct, at the municipality's expense; and

**Whereas** there are many new elected officials each term of Council who need access to information and proper training in order to do the work effectively and responsibility; and

**Whereas** Municipal Affairs and the Ombudsman's Office are hesitant to give information, so there is nowhere to ask questions and learn; and

**Whereas** the only source of information is to pay for fee-for-service on a case-by-case basis from the Integrity Commissioner which is very cost-prohibitive for small municipalities; and

**Whereas** Council is expected to oversee the management of taxpayers money and taxpayers deserve to know where their tax dollars are being spent;

**Now Therefore Be It Resolved That** the District of Parry Sound Municipal Association calls upon the Ontario government to provide free access to information so that Councils can be effective in their role in our democratic system; and

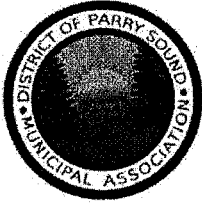
**Further That** the DPSMA hereby requests that Municipal Affairs and/or the Ombudsman's Office and/or the Integrity Commissioner provide, if requested by a municipality, sufficient particulars of each investigation to permit the municipality to fully understand and address the subject matter of each investigation.

**Further That** this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Graydon Smith, MPP Parry Sound-Muskoka and to all Ontario Municipalities for support.

**Deferred**

The next meeting will be hosted by the Municipality of Callander.

The meeting adjourned around 2:15 p.m.



## **DISTRICT OF PARRY SOUND MUNICIPAL ASSOCIATION**

### **EXECUTIVE MEETING MINUTES**

**March 5, 2025**

1:00 pm

Via Zoom

A meeting of the District of Parry Sound Municipal Association Executive was held March 5, 2025 and was called to order by President, Lynda Carleton at 1:02 p.m.

**In attendance:** President, Lynda Carleton; Vice President, Jordy Carr; Norm Hofstetter (Past President), Glenn Miller, Debbie Zulak

**Regrets:** Joe Beleskey, Ted Collins

**Staff:** Karlee Britton, Secretary-Treasurer

No declarations of personal/pecuniary interest were made.

#### **2. Old Business**

- 2.1 The Executive reviewed the Fall 2025 Meeting, highlighting its success. Suggestions for improvement were noted, including streamlining resolutions, having a designated table for presenters and a way to communicate to speakers during their presentation, kindly notifying them of their time.

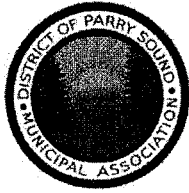
#### **3. New Business**

- 3.1 The Secretary-Treasurer spoke about organizing Land Use Training for Elected Officials through AMO. There were 40 attendees interested in the training that was proposed for March 2025, but due to no confirmation from AMO, will be rescheduled to Fall 2025.
- 3.2 The Executive discussed potential speakers for the Fall 2024 Meeting. The Secretary-Treasurer highlighted several speakers who have expressed interest in presenting.

#### **5. Adjourn**

The Meeting was adjourned at 1:26 p.m.

Karlee Britton, Secretary-Treasurer



**DISTRICT OF PARRY SOUND  
MUNICIPAL ASSOCIATION**

**Treasurer's Report  
August 1, 2024 to December 31, 2024**

Opening Bank Balance (August 1, 2024) **\$ 10,625.69**

**Deposits:**

Fall Meeting Registrations **\$ 5,550.00**

**\$ 5,550.00**

**Disbursements:**

Honorariums - Fall 2024 **\$ 1,271.79**

Fall Association Meeting - Caterer **\$ 4,364.25**

McKellar Fall Admin. Fee **\$ 415.73**

Executive Meeting Expenses (July 18/24) **\$ 71.40**

Spring Meeting Expenses **\$ 529.34**

Bank Charges **\$ 16.00**

**\$ 6,668.51**

**Bank Balance as of December 31, 2024**

**\$ 9,507.18**

Plus \$25.00 in Credit Union Shares

Plus \$57.00 in Credit Union Affinity Shares



## DISTRICT OF PARRY SOUND MUNICIPAL ASSOCIATION

### RESOLUTION

**Date:** May 23, 2025

**Resolution Number:** S\_\_\_/25

**Moved by:**

\_\_\_\_\_  
Name and Municipality

**Seconded by:**

\_\_\_\_\_  
Name and Municipality

***Be It Resolved That*** the District of Parry Sound Municipal Association does hereby accept the Minutes of the Fall 2024 District of Parry Sound Municipal Association Meeting, as circulated.

**Carried** \_\_\_\_\_ **Defeated** \_\_\_\_\_

\_\_\_\_\_  
President



**DISTRICT OF PARRY SOUND  
MUNICIPAL ASSOCIATION**

**RESOLUTION**

**Date:** May 23, 2025

**Resolution Number:** S\_\_\_/25

**Moved by:**

\_\_\_\_\_  
Name and Municipality

**Seconded by:**

\_\_\_\_\_  
Name and Municipality

***Be It Resolved That*** the District of Parry Sound Municipal Association does hereby accept the Minutes of the March 5, 2025 Executive Meeting, as circulated.

**Carried**\_\_\_\_\_ **Defeated**\_\_\_\_\_

\_\_\_\_\_  
President





**DISTRICT OF PARRY SOUND  
MUNICIPAL ASSOCIATION**

**RESOLUTION**

**Date:** May 23, 2025

**Resolution Number:** S\_\_\_/25

**Moved by:**

\_\_\_\_\_  
Name and Municipality

**Seconded by:**

\_\_\_\_\_  
Name and Municipality

***Be It Resolved That*** the District of Parry Sound Municipal Association does hereby receive the Treasurer's report for August 1, 2024 to December 31, 2024, for information purposes.

**Carried**\_\_\_\_\_ **Defeated**\_\_\_\_\_

\_\_\_\_\_  
President



## DISTRICT OF PARRY SOUND MUNICIPAL ASSOCIATION

### RESOLUTION

**Date:** May 23, 2025

**Resolution Number:** S\_\_\_/25

**Moved by:**

**Seconded by:**

**Whereas** democracy is an open process – one that requires ongoing engagement between citizens and their elected officials; and

**Whereas** ethics and integrity are at the core of public confidence in government and in the political process; and

**Whereas** proper policies and procedures protect the democratic process; and

**Whereas** sections 223.2 and 223.3, Municipal Act, 2001 state all municipalities are required to adopt a Code of Conduct for members of Council and to appoint an Integrity Commissioner; and

**Whereas** it is the role of the Integrity Commissioner to educate member of Council on the Councillor Code of Conduct policy as well as to investigate alleged breaches of the Code of Conduct, at the municipality's expense; and

**Whereas** there are many new elected officials each term of Council who need access to information and proper training in order to do the work effectively and responsibly; and

**Whereas** Municipal Affairs and the Ombudsman's Office are hesitant to give information, so there is nowhere to ask questions and learn; and

**Whereas** the only source of information is to pay for fee-for-service on a case-by-case basis from the Integrity Commissioner which is very cost-prohibitive for small municipalities; and

**Whereas** Council is expected to oversee the management of taxpayers money and taxpayers deserve to know where their tax dollars are being spent;

**Now Therefore Be It Resolved That** the District of Parry Sound Municipal Association calls upon the Ontario government to provide free access to information so that Councils can be effective in their role in our democratic system; and

**Further That** the DPSMA hereby requests that Municipal Affairs and/or the Ombudsman's Office and/or the Integrity Commissioner provide, if requested by a municipality, sufficient particulars of each investigation to permit the municipality to fully understand and address the subject matter of each investigation.

**Further That** this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Graydon Smith, MPP Parry Sound-Muskoka and to all Ontario Municipalities for support.

**Carried** \_\_\_\_\_ **Defeated** \_\_\_\_\_

\_\_\_\_\_  
President



**The Corporation of the  
City of North Bay**  
200 McIntyre St. East  
North Bay, ON P1B 8V6

**Office of the City Clerk**  
Direct Line: (705) 474-0400, ext. 2510  
Toll Free: 1-800-465-1882  
karen.mcisaac@northbay.ca

April 1, 2025

Via Email Only: [fonom.info@gmail.com](mailto:fonom.info@gmail.com)

The Federation of Northern  
Ontario Municipalities  
306-665 Oak Street East  
NORTH BAY ON P1B 9E5

Attention: Mr. Mac Bain

Dear Sir:

This is Resolution No. 2025-108 which was passed by Council at its Regular Meeting held Tuesday, March 25, 2025.

Resolution No. 2025-108:

Whereas the mission of the Federation of Northern Ontario Municipalities (FONOM) is to enhance the economic and social quality of life for all Northerners and to ensure a prosperous future for our youth;

And Whereas the FONOM Executive Award is presented annually at its conference to recognize an individual who has demonstrated outstanding dedication and tireless efforts in enriching the lives of Northern Ontarians while advancing the objectives of FONOM;

And Whereas Victor Fedeli has made significant contributions to Northern Ontario through his service as Mayor of the City of North Bay (2003–2010), as a Member of Provincial Parliament, and as a Minister in the Government of Ontario, consistently advocating for the well-being and prosperity of North Bay, Nipissing, and the broader Northern Ontario region.

Now Therefore Be it Resolved that the Council of the City of North Bay formally nominates Victor Fedeli for the 2025 FONOM Executive Award, recognizing his exceptional and enduring contributions to the enrichment and betterment of the lives of Northern Ontario residents and his unwavering commitment to promoting the mission and objectives of FONOM at both regional and provincial levels.



March 24, 2025

The Right Honourable Mark Carney,  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2 (sent via email: [pm@pm.gc.ca](mailto:pm@pm.gc.ca))

**RE: Enabling a Municipal Response to Tariffs**

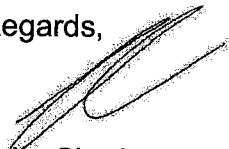
Dear Prime Minister Carney,

The County of Bruce continues to monitor the situation with respect to proposed tariffs by the United States. Tariffs and the corresponding responses are inherently macro-economic in nature. Given this fact, the tools available to municipalities are limited.

The County of Bruce is adopting a strategy to respond to the impacts of tariffs locally which includes implementation of procurement policies focused on purchasing from Canadian sources, where permitted by trade agreements.

The County calls on the federal and provincial governments to take action to ensure that municipalities have the tools they need to protect Canadian consumers and businesses and ensure the continued prosperity of the Canadian economy. The attached resolution provides the details of the County's formal request.

Regards,

  
Luke Charbonneau,  
Warden  
[warden@brucecounty.on.ca](mailto:warden@brucecounty.on.ca)

cc. The Honourable Doug Ford, Premier of Ontario  
([premier@ontario.ca](mailto:premier@ontario.ca))  
Association of Municipalities of Ontario (AMO) ([policy@amo.on.ca](mailto:policy@amo.on.ca))  
Federation of Canadian Municipalities (FCM) ([resolutions@fcm.ca](mailto:resolutions@fcm.ca))  
All Ontario Municipalities

**Agenda Number:** b.  
**Resolution Number** BCC-2025-042  
**Title:** Government Relations - Implication of Tariffs on  
Bruce County  
**Date:** March 20, 2025



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**Moved by** Councillor Jay Kirkland  
**Seconded by** Councillor Mark Goetz

**Resolution on Supporting Municipal Response to Tariffs**

**Whereas** the United States' Executive Administration is enacting tariffs under the International Emergency Economic Powers Act, which will significantly impact the economic stability of both countries; and

**Whereas** federal and provincial leaders are encouraging Canadians to buy Canadian; and

**Whereas** municipalities have significant purchasing power through capital and infrastructure programs; and

**Whereas** the Association of Municipalities of Ontario reports that Ontario municipalities are expected to spend \$250 to \$290 billion on infrastructure over the next 10 years; and

**Whereas** trade agreements and legislation have traditionally prevented municipalities from giving preference to Canadian products and services; and

**Whereas** municipalities can help combat tariffs and support businesses through procurement for capital and infrastructure programs;

**Now therefore be it resolved** that the Council of County of Bruce calls on the federal and provincial governments to:

1. Empower municipalities to buy Canadian;
2. Remove any impediments to municipalities preferring Canadian companies for capital projects and supplies when appropriate and feasible;
3. Work with municipalities on measures to protect Canadian consumers and businesses.
4. That the federal and provincial governments be requested to remove interprovincial trade barriers.

**Be it further resolved** that this resolution be forwarded to Prime Minister Mark Carney, Premier Doug Ford, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, and all Ontario municipalities.

**Carried**