

8

**ADMINISTRATIVE
MATTERS**

8.1

Presentation: Education and Training: Tulloch Engineering, Calvin's Planner of Record

Steve McArthur

Feb 03, 2025

CAO report to Council – CAO12-2025: Calvin representative on the Veterinary Services Committee of the Northern Producer Animal Health Network

PURPOSE:

Re-appointment of Pauline Carmichael as the area's representative on the Veterinary Services Committee of the Northern Producer Animal Health Network (NPAHN).

BACKGROUND:

The VAP (Veterinary Assistance Program) helps promote the viability of the livestock industry by ensuring access to large animal veterinary services by providing conditional grants to participating Veterinarians.

The VAP was developed in 1945 to help bring large animal vets to Northern Ontario. It was delivered by the Ministry of Agriculture and Food. In 1998 the VAP program was transferred the Ministry of Northern Development and Mines.

Eligible livestock are horses, cattle sheep, goats, swine, rabbits, poultry, bison, deer, or animals maintained in captivity for producing fur, velvet or meat.

The VAP is delivered in collaboration with participating producers and veterinary representatives. These stakeholder organizations include: The Northern Producer Animal Health Network (NPAHN) and the Designated Area Veterinarians Association (DAVA).

NPAHN has created 20 local committees that represent the large animal owners- the users of the Veterinary Assistance Program. The committees are called Veterinary Service Committees (VSC's)- they represent all large animal owners in their designated areas, advise NPAHN of local large animal health care issues, make suggestions for program improvements, name the contract vet(s) yearly that they want to provide health care services under the Veterinary Assistance Program and seek replacement vets as the need arises.

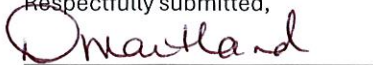
Pauline Carmicheal has been the representative for Calvin Township on the East Nipissing North Parry Sound Vet Services Committee since 1998. This is a volunteer position, without compensation. She has been the secretary-treasurer of the committee since 2001.

She is also a director on NPAHN twice for a 6 year turn each time. NPAHN pays the Directors \$500.00 a year as long as they attend all the meetings.

Recommendation to Council

That Council consider Ms. Carmichael's request to Council to be re-appointed as the area's large animal owner representative on the Veterinary Service Committee of the Northern Producer Animal Health Network (NPAHN).

Respectfully submitted,



Donna Maitland, CAO

NORTHERN PRODUCER ANIMAL HEALTH NETWORK

NPAHN will contribute to the development and maintenance of a viable and diverse livestock industry in northern Ontario through the provision of veterinary services to large animal owners and support activities including veterinary recruitment and retention, producer education, and communication.

WHAT IS NPAHN?

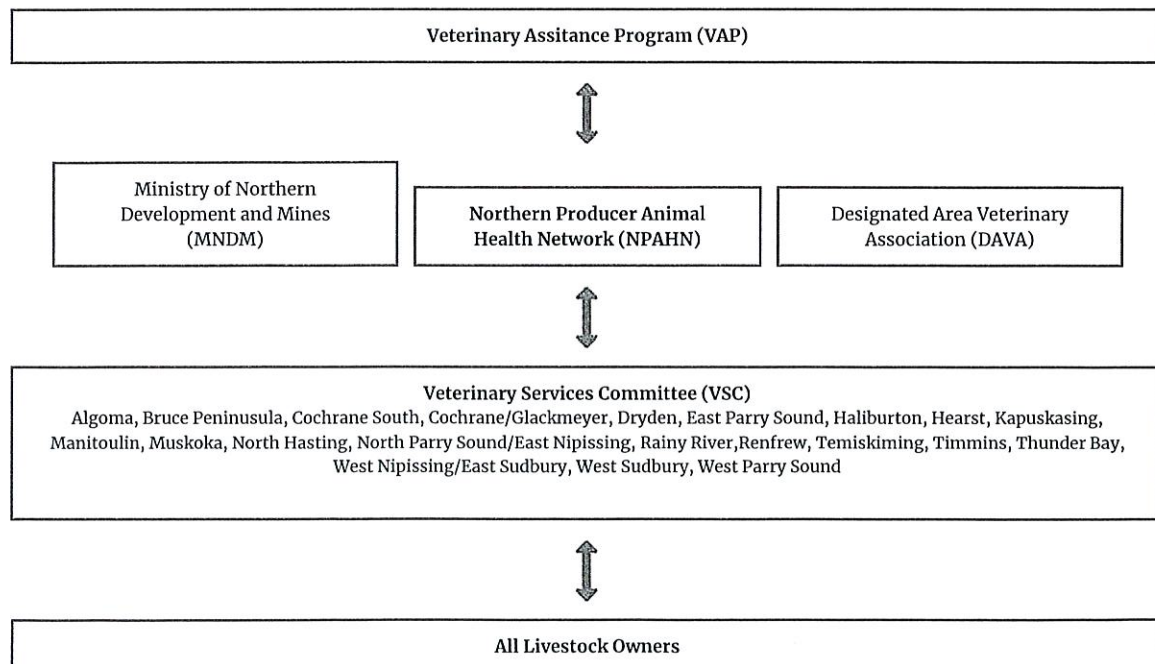
FIND A VET ([HTTPS://NORTHERNPRODUCERANIMALHEALTHNETWORK.CA/LOCAL-VET-CLINIC](https://northernproduceranimalhealthnetwork.ca/local-vet-clinic))

What is NPAHN?

NPAHN is an elected executive committee of large animal owners at their Annual General Meeting – it is one of the stakeholders in the tripartite group of Large Animal Owners (NPAHN), the Ministry of Northern Development and Mines (MNDM) and the Designated Area Contract Veterinarians (DAVA) that set-up and operate the Veterinary Assistance Program (VAP).

NPAHN covers all areas of the Province of Ontario north of and including the County of Renfrew, the County of Haliburton, the Township of Addington Highlands, the Township of Carlow/Mayo, the Township of Limerick, the Township of Wollaston, the Georgian Bluffs Township, the Town of South Bruce Peninsula, and the District Municipality of Muskoka.

NPAHN has created 20 local committees in their designated communities that represent the large animal owners – the users of the Veterinary Assistance Program. These committees are called Veterinary Service Committees (VSC's) – they represent all large animal owners in their designated areas, advise NPAHN of local large animal health care issues, make suggestions for program improvements, name the contract vet(s) yearly that they want to provide health care services under the Veterinary Assistance Program and seek replacement veterinarians as the need arises.



CAO13-2025

CAO report to Council – 2025 Northeastern Fire Education Conference & Trade Show

PURPOSE:

To provide Council with information supplied to the CAO by the Fire Marshal’s Office about the Municipal Track agenda at the 2025 Northeastern Fire Education Conference & Trade Show – Huntsville, March 27-30.

BACKGROUND:

The Northeastern Fire Education Conference & Trade Show provides an education and networking opportunity for fire personnel and elected municipal officials in Northeastern Ontario.

The agenda includes information for professional and leadership development purposes, on modern technologies and science in the fire service, firefighter health and safety, public education, fire prevention and team building. Workshops cover a variety of diverse topics. The trade show will exhibit supplies, new products, technology and service vendors.

The conference agenda includes one day dedicated specifically to municipal Council members. *Municipal Track*, a jam-packed day of keynote speakers and panels, held on Friday, March 30’s (8a.m.-5p.m.) will feature:

- *Office of the Fire Marshal (OFM) Update
- *What is new at the Ontario Association of Fire Chiefs (O AFC)
- *Emerging Stronger: The 7 Gifts from Burnout Keynote Speaker
- *Cancer Prevention
- *Asset Management and Fleet Replacement
- *Mental Health
- *Shared Services
- *Mandatory Certification
- *Establishing and Regulating By-law/Level of Service

RECOMMENDATION TO COUNCIL:

WHEAREAS the Council for the Corporation of the Municipality of Calvin does hereby receive CAO Report 13-2025 for information purposes and considered the benefits of participating in the 2025 Northeastern Fire Education Conference & Trade Show, Municipal Track, held in Huntsville on March 30, 2025; and

NOW THEREFORE BE IT RESOLVED THAT, the Council for the Corporation of the Municipality of Calvin authorizes the participation of _____ and the CAO (schedule permitting) at the 2025 Northeastern Fire Education Conference & Trade Show on March 30th in Huntsville.

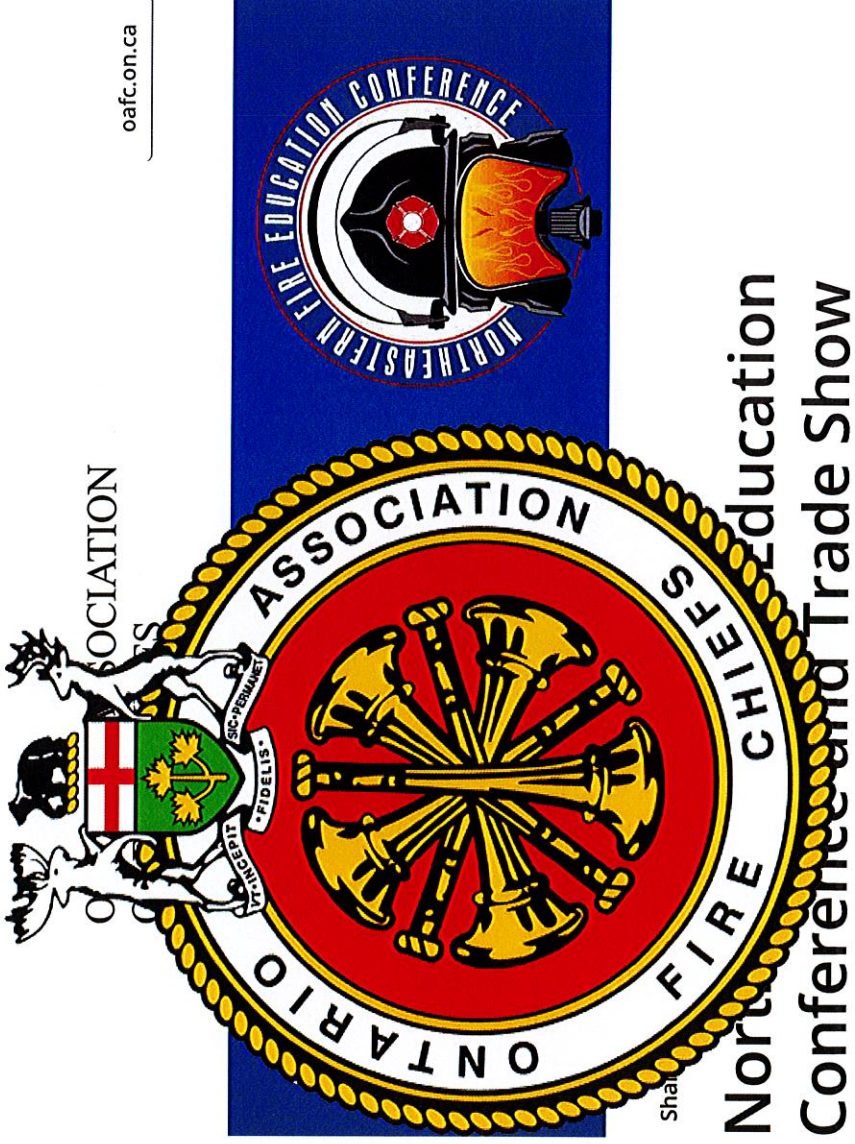
RATIONALE FOR RECOMMENDATION:

Attending the Municipal Track portion of the conference will provide Council attendees who are not members of the Calvin Fire Dept with a better understanding of the role of the Fire Marshal’s Office, the O AFC, firefighting health risks, and the mandatory training requirements for all volunteer firefighters today. Specific to their budgeting responsibilities, attendees will learn more about the importance of asset management. It will also develop amongst participants a better understanding of what is expected in the regulatory by-law established for the fire department and what it means once the by-law is adopted by the Council. Presenters will also site examples of shared service agreements amongst municipalities and the experience of those who have engaged in such agreements.

Cost per Council Member participant: \$250 conference fee. Per diem allowance for Council members as per Council Remuneration By-law \$106(currently under review). Travel costs –\$227. No overnight necessarily as the event takes place in Huntsville and travel to and from is possible same day. Total estimate: \$600.

Respectfully submitted, Donna Maitland, CAO

oafc.on.ca



Ontario

March 27 - 30, 2025

[Overview](#) [Registration Information and Rates](#)

[Full Event Agenda](#) [NFPP Information](#)

[OFC Courses Information](#)

[Municipal Track Information](#)

[Friday - Main Track Information](#)

[Saturday - Main Track Information](#)

[Sunday - Workshops](#) [OFM Mutual Aid Symposium](#)

[Evening Functions](#) [Exhibitor Information](#)

[Trade Show Floor Plan and Exhibitor List](#)

[Accommodations](#) [NEFEC Sponsors](#) [Contact Us](#) **[REGISTER NOW](#)**

Northeastern Fire Education Conference, March 27-30!

The Northeastern Fire Education Conference and Trade Show, otherwise known as NEFEC, provides one of the most affordable educational and networking opportunities for senior fire officers, company officers, firefighters and elected municipal officials in northeastern Ontario.

The Northeastern Fire Education Conference will have attendees hearing from informative speakers presenting on interesting topics relevant to today's fire service. The conference agenda includes professional and leadership development, modern technologies and science in the fire service, relevant and up-to-date topics concerning firefighter health and safety, public education, fire prevention and team building. On Sunday, attendees get to choose a workshop to participate in, covering diverse topics in the fire service, giving them specific professional development opportunities.

The Trade Show will take place March 28 - 29. Over the course of two days, your exhibit team gets direct access to over 150 fire service personnel who use your equipment, products, and services every day. Attendees are provided with many opportunities to visit with suppliers, enabling your sales team to highlight new products, technology, and services, ensuring your brands are at the forefront of northeastern Ontario fire service. In addition, it affords your company the opportunity to foster important customer relations and gain valuable new leads.

All registrations are non-refundable. Substitutions are permitted up until 7 days prior to the event (this is not applicable to Ontario Fire College courses.)


Please note: The conference does NOT provide invitation letters nor support towards the visa application process. Any out of country registrants would be responsible for securing their own travel visas and making their own arrangements. All registrants, regardless of their country, are subject to the same registration and cancellation terms.



Municipal Track - Friday

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

MARCH 27 - 30
HUNTSVILLE, ON



March 28, 2025 (\$250.00)

Please scroll down to below the agenda for presentation summaries.

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

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

CAO 14-2025

CAO report to Council – By-law 2018-013, a by-law to appoint an inspector to investigate complaints under the Residential Tenancies Act.

PURPOSE:

To provide Council with advice with respect to by-law 2018-013, a by-law to appoint an inspector to investigate complaints under the Residential Tenancies Act.

BACKGROUND:

Residential Tenancies Act states

...216 (1) The council of a local municipality **may** pass by-laws,

- (a) requiring every landlord to provide adequate and suitable vital services to each of the landlord’s rental units;
- (b) prohibiting a supplier from ceasing to provide the vital service until a notice has been given under subsection 217 (1);
- (c) requiring a supplier to promptly restore the vital service when directed to do so by an official named in the by-law;
- (d) prohibiting a person from hindering, obstructing or interfering with or attempting to hinder, obstruct or interfere with the official or person referred to in subsection 218 (1) in the exercise of a power or performance of a duty under this section or sections 217 to 223;
- (e) providing that a person who contravenes or fails to comply with a vital services by-law is guilty of an offence for each day or part of a day on which the offence occurs or continues;
- (f) providing that every director or officer of a corporation that is convicted of an offence who knowingly concurs in the commission of the offence is guilty of an offence;
- (g) authorizing an official named in the by-law to enter into agreements on behalf of the local municipality with suppliers of vital services to ensure that adequate and suitable vital services are provided for rental units. 2006, c. 17, s. 216 (1).

Exception

Inspection

...218 (1) An official named in a vital services by-law or a person acting under his or her instructions may, at all reasonable times, enter and inspect a building or part of a building with respect to which the by-law applies for the purpose of determining compliance with the by-law or a direction given under subsection 221 (1). 2006, c. 17, s. 218 (1).

(2) Despite subsection (1), the official or person shall not enter a rental unit,

- (a) unless he or she has obtained the consent of the occupier of the rental unit after informing him or her that he or she may refuse permission to enter the unit; or
- (b) unless he or she is authorized to do so by a warrant issued under section 231. 2006, c. 17, s. 218 (2).

Services by municipality

219 (1) If a landlord does not provide a vital service for a rental unit in accordance with a vital services by-law, the local municipality may arrange for the service to be provided. 2006, c. 17, s. 219 (1).....

By-law 2018-013 appointed Jacob Grove as the Municipal Inspector to investigate complaints under the Residential Tenancies Act for the Corporation of the Municipality of Calvin came into force July 1, 2018. Mr. Grove is no longer employed by the Municipality.

RECOMMENDATION TO COUNCIL:

WHEAREAS the Council for the Corporation of the Municipality of Calvin has received and discussed CAO Report 14-025, NOW THEREFORE BE IT RESOLVED THAT By-Law 2018-013, a by-law to appoint a Municipal Inspector to investigate complaints under the Residential Tenancies Act for the Corporation of the Municipality of Calvin be repealed without replacement.

RATIONALE FOR RECOMMENDATION:

In consultation with S. Conrad, CBO for the Municipality of Calvin, the CBO has legal authority to enforce essential services (aka vital) as described in the Property Standards area of the Ontario Building Code Act. While this area of the OBC does not deal specifically with **all** maintenance complaints against landlords (minor in nature, such as those that might be reported under the Residential Tenancies Act), it does deal with **essential services** such as heating, water, electrical issues. While the Residential Tenancies Act suggests that a municipality **may** hire or train a staff member to fulfill the role of a Municipal Inspector to investigate complaints under the Residential Tenancies Act is not necessary.

Respectfully submitted, Donna Maitland, CAO

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2018-013

BEING A BY-LAW TO APPOINT AN INSPECTOR TO INVESTIGATE COMPLAINTS UNDER THE RESIDENTIAL TENANCIES ACT FOR THE CORPORATION OF THE MUNICIPALITY OF CALVIN.

WHEREAS authority is given pursuant to Section 226.1 of the Residential Tenancies Act, c.25, Sched. 5, s.6 which provides that a local municipality may appoint inspectors for the purposes of investigating complaints for the purpose of issuing Work Orders,

AND WHEREAS Section 226.2 provides that a local municipality shall monitor compliance with the prescribed maintenance standards, and investigate alleged offences including failure to comply with a Work Order and, if circumstances warrant, to commence prosecution,

AND WHEREAS Section 230 (1) provides that an inspector appointed by a local municipality under Section 226.1 may, at all reasonable times, and upon producing proper identification, enter any property for the purposes of carrying out the requirements under the Residential Tenancies Act (RTA), 2006,

AND WHEREAS the Municipality of Calvin does not have a municipal property standards by-law and therefore is required to enforce Ontario Regulation 517/06 "Maintenance Standards" which apply to residential rental properties,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it expedient to enact such a by-law;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin enacts as follows:

1. That Jacob Grove be hereby appointed as Inspector for the purposes of the Residential Tenancies Act, 2006 for the Corporation of the Municipality of Calvin, and;
2. That all Forms Pertaining to the Enforcement of the RTA be and are hereto attached as Schedules "A" and "B", and;
3. That this by-law shall come into full force and effect on July 1, 2018.

READ A FIRST AND SECOND TIME this 12th day of JUNE, 2018.
READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL
this 12th day of June, 2018.


MAYOR


CLERK-TREASURER



**The Corporation of the Municipality of Calvin –
Ontario Regulation 517/06**

Schedule A to By-Law No. 2018-013

**Tenant Complaint about Maintenance of Rental Units
Within The Municipality of Calvin**

Use this form if you have requested repairs for your rental unit and/or building to your landlord and the repairs have not been addressed in reasonable amount of time. Before filling out the form, please read the following instructions carefully. Providing insufficient or inaccurate information may result in delays in processing your complaint.

Part I: Instructions

To fill out this form:

1. You must currently reside in the rental unit which is the subject of this form.
2. You need to provide a valid property address, your contact information, and the contact information of your landlord.
3. You should have informed the landlord, property manager or superintendent of the issue in writing and given them a reasonable amount of time to correct the problem. You may be asked to provide proof of such communication.
4. You should contact your municipality to confirm if it has a property standards bylaw covering residential rental maintenance. The Province may not have jurisdiction to handle your complaint if your municipality has a property standards bylaw.
5. You may also seek recourse for a residential rental property maintenance issue by filing an Application about Maintenance with the Landlord and Tenant Board. Filing a complaint with your local municipality and filing an application with the Board are separate processes.

Please confirm the following:

I have informed the landlord, property owner or superintendent of the maintenance issue in writing and given them a reasonable amount of time to resolve the issue before submitting this complaint.

I have included a copy of the documentation used to inform the landlord of the maintenance issue with this form.

I have contacted my municipality and confirmed that it does not have jurisdiction to deal with this maintenance issue.

Name of contact person at the municipality:

Position title of contact person:

Phone number of contact person:

Date of contact:

Part II: General Information (please type or print clearly)

Property Information	Property address (e.g. street, lot number, etc.)		Postal code
	Unit #	City or Town	Province
Tenant(s) Information	Name of Tenant(s)		Postal code
	Mailing address if different from above		Province
	Unit #	City or Town	
	Daytime phone number		Evening phone number
	Email address		
Landlord(s) Information	Name of Landlord(s)		
	Mailing address		Postal code
	Unit #	City or Town	Province
	Daytime phone number		Evening phone number

Part III: Background Information

What type of building do you live in? Check an appropriate box.

- House Basement apartment Mobile Home Condominium Apartment
 Townhouse Rooming House Land-lease Community Trailer Other

Where are your maintenance problems located? Check all appropriate boxes.

- Living Room Basement Kitchen Bedroom Bathroom Yard Hallways Roof
 Other _____

Part IV: Details about your maintenance complaint

Please describe your maintenance issue. Check all appropriate boxes.

- Structural elements Plumbing/drainage Electrical Heating Ventilation
 Mechanical Lighting Safety/ security General maintenance Other

You may elaborate on the maintenance problem you are having using this space. You may attach additional pages, if required.

Part V: Authorization (please ensure that your complaint is dated and signed)

Signature of Tenant or the Tenant's Agent:

Date:

LETTER TO TENANT: ACKNOWLEDGEMENT - RECEIPT OF COMPLAINT

Month, Day, Year

NAME

Street

City, Province Postal Code

Re: Address of Tenant

File No.:

We have received your written complaint concerning maintenance issues at your rental premises on {Date letter was received}.

An Inspector from the Municipality of Calvin will contact you to arrange a suitable date and time for the Inspector to inspect your premises. If a Work Order is issued following the inspection, a copy will be mailed to you.

If you have any questions about this letter, please contact me at (705) 744-2700 and refer to the above-noted file number.

Yours truly,

NAME

Clerk-Treasurer

PRELIMINARY INSPECTION REPORT / DRAFT WORK ORDER

As an Inspector for the Municipality of Calvin, I carried out an inspection of the rental property listed below under the authority of the *Residential Tenancies Act, 2006*.

PART I: PROPERTY INFORMATION

Address inspected (i.e. Street / Lot, Concession & Township / Emergency number)		Unit or apartment No.	
City / Town / Township / Village		Postal Code	
Date of Inspection (MM / DD / YY)	Work order to be issued against: Unit Complex Both		
Summary Description of Property			
Parties In Attendance			

Part II: STRUCTURAL ELEMENTS

Joists; beams; piers; foundation wall; basement / cellar or crawlspace; floor / slab; posts; exterior wall cladding; roof; shingles; eaves troughs; downspouts; fascia; soffit; fences; retaining walls; grading; drainage; other

Part III: UTILITIES AND SERVICES

PLUMBING	Septic tanks; holding tank; weeping tile; plumbing; kitchen sink; toilet; bathtub; shower stall; taps; faucets; shower head; hot / cold water system; lock on door; floor, walls, ceiling around bathtub or shower; other
ELECTRICAL	Electrical panel; overfusing; wiring; switches; outlets; junction box; extension cords; hydro meter; other
HEATING	Heating appliance; portable heater as primary source; fuel supply; fuel storage; chimney; fan; pump; filtration equipment; adequate ventilation; other
LIGHTING AND VENTILATION	Artificial / natural lighting; fixtures; exterior common area; natural or mechanical ventilation; chimney; smoke pipes; flues; gas vents; windows; other

Part IV: SAFETY AND SECURITY

Guards; handrails; exterior common areas; driveways; ramps; parking garages; walkways; landings; exterior stairs; exterior food / window lock; safety devices on windows; intercom systems; security devices for parking and storage areas; mailbox delivery slot; other

Part V: MOBILE HOME PARKS AND LAND LEASE COMMUNITIES

Supply of potable water; water pressure; water for fire fighting purposes; hydrants; roads; holes in ground; mail boxes; space between mobile homes less than 10 feet (3 metres); holding tanks; sewage systems; electrical supply; connections to mobile home; other

Part VI: GENERAL MAINTENANCE

Floors; stairs; porch; deck; balcony; cabinets; cupboards; shelves; counter tops; interior walls; ceilings; appliances; locker room; storage areas; garbage containers; pests; openings permitting entry of pests; interior doors; screens; other

PART VII: REFERRALS

HEALTH UNIT	
FIRE DEPARTMENT	
MUNICIPAL	
ELECTRICAL SAFETY AUTHORITY	
TECHNICAL STANDARDS & SAFETY AUTHORITY	
OTHER	

REFERRAL

Electrical Safety
Authority

Health Unit

Technical Standards &
Safety AuthorityFire
Department

Municipal

Another
Agency

PART I: REFERRAL TO

REFERRAL AGENCY INFORMATION	Contact Person	E-mail
	Agency Name	@
	Mailing Address	
	City/Town/Township/Village	Postal Code
	Telephone () -	Fax No () -

PART II: GENERAL INFORMATION ON PROPERTY REFERRED

PROPERTY INFORMATION	Address Inspected (i.e. Street/Lot, Concession & Township/Emergency Number)	Unit of Apartment No.
	City/Town/Township/Village	Postal Code

LANDLORD / OWNER INFORMATION	Name of Landlord	E-mail
	Mailing Address	Unit of Apartment No.
	City/Town/Township/Village	Postal Code
	Province/State	Country
	Daytime Telephone () -	Evening Telephone () -

TENANT INFORMATION	Name of Tenant	E-mail
	Mailing Address (If different from Property Information above)	Unit of Apartment No.
	City/Town/Township/Village	Postal Code
	Daytime Telephone () -	Evening Telephone () -

PART III: REASON FOR REFERRAL

This is to inform you that the Municipality of Calvin has received notice that there is a maintenance problem at the above-noted address. As an Inspector for the Municipality of Calvin, I carried out an inspection of this rental property on (MM/DD/YY) _____ under the authority of the *Residential Tenancies Act, 2006*.

The item(s) listed on this form relate to this complaint and may be within your area of jurisdiction.

We are asking that you consider investigating the problem(s). Please advise the Municipality of Calvin as to what action you have taken with respect to this complaint.

ELECTRICAL SAFETY AUTHORITY

PART IV: DETAILS OF REFERRAL

	DEFECT	LOCATION
<input type="checkbox"/>	Branch circuit panel defective	
<input type="checkbox"/>	Main fuses / switch box in poor condition	
<input type="checkbox"/>	Switch defective	
<input type="checkbox"/>	Unprotected junction boxes / switches	
<input type="checkbox"/>	Defective junction boxes	
<input type="checkbox"/>	Overfusing or bypassing	
<input type="checkbox"/>	Fixture defective	
<input type="checkbox"/>	Switch / receptacle arching	
<input type="checkbox"/>	Unapproved electrical equipment (Type:))	
<input type="checkbox"/>	Equipment wearing out in service (Type:))	
<input type="checkbox"/>	Deteriorated or bare insulation	
<input type="checkbox"/>	Poor or improper ground connection	
<input type="checkbox"/>	Improper joints and splices	
<input type="checkbox"/>	Unprotected joints and splices	
<input type="checkbox"/>	Improperly secured permanent wiring	
<input type="checkbox"/>	Improperly secured or loose fixtures	
<input type="checkbox"/>	Insufficient outlets	
<input type="checkbox"/>	Improper extensions to permanent wiring	
<input type="checkbox"/>	Extension cord wiring	
<input type="checkbox"/>	Octopus wiring	
<input type="checkbox"/>	Duplex outlet defective	
<input type="checkbox"/>	Improper use of flexible cord	
<input type="checkbox"/>	No duplex outlet	
<input type="checkbox"/>	Duplex outlet improperly located	
<input type="checkbox"/>	Flexible cord run through partition walls / floors	
<input type="checkbox"/>	Excessive cord run under rugs, etc.	
<input type="checkbox"/>	Frayed lamp or extension cord	
<input type="checkbox"/>	Outdoor wiring fixtures not approved for exterior use	
<input type="checkbox"/>	EXTERIOR overhead wiring bare or deteriorated	
<input type="checkbox"/>	Exterior overhead wiring improperly secured to building	
<input type="checkbox"/>	Other – Specify _____	
<input type="checkbox"/>	Other – Specify _____	
<input type="checkbox"/>	Other – Specify _____	

PART V: AUTHORIZATION

Inspector's Name	Inspector's Signature	Date of Referral (MM/DD/YY)
		/ /

FIRE DEPARTMENT

PART IV: DETAILS OF REFERRAL

COMBUSTIBLES & GASES

- Oil rags not stored in a covered metal container
- Propane tanks inside buildings

FIRE SEPARATIONS

- Fire separation damaged
- Closures damaged, not latching, blocked
- Door hardware damaged, inoperable or missing
- Fire separation missing

FLAMMABLE LIQUIDS

- Gasoline inside dwelling
- Gasoline used for cleaning
- Excessive amount of flammable liquids inside home
- Fuel storage too close to appliance

RUBBISH & STORAGE

- Refuse stored inside home
- Refuse stored inside garage or shed
- Refuse or storage blocking exterior doors

FIRE PROTECTION

- Fire alarm and detection systems
- Standpipe systems
- Portable extinguishers
- Hydrants and water supplies
- Sprinkler systems
- Voice communication system

MEANS OF EGRESS

- Self-closing door hardware
- Stairwell doors damaged, not latching, blocked
- Stairwell fire separation damaged
- Obstructed corridors, passageways
- Exit doors
- Exit signs and lighting
- Emergency lighting inoperable
- Secondary means of egress required

ELECTRICAL FIRE HAZARDS

Fuses

- Overfusing or by-passing

Extensions or Appliance Cords

- Splices in extension or appliance cords
- Extension cords under rugs/carpets
- Extension cords fastened to walls/other surfaces
- Extension cords used for permanent wiring

Electrical Equipment & Appliances

- Drop cords used to operate appliances
- Electric heaters or lamps too close to combustibles
- Unapproved or home-made appliances

Arching or Overheating Electrical Equipment

- Motors
- Switches
- Receptacles
- Fixtures
- Wiring

HEATING EQUIPMENT

Chimneys, Flues & Fluepipes

- Chimneys
- Loose bricks
- Open mortar joints
- Unapproved prefabricated chimneys
- Corroded or loose fluepipe
- Combustible material on or near smokepipe
- Flue clean-out openings
- Creosote build-up
- Chimney liners damaged
- Duct require cleaning

Space Heaters & Furnaces

- Combustible material too close to heating unit
- Fire box defective
- Furnace not accessible

Fireplaces

- No spark screen across fireplace opening
- Inadequate clearance from wall/floor (wood stove)

OTHER COMMENTS

PART V: AUTHORIZATION

Inspector's Name

Inspector's Signature

Date of Referral (MM/DD/YY)

/ /

IN THE MATTER OF

Municipal Address: Address of rental unit

Property Assessment Roll No: 0000-000-000-00000

Landlord: First Name, Last Name
Address

Date of Inspection: Date of Inspection

Work Order Issued Against: House/Farm house/common areas

Description of Property: 2 - Storey, Brick, 1 Family Residential House

File Number: 00-00000

PARTICULARS OF WORK ORDER TO BE PERFORMED

Inspection of the residential complex located at the above-noted municipal address indicates areas of non-compliance with the prescribed provincial Maintenance Standards as set out in the Ontario Regulation 517/06 made under the *Residential Tenancies Act, 2006*. The following work order is required in order to achieve compliance with the prescribed maintenance standards:

STRUCTURAL ELEMENTS		
Item No.	Required Work	Compliance Period
1.		30 days

UTILITIES AND SERVICES (PLUMBING)		
Item No.	Required Work	Compliance Period
2.		30 days

UTILITIES AND SERVICES (ELECTRICAL)		
Item No.	Required Work	Compliance Period
3.		30 days

UTILITIES AND SERVICES (HEATING)		
Item No.	Required Work	Compliance Period
4.		30 days

UTILITIES AND SERVICES (LIGHTING AND VENTILATION)		
Item No.	Required Work	Compliance Period
5.		30 days

SAFETY AND SECURITY		
Item No.	Required Work	Compliance Period
6.		30 days

MOBILE HOME PARK AND LAND LEASE COMMUNITIES		
Item No.	Required Work	Compliance Period
7.		30 days

GENERAL MAINTENANCE		
Item No.	Required Work	Compliance Period
8.		30 days

COMPLIANCE PERIOD START DATE

The compliance period(s) noted in the work order begin on: DATE

REVIEW OF WORK ORDER

If you do not agree with the terms set out in the work order, you may apply to the Landlord and Tenant Board by filing an L6 application (Application to Review a Provincial Work Order). You can contact the Landlord and Tenant Board at 1-888-332-3234 or visit their website at www.ltb.gov.on.ca. This application must be made no later than 20 days after the work order was issued.

INSPECTOR

Signature stamp

Date

First Name & Last Name, Inspector

Date Order Issued

T

REFERRALS

Complete the appropriate referrals from those that follow and delete this instruction.

Fire:	
Electrical:	
Health:	
Building:	
Other:	

Letter to Landlord – Issuance of Work Order

Month, Day,

Year NAME

Street

City, Province Postal Code

Re: Address of Complaint
File No.:

The Municipality of Calvin received a written complaint about maintenance at the above-noted property. This property was subsequently inspected and our Inspector {name of Inspector} found that it did not meet the maintenance standards required by Ontario Regulation {xxxx} made under the Residential Tenancies Act, 2006 (the Act). As a result, a Work Order has been issued, which sets out the repair work that must be completed at the property and the time frame(s) for completing the work. A copy of the Work Order is attached.

If you do not agree with the terms of the Work Order, you may appeal the Work Order by filing an L-6 application “Application for Review of a Provincial Work Order”, with the Landlord and Tenant Board (the Board). This application must be filed by {Date-20 days from date Work Order issued}. To obtain the proper forms and further information on the process, contact the Board at 1-888-332-3234.

The property will be re-inspected on or shortly after the compliance period noted in the Work Order to determine if the defects have been corrected.

Please note that it is an offence under the Act not to comply with the terms of a Provincial Work Order. If a landlord is found guilty of an offence, the penalty upon conviction is a fine of not more than \$25,000 for an individual and not more than \$100,000 for a corporation.

When all the items on the Work Order have been completed, please advise us in writing so that we may arrange for a re-inspection of the property. If the Inspector confirms that the terms of the Work Order have been satisfied, we will close the Work Order file.

If you have any questions about this letter, please contact { } at 705-744-2700 and refer to the above-noted file number. Yours

Truly,

NAME

Clerk-Treasurer

Enclosure

cc {Inspector’s Name}
{Tenant}
{Any referrals}

RE-INSPECTION REPORT

As an Inspector for the Municipality of Calvin, I carried out a re-inspection of the rental property listed below under the authority of the *Residential Tenancies Act, 2006*.

PART I: PROPERTY INFORMATION

Address Inspected (i.e. Street / Lot, Concession & Township / Emergency number)	Unit or apartment No.
City / Town / Township / Village	Postal Code
Date of Inspection (MM / DD / YY) / /	Work order to be issued against: Unit Complex Both

Summary Description of Property

Parties in Attendance

Part II: STRUCTURAL ELEMENTS

Work Order Item #	<p>Joists; beams; piers; foundation wall; basement / cellar or crawlspace; floor / slab; posts; exterior wall cladding; roof; shingles; eaves troughs; downspouts; fascia; soffit; fences; retaining walls; grading; drainage; other</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>
Work Order Item #	<p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>
Work Order Item #	<p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>
Work Order Item #	<p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>

Part III: UTILITIES AND SERVICES

<p>PLUMBING</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p>	<p>Septic tanks; holding tank; weeping tile; plumbing; kitchen sink; toilet; bathtub; shower stall; taps; faucets; shower head; hot / cold water system; lock on door; floor, walls, ceiling around bathtub or shower; other</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>
<p>ELECTRICAL</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p>	<p>Electrical panel; overfusing; wiring; switches; outlets; junction box; extension cords; hydro meter; other</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>

<p>HEATING</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p>	<p>Heating appliance; portable heater as primary source; fuel supply; fuel storage; chimney; fan; pump; filtration equipment; adequate ventilation; other</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>
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<p>LIGHTING AND VENTILATION</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p> <p>Work Order Item #</p>	<p>Artificial / natural lighting; fixtures; exterior common area; natural or mechanical ventilation; chimney; smoke pipes; flues; gas vents; windows; other</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p> <p><input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance</p> <p>Comments:</p>
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Part IV: SAFETY AND SECURITY

Work Order Item #	Guards; handrails; exterior common areas; driveways; ramps; parking garages; walkways; landings; exterior stairs; exterior food / window lock; safety devices on windows; intercom systems; security devices for parking and storage areas; mailbox delivery slot; other <input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:
Work Order Item #	<input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:
Work Order Item #	<input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:
Work Order Item #	<input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:

Part V: MOBILE HOME PARKS AND LAND LEASE COMMUNITIES

Work Order Item #	Supply of potable water; water pressure; water for fire fighting purposes; hydrants; roads; holes in ground; mail boxes; space between mobile homes less than 10 feet (3 metres); holding tanks; sewage systems; electrical supply; connections to mobile home; other <input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:
Work Order Item #	<input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:
Work Order Item #	<input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:
Work Order Item #	<input type="checkbox"/> Full Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance Comments:

Part VI: GENERAL MAINTENANCE

Floors; stairs; porch; deck; balcony; cabinets; cupboards; shelves; counter tops; interior walls; ceilings; appliances; locker room; storage areas; garbage containers; pests; openings permitting entry of pests; interior doors; screens; other

Work Order
Item #

- Full Compliance
- Partial Compliance
- Non-Compliance

Comments:

Work Order
Item #

- Full Compliance
- Partial Compliance
- Non-Compliance

Comments:

Work Order
Item #

- Full Compliance
- Partial Compliance
- Non-Compliance

Comments:

Work Order
Item #

- Full Compliance
- Partial Compliance
- Non-Compliance

Comments:

PART VIII: AUTHORIZATION

Inspector's Name (Print or type)

Inspector's Signature

Date (MM / DD / YY)

/ /

Letter to Landlord – Compliance with Work Order

Month, Day, Year

NAME

Street

City, Province Postal Code

Re: Address of
Complaint File No.:

In response to a written complaint about maintenance from the tenant at the above-noted address, The Municipality of Calvin conducted an inspection and Work Order {File Number} was issued on {Date Work Order Issued}.

Our Inspector, {Inspector Name}, conducted a re-inspection of the property on {Date of re-inspection} and has confirmed that you have complied with the terms of the Work Order.

Please be advised that the Work Order {File Number} is now closed.

If you have any questions about this letter, please call us at 705-744-2700 and refer to the above-noted file number.

Yours truly,

NAME

Clerk-Treasurer

cc {Inspector's Name}
{Tenant}
{Any referrals}

Letter to Landlord – Non-Compliance with Work Order

Month, Day, Year

NAME

Street

City, Province Postal Code

Re: Address of
Complaint File No.:

The Municipality of Calvin received a written complaint about maintenance at the above-noted property. The property was subsequently inspected and our Inspector {name of Inspector} found that it did not meet the maintenance standards required by Ontario Regulation {xxxx} under the Residential Tenancies Act, 2006 (the Act). As a result, our letter dated {date} together with Work Order {File #} were mailed to you on {date}

We have now been informed by our Inspector {Name} who conducted a re-inspection of the property on {Date}, that this Work Order {File #} has to-date, not been {fully} complied with.

We have been told that the following items on this work order have yet to be completed:

Items: {List of Items}

Please note that failure to comply any or all of the items contained in a Work Order issued under s.225 of the Residential Tenancies Act, 2006 (the Act) constitutes an offence under clause 234(t) of the Act. If a landlord is found guilty of an offence, the penalty upon conviction is a fine of not more than \$25,000 for an individual and not more than \$100,000 for a corporation.

If you have any questions about this letter, please call us toll-free at 705-744-2700 and refer to the above-noted file number.

Yours truly,

NAME

Clerk-Treasurer

cc {Inspector's Name}
{Municipality}
{Tenant}



Corporation of the Municipality of Calvin Council Resolution

Date: February 25, 2025

8.5 Municipality of Calvin Council had made a wish to redraft any Municipality of Calvin bylaws that had been copyrighted

Resolution Number: 2025-

Moved By: Councillor Moreton

Seconded By: Councillor

Whereas the current Municipality of Calvin Council had made a wish to redraft any Municipality of Calvin bylaws that had been copyrighted,

AND that some bylaws that were copyrighted may yet be on file,

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin hereby move to direct staff to search the bylaws of the Municipality of Calvin for any copyrighted bylaws and bring them before council for further direction”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin Council Resolution

Date: February 25, 2025

8.6 Municipality of Northern Bruce Peninsula-Resolution for Consideration-Cell Towers and their Associated Maintenance

Resolution Number: 2025-

Moved By: Councillor

Seconded By: Councillor

WHEREAS Council is in receipt of an email correspondence dated February 11, 2025 from the Municipality of Northern Bruce Peninsula entitled Cell Towers and their Associated Maintenance; **WHEREAS** the Municipality of Northern Peninsula experienced several power outages in the fall of 2024; **WHEREAS** this resulted in loss of cellular services that was caused by a faulty generator on the cell tower site and, the entire Northern Bruce Peninsula had no cellular and/or communication services; and **AND WHEREAS** intermittent or complete lack of cellular services and maintenance of current cellular infrastructure in rural communities creates a significant barrier to access to emergency services, negatively affects emergency response time, and increase public safety risk; **THEREFORE**, it is resolved that Canada and the Province of Ontario set targets to close gaps in cellular service in rural communities and mandate service providers in partnership with all levels of government to develop a 48-hour maximum maintenance period for repairing of cellular infrastructure; Further that a copy of this motion be sent to the Federal Department of innovation, MP Anthony Rota, MPP Vic Fedeli and Blue Sky Economic Growth

Result Options.

Recorded Vote:

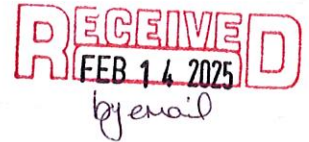
<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>



8.6

Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0
Telephone: 1-833-793-3537 | Fax: (519)-793-3823
www.northbrucepeninsula.ca



Notice of Motion

RE: Cell Towers and their Associated Maintenance

#06-05-2025

Moved by Aman Sohrab

Seconded by Laurie (Smokey) Golden

Whereas the Municipality of Northern Peninsula experienced several power outages in the fall of 2024;

Whereas this resulted in loss of cellular services that was caused by a faulty generator on the cell tower site and, the entire Northern Bruce Peninsula had no cellular and/or communication services; and

Whereas intermittent or complete lack of cellular services and maintenance of current cellular infrastructure in rural communities creates a significant barrier to access to emergency services, negatively affects emergency response time, and increase public safety risk;

Therefore, it is resolved that Canada and the Province of Ontario set targets to close gaps in cellular service in rural communities and mandate service providers in partnership with all levels of government to develop a 48-hour maximum maintenance period for repairing of cellular infrastructure;

Further that a copy of this motion be sent to the Federal Department of innovation, Science and Economic Development Canada (ISED), Municipalities throughout Ontario, MP for Bruce-Grey-Owen Sound, Alex Ruff and MPP for Bruce-Grey-Owen Sound

Signed


Councillor Todd Dowd



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

To: Mayor and Council
Subject: Stewarts Road
Author: Ann Carr, Public Works Superintendent
Date: February 25th, 2025

Purpose:

To present Council with the information to further the inquiry regarding assuming Stewarts Road.

Background:

1. Zoning By-Law Amendment 2024-67 was passed and carried to amend the zoning by-law to discontinue the use of road use agreements.
2. Shoreline and Road Allowance Closure and Sale By-Law 2025-04 was passed and carried to include the purchase of unopened road allowances.
3. By-Law 2017-015 Being a by-law to establish guidelines for property owners requesting year-round municipal road services on existing gravel seasonal roads, unassumed road allowances or private roads remains in effect.

Current roads deemed as seasonal roads, and specifically those that currently have year-round, occupied dwellings on those roads.

Analysis/Financials:

Using the actual costs from 2024 of material that was used on other capital projects within the Municipality and performing the work in house with staff and rental of equipment:

Stewarts Road (900 meters)-to the bridge only.

900 tonnes of gravel @ \$21.25 per tonne/belly dumped	\$21,250.00
2 culverts @ \$1,200.00 per culvert	\$ 2,400.00
Ditching for 1800 meters-staff time/rent excavator	\$12,000.00
Survey of the road	need verification of Clean Title
Total Cost to bring Stewarts Road to Year-Round (to the bridge)	\$35,650.00

Stewarts Road bridge is inefficient to allow development to occur beyond it. The bridge study indicates that it will cost \$81,500.00 to install approved traffic barriers and to install code complaint approach barrier and end treatments. This investment will not support any extra load capacity on the deck of the bridge. The bridge has a load capacity of 18 tonnes, which will not permit the weight of a truck full of sand to plow or a pumper truck full of water for fire services. However, currently we are not considering the road allowance beyond the bridge.

If Council wishes to go beyond the bridge a survey of the land will be required as well as property owners will be required to sell the Municipality lands required for a turn around for municipal equipment as per By-Law 2017-015

Current council members report that for decades residents on Stewarts Road have been requesting year-round maintenance on this road.

Currently, there are 5 individual roll numbers assigned to Stewarts Road. Of these, 2 contain full-time housing development and are situated before the bridge; 2 are beyond the bridge.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

Additionally, known to the Municipality, 1 property located beyond the municipal boundaries is accessed via Stewarts Road.

Currently there is a turn around for the plow trucks to be able to turn around and we currently use the turn around for the grader. The road is already existing and would be considered a forced road.

Other than the road needing gravel, Stewarts Road could be assumed immediately even with the slight surface width deficiencies.

By-Law 2017-015 Being a By-Law to Establish Guidelines for Property Owners Requesting Year-Round Municipal Services on Existing Gravel Seasonal Roads, Unassumed Road Allowances or Private Roads

Criteria For Council:

- a) Does the road serve, or will it serve 5 separate and distinct Parcels of Land which are being used, or have the capability of being used for the purposes permitted within the zone? **yes**
- b) Does the road provide access to a municipally maintained boat launch, beach or other facility promoted by the Municipality for public use? **no**
- c) Would the assumption of the road overextend existing municipal roads maintenance programs, operations and resources? **A decision to assume the road would need to be prefaced by budget commitments in the year it would begin to be assumed.**
- d) Was the road constructed to the standards as stated in Schedule "B", thus avoiding costly future repairs? **no**
- e) Will the assumption of the road promote further desired development? **There are currently no unowned properties located on Stewarts Road. Future development of the lands owned will be dependent on their plans. This includes the development of homes and/or businesses.**
- f) Would further development require the road to be extended? **Potentially. If development requiring year-round access to their land situated beyond the bridge was planned by current owners, the road would need to be extended. There are several additional (and required) steps that would need to take place prior to Council being able to support that development. This report does not delve into the assumption of Stewarts Road beyond the bridge as for the purpose of this investigation, the report only deals with analyzing the cost of assuming Stewarts Road to provide year-round access to residents who occupy four season homes situated on the road. Would the road further facilitate the safe and efficient movement of goods and people? **yes****
- g) Council must be satisfied that North Bay Mattawa Conservation Authority has been consulted and that all regulations are followed where there could be any interference with wetlands or any alterations to shoreline or water courses? **Not applicable in this instance. This would be applicable for consideration of the assumption of the road beyond the bridge.**
- h) Has a reference plan been prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption? **No**
- i) Has the Municipality received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road? **No. This is required prior to the assumption of any portion of Stewarts Road.**



THE MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
PUBLIC WORKS DEPARTMENT

- j) Has the proponent provided original deeds and certification of title for the lands in question prepared by the proponents solicitor? **no**

NEXT STEP:

If Council finds it desirable to continue looking into the possibility of assuming Stewarts Road, to the bridge (or beyond it in the future), the Municipality should proceed first with obtaining a legal opinion on the ownership of the road as well as the risks associated with assuming it. The Municipality should engage a legal opinion on the ownership status of the subject road as well as a risk assessment of assuming the road. If it is found that the road is not on Municipal lands, there would be a need for a survey and the possibility of having to receive lands from adjacent property owners. This exercise would provide the information to bring back to Council the process that would need to occur to move forward in the assumption of Stewarts Road. Without a legal opinion Council puts the municipality at great risk.

RECOMMENDATION:

WHEREAS Council directed staff to investigate the cost of assuming seasonal roads where residential development has occurred,


AND WHEREAS By-Law 2017-015 provides that a legal opinion to be sought to ensure the validation of the title of the lands required to assume a seasonal road, Stewarts Road to the bridge in this instance,

FURTHERMORE, Council instructs staff to seek the legal opinion of the title and the risk of assuming the road to better inform Council of the processes needed to proceed,

AND FURTHERMORE, Council hereby approves of this recommendation.

Appendix: By-Law 2017-015

Respectfully yours,


Ann Carr
Public Works Superintendent

I concur with this report,


Donna Maitland
CAO, Clerk Treasurer

Appendix-By-Law 2017-015

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2017-015

BEING A BY-LAW TO ESTABLISH GUIDELINES FOR PROPERTY OWNERS REQUESTING YEAR ROUND MUNICIPAL ROAD SERVICES ON EXISTING GRAVEL SEASONAL ROADS, UNASSUMED ROAD ALLOWANCES OR PRIVATE ROADS

WHEREAS Section 8 (1) of the *Municipal Act, S.O. 2001, c.25* as amended provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 27 (1) of the *Municipal Act, S.O. 2001, c. 25* as amended, authorizes that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway;

AND WHEREAS Sections 28 (1) & (2) of the *Municipal Act, S.O. 2001, c. 25* as amended, provides for the highways over which a municipality has jurisdiction;

AND WHEREAS the Municipality of Calvin deems it appropriate to adopt a policy to establish guidelines to address requests from property owners for municipal road services on existing gravel seasonal roads, unassumed road allowances or private roads and hereby enacts as follows:

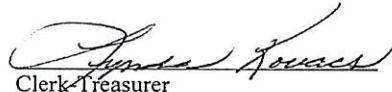
1. That the "Policy to Establish Guidelines for Property Owners Requesting Year Round Municipal Road Services on Existing Gravel Seasonal Roads, Unassumed Road Allowances or Private Roads" shall become part and parcel of this by-law as Schedule "A" hereto attached; and
2. That this By-law shall come into full force and effect upon the date it receives 3rd and Final Reading.

READ A 1ST AND 2ND TIME THIS 31ST DAY OF OCTOBER, 2017.

READ A 3RD THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS 14TH DAY OF NOVEMBER, 2017.



Mayor



Clerk-Treasurer

Schedule "A"

To By-law No. 2017 015

Policy to establish guidelines for property owners requesting year round municipal road services on existing gravel seasonal roads, unassumed road allowances or private roads

1. Rationale

It is in the public's interest that all gravel roadways to be considered for assumption by the municipality for year round maintenance meet a minimum municipal standard. The municipality will consider, upon written request only, evaluated on its own merits, and as budget allows; assuming seasonal roads for year round maintenance, private roads for year round maintenance as well as assuming and maintaining an unassumed municipal road allowance for year round maintenance, which meet the municipality's minimum road construction standards as specified in Schedule "B" hereto attached.

It is the intent of the Council of the Municipality of Calvin to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers, and in some cases residents whose properties are abutting and/or accessed by seasonal roads, unassumed road allowance, and/or private roads.

Unless it is clearly in the public's interest and for the general benefit of the Municipality as determined solely by Council, it is not intended that seasonal roads, unassumed municipal road allowances or private roads will be assumed for year round maintenance by the Municipality and no responsibility for access, snow clearance, maintenance, repair, liability or other obligation is acknowledged for such unassumed road.

The Municipality will consider assuming seasonal roads, unassumed municipal road allowances or private roads for year round maintenance where the number of potential users warrants the expense of maintaining it and where such potential users are prepared to pay all associated costs of initially bringing the existing road up to the minimum municipal standards as herein set out.

Council shall review each written proposal on an individual basis to determine if the assumption of that road would best serve the Municipality and the residents therein.

2. Scope

This policy shall apply only to the assumption of existing gravel seasonal roads, private roads and roads constructed on municipal road allowances prior to the adoption of this policy. This policy does not apply to the construction of any new roads or roads as part of a development proposal or plan of subdivision.

3. Purpose

This policy establishes guidelines and minimum standards for the upgrading of existing gravel seasonal roads, private roads and unassumed municipal road allowances within the jurisdiction of the Municipality of Calvin. The goal of this policy is:

- a) to ensure consistency in the upgrading of existing gravel roads
- b) to ensure that proponents upgrading existing gravel seasonal roads, private roads and unassumed municipal road allowances abide by a minimum municipal standard
- c) to ensure adherence to the Official Plan of the Municipality
- d) to avoid passing costs for such road upgrades onto all ratepayers of the municipality
- e) to control the means by which the Municipality may assume seasonal roads, private roads or unassumed municipal road allowances in a fair and consistent manner
- f) to control the use and development of unopened road allowances

4. Definitions

The following definitions are included solely for the understanding of this policy:

- a) "Council" shall mean the Municipal Council of the Corporation of the Municipality of Calvin
- b) "Manager" shall mean the Public Works Superintendent or his/her designates
- c) "Municipal Roads" shall mean roads and highways that have been assumed by the Municipality and are maintained year round by the Municipality

- d) "Municipality" shall mean the Corporation of the Municipality of Calvin
- e) "Private Roads" shall mean any roads and lanes that have not been assumed by the Municipality, which provide access by means of a registered right-of-way to private property; the use and maintenance of which is the responsibility of the abutting landowners or the registered owner of the road itself
- f) "Proponents" shall mean developers, residents, ratepayers or other associations who are requesting the Municipality to upgrade an existing gravel seasonal road, private road, or unassumed road allowance to a municipal road for assumption and maintenance
- g) "Seasonal Roads" shall mean roads that are owned by the Municipality but on which no winter maintenance is performed from October 1st through May 31st each year
- h) "Unassumed Road Allowance" shall mean a road laid out as per original crown survey of the Municipality that has not been assumed by the Municipality for year round maintenance

5. Policy Intent

It is the intent and the policy of the Municipality of Calvin:

- a) to provide minimum standards for all municipal gravel road upgrades within the Municipality
- b) to apply consistently the minimum standard to ensure the quality of road construction
- c) to ensure that all proponents are held to the same standard of quality
- d) to not assume responsibility for or maintenance of any private road except as outlined in this policy. Should Council deem it necessary to assume such a road, it must first be brought up to municipal standards as outlined in Schedule "B"
- e) to not assume on a year round basis any seasonal road or unassumed road allowance. Should Council deem it necessary to assume, on a year round basis, such a road, it must first be brought up to municipal standards as outlined in Schedule "B" (attached)
- f) to provide an equitable and fair process for undertaking any road improvements and collecting the cost of such improvements from the benefitting property owners

6. Policy and Procedure - Requests for Year Round Maintenance of Seasonal Roads, Private Roads and Unassumed Road Allowance

When submitting a written petition/application to the Municipality, all documentation and information must satisfy Council that the assumption of the non-assumed road is in the public interest, and that the proponent(s) acknowledges and accepts that any and all costs associated with such assumption are to be borne by the proponent(s), and the following procedures applied.

CRITERIA FOR COUNCIL

1. Written Petition/Application Required

- a) The proponent(s) requesting year round assumption of a seasonal road, private road or an unassumed road allowance for year round maintenance must be a registered property owner(s) and shall prepare and submit their request in writing by signed petition/application as per Schedule "D" (attached) to Council
- b) Council must be satisfied that 100% of all property owners who will receive direct benefit from the full assumption of the road agree to the undertaking (one owner signature per benefitting property). Requests not supported by 100% of property owners will not be considered
- c) Assumption of less than 500 metres will not be considered unless the roadway links existing municipal roads

2. Council Considerations – Without being necessarily limited to the following, Council should consider the following criteria in determining if it is in the public interest to fully assume the Seasonal Road, Private Road or Unassumed Road Allowance:

- a) Does the road serve, or will it serve five (5) or more separate and distinct parcels of land which are being used, or have the capability of being used for the purposes permitted within that zone?
- b) Does the road provide access to a municipally maintained boat launch, beach or other facility promoted by the Municipality for public use?

- c) Would the assumption of the road over extend existing municipal roads maintenance programs, operations and resources?
- d) Was the road constructed to the standards as stated in Schedule "B", thus avoiding costly future repairs?
- e) Will the assumption of the road promote further desired development?
- f) Would further development require the road to be extended?
- g) Would the road facilitate the safe and efficient movement of goods and people?
- h) Council must be satisfied that the North Bay-Mattawa Conservation Authority has been consulted and that all regulations are followed where there could be any interference with wetlands or any alterations to shorelines or watercourses
- i) Has a reference plan been prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption?
- j) Has the Municipality received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road?
- k) Has the proponent provided original deeds and certification of title for the lands in question prepared by the proponents Solicitor?

3. Responsibilities

- a) All costs associated with the works necessary to meet the minimum gravel road construction standards including but not limited to surveys, administration and legal costs associated with the assumption of the road shall be borne by the proponent(s). Cost estimates will not be provided by Municipal Staff
- b) Prior to proceeding with any work or expense a Council Resolution approving the work and acceptance by the Municipality to maintain once completed shall be required
- c) Upon approval by Council the proponent(s) will be required to submit plans prepared by a Civil Engineer for staff approval
- d) Upon approval by Council Resolution and prior to proceeding with any work, the proponent/s will be required to enter into an Agreement with the Municipality and prepared by the Municipal Solicitor
- e) Once approved the proponent(s) will be required to retain the services of a Civil Engineer or Civil Engineer Consulting firm to facilitate completion of the works in a manner consistent with the approved plans
- f) Ongoing municipal inspections will be required during the upgrade process:
 - Initial inspection will be completed before any work begins on the road to determine the work to be completed to the current standards
 - Interim inspection will be completed when the work is in process to ensure standards are being met
 - Final inspection will be undertaken after all said work is completed and any adjustment to the work shall be completed before this inspection takes place

This inspection schedule shall be deemed as the minimum and shall be carried out by the Manager and/or the Municipal Engineer. Spot inspections may be carried out at any time when work is in progress

- g) After final inspection of the road by the Manager and/or the Municipal Engineer the municipality will assume year round maintenance by By-law and the assessment office shall be notified of changes in assessment of property owners on said road
- h) The proponent(s) will be responsible for any defects (other than wear from normal use and as determined by the Manager and/or the Municipal Engineer) in the road that become apparent within the first two years after the assumption of the road by the Municipality
- i) Year round road service will not be provided until Council passes a By-law to formally assume the road and until the subject road is upgraded to the road standards as detailed in Schedule "B" to this policy at the expense of the benefitting property owners.

4. Costs

- a) All costs incurred by the Municipality, associated with the acquisition of land required, whether from the Crown or private sources, shall be borne by the proponent(s). This will include but is not limited to; all legal costs, survey costs, costs required for realignments, snow plough turnarounds, and the accommodation of service vehicles, etc.

b) Appraisal of Deficiencies – An appraisal of the current state of the road as it compares to the Minimum Municipal Standards/Road Assumption Standards (Schedule “B”) currently in place by the Municipality must be undertaken by the proponent(s) and by an engineer experienced in the field of municipal roadways, with the cost borne by the proponent(s). The appraisal will be reviewed by the Municipality to ensure that all essential deficiencies are identified. The appraisal will include an identification of the costs (at the current date) associated with all essential deficiencies.

5. Agreement

Prior to the commencement of any construction or reconstruction the Municipality and the proponent/s shall enter into an Agreement prepared by the Municipal Solicitor which will be written to address all matters pertaining to the specific road assumption, financial and otherwise.

The Agreement in addition to addressing the technical and financial aspects of the road assumption shall require that:

- The proponent/s shall provide proof to the Municipality that the Contractor is qualified, experienced and has the equipment and personnel to successfully complete the work and provide WSIB Clearance Certificates and adequate liability insurance in accordance with the Municipality’s Procurement By-law, as amended.
- The proponent/s shall obtain all necessary permits and approvals as required. Construction or installation shall not take place until the proponent/s has obtained all necessary permits and approvals, and has complied with all requirements as outlined by the Manager and/or the Municipal Engineer.
- The proponent/s to survey and convey to the Municipality, if non-municipally owned property, free and clear of all encumbrances, title to the land on which the road to be assumed is located, and the said lands shall be not less than 20 metres (66 feet) in width, together with any easements necessary for drainage and utilities.
- In the event the proponent/s fails to proceed with the required construction or reconstruction as identified herein, there shall exist no obligation on the part of the Municipality: to continue with any construction or reconstruction as required, to reimburse the proponent/s for any costs that he/she has incurred with the proposal, or to assume the road or any part thereof into the municipal road system, until such time as all construction or reconstruction as required is completed to the standards as identified herein.
- In the event the existing road is a Private Road then the registered owner/s of the road, if applicable, may also be required to enter into a separate Agreement with the Municipality prepared by the Municipal Solicitor detailing that, once the road work is complete on the Private Road, the title will be transferred to the Municipality free and clear of all encumbrances, save and except for example any registered rights of way.
- Security for the completion of the work shall be a requirement of the Agreement.

Schedule "B"

To By-law No. 2017-015

Minimum Municipal Standards/Year Round Road Assumption Standards

Specifications may vary depending on the road area at the discretion of the Manager and/or Municipal Engineer

Gravel Road Standard (based on Ontario Provincial Standards for Roads and Municipal Services)

Right-of-Way	20 m (66')
Minimum Clearance Width	12 m (40')
Length	500 m (minimum)
Surface Width - including shoulder	8.0 m (1 + 3 + 3 + 1)
Surface Material	100 mm (4") Gravel – Granular "A"
Base Material	150mm (6") Gravel – Granular "B" (depending on sub-grade material)
Culvert	400 mm (16")
Grade	8% Maximum
Cross Fall - Crown to Edge	4%
Turnarounds	13 m (43') radius
Drainage	.5 m depth below granular "B" base elevation outletting to an adequate receiving watercourse or Municipal Drain

Notes

1. Each road must be investigated individually by the Manager and/or Municipal Engineer to determine its minimum requirement.
2. Petition/Application must indicate how many residents on the road, how many seasonal, how many year round. Each road must be discussed with individual residents as to needs.
3. Deviations from the minimum standard may be approved by the Manager and/or Municipal Engineer where the deviation will not result in any significant loss of safety or increased maintenance costs to the Municipality. The permitted deviations do not represent the minimum standard.
4. The standards detailed above apply only to year round assumption of existing seasonal roads, private roads or unassumed municipal road allowances and are not the standards applicable to new construction after the date of the adoption of this standard by Council.
5. Where drainage structure greater than or equal to 3m in span cross the seasonal, unassumed or private road, the Municipality will require proof by a qualified engineer that the Bridge Condition Index (BCI) meets or exceeds a minimum rating of 80.
6. Each application for year round maintenance shall be reviewed on an individual basis, and will be subject to a detailed road inspection, in order to identify and address specific requirements not covered in the above standard. Agreements shall be prepared and signed, based on the individual application.

Schedule "C"

To By-law No. 2017-015

Agreement

To be determined based on individual (case by case) application.



THE CORPORATION OF THE MUNICIPALITY OF CALVIN

Schedule "D"
To By-law No. 2017 - 015

Petition/Application for Year Round Road Maintenance

Road Name:
Seasonal: Yes <input type="checkbox"/> No <input type="checkbox"/> Unassumed Road Allowance: Yes <input type="checkbox"/> No <input type="checkbox"/> Private: Yes <input type="checkbox"/> No <input type="checkbox"/>
Road Length:

ASSOCIATION NAME: <small>(if applicable)</small>	
PROPERTY OWNERS REPRESENTATIVE: <small>(if applicable)</small>	
NAME OF CONTACT PERSON:	
ADDRESS:	POSTAL CODE:
PHONE:	CELL: FAX:
E-MAIL:	

Criteria for Requesting Year Round Maintenance:

Each road to be discussed with all registered benefitting property owners as to their needs

Each road will be investigated individually to determine condition and requirements

- Request must be submitted to the Municipality in writing by Petition/Application to Council
- When submitting a written Petition/Application to the Municipality all documentation and information must satisfy Council that the assumption is in the public interest and that the Proponent/s accept that any and all costs associated with such assumption shall be borne by the Proponent/s
- Proponent/s requesting year round maintenance must be the registered property owner/s
- 100% of all property owners receiving direct benefit from the assumption must agree to the undertaking
- One registered owner signature per benefitting property, along with their property identification and contact information is required to be submitted along with the Petition/Application information (Please attach list of names with signatures, property identifiers and contact information to this application)
- Road must be over 500 metres in length
- Road must meet Minimum Municipal Standards for Year Round Gravel Roads prior to assumption

Signature of Contact Person/Representative:	Date:

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**AGENCIES
BOARDS
COMMITTEES**

25 February 2025

NBMCA report to Calvin Council

At the Feb. 12, 2025 meeting of the NBMCA Board, the minutes from the Jan. 1/24 meeting were approved for dissemination to the municipalities. You will have likely received them by now.

The NBMCA is also in the process of selecting a CAO. The Interim CAO (Robin ALLEN) has been running the show during this process since Chitra GOWDA moved to another location.

The next meeting of the Board is Wed. 12 March 2025 at 4:00 pm

Bill MORETON

Calvin Deputy Mayor

NBMCA Board member

**PHYSICIAN RECRUITMENT
COMMITTEE MEETING**

Monday, October 22nd, 2024 at 1300 hrs

MINUTES

Attendance	P	RA	Attendance	P	RA
Raymond Bélanger, Town of Mattawa (Chair)		✓	Kayla Michaud, Physician Recruiter	✓	
Janet McNabb, Mattawan Twp Representative	✓		Tanya Bélanger, President & CEO	✓	
Mélanie Chenier, Papineau-Cameron Twp.		✓	Christine Thompson, VP Clinical Services/CNO		✓
Richard Gould, Municipality of Calvin	✓		Amy Morrison, VP Corporate Services & CFO / Administrator		✓
Narry Paquette, Bonfield Twp	✓		Crystal Burns, HFO Representative	✓	
Dr. Bryan Williams, Chief of Staff	✓		Lisa Michaud (recorder)	✓	

AGENDA ITEMS	Discussion
1. <u>Call to Order</u> Raymond Bélanger, Chair	Tanya Bélanger called the meeting to order at 1308 hrs.
2. <u>Approval of Agenda</u>	MOVED BY Kayla Michaud, and SECONDED BY Dr. Williams that the agenda be accepted as presented. CARRIED
3. <u>Declaration of Conflicts of Interest</u>	There were no conflicts of interest to report.
4. <u>Approval of Minutes</u> February 26 th 2024	MOVED BY Kayla Michaud, and SECONDED BY Dr. Williams that the Minutes of February 26, 2024 be accepted as presented. CARRIED
5. <u>New Business</u>	
5.1 Recruitment Update	Ms. Michaud reported on the following: <ul style="list-style-type: none"> We are actively recruiting locums to support our Emergency Department. We are in a very good position with regards to the Emergency On Call Schedule. There is only one vacancy left for this year that will be posted on EDLP. For January-June 2025 there are only 11 vacancies on the schedule at this time. The locums who have picked up shifts at HMH speak highly of their experience and are eager to return. We have opted to participate in the Ontario Physician Recruitment Alliance there was a small fee to participate in this initiative. Recently a new physician from North Bay completed the Physician Credentialing process to locum in ER his first shift will be January 1st, 2025. <p>Dr. Williams reported on the following:</p>

**PHYSICIAN RECRUITMENT
COMMITTEE MEETING**

AGENDA ITEMS	Discussion
	<ul style="list-style-type: none"> • He will be attending a recruitment fair at the Northern Ontario School of Medicine in November. • We are looking to recruit another return of service physician who would be graduating in 2028/2029. • DJ Houle is currently paired with Dr. Truong he has asked if he could come and do a day here at HMH to familiarize himself with our department. <p>Tanya Bélanger reported that a luncheon was held in August for the three return of service physicians Dr. Taylor Wilkins, Dr. DJ Houle, and Dr. Adam Ritchie to meet with the current physician group to begin planning the transition for when they arrive. Dr. Taylor Wilkins will join us in July 2025, Dr. DJ Houle in July 2026, and Dr. Adam Ritchie in July 2027. There are no plans in place for our current physicians to retire but we assume it will be a similar timeline.</p> <p>In June we transferred to an electronic medical record and we had feared there would be a negative response from our locum physicians however that was not the case they have had no major issues with the system.</p>
5.2 Financial Report	The physician recruitment budget was shared with the committee. There were no concerns to report. Copy filed with minutes.
5.3 HFO Update	Crystal Burns shared information on NORSTAR the Northern Ontario Residents Streamlined Training and Reimbursement Program. This program provides travel and accommodation costs to medical students to entice students to consider northern placements. Ms. Burns will share more information as it is made available.
6. <u>Date of Next Meeting</u>	February 18 th , 2025 at 1:00 p.m.
7. <u>Adjournment</u>	The meeting adjourned at 1350 hrs.

Raymond Bélanger, Chair

Budget Comparison - at September 30, 2024

	Budget	Actual	Variance
<u>Fund Contributions</u>			
Revenue from Townships/Municipalities	31,699.56	31,699.56	-
Revenue from Hospital	12,000.00	12,000.00	-
Total Revenue	\$ 43,699.56	\$ 43,699.56	\$ -
<u>Expenses</u>			
Physician Site Visits/Resident Get-Away Weekend	1,500.00	-	
Academic Days at Universities/Other Recruitment Fairs	1,000.00	-	
Giveaways	750.00	-	
Advertising/Invitations/Marketing Expenses	500.00	360.00	140.00
Physician Retention Office Space (2 months first 3 years)	-	-	
Physician Incentives (travel, accomodation, etc)	5,000.00	-	5,000.00
Recruiter Costs	6,853.17	3,633.64	3,219.53
Expenses before Incentives	15,603.17	3,993.64	\$ 11,609.53
Signing Incentives	75,000.00	50,000.00	25,000.00
Total Expenses	90,603.17	53,993.64	36,609.53
Net Surplus / (Deficit)	- 46,903.61	- 10,294.08	36,609.53
Opening Fund Balance	60,841.94	60,841.94	
Cumulative Fund Balance	13,938.33	50,547.86	

**PHYSICIAN RECRUITMENT
COMMITTEE MEETING**

**Recruitment Fund - Cumulative Report
At September 30, 2024**

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Contributions								
Mattawa Hospital	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Town of Mattawa	\$ 13,769.54	\$ 13,769.54	\$ 13,769.54	\$ 13,769.54	\$ 13,769.54	\$ 13,769.54	\$ 13,769.54	\$ 13,769.54
Calvin Township	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Mattawan Township	\$ 2,011.32	\$ 2,011.32	\$ 2,011.32	\$ 2,011.32	\$ 2,011.32	\$ 2,011.32	\$ 2,011.32	\$ 2,011.32
Papineau Township	\$ 12,218.70	\$ 12,218.70	\$ 12,218.70	\$ 12,218.70	\$ 12,218.70	\$ 12,218.70	\$ 12,218.70	\$ 12,218.70
Bonfield Township	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 1,200.00
Total Contributions	\$ 43,699.56	\$ 43,699.56	\$ 42,499.56	\$ 42,499.56	\$ 42,499.56	\$ 42,499.56	\$ 48,499.56	\$ 43,699.56
Physician Site Visits/Resident Get-Away Weekend								
Academic Days at Universities/Other Recruitment Fairs	\$ -	\$ 1,904.01	\$ 1,362.03	\$ 2,954.23	\$ 634.11			
Giveaways								
Advertising/Invitations/Marketing Expenses	\$ -	\$ -	\$ 150.00	\$ 767.76			\$ 2,009.22	\$ 360.00
Physician Retention Office Space (2 months first 3 years)	\$ -	\$ -	\$ -	\$ -				
Physician Incentives (travel, accommodation, etc)	\$ -	\$ 7,000.00	\$ -	\$ -		\$ 11,982.24	\$ 3,380.31	
Recruiter Costs	\$ 3,953.11	\$ 7,905.23	\$ 5,259.49	\$ 5,595.65	\$ 6,187.54	\$ 6,249.45	\$ 6,759.61	\$ 3,633.64
Return of Service Incentives						\$ 50,000.00	\$ 100,000.00	\$ 50,000.00
Payment to MBEDC for Dr. L incentive	\$ 21,000.00	\$ -	\$ -	\$ -				
Total Disbursements	\$ 24,953.11	\$ 16,810.24	\$ 6,771.51	\$ 9,317.64	\$ 6,821.65	\$ 68,231.69	\$ 112,149.14	\$ 53,993.64
Net Change	\$ 18,746.45	\$ 26,889.32	\$ 35,728.05	\$ 33,181.92	\$ 35,677.91	\$ (25,732.13)	\$ (63,649.58)	\$ (10,294.08)
Cumulative Fund Balance	\$ 18,746.45	\$ 45,635.77	\$ 81,363.82	\$ 114,545.73	\$ 150,223.65	\$ 124,491.52	\$ 60,841.94	\$ 50,547.86

Physician Recruitment Committee -Budget Planning 2022-2028

	Revised					Sept 2023
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Fund Contributions						
Revenue from Townships/Municipalities	\$31,700	\$31,700	\$31,700	\$31,700	\$31,700	\$31,700
Revenue from Hospital	12,000	12,000	12,000	12,000	12,000	12,000
Total Revenue	\$43,699.56	\$43,699.56	\$43,699.56	\$43,699.56	\$43,699.56	\$43,699.56
Expenses						
Physician Site Visits/Resident Get Away Weekend	\$0.00	\$0.00	\$1,500.00	\$1,750.00	\$0.00	\$0.00
Academic Days at Universities/Other Recruitment Fairs	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$0.00	\$0.00
Giveaways	\$0.00	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00
Advertising/Invitations/Marketing Expenses	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Physician Retention Office Space (2 months first 3 years)	\$0.00	\$0.00	\$0.00	\$9,000.00	\$3,000.00	\$0.00
Physician Incentives (travel, accommodation, etc)	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Recruiter Costs	\$6,249.45	\$6,718.79	\$6,853.17	\$6,990.23	\$5,347.53	\$2,673.78
Expenses before Incentives	\$18,749.45	\$12,218.79	\$15,603.17	\$20,990.23	\$8,347.53	\$2,673.78
Signing Incentives						
Physician Incentives#1	\$25,000	\$25,000	\$25,000	\$25,000		
Physician Incentives#2	\$25,000	\$25,000	\$25,000	\$25,000		
Physician Incentives#3		\$50,000	\$25,000	\$25,000		
Physician Incentives#4					\$20,000	\$20,000 *
Total Incentives	\$50,000	\$100,000	\$75,000	\$75,000	\$20,000	\$20,000
Total Expenses	\$68,749	\$112,219	\$90,603	\$95,990	\$28,348	\$22,674
Net Surplus / (Deficit)	-\$23,050	-\$68,519	-\$46,904	-\$52,291	\$15,352	\$21,026
Opening Fund Balance	\$150,224	\$124,492	\$55,972	\$9,069	-\$43,222	-\$27,870
Cumulative Fund Balance	\$124,492	\$55,972	\$9,069	-\$43,222	-\$27,870	-\$56,844
*4th physician ROS payments remaining						\$0.00
Total surplus/(deficit)						-\$68,844
Municipal Breakdown as follows:						
Mattawa Township	\$	13,769.54				
Calvin Township	\$	2,500.00				
Mattawa Township	\$	2,011.32				
Papineau Township	\$	12,218.70				
Bonfield Township	\$	1,200.00				
	\$	<u>31,699.56</u>				

Notes:

Still looking to fill physician 4 - physician site visits/get-aways we have used at recruitment fairs (draw for weekend getaway to Mattawa which included accommodation, golf or ski, meals). If not participating in fairs and not needed, this will reduce the deficit by \$3,250

Expecting to begin participating in NQSM recruitment fairs in the next fiscal. If not required, this will reduce the deficit by \$3K.

Physician retention office space - as with Dr. Loufi, we expect that we would pay for 2 months of office rental for each physician (3 physicians starting in 2025/26 \$1,500x2 x 3 physicians)

*at the end of this budget (end of 2027/28) there would be \$60K outstanding for the 4th physician contract