

Subject: Council approval of additional meetings for Mayor Gould**Purpose**

To submit for review and Council approval, 4 additional 2025 meetings attended and claimed by Mayor Gould without a Council resolution to support payment of the claimed meetings.

Background

Section 1 , “Flat Rate Honorarium – Members of Council of By-Law 2022-053 being a by-law to establish remuneration for Council, Committees of Council and Its Local Boards to Provide for Reimbursement of Expenses, states that members shall receive a flat rate honorarium for :

-.....twenty-six meetings which would include regular, special, close or emergency meetings or educational and training meetings of Council, whether attending in person or by means of virtual meeting;

-meetings of Board and Committees to which a member of Council is appointed by Council whether attending in person or by means of virtual meeting and otherwise compensated....”

In addition to the flat rate honorarium for specifically stated meetings, Section 2, “Additional Meetings” of the By-law states that

“additional approved meetings will be compensated at \$168 per meeting. Approved meetings will include those...approved for the Member to attend by resolution of Council....”

Recommendation

That Council review for approval purposes, Mayor Gould’s request to be compensated at \$168 per meeting for attending the following meetings:

-Feb 05/2025 Cassellholme/Castle Arms Mayors Meeting

-Nov 20/2025 Cassellholme/Castle Arms Mayors Meeting

-Dec 11/2025 Cassellholme/Castle Arms Mayors Meeting

-Aug 12/2025 Cassellholme Member Municipality Meeting Re Top Up Funding

And further, for expense and additional meeting compensation in 2026, that Council indicate it is approving by resolution the appointment of Mayor Gould to attend Regional Mayors’ Meetings held for the purposes of discussing Castle Arms.

2025 Meeting Attendance - Council Remuneration MAYOR GOULD						
Counted	DATE	TIME	MEETING	LOCATION	The Municipality of Calvin	
N/A	The date of meeting	Time it took place	What was the meeting for: Ex. Planning Board, OPR Board, Council meeting, Council Committee Meeting, Council approved special event etc.	Where did it take place?		
1	14-Jan	6:00 PM	Regular Council Meeting	Matthew Town Hall, Calvin Town Hall, etc.		
1	28-Jan	6:00 PM	Regular Council Meeting	Matthew Town Hall, Calvin Town Hall, etc.		
1	19-Feb	9:45 AM	Special Closed Meeting	1355 Pledgers		
1	11-Mar	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	25-Mar	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	19-Apr	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	23-Apr	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	20-May	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	23-May	1:00 PM	Special Meeting of Council	1355 Pledgers		
1	10-Jun	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	24-Jun	10:00 AM	Special Meeting of Council	1355 Pledgers		
1	25-Jul	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	19-Aug	6:00 PM	Special Meeting of Council	1355 Pledgers		
1	22-Aug	6:00 PM	Special Meeting of Council	1355 Pledgers		
1	25-Aug	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	18-Sep	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	23-Sep	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	4-Oct	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	11-Oct	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	25-Nov	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	16-Dec	6:00 PM	Regular Council Meeting	1355 Pledgers		
1	19-Dec	9:00 AM	Committee of the Whole Meeting	1355 Pledgers		
	19-Dec	11:00 AM	Emergency Meeting of Council	1355 Pledgers		
CALVIN INTERNAL COMMITTEES AS APPOINTED BY RESOLUTION						
1	09-Jan	CEMC Meeting				
1	26-Jan	CEMC Meeting				
1	02-Feb	CEMC Meeting				
1	27-Feb	CEMC Meeting				
1	27-Mar	CEMC Meeting				
1	24-Apr	CEMC Meeting				
1	08-May	CEMC Meeting				
1	29-May	CEMC Meeting				
EXTERNAL COMMITTEE EVENTS AS APPOINTED BY RESOLUTION						
1	14-May	3:00 PM	Cassellonline Site Strategy - Resolution: Begin of Term			
1	04-Nov	3:00 PM	Cassellonline Site Strategy	Prob/Com Townhall		
1	05-Feb	2:00 PM	Cassellonline Site Strategy/Regional Economic Development	Matthew Town Hall		
1	17-Jan	9:00 AM	Canadian Ecotek Centre Resolution 2025	CEC Canadian Park		
1	14-Oct	8:30AM	Canadian Ecotek Centre	CEC Canadian Park		
1	24-Feb		Physician Recruitment - Begin of Term	Matthew		
1	02-Jun		Physician Recruitment	Matthew		
1	27-Oct		Physician Recruitment	Matthew		
1	18-Mar		Shared Building Services - Resolution 2025-115	Matthew		
1	11-Nov	10:20 a.m.	Remembrance Day Service - Resolution 2025-224	Matthew-Simcoen		
1	05-Feb	6-8 pm	Cassellonline/Castle Arms Mayor's Meeting Resolution # NONE	Cassellonline Auditorium		
1	20-Nov	3-5 pm	Cassellonline Castle Arms & Mayor's Meeting Resolution # NONE	East Ferri Sport centre		
1	12-Dec	6 pm	Cassellonline Castle Arms & Mayor's Meeting Resolution # NONE	Cassellonline Auditorium		
1	24-Aug	6 pm	Cassellonline Member Municipality Meeting Re: Top up funding	Cassellonline Auditorium		

Item	01-Jan-2025 to 31-Dec-2025	Total
Base Remuneration Adjusted with CPI	\$17,706.06	
Total Council meeting & over 25	0.00	
X\$18 per meeting	52.00	
Total Internal Committees as Appointed	8.00	
X\$18 per meeting	144.00	
Total Outside Committees as Appointed by		
Resolution Not compensated by others		
X\$18 per meeting	10.00	
2025 Owed to Dec 31	\$1,682.75	
Total Owed to Mayor Dec 31	\$4,697.31	
	\$20,580.06	

Less Gross paid to date (ending Dec 31)

\$1,682.75

NOT paid Dec 31/25
will be brought to Council for approval by resolution Jan 1/26

0 Meetings
8 Meetings
10 Meetings

Council meetings over 25
CALVIN INTERNAL COMMITTEE AS APPOINTED
OUTSIDE APPROVED BY RESOLUTION
to be paid at \$18.00 per meeting

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-053

BEING A BY-LAW TO ESTABLISH REMUNERATION FOR COUNCIL, COMMITTEES OF COUNCIL AND ITS LOCAL BOARDS TO PROVIDE FOR REIMBURSEMENT OF EXPENSES

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

Remuneration and Expenses

Section 283(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended ("*Municipal Act*") provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality.

Section 283(2) of the *Municipal Act* provides that despite any Act, a municipality may only pay the expenses of members of its Council or of a local board of the

Municipality if the expenses are of those persons in their capacity as members and actually incurred or, if the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred.

Section 284 of the *Municipal Act* provides how the remuneration shall be disclosed each year by an itemized statement on or before March 31.

Term of Council Review

Section 283(7) requires Council to review a by-law passed under subsection 283(5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

Preamble

In 2014 Council for the Corporation of the Municipality of Calvin adopted Bylaw 2014-011 providing for the remuneration of Council and the payment of expenses incurred. Council is obligated under law to review the Bylaw once during the four-year term.

This matter has been discussed at previous Council meetings and no changes were recommended.

Inflationary costs (cost of living etc.) are not built into the Bylaw and there is no other automatic rate increase.

The cost of living/inflation has been increasing significantly over the past few years.

For years, members of Council have been compensated at a rate lower than the sector standard.

Decision

Council of the Corporation of the Municipality decides it in the best interest of the Corporation to establish remuneration and expense reimbursement for members of Council.

Direction

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

1. That Members of Council for the Municipality of Calvin shall receive remuneration in accordance with the provisions of Schedule "A", attached to and forming part of this Bylaw.
2. That remuneration shall be adjusted annually in accordance with the Consumer Price Index.

3. That the Treasurer shall make payments to a member of Council for expenses incurred as provided for in Schedule "B", attached to and forming part of this Bylaw.
4. That the Treasurer shall prepare a report of the remuneration and expenses paid to each member of Council in accordance with the provisions of Section 284 of the *Municipal Act* and the report will be posted on the Municipality's website prior to March 31, of any given year.
5. That Schedules "A" and "B" can be amended by resolution.
6. That Bylaw 2014-011 is hereby repealed.
7. This By-law takes effect on the day of its final passing.

Read and adopted by Resolution 2022-290 this 23rd Day of August 2022.

Mayor

Clerk

- Actual registration, hotel and transportation costs;
- \$53 per diem (1/2 day) incurred;
- \$106.00 per diem (full day) incurred to a maximum of three (3) days at any one time; and
- \$60 per diem for cost of meals incurred to a maximum of three (3) days at any one time, broken down as follows: Breakfast \$10; Lunch \$20 and Dinner \$30.00.

The Municipality will not pay for costs associated with alcohol charges or spousal expenses.

Remuneration paid to elected Members of Council of the Municipality of Calvin is deemed as expenses incident to the discharge of their duties as members of the Council during their term of office.

4. Reconciliation

The Treasurer shall in June and December of any given year, prior to making fixed remuneration payments, undertake a review of meeting attendance, by each Member of Council. In the event of absence by Council members at Regular, Special, Closed or Emergency meetings or appointed representation on other Committees, the Treasurer shall undertake a calculation of the Flat Rate Honorarium paid to the Council Member, complete a pro-rated calculation and make amendments to the Flat Rate Honorarium paid to the Council Member. Any adjustments will be made in July and December/January as the case may be.

SCHEDULE "A"

TO BYLAW 2022-053

1. FLAT RATE HONOURARIUM - MEMBERS OF COUNCIL

Starting on January 1, 2022, the members of Council shall receive the following flat rate honorarium:

MAYOR	\$15,600.00 PER ANNUM fully taxable
DEPUTY MAYOR	\$13,200.00 PER ANNUM fully taxable
COUNCILLOR	\$10,800.00 PER ANNUM fully taxable

The flat rate honourarium is to include the following:

- Meeting preparation and research;
- Twenty-six (26) meetings which would include Regular, Special, Closed or Emergency meetings or educational and training meetings of Council, whether attending in-person or by means of virtual meeting;
- Meetings of Boards and Committees to which a Member of Council is appointed by Council whether attending in-person or by means of virtual meeting and otherwise compensated;
- Attendance at meetings held within the municipality with ratepayers, staff, consultants whether at their request or not, etc.;
- Attendance at on-site meetings within the Municipality;
- Attendance at the Municipal Office to sign cheques, by-laws, etc.. and to interact with the staff and public; and
- Attendance at special function, public or ceremonial event related to the municipality.

The flat rate honourarium will be paid bi-weekly and deposited directly into the Member's bank account when municipal employees are paid.

Members will be compensated for all additional meetings in June and December.

In December of any given year, any Member who has not attended twenty-six (26) meetings will have their remuneration reduced by \$150 per meeting not attended.

2. ADDITIONAL MEETINGS

- a. Additional approved meetings will be compensated at \$150 per meeting. Approved meetings will include those called by the Mayor and those approved for the Member to attend by resolution of Council.
- b. Attendance at meetings, functions, or events where participation is out-of-the-interest of a Council member only and not Council as a body (no resolution) will not be paid.

3. APPROVED TRAINING SEMINARS, WORKSHOPS & CONFERENCES

For approved training seminars, workshops and conferences attended in person by a Council member(s) the municipality pays:

Starting on January 1, 2022:

SCHEDULE "B"

TO BYLAW 2022-053

1. Travel Expenses: Members of Council

- a. Actual registration fee, taxi fares and parking fees with receipts;
- b. Meals and gratuities based on current Treasury Board rates.
- c. Actual accommodation cost with receipt;
- d. Actual transportation cost with receipt;
- e. Use of personal vehicle will be reimbursed based on the mileage rate set by Council for the municipality.

2. Approval of Travel Expenses

Travel expense claims by members of Council are subject to review and approval by Municipality of Calvin Council. The Treasurer will not cause expenses to be paid without a resolution of Council.

3. Travel Advance

A travel advance may be requested by providing the Treasurer with the resolution of Council approving attendance at the meeting/training/event along with an estimate of costs upon such form as established by the Treasurer. Travel advances will not exceed seventy-five percent (75%) of the estimate and will be limited to daily per diems, mileage cost and reasonable meal expenditures.

Upon their return the relevant travel expense claim must be submitted no later than two (2) weeks following the completion of the function. The Treasurer will reconcile the advance and compensate the Member for any amounts over and above the advance. Should the advance exceed the actual costs, the Member will be requested to return the excess funds to the Municipality. In the circumstance a member fails to repay any advance or portion thereof, the Treasurer will reduce the Member's honourarium by the outstanding amount.

PURPOSE:

To advise Council of the year-end tax arrears summary

Arrears Summary – Dec 31, 2025

Tax Year	Balance
2025	\$167,355.59
2024	29,726.34
2023	9,259.82
2022+	8,784.74
Total Arrears	\$215,126.49

Properties in arrears for three years or more include two properties currently proceeding through the tax sale process.

Properties in arrears for two years or more include one property that has recently sold, and one property scheduled for sale in February. All remaining properties in this category have not paid their 2024 or 2025 taxes. Notices of past due taxes were issued on January 7, 2026 by registered mail.

Notices of past due taxes for the year 2025 were sent by regular mail the same day.

RECOMMENDATION TO COUNCIL:

To receive this report.

CAO Report to Council: CAO2026-06 - Rural Ontario Municipal Association (ROMA) Conference 2026 – Requests for Delegations to Ministers Update

January 13, 2026 Council Meeting

PURPOSE:

To update Council on the status of our delegation requests to various Ministers during the ROMA Conference

BACKGROUND:

Where/When: Toronto, January 19-21, 2026

What:

Delegation meetings with Cabinet Ministers are a key feature of the ROMA Conference experience. These meetings are a unique opportunity for Councils to engage with Ministers, Parliamentary Assistants and senior Ontario Government officials on local matters that impact their municipality.

Our delegation request to the Minister of Red Tape Reduction to discuss the Municipal Disaster Relief Application has been accepted. Mayor Gould, Councillor Latimer and myself will represent Council at this delegation. We will be joined by three other municipalities and their representatives.

Our delegation request to the Minister of Long Term Care to discuss Casselholme Board of Management has been declined.

We are awaiting a response from the Minister of the Solicitor General to discuss cost recovery for fire department responses to provincial assets.

RECOMMENDATION TO COUNCIL:

To receive this report for information purposes.

Donna Maitland

9.15



Corporation of the Municipality of Calvin

Council Resolution

Date: January 13, 2026

BY-LAW NUMBER: 2026-05

Entering into an Agreement between the Corporation of the Municipality of Calvin and Knight Piesold Consulting 2026/2027

Resolution Number: 2026-

Moved By: Councillor

Seconded By: Councillor

WHEAREAS The Municipal Act S.O.2001, c 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it necessary to enter into an agreement for landfill, environmental monitoring and reporting,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality ratifies the attached agreement as follows:

- 1) That the Mayor and CAO are designated as the Signing Officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the "Agreement between the Corporation of the Municipality of Calvin and the Knight Piesold Consulting" be hereto attached and form part and parcel of this by-law.

This agreement shall be enacted and if effect upon the signing thereof.

Mayor

CAO

CONTRACT FORM

Project: Municipality of Calvin Landfill Site

Assignment: 2026/2027 Landfill Monitoring and Bi-Annual Report

Knight Piésold Reference Number: NB102-00192/17-A.00

The Following Items of Work:

SCOPE AND BUDGET ESTIMATE FOR 2026 AND 2027 (2 YEARS):

Knight Piesold Ltd. (KP) is pleased to submit this contract form to complete the 2026 and 2027 monitoring program and a bi-annual report in late 2027 for the Calvin Township landfill. The estimated budget is based on our 2026 hourly rates as provided below, and include an estimated 5% increase to our 2026 rates for 2027 work.

The following are the key tasks to complete this scope of work:

TASK 100 - PROJECT MANAGEMENT (\$5,037.51) - 1 site visit & meeting in 2026 + 1 meeting with MECP in 2026 + general project management in 2026/2027 + disbursements

This Task includes general project management and administrative work through to the end of December 2027. The project management will be primarily carried out by the KP Project Manager (E9) with support from a Project Scientist (S4) and Administrative personnel.

This task also includes attending one public works/council meeting during 2026. The meeting would be attended by the KP Project Manager (E9) and lead Project Scientist (S4).

A meeting with the MECP to discuss the reduction in sampling frequency is also included. It is assumed this meeting would be attended by the KP Project Manager (E9) at the MECP office in North Bay in early 2026 once the 2024/2025 Landfill Report is issued (likely January 2026).

TASK 200 – 2026 and 2027 GROUNDWATER SAMPLING PROGRAM (\$9,786.28) - fall sampling for 2 years x 1 person + disbursements

KP will carry out the 2026 and 2027 groundwater sampling program. The estimated budget includes for sampling to be completed by an S4 and will include:

- Collecting groundwater samples and methane measurements at 13 active monitoring wells provided that the sites are accessible, and groundwater is present (for the groundwater sampling). Sampling will be undertaken at the landfill in the fall (September/October). Two (2) quality assurance/quality Control (QA/QC) samples will be added to each sampling event (minimum 10% of samples).
- Collecting surface water samples at 4 surface water locations provided that the sites are accessible, and water is present. Sampling will be undertaken at these sites in the Fall (September/October). One (1) quality assurance/quality Control (QA/QC) sample will be added to each sampling event (minimum 10% of samples).

All water samples will be analyzed for the parameters tested in 2025. SGS Canada Inc. will analyze the samples and will invoice Calvin Township directly. Laboratory costs are estimated at a total of \$6,550 + taxes for the two years of sampling (budget not included in this scope of work).

TASK 300 – 2026/2027 LANDFILL MONITORING REPORT (\$9,531)

The 2026/2027 Landfill Monitoring Report will be similar in layout to the 2024/2025 bi-annual report. The report will be completed within 25 working days upon receiving the final laboratory data for the fall 2027 sampling event.

One (1) electronic copy of the report will be provided to the Township.

Actual time and disbursement costs will be invoiced. If spring sampling is required by the MECP (i.e. 2 sampling events/year) an extension to the budget will be required by KP to cover the time and disbursement costs for the additional sampling.

A copy of our 2026 professional rates are provided below:

Category	2026 Hourly Rate
	\$CAD/hour
Specialist Consultant	\$405.00
Principal	\$390.00
Specialist Engineer/Scientist - E9/S9	\$370.00
Specialist Engineer/Scientist - E8/S8	\$340.00
Senior Engineer/Scientist - E7/S7	\$310.00
Senior Engineer/Scientist - E6/S6	\$285.00
Intermediate (Project) Engineer/Scientist - E5/S5	\$260.00
Intermediate (Project) Engineer/Scientist - E4/S4	\$240.00

Intermediate (Project) Engineer/Scientist - E3/S3	\$220.00
Junior Engineer/Scientist - E2/S2	\$195.00
Junior Engineer/Scientist - E1/S1	\$175.00
Intern Engineer/Scientist	\$125.00
Field Tech	\$100.00
Tech 5	\$220.00
Tech 4	\$205.00
Tech 3	\$190.00
Tech 2	\$175.00
Tech 1	\$150.00
IT Specialist	\$180.00
IT General	\$155.00
Senior Admin & Finance	\$180.00
Clerical/Accounting Support	\$105.00

Was Requested By: Donna Maitland

Of: Municipality of Calvin

By: Email

Billing Terms: Standard Local Rates

Time Charges: \$19,672.50 (CAD)

Disbursements: \$ 4,682.29 (CAD)

The Estimated Cost of the Work is: \$24,354.79 (CAD)

Prepared By:



Date: Dec 23, 2025

Steven Aiken

Approved by:



Date: Dec 24, 2025

Craig Hall

On behalf of Municipality of Calvin I hereby direct Knight Piésold to proceed with the work described above and agree to the Terms and Conditions contained hereunder. No other terms and conditions subsequently issued shall be valid unless agreed upon in writing by both parties.

Signed:*

Date: _____

Position: _____

Signed:*

Date: _____

Position: _____

* Please sign and return this form to the originating Knight Piésold office.

GENERAL CONDITIONS OF CONTRACT

1. **EXTENT OF AGREEMENT** - These General Conditions of Contract set forth the terms and conditions pursuant to which Knight Piésold Ltd. ("Knight Piésold") will provide the consulting services described in the attached Contract Form (the "Services") to the identified client (the "Client") for the identified project (the "Project"). In the event that these General Conditions of Contract are included in proposal ("Proposal"), then the Proposal shall further describe the Services, the Client and the Project to which these General Conditions of Contract shall apply. In the event of any inconsistency between the Proposal and these General Conditions of Contract, the terms of the Proposal shall govern. These General Conditions of Contract, the Contract Form and the Proposal (as applicable), constitute the entire agreement (the "Agreement") between Knight Piésold and the Client with respect to the Services, expressly superseding all prior agreements and communications (both oral and written) between Knight Piésold and the Client.
2. **STANDARD OF CARE** - Knight Piésold shall perform its Services with the level of engineering care, skill and diligence ordinarily exercised by members of the profession for services of a similar nature under similar conditions in the vicinity and at the time the Services are performed. This Agreement contains all of the express representations and warranties of Knight Piésold and the Client with respect to the performance of the Services. Except as expressly set out in this Agreement, there are no further representations, warranties or conditions of any kind, whether express or implied, statutory or otherwise, including any warranty of error-free operation.
3. **COMPENSATION** - The Client shall compensate Knight Piésold for all hours worked and other costs incurred at the rates and on the terms set out in this Agreement. Should the need for work beyond the scope of the Project or rework through no fault of Knight Piésold arise, Knight Piésold will notify the Client of the revised estimate for the Client's approval. Knight Piésold reserves the right to withhold continued performance subject to the approval of additional funding. Taxes and similar assessments, other than income taxes assessed on Knight Piésold, imposed by any federal, provincial, municipal or similar taxing authority, in connection with the Services will be charged in addition to fees and disbursements.
4. **TERMS OF PAYMENT** - Knight Piésold shall invoice the Client for Services performed under this Agreement and the Client shall pay such invoices upon receipt. Invoices not paid within 30 calendar days of the invoice date shall be subject to an interest charge of 1.5% per month from the date of billing until paid. No deduction or set-off shall be made by the Client from the fee payable to Knight Piésold.
5. **USE OF SUBCONTRACTORS AND SUBCONSULTANTS** - At any stage of the Services, Knight Piésold reserves the right to engage subcontractors and sub-consultants to perform services as Knight Piésold believes are in the best interests of the Client in performance of the Services.
6. **OWNERSHIP OF WORK PRODUCT** - All drawings, maps, plans, data, graphs, diagrams, reports, samples, specifications, manuals or other forms of materials and information required to be prepared by Knight Piésold pursuant to this Agreement (collectively, the "Work Product") shall remain the property of Knight Piésold. Knight Piésold hereby grants the Client a non-exclusive, irrevocable, perpetual and royalty-free license to use the Work Product only for the purpose of the Project. For certainty, the Client's license to use the Work Product as described in this Section does not include a right to receive from Knight Piésold any raw data files or background materials created or used in the preparation of the Work Product.
7. **IMPROPER USE OF WORK PRODUCT** - If the Client: (a) uses the Work Product or provides it to third parties for purposes other than in connection with the Project without Knight Piésold's prior written consent; or (b) alters the Work Product without Knight Piésold's prior written consent, then the Client will indemnify Knight Piésold against claims and costs (including legal costs) associated with such improper use or alteration, and Knight Piésold will not in any way be responsible for the consequences of any such improper use or alteration.
8. **INSURANCE** - Knight Piésold shall carry and maintain the following insurance for this Project, subject to such insurance being available to Knight Piésold on commercially acceptable terms: (a) worker's compensation insurance; (b) general liability insurance with limits of not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate; (c) automobile bodily injury liability and property damage liability insurance covering automobiles owned or hired by Knight Piésold with a limit of not less than \$1,000,000 per occurrence; and (d) professional liability insurance with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate.
9. **INDEMNITY** - Knight Piésold shall indemnify the Client, its officers, employees and agents (collectively, the "Client Parties") from and against all liabilities, damages and costs incurred by the Client Parties as a result of third party claims brought or made against the Client Parties for personal injury, including death or property damage, to the extent arising as a direct result of the negligent acts or omissions of Knight Piésold in the performance of the Services, except to the extent any such liability, damage or cost is caused or contributed to by the Client Parties, or any one of them.
10. **EXCLUSION OF LIABILITY** - Subject to Section 9, Knight Piésold shall not be responsible for and has no liability with respect to any liabilities, damages or costs incurred by the Client Parties as a result of third party claims brought or made against the Client Parties, arising, directly or indirectly, solely as a result of the performance of the Services by Knight Piésold under this Agreement, and the Client shall indemnify and hold harmless Knight Piésold, its officers, employees and agents from and against any liabilities, damages and costs incurred by Knight Piésold as a result of such third party claims.
11. **LIMITATION OF LIABILITY** - Notwithstanding any other provision of this Agreement Knight Piésold's liability for claims which the Client has or may have against Knight Piésold or Knight Piésold's employees, agents, representatives, subcontractors and sub-consultants relating to the Services, whether arising in contract, tort, statute or otherwise, will be limited:
 - a. to claims brought within one year after completion of the Services or the earlier termination of this Agreement; and
 - b. to an aggregate total of \$250,000.

No officer, employee or agent of Knight Piésold shall have any personal liability to the Client, its directors, officers or employees in respect of any claim whether arising in contract, tort, statute or otherwise arising from or related to the Services.
12. **CONSEQUENTIAL DAMAGES** - Neither party is liable to the other party for special, punitive, contingent, indirect, consequential or pure economic loss or damage, including without limitation loss of use, profit, revenue, earnings, business interruption, expected savings or other commercial economic losses of any kind, whether or not such losses or damages were foreseeable and whether or not the parties were advised of the possibility of them.
13. **FORCE MAJEURE** - If either party to this Agreement is prevented from, or delayed in, performing any of its obligations by reason of force majeure, then such party shall not be liable to the other for its failure to perform, or for its delay in the performance of, its obligations hereunder and shall be excused punctual performance of such obligation for the period of time that the event of force majeure remains in effect. As used herein, "force majeure" shall include, but not be limited to: war, hostilities, acts of foreign enemy, invasion, warlike operations, acts of terrorism, civil war, civil disobedience, blockade, regional or global epidemic or pandemic, bad weather, earthquake, flood, fire or other natural physical disaster, and strike, lock out or other industrial concerted action by workers. In no event shall lack of finances or inability to perform because of the financial condition of either party constitute force majeure on the part of such party.
14. **TERMINATION** - This Agreement may be terminated by either party upon 14 days' written notice to the other upon which Knight Piésold shall perform no further services other than those considered necessary by Knight Piésold to close out its Services and place its files in an order satisfactory to protect its professional liability.
15. **ASSIGNMENT** - Without the prior written agreement of the other party, neither party shall be entitled to assign its interest in this Agreement.
16. **RESPONSIBILITY** - Knight Piésold shall not be responsible for and has no liability with respect to the design or completion of work that is dependent upon or completed by the Client or third parties not under the direct control of Knight Piésold nor is Knight Piésold responsible for or have any liability with respect to any damages resulting therefrom.
17. **MUTUAL RESPECT** - The parties shall mutually respect the relationship between the employer and all employees of either party. In recognition of this, in the event that either party offers employment to any employee of the other party during and within six months of the completion of the Services performed under this Agreement, such party shall be liable for and shall pay to the other party an amount equal to six months' salary of the relevant employee.
18. **CONFIDENTIALITY** - Information and materials in any form concerning the Client, the Project or the Services which are disclosed to, obtained or generated by Knight Piésold in performance of the Services shall not be disclosed to third parties by Knight Piésold or by its employees, agents, representatives or sub-consultants, without the prior written consent of the Client. Excluded from this restriction is any information and materials that: (a) Knight Piésold can demonstrate was in its possession prior to the disclosure to it for performance of the Services; (b) was, or has since become, available to the general public through no disclosure by Knight Piésold; (c) to the knowledge of Knight Piésold, was rightfully received by Knight Piésold from a third party without breach of any obligation of confidence by such third party; or (d) Knight Piésold is required by law to disclose. Should Knight Piésold fail to comply with the provisions of this Section 18, the Client may terminate this Agreement upon written notice to Knight Piésold.
19. **DISPUTES** - All disputes relating to or arising out of this Agreement (each, a "Dispute") shall be resolved in accordance with the following procedure: (a) a party with a Dispute may, at any time, deliver written notice to the other party describing the Dispute (a "Dispute Notice"); (b) within 14 days of the delivery of a Dispute Notice, or such other time as the parties may agree in writing, senior representatives of the parties shall meet and make all reasonable efforts to resolve the Dispute (the "Settlement Meeting"); (c) if the Dispute has not been resolved within 14 days after the Settlement Meeting, or such other time as the parties may agree in writing, the Dispute shall be settled by mediation; and (d) if within seven days of completion of the mediation the Dispute is not settled by agreement, then either party may request the other party to agree to settle the Dispute by binding arbitration, or may without further notice commence litigation.
20. **APPLICABLE LAW** - This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

CONTRACT FORM

Project: Municipality of Calvin Landfill Site

Assignment: 2026/2027 Landfill Monitoring and Bi-Annual Report

Knight Piésold Reference Number: NB102-00192/17-A.00

The Following Items of Work:

SCOPE AND BUDGET ESTIMATE FOR 2026 AND 2027 (2 YEARS):

Knight Piesold Ltd. (KP) is pleased to submit this contract form to complete the 2026 and 2027 monitoring program and a bi-annual report in late 2027 for the Calvin Township landfill. The estimated budget is based on our 2026 hourly rates as provided below, and include an estimated 5% increase to our 2026 rates for 2027 work.

The following are the key tasks to complete this scope of work:

TASK 100 - PROJECT MANAGEMENT (\$5,037.51) - 1 site visit & meeting in 2026 + 1 meeting with MECP in 2026 + general project management in 2026/2027 + disbursements

This Task includes general project management and administrative work through to the end of December 2027. The project management will be primarily carried out by the KP Project Manager (E9) with support from a Project Scientist (S4) and Administrative personnel.

This task also includes attending one public works/council meeting during 2026. The meeting would be attended by the KP Project Manager (E9) and lead Project Scientist (S4).

A meeting with the MECP to discuss the reduction in sampling frequency is also included. It is assumed this meeting would be attended by the KP Project Manager (E9) at the MECP office in North Bay in early 2026 once the 2024/2025 Landfill Report is issued (likely January 2026).

TASK 200 – 2026 and 2027 GROUNDWATER SAMPLING PROGRAM (\$9,786.28) - fall sampling for 2 years x 1 person + disbursements

KP will carry out the 2026 and 2027 groundwater sampling program. The estimated budget includes for sampling to be completed by an S4 and will include:

- Collecting groundwater samples and methane measurements at 13 active monitoring wells provided that the sites are accessible, and groundwater is present (for the groundwater sampling). Sampling will be undertaken at the landfill in the fall (September/October). Two (2) quality assurance/quality Control (QA/QC) samples will be added to each sampling event (minimum 10% of samples).
- Collecting surface water samples at 4 surface water locations provided that the sites are accessible, and water is present. Sampling will be undertaken at these sites in the Fall (September/October). One (1) quality assurance/quality Control (QA/QC) sample will be added to each sampling event (minimum 10% of samples).

All water samples will be analyzed for the parameters tested in 2025. SGS Canada Inc. will analyze the samples and will invoice Calvin Township directly. Laboratory costs are estimated at a total of \$6,550 + taxes for the two years of sampling (budget not included in this scope of work).

TASK 300 – 2026/2027 LANDFILL MONITORING REPORT (\$9,531)

The 2026/2027 Landfill Monitoring Report will be similar in layout to the 2024/2025 bi-annual report. The report will be completed within 25 working days upon receiving the final laboratory data for the fall 2027 sampling event.

One (1) electronic copy of the report will be provided to the Township.

Actual time and disbursement costs will be invoiced. If spring sampling is required by the MECP (i.e. 2 sampling events/year) an extension to the budget will be required by KP to cover the time and disbursement costs for the additional sampling.

A copy of our 2026 professional rates are provided below:

Category	2026 Hourly Rate
	\$CAD/hour
Specialist Consultant	\$405.00
Principal	\$390.00
Specialist Engineer/Scientist - E9/S9	\$370.00
Specialist Engineer/Scientist - E8/S8	\$340.00
Senior Engineer/Scientist - E7/S7	\$310.00
Senior Engineer/Scientist - E6/S6	\$285.00
Intermediate (Project) Engineer/Scientist - E5/S5	\$260.00
Intermediate (Project) Engineer/Scientist - E4/S4	\$240.00

Intermediate (Project) Engineer/Scientist - E3/S3	\$220.00
Junior Engineer/Scientist - E2/S2	\$195.00
Junior Engineer/Scientist - E1/S1	\$175.00
Intern Engineer/Scientist	\$125.00
Field Tech	\$100.00
Tech 5	\$220.00
Tech 4	\$205.00
Tech 3	\$190.00
Tech 2	\$175.00
Tech 1	\$150.00
IT Specialist	\$180.00
IT General	\$155.00
Senior Admin & Finance	\$180.00
Clerical/Accounting Support	\$105.00

Was Requested By: Donna Maitland

Of: Municipality of Calvin

By: Email

Billing Terms: Standard Local Rates

Time Charges: \$19,672.50 (CAD)

Disbursements: \$ 4,682.29 (CAD)

The Estimated Cost of the Work is: \$24,354.79 (CAD)

Prepared By:



Date: Dec 23, 2025

Steven Aiken

Approved by:



Date: Dec 24, 2025

Craig Hall

On behalf of Municipality of Calvin I hereby direct Knight Piésold to proceed with the work described above and agree to the Terms and Conditions contained hereunder. No other terms and conditions subsequently issued shall be valid unless agreed upon in writing by both parties.

Signed:*

Date:

Jan 13/26

Position:

MAYOR

Signed:*

D. Maitland

Date:

Jan 13/26

Position:

CAO

* Please sign and return this form to the originating Knight Piésold office.

GENERAL CONDITIONS OF CONTRACT

1. **EXTENT OF AGREEMENT** - These General Conditions of Contract set forth the terms and conditions pursuant to which Knight Piésold Ltd. ("Knight Piésold") will provide the consulting services described in the attached Contract Form (the "Services") to the identified client (the "Client") for the identified project (the "Project"). In the event that these General Conditions of Contract are included in a proposal ("Proposal"), then the Proposal shall further describe the Services, the Client and the Project to which these General Conditions of Contract shall apply. In the event of any inconsistency between the Proposal and these General Conditions of Contract, the terms of the Proposal shall govern. These General Conditions of Contract, the Contract Form and the Proposal (as applicable), constitute the entire agreement (the "Agreement") between Knight Piésold and the Client with respect to the Services, expressly superseding all prior agreements and communications (both oral and written) between Knight Piésold and the Client.
2. **STANDARD OF CARE** - Knight Piésold shall perform its Services with the level of engineering care, skill and diligence ordinarily exercised by members of the profession for services of a similar nature under similar conditions in the vicinity and at the time the Services are performed. This Agreement contains all of the express representations and warranties of Knight Piésold and the Client with respect to the performance of the Services. Except as expressly set out in this Agreement, there are no further representations, warranties or conditions of any kind, whether express or implied, statutory or otherwise, including any warranty of error-free operation.
3. **COMPENSATION** - The Client shall compensate Knight Piésold for all hours worked and other costs incurred at the rates and on the terms set out in this Agreement. Should the need for work beyond the scope of the Project or rework through no fault of Knight Piésold arise, Knight Piésold will notify the Client of the revised estimate for the Client's approval. Knight Piésold reserves the right to withhold continued performance subject to the approval of additional funding. Taxes and similar assessments, other than income taxes assessed on Knight Piésold, imposed by any federal, provincial, municipal or similar taxing authority, in connection with the Services will be charged in addition to fees and disbursements.
4. **TERMS OF PAYMENT** - Knight Piésold shall invoice the Client for Services performed under this Agreement and the Client shall pay such invoices upon receipt. Invoices not paid within 30 calendar days of the invoice date shall be subject to an interest charge of 1.5% per month from the date of billing until paid. No deduction or set-off shall be made by the Client from the fee payable to Knight Piésold.
5. **USE OF SUBCONTRACTORS AND SUBCONSULTANTS** - At any stage of the Services, Knight Piésold reserves the right to engage subcontractors and sub-consultants to perform services as Knight Piésold believes are in the best interests of the Client in performance of the Services.
6. **OWNERSHIP OF WORK PRODUCT** - All drawings, maps, plans, data, graphs, diagrams, reports, samples, specifications, manuals or other forms of materials and information required to be prepared by Knight Piésold pursuant to this Agreement (collectively, the "Work Product") shall remain the property of Knight Piésold. Knight Piésold hereby grants the Client a non-exclusive, irrevocable, perpetual and royalty-free license to use the Work Product only for the purpose of the Project. For certainty, the Client's license to use the Work Product as described in this Section does not include a right to receive from Knight Piésold any raw data files or background materials created or used in the preparation of the Work Product.
7. **IMPROPER USE OF WORK PRODUCT** - If the Client: (a) uses the Work Product or provides it to third parties for purposes other than in connection with the Project without Knight Piésold's prior written consent; or (b) alters the Work Product without Knight Piésold's prior written consent, then the Client will indemnify Knight Piésold against claims and costs (including legal costs) associated with such improper use or alteration, and Knight Piésold will not in any way be responsible for the consequences of any such improper use or alteration.
8. **INSURANCE** - Knight Piésold shall carry and maintain the following insurance for this Project, subject to such insurance being available to Knight Piésold on commercially acceptable terms: (a) worker's compensation insurance; (b) general liability insurance with limits of not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate; (c) automobile bodily injury liability and property damage liability insurance covering automobiles owned or hired by Knight Piésold with a limit of not less than \$1,000,000 per occurrence; and (d) professional liability insurance with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate.
9. **INDEMNITY** - Knight Piésold shall indemnify the Client, its officers, employees and agents (collectively, the "Client Parties") from and against all liabilities, damages and costs incurred by the Client Parties as a result of third party claims brought or made against the Client Parties for personal injury, including death or property damage, to the extent arising as a direct result of the negligent acts or omissions of Knight Piésold in the performance of the Services, except to the extent any such liability, damage or cost is caused or contributed to by the Client Parties, or any one of them.
10. **EXCLUSION OF LIABILITY** - Subject to Section 9, Knight Piésold shall not be responsible for and has no liability with respect to any liabilities, damages or costs incurred by the Client Parties as a result of third party claims brought or made against the Client Parties, arising, directly or indirectly, solely as a result of the performance of the Services by Knight Piésold under this Agreement, and the Client shall indemnify and hold harmless Knight Piésold, its officers, employees and agents from and against any liabilities, damages and costs incurred by Knight Piésold as a result of such third party claims.
11. **LIMITATION OF LIABILITY** - Notwithstanding any other provision of this Agreement Knight Piésold's liability for claims which the Client has or may have against Knight Piésold or Knight Piésold's employees, agents, representatives, subcontractors and sub-consultants relating to the Services, whether arising in contract, tort, statute or otherwise, will be limited:
 - a.to claims brought within one year after completion of the Services or the earlier termination of this Agreement; and
 - b.to an aggregate total of \$250,000.

No officer, employee or agent of Knight Piésold shall have any personal liability to the Client, its directors, officers or employees in respect of any claim whether arising in contract, tort, statute or otherwise arising from or related to the Services.
12. **CONSEQUENTIAL DAMAGES** - Neither party is liable to the other party for special, punitive, contingent, indirect, consequential or pure economic loss or damage, including without limitation loss of use, profit, revenue, earnings, business interruption, expected savings or other commercial economic losses of any kind, whether or not such losses or damages were foreseeable and whether or not the parties were advised of the possibility of them.
13. **FORCE MAJEURE** - If either party to this Agreement is prevented from, or delayed in, performing any of its obligations by reason of force majeure, then such party shall not be liable to the other for its failure to perform, or for its delay in the performance of, its obligations hereunder and shall be excused punctual performance of such obligation for the period of time that the event of force majeure remains in effect. As used herein, "force majeure" shall include, but not be limited to: war, hostilities, acts of foreign enemy, invasion, warlike operations, acts of terrorism, civil war, civil disobedience, blockade, regional or global epidemic or pandemic, bad weather, earthquake, flood, fire or other natural physical disaster, and strike, lock out or other industrial concerted action by workers. In no event shall lack of finances or inability to perform because of the financial condition of either party constitute force majeure on the part of such party.
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19. **DISPUTES** - All disputes relating to or arising out of this Agreement (each, a "Dispute") shall be resolved in accordance with the following procedure: (a) a party with a Dispute may, at any time, deliver written notice to the other party describing the Dispute (a "Dispute Notice"); (b) within 14 days of the delivery of a Dispute Notice, or such other time as the parties may agree in writing, senior representatives of the parties shall meet and make all reasonable efforts to resolve the Dispute (the "Settlement Meeting"); (c) if the Dispute has not been resolved within 14 days after the Settlement Meeting, or such other time as the parties may agree in writing, the Dispute shall be settled by mediation; and (d) if within seven days of completion of the mediation the Dispute is not settled by agreement, then either party may request the other party to agree to settle the Dispute by binding arbitration, or may without further notice commence litigation.
20. **APPLICABLE LAW** - This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

9/16

CAO

From: CAO
Sent: January 7, 2026 5:52 PM
To: CAO
Subject: FW: 2025/26 Fire Protection Grant for: CALVIN (2025-08-1-3283159020)
Attachments: TPON - Approving a Contract.pdf

Donna Maitland
CAO/Clerk/Treasurer
Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700
www.calvintownship.ca



 Please consider the environment before printing this e-mail.

DISCLAIMER: This e-mail and any attachments may contain personal information or information that is otherwise confidential. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Municipality of Calvin accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply and delete or destroy any copies of it. The transmission of e-mails between an employee or agent of the Municipality of Calvin and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Municipality of Calvin.

From: Nichols, Rachel (SOLGEN) <Rachel.Nichols@ontario.ca>
Sent: December 22, 2025 11:53 AM
To: Chowdhury, Afrida (MPBSDP) <Afrida.Chowdhury@ontario.ca>; CAO <CAO@calvintownship.ca>; Fire Chief <firedept@calvintownship.ca>
Cc: Maki, Brian (SOLGEN) <Brian.Maki@ontario.ca>
Subject: 2025/26 Fire Protection Grant for: CALVIN (2025-08-1-3283159020)

Hello,

The individual identified as the signing authority on your Fire Protection Grant (FY25-26) application will be receiving a notification from Transfer Payment Ontario (TPON) regarding the Transfer Payment Agreement (TPA) being made available for signature.

Please note that the funding amount allocated to your municipality is **\$ 19,626.05**; however, upon review of the TPA the funding amount in Schedule C & D will have been rounded to the nearest dollar. You will be receiving the full contract amount as identified in this email upon receipt of the signed TPA.

To sign the Transfer Payment Agreement, we have included instructions for approving a contract, there is also a video available: <https://vimeo.com/534910315/ee56c9048a> for your review should you prefer that format. Once you have located your contract in TPON, you will need to download the document, manually sign, and upload the document back into TPON. This will provide you with the opportunity to present to council, should it be required, as well as receive a fully executed TPA from the Office of the Fire Marshal after it has been signed by all parties.

Should you have any questions regarding your TPA, such as your allocated amounts, approved projects, or questions with TPON, please first connect with your local Fire Protection Adviser.

Thank you in advance.

OFM Fire Protection Grant Team

CAO REPORT TO COUNCIL: CAO 2026-07 Insurance Renewal Options
January 13, 2026 Council meeting

Purpose

To provide Council with an overview of the insurance renewal options for the 2026 policy year, including a summary of proposals received in response to the Municipality's Request for Proposals (RFP), a comparison of coverage and cost, and a recommendation regarding the renewal of insurance with the current provider.

Background

The Municipality issued a Request for Proposals (RFP) for insurance coverage in advance of the expiration of its current policy February 2026. The Municipality's existing insurer is MIS Municipal Insurance.

The RFP included detailed coverage specifications based on the Municipality's current insurance policy, and proponents were requested to submit quotations reflecting those coverage requirements.

Two proposals were received in response to the RFP:

Intact Insurance and MIS Municipal Insurance

These were the only proponents responding to the RFP.

RFP Compliance and Coverage Alignment

The proposals received appear to be generally aligned with the coverage parameters outlined in the RFP. The notable exception is cyber insurance coverage, which was requested as part of the RFP and is included in the MIS Municipal Insurance proposal but not included in the Intact Insurance proposal. Other deviations in Intact Insurance's proposal appear to not be substantial in nature.

Summary of Proposals and Cost Comparison

Intact Insurance submitted a quote of \$47,542, which does not include cyber insurance coverage.

MIS Municipal Insurance submitted a quote of \$48,423, which includes cyber insurance coverage valued at \$4,635.

When the value of cyber insurance is considered, the MIS proposal represents the lower overall cost and is the only proposal that fully complies with the RFP requirements.

Proponent Reputation and Clarification

Intact Insurance is widely recognized as a reputable and well-established insurer with a strong presence in the municipal insurance market. The recommendation contained in this report is not a reflection of any concerns regarding Intact Insurance's qualifications, service standards, or overall reputation.

The recommendation is based solely on the specific terms of the proposals received in response to this RFP, including coverage compliance, total cost when required coverages are considered, continuity of claims management, and price stability.

Price Stability

MIS Municipal Insurance is offering price stability, including the option of a two- or three-year rate guarantee on the primary liability insurance premium. This provides increased budget certainty and reduces exposure to future insurance market fluctuations. With respect to price stability, Intact Insurance states they “have a long history of living our values and believe any discussion with respect to our commitment to price stability for our customers must begin with our values..simply put we do not think price guarantees are in the best interest of our clients and thus unaligned with our values.”

Continuity and Risk Management

The Municipality currently has several active claims and legal matters being administered under the existing insurance policy. Maintaining continuity with the current insurer minimizes the risk of disruption, delays, or coverage interpretation issues that can arise when claims are transferred between insurers. Remaining with MIS ensures uninterrupted claims handling and continuity in the management of the Municipality’s risk exposure.

Experience with Current Provider

The Municipality’s experience with MIS Municipal Insurance has been positive. MIS has consistently demonstrated timely responsiveness, same-day assistance when required, and efficient processing of insurance matters. This level of service supports effective risk management and timely resolution of claims.

Financial Impact

The proposed insurance renewal with MIS Municipal Insurance for the 2026 policy year has an annual premium cost of \$48,423 and some price stability for the next 3 years.

Although the Intact Insurance proposal reflects a lower base premium, it does not include price stability guarantees, or cyber insurance coverage. When the value of cyber insurance (\$4,635) is considered, the MIS proposal represents the lower overall cost.

In addition, MIS is offering price stability through a two- or three-year rate guarantee, providing budget certainty and reducing exposure to future insurance market increases.

Recommendation

That Council approve the renewal of the Municipality’s insurance coverage with MIS Municipal Insurance for a three-year term beginning February, 2026.

CAO REPORT TO COUNCIL: CAO 2026-08 Asbestos Management Program RFP results
January 13, 2026 Council meeting

Purpose

To provide Council with the results of the Request for Proposals (RFP) process for Asbestos Assessment and Management Obligations and to seek Council's approval to award the contract.

Background

By Resolution No. 2025-330, Council directed the Chief Administrative Officer (CAO) to issue a Request for Proposals for professional services related to asbestos assessment and management obligations for municipal facilities.

CAO Report 047-2025 is attached and provided to Council for reference purposes outlining the scope of work and procurement approach.

RFP Results and Evaluation

A total of five (5) submissions were received by the closing date. The proposals were evaluated jointly by the CAO and the Public Works Superintendent in accordance with the established evaluation criteria set out in the RFP, including experience, methodology, qualifications, and cost.

Due to the nature of the work, all proposal prices are estimates only. Asbestos-related investigations may encounter unexpected environmental conditions at various sites, which could require additional testing or investigation. Any such additional work would not proceed without prior authorization from municipal staff, ensuring cost control and oversight.

Financial Considerations

The highest overall technical score was achieved by 360 Engineering (100%). Englobe the next highest score was assessed at 97%. However, there is a significant difference in proposed costs:

Englobe: \$11,800 (plus HST)

360 Engineering: \$44,487 (plus HST)

Given the marginal difference in technical scoring and the substantial cost savings, the financial impact is a key factor in this recommendation.

Additional Considerations

In addition to cost, the recommendation considers the benefits of engaging a local, experienced firm. Englobe operates out of North Bay, whereas 360 Engineering is based in Hamilton. The recommended firm provides a cost-effective solution while meeting the technical and professional requirements of the project. The proposal represents best value for the municipality when considering price, experience, and local presence.

Recommendation

THAT Council approve the award of the contract for Asbestos Assessment and Management Obligations to Englobe at an estimated cost of \$11,800 plus applicable HST; and

THAT any additional investigations or costs arising from unforeseen environmental conditions be subject to prior authorization by municipal staff.



Corporation of the Municipality of Calvin

Council Resolution

Date: November 12, 2025

CAO report to Council O47-2025: Asbestos Assessment and Management Obligations

Resolution Number: 2025-330

Moved By: Councillor Manson

Seconded By: Councillor Grant

WHEREAS Council for the Corporation of the Municipality of Calvin received CAO Report O45-2025: Asbestos Assessment and Management Obligations;
AND WHEREAS Council acknowledges the Municipality's regulatory and financial obligations under OHSA Regulation 278/05 and PSAB Standard PS 3280;
NOW THEREFORE BE IT RESOLVED THAT Council approves the issuance of a RFP for 3rd party asbestos assessment services, including the proposed process, evaluation criteria, and timelines;
AND FURTHER THAT COUNCIL approves the use of CCBF or OCIF funding to finance the project;
AND FINALLY THAT COUNCIL authorizes the Chief Administrative Officer (CAO) to issue the RFP and bring back a recommendation to Council for the hiring of the successful firm.

Results: Passed

CERTIFIED to be a true copy of
Resolution No. 2025-330 passed by the
Council for the Corporation of the Municipality of Calvin
on the 11th day of November 2025.

Donna Maitland
CAO/Clerk/Treasurer

7 CAO report to Council CAO46-2025: Asbestos Assessment and Management Obligations

PURPOSE: to inform Council of the Municipality's obligations related to asbestos assessment and management, outline the proposed Request for Proposal (RFP) process, and seek approval for funding from the Canada Community-Building Fund (CCBF) or Ontario Community Infrastructure Fund (OCIF) to complete the required work.

BACKGROUND

The Municipality of Calvin is responsible under the Occupational Health and Safety Act (OHSA, R.S.O. 1990, c. O.1), Regulation 278/05 – Designated Substances – Asbestos, to identify, manage, and report on asbestos-containing materials (ACMs) in all municipal facilities. Additionally, the Municipality is required to comply with PSAB Standard PS 3280 – Asset Retirement Obligations by recognizing asbestos-related financial liabilities in municipal records.

To meet these obligations, the Municipality must:

1. Conduct a comprehensive baseline survey of ACMs in all municipal buildings.
2. Develop and maintain a formal Asbestos Management Plan.
3. Implement a financial framework for Asset Retirement Obligations (AROs).
4. Deliver staff training and occupant awareness programs.
5. Establish a system for ongoing compliance, monitoring, and reporting.

Failure to comply with PSAB Standard PS 3280 will result in:

- Misstated financial statements and inaccurate reporting of liabilities.
- Qualified or adverse audit opinions from municipal auditors or the Office of the Auditor General of Ontario.
- Reduced public confidence in financial management, and potential impacts on borrowing capacity or credit rating.
- Operational and legal risks if obligations tied to health and safety (such as asbestos removal) are not properly funded or managed.

NEED FOR EXTERNAL EXPERTISE

The Asbestos Management Project requires specialized knowledge and experience, including:

- Certification and proven experience in asbestos surveying and management.
- Expertise in preparing Asbestos Management Plans for municipal or commercial facilities.
- Knowledge of OHSA Regulation 278/05 – Designated Substances – Asbestos, including safe handling and reporting requirements.
- Experience in developing financial frameworks for Asset Retirement Obligations (AROs) in compliance with PSAB Standard PS 3280.
- Ability to design and deliver staff training programs and occupant awareness initiatives.

Engaging a qualified third-party firm ensures that all aspects of the project—safety, regulatory compliance, financial reporting, and training—are completed to the required standard and in a timely manner.

PROPOSED RFP PROCESS AND TIMELINE (subject to change)

The Municipality proposes to issue an RFP to qualified firms with the following timeline:

<u>Milestone</u>	<u>Date</u>
RFP Approval by Council	Nov 11, 2025
RFP Issued Publicly	Nov 12, 2025
Proposal Submission Deadline	Dec 10, 2025
Evaluation & Firm Selection	Dec 11–19, 2025
Notification of Successful Firm	Dec 20, 2025
Project Start	Jan 6, 2026
Completion of Survey, Management Plan & Financial Framework	Mar 31, 2026
Staff Training & Occupant Awareness	Apr 1 – Apr 30, 2026
Presentation of Final Program to Council	May 12, 2026

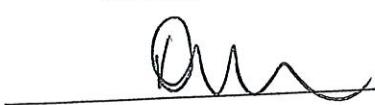
FUNDING

The project can be funded through either the Canada Community-Building Fund (CCBF) or the Ontario Community Infrastructure Fund (OCIF). There would be no impact on taxation. Council approval is requested to allocate funds from one of these sources to cover project costs which can only be determined through an RFP process.

RECOMMENDATION:

It is recommended that Council:

- Acknowledge the Municipality's regulatory and financial obligations under OHSA Regulation 278/05 and PSAB Standard PS 3280.
- Approve the issuance of an RFP for 3rd party asbestos assessment services, including the proposed process, evaluation criteria, and timelines.
- Approve the use of CCBF or OCIF funding to finance the project.
- Authorize the Chief Administrative Officer (CAO) to issue the RFP and bring back a recommendation to Council for the hiring of the successful firm.



Donna Maitland, CAO October 28, 2025

CAO REPORT TO COUNCIL: CAO 2026-09 Facility and Building Condition Assessments RFP results
January 13, 2026 Council meeting

Purpose

To provide Council with the results of the Request for Proposals (RFP) process for Facility and Building Condition Assessments RFP Results and to seek Council's approval to award the contract.

Background

By Resolution No. 2025-333, Council directed the Chief Administrative Officer (CAO) to issue a Request for Proposals for professional services related to facility and building condition assessments (of the Municipality's buildings outdoor recreation facilities)

CAO Report 048-2025 is attached and provided to Council for reference purposes outlining the scope of work and procurement approach.

RFP Results and Evaluation

A total of six (6) submissions were received by the closing date. The proposals were evaluated jointly by the CAO and the Public Works Superintendent in accordance with the established evaluation criteria set out in the RFP, including experience, methodology, qualifications, and cost. No local or regional firms responded to the call for proposals.

Financial Considerations

There was a tie for the highest overall technical score. An Ottawa-based firm, RJC Engineering, achieved this score with a quoted cost of \$15,650 (plus HST). The cost of the quote submitted by the other firm was \$27,500. Cost was therefore the deciding factor in this recommendation

Recommendation

THAT Council approve the award of the contract for Facility and Building Condition Assessments to RJC Engineering at a cost of \$11,800 plus applicable HST.



Corporation of the Municipality of Calvin

Council Resolution

Date: November 12, 2025

CAO report to Council 048-2025: Facility and Building Condition Assessments

Resolution Number: 2025-333

Moved By: Councillor Moreton

Seconded By: Councillor Manson

THAT Council receives CAO report-048 Facility and Building Condition Assessment;
THAT Council authorizes staff to issue the RFP for a Facility and Building Condition Assessment of the Municipality's buildings and outdoor recreation facilities, in accordance with the scope, deliverables, and timeline outlined in this report;
THAT this project be funded entirely through the use of CCBF funds.

Results: Passed

CERTIFIED to be a true copy of
Resolution No. 2025-333 passed by the
Council for the Corporation of the Municipality of Calvin
on the 11th day of November 2025.

Donna Maitland
CAO/Clerk/Treasurer

CAO report to Council – 048 Facility and Building Condition Assessment

PURPOSE: To provide Council with the rationale for issuing a Request for Proposal (RFP) for a comprehensive Facility and Building Condition Assessment of municipal buildings and outdoor recreation facilities and to obtain their support for it.

Background

The Municipality of Calvin owns and operates several municipal buildings and outdoor recreation facilities, including:

Buildings: Fire Hall, Sand Dome, Public Works Garages (2), Municipal Office Complex / Recreation Hall, Outdoor Storage Building

Outdoor Recreation Facilities: Outdoor Rink, Outdoor Playground, Soccer Fields, Ball Fields

Currently, there is no comprehensive assessment of the condition of these assets. Without updated condition data, the Municipality faces challenges in:

- Prioritizing maintenance and capital renewal projects
- Aligning asset management planning with provincial reporting requirements
- Forecasting long-term costs for building and facility upkeep.

Rationale for RFP

Engaging a qualified consultant to conduct a Facility and Building Condition Assessment will provide:

Accurate Condition Data: Objective evaluation of structural integrity, building systems (electrical, plumbing, HVAC), and overall facility condition.

Prioritized Recommendations: Identification of maintenance, repair, and capital renewal needs with cost estimates.

Alignment with Asset Management Plan: Working with the Municipality's Assessment Management Consultant to ensure consistent condition measurement language for reporting.

-Informed Decision-Making: Enables staff and Council to make data-driven decisions for budgeting and capital planning.

-Regulatory Compliance: Ensures facilities meet safety, accessibility, and reporting standards.

-Stakeholder Engagement: Includes consultation with senior staff and presentation of the final report to Council for transparency.

Financial Considerations

CCBF funds will be used to fund this project in its entirety.

The RFP will request detailed cost proposals. Awarding the contract will be based on a combination of:

Consultant qualifications and experience

Methodology and work plan

References and previous projects

Cost/value proposition

Note: The lowest bid is not necessarily the successful bidder. Quality and experience will be weighted heavily in the evaluation. Funding for this project is available within the 2026 operating/capital budget under [Insert Budget Line].

*attached RFP

RECOMMENDATION TO COUNCIL

That Council receives CAO report-048 Facility and Building Condition Assessment;

That Council authorizes staff to issue the RFP for a Facility and Building Condition Assessment of the Municipality's buildings and outdoor recreation facilities, in accordance with the scope, deliverables, and timeline outlined in this report;

That this project be funded entirely through the use of CCBF funds.

Respectfully submitted, Donna Maitland, CAO

Nov 4, 2025



REQUEST FOR PROPOSALS

RFP No.: CAL-FBCA-2025

Issue Date: November 12, 2025

Closing Date: January 5, 2026

PROJECT:

Facility and Building Condition Assessment

The Corporation of the Municipality of Calvin invites qualified consultants to submit proposals to conduct a comprehensive Facility and Building Condition Assessment of its municipal buildings and outdoor recreation facilities.

SCOPE OF WORK

The successful consultant will provide a detailed assessment of the physical condition, structural integrity, and maintenance requirements for the following municipal assets:

Buildings:

- - Fire Hall
- - Sand Dome
- - Public Works Garages (2) and outdoor gas tanks
- - Municipal Office Complex / Recreation Hall
- - Equipment/Recreation Storage Buildings

Outdoor Recreation Facilities:

- - Outdoor Rink
- - Outdoor Playground
- - Soccer Field
- - Ball Field

The assessment must include:

1. Visual inspection and evaluation of structural components, building systems (electrical, plumbing, HVAC), and roofing.
2. Identification of maintenance, repair, and capital renewal requirements.
3. Estimation of remaining useful life of key building components.
4. Prioritization of maintenance and capital replacement needs.
5. Recommendations for cost-effective improvements.
6. A written report with photographs, diagrams, and a summary of findings.

DELIVERABLES

- Project Completion: The project must be complete ideally no later than March 1, 2026, including all inspections, assessments, and reporting.

- Meetings with Senior Staff:

- The consultant is expected to meet with senior municipal staff at a frequency deemed appropriate to review progress and key findings.
- A formal meeting with senior staff will be required to review the draft report prior to finalization.

- Final Report:

A Building Condition Assessment must be submitted, organized according to the UNIFORMAT classification system to ensure consistency in reporting and analysis.

- One (1) electronic copy in an accessible format compliant with Ontario accessibility standards (Word or PDF) with Excel tables for each asset and condition assessment results.
- Ten (10) printed copies of the final report.

- Council Presentation:

- The consultant will present the final report in person, or via TEAMS to Council during a Tuesday evening Council meeting once the draft report has been reviewed and accepted by senior staff.

- Report Content Requirements:

- Detailed assessment of all municipal buildings and outdoor recreation facilities listed in the scope.
- Photographs, diagrams, and summary of findings.
- Identification of maintenance, repair, and capital renewal requirements.
- Estimation of remaining useful life of key building components.
- Prioritized recommendations for maintenance and capital improvements.
- Cost estimates for suggested repairs and replacements where applicable.

ELIGIBILITY & QUALIFICATIONS

Consultants must demonstrate:

- Experience in building and facility condition assessments, preferably for municipal clients
- Professional qualifications in engineering, architecture, or building science
- Ability to meet deadlines and provide clear, actionable reporting

SUBMISSION REQUIREMENTS

Proposals must include:

- Company profile and relevant experience
- Detailed methodology and work plan
- Schedule and timeline for completion
- Cost (including disbursements)
- References from previous municipal clients

Submissions may be submitted in hard copy, or by email clearly marked "Building Code Assessment RFP No.: CAL-FBCA-2025" and delivered to:

**The Corporation of the Municipality of Calvin
1355 Peddlers Drive
Mattawa, ON P0H 1V0
email: cao@calvintownship.ca**

Deadline for submissions: Noon, January 5, 2026

Opening of bids: 12:10 p.m., January 5, 2026

Council announcement of successful bidder: January 6, 2026

Note: The lowest bid is not necessarily the successful bidder.

TENDER TIMELINE SCHEDULE

Activity	Date / Time
Issue Request for Proposal	November 12, 2025
Deadline for Submission (Hard Copy)	January 5, 2026 – 12:00 p.m.
Opening of Bids	January 5, 2026 – 12:10 p.m.
Council Announcement of Successful Bidder	January 6, 2026

EVALUATION CHART

Evaluation Criteria	Description	Maximum Points	Evaluator Notes / Scoring
Consultant Qualifications & Experience	Professional qualifications, municipal experience, prior condition assessments	25	
Methodology & Work Plan	Clarity, comprehensiveness, practicality, inspections, reporting	25	
References / Past Projects	Quality and relevance of references, demonstrated success	10	
Understanding of Scope / Proposed Approach	Demonstrates understanding of municipal assets and reporting	20	
Timeline / Schedule	Ability to meet deadlines; realistic scheduling	10	
Cost / Value	Fees including disbursements; cost-effectiveness	10	

Notes:

- The lowest bid is not necessarily the successful bidder; quality, methodology, and experience are critical.



Proposed Small Northern New Residential Property Tax Class

Our Proposal

Amend the Assessment Act to add a Small Northern New Residential Property Tax Class

The problem we are solving



➤ Background: From Company Towns to Surplus Serviced Land

- Many northern Ontario communities were built around railways, mines, and mills and other industries that expanded rapidly in the 1950s–60s
- Industrial closures in the 1980s led to population loss, business closures, and municipal fiscal strain
- Demolition over time left inventories of serviced, surplus vacant residential land across small Northern Ontario communities
- Current property tax policies do not promote new construction in small northern Ontario Municipalities perpetuating population stagnation or loss

How We Will Solve the Problem



➤ By implementing this property tax class

- Small Northern Municipalities with a population of 5,000 or less will be able to reduce the residential property tax rate for new construction for a period of 30 years
- The proposed amendment will enable municipalities to tailor the rate reduction to meet their individual needs

Our ask of You



1

Municipalities

- Pass a resolution of support urging the Province to amend the Assessment Act to add a Small Northern New Residential property tax class and subclass.

2

Businesses/Industry

- Provide a letter of support describing how housing affordability affects workforce attraction and why this tax class would help.

3

Everyone

- Send copies to provincial ministers, associations, cao@hornepayne.ca and the Minister of Finance at minister.fin@ontario.ca

What this Amendment Will Do

Why Your Support Matters



For Municipalities (<5,000 pop.)

Lower taxes on new builds can unlock the potential of serviced vacant lots, grow assessment base, and ease burden on current residents

Supports workforce attraction/retention for local industries, employers and public services

Encourages growth through migration to Northern Ontario communities

What this Amendment Will Do

Why Your Support Matters



For Industry and Business

Northern economic potential depends on the interaction between industry and residents.

Industry growth requires a local workforce; the workforce requires affordable local housing

Reduced reliance on temporary camps outside municipal boundaries; more local spending and stability.

Key Challenges this Amendment will Address



Housing Shortages

High cost of residential development in remote settings



High residential property tax rates

Limit feasibility of new builds



Industry accommodations

Bunkhouses outside municipal boundaries leverage local infrastructure without proportional revenues



Service limitations

Municipalities focus on core services; fewer amenities to attract residents

Expected Outcomes



- Increased feasibility of new home construction; greater housing supply.
- Attract and retain workforce needed for industry growth.
- Population growth broadens municipal tax bases over time, easing burden on current residents.
- Signal of provincial commitment to northern housing during a province-wide housing crisis

Implementation Pathway



Province: Amend the Assessment Act to create the new class/subclass.

Municipalities: Adopt by-laws setting the rate for eligible new residential properties.

Administration: Simple eligibility criteria (e.g., location, occupancy certificate date) to minimize burden vs. CIPs.

Monitoring: Track new permits, completions, and assessment growth to evaluate outcomes.

Reminder: What You Can Do



1

Municipalities

- Pass a resolution of support urging the Province to amend the Assessment Act to add a Small Northern New Residential property tax class and subclass.

2

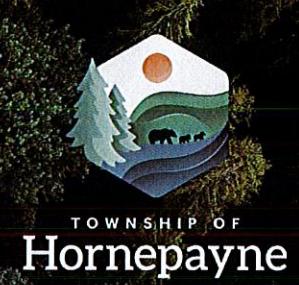
Businesses/Industry

- Provide a letter of support describing how housing affordability affects workforce attraction and why this tax class would help.

3

Everyone

- Send copies to provincial ministers, associations, cao@hornepayne.ca and the Minister of Finance at minister.fin@ontario.ca



Thank You!

Prepared by:
Manuela Batovanja
CAO, Hornepayne, ON

[Date]

Re: Support for the Creation of a Small Northern New Residential Property Tax Class

To whom it may concern,

On behalf of [Your Business Name], we are writing to express our support for the Township of Hornepayne's proposal to establish a Small Northern New Residential Property Tax Class.

This initiative targets Northern Ontario communities with populations under 5,000, addressing distinct housing and economic challenges.

[Your Business Name] is committed to fostering sustainable growth in rural and northern Ontario. We recognize that inadequate, affordable housing is a barrier to economic development.

The new tax class would:

- **Enhance Homeownership Access:** Reduce barriers for northern residents and newcomers.
- **Advance Economic Stability:** Support workforce attraction and retention in key industries.
- **Empower Local Growth:** Strengthen municipal tax bases without overburdening current residents.
- **Promote Sustainable Development:** Encourage the use of existing infrastructure for new residential builds.

Hornepayne's leadership in advancing this proposal showcases their understanding of housing availability's impact on economic vitality. Aligning with Ontario's goals, this initiative would increase housing supply, revitalize rural economies, and ensure equitable development.

We urge the Ministry of Finance to support this vital initiative. Thank you for your commitment to nurturing growth in northern communities. We look forward to collaborating to build a stronger Ontario.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]

Resolution - Small Northern New Residential Property Tax Class

Resolution No. **2026-XXX**

Moved By: _____

Seconded By: _____

WHEREAS there is a visible disparity between the northern and southern population of Ontario; and

WHEREAS northern Ontario has an abundance of opportunity in the form of municipally serviced building lots for both Industry and population growth; and

WHEREAS high residential property taxes in northern Ontario discourage and prohibit the construction of new residential single family dwellings; and

WHEREAS the addition of a Small Northern New Residential property tax class and subclass would create an incentive for the building of new homes in small northern Ontario communities;

THEREFORE BE IT RESOLVED that the Council for _____ does hereby request that the Honorable Minister Peter Bethlenfalvy, the Minister of Finance, amends the Assessment Act to include a Small Northern New Residential property tax class and subclass.

BE IT FURTHER RESOLVED that this resolution be forwarded to the Honourable Doug Ford Premier of Ontario; **your Municipalities MPP**; the Honourable Minister Peter Bethlenfalvy, Minister of Finance; the Honourable Minister George Pirie, Minister of Northern Economic Development and Growth; the Honourable Minister Rob Flack, Ministry of Municipal Affairs and Housing; all northern Ontario Ministers; AMO; FONOM; NOMA; NEOMA; NESMG; and ROMA.



SAVE THE DATE

Municipal Services Office - North
Ministry of Municipal Affairs and Housing

2025 Northern Municipal Council Workshop - Virtual Learning Series

Date: January 29, 2026 (last session in the virtual learning series)
Location: Microsoft teams

Agenda:

The Municipal Services Office – North is pleased to invite you to attend the 6th and last session in the virtual council workshop series. This final instalment will offer an essential learning opportunity in the area of municipal-Indigenous stakeholder relationship building. We encourage you to mark your calendar and take part in this valuable series—you won't want to miss it.

Virtual series details and registration links:

Note: To facilitate the registration process, please ensure you register for the session individually using the link beside each session. Kindly note that each participant is required to complete the registration on their own behalf.

1. Building Effective Engagement Relationships with Indigenous Communities

Date and time: January 29, 2025, from 4:30 PM to 7:00 PM EST

Agenda:

<i>Time</i>	<i>Presentation</i>	<i>Speakers</i>	<i>Registration</i>
<i>4:30 PM to 4:40 PM</i>	<i>Welcoming Remarks</i>	<i>Sarah Cormier, Senior Municipal Advisor, MMAH, MSO-N Sudbury</i>	<i>Click here to register</i>
<i>4:40 PM to 5:40 PM</i>	<i>Stronger Together: Building First Nation–Municipal Partnerships: Hear about practical tools, resources, and knowledge products that can support collaboration between First Nations and municipalities. The goal is to foster</i>	<i>First Nation-Municipal Community Economic Development Initiative (CEDI)</i>	

	<i>understanding and encourage partnerships that drive mutual economic benefits through learning, capacity building, and shared development.</i>		
5:40 PM to 6:40 PM	<p><i>Indigenous Voices in Municipal Councils:</i> <i>This panel features Indigenous representatives who serve on municipal councils. They will share their perspectives on strengthening Indigenous–municipal relationships and their experiences representing their communities at the local level.</i></p>	<p><i>Cheryl Fort, Mayor, Township of Hornepayne</i></p> <p><i>Susan Nelson, Councillor, Township of Cochrane</i></p> <p><i>Wendy Landry, Mayor, Municipality of Shuniah,</i></p>	
6:40 PM to 6:45 PM	<i>Closing Remarks</i>	<i>Leisel Edwards, Municipal Advisor, MMAH, MSO-N Thunder Bay</i>	

Inquiries:

Municipal Services Office – North (Sudbury)

Enrique Paraco, Municipal Advisor
Email: enrique.paraco@ontario.ca
Phone: 705-280-0641

Municipal Services Office – North (Thunder Bay)

Leisel Edwards, Municipal Advisor
Email: leisel.edwards@ontario.ca
Phone: 249-885-2953