



# Corporation of the Municipality of Calvin

## REGULAR MEETING OF COUNCIL

Date: January 14, 2025

Time: 6:00 p.m.

1355 Peddlers Drive, Calvin, ON

---

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST
4. APPROVAL OF PREVIOUS MEETING MINUTES of December 10, 2024
5. DELEGATIONS TO COUNCIL - NONE
6. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS
  - 6.1 Mayor's Correspondence – Shared CEMC Training
7. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES
  - 7.1 Casselholme October 2024 Board Meeting Minutes
  - 7.2 DNSSAB Housing Targets Calvin
  - 7.3 Northern Municipal Services Office - Municipal Adviser District Coverage Changes
  - 7.4 MPAC Assessment Change Summary
  - 7.5 Ministry of Municipal Affairs and Housing – Proposed Amendments: Municipal Accountability Act, 2024
  - 7.6 AMO Policy Update – Municipal Codes of Conduct Legislation
  - 7.7 Ministry of Municipal Affairs and Housing Minister's Letter to Heads of Council - Code of Conduct
  - 7.8 CAO Report 06-2025, 2024 Complaints Summary
  - 7.9 CAO Report 02-2025, 2025 Municipal Levy- North Bay Parry Sound District Health Unit
  - 7.10 CAO Report 03-2025, Revised 2025 OPP Annual Billing Statement
  - 7.11 CAO Report 04-2025 2025 MPAC Levy
  - 7.12 CAO Report 05-2025 Follow up from FCM re: Calvin's Firefighting Strategy Resolution 2024-31
  - 7.13 Building Code Official Report – Dec 2024
  - 7.14 Casselholme Board of Management Meeting Minutes Nov 28, 2024
  - 7.15 Mayor's Correspondence with NBMCA re Eau Claire Gorge Signage
8. ADMINISTRATIVE MATTERS
  - 8.1 Mayor's Resolution – Council Activities Re: Promoting Development in Calvin Township
  - 8.2 CAO Report – 007-2025 Appointment of Deputy Clerk
  - 8.3 Papineau -Cameron Resolution 2024-328 (Mayor's Request)
  - 8.4 CAO Report 01-2025, Fire Protection Grant Application Results
  - 8.5 2025 Temporary Borrowing By-Law
  - 8.6 PW Superintendent Report - Closure and Sale of Original Shoreline/Road Allowance By-Law
  - 8.7 CAO Report 08-2025- Council Remuneration

**9. AGENCIES, BOARDS, COMMITTEES- Councillor Reports**

- 9.1 North Bay Mattawa Conservation Authority –Councillor Moreton **No Report**
- 9.2 East Nipissing Planning Board- Mayor Gould, Councillor Grant
- 9.3 Physician Recruitment -Next Meeting February 18, 2025, Mayor Gould **No Report**
- 9.4 OPP Detachment Board - Councillor Grant – **No report**
- 9.5 Canadian Ecology Centre –Mayor Gould meetings called by Chair, no schedule. **No Report**
- 9.6 Ontario Ministry of Finance 2025 Budget Consultation, North Bay, Dec 17, 2024, Mayor Gould – **No report, invitation attached.**

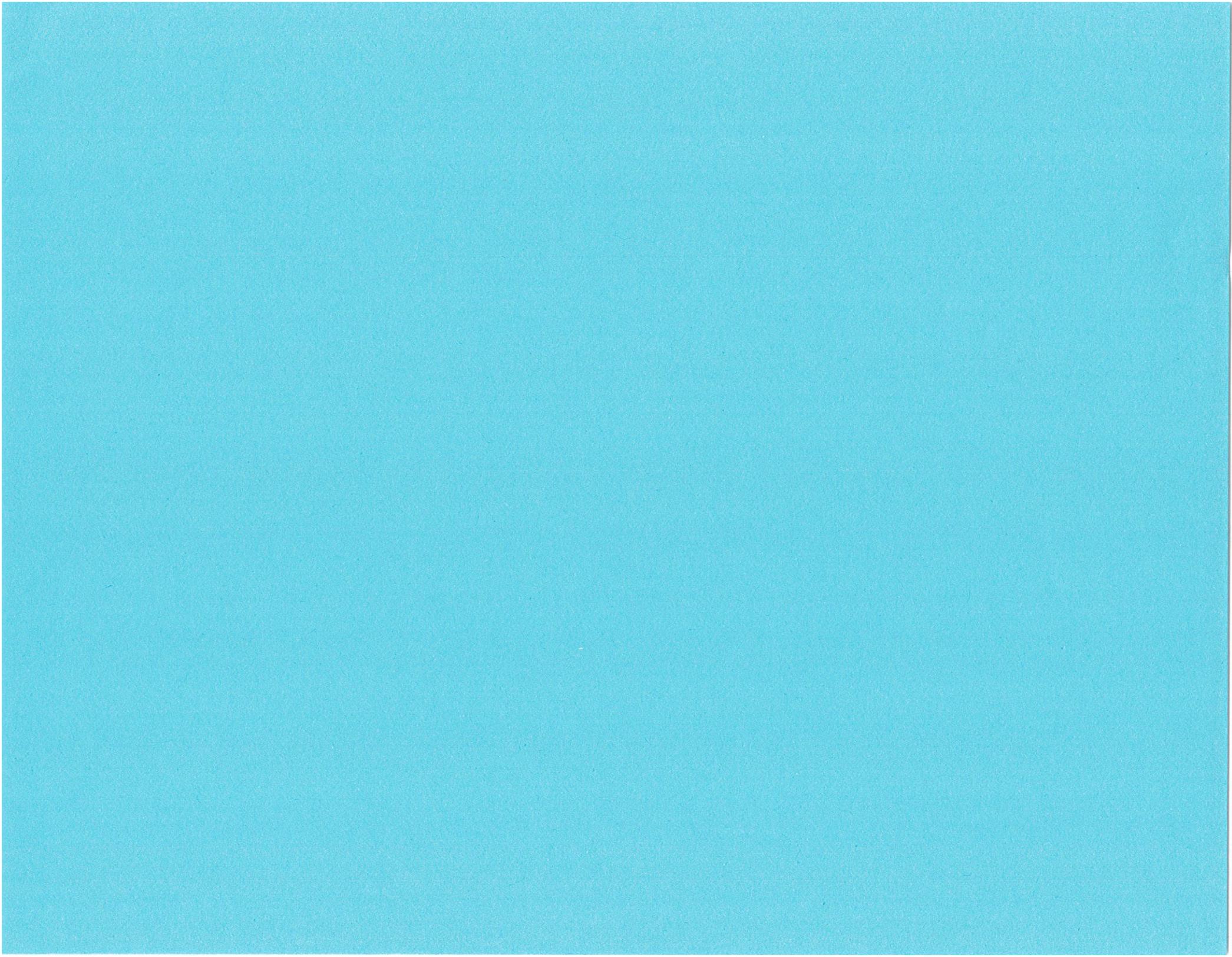
**10. CLOSED MEETING –**

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (s. 239(2)(e))

**11. RETURN TO OPEN SESSION**

**12. CONFIRMATORY BY-LAW**

**13. ADJOURNMENT.**





# Corporation of the Municipality of Calvin

## REGULAR MEETING OF COUNCIL

### AGENDA

**Date:** December 10, 2024 **Time:** 6:00 p.m.

1355 Peddlers Drive, Calvin, ON

Attendance: Mayor Gould, Councillors Grant, Latimer (Teams), Manson, Moreton, CAO Maitland, PWS Carr, Admin Assistant Araujo

Regrets: None

#### 1. CALL TO ORDER

**Resolution Number:** 2024-415

**Moved By:** Councillor Moreton

**NOW THEREFORE BE IT RESOLVED** THAT this Dec 10, 2024 Regular Meeting of Council be called to order @ 6:01 p.m., and that quorum has been achieved.

**Seconded By:** Councillor Manson

**Result:** Carried

#### 2. APPROVAL OF AGENDA

**Resolution Number:** 2024-416

**Moved By:** Councillor Moreton

**NOW THEREFORE BE IT RESOLVED** THAT the Council for the Corporation of the Municipality of Calvin hereby approves the agenda as circulated.

**Seconded By:** Councillor Manson

**Result:** Carried

#### 3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST - NONE

#### 4. APPROVAL OF PREVIOUS MEETING MINUTES

**Resolution Number:** 2024-417

**Moved By:** Councillor Latimer

**NOW THEREFORE BE IT RESOLVED** THAT the minutes for the Regular Council Meeting of December 10, 2024 be approved as presented and circulated.

**Seconded By:** Councillor Moreton

**Result:** Carried

#### 5. DELEGATIONS TO COUNCIL - NONE

#### 6. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS

6.1 Township of Larder Lake Resolution #7

**Resolution Number:** 2024-418

**Moved By:** Councillor Grant

**NOW THEREFORE BE IT RESOLVED** THAT Council for the Corporation of the Municipality of Calvin supports the Township of Larder Lake Resolution #7 dated November 12, 2024, requesting the Province of Ontario consider redistributing a portion of Land Transfer Tax collected on property transactions to

**Seconded By:** Councillor Moreton

municipalities and the Government of Ontario consider allocating a percentage of GST collected on property sales to municipalities, and  
**BE IT FURTHER RESOLVED THAT** a copy of the original resolution and well as this resolution be forwarded to Minister of Housing, Infrastructure and Communities (Canada), Minister of Finance (Canada), the Federation of Canadian Municipalities, Ministers of Infrastructure Ontario, Northern Development and Mines, Minister of Finance (Ontario), FONOM and AMO.

**Result:** Carried

#### **7. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES**

- 7.1 Notice of Decision of the Approval Authority for Zoning Amendment 2024-67
- 7.2 North Bay and District Health Unit Meeting Minutes
- 7.3 Bonfield Public Library Update
- 7.4 North Bay and District Health Unit Emergency Management Plan
- 7.5 CEC Matters Correspondence

#### **Resolution Number: 2024- 419**

**Moved By:** Councillor Manson

**Seconded By:** Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda Items as presented.

**Result:** Carried

#### **8. ADMINISTRATIVE MATTERS:**

##### **8.1 Public Works Monthly Report**

#### **Resolution Number: 2024-420**

**Moved by:** Councillor Moreton

**Seconded by:** Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receive and accepts the Public Works Monthly Report as presented.

**Result:** Carried

##### **8.2 Building Code Official Report – November 2024**

#### **Resolution Number: 2024-421**

**Moved by:** Councillor Moreton

**Seconded by:** Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receive and accepts the November 2024 Building Code Official Report as presented.

**Result:** Carried

##### **8.3 2024 Bridge Management Study**

#### **Resolution Number: 2024-422**

**Moved by:** Councillor Manson

**Seconded by:** Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby receives and accepts the 2024 Bridge Management Study prepared by HP Engineering Inc.

**Result:** Carried

##### **8.4 Christmas Season Office and Landfill Schedule**

#### **Resolution Number: 2024-423**

**Moved by:** Councillor Grant

**Seconded by:** Councillor Moreton

WHEREAS the Municipality of Calvin office will be closed from Dec 24, 2024 at noon until January 2; AND WHEREAS Christmas and New Years eves coincide with landfill operation days;  
NOW THEREFORE BE IT RESOLVED THAT the Landfill will be closed on Dec 24 & 31, 2024

AND FURTHER THAT with the exception of statutory holiday pay as per Employment Standards Act, all staff time away from work will be compensated only through vacation or overtime earned.

**Result:** Carried

**8.5 CAO Report: 2025 Schedule of Regular Meetings of Council**

**Resolution Number: 2024-424**

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives and accepts the recommendations as presented in the CAO Report to Council – Schedule of Regular Council Meetings 2025.

**Result: Carried**

**8.6 CAO Report: Ontario Government Proposal for Offsetting OPP Cost Increases for Small Municipalities**

**Resolution Number: 2024-425**

**Moved by:** Councillor Moreton

**Seconded by:** Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives and accepts the CAO report, Ontario Government Proposal for Offsetting OPP Cost Increases for Small Municipalities.

**Result: Carried**

**8.7 CAO Report: Status of Tax Arrears**

**Resolution Number: 2024-426**

**Moved by:** Councillor Moreton

**Seconded by:** Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives and accepts the CAO report – Status of Tax Arrears, 3 years or More.

**Result: Carried**

**8.8 Public Works Report – Winter Operations Policy**

**Resolution Number: 2024-427**

**Moved by:** Councillor Grant

**Seconded by:** Councillor Moreton

WHEREAS the Public Works Superintendent has provided Council with a Winter Operations Plan to inform the Council, the travelling public and staff with expectations for service delivery for winter road maintenance;

AND WHEREAS Council adopts the Winter Operations Plan for the 2024-2025 winter season;

AND FURTHERMORE that the Winter Operations Plan will be reviewed prior to the commencement of the 2025-2026 winter season for effectiveness;

NOW THEREFORE BE IT RESOLVED that Council adopts the Winter Operations Plan.

**Result: Carried**

**9. AGENCIES, BOARDS, COMMITTEES**

- 9.1 North Bay Mattawa Conservation Authority – Councillor Moreton
- 9.2 East Nipissing Planning Board- Councillor Grant
- 9.3 Physician Recruitment -Mayor Gould **No Meeting/No Report**
- 9.4 OPP Detachment Board - Councillor Grant
- 9.5 Canadian Ecology Centre – Mayor Gould **No Meeting/No Report**
- 9.6 Casselholme Update – Mayor Gould

**Resolution Number: 2024-428**

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin accepts the Agencies, Board, Committee verbal reports and/or Minutes provided by Council members at this meeting.

**Result: Carried**

**10. CLOSED MEETING – NONE**

**11. CONFIRMATORY BY-LAW**

**By-Law # 2024-69**

**Resolution Number: 2024-429**

**Moved By: Councillor Moreton**

**Seconded By: Councillor Manson**  
**NOW THEREFORE BE IT RESOLVED THAT By-Law 2024-69 being a By-Law to confirm the proceedings of Council be approved.**

**Result: Carried**

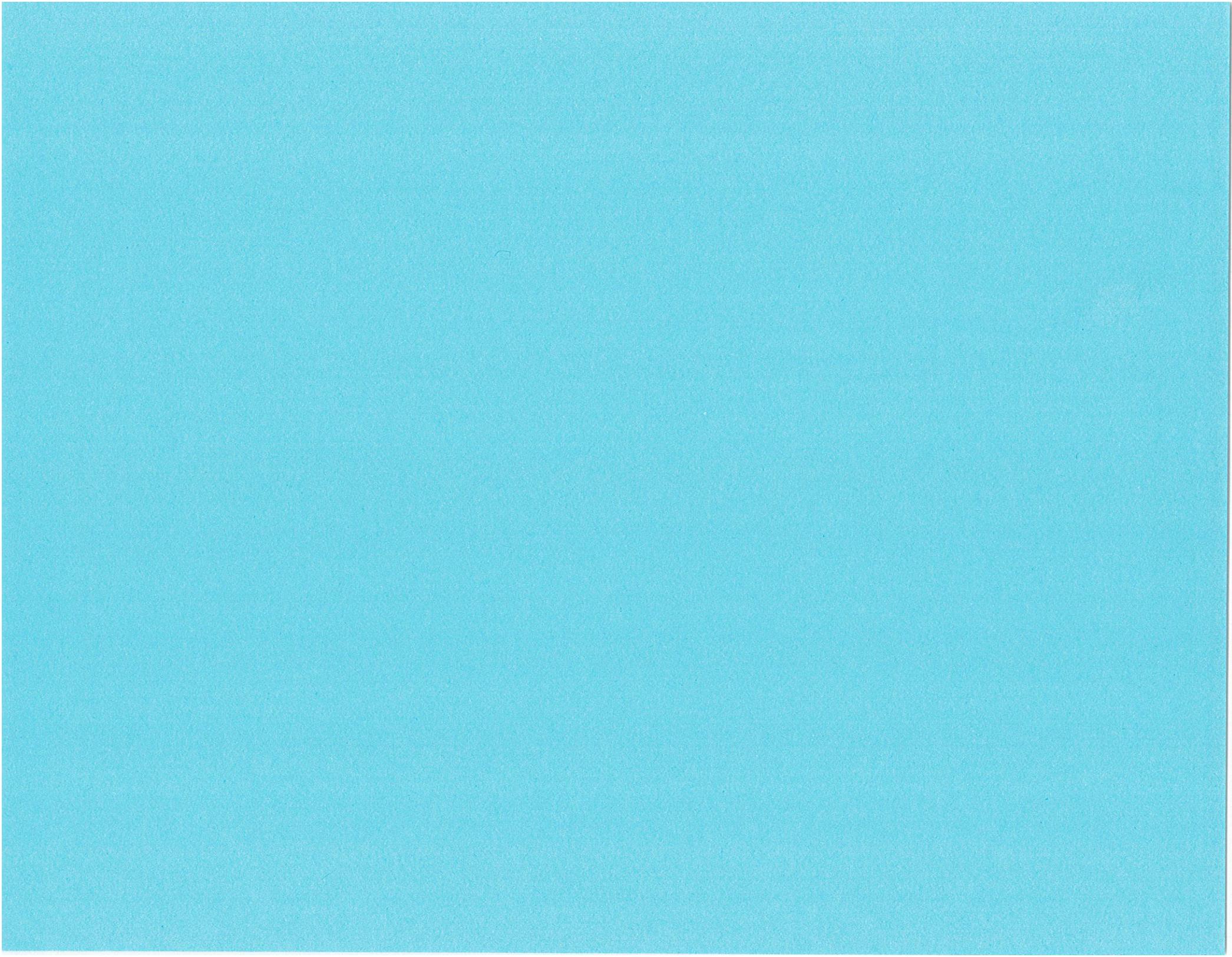
**12. ADJOURNMENT**

**Resolution Number: 2024-430**

**Moved By: Councillor Moreton**

**Seconded By: Councillor Grant**  
**NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin now be adjourned @ 7:03 p.m.**

**Result: Carried**



6.1  
**CAO**

---

**From:** Mayor Richard Gould  
**Sent:** December 14, 2024 11:45 AM  
**To:** murphp@sympatico.ca  
**Cc:** CAO  
**Subject:** Shared Training of CEMC

Dear Mayor Peter Murphy,

Thank you for the opportunity to speak to your council on Thursday December 12, 2024. I don't know if you have reached a decision, but I must say I was a little surprised by the tone of two of the councillors. I did not expect the lack of respect shown to me and our CAO but I assure you that our request was made without malice or bad intent.

We did believe that in the next 12 months, we would have been giving the CEMC the experience moving forward that would ultimately benefit Mattawan Township. However, we were also surprised to learn that she now says there will be no future training required. We had been led to believe that there would be additional training and that in the coming year, we would be signing for expenditures for an employee who we knew would soon leave to go to another municipality.

We are withdrawing the request to share in the training of our current CEMC.

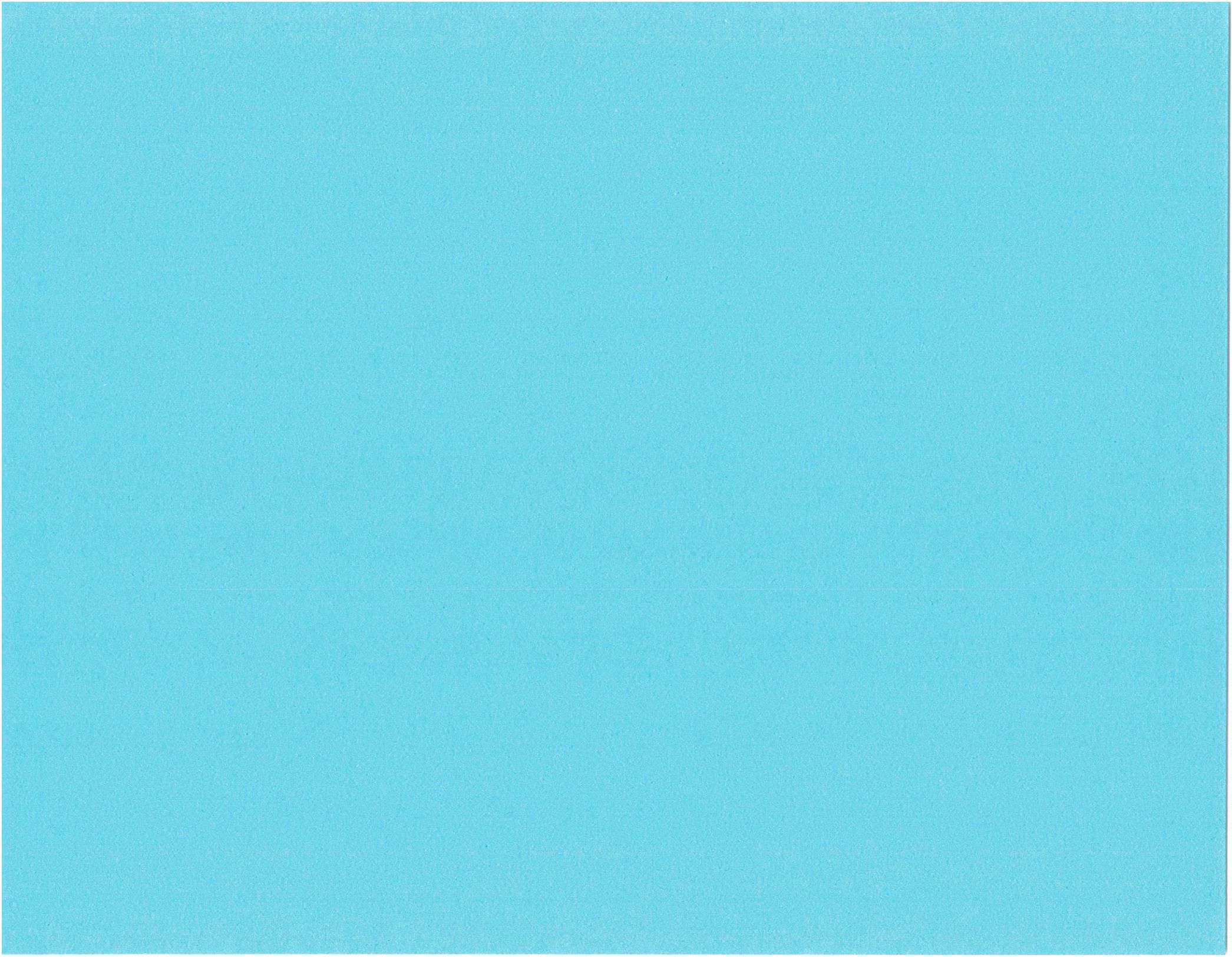
Thank you very much for your time and consideration. We wish you all a very Merry Christmas. Please share this at your next meeting.

Respectfully,

Mayor Richard Gould.

***RICHARD GOULD***  
***MAYOR, CALVIN TOWNSHIP***  
***Cell 705 623 1103***

*Confidentiality Warning: This e-mail and all documents that may be attached, contains information intended solely for the use of the individual or entity named above. Publication or copying of this e-mail and attachments is strictly prohibited. If you have received this e-mail in error, please immediately notify me by return e-mail.*



MINUTES

Received by email: Dec. 10/2024

**Date:** Thursday, October 24, 2024

**Location:** Cassellholme Garden Room

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

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

**Regrets:** Will Petrie, Accounting Intern  
Monique Peters, Family Council

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

**3. Approval of Minutes**

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

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

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

Res. #116-24

Carried

**4. New Business**

No New Business Noted

**5. Redevelopment**

**5.1 Construction Update (Dave Smits)**

Report in package.

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

All window testing will be completed next week.

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

**5.2 Government Relations**

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

**6. Operations**

**6.1 Operations Update**

Update in package.

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

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

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

**6.2 Cassellholme Q3 Year-to-Date Operation Budget**

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

Res. #117-24

Carried

**6.3 Capital Budget-to Actual Results for the Redevelopment Project**

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

Res. #118-24

Carried

	<p>6.4 Community Support Services Q2 Year-to-Date Budget</p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the 2024/25 Community Support Services Q2 Year-to-Date Budget-to-Actual Results for the period ending September 30, 2024, as presented.”</i></p> <p>Res. #119-24</p> <p style="text-align: right;"><u>Carried</u></p>
<b>7. IN-CAMERA</b>	
	<p>Guests left the meeting</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 5:56 p.m.”</i></p> <p>Res. #120-24</p> <p style="text-align: right;"><u>Carried</u></p> <p>7.1 Approval of the In-Camera Minutes – dated September 26, 2024</p> <p style="padding-left: 40px;">In-Camera Motion – Res. #121-24</p> <p>7.2 Confidential Matter</p> <p>7.3 Confidential Matter</p> <p>7.4 Confidential Matter – Peter requested a Notice of Motion for the next meeting</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the In-Camera session to be adjourned at 6:42 p.m.”</i></p> <p>Res. #122-24</p> <p style="text-align: right;"><u>Carried</u></p>
<b>B. CORRESPONDENCE</b>	
	<p>B.1. Chris Mayne shared a motion passed at the last Castle Arms Management Services Board Meeting. The CAMS Board approved to donate up to \$20,000.00 towards the purchase of the Cassellholme Trishaw Bike.</p>
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>	
	<p>No Items Noted</p>
<b>D. DATE OF NEXT MEETING</b>	
	<p>Regular Meeting - Thursday November 28, 2024 @ 5:00 p.m. – or at the call of the Chair.</p>
<b>E. ADJOURNMENT</b>	
	<p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the meeting be adjourned at 6:45 p.m.”</i></p> <p>Res. #123-24</p> <p style="text-align: right;"><u>Carried</u></p>

Secretary \_\_\_\_\_

Chairman \_\_\_\_\_

Oct 21, 2024

**Subject: Cassellholme Redevelopment Update – October 21, 2024**

### **Construction Activity**

#### **Highlights:**

Phase 00 - Work complete.

Phase 1-A – Work complete

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

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

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

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

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

Schedule:

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

## **Transition Planning**

An updated summary is attached for reference.

### **Highlights:**

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

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

Staffing Plan - No further update this month.

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

Laundry Plan - No further update this month.

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

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

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

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

Waste Handling – No further updates at this time.

Outdoor space – Completed

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

Nursing Transition Planning – Work underway.

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

MLTC Check Lists – Work continuing.

Art/Fundraising – Working group being established.

Emergency Planning – Work progressing well; on track

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

**Budget Update** - September summary attached.







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

*Compassionate care for life's journey.*

Board of Management Meeting  
October 24, 2024

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

**Critical Incidents Summary Report:**

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

**Inspections**

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

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

September 16-20, 2024 – awaiting inspection report

**Q3 Critical Incident Geographical Report**

 <b>MINISTRY OF LONG-TERM CARE</b> Geographical Status Report for LTC Homes						
Quarter : 01 Jul 2024 - 30 Sep 2024						
Home Name : CASSELLHOLME	[Beds : 240]					
CI Type	# of CIs	Average CI per 100 beds for the period	Home	LHIN	District	Province
Abuse of a resident by anyone or neglect of a resident by staff resulting in harm or a risk of harm to the resident [LTCHA s. 24. (1) 2.] / [LTCA s. 28. (1) 2.]	29	12.0533	2.8785	3.0248	2.9718	
Controlled Substance missing/unaccounted [LTCHA O. Reg. 709 s. 107. (3) 3.] / [LTCA O. Reg. 246/22 s. 115. (3) 3.]	1	0.4167	0.2885	0.2458	0.1552	
Disease Outbreak [LTCHA O. Reg. 709 s. 107. (1) 5.] / [LTCA O. Reg. 246/22 s. 115. (1) 5.]	2	0.8533	1.1301	1.0806	1.0520	
Improper/incompetent treatment or care of a resident that results in harm or risk to a resident [LTCHA s. 24. (1) 1.] / [LTCA s. 28. (1) 1.]	2	0.8533	0.6610	0.8964	0.6546	
Incident that causes an injury to a resident for which the resident is taken to hospital and which results in a significant change in the resident's health status [LTCHA O. Reg. 709 s. 107. (3) 4.] / [LTCA O. Reg. 246/22 s. 115. (3) 4.]	0	2.5000	1.5665	1.8787	1.4484	
Misuse/Misappropriation of residents money [LTCHA s. 24. (1) 4.] / [LTCA s. 28. (1) 4.]	1	0.4167	0.1272	0.1105	0.0523	
<b>Total across CI Type</b>	<b>41</b>	<b>17.0833</b>				

*Compassionate care for life's journey.*

## Complaints

In the third quarter of 2024 there was 8 complaints

- 4 written
- 4 verbal/ telephone calls.

A breakdown of the complaints:

- 3 staff conduct
- 1 processes
- 1 Procedure
- 4 other
  
- 6 Clinical
- 1 NFS
- 1 Laundry
- 1 Other

## Clinical Pathways

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

**The Project**  
Expanding and standardizing evidence-based practices in LTC has been a key goal in Ontario for many years. Evidence-based assessments were initiated in LTC homes in 2009 with the implementation of MAS 2.0. More recently, The Fixing Long-Term Care Act (2021) has tasked LTC homes with implementing evidence-based tools for resident assessment and care. The government's commitment to the use of evidence-based tools is further supported by the recently announced extension of funding for clinical support tools. To advance this goal, the Registered Nurses' Association of Ontario (RNAO) in partnership with PointClickCare, have launched a province-wide initiative to implement digitized versions of RNAO's evidence-based BPG Clinical Pathways in PointClickCare's Nursing Advantage Canada platform.

**The Partners**

- Professional association representing registered nurses, nurse practitioners and nursing students. **RNAO**
- Global leader in electronic health records (EHR) for senior care. BPR used by over 90% of LTC Homes in Ontario. **PointClickCare**
- Global leader in the development of Best Practice Guidelines (BPG) for nurses. This Program has been funded by provincial government since 1999. BPG Clinical Pathways are derived from the BPGs and contextualized to the LTC sector to support evidence-based assessments and resident-centred care planning.
- Team of subject matter experts in the areas of clinical practice, digitizing data, application and analysis of standard data.

**Methodology**

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

**Steering Committee**  
Includes representatives from RNAO, PointClickCare, Advantage Ontario, InterSAL, Universal Care, Ferley Health, Region of Peel

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

- Implement standardized assessments and interventions presented to staff in a user-friendly manner.
- Provide education for the interdisciplinary team on evidence-based practices consistent with the BPGs.
- Improve and support quality, efficiency, critical thinking, and sound judgment.
- Support inter-disciplinary evidence-based care planning that fosters resident/family engagement in the process.

**The Benefits**

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

**Project Contacts**  
RNAO: Rita Wilson ([rwilson@rnao.ca](mailto:rwilson@rnao.ca))  
PointClickCare: Deborah Johnston ([Deborah.johnston@pointclickcare.com](mailto:Deborah.johnston@pointclickcare.com))

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

**RNAO** **PointClickCare**

*Compassionate care for life's journey.*

## ❖ **STAFFING** - Tiffany Chapman, HR Coordinator

### **Staffing & Students**

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

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

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

### **Emergency Room Visits**

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

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

### **Reduction in Falls**

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

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

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

### **Hand Hygiene Observations:**

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

*Compassionate care for life's journey.*

## **Outbreaks:**

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

## **Immunization**

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

## **Education**

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

## **IPAC Construction Audits**

Audits continue to be done at least weekly, with a focus on the debris control and removal, dust control and cleaning at the site, as required in CSA Z317.13-17. Due to the progression with drywall and ceilings, the focus has been auditing the cleaning of structures that are above ceiling. The auditing continues to ensure that insulation remains clean before the walls are closed and ensuring the air handlers are functioning and filters are preplaced when dirty.

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

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

*Compassionate care for life's journey.*

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

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

## ❖ **COMMUNITY SUPPORT SERVICES - Cheryl Hamilton, Manager**

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

*Compassionate care for life's journey.*

## Current Number of Clients Active in Each Program:

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

## ❖ FIRE PANEL UPDATE - [Dan Cote, Maintenance Manager](#)

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

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

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



# Quarterly Financial Report

---

*Q3 Long Term Care & Q2 Community Support Services - Unaudited*

*October 24th, 2024*

---

## Executive Summary

### Redevelopment Project

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

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

### Long Term Care Operations

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

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

## Community Support Services Operations

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

Thank You

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

Sincerely,

**William Brooks, CPA**

Chief Financial Officer

## Key Performance Indicators

Hours of Care

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

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

Resident Occupancy

---

Current Month - September 2024: 98.72%

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

Prior Year - January to December 2023: 96.8%

---

Case Mix Index

---

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

---

---

- **Funded CMI – 2024/25: 1.0812 (Actual), (1.0641 Budget)**

- **Funded CMI – 2023/24: 1.0965 (Actual)**

- **Funded CMI – 2022/23: 1.0526 (Actual)**

---

### Inflationary Benchmarks

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

### Comparative Balance Sheet

---

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

---

Statement of Financial Position

Cassell/Inlme

September 30, 2024

December 31, 2023

Increase (Decrease)

Assets

	September 30, 2024	December 31, 2023	Increase (Decrease)
<b>Assets</b>			
<b>Current</b>			
Cash & Cash Equivalents	\$ 9,483,173	\$ 5,813,934	\$ 3,669,239
Accounts Receivable	1,297,300	1,027,490	269,810
Prepaid Expenses	47,825	92,707	(44,882)
<b>Total Current Assets</b>	<b>10,828,298</b>	<b>6,934,131</b>	<b>3,894,167</b>
<b>Non Current Assets</b>			
Restricted Cash & Cash Equivalents	4,000,000	4,000,000	-
Capital Assets	53,996,307	37,027,667	16,968,640

**Total Long Term Assets** 57,996,307 41,027,667 16,968,640

**Total Assets** \$ 68,824,605 \$ 47,961,798 \$ 20,862,807

Liabilities and Net Assets

	September 30, 2024	December 31, 2023	Increase (Decrease)
<b>Current</b>			
Redevelopment Financing Liability	\$ 45,033,451	\$ 29,752,741	\$ 15,280,710
Accounts Payable and Accrued Liabilities	9,787,351	7,461,549	2,325,803
Employee Future Benefits	381,029	381,029	-
Deferred Revenue	399,814	635,835	(236,021)

**Total Liabilities** 55,601,645 38,231,154 17,370,491

Net Assets

Internally Restricted	4,000,000	4,000,000	-
Invested in Capital Assets	8,654,657	6,966,728	1,687,929
Unrestricted	568,304	(1,236,084)	1,804,387

**Total Net Assets** 13,222,960 9,730,644 3,492,316

**Total Liabilities and Net Assets** \$ 68,824,605 \$ 47,961,798 \$ 20,862,807

**Key Changes**

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

# LTC Operating Budget

## Year-to-date Operating Revenue Budget to Actual Summary

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

Envelope/CL	Budget 2024	YTD Budget to		YTD Actual to		Over (Under) %
	30/09/24	30/09/24	30/09/24	Over (Under)	Over (Under)	
Nursing & Personal Care	18,089,222	13,450,699	13,848,975	388,276		3%
Program Support Services	1,217,218	911,233	911,065	(169)		0%
Nutritional Support	1,126,023	839,157	839,678	(79)		0%
Other Accommodation	6,640,943	4,959,824	5,859,064	899,240		18%
Minor Capital	347,730	260,883	268,796	7,913		3%
<b>Total Non-Levy Operating Revenues</b>	<b>27,421,136</b>	<b>20,432,386</b>	<b>21,727,578</b>	<b>1,295,182</b>		<b>6%</b>
Total Municipal Levy	3,343,402	2,507,552	2,507,552	0		0%
<b>Total Operating Revenues Incl. Levies</b>	<b>30,764,539</b>	<b>22,939,948</b>	<b>24,235,130</b>	<b>1,295,182</b>		<b>6%</b>

YTD revenue is over budget primarily due to:

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

## Year-to-date Operating Expenditure Budget to Actual Summary

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

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

### ***Nursing & Personal Care (NPC)***

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

### ***Program and Support Services (PSS)***

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

### ***Nutritional Support (Formerly Raw Food)***

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

---

### Other Accommodation (OA)

---

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

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

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

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

### Year-to-date Actual Summary by Funding Envelope

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

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

## Capital Budget

Redevelopment Budget to Actual Summary

---

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

---

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

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

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

### Forecast of Capital Payments & Levies

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

*Construction Interest: 4.61%*

*Term Loan (30 Year Amortizing): 4.69%*

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

Average Rate- 4.43%	2022	2023	2024	2025	2026	2027
Annual Construction Interest	231,430	1,329,628	2,343,835	2,983,811	4,017,905	2,386,738
Avg. Monthly	19,286	110,802	195,320	248,651	334,825	399,456
Cumulative	231,430	1,561,058	3,904,882	6,888,703	10,906,608	13,303,346

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

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

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

## Community Support Services

### Year-to-date Operating Budget to Actual Summary

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

### Envelope: Supportive Housing (SH)

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

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

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

*Envelope: Community Support Services (CSS)*

Envelope	Program	Budget 2024/25	YTD Budget 2024/25	YTD Actual to 30/09/24	Over (Under)	Over (Under) %
<b>Community Support Services - Revenue</b>						
	Province of Ontario - Grants	935,810	469,187	589,907	120,720	25.73%
	Service Recipient Revenue & Other	159,767	80,102	67,731	(72,371)	-15.44%
		1,095,577	549,289	657,638	108,349	19.73%
<b>Community Support Services - Expenses</b>						
	Diners Club	8,580	4,302	3,751	(551)	-12.80%
	Meals on Wheels	22,760	11,411	10,139	(1,272)	-11.15%
	Home Maintenance and Repair	31,200	15,643	6,655	(8,987)	-57.45%
	Home Help	431,261	216,221	214,164	(2,058)	-0.95%
	Caregiver Respite	109,535	54,918	37,506	(17,411)	-31.70%
	Transportation	86,977	43,607	39,038	(4,570)	-10.48%
	400 Club	211,718	106,149	112,261	6,113	5.76%
	Administration	193,546	97,038	95,628	(1,411)	-1.45%
35.24%		1,095,577	549,289	519,142	(30,147)	-5.49%
CSS	Surplus (Deficit)	-	0	138,497		

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

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

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

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

## Suggested Board Motions for Discussion

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

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

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

---

---

**CAO**

**Subject:** FW: Municipal Housing Targets (Municipality of Calvin)  
**Attachments:** Municipality of Calvin.pdf

**From:** Brooke Piercey <[Brooke.Piercey@dnssab.ca](mailto:Brooke.Piercey@dnssab.ca)>  
**Sent:** December 10, 2024 11:20 AM  
**To:** Administration <[administration@calvintownship.ca](mailto:administration@calvintownship.ca)>  
**Cc:** Melanie Shaye <[Melanie.Shaye@dnssab.ca](mailto:Melanie.Shaye@dnssab.ca)>; Tyler Venable <[Tyler.Venable@dnssab.ca](mailto:Tyler.Venable@dnssab.ca)>  
**Subject:** Municipal Housing Targets (Municipality of Calvin)

Good morning,

Following the finalization of the Nipissing District Housing Needs and Supply Study (HNSS), the consultants were further engaged to develop housing development targets for the Nipissing District and each municipality and unincorporated area. These targets would help to identify the shortfall of rent-gear-to-income (RGI) units and affordable housing units including affordable homeownership through to 2035. The information will assist in prioritizing future housing developments based on the municipality, unit size, level of affordability, and will be critical in housing development funding advocacy efforts. The final report is going to the DNSSAB Board on December 18.

In anticipation of the Board Meeting, we wanted to provide you with your individual housing target profile. The attached document is only your municipality's profile. The final approved report will contain details on the methodology and will contain the other municipal profiles and a profile for the Nipissing District as a whole.

It is important to note that these targets are meant to affordably house everyone in the District based on household income of residents in your municipality (ideal housing stock). Furthermore, as with most forecasting models, there is a small margin of error.

Once the final housing targets report is approved by the Board, the full report will be provided.

If you have any questions, please contact Tyler Venable at [Tyler.Venable@dnssab.ca](mailto:Tyler.Venable@dnssab.ca).

Thank you,



Brooke Piercey, BA (Hons) (she/her)  
Communications & Executive Coordinator | x. 63164  
District of Nipissing Social Services Administration Board (DNSSAB) |  
Conseil d'administration des services sociaux du district de Nipissing (CASSDN)

# Municipality of Calvin

## Housing Targets Key Takeaways

Within the projections completed for this study, Calvin is expected to grow to 320 households (+2.9% annual growth from 2021). These projections indicate an increase in one- and four-person households. These household sizes require diverse dwelling sizes to suitable accommodate them.

Household tenure trends are projected to remain consistent.

RGI units make up 4.0% of the total projected dwellings required in 2035. Considering the lack of existing RGI stock in Calvin, the 13 new units required to affordably and suitably house the projected households, according to the affordability thresholds used for this study, would be the only RGI units in Calvin.

New affordable dwellings account for 5.4% of total projected dwellings required in 2035 (4.0% rental, 1.4% ownership).

Considering the existing stock of affordable units managed by the DNSSAB, there are 17 net new affordable units required to affordably and suitably house the projected households according to the affordability thresholds used for this study. It should be noted that these households in this target could be housed in existing units in Calvin that would be rented at more affordable prices.

Market housing dwellings, including both rental and ownership tenure, account for 90.6% of the projected housing supply in 2035.

It should be noted that, due to data suppression practices, income decile rates for the District of Nipissing was used for this projection.

	Population		Households	
	Actual 2016	Projected 2035	Actual 2016	Projected 2035
Annual Change 2016-2021	505	714	227	320
Annual Change 2021-2035	565	714	2.4%	2.9%

Table 26: Demographic overview and projection for the Municipality of Calvin, 2016-2035

Affordability Level	Upper Threshold			
	One Bedroom	Two Bedroom	Three Bedroom	Four- or more-Bedroom
Projected Demand	23	55	137	105
DNSSAB Stock	-	-	-	-
Projected Net Stock	23	55	137	105
RGI Units	-	7	6	-
Affordable Rental	-	7	6	-
Affordable Ownership	-	-	4	-
Market Housing	23	41	121	105

Table 27: Housing targets by affordability and number of bedrooms in 2035

Affordability Level	Upper Threshold
Projected Demand	320
DNSSAB Stock	-
Projected Net Stock	320
RGI Units	13
Affordable Rental	13
Affordable Ownership	4
Market Housing	290

DNSSAB Household Income Limit Thresholds  
60<sup>th</sup> Income Decile for Renter Households  
Below Average Dwelling Value (Nipissing District)\*  
All other housing units

# Municipality of Calvin

## Housing Targets Key Takeaways

Within the projections completed for this study, Calvin is expected to grow to 320 households (+2.9% annual growth from 2021). These projections indicate an increase in one- and four-person households. These household sizes require diverse dwelling sizes to suitably accommodate them. Household tenure trends are projected to remain consistent.

RGI units make up 4.0% of the total projected dwellings required in 2035. Considering the lack of existing RGI stock in Calvin, the 13 new units required to affordably and suitably house the projected households, according to the affordability thresholds used for this study, would be the only RGI units in Calvin.

New affordable dwellings account for 5.4% of total projected dwellings required in 2035 (4.0% rental, 1.4% ownership). Considering the existing stock of affordable units managed by the DNSSAB, there are 17 net new affordable units required to affordably and suitably house the projected households according to the affordability thresholds used for this study. It should be noted that these households in this target could be housed in existing units in Calvin that would be rented at more affordable prices.

Market housing dwellings, including both rental and ownership tenure, account for 90.6% of the projected housing supply in 2035.

It should be noted that, due to data suppression practices, income decile rates for the District of Nipissing was used for this projection.

Table 26: Demographic overview and projection for the Municipality of Calvin, 2016-2035

	Actual 2016	Actual 2021	Annual Change 2016-2021	Projected 2035	Annual Change 2021-2035
<b>Population</b>	505	565	2.4%	714	1.9%
<b>Households</b>	202	227	2.5%	320	2.9%

Table 27: Housing targets by affordability and number of bedrooms in 2035

	One Bedroom	Two Bedroom	Three Bedroom	Four- or more-Bedroom	Total	% of Stock
<b>Projected Demand</b>	23	55	137	105	320	-
<b>DNSSAB Stock</b>	-	-	-	-	-	0.0%
<b>Projected Net Stock</b>	23	55	137	105	320	100.0%
<b>RGI Units</b>	-	7	6	-	13	4.0%
<b>Affordable Rental</b>	-	7	6	-	13	4.0%
<b>Affordable Ownership</b>	-	-	4	-	4	1.4%
<b>Market Housing</b>	23	41	121	105	290	90.6%

### Affordability Level

- RGI Units
- Affordable Rental
- Affordable Ownership
- Market Housing

### Upper Threshold

- DNSSAB Household Income Limit Thresholds
- 60<sup>th</sup> Income Decile for Renter Households
- Below Average Dwelling Value (Nipissing District)\*
- All other housing units

**CAO**

**From:** Horgan, Kathy (MMAH) <kathy.horgan@ontario.ca>  
**Sent:** December 13, 2024 5:26 PM  
**Cc:** Cormier, Sarah (MMAH); Paraco, Enrique (MMAH); Portelance, Brandon (MMAH); Prosperi, Paul (MMAH); Searle, Bryan (MMAH)  
**Subject:** RE: Northern Municipal Services Office - Municipal Advisor District Coverage Changes

Corrected version below.

**Kathy Horgan**

Manager, Local Government and Housing | Municipal Services Office - North  
 Ministry of Municipal Affairs and Housing | Ontario Public Service  
 705-677-8167 | [kathy.horgan@ontario.ca](mailto:kathy.horgan@ontario.ca)



*Taking pride in strengthening Ontario, its places and its people*

**From:** Horgan, Kathy (MMAH)  
**Sent:** Friday, December 13, 2024 5:24 PM  
**Cc:** Cormier, Sarah (MMAH) <Sarah.Cormier@ontario.ca>; Paraco, Enrique (MMAH) <Enrique.Paraco@ontario.ca>; Portelance, Brandon (MMAH) <Brandon.Portelance@ontario.ca>; Prosperi, Paul (MMAH) <Paul.Prospери@ontario.ca>; Searle, Bryan (MMAH) <Bryan.Searle@ontario.ca>  
**Subject:** Northern Municipal Services Office - Municipal Advisor District Coverage Changes

To all CAO's, Clerks and Treasurers in northeast Ontario:

I am writing to advise that Enrique Paraco has left the Ministry of Municipal Affairs and Housing. As such, I have made changes to the Municipal Advisor coverage. Please see the table below for the name of the Municipal Advisor and contact information by district.

These changes come into effect on Monday, December 16, 2024.

Please do not hesitate to call if you have any questions.

<b>District/Area</b>	<b>Municipal Advisor</b>	<b>Contact Information</b>
Algoma (all)	Sarah Cormier	Email: <a href="mailto:sarah.cormier@ontario.ca">sarah.cormier@ontario.ca</a> Phone: 249-885-2953
Cochrane (excluding Moosonee)	Brandon Portelance	Email: <a href="mailto:brandon.portelance@ontario.ca">brandon.portelance@ontario.ca</a> Phone: 705-280-0334
Moosonee	Sarah Cormier	Email: <a href="mailto:sarah.cormier@ontario.ca">sarah.cormier@ontario.ca</a> Phone: 249-885-2953
Manitoulin (all)	Sarah Cormier	Email: <a href="mailto:sarah.cormier@ontario.ca">sarah.cormier@ontario.ca</a> Phone: 249-885-2953

Nipissing (all)	Paul Prosperi	Email: <a href="mailto:paul.prosperi@ontario.ca">paul.prosperi@ontario.ca</a> Phone: 705-280-5436
Parry Sound (all)	Paul Prosperi	Email: <a href="mailto:paul.prosperi@ontario.ca">paul.prosperi@ontario.ca</a> Phone: 705-280-5436
Sudbury East, including City of Greater Sudbury	Paul Prosperi	Email: <a href="mailto:paul.prosperi@ontario.ca">paul.prosperi@ontario.ca</a> Phone: 705-280-5436
Sudbury West (Naim Hyman, Espanola, Sables Spanish Rivers, Chapleau)	Sarah Cormier	Email: <a href="mailto:sarah.cormier@ontario.ca">sarah.cormier@ontario.ca</a> Phone: 249-885-2953
Timiskaming (all)	Brandon Portelance	Email: <a href="mailto:brandon.portelance@ontario.ca">brandon.portelance@ontario.ca</a> Phone: 705-280-0334

**Kathy Horgan**

Manager, Local Government and Housing | Municipal Services Office - North  
 Ministry of Municipal Affairs and Housing | Ontario Public Service  
 705-677-8167 | [kathy.horgan@ontario.ca](mailto:kathy.horgan@ontario.ca)

4<sup>th</sup> Floor, Suite 401  
 159 Cedar Street  
 Sudbury ON P3E 6A5

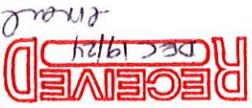


*Taking pride in strengthening Ontario, its places and its people*



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

## Assessment Change Summary Municipality of Calvin



7.4

The following chart provides a snapshot comparing the assessed value at the beginning of one taxation year (2024), to the assessed value at the beginning of the next taxation year (2025).

Based on 2016 Current Value Assessment (CVA)						
Property Tax Class	(RTC) Description	RTC	Destination CVA at time of roll return for 2024 Tax Year	Destination CVA at time of roll return for 2025 Tax Year	Percent Change 2024 - 2025 Tax Year	Percent of Total CVA Distribution of CVA between classes for 2025 Tax Year
Residential	Residential	R	58,793,900	59,841,600	1.78%	59.79%
Commercial	Commercial	C	727,200	688,000	-5.39%	0.69%
Industrial	Industrial	I	3,020,600	2,949,800	-2.34%	2.95%
Pipeline	Pipeline	P	25,903,000	25,903,000	0.00%	25.88%
Farm	Farm	F	3,512,000	3,784,900	7.77%	3.78%
Managed Forests	Managed Forests	T	318,200	350,100	10.03%	0.35%
Aggregate Extraction	Aggregate Extraction	V	-	70,800	0.00%	0.07%
PIL - Residential	PIL - Residential	R	277,500	277,500	0.00%	0.28%
PIL - Commercial	PIL - Commercial	C	2,019,400	2,019,400	0.00%	2.02%
PIL - Landfill	PIL - Landfill	H	1,800	1,800	0.00%	0.00%
Exempt	Exempt	E	4,255,800	4,204,500	-1.21%	4.20%
<b>TOTAL</b>			<b>98,829,400</b>	<b>100,091,400</b>	<b>1.28%</b>	<b>100.00%</b>

75

Ministry of  
Municipal Affairs  
and Housing

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

Ministère des  
Affaires municipales  
et du Logement

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2024-5801

December 12, 2024

Dear Head of Council,



I am pleased to inform you of the introduction of the proposed Municipal Accountability Act, 2024 on December 12, 2024, which, if passed, would make changes to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to strengthen the municipal code of conduct and integrity commissioner framework.

I appreciate the valuable feedback we have received from municipalities and share your commitment to safe and respectful workplaces. The proposed changes, if passed, would:

- enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities;
- create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

In the coming months, I will want to hear your feedback on the Bill as well as other matters regarding local accountability regimes. I look forward to seeing many of you at the upcoming Rural Ontario Municipal Association conference, where we will have the opportunity to discuss these changes and other matters of importance to your communities.

If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.

For more information on these amendments, please see the [news release](#). To share your comments on the proposed legislation, please see a posting on the [Regulatory Registry](#) that will be open for comments for 60 days.

If you have any questions regarding these new provisions, please contact your local [Municipal Services Office](#) with the Ministry of Municipal Affairs and Housing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', written over a large, stylized blue oval graphic.

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c: Jessica Lippert, Chief of Staff  
Owen Macri, Deputy Chief of Staff  
Martha Greenberg, Deputy Minister  
Caspar Hall, Assistant Deputy Minister, Local Government Division  
Sean Fraser, Assistant Deputy Minister, Municipal Services Division  
Municipal Clerks and CAOs

NEWS RELEASE

## Ontario Introducing Legislation to Strengthen Local Governance

New measures would establish a standardized municipal code of conduct and advance Peel Region transition

December 12, 2024

[Municipal Affairs and Housing](#)

---

TORONTO — Today, the Ontario government [introduced legislation](#) that would, if passed, strengthen municipal governance and accountability as well as give Mississauga, Brampton and Caledon the tools they need to provide high-quality services to local taxpayers as these municipalities continue to grow.

Ontario is proposing changes through the *Municipal Accountability Act, 2024* that, if passed, would enable the creation of a new, standardized municipal code of conduct, an integrity commissioner inquiry process that would be consistent throughout the province, and mandatory code of conduct training for members of council and certain local boards.

“We had to make sure we got this right, which is why we worked with Ontario’s Integrity Commissioner to find the best path forward to create a standardized code of conduct process across the province,” said Paul Calandra, Minister of Municipal Affairs and Housing. “This process will support consistent accountability across our municipalities.”

If passed, the changes would include a penalty of removing and disqualifying a member from office if they are in serious violation of the proposed code. Removal and disqualification could only occur upon the recommendation of the municipal integrity commissioner, a concurring report from the Integrity Commissioner of Ontario and a unanimous vote of council, with the exception of the member who is the subject of the report, members whose absence is approved by council or members who have a financial conflict of interest under the [Municipal Conflict of Interest Act](#).

The government also introduced the *Peel Transition Implementation Act, 2024* which would, if passed, transfer the delivery of key public works services from the Region of Peel to Mississauga, Brampton and Caledon. The proposed changes, which

would provide these municipalities with greater independence to meet the needs of their growing communities, include transferring jurisdiction and responsibility for the following services, effective July 1, 2026:

- Regional roads and associated stormwater infrastructure, including ownership and maintenance responsibilities, from the Region of Peel to Mississauga, Brampton and Caledon.
- Waste collection services and two community recycling centres located in Mississauga from the Region of Peel to the City of Mississauga.

These changes would build on the previously enacted transfer of land-use planning responsibilities to Mississauga, Brampton and Caledon on July 1, 2024.

To support the Region of Peel and the municipalities through this important transition, Ontario's Provincial Land and Development Facilitator (PLDF) advisory agency will work with the municipalities to facilitate the process for service transfers. The costs of the PLDF's services will be covered by the province.

The proposed changes in the *Peel Transition Implementation Act, 2024* came through engagement with a wide range of stakeholders beginning in summer 2023, including the affected municipalities, provincial ministries, industry groups, community agencies and subject matter experts, led by the Peel Region Transition Board.

---

#### Quick Facts

- Transfer of waste collection services to Brampton and Caledon remains open for future consideration.
  - The government is continuing to explore potential options for the transfer of water/wastewater services from Peel Region with any future outcome maintaining public ownership.
  - The Peel Region Transition Board, which was appointed to make recommendations to the Minister of Municipal Affairs and Housing on the transfer of key public works services from the Region of Peel to Mississauga, Brampton and Caledon, will be dissolved effective December 31, 2024.
  - Ontario is also supporting local planning priorities by transferring land-use planning responsibilities from Durham and Waterloo regions and giving primary responsibility to the local municipalities within these regions, effective January 1, 2025. Niagara Region would have these responsibilities transferred as of March 31, 2025.
-

## Quotes

"Municipal councils in Ontario have asked for legislation that holds elected officials to a higher standard of accountability. If passed, this bill would deliver on ensuring that as members of council, we are living up to the trust that residents put in us. We commend Minister Calandra for getting to this point."

- Robin Jones  
AMO President and Mayor of Westport

---

## Additional Resources

[Ontario Supporting Stronger Local Governance](#)

[Municipal Accountability Act, 2024 consultation on the Regulatory Registry.](#)

[Peel Transition Implementation Act, 2024 consultation on the Environmental Registry of Ontario](#)

---

## Related Topics

### Government

Learn about the government services available to you and how government works. [Learn more](#)

### Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn more](#)

---

## Media Contacts

Emma Testani

Minister's Office

[Emma.Testani@ontario.ca](mailto:Emma.Testani@ontario.ca)

Communications Branch

[Mma.media@ontario.ca](mailto:Mma.media@ontario.ca)

---

Accessibility

Privacy

© King's Printer for Ontario, 2012-2024

CAO

**Subject:** FW: AMO Policy Update – Municipal Codes of Conduct Legislation

**From:** AMO Policy <policy@amo.on.ca>

**Sent:** December 12, 2024 4:38 PM

**To:** CAO <CAO@calvintownship.ca>

**Subject:** AMO Policy Update – Municipal Codes of Conduct Legislation



## AMO Policy Update – Municipal Codes of Conduct Legislation

As the most trusted and transparent level of government, accountability is a core value of the municipal sector. For years, municipalities have called on the province for better tools to codify and enforce higher standards of accountability for elected officials. These tools are needed to reinforce the accountability of the municipal sector and to support a safe and respectful work environment for members of council and for municipal staff.

Legislation was promised three years ago following an extensive public consultation process that concluded in fall 2021. If passed and once regulations are finalized, this legislation will largely deliver on that promise by:

- enabling standardization of municipal codes of conduct and integrity commissioner investigation processes;
- creating a role for the Integrity Commissioner of Ontario in municipal codes of conduct and integrity commissioner matters; and

- establishing a mechanism to remove and disqualify from office members of council and certain local boards for the most serious violations.

AMO welcomes this legislation that responds to what municipalities' have consistently requested. AMO will review the details in the bill and engage fully in the legislative process during the next legislative session. Members should be aware that the bill will not become law if the Premier calls an election before the bill passes.

*“Municipal councils in Ontario have asked for legislation that holds elected officials to a higher standard of accountability. If passed, this bill would deliver on ensuring that, as members of council, we are living up to the trust that residents put in us. We commend Minister Calandra for getting to this point.”*  
– Robin Jones, AMO President and Mayor of Westport

*“Municipal government is the most trusted, open and transparent order of government. This bill, if passed, will help municipal councils fulfil their commitment a higher standard of accountability, and to address situations of serious misconduct when they arise.”* – Brian Rosborough, AMO Executive Director

---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

7.7

Ministry of  
Municipal Affairs  
and Housing

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

Ministère des  
Affaires municipales  
et du Logement

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2024-5801

December 12, 2024

Dear Head of Council,

I am pleased to inform you of the introduction of the proposed Municipal Accountability Act, 2024 on December 12, 2024, which, if passed, would make changes to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to strengthen the municipal code of conduct and integrity commissioner framework.

I appreciate the valuable feedback we have received from municipalities and share your commitment to safe and respectful workplaces. The proposed changes, if passed, would:

- enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities;
- create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

In the coming months, I will want to hear your feedback on the Bill as well as other matters regarding local accountability regimes. I look forward to seeing many of you at the upcoming Rural Ontario Municipal Association conference, where we will have the opportunity to discuss these changes and other matters of importance to your communities.

If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.

For more information on these amendments, please see the [news release](#). To share your comments on the proposed legislation, please see a posting on the [Regulatory Registry](#) that will be open for comments for 60 days.

If you have any questions regarding these new provisions, please contact your local [Municipal Services Office](#) with the Ministry of Municipal Affairs and Housing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', is written over a light blue horizontal line.

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c: Jessica Lippert, Chief of Staff  
Owen Macri, Deputy Chief of Staff  
Martha Greenberg, Deputy Minister  
Caspar Hall, Assistant Deputy Minister, Local Government Division  
Sean Fraser, Assistant Deputy Minister, Municipal Services Division  
Municipal Clerks and CAOs

CAO06-2025

CAO report to Council – 2024 Complaint Summary

**PURPOSE:**

To advise Council of the complaints received during the 2024 fiscal year

**BACKGROUND:**

As per the municipality's complaint policy, Council is to receive a report of the complaints received, the nature of those complaints and how they were resolved.

**RESULT:**

In 2024, twenty-one complaints were received. None were escalated by complainants to the formal complaint level.

- 1 complaint re pool filling (Fire Dept)
- 1 complaint re lack of municipal services in general and assessed value of property
- 2 Roads related complaints referred to Bonfield as the roads in question are maintained by Bonfield
- 17 various Roads related complaints.

**Recommendation to Council**

To receive for information purposes, the 2024 Complaint Tracking Summary Report.

Respectfully submitted,



Donna Maitland, CAO



## 2024 Complaint Tracking

<u>Complaint number</u>	<u>Date of Complaint</u>	<u>Reason for Complaint</u>	<u>Received by method/Position</u>	<u>Given to</u>	<u>Date Resolved</u>	<u>Notes/Resolution</u>
2024-01	16-Jan-24	Snow plow on Jan 15 clipped knocking down mailbox, wants it fixed	phone/Admin	PW Supervisor	17-Jan-24	PW staff reattached mailbox was reattached to post
2024-02	18-Jan	Snow plow dumping all the snow in front of driveway at xx Peddlers	phone/Admin	CAO/PW Supervisor	19-Jan	CAO and PW staff visited site.No issues. Photos filed in property file.
2024-03	05-Jan	Leaving humps of snow on driveway when using it to turn plow around.	In-person/Admin	PW Supervisor	Jan 23/24	PW indicted they will place blade down when leaving the driveway.
2024-04	04-Mar	Street very muddy after grading-concern that vehicles will get stuck	phone/Deputy Clerk	PW Supervisor	04-Mar	Road closed and pot hole filled by PW staff
2024-05	08-Mar	Complaint about high taxes vs no services	phone/Admin	CAO	11-Mar	CAO spoke to complainant and emailed same response. Complainant also had issues with assessed
2024-06	19-Mar	Road-Top of hill on Peddlers has a big hole that has been there for 2 months	phone/Admin	PW Supervisor	19-Mar	PW filled hole on March 19/24
2024-07	Feb 27/24	Complaint about property built without permits	anonymous mail to CBO	Chief Building Official	27-Mar	CBO went to property, permits will be applied for. Logged in property file.
2024-08	06-Apr	Complaint that the roads are too dusty Mt Pleasant	email/Admin	PW Supervisor	12-Apr	Admin spoke with PW Supervisor and responded by email on his behalf
2024-09	04-Jun	Complaint that the boat launch dock is at a bad angle making it difficult to launch	email/Admin	PW Supervisor	05-Jun	PW Supervisor confirmed that the dock was fixed
2024-10	July 03/24	Complaint regarding the condition of Bronson Lake Rd (rocks, ruts and vegetation)	email/CAO	PW Supervisor	July 04/24	PW Supervisor checked road- will trim vegetation and grade road
2024-11	10-Jul	Tree down on corner of Tager and Boundry rds	phone/Admin	PW Supervisor	11-Jul	Tree was moved by PW staff
Dec-24	12-Jul	Complaint about the amount of water on Von Doeler Rd	In-person/Admin	PW Supervisor	12-Jul	Complaint deferred to PW Bonfield as this road is maintained by Bonfield
2024-13	08-Jun	Complaint about pool water delivery being stopped	Phone/Mayor Gould on behalf of a resident to CAO	CAO	08-Jun	Practice as per recent by-law change adopted by Council. No staff action.
2024-14	20-Aug	Complaint about tar on car from road resurfacing	email/Admin	PW Superintendent	20-Aug	Freshly resurfaced road. Work in progress signage had been erected. CAO spoke with complainant.
2024-15	20-Aug	Complaint about road being washed away by rainfall BONFIELD'S ROAD	phone/Admin	PW Superintendent	20-Aug	PW Superintendent emailed Bonfield PW Super to resolve as this road is maintained by Bonfield
2024-16	21-Aug	Complaint about the end of complainants driveway being cut by the grader	phone/Admin	PW Superintendent	22-Aug	PW staff fixed the driveway
2024-17	23-Aug	Complaint about driveway not meeting the road after roadwork completed on Boundary	phone/Admin	PW Superintendent	26-Aug	PW staff resolved the issue
2024-18	28-Aug	Several concerns over road issues such as grass, mailbox, oil	phone/Admin	PW Superintendent	29-Aug	PW Superintendent spoke to resident and addressed all concerns to complainant's satisfaction
2024-19	27-Aug	Concern over entrance permit--Bonfield controlled property	phone/Admin	PW Superintendent	29-Aug	PW Superintendent advised complainant to contact PW Super in Bonfield to acquire a permit
2024-20	19-Sep	complainant called to say her driveway has a large gap now that we did work on Mt Pleasant	phone/Admin	PW Superintendent	19-Sep	PW Superintendent called complainant and advised her that the gap will be filled. Resolved follown
2024-21	11-Oct	Complaint that brusher broke a drain pipe end/cover	email/Admin	PW Superintendent	15-Oct	PW staff reattached the drainpipe with a coupler