

December 20, 2024

CAO02-2025

**CAO report to Council – 2025 Municipal Levy – North Bay Parry Sound District Health Unit**

**PURPOSE:**

To advise Council of the 2025 Municipal Levy- North Bay Parry Sound District Health Unit

**BACKGROUND:**

In Ontario, municipalities are levied by health units because the funding for public health services in the province is shared between the provincial government and local municipalities. Health units (also known as public health units) are responsible for delivering various health programs and services within their jurisdiction, which include programs related to disease prevention, health promotion, environmental health, and emergency preparedness.

In 2024, the Municipal Levy was \$18, 582.

In 2025, the Municipal Levy is \$19,511 or \$37.67 per resident. An increase of \$929 per year.

**Recommendation to Council**

To receive for information and future budget purposes, this report and its attachment, the 2025 Municipal Levy Information Package.

Respectfully submitted,



Donna Maitland, CAO

December 20, 2024

SENT ELECTRONICALLY

Ms. Donna Maitland  
CAO/Clerk/Treasurer  
Municipality of Calvin  
1355 Peddlers Drive  
Mattawa, ON P0H 1V0

Dear Ms. Maitland,

**Re: 2025 Municipal Levy**

Your **2025 Municipal Levy Information Package** is attached. At its budget meeting on December 4, 2024, the Board of Health approved the 2025 budget. It has a 1% increase (already confirmed) in provincial mandatory program funding and a 3% increase in Municipal share (billed at 5% increase - 2% paid from the Reserve in 2024 and 3% for 2025).

For 2025, with the previous mitigation funding rolled into provincial base funding, the sharing split is 77.8% provincial and 22.2% municipal.

There are two years left in the Strengthening Public Health Initiative. A 1% increase to Health Units has been communicated for 2025 and a 1% increase in Public Health funding provincially for 2026. The Ontario Public Health Standards, which set the minimum requirements for public health programming, are still in the review process and should be in effect for 2026. The new funding arrangement for Public Health should be communicated in 2025, effective in 2026.

As instructed by the province our health unit investigated merging with our neighbouring health units earlier in 2024, but no talks were successful. How this will affect our funding under the new funding arrangement is not known at this time.

COVID-19 specific funding has been promised for 2024 but has not yet been received. 2025 COVID-19 funding arrangements are unknown at this time.

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In accordance with the Board of Health By-Laws, the Municipal Reserve status will be updated to you with the 2024 audited financial statements. For your information the Municipal Reserve balance at October 31, 2024 was \$2,174,943.

To learn more about your health unit programs, activities and reports, refer to the North Bay Parry Sound District Health Unit website at [www.myhealthunit.ca](http://www.myhealthunit.ca). The website is completely searchable and contains information on a wide range of health topics.

The following information is attached:

- Appendix A – 2025 Levy Payment Schedule
- Appendix B – 2025 Board of Health Approved Budget Summary Sheet

Please do not hesitate to contact Isabel Churcher, Executive Director, Finance at (705) 499-6016, if you have any questions.

Yours truly,



Rick Champagne  
Chairperson, Board of Health

Enclosures (2)

Copy to: Isabel Churcher, Executive Director, Finance  
Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer  
Board of Health



December 20, 2024

Municipality of Calvin  
 1355 Peddlers Dr., RR#2  
 Mattawa, ON P0H 1V0

**2025 LEVY**  
**PAYMENT SCHEDULE**

<b>2025 Annual Levy</b>		<b>\$19,511</b>
<b>Monthly Payment Schedule effective January 1, 2025</b>		
<b>Month</b>	<b>Amount</b>	<b>Amount</b>
January 1		1,625.88
February 1		1,625.92
March 1		1,625.92
April 1		1,625.92
May 1		1,625.92
June 1		1,625.92
July 1		1,625.92
August 1		1,625.92
September 1		1,625.92
October 1		1,625.92
November 1		1,625.92
December 1		1,625.92
<b>Total</b>		<b>\$19,511</b>

Levy based on population of: 518

Per Capita Rate: \$37.67

**Due Date: The first day of every month**  
 Interest is charged at 1.25% per month on outstanding balances.

**Please remit to: North Bay Parry Sound District Health Unit**  
 Attention: Finance Department  
 345 Oak St W  
 North Bay, ON P1B 2T2  
**Or Direct Deposit to: Account # 03442 003 1287499**



2025 Board of Health Public Health Budget - Budget Summary Sheet

Budget Summary	Budget 2024	Forecast 2024	Budget 2025	Cost Sharing Percentage for 2025	Notes
<b>Total Expenses</b>	<b>22,326,086</b>	<b>22,713,127</b>	<b>22,786,421</b>		<b>1</b>
Less Program Revenues	485,840	635,695	481,041		<b>2</b>
<b>Net Expenses</b>	<b>22,340,246</b>	<b>22,977,432</b>	<b>22,305,380</b>		
Less: 100% Funding and One-Time Funding and Grants	4,979,566	5,099,701	4,695,094		<b>3</b>
<b>Total Shareable Base</b>	<b>17,360,680</b>	<b>16,977,731</b>	<b>17,610,286</b>		
Ministry of Health Share	13,565,310	13,259,608	13,701,054	77.80%	<b>4</b>
<b>Municipal Share</b>	<b>3,795,370</b>	<b>3,718,123</b>	<b>3,909,232</b>	<b>22.20%</b>	
Plus: 100% Municipal - Adult Dental	95,414	95,414	98,277		
Gross Municipal Levy	3,890,784	3,813,537	4,007,509		<b>5</b>
Contribution from Municipal Reserve	-74,108	0	0		
<b>Net Municipal Levy</b>	<b>3,816,676</b>	<b>3,813,537</b>	<b>4,007,509</b>		
Per Capita Municipal Population	106,394	106,394	106,394		
<b>Per Capita Rate</b>	<b>36.57</b>	<b>35.84</b>	<b>37.67</b>		<b>6</b>

**Notes for Budget Summary**

- Total expenses include the cost of all Health Unit programs and services except for Infection Prevention and Control Hub funding.
- Program revenues are generated through payments from the public or the government on a fee-for-service basis.
- The forecast for 2024 includes all usual 100% funded programs from multiple sources and one-time funding for COVID-19 Vaccination, Respiratory Syncytial Virus (RSV) Vaccine, Strengthening Public Health (Merger) etc. Not all funds are officially confirmed.
- The Ministry of Health's funding will increase by 1% over last year. Funding increases of 1% per year have been confirmed for 2024, 2025, and 2026. The new total of \$13,701,054 is 77.8% of the shareable base.
- The municipal share is calculated using the 2024 levy plus 3% which amounts to a 5% increase to the municipalities' payments for 2025 since 2% of last year's levy increase was taken from the municipal reserve. The municipal share for 2025 is 22.2%.
- As per the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, O. Reg. 489-97 Allocation of Board of Health Expenses, populations used for calculations are current (2022) Municipal Property Assessment Corporation (MPAC) enumeration data. As per regulations from MPAC, their total population data may not be shared publicly.



7.10

December 20, 2024

CAO03-2025

CAO report to Council – Revised 2025 OPP Annual Billing Statement

**PURPOSE:**

To advise Council of the receipt of the 2025 OPP Annual Billing Statement

**BACKGROUND:**

In late 2024 the Corporation for the Municipality of Calvin was advised that its annual OPP levy would increase by approximately \$23,000. As a result of public outcry by municipalities and its allies across the province, the Ontario Government announced a reduction in costs with be forthcoming.

**RESULT:**

As per the amended Ontario Regulation 413/23, a discount has been applied to the 2023 year-end reconciliation statement that includes both a 44 per cent discount on reconciled overtime costs as well as a 37.5 per cent discount on total 2023 reconciled costs. Additionally, a 10 per cent discount has been applied to the total 2025 estimated costs.

The Municipality of Calvin's 2025 levy has been revised to \$103,158. This represents a cost of \$199.15 per resident

**Recommendation to Council**

To receive for information and future budget purposes, this report and its attachment entitled "OPP 2025 Annual Billing Statement – Revised."

Respectfully submitted,



Donna Maitland, CAO

CAO

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**From:** OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>  
**Sent:** December 19, 2024 12:53 PM  
**To:** Mayor Richard Gould; CAO  
**Subject:** Revised 2025 OPP Annual Billing Statement - Calvin M  
**Attachments:** 2025 Revised Annual Billing Letter for Municipalities.pdf; Calvin.pdf; 2025 Revised Annual Billing Letter for Municipalities FR.pdf; CalvinFrench.pdf

Good day,

Please find the attached letter and Revised 2025 OPP Annual Billing Statement package for your municipality.

A revised 2023 cost reconciliation is also included in the new 2025 package.

Details regarding new January dates for the billing information webinars are included in the attached letter . In the meantime, if you have any questions about the package, please contact OPP.MPB.Financial.Services.Unit@opp.ca.

Happy Holidays,

MPB Financial Services Unit Team Members



Ontario  
Provincial  
Police

Municipal Policing Bureau  
Bureau des services policiers des municipalités

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6140  
Fax: 705 330-4191

Tél. : 705 329-6140  
Télééc.: 705 330-4191

File Reference: 612-20

December 19, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Further to the letter sent to you by the Solicitor General on November 29, 2024, please find attached your revised OPP municipal policing 2025 Annual Billing Statement package.

As per the amended Ontario Regulation 413/23, a discount has been applied to the 2023 year-end reconciliation statement that includes both a 44 per cent discount on reconciled overtime costs as well as a 3.75 per cent discount on total 2023 reconciled costs (after the discount on overtime is applied). Additionally, a 10 per cent discount has been applied to the total 2025 estimated costs.

The Municipal Policing Bureau will be hosting rescheduled webinar information sessions on Wednesday, January 15, 2025 at 2:00 p.m. and on Friday, January 17, 2025 at 9:00 a.m. E-mail invitations will be forwarded to your municipality. The webinar content will be the same on both dates, please accept the invitation for the date that works best for your schedule.

If you have questions about the Annual Billing Statement, please e-mail [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,



S.B. (Steve) Ridout  
Superintendent  
Commander - Municipal Policing Bureau

**OPP 2025 Annual Billing Statement - Revised**

Calvin M

Estimated costs for the period January 1 to December 31, 2025

Please refer to [www.opp.ca](http://www.opp.ca) for 2025 Municipal Policing Billing General Information summary for further details.

	Property Counts	Cost per Property	Total Cost
		\$	\$
<b>Base Service</b>			
	Household	295	
	Commercial and Industrial	13	
	<u>Total Properties</u>	<u>189.44</u>	<u>58,346</u>
<b>Calls for Service</b>	(see summaries)		
	Total all municipalities	209,489,870	
	Municipal portion	0.0234%	48,941
<b>Overtime</b>	(see notes)	17.43	5,369
<b>Prisoner Transportation</b>	(per property cost)	1.67	514
<b>Accommodation/Cleaning Services</b>	(per property cost)	5.70	1,756
<b>Total 2025 Estimated Cost</b>		<u>373.14</u>	<u>114,926</u>
<b>10% Discount on 2025 Estimated Costs</b>		<u>(37.31)</u>	<u>(11,493)</u>
<b>Total 2025 Estimated Cost After Discount</b>		<u>335.82</u>	<u>103,433</u>
<b>2023 Year-End Adjustment</b>	(see summary)		(275)
<b>Revised Grand Total Billing for 2025</b>			<u>103,158</u>
<b>Revised 2025 Monthly Billing Amount</b>			<u>8,597</u>

**Notes**

A 10% Discount has been applied to the grand total of all 2025 estimated costs. The 2023 Year-End Adjustment also includes discounts applied to 2023 reconciled costs (44% on OT and 3.75% on total reconciled costs), see 2023 reconciled statement page for more information.

## OPP 2025 Annual Billing Statement

Calvin M

Estimated costs for the period January 1 to December 31, 2025

### Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.



**OPP 2025 Estimated Base Services and Calls for Service Cost Summary**

Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits	Positions		Base %	\$/FTE	Total Base Services and Calls for Service		Base Services		Calls for Service	
	FTE				\$	\$	\$	\$		
<b>Uniform Members</b>	Note 1									
Inspector	26.56		100.0	187,318	4,975,177	4,975,177	4,975,177	-	-	-
Staff Sergeant-Detachment Commander	8.60		100.0	156,717	1,347,770	1,347,770	1,347,770	-	-	-
Staff Sergeant	38.53		100.0	168,657	6,498,335	6,498,335	6,498,335	-	-	-
Sergeant	226.23		50.7	143,480	32,459,478	16,460,024	16,460,024	15,999,454	15,999,454	15,999,454
Constable	1,618.15		50.7	120,835	195,529,705	99,147,813	99,147,813	96,381,892	96,381,892	96,381,892
Part-Time Constable	11.97		50.7	91,572	1,096,112	555,839	555,839	540,272	540,272	540,272
Total Uniform Salaries	1,930.04				241,906,577	128,984,959	128,984,959	112,921,618	112,921,618	112,921,618
Statutory Holiday Payout				6,207	11,906,411	6,262,929	6,262,929	5,643,483	5,643,483	5,643,483
Shift Premiums				1,129	2,095,821	1,062,740	1,062,740	1,033,081	1,033,081	1,033,081
Uniform Benefits - Inspector				29.47%	1,466,114	1,466,114	1,466,114	-	-	-
Uniform Benefits - Full-Time Salaries				36.38%	85,791,541	44,909,750	44,909,750	40,881,790	40,881,790	40,881,790
Uniform Benefits - Part-Time Salaries				18.75%	205,571	104,245	104,245	101,326	101,326	101,326
<b>Total Uniform Salaries &amp; Benefits</b>					<b>343,372,035</b>	<b>182,790,737</b>	<b>182,790,737</b>	<b>160,581,298</b>	<b>160,581,298</b>	<b>160,581,298</b>
<b>Detachment Civilian Members</b>	Note 1									
Detachment Administrative Clerk	164.29		50.7	75,342	12,377,949	6,276,748	6,276,748	6,101,201	6,101,201	6,101,201
Detachment Operations Clerk	3.41		50.7	69,798	238,011	120,750	120,750	117,260	117,260	117,260
Detachment Clerk - Typist	1.74		50.7	62,349	108,488	54,867	54,867	53,620	53,620	53,620
Court Officer - Administration	28.73		50.7	92,124	2,646,719	1,342,245	1,342,245	1,304,474	1,304,474	1,304,474
Crimestoppers Co-ordinator	0.89		50.7	73,240	65,184	32,958	32,958	32,226	32,226	32,226
Cadet	1.62		50.7	51,219	82,974	41,999	41,999	40,975	40,975	40,975
Total Detachment Civilian Salaries	200.68				15,519,324	7,869,568	7,869,568	7,649,757	7,649,757	7,649,757
Civilian Benefits - Full-Time Salaries				36.13%	5,606,608	2,843,009	2,843,009	2,763,599	2,763,599	2,763,599
<b>Total Detachment Civilian Salaries &amp; Benefits</b>					<b>21,125,933</b>	<b>10,712,577</b>	<b>10,712,577</b>	<b>10,413,355</b>	<b>10,413,355</b>	<b>10,413,355</b>
<b>Support Costs - Salaries and Benefits</b>	Note 2									
Communication Operators	6,682				12,896,527	6,782,230	6,782,230	6,114,297	6,114,297	6,114,297
Prisoner Guards	2,061				3,977,812	2,091,915	2,091,915	1,885,897	1,885,897	1,885,897
Operational Support	7,119				13,739,955	7,225,785	7,225,785	6,514,170	6,514,170	6,514,170
RHQ Municipal Support	3,208				6,191,568	3,256,120	3,256,120	2,935,448	2,935,448	2,935,448
Telephone Support	157				303,016	159,355	159,355	143,661	143,661	143,661
Office Automation Support	938				1,810,378	952,070	952,070	858,308	858,308	858,308
Mobile and Portable Radio Support	357				693,298	364,522	364,522	328,776	328,776	328,776
<b>Total Support Staff Salaries and Benefits Costs</b>					<b>39,612,554</b>	<b>20,831,997</b>	<b>20,831,997</b>	<b>18,780,557</b>	<b>18,780,557</b>	<b>18,780,557</b>
<b>Total Salaries &amp; Benefits</b>					<b>404,110,521</b>	<b>214,335,311</b>	<b>214,335,311</b>	<b>189,775,210</b>	<b>189,775,210</b>	<b>189,775,210</b>
<b>Other Direct Operating Expenses</b>	Note 2									
Communication Centre	150				289,506	152,250	152,250	137,256	137,256	137,256
Operational Support	1,112				2,146,204	1,128,680	1,128,680	1,017,524	1,017,524	1,017,524
RHQ Municipal Support	360				694,814	365,400	365,400	329,414	329,414	329,414
Telephone	1,458				2,813,998	1,479,870	1,479,870	1,334,128	1,334,128	1,334,128
Mobile Radio Equipment Repairs & Maintenance	168				326,258	171,540	171,540	154,718	154,718	154,718
Office Automation - Uniform	4,487				8,660,089	4,554,305	4,554,305	4,105,784	4,105,784	4,105,784
Office Automation - Civilian	1,154				231,585	116,485	116,485	115,100	115,100	115,100
Vehicle Usage	10,219				19,723,079	10,372,285	10,372,285	9,350,794	9,350,794	9,350,794
Detachment Supplies & Equipment	1,073				2,070,933	1,089,095	1,089,095	981,838	981,838	981,838
Uniform & Equipment	2,360				4,583,144	2,409,725	2,409,725	2,173,418	2,173,418	2,173,418
Uniform & Equipment - Court Officer	1,037				29,793	15,109	15,109	14,684	14,684	14,684
<b>Total Other Direct Operating Expenses</b>					<b>41,569,403</b>	<b>21,854,744</b>	<b>21,854,744</b>	<b>19,714,660</b>	<b>19,714,660</b>	<b>19,714,660</b>
<b>Total 2025 Municipal Base Services and Calls for Service Cost</b>					<b>\$ 445,679,925</b>	<b>\$ 236,190,055</b>	<b>\$ 236,190,055</b>	<b>\$ 209,489,870</b>	<b>\$ 209,489,870</b>	<b>\$ 209,489,870</b>
<b>Total OPP-Policed Municipal Properties</b>								1,246,809	1,246,809	1,246,809
<b>Base Services Cost per Property</b>								\$ 189.44	\$ 189.44	\$ 189.44

## OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.  
The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.  
Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)  
The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.  
Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.  
FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.



## OPP 2025 Calls for Service Billing Summary

Calvin M

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count				2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost	
	2020	2021	2022	2023					
	Four Year Average								A
Note 1								Note 2	Note 3
Drug Possession	0	0	0	0	0	5.9	0	0.0000%	0
Drugs	0	0	0	0	0	88.1	0	0.0000%	0
Operational	29	48	57	24	40	3.9	154	0.0085%	17,720
Operational 2	6	16	10	11	11	1.7	18	0.0010%	2,102
Other Criminal Code Violations	1	3	7	3	4	7.1	25	0.0014%	2,858
Property Crime Violations	7	15	12	9	11	6.2	67	0.0037%	7,666
Statutes & Acts	2	13	12	3	8	3.5	26	0.0014%	3,019
Traffic	5	5	1	3	4	3.8	13	0.0007%	1,530
Violent Criminal Code	5	8	12	8	8	14.8	122	0.0067%	14,045
<b>Municipal Totals</b>	<b>55</b>	<b>108</b>	<b>111</b>	<b>61</b>	<b>84</b>		<b>425</b>	<b>0.0234%</b>	<b>\$48,941</b>

## Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count				2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost	
	2020	2021	2022	2023					
	Four Year Average								A
Note 1								Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
<b>Provincial Totals</b>	<b>371,740</b>	<b>380,453</b>	<b>380,156</b>	<b>382,502</b>	<b>378,713</b>		<b>1,821,214</b>	<b>100%</b>	<b>\$209,489,870</b>

## Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.



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**OPP 2025 Calls for Service Details**  
**Calvin M**

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
<b>Grand Total</b>	<b>55</b>	<b>108</b>	<b>111</b>	<b>61</b>	<b>83.75</b>
Operational	29	48	57	24	39.50
Animal - Injured	0	0	0	1	0.25
Animal - Master Code	0	0	0	1	0.25
Animal - Other	1	0	0	0	0.25
Animal - Stray	1	1	3	2	1.75
Assist Fire Department	0	1	0	0	0.25
Assist Public	2	3	5	4	3.50
Distressed / Overdue Motorist	0	1	0	0	0.25
Domestic Disturbance	4	7	12	5	7.00
Family Dispute	7	9	16	2	8.50
Fire - Building	1	0	1	0	0.50
Fire - Other	1	0	0	0	0.25
Fire - Vehicle	1	1	0	1	0.75
Found Property - Master Code	0	1	1	0	0.50
Missing Person - Master Code	0	0	1	0	0.25
Missing Person 12 & older	1	0	0	0	0.25
Missing Person Located 12 & older	1	0	0	1	0.50
Neighbour Dispute	1	13	8	1	5.75
Noise Complaint - Master Code	0	0	0	1	0.25
Noise Complaint - Vehicle	0	0	1	0	0.25
Phone - Other - No Charges Laid	0	0	1	0	0.25
Sudden Death - Natural Causes	2	2	1	1	1.50
Suspicious Person	2	4	2	2	2.50
Suspicious vehicle	2	3	4	0	2.25
Trouble with Youth	0	0	1	2	0.75
Unwanted Persons	1	2	0	0	0.75
Vehicle Recovered - Master Code	1	0	0	0	0.25
<b>Operational 2</b>	<b>6</b>	<b>16</b>	<b>10</b>	<b>11</b>	<b>10.75</b>
911 call - Dropped Cell	1	0	1	0	0.50
911 call / 911 hang up	0	4	3	1	2.00
False Alarm - Cancelled	0	0	1	0	0.25
False Alarm - Others	2	5	2	6	3.75
False Holdup Alarm - Accidental Trip	2	0	0	0	0.50
Keep the Peace	1	7	3	4	3.75
<b>Other Criminal Code Violations</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>3.50</b>
Bail Violations - Fail To Comply	0	1	2	2	1.25
Bail Violations - Others	0	1	0	0	0.25
Breach of Probation	0	0	1	1	0.50
Disturb the Peace	0	1	0	0	0.25
Nudity - public/private property	0	0	1	0	0.25
Offensive Weapons - Careless use of firearms	1	0	1	0	0.50
Offensive Weapons - Possession of Weapons	0	0	1	0	0.25
Possess Firearm while prohibited	0	0	1	0	0.25
<b>Property Crime Violations</b>	<b>7</b>	<b>15</b>	<b>12</b>	<b>9</b>	<b>10.75</b>

## OPP 2025 Calls for Service Details

Calvin M

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count			Four Year Average	
	2020	2021	2022		2023
Break & Enter	2	5	5	0	3.00
Break & Enter - Firearms	0	3	0	0	0.75
Fraud - Fraud through mails	0	0	0	1	0.25
Fraud - Master Code	0	0	1	1	0.50
Fraud - Money/property/security Under \$5,000	0	1	0	2	0.75
Fraud - Other	2	3	1	0	1.50
Interfere with lawful use, enjoyment of property	0	0	0	2	0.50
Mischief	1	1	1	0	0.75
Possession of Stolen Goods over \$5,000	0	0	0	2	0.50
Property Damage	0	1	0	0	0.25
Theft of - Snow Vehicles	1	0	0	0	0.25
Theft Under \$5,000 - Boat (Vessel)	0	0	1	0	0.25
Theft Under \$5,000 - Master Code	0	1	1	0	0.50
Theft Under \$5,000 - Other Theft	1	0	2	1	1.00
Statutes & Acts	2	13	12	3	7.50
Landlord / Tenant	0	3	0	0	0.75
Mental Health Act	0	3	2	1	1.50
Mental Health Act - Apprehension	0	2	0	0	0.50
Mental Health Act - Attempt Suicide	0	0	2	0	0.50
Mental Health Act - Placed on Form	0	0	2	0	0.50
Mental Health Act - Threat of Suicide	0	0	2	1	0.75
Trespass To Property Act	2	5	4	1	3.00
Traffic	5	5	1	3	3.50
MVC - Fatal (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Others (Motor Vehicle Collision)	1	0	0	0	0.25
MVC - Personal Injury (Motor Vehicle Collision)	0	0	1	0	0.25
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	2	0	0	1	0.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	2	5	0	1	2.00
Violent Criminal Code	5	8	12	8	8.25
Assault - Level 1	1	5	7	2	3.75
Assault With Weapon or Causing Bodily Harm - Level 2	0	1	1	1	0.75
Criminal Harassment	0	1	2	1	1.00
Extortion	0	0	0	1	0.25
Sexual Assault	1	0	0	1	0.50
Sexual Interference	1	1	0	1	0.75
Utter Threats to Person	2	0	2	1	1.25



**OPP 2023 Reconciled Year-End Summary - Revised**

Calvin M

Reconciled cost for the period January 1 to December 31, 2023

	Property Counts	Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Household			
	287			
	Commercial and Industrial			
	16	174.11	52,757	50,196
	<u>303</u>			
Calls for Service	Total all municipalities	120.48	36,506	34,708
	Municipal portion			
	187,830,598			
	0.0194%			
Overtime		17.54	5,314	4,220
Prisoner Transportation	(per property cost)	1.45	439	355
Accommodation/Cleaning Services	(per property cost)	5.06	1,533	1,476
<b>Total 2023 Costs</b>		<b>318.64</b>	<b>96,549</b>	<b>90,954</b>
Discount on 2023 Reconciled Costs (see notes)		(19.38)	(5,871)	-
<b>Total Revised 2023 Costs</b>		<b>299.27</b>	<b>90,678</b>	<b>90,954</b>
<b>2023 Billed Amount</b>			<b>90,954</b>	
<b>2023 Revised Year-End-Adjustment</b>			<b>(275)</b>	

**Notes**

The discount on 2023 Reconciled Costs was calculated by first applying a 44% discount to reconciled OT costs, and then applying a 3.75% discount to the total reconciled costs (after the OT discount had been applied).

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

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December 23, 2024

CA004-2025

CAO report to Council – 2025 MPAC Levy

**PURPOSE:**

To advise Council of the 2025 MPAC Levy

**BACKGROUND:**

MPAC (Municipal Property Assessment Corporation) assesses properties within Ontario, which municipalities use as the basis for levying property taxes.

MPAC operates under the jurisdiction of the Ontario provincial government. It was created through the Municipal Property Assessment Corporation Act (1997) as a non-profit corporation tasked with property assessment in Ontario. MPAC is independent from municipal governments and is governed by a board that includes representatives from municipal councils, the provincial government, and the public.

Property Assessment Function: MPAC is responsible for determining the market value of properties across Ontario, which is a key factor in how property taxes are calculated. This assessment is conducted on behalf of municipalities but is not directly part of the property tax levy process.

Role of Municipalities: After MPAC conducts property assessments, it provides municipalities with the data on property values. Municipalities then use this information to set tax rates, which are applied to properties in their jurisdiction. The municipal councils set tax rates, not MPAC. Therefore, municipalities have control over how property tax rates are applied, while MPAC simply provides the assessed value of properties.

Levying Taxes: Municipalities are responsible for levying taxes based on the assessments provided by MPAC. They determine how much property owners owe in taxes by applying the municipal tax rate to the assessed value of each property. The taxation is done according to the municipality's own budget needs, considering the revenue required to fund local services like public safety, infrastructure, and other public goods.

To summarize, MPAC assesses property values under the jurisdiction of the Ontario provincial government. Municipalities use those assessments to levy property taxes within their own jurisdiction.

**RESULT:**

The Municipality of Calvin's 2025 levy is \$13,986.25, an increase of 2.98% over 2024.

**Recommendation to Council**

To receive for information and future budget purposes, this report and its attachment from MPAC entitled " 2025 Municipal Levy."

Respectfully submitted,



Donna Maitland, CAO



**CAO**

---

**From:** Nicole McNeill <Nicole.Mcneill@mpac.ca>  
**Sent:** December 18, 2024 1:03 PM  
**To:** CAO  
**Subject:** 2025 Municipal Levy



**MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION**

December 18, 2024

Donna Maitland  
CAO/Clerk/Treasurer  
Municipality of Calvin

**Subject: 2025 Municipal Levy**

As a municipal service provider, MPAC is committed to supporting municipal priorities. With that in mind and given the additional financial strain caused by the pandemic, the corporation kept the levy stable from 2021 to 2023 without any increases. Last year, we implemented a 2.1 per cent increase due to inflation and rising labour costs.

As we continue to work to meet the evolving needs of our partners, we are writing to inform you that MPAC's Board of Directors has approved the corporation's 2025 operating budget with a 3.4 per cent levy increase. This year's budget increase is crucial for managing fiscal challenges, smoothing future levy impacts, and funding service enhancements.

We understand the challenges faced by municipalities and want to assure you that MPAC is committed to strategically using reserves and finding efficiencies, ensuring a balanced approach when levy targets are established. MPAC strives to ensure that budget increases are below a target rate that combines inflation and year-over-year growth in property counts. This increase is consistent with that target.

MPAC's 2025 budget is a strategic investment in the future, enabling the modernization of our assessment system and providing municipalities with enhanced data and services essential for informed decision-making. For example, we are working to grant you more access to Electronic Assessment (EAI) files in 2025.

In 2025, MPAC will launch our new Strategic Plan which includes investments to enhance service delivery by continuing to collaborate and create valuable products that meet your diverse needs. We look forward to sharing further updates in 2025. In the meantime, we invite you to read the [2024 Municipal Partnership Report](#) to learn more about our collective work to build strong communities across Ontario together this past year.

Not all municipalities will see a 3.4 per cent increase. Individual municipal levies are determined by a funding formula under the *Municipal Property Assessment Corporation Act* based on the weighted average of two factors: the municipal share of the total assessed value and the number of properties compared to the rest of the province. An explanation of how MPAC calculated the municipal levy is available [here](#).

Your municipality's annual 2025 levy amount will be \$13,986.25 or 2.98% Increase

Additional information about your municipality's specific 2025 levy calculation is available here <https://workdrive.mpac.ca/external/cc3934f93358cbb2a4ffe0ddc9b79dd29ab3d435a6716bd5fe62c92e5a42c5b5>.

Your first bill will be delivered later this month, followed by equal quarterly invoices thereafter. You will also receive your Assessment Change Summary from your local MPAC Account Manager, which provides a high-level description of the assessment changes within your municipality.

We look forward to continuing to provide you with timely information that supports your work and decision-making, collaborating on forward-looking initiatives and forming new and valuable partnerships.



If you have questions about MPAC's funding requirements, please contact:

Mary Meffe  
Vice-President, Corporate Services  
and Chief Financial Officer  
289-539-0306  
[Mary.Meffe@mpac.ca](mailto:Mary.Meffe@mpac.ca)

For information about the assessment services available to your municipality, please contact:

Jamie Bishop  
Vice-President, Public Affairs and Customer Experience  
289-200-1122  
[Jamie.Bishop@mpac.ca](mailto:Jamie.Bishop@mpac.ca)

Yours truly,

Alan Spacek  
Chair, MPAC Board of Directors  
Nicole McNeill  
President and Chief Administrative Officer, MPAC  
**Copy** MPAC Board of Directors  
Executive Management Group, MPAC  
Director and Regional Managers, Municipal and Stakeholder Relations, MPAC

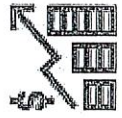
# How MPAC calculated the 2025 Municipal Levy

## 1. Determined the required payment for services:



### Costs

- Cost of operations
- Capital spending
- Reserve requirements



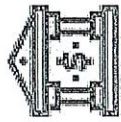
### Revenues

- Revenues from Business Development
- Investment income



Total Levy  
**\$226.9 million**

## 2. The MPAC Act requires that each municipality's levy is determined using the weighted average of two factors:



### Total assessed value

The municipality's share of total assessed value compared to the rest of the province



### Total properties

The total number of properties in the municipality compared to the rest of the province

Examples	Total Assessed Value	Total Properties
Large Municipality	$\frac{\$120 \text{ billion}}{\$3.19 \text{ trillion}}$	$\frac{200,000}{5.68 \text{ million}}$
Medium Municipality	$\frac{\$21 \text{ billion}}{\$3.19 \text{ trillion}}$	$\frac{75,000}{5.68 \text{ million}}$
Small Municipality	$\frac{\$1.3 \text{ billion}}{\$3.19 \text{ trillion}}$	$\frac{5,000}{5.68 \text{ million}}$
Province of Ontario	$\frac{\$3.19 \text{ trillion}}{\$3.19 \text{ trillion}}$	$\frac{5.68 \text{ million}}{5.68 \text{ million}}$

3.64% of the total levy is \$8,259,160

0.99% of the total levy is \$2,246,310

0.06% of the total levy is \$136,140

Have a question? Contact your local Municipal and Stakeholder relations team.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION





**SUPPORTING INFORMATION FOR THE CALCULATION OF 2025  
PROPERTY ASSESSMENT SERVICES AND SUPPORT COSTS**

<b>Municipality</b>	<b>Municipality of Calvin</b>		
<b>Legislated Cost Recovery Formula</b>	$= \frac{(A+B)}{2} \times C$		
<b>Assessment Value (A)</b>	<b>Municipality of Calvin</b>	<b>Province</b>	<b>Municipality's Share</b>
2025	\$100,091,400	\$3,186,798,013,186	0.0031%
2024	\$98,829,400	\$3,137,961,380,222	0.0031%
<b>Property Count (B)</b>			<b>% Change</b>
2025	522	5,681,507	0.0092%
2024	518	5,612,845	0.0092%
<b>MPAC Cost Recovery (C)</b>	<b>2025</b>	<b>2024</b>	<b>% Change</b>
<b>Average of (A) and (B)</b>	\$226,892,631.48	\$219,431,945.34	3.40%
	0.0062%	0.0062%	-0.40%
<b>Municipality's Share of Levy</b>	\$13,986.25	\$13,580.98	2.98%
<b>Quarterly Payment</b>	\$3,496.56		

\* **A** is the Municipality's share of the total province's assessment value.

\* **B** is the Municipality's share of the total province's property count.

\* **C** is the total amount required by MPAC from all municipalities in the province as a



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Municipality of Calvin  
Attention: Donna Maitland  
CAO/Clerk/Treasurer  
1355 Peddlers Drive, RR 2  
MATTAWA ON P0H 1V0  
CANADA

Invoice Date: January 01, 2025  
Invoice No: 1800037004  
Payment Terms: Net due in 30 days  
Due Date: January 31, 2025  
Customer No: 1000063

**AMOUNT DUE: \$3,496.56**

Please remit this portion with payment to:  
P.O BOX 3884, Commerce Court Postal Station, Toronto, ON M5L 1K1

-----  
Queries concerning billing amounts should be directed to the Accounts Receivable Department at: 1-877-635-6722 Page 1 of 1  
Queries concerning propertyline services should be directed to: 1-877-671-6722 ext:1 Invoice No: 1800037004

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	Quarterly Billing Recovery of Property Assessment Services and Support Services				3,496.56
SUBTOTAL:					3,496.56
HST					0.00
<b>AMOUNT DUE:</b>					<b>\$3,496.56</b>

Invoice Schedule: January, April, July, October

HST #: 87037 7132 RT0001

1340 Pickering Parkway, Suite 101, Pickering, Ontario L1V 0C4  
T: 1.877.635.6722 F: 905.837.6322  
www.mpac.ca

Payment not received within 30 days of the invoice date will be subject to interest of 1% per month.

Please note, MPAC does not collect PST. It is therefore your responsibility to self-assess the Provincial Sales Tax in your local jurisdiction, where it is required.



7.12

December 23, 2024

CAO05-2025

CAO report to Council – Follow up from Federation of Canadian Municipalities (FCM) re: Corporation of the Municipality of Calvin's Firefighting Strategy Resolution 2024-31

**PURPOSE:**

To advise Council of FCM's action in relation to Council's Call to Action re National Firefighting Strategy

**BACKGROUND:**

At its January 30, 2024 Regular Meeting of Council, Resolution Number 2024-31, resolution 2024-31 calling on the provincial and federal governments to develop, implement and cost-share in a national firefighting strategy was adopted.

This resolution was forwarded to municipalities across Ontario, the Prime Minister of Canada, the Premier of Ontario, several of their Ministers, along with FCM and AMO.

**RESULT:**

Many municipalities across Ontario subsequently adopted the motion. The Honorable Graydon Smith, Minister of Natural Resources and Forestry of Ontario acknowledged receipt of the resolution.

The Federation of Canadian Municipalities, a membership-based organization whose mission is to advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs, advised the Municipality that it "considered and adopted" the resolution as "Category A – Concurrence" and that a "letter will be sent to the relevant federal government minister outlining the call for action directed at the federal government contained in the resolution."

**Recommendation to Council**

To receive for information purposes the CAO report entitled "Follow up from the Federation of Ontario Municipalities (FCM) re: Corporation of the Municipality of Calvin's Firefighting Strategy Resolution Number 2024-31" including correspondence received from FCM on the matter.

Respectfully submitted,



Donna Maitland, CAO

## CAO

---

**Subject:**

FW: FCM Resolution Update: Provincial and National Firefighting Strategy – Cost-sharing - Category A Concurrence

**From:** Pamela Lloyd-Owen <[plowen@fcm.ca](mailto:plowen@fcm.ca)>

**Sent:** December 11, 2024 2:27 PM

**To:** <[cao@calvintownship.ca](mailto:cao@calvintownship.ca)>

**Cc:** Resolutions <[resolutions@fcm.ca](mailto:resolutions@fcm.ca)>

**Subject:** FCM Resolution Update: Provincial and National Firefighting Strategy – Cost-sharing - Category A Concurrence

Dear Donna Maitland

Thank you for your resolution submission to FCM about **Provincial and National Firefighting Strategy – Cost-sharing**. We understand that this issue is an important concern to your community and we appreciate you bringing it to the attention of FCM.

At the latest board meeting in December 2024, the FCM Board of Directors/FCM’s membership considered the resolution and adopted it as Category A – Concurrence. This category contains resolutions not addressed by FCM in the last three years that are the direct responsibility or concern of Canadian municipalities beyond a regional level and falls within the jurisdiction of the federal government. As this resolution has been adopted with concurrence, it will guide future FCM policy positions. More details on FCM’s resolution procedures can be found [here](#).

In support of this adopted resolution, a letter will be sent to the relevant federal government minister outlining the call for action directed at the federal government contained in the resolution. We will forward you a copy of the letter sent to the minister shortly.

FCM looks forward to continue working with you and your community in representing the municipal voice at the federal level. If you or your staff have any questions or require further information, please contact [resolutions@fcm.ca](mailto:resolutions@fcm.ca).

**Pamela Lloyd-Owen** | [she/her/elle](mailto:she/her/elle)

Operations Coordinator | Policy and Public Affairs

Coordonnatrice des opérations | Politique et affaires publiques

T. 1-613-907-6290



**FCM RESOLUTIONS** ⓘ  🔍

< [Back\(/en-US/Resolutions/?keyword=firefighting\)](#).

RESOLUTION TITLE

## Provincial and National Firefighting Strategy – Cost-sharing

MEETING YEAR

2024

MEETING

Board of Directors Meeting December 2024

SPONSOR(S)

- Municipality of Calvin

DATE OF EXPIRY

December 04, 2027

RESOLUTION

**WHEREAS**, Forest fires are a very real threat to rural municipalities; and

**WHEREAS**, smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation; and

**WHEREAS**, forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada; and

**WHEREAS**, according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been releases into the atmosphere from forest fires in 2023; and

**WHEREAS**, carbon emissions from forest fires are not counted against Canada's Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada's economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada.)

**WHEREAS**, that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades; and

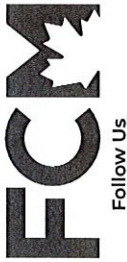
**WHEREAS**, the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country; and

**WHEREAS**, as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada therefore be it



4. The federal government should explore the development of national coordination measures, including, but not limited to, a national emergency management agency or a national fire administration, where each level of government and sector enables the other to do their part to close existing capacity and capability gaps.

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RESOLUTIONS\)](https://fcm.ca/en/about-fcm/corporate-resources/fcm-resolutions/about-resolutions)

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# Corporation of the Municipality of Calvin

## Council Resolution

**Date:** January 30, 2024

**Resolution Number:** 2024-31

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**Background:** Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: *"The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."*

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: "But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland

**COPY**

firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity.” He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, “We’re really starting to see the effect of the aging fleet.”

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, “It’s not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector.”

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

**WHEREAS** Forest fires are a very real threat to rural municipalities.



**AND WHEREAS** smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

**AND WHEREAS** forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

**AND WHEREAS** according to the John Grace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

**AND WHEREAS** carbon emissions from forest fires are not counted against Canada's Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada's economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

**AND WHEREAS** that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

**AND WHEREAS** the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

**AND WHEREAS** as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.

**NOW THEREFORE BE IT RESOLVED THAT** the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made waterbombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

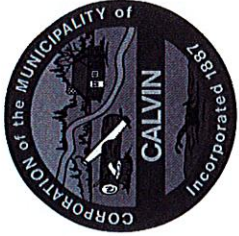
**AND THAT** this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fideli, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

**AND THAT** this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

**Results: Carried**

**Recorded Vote:**

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



## MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

Tel: (705) 744-2700 • Fax: (705) 744-0309

[building@calvintownhsip.ca](mailto:building@calvintownhsip.ca) • [www.calvintownship.ca](http://www.calvintownship.ca)

### BUILDING REPORT

**MONTH: December, 2024**

1. NUMBER OF PERMITS ISSUED	0
2. TOTAL MONTHLY VALUE	\$0
3. TOTAL FEES COLLECTED	\$0
4. TOTAL BUILDING VALUE TO DATE	\$2,382,000
5. TOTAL FEES COLLECTED TO DATE	\$8,360

#### COMMENTS:

Permit:                      Type:                      Value: \$                      Fee: \$

Note:

SHANE CONRAD  
CHIEF BUILDING OFFICIAL



# Building Report

December 2024

December 04: - Submitted November building report to MPAC, CMHC, StatsCan.  
- Emails and phone calls.

- Submitted November building report to council.

- Travelled to 71 Peaceful Lane for inspection.

- Travelled to 925 Suzanne's Rd for inspection.

- Travelled to 71 Peaceful Lane for Q&A with Contractor

December 05: - Travelled to 71 Peaceful Lane

December 11: - Emails and phone calls.

- Inspection Reports

- Cleaned up work area

-Travelled to North Bay for Chapters Meeting

December 16: - Text from property owner looking for paperwork from property file

- Call from person interested in property for sale in Calvin

December 18: - Emails and phone calls.

- Travelled to 71 Peaceful Lane for inspection.

- Submitted December building report to council.

- Submitted Year End building report to council.

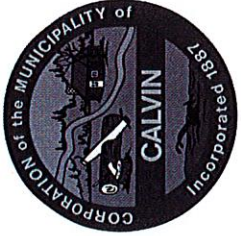
- Submitted Travel report to council.

- Researched Property File for property owner.

- Researched zoning inquiry for individual looking to buy property in Calvin.



Shane Conrad CBO



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### BUILDING REPORT

#### MONTH: Year End, 2024

1. NUMBER OF PERMITS ISSUED	21
2. TOTAL MONTHLY VALUE	N/A
3. TOTAL FEES COLLECTED	\$8,360
4. TOTAL BUILDING VALUE TO DATE	\$2,382,000
5. TOTAL FEES COLLECTED TO DATE	\$8,360

#### COMMENTS:

There were 21 applications submitted for building permits. There were 21 building permits issued, and they were issued for the following:

Single Family Dwellings: 4

Camps: 4

Alterations, Repairs, & Improvements: 4

Additions: 3

Storage Buildings: 2

Garages: 1

Secondary Dwellings: 1

Porches: 1

Canopy Over Trailer: 1

The Building Department travelled a total of 776 KM and completed 72 Inspections/Site Visits.  
The Building Department answered 53 Phone Calls/Text Messages during non-working days.

SHANE CONRAD  
CHIEF BUILDING OFFICIAL

**From:** Julie Pilkey <pilkeyj@cassellholme.on.ca>  
**Sent:** January 7, 2025 8:34 AM  
**To:** 'Bryan Martin'; CAO; 'Jason McMartin'; 'Jason McMartin'; 'Jason Trottier'; 'Joanne Montreuil'; 'Karen McIsaac'; 'Paul Laperriere'; 'Peter Johnston'; 'info@chisholm.ca'

**Subject:** Cassellholme Board of Management Meeting Minutes - November 2024  
CH - Board Meeting Minutes for Website - Nov 28, 2024.pdf

Hello Member Municipalities ~ Happy New Year!  
Please see attached for the approved November 2024 Cassellholme Board of Management Meeting Minutes.

As always, you can also access all our past meeting minutes on our Cassellholme Website  
[Board of Management | Cassellholme](#)



Stay Healthy / Stay Safe

*Julie Pilkey*

Finance & Administration Coordinator

**CASSELLHOLME**

*Compassionate care for life's journey.*

400 Olive Street  
North Bay, ON P1B 6J4  
Tel: 705-474-4250 ext. 308  
Fax: 705-474-6129  
Website: [www.cassellholme.ca](http://www.cassellholme.ca)

7.14



**MINUTES**

Date: Thursday, November 28, 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  
Lindsay Dyrda, Director of Care  
Julie Pilkey, Secretary

Regrets: Camille Brigas, QI Director

Guests: Anita Brisson (Zoom)  
Monique Peters, Family Council  
Johanne Brousseau (Zoom)

	ITEM	ACTION
<b>A</b>	<b>CALL TO ORDER</b>	
	<b>MEETING RECORDED</b>	
	<i>"Moved by Peter Chirico and seconded by Robert Corriveau that the meeting be called to order at 1:04 p.m."</i>	
	Res. #124-24	<u>Carried</u>
	<b>1. Approval of Agenda</b>	
	<i>"Moved by Michelle Lahay and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as presented."</i>	
	Res. #125-24	<u>Carried</u>
	<b>2. Conflict of Interest</b>	
	<i>"Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest."</i>	
	Res. #126-24	<u>Carried</u>

<b>3. Approval of Minutes</b>	
	<p>3.1 Approval of the Minutes of the Regular Board Meeting held on October 24, 2024</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on October 24, 2024, be adopted as amended.”</i></p> <p>Res. #127-24</p> <p style="text-align: right;"><u>Carried</u></p>
<b>4. New Business</b>	
	<p><b>4.1 Ministry Of Long-Term Care – Proposed Amendments – Modified Waiting List</b></p> <p>Angie discussed the Memo and the Consultation Draft from the Ministry regarding the proposed amendments to implement a time-limited Long-Term Care Homes Cultural Pilot Project to evaluate how changes to long-term care waitlist prioritization requirements can improve Ontarian’s access to cultural, ethnic, religious and linguistically appropriate care. If approved, the ministry would propose that the amendments come into force on January 1, 2025. The modified waiting list designation would allow a long-term care home, or unit, or area with the home as being subject to the modified waiting list rules.</p> <p>Angie added she had a response this morning that the ministry is aware of our proposal and want to meet. Angie will reach out to NFN to include them to see where we fit in with the Pilot Project.</p> <p>At this time, there is no funding included in this Pilot Project.</p>
<b>5. Redevelopment</b>	
	<p><b>5.1 Construction Update (Dave Smits)</b></p> <p>Report in package.</p> <p>Move in date is still scheduled for May 4, 2025.</p> <p>Weekly meetings have started every Monday to ensure work remains on schedule.</p> <p>The 3<sup>rd</sup> Party Infection Control Inspection was completed and report received.</p> <p>Dave to provide the Budget Summary and forward to the Board.</p> <p><b>5.2 Meeting Date with the Municipalities</b></p> <p>A meeting date was sent out to the Municipalities for December 4<sup>th</sup>, 2024 at 5:00 p.m. in the Cassellholme Auditorium.</p> <p>The meeting will be to select representation from the Municipalities and discuss a plan to request the CFP top up from the Ministry.</p> <p>Angie, Peter and Mark will prepare an Agenda and send out prior to the meeting.</p>
<b>6. Operations</b>	
	<p><b>6.1 Operations Update</b></p> <p>Update in package.</p> <p>Angie advised the Board that Lindsay Dyrda, Director of Care, will start attending the meetings to discuss Clinical issues.</p> <p>A few Clinical staff attended a Workshop recently on new inspection processes.</p> <p><b>6.2 2025 Cassellholme Operating Budget (Motion)</b></p> <p>Billy provided a detailed Budget Presentation.</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the 2025 Cassellholme Operating Budget, as presented.”</i> 🙌</p> <p>Res. #128-24</p> <p style="text-align: right;"><u>Carried</u></p>



**7. IN-CAMERA**

Guests left the meeting

*“Moved by Chris Mayne and seconded by Robert Corriveau that the Board proceed to an In-Camera session at 2:12 p.m.”*

Res. #129-24

Carried

7.1 Approval of the In-Camera Minutes – dated October 24, 2024

In-Camera Motion – Res. #130-24

7.2 Confidential Matter – Redevelopment

7.3 Confidential Matter – Property

7.4 Confidential Matter – Member Municipality

7.5 Legal Matters – Identifiable Individuals

*“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the In-Camera session to be adjourned at 3:44 p.m.”*

Res. #133-24

Carried

**B. CORRESPONDENCE**

No items noted

**C. REQUEST FOR FUTURE AGENDA ITEMS**

No items noted

**D. DATE OF NEXT MEETING**

Christmas Dinner Meeting – Wednesday December 18, 2024 @ 4:00 p.m. – Cassellholme Garden Room

**E. ADJOURNMENT**

*“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 3:46 p.m.”*

Res. #134-24

Carried

Secretary

Chairman



Nov 21, 2024

**Subject: Cassellholme Redevelopment Update – Nov 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 with this report and coordinated with Cassellholme.

Comments with the current project schedule has been included with this report and the progress indicated is updated to reflect ongoing project status. Refer to schedule comments on previously issued monthly reports for reference. 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 masonry cladding is complete and metal cladding is ongoing.
- 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 and M&E finishes.
- 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 and flooring installation is in progress.
- Landscape work along Olive Street in progress

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 but many dates, line items, are clearly past due from the Oct 21 V4 release. IPAC activities have improved and Percon is receptive to work/catch up to meet the 2017 standards. Nov 21 construction review will also include

detailed understanding of the past due line items and what that means in forms of performance for May 4<sup>th</sup> move in.

### **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 for equipment, IT and orientation– Plan has been developed using a number of different delivery methods (2<sup>nd</sup> floor of new building, using old building for meds/led, online for staff readiness for P1). Trainers will be selected by February 2025 and training will commence.

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal are under review. Continue to plan detailed storage room configuration on each RHA; clean utility, med room, small and large storage rooms.

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.

IT – All network and CCTV equipment work ongoing for the resident entertainment system and facility phone system.

Waste Handling – No further updates at this time.

Outdoor space – Completed for 2025

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

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

Emergency Planning – Work progressing well; demo of med sled completed this month; on track

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

**Budget Update** - September summary attached.



Change Order Log - Nov 20 2024

Person	RFE	PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quota Sent	Approval Date	Quoted	Approved	Contract Time (days)
1	1	1				1	Milwork revisions (clarifications)	Coordination	Approved	18-Feb-23	17-Mar-23	26-Mar-23	54,535.53	54,535.53	
2	2	1				2	Emergency Switch location	Coordination	Approved	17-Feb-23	17-Mar-23	26-Mar-23	54,919.20	54,919.20	
3	3					3	Interior Builders risk insurance to include Soft Costs	Owner Requirement	Approved	30-Mar-23	30-Mar-23	05-Apr-23	579,846.88	579,846.88	
4	4					4	Revisions to Bids WIP IG Insurance Policy	Owner Requirement	Approved	30-Mar-23	30-Mar-23	05-Apr-23	579,846.88	579,846.88	
5	5	2				5	Door revisions	Coordination	Approved	30-Mar-23	30-Mar-23	05-Apr-23	54,617.20	54,617.20	
6	6	3				6	Remove existing louvers (Unit date only - see RFE 10)	Coordination	Cancelled	30-Mar-23	30-Mar-23	05-Apr-23	868.50	868.50	
7	7	9				7	Provide new water valve at property line	AWI	Approved	05-May-23	06-May-23	16-May-23	58,607.50	58,607.50	
8	8	15				8	Remove door revisions	Coordination	Approved	29-Mar-23	16-Jun-23	15-Jan-23	51,756.50	51,756.50	
9	9	5				9	Remove door revisions	Coordination	Approved	29-Mar-23	09-Mar-23	16-May-23	61,161.00	61,161.00	
10	10	5				10	Remove door revisions	Coordination	Approved	07-Apr-23	19-Mar-23	17-May-23	58,000.00	58,000.00	
11	11	6				11	Remove door revisions	Coordination	Approved	N/A	19-Mar-23	01-Jun-23	621,006.00	611,006.00	
12	12	17				12	Milwork edge treatments & Drawer modifications (per email April 7, 2023)	AWI	Approved	17-Apr-23	15-May-23	01-Jun-23	55,385.25	55,385.25	
13	13	17				13	Temporary signpost at North Wing	Coordination	Approved	07-Dec-23	06-Dec-23	10-Jan-23	55,385.25	55,385.25	
14	14	17				14	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	21-Apr-23	20-Mar-23	27-Jun-23	54,339.70	54,339.70	
15	15	17				15	Phase 2 temporary door revisions and hardware coordination	Coordination	Approved	21-Apr-23	20-Mar-23	27-Jun-23	54,339.70	54,339.70	
16	16	16				16	Hardware revisions to Door V03	Site Condition	Approved	13-May-23	30-May-23	19-Jun-23	58,084.70	58,084.70	
17	17	11				17	Hardware revisions to Door V01	Site Condition	Approved	13-May-23	30-May-23	19-Jun-23	58,084.70	58,084.70	
18	18	18				18	Remove paper material storm main tee at Olive St.	Health & Safety	Approved	27-Apr-23	25-May-23	01-Jun-23	515,888.60	515,888.60	
19	19	17				19	Temporary lighting in courtyard parking	Design Improvement	Approved	25-Apr-23	30-May-23	10-Jun-23	51,512.50	51,512.50	
20	20	8				20	Temporary door hardware supplied by Owner's Security Provider	Schedule Change	Approved	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
21	21	8				21	After cater reader control for new doors on elevators 1024 & 1025	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
22	22	23				22	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
23	23	23				23	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
24	24	24				24	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
25	25	24				25	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
26	26	24				26	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
27	27	24				27	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
28	28	24				28	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
29	29	28				29	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
30	30	26				30	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
31	31	10				31	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
32	32	14				32	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
33	33	14				33	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
34	34	14				34	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
35	35	14				35	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
36	36	14				36	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
37	37	14				37	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
38	38	14				38	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
39	39	14				39	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
40	40	14				40	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
41	41	14				41	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
42	42	14				42	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
43	43	14				43	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
44	44	14				44	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
45	45	14				45	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
46	46	14				46	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
47	47	14				47	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
48	48	14				48	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
49	49	14				49	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
50	50	14				50	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
51	51	14				51	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
52	52	14				52	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
53	53	14				53	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
54	54	14				54	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
55	55	14				55	Revisions to door hardware to include door hardware	Site Condition	Cancelled	23-Jun-23	08-Jul-23	27-Jul-23	656,650.00	656,650.00	
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Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Continue to review Ministry LTC occupancy checklists - final submission required 3 months prior to occupancy; Construction portion 85%, and interior checklists 75% complete	Anita	2025-01-01
Furniture 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 Wood at mill for purpose	Anita	ongoing
<b>P1 Move</b>	Sept; Anita to set up	Anita	ongoing
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	15-Jan
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	Winter 2025
IT	added to training plan		
Cameras			
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone System	almost finalized 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	Dave/Anita	ongoing
Nurse Call	Working with vendor and Percon to finalize the alerts, call bells, colours for certain calls - finalized by Nov 4 - added to training plan		
<b>Bed Allocation - Indigenous and Speciality</b>			
Bed Application - Licensing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
	Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again	Anita/Angie/NFN	ongoing
	Governance structure - board member and committee		TBD
NFN Collaboration Document	Policy inclusion - part of collaboration document		TBD
	Programming & ceremony - further discussion needed		TBD
	Quality of Care Committee	Anita/Angie/NFN	TBD
<b>Wayfinding</b>			
Wayfinding	NFN Translations remaining 8 have been finalized	Anita/Dave	22-Jul
Art Work - RMA and P1	Artwork underway and will provide updates as artist submits	Anita/Dave	ongoing
<b>Support Services</b>			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, liners, food, laundry flow, elevator usage and timing, housekeeping and cleaning)	Anita	ongoing
Storage Area list	Walkthrough with clinical management on 2nd floor to finalize layout and storage needs prior to ordering shelving. 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.		
<b>Emergency Response</b>			
Emergency Response	Demo'd the med sleds for understanding and to implement in policy and training	Dave/Anita	January
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 old building to assist in the timing needed for training		
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SIT	Anita/Julie/Ron	ongoing, & on track
<b>Staff Training Plan</b>		Dave/Anita	Winter 2026
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	winter 2025



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Board of Management Meeting  
November 28, 2024

## ❖ CLINICAL SERVICES - Bev VonHassell, Kathy MacDonald

### Reports to the Ministry of Long Term Care

- ❖ A total of 7 critical incidents to the MOLTC from October 17 – November 22, 2024
- ❖ Staff to Resident Action: 2 classified as neglect; 1 classified as verbal abuse
- ❖ Controlled substance missing/unaccounted for: 1
- ❖ Fall with Injury: 2
- ❖ Unexpected death: 1

### Inspections

- ❖ **September 16-20, 2024** – received inspection report - awaiting public copy. Previous compliance order was resolved and found to be in compliance. Areas identified:
  - Non-compliance remedied: related to storage of drugs
  - Written Notices (5): related to policy to promote zero tolerance of abuse, reporting certain matters to the Director, general requirements of programs, IPAC program, administration of drugs
  - Compliance Order: related to plan of care. Compliance due date December 20, 2024.
- ❖ **November 6-7, 2024** – received inspection report - awaiting public copy. Inspection related to unexpected death.
  - Compliance Order: related to resident drug regimes. Compliance due date January 3, 2025

## ❖ STAFFING- Tiffany Chapman, HR Coordinator

### Staffing & Students

- ❖ Active/In Progress PSW Living Classroom group
- ❖ Active/In Progress Practical Nurse (Canadore)
- ❖ 1 RN Student Preceptorship
- ❖ Complete PSW (CTS) Students – interviewed/hiring in progress (5)
- ❖ Hired in October – 18 Total (9 PSWs, 2 CSS PSWs, 3 RPNs, 2 FSWs, 1 Housekeeper, 1 Activities Assistant)
- ❖ Terminated/Resigned/Retire in October – 7 Total (1 PSW, 2 RPNs, 1 RN, 1 FSW, 1 Admin contract end, 1 Admin resignation)

### Vacancies – as of November 21/24:

- ❖ PSW – 1 temp. full-time, 7 temp part-time, 3 perm. part-time, 1 perm. full-time – ALL LINES POSTED
- ❖ RPN – 4 temp. full-time, 2 perm. full-time, 1 perm. part time
- ❖ RN – 1 temp to assist with time off requests (no RN Agency staff)
- ❖ Dietary – 1 temp. full time, 2 temp. part time, 3 perm. part time
- ❖ Housekeeping – 1 temp. part time

- ❖ **Behavioural Supports Ontario (BSO)** - Camille Bigras, Director of Support Services & Quality Assurance & -Kathy MacDonald, Nurse Manager

On October 16<sup>th</sup>, Ontario Health advised us that we will receive base funding in the amount of \$70,231 in fiscal year 2024-25.

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This funding will help to hire and maintain a new specialized BSO Activity Aide, permanent full time position, which will enhance the dynamic services our existing team provides to our residents. BSO staff deliver supports and services to BSO target population within our home who are at risk of, responsive behaviours/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative facilitates seamless, interdisciplinary, inter sectoral care for individuals as well as their professional and family care partners.

We are delighted with this announcement which will unquestionably enrich our current services.

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

### **Hand Hygiene Observations:**

- ❖ Hand hygiene observations are ongoing and the focus has been on the units that have the highest number of respiratory cases at the time. Recently that has been Apple St and Maple St. There have been 2278 hand hygiene observations done in 2024. The goal for the year is 2400.

### **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 and at this point there have been 80 resident cases and 55 staff cases.
- ❖ The Health Unit IPAC team was in the Home on November 21<sup>st</sup> 2024 to do an IPAC audit on all units. The previous audit was done by them, in August. There were no major concerns expressed verbally and the written report will be available next week.

### **Immunization**

- ❖ The annual resident and staff flu shot clinics are now complete. Flu shots remain available on an individual basis. Resident RSV and Covid-19 immunization are also completed. The new pneumococcal vaccine, Plevnar 20, is being planned for the beginning of December. Resident Covid-19 vaccination numbers are included below for your information:
  - Administered: 143
  - Refused: 44
  - Recent Covid-19 infection; 41

### **Education**

- ❖ Due to the ongoing outbreak, the IPAC frontline training has been focused on hand hygiene, correct mask use and correct donning and doffing procedure. The training is occurring at point of care with direction being provided on the spot. It is occurring on all 3 shifts.

### **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 replaced when dirty. The IPAC team recently met to discuss the necessary changes to the original IPAC plan, to include more detail. That revised plan is expected soon. An IPAC plan specific to the connection of the link is being developed and this must be in place before that work can start.



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## ❖ **ADMISSIONS - Tracy Davis, Interim Resident & Family Navigator**

Due to the ongoing outbreak, admissions were temporarily suspended. However, given the current bed crisis at the hospital, we have resumed accepting admissions. In the last month, we had a total of 7 new admissions. Looking ahead, we expect 2 more admissions this week and 3 additional admissions next week.

### **Short Stays**

There has been 1 short stay in the past month. The individual was successfully discharged following their stay.

### **Deaths**

Unfortunately, in the last month, we have experienced 10 deaths within the facility.

### **Summary**

- ❖ **Admissions (last month):** 6
- ❖ **Short Stays (last month):** 1 (discharged)
- ❖ **Deaths (last month):** 10

## ❖ **RESIDENT SERVICES - Mandy Gilchrist, Manager**

- ❖ **Trishaw Bike** – current fundraising amount is \$3016.00. Deadline to order the bike is December 1/24, with the bike arriving in mid-March.
- ❖ **Activity staff** and residents participated in the North Bay Santa Claus Parade on Sunday November 17/24. It was a great day to kick off the holiday season.
- ❖ **Gearing up** for the holidays with lots of special events planned for December. Decorating day is planned for November 29/24. This is also the start of Festive Fridays.

## ❖ **HEALTH & SAFETY - Ron Goodship, Health & Wellness Coordinator**

**N95 Mask Fit Testing by Levitt**- Safety (based out of Sudbury)

November 11<sup>th</sup> through November 15<sup>th</sup>. Approximately 120 workers were fit tested during the week. A report from the company will follow. Discussions on how to capture the remaining workers that have expired testing. Most of the remaining workers needing fit testing are on nights or on evening shifts.

### **Steps Taken to Reduce Resident Action Injuries**

- ❖ **Stop and Go Procedure** – Unless it is unsafe for the resident, the worker is instructed to Stop approach, assess and come back and reattempt care. When this procedure is used, the reattempt is usually without issue.
- ❖ **Training on proper self-positioning during care** – Not placing yourself in a position that intimidates a resident or places the worker in harms way if the resident shows aggressive behaviors.
- ❖ **GPA Training** – All Cassellholme employees take the Gentle Persuasive Approach Training. A full day of classroom and practical training that gives the worker the skills to provide safe care with confidence and kindness.
- ❖ **Code White** – A review of when we call a Code White and who responds to a Code White.
- ❖ **Abuse Training** – Focus on abuse recognition and reporting – all staff
- ❖ **Discipline** – Counseling records for workers not following procedures

### **Over Exertion & Strain Injuries**

- ❖ Unit Managers have been focusing on proper lifting technics and procedures.
- ❖ Counseling of workers who do not follow care plans (two person transfers)
- ❖ Transfer meetings continue for any decrease level of transfer requests (decision tree)
- ❖ Care plan reviews and updates Are ongoing



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**Note:**

The new building will have an increased number of mechanical lifts which will reduce the physical demands during transfer situations.

❖ **EMERGENCY PREPAREDNESS PLAN - Julie Pilkey, Finance & Administration Coordinator**

Under the Fixing Long-Term Care Act, 2021, Casselholme is required to train staff on our Emergency Preparedness Plan.

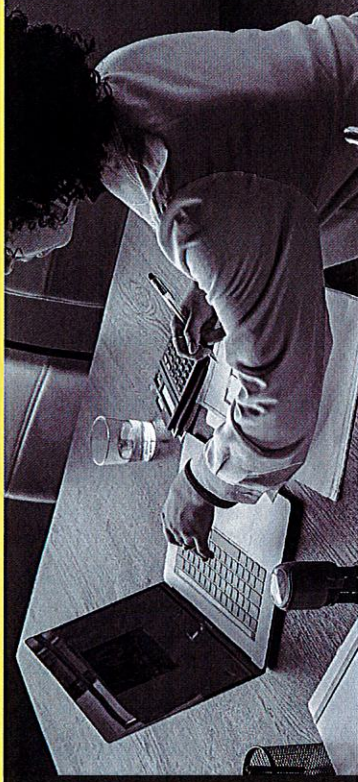
Our Annual Fire Drill Scenario was held with the North Bay Fire Department on Nov 20/24. The evacuation was held on 3<sup>rd</sup> Floor North, simulating a night shift. All duties were completed within the time available with positive feedback from the Fire Department.

A Mock Code Black – Bomb Threat will be held with the North Bay Police Service on Dec 4/24 at 1:00 p.m. Ellen Whittaker held a Pandemic tabletop exercise and is planning a tabletop exercise for Diseases of Public Significance. Ellen will provide a report for the next Board Report.

Mock training exercises for other emergency services have been completed or are ongoing to meet our requirements by the end of the year. A final report will be provided to the Board once all training is completed.

❖ **VOLUNTEER REPORT - See Attached**

It's not faith  
in technology.  
It's faith in **people.**



# CASSELLHOLME

*Compassionate care for life's journey.*

## **VOLUNTEER REPORT**

### Introduction

Volunteers play a crucial role in enhancing the quality of life for residents in long-term care (LTC) facilities in Ontario.

Cassellholme's volunteer program encompasses various types of volunteers and volunteer interactions, from 1:1 visits, to general volunteers - students, adult and seniors as well as local community groups and organizations. This report explores the roles, contributions, and challenges faced by volunteers in our program, as well as the policies that support or limit their effectiveness.

### Roles and Contributions

Volunteers in LTC homes contribute significantly to the well-being of residents by providing companionship, assisting with daily activities, and supporting recreational programs. Their involvement helps to create a more homelike environment, fostering social connections and emotional support

### Policies and Regulations

The Fixing Long Term Care Act 2022 Volunteer program requires that :

20 (1) Every licensee of a long-term care home shall ensure that there is an organized volunteer program for the home.



Ontario's policies regarding LTC volunteers are designed to ensure the safety and well-being of residents. However, these policies often define volunteer roles narrowly, which can limit their potential impact. Key policy aspects include:

1. **Orientation and Training:** Volunteers must undergo comprehensive orientation and training to understand the home's policies, emergency procedures, and resident care protocols.
2. **Regulatory Compliance:** Volunteers are required to comply with regulations related to infection control, resident safety, and mandatory reporting of abuse or neglect.
3. **Role Definition:** Policies tend to liken volunteers to supplementary staff rather than recognizing their unique contributions as caregivers.

### Challenges

Volunteers face several challenges in LTC settings, including:

- **Limited Role Recognition:** The narrow definition of volunteer roles in policies can restrict their ability to provide meaningful relational care.
- **Regulatory Burden:** The emphasis on safety and compliance can sometimes overshadow the relational aspects of volunteer work, making it difficult for volunteers to engage fully with residents

## Time Frame September 1, 2023 - August 31, 2024

### Overview of the Casselholme Volunteer Program

Our volunteer program at Casselholme long-term care encompasses a variety of roles and activities designed to enhance the quality of life for residents.

Here are some key components:

1. **Companionship and Social Interaction:**
  - One-on-one visits with residents to provide companionship and conversation. One specific volunteer has provided our residents with 122 visiting days totaling 840 hours of one to one interaction.
  - Assisting residents with letter writing, reading, technology assistance or playing games such as cards or dice .
2. **Recreational Support:**
  - Our volunteers work alongside our activity staff helping to organize and run recreational activities such as arts and crafts, music sessions, religious and spiritual activities and exercise classes.
  - Assisting with special events themed and holiday celebrations.



### 3. **Assistance with Daily Activities:**

- Some trained volunteers assist the clinical team by supporting residents during meal times by helping to serve food and providing company during meal times and Healthy snack passes.
- They also assist with mobility and escorting residents to different areas within the facility ensuring that the safety of the resident is at the forefront during these excursions.

### 4. **Emotional and Psychological Support:**

- BY offering a listening ear and emotional support to residents who may be experiencing loneliness or grief.
- Participating in reminiscence therapy sessions to help residents recall and share past experiences.

## **Volunteer Training and Orientation**

- **Comprehensive Training:** Volunteers receive in house orientation and training on topics such as resident rights, infection control, resident safety, communication skills, the AODA regulations currently in effect in Ontario as well as proper feeding protocols (optional) and emergency procedures of the facility .
- **Ongoing Education:** Volunteers are provided with specific opportunities for continuous learning through workshops and seminars on topics relevant to elder care , palliative care and volunteerism.

## **Health and Safety**

- **Health Screenings:** Volunteers must complete health screenings, including proof of vaccinations and a tuberculosis test.
- **Police Record Check:** A valid and current Vulnerable Sector Screening is required to ensure the safety of residents.

## **Recruitment Strategies**

- Direct contact with high school guidance departments
- Direct contact with Canadore College Recreation Therapy regarding work placement opportunities
- Registration with Canadore College and Nipissing University Volunteer Boards
- Attended Canadore College Volunteer Fair
- Attended “Welcome to North Bay ” event held at Memorial Gardens sponsored by North Bay Chamber of Commerce
- Membership and attended Volunteer Fair host by Unity in Community Volunteer Group

## Commitment and Support

- **Minimum Commitment:** Volunteers are typically asked to commit to at least one shift per week for a minimum of six months.
- **Supportive Environment:** Volunteers are integrated into the Support Services Team (Activities) care team and provided with ongoing support and supervision.

## Benefits of Volunteering

- **Personal Fulfillment:** Volunteering offers a sense of purpose and the opportunity to make a meaningful difference in the lives of residents.
- **Skill Development:** Volunteers can develop valuable skills in communication, caregiving, and teamwork, as well as work to goals such as completion of high school credits (Co-Op Program), College Credits (100 hr. and 240 hr. Work Placement Program).
- **Community Engagement:** Being part of a supportive community and building relationships with residents and staff especially local service groups and organizations
- **Community Recognition :** Our volunteers qualify for local City of North Bay Volunteer Service Awards as well as the Province of Ontario Volunteer Service Awards.

## VOLUNTEERING BY THE NUMBERS

**September 1, 2023 - August 31, 2023**

Total Registered Volunteer (Completed Orientation ) : 30

Total Active Volunteers : 23



Total Volunteer Visits: **521**

Total Volunteer Hours Tracked via Activity Pro: **2435.50\* Hrs**

Total Volunteer requesting and receiving feeding training: **7\*\***

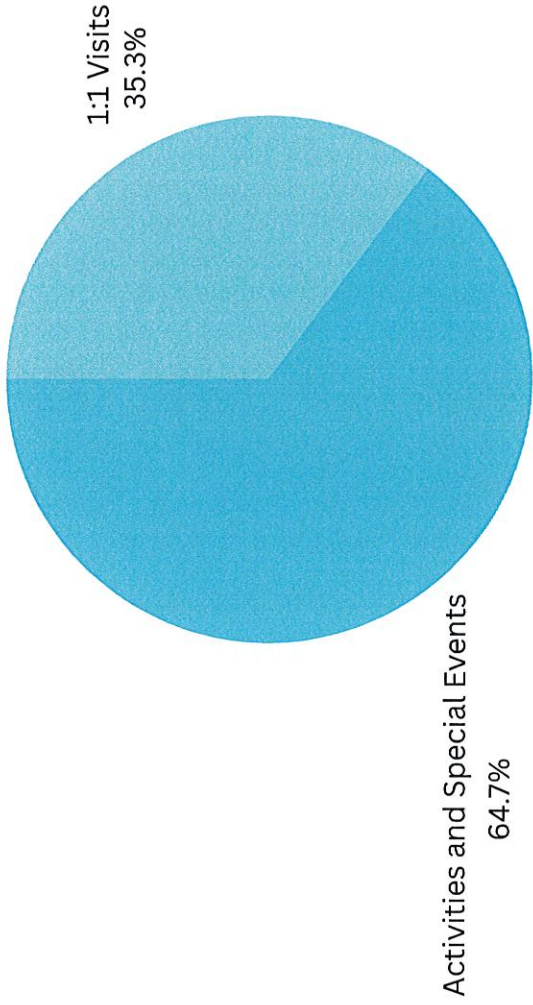
*\* This number does not encompass Tri-Shaw Bike Volunteer Pilots nor community groups such as Calvin Presbyterian Church, or entertainment groups and children activity groups such as guides, brownies, sparks, cubs and scouts.*

*\*\*This number includes 3 members of current family council that have received training prior to my arrival*



**Breakdown of Volunteer Participation**

In those 2435.50 total hours logged volunteer hours, direct 1:1 visit represented 859 total hours with the remaining 1576.5 hours being those in assistance to the delivering of activities and special events for the residents of Cassellholme



**Community Partnerships**



- 4 Canadore College Rec Therapy Students - 1st Semester - 100 hrs Placement
- 4 Canadore College Rec Therapy Students - 2nd Semester - 240 hrs Placement
- District of Nipissing Social Services Board - Assisting adult social assistance recipients seeking employment in house placements in chosen field - 3 participants
- Enbridge Gas - Christmas Employee Engagement Program
- Unity in Community Volunteer Group
- North Bay Community Living
- Near North Palliative Care Network



***A Casselholme volunteer was nominated and received a City of North Bay Mayor's Award for her efforts in the provision of 1:1 visitations for our residents.***



On May 8th, the Community Volunteer Collective hosted Unity in Community, an event recognizing the incredible volunteers in our community. Each recipient was highlighted for their outstanding achievements and presented with an award from Mayor Peter Chirico. A huge congratulations to all our honorees!

One Kids Place: Layla Lefrancois	Children's Aid Society: Gary Smith
Food Bank: Cindy Ryan	Canadian Cancer Society: Renee Meyer
Outloud: Shelly Whitehead	NRHC: Terry Thompson
Capitol Centre: May Seguin	Nicks Place for Us: Gillian Hebert
Humane Society: Katie Vint	Nipissing Serenity Hospice: Michelle Larouche
Dionne Quints Heritage Board: Brian Callahan	

**Casselholme: Evelyn Marquette**

***A positive partnership with 2 local high schools***  
High School Co-Op Student from Chippewa High School  
High School Co-Op Students from Scollard Hall x (2)



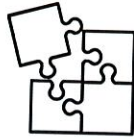
## Program Successes and Challenges:

### Successes :



1. **Enhanced Quality of Life:** Volunteers significantly improve the quality of life for residents by providing companionship, emotional support, and engaging activities. Their presence helps reduce feelings of loneliness and isolation, which are common in long-term care settings.
2. **Community Engagement:** Volunteer programs foster a sense of community and connection between LTC facilities and the broader community. This engagement can lead to increased support and resources for the facility.
3. **Skill Development:** Our volunteers gain valuable skills and experience, which can be beneficial for their personal and professional development. This includes skills in caregiving, communication, and teamwork.

### Challenges



1. **Recruitment and Retention:** Attracting and retaining volunteers is extremely challenging. Many potential volunteers may have other commitments or may not be aware of the opportunities available in LTC facilities. The time commitment goal at the high school or college level once achieved usually means that the volunteer will not return.
2. **Training and Supervision and volunteering in a Unionized Environment:** Providing adequate training and supervision for volunteers requires time and resources. Ensuring that volunteers are well-prepared to handle the responsibilities and challenges of working in a long term care setting is crucial. Ensure that the current staff and their workplace representatives are in agreement with the focus and goals of the volunteer program is mandatory.
3. **Regulatory Compliance:** Volunteers must comply with various regulations and policies, which can sometimes be burdensome and costly. The amount of time from a volunteer applying for a Vulnerable Sector Check and successfully securing it can be up to 6-8 weeks. In this time, the potential volunteer cannot start within the home. This sometimes turns the volunteer away. This has happened with a few older adult volunteers that just want to come for 1:1 interactions. Other items such as health screenings, police record checks, and adherence to infection control protocols can be a

deterrent to volunteers and their commitment and retention.

4. **Role Definition:** Clearly defining the roles and responsibilities of volunteers can be difficult. It is important to balance the need for volunteers to provide meaningful support with the need to ensure resident safety and regulatory compliance.
5. **Emotional Challenges:** Working in an long term care setting can be emotionally challenging for volunteers, especially when dealing with residents who have complex health issues , behaviours or dementia, or nearing the end of life, this can be very challenging .

### **Recommendations for Improvement**

1. **Recognition and Support:** Regularly recognize and support volunteers to show appreciation for their contributions. This can include formal recognition programs, social events, thank you dinners , and opportunities for feedback. This is and should be built into facility budget, so the Volunteer Program Co-Ordinator has a clean definition of the commitment of the facility to its program. Additionally, through our partnerships with volunteer hubs in the community - we can also recognize our volunteer pool with a wider city-wide scope.
2. **Enhanced Recruitment Strategies:** Implement targeted recruitment strategies to attract a diverse group of volunteers. This could include partnerships with local schools, community organizations, and businesses. Focus needs to be put on Intergenerational activities and events such as cubs/scouts/guides visits. These activities are always well received and welcomed by both parties involved.
3. **Flexible Volunteer Opportunities:** Offer flexible volunteer opportunities that can accommodate different schedules and levels of commitment. Focusing on the potential volunteer and not asking them to be in a situation where they are uncomfortable. This can help attract a wider range of volunteers.
4. **Clear Role Definitions:** By clearly defining volunteer roles and responsibilities to ensure that their duties are well defined, explained and understood so they can perform them effectively. This can help prevent misunderstandings and ensure that volunteers are utilized effectively.



## Recommendations

To enhance the effectiveness of volunteers at Cassellholme, the following recommendations are proposed:

1. **Internal Policy Revisions:** Broaden the definition of volunteer roles to recognize their unique contributions and reduce the regulatory burden that limits their engagement.
2. **Create a Supportive Environment:** Foster a supportive environment that values and integrates volunteers as essential members of the care team. Regularly ensuring that funds are directed to and specifically utilized in the volunteer program especially in recognition and thanks of the volunteer team. Additionally, reminding the staff members that they are here to assist them not hamper them in the delivering of programs and activities

By addressing these challenges and building on the successes, Cassellholme and its volunteer program can continue to provide a robust volunteer program that greatly benefits both residents and volunteers.

Respectfully Submitted



Enrichment Lead

7.15  
**CAO**

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**From:** Mayor Richard Gould  
**Sent:** January 6, 2025 6:44 PM  
**To:** Robin Allen; Rebecca Morrow; Paula Loranger  
**Cc:** CAO; Councillor Bill Moreton  
**Subject:** Re: [EXTERNAL]Directions to the Eau Claire Gorge

Dear Robin Allen,

Wow! Thank you for the very quick response. Your attention is greatly appreciated. What the NBMCA has done with the area is really worthy of praise. Areas like this that are becoming increasingly rare in Ontario.

I have lived in Calvin township for over 40 years and I am surprised by the number of people who have never heard of the gorge — or Calvin Township for that matter. The NBMCA has done such a great job on the site and it is a shame that some people don't know about and others can't find it. Lets work together to make this jewel really shine.

Anything I can do to assist, just ask.

Best regards  
Richard.

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

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**From:** Robin Allen <Robin.Allen@nbmca.ca>  
**Sent:** Monday, January 6, 2025 12:19 PM  
**To:** Mayor Richard Gould <mayor.gould@calvintownship.ca>; Rebecca Morrow <Rebecca.Morrow@nbmca.ca>  
**Cc:** CAO <CAO@calvintownship.ca>; Councillor Bill Moreton <Councillor.Moreton@calvintownship.ca>  
**Subject:** RE: [EXTERNAL]Directions to the Eau Claire Gorge

Happy New Year!

Thank you for the email. We will investigate this and see if we can make it more visible to those visiting the Conservation Area. The signage that is currently on Highway 630 is a provincially approved sign used for all Conservation Areas in the province. The sign details and sizing are part of Conservation Ontario's standard signage.

We will explore adding new signage that is larger and more visible to visitors, pending discussions with the Municipality of Calvin and MTO regarding regulations and permissions for signage on roadways.



Currently, we have made an update on the website to include Peddler's Drive in the directions.

I am adding Paula Loranger (Communications) to this email reply, as she currently has new signs (other areas) planned for the upcoming year. She can add this to one to her list.

Many Thanks,

Robin Allen  
*Interim CAO – Secretary Treasurer*  
**North Bay-Mattawa Conservation Authority**  
15 Janey Ave., North Bay, ON P1C 1N1

Cell: (705) 774-8448  
Tel: (705) 474-5420  
Web: [www.nbmca.ca](http://www.nbmca.ca)

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### ***Leaders in Watershed Management!***



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**From:** Mayor Richard Gould <mayor.gould@calvintownship.ca>  
**Sent:** January 5, 2025 2:21 PM  
**To:** Rebecca Morrow <Rebecca.Morrow@nbmca.ca>; Robin Allen <Robin.Allen@nbmca.ca>  
**Cc:** CAO <CAO@calvintownship.ca>; Councillor Bill Moreton <Councillor.Moreton@calvintownship.ca>  
**Subject:** [EXTERNAL]Directions to the Eau Claire Gorge

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Hello to the NBMCA,

I would like to wish everyone at the NBMCA a Happy New year and a productive 2025. I am writing today to make a request which will benefit all the people trying to visit the Eau Claire Gorge. At this time, this is a mayor's initiative and is not a request made by council.

First allow me to say that the Eau Claire Gorge is a beautiful resource and is a benefit to anyone in the province wanting to have a little closer wilderness experience without travelling very far. It is a thirty-minute drive from North Bay, a twenty-minute drive from Mattawa, and is also close to Champlain Park and the Ecology Centre -- two other treasures found in Calvin. The NBMCA should be proud of the finished product.

The only problem is that people are not finding it. The signage is sadly lacking and directions on the NBMCA website are misleading. Last summer, when our MP visited the Calvin Township Office, I asked the Honourable

Anthony Rota if he and his wife had ever been to the Eau Claire Gorge. He told me that they had driven out and couldn't find it. This is not the first time I have heard this. It is a shame.

If someone does an internet search for the Eau Claire Gorge, the NBMCA website is the first result. These are the directions listed on that site: “**Directions:** From Highway 17, travel east towards Mattawa. Turn on Highway 630 and follow the signs. Entrance to Eau Claire Gorge is on the right (Graham Rd).”

Unfortunately, there are no signs to follow, and there is no mention of the turn on Peddlers Drive.

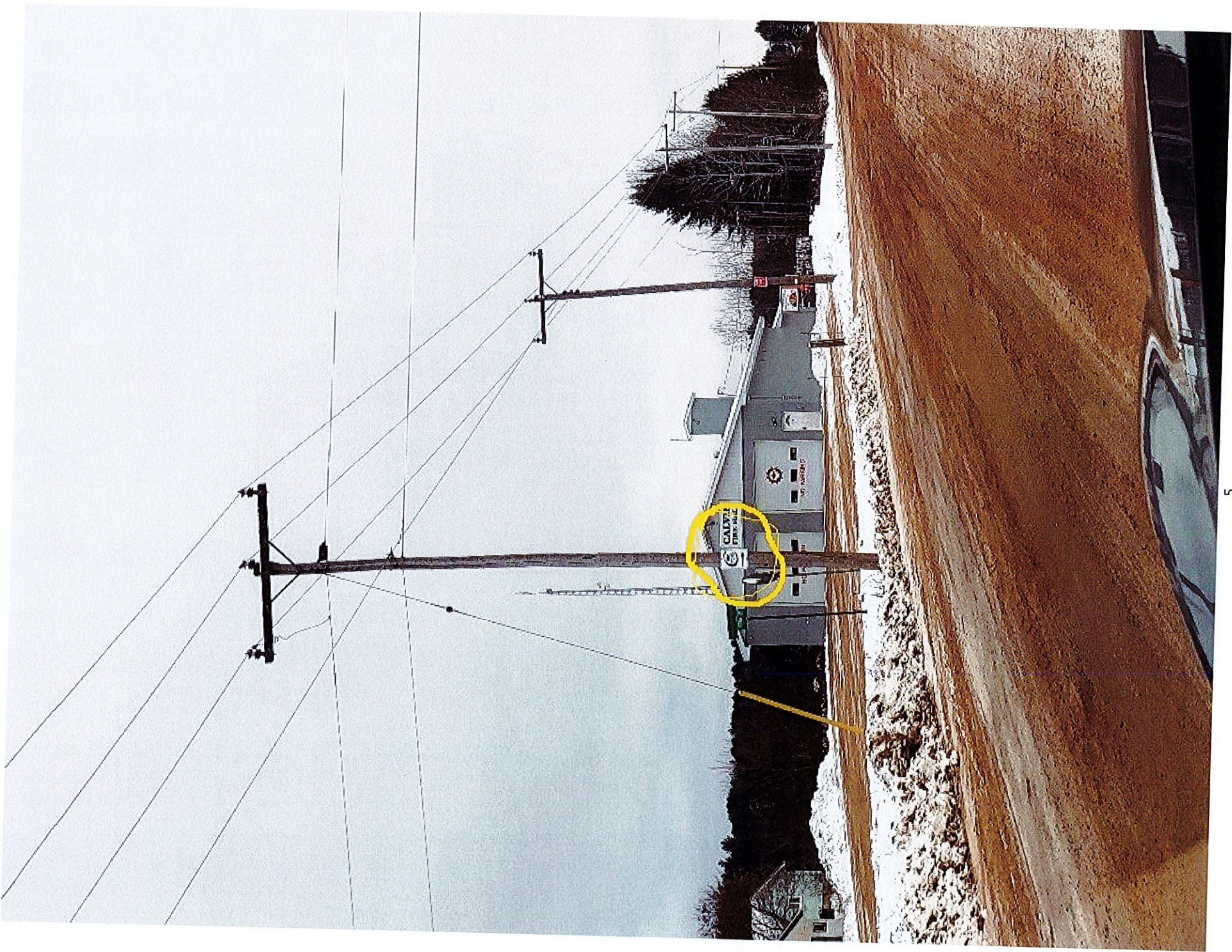
On the approach along Hwy 17, from North Bay, or Mattawa, although there are signs for Algonquin Park and Kiosk, there are no signs indicating to turn on #630 to visit the gorge. The approach from Mattawa, Champlain Provincial Park, and the Ecology Centre is a difficult turn and someone travelling at 100 km/hour will probably miss it.

If someone does turn south on Hwy 630, they will travel 5.5 kms without seeing a single sign, despite the indication that they should “follow the signs”. Hwy 630 has a speed limit of 80 km/hour and as they approach Peddlers Drive, while trying to find the “signs” that they should be following, they will come to this crossroads.











The sign directing them to turn right is mounted high on the left side of the road, and it does not mention the gorge. I have circled it in yellow, because otherwise, it is unlikely you would find it.

You might feel the lack of signage is not important because people can just use Google Maps but cell phone reception in Calvin is at best spotty. Right beside Grahams Road, the entrance to the gorge, the township has found it necessary to install a cell phone signal booster. Although texting and calls are sometimes possible, cellular data is often limited to 3G and HSPA with download speeds that average of 1.5 Mbps, making mapping unlikely.

You have such a wonderful facility and it is a shame that it is so difficult to find. I would therefore like to suggest that, if possible, you add signage on Hwy 17 and along Hwy 630, with special attention to the turn off at Peddler's Drive.

I would also suggest that you mention on your site that the Gorge is closed during winter months, since we do not want to have people drive to the site only to find a gate across the road.

Since the Eau Claire Gorge is currently closed, this is not a pressing issue, but it is one that should be addressed before the 24th of May.

Thank you for taking the time to read this email.

Best regards,

PS I will copy this email to the township and the Calvin Township councillor who sits on the NBMCA board for information purposes.

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

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