

4

APPROVAL OF PREVIOUS MINUTES



Corporation of the Municipality of Calvin

REGULAR MEETING OF COUNCIL

Date: Sept 09, 2025

Time: 6:00PM

1355 Peddlers Drive, Calvin, ON

Attendance: Mayor Gould, Councillors Grant, Latimer(Teams), Manson, Moreton; Staff: CAO D Maitland, Public Works Superintendent A Carr, Fire Chief J Whalley and Deputy Clerk T Araujo.

1. CALL TO ORDER

Resolution Number: 2025-249

Moved By: Councillor Grant

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT this September 09th, Regular Meeting of Council be called to order @6:00 p.m. by Mayor Gould who indicates that quorum has been achieved.

Result: Carried

2. APPROVAL OF AGENDA

Resolution Number: 2025-250

Moved By: Councillor Manson

Seconded By: Councillor Latimer

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

Result: Carried

3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST

Mayor Gould has declared a conflict of interest with agenda item number 8.13, matter Awarding of the Fire Rescue Vehicle Purchase as my son is the general Sales Manager of True North Chevrolet.

4. APPROVAL OF PREVIOUS MEETING MINUTES

Resolution Number: 2025-251

Moved By: Councillor Moreton

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT the minutes for the Regular Council Meeting of July 22, July 25 and Special Meeting of August 12th, 2025 be approved as presented and circulated.

Result: Carried

5. DELEGATIONS TO COUNCIL – Tanya Harris, Calvin Connects

Resolution Number: 2025- 252

Moved By: Councillor Grant

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin welcomed Tanya Harris, founder of Calvin Connects, a group independent of the municipality including its staff and council members, as a delegate to introduce her group and to request free use of the community hall and kitchen on an ongoing basis, beginning September 2025 for meetings and events.

Result: Carried

6. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS - NONE

7. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES

Resolution Number: 2025-253

Moved By: Councillor Manson

Seconded By: Councillor Moreton

7.1 DNSSAB Highlights-June 2025

7.2 Papineau Cameron Resolution CINO

7.3 Policy Update AMO

7.4 City of St. Catharines Notification - AMO re. Elect Respect Pledge

7.5 Building Code Official Report – July 2025

7.6 Town of Blue Mountains Bill 5 Special Economic Zones and TC Energy's Pumped Storage Proposal

7.7 Casselholme Meeting Minutes June 26, 2025

7.8 West Nipissing Resolution 2025-263 – Moratorium on Aerial Glyphosate Spraying

7.9 City of North Bay -Support for Making NORDS Pilot Program Permanent and Expanding Program Eligibility

7.10 Municipality of Mattawan Resolution 2025-095 CIINO Program

7.11 DNSSAB July 17 Highlights

7.12 Town of Goderich - Standing Senate Committee on Agriculture and Forestry Report

7.13 Mayor's Newsletter

7.14 Updates to Ministry of Environment, Conservation and Parks' Compliance Policy- Potential for Low Risk Incident Referrals to Municipalities

7.15 Building Official Report – August 2025

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

Result: Carried

8. ADMINISTRATIVE MATTERS:

8.1 FONOM A Nation-Building Case for a 2+1 Highway for Enhanced east-west Canadian Trade

Resolution Number: 2025-254

Moved By: Councillor Moreton

Seconded By: Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin supports the report entitled FONOM A Nation-Building Case for a 2+1 Highway for Enhanced east-west Canadian Trade in Alignment with Prime Minister Carney's Five Criteria and forward a copy of this resolution to the list of representatives provided by FONOM.

Result: Carried

8.2 Mayor of Tweed July 21, 2025 Correspondence to Premier Ford

Resolution Number: 2025-255

Moved By: Councillor Grant

Seconded By: Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin received and discussed the Mayor of Tweed's July 21, 2025 Correspondence to Premier Ford and calls on the Premier to support the Proposals to Repatriate OPP costs; and FURTHERMORE that a copy of this resolution and the background information be forwarded to the originator and the Premier of Ontario.

Result: Carried

8.3 Fire Chief Reports July 2025, Aug 2025

Resolution Number: 2025-256

Moved by: Councillor Moreton

Seconded by: Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby receives the Fire Chief Reports for the Months of July and August 2025.

Result: Carried

8.4 Municipality of Strathroy-Caradoc – Support of Motion Re ON Reg 391/21

Resolution Number:2025-257

Moved by: Councillor Moreton

Seconded by: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby supports the Municipality of Strathroy-Caradoc's resolution that the Province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end of life management of recycling products from all sources, including businesses, places of worship, schools, daycares, campgrounds, municipalities and not for profit organizations such as shelters and foodbanks (all deemed ineligible today) and

FURTHERMORE that this resolution be forwarded to the Honorable Doug Ford, Premier of Ontario, The Honorable Todd McCarthy, Minister of the Environment, Conservation and Parks, Rob Flack, Minister of Municipal Affairs and Housing, Victor Fedeli, MPP for Nipissing, FONOM and ROMA.

Result: Carried

8.5 CAO Report CAO031-2025 Application for Funding Fire Protection Grant FY 25-26

Resolution Number:2025-258

Moved by: Councillor Moreton

Seconded by: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council accept the CAO report CAO31-2025 and authorizes the submission of an application for funding to the Fire Protection Grant FY 25-26 in the amount of \$23,727.00

Result: Carried

8.6 CAO Report CAO032-2025 Application for Funding TC Energy

Resolution Number:2055-259

Moved by: Councillor Moreton

Seconded by: Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council accept the CAO report CAO32-2025 and authorizes the submission of an application for funding to TC Energy in the amount of \$19,000.

Result: Carried

8.7 Mayor's Report – Council Remuneration

Resolution Number:2025-260

Moved by: Councillor Manson

Seconded by: Councillor Latimer

WHEREAS it is necessary to review by-law 2022-053, being a by-law to establish remuneration for council, committees of council, and its local Boards to provide for reimbursement of expenses. AND WHEREAS Calvin Township has learned that will have difficulty with finances in 2025 due to the addition of Cassellholme costs and the costs of the recent state of emergency in June of this year. AND WHEREAS Calvin Township can no longer sustain automatic consumer price-indexed pay increases.

BE IT THEREFORE RESOLVED council considers a resolution that all council honorariums be immediately reduced from there current level by eight (8) percent.

BE IT ALSO RESOLVED that council consider the proposed suggestions to alter by-law 2022-053 and to Schedules "A" and "B" in the mayor's report, and after an open discussion, pass a resolution at the next council meeting in September.

Result: Defeated

8.8 Calvin Connects – Council's response to the request for free use of community hall and kitchen.

Resolution Number:2025-261

Moved by: Councillor Grant

Seconded by: Councillor Moreton

WHEREAS Council for the Corporation of the Municipality of Calvin received a request from Tanya Harris, Calvin Connects, an independent organization, unaffiliated with the Municipality including its Council members, with respect to free use of the community centre and kitchen to host meetings and events beginning September 2025;

AND WHEREAS with the exception of providing tables and chairs for same day set up/tear down, cleaning up by Calvin Connects, the request does not include the Municipality providing any other equipment, or materials or supplies including disposable kitchen supplies and beverages, or the storage of any items, or the need for municipal staff to assist before, during or after any meeting or event; AND WHEREAS the Municipality's need for the hall/community centre, as well as those of users who book the facility and pay a fee to use it will always take precedence over Calvin Connect's free use of the hall/kitchen facilities;

AND WHEREAS on the condition that meetings/events to be held will be non-alcoholic/drug free in nature, not require special event permits, licenses or Calvin Connect to obtain liability insurance, items the organizer will be responsible for investigating and confirming in writing with the CAO prior to any use of the facilities;

AND WHEREAS should any Calvin Connect's meeting or event be of an alcoholic nature, require licenses or permits, or insurance, that/those events would be treated separate from any approval of free use of the hall/kitchen facilities;

NOW THEREFORE BE IT RESOLVED that Council for the Corporation of the Municipality of Calvin approves of Calvin Connect's request with certain conditions and authorizes the CAO to communicate the results with Ms. Harris.

Result: Carried

8.9 Cassellholme motion request to member municipalities re Castle Arms- Mayor Gould

Resolution Number: 2025-262

Moved by: Councillor Moreton

Seconded by: Councillor Grant

WHEREAS Cassellholme Board of Management, through its member municipalities' Mayors has provided a detailed backgrounder document with respect to the evolution of Castle Arms, an incorporated not for profit organization and registered charity, and a request that all municipalities adopt a motion to support specific actions, including that member municipalities form an action committee and that all members share in the costs associated with funding any legal action against the Castle Arms organization to resolve the matters brought forward by the Cassellholme Board of Management in the backgrounder document; and

WHEREAS the Council for the Corporation of the Municipality of Calvin has received, reviewed and discussed the information provided by Cassellholme Board of Management;

NOW THEREFORE IT BE RESOLVED that Council for the Corporation of the Municipality of Calvin hereby moves that the first option should be that the Cassellholme and Castle Arms organizations engage and together fund at their cost, a third-party, unbiased mediator to attempt to resolve the issues brought forward by the Cassellholme Board of Management,

AND FURTHER THAT the results of mediation be shared openly with the general public and Cassellholme Board of Management member municipalities with next step recommendations for their consideration.

AND FURTHER THAT a copy of this motion be shared with Cassellholme Board of Management, Castle Arms and all member municipalities as well as Nipissing MPP Vic Fedeli

Result: Carried

8.10 Appointment of CEMC and Alternate CEMC

By-law Number: 2025-38

Resolution Number: 2025-263

Moved By: Councillor Grant

Seconded By: Councillor Manson

WHEREAS subsection 10(1) of Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act requires that every municipality shall designate an employee of the municipality, or a member of council, as its CEMC and alternate CEMC;

AND WHEREAS, on April 14, 2025, with an effective hiring date of May 5, 2025, Council for the Corporation of the Municipality of Council hired Jordan Whalley to undertake the role of Fire Chief/Community Emergency Management Coordinator/By Law Officer, (the CEMC role is as defined in accordance with Emergency Management and Civil Protection Act, R.S.O. 1990, Ch. E. 9, and the regulations passed thereunder);

AND WHEREAS the Storm of 2025 proved the person occupying the CAO role is best suited to carry out the CEMC role duties during an emergency as at this time the Fire Chief and another other member of the Fire Dept would be otherwise occupied in the field;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Calvin enacts as follows:

1. That Jordan Whalley be formally designated by By-Law as CEMC;
2. That Donna Maitland be hereby designated as the Alternate CEMC for the Municipality of Calvin;
3. That all previous By-laws appointing a CEMC or Alternate CEMC be hereby repealed;
4. That this By-law shall come into full force and effect immediately upon its passing and signing thereof.

Result: Carried

**8.11 CAO Report CA0033-2025 Public Comments Re Calvin Restructuring to Unorganized Territory
Resolution Number: 2025-264**

Moved By: Councillor Manson

Seconded By: Councillor Latimer

WHEREAS Council for the Corporation of the Municipality of Calvin has received and discussed the CAO report CA0033-2025 which stems from public statements circulating with respect to the Municipality becoming "unincorporated";

And WHEREAS for the benefit of all Council Members and the General Public, the CAO obtained written confirmation from Municipal Affairs & Housing that legislation prevents the Corporation of the Municipality of Calvin from "unincorporating",

NOW THEREFORE BE IT RESOLVED THAT Council Members of the Corporation of the Municipality of Calvin accept the report as received and acknowledge the Ontario Municipal Act's position with respect to the municipality "unincorporating".

Result: Carried

8.12 Public Works Report PW 2025-18/20 Information Reports

Resolution Number: 2025- 265

Moved By: Councillor Moreton

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin accepts the Public Works Superintendent report PWS-2025-018 & 020 for information purposes.

Result: Carried

Mayor Gould steps away from his chair at 7:42pm having declared a conflict with item 8.13- Awarding of the Fire Rescue Purchase

8.13 Awarding of the Fire Rescue Vehicle Purchase

By-law Number:2025-39

Resolution Number: 2025-266

Moved By: Councillor Grant

Seconded By: Councillor Manson

WHEREAS the purchase of a rescue vehicle and the financing of it was approved by Council in the 2025 budget at the purchase price of \$82,336.26, with monthly payments in 2025 totalling \$9,109;

AND WHEREAS purchase and financing quotes were solicited and obtained by the Fire Chief;

AND WHEREAS the lowest purchase and financing option available, as verified by the Chief Administrative Officer, was submitted by True North Chevrolet at a total cost of \$80,713.09 (including HST) and at a financing rate of 4.99% over 60 months (within budget),

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

That the Deputy Mayor and Chief Administrative Officer are hereby authorized to enter into a purchase and finance agreement with True North Chevrolet for the acquisition of a 2025 Chevrolet Silverado Custom K2500 rescue vehicle; and

FURTHER THAT this by-law shall come into force and take effect upon the date of its passing.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Latimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moreton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Gould (conflict declared)	<input type="checkbox"/>	<input type="checkbox"/>

Result: Carried

Mayor Gould returned to his chair at 7:46pm

8.14 Awarding Road Needs Study Contract

Resolution Number: 2025-267

Moved By: Councillor Moreton

Seconded By: Councillor Manson

WHEREAS the completion of a road needs study was approved by Council in the 2025 budget at \$20,000;

AND WHEREAS two proposals were reviewed and weighted against evaluation criteria shared with the request for proposals;

AND WHEREAS the evaluation by weighted score was higher for Jp2G Consultants Inc.;

AND WHEREAS the proposed cost for the study if carried out by Jp2G is the lowest at \$28,523.56,

AND WHEREAS the study will be funded through Canada Community Building Funds (CCBF) and the CAO has confirmed the amount over budget can be absorbed through that fund;

Now therefore be it resolved that Council for the Corporation of the Municipality of Calvin hereby approves of the Public Works Superintendent's recommendation to award the Road Needs Study to Jp2G and

FURTHERMORE authorizes the CAO to enter into a formal agreement with to Jp2G for the completion of the road needs study.

Result: Carried

8.15 East Nipissing Planning Board - Consent Application 2025-09-09

Resolution Number: 2025-268

Moved By: Councillor Moreton

Seconded By: Councillor Manson

Whereas the council for the Corporation of the Municipality of Calvin has received a copy of the East Nipissing Planning Board's Consent Application 2025-09 (Lavigne) for comment on the following lands

Subject Lands: Calvin Concession 8 Part Lots 16 and 17

Municipality of Calvin Township

Roll Number: 482-0000001 34500 0000 and 482 000001 34400 0000

Purpose: To create five residential recreation lots (2 of 1 ha and 3 of 2.59 ha) and a right of way access.

THAT the East Nipissing Planning Board shall fulfill the following conditions before any final approval of the application.

1. That the 2% commercial, 5% residential Cash-in-lieu of parkland for each lot creation shall be paid in full to the Municipality of Calvin Township.

2. That the proposed application for consent shall comply with the Municipality of Calvin's current Zoning By-Law and Official Plan (East Nipissing).

3. That two (2) copies of the land survey for the proposed severed / retained properties shall be provided to the Municipality of Calvin Township.

4. That copies of each severed and retained properties legal description and property land transfers shall be provided to the Municipality of Calvin Township.

5. That a copy of all the comments, conditions, and notice of decisions relating to the application shall be provided to the Municipality of Calvin Township.

6. That the consent application be checked for deer yard compliance.

7. That Consent Application 2025-09 has been referred to the Chief Building Official and Public Works who will provide comment directly to the East Nipissing Planning Board if they identify any concerns.

AND FURTHER THAT once all the conditions and the requirements under the planning act relating to the application are fulfilled, that a copy of the East Nipissing Planning Boards Planning Act Certificate of Consent Approval shall be provided to the Municipality of Calvin Township.

AND FURTHER THAT notice be taken and given to the applicant for the following:

- a) That the proposed severed lots to be created have a TransCanada Pipeline easement.
- b) That the proposed severed lots are located on the proposed Controlled Access Highway route.
- c) That due to the pipeline easement and the creation of a right of way access, there may be insufficient waterfront setback to build a cottage with a septic system.
- d) That Lot 16, Conc 9, and lots 18 and 19 Conc 8 are currently identified as a mineral Aggregate Resource (Licensed Pit or Quarry) and are very close to the retained and severed lots.

Result: Carried

9. AGENCIES, BOARDS, COMMITTEES

- 9.1 North Bay Mattawa Conservation Authority – Councillor Moreton
- 9.2 East Nipissing Planning Board- Councillor Grant, Mayor Gould
- 9.3 Physician Recruitment -Mayor Gould
- 9.4 Mattawa Regional Police Services Board -Councillor Grant
- 9.5 Canadian Ecology Centre - Mayor Gould
- 9.6 Cassellholme Exit Strategy- Mayor Gould

Resolution Number: 2025- 269

Moved By: Councillor Moreton

Seconded By: Councillor Grant

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

Result: Carried

10. CLOSED MEETING – NONE

11. CONFIRMATORY BY-LAW

By-Law # 2025-40

Resolution Number: 2025-270

Moved By: Councillor Moreton
Manson

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT By-Law 2025-40 being a By-Law to confirm the proceedings of Council be approved.

Result: Carried

12. ADJOURNMENT

Resolution Number: 2025-271

Moved By: Councillor Manson

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin now be adjourned @ 8:20 p.m.

Result: Carried

6

**BUSINESS
ARISING FROM
PREVIOUS
COUNCIL
MEETINGS**



Corporation of the Municipality of Calvin Council Resolution

Date: September 10, 2025

Cassellholme motion request to member municipalities re Castle Arms- Mayor Gould

Resolution Number: 2025-262

Moved By: Councillor Moreton

Seconded By: Councillor Grant

Whereas Cassellholme Board of Management, through its member municipalities' Mayors has provided a detailed backgrounder document with respect to the evolution of Castle Arms, an incorporated not for profit organization and registered charity, and a request that all municipalities adopt a motion to support specific actions, including that member municipalities form an action committee and that all members share in the costs associated with funding any legal action against the Castle Arms organization to resolve the matters brought forward by the Cassellholme Board of Management in the backgrounder document; and

Whereas the Council for the Corporation of the Municipality of Calvin has received, reviewed and discussed the information provided by Cassellholme Board of Management;

Now therefore be it resolved that Council for the Corporation of the Municipality of Calvin hereby moves that the first option should be that the Cassellholme and Castle Arms organizations engage and together fund at their cost, a third-party, unbiased mediator to attempt to resolve the issues brought forward by the Cassellholme Board of Management,

And further that the results of mediation be shared openly with the general public and Cassellholme Board of Management member municipalities with next step recommendations for their consideration.

And further that a copy of this motion be shared with Cassellholme Board of Management, Castle Arms and all member municipalities as well as Nipissing MPP Vic Fedeli.

Result Carried

CERTIFIED to be a true copy of
Resolution No. 2025-262 passed by the
Council of the Municipality of Calvin Township
on the 09th day of September, 2025.

Donna Maitland
CAO/Clerk/Treasurer



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
Website: www.papineaucameron.ca

DATE: September 9, 2025

RESOLUTION NUMBER: 2025- 229

MOVED BY:

Shelley Belanger

SECONDED BY:

[Signature]

WHEREAS on March 7, 1986, the Board of Management for Cassellholme – East Nipissing Home for the Aged (Cassellholme), a District Home, gave direction to create a separate legal entity in the form of a new public non-profit housing corporation. This new entity (Castle Arms) would be operated and governed by the same appointees as Cassellholme Board;

AND WHEREAS the assets of Castle Arms have been built through contributions from taxpayers at the federal, provincial, and municipal levels;

AND WHEREAS at a Castle Arms meeting held on October 28, 2021, the Chief Executive Officer advised the Castle Arms Board that, due to upcoming changes to the Ontario Not-for-Profit Corporations Act (ONCA), the Cassellholme and Castle Arms Boards could no longer have identical membership;

AND WHEREAS although the Castle Arms Board was advised that it had until October 2024 to implement the upcoming changes to the ONCA, at the subsequent meeting on November 25, 2021 – when 8 of the 9 municipalities had no representation due to a wave of resignations and a lack of public consultation – the Castle Arms Board directed the CEO to alter the composition of the Castle Arms Board;

AND WHEREAS in January 2025, Cassellholme obtained a solicitor-client privileged legal opinion stating in part that “neither ONCA nor the Fixing Long-Term Care Act contain any provisions that would require Boards of Management to have a different composition than Boards of Non-Profit Housing Corporations”;

AND WHEREAS the November 25, 2021 change to the composition of the Castle Arms Board was made in reliance on advice regarding the requirements of the ONCA;

AND WHEREAS the advice the former Castle Arms Board received appears to have been incorrect;

AND WHEREAS no changes to the former composition of the Castle Arms Board would have been made if not for the Board’s reliance on the incorrect advice;

AND WHEREAS the current Castle Arms Board has an obligation to the taxpayers of the nine (9) member Municipalities to restore governance of the Castle Arms Board to representatives from its member Municipalities;

THAT the first option is to use a third-party mediator at the cost of the Municipalities to work in the best interest of the tenants of Castle Arms and that the results be shared at a public meeting.

AND FURTHER THAT failure to find a resolution that the Council of Papineau-Cameron Township calls upon the other member Municipalities to join in pursuing all available legal and administrative remedies to restore democratic and public oversight of the Castle Arms Non-Profit Housing Corporation. This includes returning Castle Arms governance to its member Municipalities.

AND FURTHER THAT a committee, composed of the Mayors of the members Municipalities or their designates, along with Cassellholme Board representatives, be established to pursue these options. *COST SHARED THE SAME AS THE CASSSELLHOLME CONTRIBUTION, PERCENTA PERCENTAGES*

AND FURTHER THAT a copy of this motion be shared with the eight (8) other member Municipalities, the Cassellholme Board of Directors and Nipissing MPP Vic Fedeli.

CARRIED:

Robert Corriveau
(Mayor)

NOT CARRIED:

(Mayor)

Recorded Vote (Upon Request of Councillor

) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			



**THE CORPORATION OF THE
TOWNSHIP OF CHISHOLM**

2847 Chiswick Line, R.R. # 4, Powassan, Ontario, P0H 1Z0

MOVED BY:

☐ Paul Sharp
☐ Claire Riley
☒ Nunzio Scarfone
☐ Bernadette Kerr

SECONDED BY:

☐ Paul Sharp
☐ Claire Riley
☐ Nunzio Scarfone
☒ Bernadette Kerr

RESOLUTION #: 2025- 187

Date: September 9, 2025

Whereas on March 7, 1986, the Board of Management for Cassellholme – East Nipissing Home for the Aged (Cassellholme), a District Home, gave direction to create a separate legal entity in the form of a new public non-profit housing corporation. This new entity (Castle Arms) would be operated and governed by the same appointees as Cassellholme Board.

Whereas the assets of Castle Arms have been built through contributions from taxpayers at the federal, provincial, and municipal levels.

Whereas at a Castle Arms meeting held on October 28, 2021, the Chief Executive Officer advised the Castle Arms Board that, due to upcoming changes to the Ontario Not-for-Profit Corporations Act (ONCA), the Cassellholme and Castle Arms Boards could no longer have identical membership.

Whereas although the Castle Arms Board was advised that it had until October 2024 to implement the upcoming changes to the ONCA, at the subsequent meeting on November 25, 2021 - when 8 of the 9 municipalities had no representation due to a wave of resignations and a lack of public consultation - the Castle Arms Board directed the CEO to alter the composition of the Castle Arms Board.

Whereas in January 2025, Cassellholme obtained a solicitor-client privileged legal opinion stating in part that "neither ONCA nor the Fixing Long-Term Care Act contain any provisions that would require Boards of Management to have a different composition than Boards of Non-Profit Housing Corporations."

Whereas the November 25, 2021 change to the composition of the Castle Arms Board was made in reliance on advice regarding the requirements of the ONCA;

Whereas the advice the former Castle Arms Board received appears to have been incorrect.

Whereas no changes to the former composition of the Castle Arms Board would have been made if not for the Boards's reliance on the incorrect advice;

Whereas the current Castle Arms Board has an obligation to the taxpayers of the nine (9) member Municipalities to restore governance of the Castle Arms Board to representatives from its member Municipalities.

Therefore, be It Resolved that the Council of the Township of Chisholm calls upon the other member Municipalities to join in investigate available legal and administrative remedies to restore democratic and public oversight of the Castle Arms Non-Profit Housing Corporation. This includes returning Castle Arms governance to its member Municipalities.



**THE CORPORATION OF THE
TOWNSHIP OF CHISHOLM**

2847 Chiswick Line, R.R. # 4, Powassan, Ontario, P0H 1Z0

Page 2 of resolution 2025- 187

Further Be It Resolved that a committee, composed of the Mayors of the member Municipalities or their designates, along with Cassellholme Board representatives, be established to examine these options.

And Further Be It Resolved that a copy of this motion be shared with the eight (8) other member Municipalities, the Cassellholme Board of Directors, the Castle Arms Board of Directors and Nipissing MPP Vic Fedeli.

CERTIFIED TRUE COPY

Lesley Marshall
CAO Clerk-Treasurer, Lesley Marshall

I declare this Resolution

- ☒ Carried
☐ Defeated
☐ Deferred

Gail Degagne

Mayor

RECORDED VOTE

	For	Against
Paul Sharp	___	___
Claire Riley	___	___
Nunzio Scarfone	___	___
Bernadette Kerr	___	___
Gail Degagne	___	___

DECLARATION OF PECUNIARY INTEREST*

Name: _____ Reason: _____

*Removed from discussion and vote.



Corporation of the Town of Mattawa

Telephone: (705) 744-5611 ~ Fax: (705) 744-0104
160 Water Street, P. O. Box 390
Mattawa, ON P0H 1V0
www.mattawa.ca

September 9, 2025

Cassellholme Board of Directors

Delivered Electronically to: chapmant@cassellholme.on.ca

Castle Arms Board of Directors

Delivered Electronically to: info@castlearms.ca

Dear Board of Directors:

Council of the Town of Mattawa, at their Regular Meeting of September 8, 2025 approved the following resolution, which stated:

Resolution Number 25-174

Moved by Councillor Garry Thibert

Seconded by Councillor Loren Mick

WHEREAS Cassellholme Board of Management, through its member municipalities' Mayors has provided a detailed backgrounder document with respect to the evolution of Castle Arms, an incorporated not for profit organization and registered charity, and a request that all municipalities adopt a motion to support specific actions, including that member municipalities form an action committee and that all members share in the costs associated with funding any legal action against the Castle Arms organization to resolve the matters brought forward by the Cassellholme Board of Management in the backgrounder document;

AND WHEREAS the Council for the Corporation of the Town of Mattawa has received, reviewed and discussed the information provided by Cassellholme Board of Management.

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Mattawa hereby moves that the first option should be that the Cassellholme and Castle Arms organizations engage and together fund at their cost, an unbiased third-party mediator to attempt to resolve the issues brought forward by the Cassellholme Board of Management,

AND FURTHER THAT the results of mediation be shared openly with the general public and Cassellholme Board of Management member municipalities with next step recommendations for their consideration.

AND FURTHER THAT a copy of this motion be shared with Casselhome Board of Management, the Castle Arms Board of Directors, all member municipalities and Nipissing MPP Vic Fedeli.

CARRIED – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Councillors Mick, Ross, Thibert, Bigelow

Against: Councillors Gardiner, Levesque

Trusting this is acceptable.

Sincerely,

A handwritten signature in cursive script, reading "Amy Leclerc".

Amy Leclerc
Municipal Clerk
Revenue Services Clerk

c.c. MPP Vic Fedeli
City of North Bay
Township of Bonfield
Township of Chisholm
Township of Papineau-Cameron
Township of South Algonquin
Municipality of Calvin
Municipality of East Ferris
Municipality of Mattawan

THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE September 11, 2025 Resolution No. 2025 - 101

MOVED BY Councillor Bell
SECONDED BY Councillor LAHAYE


WHEREAS Cassellholme Board of Management, through its member municipalities' Mayors has provided a detailed backgrounder document with respect to the evolution of Castle Arms, an incorporated not for profit organization and registered charity, and a request that all municipalities adopt a motion to support specific actions, including that member municipalities form an action committee and that all members share in the costs associated with funding any legal action against the Castle Arms organization to resolve the matters brought forward by the Cassellholme Board of Management in the backgrounder document and;

WHEREAS the Council for the Corporation of the Municipality of Mattawan has received, reviewed and discussed the information provided by Cassellholme Board of Management;

NOW THEREFORE BE IT RESOLVED that Council for the Corporation of the Municipality of Mattawan hereby moves that the first option should be that the Cassellholme and Castle Arms organizations engage and together fund at their cost, an unbiased third-party mediator to attempt to resolve the issues brought forward by the Cassellholme Board of Management;

AND FURTHER that the results of mediation be shared openly with the general public and Cassellholme Board of Management member municipalities with next step recommendations for their consideration;

AND FURTHER that a copy of this motion be shared with Cassellholme Board of Management, the Castle Arms Board of Directors. all member municipalities and Nipissing MPP Vic Fedeli.

CARRIED Mayor Peter Murphy 
DIVISION VOTE
NAME OF MEMBER OF COUNCIL YEAS NAYS
Councillor Bell _____
Councillor Edwards _____ _____
Councillor Lahaye _____ _____
Councillor Lemaire _____ _____

7

**CONSENT AGENDA
ITEMS FOR INFORMATION
PURPOSES**

CASSELLHOLME
BOARD OF MANAGEMENT MEETING

CASSELLHOLME

Compassionate care for life's journey.

7.1

THURSDAY, JULY 17, 2025

MINUTES

Date: Thursday, July 17, 2025

Location: Cassellholme Garden Room

Board Members: Dave Mendicino, Chair
Michelle Lahaye – Vice Chair
Peter Chirico
James (Jim) Bruce
Chris Mayne

Staff: Angie Punnett, Administrator
Billy Brooks, Chief Financial Officer
Anita Brisson, Project Manager
Camille Bigras, QI Director
Julie Pilkey, Secretary
Tiffany Chapman, Secretary

Regrets: Robert Corriveau
Mark King

Guests: Monique Peters, Family Council
Nathan Jensen

	ITEM	ACTION
A.	CALL TO ORDER	
	MEETING RECORDED <i>"Moved by Michelle Lahaye and seconded by Chris Mayne that the meeting be called to order at 5:02 p.m."</i> Res. #087-25	<u>Carried</u>
	1. Approval of Agenda	
	<i>"Moved by Peter Chirico and seconded by Jim Bruce that the Board approved the Agenda for this meeting, as presented."</i> Res. #088-25	<u>Carried</u>
	2. Conflict of Interest	
	<i>"Moved by Michelle Lahaye and seconded by Jim Bruce that no Board Members present have declared a conflict of interest."</i> Res. #089-25	<u>Carried</u>

3. Approval of Minutes

3.1 Approval of the Minutes of the Regular Board Meeting held on June 26, 2025, 2025

"Moved by Jim Bruce and seconded by Peter Chirico that the minutes of the Regular Board Meeting, held on June 26, be adopted as presented."

Res. #090-25

Carried

4. New Business

5. Redevelopment

5.1 Construction Update (Anita Brisson)

Report in package.

Percon unable to meet deadline.

Delay to move in date of September 8-16, 2025

Potential delay unable to get occupancy approval – a lot of moving pieces

Next potential dates of November 25 or 30, 2025. Difficulties securing dates – cost for alternate dates.

New fire hydrant installed – water shut off 9am-5pm Monday, July 14, 2025

5.2 Redevelopment – Move Plan, Staffing Plan, etc.

All families contacted – emails sent out to all

Internal move plan still in the works

A lot of questions – communication to be sent out

Staffing plan – lines created – working with Union on how line selection process

Staff training delayed

5.3 Behavioural Support Unit

Ministry still hasn't come back with a decision to move forward. Update within next month.

Sounds promising as per email sent from OH regarding expansion of 12-24 bed for BSU.

BSU separate waitlist criteria – North Bay does not currently have BSU waitlist.

6. Operations

6.1 Operations Update

Update in package.

Currently in Respiratory Outbreak on 3rd floor

Pharmacy Contract up for renewal

Layoff notice to RPN Team Leads at time of move – waiting on line selection process

WSIB Claims null

7. IN - CAMERA**Guests left the Meeting**

"Moved by Peter Chirico and seconded by Jim Bruce that the Board proceed to an In-Camera session at 5:38 p.m."

Res. #091-25

Carried

7.1 Approval of the In-Camera Minutes – dated June 26, 2025
In-Camera Motion - Res. #092-25

7.2 Confidential Matter – Redevelopment

7.3 Confidential Matter – Financial

7.4 Confidential Matter – Governance

"Moved by Peter Chirico and seconded by Jim Bruce that the Board approve the In-Camera session to be adjourned at 6:35 p.m."

Res. #093-25

Carried

B. CORRESPONDENCE**C. REQUEST FOR FUTURE AGENDA ITEMS**

No items noted

D. DATE OF NEXT MEETING

Thursday August 28, 2025 – Cassellholme Garden Room – 5:00 p.m.

E. ADJOURNMENT

"Moved by Jim Bruce and seconded by Michelle Lahaye that the meeting be adjourned at 6:40 p.m."

Res. #094-25

Carried

Secretary

Chairman

July 14 2025

Subject: Cassellholme Redevelopment Update – July 14 2025

Construction Activity - Percon

Highlights:

Phase 00 - Work complete.

Phase 1-A – Work complete

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

Refer to schedule notes of previous reports for comments on Draft Finishing Schedule and comments on Rev. 4 Schedule.

The owner's move in date has been confirmed for September 8 to September 16, 2025.

Schedule risks outlined in the March 2025 report have materialized resulting in the revised September 2025 move-in date.

Updated milestones have been coordinated with Cassellholme and are as follows:

Documentation submission to the Ministry of Long-Term Care (MOLTC): July 15/16, 2025

Anticipated Pre-Occupancy review by MOLTC: July 29, 2025

Cassellholme Move-in: Start – September 8, 2025, Finish September 16, 2025.

Current occupancy risks:

- CO 171 - Temporary fire department connection - complete
- PC 159 - Relocate Phase 3 fire hydrant to Phase 1 – complete
- PC 160 - Temporary Exist Signage - work is in progress
- PC 161 - Flow switch & supervised valve, ATS wiring valve - work is in progress
- PC 162 - Stairwell Signage Revision - work is in progress
- Exist stair levels - work is in progress

PHASE 1-B

- Mechanical and electrical finishes are ongoing.
- Link from old to new construction – to be completed July 18
- Final Millwork installation finishing Level 1
- Finish paint coat and touchups ongoing throughout the building
- Full ceiling tile installation in progress on remaining portion of L1
- Flooring installation complete, final baseboard being installed
- Final washroom accessories being installed.
- BAS programming, Equipment start-ups and balancing is ongoing.

- Planting in progress for week of July 14.

Significant work in millwork installations, and drywall finishing, painting for the last weeks, furniture and appliances in place, kitchens and nursing stations in their last weeks of completion.

This month Percon and MJA to continue to review 2/3/4th by end of month for. Main push is on the ground floor and 5th for final completion and to be reviewed. Furniture room placement targeted for July 16. All TVs, small appliances, supplies to be in by mid July. Many vendors on site installing to make areas ready. Balcony furniture begin to be placed this month.

Transition Planning Highlights

An updated summary is attached for reference.

Change Order Log - Please see the attached

Budget Update – To be provided separately, W. Brooks

Summary - 2025-07-14

Action	Sub Actions	Due Date
	<p>Notice of Total Completion checklists submitted June 29; Total Completion documents to be submitted July 16;</p> <p>Actual Total Completion (signed checklists and signed attestation of Note of Actual Total Completion for each checklist):</p> <p>A. Pre-Occupancy Design Manual Checklist</p> <p>B. Operational Readiness</p> <p>i. Environmental Checklist</p> <p>ii. Dietary Checklist</p> <p>iii. Nursing Checklist</p> <p>•Occupancy Permit or equivalent notification from the Local Building Department</p> <p>•Ontario Fire Marshal or local fire department approved (i.e. stamped or signed) fire plan</p> <p>•Electrical Safety Authority certificate</p> <p>•Fire alarm verification certificate</p> <p>•Resident-staff communication and response system verification certificate</p> <p>•BVAC Balancing Report/Verification</p> <p>•TSSA Certificate for any elevators</p> <p>•A satisfactory inspection report from a Public Health Inspector indicating that the kitchen and/or serveries</p> <p>•A completed Cold Chain Maintenance Inspection Report from a Public Health Inspector</p> <p>•A Public Health Nurse identifying compliance with vaccine storage and handling requirements</p> <p>•A verification letter or certificate that the generator has been tested</p> <p>•Verification letter by a lighting specialist or lighting engineer confirming the lighting</p> <p>•Level in all areas of the LTC home are in compliance</p> <p>•A verification letter by the project's mechanical engineer confirming the cooling system</p> <p>•Provided for the LTC home is in compliance</p>	
Total Completion Checklist - Ministry Submissions	Ministry target inspection July 29-Aug 5	2025-07-16
Art Fundraising		ongoing
Wood at mill for purpose	ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available	ongoing
Outdoor Space	gazebos for ground level installed; balcony furniture partially purchased for review	July
P1 Move		
HCR - Movers	Biweekly meetings in progress; mockup date of Aug 13; Move will commence on Sept 8th-16th, Patient move on the 14th; Action register created and begin purging where ever possible so it is not all left to the end	2025-08-13
Resident Communication	Monthly communications provided	ongoing
Furniture delivery	next communication for room placement to began and rooms will be identified by August	2025-07-16
IT	continue to place furniture where possible; Medline on site for more placement July 16	
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation; to begin the printing process in July as staffing is determined priority	ongoing
Phone & TV System	Finalized and TV packages confirmed; Purchased of TVs in June and mounting in July	
Digital Menus/Boards	SW - Mealsuite being implemented by CH management and TVs, and mounts purchased; to be placed end of July	
Bed Allocation - Indigenous and Speciality		
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	ongoing
Support Services		
Building Ready	kitchens, med rooms, soap, clinical office furniture, pandemic supplies, balcony furniture, medications, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning	July
Appliances	ordered and placement by mid July	2025-07-16
Storage Areas and supplies	shelving and ordering system ordered; all in place by end of July	23-Jul
Inventory Management Solution and Process	ordered 3rd party solution and to be implemented July	July
Emergency Response		
Fire plan	completed July 14; Medsled placement July; training ongoing	July
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Winter 2026
Staff Training Plan		
Detailed Breakdown	Training to commence 3rd week of July with online videos and on floor training; simulated on unit training to commence in June to provide expectations of flow and effectiveness	July/August

Change Order Log - July 14 2025															
Person															
RFE	RFE	PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	Contract Time (days)
1	1			1		1	Milwork revisions/clarifications	Coordination	Approved	18-Feb-22	17-Mar-22	28-Mar-22	\$34,553.53	\$34,553.53	
2	2	1				2	Emergency Switchboard revisions	Coordination	Approved	17-Feb-22	17-Mar-22	28-Mar-22	\$4,919.20	\$4,919.20	
3	3					3	renew Builders Risk Insurance to include Soft Costs	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$29,846.88	\$29,846.88	
4	4					3	Cost associated to add Wrap Up Insurance Policy	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$282,579.86	\$282,579.86	
5	5R1	2				5	Door revisions	Coordination	Approved	15-Mar-22	07-Apr-22	06-May-22	\$4,677.20	\$4,677.20	
6	6	3				4	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	25-Apr-22	\$863.50	\$863.50	
7	7	9					Removal existing foundations (Unit rate only - see RFE 16)	Cancelled	21-Apr-22	25-Apr-22					
8	8	16				6	Provide new water valve at property line	AHJ	Approved	05-May-22	06-May-22	06-May-22	\$8,607.50	\$8,607.50	
9	9	4				41	North wing door revisions	Coordination	Approved	28-Mar-22	16-Jan-23	19-Jan-23	\$3,756.50	\$3,756.50	
10	10	5				7	Elevator pit lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	16-May-22	(\$1,381.00)	(\$1,381.00)	
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	27-May-22	(\$6,000.00)	(\$6,000.00)	
12	12 R1					9	Milwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
13	13						CANCELLED: Drawer modifications (SEE RFE 12R1)	Cancelled	N/A	09-May-22					
14	14	17				12	Temporary hydrant at North Wing	AHJ	Approved	17-Apr-22	16-May-22	01-Jun-22	\$5,585.25	\$5,585.25	
15	15R2	7R1				36	Phase 1 Temporary door revisions and hardware coordination	Coordination	Approved	02-Dec-22	06-Dec-22	10-Jan-23	\$4,539.70	\$4,539.70	
16	16R2	9				15	Removal of existing foundations	Site Condition	Approved	21-Apr-22	20-May-22	27-Jun-22	\$70,326.38	\$70,326.38	
17	17	11				11	Hardware revisions to Door V101	Coordination	Approved	27-Apr-22	19-May-22	01-Jun-22	\$6,046.70	\$6,046.70	
18	18R2	18				14	Revise pipe material storm main tee at Olive St.	Site Condition	Approved	13-May-22	20-May-22	29-Jun-22	\$7,885.44	\$7,885.44	
19	19	12				10	Temporary lighting in courtyard parking	Health & Safety	Approved	27-Apr-22	25-May-22	01-Jun-22	\$15,888.40	\$15,888.40	
20	20R1	8				13	Add card reader control for rear doors on elevators 1024 & 1025	Design Improvement	Approved	25-Apr-22	30-May-22	10-Jun-22	\$1,512.50	\$1,512.50	
21	21R1					16	Temporary Door Hardware supplied by Owner's Security Provider	Schedule Change	Approved	22-Jun-22	08-Jul-22	22-Jul-22	(\$6,650.00)	(\$6,650.00)	
22	22	23				23	Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22				
23	23R2			19R1		17 R	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22	15-Sep-22	22-Sep-22	\$3,454.00	\$3,454.00	
24	24R4	22R1				27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22	24-Oct-22	27-Oct-22	(\$8,416.88)	(\$8,416.88)	
25	25R1	25R1				18	Revision to waterline connections to existing building - Revised	Site Condition	Approved	03-Aug-22	05-Aug-22	11-Aug-22	\$42,426.23	\$42,426.23	
26	26	20				19	Revision to electrical panel E-1-C	Coordination	Approved	02-Jun-22	09-Aug-22	11-Aug-22	\$6,702.30	\$6,702.30	
27	27R1	19R1				23	Revise acoustic ceiling tile materials	Cost Saving	Approved	15-Sep-22	28-Sep-22	05-Oct-22	(\$66,094.48)	(\$66,094.48)	
28	28			23		20	Pile Rock Points	Contractor Requested	Approved	03-Aug-22	12-Aug-22	12-Aug-22	\$98,826.40	\$98,826.40	
29	29R3	28				33	Revision to Phase 1 & 2 sanitary and storm connections at grade beams	Coordination	Approved	03-Aug-22	09-Nov-22	22-Nov-22	\$21,724.63	\$21,724.63	
30	30	26				21	Revision to under-slab plumbing and inverts	Coordination	Approved	26-Jul-22	18-Aug-22	22-Sep-22	\$15,196.50	\$15,196.50	
31	31	10				40	Revision to the fire and combination fire/smoke dampers	AHJ	Approved	26-Apr-22	15-Sep-22	26-Jan-23	\$134,858.85	\$134,858.85	
32	32R1	14					Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22	31-Aug-22				
33	33					24	Revised wood frame design for Jams	Cost Saving	Approved	09-Sep-22	28-Sep-22	05-Oct-22	(\$12,750.00)	(\$12,750.00)	
34	34R4	21R3				29	Provide new grounding loop for new building service	AHJ	Approved	22-Aug-22	28-Oct-22	08-Nov-22	\$77,892.15	\$77,892.15	
35	35R3	27R2				35	Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	10-Jan-23	(\$4,081.00)	(\$4,081.00)	
36	36R4	15R				117	Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	18-Apr-24	29-Apr-24	\$10,606.20	\$10,606.20	
37	37	13R				31	Janitor room door revisions	Coordination	Approved	19-Sep-22	19-Sep-22	10-Nov-22	\$4,785.00	\$4,785.00	
38	38	29				22	Existing Service Plug Requirement	AHJ	Approved	31-Aug-22	23-Sep-22	10-Oct-22	\$2,414.10	\$2,414.10	
41	41	24R1				32	Provide pylons on type "D" fire radiation in trench in Auditorium 1005	Coordination	Approved	22-Sep-22	17-Oct-22	13-Nov-22	\$23,009.80	\$23,009.80	
						30	After hours parking of East Parking Lot	Owner Requested	Cancelled	16-Sep-22					
39	39	31					Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
40	40R1	32R1				25	Revision to existing sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	06-Oct-22	\$61,577.36	\$61,577.36	180
47	47R1	33				43	Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles	Coordination	Approved	23-Sep-22	11-Jan-23	21-Jan-23	\$37,038.71	\$37,038.71	4
42	42R1	34				26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-22	14-Oct-22	27-Oct-22	\$3,597.83	\$3,597.83	
43	43	35R				61	Revision to North Wing elevator brackets for rail attachments	Coordination	Approved	07-Oct-22	20-Jun-23	27-Jun-23	\$11,964.96	\$11,964.96	
53	53	36R2				44	Revision to brace frame VBI05	Coordination	Approved	09-Nov-22	13-Dec-22	26-Jan-23	\$9,497.44	\$9,497.44	
45	45	37				30	Revision to light fixtures P5 and P6	Coordination	Approved	11-Oct-22	31-Oct-22	08-Nov-22	\$2,369.33	\$2,369.33	
48	48	38				37	Structural beam revisions at Block B roof terraces balconies	Coordination	Approved	20-Oct-22	13-Dec-22	10-Jan-23	\$969.52	\$969.52	
49	49R2			36R3		60	Structural clarifications - structural steel and rebar shop drawings	Coordination	Approved	20-Jan-23	10-Mar-23	28-Jun-23	\$2,768.37	\$2,768.37	
46				7R1		28	Provide slab Mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22	25-Oct-22	01-Nov-22	\$1,050.68	\$1,050.68	
51	51R1	39				38	Add smoke detectors in corridors of Risk areas	Coordination	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$5,238.00	\$5,238.00	
44R1				22		34	Provide additional steel modifications outlined in S1R22	Coordination	Approved	27-Jul-22	16-Nov-22	22-Nov-22	\$3,300.11	\$3,300.11	
				40			Additional elevator controls	Coordination	Pending	07-Dec-22					
56	56	41				45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22	08-Feb-23	28-Feb-23	\$8,783.50	\$8,783.50	
54	54	42				46	Provide fixed mirrors in Staff washrooms	Coordination	Approved	10-Jan-23	03-Feb-23	28-Feb-23	\$7,507.50	\$7,507.50	
54R1	54R1	42				48	Correct the cost of fixed mirrors from C0R46	Coordination	Approved	10-Jan-23	03-Mar-23	21-Mar-23	(\$2,035.00)	(\$2,035.00)	
52	52			39		39	Provide relay bases on smoke detectors related to door hold opens for S1R39	AHJ	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$3,014.00	\$3,014.00	
55	55	43					Revise range hood colour	Owner Requested	Cancelled	18-Jan-23					
57	57	44				47	Revision to L82 & L82-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10	
54	54R1			41		42	Remedial modifications to pile caps and grade beams - Phase 1	Site Condition	Approved	28-Nov-22	10-Jan-23	20-Jan-23	\$14,145.87	\$14,145.87	4
58	58	45					Revisions to operable window vent type	Coordination	Cancelled	06-Feb-23					
60	60	46				52	Modifications to generator E5B breakers	Coordination	Approved	07-Feb-23	24-Mar-23	03-May-23	\$19,405.10	\$19,405.10	
95	95	47				79	Revise office door locations, electrical from PC47	Owner Requested	Approved	23-Mar-23	08-Sep-23	09-Sep-23	\$10,112.50	\$10,112.50	
72	72R3	47				73	Revise office door locations, typical milwork from PC47	Owner Requested	Approved	15-Aug-23	15-Aug-23	07-May-24	\$11,585.60	\$11,585.60	
59	59	48R				49	Revisions to electrical to accommodate Kitchen Equipment Phase 1	Coordination	Approved	14-Feb-23	17-Mar-23	22-Mar-23	\$501.60	\$501.60	
62	62R2	49				54	Typical Bedroom Mockup	Owner Requested	Approved	09-Mar-23	03-May-23	06-Jun-23	\$75,577.95	\$75,577.95	
						50	Revise rated floor assembly ULC Listed Design No.	Cost Saving	Cancelled	22-Mar-23					
						50	Revision to select light fixtures to alternate product	Design Improvement	Approved	22-Mar-23	20-Apr-23	26-Apr-23	\$0.00	\$0.00	
65	65	52				57	Delete select cubical curtains and provide track breaks in patient lift tracks	Coordination	Approved	29-Mar-23	12-May-23	01-Jun-23	(\$5,382.50)	(\$5,382.50)	
75	75R1	53				69	Electrical revisions for elevator connections	Coordination	Approved	30-Mar-23	29-Jun-23	03-Aug-23	\$18,212.70	\$18,212.70	

[illegible]

150	150	112		123	Radiant heater piping enclosures	Coordination	Approved	14-Mar-24	22-Apr-24	22-May-24	\$9,824.86	\$9,824.86
151	151	113		119	Revisions to Resident Washrooms to Accommodate Plumbing Drain	Coordination	Approved	22-Apr-24	22-Apr-24	29-Apr-24	\$5,564.06	\$5,564.06
152	152R1	114		126	Revisions to water room door hardware	Coordination	Approved	20-Mar-24	07-May-24	23-May-24	\$8,929.80	\$8,929.80
156	156	116R		121	Revision to handrails and base bumpers	Coordination	Approved	02-May-24	01-May-24	07-May-24	\$14,213.38	\$14,213.38
153	153			129	Revision to cabinet locks	Owner Requested	Approved	24-Apr-24	24-Apr-24	24-May-24	\$1,540.57	\$1,540.57
154	154			193	Delete Sprinkler Control Valve	Cost Saving	Approved	01-May-24	24-Apr-24	07-May-24	(\$500.00)	(\$500.00)
158	158	117		124	Add temporary heat trace system to pipes at underside of server 2078 & 2086	Coordination	Approved	08-Apr-24	08-May-24	15-May-24	\$21,541.30	\$21,541.30
157	157	118		128	Phase 1 - Roof level sun control outrigger support	Coordination	Approved	11-Apr-24	06-May-24	24-May-24	\$29,342.14	\$29,342.14
160	160	119R		132	Kill switch for Ground Floor Server 1067	Coordination	Approved	13-May-24	30-May-24	06-Jun-24	\$2,971.10	\$2,971.10
159	159			125	Revise millwork pulls	Cost Saving	Approved	10-May-24	10-May-24	23-May-24	(\$4,132.80)	(\$4,132.80)
163	163	120		133	Additional exit signs at double egress doors	Coordination	Approved	29-May-24	11-Jun-24	23-Jul-24	\$22,341.00	\$22,341.00
162	162	121R		134	Add end endosures to sneeze guards	AHJ	Approved	03-Jun-24	12-Jun-24	23-Jul-24	\$10,373.00	\$10,373.00
		122			Brick support at level 2 balcony/roof	Coordination	Pending					
				130	Delay Claim Settlement	Delay Claim	Approved	04-Jun-24	04-Jun-24	06-Jun-24	\$117,200.00	\$117,200.00
148	149			131	Additional outside curtains Phase 2	Coordination	Approved	17-Apr-24	17-Apr-24	29-May-24	\$10,670.00	\$10,670.00
		123			Replace damaged trees by winter salt at highway	Site Condition	Cancelled	08-Jul-24	19-Jul-24		\$34,672.55	
168	168R	124		138	Circuiting and dandifications for pumps P6, P7, P20 & P21	Coordination	Approved	18-Jul-24	09-Aug-24	29-Aug-24	\$1,821.00	\$1,821.60
167	167			136	Revision to hardware on doors 1018a, 1030b, 1165	Coordination	Approved	22-Jul-24	22-Jul-24	29-Jul-24	\$1,056.00	\$1,056.00
169	169R	125		137	Revision to soffit detail at 1054 & 1075	Coordination	Approved	22-Jul-24	07-Aug-24	14-Aug-24	\$5,908.76	\$5,908.76
		126			Add hot water recirculation line to washers	Design Improvement	Cancelled	22-Jul-24		11-Sep-24	\$0.00	
		127		140	Generator shore power circuit	Coordination	Approved	07-Aug-24	03-Sep-24	19-Sep-24	\$6,043.40	\$6,043.40
		128		141	Revision to 5th floor Dining Windows & exhaust duct	Coordination	Approved	13-Aug-24	09-Sep-24	19-Sep-24	\$20,700.61	\$20,700.61
		129		142	Rework roof drain above 5th floor balcony	Coordination	Approved	19-Aug-24	11-Sep-24	19-Sep-24	\$4,275.35	\$4,275.35
175	175R	130R		143	Revised - Insulation tie-in at temporary wall to curtainwall	Coordination	Approved	19-Sep-24	24-Sep-24	03-Oct-24	\$5,417.50	\$5,417.50
171	171		135	139	Credit for relocations to PRV valves from S#135	Cost Saving	Approved	18-Jul-24	15-Aug-24	29-Aug-24	(\$4,964.00)	(\$4,964.00)
		131			Revised - Gas detection in generator room #6011	Regulatory Change	Pending	06-Nov-24				
		132		144	Water room drywall revision	Coordination	Approved	19-Sep-24	29-Sep-24	04-Oct-24	\$1,045.44	\$1,045.44
				137	Clarification to handrail corners	Coordination	Approved	24-Jul-24				
				138	Composit Slab Crack remediation	Coordination	Approved	14-Sep-24				
				142	Outwork revisions at Chapel 1027	Coordination	Approved	12-Sep-24				
				141	Revised - Location of Electrical Panel in Janitor Rooms	Coordination	Approved	01-Oct-24				
				143	Revision to bulkheads at corridor 1032	Coordination	Approved	17-Sep-24				
		133		146	Revision to balcony ceiling panels at tapered beams	Owner Requested	Approved	21-Oct-24	22-Oct-24	29-Oct-24	\$0.00	\$0.00
			144R(2)		Revised (2) - Temporary link connection details	coordination	Approved	16-Oct-24				
			145		Clarification to boiler breaker feeds and temp link heaters	coordination	Approved	08-Oct-24				
			146		Revised rating at column 12.1.4	coordination	Approved	10-Oct-24				
	177		141R	145	Refarming and hardware revision relative to S#141R	coordination	Approved	08-Oct-24	15-Oct-24	21-Oct-24	\$1,364.66	\$1,364.66
			147		Clarification to typical windows drainage	coordination	Approved	22-Oct-24				
181	181	134		147	Add Handrail to link	Architect commission	Approved	20-Nov-24	20-Nov-24	20-Nov-24	\$5,268.77	\$5,268.77
			148		Clarification to shaft bottom closure location	coordination	Approved	30-Oct-24				
			149		Clarification to penthouse glycol tank wiring	coordination	Approved	06-Nov-24				
			150		Revision to fireplace hearth stone in S115	coordination	Approved	19-Nov-24				
			151		Cancelled - Miscellaneous Structural Clarifications	coordination	Approved	02-Apr-25				
180R		144R2	148		Temporary Link Connection details	coordination	Approved	15-Nov-24	02-Dec-24	10-Dec-24	\$10,226.30	\$10,226.30
			152		Revisions breakers and raceway at IT Room 6003	coordination	Approved	20-Nov-24				
			149		Gas detection controller in generator room 6011	coordination	Approved	02-Dec-24	02-Dec-24	10-Dec-24	\$3,942.40	\$3,942.40
			153		Austco Nurse Call alert info	coordination	Approved	09-Dec-24				
			154		Revised FHC location main floor phase 1	coordination	Approved	11-Dec-24				
			152		Modify alternating bread ladder construction in penthouse	coordination	Approved	12-Dec-24	30-Jan-25	07-Feb-25	\$5,830.00	\$5,830.00
		135	155		Revision to dryer surround opening dimensions	coordination	Approved	06-Jan-25				
			150		Add Handrail to link (2nd part)	coordination	Approved	17-Dec-25	15-Dec-25	20-Dec-25	\$4,548.50	\$4,548.50
		136		151	Temporary dadding at lounge bump-out to existing construction	coordination	Approved	06-Jan-25	30-Jan-25	13-Jan-25	\$12,562.00	\$12,562.00
			156		Revisions 2 Clarification to gypsum ceilings in stairwells	coordination	Approved	11-Mar-25				
			157		Clarification to balcony soffit heights	coordination	Approved	14-Jan-25				
137			154		Provide crinkled backlope insulation between ERV91 and MUA92	Percon	Approved	15-Jan-25	30-Jan-25	07-Feb-25	\$1,650.00	\$1,650.00
138			155		Provide keypad locksets on Resident laundry room doors	Owner Requested	Approved	16-Jan-25	30-Jan-25	07-Feb-25	\$4,455.00	\$4,455.00
139					Cancelled - Provide range hood in gathering space kitchen S116a	Owner Requested	Approved	11-Mar-25				
140			153		Millwork revisions for site coordination issues	coordination	Approved	22-Jan-25	30-Jan-25	07-Feb-25	\$1,670.35	\$1,670.35
191		158	159		Furr-out around FA panel in Med room 1070	coordination	Approved	30-Jan-25	11-Mar-25	25-Mar-25	\$1,247.07	\$1,247.07
		139			Revision to ceilings bulkheads in corridor S082 and S099	coordination	Approved	01-Mar-25				
		160			Revised - Ceiling height in corridor S081	coordination	Approved	30-Jan-25				
		141	157		Modify stainless steel count 2078	coordination	Approved	10-Feb-25	05-Mar-25	13-Mar-25	\$0.00	\$0.00
			161		Revision to fireplace hearth stone in S115	coordination	Approved	12-Feb-25				
192	142		160		Revised counter support at M60 under counter fridge	Owner Requested	Approved	12-Feb-25	11-Mar-25	25-Mar-25	\$2,694.91	\$2,694.91
193R1	143		165		Temporary Cladding of columns exposed to exterior in P1	coordination	Approved	12-Feb-25	08-Apr-25	15-Apr-25	\$10,961.13	\$10,961.13
		162			Revision to shower floor drains for sheet flooring	coordination	Approved	12-Feb-25				
194R1	144		158		Modify rated wall at Room S113 to suit piping	coordination	Approved	25-Mar-25	25-Mar-25	25-Mar-25	\$4,923.41	\$4,923.41
		163			Revisions to door frame protection	coordination	Approved	01-Feb-29				
		164			Revised 2: Relocate Shower room storage cabinets	coordination	Approved	24-Mar-25				
		145			Cancelled Add LCD Austco annunciator displays for nurse call in P1	coordination	Approved	15-Apr-25				
		165			Clarifications on IT room 6003 panel terminations and rack equipment locations	coordination	Approved	25-Feb-25				
196	146		162		Horizontal cable management and access control data drop	coordination	Approved	24-Feb-25	01-Apr-25	01-Apr-25	\$4,105.20	\$4,105.20
		166			Drywall bulkhead control joint locations	coordination	Approved	03-Mar-25				

		167		Clarification to expansion joint details Cancelled: Add closure panel to back pans on 3rd floor curtainwall	coordination coordination	Approved Approved	04-Mar-25 07-Apr-25						
	202R1:	148	166	Door hardware revisions	owner request/coordination	Approved	10-Mar-25	09-Apr-25	15-Apr-25	\$20,851.60		\$20,851.60	
			168	Revised Kitchen hood in gathering space kitchen	coordination	Approved	11-Mar-25						
			169	Install heat pump in shower room S105	coordination	Approved	11-Mar-25						
195R1:	149	160A2	161	Revision Filter panels and relocated upper cabinets of S#164 Revised 2	coordination	Approved	24-Mar-25	18-Mar-25	04-Apr-25	\$804.65		\$804.65	
197	150R	171	163	Wall closure at soffits continue in Janitor Room 1065	coordination	Approved	20-Mar-25	02-Apr-25	02-Apr-25	\$3,241.99		\$3,241.99	
			170	Revision to cubical curtains in lab rooms	coordination	Approved	17-Mar-25						
			172	Closure at hopper fixture SS#2 base to wall	coordination	Approved	20-Mar-25						
		151		Revise fireplace hearth material	coordination	Approved	24-Mar-25						
199		152	164	Revised Sentronic doors to 24V	coordination	Approved	24-Mar-25	07-Apr-25	07-Apr-25	\$6,264.50		\$6,264.50	
		175		Revision to ceiling in Lobby 5002	coordination	Approved	25-Mar-25	09-Apr-25	15-Apr-25	\$0.00		\$0.00	
		176		Installation of TV mounts in residents rooms	in per coordination	Approved	15-Apr-25						
		174		Clarification on location of fireplace switches	coordination	Approved	02-Apr-25			\$55,094.46		\$55,094.46	
		173	169	Revision to BF operator buttons	coordination	Approved	02-Apr-25	02-Apr-25	05-May-25	\$856.90		\$856.90	
154		168		Cabinet lock revisions for keying	owner request	Approved	17-Apr-25	17-Apr-25	27-Apr-25	\$8,505.09		\$8,505.09	
		176		Austco nomenclature and IT info clarification	coordination	Approved	28-Apr-25						
155				Revision to storm line serving existing building at Apple Wing	Design improvement	Approved	01-May-25						
		177		Ceiling height revisions in corridors 1030 1032	coordination	Approved	06-May-25						
		178		Comms cabinet in block level 3	Design improvement	Approved	14-May-25						
		179		Clarifications for interferences at clean-out access doors	coordination	Approved	14-May-25						
		180		Clarification for quantity of lockers in staff lockers	coordination	Approved	14-May-25						
156				Revise colour on P2 exterior curbing	Coordination	Approved	22-May-25						
		157	171	Revised Temporary fire department connection extension	Authority Having Jurisdiction	Approved	23-May-25	23-May-25	04-Jun-25	\$9,400.00		\$9,400.00	
209	158	172	172	Add Smoke detector in control room 1020	Authority Having Jurisdiction	Approved	29-May-25	29-May-25	23-Jun-25	\$1,578.50		\$1,578.50	
		181:		Delete light fixtures over M21 in rooms 1064 and 1075	coordination	Approved	29-May-25						
207		170		Extend thresholds at balcony doors	coordination	Approved	29-May-25	29-May-25	02-Jun-25	\$1,650.00		\$1,650.00	
211:	159	a	173	Relocate #3 fire hydrant to P1	Coordination	Approved	04-Jun-25	04-Jun-25	23-Jun-25	\$20,973.70		\$20,973.70	
160		1		P1 temporary exit signage	Coordination	Approved	11-Jun-25		17-Jun-25				
161:		2		Flow switch, supervised valve and ATIS wiring revision	Coordination	Approved	11-Jun-25		17-Jun-25	18-Jun-25			
212	162		174	Stairwell signage revision	Coordination	Approved	12-Jun-25	30-Jun-25	08-Jul-25	\$2,005.58		\$2,005.58	
	163			Add countertop infill at rethern ovens in servery millwork	Coordination	Approved	13-Jun-25						
164	b			Relocate main floor pot lights conflicting with memory box millwork	Coordination	not approved	17-Jun-25						
	165			Additional heaters in temporary space transition areas	coordination	under review	08-Jul-25						
Total - As of Issue Date										\$2,595,968.92		\$2,581,321.77	

Board of Management Meeting

July 17, 2025

CLINICAL SERVICES – Mel Cross, Acting Director of Care

This reporting period has been marked by a continued commitment to **resident safety, process improvement, and staff stabilization**. Clinical operations have remained steady, supported by strong collaboration across front-line teams and leadership. Our collective efforts remain centered on delivering **holistic, resident-focused care** that supports quality of life and clinical excellence.

Critical Incidents Summary

Since our last report ending June 16th, we have had an additional 6 critical incidents in the month of June. Two of which were unfounded.

- ❖ **Outbreak:** 1 incident
- ❖ **Alleged Staff-to-Resident Abuse:** 1 incident
- ❖ **Fall with Injury:** 1 incident
- ❖ **Written Complaint Regarding Resident Care:** 1 incident
- ❖ **Missing Narcotic:** 1 incident
- ❖ **Misappropriation of Resident's Money:** 1 incident

Details & Follow-up:

- ❖ **Outbreak:**
Enteric outbreak on Apple Street. Total number of affected residents was 5 (50 resident unit). Initiated June 21st, closed June 30th.
- ❖ **Alleged Staff-to-Resident Abuse:**
Inappropriate comment made toward resident by PSW. Complaint was validated. PSW served a suspension and was required to complete training
- ❖ **Fall with Injury:**
Resident received appropriate assessment and care. Subsequently transferred to hospital for additional assessment and treatment. Care plan updated.
- ❖ **Written Complaint:**
Amicable resolution achieved after investigation and follow-up between family and manager.
- ❖ **Missing Narcotic:**
Missing medication was eventually located; the CI was amended to reflect this outcome.
- ❖ **Misappropriation of Resident's Money:**
Resident alleges there was money in an envelope a month prior that was now missing. Accusation has been unfounded despite an investigation.

Other Clinical Updates

Staffing & Leadership Updates

- ❖ With our current IPAC Lead, Ellen Whittaker, retiring this summer we held an interview process and have since offered full time employment to one of the candidates to become our new IPAC Lead. We will also be seeking to hire a qualified individual as an IPAC assistant to help bolster our IPAC processes.

- ❖ We are working with the CUPE union to finalize our line selection process as we work to have lines posted for the staff to bid into in preparation for the transition into our new building.
- ❖ The RN's and Clinical Leadership Team continue to work with Jayne Harvey as we strive to improve our leadership skills, ultimately improving processes and resident care.

Clinical Practice

We continue to work closely with our Medical Director and have been able to update some clinical policies and procedures coupled with new medical directives to help streamline care provision for our residents. Applicable education is being rolled out to ensure staff are knowledgeable in these areas.

Looking Ahead

- ❖ We continue to work closely with our staff in leadership positions helping to refine their leadership skills.
- ❖ Striving to refine our education process with the goal to reach more staff more efficiently and provide high quality learning opportunities.
- ❖ Ongoing recruitment for some outstanding positions.
- ❖ Continued focus on building our team's resilience and capacity as we strive to realign our staffing with the needs of our residents.

Committed to ongoing excellence in care.

CLINICAL QUALITY ASSURANCE – Kathryn MacDonald, RN, Manager of Clinical Quality Assurance

As part of our ongoing commitment to quality improvement and resident safety, I am pleased to provide this update on recent activities and outcomes related to clinical quality assurance for the Home:

Fall Prevention Initiatives

In recent weeks, I delivered multiple fall prevention training sessions to members of the nursing and interdisciplinary teams. These sessions focused on our revised Fall Prevention Policy, ensuring that all team members are aligned with current best practices and proactive risk reduction strategies. In addition to the training, we have explored collaboration with the Aging Research Trial Group, who presented their PREVENT Program—a research initiative dedicated to improving outcomes for older adults, particularly in reducing the risk of hip fractures. We are currently evaluating the feasibility of participating in this innovative trial.

Fall Statistics Overview

We continue to monitor our fall data closely as part of our quality indicators:

- June 2025: 62 falls (identical to June 2024)
- May 2025: 61 falls (down from 94 in May 2024)
- April 2025: 72 falls (compared to 67 in April 2024)

While April showed a slight increase compared to last year, May's significant reduction highlights progress in our efforts. These fluctuations reinforce the importance of our continued focus on fall prevention strategies and staff education.

Redevelopment and Environmental Improvements

As we move into our redevelopment phase, we are optimistic about the impact that a modernized environment will have on resident safety. Currently, overcrowded spaces and tight maneuvering areas, including some bathrooms and corridors, contribute to fall risks. The new design will offer improved accessibility and safer physical layouts, which we anticipate will support a reduction in fall related incidents and enhance quality of life for our residents.

Hospital Emergency Department Transfers

We're proud to report continued progress in reducing hospital transfers, which reflects the growing clinical expertise of our team and the effectiveness of on-site medical interventions:

- April 2025: 0 transfers
- May 2025: 2 transfers
- June 2025: 5 transfers
(All significantly lower than prior years)

This reduction is a strong indicator of clinical improvement and showcases the excellent work being done by our medical team, as well as the expanded skill sets of our registered staff. Interventions such as bladder scanning, IV therapy, and ECG monitoring have greatly improved our capacity to manage complex clinical situations within the home, reducing the need for emergency transfers.

Clinical Documentation Improvements

We have also streamlined the auditing process for incident reports and progress notes. A live shared document is now used by registered staff, allowing for real time updates, follow ups, and collaborative monitoring of incidents and trends.

In Summary

These quality indicators reflect a facility wide commitment to resident centered care, proactive risk mitigation, and team based clinical excellence. As we continue to grow into our redeveloped space and embrace new initiatives like PREVENT, I remain confident in our ability to improve outcomes even further.

Wishing all Board members a happy and restful summer and thank you for your ongoing support of our care programs and quality initiatives.

STAFFING – Tiffany Chapman, HR Coordinator

Students

- ❖ Active/In Progress: PSW Living Classroom, Canadore PSWs, CTS PSWs – 1 on 1 Preceptorships in progress

Staffing June 2025

- ❖ Hired – 14 Total (5 PSWs, 4 RPNs, 5 FSWs, 2 HSKPERS, 1 Activities)
- ❖ Terminated/Resigned/Retired – 7 total (1 Unit Manager, 1 PSW Day Program, 2 PSWs, 1 RPN, 1 housekeeper, 1 FSW)

Vacancies as of July 10/25

- ❖ PSW Vacancies as of today – 1 temp FT, 9 temp PT, 2 perm PT– all lines posted – actively recruiting/interviewing.
- ❖ RPN Vacancies as of today – 3 temp FT, 1 temp PT, 1 perm PT
- ❖ Dietary vacancy as of today – 2 perm PT, 5 temp PT
- ❖ Housekeeping vacancy as of today – 2 perm PT, 7 temp PT
- ❖ Activities Vacancies – 1 temp PT
- ❖ PSW Day Program – 1 temp PT, 1 perm PT
- ❖ PSW Day Program, PSW CSS jobs posted, actively recruiting

Other

- ❖ Master Lines created for redevelopment - ALL lines being posted for redevelopment tentatively July 21, 2025
- ❖ Recruiting for Nurse Practitioner
- ❖ Active Non-Union Vacancies –IPAC Support Assistant, Scheduling Coordinator (x2)

HOUSEKEEPING & NUTRITION & FOOD SERVICES – Trina Milne, Manager

- ❖ Continued weekly meetings with Meal Suite new menu system
- ❖ Dietary meetings to go over new Fall/Winter Menu
- ❖ Ordering supplies for new building
- ❖ New laundry chemicals installed July 8, 2025 in current building as well as new building.
- ❖ Conducting interviews for more housekeeping staff

RESIDENT FAMILY NAVIGATOR –Alysia Loyer

Diligently working on the upcoming move. We had four permanent admissions & 2 short stay respite admissions. I've been working on rostering Dr. Gauthier to residents in Maple St. and providing messaging to families about the upcoming move as able

COMMUNITY SUPPORT SERVICES –Cheryl Hamilton, CSS Manager

- ❖ CSS has been on a steady pace over the past few months. We have had an increase of 5 PSW's over the past year which has allowed us to bring our Assisted Living numbers up to 42-44 clients.
- ❖ We have a PSW who is leaving CSS so are in the process of interviewing candidates and have received a number of resumes so this is good (assuming they are appropriate candidates). We have had an ongoing challenge of PSW interest in the community and finding suitable candidates.
- ❖ We have had challenges with a number of Assisted Living clients being hospitalized all at the same time which means a drop in client hours and we cannot replace clients until we know they cannot come home.
- ❖ We are fully staffed in our Home Help Homemaking program, and it continues to see a very lengthy waitlist for services. We continue to receive many referrals for all programs.
- ❖ The Cassellhome Van has been seeing some increased repair bills but is running efficiently and is a very busy service.
- ❖ No major health and safety issues currently
- ❖ We did purchase some laundry carts to make it easier for staff having to carry loads of laundry for longer distances and this is working well.

All in all, CSS is operating smoothly and with no significant changes at this time.

CAO

From: Lindsey Gradeen <Lindsey.Gradeen@dnssab.ca>
Sent: September 15, 2025 9:35 AM
To: Nicky Kunkel (cao.clerk@bonfieldtownship.com); deputyclerk@bonfieldtownship.org; CAO; Deputy Clerk; Deputy Clerk; j.leblond@chisholm.ca; John Severino; Deputy Clerk; Ian Kilgour; Jason Trottier; kari.hanselman@eastferris.ca; CAO@mattawa.ca; admin@mattawan.ca; Clerk@papineaucameron.ca; clerk@southalgonquin.ca; ecdev@temagami.ca; Jean Pierre Barbeau, CAO West Nipissing; hgirouard@westnipissing.ca
Subject: Nipissing Counts 2025: Homelessness Enumeration
Attachments: Letter to Municipalities_NipissingCounts2025_F.pdf

Good morning,

Please see the attached letter regarding Nipissing Counts 2025, a Point-in Time (PiT) enumeration of homelessness.

Municipalities are encouraged to take part by following the district-wide unsheltered persons protocol if unsheltered homelessness is occurring or suspected in your municipality.

Thank you, Miigwetch, Merci,



Lindsey Gradeen (Lin-zee Gra-dean) | M.PL (she/her)
Coordinated Access Nipissing (CAN) Community Coordinator
 District of Nipissing Social Services Administration Board (DNSSAB) |
 Conseil d'administration des services sociaux du district de Nipissing (CASSDN)

Healthy, Sustainable Communities | Des communautés saines et durables

200 McIntyre Street East | 200, rue McIntyre Est | North Bay, ON P1B 8V6
 Phone | Téléphone | (705) 474-2151 x. 43169
 Fax | Télécopieur: (705) 474-8985





Nipissing Counts

Nipissing Counts 2025 a Point-in-Time Enumeration

Re: A 24-hour Point-in-Time (PiT) Enumeration

Dear Municipal Partners,

From Wednesday, October 8th at 8:00 am until Thursday October 9th at 7:59 am, 2025, the District of Nipissing Social Services Administration Board (DNSSAB) and the Nipissing District Housing and Homelessness Partnership (NDHHP) will be conducting a Point-in-Time (PiT) Enumeration.

As of 2024, the Government of Canada has required that all Reaching Home designated communities complete an annual PiT enumeration with a comprehensive PiT Count survey to occur every three years. Nipissing District completed a comprehensive PiT Count, with a survey component, in the fall of 2024, therefore an enumeration with survey is not required again until the fall of 2027. Enumeration activities in the fall of 2025 and 2026 will only include administrative information.

A PiT Enumeration is an estimate of the number of people experiencing homelessness within a determined geographical area during a 24-hour period. Conducted over subsequent years, PiT enumeration data can be used by the community to track progress in reducing homelessness and identify changes in the location that individuals experiencing homelessness spend the night. The two main components of PiT enumeration are:

- The sheltered enumeration, which is obtained from administrative data systems and/or shelter administrators; and
- The unsheltered enumeration, which is collected by outreach workers, homeless-sector staff, and/or volunteers.

For the purposes of this communication, unsheltered homelessness refers to individuals who are living in places not intended for permanent human habitation (e.g., streets, parks, vehicles, abandoned buildings; while encampments refer to groups of visible structures (e.g., tents, shacks) where two or more individuals are staying.

The aim of the enumeration is to gather as complete of a one-night community-wide picture of both sheltered and unsheltered homelessness as possible. This can be understood to be the minimum number of people experiencing homelessness in a community.

However, it is important to note that a PiT Enumeration is not intended to:

- Include people who cycle in and out of homelessness.
- Be an enumeration of hidden homelessness. (comprehensive PIT Count years only)
- Identify how long people will experience homelessness for.

Municipalities are reminded of the district-wide unsheltered person response protocol for Nipissing District and are encouraged to contact True Self Debwewendizwin if unsheltered homelessness or encampments are identified or suspected within their municipality at any time, including leading up to, or on the date of this year's PiT Enumeration:

True Self Debwewendizwin Peer Outreach support Team (POST)

Monday to Friday

8:00 am to 8:00 pm

Saturday and Sunday

10:00 am to 6:00 pm

(705) 498 9482

For after-hours calls please leave a message indicating the location of the site and the number of people living there.

For individuals looking for shelter, please contact Crisis Center North Bay:

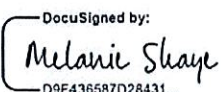
Emergency Crisis Line

(705) 474 1031

Your participation is essential to ensure accurate and comprehensive data collection. If unsheltered homelessness is occurring or suspected in your municipality, we kindly request you follow the unsheltered response protocol above.

If you have any questions or concerns about this initiative, please contact Lindsey Gradeen at CANipissing@dnssab.com

Sincerely,

DocuSigned by:

D9F436587D28431...

Melanie Shaye

Chief Administrative Officer

District of Nipissing Social Services Administration Board

PREVENTING CLAIMS RELATED TO WINTER MAINTENANCE: AN IN-DEPTH REVIEW OF THE MMS

A Presentation By:

Charles Painter

DOLDEN

WALLACE

FOLICK ^{LLP}

[intact] public
entities

LAS | AMO
Business
Services



The MMS have their origins in the mid 1990's during the time when the Conservatives under Premier Mike Harris led the Province of Ontario.

During this period, the Province downloaded many roads and bridges to municipalities to maintain, inspect and repair.

At the same time, a trend in increasing litigation claims against the Province as well as municipal governments for alleged negligence in highway repair was noted, as well as increasing liability insurance costs. This trend, coupled with the development of the "risk based" theory of liability as opposed to the previous "event based" paradigm, in conjunction with the perceived unfairness of the principal of "joint and several liability" a.k.a. the 1% Rule, led to calls for legislative reform and a push for greater protection from lawsuits and claims.

It is from the foregoing that promises were made by the Provincial Government to develop relief from such claims and the Minimum Maintenance Standards for Municipal Highways were first conceived. After nearly 6 years of hard work and development, the MMS were first enacted into law in 2003.

The MMS have been updated and reviewed several times thereafter, most recently in 2018.

The MMS were, from the beginning, created intentionally as “outcome based” standards, that describe the end result to be achieved but which do not prescribe methods, activities or procedures to achieve such results.

The intent was to ensure maximum flexibility for municipalities.

The MMS were also intentionally made optional and not mandatory, such that the common law defenses codified in s. 44(3)(a) and (b) would always still be available.

Ministry of
Transportation

Office of the Minister

Ferguson Block, 3rd Floor

77 Wellesley St. West

Toronto, Ontario

M7A 1Z8

(416) 327-9200

Ministère des
Transports

Bureau du ministre

Édifice Ferguson, 3^e étage

77, rue Wellesley ouest

Toronto (Ontario)

M7A 1Z8

(416) 327-9200

October 9, 1997

Mr. Michael Power

President

Association of Municipalities of Ontario

393 University Avenue

Suite 1701

Toronto, Ontario

K9H 3M3

Dear Mr. Power:

I am writing in regard to an issue that was raised at the Minister's Forum that I participated in on August 26, 1997 at the AMO Annual Conference. Mayor Kett of the Town of Walden raised some concerns with the minimum road and bridge maintenance standards project that this Ministry is coordinating with municipal representatives.

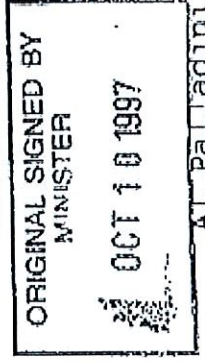
Mayor Kett, who is the AMO representative on the maintenance standards project Steering Committee, expressed a view that the project represents the province's intent to impose road maintenance standards on municipalities without any associated provincial funding support. He recommended that the project be cancelled.

I would like to reconfirm with AMO and all its members that this project is in direct response to concerns raised by Ontario municipalities about rapidly rising liability related costs associated with negligence claims. The proposed standards are intended to provide municipalities with relief from liability claims when they have exercised their statutory duty to keep their roads and bridges in a state of reasonable repair.



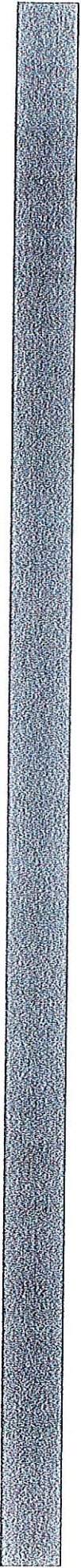
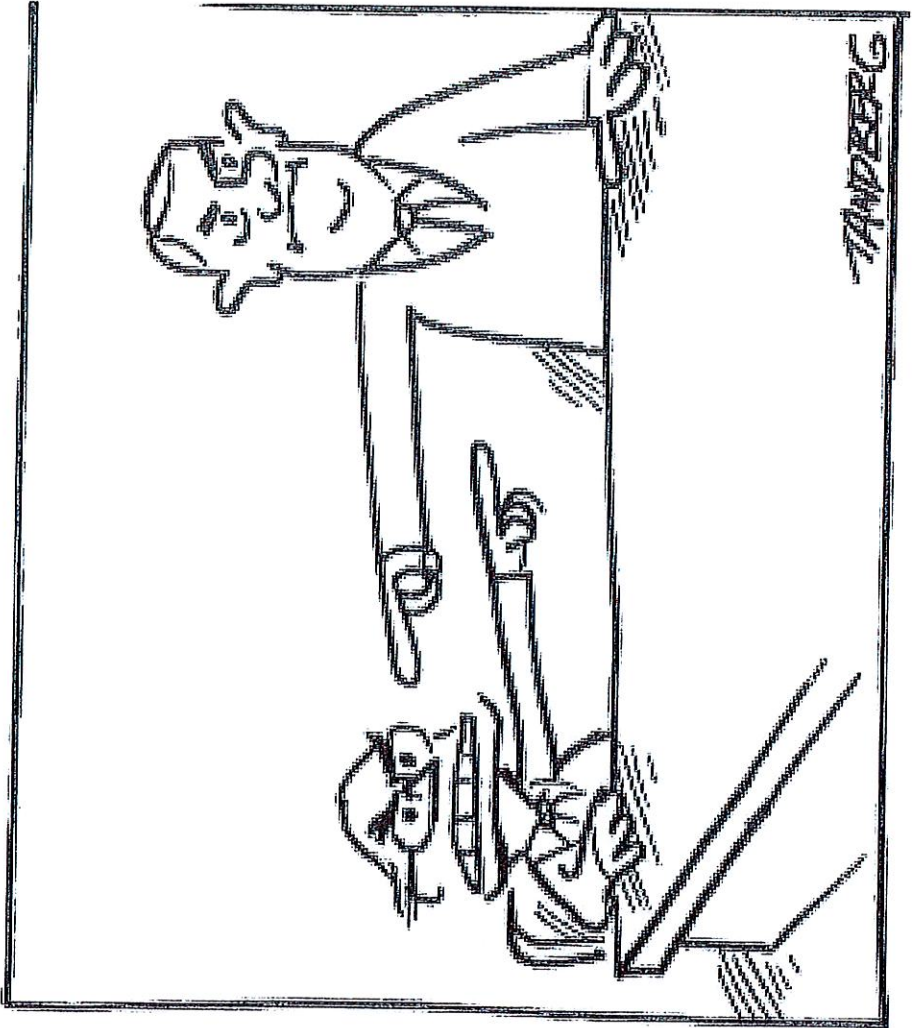
I am concerned that AMO members may not have been given a clear understanding of the project's intent as a result of Mayor Kett's comments. I would seek AMO's support in clarifying the project's intent and benefits for AMO members. I would suggest AMO staff contact Mr. Tony Roldán, Project Coordinator, 416-235-4064, to discuss AMO's role in communicating this information to its members.

Sincerely,



Minister

cc: Mayor Kett, Town of Walden



The Statutory Duty and Defences

- **Maintenance**

- 44 (1) The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. 2001, c. 25, s. 44 (1).

- **Liability**

- (2) A municipality that defaults in complying with subsection (1) is, subject to the Negligence Act, liable for all damages any person sustains because of the default. 2001, c. 25, s. 44 (2).

- **Defence**

- (3) Despite subsection (2), a municipality is not liable for failing to keep a highway or bridge in a reasonable state of repair if,
 - (a) it did not know and could not reasonably have been expected to have known about the state of repair of the highway or bridge;
 - (b) it took reasonable steps to prevent the default from arising; or
 - (c) at the time the cause of action arose, minimum standards established under subsection (4) applied to the highway or bridge and to the alleged default and those standards have been met. 2001, c. 25, s. 44 (3).

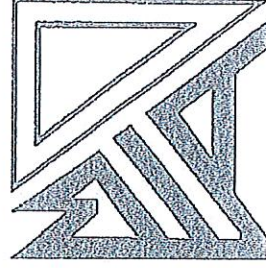
- **Regulations**

- (4) The Minister of Transportation may make regulations establishing minimum standards of repair for highways and bridges or any class of them. 2001, c. 25, s. 44 (4).

MMS 2nd 5-Year Review

Committee Makeup

Organizations:



MMS 2nd 5-Year Review

Municipalities:



Section 2.1

- The purpose of this regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome.

Classification Table revisions

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	1	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	2	2	2	3	3	3
6,000 - 7,999	1	2	2	2	3	4	4
5,000 - 5,999	1	2	2	2	3	4	4
4,000 - 4,999	1	2	2	3	3	4	4
3,000 - 3,999	1	2	2	3	3	4	4
2,000 - 2,999	1	2	2	3	3	4	5
1,000 - 1,999	1	3	3	3	3	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	4	5	5
50 - 199	1	3	4	4	5	5	6
0 - 49	1	3	6	6	6	6	6

Classifications that have been changed

New Classifications

Classification Table revisions

- AADT – Annual Average Daily Traffic has been removed and replaced with:

ADT – Average Daily Traffic

- A roadway's average daily traffic is the volume of vehicles counted over a given time period -- greater than one day but less than one year -- divided by the number of days in that time period

Winter Maintenance

We must remember that **Section 3.1 Weather Monitoring** is the lynchpin for winter maintenance, which reads:

- (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- (2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day



**“weather” means air
temperature, wind and
precipitation.**

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

Snow Accumulation on Roadways

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

(a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,

(i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or

(ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours