

# The Corporation of the Township of South Algonquin

## Regular Council Meeting February 4, 2026

**Ethel LaValley**  
(613) 332-8357 Mobile  
mayor@southalgonquin.ca

**Sandra Collins**  
(613) 334-0478 Mobile  
sandracollins@southalgonquin.ca

**Joe Florent**  
(613) 334-2637 Mobile  
(613) 637-2139 Home  
joe@southalgonquin.ca

**Joan Kuiack**  
(613) 637-5479 Mobile  
jkuiack@southalgonquin.ca

**Shawn Pigeon**  
(613) 318-8375 Mobile  
shawnpigeon@southalgonquin.ca

**Bill Rodnick**  
(613) 756-7016 Home  
wrodnick@southalgonquin.ca

**Laurie Siydock**  
(613) 334-1780 Mobile  
laurie@southalgonquin.ca

# CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN<sub>2</sub>

## AGENDA

### REGULAR COUNCIL MEETING

Wednesday, February 4, 2026 9:00 a.m.

**Council Chambers  
Municipal Office  
7 Third Avenue  
Whitney, Ontario**

**And ZOOM and You Tube Channel: South Algonquin Council**

1. Open Meeting/Call to order – 9:00 a.m.
2. Roll Call
3. Land Acknowledgement

We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory.

Chi-miigwetch, All my relations

4. Additions / Amendments to the Agenda
5. Adoption of the Agenda

**Moved by:**

**Seconded by:**

**Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council Meeting of February 4, 2026.

6. Disclosure of Pecuniary Interest or a General Nature Thereof
7. Petitions, Delegations and/or Presentations:
  - OPP East Region Superintendent Stephan Neufeld, Acting Inspector Sarah Darraugh, Upper Ottawa Valley OPP, and Trevor Pitts, Interim OPP Detachment Commander Bancroft RE: Whitney OPP Services Realignment
8. Minutes of Previous Meetings (s)
  - Adopt the Minutes of the Regular Council Meeting of January 14, 2026

**Moved by:**

**Seconded by:**

**Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of January 14, 2026 as circulated.

- Adopt the Minutes of the Economic Development Committee Meeting of January 21, 2026

**Moved by:**

**Seconded by:**

**Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Economic Development Committee Meeting of January 21, 2026 as circulated.

9. Committee, Staff and/or Councillor Reports
10. Business Arising from the Minutes
11. Unfinished Business
12. Correspondence – Action Items
13. Correspondence – Information Items
14. New Business
15. Motions of Council
16. By-Laws
17. Resolution to Move into a “Closed Session”: None
18. Adjournment

**Moved by:**

**Seconded by:**

**Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of February 4, 2026 at \_\_\_\_\_.

**January 14, 2026**

**COUNCIL MEETING – MINUTES**

On Wednesday, January 14, 2026, the Council for the Corporation of the Township of South Algonquin held a Regular Hybrid Council Meeting via Zoom and in Chambers, which was streamed to YouTube.

In Chambers:

Mayor Ethel LaValley  
Councillor Collins  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Shawn Pigeon  
Councillor Laurie Siydock

ZOOM:

Councillor Bill Rodnick

Staff: Bryan Martin, CAO/Clerk-Treasurer  
Tracy Cannon, Deputy CAO/Deputy Clerk-Planner

**1. OPEN MEETING/CALL MEETING TO ORDER:**

Mayor LaValley called the meeting to order at 9:05 a.m.

**2. ROLL CALL:** All Present

**3. LAND ACKNOWLEDGEMENT**

**4. ADDITIONS/AMENDMENTS TO THE AGENDA:**

**New Business:**

- Boat Launch & Trails Master Plan Development
- Update – Hiring of Economic Development Intern
- Implementation of Bag Tags

**5. ADOPTION OF THE AGENDA**

**Moved by: Councillor Collins      Seconded by: Councillor Siydock      Res. # 26-606**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated and amended for the Regular Council Meeting of January 14, 2026.

**-Carried-**

**6. DISCLOSURE OF PECUNIARY INTEREST OR A GENERAL NATURE THEREOF:**

**None**

**7. PETITION, DELEGATION AND/OR PRESENTATIONS:** None

**8. MINUTES OF PREVIOUS MEETING**

**Moved by: Councillor Pigeon      Seconded by: Councillor Kuiack      Res. # 26-607**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of December 3, 2025 as circulated.

**-Carried-**

**Moved by: Councillor Siydock      Seconded by: Councillor Kuiack      Res. # 26-608**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Asset Management Committee Meeting of December 17, 2025 as circulated and amended.

**-Carried-**

**Moved by: Councillor Collins      Seconded by: Councillor Pigeon      Res. # 26-609**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Waste Management Committee Meeting of December 17, 2025 as circulated.

**-Carried-**

**9. COMMITTEE REPORTS, STAFF AND/OR COUNCILLOR REPORTS:**

**M&L Parks & Recreation Committee**

M&L Parks and Recreation Committee Agenda of January 13, 2026 and Minutes of November 13, 2025 were provided in the Council package.

### **Whitney Recreation Committee**

Whitney Recreation, Minutes of December 2, 2025 were provided in the Council package.

### **Councillor Florent**

- There have been significant roadblocks to expanding the parking lot at the Tom & Mick Murray Boat Launch due to requirements from the Ministry of Natural Resources and Forestry, including archaeological and heritage studies. What was initially expected to be a low-cost project could now involve substantial expenses. The expansion would have improved access to lands within the land claim should it be finalized. As a result of the additional costs associated with the required studies, Council has agreed to halt the project. Staff will follow up with MNRF.

### **10. BUSINESS ARISING FROM THE MINUTES:** None

### **11. UNFINISHED BUSINESS:** None

### **12. CORRESPONDENCE-Action Items;**

- Resolution of Support; RE: Alternative Servicing Methods for Rural and Northern Municipalities, Municipality of Magnetawan.
- Resolution of Support; RE: Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario, Municipality of Calvin.
- Resolution of Support; Ontario Community Infrastructure Fund (OCIF), Town of Smith Falls.
- Resolution of Support; Federal Measures Aimed to Stabilize and Strengthen Canada's Steel and Softwood Lumber Sectors, Township of Nairn and Hyman.

### **13. CORRESPONDENCE-Information Items Received and Filed;**

- Solicitor General RE: OPP Annual Billing.
- November 17, 2025 Killaloe OPP Detachment Board Report.
- November 27, 2025 Municipal Dog Pound Board Meeting Minutes.

### **14. NEW BUSINESS:**

#### **Use of Lester Smith Building During Winter Months**

- The consensus was to allow the Lester Smith Building to be used for events organized by the Recreation Committee. Currently, the Recreation Committee, in conjunction with the Seniors, wishes to host Bingo once a month. They will assist with moving the games and tables, and the washrooms will remain available for rink users during the event.
- Some members of the Recreation Committee are currently cleaning out the storage area and have identified a large number of surplus items. It was determined that items suitable to be sold, could be sold with the proceeds going to Whitney Recreation.

#### **Boat Launch & Trails Master Plan Development**

- Mayor LaValley informed Council that she received a call yesterday from MPP Billy Denault advising that the Township was successful in receiving \$25,000 for the development of a Boat Launch & Trails Master Plan.

#### **Update – Hiring of Economic Development Intern**

- Mayor LaValley informed Council that the Economic Development Intern position has been filled. Stephanie Russell will be starting on Monday and will attend the Economic Development Committee meeting. Mayor LaValley noted that she believes Stephanie will be an asset to the Township.

#### **Implementation of Bag Tags**

- Mayor LaValley advised Council that she had met with Matt Fitzpatrick (resident), who had also circulated correspondence to all members of Council expressing concerns that implementing the bag tag system prior to the start of the recycling program was unfair. Mr. Fitzpatrick outlined the reasons for these concerns and requested that the bag tag system be suspended until the recycling program is in effect. Council's consensus was that the bag tag system will remain in place.

Short Recess

**15. MOTIONS OF COUNCIL:**

**Moved by: Councillor Collins      Seconded by: Councillor Florent      Res. # 26-610**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Municipality of Magnetawan urging the Province of Ontario to revise its grant funding criteria to recognize alternative servicing methods as eligible infrastructure for rural and northern municipalities; and

THAT this resolution along with the resolution from the Municipality of Magnetawan be circulated to Hon. Premier Doug Ford; Hon. Peter Bethlenfalvy, Minister of Finance; Hon. Victor Fedeli, Minister of Economic Development, Job Creation and Trade; Hon. Billy Denault, MPP for Renfrew-Nipissing-Pembroke; Hon. Cheryl Gallant, MP for Algonquin-Renfrew-Pembroke; FONOM; and AMO.

**-Carried-**

**Moved by: Councillor Collins      Seconded by: Councillor Florent      Res. # 26-611**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Municipality of Calvin pertaining to strengthening self-defence protections and addressing rising home invasions in Ontario; and

THAT this resolution along with the resolution from the Municipality of Calvin be circulated to Hon. Mark Carney, Prime Minister of Canada; The Minister of Justice and Attorney General of Canada; Hon. Cheryl Gallant, MP for Algonquin-Renfrew-Pembroke; Hon. Premier Doug Ford; The Attorney General of Ontario; The Solicitor General of Ontario; and Hon. Billy Denault, MPP for Renfrew-Nipissing-Pembroke.

**-Carried-**

**Moved by: Councillor Collins      Seconded by: Councillor Kuiack      Res. # 26-612**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Town of Smiths Falls pertaining to the Ontario Community Infrastructure Fund (OCIF); and

THAT this resolution along with the resolution from the Town of Smiths Falls be circulated to Hon. Premier Doug Ford; Hon. Kinga Surma, Minister of Infrastructure; Hon. Rob Flack, Minister of Municipal Affairs and Housing; Hon. Francois-Phillipe Champagne, Minister of Finance; Hon. Billy Denault, MPP for Renfrew-Nipissing-Pembroke; and AMO.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res. # 26-613**

THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Township of Nairn and Hyman pertaining to federal measures aimed to stabilize and strengthen Canada's steel and softwood lumber sectors; and

THAT this resolution along with the resolution from the Township of Nairn and Hyman be circulated to Hon. Mark Carney, Prime Minister of Canada; Hon. Premier Doug Ford; The Minister of Natural Resources and Forestry; The Minister of Northern Development; Hon. Cheryl Gallant, MP for Algonquin-Renfrew-Pembroke; Hon. Billy Denault, MPP for Renfrew-Nipissing-Pembroke; and FONOM.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Kuiack      Res. # 26-614**

THAT: Council for the Corporation of the Township of South Algonquin endorses the resolution passed by the Municipality of West Nipissing requesting a moratorium on aerial spraying, and further urges that such a moratorium be extended to include the Township of South Algonquin; and

THAT this resolution, along with a copy of the West Nipissing's resolution, be forwarded to Mike Harris Jr., Minister of Natural Resources and Forestry; Sylvia Jones, Minister of Health; MPP, Billy Denault; Robin Jones, President of AMO; Christa Lowry, President of ROMA; and Bancroft, Minden Forestry Office; and MP Cheryl Gallant.

**-Defeated-**

**16. BY-LAWS:**

**Moved by: Councillor Siydock      Seconded by: Councillor Collins      Res. # 26-615**

**THAT:**

- 1) By-Law 2026-854 to authorize the signing of the Agreement of Purchase and Sale for Lyell Landfill Site.
- 2) By-Law 2026-855 to authorize the signing of Conditional Contribution Agreement with Northern Ontario Heritage Fund Corporation to hire a Community Development Intern.
- 3) By-Law 2026-856 Ontario Fire Protection Grant Transfer Payment Agreement
- 4) By-Law 2026-857 to Confirm the Proceedings of Council

**BE READ A FIRST TIME AND BE DEEMED READ A SECOND TIME**

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res. # 26-616**

**THAT:**

- 1) By-Law 2026-854 to authorize the signing of the Agreement of Purchase and Sale for Lyell Landfill Site.
- 2) By-Law 2026-855 to authorize the signing of Conditional Contribution Agreement with Northern Ontario Heritage Fund Corporation to hire a Community Development Intern.
- 3) By-Law 2026-856 Ontario Fire Protection Grant Transfer Payment Agreement
- 4) By-Law 2026-857 to Confirm the Proceedings of Council

**BE READ A THIRD TIME AND PASSED**

**-Carried-**

**17. CLOSED SESSION: None**

**18. ADJOURNMENT:**

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res. # 26-617**

**THAT:** Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of January 14, 2026 at 10:25 a.m.

**-Carried-**

The next regular council meeting is scheduled for Wednesday, February 4, 2026 at 9:00 a.m.

\_\_\_\_\_  
Mayor Ethel LaValley

\_\_\_\_\_  
CAO/Clerk-Treasurer Bryan Martin

**January 21, 2026**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING – MINUTES**

On Wednesday, January 21, 2026 the Economic Development Committee held an in-person and Zoom Meeting, livestreamed to YouTube.

**Present:**

Mayor LaValley  
Councillor Collins  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Shawn Pigeon, Chair  
Councillor Laurie Sydock  
Councillor Bill Rodnick  
Barney Baker  
Leah Geddes-Zoom  
Kimberly Gorman- Zoom  
Jim Hollett

**Staff Present:**

Bryan Martin CAO/Clerk-Treasurer - Zoom  
Tracy Cannon, Deputy CAO, Deputy Clerk-Planner  
Stephanie Russell, Community Development Intern

Chair of the Economic Development Committee, Councillor Pigeon called the meeting to order at 9:09 a.m.

**ROLL CALL:**

**LAND ACKNOWLEDGEMENT**

**ADDITIONS/AMENDMENTS TO THE AGENDA: None**

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Kuiack**

**Seconded by: Mayor LaValley**

To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST or a General Nature Thereof: None**

**INTRODUCTION OF COMMUNITY DEVELOPMENT INTERN**

- Councillor Pigeon introduced Stephanie Russell, the Community Development Intern, along with Jim Hollett, who recently joined the Economic Development Committee.

**PETITIONS, DELEGATIONS AND/OR PRESENTATIONS**

Jeremy Beamer, Jim Karygiannis, and Zulfiqar Mooraj of Principal GTA Strategies delivered a presentation to the Committee introducing a proposed Waste Management Solution. They have approached municipalities across Ontario inquiring if there is interest in providing lands, approximately three acres that could accommodate the development of a waste processing plant at no charge to the municipality.

As the project is in its early stages, and require Ministry approval, they are requesting that municipalities that may have interest enter into a Memorandum of Understanding.

A resolution will be brought forward at the next Council meeting for consideration to proceed with further research into the project.

**UNFINISHED BUSINESS:**

**Update – Key Initiatives**

**Advertising**

- Councillor Pigeon has obtained pricing for the brochures/pamphlets. The Committee to bring forward their ideas and input on the desired content at the next meeting.
- Staff to contact RTO12 – Explorers Edge to investigate their interest in the brochures/pamphlets.
- Staff will update the website and Facebook pages to include information on places to see and things to do, and to share local events when notification is provided to staff.

**Trails-ATV/Snowmobile Trails and Trestle Bridge**

- L. Geddes provided an update on the trails within the Opeongo Snowbird system, noting that Spectacle Lake Trail opened earlier this week. The Green Bridge is open but does have structural issues and there may be an engineer report. While this is not an issue during the winter months, it may be an issue with other organizations outside of the winter months.
- Councillor Florent and B. Martin attended a meeting with Ontario Parks and MPP Billy

Denault regarding the Opeongo and Madawaska River Parks, which have recently been reclassified from non-operational to operational. The ministry has agreed to do a seasonal closure instead of a full closure. Councillor Florent will confirm with Jason Dwyer, Park Superintendent regarding a closure at a fire pit at the old mill where the groomer and other snowmobilers rest.

- Staff will follow up on the use of Spectacle Lake Road for snowmobilers and the groomer.

#### Housing Development

- Mayor LaValley provided an update on housing, advising that she does not yet have any formal information to share. At this time, it appears the Township is not on the list to receive housing through DNSSAB. She suggested that alternative models be explored to facilitate housing development.
- K. Gorman will forward some information on funding to staff.
- Mayor LaValley will follow back up with DNSSAB on the property behind the daycare.
- Staff will circulate the DNSSAB Housing Needs Study to the Committee.
- Staff will research the property adjacent to the township office. Focus will be on senior apartments. Staff to bring a plan back to committee. Housing will be number one priority for staff.

Short Recess – K. Gorman exited the meeting.

#### Update – Boat Launch & Trails Master Plan Development Grant

- The Township has been approved for the grant applied for to develop the plan, in the amount of \$25,000, representing 50% of the total project cost. Public consultation will be included as part of the process, which will begin once staff have met with the Township Planner.

#### **NEW BUSINESS:**

##### **South Algonquin Business Alliance - Parkbus**

- Staff will reach out to South Algonquin Business Alliance regarding the request.

**NEXT MEETING:** February 26, 2026 9: 00 a.m.

#### **ADJOURNMENT:**

**Moved by: Councillor Florent**

**Seconded by: Councillor Rodnick**

To adjourn the Economic Development Committee Meeting of January 21, 2026 at 12:05 p.m.

\_\_\_\_\_  
Councillor S. Pigeon

\_\_\_\_\_  
Bryan Martin, CAO/Clerk-Treasurer

# COUNCIL MEETING

February 4, 2026

## COMMITTEE/STAFF REPORTS:

- 1) Jennifer Baragar, Deputy Treasurer RE: 2025 Year End Reserve Transfer.
- 2) M&L Parks and Recreation, RE: Minutes of December 9, 2025.
- 3) Whitney Recreation, RE: Minutes of January 6, 2026.

# STAFF REPORT

Meeting Date: February 4, 2026

Agency: Township of South Algonquin

Staff Contact: Jennifer Baragar Deputy Treasurer



Agenda Title: 2025 Year End Reserve Transfers

Agenda Action: Resolution

## Recommendation

That Township of South Algonquin Council approves, effective December 31, 2025, the following reserve transfers:

1. \$8,578.00 from Fire Facilities/Equipment Reserve
2. \$150,198.00 from Transportation Fleet/Equipment Reserve
3. \$9,528.00 from Roads Reserve
4. \$3,253.00 from Recreation Facility/Equipment/Programming Reserve
5. \$4082.12 from Recreation Committee Reserve (M&L Rec)
6. \$24,000.00 to General Reserve
7. \$2,975.00 to Fire Equipment Reserve
8. \$23,000.00 to Planning Reserve
9. \$2,416.98 to Recreation Committee Reserve (WRec)
10. Transfer remaining surplus/deficit to General Reserve. Upon determination transferred surplus will be reassigned to the appropriate reserve accounts

## Background

Annually, the Auditor and staff examine the difference between budget versus actuals to determine surplus/ (deficit) position. This determination provides guidance on reserve transfer requirements for projects and obligatory grant funding. Our 2025 final audit will commence in March and will be completed by Mackillican & Associates Audit Firm.

## Analysis

Township of South Algonquin		
2025 Transfer from Reserves to Budget		
Transfer from Reserve to Budget	Transfer Amount	Description
13-2000-1000 Fire Facility/Equip Reserve	\$ 5,443.00	UTV Tracks
13-2000-1000 Fire Facility/Equip Reserve	\$ 3,135.00	Seacan Container
13-3000-3000 Trans Fleet/Equip Reserve	\$ 150,198.00	Volvo Grader
13-3000-1000 Trans Roads Reserve	\$ 9,528.00	Reflectivity Signage
13-7000-4000 Rec Facility/Equip Reserve	\$ 3,253.00	Dishwasher- Lestersmith
13-1010-0000 Rec Committee Reserve	\$ 4,082.12	Walking Trail/Fundraising

<b>Township of South Algonquin</b>		
<b>2025 Transfer to Reserves</b>		
Transfer to Reserve	Transfer Amount	Description
13-1000-1000 General Reserve	\$ 24,000.00	Economic Development Carried Forward to 2026
13-2000-1000 Fire Facility/Equipment Reserve	\$ 2,975.00	Skidoo Surplus Sale
13-7000-8000 Planning Reserve	\$ 23,000.00	Zoning Bylaw Amendment Carried Forward to 2026
13-1010-0000 Rec Committee Reserve	\$ 2,416.98	Whitney Recreation Fundraising

### **Alternatives**

N/A

### **Fiscal Impact**

As part of the preliminary year-end review and preparation for the 2025 Audit, certain reserve transfers have been identified that require Council approval to authorize the required transfers to and from reserves and to complete the year-end closing.

### **Attachments**

N/A

**Murchison & Lyell Parks and Recreation Committee of South Algonquin**

**Minutes for the meeting of Tuesday December 9th, 2025 at 7p.m.**

Members present: Terry Levean, Sharon Florent, Rosemary Shalla , Fiona Girouard and Kathy Foote.

Regrets: Tammy Stoneman.

Council Representative: Councillor Joe Florent.

1. Chair called the meeting to order at 7 p.m.

2. **Reading and Approval of the Agenda plus any additions.**

**Motion # 33-2025**

Moved by: Fiona Girouard. Seconded by: Rosemary Shalla.

"To accept the agenda and any amendments or additions."

Carried

3. **Approval and Adoption of November 11th, 2025 minutes and any amendments.**

**Motion # 34 - 2025**

Moved by: Rosemary Shalla. Seconded by: Fiona Girouard.

Carried

4. **Business arising from minutes:** None.

5. **Reports:** a) Councillor Florent informed us that the Township had been misinformed about the start date of January 1st for the new recycling program. The group is now saying it will happen sometime in 2026. There are also no plans as to how it will work as of yet. He also said that due to the holidays the next Council meeting will be on January 14th. b)

Reports: i) Fiona Girouard reported that the Kids' Christmas Breakfast was slow to start but that we served 35 plates. Maybe the meal could have started a little later. It was also decided that maybe the visit with Santa could be at the end of the festivities instead of the middle. Also, Santa received 10 letters from the kids in our special Santa Box at the hall.

c) Financial Report: Balance at the end of November was \$12,087.26. This amount included the \$5,815.34 that the committee paid towards the construction of the new Round House Trail and the deposit of \$5,177.50 from an investment that matured that we will be waiting until the interest rates are better to lock it in for another year.

6. **Performance Measurement:** The sheets were filled out for our events.

7. **Resolutions:** None.

8. **Exercise Classes to change time and day:** Classes will change to Wednesdays at 10am starting January 7th.

9. **Angel Fundraiser Update:** As of December 8th of Fundraiser helped collect \$845.00 towards the Tree of Lights Campaign for SFVHF this year. Also, another \$180.00 was matched of our donations on Giving Tuesday.

10. **Christmas Cookie Club:** This will be on December 18th.

11. **Any New Ideas for 2026:** Nothing at this time.

12. **Nadia Pruett:** Nadia has backed away from the Rec Committee at this time as her life is very busy with other ventures. We wish her all the best and thank her for her work on the committee.

13. **Adjournment:**

**Motion #35-2025**

Moved by: Fiona Girouard. Seconded by: Rosemary Shalla.

"Motion to adjourn the meeting at 8:12 pm."

Next meeting – Tuesday January 13<sup>th</sup> 2026 at 7pm at the Madawaska Community Hall.

Chair \_\_\_\_\_

Secretary \_\_\_\_\_

Terry Levean

Sharon Florent

## Whitney Recreation Committee Minutes

January 6, 2026

Present – Bob Craftchick, Lynn LaPage, Joe Avery, Adam Holmberg, Laurie Siydock, Gloria Beauclair, Joan Kuiack

Absent – Theresa Kramer

1. Welcome and land Acknowledgment
2. Agenda approved by consensus
3. Minutes of December 2, 2025 approved by consensus
4. Financial Report provided by Joe  
Dec final report - \$75, 663  
Breakfast with Santa - \$804.00. many generous people donated supplies needed.  
Canteen doing well and well stocked – may need drinks soon.  
Bell satellite – TV at rink – not sure if used or package subscribed too – Joan to check with Jennifer
5. Kitchen update – dishwasher working well and paid for in full
6. Grants – no movement on the two major projects although we will need to at least raise \$10,000 to meet our commitments.
7. Adam asked about grants to help offset the Pickleball/volleyball rental. We will need to do a written request to Bryan to have Charlene work on it.
8. Bob and Joan to meet before the next council meeting to develop a letter asking for support. We have already generated a list of major suppliers in our area.
9. Laurie, Joan and Theresa will be doing some cleaning and organizing of all storage areas. We will let people know when if they would like to help.
10. Pickleball and Volleyball to start this week. We need at least 10 players each night to offset the rental cost. Enough players for the Monday night and Adam will open for Volleyball on Wednesday. If not enough interest he will let us know.
11. Family Day activities – February 14, 2026. 11 – 3 – like last year will offer free skating, Cardboard sled race and outside fire – more discussion needed to finally plans. Adam to reference last year’s poster and entry form for race. Should get the poster on Facebook soon.
12. Bingo – in partnership with Whitney Seniors we will be conducting a monthly dabber bingo until summer. Proceeds will be split between the two organizations  
Theresa and Joan to work out details  
Dates set - January 27, 2026. February 25, 2026

March 25, 2026.      Apr 29, 2026.      May 27, 2026

13. Events 2026

Feb 14 – Sled Races

March 14<sup>th</sup> – St. Patrick’s dance

April 4 – Easter Egg Hunt and Bake Sale

April 26 - Earth Day

May 9 – ATV Run

June/July – Cornhole Adam to confirm date with company

October 3 – fall festival

Christmas Parade – Dec 5<sup>th</sup>

14. With Kim stepping down for a bit, Adam has agreed to look after our social media page.

15. Next meeting February 3, 2026 at 630 Bob’s office

16. Adjourned – by consensus.

**COUNCIL MEETING**  
**February 4, 2026**

**ACTION:**

- 1) Resolution of Support; RE: Letter of Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera.

**From:** [Bryan Martin](#)  
**To:** [Tracy Cannon](#)  
**Subject:** FW: Letter of Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera  
**Date:** Tuesday, January 20, 2026 9:25:04 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[Letter of Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera Systems.pdf](#)  
[image008.png](#)

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Bryan Martin, CMMIII  
 CAO/Clerk-Treasurer  
 Township of South Algonquin  
 7 Third Avenue  
 PO Box 217, Whitney ON, K0J 2M0  
 Cell: 613-334-5923



**Notice of Collection/Use/Disclosure:** All information about municipal services is collected in accordance with the *Municipal Act, 2001*, under s.8 and for Council's purposes under s.239(1) and may be used in Council deliberations, and disclosed in full, including email, names, opinions and addresses to other persons requesting access to records, or as part of a public agenda. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk 613-637-2650 extension 202.

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**From:** Kaitlin Bos <[kbos@northgrenville.on.ca](mailto:kbos@northgrenville.on.ca)>  
**Sent:** Monday, January 19, 2026 4:50 PM  
**To:** Clerk <[clerk@northgrenville.on.ca](mailto:clerk@northgrenville.on.ca)>  
**Subject:** Letter of Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera

Good Afternoon,

Please find attached a Letter of Support for Enhanced School Bus Safety and the implementation of Stop-Arm Camera Systems. This letter was endorsed by the Grenville O.P.P. Detachment Board at its meeting held on January 8, 2026, and is co-signed by representatives from the Municipality of North Grenville and the Village of Merrickville-Wolford.

Thank you,

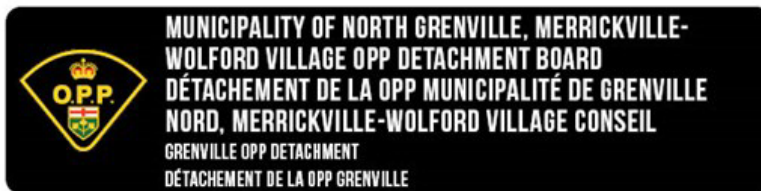


**Kaitlin Bos**  
*Municipal Clerk*  
Municipality of North Grenville  
613-258-9569 ext.171  
[www.northgrenville.ca](http://www.northgrenville.ca)



This email may be confidential and/or privileged. If you have received this email in error, please notify me and permanently delete it without copying, distributing, or disclosing it. Please consider the environment before printing.

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285 County Road 44, Box 130  
 Kemptville, ON K0G 1J0  
 T: 613) 258-9569  
 clerk@northgrenville.on.ca

January 2, 2025

**The Honourable Doug Ford**  
 Premier of Ontario

**The Honourable Prabmeet Sarkaria**  
 Minister of Transportation  
 Province of Ontario

**RE: Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera Systems**

Dear Premier Ford and Minister Sarkaria,

On behalf of the Grenville 1 O.P.P. Detachment Board, we are writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a persistent and dangerous problem in Ontario, occurring an estimated 30,000 times per day. These violations place children at serious risk and continue to result in preventable injuries and fatalities. Municipalities require additional tools to address this issue effectively and consistently.

The Grenville 1 O.P.P. Detachment Board supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the Highway Traffic Act. These systems have proven effective in deterring dangerous driving behaviour, improving compliance, and enhancing accountability. Provincial funding and support would enable municipalities to implement these technologies equitably and at scale.

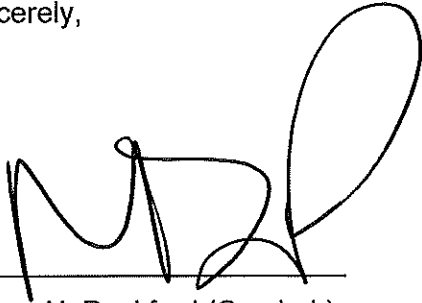
Grenville 1 O.P.P. Detachment Board also proudly supports the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. Adam's story underscores the urgent need for stronger enforcement, public education, and modern safety solutions to protect children travelling to and from school.

We respectfully call on the Province of Ontario to continue advancing this life-saving work by providing municipalities with the funding mechanisms, legislative support, and implementation guidance necessary to deploy stop-arm cameras and complementary safety technologies province-wide.

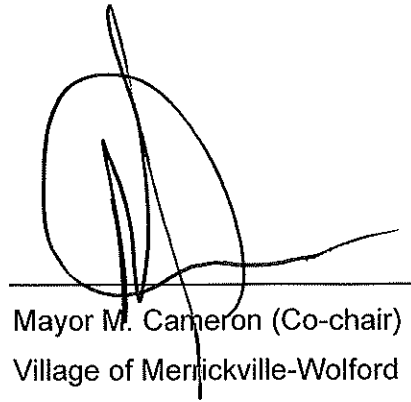
Protecting children is a shared responsibility. With provincial leadership and municipal partnership, we can take meaningful action to prevent further tragedies and ensure Ontario's roads are safer for students and families.

Thank you for your consideration and continued commitment to road safety.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a large, prominent oval shape on the right side.

\_\_\_\_\_  
Mayor N. Peckford (Co-chair)  
Municipality of North Grenville

A handwritten signature in black ink, featuring a large, circular loop on the left and a long, sweeping horizontal stroke extending to the right.

\_\_\_\_\_  
Mayor M. Cameron (Co-chair)  
Village of Merrickville-Wolford

**cc:**

The Honourable Steve Clark, Government House Leader  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities

**Enclosed: Co-signing Template**

**[Municipality Name]**  
**[Municipal Address]**

**[Date]**

**The Honourable Doug Ford**  
Premier of Ontario

**The Honourable Prabmeet Sarkaria**  
Minister of Transportation  
Province of Ontario

**Re: Municipal Support for School Bus Safety and Stop-Arm Camera Systems**

Dear Premier Ford and Minister Sarkaria,

On behalf of the **[Council / Municipality / Township / City] of [Municipality Name]**, I am writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a serious and widespread issue throughout the province, occurring an estimated 30,000 times per day. These violations place children at unacceptable risk and continue to result in preventable injuries and fatalities. Municipalities require effective, modern enforcement tools to address this dangerous behaviour.

**[Municipality Name]** supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the *Highway Traffic Act*. These systems have demonstrated success in deterring illegal passing, improving driver compliance, and strengthening accountability. Provincial funding and implementation support would help ensure municipalities of all sizes can deploy this technology equitably.

We also support the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. This tragedy highlights the urgent need for continued public education, enforcement, and the use of technology to better protect children travelling to and from school.

We respectfully call on the Province of Ontario to provide municipalities with the necessary funding tools, legislative support, and implementation guidance to advance school bus stop-arm camera systems and complementary child-safety initiatives across Ontario.

Protecting children on our roads is a shared responsibility. Through strong provincial leadership and municipal partnership, meaningful progress can be made to prevent further tragedies and enhance road safety for families across Ontario.

Thank you for your attention to this important matter.

Sincerely,

**[Name]**

**[Title – Mayor / Reeve / Warden]**

**[Municipality Name]**

**cc:**

The Honourable Steve Clark, Government House Leader  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities

**COUNCIL MEETING****February 4, 2026****CORRESPONDENCE RECEIVED FOR INFORMATION:**

- 1) Ministry of Municipal Affairs and Housing RE: Police Service Boards in Strong Mayor Power Municipalities.
- 2) Municipal Dog Pound Board RE: 2023 Financial Statement.
- 3) Municipal Dog Pound Board RE: 2024 Financial Statement.
- 4) Office of MPP Billy Denault RE: 2026 Funding Opportunities from Ontario Arts Council – Ministry of Tourism, Culture & Gaming.
- 5) District of Nipissing Social Services Administration Board RE: Municipalities Under Pressure: One Year Later – Norther Ontario Homelessness Update.
- 6) North Watch RE: Transportation of High-Level Radioactive Waste on Our Highways.
- 7) Renfrew County and District Health Unit RE: Medical Officer of Health Report to the Board.

**Solicitor General**

Office of the Solicitor General  
 25 Grosvenor Street, 18<sup>th</sup> Floor  
 Toronto ON M7A 1Y6  
 Tel: 416 326-5000  
 Toll Free: 1 866 517-0571  
 Minister.SOLGEN@ontario.ca

**Solliciteur général**

Bureau du solliciteur général  
 25, rue Grosvenor, 18<sup>e</sup> étage  
 Toronto ON M7A 1Y6  
 Tél. : 416 326-5000  
 Sans frais : 1 866 517-0571  
 Minister.SOLGEN@ontario.ca

**Ministry of  
Municipal Affairs  
and Housing**

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

**Ministère des  
Affaires municipales  
et du Logement**

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

234-2025-5952

132-2025-4900

**By email**

January 12, 2026

To Mayors and Chairs of Police Service Boards in Strong Mayor Power Municipalities,

We are writing to provide information on the powers and roles of municipalities, mayors, and police service boards in establishing a police service board budget, particularly in municipalities with Strong Mayor Powers.

In a strong mayor municipality, the Head of Council has the responsibility to prepare and propose the municipal budget on or before February 1 of each year, which would be subject to a council amendment, head of council veto and council override process.

This municipal budget includes estimates of amounts required during the year, including any amounts required for boards, such as the police service boards budget established in accordance with the *Community Safety and Policing Act, 2019 (CSPA)*. **The Head of Council's strong mayor budget powers do not include the power to limit police service board budget increases or veto estimates submitted by police service boards.**

The CSPA provides the purposes for which the funding is to be provided to a police service board, establishes a process for submitting budget estimates, municipal approval of such a budget, and the mechanisms available to address disagreements.

Under section 50 of the CSPA, a police service board must submit their operating and capital estimates to the municipality, which is then responsible for establishing an overall budget for the police service board. **Although municipalities are not required to adopt the board's estimates as submitted, they cannot approve or reject specific line items within the estimates.** Municipalities are required to provide police service boards with sufficient funding to comply with the CSPA and its regulations, as well as pay the expenses of the board's operation, excluding remuneration for board members.

There are dispute resolution mechanisms established under the CSPA to address situations in which a police service board is not satisfied that the budget is sufficient to permit the board to comply with the legislation and pay for the board's operation.

Page 2

The CSPA provides two dispute resolution pathways: the board and municipality may jointly apply to the Commission Chair of the Ontario Police Arbitration and Adjudication Commission (OPAAC) to appoint a conciliation officer, or the board may give the municipality written notice referring the matter to arbitration.

In arbitration, a municipality can argue, among other things, that costs could be reduced if the board entered an agreement to receive services from another police service. If the municipality can show that the board could reasonably have obtained policing services under an agreement (under section 14 of the CSPA, with another police service board or the Commissioner of the Ontario Provincial Police) at a lower cost while still meeting applicable standards, the arbitrator cannot deem the budget insufficient to the extent of the amount that could have been saved by entering into the agreement.

For example, if a police service board seeks funding for a \$15 million policing budget, and the municipality can demonstrate that equivalent services meeting all standards could have been provided through a budget at \$13 million, where some services are provided pursuant to an agreement with another police service, in this case, the arbitrator could not find the budget insufficient to the extent of the additional \$2 million.

Following arbitration, the municipality shall amend the board's budget to reflect the arbitrator's decision.


Thank you for your continued leadership and commitment to protecting our communities. Please consider this information as you work toward establishing police service budgets. If you or your administrative staff require additional information, please contact Nicole Rogers, Manager, Community Safety Policy Unit, Ministry of the Solicitor General, at [Nicole.Rogers@ontario.ca](mailto:Nicole.Rogers@ontario.ca) or Shira Babins, Manager, Financial Analysis and Reporting Unit, Ministry of Municipal Affairs and Housing, at [Shira.Babins@ontario.ca](mailto:Shira.Babins@ontario.ca).

Your work and dedication are important in advancing shared priorities and strengthening public safety to protect Ontario.

Sincerely,



The Honourable Michael S. Kerzner  
Solicitor General



The Honourable Rob Flack  
Minister of Municipal Affairs and Housing

c: Chiefs of Police

Clerks and CAOs, Strong Mayor Powered Municipalities

**CORPORATION OF THE TOWN OF BANCROFT**

**MUNICIPAL DOG POUND BOARD**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**



## INDEPENDENT AUDITOR'S REPORT

**To the Members of the Municipal Dog Pound Board, the  
Members of Council, Inhabitants and Ratepayers of the  
Town of Bancroft**

**Baker Tilly KDN LLP**  
272 Charlotte St.  
Peterborough, ON  
Canada K9J 2V4

**T: (705) 742-3418**  
**F: (705) 742-9775**

**www.bakertilly.ca**

### *Qualified Opinion*

We have audited the financial statements of the Municipal Dog Pound Board of the Corporation of the Town of Bancroft (the Board), which comprise the statement of financial position as at December 31, 2023, the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### *Basis for Qualified Opinion*

In common with many Municipal boards, the Board derives revenue from user charges and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Board. Therefore, we were not able to determine whether any adjustments might be necessary to user charges and donations revenue, annual surplus/(deficit) and cash flows from operations for the years ended December 31, 2023 and 2022, and assets and accumulated surplus as at December 31, 2023 and 2022. Our opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this scope limitation.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

ASSURANCE • TAX • ADVISORY

*Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.*

Peterborough

Courice

Lindsay

Cobourg

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Baker Tilly & DN LLP*

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
June 25, 2025

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF FINANCIAL POSITION At December 31, 2023

	2023	2022
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash	69,852	73,860
Accounts receivable	456	72
<b>TOTAL FINANCIAL ASSETS</b>	<b>70,308</b>	<b>73,932</b>
<b>LIABILITIES</b>		
Due to Town of Bancroft (note 4)	7,400	5,400
Accounts payable	1,890	2,603
<b>TOTAL LIABILITIES</b>	<b>9,290</b>	<b>8,003</b>
<b>NET FINANCIAL ASSETS</b>	<b>61,018</b>	<b>65,929</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 2)	4,309	2,075
Prepaid expenses	643	577
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,952</b>	<b>2,652</b>
<b>ACCUMULATED SURPLUS (note 3)</b>	<b>65,970</b>	<b>68,581</b>

*The accompanying notes are an integral part of these financial statements*

## CORPORATION OF THE TOWN OF BANCROFT

### MUNICIPAL DOG POUND BOARD STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS For the Year Ended December 31, 2023

	Budget 2023 \$ (note 6)	Actual 2023 \$	Actual 2022 \$
<b>REVENUES</b>			
Municipal contributions			
Town of Bancroft (note 4)	9,036	9,036	9,066
Member and other municipalities	22,104	29,207	22,074
User charges	225	1,085	225
Donations	-	120	-
<b>TOTAL REVENUES</b>	<b>31,365</b>	<b>39,448</b>	<b>31,365</b>
<b>EXPENSES</b>			
Salaries and benefits	20,000	28,164	16,427
Operating materials and supplies	1,015	1,350	122
Repairs and maintenance	350	1,414	338
Utilities	2,500	2,343	2,316
Legal and insurance	2,000	1,767	1,851
Administration	2,000	2,785	2,251
Donations	3,500	3,500	3,500
Amortization	945	736	945
<b>TOTAL EXPENSES</b>	<b>32,310</b>	<b>42,059</b>	<b>27,750</b>
<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>(945)</b>	<b>(2,611)</b>	<b>3,615</b>
<b>ACCUMULATED SURPLUS - beginning of year</b>		<b>68,581</b>	<b>64,966</b>
<b>ACCUMULATED SURPLUS - end of year</b>		<b>65,970</b>	<b>68,581</b>

The accompanying notes are an integral part of these financial statements

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2023

	Budget 2023 \$ (note 6)	Actual 2023 \$	Actual 2022 \$
<b>ANNUAL SURPLUS/(DEFICIT)</b>	(945)	(2,611)	3,615
Amortization of tangible capital assets	945	736	945
Acquisition of tangible capital assets	(3,300)	(2,970)	-
Change in prepaid expenses	-	(66)	206
<b>INCREASE/(DECREASE) IN NET FINANCIAL ASSETS</b>	(3,300)	(4,911)	4,766
<b>NET FINANCIAL ASSETS - beginning of year</b>	65,929	65,929	61,163
<b>NET FINANCIAL ASSETS - end of year</b>	62,629	61,018	65,929

*The accompanying notes are an integral part of these financial statements*

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF CASH FLOWS For the Year Ended December 31, 2023

	2023	2022
	\$	\$
<b>CASH PROVIDED BY (USED IN)</b>		
<b>OPERATING ACTIVITIES</b>		
Annual surplus/(deficit)	(2,611)	3,615
Items not involving cash		
Amortization of tangible capital assets	736	945
Change in non-cash assets and liabilities		
Accounts receivable	(384)	481
Prepaid expenses	(66)	206
Due to Town of Bancroft	2,000	2,000
Accounts payable	(713)	(1,394)
<b>Net change in cash from operating activities</b>	<b>(1,038)</b>	<b>5,853</b>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(2,970)	-
<b>NET CHANGE IN CASH</b>	<b>(4,008)</b>	<b>5,853</b>
<b>CASH - beginning of year</b>	<b>73,860</b>	<b>68,007</b>
<b>CASH - end of year</b>	<b>69,852</b>	<b>73,860</b>

*The accompanying notes are an integral part of these financial statements*

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2023

---

### 1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies adopted by the Board are as follows:

#### (a) Recognition of Revenue and Expenses

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which the transactions of events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Municipal contributions are recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges, donations and other revenue are recognized as revenue when the amounts are received.

#### (b) Use of Estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Board's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Board's significant estimates include:

- Amortization of tangible capital assets is based on estimated useful life and residual value - See Note 1(c)

#### (c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as legally or contractually required retirement activities. When historical cost records were not available, other methods were used to estimate costs. The cost, less residual value, if any, is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Equipment	15 years
-----------	----------

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

#### (d) Non-Financial Assets

Tangible capital assets and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2023

---

### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

#### (e) Financial Instruments

Financial instruments are classified as either fair value or amortized cost. The following chart shows the measurement method for each type of financial instrument.

Financial Instrument	Measurement Method
Cash	Amortized Cost
Accounts receivable	Amortized Cost
Due to Town of Bancroft	Amortized Cost
Accounts payable	Amortized Cost

**Fair value category:** The Board manages and reports performance for groups of financial assets on a fair-value basis. Investments traded in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses.

**Amortized cost category:** Amounts are measured at the initial recognition minus principal repayments, plus or minus the cumulative amortization using the effective interest rate method of any difference between the initial amount and the maturity amount, and minus any reduction for impairment or uncollectibility. The effective interest method is a method of calculating the amortized cost of a financial asset or financial liability (or a group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial instrument asset or financial instrument liability.

The following hierarchy provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

- Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

As there are no unrealized gains or losses on financial instruments to report, the Statement of Remeasurement Gains and Losses has not been presented in these financial statements.

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2023

### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

(f) Reserves

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are an adjustment to the respective fund when approved.

(g) Inter-Entity Transactions

The Municipal Dog Pound Board is a Board of the Town of Bancroft and is consolidated with the Town's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Town.

### 2. TANGIBLE CAPITAL ASSETS

The net book value of the Board's tangible capital assets are:

	2023 Equipment \$	2022 Equipment \$
<b>COST</b>		
Balance, beginning of year	14,178	14,178
Add: additions during the year	2,970	-
Balance, end of year	17,148	14,178
<b>ACCUMULATED AMORTIZATION</b>		
Balance, beginning of year	12,103	11,158
Add: additions during the year	736	945
Balance, end of year	12,839	12,103
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>4,309</b>	<b>2,075</b>

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2023

### 3. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2023	2022
	\$	\$
<b>Surplus</b>		
Operations	12,470	12,470
<b>Invested In Capital Assets</b>		
Tangible capital assets - net book value	4,309	2,075
<b>Surplus</b>	16,779	14,545
<b>Reserves</b>		
Future acquisition of capital assets	47,191	52,036
Animal care	2,000	2,000
<b>Total Reserves</b>	49,191	54,036
	65,970	68,581

### 4. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the Town of Bancroft.

As part of the budgeting process, the Town approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

Details of the inter-entity expense transactions are as follows:

	2023	2022
	\$	\$
Allocated costs:		
Professional fees	2,000	2,000

All balances with the Town of Bancroft have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.

### 5. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in the Board assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

In the opinion of management, the Board is not exposed to any significant interest rate, credit, currency, market or liquidity risk.

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2023

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### 6. BUDGET FIGURES

The budget, approved by the Board differs from the budget reflected on the Statement of Operations and Accumulated Surplus as the approved budget has been adjusted to comply with PSA reporting requirements.

The following is a reconciliation of Board's approved budget to the annual surplus/(deficit):

	2023
	\$
Board approved budgeted surplus	-
Tangible capital asset additions	3,300
Amortization of tangible capital assets	(945)
Transfers to/(from) reserves and reserve funds	(3,300)
<b>Annual surplus/(deficit) reported on the Statement of Operations</b>	<b>(945)</b>

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2023

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### 7. CHANGE IN ACCOUNTING POLICY

The Board has implemented the following sections which are now effective under the PSA Handbook: PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments, PS 3450 Financial Instruments and PS 3280 Asset Retirement Obligations were adopted prospectively on January 1, 2023.

PS 1201 Financial Statement Presentation replaces PS 1200 Financial Statement Presentation. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Statement of Remeasurement Gains and Losses separate from the Statement of Operations. Requirements in PS 2601 Foreign Currency Translation, PS 3450 Financial Instruments, and PS 3041 Portfolio Investments, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 Foreign Currency Translation replaces PS 2600 Foreign Currency Translation. The standard provides comprehensive requirements for the recognition, measurement, presentation and disclosure of foreign currency transactions. The adoption of this standard did not have an impact on the Board's financial statements.

PS 3041 Portfolio Investments replaces PS 3040 Portfolio Investments. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 Financial Instruments. The adoption of this standard did not have an impact on the Board's financial statements.

PS 3450 Financial Instruments establishes accounting and reporting requirements for all types of financial instruments including derivatives. Financial instruments are included on the statement of financial position and are measured either at fair value or cost or amortized cost based on the characteristics of the instrument and the Board's accounting policy choices (see Note 1. Significant Accounting Policies). The new standard provides comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments. The adoption of this standard did not have an impact on the Board's financial statements.

PS 3280 Asset Retirement Obligations addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The adoption of this standard did not have an impact on the Board's financial statements.

**CORPORATION OF THE TOWN OF BANCROFT  
MUNICIPAL DOG POUND BOARD  
FINANCIAL STATEMENTS  
DECEMBER 31, 2024**



## INDEPENDENT AUDITOR'S REPORT

**To the Members of the Municipal Dog Pound Board, the  
Members of Council, Inhabitants and Ratepayers of the  
Corporation of the Town of Bancroft**

**Baker Tilly KDN LLP**  
272 Charlotte St.  
Peterborough, ON  
Canada K9J 2V4

**T: (705) 742-3418**  
**F: (705) 742-9775**

**[www.bakertilly.ca](http://www.bakertilly.ca)**

### *Qualified Opinion*

We have audited the financial statements of the Municipal Dog Pound Board of the Corporation of the Town of Bancroft (the Board), which comprise the statement of financial position as at December 31, 2024, the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### *Basis for Qualified Opinion*

In common with many Municipal boards, the Board derives revenue from user charges and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Board. Therefore, we were not able to determine whether any adjustments might be necessary to user charges and donations revenue, annual surplus/(deficit) and cash flows from operations for the years ended December 31, 2024 and 2023, and assets and accumulated surplus as at December 31, 2024 and 2023. Our opinion on the financial statements for the year ended December 31, 2023 was modified accordingly because of the possible effects of this scope limitation.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

ASSURANCE • TAX • ADVISORY

*Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.*

Peterborough

Courtside

Lindsay

Cobourg

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Baker Tilly KDN LLP*

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
September 29, 2025

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF FINANCIAL POSITION At December 31, 2024

	2024	2023
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash	31,887	69,852
Investment (note 2)	30,082	-
Accounts receivable	1,669	456
<b>TOTAL FINANCIAL ASSETS</b>	<b>63,638</b>	<b>70,308</b>
<b>LIABILITIES</b>		
Due to Town of Bancroft (note 5)	5,400	7,400
Accounts payable	555	1,890
<b>TOTAL LIABILITIES</b>	<b>5,955</b>	<b>9,290</b>
<b>NET FINANCIAL ASSETS</b>	<b>57,683</b>	<b>61,018</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 3)	16,000	4,309
Prepaid expenses	777	643
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>16,777</b>	<b>4,952</b>
<b>ACCUMULATED SURPLUS (note 4)</b>	<b>74,460</b>	<b>65,970</b>

The accompanying notes are an integral part of these financial statements

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS For the Year Ended December 31, 2024

	Budget 2024 \$ (note 6)	Actual 2024 \$	Actual 2023 \$
<b>REVENUES</b>			
Municipal contributions			
Town of Bancroft (note 5)	13,436	10,214	9,036
Member and other municipalities	31,544	39,958	29,207
User charges	700	1,590	1,085
Donations	-	3,584	120
Other	3,000	2,582	-
Gain on disposal of tangible capital assets	-	3,000	-
<b>TOTAL REVENUES</b>	<b>48,680</b>	<b>60,928</b>	<b>39,448</b>
<b>EXPENSES</b>			
Salaries and benefits	35,700	34,406	28,164
Operating materials and supplies	1,500	3,176	1,350
Repairs and maintenance	1,500	2,331	1,414
Utilities	2,500	2,555	2,343
Legal and insurance	3,400	2,629	1,767
Administration	3,080	4,929	2,785
Donations	1,000	1,000	3,500
Amortization	735	1,412	736
<b>TOTAL EXPENSES</b>	<b>49,415</b>	<b>52,438</b>	<b>42,059</b>
<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b><u>(735)</u></b>	<b>8,490</b>	<b>(2,611)</b>
<b>ACCUMULATED SURPLUS - beginning of year</b>		<b>65,970</b>	<b>68,581</b>
<b>ACCUMULATED SURPLUS - end of year</b>		<b>74,460</b>	<b>65,970</b>

The accompanying notes are an integral part of these financial statements

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2024

	Budget 2024 \$ (note 6)	Actual 2024 \$	Actual 2023 \$
<b>ANNUAL SURPLUS/(DEFICIT)</b>	(735)	8,490	(2,611)
Amortization of tangible capital assets	735	1,412	736
Acquisition of tangible capital assets	(1,605)	(13,103)	(2,970)
Gain on disposal of tangible capital assets	-	(3,000)	-
Proceeds on sale of tangible capital assets	-	3,000	-
Change in prepaid expenses	-	(134)	(66)
<b>DECREASE IN NET FINANCIAL ASSETS</b>	(1,605)	(3,335)	(4,911)
<b>NET FINANCIAL ASSETS - beginning of year</b>	61,018	61,018	65,929
<b>NET FINANCIAL ASSETS - end of year</b>	59,413	57,683	61,018

The accompanying notes are an integral part of these financial statements

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD STATEMENT OF CASH FLOWS For the Year Ended December 31, 2024

	2024	2023
	\$	\$
<b>CASH PROVIDED BY (USED IN)</b>		
<b>OPERATING ACTIVITIES</b>		
Annual surplus/(deficit)	8,490	(2,611)
Items not involving cash		
Amortization of tangible capital assets	1,412	736
Gain on disposal of tangible capital assets	(3,000)	-
Change in non-cash assets and liabilities		
Accounts receivable	(1,213)	-
Prepaid expenses	(134)	(66)
Due to Town of Bancroft	(2,000)	2,000
Accounts payable	(1,335)	(713)
<b>Net change in cash from operating activities</b>	<b>2,220</b>	<b>(654)</b>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(13,103)	(2,970)
Proceeds on disposal of tangible capital assets	3,000	-
<b>Net change in cash from capital activities</b>	<b>(10,103)</b>	<b>(2,970)</b>
<b>INVESTING ACTIVITIES</b>		
Investment	(30,082)	(384)
<b>NET CHANGE IN CASH</b>	<b>(37,965)</b>	<b>(4,008)</b>
<b>CASH - beginning of year</b>	<b>69,852</b>	<b>73,860</b>
<b>CASH - end of year</b>	<b>31,887</b>	<b>69,852</b>

The accompanying notes are an integral part of these financial statements

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2024

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### 1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies adopted by the Board are as follows:

#### (a) Recognition of Revenue and Expenses

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which the transactions of events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Municipal contributions are recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges, donations and other revenue are recognized as revenue when the amounts are received.

#### (b) Use of Estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Board's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Board's significant estimates include:

- Amortization of tangible capital assets is based on estimated useful life and residual value - See Note 1(c)

#### (c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as legally or contractually required retirement activities. When historical cost records were not available, other methods were used to estimate costs. The cost, less residual value, if any, is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Land improvements	20 years
Building improvements	20 years
Equipment	15 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

#### (d) Inter-Entity Transactions

The Municipal Dog Pound Board is a Board of the Town of Bancroft and is consolidated with the Town's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Town.

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2024

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### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

#### (e) Financial Instruments

Financial instruments are classified as either fair value or amortized cost. The following chart shows the measurement method for each type of financial instrument.

Financial Instrument	Measurement Method
Cash	Amortized Cost
Investment	Amortized Cost
Accounts receivable	Amortized Cost
Due to Town of Bancroft	Amortized Cost
Accounts payable	Amortized Cost

Fair value category: The Board manages and reports performance for groups of financial assets on a fair-value basis. Investments traded in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses.

Amortized cost category: Amounts are measured at the initial recognition minus principal repayments, plus or minus the cumulative amortization using the effective interest rate method of any difference between the initial amount and the maturity amount, and minus any reduction for impairment or uncollectibility. The effective interest method is a method of calculating the amortized cost of a financial asset or financial liability (or a group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial instrument asset or financial instrument liability.

The following hierarchy provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

- Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

As there are no unrealized gains or losses on financial instruments to report, the Statement of Remeasurement Gains and Losses has not been presented in these financial statements.

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2024

### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

(f) Non-Financial Assets

Tangible capital assets and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.

(g) Reserves

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are an adjustment to the respective fund when approved.

### 2. INVESTMENTS

Investments consist of a GIC recorded at amortized cost plus accrued interest with an interest rate of 3.5% and maturing March 13, 2025.

### 3. TANGIBLE CAPITAL ASSETS

The net book value of the Board's tangible capital assets are:

	Cages, Kennels and Equipment \$	Land Improvements \$	Building Improvements \$	2024 Totals \$	2023 Totals \$
<b>COST</b>					
Balance, beginning of year	17,148	-	-	17,148	14,178
Add: additions during the year	5,115	3,867	4,121	13,103	2,970
Less: disposals during the year	6,119	-	-	6,119	-
Balance, end of year	16,144	3,867	4,121	24,132	17,148
<b>ACCUMULATED AMORTIZATION</b>					
Balance, beginning of year	12,839	-	-	12,839	12,103
Add: additions during the year	1,013	193	206	1,412	736
Less: disposals during the year	6,119	-	-	6,119	-
Balance, end of year	7,733	193	206	8,132	12,839
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	8,411	3,674	3,915	16,000	4,309

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2024

### 4. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2024	2023
	\$	\$
<b>Surplus</b>		
Operations	12,469	12,470
<b>Invested In Capital Assets</b>		
Tangible capital assets - net book value	16,000	4,309
<b>Surplus</b>	28,469	16,779
<b>Reserves</b>		
Future acquisition of capital assets	43,991	47,191
Animal care	2,000	2,000
<b>Total Reserves</b>	45,991	49,191
	74,460	65,970

### 5. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the Town of Bancroft.

As part of the budgeting process, the Town approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

Details of the inter-entity expense transactions are as follows:

	2024	2023
	\$	\$
Allocated costs:		
Professional fees	4,075	2,000

All balances with the Town of Bancroft have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.

# CORPORATION OF THE TOWN OF BANCROFT

## MUNICIPAL DOG POUND BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2024

### 6. BUDGET FIGURES

The budget, approved by the Board differs from the budget reflected on the Statement of Operations and Accumulated Surplus as the approved budget has been adjusted to comply with PSA reporting requirements.

The following is a reconciliation of Board's approved budget to the annual surplus/(deficit):

	2024
	\$
Board approved budgeted surplus	-
Tangible capital asset additions	1,605
Amortization of tangible capital assets	(735)
Transfers to/(from) reserves and reserve funds	(1,605)
<b>Annual surplus/(deficit) reported on the Statement of Operations</b>	<b>(735)</b>

### 7. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in the Board assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

#### (a) Interest rate risk

Interest rate risk is the risk that the value of financial instruments will fluctuate due to changes in market interest rates. Interest rate risk is managed through the use of fixed rate GIC's.

In the opinion of management, the Board is not exposed to any significant credit, currency, market or liquidity risks.

### 8. CHANGE IN ACCOUNTING POLICY

The Board has implemented the following sections and guidelines which are now effective under the PSA Handbook: 3160 Public Private Partnerships, 3400 Revenue, and PSG-8 Purchased Intangibles.

Section 3160 establishes standards on accounting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner. The adoption of this standard did not have an impact on the Board's financial statements.

Section 3400 establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations, referred to as 'exchange transactions', and transactions that do not have performance obligations, referred to as 'non-exchange transactions'. The adoption of this standard did not have an impact on the Board's financial statements.

Under PSG-8, an entity may recognize purchased intangibles as an asset in its consolidated financial statements if the intangible meets the asset definition and the general recognition criteria. The adoption of this standard did not have an impact on the Board's financial statements.

**From:** [Tracy Cannon](#)  
**To:** [Tracy Cannon](#)  
**Subject:** FW: 2026 Funding Opportunities from Ontario Arts Council - Ministry of Tourism, Culture & Gaming  
**Date:** Wednesday, January 28, 2026 3:22:23 PM  
**Attachments:** [image001.png](#)

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**From:** Denault, Billy <[billy.denault@pc.ola.org](mailto:billy.denault@pc.ola.org)>  
**Sent:** Wednesday, January 28, 2026 11:38:16 AM  
**Subject:** 2026 Funding Opportunities from Ontario Arts Council - Ministry of Tourism, Culture & Gaming

Good morning,

I'm writing to share information from the Ontario Arts Council (OAC), an agency of the Ministry of Tourism, Culture and Gaming, regarding upcoming funding opportunities that may be of interest to artists and arts organizations in your community.

The Ontario Arts Council has released its full list of **2026 funding opportunities and application deadlines**, which can be found here:

<https://www.arts.on.ca/grants/general-granting-information/grant-program-deadlines-and-important-dates>

These programs support artists and arts organizations across Ontario and can play an important role in local cultural development, economic activity, and community vitality. You may wish to share this information through municipal newsletters, social media channels, or directly with local arts and cultural organizations.

If helpful, OAC staff are also available to provide additional information or answer questions from community members working in the arts sector.

Please feel free to circulate this information as appropriate.

Warm Regards,



## Office of MPP Billy Denault

Renfrew-Nipissing-Pembroke

[Billy.Denault@pc.ola.org](mailto:Billy.Denault@pc.ola.org)

(613) 735 6627



**FOR IMMEDIATE RELEASE**

**Tuesday, January 13, 2026**

## **Municipalities Under Pressure: One Year Later – Northern Ontario Homelessness Update**

Updated findings show rising pressures on housing, supports, and communities across the North

**North Bay, ON:** The release of [\*Municipalities Under Pressure: One Year Later\*](#) builds directly on the [landmark homelessness report](#) published in January 2025 by the Northern Ontario Service Deliverers Association (NOSDA), the Association of Municipalities of Ontario (AMO), and the Ontario Municipal Social Services Association (OMSSA). The updated findings show that homelessness is rising faster than housing supply, prevention initiatives, and support systems can respond, with Northern Ontario experiencing the most significant impacts.

From 2024 to 2025, homelessness in Northern Ontario increased by 37.3%, compared to 7.8% across the Province. Since 2021, homelessness in the North has increased by approximately 117.5%, more than double the provincial rate. While Northern Ontario represents 5% of Ontario's population, it now accounts for nearly 10% of all known homelessness in the Province.

In just one year, the number of people experiencing homelessness in Northern Ontario rose from 5,930 to 8,142, highlighting the widening gap between need and system capacity.

“One year after we warned that homelessness would continue to grow without sustained, coordinated action, the data confirms that Northern Ontario is now facing a deepening systems failure — with serious consequences for people, communities, and local economies,” said Michelle Boileau, NOSDA Board Chair.

“The numbers are clear, and they match what we see every day in Nipissing District. When deeply affordable and supportive homes are limited, people stay homeless longer. That impacts residents, local businesses, and municipal budgets. DNSSAB is advancing housing solutions and prevention that keep people housed, and we are

calling on provincial and federal partners to work with us so the North can stabilize and grow,” said Mark King, DNSSAB Board Chair.

### **Growing Housing Pressures Are Driving Long-Term Homelessness**

The report confirms that homelessness in Northern Ontario is increasingly shaped by structural housing shortages, not short-term disruptions like job loss. Limited availability of deeply affordable, supportive, and community housing is restricting exits from homelessness and increasing the number of people remaining unhoused for longer periods.

In 2025, 13,104 households were on community housing waitlists in Northern Ontario, up from 8,467 in 2021, a more than 50% increase in just four years. These pressures are contributing to longer shelter stays, increased chronic homelessness, and rising system costs across health, emergency, and social services.

The impacts are also deeply inequitable. In the North, Indigenous homelessness increased by 22.7% from 2024 to 2025. Indigenous people account for 40.7% of homelessness in Northern Ontario, reflecting long-standing systemic barriers and the need for Indigenous-led, culturally appropriate housing and homelessness solutions developed in partnership with Indigenous communities.

### **Homelessness Is Also an Economic Issue**

Beyond its human toll, homelessness is increasingly undermining community and economic stability across Northern Ontario. Municipalities are absorbing rising costs for emergency shelters, health care, public safety, and encampment responses, while housing shortages make it harder to attract and retain workers, support business growth, and sustain local economic development.

Persistent homelessness reduces labour market participation, strains municipal budgets, and diverts resources from infrastructure, housing supply, and community building investments that support long-term economic resilience.

Without changes to current system conditions, the report projects that homelessness in Northern Ontario will continue to rise through 2035, reaching approximately 16,900 people under steady economic conditions and more than 27,500 people in an economic downturn.

### **A Call for Coordinated, Housing-Led Action**

The findings reinforce a key conclusion from last year's report: homelessness is not a temporary crisis, but the result of system-level gaps across housing, income, health, and social services. Managing emergency pressures alone will not reverse the trend.

Addressing homelessness at scale requires a housing-led, prevention-focused, and coordinated approach, with sustained investment in deeply affordable and supportive housing, stronger prevention and housing stability supports, and alignment across all orders of government.

“If we want to reduce homelessness, strengthen communities, and support economic growth in Northern Ontario, we must move beyond managing crisis conditions and invest in system capacity that delivers long-term housing stability. The cost of inaction — both human and economic — will only continue to grow,” said Boileau.

“This update gives us a clearer understanding of what is driving homelessness in the North, and it reinforces what we hear from people every day. Behind these numbers are residents who want stability and a place to call home. Our priority at DNSSAB is to turn these findings into action by strengthening prevention, advocating for funding to expand housing with supports, and helping more people move out of homelessness for good,” said King.

### **More Information on the NOSDA-AMO-OMSSA HelpSeeker Report:**

- [Municipalities Under Pressure One Year Later: An Update on the Human and Financial Cost of Ontario's Homelessness Crisis Full Report](#)
  - [AMO Research Cover Document](#)
  - [AMO Press Release](#)
  - [Question and Answer Document](#)
- 

### **About NOSDA**

The Northern Ontario Service Deliverers Association (NOSDA) represents municipal service managers responsible for housing, homelessness, and social services across Northern Ontario, including DNSSAB. NOSDA advances evidence-based policy, sustainable funding, and coordinated, housing-led solutions that reflect the unique realities of northern, rural, and remote communities.

Learn more at [nosda.net](https://nosda.net)

**NOSDA Contact:**

Fern Dominelli, Executive Director

[fern.dominelli@nosda.net](mailto:fern.dominelli@nosda.net) | 705-665-2944

**About DNSSAB**

The District of Nipissing Social Services Administration Board (DNSSAB) is the service delivery agency for essential human services to the residents of the Nipissing District. These include Ontario Works, Housing Services, Children’s Services, and Paramedic Services. The jurisdiction of the DNSSAB covers a population of about 85,000 people, spread out over 17,000 square kilometers, 11 municipalities, two First Nations, and two unorganized areas – Nipissing North and Nipissing South. The Board is made up of 11 Municipal councillors and 1 elected representative for the Townships Without Municipal Organization. The Board members exercise powers, duties and responsibilities relating to the delivery of human services, while respecting the DSSAB Act and the Board’s Procedural By-Laws and governance model. Shared responsibilities with the Province and municipalities are combined within the DNSSAB.

Learn more at [dnssab.ca](http://dnssab.ca)

**DNSSAB Contact:**

Brooke Piercey, Communications and Executive Coordinator

[brooke.piercey@dnssab.ca](mailto:brooke.piercey@dnssab.ca) | 705-474-2151 x 63164

# NORTHWATCH

Date: January 9, 2026  
 To: Municipalities of Northeastern Ontario  
 From: Brennain Lloyd, Northwatch  
 Re: **Transportation of High-Level Radioactive Waste on Our Highways  
 Register Your Community's Concern by February 4th**

Earlier this week a [federal review](#) of the Nuclear Waste Management Organization's plan to transport, process, bury and eventually abandon all of Canada's high-level nuclear waste in northwestern Ontario was launched, with the first [comment period](#) closing on February 4th. Over these next several weeks it is important that municipalities register their interest with the Impact Assessment Agency of Canada and comment on the [Initial Project Description](#) now posted on the IAAC web site.

Of key importance: the NWMO is seeking to exclude the transportation of the high-level radioactive wastes through from the impact assessment process. In effect, that is excluding the concerns and voices of central and northeastern Ontario from the federal review. For us, it will be all risk, no reward, and not even the opportunity to have the impacts on our communities assessed in the federal review (expected to get underway in 2028).

Brief background: on November 28th 2024, after a multi-year siting process, the Nuclear Waste Management Organization (NWMO) [announced](#) that it had selected the Revell site between Ignace and Dryden as their intended destination for all of Canada's high-level nuclear fuel waste, coming from nuclear power generating stations in southern Ontario, Quebec and New Brunswick.

This may not seem like a pressing issue for municipalities in central and northeastern Ontario, but it is absolutely an issue on your doorstep: The NWMO estimates that transportation of the current waste inventory will require **2-3 trucks per day** for more than 50 years. Those trucks will be travelling through or near your community as they make the (on average) 1,700 km trip from the reactors in southern Ontario (Darlington and Pickering Nuclear Generating Stations just east of Toronto the Bruce station in Kincardine in Bruce County) and the even longer distances from reactors in Quebec and New Brunswick.

There is substantial public concern with nuclear waste transportation because of the ongoing risk from the low levels of radiation that will be emitted from each shipment, and because of the risk of larger releases under accident conditions. The public rightfully expects this major component of the project to be thoroughly evaluated during the public assessment process.

In August 2025, the NWMO made it known that they were seeking to have transportation of the radioactive wastes excluded from the project's impact assessment process. However, for 20 years, the NWMO has been describing transportation as part of their project, and the Impact Assessment Act requires that activities that are integral to - or, in the language of the Act "incidental" to - the project be included in the assessment.

## **Impact Assessment of NWMO's Project Proposed for the Revell Site**

On January 5th the federal review of the NWMO's nuclear waste project was initiated when the Initial Project Description (IPD) was [posted](#) on the Assessment Agency's website and a 30-day comment period began.



Initial Project Descriptions are the first document filed by a proponent in a [federal Impact Assessment Process](#), and the information included must meet specific requirements.

During this first comment period, feedback on the Initial Project Description should focus on whether enough information was provided. This is an initial project description and not a full impact statement (that comes at a later stage, currently expected to be filed in 2028) but should provide a comprehensive description, identifying all project activities and potential impacts (and how impacts are to be avoided or reduced).

Significantly, the NWMO has excluded long distance transportation from their Initial Project Description, consistent with their ambition to have transportation excluded from the impact assessment process.

### Next Steps

As part of the current phase of the impact assessment process – referred to as the “planning phase” – comments on the Initial Project Description are the first step. Following that, the Impact Assessment Agency will release a “summary of issues” that should reflect what they heard during the comment period, and the NWMO must respond to that summary. Following that a set of draft guidelines (the guidelines will serve as instructions to the NWMO for their preparation of the Impact Assessment Statement) and there will be a second and final comment period for this phase of the process. We will write again when the comment period on the draft guidelines is announced; we expect it will be in the spring this year.

Here are three steps you can take as a potentially impacted or concerned municipality:

- Email the Impact Assessment Agency and let them know your municipality wishes to be added to the distribution list for the Impact Assessment of the NWMO’s project (Ref. #88774) (email [nuclearwaste-dechetsnucleaires@iaac-aeic.gc.ca](mailto:nuclearwaste-dechetsnucleaires@iaac-aeic.gc.ca))
- Provide comments on the Initial Project Description by February 4<sup>th</sup>. We’ll be sharing more analysis in the coming weeks to support you in preparing comments, but your comments do not have to be long or complex; they can simply state that as a potentially impacted municipality you fully expect transportation to be assessed in the federal review process. You can post your comments to the review registry [HERE](#).
- Many municipalities have already passed resolutions opposing the transportation and burial of nuclear waste in northern Ontario, and we encourage all municipalities to take this step (in updated template is [HERE](#)).

Please let us know how we can assist you. We would be pleased to provide you with additional information and analysis, either through presentations to Council or more informally.

Thank you for taking the time to read through this detailed letter and the [backgrounder](#) on nuclear waste transportation.

Sincerely,



Brennain Lloyd  
Northwatch

*December 2025 Backgrounder on Nuclear Waste Transportation is [HERE](#)*



## Medical Officer of Health Report to the Board

January 27<sup>th</sup>, 2026

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### HEALTH PROTECTION

#### ***Immunization***

##### *Immunization of School Pupils Act (ISPA):*

In December and early January 3809 notices were sent to students who were not up to date with vaccines required under ISPA. These students have until February 12<sup>th</sup>, 2026, to update their immunization status and send the information to RCDHU. As of January 16<sup>th</sup>, over 20% of students who received a notice had updated their vaccines and/or records as required under ISPA.

Immunizations can be accessed by booking an appointment with a health care provider, by attending a RCDHU high school clinic, or by booking an appointment at RCDHU's catch up clinics. Clinics are offered at various locations across Renfrew County and District. Appointments can be booked online via the online booking system or by calling the Immunization Intake Line. As of January 9<sup>th</sup>, RCDHU has hosted 5 out of 11 planned ISPA high school clinics, which will continue this month. It is important to note that immunizations administered through Health Care Providers must be reported by parents to RCDHU through the online Immunization Connect Ontario tool (ICON) or via email, mail, or fax.

##### *Grade 7 School-Based Immunization Clinics:*

The first round of Grade 7 school immunization clinics for Hepatitis B (HB), Meningococcal, and human papilloma virus (HPV) was completed on November 17<sup>th</sup>, 2025. A total of 39 school-based clinics were hosted across RCD with approximately 1100 students being eligible for immunizations. In total, 753 doses of HPV vaccine, 707 doses of HB vaccine, and 834 doses of Meningococcal vaccine were administered at these school-based clinics. Students may also choose to be vaccinated through their healthcare provider or by booking an appointment at an RCDHU routine immunization clinic. The second round of grade 7 school immunization clinics will start in the spring of 2026.

##### *COVID-19 and Influenza Vaccination:*

Compared to the 2024/25 season, RCDHU has administered 10% more doses of COVID-19 and 43% more doses of influenza vaccine this 2025/26 season. As of January 14<sup>th</sup>, RCDHU had administered 3796 doses of COVID-19 vaccine and 3633 doses of influenza vaccine through community-based clinics and mobile vaccination services to retirement homes and congregate care settings. RCDHU has also dispensed a total of 16 505 doses of influenza vaccine and 1932 doses of COVID-19 vaccine to health care partners across Renfrew County and District (RCD).

Pharmacies continue to be an active channel for the public to receive both COVID-19 and

influenza vaccine. As of January 14<sup>th</sup>, pharmacies in RCD had administered approximately 8300 doses of COVID-19 vaccine. So far this season, approximately 28% of COVID-19 doses administered in RCD have been through RCDHU, with about 60% administered by pharmacies and 12% by other partners.

Fall 2025/26 COVID-19 vaccination coverage among older adults aged 65+ in RCD is 36%, which is higher compared to the rate in Ontario (32%). By the end of the 2024/25 season, local coverage in this age group reached 41%.

*Respiratory Syncytial Virus (RSV) Adult Vaccination:*

Between October 1<sup>st</sup>, 2025, and January 9<sup>th</sup>, 2026, RCDHU administered 1144 doses of Adult RSV vaccine through community-based clinics and mobile vaccination services to retirement homes and congregate care settings. This is more than double the doses of Adult RSV vaccine administered by RCDHU at this time last season, which is largely due to expanded eligibility criteria. Vaccine is also available through health care providers, for which RCDHU has dispensed 3550.

*Respiratory Syncytial Virus (RSV) Infant and High-Risk Children:*

Between October 1<sup>st</sup>, 2025, and January 9<sup>th</sup>, 2026, 202 doses of the passive immunization agent for infants, nirsevimab (also known as Beyfortus®) were administered to eligible infants and high-risk children by RCDHU and delivering hospitals. Coverage among newborns in RCD born October-December 2025 is approximately 70%. Additionally, RCDHU dispensed 382 doses to primary care physicians and continues to offer appointment-based community immunization clinics for eligible infants.

**Safe Water – Private Drinking Water Testing**

In partnership with Public Health Ontario, RCDHU promotes a private well water testing service for residents of RCD to monitor for E. coli and total coliform bacteria in their drinking water supply. This service is especially valuable during times of flooding and drought. Private citizens collect their own samples using water bottles supplied by RCDHU and return filled samples to 5 designated locations across RCD (Barry's Bay, Laurentian Hills, McNab Braeside, Renfrew, and Pembroke). In 2025, a total of 4273 samples were processed at the laboratory. 3147 (74%) samples did not contain E. coli or total coliform bacteria. The RCDHU website offers many resources to assist clients with understanding water results and describes methods to remediate and maintain safe drinking water. Public health inspectors at RCDHU are also available to address drinking water concerns or questions.

**Smoke-Free Ontario Act – Tobacco and Vape Retailer Enforcement**

Renfrew County and District Health Unit enforces the [Smoke-Free Ontario Act \(SFOA\), 2017](#) in workplaces, public places, schools, health care facilities, tobacco and vapour retailers, specialty vape stores, and other designated places. Public health inspectors conduct routine inspections, investigate complaints, and conduct youth access compliance checks. Tobacco and vape retailers are prohibited from selling and supplying tobacco and vapour products to anyone under 19 years old. RCDHU has completed a series of vape retailer and specialty vape store enforcement checks with youth test shoppers to determine compliance with sales to minors. A total of 60 vape retailers were inspected for sales to minors, along with 5 specialty vape stores. Six sales were committed (5 vape retailers and 1 specialty vape store). Follow-up enforcement checks with those

operators who attempted sales to individuals under the age of 19 are planned for 2026.

### ***Infection Prevention and Control – Outbreak Management***

RCDHU actively monitors infectious disease incidence in the community and in our institutions. All congregate care living and health care facilities are required to inform RCDHU of enteric disease outbreaks. In 2025, there were 14 institutional enteric outbreaks with three confirmed as norovirus to be the causative agent. For comparison, there were 9 confirmed institutional enteric outbreaks in 2024, and 5 confirmed outbreaks in 2023. So far, there have been 2 institutional enteric outbreaks in 2026. Public health inspectors work with our institutions to advise, inspect, and educate staff on best practices for preventing and controlling enteric outbreaks.

### ***Infectious Diseases***

Respiratory outbreak activity was low to moderate throughout November, steadily progressing to very high in the last 2 weeks of December. There was a total of 4 respiratory outbreaks in November versus 18 outbreaks in the month of December, with over 70% occurring in the second half of the month. Influenza A was the primary pathogen identified, with COVID-19 and unknown pathogens constituting the remaining percentage. The incidence rate of RSV was very low, with 1 outbreak throughout November and December.

Community cases of influenza were very high, with over 90 new cases for weeks 51 and 52, and 74 cases in week 53. The current seasonal influenza total is 307 cases. The likely peak for influenza activity occurred from December 14<sup>th</sup> to December 27<sup>th</sup>, and activity is beginning to slow. The first case of Influenza B was reported in the week of December 14<sup>th</sup>-20<sup>th</sup>.

Hospital bed occupancy for respiratory illness remains very high since the second week of December. Respiratory-related emergency department visits remain very high, making up between 15% and 18% of total visits throughout the month of December.

## **HEALTH PROMOTION**

### ***Outreach Team and SPRITE Testing***

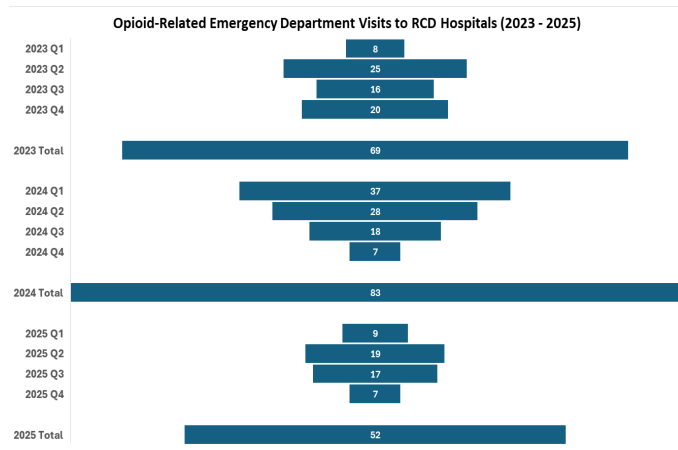
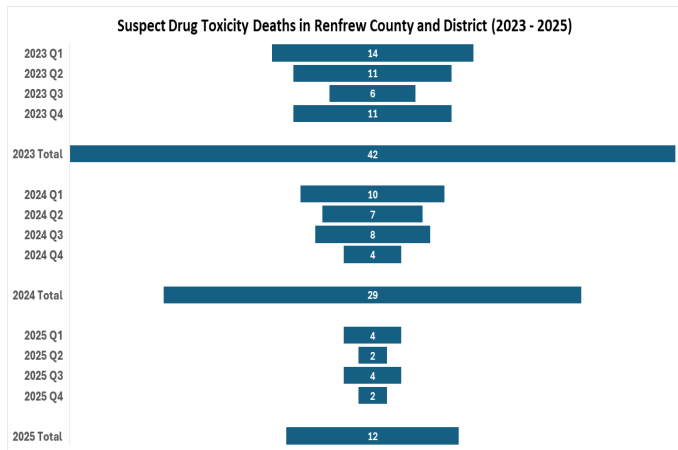
The Outreach Team continues to bring RCDHU services to clients across RCD and forge partnerships with community agencies. In 2025, the Outreach Team added three new community partners and now visits all food banks in RCD. Over the course of 2025, the Outreach Team completed 102 visits to 25 different locations across the county. During those visits, 522 naloxone kits were distributed, and 331 people were trained in their use. The team continues to provide harm reduction and sexual health supplies, offer sexual health testing, and connect clients to other RCDHU services or community partners where needed.

SPRITE testing continues to be offered at suitable Outreach Team events and at RCDHU's Pembroke office. As of January 14<sup>th</sup>, a total of 219 tests for syphilis, HIV, and hepatitis C have been completed under this program, with 102 of those tests being completed at Outreach locations. Individuals that tested positive have been successfully referred for follow-up and treatment. These clients tested are at high risk for acquiring sexually transmitted and blood-borne infections and do not have a family doctor or the means to seek out testing on their own.

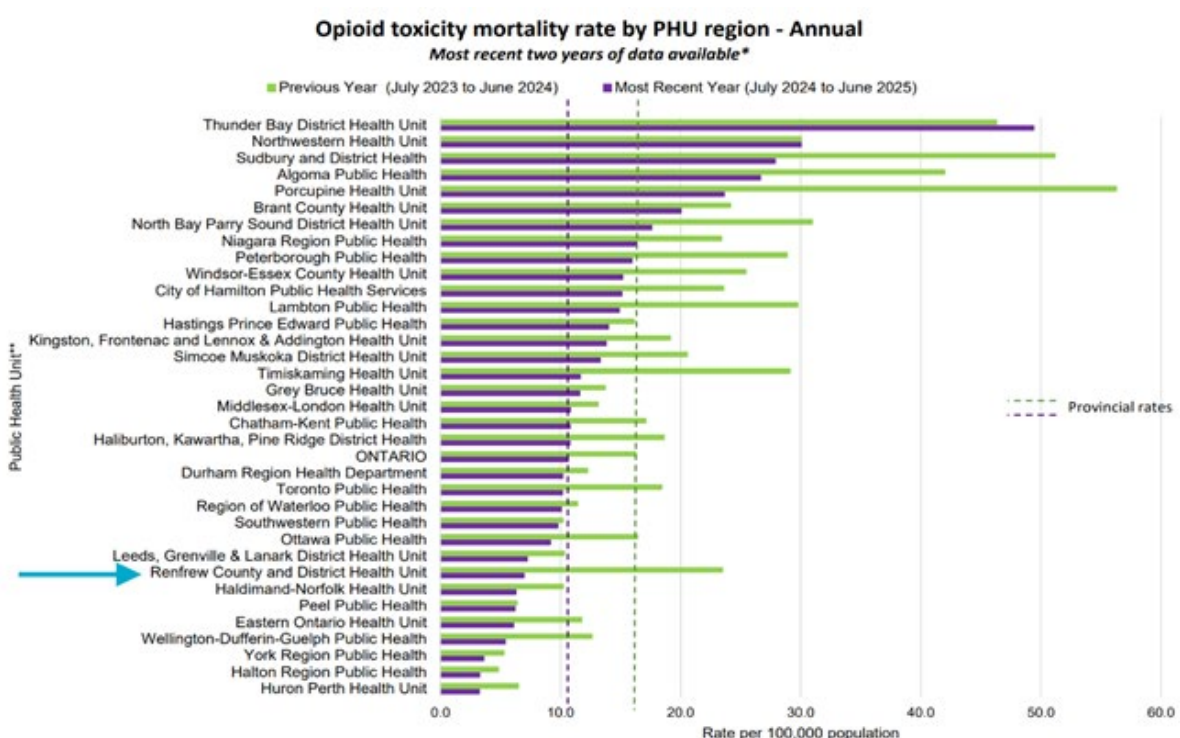
## Renfrew County and District Drug Strategy

With the beginning of 2026, it's important to recognize the tremendous efforts of all organizations, their staff, and clients in implementing many of the priorities of the Renfrew County and District Drug Strategy (RCDDS) in 2025.

The opioid crisis remains a complex public health issue, driven by the combination of several factors, including highly toxic synthetic opioids, socioeconomic impacts, and mental health challenges. Last year, RCD experienced a significant decrease in two key opioid-related metrics: deaths and emergency department visits. When compared to 2024, as of December 18<sup>th</sup>, 2025, suspect drug toxicity deaths and opioid-related emergency department visits declined by 59% and 37% respectively.



Most Ontario Public Health Unit regions experienced a decline in their opioid toxicity mortality rate when comparing the most recent provincial data for the periods of July 2023 to June 2024, and July 2024 to June 2025; however, RCD's reduction in mortality rate was among the largest in the province.



While the dedicated, collaborative efforts of RCDDS partners have had a strong, positive impact on drug-related harms across our communities, ongoing vigilance is required. On January 15<sup>th</sup>, an [overdose alert](#) was issued. The alert was informed by both reporting from a community partner and the Office of the Chief Coroner for Ontario. Preliminary data for January 2026 (to date) indicates a significant increase in drug toxicity related deaths relative to last year's monthly average of 1 death per month. The specific substances involved in the deaths are unknown at this time and we continue to monitor the situation closely.

### ***Nutrition – You're the Chef***

You're the Chef (YTC) is a hands-on food literacy and cooking program for students in grades 5 to 8 that builds practical food skills, confidence with cooking, and connections to the Ontario curriculum. During the 2025–2026 school year, interest in YTC has increased significantly, with 19 schools expressing interest in the program. This includes 26 new teachers, in addition to two teachers who delivered YTC last year. To date, two YTC workshops have been completed and three new training sessions have been delivered, with additional training and program delivery anticipated as the school year continues.

This level of engagement represents substantial growth compared to the previous school year, when three training sessions were delivered across four schools and three schools implemented the program. Increased interest may reflect greater awareness of YTC among schools and educators. Feedback from teachers who have implemented YTC has been consistently positive, reinforcing both the demand for this programming and its alignment with public health priorities related to healthy eating, skill development, and long-term health outcomes for children and youth across RCD.

### ***CATCH My Breath***

RCDHU's Substance Use Health Team participated in a research project evaluating the CATCH My Breath curriculum for preventing vaping among Ontario high school students. The study, approved by Ontario Tech University's Research Ethics Board and the Renfrew County and District School Board, involved:

- Parent consent forms and three short online surveys for students (before, 3 months after, and 12 months after the program), covering demographics and vaping attitudes/behaviors.
- Delivery of two 60-minute lessons by trained Public Health staff, focusing on vape components, health risks, social norms, and strategies to resist peer pressure.
- Participation from 3 schools (Barry's Bay – 2 classes, Deep River – 2 classes, and Opeongo – 1 class, ~28 students each) during November and December.
- The trained health unit staff also had to complete post-delivery questionnaires within 2 days of program delivery.

### ***Bump to Baby – Online Prenatal Education Program***

RCDHU offers a free online prenatal program called Bump to Baby, in partnership with Southeast Public Health. This program can be completed at the client's own pace and gives the flexibility to learn when it's the most convenient. Information covered in Bump to Baby includes:

- Pregnancy
- Labour and delivery
- Feeding your baby

- Caring for your baby and keeping them safe
- Parenting
- Helpful services in Renfrew County and District

In addition to the information provided in the program, clients are offered a phone call for additional support from a Public Health Nurse. Clients register through our website by completing the Bump to Baby Online Prenatal Program Registration Form.

The program is promoted through social media (Facebook and X), as well as a [promotional poster](#) with a QR code available for printing and distribution.

Since RCDHU began offering the program in June 2025, 88 pregnant individuals have registered for the program.

### ***Ontario Seniors Dental Care Program (OSDCP)***

The OSDCP provides services to seniors (65+) who have a net family income below \$25 000 for a single senior, and \$41 500 for a couple. Seniors (65+) who are enrolled in the OSDCP can access services through RCDHU's dental clinic locations in Pembroke and Barry's Bay, or through our service level agreement providers throughout RCD. RCDHU dental clinics include regular hygiene visits, as well as dental services for routine checkups, emergencies, restorative care, or extractions.

In 2025, RCDHU administered 727 dental services appointments and 544 hygiene services appointments between the Barry's Bay and Pembroke clinic locations. RCDHU also coordinated denturist services for 70 seniors to receive either complete or partial dentures, depending on their individual needs.

As of July 31<sup>st</sup>, 2025, 977 residents in RCD have received dental services through the OSDCP since the beginning of the program.

Submitted by: Dr. Jason Morgenstern  
Medical Officer of Health  
Renfrew County and District Health Unit

## MOTIONS OF COUNCIL

### February 4, 2026

**Moved by:****Seconded by:****Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin hereby authorizes staff to further investigate the Waste Processing Plant request from GTA Strategies, in accordance with the recommendations from the Economic Development Committee dated January 21, 2026.

**Moved by:****Seconded by:****Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin hereby supports the request received from the Municipality of North Grenville regarding the enhancement of School Bus Safety and the implementation of stop-arm camera; and  
 THAT staff use the draft letter provided and forward it to the parties listed on behalf of the Township.

**Moved by:****Seconded by:****Res. # 26-**

THAT: Council for the Corporation of the Township of South Algonquin authorizes the CAO/Clerk-Treasurer effective December 31, 2025 to make the following reserve transfers:

1. \$8,578.00 from Fire Facilities/Equipment Reserve
2. \$150,198.00 from Transportation Fleet/Equipment Reserve
3. \$9,528.00 from Roads Reserve
4. \$3,253.00 from Recreation Facility/Equipment/Programming Reserve
5. \$4082.12 from Recreation Committee Reserve (M&L Rec)
6. \$24,000.00 to General Reserve
7. \$2,975.00 to Fire Equipment Reserve
8. \$23,000.00 to Planning Reserve
9. \$2,416.98 to Recreation Committee Reserve (WRec)
10. Transfer remaining surplus/deficit to General Reserve. Upon determination transferred surplus will be reassigned to the appropriate reserve accounts; and

THAT the aforementioned transfer be completed following auditor review.



# CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

## BY-LAW NO. 2026-858

**Being a by-law to adopt the amended Policy for Alternative Voting Method – Vote by Mail, Policy Number ADM-006-00**

**WHEREAS** Section 42 (3) and (4) of the Municipal Elections Act, 1996 requires all municipalities to adopt and maintain a policy with respect to the establishment of procedures and forms for use of alternative voting method;

**AND WHEREAS** Council wishes to continue using the Vote by Mail Method for the 2026 Municipal Election, in accordance with Policy No. ADM-06-00;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN ENACTS AS FOLLOWS:**

1. The Vote by Mail Policy attached hereto as Schedule “A” is hereby approved and adopted.
2. All By-Laws or parts of By-Laws heretofore passed inconsistent with the provisions of the attached Policy and respecting the giving of Public Notice are hereby repealed.

**AND FURTHER THAT** this by-law, when passed, shall supersede all previous by-laws, policies, or resolutions relating to the matters contained herein and shall come into force and take effect on the date of its passing.

**READ A FIRST AND SECOND TIME this 4<sup>th</sup> day of February 2026.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/ Deputy Clerk-Planner

**READ A THIRD TIME AND PASSED AND ENACTED this 4<sup>th</sup> day of February 2026.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/ Deputy Clerk-Planner

**By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers.**

<b>CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN</b>				
<b>SUBJECT:</b>	<b>POLICY FOR ALTERNATIVE VOTING METHOD - VOTE BY MAIL</b>			
<b>TYPE:</b>	<b>ADMINISTRATION</b>	<b>POLICY NO. ADM-06-00</b>		
<b>DATE:</b> November 30, 2017	<b>REVIEW DATE:</b> January, 2026	<b>FREQUENCY:</b>	<b>REL. BY-LAW:</b> 10-380 17-547 <del>2026-858</del>	<b># OF PAGES:</b> 14

**Purpose:**

The Purpose of this policy is to provide procedures and rules for the alternate voting method known as Vote by Mail and to provide procedures and conflict resolution when counting votes in the Municipal Election.

**Definitions**

**Ballot Box** shall mean a sealed and secured box in which secrecy envelopes containing marked ballots are kept in advance of vote counting on Voting Day.

**Ballot Package** shall mean a package mailed to the elector which includes the voting instruction sheet, composite ballot, ballot secrecy envelope, voter declaration form and return envelope with prepaid postage.

**Ballot Returning Station (BRS)** shall mean the location where the ballots can be dropped off and will be counted, the Municipal Office at 7 Third Avenue Whitney will serve as BRS.

**Ballot Secrecy Envelope** shall mean an envelope in which the elector places the ballot after marking.

**Deputy Returning Officer** shall mean a person appointed by oath to act in the place of the Returning Officer in respect of administering oaths, revisions of the Voters List, ensuring security and other duties as may be delegated by the Returning Officer.

**Drop Box** shall mean a sealed box in which Returned Ballot Packages are placed by persons delivering their ballots.

**Election Official** shall mean a person appointed by oath to issue ballot packages, carry out the counting of votes in a ballot box, process returned ballot packages and other duties as may be delegated by the Returning Officer.

**Locked Area** shall mean an area within the Township office in which ballot boxes containing secrecy envelopes with marked ballots and rejected ballots will be stored when processing is not taking place. This area is a room to which only a limited number of staff who have been provided authority to access the area. Individuals who will be delegated access to this area will be as determined by the Deputy Returning Officer.

**Lock Down** shall mean a predetermined time on Voting Day when the counting of ballots will commence with these areas being sequestered and only those individuals who enter the room at time of sequester with proper authorization will be allowed. If a Candidate or Scrutineer leaves the room they will not be allowed to return. Once the room is sequestered Election Officials, the Returning Officer, Deputy Returning Officer and those approved by the Returning Officer under emergency circumstances will be permitted to leave and re-enter the Secure Room.

**Mail Drop Off Location** shall mean the Township of South Algonquin Municipal Office or other location as determined by the Returning Officer where voters may deposit their Returned Ballot Packages.

**Office** shall mean a position which is subject to election as defined by the Municipal Elections Act.

**Election Staff** shall mean election workers assisting the Deputy Returning Officer who will be processing mail prior to the elections and counting ballots for the election.

**Returned Ballot Packages** shall mean envelopes returned by the elector containing the voter declaration form and the ballot secrecy envelope containing the marked ballot.

**Deputy Returning Officer** shall mean the CAO/Clerk-Treasurer for the Township of South Algonquin. As Deputy Returning Officer, the CAO/Clerk-Treasurer is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the CAO/Clerk-Treasurer's opinion, necessary or desirable for conducting the election.

**Rejected Ballots Record** shall mean a sheet where the number and reason for rejection of ballot will be recorded.

**Secure Rooms** shall mean a room with locked access. No fewer than two people shall be in the Secure Room at one time. The Secure Room will be utilized for the storage of Returned Ballot Packages prior to counting on Voting Day. Entry to the Secure Room will be limited to Election Staff, the Returning Officer, the Deputy Returning Officer, Candidates and Scrutineers. All persons entering the Secure Room will be required to sign in and an oath shall be taken by candidates and scrutineers upon entering. No cell phones or other electronic devices will be

allowed in the Secure Room except as determined by the Returning Officer. Emergency or other entry into the Secure Room other than described herein will be as determined by the Returning Officer with said emergency or other entry being documented by the Deputy Returning Officer and communicated to candidates.

**Voting Day** shall mean the day, in accordance with the Municipal Elections Act, on which the final vote is to be taken in an election.

### **Introduction**

The Township of South Algonquin has chosen to use the alternative voting method of Vote by Mail for Municipal elections. Manual counting of votes will be conducted by election personnel appointed by the Deputy Returning Officer. Utilizing this method of voting improves elector access, enhances participation and increases the efficiency and accuracy of the count in the election.

### **Enabling Legislation**

Elections will be conducted in accordance with the *Municipal Elections Act*, as amended from time to time. The *Municipal Elections Act* outlines provisions for traditional polling station voting, but allows for Municipal Councils to choose alternate voting methods provided the necessary authorizing by-law is adopted establishing the voting system that will be used and the procedures that will be followed.

It shall be noted that the *Municipal Elections Act* is the governing legislation with respect to the election except where these procedures provide alternate governance with respect to the conduct of the election.

In accordance with the *Municipal Elections Act*, the CAO/Clerk-Treasurer has the authority to conduct the election and provide for any matter that is not otherwise provided for in an Act or regulation, and in the CAO/Clerk-Treasurer's opinion is necessary or desirable for conducting the election. Where a procedure is altered, the CAO/Clerk-Treasurer will make written note of the procedure alteration along with the reasoning behind the variation notifying all Candidates as soon as possible after the change.

### **Time Line**

The time line for the Municipal Election will be in keeping with the established time line as provided in the *Municipal Elections Act*, as may be amended from time to time.

### **Alternative Voting Procedure - Vote by Mail**

The Township of South Algonquin will utilize the services of Canada Post and Data Fix to prepare and deliver vote by mail kits to each person who qualifies to vote and who's name appears on the Preliminary List of Electors as of ten (10) days after Nomination Day.

Electors will receive a Ballot Package by mail which will be mailed to eligible electors in the first week of October to the mailing address provided by the Municipal Property Assessment Corporation (MPAC) or to any revised mailing address as processed by the Returning Officer or their designate.

The Ballot Package will contain:

- a Voting Instruction sheet in English
- a Ballot(s)
- a Ballot Secrecy Envelope
- a Voter Declaration Form
- a Postage Prepaid return envelope in which to return the required materials to the Returning Officer
- Only French language rights voters will receive bilingual forms only on a ballot for French language school trustees or such other materials as the CAO/Clerk-Treasurer may deem necessary

Electors who apply to revise the Voters List before the Ballot Packages are mailed will have a Ballot Package mailed using the revised information.

Electors who do not receive a Ballot Package or receive a Ballot Package with incorrect information must revise the Voters List in order to receive a Ballot Package containing the correct elector information.

Electors may verify that they are on the Voters List by:

a) Checking the Preliminary List of Voters, or have another person do so on their behalf, which will be located at the following location by August 31<sup>st</sup>, Township of South Algonquin Municipal Office 7 Third Avenue, Whitney, Ontario

b) Logging in to the on-line service offered by [Elections Ontario at Register to Vote](#)

[\\_MPAC at www.VoterLookup.ca.](#) Note that electors must enter the exact property identification or elector spelling to use this service.

It is the responsibility of the elector to ensure that the CAO/Clerk-Treasurer is aware of their proper mailing address. Ballot Packages returned to the Township "undelivered" shall be marked invalid and stored in a separate, sealed ballot box, under the care of the CAO/Clerk-Treasurer. A new ballot shall be issued to the elector once a proper mailing address has been established.

After the Ballot Packages have been mailed, electors who revise their own information on the Voters List will be issued a Ballot Package at the time they revise the list. Any person who receives a Ballot Package addressed to another person should contact the Township to receive further information and instruction as it is considered an offence under the Municipal Elections Act to exercise a vote other than your own vote.

In accordance with the *Municipal Elections Act*, the CAO/Clerk-Treasurer has the right to administer such forms as may be necessary to conduct the election. Return Ballot Packages

will be received daily by mail and by personal drop off at the Mail Drop Off Location and at the end of business each day the number of packages will be recorded and will be stored in the Secure Room.

Beginning on or about -October 15<sup>th</sup> Election Staff will begin processing the Returned Ballot Packages by removing the Ballot Secrecy Envelope and the Voter Declaration Form from the Returned Ballot Package and updating the Voters List to show that the voter identified on the Voter Declaration Form has cast a ballot. The Ballot Secrecy Envelope will then be secured in a Ballot Box which is locked with a padlock.

### **Election Staff**

The Returning Officer will delegate powers and duties to a Deputy Returning Officer(s) and Election Officials. These individuals will be considered to be election staff and will be required to take an oath and be assigned such duties relating to the election as are deemed necessary by the Returning Officer.

### **Candidates and Scrutineers**

Candidates may appoint Scrutineers by completing an appointment form which can be obtained from the Returning Officer.

A Scrutineer shall, on request, show proof of his or her appointment to the Deputy Returning Officer or Election Official.

Candidates and Scrutineers may be present when Returned Ballot Packages are being processed, when the votes are being counted, during a recount and at other such times as determined by the Returning Officer.

One Scrutineer appointed for each certified candidate is permitted for each processing or counting area. The number of Scrutineers who may be present is reduced by one while the candidate who appointed them is present. Where there is only one processing or counting area, either a Candidate or a Scrutineer may be present but both may not be present at the same time.

There is no restriction with respect to the age of a Scrutineer or the relation to the candidate however they must comply with the provisions of the *Municipal Elections Act, 1996* as amended.

### **Rights of Candidates and Scrutineers**

A Candidate or Scrutineer may place his or her own seal on the Ballot Boxes in which Secrecy Ballot Envelopes have been deposited. Should a Candidate or Scrutineer choose to place a seal on the Ballot Box and is not present when the box is required to be re-opened (in order to place more Secrecy Ballot Envelopes in the box during the processing of the Returned Ballot Packages or for counting on Voting Day) their seal will be removed by the Deputy Returning Officer. A Candidate or Scrutineer may initial the Ballot Box seal placed on Ballot Boxes by

Election Officials and has the right to place their own seal on the Ballot Box immediately following the counting of the ballots.

In accordance with the *Municipal Elections Act*, the CAO/Clerk-Treasurer may, if he or she considers it necessary in order to interpret the statement of results, examine any of the documents and materials in a Ballot Box in the presence of the relevant Deputy Returning Officer.

The Candidate or Scrutineer may object to a Returned Ballot Package, Ballot Secrecy Envelope, Rejected Ballot or Marked Ballot. The Returning Officer or Deputy Returning Officer shall decide on all objections and their decision shall be final.

The Candidate or Scrutineer may sign the unofficial statement of the results prepared by the Returning Officer.

### **Candidates and Scrutineer Conduct**

The Returning Officer is responsible for the conduct of the election and no Candidate or Scrutineer has the right to interfere with the Returning Officer or Election Officials in the discharge of his or her duties.

Any Candidate or Scrutineer who is creating a disturbance or interferes with Election Staff in the Secure Room or in any location where personnel are performing election duties will be removed by the Returning Officer, Election Official or other persons deemed appropriate including law enforcement officials. Once removed, re-entry will not be permitted for the remainder of the election.

Before being admitted to the Secure Room, a person appointed as a Scrutineer shall produce and show his/her "Appointment of Scrutineer by Candidate" form to the Returning Officer or Election Official and both the Candidate and Scrutineer must take the oral Oath of Secrecy. If there is any question with respect to the "Appointment of Scrutineer by Candidate" form or if the required Oath is not taken, no admittance will be permitted.

Candidates or Scrutineers wishing to observe the counting of votes must be in the Secure Room prior to Lock Down and will not be allowed entry once the door has been locked. Should a Candidate or Scrutineer leave the Secure Room after Lock Down, they will not be permitted re-entry. At no time will electronic devices including but not limited to cell phones, lap tops or recording devices be permitted in the Secure Room unless approved by the Returning Officer. Any Candidate or Scrutineer who is found to be in possession of any electronic device will be asked to leave the Secure Room. Re-entry will be at the discretion of the Returning Officer except during Lock Down when re-entry will not be permitted.

### **Access to Voters List**

Individuals can logon to the online tool, [Register to Vote VoterLookup.ca](#), and electronically check to see if they are on the Voters List. Note that the exact property identification or elector spelling must be used.

Any member of the public may inspect the Voters List at the location outlined above commencing on August 31 in the year of the election. Within 10 days after Nomination Day, the Interim Revision List shall also be available for public inspection.

Candidates and those providing written notice to request a Voters List, as provided in the *Municipal Elections Act*, will receive a Voters List and Interim Revision List in accordance with the above time line.

### **Revision of Voters List**

Voters List revision will take place at the Township of South Algonquin Municipal Office (or other location as determined by the Returning Officer), during normal office hours, Monday to Friday, 8:~~30~~0 a.m. to 4:00 p.m., except on Voting Day. On Voting Day applications may be made from 8:~~30~~0 a.m. to 8:00 p.m.

A person may revise information about themselves in person or by mail or in person by his/her agent from the Tuesday after Labour Day until the close of Voting Day at the Municipal Office (or other location as determined by the Returning Officer). Applications for revision must be made on the prescribed form available from the Returning Officer.

A person may remove another person's name in person or by mail from the Tuesday after Labour Day until Nomination Day at the Municipal Office (or other location as determined by the Returning Officer). Applications for removal must be made on the prescribed form available from the Returning Officer.

The Returning Officer, Deputy Returning Officer or Election Staff will respond to all written and in-person inquiries about entries on the list. However, a Ballot Package will only be mailed or issued to the elector entitled to use it.

Electors added to the Voters' List after the third week of September must pick up their Vote by Mail Ballot Package at the Municipal Office located at 7 Third Avenue, Whitney, Ontario. It is the responsibility of the elector to ensure that their ballot is returned to the municipality prior to the close of the poll at 8:00 p.m., local time.

### **Applications for Revisions of Elector's Own Information**

Until the end of the third week in September, electors may call the Township of South Algonquin Municipal Office at (613) 637-2650 to request that the appropriate form be mailed to them for completion and return to the Municipal Office. If the application is endorsed, the elector will receive his/her Ballot Package by mail.

Electors may also attend at the Municipal Office to complete and file the form. If the application is endorsed, the elector will be given his/her Ballot Package at that time.

After the beginning of the fourth week in September, the elector must attend at the Township of South Algonquin Municipal Office located at 7 Third Avenue Whitney to complete and file the form. If the application is endorsed, the elector will be issued his/her Ballot Package at that time.

### **Applications for Replacement Ballot Packages**

If an elector on the Voters List does not receive his/her Ballot Package which was mailed, or if the Ballot Package is lost or destroyed, a replacement Ballot Package may be issued. The elector must attend in person at the Municipal Office and complete the appropriate application form to obtain a replacement Ballot Package. The Returning Officer or a designate will confirm that the elector is qualified, administer the declaration and issue the replacement Ballot Package. A log of all replacement ballot packages issued will be maintained.

All blank "Replacement Ballot Packages" shall be secured in a locked area where access is restricted to individuals who have been authorized by the Deputy Returning Officer.

The Deputy Returning Officer or designate shall be responsible for monitoring and reconciling the inventory of blank ballot packages.

### **Security of the Ballots Prior to Voting**

Ballots will be printed under the supervision of DataFix, the number of which have been printed having been forwarded to the CAO/Clerk-Treasurer.

In addition to the ballots mailed, and to accommodate those individuals who are added to the Voters List or require a replacement ballot, the CAO/Clerk-Treasurer will ensure that approximately 15% more ballots are printed.

The number of ballots distributed by the CAO/Clerk-Treasurer to persons qualifying to be voters will be recorded.

### **During and After Voting**

At the end of each day, the CAO/Clerk-Treasurer or designated Election Official, shall affix a seal to each of the ballot boxes in use that day, initial the seal and cause the sealed ballot boxes to be placed in the Locked Area.

Each morning, the CAO/Clerk-Treasurer or designated Election Official in the presence of another designated Election Official shall retrieve the current ballot boxes in use and shall

inspect the seals to ensure that they are intact, then break the seals to access the slots for use during the day.

If the boxes are full, they shall be retained in the care of the CAO/Clerk-Treasurer in the Locked Area until the time of counting on voting day, after which time they will be transported to the Ballot Counting Centre by the CAO/Clerk-Treasurer or their designate.

After the count, each bundle of ballots, along with the duplicate original Statement of Results, will be placed in the ballot box, the box will be sealed and initialed by the Deputy Returning Officer, Deputy Returning Officer or designated Election Staff, and transferred to the Locked Area under the control of the CAO/Clerk-Treasurer.

## **Voting**

### **Ballot Returning Station**

For the period from the mailing by Canada Post of the Voter Ballot Packages to 4:00 p.m. on Election Day, the Municipal Office located at 7 Third Avenue, Whitney, Ontario shall, during normal office hours, Monday to Friday, 8:~~30~~0 a.m. to 4:00 p.m., serve as the Ballot Return Station.

The procedures for voting are set out in the Voter Instruction Sheet which accompanies the Ballot Package. Voters requiring assistance with the Vote by Mail method should attend at the Municipal Office or call (613) 637-2650 for assistance from election staff during normal office hours during the election period and on Voting Day from 8:~~30~~0 a.m. to 8:00 p.m.

Election staff will not give advice with regard to whom an elector should vote for.

Voters will be advised to mail their Returned Ballot Package by the second week in October, to ensure its arrival and inclusion in the count. While this is an advisory, all ballots received by mail or otherwise prior to 8:00 p.m. on Voting Day will be processed.

### **Voting Day Ballot Returning Station**

On Voting Day, the Ballot Returning Station shall be located as follows: Council Chambers at the Municipal Office located at 7 Third Avenue, Whitney, Ontario from 8:~~30~~0 a.m. to 8:00 p.m.

### **Advanced Poll and Proxy Voting**

There will be no advanced polls and no proxy voting in a Vote by Mail election.

### **Processing of Returned Ballot Packages**

Candidates or their Scrutineers are allowed to be present throughout the processing of Returned Ballot Packages but shall not interfere with the process.

Mailed or dropped off Returned Ballot Packages must reach the Mail Drop Off Location by 8:00 p.m. on Voting Day to be included in the count.

An attendance log sheet will be displayed on the door to the Secure Room. All who enter and leave the Secure Room must log their entry and exit on the attendance log sheet. At the discretion of the Deputy Returning Officer, failure to log in and log out may result in a ban from future attendance in the Secure Room.

Upon delivery from the post office, the Deputy Returning Officer or designate will take charge of the Returned Ballot Packages, record the number received, bind them together indicating the date received, and place them in a ballot box stored in the Locked Area.

Returned Ballot Packages may be dropped off at the Mail Drop Off Location and will as soon as possible be placed in a Ballot Box. The Ballot Box shall be clearly marked as a "Returned Ballot Package Drop Box". The Deputy Returning Officer or designate will monitor the Ballot Box(es) and place the contents in the Locked Area as often as necessary. The contents of the Ballot Box(es) will be processed with the mailed Returned Ballot Packages. At the end of each day, the Ballot Boxes will be placed in the Locked Area.

Staff shall check the night depository, located near the front entrance of the Municipal Office at the time of each office opening and closing. Any Returned Ballot Packages contained in the night depository shall be placed in the Ballot Box to be secured until its transfer to the Locked Area of the Secure Room for storage or processing.

At a pre-determined time each day, in the morning to retrieve the Ballot Box and again at the end of business to place it back in, a minimum of two election staff will enter the Secure Room. Candidates and Scrutineers who wish to be present will be required to take the necessary oath.

Beginning on or about October 15<sup>th</sup>, the Returned Ballot Packages will be removed from the Locked Area and opened. Election staff will remove the Voter Declaration Form and Ballot Secrecy Envelope from the Returned Ballot Package. Election staff will identify the voter from the Voter Declaration Form and also confirm that the Voter Declaration Form is properly signed.

Election staff will then initial the Ballot Secrecy Envelope and using scanning equipment, mark the voter on the Voters List as having voted. The Ballot Secrecy Envelopes will be placed in batches of 25 (twenty-five) and shall then be placed in Ballot Boxes. When a Ballot Box has 300 (three hundred) Ballot Secrecy Envelopes, it shall be closed, locked and sealed until its counting on Voting Day. Partially filled Ballot Boxes shall be closed, locked and sealed until the commencement of the next day's processing. Those present shall be given the opportunity to sign or initial any seals on any Ballot Box or to place their own seal on the Ballot Box.

Voter Declaration Forms that have been processed will be made available for Candidates or Scrutineers to review or update their Voters Lists if desired. A list of electors who voted each day will be prepared and available the day following for Candidates or Scrutineers.

Should it be suspected that the Voter Declaration Form be included in with the Secrecy Envelope, the envelope shall be initialed and all documentation placed in an envelope without processing. The Deputy Returning Officer shall be provided with an accounting of the number of such instances and will make a determination as to how to handle such returned ballots.

## **Rejected Ballots**

### **Daily Processing of Returned Ballot Packages**

Any rejected ballots found during the daily processing of Returned Ballot Packages will be marked as such and kept separately in a sealed and secured Ballot Box and not included in the count, nor will the Voter Declaration Form be processed to indicate that the elector voted. Where a Ballot Secrecy Envelope is rejected, the reason for the rejection shall be sequentially recorded by numbering the Ballot Secrecy Envelope and noting the number and reason for the rejection on a separate Rejected Ballots Record.

If a Returned Ballot Package contains a different number of Voter Declarations than the number of Ballot Secrecy Envelopes that are contained within the same Returned Ballot Package, the ballot(s) will be rejected.

If a Returned Ballot Package contains a Voter Declaration which has not been signed by the elector, the ballot will be rejected.

If a Returned Ballot Package contains a Voter Declaration which has been signed by someone other than the elector, the ballot will be rejected.

If a Returned Ballot Package contains writing or marks that is torn or defaced or otherwise in a way that may identify him or her, the ballot will be rejected.

If the voter has already been struck off the list as having voted, the ballot will be rejected.

If the Voter Declaration Form is not for the Township of South Algonquin the ballot will be rejected.

### **Removing the Ballot from the Ballot Secrecy Envelope**

If a Ballot Secrecy Envelope contains more than one ballot, they will be retained with the envelope and dealt with as rejected in the counting.

If the ballot is not for the Township of South Algonquin it will be retained with the envelope and dealt with as rejected in the counting.

### **Late Receiving of Ballots**

Any ballots received by mail or dropped off after 8:00 p.m. on Voting Day will **not** be included in the election count.

The Returning Officer shall make the final determination on rejected ballots.

### **Voting Day**

Returned Ballot Packages must be received at the Mail Drop Off Location by 8:00 p.m. on Voting Day. Electors who are in the Mail Drop Off Location at 8:00 p.m. will be permitted to deposit their Return Ballot Packages in the secured Ballot Box provided for this purpose. Processing up to the point of removal of ballot from the Ballot Secrecy Envelope will take place in a pre-determined location once the Secure Room becomes sequestered. Ballot Secrecy Envelopes will then be turned over to the election staff in the Secure Room to process further.

### **Counting the Votes**

Proceedings in the Secure Room are under the direction of the Returning Officer or designate and no other person shall touch any ballot unless delegated such authority by the Returning Officer. At no time during the processing should the Ballot Boxes be left unattended by the duly appointed persons.

At 6:00 p.m. (or earlier if there is a large number of Ballot Secrecy Envelopes) on Voting Day, the sealed Ballot Boxes containing Ballot Secrecy Envelopes will be taken out of the Locked Area and delivered to individual Secure Rooms or counting stations for processing. Once delivered, the room will then be in Lock Down and no one shall be allowed to enter unless authorized by the Returning Officer. To maintain the integrity of the vote count, Candidates or Scrutineers attending in the Secure Rooms during the count of the ballots shall not be allowed to leave prior to 8:00 p.m., the close of voting hours. Candidates or Scrutineers shall not be allowed use of any electronic devices while in attendance in a Secure Room during the count of the ballot and may be requested to surrender such devices to the Returning Officer or their designate prior to entering.

Election Officials will open the Ballot Boxes one at a time, remove the ballots from the Ballot Secrecy Envelopes and organize the ballots for processing. Ballots will remain in their specified number per group batch. The Election Official shall note any damage which occurs to a ballot during the opening procedure on the reverse of the ballot.

The Returning Officer and Election Officials will complete the tabulation process and generate the necessary vote totaling report(s).

The Returning Officer will unofficially determine the results and declare the unofficial results for their ballot boxes to the Returning Officer as soon as possible but not before 8:00 p.m. As results return they will be announced in the Council Chambers.

As soon as possible the unofficial results will be announced by posting on the Township website and on the elections bulletin board located just inside the front entrance of the front door to the Municipal Offices as to be accessible for public viewing. Results will be e-mailed or faxed to any members of the media who has requested this information in writing in advance.

The Returning Officer will verify the unofficial results and the official results will be prepared for declaration by the CAO/Clerk-Treasurer by close of business on the day after Voting Day.

### **Emergencies**

It is impossible to predict if an emergency will occur, and if so, to what extent the conduct of the election will be affected. In the event of an emergency, the CAO/Clerk-Treasurer may, in accordance with the *Municipal Elections Act*, declare an emergency and make such arrangements as are considered necessary for the conduct of the election.

### **Accessibility**

The Vote by Mail method allows for all persons who are qualified voters to receive a Ballot Package thus allowing access to everyone.

If a qualified voter has a question and/or requires further assistance they should contact the CAO/Clerk-Treasurer at 613-637-2650 ext. 202 for assistance.

The Township will adhere to its accessibility policy throughout the election.

### **Amendments to these Procedures**

The CAO/Clerk-Treasurer has, at any time, the right to amend this document to facilitate the vote, count, tabulation of votes, and security. Every effort will be made to inform Candidates of the modifications that have been made.

The CAO/Clerk-Treasurer's ruling on any interpretation of this document is final.

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN  
BY-LAW NO. 2026-859**

**Being a By-Law to authorize the Mayor and the Deputy CAO/Deputy Clerk-  
Planner  
to sign the ORNGE Agreement for the operation and maintenance of the Helipad**

**WHEREAS** the Township of South Algonquin, deems it expedient to enter into an operations and maintenance agreement between the Township and ORNGE.

**NOW THEREFORE** the Municipal Council of The Corporation of the Township of South Algonquin enacts as follows:

1. **THAT** the Mayor and Deputy CAO/Deputy Clerk-Planner is hereby authorized to execute the Agreement in the form attached to this By-Law and affix the Corporate Seal on behalf of the municipality.
2. **THAT** this By-Law will come into force and take effect on the date of the final passing thereof.

**READ A FIRST AND SECOND TIME this 4th day of February 2026.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/ Deputy Clerk-Planner

**READ A THIRD TIME AND PASSED AND ENACTED this this 4th day of February 2026.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/ Deputy Clerk-Planner

**By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers**



care in motion

**Thursday, November 06, 2025**

Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

81  
1.800.251.6543  
647.428.2005 tel  
647.428.20006 fax



Execution Copy  
#23-01-033

**Township of South Algonquin (the  
“Operator”)**

**7 Third Avenue  
P.O. Box 217  
Whitney, Ontario K0J 2M0**

Operator of the [R228 / Whitney] helipad  
located at:  
45.4931° / -78.2333° (the “Property”)

Dear Sir or Madam,

**Re: Company-Approved Helipad Agreement (the “Agreement”)**

This letter agreement (the “Agreement”) sets out the terms and conditions of the use, operation and maintenance of the Helipad, Surrounding Area and Easement, each as defined below. We trust that this Agreement reflects the understanding between yourself and Ornge. If so, please have an authorized signatory execute **two copies** of this Agreement by signing in the space provided at the end of the document and return one copy to the following address:

Ornge  
5310 Explorer Drive  
Mississauga, Ontario  
L4W 5H8  
Attention: Helipad Program

By way of background:

- A. The Operator owns, leases or otherwise has a legal right of ownership or control over the Property that includes the Helipad, Surrounding Area and Easement Lands, as defined below (collectively, the “**Subject Lands**”);
- B. Ornge, along with its subsidiaries and affiliates (collectively referred to as “**Ornge**” in this Agreement), provides ambulance services to the people of Ontario, under an agreement with the Ministry of Health and Long-Term Care, using helicopters and using land ambulance vehicles which Ornge operates or which are operated by third parties who coordinate with Ornge (collectively, the “**Services**”);
- C. Ornge seeks the right to use the Operator’s Subject Lands in order to provide the Services;
- D. The Operator has agreed to provide and grant to and in favour of Ornge the right to use the Subject Lands in connection with the Services and to ensure that the Subject Lands are available in safe, secure and effective condition such that Ornge may use the Subject Lands when the need arises, all subject to and in accordance with the terms of this Agreement.

**NOW THEREFORE**, Ornge and the Operator hereby agree as follows:

**DESCRIPTION OF SUBJECT LANDS**

1. Schedule A to this Agreement illustrates the location and boundaries of the Helipad, Surrounding Area and Easement Lands on the Property.
2. For the purposes of this Agreement:
  - (a) the **Helipad** comprises Final Approach and Take-Off area (“**FATO**”) and the Touch Down and Lift-Off Area (“**TLOF**”) as depicted in Schedule A;
  - (b) the **Surrounding Area** comprises the land immediately surrounding the Helipad that is 100 feet or more radius from the center of the Helipad, as well as an area ten feet wide and running the full length of the lead-in cones/lights if the pad is so equipped, as depicted in Schedule A; and
  - (c) the **Easement Lands** comprise the land connecting the Helipad and Surrounding Area to the public road as depicted in Schedule A.

**REPRESENTATIONS OF THE OPERATOR**

3. The Operator represents and warrants to Ornge that:
  - (a) the Operator owns, leases or otherwise has a legal right of ownership or control over the Subject Lands to the extent sufficient to legally grant and provide to and in favour of Ornge the right to use the Subject Lands in connection with the Services and has, to the extent required, obtained any consents required from any third parties to grant such rights;
  - (b) the Operator has all the necessary power, authority and capacity to enter into this Agreement and to carry out its obligations under this Agreement;
  - (c) the TLOF is made of concrete, asphalt, sod or coarse gravel such that it is capable of bearing the static and dynamic weight of Ornge’s helicopter (approximately 6,800 kilograms);
  - (d) the FATO is made of either concrete, asphalt, sod or coarse gravel and will be kept free from dust, loose dirt, sand, and similar material that could create significant amounts of dust when a helicopter lands or takes off which can result in both safety and maintenance issues in helicopters; and



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Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

83  
1.800.251.6543  
647.428.2005 tel  
647.428.20006 fax

Execution Copy  
#23-01-033

- (e) the TLOF and FATO comply, and will at all times during the term of this Agreement comply, with subsection 305.29 of the Canadian Aviation Regulations.

#### **GRANT OF RIGHTS TO USE SUBJECT LANDS**

4. Subject to the terms of this Agreement, the Operator hereby grants to and in favour of Ornge (and its employees, contractors, agents and other third parties working in cooperation with Ornge, including without limitation third party land ambulance service providers (collectively “**Ambulance Personnel**”) the following rights and interests in and to the Subject Lands, which the parties hereby acknowledge, confirm and agree constitute rights and interests in and to the Subject Lands:
- (a) an exclusive right to use and occupy the Helipad and Surrounding Area from time to time and at all times for the purposes of providing the Services, including: (i) causing helicopters to land and take off from the Helipad; (ii) providing space for land ambulances to park while delivering patients to, or receiving patients from, an air ambulance; (iii) transferring patients between air ambulances and land ambulances and providing care to such patients during such transfers; (iv) installing, inspecting and maintaining Navigation Equipment (as defined in Section 10 below); (v) verifying that the Operator is carrying out its obligations under this Agreement and that the Subject Lands are suitable for the foregoing uses; and (vi) other activities related or ancillary to the provision of the Services; and
- (b) an exclusive easement in gross or right and interest in the nature of an easement in gross in, on, upon, along, over and across the Easement Lands, for the benefit of Ornge and the Ambulance Personnel (together with its and their respective vehicles, supplies, equipment and machinery) for the purposes of ingress to and egress from the Helipad and the Surrounding Area in connection with the provision of the Services.

#### **MAINTENANCE AND REPAIR OF SUBJECT LANDS**

5. The Operator will ensure that the Helipad, Surrounding Area and Easement Lands are available for the purposes set out in Section 4, on a twenty-four hours per day, seven days per week basis.
6. The Operator will, at all times and as necessary, undertake all reasonable maintenance and repair of the Subject Lands to meet the availability commitment set out in Section 5 and otherwise to enable Ornge to provide a safe take-off and landing site for air ambulances.
7. Without limiting the generality of Section 6, the Operator will:



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Ornge  
5310 Explorer Drive  
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- (a) promptly clear the Subject Lands of all debris, vehicles, obstacles and unsecured objects that may in any way preclude or limit full access to, or use of, the Subject Lands as contemplated by this Agreement;
  - (b) promptly clear all ice from the Subject Lands, so that no accumulation of ice occurs, provided that no salt may be used to remove such ice but urea may be used;
  - (c) promptly clear snow (including any drifts or piles) greater than two inches deep from the Subject Lands during and after a snowfall, so that no accumulation in excess of two inches occurs;
  - (d) promptly clear or water down dust, loose dirt, sand, and similar material that could create significant amounts of dust when a helicopter lands or takes off;
  - (e) promptly clear the Helipad of any objects or debris which could, if struck by a helicopter or any moving part of a helicopter, cause a safety incident. This includes structures such as fences, gazebos, sheds, outhouses, etc.;
  - (f) promptly clear the Easement Lands of vehicles or other obstacles that may in any way preclude or limit access to the Helipad and Surrounding Area as contemplated by this Agreement;
  - (g) routinely cut any grass or other vegetative ground cover such that the height thereof does not exceed six inches on the Helipad;
  - (h) routinely cut any grass or other vegetative ground cover so that neither blocks or impedes the visibility of the Navigational Equipment; and
  - (i) trim any grass, bushes, trees or vegetative ground cover on the Subject Lands as directed by Ornge from time to time.
8. The Operator will not make any changes to the Subject Lands (other than maintenance in accordance with this Agreement) without the prior written consent of Ornge.
9. The Operator will not knowingly do (or fail to do) anything that would impede the use of the Subject Lands by Ornge and Ambulance Personnel as contemplated by this Agreement or that could endanger the safety of Ambulance Personnel or patients.

#### NAVIGATION EQUIPMENT

10. Ornge may, where necessary, supply navigational equipment, which may include solar/battery powered lights and reflective cones (the “**Navigational Equipment**”) and will install such Navigational Equipment on the Subject Lands, substantially as illustrated in Schedule A.



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11. All Navigational Equipment will remain the property of Ornge at all times. Ornge may retake possession of Navigation Equipment at any time without notice.
12. The Operator will maintain the Navigational Equipment (for example, by changing dead batteries) and take reasonable measures to ensure that the Navigational Equipment is not damaged or stolen.
13. The Operator will be responsible for reimbursing Ornge for the cost of repairing or replacing any Navigational Equipment that is damaged or stolen while in the possession of the Operator.

### **MONITORING, NOTIFICATION AND INSPECTIONS**

14. The Operator will regularly inspect the Subject Lands to ensure that they are maintained to the standard set out in this Agreement and are available for use in accordance with the requirements of this Agreement. Such inspections will be carried out at least every week, or more frequently as may be reasonably necessary in the event of inclement weather such as snow, heavy rains, high winds, or electrical storms.
15. The Operator will immediately notify the Ornge Communications Centre (“OCC”) at 1-833-401-5577 if any of the following adverse conditions arise:
  - (a) the Helipad is not available for the receipt and transport of patients (which for clarity should only be in situations that are beyond the reasonable control of the Operator);
  - (b) access to the Helipad or Surrounding Area, or passage over the Easement Lands, is impeded in any way, including for planned outages (for example, construction);
  - (c) if any hazard exists which could reasonably be expected to compromise the safe access and use of the Helipad, Surrounding Area or Easement Lands by Ornge or Ambulance Personnel;
  - (d) any Navigational Equipment is not working, is visibly damaged, or is stolen or missing; or
  - (e) the occurrence of any event of Force Majeure (as defined in Section 37).

When providing notice of any of the adverse conditions described in this Section 15, the Operator will provide reasonable detail about the nature of the adverse conditions and the Operator’s reasonable estimate of the period of time for which it expects the adverse conditions to continue. For clarity, notifications given under Section 15 will be provided by telephone notwithstanding the general notification provisions set out in Section 35 of this Agreement.



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16. The telephone number of the OCC set out in Section 15 is confidential. The Operator will keep this telephone number confidential. The Operator will not use or disclose this telephone number to any other person or organization, except in accordance with this Agreement or with the prior written consent of Ornge.
17. The Operator will permit Ornge to inspect the Subject Lands to ensure compliance by the Operator with this Agreement. Ornge will endeavor to conduct inspections at reasonable times and on reasonable notice to Operator, provided that Ornge reserves the right to conduct inspections at any time and on no notice given the emergency nature of the Services that will be undertaken on the Subject Lands.

### **RISK MANAGEMENT**

18. The Operator will defend, indemnify and hold harmless Ornge and its members, directors, officers, employees, contractors and from and against: (a) any personal injury or damage to tangible property; and (b) any and all claims, actions, judgments, costs, damages, expenses (including reasonable legal expenses), losses or liabilities incurred or suffered by an indemnified party, in each case to the extent caused by the negligence or willful act or omission of the Operator or by the material breach of a representation, warranty or covenant of the Operator under this Agreement.
19. Ornge will defend, indemnify and hold harmless the Operator and its members, directors, officers, employees, contractors and from and against: (a) any personal injury or damage to tangible property; and (b) any and all claims, actions, judgments, costs, damages, expenses (including reasonable legal expenses), losses or liabilities incurred or suffered by an indemnified party, in each case to the extent caused by the negligence or willful act or omission of Ornge or by the material breach of a representation, warranty or covenant of Ornge under this Agreement.
20. In no event will Ornge be liable to the Operator for any indirect, special, incidental, exemplary, punitive or consequential damages, or lost revenue, profits or business, whether based on breach of contract, tort (including negligence) or otherwise, arising from or related to this Agreement or the use of the Subject Lands as contemplated in this Agreement, regardless of whether Ornge has been advised, knew or should have known of the possibility of such damages.

### **TERM AND TERMINATION**

21. This Agreement will commence on the date that it is fully executed by the parties (the "**Commencement Date**"), and will continue for a term of 3 years after the Commencement Date, unless terminated earlier.
22. Ornge may terminate this Agreement by giving written notice of default to the Operator if the Operator breaches any of its representations, warranties or obligations under this Agreement and fails to remedy such default within the cure period specified in the notice



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of default (or within 20 days of the date of the notice if no such cure period is specified), provided that Ornge may terminate immediately upon notice for the following events of default:

- (a) any willful breach of this Agreement or intentional misrepresentation by the Operator under this Agreement; and
- (b) any fraudulent act or omission of the Operator.

23. Ornge may terminate this Agreement at any time, for any reason and without any cost, damages or penalty to the terminating party, upon giving at least 10 days' written notice to the Operator. Where Ornge gives such notice, this Agreement will terminate on the date set out in the notice, which date shall not be less than 10 days from the date on which notice is given.
24. In the event the Agreement is terminated or expires, the Operator will return to Ornge any property that was provided to the Operator by or on behalf of Ornge, including without limitation any Navigation Equipment.

#### **COSTS AND EXPENSES**

25. After Ornge's annual inspection of the Subject Lands, Ornge will pay to the Operator \$5,000 CAD ("Fee") for the maintenance and repair of the Subject Lands.
26. The Operator will ensure that the Fee is only spent on costs incurred for the maintenance and repair of the Subject Lands. The Operator will retain invoices, receipts and other financial documentation to demonstrate the use of the Fee, and the Operator will provide such financial documentation to Ornge upon Ornge's reasonable request.

#### **MISCELLANEOUS**

##### *Governing Law*

27. This Agreement will be governed by, and interpreted and enforced in accordance with the laws of the Province of Ontario. Each party irrevocably submits to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.

##### *Independent Parties*

28. The Operator is not an agent, partner, officer, employee or servant of Ornge or of Her Majesty the Queen in Right of the Province of Ontario (as represented by the Ministry of Health and Long-Term Care) (the "**Ministry**"). The Operator acknowledges and agrees that it is, and shall be at all times an independent contractor for purposes of this



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Agreement. The Operator is not in any way authorized to make a promise, agreement or contract on behalf of Ornge or the Ministry.

29. All personnel assisting the Operator in fulfilling its obligations under this Agreement shall be employees or subcontractors of the Operator and shall not, for any purpose, be deemed to be the employees of Ornge or the Ministry.

#### *Audit Rights*

30. Upon Ornge's reasonable request, the Operator will provide to Ornge any information or documents that Ornge requires for the purposes of administering, enforcing, overseeing, planning, analyzing, investigating or inspecting any aspect of this Agreement or the Subject Lands.
31. Ornge may disclose the Operator's information or documents to the Ministry of Health, Transport Canada (which oversees civil aviation including helipads) and to others as permitted or required by law.

#### *Assignment and Subcontractors*

32. Subject to Section 33, the Operator will not assign this Agreement or any or all of its rights or obligations under the Agreement without the prior written consent of Ornge, which consent may not be arbitrarily withheld. Any purported assignment done without such consent shall be of no force and effect and, in such circumstance and will constitute an event of default for the purposes of Section 22.
33. The Operator may, without the consent of Ornge, subcontract any portion of its duties under this Agreement provided that Ornge may, in its sole discretion, continue to deal with the Operator, rather than the subcontractor, in respect of the work performed by the subcontractor and the Operator shall report to Ornge regarding the work performed by the subcontractor. The Operator shall enter into a written contract with the subcontractor on terms that do not compromise the nature, scope and quality of services to be provided under this Agreement, and that do not impair the rights accorded to Ornge under this Agreement. The Operator shall at all times be held fully responsible for the acts and omissions of each such subcontractor and its directors, officers, employees, independent contractors, subcontractors, shareholders, members, partners, agents or other representatives, and their successors and assigns.
34. Ornge may assign this Agreement or any or all of its rights or obligations under this Agreement without the consent of the Operator. The Operator will be bound by any such assignment.

#### *Notice*



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35. Subject to Section 15, any notice or other communication that is required to be given or that may be given by either party to this Agreement to the other party will be in writing and given by personal delivery or by registered mail, courier or email to the addresses listed below. Any notice given by personal delivery or email will be conclusively deemed to have been given on the day of actual delivery of the notice; if given by registered mail, on the third day following the deposit of the notice in the mail; if by courier, on the second day after delivery of the notice to the courier.

For all **operational and non-legal** matters/notices to Ornge:  
Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8  
Attention: Helipad Program  
[helipadsupport@ornge.ca](mailto:helipadsupport@ornge.ca)

For all **legal** matters/notices to Ornge:  
Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8  
Phone: (647) 428-2005  
Attention: Legal Department  
[legal@ornge.ca](mailto:legal@ornge.ca)

#### *Amendments*

36. This Agreement may be amended, modified or supplemented only by a written agreement signed by each party.

#### *Force Majeure*

37. If, as a result of an event of Force Majeure, the Operator fails to perform or comply with any of its obligations under this Agreement, such failure shall not constitute a default or breach of this Agreement. Dates and times by which the Operator is required to render performance under this Agreement shall be postponed automatically to the extent and for the period of time that the Operator is prevented from meeting them by causes beyond its control which are not avoidable by the exercise of reasonable foresight. Such causes (each such cause, an event of “**Force Majeure**”) shall include but not be limited to acts of God, acts of war, riots, fire, or other causes or contingencies beyond the control of, and occurring not as a result of the negligence or misconduct of, the Operator, but shall not include epidemics or other public health emergencies, inclement weather, financial distress or difficulty, strikes, labour disruptions, or lock outs. The Operator shall resume its obligations under this Agreement when the event of Force Majeure has ended. Notwithstanding the foregoing, if performance of a material obligation is prevented or delayed for more than 120 days by reason of an event of Force Majeure, Ornge may on notice treat the delay as an event of default for the purposes of Section 22.

#### *Whistleblowing*

38. Concerns regarding Ornge’s business practices or ethical conduct may be forwarded to [ca\\_ornge\\_whistleblower@pwc.ca](mailto:ca_ornge_whistleblower@pwc.ca).



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*Entire Agreement*

39. This Agreement constitutes the entire agreement between the parties relating to the subject matter of the Agreement and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, express or implied, between the parties. There are no representations, warranties, conditions, other agreements or acknowledgements, whether direct or collateral, express or implied, other than those expressed herein that induced any party to enter into this Agreement or in which reliance is placed by any party, except as specifically set forth in this Agreement. Without limiting the foregoing, Ornge makes no, and disclaims any, representations about the frequency with which it will use the Helipad.

*Severability*

40. The invalidity of any particular provision or portion of any particular provision of this Agreement shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid provision or portion of any particular provision were omitted.

*Parties Bound*

41. This Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, agents, successors, and permitted assigns.

*Independent Legal Advice*

42. The Operator acknowledges that:
- (a) this Agreement has been prepared solely by legal counsel for Ornge and that such legal counsel does not act for the Operator in any manner with respect to this Agreement; and
  - (b) the Operator has been advised to, and has the right to, obtain independent legal advice before executing the Agreement.

By executing the Agreement, the Operator confirms that it has either sought independent legal advice or waived its opportunity to do so, and that it understands and intends to be bound in all respect by this Agreement.

*Spousal Consent*

43. The Operator warrants that spousal consent is not necessary to this transaction under the provisions of the *Family Law Act*, R.S.O. 1990 unless the Operator's spouse has executed the consent provided below.



**Ornge**  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

**91**  
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**[Signature page to follow]**




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Yours truly,  
**ORNGE**

By:

DocuSigned by:  
  
ECBE7AA0334E490  
Peter Cunningham  
Chief Operating Officer - Aviation

Signed on  
12/10/2025, 20\_\_

**ACCEPTED AND AGREED TO BY THE OPERATOR:**

**<NTD Aviation: Use this signature block if the Operator is a corporation>**

**IN WITNESS WHEREOF** the following party  
has executed this Agreement:

Signed on \_\_\_\_\_, 20\_\_ )  
in the presence of: \_\_\_\_\_ )  
\_\_\_\_\_)  
\_\_\_\_\_)  
Witness signature \_\_\_\_\_ )  
\_\_\_\_\_)  
Print name \_\_\_\_\_ )

**[INSERT OPERATOR NAME]**  
By: \_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**<NTD Aviation: Use this signature block if the Operator is an individual. If the property is owned by more than one person (e.g., as tenants-in-common or as co-tenants), then add signature lines for each owner and obtain signatures from all owners.>**

**IN WITNESS WHEREOF** the following party  
has executed this Agreement:

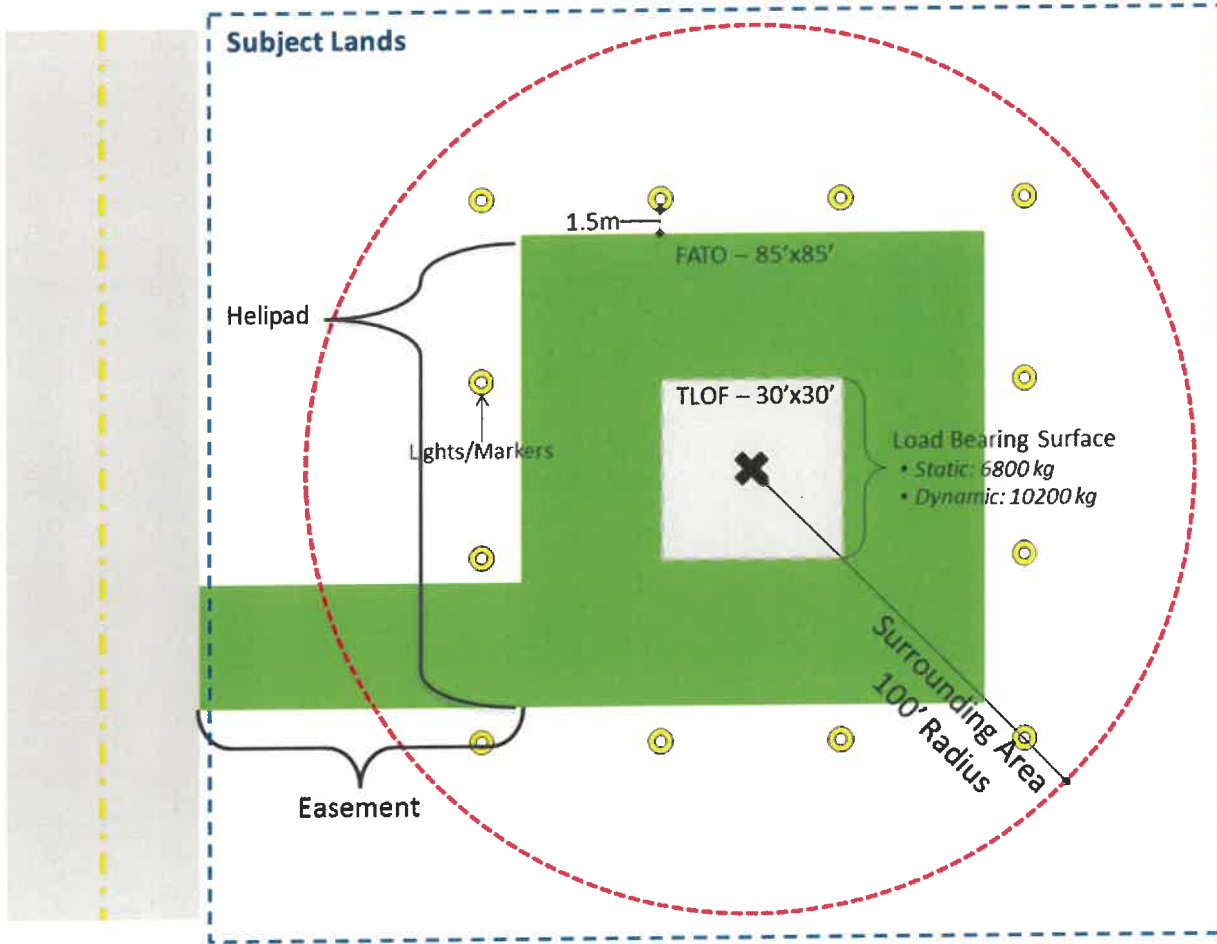
Signed on \_\_\_\_\_, 20\_\_ )  
in the presence of: \_\_\_\_\_ )  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)

\_\_\_\_\_



**SCHEDULE A – DESCRIPTION OF SUBJECT LANDS**

\* NOT TO SCALE \*



**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN  
BY-LAW NO. 2026-860**

**Being a By-Law to authorize the Mayor and Deputy CAO/Deputy Clerk-Planner to sign a funding agreement with His Majesty the King in right of Ontario as represented by Hon. Minister of Transportation**

**WHEREAS** the Township of South Algonquin was approved for funding for a Pothole Prevention and Repair Program upon execution of the Agreement attached hereto.

**AND WHEREAS** the Township of South Algonquin, deems it expedient to enter into a funding agreement between the Township and His Majesty the King in right of Ontario as represented by Hon. Minister of Transportation.

**NOW THEREFORE** the Municipal Council of The Corporation of the Township of South Algonquin enacts as follows:

1. **THAT** the Mayor and Deputy CAO/Deputy Clerk-Planner is hereby authorized to execute the Agreement in the form attached to this By-Law and affix the Corporate Seal on behalf of the municipality.
2. **THAT** this By-Law will come into force and take effect on the date of the final passing thereof.

**READ A FIRST AND SECOND TIME this 4th day of February 2026.**

\_\_\_\_\_  
Ethel LaValley, Mayor

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/Deputy Clerk-Planner

**READ A THIRD TIME AND PASSED AND ENACTED this this 4th day of February 2026.**

\_\_\_\_\_  
Ethel LaValley, Mayor  
Planner

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/Deputy Clerk-Planner

**By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers**

**ONTARIO TRANSFER PAYMENT AGREEMENT  
POTHOLE PREVENTION AND REPAIR PROGRAM**

**THE AGREEMENT** is effective as of the 30<sup>th</sup> day of January 2026.

**BETWEEN:**

**His Majesty the King in right of Ontario  
as represented by Hon. Minister of Transportation  
  
(the “Province”)**

- and -

**CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN  
  
(the “Recipient”)**

**WHEREAS** the Recipient has requested funding from the Province for the Project (as defined in section A.1.2) and the Province has agreed to provide such funding to the Recipient subject to certain terms and conditions;

**AND WHEREAS** the Agreement sets out the terms and conditions upon which the Province has agreed to provide funds, up to the Maximum Funds (as defined in section A1.2) to the Recipient for the purpose of carrying out the Project, and upon which the Recipient has agreed to carry out the Project.

**NOW THEREFORE** in consideration of the mutual covenants and agreements contained in the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

**1.0 ENTIRE AGREEMENT**

**1.1 Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information
Schedule “C” -	Project Description and Timelines

Schedule “D” - Eligible Expenditures and Ineligible Expenditures

Schedule “E” - Payment Plan

Schedule “F” - Reporting and Compliance Audit

Sub-Schedule F1 - Project Reports

**1.2 Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to its subject matter and contained in the Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 CONFLICT OR INCONSISTENCY**

**2.1 Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions, identified in Schedule “B” and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

## **3.0 COUNTERPARTS**

**3.1 One and the Same Agreement.** The Agreement may be executed in any number of counterparts, with the same effect as if the Parties had signed the same document, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **4.0 AMENDING THE AGREEMENT**

**4.1 Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

## **5.0 ACKNOWLEDGEMENT**

**5.1 Acknowledgement.** The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor*

*General Act (Ontario)*;

- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to:
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

**- SIGNATURE PAGE FOLLOWS -**

**IN WITNESS WHEREOF** the Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the Minister of Transportation

Date

Name: Prabmeet Sarkaria

Title: Minister

**CORPORATION OF THE TOWNSHIP OF  
SOUTH ALGONQUIN**

Date

Name: Bryan Martin

Title: CAO/Treasurer

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.
- (f) all accounting terms not otherwise defined in the Agreement have their ordinary meanings.

**A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Effective Date"** means the date set out at the top of the Agreement.

**“Eligible Expenditures”** means the costs of the Project that are eligible for funding by the Province under the Agreement and that are further described in Scheduled D.

**“Event of Default”** has the meaning ascribed to it in section A12.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Final Report”** means the report described in Schedule “F”.

**“Funding Year”** means in the case, the period commencing on the Effective Date and ending on the following March 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

**“Loss”** means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

**“Materials”** means material, machinery, equipment and fixtures forming part of the Project.

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

**“Project”** means the undertaking described in Schedule “C”.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F” and Sub-schedule “F1.”

**“Requirements of Law”** means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by laws, rules, regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities.

**“Substantial Performance”** means when the Work or a substantial part thereof has passed inspection and testing and is ready for use or is being used for intended purposes.

**A1.3 References** This Agreement refers to the following standards, specifications or publications:

**Ontario Provincial Standard Specifications, Construction**

OPSS PROV 127

OPSS MUNI 301

OPSS MUNI 303

OPSS MUNI 304

OPSS MUNI 310

OPSS MUNI 336

OPSS MUNI 337

OPSS MUNI 341

OPSS MUNI 369

**A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) that, unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true

and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient with \$38,000 in Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E” ; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2 ;
- (b) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the maximum funds set out in Schedule B.”;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by any other funding program or source. .

**A4.4 Interest-Bearing Account.** If the Province provides Funds before the Recipient’s immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

**A4.5 Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

**A4.6 Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

**A5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

**A5.2 Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose off any asset purchased or created with the Funds or for which the Funds were provided.

#### **A6.0 CONFLICT OF INTEREST**

**A6.1 Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.2 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;

- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (i) signed by an authorized signing officer of the Recipient.

**A7.3 Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours enter upon the Recipient’s premises to conduct an audit or investigation of the Recipient regarding the Recipient’s compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

**A7.5 Inspection and Removal.** For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

**A7.6 Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

**A7.7 No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

**A7.8 Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

**A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

**A9.1 Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

**A10.3 Subcontractor insurance.** The Recipient will ensure that any subcontractors retained to perform any part or parts of the Project will obtain and maintain all

the necessary and appropriate insurance that a prudent person in the business of the subcontractor would obtain and maintain.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A12.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the

Province provides the Funds;

- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

**A12.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

**A12.3 Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the

Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A12.4 Recipient not Remediating.** If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

**A12.5 When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

### **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

**A13.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the maximum funds set out in Schedule B.”, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

### **A14.0 FUNDS UPON EXPIRY**

**A14.1 Funds Upon Expiry.** Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

### **A15.0 DEBT DUE AND PAYMENT**

**A15.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

**A15.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

**A15.3 Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A15.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B”.

**A15.5 Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

**A16.0 NOTICE**

**A16.1 Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

**A16.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

**A16.3 Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or courier.

## **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

**A17.1 Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

## **A18.0 SEVERABILITY OF PROVISIONS**

**A18.1 Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

## **A19.0 WAIVER**

**A19.1 Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

**A19.2 Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

## **A20.0 INDEPENDENT PARTIES**

**A20.1 Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

**A21.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

**A21.2 Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

## **A22.0 GOVERNING LAW**

**A22.1 Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A23.0 FURTHER ASSURANCES**

**A23.1 Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

**A24.1 Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

**A25.1 Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

**A26.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

**A27.1 Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

## **A28.0 ELECTRONIC SIGNATURE**

**A28.1 Electronic Signature.** The Province and the Recipient agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. An electronic signature of

an authorized signing representative may be evidenced by (i) a manual signature, (ii) a digital signature including the name of the authorized signing representative in the respective signature line of the Agreement, (iii) an image of a manual signature, (iv) an Adobe signature, or (v) any other digital signature with the prior written consent of both Parties, placed in the respective signature line of the Agreement and the Agreement delivered by electronic means to the other Party, including by email.

## **END OF GENERAL TERMS AND CONDITIONS**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION**

<b>Maximum Funds</b>	\$38,000
<b>Program Title</b>	Pothole Prevention and Repair Program
<b>Expiry Date</b>	June 30, 2026
<b>Insurance</b>	\$ 5,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p>Position: James Flanders, Team Lead, Special Highway Operations Initiatives Highway Operations Management Branch, Operations Division</p> <p>Address: 2<sup>nd</sup> Floor 301 St. Paul Street St. Catharines, Ontario L2R 7R4</p> <p>Email: PPRP@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

**Additional Provisions:**

None

## **SCHEDULE “C” PROJECT DESCRIPTION AND TIMELINES**

### **C1.0 PROJECT DESCRIPTION**

**C1.1 Project Details.** The Project will use the pothole prevention and repair measures set out in section C1.2, C1.3 and C1.4 on road(s) under the jurisdiction of the Recipient. The Project will deploy one or a combination of the methods set out in this Schedule “C”.

### **C1.2 Pothole Prevention Strategies**

- (a) Rout and Seal, means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.
- (b) Microsurfacing means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement.as per OPSS MUNI 336.
- (c) Slurry Seal means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.
- (d) Single Surface Treatment means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304
- (e) Double Chip Seal means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.and
- (f) Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

### **C1.3 Pothole Repair Strategies**

- (a) Hot Mix Asphalt (HMA) Patching of Flexible Pavement means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.
- (b) Scarification and Grading of Unpaved Roadways means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.
- (c) Concrete – Pavement and Joint Seal Repairs means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

### **C1.4 Other**

- (a) Project design works related to pothole preservation and repair works that will be completed between April 1, 2025 and March 31, 2026.

**C2.0 PROJECT TIMELINES**

**C2.1 Project Timelines.** The Recipient will begin the Project by April 1, 2025, and will achieve Substantial Performance of the Project by March 31, 2026.

## SCHEDULE “D”

### ELIGIBLE AND INELIGIBLE EXPENDITURES

#### D1.0 ELIGIBLE EXPENDITURES

**D1.1 Eligible Expenditures.** Subject to Article D2.0, Eligible Expenditures include the direct costs incurred and paid by the Recipient between April 1, 2025, and March 31, 2026 and that, in the opinion and at the sole discretion of the Province, are considered to have been properly and reasonably incurred and are necessary for the successful implementation of the Project, and include:

- (a) Purchase and delivery of materials required for the Project;
- (b) Project design related to preservation and repair works that will be completed between the period of April 1, 2025, and March 31, 2026;
- (c) Labour for contracted construction and repairs if used for Eligible Expenditures;
- (d) Recipient-owned equipment to be reimbursed at OPSS 127 Rates if used for Eligible Expenditures;
- (e) Updating Road Condition Reports if prepared by an external consultant;
- (f) Any other costs, as determined by the Province from time to time and at its sole discretion.

**D1.2 Required Documentation.** Eligible Expenditures must be documented through paid invoices or original receipts, or both, satisfactory to the Province.

#### D2.0 INELIGIBLE EXPENDITURES

**D2.1 Ineligible Expenditures.** Without limitation, the following costs, unless they have received the prior written approval of the Province, will be considered Ineligible Expenditures:

- (a) Costs not associated with the Project;
- (b) Costs incurred before April 1, 2025, or after March 31, 2026;
- (c) Costs associated with feasibility studies and design work that will not be completed between April 1, 2025 and March 31, 2026;
- (d) Any costs related to a project that has already received funding for eligible expenses from another funding source;
- (e) Administrative costs;
- (f) Audit and financial reporting costs;
- (g) Any other costs, as determined by the Province from time to time and at its sole discretion.

**SCHEDULE “E”  
PAYMENT PLAN**

<b>Project Milestones</b>	<b>Required Reports/ Documents</b>	<b>Date</b>	<b>Payment</b>
<b># 1 TPA Dually Executed</b>		January 30, 2026 to February 27, 2026	100% of Maximum Funds
<b># 2 Compliance Reporting</b>	<ul style="list-style-type: none"> <li>• As per F1.1</li> </ul>	January 30, 2026	
<b># 3 Final Reporting</b>	<ul style="list-style-type: none"> <li>• As per F2.1</li> </ul>	April 17, 2026	

## SCHEDULE “F” REPORTING AND COMPLIANCE AUDIT

### F1.0 DEFINITION

**F1.1 Definition.** In this Schedule “F”:

“**Generally Accepted Auditing Standards**” means Canadian Generally Accepted Auditing Standards as adopted by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board applicable as of the date on which such a record is kept or required to be kept in accordance with such standards.

### F2.0 REPORTS, DOCUMENTS AND SUBMISSION DATES

**F2.1 Description and Submission Dates** The Recipient will submit to the Province, at the email address [pprp@ontario.ca](mailto:pprp@ontario.ca), the Reports and other documents described as requested that are further described in Sub-schedule “F1” and section A.10.2 by their respective submission dates.

### F3.0 COMPLIANCE AUDIT

**F3.1 Compliance Audit.** The Province may, at its sole discretion and within timelines set out by the Province, request that the Recipient carry out a Project compliance audit in accordance with Generally Accepted Auditing Standards and delivers the corresponding compliance audit report(s) within the timelines set out by the Province.

**F3.2 Compliance Audit Requirements.** If the Province requests a Project compliance audit pursuant to section F3.1, the Recipient will retain at the Recipient’s expense and within the timelines set out by the Province, an accredited external independent auditor(s) to carry out the audit and will deliver any compliance audit reports(s) from such audit to the province within seven Business Days of the Recipient’s receipt of the report.

**F3.3 Compliance Audit Objectives.** The key objectives of the compliance audit(s) are to:

- (a) determine whether Funds were expended for the purposes intended and with due regard to the economy, efficiency and effectiveness;
- (b) determine compliance with the Agreement;

- (c) ensure that the Project, Reports and other reports, and financial information are complete, timely, accurate, in accordance with the terms and conditions of the Agreement;
- (d) ensure that information and monitoring processes and systems are sufficient for the identification, capture, validation and monitoring of the service performance measures;
- (e) assess the overall management and administration of the Project;
- (f) provide recommendations for improvement or redress; and
- (g) ensure that prompt and timely corrective action is taken on audit findings.

## **SUB SCHEDULE “F1” PROJECT REPORTS**

### **F1.0. COMPLIANCE REPORT**

**F1.1.** The Recipient shall submit the following to the Province by January 30<sup>th</sup>, 2026:

- (a) a copy of the Recipient’s 2022 Asset Management Plan or current;
- (b) a copy of the Recipient’s most recent Pavement/Road Condition Reports;
- (c) a confirmation of submission of the Recipient’s 2024 Financial Information Return to Ministry of Municipal Affairs and Housing;
- (d) the number of pothole complaints received by the Recipient in the 2024 and 2025 calendar years, as available;
- (e) additional information requested by the Province.

### **F1.2.0 FINAL REPORT**

**F1.2.1 Description and Submission Date.** The Recipient shall submit to the Province a description of the activities completed and certify the completion of the Project as per the Agreement. The reporting period for the Projects and information that pertains to them is April 1, 2025 to March 31, 2026. The deadline to submit required reporting is April 17, 2026.

The final report will include the following:

- (a) Quantitative data on road maintenance supported by the Program, that the Recipient carried out, including the number of kilometres maintained;
- (b) Project details of activities and/or materials related to the use of the Funds. Examples of accepted documentation include: invoices and payment certificates, post construction report, purchase and delivery of assets or supplies;
- (c) Other activities that achieved the Project’s objectives.

**F1.2.2 Reporting Failure.** The Province requires submission of the program reports to inform future development of the Program, ensure effective administration and monitor performance of the Program. Any failure by the Recipient to provide Reports to the Province as set out in this Agreement may result in an Event of Default by the Recipient under Section A12.1.

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2026-861  
BEING A BY-LAW TO CONFIRM  
THE PROCEEDINGS OF COUNCIL**

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**WHEREAS** Section 5(1) of the Municipal Act 2001, Chapter 25 and amendments thereto provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** Section 5(3) of the Municipal Act 2001 Chapter 25 and amendments thereto provides that the powers of every council shall be exercised by By-Law;

**AND WHEREAS** it is deemed necessary and expedient that the proceedings and actions of the Council of the Corporation of the Township of South Algonquin be confirmed and adopted by By-Law, for the regular meeting held on:

**February 4, 2026**

**THEREFORE**, the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. THAT the action of the Council of the Corporation of the Township of South Algonquin in respect to each recommendation contained in the reports of the Committees and in respect to each motion, resolution and other action passed and taken by the Council at its said open meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. The Mayor or in her absence, the Presiding Officer of the Council and the proper officials of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required.
3. The Mayor or in his/her absence the Presiding Officer and the Clerk or in his/her absence the other designated signing officer, are hereby directed to execute all documents required by Statute to be executed by them, as may be necessary in that behalf and to affix the Corporate Seal of the Municipality to all such documents.
4. THAT in the event any provision or provisions of this By-Law be deemed illegal or not enforceable, it or they shall be considered separate and severable from the By-Law, and its remaining provisions shall remain in force and be binding as though the said provision or provisions had never been included.

READ A FIRST AND SECOND TIME on February 4, 2026.

\_\_\_\_\_  
Ethel LaValley- Mayor

\_\_\_\_\_  
Tracy Cannon-Deputy CAO/Deputy Clerk-  
Planner

READ A THIRD TIME, PASSED AND ENACTED on February 4, 2026.

\_\_\_\_\_  
Ethel LaValley- Mayor

\_\_\_\_\_  
Tracy Cannon-Deputy CAO/Deputy Clerk-  
Planner

**By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers**