

4.

APPROVAL

OF

PREVIOUS

MEETING

MINUTES



Corporation of the Municipality of Calvin

REGULAR MEETING OF COUNCIL

Date: March 24, 2026

Time: 6:00 pm

1355 Peddlers Drive, Calvin, ON

Attendance: Mayor Gould, Councillors Grant, Manson, Moreton; Staff: CAO D Maitland, Public Works Superintendent A Carr and Deputy Clerk T Araujo.

Regrets: Councillor Latimer

Guests:

1. CALL TO ORDER

Resolution Number: 2026-107

Moved By: Councillor Grant

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT this March 24, 2026, Regular Meeting of Council be called to order @ 6:00 p.m. by Mayor Gould who indicates that Councillor Latimer has submitted his regrets and is unable to attend this meeting and provided a proxy form through CAO/Clerk/Treasurer naming Councillor Moreton as his proxy and that quorum has been achieved.

Result: Carried

2. APPROVAL OF AGENDA

Resolution Number: 2026-108

Moved By: Councillor Moreton

Seconded By: Councillor Manson

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

Result: Carried

3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST - NONE

4. APPROVAL OF PREVIOUS MEETING MINUTES

Resolution Number: 2026-109

Moved By: Councillor Grant

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT the minutes for the Regular Council Meeting of March 10, 2026 be approved as presented and circulated.

Result: Carried

5. DELEGATIONS TO COUNCIL - NONE

6. PRESENTATIONS TO COUNCIL-NONE

7. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS

7.1 Procedural By-Law 2026-13

By-Law 2026-13

Resolution Number: 2026-110

Moved By: Councillor Moreton

Seconded By: Councillor Grant

WHEREAS on March 10, 2026 through Resolution number 2026-99, Council resolved to

-limit a member's Electronic participation at Council and Committee Meetings in one calendar year to 5
AND

-limit a member's use of Proxy Voting to 5 times in a calendar year.

NOW THEREFORE BE IT RESOLVED THAT By-Law 2025-49 being a by-law commonly called "The Procedural By-Law" and any other bylaws inconsistent with these changes repealed and replaced to reflect these changes.

Result: Carried

7.2 Appointing a Member of Council as a Proxy By-Law 2026-14

By-Law 2026-14

Resolution Number: 2026- 111

Moved By: Councillor Moreton

Seconded By: Mayor Gould

WHEREAS on March 10, 2026 through Resolution number 2026-99, Council resolved to

-limit a member's Electronic participation at Council and Committee Meetings in one calendar year to 5
AND

-limit a member's use of Proxy Voting to 5 times in a calendar year.

NOW THEREFORE BE IT RESOLVED THAT By-Law 2024-48 being a by-law Appointing a Member of Council as Proxy and any other bylaws inconsistent with these changes repealed and replaced to reflect these changes.

Result: Carried

7.3 Speed Limit Reduction Recommendations from Roads Needs Study (Jp2g Engineers)

Resolution Number: 2026- 112

Moved By: Councillor Moreton

Seconded By: Mayor Gould

WHEREAS Council for the Municipality of Calvin received the Public Works Superintendent report "Speed Limit Reduction Recommendations from Roads Needs Study (Jp2G Engineers) with respect to road safety issues as they relate to the current posted speed limit of 80km/hr throughout the Municipality,

NOW THEREFORE BE IT RESOLVED THAT Council of the Municipality of Calvin accepts the Road Superintendent and the 2025 Road Needs Study recommendations as follows and directs staff to carry out the related legislative processes to:

- introduce a posted speed limit of 70 km/hr, from Hwy 17/Boundary Road to Peddlers Drive and Peddlers Drive/Boundary Road to Highway 630, and

-introduce a "Community Safety Zone" from the easterly edge of 1505 Peddlers Drive to Highway 630 with a posted speed limit of 40km/hr, and

- in all other areas of the municipality, reduce the speed limit from 80 kms/hr to 60 km/hr, and

FURTHERMORE, THAT Council support the costs of signage installation necessary to implement this decision through the 2026 Budget to a maximum of \$2500.

Recorded Vote:

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

Result: Carried

8. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES

Resolution Number: 2026- 113

Moved By: Councillor Grant

Seconded By: Councillor Moreton

- 8.1 Regional Council Decision-Circular Materials Ontario
- 8.2 FONOM Urgent Action on Highway Safety-Highways 11 and 17
- 8.3 OMERS Governance Changes and Bill 68-Township of Brudenell, Lyndoch and Raglan
- 8.4 DNSSAB's February Highlights
- 8.5 Collaborative Action on Sustainable Waste Management Ontario-Township of Brudenell, Lyndoch and Raglan
- 8.6 Annual Work Schedule Inspection - Algonquin Park Forest 2026-2027
- 8.7 Council Resolution 2026-66-Township of Papineau-Cameron
- 8.8 Letter to Senators - Rideau Lakes Concerns re Alto High Speed Rail Project (Bill C-15 Budget)
- 8.9 Support for Bill 21, Protect Our Food Act 2025
- 8.10 Support of the Resolution of the Township of Edwardsburgh Cardinal regarding Support Ontario Community Infrastructure Fund
- 8.11 Township of Joly - Opposition to Consolidate Conservation Authorities
- 8.12 Township of Perry - Reduced Rate Distribution of Library Resources
- 8.13 Support Request for Provincial Legislation Amendments, Health and Safety Concerns AORS
- 8.14 Resolution Support 'Elbows Up for Climate Action'
- 8.15 a Your Local Government A Residents Guide to Services, Roles & Good Governance
- 8.15 b Understanding your Municipality-Quick Facts for Residents

NOW THEREFORE BE IT RESOLVED THAT Council members for the Corporation of the Municipality of Calvin acknowledge receiving and reviewing the Consent Agenda Items presented in this meeting's package and have identified no items to bring forward for discussion.

Result: Carried

9. ADMINISTRATIVE MATTERS:

9.1 Strategic Plan Update – Verbal Report CAO

Resolution Number: 2026- 114

Moved By: Councillor Moreton

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin accepts the CAO's verbal update with respect to the Strategic Plan project.

Result: Carried

9.2 Town of Whitby Resolution # 41-26 - Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

Resolution Number: 2026- 115

Moved By: Councillor Grant

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin supports the Town of Whitby Resolution #41-26 Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

AND FURTHER THAT a copy of this motion be sent to The Town of Whitby, The Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Deputy Premier and Minister of Health; The Honourable Peter Bethlenfalvy, Minister of Finance; The Honourable Rob Flack, Minister of Municipal Affairs and Housing, The Honourable Kinga Surma, Minister of Infrastructure; The Honourable Michael Parsa, Minister of Children, Community and Social Services; The Association of Municipalities of Ontario (AMO), The Federation of Canadian Municipalities (FCM); The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade and FONOM.

Result: Carried

9.3 Request from resident Peter Deleeuw to support the Moratorium on Aerial Glyphosate Spraying

Resolution Number: 2026- 116

Moved By: Councillor Manson

Seconded By: Councillor Grant

WHEREAS Council for the Corporation of the Municipality of Calvin received correspondence dated March 17, 2026 from resident Peter Deleeuw requesting that Council consider supporting the Municipality of West Nipissing's Resolution 2025-263 – Moratorium on Aerial Glyphosate Spraying,
NOW THEREFORE BE IT RESLOVED THAT Council support the Moratorium on Aerial Glyphosate Spraying and forward a copy of its resolution along with the Municipality of West Nipissing's to the local MPP, Ministers of Natural Resources and Forestry, Minister of Health, AMO, and FONOM

Result: Carried

9.4 Municipality of Calvin Fire Safety Plan

Resolution Number: 2026-117

Moved By: Councillor Moreton

Seconded By: Councillor Manson

WHEREAS Section 2.8 of the Ontario Fire Code (O. Reg. 213/07) requires that:
A Fire Safety Plan is required for buildings that are assembly occupancies, have large occupant loads, or contain certain fire protection systems, and when buildings are used for the gathering of persons for civic, social, religious, or recreational purposes (e.g., community centers, arenas, libraries, town halls); and
WHEREAS every plan for a building listed in Section 2.8 of the Ontario Fire Code must be approved by a Chief Fire Official who has jurisdiction in the building's area;
AND WHEREAS the Fire Chief has prepared a fire safety plan meeting the requirements of the Ontario Fire Code (O. Reg. 213/07) for the Municipality's Office/Community Centre located at 1355 Peddlers Drive, Mattawa;
AND WHEREAS Section 2.8 of the Ontario Fire Code (O. Reg. 213/07) requires that, amongst other requirements:
The owner must ensure the plan is put into action by distributing the plan to and training staff on their roles in the plan before they are given responsibility for fire safety, and that occupants are informed of emergency procedures;
The fire safety plan must be reviewed at least every 12 months, or whenever there is a change in building structure, occupancy, or contact personnel;
NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Calvin adopt the 2026 Fire Safety Plan prepared by the Fire Chief.

Result: Carried

9.5 Public Works Superintendent Report PWS-2026-08

Resolution Number: 2026-118

Moved By: Councillor Manson

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council receive and accept the Public Works Superintendent Report PWS-2026-08

Result: Carried

9.6 Community Emergency Preparedness Grant Congratulatory Letter-Municipality of Calvin

Resolution Number: 2026-119

Moved By: Councillor Moreton

Seconded By: Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council receive correspondence from Jill Dunlop Minister of Emergency Preparedness and Response, dated March 19, 2026 announcing a successful application for funding outcome to the Community Emergency Preparedness Grant, with more details to follow.

Result: Carried

9.7 Community Emergency Preparedness Grant Agreement

By-Law 2026-15

Resolution Number: 2026- 120

Moved By: Councillor Manson

Seconded By: Councillor Grant

WHEREAS the Corporation of the Municipality of Calvin has received a Grant Agreement between His Majesty the King in Right of Ontario, as represented by the Ministry of Emergency Preparedness and Response and the Corporation of the Municipality of Calvin, for the purpose of reimbursement of eligible 2025-26 Community Emergency Preparedness Grant (CEPG) expenses;

AND WHEREAS the Ministry of Emergency Preparedness and Response requires a resolution of Council authorizing the Municipality's signatories to enter into the Agreement on behalf of the Municipality; NOW THEREFORE BE IT RESOLVED that Council hereby authorizes the Mayor and Chief Administrative Officer to execute the Grant Agreement on behalf of the Corporation of the Municipality of Calvin;

AND FURTHER THAT the executed Agreement be forwarded to the Minister's delegated staff for signature, at which time the Agreement shall come into effect.

Result: Carried

10. AGENCIES, BOARDS, COMMITTEES

Resolution Number: 2026-121

Moved By: Councillor Manson

Seconded By: Councillor Moreton

10.1 North Bay Mattawa Conservation Authority – Councillor Moreton

10.2 East Nipissing Planning Board- Councillor Grant, Mayor Gould

Resolution Number: 2026-122

Moved by: Councillor Moreton

Seconded by: Councillor Manson

WHEREAS as formally requested to the East Nipissing Planning Board through Council resolution, the East Nipissing Planning Board will not, as a standard condition of consent require that tax accounts for subject properties be in good standing, and directed that Calvin itself make it a condition,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin authorize the CAO to respond to each consent application forwarded for comment by the ENPB, with a requirement that all taxes be paid in full as a condition of consent.

Result: Carried

10.3 Physician Recruitment -Mayor Gould

10.4 Mattawa Regional Police Services Board -Councillor Grant

10.5 Canadian Ecology Centre - Mayor Gould

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

Result: Carried

11. CLOSED MEETING –

Resolution Number: 2026-123

Moved By: Councillor Moreton

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin move into Closed Session at 7:12 p.m. to discuss:

- Council will meet in closed, as mandated by the Ontario Municipal Act to discuss an ongoing investigation respecting the municipality by the Ontario Ombudsman (s. 239 (3) (b))

Result: Carried

12. RETURN TO OPEN SESSION

Resolution Number: 2026-124

Moved By: Councillor Grant

Seconded By: Councillor Moreton

That Council return to open session at 7:31 p.m. and report that it met to discuss an on-going investigation respecting the municipality by the Ontario Ombudsman as is mandatory under the Ontario Municipal Act, s. 239(3) (b) and that as required under subsection 18(3.1) of the Ombudsman Act, it may not discuss the investigation outside of the closed session of Council and may not comment publicly on it or announce any action for dealing with or complying with the Ombudsman's findings, analysis, conclusions or recommendations until the final report is released by the Ombudsman.

Result: Carried

13. CONFIRMATORY BY-LAW

By-Law # 2026-16

Resolution Number: 2026-125

Moved By: Councillor Moreton

Seconded By: Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT By-Law 2026-16 being a By-Law to confirm the proceedings of Council be approved.

Result: Carried

14. ADJOURNMENT

Resolution Number: 2026-126

Moved By: Councillor Grant

Seconded By: Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin now be adjourned @7:32 p.m.

Result: Carried

5.

**DELEGATIONS
TO COUNCIL**

6.

**PRESENTATIONS
TO COUNCIL**



April 7, 2026

Corporation of the Municipality of Calvin

1355 Peddlers Drive
Mattawa, ON POH 1V0

Attention: Donna Maitland, CAO/Clerk/Treasurer
Email: CAO@calvintownship.ca

Subject: **Asbestos Management Program and PSAB Compliance Framework**
RFP No. CAL - ASB - 2025 - Asbestos Management Plan
Municipality of Calvin - 1355 Peddlers Drive. Mattawa, Ontario
Englobe Project No: 02512850.000

1 Introduction

Englobe Corp. (Englobe) was retained by the Corporation of the Municipality of Calvin (the Client) to complete the development and implementation of a comprehensive Asbestos Management Plan and Asset Retirement Obligation (ARO) Financial Framework for the Municipality of Calvin. The ARO will be provided in a separate document.

The asbestos evaluation was completed in accordance with O.Reg 278/05 Designated Substance under the Ontario Occupational Health and Safety Act (R.S.O, 1990, Chapter 0.1) at the following requested buildings:

- Fire Hall;
- Sand Dome;
- Public Works Garage;
- Municipal Office Complex / Recreation Hall; and
- Equipment/Recreation Storage Building.

Englobe completed a visual evaluation of building materials in each building mentioned above for the presence of asbestos containing materials on February 5th, 2026. As part of the survey, select materials were sampled and submitted for laboratory analysis.

2 Scope of Work

The survey implemented by Englobe was completed in accordance with Section 30 of the *Ontario Occupational Health and Safety Act, (R.S.O. 1990, Chapter 0.1)*,

- A review of historical documents pertaining to each building within the project area, provided by the client.
- Complete a full room by room asbestos visual evaluation, including bulk sampling.
- Asbestos bulk samples will be submitted to a National Voluntary Laboratory Accreditation Program (NVLAP) certified laboratory for analysis using a combination of dispersion staining and polarized light microscopy (PLM). This analytical method is in accordance with O. Reg. 278/05 and follows the U.S. EPA 600R-93/116 Method for the Detection of Asbestos in Bulk Building Material.

- Confirmed asbestos containing building materials to be presented as a database.
- Development of asbestos management program.
- Cost estimates for ARO.
- Provide asbestos awareness training.
- An asbestos-containing Material Survey Report including remedial measures presented in PDF form.

3 Background Document Review

Prior to the commencement of field work, Englobe personnel reviewed the following drawings and sketches provided by the client;

- 2008 Drawing *entitled Calvin Township 24m B.S.S Storage Dome EAU Claire, Ontario, Elevation and General Notes*. Prepared by Bulk Store Structures Inc. Dated April 2008. Provided by the client on January 28, 2026.
- Municipality on Calvin Public Works overview Sketch, Provided by the client on January 28, 2026.
- Recreational Chage Room Building Sketch, Provided by the client on January 28, 2026.
- Fire Department Floor Plan, Provided by the client on January 28, 2026.
- Municipal Hall/Office Floor Plan, Dated 2005. Provided by the client on January 28, 2026.

4 Site Assessment

The purpose of the survey program was to identify asbestos-containing building materials within each room of each building and to provide an inventory of materials containing asbestos.

The survey was non-destructive. Englobe did not complete destructive or instructive openings as part of the survey. The survey was limited to the Fire Hall, Public Works Garage, Recreational Garage, Sand Dome, and Municipal Office Complex. No additional rooms or building areas were included as part of the assessment.

Site photographs are included in Appendix A. Laboratory certificates of analysis is included in Appendix B. A Statement of Limitations regarding this survey is included in Appendix C.

4.1 Asbestos Sampling Methodology

The methodology employed for Asbestos-Containing Materials (ACMs) included identifying the presence of ACMs via the collection and analysis of suspect bulk material samples.

In Ontario, a material is defined as an Asbestos-Containing Material (ACM) if the material has a minimum asbestos content of 0.5 percent (%) by dry weight, as per O. Reg. 278/05 *Asbestos on Construction Projects and in Buildings and Repair Operations* enabled under the Occupational Health and Safety Act (R.S.O. 1990, Chapter 0.1), as amended. ACMs can be divided into two categories: friable and non-friable materials. A friable ACM is a material that can be crumbled, powdered, or pulverized by hand pressure and can readily release fibres when disturbed. Common applications of friable ACMs are sprayed or trowelled surfacing materials (e.g., sprayed fireproofing and textured coatings) as well as mechanical and thermal insulation. Non-friable materials are materials that will generally release fibres only when cut or shaped. Common non-friable ACMs include vinyl floor products, asbestos textile products and asbestos cement products (Transite). Some of these products may become friable with time or when disturbed.

The bulk samples collected during this site survey were submitted to EMSL Canada Inc. (EMSL) to be analyzed using Polarized Light Microscopy (PLM). This analytical method complies with the United States Environmental Protection Agency (U.S. EPA) Method 600/R-93/116 dated July 1993. EMSL is certified under the National Voluntary Laboratory Accreditation Program (NVLAP) (NVLAP No.: 102104-0) to perform asbestos bulk sample analysis. The laboratory followed a "positive stop" analysis methodology and stopped analyzing a sample set if any one of the samples in a sample series was determined to contain asbestos. Therefore, additional samples collected in order to satisfy the requirements of O. Reg. 278/05, as amended, were not analyzed if the initial sample was identified as asbestos containing.

5 Findings

The following sections outline the findings of all accessible building materials that were assessed within the buildings.

Limited access above ceilings within the Public Works Garage, Fire Hall, and Sand Dome buildings were observed and were not accessible due to height restrictions (higher than 6-foot ladder).

5.1 Asbestos-Containing Materials

Bulk samples of suspected ACM were collected and submitted for asbestos content analysis. Sample descriptions and analytical results are summarized in Table 1 below:

Table 1: Summary of Asbestos Content in Bulk Samples

Sample ID	Sample Location	Sample Description	Asbestos Content
Fire Hall			
01A	Engine 1 - Wall	Drywall Joint Compound	None Detected
01B	Meeting Room - Wall		
01C	Office - Wall		
01D	Kitchen - Wall		
01E	Washroom - Wall		
01F	Hose Hanger - Ceiling		
01G	Rescue 1 - Ceiling		
Public Works Garage			
02A	Office Floor - Municipal Garage	Biege with Red Streaks 12" x 12" (30cm x 30cm) Vinyl Floor Tile	2% Chrysotile
02B			Positive Stop (Not Analyzed)
02C			
Sand Dome			
03A	Interior - Wall	Brown and Black Tar	None Detected
03B			
03C			
04A	Exterior - Door	Grey Caulking	None Detected
04B			
04C			

Equipment/ Recreation Storage Building			
05A	Change Room - Wall	Grey Block Mortar	None Detected
05B	Washroom 1 - Wall		
05C	Washroom 2 - Wall		
05D	Outdoor Equipment Storage - Wall		
05E	Equipment Storage Garage - Wall		
Municipal Office Complex / Recreation Hall			
06A	Kitchen - Ceiling	Deep Fissure of Pinhole 2' x 4' Lay-In Ceiling Tile	None Detected
06B	Existing Hall - Ceiling		
06C	Existing Bar - Ceiling		
07A	Kitchen - Floor	White with Grey Specs 12" x 12" (30cm x 30cm) Vinyl Floor Tile	None Detected
07B	Existing Hall - Floor		
07C	Existing Bar - Floor		
08A	Kitchen - Wall	Drywall Joint Compound	None Detected
08B	Existing Hall - Wall		
08C	Washroom - Wall		
08D	Furnace Room - Wall		
08E	Water Room - Wall		
08F	Men's Washroom - Wall		
08G	Janitor Room - Wall		
09A	Existing Hall - Floor	Biege with Black Specs 12" x 12" (30cm x 30cm) Vinyl Floor Tile/ Black Mastic	2% Chrysotile/ None Detected
09B	Men's Washroom - Floor		Positive Stop (Not Analyzed)/ None Detected
09C	Hallway - Floor		
10A	Kitchen - Ceiling	Deep Fissure Pinhole 2' x 4' Lay-In Ceiling Tile	None Detected
10B	Existing Bar - Ceiling		
10C	New Office - Ceiling		
11A	Water Room - Ceiling	Textured Compound	None Detected
11B	Hallway - Ceiling		
11C	Office 1 - Ceiling		
12A	Hallway - Floor	Grey with Grey Streaks 12" x 12" (30 cm x 30cm) Vinyl Floor Tile/ Black Mastic	None Detected/ None Detected
12B			
12C			

Municipal Office Complex / Recreation Hall (Cont')			
13A	New Office - Wall	Grey Block Mortar	None Detected
13B			
13C			
14A	Furnace Room	Pipe Wrap Insulation	None Detected
14B			
14C			

Notes: **Bold** items exceed the 0.5% regulated concentration of asbestos, as per O. Reg. 278/05, as amended.

Based on current bulk sampling and subsequent laboratory analysis, the following asbestos-containing materials are asbestos-containing:

Public Works Garage

- Non-friable **12"x12"** (30cm x 30cm) beige with red streaks vinyl floor tiles contain 2% Chrysotile asbestos (Englobe Sample ID: 02A-C). These tiles were observed in the following locations in the project area:
 - Approximately 5.5 m² observed in good condition within the office area.
 - Approximately 0.5 m² observed in fair condition below the table in office area.

Municipal Office Complex / Recreation Hall

- Non-friable **12"x12"** (30cm x 30cm) beige with black specs vinyl floor tiles contain 2% Chrysotile asbestos (Englobe Sample ID: 09A-C). These tiles were observed in the following locations:
 - Approximately 100 m² observed in good condition located in the existing Hall.
 - Approximately 6 m² observed in **good condition located in the Men's Washroom.**
 - Approximately 6 m² observed in **good condition located in the Women's Washroom.**
 - Approximately 7 m² assumed to be concealed under vinyl plank flooring in the Janitors Room.
 - Approximately 4 m² observed in good condition located in hallway.
 - Approximately 10 m² assumed to be concealed under carpet in the New Office.
 - Approximately 9.5 m² assumed to be concealed under carpet in the Existing Office 1.
 - Approximately 13 m² assumed to be concealed under laminate flooring in the Existing Office 2.
 - Approximately 13 m² assumed to be concealed under carpet in the new Office/Storage Room.

Should any unidentified suspect ACMs be encountered as part of future work, these materials are to be treated as ACMs and handled accordingly, unless sampling proves otherwise. Materials that have not been analyzed but are visibly similar to other materials identified as asbestos-containing, must be considered asbestos-containing unless proven otherwise by laboratory analysis.

6 Conclusions and Recommendations

Based on the results of this asbestos survey, the following materials are confirmed to be asbestos-containing:

- Asbestos-containing beige with red streaks 12" x 12" Vinyl Floor Tile - Public Works Garage
- Asbestos-containing beige with black specs 12" x 12" Vinyl Floor Tile - Municipal Office Complex

6.1 Asbestos

The disturbance of ACMs on construction and demolition projects in the province of Ontario is governed by O.Reg 278/05, as amended. This regulation classifies all asbestos disturbances as either Low Risk (Type 1), Moderate Risk (Type 2), or High Risk (Type 3), each of which has defined precautionary measures. All asbestos materials are subject to specific handling and disposal precautions and must be removed prior to demolition or renovation operations. The MLITSD must be notified of any project involving the removal of more than a minor amount (e.g. typically one square meter) of friable asbestos material.

The following recommendations apply to the abatement of ACMs identified in the building:

- The breaking, cutting, drilling, abrading, grinding, sanding, or vibrating of non-friable ACMs (i.e. Vinyl Floor Tiles) can be conducted using Type 1 asbestos precautionary measures, provided the material is wetted to control the spread of dust or fibers, and the work is done only by means of non-powered hand-held tools. If these conditions cannot be met, then more stringent (Type 2 or Type 3) work procedures are required.

The following general recommendations apply to ACMs or suspected ACMs:

- Appropriate work procedures and precautionary measures must be used, as outlined in O.Reg. 278/05, as amended, when performing work that may disturb ACMs or suspected ACMs.
- The time weighted average exposure limit (TWael) for airborne asbestos is prescribed by O.Reg. 490/09, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne asbestos levels that exceed this TWael.
- Disposal of asbestos waste is controlled by Reg 347, as amended. This regulation requires that asbestos waste be sealed in double containers resistant to punctures and tears and appropriately labelled. The waste must be disposed at a licensed waste disposal site. Proper notification must be issued to the disposal site representative prior to the transportation of waste.

7 Closure

Englobe appreciates this opportunity to offer our services. A Statement of Limitations, which forms an integral part of this report, is included in Appendix C. Should you or your colleagues have any questions regarding this report or require additional information, please do not hesitate to contact the undersigned at your convenience.

Sincerely,

Englobe Corp.



Maryann Neufeld
Project Manager, Hygiene, Health, and Safety
Maryann.Neufled@englobecorp.com



Micheline Gervais, C.E.T.
Project Director, Hygiene, Health, and Safety
Micheline.Gervais@englobecorp.com

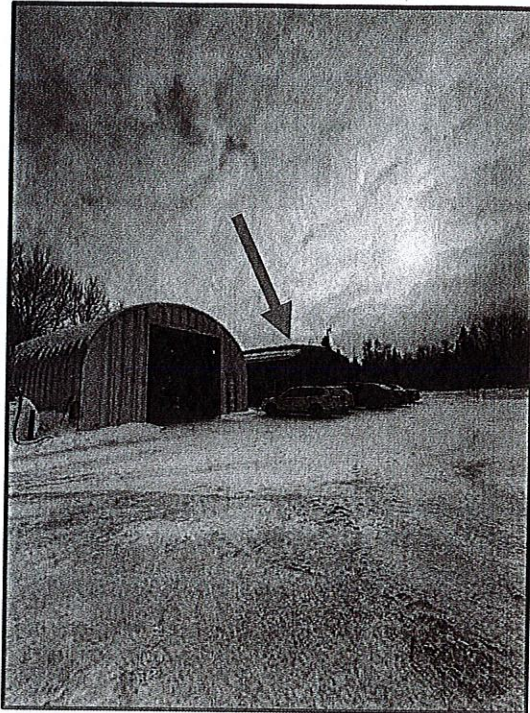
APPENDICES

Appendix A	Site Photographs
Appendix B	Asbestos Containing Materials Inventory
Appendix C	Analytical Laboratory Results
Appendix D	Statement of Limitations

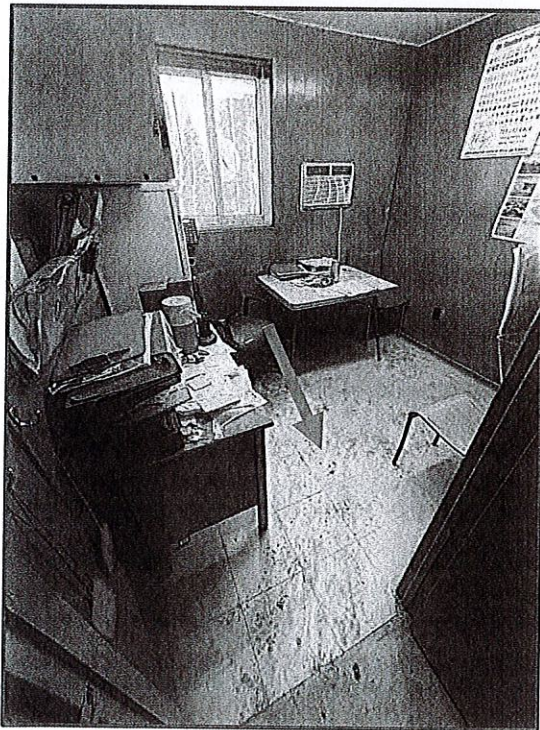
Appendix A Site Photographs



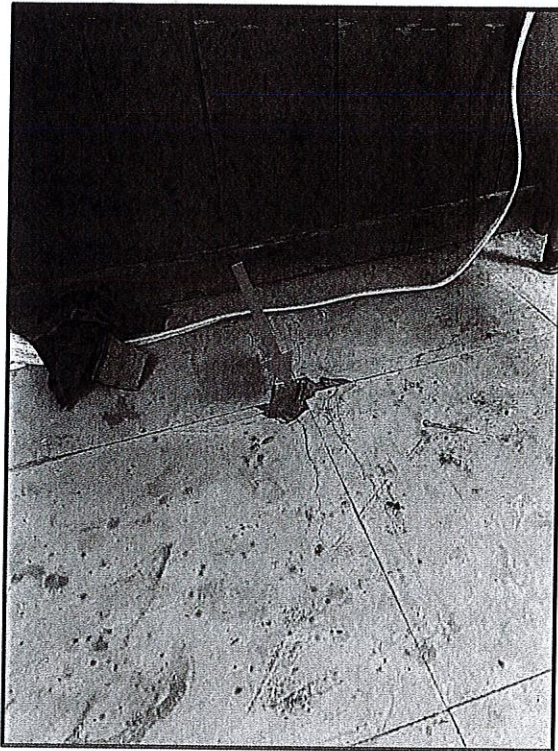
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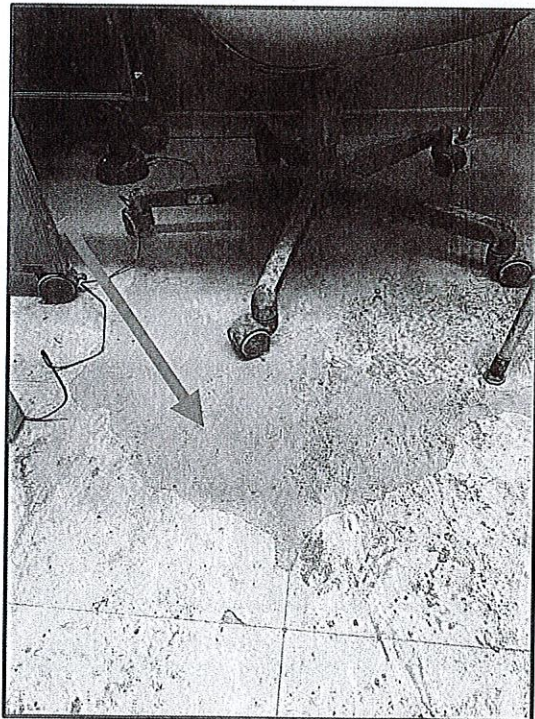
Photograph 1: Public Works Garage



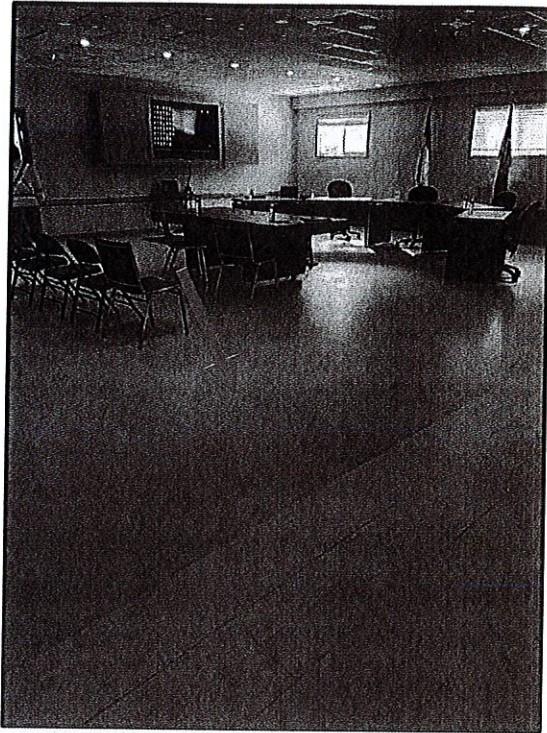
Photograph 2: Asbestos-containing 12" x 12" (30cm x 30cm) beige with red streaks vinyl floor tiles in the Public Works Garage Office (Englobe Sample ID: 02A-C)



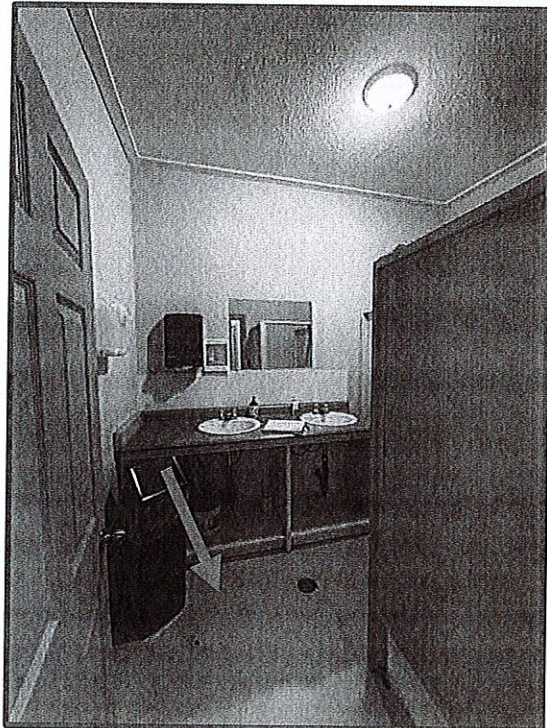
Photograph 3: Fair condition asbestos-containing 12" x 12" (30cm x 30cm) beige with red streaks vinyl floor tiles in the Public Works Garage Office (Englobe Sample ID: 02A-C)



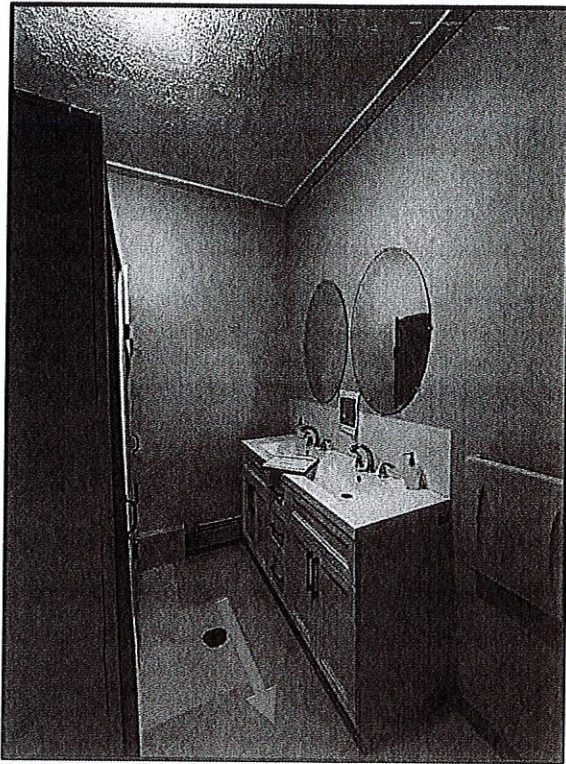
Photograph 4: Fair Condition asbestos-containing 12" x 12" (30cm x 30cm) beige with red streaks vinyl floor tiles in the Public Works Garage Office (Englobe Sample ID: 02A-C).



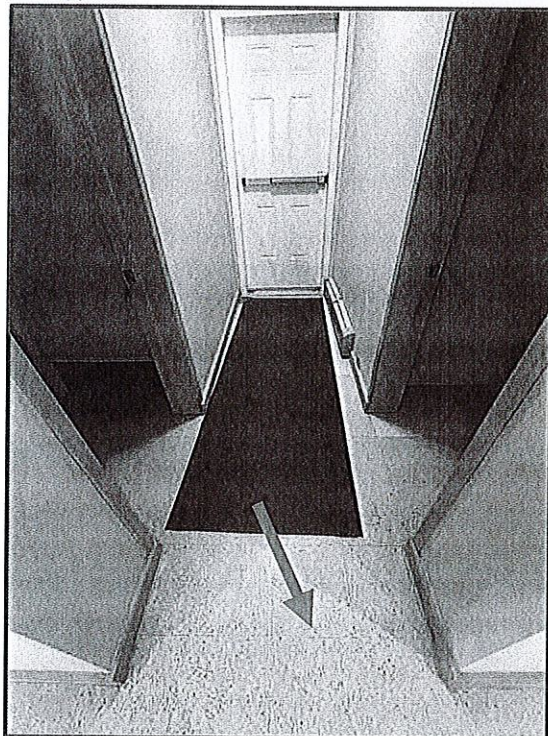
Photograph 5: Asbestos-containing 12" x 12" (30cm x 30cm) beige with black specs vinyl floor tiles in the Municipal Complex Existing Hall (Englobe Sample ID: 09A-C)



Photograph 6: Asbestos-containing 12" x 12" (30cm x 30cm) beige with black specs vinyl floor tiles in the Municipal Complex Men's Washroom (Englobe Sample ID: 09A-C)



Photograph 7: Asbestos-containing 12" x 12" (30cm x 30cm) beige with black specs vinyl floor tiles in the Municipal Complex Women's Washroom (Englobe Sample ID: 09A-C)



Photograph 8: Asbestos-containing 12" x 12" (30cm x 30cm) beige with black specs vinyl floor tiles in the Municipal Complex Hallway (Englobe Sample ID: 09A-C)

Appendix B Asbestos Containing Materials Inventory



eNGLOBE

Building	Floor	Room	System	Material Description /Equipment Type	Condition	Total	Units	Friability	Asbestos Type	% ACM Present	Sample Reference Number	Accessibility	Date of Survey
Public Works Garage	Floor 1	Office	Floor	Beige with Red Streaks 12" x 12" Vinyl Floor Tile	Good	5.5	square meters	Non-Friable	Chrysotile	2%	02A-C	A - Accessible	02/05/2026
Public Works Garage	Floor 1	Office	Floor	Beige with Red Streaks 12" x 12" Vinyl Floor Tile	Fair	4.1	square meters	Non-Friable	Chrysotile	2%	02A-C	A - Accessible	02/05/2026
Municipal Office Complex	Floor 1	Exiting Hall	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Good	100	square meters	Non-Friable	Chrysotile	2%	02A-C	A - Accessible	02/05/2026
Municipal Office Complex	Floor 1	Mens Washroom	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Good	6	square meters	Non-Friable	Chrysotile	2%	02A-C	A - Accessible	02/05/2026
Municipal Office Complex	Floor 1	Womens Washroom	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Good	6	square meters	Non-Friable	Chrysotile	2%	02A-C	A - Accessible	02/05/2026
Municipal Office Complex	Floor 1	Janitor Room	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Unknown	7	square meters	Non-Friable	Chrysotile	2%	02A-C	C - Concealed	02/05/2026
Municipal Office Complex	Floor 1	Hallway	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Good	4	square meters	Non-Friable	Chrysotile	2%	02A-C	A - Accessible	02/05/2026
Municipal Office Complex	Floor 1	New Office	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Unknown	10	square meters	Non-Friable	Chrysotile	2%	02A-C	C - Concealed Under Carpet	02/05/2026
Municipal Office Complex	Floor 1	Existing Office 1	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Unknown	9.3	square meters	Non-Friable	Chrysotile	2%	02A-C	C - Concealed Under Carpet	02/05/2026
Municipal Office Complex	Floor 1	Existing Office 2	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Unknown	13	square meters	Non-Friable	Chrysotile	2%	02A-C	C - Concealed Under Laminate	02/05/2026
Municipal Office Complex	Floor 1	New Office/Storage Room	Floor	Beige with Black Specs 12" x 12" Vinyl Floor Tile	Unknown	13	square meters	Non-Friable	Chrysotile	2%	02A-C	C - Concealed Under Carpet	02/05/2026

Appendix C Analytical Laboratory Results



ENGLOBE



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Attn: Christi Perron
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Sudbury, ON P3E 5M4
Proj: 02512850

Phone: (705) 523-6680
Fax: (705) 523-6690
Collected: 2/ 5/2026
Received: 2/09/2026
Analyzed: 2/16/2026

Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 01A **Lab Sample ID:** 552602491-0001
Sample Description: Engine 1- Wall/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 01B **Lab Sample ID:** 552602491-0002
Sample Description: Meeting Room - Wall/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 01C **Lab Sample ID:** 552602491-0003
Sample Description: Office - Wall/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 01D **Lab Sample ID:** 552602491-0004
Sample Description: Kitchen - Wall/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 01E **Lab Sample ID:** 552602491-0005
Sample Description: Washroom - Wall/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 01F **Lab Sample ID:** 552602491-0006
Sample Description: Hose Hanger - Ceiling/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 01G **Lab Sample ID:** 552602491-0007
Sample Description: Rescue 1/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	



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Project ID:

Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 02A **Lab Sample ID:** 552602491-0008

Sample Description: Firehall Office - Floor/ Beige with Red 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan	0.0%	98.0%	2% Chrysotile	

Client Sample ID: 02B **Lab Sample ID:** 552602491-0009

Sample Description: Firehall Office - Floor/ Beige with Red 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026		Positive Stop (Not Analyzed)			

Client Sample ID: 02C **Lab Sample ID:** 552602491-0010

Sample Description: Firehall Office - Floor/ Beige with Red 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026		Positive Stop (Not Analyzed)			

Client Sample ID: 03A **Lab Sample ID:** 552602491-0011

Sample Description: Dome - Wall/ Tar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Red/Black	<1%	100.0%	None Detected	

Client Sample ID: 03B **Lab Sample ID:** 552602491-0012

Sample Description: Dome - Wall/ Tar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Brown/Black	<1%	100.0%	None Detected	

Client Sample ID: 03C **Lab Sample ID:** 552602491-0013

Sample Description: Dome - Wall/ Tar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Brown/Black	<1%	100.0%	None Detected	

Client Sample ID: 04A **Lab Sample ID:** 552602491-0014

Sample Description: Dome - Door/ Caulking

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan	0.0%	100.0%	None Detected	

Client Sample ID: 04B **Lab Sample ID:** 552602491-0015

Sample Description: Dome - Door/ Caulking

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	



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Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 04C

Lab Sample ID: 552602491-0016

Sample Description: Dome - Door/ Caulking

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 05A

Lab Sample ID: 552602491-0017

Sample Description: Change Room/ Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 05B

Lab Sample ID: 552602491-0018

Sample Description: Washroom 1/ Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray/White	0.0%	100.0%	None Detected	

Client Sample ID: 05C

Lab Sample ID: 552602491-0019

Sample Description: Washroom 2/ Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 05D

Lab Sample ID: 552602491-0020

Sample Description: Outdoor Equipment Storage/ Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 05E

Lab Sample ID: 552602491-0021

Sample Description: Equipment Storage Garage/ Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 06A

Lab Sample ID: 552602491-0022

Sample Description: Kitchen/ Deep Fissure lots of Pinholes 2x4 Ceiling Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan/White	60.0%	40.0%	None Detected	

Client Sample ID: 06B

Lab Sample ID: 552602491-0023

Sample Description: Existing Hall/ Deep Fissure lots of Pinholes 2x4 Ceiling Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan/White	55.0%	45.0%	None Detected	



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Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 06C **Lab Sample ID:** 552602491-0024

Sample Description: Existing Bar/ Deep Fissure lots of Pinholes 2x4 Ceiling Tile

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan/White	55.0%	45.0%	None Detected	

Client Sample ID: 07A **Lab Sample ID:** 552602491-0025

Sample Description: Kitchen/ White with Grey Specs 12"x12" Vinyl Floor Tile

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray/White	0.0%	100.0%	None Detected	

Client Sample ID: 07B **Lab Sample ID:** 552602491-0026

Sample Description: Existing Hall/ White with Grey Specs 12"x12" Vinyl Floor Tile

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 07C **Lab Sample ID:** 552602491-0027

Sample Description: Existing Hall/ White with Grey Specs 12"x12" Vinyl Floor Tile

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 08A **Lab Sample ID:** 552602491-0028

Sample Description: Kitchen/ Drywall Joint Compound

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	No drywall present.

Client Sample ID: 08B **Lab Sample ID:** 552602491-0029

Sample Description: Existing Hall/ Drywall Joint Compound

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 08C **Lab Sample ID:** 552602491-0030

Sample Description: Washroom/ Drywall Joint Compound

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 08D **Lab Sample ID:** 552602491-0031

Sample Description: Furnace Room/ Drywall Joint Compound

TEST	Analyzed		Non-Asbestos		Asbestos	Comment
	Date	Color	Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan/White	0.0%	100.0%	None Detected	



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Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 08E

Lab Sample ID: 552602491-0032

Sample Description: Water Room/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 08F

Lab Sample ID: 552602491-0033

Sample Description: Mens hroom/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 08G

Lab Sample ID: 552602491-0034

Sample Description: Janitor Room/ Drywall Joint Compound

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 09A-Floor Tile

Lab Sample ID: 552602491-0035

Sample Description: Existing Hall/ Beige with Black Spots 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	98.0%	2% Chrysotile	

Client Sample ID: 09A-Mastic

Lab Sample ID: 552602491-0035A

Sample Description: Existing Hall/ Beige with Black Spots 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Black	<1%	100.0%	None Detected	

Client Sample ID: 09B-Floor Tile

Lab Sample ID: 552602491-0036

Sample Description: Mens Washroom/ Beige with Black Spots 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026					Positive Stop (Not Analyzed)

Client Sample ID: 09B-Mastic

Lab Sample ID: 552602491-0036A

Sample Description: Mens Washroom/ Beige with Black Spots 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Black	<1%	100.0%	None Detected	

Client Sample ID: 09C-Floor Tile

Lab Sample ID: 552602491-0037

Sample Description: Hallway/ Beige with Black Spots 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026					Positive Stop (Not Analyzed)



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Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 09C-Mastic

Lab Sample ID: 552602491-0037A

Sample Description: Hallway/ Beige with Black Spots 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Black	<1%	100.0%	None Detected	

Client Sample ID: 10A

Lab Sample ID: 552602491-0038

Sample Description: Kitchen/ Deep Fissure Pinhole 2x4 Ceiling Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan	55.0%	45.0%	None Detected	

Client Sample ID: 10B

Lab Sample ID: 552602491-0039

Sample Description: Existing Bar/ Deep Fissure Pinhole 2x4 Ceiling Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan	60.0%	40.0%	None Detected	

Client Sample ID: 10C

Lab Sample ID: 552602491-0040

Sample Description: New Office/ Deep Fissure Pinhole 2x4 Ceiling Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan	60.0%	40.0%	None Detected	

Client Sample ID: 11A

Lab Sample ID: 552602491-0041

Sample Description: Water Room/ Textured Ceiling

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 11B

Lab Sample ID: 552602491-0042

Sample Description: Hallway/ Textured Ceiling

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 11C

Lab Sample ID: 552602491-0043

Sample Description: Office 1/ Textured Ceiling

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	

Client Sample ID: 12A

Lab Sample ID: 552602491-0044

Sample Description: Hallway/ Grey with Grey Streaks 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	0.0%	100.0%	None Detected	



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Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 12B-Floor Tile

Lab Sample ID: 552602491-0045

Sample Description: Hallway/ Grey with Grey Streaks 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 12B-Mastic

Lab Sample ID: 552602491-0045A

Sample Description: Hallway/ Grey with Grey Streaks 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Black	2.0%	98.0%	None Detected	

Client Sample ID: 12C-Floor Tile

Lab Sample ID: 552602491-0046

Sample Description: Hallway/ Grey with Grey Streaks 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 12C-Mastic

Lab Sample ID: 552602491-0046A

Sample Description: Hallway/ Grey with Grey Streaks 12"x12" Vinyl Floor Tile

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Black	2.0%	98.0%	None Detected	

Client Sample ID: 13A

Lab Sample ID: 552602491-0047

Sample Description: New Office/ Block Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 13B

Lab Sample ID: 552602491-0048

Sample Description: New Office/ Block Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 13C

Lab Sample ID: 552602491-0049

Sample Description: New Office/ Block Mortar

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Gray	0.0%	100.0%	None Detected	

Client Sample ID: 14A

Lab Sample ID: 552602491-0050

Sample Description: Furnace Room/ Pipe Wrap

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan/White	95.0%	5.0%	None Detected	



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Summary Test Report for Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05

Client Sample ID: 14B

Lab Sample ID: 552602491-0051

Sample Description: Furnace Room/ Pipe Wrap

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	White	90.0%	10.0%	None Detected	

Client Sample ID: 14C

Lab Sample ID: 552602491-0052

Sample Description: Furnace Room/ Pipe Wrap

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	2/16/2026	Tan/White	90.0%	10.0%	None Detected	

Analyst(s):

Cameron Evans PLM (34)
Jurnee West PLM (19)

Reviewed and approved by:

Matthew Davis or other approved signatory
or Other Approved Signatory

None Detected = <0.1%. EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This is a summary report; official reports are available on LabConnect or upon request and relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 800/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Kernersville, NC NVLAP Lab Code 102104-0, Virginia 3333-000228, West Virginia LT000321

Initial report from: 02/17/2026 15:19:07

Appendix D Statement of Limitations



eNGLOBE

Statement of Limitations

This report (hereinafter, the “Report”) was prepared by Englobe Corporation (hereinafter the “Company”) and is provided for the sole and exclusive use and benefit of the Corporation of the Municipality of Calvin (“Client”). Ownership in and copyright for the contents of the Report belong to the Company.

No other person is authorized to rely on, use, copy, duplicate, reproduce or disseminate this Report, in whole or in part and for any reason whatsoever, without the express prior written consent of the Company. Any person using this Report, other than the person(s) to whom it is directly addressed, does so entirely at its own risk. The Company assumes no responsibility or liability in connection with decisions made or actions taken based on the Report, or the observations and/or comments contained within the Report. Others with interest in the site and/or subject matter of this Report should undertake their own investigations and studies to determine how or if they or their plans could be affected.

This Report should be considered in its entirety; selecting specific portions of the Report may result in the misinterpretation of the content.

The work performed by the Company was carried out in accordance with the terms and conditions specified in the Professional Services Agreement between the Company and the Client, in accordance with currently accepted engineering standards and practices and in a manner consistent with the level of skill, care and competence ordinarily exercised by members of the same profession currently practicing under similar conditions and like circumstances in the same jurisdiction in which the services were provided. Standards, guidelines, and practices may change over time; those which were applied to produce this Report may be obsolete or unacceptable later.

The findings, recommendations, suggestions, or opinions expressed in this Report reflect the Company’s best professional judgment based on observations and/or information reasonably available at the time the work was performed, as appropriate for the scope, work schedule and budgetary constraints established by the Client. No other warranty or representation, expressed or implied, is included in this Report including, but not limited to, that the Report deals with all issues potentially applicable to the site and/or that the Report deals with any and all of the important features of the site, except as expressly provided in the scope of work.

This Report has been prepared for the specific site, development, building, design or building assessment objectives and/or purposes that were described to the Company by the Client. The applicability and reliability of the content of this Report, subject to the limitations provided herein, are only valid to the extent that there has been no material alteration or variation thereto, and the Company expressly disclaims any obligation to update the Report. However, the Company reserves the right to amend or supplement this Report based on additional information, documentation or evidence made available to it.

The Company makes no representation concerning the legal significance of its findings, nor as to the present or future value of the property, or its fitness for a particular purpose and hereby disclaims any responsibility

or liability for consequential financial effects on transactions or property values, or requirements for follow-up actions and costs.

Since the passage of time, natural occurrences, and direct or indirect human intervention may affect the views, conclusions, and recommendations (if any) provided in this Report, it is intended for immediate use.

This Statement of Limitations forms an integral part of the Report.

In preparing this Report, the Company has relied in good faith on information provided by others and has assumed that such information is factual, accurate and complete. The Company accepts no responsibility or liability for any deficiency, misstatement or inaccuracy in this Report resulting from the information provided, concealed, or not fully disclosed by those individuals.

It is recommended practice that the Company be retained during subsequent phases of the project, to confirm that the conditions throughout the site do not deviate materially from those encountered throughout the sampling program.

Any results from a third-party laboratory or other subcontractors reported herein have been carried out by others, and the Company cannot warrant their accuracy.

This Report is based on the assumption that the design features relevant to our work will be in accordance with applicable codes, standards, and guidelines of practice and constructed substantially in accordance with the Report. If there are any changes to the site development or building construction features, or there is any additional information that was not otherwise available at the time the work was performed, the Company should be retained to review the implications thereof to the contents of this Report. The design recommendations expressed in this Report are applicable only to the project described therein.

No attempt was made to dismantle, inspect, or test existing equipment other than that which is specifically noted in the report.



April 8, 2026

The Municipality of Calvin
1355 Peddlers Drive
Mattawa, ON P0H 1V0

Attention: Donna Maitland

Subject: **High-Level Cost Estimate for Abatement of Asbestos-Containing Materials**
1355 Peddlers Drive, Mattawa, ON
Englobe reference: 02512850.000

1 Introduction

Englobe Corp. (Englobe) was retained by The Municipality of Calvin (Client) to develop and implement a comprehensive Asbestos Management Program (AMP) and Asset Retirement Obligation (ARO) Financial Framework for buildings owned by the Municipality. Englobe has prepared a high-level cost estimate for the abatement of asbestos-containing materials (ACMs) that meets the requirements of the Public Sector Accounting Board (PSAB) Section 3280.

The following buildings were identified to have ACMs:

- Public Works Garage, and
- Municipal Office Complex.

The high-level cost estimate must be read in conjunction with the report entitled:

- Asbestos Management Program and PSA Compliance Framework, RFPNo.Cal-ASB 2025 Asbestos management Plan, Municipality of Calvin, 1355 Peddlers Drive, Mattawa, Ontario, Englobe Project No.: 02512850, Dated April 7, 2026.

Please refer to the above noted report for locations and quantities of ACMs.

2 High-Level Cost Estimate

Englobe has developed a high-level cost estimate based upon the best information available and previous experience conducting this type of work. This cost estimate has been prepared in an order of magnitude based solely on the quantity of materials identified. This cost estimate is provided only for general guidance as costs may vary considerably based on site specific conditions such as schedule, hours of work, access, if work is completed concurrently and so forth. This cost estimate may also vary depending on any seasonal work restrictions, availability of contractors and/or local market conditions. All costs align with applicable industry standards.

The abatement cost estimate is based on a price per unit or price per square metre. Refer to the initial Asbestos Survey report for detailed findings and recommendations.

The high-level cost estimate is based on the identified scope of work and is exclusive of taxes and external fees, unless otherwise indicated. **Table 1** includes the cost breakdown for each ACM identified in the building.

Table 1 Asbestos Abatement Contractor Costs

Building/Material	Room	Quantity (Square Metre (SM))	Cost per Unit	Total Cost
Public Works Garage, Vinyl Floor Tiles	Office	5.5 SM	\$175	\$962.50
Public Works Garage, Vinyl Floor Tiles	Office	<1 SM	\$175	\$175
Municipal Office Complex, Vinyl Floor Tiles	Existing Hall	100 SM	\$175	\$17,500
Municipal Office Complex, Vinyl Floor Tiles	Men's Washroom	6 SM	\$175	\$1,050
Municipal Office Complex, Vinyl Floor Tiles	Women's Washroom	6 SM	\$175	\$1,050
Municipal Office Complex, Vinyl Floor Tiles	Janitor Room	7 SM	\$175	\$1,225
Municipal Office Complex, Vinyl Floor Tiles	Hallway	4 SM	\$175	\$700
Municipal Office Complex, Vinyl Floor Tiles	New Office	10 SM	\$175	\$1,750
Municipal Office Complex, Vinyl Floor Tiles	Existing Office 1	9.5 SM	\$175	\$1,662.50
Municipal Office Complex, Vinyl Floor Tiles	Existing Office 2	13 SM	\$175	\$2,275
Municipal Office Complex, Vinyl Floor Tiles	New Office/Storage Room	13 SM	\$175	\$2,275
Total (HST not included)				\$30,625

2.1 Closing

If you have any questions or require clarification of any aspect of this submission, please do not hesitate to contact the undersigned.

Yours very truly,

Englobe Corp.



Chris Moose
Senior Project Manager

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7.

**BUSINESS
ARISING
FROM
PREVIOUS
COUNCIL
MEETINGS**

RECEIVED
APR 07/26
7.1

Ministry of Rural Affairs

Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 28th Floor
Toronto, Ontario M7A 2J3
Tel: 647-329-1485

777, rue Bay, 28^e étage
Toronto (Ontario) M7A 2J3
Tél. : 647-329-1485



Ontario

April 1, 2026

Your Worship
Mayor Richard Gould
Calvin Township
mayor.gould@calvintownship.ca

Richard
Dear Mayor Gould:

Thank you for your letter about matters related to Federal provision of landline services and access to broadband in your community. I appreciated receiving this information to review and share with staff.

I am grateful to be the legislative voice for the people of rural Ontario as the Minister of Rural Affairs. In the spirit of this all-of-government approach, the Ministry of Rural Affairs is also dedicated to fostering partnerships with our fellow ministries to enable investment, collaboration and opportunity in Ontario's small towns and communities. As you know, this matter falls under the area of responsibility of the Ministry of Infrastructure and also the Ministry of Energy and Mines. I have shared a copy of your concerns with my colleague the Honourable Sam Oosterhoff, Associate Minister of Energy Intensive Industries, for his review and awareness.

We want our rural areas to continue to be the best place to live, work, travel or raise a family in Ontario.

Again, I appreciate the time you took to follow up on our meeting at ROMA. I look forward to working together to support rural communities and protect Ontario.

Sincerely,

Lisa M. Thompson

Lisa M. Thompson
Minister of Rural Affairs

c: The Honourable Sam Oosterhoff
Associate Minister of Energy Intensive Industries

RECEIVED
APR. 07 2016
ah

Mayor's Report

Subject: Cellular and Broadband Communications Project Update

Update: I provide the following as an update on ongoing cellular and broadband initiatives affecting the Municipality.

Correspondence has been received from the Minister of Rural Affairs, Lisa Thompson, acknowledging the Municipality's concerns regarding cellular coverage and the potential deregulation of landline services in the Township of Calvin. The Minister's letter dated April 1, 2026 is attached for Council's information.

Following a presentation I made at the Rural Ontario Municipal Association (ROMA) Conference in Toronto, ROMA issued a communication in late February highlighting several key points:

- The Canadian Radio-television and Telecommunications Commission (CRTC) and ROMA are encouraging municipalities to participate in relevant consultations to ensure rural perspectives are considered in regulatory decisions;
- Concern was expressed that rural communities risk losing essential landline services in areas lacking reliable cellular or internet coverage, potentially widening the digital divide;
- ROMA has applied for intervenor status in a CRTC consultation to advocate for more accurate cellular coverage mapping and is requesting municipal support in identifying service gaps.

I confirm that a formal challenge was submitted to the CRTC on behalf of residents of the Township of Calvin regarding identified deficiencies in service coverage.

Further discussions were held with Mike Smith, Director of Broadband Expansion & Connectivity with the CEC, regarding Bell Canada's missed deadlines for fibre optic deployment. It was noted that:

- Bell Canada remains subject to CRTC retail rate regulation in Calvin due to limited competition;
- Bell has applied for forbearance, asserting that sufficient competition exists through other providers;
- The provincially funded broadband expansion project remains ongoing, with updated timelines expected later this year.

I also report ongoing communication with the office of MPP and Minister Vic Fedeli. As of March 19:

- The Universal Broadband Fund (UBF-04965) project in the Township of Calvin remains active under Bell Canada;
- Construction delays related to permitting and other challenges have resulted in adjusted timelines;
- Enhanced accountability measures, including Detailed Execution Plans and stricter oversight, have been implemented;
- Provincial ministries continue to work with service providers and municipalities to accelerate broadband deployment and assess alternatives where necessary.

Additionally, Council noted emerging technologies in satellite-based communications. Information provided by Blue Sky Networks highlighted recent advancements involving Bell Canada and AST SpaceMobile, including successful testing of direct-to-cell 4G LTE voice, video, and data services using standard smartphones via low Earth orbit satellites. This technology may provide future connectivity solutions for underserved rural areas, with potential deployment anticipated in 2026.

Resolution

THAT Council of the Municipality of Calvin receives and accepts the Mayor's Report on Cellular and Broadband Communications Update

7.2



J. Paul Dubé, Ombudsman

BY E-MAIL

March 30, 2026

Council for the Municipality of Calvin
1355 Peddlers Drive, R.R.#2
Mattawa, ON P0H 1V0

Dear Members of council for the Municipality of Calvin:

Re: Report – Office of the Ontario Ombudsman

I have completed my investigation into a complaint about meetings held by council for the Municipality of Calvin in 2025.

In accordance with subsection 14.1(8) of the *Ombudsman Act*, the Municipality should make my report available to the public, and we ask that this be done no later than the next council meeting. In accordance with subsection 239.2(12) of the *Municipal Act, 2001*, the Municipality should pass a resolution stating how it intends to address this report.

Pursuant to subsection 14.1(9) of the *Ombudsman Act*, I will also post a copy of the report on my website at www.ombudsman.on.ca.

Sincerely,

Paul Dubé
Ombudsman of Ontario

Cc: Donna Maitland, CAO/Clerk Treasurer, Municipality of Calvin

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
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www.ombudsman.on.ca
Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman





Ombudsman Report

**Investigation into a complaint about meetings
held by council for the Municipality of Calvin**

**Paul Dubé
Ombudsman of Ontario**

March 2026

Complaint

- 1 My Office received a complaint about meetings held by council for the Municipality of Calvin.
- 2 The complaint alleged that the resolutions passed by council to move into closed session at the August 12, November 25, and December 16, 2025 meetings did not comply with the open meeting rules in the *Municipal Act, 2001* (the “Act”).¹
- 3 For the reasons set out below, I have concluded that the resolutions passed by council to move into closed session at each of the three meetings did not comply with section 239(4) of the Act as they failed to provide a description of the general nature of each matter to be discussed during the closed meetings.
- 4 Additionally, I have found that council failed to comply with section 4.5.3 of its procedure by-law, which requires the Chair to report back to the public the general nature of the matters dealt with in a closed meeting following its adjournment.

Ombudsman jurisdiction

- 5 Under the *Municipal Act, 2001*, all meetings of council, local boards, and committees of either must be open to the public, unless they fall within prescribed exceptions.²
- 6 As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality has complied with the rules in closing a meeting to the public.³ Municipalities may appoint their own investigator.⁴ The Act designates the Ombudsman as the default investigator for municipalities or local boards that have not appointed their own.⁵
- 7 The Ombudsman is the closed meeting investigator for the Municipality of Calvin.

¹ SO 2001, c 25.

² *Ibid*, s 239.

³ *Ibid*, s 239.1.

⁴ *Ibid*, s 239.2(1).

⁵ *Ibid*, s 239.1.

- 8 My Office has reviewed and investigated hundreds of closed meeting complaints since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman’s decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues related to open meeting procedures. Summaries of the Ombudsman’s previous decisions can be found in the digest: www.ombudsman.on.ca/en/info-public-bodies-and-officials/municipal-government/municipal-meeting-digest.
- 9 The Ontario Ombudsman also has the authority to conduct impartial reviews and investigations of hundreds of public sector bodies. This includes municipalities, local boards, and municipally-controlled corporations, as well as provincial government organizations, publicly funded universities, and school boards. In addition, the Ombudsman’s mandate includes reviewing complaints about the services provided by children’s aid societies and residential licensees, and the provision of French language services under the *French Language Services Act*. Read more about the bodies within our jurisdiction here: www.ombudsman.on.ca/en/make-complaint/what-we-can-help-you/organizations-you-can-complain-about.

Investigative process

- 10 On January 29, 2026, my Office advised the Municipality of our intent to investigate this complaint.
- 11 Members of my Office’s open meeting team reviewed the open and closed meeting agendas and minutes, as well as the video recordings of the open meetings. My Office also interviewed the CAO-Clerk-Treasurer and all members of council.
- 12 My Office received full co-operation in this matter.

Council meetings

August 12, 2025 special meeting

- 13 Council met on August 12, 2025 for a special meeting. At 6:31 p.m., council passed a resolution to proceed into a closed session to discuss two matters: “labour relations or employee negotiations” pursuant to section 239(2)(d) of the Act, and “advice subject to solicitor-client privilege” pursuant to section 239(2)(f)

of the Act. The resolution did not provide any description of the matters to be discussed under the cited open meeting exceptions.

- 14 Council returned to open session at 7:31 p.m. and reported back that it discussed matters under the two cited exceptions. No further details were provided.

November 25, 2025 council meeting

- 15 Council met on November 25, 2025 for a regular meeting. At 9:29 p.m., council passed a resolution to “move into closed session and go beyond the 4 hour limit to discuss: Advice that is subject to solicitor-client privilege, including communications necessary for that purpose” pursuant to section 239(2)(f) of the Act.
- 16 Council returned to open session at 10:30 p.m. and reported back that it discussed a matter pursuant to the exception for advice subject to solicitor-client privilege, including communications necessary for that purpose. No further details were provided.

December 16, 2025 council meeting

- 17 Council met on December 16, 2025 for a regular meeting. At 8:36 p.m., council passed a resolution to proceed into a closed session to discuss two matters: “advice subject to solicitor-client privilege, including communications necessary for that purpose” pursuant to section 239(2)(f) of the Act, and “personal matters about an identifiable individual s.239(2)(b) who is in non-compliance with the Zoning Bylaw” pursuant to section 239(2)(b) of the Act.
- 18 Council returned to open session at 9:45 p.m. and reported back that it discussed a matter under the exception for advice subject to solicitor-client privilege, including communications necessary for that purpose. Council also reported back that it discussed a matter under the exception for personal matters about an identifiable individual who was in non-compliance with the zoning by-law, and that council directed the Chief Building Officer to take the necessary steps to bring the matter into compliance within 60 days of the notice served.

Analysis

Resolutions to close meetings

- 19 Section 239(4)(a) of the Act requires council to pass a resolution prior to entering a closed session that states the fact of holding a closed meeting and the general nature of the matter to be considered. In *Farber v. Kingston*, the Ontario Court of Appeal noted that a resolution to proceed into closed session should “provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason” for proceeding into closed session.⁶
- 20 Publicly stating that a meeting will be closed and identifying what issues will be discussed in the closed session is not a mere procedural technicality. The purpose of this obligation is to enhance the transparency of local democracy and ensure that decision-makers are accountable when they discuss matters behind closed doors. Failing to comply with this requirement can result in a loss of public confidence in municipal governance.⁷ I have also previously recommended that, where possible, councils should provide substantive detail in the resolution to close a meeting.⁸
- 21 The requirement to provide the general nature of the subject to be discussed in the closed meeting is not normally satisfied by only citing the exception from the Act.⁹ There may be instances where additional information cannot be included in the resolution, but in my experience those cases are rare. Generally, it is possible to provide additional information in the resolution to move into closed session without undermining the reason for the closed session.¹⁰
- 22 In this case, I reviewed three resolutions passed by council to proceed into closed session. On August 12 and November 25, 2025, council failed to provide any description of the issues being discussed in the closed session and only referenced the open meeting exception relied upon. On December 16, 2025, council provided a description of one of the matters to be discussed during the closed session, but failed to provide a description of the matter discussed under the exception of advice subject to solicitor-client privilege.

⁶ *Farber v Kingston (City)*, 2007 ONCA 173 at para 21, online: <<http://canlii.ca/t/1qtz/>>.

⁷ *Casselman (Municipality of) (Re)*, 2022 ONOMBUD 14 at para 18 [“*Casselman*”], online: <<https://canlii.ca/t/jrkx7>>.

⁸ *Niagara (District Airport Commission) (Re)*, 2016 ONOMBUD 22, online: <<http://canlii.ca/t/h2stf>>.

⁹ *Brockville (City of)*, 2016 ONOMBUD 12 at para 47 online: <<https://canlii.ca/t/h2ssr>>.

¹⁰ *Casselman*, *supra* note 7 at para 22.

- 23 Accordingly, the resolutions to move into closed session for each of these meetings did not comply with section 239(4) of the Act.

Reporting back to the public after closed meetings

- 24 Numerous closed meeting investigators, including my Office, recommend as a best practice that municipalities report back after closed sessions and provide general information about what occurred.¹¹ A report back may consist of a general discussion in open session of subjects considered in closed session together with information about any decisions, resolutions, and directions given to staff. In some cases, the nature of the discussion might allow for considerable information about the closed session to be provided publicly.¹²
- 25 The Municipality of Calvin has enshrined a requirement to report back to the public in its procedure by-law. Section 4.5.3 of the by-law provides that, upon adjourning a closed meeting, the Chair shall report back to the public that the meeting has resumed in open session and the general nature of the matters dealt with in the closed meeting.¹³
- 26 With regard to the August 12 and November 25, 2025 meetings, council did not provide any information about the general nature of the closed session discussions when resuming in open session. On December 16, 2025, council included in its report back a description of the general nature of what was discussed under the exception for personal matters and also the direction it gave to staff, but failed to provide a description of the general nature of the matter discussed under the exception for advice subject to solicitor-client privilege.
- 27 Accordingly, council failed to comply with section 4.5.3 of its procedure by-law when returning from closed session at each of these meetings.

Opinion

- 28 Council for the Municipality of Calvin contravened section 239(4) of the *Municipal Act, 2001* on August 12, November 25, and December 16, 2025 when it failed to provide descriptions of the general nature of the matters to be discussed in closed session in the resolutions to proceed in closed session.

¹¹ *Oshawa (City of) (Re)*, 2016 ONOMBUD 10 at para 58, online: <<https://canlii.ca/t/h2ssm>>.

¹² *The Nation (Municipality of)*, 2019 ONOMBUD 4 at para 82, online: <<https://canlii.ca/t/j2b4c>>.

¹³ Municipality of Calvin, by-law No 2024-49, *Being a bylaw to establish rules governing the proceedings of council, the calling of meetings, and the conduct of members, staff and the public* (30 July 2024), s 4.5.3.

- 29 Council also contravened section 4.5.3 of its procedure by-law on August 12, November 25, and December 16, 2025 when, following the closed meetings, it failed to report back to the public the general nature of each matter discussed in the closed sessions.
- 30 During interviews, members of council told my Office that they were not familiar with the rules regarding the resolutions to move into closed session and reporting back to the public upon rising from a closed session. My Office was told that council was committed to following the rules and adopting these practices moving forward.

Recommendations

- 31 I make the following recommendations to assist the Municipality of Calvin in fulfilling its obligations under the Act and enhancing the transparency of its meetings:

Recommendation 1

All members of council for the Municipality of Calvin should be vigilant in adhering to their individual and collective obligation to ensure that the municipality complies with its responsibilities under the *Municipal Act, 2001* and its procedure by-law.

Recommendation 2

Council for the Municipality of Calvin should ensure that all resolutions to proceed into closed session include a description of the general nature of all items to be discussed.

Recommendation 3

Council for the Municipality of Calvin should ensure that it reports back to the public following each closed session with a description of the general nature of each item discussed during the closed session.

Report

- 32 Council for the Municipality of Calvin was given the opportunity to review a preliminary version of this report and provide comments to my Office. Council indicated that they are committed to implementing the recommendations.

- 33 This report will be published on my Office's website and should be made public by the Municipality of Calvin. In accordance with section 239.2(12) of the *Municipal Act, 2001*, the Municipality is required to pass a resolution stating how it intends to address this report.



Paul Dubé
Ombudsman of Ontario