

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**

**CLOSURE AND SALE OF ORIGINAL SHORELINE/ROAD ALLOWANCES POLICY**

**BY-LAW NO. 2026-35**

**BEING A BY-LAW TO ADOPT POLICIES AND PROCEDURES FOR THE CLOSURE AND SALE OF ORIGINAL SHORELINE/ ROAD ALLOWANCES.**

**WHEREAS** the Municipal Act S.O. 2001, c. 25, as amended from time to time, requires by section 270 that the municipality shall adopt and maintain policies which is to include the following:

- 1. The Sale and Disposition of Land.
- 2. Procedures for notice to the public, which procedures will be open and transparent to the public.

**AND WHEREAS** the Municipal Act S.O. 2001, section 34 (1) and (2) requires (1)A by-law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper land registry office. 2006, c. 32, Sched. A, s. 18. and (2) A by-law permanently closing a highway shall not be passed without the consent of the Government of Canada if the highway,(a) abuts on land, including land covered by water, owned by the Crown in right of Canada; or(b) leads to or abuts on a bridge, wharf, dock, quay or other work owned by the Crown in right of Canada. 2006, c. 32, Sched. A, s. 18.;

**AND WHEREAS** the Municipal Act S.O. 2001, section 35 requires when restricting common law right of passage without limiting sections 9, 10 and 11, a municipality may pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway. 2006, c. 32, Sched. A, s. 18.;

**AND WHEREAS** Council of the Corporation of the Municipality of Calvin finds it expedient to adopt such policies and procedures;

**BE IT ENACTED AS A BY-LAW OF THE MUNICIPALITY OF CALVIN AS FOLLOWS:**

- 1. **Schedule "A"**  
The **policies** for the Closure and Disposition of original Shoreline/Road Allowances shall be those set out in Schedule "A" attached.
- 2. **Schedule "B"**  
The **procedures** for the Closure and Sale of original Shoreline/Road Allowances shall be those as set out in Schedule "B" attached.

3. **Schedule "C"**  
The sale price and the method of calculation will be set out in Schedule "C" attached.
4. **Schedule "D"**  
The Application for Closure of original Shoreline/Road Allowance
5. **Schedule "E"**  
Lot Line Extension Application
6. **Repeals**
  - 6.1 All By-Laws pertaining to the sale or closure of original shoreline/road allowances shall be repealed and replaced.

**THIS BY-LAW HAS BEEN PASSED AND ENACTED** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2026-35

SCHEDULE "A"

CLOSURE AND DISPOSITION OF ORIGINAL SHORELINE/ ROAD ALLOWANCES

POLICIES

The following are general policies which will apply to each application for closure of shoreline/road allowances. It is appreciated that every application may not fit exactly within these policies and minor changes may be required.

1. Definitions

(A) "Shoreline Road Allowance"

Council will consider the closure and disposal of a road allowance, which in the original survey, leads along or on the shore of a lake. The road allowance in this case must be situated in such a manner that it splits the applicant's waterfront property in two and/or is the only separation between the applicant's property and the bank of the shoreline. This shall be referred to as a Shoreline Road Allowance.

(B) "Inland Road Allowance"

Council will consider the closure and disposal of a road allowance adjacent to property which is not on the waterfront but where the development pattern or other circumstances in the area dictate that the road allowance cannot or will not be required for road purposes. This shall be referred to as an Inland Road Allowance.

2. Road Allowances to be Reserved

It is the policy of Council not to close and sell the road allowances listed hereafter. A change in this policy requires an approval of the By-law by Council.

Road Allowances leading to water

- (1) Road allowances or portions of an allowance on or leading to water that are or can be used for public waterfront recreational uses, public access, emergency access, public travel and portage or other municipal purposes.

Environmental Areas

- (2) Any portions of a road allowance that contains, abuts, or provides access to significant fish spawning areas, wildlife habitat or other environmentally sensitive features.

Historical or Cultural Features

- (3) Those portions of road allowances where significant historical or cultural features have been identified.

Future waterfront community development

- (4) Shoreline road allowances in areas where waterfront community development is likely to occur.

Public Interest

- (5) Where, in the opinion of Council, reservation of a shore road allowance is necessary in the public interest.

3. **Road Allowances which may be sold with Municipal consent**

No deprivation of access

- (1) Road allowances may be closed by the municipality and sold to abutting owners only when it has been determined that other landowners will not be deprived of suitable alternative public access.

Easements

- (2) The municipality, when closing and selling a road allowance, has the right to reserve easements where they consider it necessary in the public interest.

Application: Advise Adjacent Owners

- (3) Each person applying for the purchase of a road allowance abutting his/her property, must provide when submitting an application, confirmation that they have advised the abutting landowners of their proposed application to the municipality.

Draft Survey: Copy to Adjacent Owners

- (4) Each abutting owner will be provided with a draft of the proposed survey of the area of the road allowance to be closed and will have the opportunity to comment or make representation to Council.

Shore road allowances above water

- (5) Only that portion of the road allowance that is above water will be closed and sold.

Flooded or Hazard lands

- (6) Lands that are subject to flooding or other hazards may be sold. However, any construction or placement of fill on these lands will be subject to the approval of Minister of Natural Resources and/or the applicable Conservation Authority.

Zoning Regulations

- (7) Road allowances which are closed and sold to the adjacent owners are subject to the municipality's zoning regulations.

Disagreement with adjacent owners

- (8) Where there is a disagreement between an Applicant and an adjacent owner as to the area which is to be the subject matter of the Application, Council may refuse the application and/or provide a condition of sale agreeable for adjacent owners.

4. Lot line projections

In determining the area of the road allowance to be closed, the lot line projections may be drawn in one of three ways:

- i. a straight line projection of the existing boundary, or
- ii. at right angles to the road allowance, or
- iii. in such manner as Council determines is fair and equitable subject to the provisions of section 3(8) above.

5. Surplus Property

Before approving of an Application in principle, Council shall:

- i. determine that the subject road allowance is surplus to the needs of the municipality;
- ii. determine that the road allowance is not one which is to be reserved under section 2 above.

6. Sale Price

Road Allowances will be sold on a square meter basis as per the fees and charges by-law amended from time to time.

7. Application Fee

Application for Road Allowance closings shall be accompanied by an Application fee to offset administrative costs and investigation.

8. **Approval in Principle**

Council's initial approval by resolution shall be "approval in principle." Final approval by by-law will only take place after the public meeting.

9. **Ministries/Utilities and Conservation Notification**

All Applications for shoreline road allowance closings require notice to be given to the following:

- i. applicable ministries;
- ii. applicable public utilities;
- iii. Public Works Canada;
- iv. applicable conservation authorities.

10. **The Road Closing By-law**

After the public meeting, Council can then give approval to the road closing by-law. If all clearances from ministry and utilities have not been received, the by-law can be given two (2) readings. After these clearances are received, Council can, at a subsequent meeting, give the by-law its third reading, after which a certified copy will be forwarded to their solicitors for processing the legal documentation.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2026-35

SCHEDULE "B"

CLOSURE AND DISPOSITION OF ORIGINAL SHORELINE/ROAD ALLOWANCES

PROCEDURE

The following are general procedures which will apply to each application for closure of all or part of a Road Allowance as defined in Schedule "A".

1. Application Form

The Clerk shall prepare a road allowance closing application form for distribution to applicants.

2. Procedure for the sale of Original Shoreline/ Road Allowances

Step 1 – Initial Application

An owner wishing to purchase part of a road allowance, shall file an application with the Municipality, which is to include the following:

- (1) Description of the area of the road allowance, giving lot and concession.
- (2) A sketch of the area showing the lots adjacent on each side and names of adjacent owners.
- (3) An application fee described in the fees and charges by-law as amended from time to time, payable to the Municipality to cover the cost of initial administration and investigation.

Step 2 – Council Consideration

The application will be submitted to Council after all required information is received. Council may approve or disapprove of the Application. If Council approves, it does so "in principle" and may include special conditions.

Step 3 – Deposit: After Council's approval in principle

Prior to the commencement of legal procedures, the applicant shall deposit with the municipality as per the most recent fees and charges by-law, to cover anticipated expenses of legal, newspaper publication, land searches, etc. It is not guaranteed that the deposit will fulfill the obligation for legal procedures and a request for top up funds may be necessary.

#### **Step 4 – Municipal Solicitor**

The file will then be forwarded to the municipal solicitor, who will take the following action:

- (1) Correspond with the Applicant advising of preliminary procedures, i.e. survey required with special instructions to the surveyor.
- (2) The Applicant is responsible for contacting the surveyor and being directly responsible for the survey account.

#### **Step 5 – Draft survey plan**

- (1) The surveyor will send one (1) copy of the draft reference plan to the municipality and five (5) copies to the municipal solicitor.
- (2) The municipal solicitor will then forward copies to the adjacent owners requesting their comments.

#### **Step 6 – Utilities/Ministries/Hydro, etc.**

The municipal solicitor will forward copies of the draft survey to Hydro One, Bell Canada, Public Works Canada, and any applicable conservation authority.

#### **Step 7 – Registration of the survey**

If there are no objections to the survey by the municipality, the municipal solicitor, adjacent owners, or utilities/ministries, etc., instructions will be given to the surveyor by the municipal solicitor to proceed with registration of the survey as a reference plan.

#### **Step 8 – Public Notice**

- (1) After the plan is registered, the municipal solicitor will then prepare a public notice, which the municipality will insert in a newspaper of local circulation, and will post it in four areas in the vicinity of the subject lands.
- (2) The notice will provide a date that representations can be made to Council in connection with the proposed by-law.
- (3) Copies of the survey of the lands to be closed and sold will be available at the municipal office.

**Step 9 – The by-law**

The municipal solicitor will then prepare the by-law and forward it and related information to the municipality for passing.

**Step 10 – Registration of by-law**

After passage of the by-law, a certified copy of the by-law shall be registered in the Land Registry Office.

**Step 11 – Transfer/Deed**

The municipal solicitor will prepare a Transfer/Deed and forward this to the municipality for signing by the C.A.O. or other designated signing authority.

**Step 12 – Accounting to the Client**

- (1) The municipality will then forward to the Applicant, an account of Fees/disbursements incurred in the road closing procedure.
- (2) The municipal solicitor, on receiving confirmation of the payment of all accounts, will forward the Transfer/Deed to the purchaser with the recommendation that they take it to their solicitor for independent advice and his/her approval and registration.

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**

**BY-LAW NO. 2026-35**

**SCHEDULE "C"**

**CLOSURE AND DISPOSITION OF ORIGINAL SHORELINE/ROAD ALLOWANCES**

**CALCULATION OF LAND COSTS**

1. **Method of Calculating Land Cost**

Land costs shall be calculated on the following basis:

-square meter basis.

2. **The Price**

Municipal prices shall be as follows:

-as per the fees and charges by-law as amended.

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**  
**BY-LAW NO. 2026-35**  
**SCHEDULE "D"**  
**APPLICATION FOR CLOSURE OF ORIGINAL SHORELINE/ROAD ALLOWANCE**

DATE: \_\_\_\_\_

ROLL NO.: 4822-000-001-\_\_\_\_\_

CIVIC ADDRESS (Of Subject Property): \_\_\_\_\_  
\_\_\_\_\_

NAME (Owner): \_\_\_\_\_ APPLICANT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOT \_\_\_\_\_ CONC \_\_\_\_\_ PLAN NO. \_\_\_\_\_ LOT OR PART \_\_\_\_\_

I/we hereby apply to the Municipality of Calvin for the closure and conveyance of that portion of the Original Shoreline/Road Allowance abutting **my property**; and having the ownership of same transferred to the above name(s) as they appear on the deed to my/our abutting land.

I/we agree to pay all Municipal, legal and administrative fees and obtain a survey and pay all fees involved in the above transaction, plus the rate per square meter, as established in the fees and charges by-law amended from time to time.

I/we hereby acknowledge that issues may arise in connection with this application, i.e. Hydro easements, Bell Telephone easements, the resolution of which is the responsibility of the applicant, and which could increase the legal and administrative expenses.

Submitted herewith is the following:

- A) Application fee; and
- B) A sketch containing full particulars of the road allowance closure including the area of shoreline for which the application is being made including the location of the access to the property, and the location of all buildings on the property. Indicate with reasonable accuracy the lot lines & dimensions. If a Reference Plan is available, it should be used in lieu of a sketch; and
- C) Approval of the adjoining landowner(s) concerning the location of the extension of the side lot line in the following manner:
  - (i) Signed and witnessed Lot Line Extension Authorization form; and
  - (ii) A sketch or survey "initialed" or "signed" by the adjoining property owner(s) which clearly shows the applicant's property and the adjoining property.

Yours truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name of Solicitor:

Address:

Phone:

**CORPORATION OF THE MUNICIPALITY OF CALVIN**  
**BY-LAW NO. 2026-35**  
**SCHEDULE "E"**  
**APPLICATION FOR CLOSURE OF THE ORIGINAL SHORELINE/ROAD ALLOWANCE**

**LOT LINE EXTENSION AUTHORIZATION**

The applicant, \_\_\_\_\_ is the Owner of Part of Lot \_\_\_\_\_, Con \_\_\_\_\_,  
Parcel No. \_\_\_\_\_, Plan No. \_\_\_\_\_, Part No. \_\_\_\_\_,  
Property Roll No. 4822-000-001- \_\_\_\_\_, in the Geographic Municipality of \_\_\_\_\_

I, \_\_\_\_\_, owner of abutting lands described as Part of Lot \_\_\_\_\_,  
Con. \_\_\_\_\_, Parcel No. \_\_\_\_\_, Plan No. \_\_\_\_\_, Part No. \_\_\_\_\_,  
Property Roll No. 4822-000-001 \_\_\_\_\_, in the Municipality of \_\_\_\_\_ do

hereby consent to \_\_\_\_\_ purchasing that portion of the Original  
Road Allowance lying adjacent to his/her property.

I have reviewed and "initialed" or "signed" a sketch or survey presented by the adjoining property  
owner(s) which clearly shows the applicant's property and the adjoining property appended hereto  
and hereby agree to the proposed lot line extension as shown on the sketch/survey.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_  
(Owner of abutting lands)

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Owner of abutting lands)

Witness: \_\_\_\_\_



MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF ONTARIO



# MFOA MESSENGER

## QUICK LINKS

- Policy Projects
- Training at a Glance
- Job Board
- Teachable Moments

## EVENTS

### ANNUAL CONFERENCE 2026

**Registration Now Available:**  
September 22 - 25, Blue Mountain Resort, The Town of The Blue Mountains

[See All Upcoming Events](#)

## TRAINING

FINANCIAL SYSTEMS DEMOS  
Various Dates Available

ASSET MANAGEMENT  
FRAMEWORK E-LEARNING FLASH  
SALE  
More Information and  
Registration

[See All Training Options](#)

## CAREERS

CITY OF GUELPH  
Financial Analyst  
Closes: August 3, 2026

TOWN OF SOUTH BRUCE

## FEATURE ARTICLES

### MFOA is calling for municipal resolutions supporting a permanent doubling of OCIF

With the Province's funding commitment for the doubling of the Ontario Community Infrastructure Fund (OCIF) ending this year, MFOA encourages the Province to make permanent the doubling of the fund. Since 2014, the OCIF program has been a key source of dedicated funding supporting the renewal and rehabilitation of critical infrastructure in Ontario municipalities. The last funding commitment was made in 2021, which expanded the OCIF from \$250 million to \$400 million per year. In 2026, the Province supported 423 small, rural, and northern municipalities through this program.

On June 25th, MFOA sent a letter to the Minister of Infrastructure advocating for the Province to make permanent the five-year doubling of the OCIF in advance of the 2027 OCIF allocation calculations.

MFOA is asking for members to support its letter to the Ministry of Infrastructure through Council Resolution. Please see the [letter \(PDF file download\)](#) and [sample resolution](#).

You can also visit our [website](#) for the documents and a history of OCIF.

### MFOA 2026 Annual Conference



**Big Plans.  
Bold Decisions.  
Better Outcomes.**

September 22-25, Blue Mountain Resort

Each year, the MFOA Annual Conference brings together municipal finance officers and industry partners from across Ontario to share knowledge, exchange ideas, and explore topics and trends influencing municipal finance.

Keynote Speakers:



Dan Gardner



Jody Urquhart

PENINSULA  
Tax Clerk  
Closes: July 24, 2026

Risk Management, Forecasting, and Big  
Projects, Award-winning Journalist, Best  
Selling Author

Burnout Prevention, Health and Wellness  
Expert

COUNTY OF HASTINGS  
Financial Analyst  
Closes: July 24, 2026

Register today to secure your spot. In-person and live stream options are available. Early bird member pricing for in-person delegates is available until July 17.

[Browse All Job Postings](#)



## THE POLICY AGENDA

Deadline to apply for the DCRF passed, what will the future of development charges look like?

CTV News reports various perspectives around development charges and the recent development charge reduction fund. Carolyn Whitzman of School of Cities, Shoshanna Saxe of the University of Toronto, and Enid Slack of the Institute on Municipal Finance & Governance contribute their views.

Reminder - Treasurer's Statements due to Ministry of Municipal Affairs and Housing on July 15

Bill 60 added the new requirement for municipalities to submit their annual reporting on development charges reserve funds annually to the Ministry of Municipal Affairs and Housing. The deadline for submissions is July 15.

Municipalities can send their treasurer statements to [mfpb@ontario.ca](mailto:mfpb@ontario.ca).

>> [See all Policy News](#)

## TOP TRAINING EVENTS

### Financial Systems Demos

In response to member feedback, MFOA has arranged a series of financial systems demonstrations. Each software provider will deliver a brief overview of their product, followed by time for Q&A.

- [SylogistGov](#) - Tuesday, July 21 from 11:30 AM - 12:15 PM
- [Oracle ERP](#) - Tuesday, July 21 from 12:30 PM - 1:15 PM
- [CentralSquare Technologies](#) - Wednesday, July 22 from 11:30 AM - 12:15 PM
- [TownSuite mERP](#) - Wednesday, July 22 from 12:30 - 1:15 PM
- [SAP](#) - Thursday, June 23 from 11:30 AM - 12:15 PM
- [MuniSoft](#) - Thursday, July 23 from 12:30 PM - 1:15 PM

### MFOA 2026 Annual Conference

Register by the early bird deadline,  
July 17, to receive maximum  
savings!

Join us at Blue Mountain Resort on  
[September 22-25](#).

### Asset Management Framework e-Learning Flash Sale

FLASH SALE - Available until Friday,  
August 7

[More information and registration](#)

### GST/HST Webinar

Branches and Divisions

[Wednesday, September 9](#)

>> [See all MFOA Training](#)

## MFOA NEWS

---

### June Board meeting and Planning Day Update

Planning Day and June Board Meeting recap offers insight into recent MFOA activities and decisions. The Board gathered in person in June for a Planning Day followed by its regular meeting. Staff outlined the 2026/27 workplan and summarized outcomes from the Governance Committee and Election Sub-Committee, which will inform the 2027 Annual and Special Meeting.

During the Board session, updates were shared on finances, training offerings, investment performance, Key Performance Indicators and Corporate Services. Several governance recommendations were approved to enhance flexibility and leadership support, including adding a second Board Observer role alongside the New Professionals Network observer to help balance Board composition when needed; revising President and Vice-President job descriptions to reflect greater time commitments and new bi-weekly meetings with the Executive Director; proposing amendments to Operating By-law 024-01 for member approval at the June 2027 Annual and Special meeting; and extending the AMP It Up program through the end of August.

Finally, the Board heard encouraging news about the Annual Conference: registrations are robust and currently outpacing the record-setting 2025 numbers, signaling strong engagement across the community.

### MFOA 2026/27 Board of Directors

At the Annual Meeting held on Thursday, June 25, 2026, the following individuals were confirmed as the 2026/27 MFOA Board.

Stephanie Nagel - President

Patrick Kelly - Vice President

Adam Found - Past President

Trevor Pinn - Director at Large

Dianne Valentim - Director at Large

David Baxter - Director at Large

Michael McGovern - Director at Large

Rebecca Clothier - Director at Large

Lindsay Kay - Director at Large

Trilbee Stirling-Kattler - Director at Large

>> [See all MFOA News](#)

## GRANTS AND FUNDING

---

- [Community Wildland Fire Protection Planning Grant](#) - This grant provides support to organized municipalities within Ontario's legislated fire region for community wildland fire protection planning and hazard mapping. Applications close on September 29, 2026.
- [Winter Roads Program: Bridges and Culverts Stream](#) - This grant provides funding to Northern Ontario remote communities for new water crossing infrastructure (pre-engineered bridges and culverts) and repairs to existing water crossing structures. Applications are accepted on an ongoing basis.
- [Northern Ontario Resource Development Support \(NORDS\) Fund](#) - This grant provides funding to Northern Ontario to share in the benefits from resource development and to help offset some of the impacts of resource development on municipal infrastructure. All 144 municipalities in Northern Ontario are eligible. Applications are due by July 31, 2026.

>> [See all Grants and Funding](#)

## ONTARIO LEGISLATIVE UPDATES

---

MFOA monthly e-newsletters include brief legislative updates to keep our members informed about proposed changes in the sector.

Are we missing an update? Is there an issue you would like to learn more about or believe we should monitor more closely? Let us know at [christine@mfoa.on.ca](mailto:christine@mfoa.on.ca).

The legislature has adjourned for its summer break and will return on October 27, 2026

>> [See all Ontario Legislative Updates](#)

## ABOUT MFOA

---

The Municipal Finance Officers' Association of Ontario (MFOA), established in 1989, is the professional association of municipal finance officers with more than 5,400 individual members. We represent individuals who are responsible for handling the financial affairs of municipalities and who are key advisors to councils on matters of finance policy. [Click here](#) for more information.

## OUR SPONSORS

---



CIBC PRIVATE WEALTH  
THE GEOFFREY FENNAL  
ADVISORY GROUP



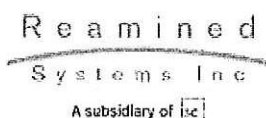
Global Asset Management  
P&M Institutional



Wealth Management  
Dominion Securities  
TK Investment Group



Kinetic GPO



To unsubscribe to this email listing, please [click here](#).

Please consider the environment before printing this email

Disclaimer: The MFOA is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Powered by [Higher Logic](#)



MUNICIPAL FINANCE  
OFFICERS' ASSOCIATION  
OF ONTARIO

Hon. Todd McCarthy  
Acting Minister of Infrastructure  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

June 25, 2026

Dear Minister McCarthy,

**RE: Making permanent the doubling of the Ontario Community Infrastructure Fund (OCIF) that is scheduled to end after the 2026 allocation**

I am writing on behalf of the Municipal Finance Officers' Association of Ontario, and the municipalities it serves, to request that the Government of Ontario make permanent the five-year doubling of the Ontario Community Infrastructure Fund (OCIF) from \$200 million/year to \$400 million/year in advance of the 2027 OCIF allocation calculations.

The Municipal Finance Officers' Association of Ontario (MFOA) is the professional association of municipal finance officers with more than 2,300 individual members. We represent individuals who are responsible for handling the financial affairs of municipalities and who are key advisors to councils. MFOA is a strong advocate for best practices that encourage long-term fiscal sustainability, including long-term financial planning and asset management planning.

In recent years, governments at all levels have reoriented their priorities to address the ongoing housing crisis, with heightened attention on growth-related infrastructure and increasing housing production. Application-based or incentive-based funding programs for municipalities have placed greater emphasis on growth-related or housing-enabling capital projects (e.g., Development Charge Reduction Program, Building Communities Strong Fund – Community Stream, Municipal Housing Infrastructure Program, Building Faster Fund). OCIF remains one of the few federal or provincial funding programs where the focus remains primarily on the preservation and renewal of existing infrastructure to maintain or improve municipal service levels.

With support from the Government of Ontario and MFOA, municipalities have made significant improvements to their municipal asset management plans and programs. The Government of Ontario introduced O. Reg 588/17 (Asset Management Planning for Municipal Infrastructure) in late 2017, which provided a standard framework for infrastructure planning. To support the transition to O. Reg. 588/17, MFOA has partnered with the Government of Ontario on many asset management initiatives, including guides, workshops, direct consulting support and other resources. As a result of these and significant municipal efforts, most municipalities in Ontario have an asset management inventory that identifies their infrastructure assets, including conditions, replacement costs and renewal schedules of those assets.

By leveraging municipal asset management plans in 2020, the Financial Accountability Office of Ontario estimated the state-of-good-repair backlog to be \$52.1 billion for core municipal infrastructure. That is an estimated cost of restoring such infrastructure to a 'good' condition. The report notably focused primarily on core assets and thus likely understated the full extent of the backlog. Addressing this should not be a priority that falls by the wayside due to an increased focus on growth-related capital projects by other funding programs. OCIF's flexible design provides municipalities with the opportunity to fund asset management staff, which can improve data and analysis quality, and it provides a critical means by which municipalities address the infrastructure funding challenges identified in their asset management plans.

In 2021, the Government of Ontario doubled OCIF for a five-year period. Minister Surma, in announcing that initiative, commented that the Government of Ontario was "providing stability and predictability to small, rural and northern communities as they repair, upgrade and modernize their critical infrastructure so that they are safer, healthier and more reliable for all." And Minister Bethlenfalvy said that "by nearly doubling our investment in the Ontario Community Infrastructure Fund, our government is supporting public safety, job creation and economic growth." In the current climate of geopolitical uncertainty, tariffs and the resulting economic shocks and instability, the need to provide municipalities predictability and to preserve and enhance the economic activity and benefits provided by well-supported and well-maintained municipal infrastructure is as imperative as it was in 2021.

We have also heard from our members on this matter. Municipalities outside of high-growth regions have expressed concern about the diminishing level of grant funding opportunities for municipalities trying to preserve the economic value of their existing infrastructure. Additionally, while growing municipalities have made significant efforts to emplace new, housing-enabling infrastructure, which has been rewarded through the Building Faster Fund, many of their state-of-good-repair capital plans remain underfunded. To maximize the economic potential of federal and provincial investment in infrastructure, all orders of government must work together to preserve service levels and the public value of existing infrastructure, and permanently doubling OCIF to \$400 million/year will especially help small and rural municipalities preserve that economic foundation throughout Ontario.

By adopting a Team Ontario approach during recent and ongoing economic challenges, we have seen how significant progress can be made when municipalities and the provincial government work together to achieve a common goal. Should you wish to follow up on this letter, please contact MFOA Executive Director, Donna Herridge ([donna@mfoa.on.ca](mailto:donna@mfoa.on.ca)).

Sincerely,

*Adam Found*

Dr. Adam Found, Ph.D., PLE  
President and Chair

cc. Hon. Rob Flack, Minister of Municipal Affairs and Housing  
cc. Hon. Peter Bethlenfalvy, Minister of Finance



**MFOA Request for the Permanent Doubling of the Ontario Community  
Infrastructure Fund (OCIF) Beyond 2026**

WHEREAS recent municipal infrastructure funding programs by the Government of Canada and Province of Ontario have tended to prioritize growth-related or housing-enabling infrastructure projects over infrastructure renewal needs;

AND WHEREAS the Government of Ontario has regulated municipal infrastructure asset management through O. Reg 588/17 (Asset Management Planning for Municipal Infrastructure) under the *Infrastructure for Jobs and Prosperity Act, 2015*;

AND WHEREAS municipal asset management plans and the Financial Accountability Office of Ontario have identified that municipalities have significant state-of-good-repair backlogs and renewal needs for infrastructure;

AND WHEREAS the Government of Ontario doubled the Ontario Community Infrastructure Fund (OCIF) from \$200M/year to \$400M/year for 2021-2026 but has not publicly committed to maintaining this level of funding beyond 2026;

AND WHEREAS the OCIF has become a vital and indispensable resource for municipalities, assisting them with improving their asset management programs and meeting community-preserving infrastructure renewal needs;

AND WHEREAS increased geopolitical uncertainty is threatening the economic prosperity of Canada, Ontario, and every municipality;

AND WHEREAS municipal infrastructure is a key enabler and preserver of economic prosperity;

AND WHEREAS the Municipal Finance Officers' Association of Ontario (MFOA) has heard from its members and their municipalities concerns regarding the potential erosion of existing municipal infrastructure and thus service levels in light of the ongoing focus on housing-enabling infrastructure by grant funding programs;

NOW THEREFORE BE IT RESOLVED that **THE MUNICIPALITY OF \_\_\_\_\_** supports MFOA's letter to the Ministry of Infrastructure requesting that the doubling of the Ontario Community Infrastructure Fund be made permanent in advance of the allocations for the 2027 calendar year, helping municipalities to continue building housing-enabling infrastructure while preserving the economic value provided by existing infrastructure.



9.10

## **CAO REPORT TO MAYOR AND COUNCIL CAO-2026-25**

**DATE:** July 7, 2026

**SUBJECT:** Federal Community Infrastructure Funding Opportunity email from MP  
Rochefort July 7, 2026

---

### **RECOMMENDATION:**

THAT Council receive Report CAO-2026-25 regarding the federal community infrastructure funding opportunity announced by MP Pauline Rochefort for information purposes;

AND THAT Council direct the incoming Chief Administrative Officer to bring forward a future report outlining potential eligible projects, funding opportunities, and a recommended municipal contribution strategy, including consideration of a stacked funding application utilizing available provincial programs such as the Northern Ontario Heritage Fund Corporation (NOHFC).

### **BACKGROUND**

The Municipality has received information from MP Pauline Rochefort regarding a newly announced federal funding opportunity intended to support community infrastructure projects. The program provides an opportunity for municipalities to seek funding assistance for eligible capital improvements.

One of the notable aspects of this funding announcement is the relatively short application turnaround period, with the first intake deadline identified as July 15, 2026. This demonstrates a funding model where government announcements are accompanied by quick turnaround times. My grant writing experience tells me this program will be oversubscribed - meaning there will be many applications and the funds will be awarded very quickly.

The program has a four-year duration, providing additional opportunities for municipalities to identify, develop, and submit applications for eligible projects beyond the initial intake period. I have attached details re program eligibility criteria and the MP's email.

### **DISCUSSION**

The federal program provides an opportunity to leverage additional government funding sources. Federal funding may be combined with provincial funding programs, including the Northern Ontario Heritage Fund Corporation (NOHFC), which could significantly reduce the required municipal contribution toward priority capital projects.

The Municipality has several identified infrastructure needs that may align with eligible funding criteria, including:

Outdoor Rink Improvements, including potential construction of changeroom facilities, lighting upgrades, and related site improvements; and

Community Centre Renovations and Improvements.

The need for these improvements has been identified through existing municipal planning documents, including the Municipality's Asset Management Plan and building condition assessments. These documents provide supporting evidence regarding the condition, lifecycle requirements, and long-term sustainability needs of municipal facilities.

This fiscal year, Council has not specifically allocated funding within the approved budget for these projects. However, available municipal reserves may provide a potential source for the required municipal contribution, depending on the scope of work, funding eligibility, and overall project costs.

Given the potential opportunity to combine federal and provincial funding programs, a coordinated approach is recommended to determine the most advantageous funding structure before committing municipal funds.

## **NEXT STEPS**

The current Chief Administrative Officer has provided notice of resignation and will not be available to complete a detailed application review and funding strategy prior to the July 15, 2026 intake deadline.

It is therefore recommended that the incoming Chief Administrative Officer undertake a review of eligible projects and funding opportunities and bring forward a detailed report to Council. The report should include:

Confirmation of eligible projects under the federal program and applicable provincial programs;

Consultation with NOHFC regarding eligibility and potential stacking opportunities;

Estimated total project costs;

Available funding sources;

Required municipal contribution; and

A recommended application strategy for Council's consideration.

Given that the federal program remains available over a four-year period, this approach will allow the Municipality to submit a well-developed application that maximizes external funding opportunities while minimizing the impact on municipal reserves and taxation.

Respectfully submitted,

Donna Maitland

Chief Administrative Officer / Clerk-Treasurer

**From:** Campagne, Stuart (Rocheft, Pauline - MP) <stuart.campagne.392@parl.gc.ca>  
**Sent:** July 7, 2026 3:14 PM  
**To:** Campagne, Stuart (Rocheft, Pauline - MP)  
**Subject:** MP ROCHEFORT - FUNDING OPPORTUNITY

Dear Constituents,

On behalf of Pauline Rocheft, Member of Parliament for Nipissing—Timiskaming, I am sharing time-sensitive information about a funding opportunity through FedNor's **Build Communities Strong Fund – Local Impact Stream**, which supports community and rural infrastructure projects across Northern Ontario.

The funding requirements may not fit your organization's profile exactly, but I erred on the side of caution in sending out this email. The stream is open to municipalities, First Nations, community organizations, cultural organizations, economic development groups, social service agencies, and other nonprofit organizations with infrastructure projects that are ready to proceed.

Program details, eligibility requirements, and application information are available here:

[Build Communities Strong Fund – Local Impact Stream](#)

A **special intake period** is currently underway for projects that can move forward quickly this summer. Applications received by **July 15, 2026, at 11:59 p.m. EST** may receive priority consideration. Following this intake, applications will continue to be accepted on a continuous basis over the next four years, subject to available funding.

Eligible projects may include improvements to community facilities, recreation and cultural infrastructure, tourism assets, accessibility upgrades, public spaces, and other local infrastructure that supports community development and quality of life.

We encourage organizations that may have eligible projects to review the program and consider applying, particularly if they have projects that are ready to begin this construction season.

If you have questions about the program, FedNor staff can provide guidance regarding eligibility and the application process.

Kind regards,



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

## Stu Campagne

Constituency Manager | Gestionnaire de circonscription

Office of Pauline Rochefort | Bureau de Pauline Rochefort

**Member of Parliament | Député | Nipissing-Timiskaming**

[paulinerochefort.libparl.ca](http://paulinerochefort.libparl.ca)

375 Main St. West | 375, rue Main Ouest

North Bay, ON P1B 2T9

Cell | Mobile: (249) 328-0745

Office | Bureau: (705) 474-6153

[stuart.campagne.392@parl.gc.ca](mailto:stuart.campagne.392@parl.gc.ca)

# Build Communities Strong Fund—Local Impact Stream in Northern Ontario

---

The Build Communities Strong Fund (BCSF) is a cornerstone of the Government of Canada's plan to build Canada strong—today and for generations to come.

The National BCSF (Build Communities Strong Fund), led by Housing, Infrastructure and Communities Canada (HICC), supports the development and renewal of public infrastructure across the country. Through its Direct Delivery stream, HICC (Housing, Infrastructure and Communities Canada) will focus on large infrastructure projects which support and advance economic prosperity, housing, education, health, transit (roads, highways), and climate adaptation.

Canada's Regional Development Agencies will administer a Local Impact Stream supporting shovel-ready community projects that deliver public benefits, strengthen communities, and advance local and regional economic development priorities.

Recognizing the unique challenges facing Northern Ontario communities, many of which are small, rural, and remote, FedNor will target its support to help them create the conditions necessary for economic growth and development.

## On this page

- [Eligible Applicants](#)
- [Ineligible Applicants](#)
- [Eligible Activities](#)
- [Ineligible Activities](#)
- [Eligible Costs](#)
- [Ineligible Costs](#)
- [Funding Conditions](#)
- [Other Considerations](#)
- [How to Apply](#).

## Eligible Applicants

Eligible applicants include:

- Municipalities and municipal organizations;
- Indigenous (First Nation/Métis/Inuit) communities and organizations;  
and
- Not-for-profit organizations (e.g., cultural, or recreational organizations).

## **Ineligible Applicants**

Ineligible applicants include:

- Individuals and businesses.

## **Eligible Activities**

Eligible activities include:

- Building or improving (i.e., new, expansion, renovation, retrofit, climate adaptation, or replacement) community infrastructure primarily for public use and/or benefit, such as community buildings, recreation and sport facilities, parks, and cultural infrastructure.

Note: Community infrastructure for public use and/or benefit is defined as infrastructure that is accessible to the public (i.e., access is not primarily limited to paid membership) and/or has economic, social, or environmental benefits for the broader community, region, or Canada.

## **Ineligible Activities**

Ineligible activities include, but are not limited to:

- Strategic and business planning;
- Feasibility studies;

- Community investment readiness plans;
- Infrastructure related to retail, wholesale, accommodation, and administrative facilities;
- Government services;
- Drinking water, wastewater, or stormwater management; and
- Clean energy generation and management.

Note: Public infrastructure development that includes essential systems—water and waste, transportation, energy and emergency services, and major education and health facilities—fall within the scope of HICC’s national program. For more information visit [Housing, Infrastructure and Communities Canada’s - Build Communities Strong Fund website](#).

## Eligible Costs

Eligible costs include:

- Costs directly related to the project and deemed reasonable and necessary for its execution;
- Capital costs associated with the construction or improvement (i.e., expansion, renovation, retrofit, climate adaptation or replacement) of community infrastructure;
- Direct materials and supplies related to the project;

- Purchase of equipment or machinery directly related to or necessary for the project;
- Incremental fees paid to professional, technical personnel, consultants and contractors for activities directly related to the project;
- Incremental wages and benefits for individuals employed for the project;
- Costs related to meeting legal, regulatory, or government requirements;
- Design and planning costs (e.g., final design work, and other pre construction activities); and
- Costs related to signage promoting the visibility of federal contributions.

Note:

- Costs may be eligible on a retroactive basis for a 12-month period prior to the receipt of a funding application, but no earlier than April 30, 2026, and costs must be incurred by March 31, 2030.
- Applicants are to use a fair, competitive, and transparent procurement process to ensure the best value for money when supplies, equipment and services are purchased, or personnel are hired.
- Applicants are encouraged to consider Canadian materials and content, where such materials and content are competitive and available.

# Ineligible Costs

Certain activities and costs will not be considered eligible, including:

- Acquisition or leasing of land, buildings, or other facilities;
- Recurring operations and maintenance;
- Motorized vehicles;
- Amortization or depreciation of assets;
- Refinancing of existing debt;
- Goodwill, in-kind costs, and the purchase of any assets of more than fair market value;
- Costs not incremental, reasonable, or necessary; and
- Costs for which the applicant has entered into a legal commitment/incurred prior to the eligibility date.

# Funding Conditions

- Up to \$1 million in non-repayable funding may be available.
- The amount of the contribution awarded will be based on the minimum amount required for the project to proceed.
- FedNor may support up to 50 percent of eligible and supported costs.
- Indigenous recipients may be eligible to receive up to 100% of eligible and supported costs.

- Combined government funding (including federal, provincial, and municipal) may total up to 100% of eligible and supported costs.

## Other Considerations

All applicants must be legal entities capable of entering into legally binding agreements.

To be considered eligible, project benefits must accrue to Northern Ontario.

Projects will be assessed against the following criteria:

- Alignment with the initiative's objectives to build or improve community infrastructure, strengthen community vitality, and enhance quality of life including in rural and Indigenous communities.
- Quality and feasibility of the project plan, including budget, timeliness, and identified risks and mitigation strategies.
- Expected results and community benefits of the project.
- Capacity to deliver the project, including managerial and financial capacity.
- Appropriate authority or regulatory body endorsement of the project.
- Sustainability of the infrastructure beyond project completion.
- Compliance with applicable legislation and regulatory requirements (e.g., *Impact Assessment Act, 2019*, the *Official Languages Act*).

In addition to the above criteria, priority may be given to projects that.

- Are shovel-ready including whether the project has secured or is close to securing approvals, permits, land access, and any other requirements for implementation.
- Generate economic benefits for the community, region (e.g., support job creation and retention, attract investment or workers, catalyze or support investments in major projects, homebuilding, or the defence industry).
- Demonstrate benefits for small, rural, remote and Indigenous communities.
- Are identified as a priority by local or provincial government (e.g., in an official community or regional plan), address barriers or accessibility needs, and/or have the support of project partners or local stakeholders.
- Leverage funding from other partners and sources (i.e., where FedNor's contribution represents less than 50% of the total project costs).

Completing an application and addressing the above considerations and priorities does not guarantee funding approval. All applications will be assessed as they are received, and approval may also depend on program funding availability.

# How to Apply

A one-time special scheduled intake will focus on eligible projects that are ready to proceed quickly this summer. Applications received by July 15, 2026 23:59 EST may be given priority consideration.

Applications will continue to be accepted on a continuous intake basis over the next four years or until such a time as the allocated program funding is fully distributed.

Please call 1-877-333-6673 to discuss your proposal with a FedNor Officer in your area or begin your application process.

FedNor is committed to providing effective, efficient and client-focused programs and services. Visit our service commitment to find out more.

**Date modified:**

2026-07-03



9.4

# MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, P0H 1V0

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

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

## BUILDING REPORT

**MONTH: June, 2026**

1. NUMBER OF PERMITS ISSUED	2
2. TOTAL MONTHLY VALUE	\$512,000
3. TOTAL FEES COLLECTED	\$1,380
4. TOTAL BUILDING VALUE TO DATE	\$552,000
5. TOTAL FEES COLLECTED TO DATE	\$2,000

**COMMENTS:**

Permit: 05-2026 Type: Duplex  
06-2026 Storage Shed

Value: \$500,000 Fee: \$1,175  
\$12,000 \$205



SHANE CONRAD  
CHIEF BUILDING OFFICIAL





# Corporation of the Municipality of Calvin Council Resolution

**Date:**

**Resolution Number:** 2026-

**Moved By:** Councillor Moreton

**Seconded By:** Councillor

WHEREAS Calvin Council and Calvin Staff have, and or will, attend many conferences, training workshops and other such out of town events with most, or all, of their Expenses covered by Calvin Taxpayers. Calvin Taxpayers expect accountability and transparency in the administration of these expenses.

In order to clearly demonstrate this transparency and accountability, it is recommended that a report to Council be made after each group or individual attends any of these events.

Subsequent report to council would be identifying the benefit to Calvin that was achieved and the total cost of attendance for each event (Registration, travel, meals, lodging).

**For Example:** If one person attends an event--Registration \$500.00, one (1) night Lodging 200.00, travel (50km@ .28 per) =\$140.00 and meals \$160.00—Total \$1000.00, plus one report to council, **or**

If 3 persons attended the same event – Registration (3x\$500.00) =\$1500.00, one (1) night Lodging (3x\$200.00) =\$600.00, travel (50km@ .28 per) = \$140.00 and meals (3x\$160.00) =\$480.00—Total \$2720.00, plus one report to council.

**NOW THEREFORE BE IT RESOLVED THAT:**

“Council for the Corporation of the Municipality of Calvin hereby move to direct councillors and staff to amend current policies to commit to this practice.....”

**Result** Options.

**Recorded Vote:**

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



**10.**  
**AGENCIES,**  
**BOARDS,**  
**COMMITTEES**



10.6

# CASSELLHOLME BOARD OF MANAGEMENT MEETING

# CASSELLHOLME

Compassionate care for life's journey.

**THURSDAY, MAY 28, 2026**

## MINUTES

**Date:** Thursday, May 28, 2026

**Location:** Cassellholme Auditorium

**Board Members:** Dave Mendicino, Chair  
Michelle Lahaye  
James (Jim) Bruce  
Peter Chirico  
Robert Corriveau  
Gary Gardiner

**Staff:** Angie Punnett, Administrator  
Camille Bigras, QI Director  
Billy Brooks, CFO  
Tiffany Chapman, Secretary  
Anita Brisson, Project Manager

**Regrets:** Mac Bain

**Guests:** Larry, Jamie  
**Zoom:** Don Gracey, Jason, Johanne B  
Will K (Bay Today)

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<b>MEETING RECORDED</b> <i>"Moved by Michelle Lahaye and seconded by Robert Corriveau that the meeting be called to order at 3:01p.m."</i> Res. #065-26	<u>Carried</u>
<b>B. ROLL CALL</b>		
	As noted above	
<b>1. Approval of Agenda</b>		
	8.2 Deferred to next meeting  <i>"Moved by Peter Chirico and seconded by Robert Corriveau the Board approved the Agenda for this meeting, as amended."</i> Res. #066-26	<u>Carried</u>
<b>2. Conflict of Interest</b>		
	<i>"Moved by Jim Bruce and seconded by Michelle Lahaye that no Board Members present have declared a conflict of interest."</i>  Res. #067-26	<u>Carried</u>
<b>3. Approval of Minutes</b>		
	<b>3.1 Approval of the Minutes of the Annual General Meeting held on April 29, 2026</b> <i>"Moved by Rpbert Corriveau and seconded by Peter Chirico that the minutes of the Annual General Meeting, held on April 29, 2026, be adopted as presented."</i>  Res. #068-26	<u>Carried</u>

**3.2 Approval of the Minutes of the Regular Board Meeting held on April 29, 2026**

*"Moved by Michelle Lahaye and seconded by Jim Bruce that the minutes of the Regular Board Meeting, held on April 29, 2026, be adopted as presented."*

Res. #069-26

Carried

**4. New Business**

**4.1 Presentation from Don Gracey – Member Municipalities**

Don Gracey of CG Group has been appointed to represent as the spokesperson for Group of Four Municipalities (Calvin, Mattawa, Mattawan, Papineau-Cameron)  
Group of Four Municipalities looking to exit  
Don made presentation regarding exit strategy for the Group of 4 (does not include South Algonquin)  
Motion from November 25, 2021 – To Rescind Motion January 24, 2019

**4.2 Feasibility Study BDO – Reserves (Motion)**

50,000 from reserves for BDO Study  
Same board as C.A. set up on behalf of C.II  
2021/2022 work done by C.H staff – invoiced  
Request to obtain additional information and a financial report on all interactions

*"Moved by Peter Chirico and seconded by Jim Bruce that as detailed in the Cassellholme Board Meeting of May 28/26 – Cassellholme paid for the feasibility study to set up Castle Arms Management Inc. In light of changes to municipal representation on Castle Arms & CAMS the board requests a financial report on all financial interactions between Cassellholme and CAMS. Also, please provide any and all documentation including legal, corporate registrations and agreements between Cassellholme & CAMS"*

Res. #070-26

Carried

**5. Redevelopment**

**5.1 Construction Update**

Piling to continue until  
No issues/concerns reported at this time

**6. Operations**

**6.1 Operations Update**

RPN/RN Staffing challenges – budget for Agency staffing noted  
Directing more focus on Palliation/End of Life Care in the home  
New Online Training platform being implemented

**6.2 Budget Vision (2) (Motion)**

*"Moved by Peter Chirico and seconded by Robert Corriveau that the Board approve the 2026 Budget revision as presented."*

Res. #071-26

Carried

**6.3 Financial Report – Q1 (Motion)**

*"Moved by Michelle Lahaye and seconded by Gary Gardiner that the board approve the year-to-date Long Term Care operating budget-to-actual results for the period ending March 31st, 2026. (Corresponds to Page 7-9)"*

Res. #072-26

Carried

"Moved by Peter Chirico and seconded by Jim Bruce that the board approve the redevelopment capital budget-to-actual results from commencement to March 31st, 2026, and forecasted capital levy estimates. The estimates and underlying model will be shared with all member municipalities. (Corresponds to Pages 10-11) – which includes the breakdown between original capital budget plus interest costs."

Res. #073-26

Carried

"Moved by Gary Gardiner and seconded by Robert Corriveau that the board approve the Community Support Services budget-to-actual results for the period of April 1st, 2025 to March 31st, 2026. (Corresponds to Pages 12-13)"

Res. #074-26

Carried

**6.4 Quality**

- Quality Committee Planning – reestablish committee
- Goals RAO best practices
- September to audit education calendar
- Monthly newsletters & town hall meetings planned

**7. Finance and Governance Policy Review**

**7.1 Expenses Policy (Motion)**

Expenses Policy reviewed and ready for approval

"Moved by Jim Bruce and seconded by Peter Chirico that the board approve the Expense Policy as presented with modifications to 7.06 e (i)"

Res. #075-26

Carried

**7.2 Insurance Policy**

Insurance Policy draft reviewed

**8. In-Camera**

Guests/Anita left the meeting & Zoom Meeting Ended

"Moved by Gary Gardiner and seconded by Robert Corriveau that the Board proceed to an In-Camera session at 4:28 p.m."

Res. #076-26

Carried

**8.1 Approval of the In-Camera Minutes – dated April 29, 2026**

In-Camera Motion – Res. #77-26

**8.2 Redevelopment – Legal Matter 1**

**8.3 Redevelopment – Legal Matter 2**

In-Camera Motion – Res. #78-26

In-Camera Motion – Res. #79-26

**8.4 Governance – Legal Matter**

"Moved by Robert Corriveau and seconded by Gary Gardiner that the Board approve the In-Camera Session to be adjourned at 5:11p.m."

Res. #080-26

Carried

<b>C. CORRESPONDENCE</b>	
Ministry Inspection Report – May 5, 2026 Cassellholme Newsletter	
<b>D. REQUEST FOR FUTURE AGENDA ITEMS</b>	
<b>E. DATE OF NEXT MEETING</b>	
Thursday, June 25, 2026 – Cassellholme Auditorium – 3:00 p.m.	
<b>F. ADJOURNMENT</b>	
“Moved by Peter Chirico and seconded by Jim Bruce that the meeting be adjourned at 5:12p.m.”	
Res. #081-26	<u>Carried</u>

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

May 22, 2026

**Subject: Cassellholme Redevelopment Update – May 2026**

### **CONSTRUCTION OVERVIEW**

Phase 00 - Work complete.  
Phase 1-A – Work complete  
Phase 1-B - Work complete  
Phase 2 – In Progress

### **SCHEDULE STATUS**

Trending on time as per Phase 2 schedule, included with this report and is updated to reflect the Phase 2 start date of December 3, 2025. Refer to additional notes provided within the schedule.

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

- There is some warranty millwork that is planned for June

#### **PHASE 2**

- Pile installation ongoing till end of June; a total of 254 piles with roughly ½ include splicing
- Capping has commenced
- Chamber beam testing to commence mid June - August

**Transition Planning Highlights** - An updated summary is attached for reference.

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

**Budget Update** – To be provided separately

Change Order Log - Feb 16 2026

Person										Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	Contract Time (days)	
RFE	RFC	PC	CD	SI	RFI	CO	CO	CO	CO										
1	1									1	Millwork revisions/clarifications	Coordination	Approved	18-Feb-22	17-Mar-22	\$3,553.53	\$3,553.53		
2	2	1								2	Emergency Switchboard revisions	Coordination	Approved	17-Feb-22	17-Mar-22	\$4,919.20	\$4,919.20		
3	3									2	Increase Builders Risk Insurance to Include Soft Costs	Lender Requirement	Approved	30-Mar-22	30-Mar-22	\$29,846.88	\$29,846.88		
4	4									2	Cost associated to add Wrap Up Insurance Policy	Lender Requirement	Approved	30-Mar-22	30-Mar-22	\$282,579.86	\$282,579.86		
5	5R1	2								2	Door revisions	Coordination	Approved	15-Mar-22	07-Apr-22	\$4,577.20	\$4,577.20		
6	6	3								2	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	\$863.50	\$863.50		
7	7									9	Removal existing foundations (Unit rate only - see RFE 16)	Cancelled	21-Apr-22	25-Apr-22					
8	8	16								6	Provide new water valve at property line	AHJ	Approved	05-May-22	06-May-22	\$8,607.50	\$8,607.50		
9	9	4								41	North wing door revisions	Coordination	Approved	28-Mar-22	16-Jun-22	\$3,735.50	\$3,735.50		
10	10	5								7	Elevator pit lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	\$3,351.00	\$3,351.00		
11	11	6								8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	(\$6,000.00)	(\$6,000.00)		
12	12 R1									9	Millwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
13	13										CANCELLED - Drawer modifications (SEE RFE 12R1)	Cancelled	N/A	09-May-22					
14	14	17								12	Temporary layent at North Wing	AHJ	Approved	13-Apr-22	16-May-22	\$5,539.70	\$5,539.70		
15	15R2	7R1								36	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	21-Apr-22	20-May-22	\$70,326.38	\$70,326.38		
16	16R2	9								15	Removal of existing foundations	Site Condition	Approved	27-Apr-22	19-May-22	\$6,046.70	\$6,046.70		
17	17	11								11	Hardware revisions to Door V101	Coordination	Approved	13-May-22	20-May-22	\$7,885.44	\$7,885.44		
18	18R2	18								14	Revise pipe material storm main tee at Olive St.	Site Condition	Approved	27-Apr-22	19-May-22	\$6,046.70	\$6,046.70		
19	19	12								10	Temporary lighting in courtyard parking	Health & Safety	Approved	27-Apr-22	25-May-22	\$15,888.40	\$15,888.40		
20	20R1	8								33	Add card reader control for rear doors on elevators 1034 & 1035	Design Improvement	Approved	25-Apr-22	30-May-22	\$1,512.50	\$1,512.50		
21	21R1									16	Temporary Door Hardware supplied by Owner's Security Provider	Schedule Change	Approved	23-Jun-22	08-Jul-22	(\$6,460.00)	(\$6,460.00)		
22	22	23								17 R	Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22				
23	23R2		19R1							17 R	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22	15-Sep-22	\$3,454.00	\$3,454.00		
24	24R4	22R1								27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22	24-Oct-22	(\$8,418.88)	(\$8,418.88)		
25	25R1	25R1								18	Revision to waterline connection to existing building - Revised	Site Condition	Approved	03-Aug-22	03-Aug-22	\$42,426.23	\$42,426.23		
26	26	20								19	Revision to electrical panel E-1-C	Coordination	Approved	03-Jun-22	09-Aug-22	\$6,702.30	\$6,702.30		
27	27R1	19R1								23	Revise acoustic ceiling site materials	Contractor Requested	Approved	03-Aug-22	12-Aug-22	\$98,835.40	\$98,835.40		
28	28	23								20	Pile Rock Points	Contractor Requested	Approved	03-Aug-22	12-Aug-22	\$98,835.40	\$98,835.40		
29	29R3	28								33	Revision to Phase 1 & 2 sanitary and storm connections at grade beams	Coordination	Approved	03-Aug-22	09-Nov-22	\$21,724.63	\$21,724.63		
30	30	26								21	Revision to under-slab plumbing and inverts	Coordination	Approved	26-Jul-22	18-Aug-22	\$15,196.50	\$15,196.50		
31	31	10								40	Revision to the fire and combination fire/smoke dampers	AHJ	Approved	26-Apr-22	15-Sep-22	\$134,858.85	\$134,858.85		
32	32R1	14								24	Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22	31-Aug-22				
33	33									24	Revised wood frame design for lams	Cost Saving	Approved	09-Sep-22	28-Sep-22	(\$13,750.00)	(\$13,750.00)		
34	34R4	21R3								29	Provide new grounding loop for new building service	AHJ	Approved	22-Aug-22	28-Oct-22	\$77,892.15	\$77,892.15		
35	35R3	27R2								35	Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	(\$4,081.00)	(\$4,081.00)		
36	36R4	15R								117	Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	18-Apr-24	\$10,606.20	\$10,606.20		
37	37	13R								31	Janitor room door revisions	Coordination	Approved	19-Sep-22	19-Sep-22	\$4,785.00	\$4,785.00		
38	38	29								22	Existing Service Plug Requirement	AHJ	Approved	31-Aug-22	23-Sep-22	\$2,414.10	\$2,414.10		
41	41	24R1								32	Provide grilles on type V fin radiation in trench in Auditorium 1005	Coordination	Approved	23-Sep-22	17-Oct-22	\$23,009.40	\$23,009.40		
41	41	30								32	After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22					
41	41	31								32	Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
40	40R1	32R1								25	Revision to existing sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	\$61,577.36	\$61,577.36	780	
47	47R1	33	209 R							43	Structural revisions to Phase 1 Framing, Phase 2 Framing, pile caps and piles	Coordination	Approved	23-Sep-22	11-Jan-23	\$37,038.71	\$37,038.71	4	
42	42R1	34								26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-22	14-Oct-22	\$3,597.83	\$3,597.83		
43	43	35R								61	Revision to North Wing elevator brackets for rail attachments	Coordination	Approved	07-Oct-22	20-Jun-23	\$11,264.96	\$11,264.96		
53	53	36R2								44	Revision to brace frame V8105	Coordination	Approved	09-Nov-22	13-Dec-22	\$9,497.44	\$9,497.44		
45	45	37								30	Revision to light fixtures P5 and P6	Coordination	Approved	11-Oct-22	31-Oct-22	\$2,369.33	\$2,369.33		
48	48	38								37	Structural beam revisions at Block B roof terraces balconies	Coordination	Approved	20-Oct-22	13-Dec-22	\$69.52	\$69.52		
49	49R2		36R1							60	Structural clarifications - structural steel and rebar shop drawings	Coordination	Approved	20-Jan-23	10-Mar-23	\$2,768.37	\$2,768.37		
46	46		7R1							28	Provide slab mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22	25-Oct-22	\$1,050.68	\$1,050.68		
51	51R1	39								38	Add smoke detectors in corridors of R18A areas	Coordination	Approved	08-Nov-22	13-Dec-22	\$5,358.00	\$5,358.00		
44R1			22							34	Provide additional steel modifications outlined in S1822	Coordination	Approved	27-Jul-22	16-Nov-22	\$3,300.11	\$3,300.11		
56	56	40								40	Additional elevator controls	Coordination	Pending	07-Dec-22					
54	54	42								45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22	08-Feb-23	\$8,783.50	\$8,783.50		
54R1	54R1	42								46	Provide fixed mirrors in Staff washrooms	Coordination	Approved	10-Jan-23	03-Feb-23	\$7,507.50	\$7,507.50		
52	52	39								39	Correct the cost of fixed mirrors from C046	Coordination	Approved	10-Jan-23	03-Mar-23	(\$2,035.00)	(\$2,035.00)		
55	55	43								39	Provide relay bases on smoke detectors related to door hold opens for stairs	AHJ	Approved	08-Nov-22	13-Dec-22	\$3,014.00	\$3,014.00		
57	57	44								47	Revise range hood colour	Owner Requested	Cancelled	18-Jan-23					
54	54R1	41								47	Revision to LR2 & LR2-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	\$5,193.10	\$5,193.10		
58	58	45								42	Remedial modifications to pile caps and grade beams - Phase 1	Site Condition	Approved	28-Nov-22	10-Jan-23	\$14,145.87	\$14,145.87	4	
60	60	46								52	Revisions to operable window vent type	Coordination	Cancelled	06-Feb-23					
59	59	47								52	Modifications to generator ESB breakers	Coordination	Approved	07-Feb-23	24-Mar-23	\$19,405.10	\$19,405.10		
72	72R3	47								79	Revise office door locations, electrical from PC47	Owner Requested	Approved	23-Mar-23	03-Sep-23	\$10,312.50	\$10,312.50		
59	59	48R								49	Revisions to electrical to accommodate Kitchen Equipment Phase 1	Coordination	Approved	15-Aug-23	15-Aug-23	\$11,981.60	\$11,981.60		
62	62R2	49								54	Typical Bedroom Mockup	Owner Requested	Approved	14-Feb-23	17-Mar-23	\$501.60	\$501.60		
		50								54	Typical Bedroom Mockup	Owner Requested	Approved	09-Mar-23	03-May-23	\$75,577.95	\$75,577.95		
		50								50	Revise rated floor assembly ULC Listed Design No.	Cost Saving	Cancelled	22-Mar-23					
		51								60	Revision to select light fixtures to alternate product	Design Improvement	Approved	22-Mar-23	20-Apr-23	\$0.00	\$0.00		
65	65	52								57	Delete select optical curtains and provide track breaks in patient lift tracks	Coordination	Approved	29-Mar-23	12-May-23	(\$5,382.50)	(\$5,382.50)		
75	75R1	53								69	Electrical revisions for elevator connections	Coordination	Approved	30-Mar-23	29-Jun-23	\$18,212.70	\$18,212.70		



150	150	112		123	Radiant heater piping enclosures	Coordination	Approved	14-Mar-24	22-Apr-24	22-May-24	\$9,624.86	\$9,624.86	
151	151	113		119	Revisions to Resident Washrooms to Accommodate Plumbing Drain	Coordination	Approved	22-Apr-24	23-Apr-24	29-Apr-24	\$5,564.06	\$5,564.06	
152	152R1	114		126	Revisions to water room door hardware	Coordination	Approved	20-Mar-24	07-May-24	23-May-24	\$8,929.80	\$8,929.80	
156	156	116R		121	Revision to handrails and base bumpers	Coordination	Approved	02-May-24	01-May-24	07-May-24	\$14,213.38	\$14,213.38	
153	153			129	Revision to cabinet locks	Owner Requested	Approved	24-Apr-24	24-Apr-24	24-Apr-24	\$1,540.57	\$1,540.57	
154	154		193	Delete Sprinkler Control Valve	Cost Saving	Approved	01-May-24	24-Apr-24	24-Apr-24	07-May-24	(\$500.00)	(\$500.00)	
158	158	117		124	Add temporary heat trace system to pipes at underside of server 2078 & 2086	Coordination	Approved	08-Apr-24	08-May-24	07-May-24	\$21,541.30	\$21,541.30	
157	157	118		128	Phase 1 - Roof level sun control overhanger support	Coordination	Approved	11-Apr-24	06-May-24	24-May-24	\$28,342.14	\$28,342.14	
160	160	119R		132	Kill switch for Ground Floor Servery 1067	Coordination	Approved	13-May-24	30-May-24	06-Jun-24	\$2,971.10	\$2,971.10	
159	159			125	Revise milkwork pulls	Cost Saving	Approved	10-May-24	10-May-24	23-May-24	(\$4,132.80)	(\$4,132.80)	
163	163	120		133	Additional exit signs at double egress doors	Coordination	Approved	29-May-24	31-Jun-24	23-Jul-24	\$22,241.00	\$22,241.00	
162	162	121R		134	Add end enclosures to sneeze guards	AHJ	Approved	03-Jun-24	12-Jun-24	23-Jul-24	\$10,373.00	\$10,373.00	
				122	Brick support at level 2 balcony/roof	Coordination	Pending						
				130	Delay Claim Settlement	Delay Claim	Approved	04-Jun-24	04-Jun-24	06-Jun-24	\$312,200.00	\$312,200.00	
148	149			131	Admission cubicle curtains Phase 2	Coordination	Approved	17-Apr-24	17-Apr-24	29-May-24	\$10,670.00	\$10,670.00	
				123	Replace damaged brass by winter salt at highway	Coordination	Approved	08-Jul-24	19-Jul-24		\$3,672.55		
168	168R	124		138	Circuiting and dandifications for pumps P6, P7, P20 & P21	Coordination	Approved	18-Jul-24	09-Aug-24	29-Aug-24	\$1,821.00	\$1,821.60	
167	167			136	Revision to hardware on doors 1018a, 1030b, 1165	Coordination	Approved	22-Jul-24	07-Aug-24	29-Jul-24	\$1,056.00	\$1,056.00	
169	169R	125		137	Revision to soffit detail at 1054 & 1075	Coordination	Approved	22-Jul-24	07-Aug-24	14-Aug-24	\$5,908.78	\$5,908.78	
				126	Add hot water redistribution line to washers	Design Improvement	Cancelled	22-Jul-24	11-Sep-24		\$0.00	\$0.00	
				127	Generator shore power circuit	Coordination	Approved	07-Aug-24	03-Sep-24	19-Sep-24	\$6,043.40	\$6,043.40	
				128	Revision to 5th floor Dining Windows & exhaust duct	Coordination	Approved	13-Aug-24	09-Sep-24	19-Sep-24	\$20,700.61	\$20,700.61	
				129	Rework roof drain above 5th floor balcony	Coordination	Approved	19-Aug-24	11-Sep-24	19-Sep-24	\$4,275.35	\$4,275.35	
175	175R	130R		143	Revised - Insulation Be-in at temporary wall to curtainwall	Coordination	Approved	18-Sep-24	24-Sep-24	03-Oct-24	\$5,417.50	\$5,417.50	
171	171		135	139	Credit for revisions to PRR valves from S1135	Cost Saving	Approved	18-Jul-24	15-Aug-24	29-Aug-24	(\$4,864.00)	(\$4,864.00)	
				131	Revised - Gas detection in generator room #011	Regulatory Change	Pending	06-Nov-24					
				132	Water room drywall revision	Coordination	Approved	19-Sep-24	29-Sep-24	04-Oct-24	\$1,045.44	\$1,045.44	
				137	Clarification to handrail corners	Coordination	Approved	24-Jul-24					
				138	Compositly Slab Crack remediation	Coordination	Approved	14-Sep-24					
				142	Ductwork revisions at Chapel 1027	Coordination	Approved	13-Sep-24					
				141	Revised - Location of Electrical Panel in Janitor Rooms	Coordination	Approved	01-Oct-24					
				143	Revision to bulkheads at corridor 1032	Coordination	Approved	17-Sep-24					
				133	Revision to balcony ceiling panels at tapered beams	Owner Requested	Approved	21-Oct-24	22-Oct-24	29-Oct-24	\$0.00	\$0.00	
				144(2)	Revised (2) - Temporary link connection details	Coordination	Approved	16-Oct-24					
				145	Clarification to boiler breaker feeds and temp link heaters	Coordination	Approved	10-Oct-24					
				146	Revise rating at column 12.1.F	Coordination	Approved	08-Oct-24	15-Oct-24	21-Oct-24	\$1,364.66	\$1,364.66	
				143R	Reframing and hardware revision relative to S18141R	Coordination	Approved	22-Oct-24					
				147	Clarification to typical windows drainage	Architect omission	Approved	20-Nov-24	20-Nov-24	20-Nov-24	\$5,268.77	\$5,268.77	
181	181	134		147	Add Handrails to link	Coordination	Approved	20-Nov-24	20-Nov-24	20-Nov-24	\$5,268.77	\$5,268.77	
				148	Clarification to shaft bottom closure location	Coordination	Approved	30-Oct-24					
				149	Clarification to penthouse glycol tank wiring	Coordination	Approved	06-Nov-24					
				150	Revision to fireplace hearth stone in S115	Coordination	Approved	19-Nov-24					
				151	Cancelled - Miscellaneous Structural Clarifications	Coordination	Approved	02-Apr-25					
180R				148	Temporary Link Connection Details	Coordination	Approved	15-Nov-24	02-Dec-24	10-Dec-24	\$10,226.30	\$10,226.30	
				144R2	Revisions breakers and reready at IT Room 6003	Coordination	Approved	20-Nov-24					
				152	Gas detection controller in generator room E011	Coordination	Approved	02-Dec-24	02-Dec-24	10-Dec-24	\$3,942.40	\$3,942.40	
				153	Austco Nurse Call alert info	Coordination	Approved	11-Dec-24					
				154	Revised FIC location main floor phase 1	Coordination	Approved	11-Dec-24					
				135	152	Modify alternating tread ladder construction in penthouse	Coordination	Approved	12-Dec-24	30-Jan-25	07-Feb-25	\$5,830.00	\$5,830.00
				144	Revision to dryer surround opening dimensions	Coordination	Approved	06-Jan-25					
				156	151	Temporary dadding at lounge bump-out to existing construction	Coordination	Approved	17-Dec-25	15-Dec-25	20-Dec-25	\$4,548.50	\$4,548.50
				157	156	Revisions 2 Clarification to gypsum ceilings in stairwells	Coordination	Approved	06-Jan-25	30-Jan-25	13-Jan-25	\$12,562.00	\$12,562.00
				137	157	Clarification to balcony soffit heights	Coordination	Approved	14-Jan-25				
				138	154	Provide crickled backlope insulation between ERV#1 and MUAR2	Person	Approved	15-Jan-25	30-Jan-25	07-Feb-25	\$1,650.00	\$1,650.00
				139	155	Provide keypad locksets on Resident laundry room doors	Owner Requested	Approved	16-Jan-25	30-Jan-25	07-Feb-25	\$4,455.00	\$4,455.00
				140	153	Cancelled - Provide range hood in gathering space kitchen S116a	Owner Requested	Approved	11-Mar-25				
				158	159	Milkwork revisions for site coordination issues	Coordination	Approved	22-Jan-25	30-Jan-25	07-Feb-25	\$1,670.35	\$1,670.35
191				159	159	Furn-out around FA panel in Med room 1070	Coordination	Approved	30-Jan-25	11-Mar-25	25-Mar-25	\$1,247.07	\$1,247.07
				160	160	Revision to ceilings bulkheads in corridor S082 and S099	Coordination	Approved	03-Mar-25				
				141	157	Revised - Ceiling height in corridor S081	Coordination	Approved	30-Jan-25				
				161	157	Modify stainless steel count 2078	Coordination	Approved	10-Feb-25	05-Mar-25	13-Mar-25	\$0.00	\$0.00
				162	160	Revision to fireplace hearth stone in S115	Coordination	Approved	12-Feb-25				
192	142			165	165	Revised counter support at MEO under counter ledge	Owner Requested	Approved	12-Feb-25	11-Mar-25	25-Mar-25	\$2,694.91	\$2,694.91
193R1	143			166	165	Temporary Cladding of columns exposed to exterior in P1	Coordination	Approved	12-Feb-25	08-Apr-25	15-Apr-25	\$10,961.13	\$10,961.13
				144	158	Revision to shower floor drains for sheet flooring	Coordination	Approved	12-Feb-25				
194R1	144			163	158	Modify rated wall at Room S115 to suit piping	Coordination	Approved	25-Mar-25	25-Mar-25	25-Mar-25	\$4,973.41	\$4,973.41
				164	164	Revisions to door frame protection	Coordination	Approved	01-Feb-25				
				145	164	Cancelled - Provide shower room storage cabinets	Coordination	Approved	24-Mar-25				
				165	165	Cancelled Add LCD Austco annunciator displays for nurse call in P1	Coordination	Approved	15-Apr-25				
				162	162	Clarifications on IT room 6003 panel terminations and rack equipment locations	Coordination	Approved	24-Feb-25				
196	146			162	162	Horizontal cable management and access control data drop	Coordination	Approved	24-Feb-25				
				166	166	Drywall bulkhead control joint locations	Coordination	Approved	03-Mar-25	01-Apr-25	01-Apr-25	\$4,105.20	\$4,105.20

			167		Clarification to expansion joint details	coordination	Approved	04-Mar-25							
					Cancelled: Add closure panel to back pans on 3rd floor curtainwall	coordination	Approved	07-Apr-25							
202R1	148		166		Door hardware revisions	request/coordination	Approved	10-Mar-25	09-Apr-25	15-Apr-25	\$20,831.60	\$20,831.60			
			168		Revised Kitchen hood in gathering space kitchen	coordination	Approved	11-Mar-25							
			169		Install heat pump in shower room 5105	coordination	Approved	11-Mar-25							
195R1	149	164R2	161		Revised: Filter panels and relocated upper cabinets of SR164 Revised 2	coordination	Approved	24-Mar-25	18-Mar-25	04-Apr-25	\$804.65	\$804.65			
197	150R		163		Wall closure at soffit construction in Janitor Room 1065	coordination	Approved	20-Mar-25	02-Apr-25	02-Apr-25	\$3,241.99	\$3,241.99			
			170		Revision to cubical curtains in tub rooms	coordination	Approved	17-Mar-25							
			172		Revised Closure at hopper fixture SS92 base to wall	coordination	Approved	08-Sep-25							
			153		Revised fireplaces hearth material	coordination	Approved	24-Mar-25							
199	152		164		Revised Sentronic doses to 24V	coordination	Approved	24-Mar-25	07-Apr-25	07-Apr-25	\$6,364.50	\$6,364.50			
			153		Revision to ceiling in Lobby 5002	coordination	Approved	25-Mar-25	09-Apr-25	15-Apr-25	\$0.00	\$0.00			
			175		Installation of TV mounts in residents rooms	as per contract	Approved	15-Apr-25							
			174		Clarification on location of fireplaces switches	coordination	Approved	02-Apr-25			\$55,094.46	\$55,094.46			
			173		Revision to BF operator buttons	coordination	Approved	02-Apr-25	02-Apr-25	05-May-25	\$856.90	\$856.90			
154			168		Cabinet lock revisions for keying	owner request	Approved	17-Apr-25	17-Apr-25	27-Apr-25	\$8,505.09	\$8,505.09			
			176		Autro nomenclature and IT info clarification	coordination	Approved	28-Apr-25							
205R4	155R2		188		Revised: Revision to storm line serving existing building at Apple Wing	Design Improvement/coordination	Approved	06-Oct-25	21-Oct-26	02-Mar-26	\$81,623.25	\$81,623.25			
			177		Ceiling height revisions in corridors 1030 1032	coordination	Approved	06-May-25							
			178		Comms cabinet in block c level 5	Design Improvement	Approved	14-May-25							
			179		Clarifications for interferences at clean-out access doors	coordination	Approved	14-May-25							
			180		Clarification for quantity of lockers in staff lockers	coordination	Approved	14-May-25							
					Revise colour on P2 exterior louvre	Coordination	Approved	22-May-25							
			156												
			157		171	Revised Temporary fire department connection extension	Authority Having Jurisdiction	Approved	23-May-25	23-May-25	04-Jun-25	\$9,400.60	\$9,400.60		
209	158		172		Add Smoke detector in control room 1020	Authority Having Jurisdiction	Approved	29-May-25	29-May-25	23-Jun-25	\$1,578.50	\$1,578.50			
			181		Delete light fixtures over M17 in rooms 1064 and 1075	coordination	Approved	29-May-25							
207			170		Extend thresholds at balcony doors	coordination	Approved	29-May-25	29-May-25	02-Jun-25	\$1,650.00	\$1,650.00			
211	159	4	173		Relocate P3 fire hydrant to P1	Coordination	Approved	04-Jun-25	04-Jun-25	23-Jun-25	\$20,973.70	\$20,973.70			
			160	1	P1 temporary exit signage	Coordination	Approved	11-Jun-25	17-Jun-25	02-Sep-25	\$4,642.00	\$4,642.00			
214	161	2	180		Flow switch, supervised valve and ATS wiring revision	Coordination	Approved	11-Jun-25	17-Jun-25	18-Jun-25	\$9,350.00	\$9,350.00			
212	162		174		Stairwell signage revision	Coordination	Approved	11-Jun-25	30-Jun-25	08-Jul-25	\$2,005.58	\$2,005.58			
			163		Cancelled Add counter-top in lift at return events in sensory milkwork	Coordination	Approved	09-Sep-25							
218R	164		165		Revised - Relocate main floor spot lights conflicting with memory box milkwork	Coordination	Approved	08-Oct-25	08-Oct-25	08-Oct-25	\$1,092.30	\$1,092.30			
216	165		179		Additional heaters in temporary space transition areas	coordination	approved	08-Jul-25	18-Sep-25	18-Sep-25	\$3,290.10	\$3,290.10			
			166		Cancelled Additional sign holders for IPAC	client request	under review	09-Sep-25			\$12,510.42				
221	167		182		Delete Remove illuminated exit sign glass at doors 1063, 1076, 1064	coordination	approved	22-Sep-25	22-Sep-25	26-Sep-25	\$2,886.95	\$2,886.95			
			184		Revise stairwell light fixture type KS in phase	Ministry	approved	24-Jul-25	24-Jul-25	16-Nov-26	\$26,994.61	\$26,994.61			
220			176		Add doors to link doors	coordination	approved	12-Aug-25	12-Aug-25	18-Aug-25	\$2,118.60	\$2,118.60			
			168		revised - Existing Generator modifications and replacement of tank pad	coordination	approved	25-Aug-25							
			185		Revised ERV 1-4 Operation Clarification	coordination	approved	11-Sep-25							
			186		Existing generator fuel tank upgrade clarification	coordination	approved	27-Aug-25							
			169	227R2	Milkwork modifications for kitchen sink drains and kitchen equ. ventilation	Design Improvement	approved	03-Sep-25	16-Oct-26	27-Oct-26	\$30,332.29	\$30,332.29			
223R1			260	178	CO 156 refer revised - Exit parking storm interface with light pole	coordination	approved	29-Aug-25	29-Aug-25	29-Aug-25	\$17,908.00	\$17,908.00			
232	170		186		Corner guards at elevator door jams	customer request	approved	03-Sep-25	09-Oct-25	09-Oct-25	\$4,259.20	\$4,259.20			
			188		Fold down grab bar material order	code deficiency	approved	04-Sep-25			\$49,401.00				
			189		Dishwasher fan control	coordination	approved	09-Sep-25							
224R1			190		Revised Repair wall finishes at fold-down grab bar removals	code deficiency	approved	09-Sep-25							
224R1			191		Fold down grab bar carrier anchoring detail	code deficiency	approved	09-Sep-25							
			192		Additional solid utility room signs	Design Improvement	approved	11-Sep-25							
234	171		199		Revised additional notifier paging relay	owner requested	approved	08-Oct-25	13-Jan-26	13-Jan-26	\$11,117.70	\$11,117.70			
230	172		184		Add med fridge outlet to med room	owner requested	approved	16-Sep-25	09-Oct-25	09-Oct-25	\$3,006.30	\$3,006.30			
231	173		185		Add hose bib in janitor 1065	owner requested	approved	17-Sep-25	09-Oct-25		\$4,759.70	\$4,759.70			
233	174		202		Revise stairwell door wall stops to floor stops	coordination	approved	18-Sep-25	10-Oct-26	02-Mar-26	\$1,613.70	\$1,613.70			
			4		Replaced combination faucet eyewash stations with faucets only	customer request	approved	23-Sep-25							
226			182		Fold down shower benches in shower rooms	coordination	approved	24-Sep-25							
			193R2		Revise lift track location above tube	coordination	under review	10-Oct-25	24-Sep-25	24-Sep-25	\$4,163.50	\$4,163.50			
			194		Clarification to wander guard blue integration with access control system	coordination	approved	29-Oct-25							
			175		Revise stair 5 door card readers with combination keypad	customer request	cancelled	03-Nov-25	03-Nov-25	Feb 19	\$10,237.70				
			195		Clarification to snow removal plan on A600	coordination	approval	11-Nov-25							
			176		Revised slab reinforcing detail for P2	Design Improvement	approved	11-Nov-25							
237	177		191		Additional HID access cards	customer request	approved	18-Nov-25	18-Nov-25	24-Nov-26	\$2,963.40				
			178		Provide wall switch for F87 in hair salon 1103	customer request	approved	19-Nov-25							
			196		Accepted alternate light fixtures P2	Design Improvement	approved	26-Nov-25							
			179		Revised light fixtures type KS in P2 stairwells	Design Improvement	approved	26-Nov-26							
			180		provide punch-pad locks on control room 1020 and hair salon 1103	customer request	cancelled	01-Dec-26		19-Feb-26					
243	181		213		Revise combination eye wash stations in P2	customer request	approved	03-Dec-26	08-Apr-26	05-May-26	\$3,505.70	\$3,505.70			
			187		Clarification to Main floor coffee maker receptacles	customer request	approved	09-Dec-26							
			200		Revision to P2 shaft E dimensions	Design Improvement	approved	16-Dec-26							
250	185	271	198		Cap heating pipes in basement to accommodate demolition of building wings	coordination	approved	23-Dec-26	12-Jan-26	13-Jan-26	\$3,114.10	\$3,114.10			



Action
Resident Communication
Bed Application - Indigenous
FF&E Review
Ministry submissions
P1 Millwork deficiencies
P2 Project Schedule Review
Storage reviews - operationally
P2 Parking
Storage Area list
Art Fundraising
Art Work - RHA and P1
Wood at mill for purpose
Outdoor Space
HCR - Movers
IT
Furniture
Nurse Call
Medication Safety & Room Review
Nursing Station
Office Review
Activity Rooms planning
Clinical Staffing Plan
Door and Keypad Locks
Wayfinding
Miller waste process
Kitchen Planning
Trina's staffing plan
Storage Areas and supplies
Inventory Management Solution and Process
Medleds
Remar strips
Fire plan

Sub Actions
Updating website
still reviewing the Indigenous unit funding
monthly review as P2 commences; Inventory List Review for P2
monthly progress reports, draws, ministry financials and insurances - submissions monthly
completed - there are some warranty issues and planning for April to be completed
bi-weekly
review if more shelving is required; inventory review
Shelving is being installed and reviewed for P2
ideas have been noted and small WG; including Creative Industries - WG to assemble soon to allow for art in the
Artwork underway and will provide updates as artist submits
to purchase furniture in the spring that was not purchased in November
to be reviewed 6 months prior to move
no action at this time - any additions for P2 - FF&E will be added
AV reviews for P2 to be confirmed summer
all itemized and pre-selected and ready for order
Austco and Percon and Clinical to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to be reviewed 6 months prior to move
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
to be reviewed 6 months prior to move
to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2
order; to do a post move review of any changes to be added to P2
order; to do a post move review of any changes to be added to P2
to do a post move review of any changes to be added to P2

Due Date
ongoing
ongoing
ongoing
ongoing
June
ongoing
May
Summer 2027
ongoing
Spring
ongoing
2027
June
winter 2027
Summer 2026
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
Spring 2027
TBD
Spring 2027
Spring 2027
July

Board of Management Meeting

May 28, 2026

CLINICAL SERVICES – Mel Cross, RN, Director of Care

STAFFING/STUDENTS – Tiffany Chapman, HR Coordinator

**New Hires/Terminations April 2026**

- ❖ **21 New Hires:** 3 RPNs, 17 PSWs, 1 FSW
- ❖ **7 Terminations/Resignations:** 4 PSWs, 3 FSW
- ❖ **Vacancies as of May 22, 2026**
- ❖ PSW Vacancies: 0
- ❖ RPN Vacancies: 5 permanent part-time
- ❖ RN Vacancies: 1 permanent full-time
- ❖ Dietary Vacancies: 1 permanent part-time
- ❖ Housekeeping Vacancies: 1 permanent part-time
- ❖ Activities Vacancies: 1 permanent part-time
- ❖ CSS Vacancies: 0

**Students as of May 22, 2026**

- ❖ Near North District School Board PSW Living Classroom (17 Students)
- ❖ Canadore RPN Student Preceptorship (3 students)

BEHAVIOURAL SUPPORT TRANSITION UNIT (BTSU) – Jillian Marchand, Unit Manager

The Behavioural Support Transition Unit (BSTU) successfully supported the temporary admission of nine evacuees between April 28 and May 13. Evacuees were accommodated within the BSTU during this period, and staff demonstrated exceptional flexibility, compassion, and professionalism throughout the transition.

The interdisciplinary team provided significant emotional support to evacuees and their families while also ensuring all required admission processes and were completed in a timely and compliant manner.

Since opening, the unit has experienced two critical incidents. Both incidents were reviewed in accordance with internal policies, with follow-up measures and ongoing quality improvement initiatives implemented to support resident and staff safety.

A review of resident behavioural outcomes within the BSTU indicates positive progress, with 71% of residents demonstrating a decrease in agitating behaviours. Staff continue to utilize behavioural approaches and individualized interventions to support resident well-being and quality of life.

*Compassionate care for life's journey.*

Ongoing education and training continue for both full-time and part-time staff to strengthen competency in behavioural supports, dementia care approaches, safety practices, and person-centred care delivery within the BSTU environment.

#### **RESIDENT & FAMILY NAVIGATOR – Alysia Loyer**

Cassellholme resumed admissions on May 13, 2026. At this time, we have four permanent admissions planned for the month of May. In addition, we have also had four short-stay respite admissions through the month of May.

Interest in touring Cassellholme has stayed consistent throughout May. So far this month, I have given seven tours to prospective residents and families, with two more tours scheduled before the end of the month.

I am also currently working with Camille to review and revamp the orientation process for both residents and families. The goal is to create a more consistent, welcoming, and informative experience during the transition into the home.

I continue to work diligently to schedule an annual and admission care conference. I continue to be on track to ensure each resident receives a timely care conference this year.

#### **HOUSEKEEPING & NUTRITION & FOOD SERVICES – Trina Milne, Manager**

Meal Suite is up and running in all dining rooms with PSW's trained on taking meal orders on the iPad.

Spring and Summer menu started May 18, 2026 and approved by the Food committee.

New washer installed in main laundry room has been completed.

Currently hiring in dietary for part time employees. Still advertising for a Registered Dietician.

Quality Improvement Laundry- tracking items that have gone missing and missing items have been found and returned to residents.

#### **SPIRITUAL CARE/VOLUNTEER/ACTIVITY LEAD – Tracy Davis, Spiritual and Wellness Coordinator**

This month, Cassellholme held a Celebration of Life service to honour and remember all residents who have died so far this year. The gathering provided an opportunity for families, staff, and community members to reflect, remember, and acknowledge the lives and contributions of those who were part of our home. Gratitude is extended to the families who attended, as well as to Family Council for their support and presence at the event.

Work has continued on strengthening palliative and end-of-life care supports within the Home. A specific volunteer recruitment and orientation package for palliative volunteers is being developed to help ensure volunteers feel prepared and supported in this important role. In addition, a new general orientation education component focused on palliative and

*Compassionate care for life's journey.*

end-of-life care has been created to help increase staff understanding and comfort in supporting residents and families through decline, dying, and grief.

Quality indicators and review processes following a resident death are also being developed to help identify opportunities for reflection, quality improvement, and enhanced staff education.

We are also pleased to welcome Kaitlyn Wilkinson, who will begin this week as an educator through a pilot project focused on increasing staff knowledge and confidence related to palliative and end-of-life care. This is a valuable opportunity for Cassellholme at no cost to the Home, and Kaitlyn has committed to supporting staff education and development with us over the coming months.

Ongoing staff education resources continue to increase, along with more time dedicated to unit huddles, informal teaching opportunities, and one-to-one educational support moments with staff. These efforts continue to support a growing culture of compassionate, person-centred palliative care throughout the Home.

#### INFECTION CONTROL – Hannah Bryant, RN, Manager of IPAC

##### **New Information:**

- Masking mandate lifted in April.

##### **Audits:**

- Staff hand hygiene and personal protective equipment audits continue.
- Resident hand hygiene audits continue.
- PPE set-up audits happen bi-weekly to ensure sufficient supply of PPE on units.
- Quarterly IPAC audits continue (will be done weekly when in outbreak).

##### **Outbreaks:**

- No confirmed outbreaks to report for April.

##### **Immunization**

- Preparing to administer COVID vaccines in May.

##### **IPAC Construction Audits**

- Preventative measure audits continue with the demolition phase and the continuous repairs to the new build.
- Attending the bi-weekly construction IPAC meetings.

#### COMMUNITY SUPPORT SERVICES (CSS) – Cheryl Hamilton, Manager of CSS

No significant changes in the CSS department at present. Still around 43 Assisted Living clients, 27 Respite clients and 186 Homemaking clients. We increased our client numbers for lawncare to 16 from the historical 8 and this seems to be going well. Will see how things look in the winter for client numbers for snow removal services. Transportation and Diners Club services are running as usual. We are fully staffed and have a PSW who is gone now on Maternity Leave but has been replaced by a temp PSW who is still training etc.

*Compassionate care for life's journey.*

We are into our last 3 weeks with the last group of students from Near North District School Board and this has been going well. Will be keeping our “radar” up for future CSS PSW employees!

