



**Corporation of the Town of Latchford
Regular Meeting of Council
Town of Latchford Municipal Office – Council Chambers
Tuesday February 10th, 2026
6:00 pm**

1. Call to Order and Mayoral Comments

2. Adoption of the Agenda

Resolution No.: 26/020

Moved by:

Seconded by:

Be it resolved that the February 10th, 2026 agenda be adopted as circulated.

3. Declaration of Pecuniary Interest/Conflict of Interest

4. Adoption of the Minutes

4.1. Regular Council Meeting January 13th, 2026

Resolution No.: 26/021

Moved by:

Seconded by:

Be it resolved that the Council of the Corporation of the Town of Latchford hereby approve the minutes of the Regular Meeting of Council held on January 13th, 2026 as circulated and presented.

5. Delegations

5.1. Sean Sparling – Integrity Commissioner Report

6. Staff Reports

6.1. CAO/Clerk-Treasurer Report No. CAO-2026-01

Resolution No.: 26/022

Moved by:

Seconded by:

That Council receive Staff Report No. CAO-2026-01 entitled “Establishment of Administration & Corporate Services Ad Hoc Committee”

And that Council establish an Administration & Corporate Services Ad Hoc Committee to support the CAO/Clerk-Treasurer in the development, review, and refinement of administrative and corporate policies;

And that the Committee act in an advisory capacity, with final policy approval remaining with Council;

And that Council appoints two (2) members of Council to serve on the Committee for the duration of the policy development mandate.

7. Correspondence

7.1. Action Items

7.1.1. Accounts Payable & Payroll Listing for January 7th 2026 – February 2nd, 2026

Resolution No.: 26/023

Moved by:

Seconded by:

Be it resolved that the Council for the Corporation of the Town of Latchford approve the attached accounts payable in the amount of \$34,593.57 and payroll expenses in the amount of \$39,271.64.

7.1.2. Letter of Support – Municipality North Grenville

Resolution No.: 26/024

Moved by:

Seconded by:

Be it resolved that, the Council of the Corporation of the Town of Latchford hereby supports the attached Letter from the Municipality of North Grenville's OPP Board calling on the Province to provide municipalities with the funding mechanisms, legislative support and implement guidance necessary guidance to deploy stop-arm cameras and complementary safety technologies province wide;

And further that Council directs Staff to send a copy of this resolution and letter to Premier Doug Ford, Minister of Transportation Prabmeet Sarkaria, and MPP John Vanthof.

7.2. Information Items

Resolution No.: 26/028

Moved by:

Seconded by:

Be it resolved that the Information Items be noted and filed.

7.2.1. FONOM Media Release – Homelessness

7.2.2. FONOM Letter to Prime Minister Carney – Highway 11/17

7.2.3. NEPH November Board Minutes

7.2.4. NEPH January Board Minutes

8. Business Arising

8.1. Marcotte Street Lots Update

8.2. Playground Equipment

Resolution No.: 26/026

Moved by:

Seconded by:

Be it resolved that, Council receive Councillor Cole's Report No. COUNCIL-2026-01 entitled "Playground Equipment Options – Climber Structures".

And that, Council directs staff to purchase Option ____.

8.3. Vacation Policy Update

9. New Business

9.1. 2025 Paving Project Approval

Resolution No.: 26/027

Moved by:

Seconded by:

Be it resolved that the Council of the Town of Latchford approve the Paving Project not included in the budget in the amount of \$416,118.75 plus HST, with \$200,000 plus HST being payable this fiscal year and the remainder to be equally paid over a 4 year period.

9.2. Waterfront Strategic Plan

Staff Report No. CAO-2026-02 "Waterfront Strategic Plan"

Resolution No.: 26/028

Moved by:

Seconded by:

Be it resolved that Council receive Staff Report No. CAO-2026-02 entitled "Waterfront Strategic Plan"

And further that Council directs staff to draft a Terms of Reference for the Waterfront Strategic Plan Ad Hoc Committee

10. By-Laws

10.1. By-Law 2026-005 Building Fees and Charges

Resolution No.: 26/029

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-005 being a by-law respecting construction, demolition and change of use permits and inspections.

10.2. By-Law 2026-006 Miller Paving Agreement – 2025 Paving Project

Resolution No.: 26/030

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-002 being a by-law to enter into an agreement with Miller Paving Northern for the 2025 Paving Project effective May 21st, 2025, be read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

10.3. By-Law 2026-007 Transfer Payment Agreement – Pot Hole Prevention and Repair

Resolution No.: 26/031

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-007 being a by-law to enter into a Transfer Payment Agreement for Pot Hole Prevention and Repair Grant with His Majesty the King in right of Ontario as represented by the Hon. Minister of Transportation, be read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

11. In-Camera

- 11.1. Personal matters about an identifiable individual, including municipal or local board employees - Deputy Fire Chief & HR Update – Upcoming Staff Vacancies.

Resolution No.: 26/032

Moved by:

Seconded by:

Be it resolved that, Council move into closed session at _____ pm pursuant to Section 239 (2)(b) of the Municipal Act 2001 as amended to discuss personal matters about an identifiable individual, including municipal or local board employees.

- 11.2. Closed Session Adjournment

Resolution No.: 26/033

Moved by:

Seconded by:

Be it resolved that, Council adjourn Closed Session at _____ p.m. pursuant to Section 239 (2)(b) of the Municipal Act, 2001, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees.

12.Adjournment

- 12.1. By-Law 2026-008 Confirming By-Law

Resolution No.: 26/034

Moved by:

Seconded by:

Be it resolved that By-law No. 2026-008 being a by-law to confirm the certain proceedings of Council for the Corporation of the Town of Latchford for its Council Meeting held on February 10th, 2026 be read a first, second, third time and finally passed by the Council of the Corporation of the Town of Latchford.

- 12.2. Motion to Adjourn

Resolution No.: 26/035

Moved by:

Seconded by:

Be it resolved that the Council of the Town of Latchford hereby adjourns its meeting at _____ p.m. and to meet again at the Regular Meeting of Council scheduled for March 10th, 2026.



Corporation of the Town of Latchford
Regular Meeting of Council
Town of Latchford Municipal Office – Council Chambers
Tuesday January 13th, 2026
6:00 pm

Present: Mayor Gadoury-East, Councillors Newell, Olson, Church, Cartner (Zoom)

Regrets: Councillor Cole

Absent: Councillor McDonald

Staff: Malorie Robinson, CAO/Clerk-Treasurer, Roger Clark, Public Works Foreman

1. Call to Order and Mayoral Comments

Mayor Gadoury-East called the meeting to order at 6 PM.

2. Adoption of the Agenda

Resolution No.: 26/001

Moved by: Councillor Church

Seconded by: Councillor Cartner

Be it resolved that the January 13th, 2026 agenda be amended to include a Resolution regarding Nuclear Waste being transported on Highway 11 under New Business.

"CARRIED"

3. Declaration of Pecuniary Interest/Conflict of Interest

None Noted

4. Adoption of the Minutes

4.1. Regular Council Meeting December 16th, 2025

Resolution No.: 26/002

Moved by: Councillor Olson

Seconded by: Councillor Church

Be it resolved that the Council of the Corporation of the Town of Latchford hereby approve the minutes of the Regular Meeting of Council held on December 16th, 2025 as circulated and presented.

"CARRIED"

5. Delegations

6. Staff Reports

6.1. Public Works Report No. PW-2026-01

Resolution No.: 26/003

Moved by: Councillor Cartner

Seconded by: Councillor Church

Be it resolved that Council receive Staff Report No. PW-2026-01 entitled "Winter Maintenance and Facilities Update"

"CARRIED"

7. Correspondence

7.1. Action Items

7.1.1. Accounts Payable & Payroll Listing for December 5th, 2025 – January 6th, 2026

Resolution No.: 26/004

Moved by: Councillor Newel

Seconded by: Councillor Olson

Be it resolved that the Council for the Corporation of the Town of Latchford approve the attached accounts payable in the amount of \$139,725.30 and payroll expenses in the amount of \$36,091.22.

"CARRIED"

7.1.2. Motion for Support – Town of Smiths Falls

Resolution No.: 26/005

Moved by: Councillor Church

Seconded by: Councillor Olson

Be it resolved that, the Council of the Corporation of the Town of Latchford hereby supports the attached Resolution from the Town of Smiths Falls urging the Province to re-instate the eligibility for curbside blue box collection for nonprofit organizations; And further that a copy of this resolution be forwarded to Premier Doug Ford, Minister of Environment, Conservation and Parks to the local MP and MPP, AMO and the Town of Smiths Falls.

"CARRIED"

7.1.3. Motion for Support – Town of Smiths Falls

Resolution No.: 26/006

Moved by: Councillor Cartner

Seconded by: Councillor Church

Be it resolved that, the Council of the Corporation of the Town of Latchford hereby supports the attached Resolution from the Town of Smiths Falls calling upon the Province to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for small and rural municipalities; And further that a copy of this resolution be forwarded to Premier Doug Ford, Minister of Infrastructure, Ministry of Municipal Affairs and Housing, Minister of Finance, AMO and the Town of Smiths Falls.

"CARRIED"

7.1.4. Legislative Changes to the OMERS Act

Resolution No.: 26/007

Moved by: Councillor Newell

Seconded by: Councillor Cartner

Whereas the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

Whereas the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

Whereas the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

Whereas these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

Whereas the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

Whereas municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;

Therefore be it resolved that the Town of Latchford does not support the legislative changes to the OMERS Act contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

Further be it resolved that the Town of Latchford Council supports the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to maintain the current OMERS governance model, with two corporate Boards, as the structure that would best deliver on the long-term interests of municipalities, taxpayers, and employees.

Be it resolved that, this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- John Vanthof and
- The Association of Municipalities of Ontario (AMO).

"CARRIED"

7.2. Information Items

Resolution No.: 26/009

Moved by: Councillor Church

Seconded by: Councillor Cartner

Be it resolved that the Information Items be noted and filed.

"CARRIED"

7.2.1. OPP Annual Billing Statement

8. Business Arising

8.1. Marcotte Street Lots Update

Malorie met with TMSA Planner to review the email sent by the ONR in September confirming that they did not use the property. Malorie is preparing a report for the February Council Meeting to make a recommendation to Council to move forward on this property.

8.2. Playground Update

Update will be provided at the meeting in February. Councillor Cole to present options for the new playground equipment to be purchased. Councillor will be making a decision within the next 2 months.

9. New Business

9.1. Regular Meeting Schedule 2026

Resolution No.: 26/010

Moved by: Councillor Newell

Seconded by: Councillor Church

Be it resolved that the attached 2026 Meeting Schedule be adopted.

"CARRIED"

9.2. Vacation Policy

Resolution No.: 26/011

Moved by: Councillor Cartner

Seconded by: Councillor Newell

Be it resolved that the Council of the Town of Latchford adopt Policy No. CORP-002 titled Vacation Policy.

"TABLED"

9.3. Lieu & Overtime Policy

Resolution No.: 26/012

Moved by: Councillor Church

Seconded by: Councillor Olson

Be it resolved that the Council of the Town of Latchford adopt Policy No. CORP-003 titled Lieu & Overtime Policy.

"CARRIED"

9.4. Hiring of Employees Policy

Resolution No.: 26/013

Moved by: Councillor Newell

Seconded by: Councillor Olson

Be it resolved that the Council of the Town of Latchford adopt Policy No. CORP-004 titled Hiring of Employees Policy.

"CARRIED"

9.5. Donation Policy

Resolution No.: 26/014

Moved by: Councillor Church

Seconded by: Councillor Cartner

Be it resolved that the Council of the Town of Latchford adopt Policy No. CORP-005 titled Donation Policy.

"CARRIED"

9.6. Nuclear Waste Transportation

Resolution No.: 26/019

Moved by: Councillor Church

Seconded by: Councillor Olson

WHEREAS the Nuclear Waste Management Organization (NWMO) is a consortium of nuclear power companies whose mission is to site and develop a deep geological

repository for high-level nuclear waste from all of Canada's nuclear power reactors; and
WHEREAS the NWMO project involves transportation, processing, burial and abandonment of an estimated 100,000 tonnes of highly radioactive nuclear fuel waste; and

WHEREAS there are scientific and public concerns about the risks of radioactive exposures along the transportation route and in the region of and downstream from a nuclear waste burial repository site under both normal operating and accident conditions; and

WHEREAS there is no deep geological repository for high-level radioactive waste operating anywhere in the world; and

WHEREAS there are many scientific and technical uncertainties related to deep geological repositories and the NWMO's project remains in a conceptual stage of development; and

WHEREAS the NWMO emphasized for over a decade that it would not proceed without an "informed and willing host", but has excluded those living downstream and along the transportation route from its definition of "host" and from its determination of willingness; and

WHEREAS Grand Council Treaty #3, Nishnawbi Aski Nation, Anishnabek Nation and many individual First Nations and municipalities and public interest groups along the transportation route and downstream from the site have expressed their opposition to the NWMO's project, making it clear that they are informed and unwilling; and

WHEREAS the NWMO announced in November 2024 that it had selected the Revell site between Ignace and Dryden in northwestern Ontario; and

WHEREAS this announcement was made despite Wabigoon Lake Ojibway Nation's having expressed "willingness" only for site characterization, and having specified that this does not signify approval of the project; and

WHEREAS a federal impact assessment of the NWMO's project commenced on January 5th, 2026;

THEREFORE, BE IT RESOLVED THAT the Council of the Town of Latchford urges the federal government to direct the owners of high-level nuclear waste (Ontario Power Generation, Hydro Quebec and New Brunswick Power) to establish secure storage solutions for the nuclear waste in the vicinity of their reactor stations where the waste has been generated and is currently stored, as an alternative to the NWMO project; and

FURTHER BE IT RESOLVED THAT the federal government ensure that the impact assessment and regulatory and licensing processes for the NWMO project are comprehensive and include the impacts and risks of nuclear waste transportation and processing, and the long-term safety of the project, including alternative means of carrying out the project activities including nuclear waste transfers, transportation and processing.

AND FINALLY that a copy of this resolution be sent to Mark Carney, Prime Minister, Doug Ford, Premier, Tim Hodgson, Minister of Energy and Natural Resources, Stephen Lecce, Minister of Energy and Mines, Association of Municipalities, FONOM, Pauline Rochefort, MP Nipissing-Timiskaming.

"CARRIED"

10. By-Laws

10.1. By-Law 2026-001 Interim Tax Levy, Water and Sewer Charges 2026

Resolution No.: 26/015

Moved by: Councillor Cartner

Seconded by: Councillor Church

Be it resolved that the By-law No. 2026-001 being a by-law to authorize the interim tax levy, water and sewer charges for 2026 be read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

"CARRIED"

10.2. By-Law 2026-002 Borrowing By-law

Resolution No.: 26/016

Moved by: Councillor Olson

Seconded by: Councillor Cartner

Be it resolved that the By-law No. 2026-002 being a by-law to authorize temporary borrowing to meet the current expenses of the municipality for the year ending December 31st, 2026, be read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

"CARRIED"

10.3. By-Law 2026-003 Transfer Payment Agreement – Fire Protection Grant

Resolution No.: 26/017

Moved by: Councillor Newell

Seconded by: Councillor Church

Be it resolved that the By-law No. 2026-003 being a by-law to enter into a Transfer Payment Agreement for a Fire Protection Grant with His Majesty the King in right of Ontario as represented by the Office of the Fire Marshal, be read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

"CARRIED"

11. In-Camera

No In-Camera

12. Adjournment

12.1. By-Law 2026-004 Confirming By-Law

Resolution No.: 26/018

Moved by: Councillor Cartner

Seconded by: Councillor Newell

Be it resolved that By-law No. 2026-004 being a by-law to confirm the certain proceedings of Council for the Corporation of the Town of Latchford for its Council Meeting held on January 13th, 2026 be read a first, second, third time and finally passed by the Council of the Corporation of the Town of Latchford.

"CARRIED"

12.2. Motion to Adjourn

Resolution No.: 26/019

Moved by: Councillor Cartner

Seconded by: Councillor Church

Be it resolved that the Council of the Town of Latchford hereby adjourns its meeting at 6:32 p.m. and to meet again at the Regular Meeting of Council scheduled for February 10th, 2026.

"CARRIED"

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



Corporation of the Town of Latchford

Staff Report to the Mayor and Members of Council

Prepared By	Malorie Robinson, CAO/Clerk-Treasurer
Approved & Submitted By	Malorie Robinson, CAO/Clerk-Treasurer
Title/Subject	Establishment of Administration & Corporate Services Ad Hoc Committee
Date of Report	January 29 th , 2026
Date of Meeting	February 10 th , 2026
Report No.	CAO-2026-01

Recommendation:

That Council receive Staff Report No. CAO-2026-01 entitled “Establishment of Administration & Corporate Services Ad Hoc Committee”

And that Council establish an Administration & Corporate Services Ad Hoc Committee to support the CAO/Clerk-Treasurer in the development, review, and refinement of administrative and corporate policies;

And that the Committee act in an advisory capacity, with final policy approval remaining with Council;

And that Council appoints two (2) members of Council to serve on the Committee for the duration of the policy development mandate.

Purpose:

The purpose of this report is to seek Council approval for the creation of an Administration & Corporate Services Ad Hoc Committee to assist the CAO/Clerk-Treasurer in directing and reviewing the Town’s administrative and corporate policy framework.

Background:

As part of ongoing efforts to modernize municipal operations, improve governance, and ensure legislative compliance, the Town is undertaking the development and review of a number of administrative and corporate policies. These policies support consistent decision-making, risk management, operational efficiency, and transparency.

Given the volume and technical nature of policy work, it is beneficial to have a focused forum where draft policies can be reviewed, discussed, and refined prior to being presented to Council for formal consideration.

Proposed Committee Mandate:

The Administration & Corporate Services Ad Hoc Committee will:

- Assist the CAO/Clerk-Treasurer in guiding the direction and priorities of administrative and corporate policy development;

- Be the first body to review draft policies, procedures, and administrative frameworks prepared by staff;
- Provide feedback, suggestions, and recommendations to the CAO on draft policies;
- Support alignment of policies with Council's strategic priorities, legislative requirements, and best practices;
- Help streamline Council meetings by ensuring policies brought forward are well-developed and clearly presented

The Committee will function in an advisory capacity only. All policies will continue to require formal Council approval.

Committee Structure:

- Type: Ad Hoc Committee
- Membership: Council members appointed by Council
- Staff Support: Chief Administrative Officer (or designate)
- Meeting Schedule: As required, at the call of the Chair or CAO/Clerk-Treasurer
- Term: Until completion of the current administrative and corporate policy review, or as otherwise directed by Council

Financial / Resource Implications

There is no direct financial impact associated with the establishment of this Committee. Meetings will be supported through existing staff resources.

Legislative and Policy Implications:

The establishment of this Committee supports good governance practices and does not conflict with any legislative requirements. The Committee will not exercise delegated authority and will not replace Council's decision-making role.

Conclusion:

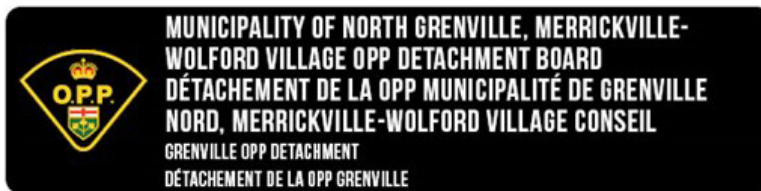
Establishing an Administration & Corporate Services Ad Hoc Committee will strengthen governance, improve the quality and consistency of municipal policies, and provide structured support to the CAO/Clerk-Treasurer during ongoing policy development. This approach allows for early Council input while maintaining transparency and accountability.

Attachments:

None

Title	Name	Signature	Date
CAO/Clerk-Treasurer	Malorie Robinson	<i>M. Robinson</i>	January 29 th , 2026

Expenses by Vendor January 7th - February 2nd			
Vendor	Amount	Vendor	Amount
AMCTO	1,773.63	NORTHERN INDUSTRIAL & ENVIRONMEN	32.51
CANADA POST CORPORATION	89.32	OFFICE PRO (TEMISKAMING)	30.56
CGIS CENTRE	926.96	ONTERA	7.36
CHESS CONTROLS	721.23	PAT TRESIDDER.	233.63
CITY OF TEMISKAMING SHORES	1,065.00	Staples	202.09
CO-OPERATIVE REGIONALE	5,846.30	STARLINK	284.43
DTSSAB	12,044.00	STROMA AUTOMATION SOLUTIONS	1,170.44
EBERT WELDING LTD.	35.60	TELUS MOBILITY	60.95
HYDRO ONE NETWORKS INC.	11,744.02	TEMISKAMING SHORES & AREA CHAMBE	284.43
INTUIT SUPPLIES	393.38	TESTMARK LABORATORIES LTD.	2,577.30
JANIX CORP.	318.56	TOWNSHIP OF COLEMAN.	2,500.00
KEMP PIRIE CROMBEEN	2,781.46	TRI-TOWN AUTOMOTIVE & IND.	100.03
MALORIE. ROBINSON	406.33	WD Industrial Group	823.83
MINISTER OF FINANCE	(506.77)	WSIB	(11,709.93)
NORTH COBALT FLEA MARKET	51.21	WYATT IMAGE SOLUTIONS INC.	87.41
		ZOOM VIDEO COMMUNICATIONS	218.30
AP Subtotal	34,593.57	Payroll Subtotal	39,271.64
Total AP & Payroll			73,865.21



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

January 2, 2025

The Honourable Doug Ford
 Premier of Ontario

The Honourable Prabmeet Sarkaria
 Minister of Transportation
 Province of Ontario

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

Dear Premier Ford and Minister Sarkaria,

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

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

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

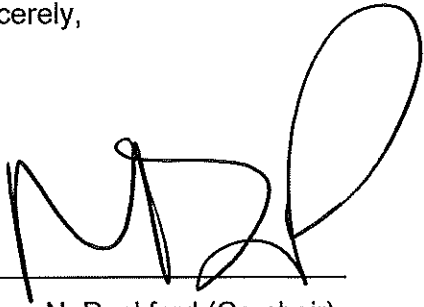
Grenville 1 O.P.P. Detachment Board also proudly supports the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. Adam's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

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

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

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

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a large, prominent oval at the end.

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

A handwritten signature in black ink, featuring a large, circular loop and a long, sweeping horizontal stroke at the end.

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

cc:

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

Enclosed: Co-signing Template

[Municipality Name]
[Municipal Address]

[Date]

The Honourable Doug Ford
Premier of Ontario

The Honourable Prabmeet Sarkaria
Minister of Transportation
Province of Ontario

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

Dear Premier Ford and Minister Sarkaria,

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

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

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

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

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

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

Thank you for your attention to this important matter.

Sincerely,

[Name]

[Title – Mayor / Reeve / Warden]

[Municipality Name]

cc:

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



FOR IMMEDIATE RELEASE

January 13, 2026

Homelessness Crisis Accelerating in Northern Ontario, FONOM Urges Provincial Action on Mental Health and Addictions

January 13, 2025 — East Ferris

The Federation of Northern Ontario Municipalities (FONOM) is raising renewed concern after new provincial data show homelessness is growing fastest—and most severely—in Northern Ontario, outpacing the capacity of local systems and communities to respond.

New figures released today by the Association of Municipalities of Ontario (AMO) show that **more than 85,000 Ontarians experienced homelessness in 2025**, an increase of 8 per cent from the previous year and nearly 50 per cent higher than in 2021. Alarming, homelessness grew by **more than 37 per cent in Northern Ontario in just one year**, compared to 7.8 per cent provincially.

Updated analysis from the Northern Ontario Service Deliverers Association (NOSDA) confirms that Northern Ontario — home to just five per cent of Ontario’s population — now accounts for **nearly ten per cent of all known homelessness in the province**, with the number of people experiencing homelessness rising from **5,930 to 8,142 between 2024 and 2025**.

“This data confirms what Northern communities have been living with every day,” said **Dave Plourde, President of FONOM**. “Homelessness in the north is accelerating faster than our housing supply, health systems, and community supports can keep up with. Municipalities are doing everything they can, but the scale of the crisis now demands decisive leadership and coordinated action from the Province.”

FONOM notes that homelessness in Northern Ontario is increasingly driven by **untreated mental illness and addiction**, particularly substance use disorders involving methamphetamine and opioids. These realities are placing enormous strain on emergency rooms, police services, shelters, and municipal budgets, especially in small, rural, and remote communities with limited service capacity.

“Temporary enforcement measures alone will not solve this crisis,” Plourde added. “Northern municipalities are asking for legislative tools that prioritize safety, health, and dignity, for individuals in crisis and for the broader community.”

FONOM Reiterates Call for Targeted Legislative Reform

In light of the worsening data, FONOM is once again calling on the Province of Ontario to work with municipal partners to:

- **Amend the Mental Health Act** to better reflect modern understandings of addiction as a substance use disorder; and

- **Review the Controlled Drugs and Substances Act**, in collaboration with the federal government, to allow for **temporary, health-focused detention — without charge — of individuals found acutely intoxicated by drugs or other substances**, where necessary for their own safety or that of the community.

“This is about compassionate, temporary intervention — not criminalization,” said Plourde. “Frontline police, paramedics, and hospitals are cycling the same individuals through emergency systems with no ability to stabilize them or connect them to care. Northern communities need tools that reflect today’s realities.”

Housing Pressures and Economic Impacts Continue to Mount

NOSDA’s updated report also highlights a sharp rise in housing pressures across Northern Ontario, with **community housing waitlists increasing by more than 50 per cent since 2021**, and Indigenous people now representing **over 40 per cent of those experiencing homelessness in the region**.

Beyond the human cost, homelessness is increasingly undermining local economies, making it harder for northern communities to attract workers, retain businesses, and invest in long-term growth.

“Homelessness is no longer just a social issue; it is an economic and community sustainability issue for Northern Ontario,” Plourde said. “Without sustained, housing-led and prevention-focused investment, the cost of inaction will continue to rise for everyone.”

FONOM supports AMO’s call for long-term provincial and federal investment in deeply affordable and supportive housing, mental health and addictions services, and income supports, and stresses that **municipal property taxes are not a sustainable funding source** for addressing a crisis of this magnitude.

“Northern municipalities are at the breaking point,” Plourde concluded. “We are ready to work with the Province and the federal government on real, practical solutions — but the status quo is no longer acceptable.”

About FONOM

The Federation of Northern Ontario Municipalities represents 110 municipal governments across Northern Ontario. FONOM advocates on behalf of its members to advance policies that support economic development, infrastructure investment, and sustainable communities throughout the region.

Media Contact

Dave Plourde, President,
Federation of Northern Ontario Municipalities
705-335-1615 | fonom.info@gmail.com



January 27, 2026

The Right Honourable Mark Carney

Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

SENT BY EMAIL: pm@pm.gc.ca

Subject: A Nation-Building Opportunity for Highways 11 & 17; and a Clear Federal Signal

Dear Prime Minister,

On behalf of the Federation of Northern Ontario Municipalities (FONOM), I am writing to follow up on our delegation meetings in Ottawa earlier this winter, where representatives from Northern Ontario municipalities met with members of your team, including Zachary Nixon, to discuss the growing challenges facing our 110 member municipalities.

Chief among those challenges is the urgent need to modernize Highways 11 and 17, Ontario's northern Trans-Canada corridors, through a combination of four-laning and the proven 2+1 highway model.

During our Ottawa meetings, we heard a consistent and encouraging message: **if the Province of Ontario were to formally advance this project as a priority, the Government of Canada would be prepared to participate at a 50-per-cent funding level.** That clarity matters deeply to Northern communities.

At present, however, a trust gap remains. The Province has indicated hesitation to proceed without a clear, public federal commitment. In short, Ontario needs to hear plainly and publicly that Ottawa is ready to be an equal partner.

We are therefore respectfully urging you to make that commitment explicit.

This is not an abstract policy discussion. People are dying on these highways. Families, truck drivers, and first responders face unacceptable risk every day on corridors that carry **more than \$200 million in goods daily**, serve as the primary access route to the Ring of Fire, and are critical infrastructure for national defence, emergency response, and continental supply chains.

Highway 11, in particular, is increasingly indispensable: a more reliable east-west trade corridor, less vulnerable to weather disruptions, and central to Canada's critical minerals, forestry, agriculture, and energy future. It is also essential to Canada's internal resilience at a time when secure domestic trade routes matter more than ever.

Your government's Building Canada Act and nation-building criteria speak directly to this moment.

Upgrading Highways 11 and 17 meets every test: safety, economic growth, national security, Indigenous participation, climate resilience, and shovel-ready execution. Ontario has already taken important steps with its planned 2+1 pilot. What is now required is a clear federal signal to unlock full provincial participation.

Prime Minister, if you were to publicly state that the Government of Canada is prepared to invest 50-cent dollars in this corridor once Ontario brings it forward, it would be heard loudly and clearly at Queen's Park and across Northern Ontario.

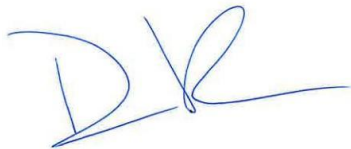
Should you wish to do so, FONOM would welcome the opportunity to make that announcement at our 2026 FONOM Conference in Timmins, alongside Premier Doug Ford and in the heart of the region most directly affected. It would be a powerful nation-building moment, rooted in partnership, safety, and confidence in Canada's future.

Northern Ontarians are not asking for special treatment; we are asking for equal treatment on a national highway that has always been vital to this country's cohesion and prosperity.

We would welcome the opportunity to discuss this further at your convenience and remain ready to work with your office, the Province of Ontario, and federal partners to advance this critical project.

Thank you for your leadership and for your continued attention to the needs of Northern communities.

Respectfully,



Dave Plourde
President, FONOM

Cc'd Premier Doug Ford
Honourable Steven MacKinnon
Honourable Prabmeet Singh Sarkaria
Honourable Patty Hajdu

MINUTES

Northeastern Public Health Board of Health

Regular Meeting held on November 27, 2025 at 4:00 PM

Microsoft Teams

1.0 **ROLL CALL**

Board of Health Members

Michelle Boileau	City of Timmins
Mark Wilson	Temiskaming Shores
Andrew Marks	City of Timmins
Jeff Laferriere	Temiskaming Shores
Carol Lowery	Rural South: Armstrong, Brethour, Casey, Cobalt, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, Latchford, Temagami, Thornloe
Paul Kelly	Rural Central South: Charlton & Dack, Chamberlain, Englehart, Evanturel, Gauthier, James, Larder Lake, McGarry, Matachewan
Gary Fortin	Kapuskasing
Marc Dupuis	Rural North: Fauquier-Strickland, Hornepayne, Hearst, Mattice Val Cote, Moonbeam, Opasatika, Val Rita Harty
Casey Owens	Kirkland Lake
Curtis Arthur	Provincial Appointee
Todd Steis	Provincial Appointee
David Lowe	Provincial Appointee
Tory Delaurier	Rural Central North: Iroquois Falls, Black River Matheson
Suzanne Perras	Provincial Appointee
Rock Whissell	City of Timmins

Regrets

Cindy Campbell	Provincial Appointee
Peter Politis	Cochrane, Smooth Rock Falls
Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region

Northeastern Staff Members

Dr. Lianne Catton	Medical Officer of Health/Chief Executive Officer
Randy Winters	Director of Corporate and Protection Services
Rosa Montico-Reimer	Director of Finance
Lori McCord	Executive Assistant

Guests

Chris Pomeroy, CPA, CA, LPA KPMG LLP
Lori Stoltz Morris + Stoltz LLP

1.1 **CALL TO ORDER:** Chair Boileau called the meeting to order at 4:05 pm.

1.2 **APPROVAL OF AGENDA**

MOTION #54-R-2025

Moved by: Paul Kelly

Seconded by: Tory Delaurier

That the agenda for the Board of Health meeting on November 27, 2025, be approved.

CARRIED

1.3 **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE**

None declared.

2.0 **AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**

2.1 **2024 Legacy PHU Final Audit Financial Statements and Report**

MOTION #55-R-2025

Chris Pomeroy, Senior Manager, KPMG, provided a presentation of KPMG's final findings of the Audit of the Financial Statements for the Porcupine Health Unit for the year ending December 31, 2024, including the asset retirement obligation (ARO). It was a clean audit with no significant findings identified. The immense work of the Finance team, led by Director Rosa Montico-Reimer was acknowledged by both the auditors and the Board in ensuring a clean audit and supporting the auditors with their assessment requirements.

Moved by: David Lowe

Seconded by: Paul Kelly

That the Board of Health approves the 2024 Legacy PHU Final Audit Financial Statements and Report.

CARRIED

3.0 **Inquest**

Dr. Catton provided a report on the inquest proceedings and recommendations regarding the unprecedented blastomycosis outbreak in Constance Lake First Nation. The outbreak was incredibly tragic with the loss of five beloved community members and ongoing traumatic impacts for the entire community. The inquest began on October 15th and extended to November 17th with the verdict of the jury read on November 19th. As a result of the approved application for standing status there were important opportunities to contribute to materials shared during the inquest, ask questions of other witnesses, and to collaborate on the public health recommendations as related to the outbreak. and support important recommendations for the North and ongoing health inequities for First Nation populations

and Indigenous communities.

Seventy-nine recommendations with eleven themes were made. The *Jury Recommendations Verdict of Inquest* were shared with the Board and Dr. Catton advised the Board that more fulsome reports, ongoing updates and further discussion would be forthcoming. While jurisdiction did not factor into the public health response due to strong pre-existing relationships, it was important to apply a broad lens to recommendations to ensure it does not impact any in the future across the Province. Some recommendations reinforce commitments NEPH has prioritized for some time such as cultural mindfulness training. This has been a requirement of orientation since 2019 and at the time of the inquest 85% of staff have completed the training and is also an expectation of the Board of Health. Ongoing opportunities to learn and grow are provided for the team, and there is appreciation for the need to continue to reflect, deepen our understanding and apply this to our relationships and the work we do. NEPH remains committed to the recommendations of the inquest and to cultivating meaningful relationships respecting self-determination with First Nations communities and Indigenous peoples we are so fortunate to share lands with.

4.0 **CLOSED SESSION**

The Board went into a closed session at 4:55 pm. as outlined in the Ontario Municipal Act, 2001, c.25, s 239 (s) (a) security of a property (e) litigation or potential litigation, including matters before tribunals affecting the Board (b) personal matters about an identifiable individual, including Board employees.

MOTION #56-R-2025

Moved by: Mark Wilson

Seconded by: Gary Fortin

THAT the Board of Health move in camera.

4.1.1 Inquest – Lori Stoltz, Morris + Stoltz LLP

4.1.2 Personnel

CARRIED

The Board of Health rose from the closed session at 6:47 pm.

MOTION #57-R-2025

Moved by: Paul Kelly

Seconded by: Marc Dupuis

That the Board of Health for the Northeastern Health Unit rise with report

CARRIED

MOTION #58-R-2025

Moved by: Tory Delaurier

Seconded by: David Lowe

That the Board of Health receive the reports shared in-closed session for information

purposes and agrees with the approaches presented.

CARRIED

5.1 **NEPH BOARD OF HEALTH MINUTES – October 23, 2025**
MOTION #59-R-2025

Moved by: Andrew Marks

Seconded by: Todd Steis

That the Board of Health approve the minutes for the meeting dated October 23, 2025.

CARRIED

6.0 **AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**

6.1 **Infrastructure Update**

Dr. Catton provided an update of the Pine St. Timmins HVAC system, the work completed to date and measures taken to reduce impacts on client and patient services. The timeline for expected completion is mid-December.

6.2 **Proposed Meeting Schedule**

The Board of Health meeting schedule for 2026 was previously shared.

MOTION #60-R-2025

Moved by: Marc Dupuis

Seconded by: Sue Perras

That the Board of Health approve the 2026 schedule of meeting dates as presented.

CARRIED

6.3 **Procurement Policy Edits**

The Procurement Policy was previously shared. Dr. Catton provided an overview of the changes to the policy which included the change to the amount allocation for Managers and Directors to align with the organizational structure.

MOTION #61-R-2025

Moved by: Andrew Marks

Seconded by: Mark Wilson

That the Board of Health approve the Procurement policy as presented

CARRIED

6.4 **Provincial Appointees**

Chair Boileau advised that Curt Arthur, Sue Perras, Todd Steiss, Cindy Campbell, and David Lowe have been approved for a three-year term as Provincial Appointees. Chair Boileau thanked the appointees for their commitment to the Board, and the goal of strengthening public health across Northeastern Ontario.

6.5 alPHa Fall Conference Attendance

alPHa's Fall Symposium was held virtually November 5th to 7th.

6.5.1 Association of Local Public Health Agencies Conference Updates

Sue Perras reported that alPHa's Fall Symposium was once again an excellent opportunity to connect, participate and learn. An informative session was held on *Leading Others: Understanding Communication Styles*. Important updates from alPHa, Dr. Kieran Moore, CMOH and Karima Velji, Chief Nursing Officer, were also received.

7.0 MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER REPORT

Dr. Catton provided an update on the organization and shared recent highlights of services and programs. The enclosed presentation summarizes the main points shared for information purposes. Chair Boileau thanked Dr. Catton for her report.

8.0 CORRESPONDENCE

The correspondence was received for information purposes.

9.0 DATE OF NEXT MEETING

Next meeting of the Board of Health to be held on January 29, 2026 at 4:00 p.m.

10.0 ADJOURNMENT

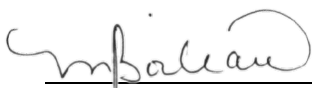
MOTION #62-R-2025

Moved by: Andrew Marks

Seconded by: Tory Delaurier

That the next meeting of the Board of Health be held January 29, 2026 at 4:00 p.m. and that this meeting be adjourned at 7:20 p.m.

CARRIED



January 29, 2026

Michelle Boileau, Board Chair
Lori McCord, Recorder

NORTHEASTERN PUBLIC HEALTH

SANTÉ PUBLIQUE DU NORD-EST

MINUTES

Northeastern Public Health Board of Health

Special Meeting held on January 12, 2026 at 4:00 PM

Microsoft Teams

1.0 **ROLL CALL**

Board of Health Members

Michelle Boileau	City of Timmins
Mark Wilson	Temiskaming Shores
Andrew Marks	City of Timmins
Carol Lowery	Rural South: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, Latchford, Temagami, Thornloe
Paul Kelly	Rural Central South: Charlton & Dack, Chamberlain, Englehart, Evanturel, Gauthier, James, Larder Lake, McGarry, Matachewan
Marc Dupuis	Rural North: Fauquier-Strickland, Hornepayne, Hearst, Mattice Val Cote, Moonbeam, Opasatika, Val Rita Harty
Casey Owens	Kirkland Lake
Peter Politis	Cochrane, Smooth Rock Falls
Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region
Cindy Marks-Campbell	Provincial Appointee
Todd Steis	Provincial Appointee
David Lowe	Provincial Appointee
Tory Delaurier	Rural Central North: Iroquois Falls, Black River Matheson
Suzanne Perras	Provincial Appointee
Curtis Arthur	Provincial Appointee
Rock Whissell	City of Timmins

Northeastern Staff Members

Dr. Lianne Catton	Medical Officer of Health/Chief Executive Officer
Randy Winters	Director of Corporate and Protection Services
Lori McCord	Executive Assistant

Regrets

Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region
Gary Fortin	Kapuskasing
Jeff Laferriere	Temiskaming Shores
Rosa Montico-Reimer	Director of Finance

- 1.1 **CALL TO ORDER:** Chair Boileau called the meeting to order at 4:05 pm.

1.2 **APPROVAL OF AGENDA**

MOTION #01-S-2026

Moved by: Tory Delaurier

Seconded by: Todd Steis

That the agenda for the Board of Health meeting on January 12, 2026, be approved.

CARRIED

1.3 **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE**

None declared.

2.0 **AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**

2.1 **Resignation**

On December 29th, after much reflection and discussion, Dr. Catton, Medical Officer of Health and Chief Executive Officer of the Northeastern Public Health issued a letter to the Board Chair and Board of Health advising of her resignation, due to personal reasons. Dr. Catton advised the Board that it has been both an honour and a privilege as the lead for public health for this region the past almost ten years with an incredible team of professionals across the region that support the work. Dr. Catton assured the Board that the leadership team in place is strong and committed to continuing the momentum of the merger and in fulfilling their duties of the board, to our communities and to strengthening public health. On behalf of the Board, Chair Boileau, thanked Dr. Catton for her dedication, and her leadership navigating the region through extraordinary times with grace.

2.2 **MOH/CEO Recruitment Briefing Note Review**

Dr. Catton provided an overview of the legislative requirements for the appointment of a Medical Officer of Health as outlined in the Health Protection and Promotion Act (HPPA). Dr. Catton advised that while the recruitment process is underway, there is an Acting MOH option. The title of *Acting* is used in two situations: short term coverage while an MOH is away or unable to perform their duties, or in vacancy when recruitment is underway. Once the Board appoints a MOH to fill the permanent position the individual remains an Acting MOH until formal Minister approval is received.

2.3 **Timeline**

An overview of the events to date, was provided including work underway and next steps. Dr. Catton's last day as the Medical Officer of Health and Chief Executive

Officer is February 20, 2026.

2.4 **Executive Committee Recruitment Plan Review**

The Board Executive, comprised of the Board Chair Michelle Boileau, Vice Chair Mark Wilson, Finance Chair Andrew Marks and Finance Vice Chair Curt Arthur met on December 29th and again on January 6th. Historically duties of the Executive Committee include the MOH/CEO evaluation and recruitment process for both Thu and PHU.. In light of the timing of the announcement and to expedite the process, Randy had connected with several health units to obtain their recent approach to recruitment with three firms identified and recommended. The Executive concurred and recommended obtaining the services of an executive search firm to assist with the recruitment process. A letter requesting an expression of interest has been issued to these executive search firms and the posting will be shared through regular channels once ready. With the support of Randy Winters, Director of Corporate Services and Lori McCord, Board Secretary, it is proposed that the Selection Committee comprised of the Board Executive, work through the recruitment process with the recommendation returning to the Board for decision.

MOTION #02-S-2026

Moved by: Todd Steis

Seconded by: Rock Whissel

That the Board approves the proposed recruitment approach as presented by the Board Executive.

CARRIED

MOTION #03-S-2026

Moved by: Marc Dupuis

Seconded by: Paul Kelly

That the Board appoints the Board Executive (Michelle Boileau, Mark Wilson, Andrew Marks and Curt Arthur) as the Selection Committee with Randy Winters, Director of Corporate Services, and Lori McCord, Secretary to the Board providing administrative and logistical support.

CARRIED

3.0 **CLOSED SESSION**

The Board went into a closed session at 4:28 pm. as per the Municipal Act, 2001, c.25, s 239 (s) (b) personal matters about an identifiable individual, including Board employees.

MOTION #04-S-2026

Moved by: David Lowe

Seconded by: Andrew Marks

THAT the Board of Health move in camera.

3.11 Personnel

CARRIED

The Board of Health rose from the closed session at 4:45 pm.

MOTION #05-S-2026

Moved by: Paul Kelly

Seconded by: Andrew Marks

That the Board of Health rise with report.

CARRIED

MOTION #06-S-2026

Moved by: Tory Delaurier

Seconded by: Todd Steis

That the Board approves an interim CEO position to be implemented as of February 23, 2026 to be filled by the current Finance Director, to ensure business continuity during the recruitment and transition of a permanent MOH/CEO.

CARRIED

4.0. **DATES OF NEXT MEETING**

Next meeting of the Board of Health to be held on January 29, 2026 at 4:00 pm.

5.0 **ADJOURNMENT**

MOTION #07-S-2026

Moved by: Kurt Arthur

Seconded by: Andrew Marks

That the meeting of the Board of Health adjourns at 4:55 pm.

CARRIED



January 29, 2026

Michelle Boileau, Board Chair

Lori McCord, Recorder



Corporation of the Town of Latchford

Staff Report to the Mayor and Members of Council

Prepared By	Mike Cole, Councillor
Approved & Submitted By	Malorie Robinson, CAO/Clerk-Treasurer
Title/Subject	Playground Equipment Options – Climber Structures
Date of Report	February 2 nd , 2026
Date of Meeting	February 10 th , 2026
Report No.	COUNCIL-2026-01

Recommendation:

That Council receive Councillor Cole's Report No. COUNCIL-2026-01 entitled "Playground Equipment Options – Climber Structures".

And that Council decides to purchase Option ____.

Overview:

The purpose of this report is to present two playground equipment options for Council's consideration, to be funded through community donations currently held for playground improvements.

Background:

The Town has received community donations intended for the enhancement of playground equipment. As of the date of this report, total donations available amount to \$11,213.00.

Two climbing structures have been identified as suitable options for installation, both designed to encourage active play, physical development, and social interaction among children.

Options Presented:

Option 1 – Galvanized Steel Climber

- Product: Climber Series Playground G118
- Structure: Hot-dip galvanized steel
- Age Category: 5 to 12 years
- Cost: \$3,645.00
- Delivery: Free

This option provides a durable, low-profile climbing structure that allows multiple children to climb and play simultaneously. Its smaller footprint makes it suitable for a variety of playground layouts.

Option 2 – Cone-Shaped Climbing Net

- Product: Climber Series Playground G117
- Structure: Hot-dip galvanized steel
- Age Category: 5 to 12 years
- Cost: \$8,850.00

- Delivery: Free

This option offers a larger, cone-shaped climbing net that provides increased climbing height and complexity. It encourages coordination, strength, and imaginative play while accommodating multiple users at once.

Financial Considerations:

- Total donations available: \$11,213.00
- Both options can be fully funded through existing donations.
- Selection of Option 1 would leave remaining funds available for future playground enhancements or related improvements.
- Selection of Option 2 would utilize the majority of the donated funds while still remaining within the available balance.

Conclusion:

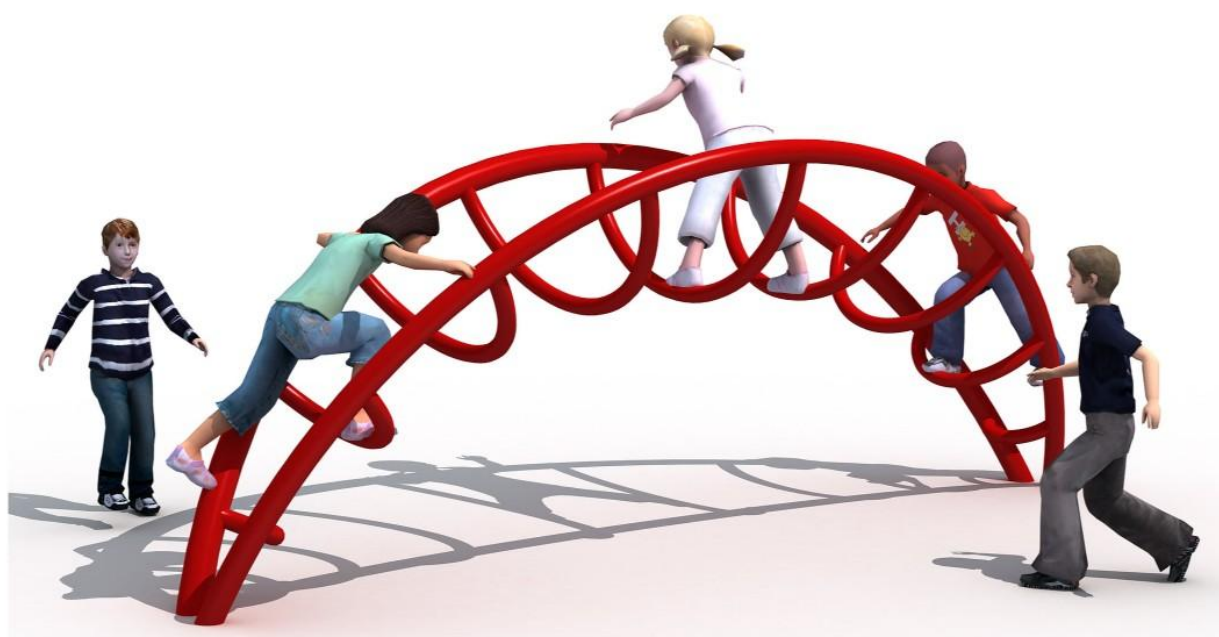
Both playground equipment options provide safe, engaging, and age-appropriate climbing opportunities for children and would be a positive addition to the Town's playground facilities. Council direction is requested on the preferred option to proceed with.

Attachments:

Option 1 & Option 2 Pictures

Title	Name	Signature	Date
Councillor	Mike Cole	<i>Mike Cole</i>	February 2 nd , 2026

Option 1:



Option 2:





Corporation of the Town of Latchford

Staff Report to the Mayor and Members of Council

Prepared By	Malorie Robinson, CAO/Clerk-Treasurer
Approved & Submitted By	Malorie Robinson, CAO/Clerk-Treasurer
Title/Subject	Waterfront Strategic Plan
Date of Report	January 30 th , 2026
Date of Meeting	February 10 th , 2026
Report No.	CAO-2026-02

Recommendation:

That Council receive Staff Report No. CAO-2026-02 entitled “Waterfront Strategic Plan”;

And that Council direct staff to draft a Terms of Reference for the Waterfront Ad Hoc Committee

Purpose:

The purpose of this report is to provide Council with an overview of the importance of developing a Waterfront Strategic Plan for the Town of Latchford and to seek Council direction on proceeding with a coordinated, long-term approach to the planning and revitalization of the Town’s waterfront.

Background:

The Town of Latchford’s waterfront is a significant municipal asset, offering natural, recreational, and economic potential. At present, this area remains largely underutilized, with limited infrastructure, programming, and amenities that encourage regular use by residents or attract visitors to the community.

As municipalities across Northern Ontario continue to focus on placemaking, tourism development, and community sustainability, the Town of Latchford is well positioned to take a strategic approach to its waterfront that aligns with long-term municipal objectives.

Rationale for a Waterfront Strategic Plan:

A Waterfront Strategic Plan would serve as a guiding document to support Council and staff in future decision-making related to land use, infrastructure investment, community partnerships, and funding opportunities. Key benefits include:

- Strategic Vision and Direction - Establishes a clear, Council-endorsed vision for the waterfront that aligns with municipal priorities, land use planning, and long-term growth objectives.
- Economic Development and Tourism - Supports local economic development by identifying opportunities to attract visitors, support seasonal or permanent business activity, and enhance Latchford’s appeal as a destination.
- Community Use and Quality of Life - Improves access to safe, inclusive, and functional waterfront spaces that encourage recreation, community gatherings, and resident engagement.
- Grant Readiness and Funding Eligibility - Strengthens the Town’s ability to pursue provincial and federal funding by demonstrating proactive planning, clearly defined goals, and readiness for implementation.

- Capital and Infrastructure Planning - Assists in prioritizing future capital investments such as trails, docks, lighting, accessibility improvements, washrooms, signage, and public amenities, ensuring alignment with Council's strategic goals.
- Partnership Development - Provides a framework to support collaboration with community groups, service clubs, neighbouring municipalities, First Nations, and potential private or not-for-profit partners.

Administrative Considerations:

From an administrative perspective, a Waterfront Strategic Plan provides staff with clear direction and reduces ad-hoc decision-making. It ensures that future initiatives, maintenance activities, and capital expenditures related to the waterfront are consistent, defensible, and aligned with Council's priorities.

Long-Term Benefits to the Municipality:

Investment in strategic waterfront planning supports long-term municipal sustainability by contributing to:

- Increased community vibrancy and civic pride
- Attraction and retention of residents
- Enhanced tourism and economic activity
- Improved use of existing municipal assets

A well-planned waterfront contributes directly to the overall livability and future success of the Town of Latchford.

Financial / Resource Implications

At this early stage, the financial implications associated with the development of a Waterfront Strategic Plan are minimal and can be managed within existing operating resources.

For approximately the first six (6) months, the focus will be on establishing the Waterfront Strategic Plan Ad Hoc Committee, developing the Terms of Reference, and completing initial background work. These activities will primarily involve:

- Staff time to support committee coordination, meeting preparation, research, and reporting
- Administrative costs related to meeting logistics, public engagement preparation, and documentation

These costs are expected to be absorbed within current departmental operating budgets and do not require additional funding at this time.

Any future costs associated with consultant engagement, detailed studies, design work, or capital implementation would be subject to separate Council consideration, budget approval, and/or identification of external funding or grant opportunities.

Staff will report back to Council with further financial information should the project progress beyond the initial planning and governance phase.

Attachments:

None

Title	Name	Signature	Date
CAO/Clerk-Treasurer	Malorie Robinson	<i>M Robinson</i>	January 30 th , 2026



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-005

Being a By-Law respecting construction, demolition and change of use permits and inspections.

Whereas Section 391 (1) of the Municipal Act, 2001, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it.

And whereas under the Building Code Act Section 7(1) allows the Council of a municipality to pass require the payment of fees for the issuance of permits;

And whereas under the Building Code Act Section 7(2) the total amount of the fees authorized under clause (1) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its Area of jurisdiction.

Now therefore be it resolved that, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, the Building Permit Fees charged be outlined as Schedule A.
2. **And further that**, this by-law shall repeal and replace any other by-laws and resolutions that may be inconsistent of the provisions contained herein.
3. **And further that**, this by-law shall come into force and effect on January 1st, 2026.
4. **And Finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 10th day of February, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk

Schedule A
Building Permit Fees and Charges

The fees payable by the applicant for a construction, demolition, change of use of conditional permit or inspection fees shall be as follows:

Permit fees shall be \$9.00 per thousand based on the value of contract price. If there is no contract price in a written agreement, the permit fee will be calculated by Building Department as follows:

Deposit: \$90 per application

Fee Code	Residential	2026 Municipal Fee	
RA	Residential (single family dwelling including prefabricated homes)	\$1.30	Per sq ft
RB	Seasonal Building no interior finish (insulation, sheeting, etc.)	\$0.80	Per sq ft
RC	Garage / Cold Storage	\$0.65	Per sq ft
RD	Deck / Balcony	\$0.50	Per sq ft
RE	Interior Renovations (plumbing, other structural change)	\$160.00	Fixed
RF	New foundations	\$260.00	Fixed
RG	Foundation repairs	\$105.00	Fixed
RH	New roof Entire Roof (structural changes)	\$235.00	Fixed
RI	Minor Structural Repair/Change	\$105.00	Fixed
RJ	New door / window (structural changes)	\$90.00	Fixed
RK	Fire alarm system	\$105.00	Fixed
RL	Wood Fired Appliance	\$90.00	Fixed
RM	Rooftop Solar	\$210.00	Fixed
RN	Demolition	\$90.00	Fixed

Fee Code	Commercial/Industrial/Assembly/Institutional	2026 Municipal Fee	
CA	Commercial/Industrial/Assembly/Institutional	\$2.30	Per sq ft
CB	Commercial/Industrial/Assembly/Institutional-Cold Storage	\$0.80	Per sq ft
CC	New Doors or Windows (structural changes)	\$160.00	Fixed
CD	Interior Alteration (plumbing, other structural change)	\$260.00	Fixed
CE	New Roof (Structural Change)	\$390.00	Fixed
CF	Minor Structural Repair/Change	\$160.00	Fixed
CG	Fire Alarm System	\$210.00	Fixed
CH	Rooftop Solar	\$365.00	Fixed
CI	Bunkhouse/work camp/trailer (minimum of \$1000)	\$1.60	Per sq ft
CJ	Demolition (Building over 600 m2 or over 3 stories (Div. 1.2.2.3(1)))	\$160.00	Fixed
CK	Demolition other than above	\$90.00	Fixed

Fee Code	Farm	2026 Municipal Fee	
FA	Farm Building / addition	\$0.80	Per sq ft
FB	Prefabricated Storage Silos	\$190.00	Fixed
FC	Bunkhouse/work camp/trailer (minimum of \$1000)	\$1.60	Per sq ft
FD	Demolition	\$90.00	Fixed

Fee Code	Other Building Fees	2026 Municipal Fee	
OA	Change of use permit	\$90.00	Fixed
OB	Change of use if construction is required	\$90.00	+ Fee
OC	Moving permit (Relocation of structure over 108 ft2 to or from a property)	\$155.00	Fixed
OD	Signs	\$90.00	Each

Fee Code	Other Building Fees	2026 Municipal Fee	
GA	Permit - File maintenance fee (Dormant 12mths +)	\$90.00	Fixed
GB	Inspection request by owner	\$90.00	Each
GC	Revisions to permit already issued	\$90.00	Fixed
GD	Other Services	\$90.00	Per Hour
GE	Orders	\$210.00	Fixed

Schedule A Building Permit Fees and Charges

Fee Notes:

- There shall be an administration charge equal to *one and a half times* the above calculated fees, applied to all construction that begins prior to the issuance of a permit.
- Fees will be rounded to the nearest dollar.
- Conditional and partial permits will be calculated at the regular rate for the complete project.
- No permit shall be less than \$90.00 minimum.

Refunds:

1. No refund shall be given for an application fee, or fees for a conditional, change of use or partial permit.
2. No refund shall be given for permits or inspections valued at \$100 or less.
3. Where a permit fee has been paid pursuant to this By-law, fees may be refunded based on the following formula and to Section 6.1 of this By-law:

Construction or Demolition Permit

- i. 80% where the application is withdrawn or only administrative functions have been performed;
- ii. 50% if administrative, applicable law compliance and plans examination functions have been performed;
- iii. 25% if the permit has been issued and the application is withdrawn or construction does not commence, or no field inspections have been carried out;
- iv. No refunds if field inspections have been carried out.



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-006

Being a By-Law to enter into a Agreement for the 2025 Paving Project with Miller Paving Northern.

Whereas, pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c 25, a Council may enter into Agreements;

And further that the Council for the Town of Latchford deems it expedient to enter into an agreement for the 2025 Paving Project with Miller Paving Northern;

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, authority is hereby granted to the Mayor and Clerk to enter into an agreement with Miller Paving Northern.
2. **And that**, the agreement attached as Schedule A forms part of the by-law.
3. **And that**, any and all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Town of Latchford to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized, confirmed and ratified.
4. **And further that**, this by-law shall come into force and take effect immediately upon the approval of Council.
5. **And finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 10th day of February, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



MILLER PAVING NORTHERN

704024 Rockley Road, Box 248, New Liskeard, ON, P0J 1P0
Phone: (705) 647-4331 Fax: (705) 647-3611

To: Roger Clark

From: Derek Thompson

Via email

Fax:

Date: May 21, 2025

Company: Town of Latchford

Pages: 1 , including this cover page

Re: Town of Latchford Roads Program **CC:**

Amendment #2

☐ **Urgent**

☒ **For Review**

☐ **Please Comment**

☐ **Please Reply**

☐ **Please Recycle**

•Comments:

Roger – as discussed and approved, please find the following pricing to amend the current Town of Latchford Roads Program.

Additions (Scope of Work):

Grade, place new Granular A, and Pave Community Centre

Pulverize, grade and Double Surface Treatment on Mitchell Street and Mowat Avenue from Community Centre to end of Street.

Grade, Place A, widen/square off, Pave Health Center

Grading, Placement of Gran. A Sweetener as needed, Packing, and Double Surface Treatment of the following roads/laneways:

North and South sides of Proulx

Laneway between Hwy 11 and King

Laneway between Proulx and Mitchell

Laneway between Empire and Hwy 11

Lump Sum Quote - \$416,118.75 +HST

\$200,000.00 + HST will be invoiced for upon the completion of the work. The remaining \$216,118.75 + HST will be added to the current roads plan, and we agree to extend the payment terms to a total of 4 years with equal payments starting in 2026.

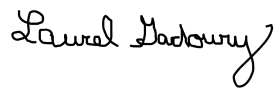
I trust this is satisfactory, call me if you have any questions.

Please have Laurel sign and return a copy for my files.

Thanks,

A handwritten signature in black ink, appearing to read 'D. Thompson', with a stylized, flowing script.

Derek Thompson, Construction and Paving Manager
Miller Paving Limited

A handwritten signature in black ink, appearing to read 'Laurel Dadoury', with a cursive, flowing script.

Laurel Dadoury, Clerk-Treasurer
Town of Latchford



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-007

Being a By-Law to enter into a Transfer Payment Agreement for Pothole Prevention and Repair Grant with His Majesty the King in right of Ontario as represented by the Hon. Minister of Transportation.

Whereas, pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c 25, a Council may enter into Agreements;

And further that the Council for the Town of Latchford deems it expedient to enter into a transfer payment agreement for Pothole Prevention and Repair Grant with His Majesty the King in right of Ontario as represented by the Hon. Minister of Transportation.

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, authority is hereby granted to the Mayor and Clerk to enter into a transfer payment agreement with His Majesty the King in right of Ontario as represented by the Hon. Minister of Transportation.
2. **And that**, the agreement attached as Schedule A forms part of the by-law.
3. **And that**, any and all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Town of Latchford to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized, confirmed and ratified.
4. **And further that**, this by-law shall come into force and take effect immediately upon the approval of Council.
5. **And finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 10th day of February, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk

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

THE AGREEMENT is effective as of the 30th day of January 2026.

BETWEEN:

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

- and -

**Corporation of the Town of Latchford
(the “Recipient”)**

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

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

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

1.0 ENTIRE AGREEMENT

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

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

Schedule "D" - Eligible Expenditures and Ineligible Expenditures
Schedule "E" - Payment Plan
Schedule "F" - Reporting and Compliance Audit
Sub-Schedule F1 - Project Reports

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

2.0 CONFLICT OR INCONSISTENCY

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

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

3.0 COUNTERPARTS

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

4.0 AMENDING THE AGREEMENT

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

5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

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

General Act (Ontario);

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

- SIGNATURE PAGE FOLLOWS -

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

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

Date

Name: Prabmeet Sarkaria

Title: Minister

Corporation of the Town of Latchford

Date

Name: Malorie Robinson

Title: CA-Clerk Treasurer

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient

SCHEDULE “A” GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

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

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

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

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

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

“Effective Date” means the date set out at the top of the Agreement.

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

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

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

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

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

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

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

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

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

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

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

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

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

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

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

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

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

“Requirements of Law” means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by laws, rules,

regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities.

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

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

Ontario Provincial Standard Specifications, Construction

OPSS PROV 127

OPSS MUNI 301

OPSS MUNI 303

OPSS MUNI 304

OPSS MUNI 310

OPSS MUNI 336

OPSS MUNI 337

OPSS MUNI 341

OPSS MUNI 369

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

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

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

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

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

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

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

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

A3.0 TERM OF THE AGREEMENT

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

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient with \$38,000 in Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E" ; and

- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

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

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

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

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

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

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

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

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

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

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

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

A6.0 CONFLICT OF INTEREST

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

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

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

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

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

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

A7.2 Preparation and Submission. The Recipient will:

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

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

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

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

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

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

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

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

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

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

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

A8.0 COMMUNICATIONS REQUIREMENTS

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

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

A9.0 INDEMNITY

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

A10.0 INSURANCE

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

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

A10.2 Proof of Insurance. The Recipient will:

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

A10.3 Subcontractor insurance. The Recipient will ensure that any subcontractors retained to perform any part or parts of the Project will obtain and maintain all the necessary and appropriate insurance that a prudent person in the business of the subcontractor would obtain and maintain.

A11.0 TERMINATION ON NOTICE

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

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

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

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

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

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

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

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

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

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

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

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

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

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

A13.0 FUNDS AT THE END OF A FUNDING YEAR

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

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

A14.0 FUNDS UPON EXPIRY

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

A15.0 DEBT DUE AND PAYMENT

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

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

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

- (a) the Province demands from the Recipient the payment of any Funds, an

amount equal to any Funds or any other amounts owing under the Agreement; or

- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B”.

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal

disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or courier.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Condonation not a waiver. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 Waiver. Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 Joint and Several Liability. Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

A28.0 ELECTRONIC SIGNATURE

A28.1 Electronic Signature. The Province and the Recipient agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. An electronic signature of an authorized signing representative may be evidenced by (i) a manual signature, (ii) a digital signature including the name of the authorized signing representative in the respective signature line of the Agreement, (iii) an image of a manual signature, (iv) an Adobe signature, or (v) any other digital signature with the prior written consent of both Parties, placed in the respective signature line of the Agreement and the Agreement delivered by electronic means to the other Party, including by email.

END OF GENERAL TERMS AND CONDITIONS

**SCHEDULE “B”
PROJECT SPECIFIC INFORMATION**

Maximum Funds	\$38,000
Program Title	Pothole Prevention and Repair Program
Expiry Date	June 30, 2026
Insurance	\$ 5,000,000
Contact information for the purposes of Notice to the Province	Position: James Flanders, Team Lead, Special Highway Operations Initiatives Highway Operations Management Branch, Operations Division Address: 2nd Floor 301 St. Paul Street St. Catharines, Ontario L2R 7R4 Email: PPRP@ontario.ca
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

None

**SCHEDULE “C”
PROJECT DESCRIPTION AND TIMELINES**

C1.0 PROJECT DESCRIPTION

C1.1 Project Details. The Project will use the pothole prevention and repair measures set out in section C1.2, C1.3 and C1.4 on road(s) under the jurisdiction of the Recipient. The Project will deploy one or a combination of the methods set out in this Schedule “C”.

C1.2 Pothole Prevention Strategies

- (a) Rout and Seal, means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.
- (b) Microsurfacing means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement.as per OPSS MUNI 336.
- (c) Slurry Seal means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.
- (d) Single Surface Treatment means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304
- (e) Double Chip Seal means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.and
- (f) Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

C1.3 Pothole Repair Strategies

- (a) Hot Mix Asphalt (HMA) Patching of Flexible Pavement means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.
- (b) Scarification and Grading of Unpaved Roadways means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.
- (c) Concrete – Pavement and Joint Seal Repairs means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

C1.4 Other

- (a) Project design works related to pothole preservation and repair works that will be completed between April 1, 2025 and March 31, 2026.

C2.0 PROJECT TIMELINES

C2.1 Project Timelines. The Recipient will begin the Project by April 1, 2025, and will achieve Substantial Performance of the Project by March 31, 2026.

SCHEDULE “D”

ELIGIBLE AND INELIGIBLE EXPENDITURES

D1.0 ELIGIBLE EXPENDITURES

D1.1 Eligible Expenditures. Subject to Article D2.0, Eligible Expenditures include the direct costs incurred and paid by the Recipient between April 1, 2025, and March 31, 2026 and that, in the opinion and at the sole discretion of the Province, are considered to have been properly and reasonably incurred and are necessary for the successful implementation of the Project, and include:

- (a) Purchase and delivery of materials required for the Project;
- (b) Project design related to preservation and repair works that will be completed between the period of April 1, 2025, and March 31, 2026;
- (c) Labour for contracted construction and repairs if used for Eligible Expenditures;
- (d) Recipient-owned equipment to be reimbursed at OPSS 127 Rates if used for Eligible Expenditures;
- (e) Updating Road Condition Reports if prepared by an external consultant;
- (f) Any other costs, as determined by the Province from time to time and at its sole discretion.

D1.2 Required Documentation. Eligible Expenditures must be documented through paid invoices or original receipts, or both, satisfactory to the Province.

D2.0 INELIGIBLE EXPENDITURES

D2.1 Ineligible Expenditures. Without limitation, the following costs, unless they have received the prior written approval of the Province, will be considered Ineligible Expenditures:

- (a) Costs not associated with the Project;
- (b) Costs incurred before April 1, 2025, or after March 31, 2026;
- (c) Costs associated with feasibility studies and design work that will not be completed between April 1, 2025 and March 31, 2026;
- (d) Any costs related to a project that has already received funding for eligible expenses from another funding source;
- (e) Administrative costs;
- (f) Audit and financial reporting costs;
- (g) Any other costs, as determined by the Province from time to time and at its sole discretion.

**SCHEDULE “E”
PAYMENT PLAN**

Project Milestones	Required Reports/ Documents	Date	Payment
# 1 TPA Dually Executed		January 30, 2026 to February 27, 2026	100% of Maximum Funds
# 2 Compliance Reporting	As per F1.1	January 30, 2026	
# 3 Final Reporting	As per F2.1	April 17, 2026	

SCHEDULE “F” REPORTING AND COMPLIANCE AUDIT

F1.0 DEFINITION

F1.1 Definition. In this Schedule “F”:

“Generally Accepted Auditing Standards” means Canadian Generally Accepted Auditing Standards as adopted by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board applicable as of the date on which such a record is kept or required to be kept in accordance with such standards.

F2.0 REPORTS, DOCUMENTS AND SUBMISSION DATES

F2.1 Description and Submission Dates The Recipient will submit to the Province, at the email address pprp@ontario.ca, the Reports and other documents described as requested that are further described in Sub-schedule “F1” and section A.10.2 by their respective submission dates.

F3.0 COMPLIANCE AUDIT

F3.1 Compliance Audit. The Province may, at its sole discretion and within timelines set out by the Province, request that the Recipient carry out a Project compliance audit in accordance with Generally Accepted Auditing Standards and delivers the corresponding compliance audit report(s) within the timelines set out by the Province.

F3.2 Compliance Audit Requirements. If the Province requests a Project compliance audit pursuant to section F3.1, the Recipient will retain at the Recipient’s expense and within the timelines set out by the Province, an accredited external independent auditor(s) to carry out the audit and will deliver any compliance audit reports(s) from such audit to the province within seven Business Days of the Recipient’s receipt of the report.

F3.3 Compliance Audit Objectives. The key objectives of the compliance audit(s) are to:

- (a) determine whether Funds were expended for the purposes intended and with due regard to the economy, efficiency and effectiveness;
- (b) determine compliance with the Agreement;

- (c) ensure that the Project, Reports and other reports, and financial information are complete, timely, accurate, in accordance with the terms and conditions of the Agreement;
- (d) ensure that information and monitoring processes and systems are sufficient for the identification, capture, validation and monitoring of the service performance measures;
- (e) assess the overall management and administration of the Project;
- (f) provide recommendations for improvement or redress; and
- (g) ensure that prompt and timely corrective action is taken on audit findings.

SUB SCHEDULE “F1” PROJECT REPORTS

F1.0. COMPLIANCE REPORT

F1.1. The Recipient shall submit the following to the Province by January 30th, 2026:

- (a) a copy of the Recipient’s 2022 Asset Management Plan or current;
- (b) a copy of the Recipient’s most recent Pavement/Road Condition Reports;
- (c) a confirmation of submission of the Recipient’s 2024 Financial Information Return to Ministry of Municipal Affairs and Housing;
- (d) the number of pothole complaints received by the Recipient in the 2024 and 2025 calendar years, as available;
- (e) additional information requested by the Province.

F1.2.0 FINAL REPORT

F1.2.1 Description and Submission Date. The Recipient shall submit to the Province a description of the activities completed and certify the completion of the Project as per the Agreement. The reporting period for the Projects and information that pertains to them is April 1, 2025 to March 31, 2026. The deadline to submit required reporting is April 17, 2026.

The final report will include the following:

- (a) Quantitative data on road maintenance supported by the Program, that the Recipient carried out, including the number of kilometres maintained;
- (b) Project details of activities and/or materials related to the use of the Funds.
Examples of accepted documentation include: invoices and payment certificates, post construction report, purchase and delivery of assets or supplies;
- (c) Other activities that achieved the Project’s objectives.

F1.2.2 Reporting Failure. The Province requires submission of the program reports to inform future development of the Program, ensure effective administration and monitor performance of the Program. Any failure by the Recipient to provide Reports to the Province as set out in this Agreement may result in an Event of Default by the Recipient under Section A12.1.



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-008

Being a By-Law to Confirm the proceedings of the Council of the Corporation of the Town of Latchford.

Whereas Subsection 3 of Section 5 of the Municipal Act provides that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

And Whereas it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Town of Latchford at this meeting be confirmed and adopted by by-law.

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, the action of the Council of the Town of Latchford at its meeting held on the 10th day of February 2026, in respect to each by-law and resolution and other action passed and taken or direction given by Council at its meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. **And Further**, the Mayor or in their absence, the Acting Head of Council and the proper officers of the Town of Latchford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf, and to affix the Corporate Seal of the Town of Latchford to all such documents.
3. **And Finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 10th day of February, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk