



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

**1. Call to Order and Mayoral Comments**

**2. Adoption of the Agenda**

Resolution No.: 26/001

Moved by:

Seconded by:

Be it resolved that the January 13<sup>th</sup>, 2026 agenda be adopted as circulated.

**3. Declaration of Pecuniary Interest/Conflict of Interest**

**4. Adoption of the Minutes**

4.1. Regular Council Meeting December 16<sup>th</sup>, 2025

Resolution No.: 26/002

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 December 16<sup>th</sup>, 2025 as circulated and presented.

**5. Delegations**

5.1. Sean Sparling – Integrity Commissioner Report

**6. Staff Reports**

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

Resolution No.: 26/003

Moved by:

Seconded by:

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

**7. Correspondence**

7.1. Action Items

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

Resolution No.: 26/004

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 \$139,725.30 and payroll expenses in the amount of \$36,091.22.

7.1.2. Motion for Support – Town of Smiths Falls

Resolution No.: 26/005

Moved by:

Seconded by:

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.

#### 7.1.3. Motion for Support – Town of Smiths Falls

Resolution No.: 26/006

Moved by:

Seconded by:

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.

#### 7.1.4. Legislative Changes to the OMERS Act

Resolution No.: 26/007

Moved by:

Seconded by:

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).

#### 7.2. Information Items

Resolution No.: 26/009

Moved by:

Seconded by:

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

##### 7.2.1. OPP Annual Billing Statement

### **8. Business Arising**

#### 8.1. Marcotte Street Lots Update

#### 8.2. Playground Update

### **9. New Business**

#### 9.1. Regular Meeting Schedule 2026

Resolution No.: 26/010

Moved by:

Seconded by:

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

#### 9.2. Vacation Policy

Resolution No.: 26/011

Moved by:

Seconded by:

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

#### 9.3. Lieu & Overtime Policy

Resolution No.: 26/012

Moved by:

Seconded by:

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

#### 9.4. Hiring of Employees Policy

Resolution No.: 26/013

Moved by:

Seconded by:

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

#### 9.5. Donation Policy

Resolution No.: 26/014

Moved by:

Seconded by:

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

#### 9.6. Waterfront Strategic Plan

### **10.By-Laws**

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

Resolution No.: 26/015

Moved by:

Seconded by:

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.

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

Resolution No.: 26/016

Moved by:

Seconded by:

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.

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

Resolution No.: 26/017

Moved by:

Seconded by:

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.

### **11.In-Camera**

### **12.Adjournment**

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

Resolution No.: 26/018

Moved by:

Seconded by:

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 13<sup>th</sup>, 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.: 26/019

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 February 10<sup>th</sup>, 2026.



**Corporation of the Town of Latchford**  
**Regular Meeting of Council**  
**Town of Latchford Municipal Office – Council Chambers**  
**Tuesday December 16<sup>th</sup>, 2025**  
**6:00 pm**

**1. Call to Order and Mayoral Comments**

Present: Mayor Gadoury-East, Councillors Newell, Cole, Church, McDonald, Olsen (via Zoom), Cartner (via Zoom)

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

Public/Press: Nil

**2. Adoption of the Agenda**

Resolution No.: 25/169

Moved by: Councillor Newell

Seconded by: Councillor McDonald

**Be it resolved that** the December 16<sup>th</sup>, 2025, Agenda be adopted as circulated.

**CARRIED**

**3. Declaration of Pecuniary Interest/Conflict of Interest**

None noted

**4. Adoption of the Minutes:**

4.1.Regular Council Meeting November 10<sup>th</sup>, 2025

Resolution No.: 25/170

Moved by: Councillor Church

Seconded by: Councillor Cartner

**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 November 10<sup>th</sup>, 2025, as circulated and presented.

**CARRIED**

**5. Delegations:**

5.1.Nil

**6. Reports:**

6.1.Public Works Report No. PW-2025-01

Resolution No.: 25/171

Moved by: Councillor McDonald

Seconded by: Councillor Olsen

**Be it resolved that,** Council receive Staff Report Number PW-2025-01 entitled Public Works Update.

**CARRIED**

6.2.Communities of the Montreal River Power Corporation

Report No. CAO-2025-02

Resolution No.: 25/172

Moved by: Councillor Newell

Seconded by: Councillor Church

**That**, Council receive Staff Report No. CAO-2025-02 entitled "Communities of the Montreal River Power Corp." for information purposes.

**CARRIED**

#### 6.3.CAO Update

Report No.: CAO-2025-03

Resolution No.: 25/173

Moved by: Councillor McDonald

Seconded by: Councillor Cole

**Be it resolved that** Council receive Staff Report Number CAO-2025-03 entitled CAO Update.

**CARRIED**

#### 6.4.Delegations of Authority By-Law – Lame Duck Provisions

Report No.: CAO-2025-04

Resolution No.: 25/174

Moved by: Councillor Newell

Seconded by: Councillor Olsen

**Be it resolved that** the Council of the Corporation of the Town of Latchford direct the Clerk to prepare a draft Lame Duck Delegation By-law in accordance with Section 275 of the Municipal Act, 2001, to delegate certain limited authorities to the CAO/Clerk-Treasurer during any restricted period following Nomination Day for the 2026 Municipal Election;

**And that**, the draft by-law includes provisions ensuring that any exercise of delegated authority by the CAO during the restricted period be reported to the New Council through an information report, to maintain transparency and accountability.

**CARRIED**

### 7. Correspondence:

#### 7.1.Action Items:

##### 7.1.1.Accounts Payable & Payroll Listing For November 7<sup>th</sup> to December 5<sup>th</sup>

Resolution No.: 25/175

Moved by: Councillor McDonald

Seconded by: Councillor Church

**Be it resolved that** the Council of the Corporation of the Town of Latchford approves attached payroll in the amount of \$43,996 and accounts payable in the amount of \$62,506.02.

**CARRIED**

##### 7.1.2.Motion for Support: Calvin Township Re: Strengthening Self Defence Protections and Addressing Rising Home Invasions in Ontario

Resolution No.: 25/176

Moved by: Councillor Newell

Seconded by: Councillor Cole

**Be it resolved that** the Council of the Corporation of the Town of Latchford support the Motion of Support from Calvin Township on Strengthening Self Defense Protections and Addressing Rising Home Invasions in Ontario.

**And further that,** Council directs staff to send a copy of this motion to Prime Minister Carney, Minister of Justice and Attorney General of Canada, Premier Ford, Attorney General of Ontario, the Solicitor General of Ontario, MPP John Vanthof and Calvin Township.

**CARRIED**

7.1.3.Motion for Financial Support Re: St James Anglican Church

Resolution No.: 25/177

Moved by: Councillor Newell

Seconded by: Councillor Church

**Be it resolved that,** the Council for the Corporation of the Town of Latchford direct staff to create a donation policy and bring the request back once the policy has been adopted.

**CARRIED**

7.2.Information Items:

Resolution No.: 25/178

Moved by: Councillor Church

Seconded by: Councillor McDonald

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

**CARRIED**

7.2.1.Ministry of Municipal Affairs & Housing

7.2.2.FONOM – Federal Support

7.2.3.TMA General Meeting October 30<sup>th</sup>, 2025

7.2.4.Northeastern Public Health Board of Health

7.2.5.Correspondence from John Vanthof

7.2.6.FONOM Correspondence

7.2.7.DTSSAB Q3 Report

**8. Business Arising**

8.1.Potential Lots on Marcotte – No new updates from the ONR

Malorie to contact the ONR and the Planner to gather more information to move this project forward.

8.2.Playground Equipment

Councillor Cole to bring options for playground equipment to purchase.

### 8.3.Fire Department Training

The department has been signed up for the applicable training that begins in January.

## 9. New Business

### 9.1.Emergency Management

#### 9.1.1.Report CAO-2025-05

Resolution No.: 25/179

Moved by: Councillor McDonald

Seconded by: Councillor Olson

**Be it resolved that,** Council receive Staff Report No. CAO-2025-05 entitled "Emergency Management Program Requirements under the EMCPA and Appointment of an Emergency Information Officer (EIO)";

**And that,** the Council of the Corporation of the Town of Latchford appoint Shelley Maurice as the Emergency Information Officer;

**And that,** Council for the Corporation of the Town of Latchford hereby adopt the Town of Latchford Emergency Response Plan at the recommendation of the Municipal Emergency Control Group;

**And finally that,** Mayor Sharon Gadoury-East, Councillor Shelly Church, Councillor Trudy McDonald, Malorie Robinson, Shelley Maurice, Roger Clark, Rico Guindon, and Perry Livingston be appointed to the Municipal Emergency Control Group for the remainder of the term of Council.

**CARRIED**

### 9.2.Regional Transit Plan

Malorie to sign the letter of interest to learn more about the City of Temiskaming Shores Regional Transit Plan. The City will be submitting an application for funding with a list of municipalities that may be interested.

## 10. By-Laws:

### 10.1.By-Law 2025-034 Establish and Appoint the 2026-2030 Timiskaming District Joint Compliance Audit Committee

Resolution No.: 25/180

Moved by: Councillor Cole

Seconded by: Councillor Church

**Be it resolved that,** the By-law No. 2025-034 being a by-law to establish and appoint the 2026-2030 Timiskaming District Joint Compliance Audit Committee 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 2025-035 Timiskaming District Joint Compliance Audit Committee Terms of Reference

Resolution No.: 25/181

Moved by: Councillor Newell

Seconded by: Councillor Cartner

**Be it resolved that** the By-law No. 2025-035 being a by-law to adopt the Timiskaming District Joint Compliance Audit Committee 2026-2030 Terms of Reference, 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**

- 11.1. Personal matters about an identifiable individual, including municipal or local board employees – Fire Department Applications

Resolution No.: 25/182

Moved by: Councillor Church

Seconded by: Councillor McDonald

**That** Council move into Closed Session at 6:49 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.

**CARRIED**

- 11.2. Adjourn Closed Session

Resolution No.: 25/183

Moved by: Councillor Church

Seconded by: Councillor McDonald

**Be it resolved that,** Council adjourn Closed Session at 7:20 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.

**And further that,** the Council of the Corporation of the Town of Latchford agree with the recommendations and direct staff to follow up as directed in the closed session to appoint Perry Livingston of Chief of the Latchford Volunteer Fire Department.

**CARRIED**

## **12. Adjournment**

- 12.1. By-Law 2025-026 Confirming By-Law

Resolution No.: 25/184

Moved by: Councillor Cole

Seconded by: Councillor Newell

**Be it resolved that,** By-law No. 2025-036 being a by-law to confirm certain proceedings of Council for the Corporation of the Town of Latchford for its Council Meeting held on December 16th, 2025 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.: 25/185

Moved by: Councillor Newell

Seconded by: Councillor Olson

**Be it resolved that** the Council for the Corporation of the Town of Latchford hereby adjourn at 7:23 pm.

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Sharon Gadoury-East, Mayor

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Malorie Robinson, Clerk



# Corporation of the Town of Latchford

## Staff Report to the Mayor and Members of Council

|                         |                                          |
|-------------------------|------------------------------------------|
| Prepared By             | Roger Clark, Public Works Foreman        |
| Approved & Submitted By | Malorie Robinson, CAO/Clerk-Treasurer    |
| Title/Subject           | Winter Maintenance and Facilities Update |
| Date of Report          | January 7 <sup>th</sup> , 2026           |
| Date of Meeting         | January 13 <sup>th</sup> , 2026          |
| Report No.              | PW-2026-01                               |

### Recommendation:

That Council receive Staff Report No. PW-2026-01 entitled “Winter Maintenance and Facilities Update”.

### Overview:

Recent weather conditions, including significant holiday snowfall, required increased attention to winter maintenance operations. Overall, municipal facilities and equipment are functioning well, and seasonal operations are proceeding as expected.

### Winter Maintenance:

- Holiday snowfall resulted in a high volume of plowing and snow removal activities.
- The majority of departmental time continues to be dedicated to snow clearing, sanding, and winter road maintenance to ensure safe travel conditions throughout the municipality.

### Roads:

- Murphy Mill Road currently has sections experiencing washboard-style snowpack accumulation.
- During the next mild weather period, efforts will be made to scrape and correct these sections to improve driving conditions.

### Facilities & Recreation:

- The outdoor rink is open and operating well, with good usage and conditions reported.
- Consideration is being given to repainting the gymnasium later this month, pending weather and operational priorities.

### Equipment:

- All Public Works equipment is operational and functioning as intended at this time.

### Utilities:

- Aquaflo systems have been activated and are currently operating.

### Upcoming Priorities:

- Continued snow removal and winter road maintenance will remain the primary focus for the department.
- Monitoring of road conditions during freeze-thaw cycles.
- Potential gym repainting project, subject to time and resource availability.

**Attachments:**

None

| Title                | Name        | Signature          | Date                           |
|----------------------|-------------|--------------------|--------------------------------|
| Public Works Foreman | Roger Clark | <i>Roger Clark</i> | January 7 <sup>th</sup> , 2026 |

## Expenses by Vendor December 5th - January 6th

| Vendor                              | Amount     |  | Vendor                            | Amount            |
|-------------------------------------|------------|--|-----------------------------------|-------------------|
| 407 ETR                             | 58.35      |  | FISHER'S REGALIA                  | 282.40            |
| AMO                                 | 845.24     |  | HYDRO ONE NETWORKS INC.           | 8,559.64          |
| BREAULT'S DISCOUNT WAREHOUSE        | 8.11       |  | JANIX CORP.                       | 373.82            |
| CANADA POST CORPORATION             | 86.52      |  | KEMP ELLIOTT & BLAIR LLP          | 2,965.54          |
| CONS. SCOL. CATH. DE DIST. DES GRAN | 33,938.00  |  | MILLER MAINTENANCE                | 477.43            |
| CONS. SCOL. PUBLIC DU NORD-EST DE L | 5,556.00   |  | MINISTER OF FINANCE               | 6,853.00          |
| CO-OPERATIVE REGIONALE              | 613.68     |  | NORTHEASTERN CATHOLIC DISTRICT SC | 14,769.00         |
| ENCOMPASSIT.CA                      | 145.77     |  | NORTHERNTEL L.P.                  | 692.06            |
| ONTARIO NORTHEAST DISTRICT SCHOOL   | 54,574.00  |  | ONTERA                            | 7.69              |
| PSD CITYWIDE INC.                   | 2,090.50   |  | RELIABLE INDUSTRIAL SUPPLY        | 1,438.17          |
| STROMA AUTOMATION SOLUTIONS         | 370.78     |  | TELUS MOBILITY                    | 56.50             |
| TESTMARK LABORATORIES LTD.          | 2,025.64   |  | THE COURT NEWS REPORTER CORP.     | 133.34            |
| WSIB                                | 2,661.75   |  | WYATT IMAGE SOLUTIONS INC.        | 142.37            |
|                                     |            |  |                                   |                   |
|                                     |            |  |                                   |                   |
| AP Subtotal                         | 139,725.30 |  | Payroll Subtotal                  | 36,091.22         |
| <b>Total AP &amp; Payroll</b>       |            |  |                                   | <b>175,816.52</b> |



December 16, 2025

*Honourable Doug Ford,  
Premier of Ontario*

**Re: Urging Province to Re-instate the Eligibility for Curbside Blue Box Collection**

Please be advised that the Council of the Corporation of the Town of Smiths Falls passed the following resolution at their December 15, 2025 Council meeting:

*WHEREAS the Province of Ontario designated producers to be responsible to collect recycling in the Province; and*

*WHEREAS nonprofit organizations, including our local food banks, have been deemed ineligible for producer blue box collection effective January 1 2026; and*

*WHEREAS food insecurity is a local, provincial and federal issue; and*

*WHEREAS food banks need to receive grocery items that are delivered in cardboard boxes and cartons which generate copious amounts of recyclable material; and*

*WHEREAS food banks are volunteer and donation based with no revenue collected to pay for services such as removal of recyclable materials;*

*THEREFORE BE IT RESOLVED THAT the Council of Town of Smiths Falls strongly urges the Province to re-instate the eligibility for curbside blue box collection January 1 2026, for nonprofit organizations, such as food banks; and*



# SMITHS FALLS

RISE AT THE FALLS

*THAT this motion be forwarded to Premier Doug Ford, Minister of the Environment, Conservation and Parks, to the local MP and MPP, Eastern Ontario Mayor's Caucus, AMO, and all Ontario municipalities for support.*

Please do not hesitate to contact me with any questions and/or concerns.

Yours truly,

Kerry Costello  
Town Clerk



# SMITHS FALLS

## RISE AT THE FALLS

December 5, 2025

*Honourable Doug Ford,  
Premier of Ontario*

**Re: Ontario Community Infrastructure Fund (OCIF)**

Please be advised that the Council of the Corporation of the Town of Smiths Falls passed the following resolution at their December 1, 2025 Council meeting:

*WHEREAS the Town of Smiths Falls acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario's rural and small urban communities;*

*WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;*

*WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;*

*WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;*

*WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;*



# SMITHS FALLS

## RISE AT THE FALLS

*WHEREAS the Town of Smiths Falls requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;*

***NOW THEREFORE BE IT RESOLVED THAT***

- 1. The Town of Smiths Falls calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.*
- 2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.*
- 3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.*
- 4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics and rural equity considerations.*
- 5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.*
- 6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.*



# SMITHS FALLS

RISE AT THE FALLS

7. The Clerk of the Town of Smiths Falls forward this resolution to:

- o The Honourable Doug Ford, Premier of Ontario
- o The Honourable Kinga Surma, Minister of Infrastructure
- o The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- o The Honourable Francois-Phillipe Champagne, Minister of Finance
- o Association of Municipalities of Ontario (AMO)
- o Ontario Small Urban Municipalities (OSUM)
- o Federation of Canadian Municipalities (FCM)
- o All municipalities in Ontario

Please do not hesitate to contact me with any questions and/or concerns.

Yours truly,

Kerry Costello  
Town Clerk

## Template Letter

January 13<sup>th</sup>, 2026

The Honourable Rob Flack  
Minister of Municipal Affairs and Housing  
College Park, 17th Floor  
777 Bay Street  
Toronto, ON M7A 2J3

The Honourable Peter Bethlenfalvy  
Minister of Finance  
Frost Building South  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y7

Dear Ministers Flack and Bethlenfalvy,

As an employer within the Ontario Municipal Employees Retirement System (OMERS) pension plan, I am writing to express the Town of Latchford's concern with the legislative changes contained in Bill 68.

We share the province's commitment to ensuring OMERS remains strong, sustainable, and responsive to the needs of employers and employees alike. However, Bill 68 risks weakening the very principles that have made the OMERS model stable and accountable for more than two decades.

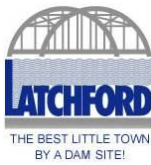
The changes in Bill 68 would dissolve the independent Sponsors Corporation and replace it with a new "Sponsors Council" that lacks corporate status, independent resources, and fiduciary protections. In practice, this would allow pension decisions to be made without meaningful municipal oversight, increasing financial exposure for local governments and, ultimately, local taxpayers.

At a time when municipalities are already stretched thin by rising costs, downloaded responsibilities, and growing service demands, we cannot afford new, unfunded pension liabilities or diminished accountability. Ontarians expect their local governments to protect public dollars; we need pension governance structures to do the same.

We believe that the current structure of OMERS, with two corporate Boards is the model that would best deliver on the long-term sustainability of the pension plan. This model works because it balances independence, accountability, and fairness between employers and employees.

We urge your ministries to work with the Association of Municipalities of Ontario (AMO) and all OMERS sponsors to chart a path forward on regulations, by-laws, and any further legislative changes. Municipalities stand ready to work collaboratively with the province to strengthen governance, enhance transparency, and protect the long-term interests of workers, communities, and taxpayers.

Sincerely,



## CORPORATION OF THE TOWN OF LATCHFORD RESOLUTION

**Resolution No.:** 26/00

**Date:** January 13<sup>th</sup>, 2026

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**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

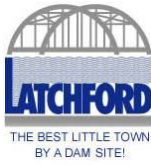
**Whereas** municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;

**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.

**And finally 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).



## CORPORATION OF THE TOWN OF LATCHFORD RESOLUTION

Carried \_\_\_\_\_

Amended \_\_\_\_\_

Defeated \_\_\_\_\_

\_\_\_\_\_  
Signature of Presiding Officer

### DIVISION VOTE

**FOR**

**AGAINST**

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### Declaration of Pecuniary Interest/Conflict of Interest

\_\_\_\_\_  
declared interest, abstained from discussion and did not vote on the question.

\_\_\_\_\_  
Clerk – Malorie Robinson

Sharon Gadoury-East  
Mayor  
Town of Latchford

**Solicitor General**

Office of the Solicitor General

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

**Solliciteur général**

Bureau du solliciteur général

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



132-2025-4811

**By email**

December 5, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

Further to my letter on September 26, 2025, I am pleased to confirm the release of the 2026 Ontario Provincial Police (OPP) annual billing statements. These billing statements include confirmation of policing costs before and after the implementation of the 11 per cent cap on OPP policing costs for 2026.

The cap was introduced to provide municipalities with greater predictability and stability for the 2026 billing year, ensuring costs do not rise by more than 11 per cent between 2025 and 2026, excluding any service enhancements. This measure reflects the province's commitment to responsive and responsible cost management, particularly in the context of the cost pressures identified for the upcoming year. Without provincial intervention costs for OPP-policed municipalities would be significantly higher in 2026.

In determining the methodology for the cap on OPP policing costs for the 2026 billing year, a number of items were considered, including the Ontario Provincial Police Association salary increases and managing year-over-year cost variability. In addition, factors relevant to all municipalities across the province were considered, such as the rate of inflation, typical salary increase trends, and municipal fiscal capacity including grants.

Any questions related to specific OPP billing statements or operational estimates can be directed to the Crime Prevention and Community Support Bureau at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca).

In addition, any questions related to policy changes and the approach to OPP cost recovery can be directed to my team at the Strategic Policy Division, Ministry of the Solicitor General at [solgeninput@ontario.ca](mailto:solgeninput@ontario.ca).

Thank you for your ongoing partnership in protecting Ontario and keeping our communities safe.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael S. Kerzner'.

The Honourable Michael S. Kerzner  
Solicitor General

- c. Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety  
Ministry of the Solicitor General

Thomas Carrique, C.O.M.  
Commissioner, Ontario Provincial Police

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Crime Prevention and Community  
Support Bureau  
Bureau de la prévention du crime et du  
soutien communautaire**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, av. Memorial  
Orillia ON L3V 7V3

Tel: 705 329-7680  
Fax: 705 329-7593

Tél. : 705 329-7680  
Télec. : 705 329-7593

File Reference:

612-20

November 27, 2025

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached your Ontario Provincial Police (OPP) Annual Billing Statement package including 2026 estimated costs and a statement for the 2024 year-end reconciliation. The final cost adjustment from the 2024 reconciliation process has been applied as an adjustment to the calculated billing amount for the 2026 calendar year.

As noted in the letter sent to you by the Solicitor General dated September 26, 2025, any increase in total policing costs for calendar year 2026—including the 2024 year-end adjustment—has been capped at 11% over the final amount billed in 2025 (after 2023 year-end adjustment and all applicable discounts).

To provide clarity and transparency, your statement includes:

- The actual calculated billing amount for 2026.
- A capped amount, based on the final 2025 payable amount plus 11%.

The municipality will be billed the lower of these two amounts during the 2026 calendar year.

The final reconciliation of your 2026 annual costs will appear in your 2028 Annual Billing Statement. The reconciled 2026 costs will reflect the 11% cap applied for that year.

For more detailed information on the 2026 Annual Billing Statement package, please refer to the resource material available on the internet, [www.opp.ca/billingmodel](http://www.opp.ca/billingmodel). Further, OPP Municipal Policing will host webinar information sessions in the new year. An e-mail invitation will be forwarded to the municipality advising of the session dates.

If you have questions about the Annual Billing Statement, please e-mail [OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca).

Yours truly,

B. (Bradley) McCallum  
Chief Superintendent  
Commander  
Crime Prevention and Community Support Bureau

## OPP 2026 Annual Billing Statement

### Latchford T

Estimated costs for the period January 1 to December 31, 2026

Please refer to [www.opp.ca](http://www.opp.ca) for 2026 Municipal Policing Billing General Information summary for further details.

|                                                                                |                           |             | Cost per<br>Property<br>\$ | Total Cost<br>\$ |
|--------------------------------------------------------------------------------|---------------------------|-------------|----------------------------|------------------|
| <b>Base Service</b>                                                            | <b>Property Counts</b>    |             |                            |                  |
|                                                                                | Household                 | 246         |                            |                  |
|                                                                                | Commercial and Industrial | 15          |                            |                  |
|                                                                                | Total Properties          | 261         | 203.05                     | 52,995           |
| <b>Calls for Service</b>                                                       | (see summaries)           |             |                            |                  |
|                                                                                | Total all municipalities  | 217,602,138 |                            |                  |
|                                                                                | Municipal portion         | 0.0167%     | 139.39                     | 36,380           |
| <b>Overtime</b>                                                                | (see notes)               |             | 20.70                      | 5,402            |
| <b>Prisoner Transportation</b>                                                 | (per property cost)       |             | 2.08                       | 543              |
| <b>Accommodation/Cleaning Services</b>                                         | (per property cost)       |             | 6.32                       | 1,650            |
| <b>Total 2026 Estimated Cost</b>                                               |                           |             | <b>371.53</b>              | <b>96,970</b>    |
| <b>2024 Year-End Adjustment</b>                                                | (see summary)             |             |                            | 8,313            |
| <b>Calculated Billing for 2026</b>                                             |                           |             |                            | <b>105,283</b>   |
| <b>Capped Payable for 2026</b>                                                 |                           |             |                            | <b>91,279</b>    |
| <b>Total Billing for 2026 (Lesser of Calculated Billing or Capped payable)</b> |                           |             |                            | <b>91,279</b>    |
| <b>2026 Monthly Billing Amount</b>                                             |                           |             |                            | <b>7,607</b>     |

### Notes

Cost increases for the Total 2026 Billing amount have been capped at 11% over the Total 2025 Billing amount.

|                                 |        |
|---------------------------------|--------|
| 2025 Grand Total Billing Amount | 82,233 |
| 11% of 2025 Grand Total Billing | 9,046  |
| Capped Payable for 2026         | 91,279 |

The capped payable for 2026 is lower than the calculated billing amount by \$14,004

## **OPP 2026 Annual Billing Statement**

### **Latchford T**

**Estimated costs for the period January 1 to December 31, 2026**

#### **Notes to Annual Billing Statement**

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2026 billing purposes the allocation of the municipal workload in detachments has been calculated to be 51.9 % Base Services and 48.1 % Calls for Service. The total 2026 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$203.05 estimated for 2026. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2021, 2022, 2023 and 2024 has been analyzed and averaged to estimate the 2026 costs. The costs incorporate the 2026 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2026 hours and salary rates and included in the 2028 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2026 costs have been estimated based on the 2024 activity levels. These costs will be reconciled to the actual cost of service required in 2026.  
  
There was no information available about the status of 2026 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2024 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2026 Estimated Base Services and Calls for Service Cost Summary**  
**Estimated Costs for the period January 1 to December 31, 2026**

| Salaries and Benefits                                                |               | Positions | Base  |         | Total Base Services<br>and Calls for Service | Base<br>Services      | Calls for<br>Service  |
|----------------------------------------------------------------------|---------------|-----------|-------|---------|----------------------------------------------|-----------------------|-----------------------|
|                                                                      |               | FTE       | %     | \$/FTE  | \$                                           | \$                    | \$                    |
| <b>Uniform Members</b>                                               | <b>Note 1</b> |           |       |         |                                              |                       |                       |
| Inspector .....                                                      |               | 27.66     | 100.0 | 192,976 | 5,337,714                                    | 5,337,714             | -                     |
| Staff Sergeant-Detachment Commander .....                            |               | 8.57      | 100.0 | 175,024 | 1,499,952                                    | 1,499,952             | -                     |
| Staff Sergeant .....                                                 |               | 41.04     | 100.0 | 160,995 | 6,607,217                                    | 6,607,217             | -                     |
| Sergeant .....                                                       |               | 237.81    | 51.9  | 147,894 | 35,170,721                                   | 18,256,061            | 16,914,660            |
| Constable .....                                                      |               | 1,663.92  | 51.9  | 123,513 | 205,515,029                                  | 106,674,098           | 98,840,931            |
| Part-Time Constable .....                                            |               | 17.53     | 51.9  | 98,559  | 1,727,739                                    | 896,887               | 830,852               |
| Total Uniform Salaries                                               |               | 1,996.53  |       |         | 255,858,373                                  | 139,271,930           | 116,586,444           |
| Statutory Holiday Payout .....                                       |               |           |       | 6,387   | 12,640,216                                   | 6,798,379             | 5,841,836             |
| Shift Premiums .....                                                 |               |           |       | 1,129   | 2,165,924.16                                 | 1,124,243             | 1,041,681             |
| Uniform Benefits - Inspector .....                                   |               |           |       | 28.64%  | 1,528,567                                    | 1,528,567             | -                     |
| Uniform Benefits - Full-Time Salaries .....                          |               |           |       | 36.39%  | 90,535,000                                   | 48,411,886            | 42,123,114            |
| Uniform Benefits - Part-Time Salaries .....                          |               |           |       | 20.76%  | 358,624                                      | 186,165               | 172,459               |
| <b>Total Uniform Salaries &amp; Benefits</b>                         |               |           |       |         | <b>363,086,704</b>                           | <b>197,321,170</b>    | <b>165,765,534</b>    |
| <b>Detachment Civilian Members</b>                                   | <b>Note 1</b> |           |       |         |                                              |                       |                       |
| Detachment Administrative Clerk .....                                |               | 162.57    | 51.9  | 77,377  | 12,579,207                                   | 6,529,086             | 6,050,121             |
| Detachment Operations Clerk .....                                    |               | 6.41      | 51.9  | 70,662  | 452,941                                      | 235,303               | 217,638               |
| Detachment Clerk - Typist .....                                      |               | 2.61      | 51.9  | 64,030  | 167,117                                      | 86,440                | 80,677                |
| Court Officer - Administration .....                                 |               | 38.91     | 51.9  | 94,216  | 3,665,926                                    | 1,903,154             | 1,762,772             |
| Crimestoppers Co-ordinator .....                                     |               | 0.99      | 51.9  | 75,542  | 74,786                                       | 38,526                | 36,260                |
| Cadet .....                                                          |               | 6.72      | 51.9  | 52,627  | 353,653                                      | 183,668               | 169,985               |
| Total Detachment Civilian Salaries .....                             |               | 218.21    |       |         | 17,293,630                                   | 8,976,177             | 8,317,453             |
| Civilian Benefits - Full-Time Salaries .....                         |               |           |       | 35.46%  | 6,131,636                                    | 3,182,596             | 2,949,039             |
| <b>Total Detachment Civilian Salaries &amp; Benefits</b>             |               |           |       |         | <b>23,425,266</b>                            | <b>12,158,773</b>     | <b>11,266,493</b>     |
| <b>Support Costs - Salaries and Benefits</b>                         | <b>Note 2</b> |           |       |         |                                              |                       |                       |
| Communication Operators .....                                        |               |           |       | 7,294   | 14,562,690                                   | 7,829,963             | 6,732,727             |
| Prisoner Guards .....                                                |               |           |       | 2,425   | 4,841,585                                    | 2,603,189             | 2,238,396             |
| Operational Support .....                                            |               |           |       | 7,250   | 14,474,843                                   | 7,782,730             | 6,692,113             |
| RHQ Municipal Support .....                                          |               |           |       | 3,103   | 6,195,233                                    | 3,331,008             | 2,864,224             |
| Telephone Support .....                                              |               |           |       | 162     | 323,438                                      | 173,904               | 149,534               |
| Office Automation Support .....                                      |               |           |       | 937     | 1,870,749                                    | 1,005,851             | 864,898               |
| Mobile and Portable Radio Support .....                              |               |           |       | 325     | 654,569.50                                   | 351,839               | 302,731               |
| <b>Total Support Staff Salaries and Benefits Costs</b>               |               |           |       |         | <b>42,923,106</b>                            | <b>23,078,484</b>     | <b>19,844,623</b>     |
| <b>Total Salaries &amp; Benefits</b>                                 |               |           |       |         | <b>429,435,076</b>                           | <b>232,558,427</b>    | <b>196,876,649</b>    |
| <b>Other Direct Operating Expenses</b>                               | <b>Note 2</b> |           |       |         |                                              |                       |                       |
| Communication Centre .....                                           |               |           |       | 152     | 303,473                                      | 163,169               | 140,304               |
| Operational Support .....                                            |               |           |       | 1,292   | 2,579,517                                    | 1,386,936             | 1,192,581             |
| RHQ Municipal Support .....                                          |               |           |       | 340     | 678,820                                      | 364,983               | 313,837               |
| Telephone .....                                                      |               |           |       | 1,203   | 2,401,826                                    | 1,291,396             | 1,110,429             |
| Mobile Radio Equipment Repairs & Maintenance .....                   |               |           |       | 197     | 396,770                                      | 213,268               | 183,502               |
| Office Automation - Uniform .....                                    |               |           |       | 4,688   | 9,359,733                                    | 5,032,474             | 4,327,258             |
| Office Automation - Civilian .....                                   |               |           |       | 1,199   | 261,634                                      | 135,799               | 125,835               |
| Vehicle Usage .....                                                  |               |           |       | 10,641  | 21,245,076                                   | 11,422,901            | 9,822,175             |
| Detachment Supplies & Equipment .....                                |               |           |       | 824     | 1,645,141                                    | 884,548               | 760,593               |
| Uniform & Equipment .....                                            |               |           |       | 2,930   | 5,901,196                                    | 3,171,959             | 2,729,236             |
| Uniform & Equipment - Court Officer .....                            |               |           |       | 1,055   | 41,050                                       | 21,311                | 19,739                |
| <b>Total Other Direct Operating Expenses</b>                         |               |           |       |         | <b>44,814,234</b>                            | <b>24,088,745</b>     | <b>20,725,489</b>     |
| <b>Total 2026 Municipal Base Services and Calls for Service Cost</b> |               |           |       |         | <b>\$ 474,249,309</b>                        | <b>\$ 256,647,172</b> | <b>\$ 217,602,138</b> |
| <b>Total OPP-Policed Municipal Properties</b>                        |               |           |       |         |                                              | <b>1,263,977</b>      |                       |
| <b>Base Services Cost per Property</b>                               |               |           |       |         |                                              | <b>\$ 203.05</b>      |                       |

## **OPP 2026 Estimated Base Services and Calls for Service Cost Summary**

**Estimated Costs for the period January 1 to December 31, 2026**

### **Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2021 through 2024. Additional service, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 84.1 FTEs with a cost of \$17,823,159 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2026 salaries incorporate the 2026 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024, 2.75% in 2025 and 2.75% in 2026.) The 2026 salaries also incorporate a 3% Frontline Patrol Premium and a 3% Second-In-Command premium.

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2025-26). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 51.9% Base Services : 48.1% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2025 Municipal Policing Cost-Recovery Formula.

## OPP 2026 Calls for Service Billing Summary

Latchford T

Estimated costs for the period January 1 to December 31, 2026

| Calls for Service Billing Workgroups | Calls for Service Count |           |           |           |                   | 2026 Average Time Standard | Total Weighted Time | % of Total Provincial Weighted Time | 2026 Estimated Calls for Service Cost |
|--------------------------------------|-------------------------|-----------|-----------|-----------|-------------------|----------------------------|---------------------|-------------------------------------|---------------------------------------|
|                                      | 2021                    | 2022      | 2023      | 2024      | Four Year Average |                            |                     |                                     |                                       |
|                                      |                         |           |           |           | A                 | B                          | C = A * B           |                                     |                                       |
|                                      | Note 1                  |           |           |           |                   |                            |                     | Note 2                              | Note 3                                |
| Drug Possession                      | 0                       | 0         | 0         | 0         | 0                 | 4.9                        | 0                   | 0.0000%                             | 0                                     |
| Drugs                                | 0                       | 0         | 0         | 0         | 0                 | 103.7                      | 0                   | 0.0000%                             | 0                                     |
| Operational                          | 29                      | 21        | 33        | 30        | 28                | 4.0                        | 113                 | 0.0060%                             | 13,068                                |
| Operational 2                        | 20                      | 9         | 10        | 3         | 11                | 1.8                        | 19                  | 0.0010%                             | 2,186                                 |
| Other Criminal Code Violations       | 3                       | 2         | 1         | 2         | 2                 | 6.7                        | 13                  | 0.0007%                             | 1,550                                 |
| Property Crime Violations            | 3                       | 10        | 15        | 6         | 9                 | 5.8                        | 49                  | 0.0026%                             | 5,701                                 |
| Statutes & Acts                      | 12                      | 10        | 15        | 5         | 11                | 3.6                        | 38                  | 0.0020%                             | 4,371                                 |
| Traffic                              | 8                       | 3         | 4         | 2         | 4                 | 3.8                        | 16                  | 0.0009%                             | 1,868                                 |
| Violent Criminal Code                | 2                       | 7         | 4         | 6         | 5                 | 13.9                       | 66                  | 0.0035%                             | 7,636                                 |
| <b>Municipal Totals</b>              | <b>77</b>               | <b>62</b> | <b>82</b> | <b>54</b> | <b>69</b>         |                            | <b>315</b>          | <b>0.0167%</b>                      | <b>\$36,380</b>                       |

### Provincial Totals (Note 4)

| Calls for Service Billing Workgroups | Calls for Service Count |                |                |                |                   | 2026 Average Time Standard | Total Weighted Time | % of Total Provincial Weighted Time | 2026 Estimated Calls for Service Cost |
|--------------------------------------|-------------------------|----------------|----------------|----------------|-------------------|----------------------------|---------------------|-------------------------------------|---------------------------------------|
|                                      | 2021                    | 2022           | 2023           | 2024           | Four Year Average |                            |                     |                                     |                                       |
|                                      |                         |                |                |                | A                 | B                          | C = A * B           |                                     |                                       |
|                                      | Note 1                  |                |                |                |                   |                            |                     | Note 2                              | Note 3                                |
| Drug Possession                      | 3,017                   | 2,530          | 2,404          | 2,570          | 2,630             | 4.9                        | 12,888              | 0.6849%                             | 1,490,434                             |
| Drugs                                | 1,071                   | 818            | 940            | 944            | 943               | 103.7                      | 97,806              | 5.1980%                             | 11,310,991                            |
| Operational                          | 182,938                 | 178,694        | 182,556        | 198,566        | 185,688           | 4.0                        | 742,754             | 39.4744%                            | 85,897,052                            |
| Operational 2                        | 48,875                  | 46,769         | 47,507         | 47,198         | 47,587            | 1.8                        | 85,657              | 4.5523%                             | 9,905,960                             |
| Other Criminal Code Violations       | 12,312                  | 12,464         | 13,135         | 14,777         | 13,172            | 6.7                        | 88,252              | 4.6902%                             | 10,206,039                            |
| Property Crime Violations            | 47,768                  | 49,230         | 49,802         | 48,800         | 48,900            | 5.8                        | 283,620             | 15.0733%                            | 32,799,789                            |
| Statutes & Acts                      | 33,390                  | 33,258         | 34,566         | 37,180         | 34,599            | 3.6                        | 124,555             | 6.6196%                             | 14,404,335                            |
| Traffic                              | 34,936                  | 38,989         | 32,888         | 34,394         | 35,302            | 3.8                        | 134,146             | 7.1293%                             | 15,513,588                            |
| Violent Criminal Code                | 20,343                  | 21,807         | 22,925         | 24,690         | 22,441            | 13.9                       | 311,932             | 16.5779%                            | 36,073,949                            |
| <b>Provincial Totals</b>             | <b>384,648</b>          | <b>384,559</b> | <b>386,723</b> | <b>409,119</b> | <b>391,262</b>    |                            | <b>1,881,610</b>    | <b>100%</b>                         | <b>\$217,602,138</b>                  |

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2022 municipal police force amalgamations.

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**OPP 2026 Calls for Service Details**  
**Latchford T**  
**For the calendar years 2021 to 2024**

| Calls for Service Billing Workgroups      | Calls for Service Count |           |           |           | Four Year Average |
|-------------------------------------------|-------------------------|-----------|-----------|-----------|-------------------|
|                                           | 2021                    | 2022      | 2023      | 2024      |                   |
| <b>Grand Total</b>                        | <b>77</b>               | <b>62</b> | <b>82</b> | <b>54</b> | <b>68.75</b>      |
| Operational                               | 29                      | 21        | 33        | 30        | 28.25             |
| Animal - Other                            | 0                       | 1         | 2         | 0         | 0.75              |
| Animal Bite                               | 1                       | 0         | 0         | 0         | 0.25              |
| Animal Injured                            | 1                       | 0         | 2         | 1         | 1.00              |
| Animal Stray                              | 1                       | 1         | 1         | 0         | 0.75              |
| Assist Fire Department                    | 1                       | 0         | 0         | 1         | 0.50              |
| Assist Public                             | 2                       | 0         | 3         | 2         | 1.75              |
| Domestic Disturbance                      | 8                       | 4         | 2         | 8         | 5.50              |
| FAMILY DISPUTE                            | 3                       | 2         | 6         | 6         | 4.25              |
| Fire - Building                           | 0                       | 0         | 1         | 0         | 0.25              |
| Fire - Other                              | 0                       | 0         | 1         | 0         | 0.25              |
| Fire - Vehicle                            | 0                       | 0         | 1         | 0         | 0.25              |
| Found - Household Property                | 1                       | 0         | 0         | 0         | 0.25              |
| Found - Personal Accessories              | 1                       | 0         | 0         | 0         | 0.25              |
| Found Property - Master Code              | 0                       | 1         | 1         | 0         | 0.50              |
| Lost - Household Property                 | 0                       | 0         | 1         | 0         | 0.25              |
| Lost - Personal Accessories               | 1                       | 0         | 0         | 0         | 0.25              |
| Lost Property - Master Code               | 0                       | 0         | 0         | 1         | 0.25              |
| Medical Assistance - Other                | 0                       | 1         | 1         | 0         | 0.50              |
| Missing Person-Master code                | 0                       | 1         | 0         | 0         | 0.25              |
| Neighbour Dispute                         | 5                       | 1         | 4         | 3         | 3.25              |
| Noise Complaint - Master Code             | 0                       | 1         | 0         | 0         | 0.25              |
| Overdose/Suspected Overdose               | 0                       | 1         | 0         | 0         | 0.25              |
| Phone - Nuisance - No Charges Laid        | 0                       | 0         | 0         | 1         | 0.25              |
| Phone - Threatening - No Charges Laid     | 2                       | 0         | 0         | 1         | 0.75              |
| Sudden Death - Apparent Overdose/Overdose | 0                       | 1         | 0         | 0         | 0.25              |
| Sudden Death - Drowning                   | 0                       | 1         | 0         | 0         | 0.25              |
| Sudden Death - Natural Causes             | 0                       | 0         | 0         | 2         | 0.50              |
| Suspicious Person                         | 1                       | 0         | 2         | 0         | 0.75              |
| Suspicious vehicle                        | 0                       | 1         | 3         | 1         | 1.25              |
| Traffic By-Law                            | 0                       | 1         | 0         | 0         | 0.25              |
| Trouble with Youth                        | 0                       | 0         | 0         | 1         | 0.25              |
| Unwanted Persons                          | 1                       | 3         | 2         | 1         | 1.75              |
| Vehicle Recovered - Automobile            | 0                       | 0         | 0         | 1         | 0.25              |
| Operational 2                             | 20                      | 9         | 10        | 3         | 10.50             |
| 911 call - Dropped Cell                   | 5                       | 4         | 4         | 0         | 3.25              |
| 911 call / 911 hang up                    | 10                      | 0         | 3         | 2         | 3.75              |
| False Alarm - Others                      | 1                       | 1         | 2         | 0         | 1.00              |
| Keep the Peace                            | 4                       | 4         | 1         | 1         | 2.50              |
| Other Criminal Code Violations            | 3                       | 2         | 1         | 2         | 2.00              |
| Bail Violations - Fail To Comply          | 3                       | 1         | 0         | 0         | 1.00              |
| Breach of Probation                       | 0                       | 0         | 0         | 2         | 0.50              |
| Public Mischief - mislead peace officer   | 0                       | 1         | 0         | 0         | 0.25              |
| Utter Threats to Property / Animals       | 0                       | 0         | 1         | 0         | 0.25              |

**OPP 2026 Calls for Service Details**  
**Latchford T**  
**For the calendar years 2021 to 2024**

| Calls for Service Billing Workgroups                      | Calls for Service Count |      |      |      | Four Year Average |
|-----------------------------------------------------------|-------------------------|------|------|------|-------------------|
|                                                           | 2021                    | 2022 | 2023 | 2024 |                   |
| Property Crime Violations                                 | 3                       | 10   | 15   | 6    | 8.50              |
| Arson - Building                                          | 0                       | 0    | 1    | 0    | 0.25              |
| Break & Enter                                             | 0                       | 2    | 1    | 0    | 0.75              |
| Fraud - False Pretence Over \$5,000                       | 0                       | 0    | 0    | 1    | 0.25              |
| Fraud - Forgery & Uttering                                | 0                       | 2    | 0    | 0    | 0.50              |
| Fraud - Master Code                                       | 0                       | 0    | 1    | 1    | 0.50              |
| Fraud - Money/property/security Under \$5,000             | 1                       | 0    | 0    | 1    | 0.50              |
| Fraud - Other                                             | 0                       | 1    | 1    | 0    | 0.50              |
| Fraud - Welfare benefits                                  | 0                       | 1    | 0    | 0    | 0.25              |
| Mischief                                                  | 0                       | 2    | 1    | 1    | 1.00              |
| Personation with Intent (fraud)                           | 1                       | 0    | 0    | 0    | 0.25              |
| Property Damage                                           | 0                       | 0    | 2    | 0    | 0.50              |
| Theft FROM Motor Vehicles Under \$5,000                   | 0                       | 0    | 1    | 0    | 0.25              |
| Theft of Motor Vehicle                                    | 0                       | 0    | 1    | 0    | 0.25              |
| Theft Under \$5,000 - Gasoline Drive-off                  | 1                       | 0    | 1    | 1    | 0.75              |
| Theft Under \$5,000 - Other Theft                         | 0                       | 1    | 4    | 0    | 1.25              |
| Theft Under \$5,000 - Persons                             | 0                       | 0    | 1    | 1    | 0.50              |
| Theft Under \$5,000 SHOPLIFTING                           | 0                       | 1    | 0    | 0    | 0.25              |
| Statutes & Acts                                           | 12                      | 10   | 15   | 5    | 10.50             |
| Landlord / Tenant                                         | 0                       | 1    | 2    | 2    | 1.25              |
| Mental Health Act                                         | 2                       | 4    | 8    | 0    | 3.50              |
| Mental Health Act - Apprehension                          | 6                       | 2    | 1    | 0    | 2.25              |
| Mental Health Act - Attempt Suicide                       | 1                       | 0    | 0    | 0    | 0.25              |
| Mental Health Act - No Contact with Police                | 0                       | 0    | 1    | 0    | 0.25              |
| Mental Health Act - Placed on Form                        | 1                       | 0    | 0    | 0    | 0.25              |
| Mental Health Act - Threat of Suicide                     | 0                       | 1    | 0    | 2    | 0.75              |
| Trespass To Property Act                                  | 2                       | 2    | 3    | 1    | 2.00              |
| Traffic                                                   | 8                       | 3    | 4    | 2    | 4.25              |
| MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION]           | 1                       | 1    | 2    | 1    | 1.25              |
| MVC - PROP. DAM. FAILED TO REM (MOTOR VEHICLE COLLISION)  | 0                       | 0    | 0    | 0    | -                 |
| MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION] | 0                       | 1    | 0    | 1    | 0.50              |
| MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION]     | 7                       | 1    | 2    | 0    | 2.50              |
| Violent Criminal Code                                     | 2                       | 7    | 4    | 6    | 4.75              |
| Assault - Level 1                                         | 2                       | 2    | 2    | 1    | 1.75              |
| Assault With Weapon or Causing Bodily Harm - Level 2      | 0                       | 0    | 1    | 1    | 0.50              |
| Criminal Harassment                                       | 0                       | 3    | 1    | 1    | 1.25              |
| Indecent/Harassing Communications                         | 0                       | 1    | 0    | 0    | 0.25              |
| Sexual Assault                                            | 0                       | 0    | 0    | 2    | 0.50              |
| Sexual Interference                                       | 0                       | 1    | 0    | 0    | 0.25              |
| Utter Threats to Person                                   | 0                       | 0    | 0    | 1    | 0.25              |

**OPP 2024 Reconciled Year-End Summary****Latchford T****Reconciled cost for the period January 1 to December 31, 2024**

|                                        |                           |             | <b>Cost per<br/>Property<br/>\$</b> | <b>Reconciled<br/>Cost<br/>\$</b> | <b>Estimated<br/>Cost<br/>\$</b> | <b>Reconciliation<br/>Variance<br/>\$</b> |
|----------------------------------------|---------------------------|-------------|-------------------------------------|-----------------------------------|----------------------------------|-------------------------------------------|
| <b>Base Service</b>                    |                           |             |                                     |                                   |                                  |                                           |
|                                        | <b>Property Counts</b>    |             |                                     |                                   |                                  |                                           |
|                                        | Household                 | 244         |                                     |                                   |                                  |                                           |
|                                        | Commercial and Industrial | 17          |                                     |                                   |                                  |                                           |
|                                        | Total Properties          | <u>261</u>  | 179.78                              | 46,921                            | 43,218                           | 3,703                                     |
| <b>Calls for Service</b>               |                           |             |                                     |                                   |                                  |                                           |
|                                        | Total all municipalities  | 198,679,051 |                                     |                                   |                                  |                                           |
|                                        | Municipal portion         | 0.0151%     | 115.08                              | 30,036                            | 27,666                           | 2,370                                     |
| <b>Overtime</b>                        |                           |             | 21.02                               | 5,486                             | 3,508                            | 1,978                                     |
| <b>Prisoner Transportation</b>         | (per property cost)       |             | 1.87                                | 488                               | 292                              | 196                                       |
| <b>Accommodation/Cleaning Services</b> | (per property cost)       |             | 5.16                                | 1,347                             | 1,279                            | 68                                        |
| <b>Total 2024 Costs</b>                |                           |             | <b>322.90</b>                       | <b>84,278</b>                     | <b>75,963</b>                    |                                           |
| <b>2024 Billed Amount</b>              |                           |             |                                     | <b>75,965</b>                     |                                  |                                           |
| <b>2024 Year-End-Adjustment</b>        |                           |             |                                     | <b>8,313</b>                      |                                  |                                           |

**Notes**

The Year-End Adjustment above is included as an adjustment on the 2026 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2026.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

**OPP 2024 Reconciled Base Services and Calls for Service Cost Summary**  
**For the period January 1 to December 31, 2024**

| Salaries and Benefits                                                |                 |       |         | Total Base Services<br>and Calls for Service | Base<br>Services      | Calls for<br>Service  |
|----------------------------------------------------------------------|-----------------|-------|---------|----------------------------------------------|-----------------------|-----------------------|
|                                                                      | Positions       | Base  |         |                                              |                       |                       |
|                                                                      | FTE             | %     | \$/FTE  | \$                                           | \$                    | \$                    |
| <b>Uniform Members</b>                                               | <b>Note 1</b>   |       |         |                                              |                       |                       |
| Inspector . . . . .                                                  | 26.21           | 100.0 | 182,588 | 4,785,639                                    | 4,785,639             | -                     |
| Staff Sergeant-Detachment Commander. . . . .                         | 9.14            | 100.0 | 163,618 | 1,495,473                                    | 1,495,473             | -                     |
| Staff Sergeant . . . . .                                             | 36.76           | 100.0 | 152,805 | 5,617,096                                    | 5,617,096             | -                     |
| Sergeant . . . . .                                                   | 222.37          | 50.4  | 136,574 | 30,369,854                                   | 15,318,086            | 15,051,768            |
| Constable. . . . .                                                   | 1,613.61        | 50.4  | 116,074 | 187,298,667                                  | 94,469,399            | 92,829,269            |
| Part-Time Constable . . . . .                                        | 15.08           | 50.4  | 93,354  | 1,407,778                                    | 710,424               | 697,354               |
| <b>Total Uniform Salaries</b>                                        | <b>1,923.17</b> |       |         | <b>230,974,507</b>                           | <b>122,396,117</b>    | <b>108,578,391</b>    |
| Statutory Holiday Payout . . . . .                                   |                 |       | 6,050   | 11,543,670                                   | 6,038,603             | 5,505,066             |
| Shift Premiums . . . . .                                             |                 |       | 1,129   | 2,088,959.07                                 | 1,053,632             | 1,035,327             |
| Uniform Benefits - Inspector. . . . .                                |                 |       | 28.64%  | 1,370,468                                    | 1,370,468             | -                     |
| Uniform Benefits - Full-Time Salaries. . . . .                       |                 |       | 36.39%  | 81,797,167                                   | 42,539,580            | 39,257,587            |
| Uniform Benefits - Part-Time Salaries. . . . .                       |                 |       | 20.76%  | 292,210                                      | 147,462               | 144,749               |
| <b>Total Uniform Salaries &amp; Benefits</b>                         |                 |       |         | <b>328,066,981</b>                           | <b>173,545,862</b>    | <b>154,521,120</b>    |
| <b>Detachment Civilian Members</b>                                   | <b>Note 1</b>   |       |         |                                              |                       |                       |
| Detachment Administrative Clerk . . . . .                            | 168.12          | 50.4  | 73,426  | 12,344,361                                   | 6,226,515             | 6,117,845             |
| Detachment Operations Clerk . . . . .                                | 2.08            | 50.4  | 69,128  | 143,787                                      | 72,585                | 71,202                |
| Detachment Clerk - Typist . . . . .                                  | 1.06            | 50.4  | 60,677  | 64,318                                       | 32,159                | 32,159                |
| Court Officer - Administration. . . . .                              | 25.63           | 50.4  | 74,937  | 1,920,625                                    | 968,930               | 951,695               |
| Crimestoppers Co-ordinator . . . . .                                 | 0.83            | 50.4  | 70,809  | 58,771                                       | 29,740                | 29,032                |
| Cadet. . . . .                                                       | 0.68            | 50.4  | 49,848  | 33,897                                       | 16,948                | 16,948                |
| <b>Total Detachment Civilian Salaries</b>                            | <b>198.40</b>   |       |         | <b>14,565,758</b>                            | <b>7,346,877</b>      | <b>7,218,881</b>      |
| Civilian Benefits - Full-Time Salaries . . . . .                     |                 |       | 35.46%  | 5,164,440                                    | 2,604,911             | 2,559,529             |
| <b>Total Detachment Civilian Salaries &amp; Benefits</b>             |                 |       |         | <b>19,730,198</b>                            | <b>9,951,788</b>      | <b>9,778,410</b>      |
| <b>Support Costs - Salaries and Benefits</b>                         | <b>Note 2</b>   |       |         |                                              |                       |                       |
| Communication Operators . . . . .                                    |                 |       | 6,228   | 11,977,503                                   | 6,263,811             | 5,713,692             |
| Prisoner Guards . . . . .                                            |                 |       | 1,996   | 3,838,647                                    | 2,007,477             | 1,831,170             |
| Operational Support . . . . .                                        |                 |       | 6,080   | 11,692,874                                   | 6,114,960             | 5,577,914             |
| RHQ Municipal Support . . . . .                                      |                 |       | 2,751   | 5,290,641                                    | 2,766,818             | 2,523,822             |
| Telephone Support . . . . .                                          |                 |       | 141     | 271,167                                      | 141,811               | 129,356               |
| Office Automation Support . . . . .                                  |                 |       | 875     | 1,682,774                                    | 880,031               | 802,743               |
| Mobile and Portable Radio Support . . . . .                          |                 |       | 282     | 546,586.50                                   | 285,768               | 260,819               |
| <b>Total Support Staff Salaries and Benefits Costs</b>               |                 |       |         | <b>35,300,192</b>                            | <b>18,460,676</b>     | <b>16,839,516</b>     |
| <b>Total Salaries &amp; Benefits</b>                                 |                 |       |         | <b>383,097,371</b>                           | <b>201,958,326</b>    | <b>181,139,045</b>    |
| <b>Other Direct Operating Expenses</b>                               | <b>Note 2</b>   |       |         |                                              |                       |                       |
| Communication Centre . . . . .                                       |                 |       | 155     | 298,091                                      | 155,891               | 142,200               |
| Operational Support . . . . .                                        |                 |       | 1,018   | 1,957,787                                    | 1,023,854             | 933,934               |
| RHQ Municipal Support . . . . .                                      |                 |       | 212     | 407,712                                      | 213,219               | 194,493               |
| Telephone . . . . .                                                  |                 |       | 1,582   | 3,042,455                                    | 1,591,097             | 1,451,358             |
| Mobile Radio Equipment Repairs & Maintenance . . . . .               |                 |       | 147     | 284,923                                      | 148,964               | 135,959               |
| Office Automation - Uniform . . . . .                                |                 |       | 3,019   | 5,806,050                                    | 3,036,359             | 2,769,691             |
| Office Automation - Civilian . . . . .                               |                 |       | 1,154   | 228,954                                      | 115,088               | 113,865               |
| Vehicle Usage . . . . .                                              |                 |       | 9,975   | 19,183,621                                   | 10,032,356            | 9,151,265             |
| Detachment Supplies & Equipment . . . . .                            |                 |       | 548     | 1,053,897                                    | 551,151               | 502,746               |
| Uniform & Equipment . . . . .                                        |                 |       | 2,305   | 4,467,666                                    | 2,335,795             | 2,131,871             |
| Uniform & Equipment - Court Officer . . . . .                        |                 |       | 994     | 25,476                                       | 12,852                | 12,624                |
| <b>Total Other Direct Operating Expenses</b>                         |                 |       |         | <b>36,756,632</b>                            | <b>19,216,626</b>     | <b>17,540,006</b>     |
| <b>Total 2024 Municipal Base Services and Calls for Service Cost</b> |                 |       |         | <b>\$ 419,854,003</b>                        | <b>\$ 221,174,952</b> | <b>\$ 198,679,051</b> |
| <b>Total OPP-Policed Municipal Properties</b>                        |                 |       |         |                                              | <b>1,230,286</b>      |                       |
| <b>Base Services Cost per Property</b>                               |                 |       |         |                                              | <b>\$ 179.78</b>      |                       |

## OPP 2024 Reconciled Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2024

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$17,343,993 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2024 salaries incorporate the 2024 general salary rate increases set in the 2023 to 2026 OPPA Uniform and Civilian Collective Agreements, (uniform and civilian staff - 4.50%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.44% Base Services : 49.56% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

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# 2026 Council Meeting Schedule

| January   |    |    |    |    |    |    | February |    |    |    |    |    |    | March    |    |    |    |    |    |    | April    |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    | 1  | 2  | 3  | 1        | 2  | 3  | 4  | 5  | 6  | 7  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |          |    |    | 1  | 2  | 3  | 4  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 | 8        | 9  | 10 | 11 | 12 | 13 | 14 | 8        | 9  | 10 | 11 | 12 | 13 | 14 | 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 25        | 26 | 27 | 28 | 29 | 30 | 31 |          |    |    |    |    |    |    | 29       | 30 | 31 |    |    |    |    | 26       | 27 | 28 | 29 | 30 |    |    |
| May       |    |    |    |    |    |    | June     |    |    |    |    |    |    | July     |    |    |    |    |    |    | August   |    |    |    |    |    |    |
| Su        | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    | 1  | 2  |          | 1  | 2  | 3  | 4  | 5  | 6  |          |    |    | 1  | 2  | 3  | 4  |          |    |    |    |    |    | 1  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 12       | 13 | 14 | 15 | 16 | 17 | 18 | 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 19       | 20 | 21 | 22 | 23 | 24 | 25 | 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 | 28       | 29 | 30 |    |    |    |    | 26       | 27 | 28 | 29 | 30 | 31 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 31        |    |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    | 30       | 31 |    |    |    |    |    |
| September |    |    |    |    |    |    | October  |    |    |    |    |    |    | November |    |    |    |    |    |    | December |    |    |    |    |    |    |
| Su        | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |          |    |    |    | 1  | 2  | 3  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |          |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 | 8        | 9  | 10 | 11 | 12 | 13 | 14 | 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 | 29       | 30 |    |    |    |    |    | 27       | 28 | 29 | 30 | 31 |    |    |

| Legend                                                                              |                         |
|-------------------------------------------------------------------------------------|-------------------------|
|  | Statutory Holidays      |
|  | Regular Council Meeting |



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**Policy Name:** Vacation Policy

**Policy No.:** CORP-002

**Date Approved:**

**Department:** ALL

**Motion No.:** 26/xxx

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## **Policy**

The Town of Latchford recognizes that vacation time provides Employees with a period of earned rest and relaxation, away from the responsibilities of the workplace for an uninterrupted period of time. This time of rest and rejuvenation are important factors that contribute to employee health and well-being, productivity and employee retention.

## **Purpose**

The policy outlines Employees' eligibility and entitlements to vacation in order to assist Managers/Supervisors in the effective, consistent and fair management of vacation. It is the joint responsibility of Employees and their Supervisors/Managers to ensure that vacation leave is earned, scheduled, and taken in accordance with this policy.

## **Application**

This policy applies to all Employees. Please note that each Supervisor/Manager is responsible for scheduling the vacation time of their staff and ensuring that vacations are booked with fairness and equity, and with minimum disruption to the business of the Town.

## **Definitions**

**Permanent Full-Time Employee:** an Employee who is hired to work on a full-time basis (35 hours or more per week) with no predetermined end date.

**Permanent Part-Time Employee:** an Employee who is hired to work on a part-time basis (less than 35 hours per week) with no pre-determined end date.

**Seasonal Employee:** an Employee who is hired for a specific season.

**Temporary Full-Time Employee:** an Employee who is hired to work on a full-time basis (35 hours or more per week) whose employment is terminated upon a predetermined end date or project completion.

**Temporary Part-Time Employee:** an Employee who is hired to work on a part-time basis (less than 35 hours per week) whose employment is terminated upon a predetermined end date or project completion.

**Vacation Year:** means the twelve (12) month period from January 1st to December 31st, which coincides with the fiscal year.

**Week:** means five (5) working days.

## Procedures

### Annual Vacation

1. The Town follows an annual vacation schedule based on calendar date rather than anniversary date of hire.
2. Vacation Banks: Vacation is advanced on January 1st each year for the current calendar year (versus gradually accruing over the course of the year). Vacation credits are accrued biweekly. Specifically, beginning January 1 of each year, staff will accrue 1/26 of their annual vacation entitlement every two (2) weeks. Permanent Full-Time and eligible Permanent Part-Time Employees will be credited with their full annual vacation entitlement on January 1 of each year; however, these credits are not actually earned until they have accrued.
3. An Employee's vacation entitlement for the entire calendar year based on the Employee's anniversary date in correlation to the vacation entitlement schedule. If an Employee is in their first year of employment or hitting a milestone year for advancement on the schedule, their calculations will be pro-rated in accordance with their anniversary/original date of hire.
4. Full-time service, for the purposes of vacation entitlement, will be calculated from the Employee's original date of hire to a full-time position with the exception of Employees who have held seasonal, temporary or part-time (not including student/co-op) positions with the Town. Upon being hired into a full-time position with the Town, an Employee who has held or currently holds a seasonal, temporary, or part-time position with the Town, will have their vacation entitlement calculated based on the number of full years of previous service with the Town.

### Vacation Eligibility

5. Non-Union Employees are eligible for paid vacation days off if they are:

- Permanent Full-Time Employee
- Permanent Part-Time Employee

Employees in the following categories receive vacation pay (paid on each pay), in accordance with the Employment Standards Act (ESA):

- Temporary Full-Time, Temporary Part-Time, Seasonal, Casual/On-Call/Relief

### Vacation Entitlement

Table 1: Vacation Entitlement for Temporary, Seasonal, Contract, Casual/Relief and Permanent Part-Time Employees with less than 21 hours per week

| <b>Continuous Years of Service</b> | <b>Annual Accrual Rate</b> |
|------------------------------------|----------------------------|
| On date of hire                    | 4% of pay as per ESA       |
| After 5 years of service           | 6% of pay as per ESA       |

Table 2:

6. Employees who receive one (1) week of lieu time annually through the Town's Lieu and Overtime Policy, will top out at a maximum of eight (8) weeks of vacation (including lieu time).

7. Any new Employee hired by the Town or current Employee hired into a new position with the Town may negotiate for increased vacation entitlements, as approved by the CAO of the hiring department. However, if a newly hired Employee is granted a greater vacation entitlement than is set out in Table 2, their vacation entitlement shall not be increased subsequently until the Employee obtains sufficient years of service with the Town to qualify for the new vacation entitlement threshold according to Table 2. All increases to entitlement at the point of hire shall be in keeping with past practice of the municipality and be fair and equitable compared to others across the organization.

8. If a Temporary Full-Time, Temporary Part-Time, and/or Seasonal Employee is offered fulltime employment with the Town, the CAO shall, as part of the fulltime job offer, prorate vacation entitlement at the commencement of full-time employment to reflect the amount of full-time equivalent employment with the Town as a Temporary Full-Time, Temporary Part-Time, and/or Seasonal Employee prior to full-time employment. The prorated vacation entitlement will be based on the years of services rounded down to the nearest full year. For instance, if an Employee previously held seasonal contracts with the Town for a total period of four (4) years and five (5) months, the Employee would be credited with four (4) years of service at the time of being hired into a full-time position with the Town.

#### Scheduling Vacation

9. Supervisors, Managers and Directors are responsible for planning work schedules in a manner that will allow all Employees in their area to take their appropriate vacation entitlement on an annual basis. Managers are responsible for ensuring proper coverage within their departments.

10. Employees must take a minimum of two (2) weeks' vacation time off each year after working one (1) year with the Town. Employees must take a minimum of three (3) weeks' vacation time off each year after working five (5) years with the Town. The Employee's Supervisor/Manager will schedule this vacation time if the Employee has not booked the minimum time off prior to the end of the year.

11. Employees should not make any vacation commitments until they receive formal approval from their Supervisor/Manager.

12. All vacation time will be approved by the Supervisor/Manager before being taken. Employees are required to plan their vacation with the approval of their Supervisor/Manager and the Supervisor/Manager must ensure that an Employee's earned annual vacation is scheduled and taken by the end of each fiscal year.

## Requests for Vacation

13. Employees are encouraged to discuss their vacation leave plans with their Supervisor/Manager with as much advance notice as possible and to promptly submit their written requests for approval.

a. As each department faces unique challenges in ensuring operational coverage, the process for submitting requests is uniquely determined by the Supervisor/Manager of that department.

b. All requests should be handed into the Town Office to ensure that Employees' vacation banks are accurate.

14. Earned vacation credits of more than three (3) weeks may only be taken consecutively with written approval from the Employee's Supervisor/Manager.

15. It is the responsibility of each Supervisor/Manager to ensure that Employees take their vacation entitlement.

16. Supervisors/Managers are responsible for scheduling vacation within the operational needs of their department and ensuring that an Employee's earned annual vacation is scheduled and taken by the end of each fiscal year.

17. Supervisors/Managers may find it necessary to specify approval criteria and/or limit the length or number of cumulative requests in order to provide:

a. The staffing levels required for the department to maintain smooth operation, meet critical deadlines, and fulfill service demands and core objectives;

b. Fair and equitable treatment of staff and their requests;

c. Consideration to the Employee's personal situation, special occasions, and preferences.

18. If a Supervisor/Manager needs to deny an Employee's request for vacation, the reason for the denial shall be shared with the Employee.

## Unused Vacation

19. Employees are permitted to carry over vacation time of one (1) week from year to year at the discretion of the CAO, provided they have taken the minimum vacation time required per the ESA. Any unused vacation time greater than one (1) week at the end of the year will be paid out.

20. Employees are entitled to and compelled to take two (2) weeks of vacation after their first year of employment and each year thereafter. After five (5) years, Employees are entitled to and compelled to take three weeks of vacation, in accordance with the ESA.

21. All vacation time carry-over must be utilized by December 31st of the following year.

- 22. Vacation banks are not permitted to go into a negative balance.
- 23. Unused earned vacation time may not be taken beyond the Employee's last day worked.
- 24. Full-Time Employees who have twenty-five (25) years of service or more with the Town may bank unused vacation time, up to a maximum of eight (8) weeks, to be accessed upon their retirement at the discretion of the CAO and/or the Mayor in the case of the CAO.

#### Extenuating Circumstances Impacting Vacation Plans

- 25. If an Employee's vacation is interrupted due to illness or accident requiring hospitalization or confined to bed rest for longer than a forty-eight (48) hour period, the period of hospitalization/confined to bed rest will be considered sick leave upon submission of a satisfactory medical certificate and the vacation credits will be restored. If the Employee lacks sick credits the Employee may, at their option, take the time as unpaid leave and the vacation credits will be restored, or continue to apply vacation credits to the leave.
- 26. If the death of an immediate family member occurs during an Employee's vacation, the Employee will be granted bereavement leave with pay and the vacation will be restored upon satisfactory submission of proof of relationship (generally an obituary notice).
- 27. If a statutory holiday falls or is observed during an Employee's vacation period the Employee shall be allowed an additional vacation day with pay at a time mutually agreed to.
- 28. Employees on any type of approved leave of more than thirty (30) calendar days will have the time of leave deducted from their vacation accrual. Vacation pay does not accrue while an Employee is on an unpaid leave of absence. The Employees' vacation bank will be adjusted when they return from leave and leave time will be deducted. Service will continue to accrue on leave. Employees who have unused vacation from prior to their leave shall ensure they utilize the vacation in the current year they return. In no event will any Employee receive less than the minimum vacation time to which they are entitled under applicable employment standards legislation.

#### Payment Guidelines

- 29. Employees will be paid out all vacation pay entitlements earned but not taken, accrued at their bi-weekly rate, for the year to date, that they are entitled to upon termination of their employment, in accordance with this policy or the minimum statutory requirements, whichever is greater.
- 30. The Employee's start date is retained for calculating vacation pay at the time of termination.
- 31. Employees who leave the organization and have taken paid time off that has been advanced but not yet accrued will have the value of the excess vacation time deducted from their final pay.
- 35. Employees who have not completed one (1) year of employment will be paid out the remaining vacation balance to which they are entitled, pro-rated based on the number of months that they worked, upon termination of their employment.
- 36. In the event of

the death of an Employee, their executor or administrator shall be entitled to receive such vacation pay as may stand to the Employee's credit, upon proof of being the executor of the estate.

#### Consequences of Non-Compliance

Employees who do not take their annual vacation time entitlement under ESA will have two (2) weeks (or, for Employees with at least five (5) years of service, three (3) weeks) scheduled by their Supervisor/Manager. Any vacation unused beyond one (1) working day at the end of the calendar year and not approved for carry-over will be forfeited.

#### Review Cycle

This policy will be reviewed at minimum once per term of Council and as required for legislative changes.



**The Corporation of the  
Town of Latchford**

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**Policy Name:** Lieu and Overtime Policy

**Policy No.:** CORP-003

**Date Approved:**

**Department:** ALL

**Motion No.:** 26/xxx

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## **Policy**

While striving to deliver high-quality programs and services, every attempt should be made to minimize the need for overtime hours. Employees are expected to carry out their normal duties and responsibilities without incurring overtime costs. If it becomes necessary to assign an employee to work overtime hours, the following provisions shall apply.

## **Purpose**

The purpose of this policy is to describe the responsibility, processing and recording of overtime and/or time in lieu for each Town employee.

## **Application**

This policy applies to all employees at all locations of the Corporation.

## **Definitions**

Lieu Time: means earned, authorized paid time off work taken rather than being paid overtime. Also referred to as "time off in lieu".

Overtime: means authorized hours worked over forty-four (44) hours per week or authorized hours worked over the employee's regularly scheduled bi-weekly hours and paid to the employee at 1.5 times the employee's regular rate of pay, often referred to as "time and a half".

## **Procedures**

Members of the Senior Management Team (Public Works Foreman, WTP Manager, CAO) who are regularly required to work extra hours, including membership on the Town's Emergency Control Group, receive an automatic forty (40) hours time in lieu of overtime pay for meetings outside of work hours (Employees must attend at minimum 1 meeting per month to qualify). Unused lieu time will not be eligible for payment or carry-over to the following year.

Overtime is paid to employees that are non-management based on the following:

- If mutually agreeable when a task requires an employee to work outside the normal working hours, the Supervisor/Manager may flex the hours of the employee to meet the needs of the job to be performed.
- Employees who work overtime hours must be authorized by the Supervisor/Manager.
- An employee will not be compensated for overtime of less than half an hour.

- Overtime will be paid at 1.5 times the employee's normal rate of pay and will be paid for overtime hours worked in excess of the employee's regularly scheduled biweekly hours.
- Weekly overtime will be paid for hours worked over forty-four (44) hours in accordance with ESA.
- Overtime pay will normally be paid to the employee in the pay period following the overtime unless the time is banked to take at a future date.
- When working extended overtime periods, a minimum of eleven (11) hours off duty must be granted before the employee is requested to report back to work.
- The total amount of overtime that an employee is allowed to work may not exceed the limits established under applicable legislation. Managers are required to manage and track the overtime being worked within their respective divisions/departments and provide bi-annual reports and recommendations to the CAO in (January and July). Based on a review of the overtime reporting, the Senior Management Team will propose any necessary resourcing or service level changes to Council for consideration during the annual budgeting process.

#### Time Off in Lieu of Overtime

Upon authorization, eligible employees may convert earned, authorized, overtime hours into paid time off in lieu of overtime, according to the following provisions:

- Time off in lieu of overtime pay: Employees shall earn 1.5 hours of paid time off for each hour of overtime worked beyond forty-four (44) hours weekly or their regularly scheduled bi-weekly hours.
- Requests for time off in lieu of overtime pay must be made by the employee through the Town's time tracking software;
- An employee may bank earned overtime hours up to a maximum of forty (40) hours. At no such time may an employee bank more than forty (40) hours at any time per calendar year, any time in excess of forty (40) hours will be paid out automatically;
- Time off in lieu of overtime must be taken at a time approved by the supervisor/manager, and may not be carried over, in whole or in part, from one (1) calendar year to another;
- Overtime may not be banked within the month of December;
- Any lieu time taken will be time off with pay, and paid at the employee's current regular rate of pay;
- The minimum amount of lieu time that can be taken is 0.5 hours;
- Any banked overtime remaining at year end will be paid out in full on the last pay of the calendar year;
- Employees may use lieu time before they use vacation time;
- Employees will be paid out all overtime in their banks prior to transferring to another position/division within the organization;
- All overtime banks will be paid to the employee upon termination of employment.

#### Exclusions

- Hours absent from work due to any of the reasons listed below will not be included in the calculation of weekly overtime:
  - Unpaid Sick Leave;
  - Approved Absences other than Vacation and Bereavement;
- Hours not worked, but paid to the employee as a part of a minimum reporting allowance, may not be used in the calculation of overtime payments;
- Employees may not claim overtime hours for time spent at educational/training, seminars, conferences or travel time for which the employee has, in consultation with the Supervisor/Manager, elected to attend;
- Hours granted to an employee in lieu of overtime may not be used in the calculation of overtime payments;
- Management reserves the right to deny a personal shift exchange if it will result in overtime hours;
- A maximum of forty (40) hours may be regularly banked in lieu and replenished during the year. No more than forty (40) hours may be banked at any given time. All overtime amounts in excess of forty (40) hours will be paid out on the next regular payroll deposit.

#### Consequences of Non-Compliance

The Manager is responsible to ensure that all overtime is authorized ahead of time worked and is responsible to manage the workload of the department to ensure that overtime is not a regular occurrence. Employees are responsible for the accurate recording of hours worked in accordance with this policy. Where it is determined that an employee is in contravention of any of the foregoing, disciplinary action shall be taken which may include reprimand, suspension or dismissal.

#### Review Cycle

This policy will be reviewed once per term of Council or as required due to legislative change.



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**Policy Name:** Hiring of Employees Policy

**Policy No.:** CORP-004

**Date Approved:**

**Department:** ALL

**Motion No.:** 26/xxx

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## **Policy**

The Hiring of Employees Policy is intended to support the Town of Latchford's commitment to higher performance and to provide equal access to employment, promotions, transfers, and career opportunities for all Employees or prospective Employees based upon leadership, management, and technical skills. The Town's Hiring of Employees Policy shall be utilized to attract and select qualified and competent candidates to meet the immediate staffing needs of the Town and to anticipate and plan recruitment needs through progression and succession planning in consultation with the Senior Management Team and their respective Departments.

## **Purpose**

The purpose of this policy is to provide direction and consistency for the recruitment and selection of approved staff in the Town of Latchford.

## **Application**

The Policy shall apply to the hiring of a Chief Administrative Officer (CAO) by Council, the hiring of members of the Senior Management Team by the CAO, subject to approval by Council, and the hiring of all other Town staff by the CAO. The CAO may authorize a member of the Senior Management Team and/or designate(s) to assume their authority as they so choose.

## **Definitions**

Behavioural-based Interview Questions– a job interviewing technique in which a candidate is asked to provide specific examples of situations from their past employment and describe how they demonstrated certain behaviours, knowledge, skills, and abilities to assess whether they have the skills and competencies required for the position.

Employee – a person hired by the Town of Latchford to fill an approved position.

Hiring Manager – the manager/supervisor who is responsible for filling a vacancy, including making the hiring decision.

Nepotism – the practice among those with power or influence of favoring relatives or friends, especially by giving them jobs.

Permanent Full-Time Employee – an Employee who is hired to work on a full-time basis (35 hours or more per week) with no predetermined end date.

Permanent Part-Time Employee – an Employee who is hired to work on a part-time basis (less than 35 hours per week) with no pre-determined end date.

Pre-Identified Candidate – a candidate with the knowledge, skills, and abilities to do a specific job or project. For example, a former Employee who has experience in the identified area.

Probationary Employee – an Employee in good standing who is being considered by the Town of Latchford for permanent employment subject to the satisfactory completion of the Probationary period.

Seasonal Employee – an Employee hired for a specific season i.e., Seasonal Roads Operators in winter or Seasonal Parks Labourers in summer. Upon the predetermined end date of the season, the Employee's employment is terminated. Seasonal Employees are eligible for rehire in subsequent seasons without a competition.

Selection Committee – the Committee created to undertake the recruitment and selection process for a competition.

SMT – the Senior Management Team members responsible for Departments or Divisions.

Temporary Full-Time Employee – an Employee who is hired to work on a full-time basis (35 hours or more per week) whose employment is terminated upon predetermined end date or project completion.

Temporary Part-Time Employee – an Employee who is hired to work on a part-time basis (less than 35 hours per week) whose employment is terminated upon predetermined end date or project completion.

Town – The Corporation of The Town of Latchford.

Years of Service – the length of continuous service of a permanent Employee including the probation period.

## **Procedures**

### **Legislative Requirements**

This policy complies with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code.

All internal candidates and external candidates shall receive equal treatment with respect to employment without discrimination because of a protected ground under the Ontario Human Rights Code.

The Town will comply with all requirements of Ontario Regulation 191/11 of the AODA, the Integrated Accessibility Standards Regulation (IASR), by:

- Considering the accessibility needs of all applicants with disabilities;
- Removal of unnecessary barriers that restrict employment;

- Notifying all applicants of the availability of accommodation throughout all steps of the recruitment process; and
- Providing individual accommodation plans (upon request).

## **General Recruitment**

The process for hiring the CAO will be at the direction of Council and approved by Council, unless otherwise stipulated with applicable legislative authority.

For all new positions below the level of CAO, the Department Head and/or designate(s) will initially identify staffing requirements through the annual budget process. For non-budgeted personnel, the Department Head, in consultation with the Chief Administrative Officer, shall present a report to Council for consideration.

Replacement of budgeted vacant positions is not automatic and the most efficient and economical use of staff complement is a priority for the SMT. Should the Department Head deem that a replacement Employee is required as a Permanent or Temporary position, the vacant position will be considered as a group by SMT with budget, department efficiency and overall organizational needs being considered.

## **Job Posting & Advertisement**

The recruitment process outlined herein shall apply to internal and external candidates.

- The Department Head and/or designate will work with Human Resources to review the current job specifications to ensure they are up to date and accurate.
- An employment advertisement is then prepared by the Clerk's Office, in consultation with the Hiring Manager/Department Head and then submitted to applicable advertising agencies and for posting on the Town Website.
- All Permanent Full-Time, Permanent Part-Time, and Regular Seasonal vacancies will be posted externally for a minimum of seven (7) business days and can be extended at the discretion of the Hiring Manager in consultation with the Clerk's Office.
- All Temporary Full-Time and Temporary Part-Time positions will be posted externally for a minimum of seven (7) business days and can be extended at the discretion of the Hiring Manager in consultation with Human Resources. For Temporary Full-Time and Temporary Part-Time positions less than three (3) months in duration, the Hiring Manager can elect not to post the position if they have a Preidentified Candidate.
- A three-month assignment can be extended for up to one (1) additional month before it must be posted as a formal competition.
- If a Temporary Full-Time or Temporary Part-Time position becomes a Permanent Full-Time or Permanent Part-Time (i.e., approved through the budget process or a Permanent Employee does not return from a Leave of Absence or other work assignment), the Employee in the Temporary position may be placed in the Permanent position without a job posting competition, subject to acceptable performance and CAO approval.

- If a vacancy for a recently filled position becomes available up to six (6) months from the date of the original job posting, the vacancy does not need to be re-posted. Candidates who applied to the original posting may be considered from the previous applications.

### **Internal Candidates**

Internal Candidate Applications from interested Employees are welcomed and encouraged. Those who wish to apply are required to do so in writing via electronic mail. Internal applications will be duly considered in light of the requirements of the position and other applications received. All Internal Candidates are either interviewed or alternatively met with by the CAO as a courtesy to be advised why they will not be interviewed for the position.

All Employees currently on the payroll at the time of the posting, including Temporary contract, summer students/co-op students, part-time and Volunteer Firefighters, are eligible to apply for all postings should they feel they have the required qualifications. Should an applicant who is currently a member of another Department become the selected candidate, then the Department Head and CAO will communicate with the second Department Head and discuss when the Employee will be made available. Internal applicants who are successful for contract positions will be backfilled in their original position.

### **Acknowledgement of Applications**

Due to the volume of applicants received in normal recruitment, applicants will only be contacted if they are selected for an interview.

### **Confidentiality of Applications**

External candidate applications are kept confidential from their current employers unless otherwise authorized by the candidate.

Internal applications will remain confidential until an internal candidate is announced as the successful candidate, unless otherwise authorized by the candidate.

### **Retention of Applications**

Application records are retained on file with the Town in accordance with the Town of Latchford's Retention By-Law.

Applications of those hired are retained on file permanently as part of the Employee's Corporate personnel file.

### **Screening of Applications**

The Town strives to attract the best qualified candidates through the uniform application of its selection procedures.

As an equal opportunity employer, the Town values diversity and is committed to the principles found in the Ontario Human Rights Code.

Initial screening and short listing of applicants will be completed by the Clerk's Office. Within one week of the posting closing the Clerk's Office will complete the screening tool and present to the Hiring Manager a short list to consider for interview selection. The Hiring Manager will have an opportunity to review the full applicant pool and the screening tool completed by the Clerk's Office. The short-listing tool will become a part of the permanent competition file.

## **Interviews**

The Clerk's Office in consultation with the Hiring Manager shall develop questions and scoring format to be used by the interview team prior to setting the interview/testing date(s). The Selection Committee will review this and amend as agreed by the Committee.

A Selection Committee will be selected by the Hiring Manager and the CAO. All Selection Committees will include at a minimum the Hiring Manager and an HR representative. All interviews below the level of Manager will include the CAO or their designate and all interviews at or above the level of Manager will include the CAO, with the exception of CAO.

For Senior Management Team Positions, the Selection Committee shall include Senior Management Team representatives from at least one department, the CAO and a Member of Council.

All interviews will be conducted in a manner that results in an exchange of information. Interviewers will ask only job-related questions, answers to which will help assess the candidate's experience and potential for the position. Ample time and opportunity to ask questions concerning the position will be given. The interview should also serve as an opportunity to present Town philosophy, salary information, and benefit program.

The interview must assess leadership, management, customer service and technical skills. Behavioural-based Interview Questions will be used to evaluate a candidate's knowledge, skills, abilities, and behaviors required for the position. Competencies based on the Town's Core Values are also very important to the Town.

## **Employment Reference Checks**

The CAO's Office will ensure the final selected candidate shall have formal references completed, subject to agreement by the applicant. Final candidates who do not agree to a formal reference check will be eliminated from the selection process. The Hiring Manager will be provided with a formal report that includes the following verification of employment information:

- dates of employment
- position held and/or recent job titles
- educational qualifications
- employment history

- work performance
- attendance records
- circumstances surrounding termination
- other information relating to the applicant's suitability for employment
- police background check

Reference check information is documented as part of the data collected in the selection process. Reference check material will be retained until successful completion of probation with the Employee's corporate personnel file.

## **Nepotism**

As per the Municipal Act no current member of Council is eligible to apply for employment within the Town.

The Town will not show preference for, nor will it discriminate against, any relatives of Employees, elected representatives or appointed representatives who wish to apply for employment, promotion/transfers, or career opportunities.

Immediate relatives of an existing Employee, a member of Council or a local board (i.e., parents, daughter, son, brother, sister, wife or husband, or any relatives by spousal relationship) may be employed by the Town, even in the same Department, or be employed in positions where they report to the same immediate supervisor, if there is no direct or indirect reporting relationship (i.e., one relative may not supervise another relative). Due to potential direct and indirect reporting, for staff holding Senior Management Positions there shall be no relatives from immediate family hired within any department except for summer students, co-op students and Volunteer Firefighters.

No member of a Selection Committee will be a relative of any candidate interviewed for a position.

No Employee shall deal with an application for employment, promotion/transfer or career opportunities submitted by any relative.

If Employees become members of the same household after becoming employed, they may continue their employment if there is not:

- A direct reporting relationship between the two Employees; or,
- An actual conflict of interest, or the appearance of a conflict of interest.

If one of the above situations occurs, an attempt will be made to find a suitable position to which one of the affected Employees may transfer. If accommodations of this nature are not feasible the Employer, in consultation with the two Employees, will determine which one of them will resign within a reasonable time frame.

## **Selection Process**

If the reference check process is successful, the CAO or their designate will enter into discussions with the preferred candidate in order to secure the candidate of choice.

If negotiations with the preferred candidate are unsuccessful, the process could repeat itself with a second candidate.

### **Letters of Offer of Employment**

Consideration for applicants requires that the Selection Committee make a selection decision promptly. If additional time is required, all interviewed applicants should be contacted and advised. A job offer shall be extended to the applicant by the Hiring Manager or the CAO's Office regarding the terms and conditions of employment (i.e., Job status, job level, pay rate, hours of work, benefits, vacation, probation, professional development requirements etc.). If the candidate requires training and education as part of the offer it shall be stipulated in the hiring letter and the timeframe and consequences for not completing shall be stipulated.

The Job Classifications and Salary and Wage Ranges shall be in accordance with the Salary Administration Plan as approved and amended from time to time by the Council of the Town of Latchford.

Generally, a verbal offer is made, followed by a confirming letter from the CAO's Office. The written offer of employment, in the Town's standard format, shall be forwarded to the new Employee in duplicate form with a space to be signed and dated for return by the successful candidate. Included in the confirming letter of employment are the Town's terms of employment, probation period, job description and an overview of the benefits program.

At the time the position is accepted, the Hiring Manager is responsible to communicate with the all necessary departments to arrange all resources needed prior to and on the Employee's start date.

### **Unsuccessful Applicants**

Respect and sensitivity for an applicant's confidence require that the CAO be prepared to review their interview material, if requested.

Unsuccessful Internal Candidates will be met by the hiring Department Head and advised of the competition results and their strong and weak areas. The CAO's Office will be responsible for advising all unsuccessful interviewed applicants in writing via electronic mail.

### **Completion of Documentation**

At the time a new Employee commences work, all documentation relating to income tax, benefits, etc., shall be completed with the Deputy Treasurer who will be responsible to take the necessary steps in enrolling Employees on the appropriate benefit programs, securing the required documentation and placing them on the payroll system.

### **Probationary Period**

A newly hired Employee shall be on probation for a minimum of six months of their employment. Subject to the satisfactory completion of this probation period and the completion of a Performance Evaluation, the Employee may be placed on permanent staff, and Years of Service shall be effective from the original date of employment.

It is the responsibility of the Hiring Manager to ensure that a performance evaluation is completed whenever a Probationary Employee is proceeding from the probation period to regular status and following the determination of suitability of continuing employment, placed in the Employee's Corporate personnel file along with a letter confirming the Employee has successfully completed probation.

### **Employee Orientation**

The Hiring Manager will ensure that the necessary guidance and indoctrination support is provided for new staff joining the Town or internal staff assuming new roles.

Orientation shall include:

- Position description and reporting relationship;
- Appropriate review of Corporate and Health & Safety Policies;
- Introduction to Staff (tour the new Employee to all departments as appropriate);
- Tour of the facilities, parking area, washrooms, first aid kits and fire exits;
- Training on the use of the computer programs and how to find information;
- Training on equipment required for performance in the position;
- Review of Employee Orientation documents as may be developed;
- Follow-up to ensure the Employee feels at ease and can work safely in their new position.

### **Consequences of Non-Compliance**

Any attempt to improperly influence a recruitment or selection decision (including the selection of interview candidates) will be reviewed by the CAO and if verified, shall result in appropriate disciplinary action.

Breaches of this policy will be dealt with through the Town's Progressive Discipline policy.

### **Review Cycle**

This policy will be reviewed once per term of Council or as required due to legislative change.



## The Corporation of the Town of Latchford

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**Policy Name:** Donations Policy

**Policy No.:** CORP-005

**Date Approved:**

**Department:** ALL

**Motion No.:** 26/xxx

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### **Policy**

The Town of Latchford strives to promote activities that will enhance the cultural, social, economic, well-being of the community. For this reason, the Council of the Town of Latchford is committed to receive and treat all requests for financial assistance in a consistent and equitable manner.

### **Purpose**

The purpose of this Policy is to establish guidelines regarding the process of approval and of remitting of municipal donations to non-profit groups, associations and organizations.

### **Guidelines**

#### Eligibility

Municipal donations are available to groups, associations and organizations that are not-for-profit.

Preference will be given to not-for-profit groups, associations and organizations that are based within the Town of Latchford and to events that will be held within its boundaries. Council may consider and remit donations to groups or activities that are held outside of municipal boundaries at their discretion.

Applicant's can make only one (1) request for the calendar year (either for one event or multiple events).

#### Ineligibility

Municipal donations will not be given to the following:

- Individuals;
- Organizations or activities of political nature;
- Activities benefitting board members only; and
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful.

#### Funds

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association, organization nor the event.

### Application Process

Applicants must fully and legibly complete the application form in Appendix A.

Applicants must recognize the Town of Latchford in recognition of the donation.

If the amount requested and given is more than \$500.00, a report detailing how the funds were spent must be sent to Council within 60 days following the event(s) or project.

Applications may be submitted one of the following ways:

| Email                                                                                                                      | Mail                                                                                                          | Municipal Office                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Applicants may email the completed form to the Clerk at <a href="mailto:mrobinson@latchford.ca">mrobinson@latchford.ca</a> | Applicants may mail their completed form to:<br>The Town of Latchford<br>Box 10<br>Latchford, Ontario P0J 1N0 | Applicants may hand deliver their completed form to the Clerk located at 10 Main Street, Latchford |

### Application Deadline

To aid in fund allocation planning, all applications must be submitted by January 30<sup>th</sup> of the current year. A second round of applications will be processed if there are remaining funds available. The second round of applications must be received by June 30<sup>th</sup> of that year.

Other requests may be reviewed anytime during the year at the discretion of Council.

### Approval Process

All properly completed and legible application forms will be presented to Council during a meeting. To be approved, the members of Council must pass a resolution approving the donation and amount given.

Approvals and amounts given are at the sole discretion of the members of Council.

Applicants will be notified of the result, whether approved or rejected, within seven (7) business days. An official letter, with the donation if applicable, will be sent within two (2) weeks of the passing of the resolution.

Appendix A  
Request for Donation

**Section A – Organization's Information**

Name of organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Section B – Application Summary**

Is your request for: ☐ 1 activity / Event; ☐ For the year's activities;

Note that only one donation will be given per application / organization per year.

Amount Requested \_\_\_\_\_\$

If the amount is more than the amount previously given, please justify:

\_\_\_\_\_

Name of activity or list of activities: \_\_\_\_\_

Description of activity / activities' summary: \_\_\_\_\_

Start date / End date of activity / List of dates: \_\_\_\_\_

Location of activity / activities: \_\_\_\_\_

Is admission free? ☐ Yes / ☐ No, the admission fee is \_\_\_\_\_\$

Describe how the Town of Latchford will be recognized during your event(s):

\_\_\_\_\_

**If the amount given to the organization is more than \$500.00, they are required to submit a report of how the money was spent.**

If applicable, the organization consents to sending a report to the Town of Latchford Council:

☐ Yes/☐ No

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Don't forget to submit your event to [communication@nationmun.ca](mailto:communication@nationmun.ca) to be included in our Community Events Calendar.



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## THE CORPORATION OF THE TOWN OF LATCHFORD

### BY-LAW No.: 2026-001

Being a By-Law to provide for an interim tax levy, water and sewer charges for 2026.

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**Whereas** Section 317 (1) of the Municipal Act, 2001 authorizes the Council of a local municipality to pass a by-law before the adoption of the estimates of the year to levy amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**And Whereas** Section 317 (3.1) of the Municipal Act, 2001 states that the total amount raised shall not exceed fifty percent (50%) of the total amount raised for all purposes levied on the property for the previous year;

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

1. **That**, this bylaw may be known and cited for all purposes as the “Town of Latchford 2026 Interim Tax By-law No. 2026-001”
2. **And further that**, an interim tax levy is hereby imposed and levied based on fifty percent (50%) of the 2024 tax levy for each property, according to the last revised assessment roll.
3. **And further that**, for the purposes of calculating the total 2026 taxes if any were levied in 2025 for only part of the year because assessment was added to the assessment roll during 2025, then the amount levied shall be fifty percent (50%) of the actual amount levied for 2025.
4. **And further that**, for properties that are rateable for the current year, even if the property was not rateable for the prior year, including assessment of property that is added to the assessment roll after the by-law, there shall be no interim taxes levied and the full amount for 2026 shall be applied in the final tax billing.
5. **And further that**, the said interim tax levy shall become due and payable in two installments as follows:  
  
First installment: Tuesday March 31<sup>st</sup>, 2026  
  
Second installment: Friday May 29<sup>th</sup>, 2026
6. **And further that**, on all taxes which remain unpaid on the due date, a penalty of one and one quarter percent (1.25%) of the taxes remaining unpaid may be levied on the first day of default and shall be levied on the first day of each calendar month thereafter in which the default continues until December 31, 2026.
7. **And further that**, on all taxes levied pursuant to this by-law remaining unpaid as at December 31, 2025 interest at the then current rate shall be levied from January 1 and for each month or fraction thereof until such taxes are paid.
8. **And further that**, penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
9. **And further that**, under Section 345(1) of the Municipal Act, 2001, the Municipality may pass a bylaw imposing late payment charges, which includes penalties and interest. There is no provision in the Act for waiving or reducing these charges. Council may waive the section of the bylaw to impose interest and penalties for a period of time on all rate payers, but not waive interest and penalties on an individual property basis.
10. **And further that**, any ratepayer on the monthly pre-authorized payment plan shall pay one-tenth of the total 2026 taxes on the last banking day of each month from January until October inclusive unless the final billing dictates an adjustment prior to November.
11. **And further that**, the Treasurer mail or cause to be mailed a written or printed notice specifying the amount of taxes payable.

- 12. And further that,** the Treasurer be authorized to adjust the billing schedule and tax rate set out herewith, if required, in order to comply with Provincial legislation or regulations which may be received subsequent to the passing of this by-law.
- 13. 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 and enacted on the 13<sup>th</sup> day of January, 2026.**

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Sharon Gadoury-East, Mayor

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Malorie Robinson, Clerk

## THE CORPORATION OF THE TOWN OF LATCHFORD

### BY-LAW No.: 2025-036

Being a By-Law to authorize temporary borrowing to meet the current expenses of the municipality for the year ending December 31<sup>st</sup>, 2026.

---

**Whereas**, the provisions of the Municipal Act, 2001, S. O. 2001, c. 25, Section 407, permit a municipality to authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenses of the municipality for the year;

**And whereas**, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest, except with the approval of the Ontario Municipal Board, is limited;

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

1. **That**, at any time during a fiscal year, the Head of Council and the Treasurer may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenses of the municipality for the year, and of the amounts, whether or not they are expenses for the year, that a municipality requires in the year for:
  - a. reserve, sinking and retirement funds;
  - b. principal and interest due on any debt of the municipality;
  - c. school purposes;
  - d. other purposes the municipality is required by law to provide for; and,
  - e. the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default.
2. **And further that**, except with the approval of the Local Planning Appeal Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:
  - a. From January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,
  - b. From October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.
3. **And further that**, until the budget is adopted in a year, the limits upon borrowing under Section 2 shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.
4. **And further that**, in Sections 2 and 3, estimated revenues do not include revenues derivable or derived from:
  - a. Arrears of taxes, fees or charges; or,
  - b. A payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.
5. **And further that**, the lenders from whom amounts may be borrowed under authority of this By-law shall be Scotia Bank and such other lender(s) as may be determined from time to time by resolution of Council.
6. **And further that**, the lender is not responsible for establishing the necessity of temporary borrowing or the manner in which the borrowing is used.
7. **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 13<sup>th</sup> day of January, 2026.**

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Sharon Gadoury-East, Mayor

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Malorie Robinson, Clerk



**THE CORPORATION OF THE TOWN OF LATCHFORD**

**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.

**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 a Fire Protection Grant with His Majesty the King in right of Ontario as represented by the Office of the Fire Marshal.;

**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 Office of the Fire Marshal.
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 13<sup>th</sup> day of January, 2026.**

\_\_\_\_\_  
Sharon Gadoury-East, Mayor

\_\_\_\_\_  
Malorie Robinson, Clerk

**ONTARIO FIRE PROTECTION GRANT TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT**, effective as of the 13<sup>th</sup> of January, 2026 (The “**Effective Date**”)

**B E T W E E N:**

**His Majesty the King in right of Ontario  
as represented by the Solicitor General**

(referred to as the “**Province**”)

**- and -**

Corporation of the Town of Latchford

(the “**Recipient**”)

**CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this 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 and Additional Provisions |
| Schedule “C” - | Project                                                |
| Schedule “D” - | Budget                                                 |
| Schedule “E” - | Payment Plan                                           |
| Schedule “F” - | Reports                                                |

**1.2 Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter 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 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, 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 This Agreement may be amended upon the agreement of all Parties, which shall be executed in writing.

### **5.0 ACKNOWLEDGEMENT**

- 5.1 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;
- (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**

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Solicitor General**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:** Carrie Clark

**Title:** Deputy Fire Marshal

Corporation of the Town of Latchford

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Title:**

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.

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

**“Additional Provisions”** means 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.

**“Budget”** means the budget attached to the Agreement as Schedule “D”.

**“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.

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

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

**“Funding Year”** means.

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the

period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

**“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, 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.

**“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.

**“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” and as may be amended from time to time.

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

**“Reports”** means the reports described in Schedule “F”.

## **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) 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) procedures to enable the Recipient's ongoing effective functioning;
- (b) decision-making mechanisms for the Recipient;
- (c) procedures to enable the Recipient to manage Funds prudently and effectively;
- (d) procedures to enable the Recipient to complete the Project successfully;
- (e) 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;
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (g) 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 Funds up to the Maximum 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 designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution;
  - (ii) is in the name of the Recipient; and
  - (iii) is registered in TPON.

##### **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 is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient 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 Carrying 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 Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

##### **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 Interest. 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 of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

#### **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 REPORTING, 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
  - (ii) 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; and
- (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, including public announcements or communications:

- (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;

- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
- (d) obtain prior written approval from the Province before using any logo or symbol of the Government of Ontario, the Ministry of the Solicitor General or the Office of the Fire Marshal in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

**A8.2 Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

## **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.

**A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** This Agreement may be terminated by the Province at any time without liability, penalty, or costs upon giving at least thirty (30) days prior written Notice to the Recipient.

**A11.2 When Termination Effective.** Termination under Article A11.1 will take effect as provided for in the Notice.

**A11.3 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 installments 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 the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b);
  - (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 Budget, 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, courier or fax; 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 fax, one Business Day after the Notice is delivered; and
- (c) 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, courier or fax.

## **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, A.8, Article A8.0, Article A9.0, Article A10.0, section A11.2, sections 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.

**-- END OF GENERAL TERMS AND CONDITIONS --**

**SCHEDULE “B”**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

|                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maximum Funds</b>                                                                                                                                                                      | <b>\$15,500</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Expiry Date</b>                                                                                                                                                                        | <b>March 31, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>                                                                                                                 | <b>\$ 5,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Insurance</b>                                                                                                                                                                          | <b>\$ 2,000,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contact information for the purposes of Notice to the Province</b>                                                                                                                     | <p><b>Name:</b> Program Development &amp; Analytics Unit,<br/>Office of the Fire Marshal, Public Safety Division<br/>Ministry of the Solicitor General</p> <p><b>Attention:</b> Katrina Nedeljkovich, Operations Manager</p> <p><b>Address:</b> 2284 Nursery Road, Midhurst, ON L0L 1N0</p> <p><b>Fax:</b> (705) 305-4595</p> <p><b>Email:</b> <a href="mailto:Katrina.nedeljkovich@Ontario.ca">Katrina.nedeljkovich@Ontario.ca</a> /<br/><a href="mailto:OFMGrants@ontario.ca">OFMGrants@ontario.ca</a></p> |
| <b>Contact information for the purposes of Notice to the Recipient</b>                                                                                                                    | <p><b>Name:</b> Mike Beaupre</p> <p><b>Position:</b> Chief</p> <p><b>Address:</b> ,<br/>, ,</p> <p><b>Phone:</b> 705-676-2416</p> <p><b>Email:</b> latchfordfd@gmail.com</p>                                                                                                                                                                                                                                                                                                                                 |
| <b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b> | <p><b>Name:</b> Malorie Robinson</p> <p><b>Position:</b> CAO/Clerk-Treasurer</p> <p><b>Address:</b> ,<br/>, ,</p> <p><b>Phone:</b> 705-676-2416</p> <p><b>Email:</b> mrobinson@latchford.ca</p>                                                                                                                                                                                                                                                                                                              |

**Additional Provisions:**

**None**

## **SCHEDULE “C” PROJECT**

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The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year two of the Fire Protection Grant focuses on firefighter health and safety (specifically, cancer prevention measures) minor infrastructure updates and support for Lithium-Ion Incident Responses. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified five categories of eligibility:

- Cancer Prevention – Equipment and Supplies (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)
- Lithium-Ion Incident Response – Equipment and Supplies (such as extinguishing agents, fire decontamination systems and safety solutions)

The grant application window opened August 13, 2025 and closed September 30, 2025.

Corporation of the Town of Latchford is approved for \$15,500

Funding to support the purchase of The purchase and installation of a commercial-grade washer and dryer system.

## **SCHEDULE “D” BUDGET**

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Funding will be provided to Corporation of the Town of Latchford upon execution of this Agreement.

Funding will be provided to Corporation of the Town of Latchford explicitly for the purchase of one, or a combination of, the items prescribed within the listed summary in Schedule “C”. Copies of all invoices and receipts for said items will be provided to the Office of The Fire Marshal as part of the Report Back described in Schedule “F” that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2026. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2026).

## **SCHEDULE “E” PAYMENT PLAN**

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### **E.1 MAXIMUM FUNDS**

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule “B”.

### **E.2 PAYMENT SCHEDULE**

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

## **SCHEDULE “F” REPORTS**

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As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received, through the Transfer Payment Ontario or as otherwise directed, by the end of Provincial Financial Quarter, Q3, to outline how the grant funding was utilized, and the benefit(s) seen at the department level.

As part of the report back, the municipality is required to provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule “C”.



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**THE CORPORATION OF THE TOWN OF LATCHFORD**

**BY-LAW No.: 2026-004**

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

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**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 13<sup>th</sup> day of January 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 13<sup>th</sup> day of January, 2026.**

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Sharon Gadoury-East, Mayor

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Malorie Robinson, Clerk