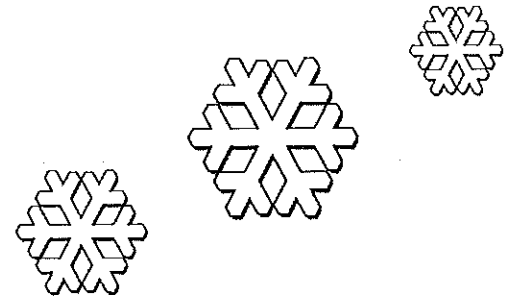




**CORPORATION OF
THE MUNICIPALITY OF
CALVIN**
*Community Flyer
January 2018 Issue*



Council Meeting Date is Tuesday, January 9, 2018 at 7pm
and Tuesday, January 23, 2018 at 7pm

JOB POSTING—ADMINISTRATIVE ASSISTANT pg.2
SMOKE ALARMS SAVE LIVES pg.3
COUNCIL MEETING MINUTES pg. 4-5

Reminders

- **NEW ELECTION INFORMATION HAS BEEN ADDED TO OUR WEBSITE**
- **2018 is a MUNICIPAL ELECTION YEAR. Please look for further information as it becomes available, in our community flyer and on our website—www.calvintownship.ca.**
- **Corporation of the Municipality of Calvin—By-Law No. 2004-013—Excerpt:
3. No person shall move snow within the road allowance from one side of the cleared portion of the road allowance intended for vehicular and pedestrian traffic to the other side of the road allowance.
Please take this into consideration when clearing your snow this winter.**

CALVIN LANDFILL 111 Adams Road
CALVIN RECYCLES—Keep up the good work!
You are making a difference!
Apr. 1 to Sept 30 Oct. 1 to Mar 31
Tues. 1pm—6pm Tues. 1pm-4pm
Sat. 10am—3pm Sat. 10am-3pm
(CALVIN RESIDENTS ONLY)

MUNICIPAL OFFICE HOURS
Monday to Friday, 8:30am to 4pm
1355 Peddlers Drive
Phone 705-744-2700
Email: clerk@calvintownship.ca or
administration@calvintownship.ca

Local Publication issued January 11, 2018: Lynda Kovacs, Clerk / Treasurer

Corporation of the Municipality of Calvin

ADMINISTRATIVE ASSISTANT

The Municipality of Calvin is currently seeking an experienced, innovative and competent individual to join our small staff and fill this important permanent position as Administrative Assistant. Start date of Monday April 2, 2018.

General Duties:

Under the direction of the Clerk/Treasurer, the Administrative Assistant is responsible for providing support in the performance of the statutory duties of both the Clerk/Treasurer and Deputy Clerk/Treasurer as per the Municipal Act, 2001. Duties include, but are not limited to, administrative coordination, accounts payable/receivable, bi-weekly EFT payroll, bank reconciliation, monthly remittances, preparation of tax billing, front desk/phone reception, general correspondence, municipal elections, year-end reporting and providing assistance and back up support to staff as assigned.

Minimum Requirements:

- Completion of a post-secondary diploma or degree in Public Administration, Finance or Business Administration
 - Minimum of three (3) years progressively responsible and diversified administrative experience, including project coordination/management skills and good understanding of financial principles
 - Advanced computer proficiency in MS Office (Aptean/Vadim iCity experience considered a strong asset)
 - Excellent oral/written communication skills and interpersonal skills with a strong sense of customer service
 - Knowledge and understanding of the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act as well as similar related legislation
 - Superior planning, organizational and time management skills to handle heavy workload and to meet rigid deadlines
 - Ability to maintain a high degree of confidentiality and professionalism with the ability to exercise discretion and tact
 - Availability to work evenings as required for attendance to Council and/or Committee meetings
 - A background Police Check, current within 60 days is a requirement of employment
- And;
- AMCT, CMO, MAP or other similar designations considered definite assets

This is a full-time position (37.5 hours per week). The Municipality offers a comprehensive benefit package (once six (6) month probationary period is completed). The current (2017) hourly range for this position is \$15.44 To \$22.35 based on qualifications and experience.

A detailed job description can be obtained by visiting our website at www.calvintownship.ca.

Qualified applicants are invited to submit a current resume clearly marked:

"Administrative Assistant"

By January 18th, 2018 at 2:00 p.m.

By mail to:

Lynda Kovacs, Clerk/Treasurer

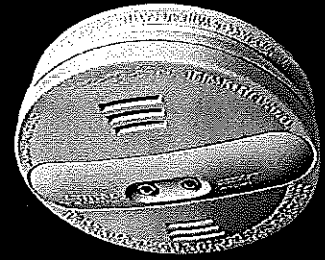
Corporation of the Municipality of Calvin

1355 Peddlers Dr., RR #2, Mattawa, ON P0H 1V0

Or by Email: clerk@calvintownship.ca

The Municipality of Calvin is an equitable employer and welcomes submissions from all qualified applicants. Personal information submitted will be used only for the purposes of determining suitability for this competition in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We appreciate the interest of all applicants; however, only those candidates chosen for an interview will be contacted.

ARE THERE HEROES IN YOUR HOME?



SMOKE ALARMS SAVE LIVES

WHAT'S THE RISK?

Homes today burn up to **8x faster** than 50 years ago.

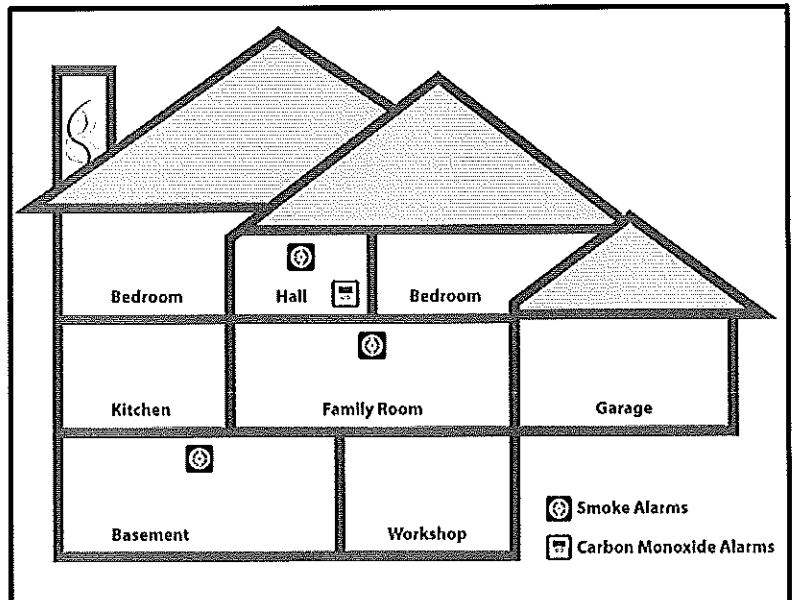
You may have less than **60 seconds** to escape a fire in your home.

There was no smoke alarm warning in **1 out of 3** fatal home fires.

WHAT CAN SMOKE ALARMS DO?

Only **working smoke alarms** give you the early warning you need to safely escape a fire.

Smoke alarms can increase your chances of surviving a fire by up to **50%**



How do I protect my family?

- ❖ **Install smoke alarms on every storey of your home and outside all sleeping areas.**
- ❖ **For best protection, install smoke alarms in every bedroom.**
- ❖ **Test smoke alarms monthly and change the batteries at least once a year.**
- ❖ **Develop and practice a home fire escape plan.**

**CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR MEETING TUESDAY DECEMBER 12, 2017**

The regular meeting of Council was held this date at the Calvin Community Centre. Present were Mayor Brown, Deputy Mayor Pennell, Coun Adams, Coun O'Connor, Coun Cross, Chris Whalley, Dean Maxwell, Jacob Grove, Cindy Pigeau.

Regrets: 0

Guests: 1

The meeting was called to order at 7:00 p.m. by Mayor Brown

PECUNIARY/CONFLICT OF INTEREST: None

PRESENTATIONS/DELEGATIONS: None

2017-197 MINUTES OF COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Adams that the Minutes of the regular meeting of Council held on Tuesday November 28, 2017 be hereby adopted and signed as circulated.
Carried

2017-198 BALANCE OF 2017 ACCOUNTS PAYABLE

Moved by Coun Adams and seconded by Coun Cross that authorization is hereby given for the balance of all 2017 accounts payable to be paid by the Mayor and the Clerk-Treasurer.
Carried

2017-199 INTERNAL TRUST FUNDS MOVED TO PROPER TRUST FUNDS

Moved by Coun Adams and seconded by Coun Cross all internal trust funds in the general accounts be moved to the proper trust fund accounts in preparation for the 2017 year end.
Carried

2017-200 DESIGNATE AN EMERGENCY INFORMATION OFFICER FOR THE MUNICIPALITY OF CALVIN

Moved by Coun Cross and seconded by Coun Adams the Ontario Regulation 380/04, paragraph 14, under the Emergency Management and Civil Protection Act, requires that every municipality shall designate an employee

of the municipality as its Emergency Information Officer (EIO); and Further, that Emergency Information Officer shall act as the primary contact for the municipality in an emergency,
Now Therefore Be It Resolved that the Clerk-Treasurer for the Municipality of Calvin, also being an employee of the municipality, be hereby designated as the Emergency Information Officer (EIO) for the Corporation of the Municipality of Calvin.
Carried

2017-201 LETTERS TO PROPERTY OWNERS WHO ARE TWO YEARS IN ARREARS, 2018

Moved by Coun Pennell and seconded by Coun O'Connor that letters be issued early in 2018 to all property owners who are over two years in arrears on their property taxes as of January 1, 2018 allowing them ninety (90) days to:

- i) pay up their outstanding property taxes in full, or
- ii) contact the Clerk-Treasurer within ninety (90) days to make written/signed arrangement to pay all outstanding taxes, plus and including any new taxes calculated as owing, within thirty-six (36) months from the date of the written and signed agreement, or
- iii) if payment has not been received and/or written and signed payment arrangements have not been made within the ninety (90) days, and/or payments as have been agreed upon have lapsed since previously made, the Clerk-Treasurer is hereby authorized to then proceed with registering a tax arrears certificate against the property which would initiate tax sale proceedings.

Carried

2017-202 BY-LAW NO. 2017-016 TO CONFIRM THE PROCEEDINGS OF COUNCIL

By-law No. 2017-016 received 1st, 2nd and 3rd readings and was finally passed before an open Council. This being a by-law to confirm the proceedings of council.
Carried

2017-203 DISBURSEMENTS

Moved by Coun O'Connor and seconded by Coun Pennell that the disbursements dated December 7, 2017 in the amount of \$43,485.18 and

December 12, 2017 in the amount of \$6,062.47 be hereby authorized and passed for payment.
Carried

2017-204 MAXIMUM EXPENDITURE FOR THE PURCHASE OF A REPLACEMENT (USED) COMPACTOR TRUCK

Moved by Coun Cross and seconded by Coun Adams that Council hereby authorizes and preapproves that the 2018 budget shall include a maximum expenditure of \$10,000 for the purchase of a replacement (used) compactor truck for the Calvin landfill site, inclusive of all expenses to view, purchase and transport to the Calvin landfill site; and
Further, that two appropriate staff members being Jacob Grove and Chris Whalley be hereby also preauthorized to arrange for travelling for an on-site viewing of such a truck, of which one has currently been located in the London, Ontario area;

And

Further, to arrange for purchase and pick-up or delivery, early in the 2018 fiscal year, if the truck is deemed suitable and is within the preapproved 2018 Budget amount stated herein.

Carried

2017-205 LETTER OF SUPPORT FOR CONTINUED EXEMPTION FOR MUNICIPAL EMPLOYEES TO USE TWO-WAY RADIO WHILE OPERATING A VEHICLE

Moved by Coun O'Connor and seconded by Coun Adams that the Council of the Corporation of the Municipality of Calvin agrees with and supports the December 7, 2017 letter prepared by Ernie Hardeman, MPP Oxford to Hon. Steven Del Duca, Minister of Transportation, requesting that a continued exemption for Municipal snow plow operators and other public utility employees and contractors be allowed to use a two-way radio while operating a vehicle as provided under Section 11 of O. Reg. 366/09.
Carried

2017-206 ADJOURNMENT

Moved by Coun Pennell and seconded by Coun O'Connor that this regular meeting of Council now be adjourned at
8:05 p.m.
Carried