

CARRIED _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	_____	_____
<u>Coun Maxwell</u>	_____	_____
<u>Coun Olmstead</u>	_____	_____
<u>Coun Grant</u>	_____	_____
<u>Mayor Pennell</u>	_____	_____

- “We very strongly recommend that Council request that Councillor Olmstead resign her position on Council. It is clear that she does not acknowledge, and even denied her behaviour(s) toward the Road Superintendent as well as others involved in this inquiry. It is our opinion that her behaviour will be ongoing and will place the Municipality and perhaps Councillor Olmstead personally at considerable risk of litigation.”
- “Alternatively, should Council not wish to take such action or should Councillor Olmstead refuse to resign Council should strictly impose the following:
 - a. With respect to the contravention of the *OHSA* and subsequently 1.2 (f) of the Code of Conduct our recommendation is that Council suspend her remuneration for a period of ninety (90) days for the multiple breaches. This is the maximum financial penalty we can recommend.
 - b. With respect to the contravention of the *CSR* and the Code of Conduct related to her vexatious comments to and about the Road Superintendent, we recommend that Councillor Olmstead i. Not be allowed to participate in any performance management related to the Road Superintendent who currently reports to Council as a whole;
 - ii. Be removed from all boards and committees;
 - iii. Not be allowed to communicate with staff directly, that all communications to staff go through an anonymized email address;
 - iv. Not be allowed to attend the Municipal Office or Municipal worksites where staff may be except for retrieving Council mail/packages, make bill payments, and attend Council meetings or otherwise fulfilling her statutory roles.
 - v. Be able to request the restrictions be reviewed in six (6) months.
 - c. With respect to the contraventions of sections 1.2(d) and 7.2, that Councillor Olmstead be required to make a public apology to Ms. Campbell and Councillor Cross and Council generally, for her behaviour.”
- “We further recommend that Council consider adopting an administrative or CAO model where employees report to one senior manager and only the senior manager reports to Council.”

WHEREAS Council has considered the findings and recommendations of the Integrity Commissioner;

NOW THEREFORE BE IT RESOLVED THAT:

- a) Councillor Olmstead shall _____
- b) Councillor Olmstead shall _____

CARRIED _____

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<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	_____	_____
<u>Coun Maxwell</u>	_____	_____
<u>Coun Olmstead</u>	_____	_____
<u>Coun Grant</u>	_____	_____
<u>Mayor Pennell</u>	_____	_____



Municipality of Calvin

Worker Vaccination Policy

BACKGROUND

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. The first case in the North Bay Parry Sound District Health Unit region was reported on March 26, 2020. As the pandemic evolves, variants of the virus have circulated globally as well as locally in Ontario and in the Nipissing and Parry Sound districts. Some variants, for example; the delta variant, have proven to be more easily transmissible and/or cause more severe illness than the original strain. They have required more robust public health measures, including high vaccination rates.

PURPOSE

The purpose of this policy is to outline the workplace's expectations with regards to COVID-19 immunization of employees, elected officials, volunteers and students. It may also apply to contracted service-providers, where circumstances warrant and in the discretion of the Clerk-Treasurer. Collectively, the above mentioned individuals are referred to in this policy as "workers."

As the health and safety of our workers and the public is a top priority, we are committed to taking all reasonable precautions to protect the health and safety of workers during the pandemic of COVID-19. Vaccination is an effective way to protect oneself and one's co-workers from COVID-19.

Contingent upon vaccine availability and unless medically contraindicated, it is the expectation that all eligible employees, elected officials, volunteers and students are fully vaccinated against COVID-19 (i.e. against infections caused by SARS-CoV-2) regardless of how often or how much time is spent in their respective workplace.

LEGISLATIVE FRAMEWORK

This policy is aligned with the employer's general duty under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission. This policy is applied in accordance with the *Ontario Human Rights Code*, *Occupational Health and Safety Act* and any other applicable legislation and/or collective agreement.

Information collected under this policy and procedure is in compliance with relevant legislation including but not limited to the *Personal Health Information Protection Act* and the *Ontario Human Rights Code*.

As the pandemic evolves, and/or legislation or public health guidance changes, the purpose and requirements outlined in this policy may change.

REQUIREMENTS

The Municipality has implemented and will continue to implement, various measures in the workplace as a result of the Covid-19 pandemic and as may be recommended by public health authorities. All workers must comply with these measures.

One such measure is vaccinations. All employees, staff, contractors, volunteers and students will be required to provide one of the following by November 30th, 2021:

1. Proof of COVID-19 vaccine administration as per the following requirements:
 - a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
 - b. Proof of receiving the full series (two doses) of a vaccine or a combination of vaccines approved by Health Canada.
 - c. In the event that “booster” shots are recommended by public health authorities, these will also be required. Additional information will be provided when known.
2. Written proof of a medical reason, provided by either a licensed doctor or nurse practitioner that states:
 - a. the person cannot be vaccinated against COVID-19 – It does not need to include the reason for the exemption; and
 - b. the effective time period for the medical reason (i.e., permanent or time-limited).
 - c. Personal beliefs against vaccination that do not fall within the Human Rights Code will not be accommodated.

POLICY IMPLICATIONS

Workers who do not provide proof of having received two vaccinations (either because they have not been vaccinated or because they do not consent to providing proof of vaccination), and who are not being accommodated pursuant to the *Human Rights Code*, must take the following measures when at work:

Testing

- a) the worker must undergo a rapid antigen test, **once a week?**, at the workers own cost.

Masks

- b) the worker must wear a three-ply mask of the type provided by the Municipality;
- c) the mask must cover the mouth and nose and be worn at all times during working hours, whether in municipal buildings, privately-owned buildings, municipal vehicles or outside;
- d) the mask may be removed when the worker is on a smoke break or other type of approved break, which must be taken outside and while maintaining a physical distance of at least 2 meters from other people;
- e) the mask may be removed when the worker is drinking or eating while on a coffee or eating break, but such break cannot be taken in a space that is also used by other workers;
- f) the mask may be removed when driving alone in the worker’s own, private vehicle; and

- g) the mask must be replaced as soon as they get damp, soiled or crumpled and disposed of properly in a lined garbage container.

Hands

- h) the worker must wash their hands frequently with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands both before and after:
 - i. touching their eyes, nose, or mouth;
 - ii. touching their mask; and
 - iii. eating, smoking or vaping.

Additional

- i) additional measures may be prescribed upon the recommendation of public health authorities, which must then also be taken by the worker.

PRIVACY

Information pertaining to vaccination status, including proof of vaccination, will be maintained, protected and secured by the Clerk-Treasurer. This information will be used only for the purpose of ensuring compliance with this policy or for a consistent purpose. The information will remain confidential, subject only to being disclosed where there is a need for others to know, internally or externally, or as required by law. All such information will be destroyed as soon as it is no longer needed.

HARASSMENT

The Municipality does not tolerate harassment. This includes harassment on the basis of or related to vaccination status. All workers, regardless of whether they get vaccinated, do not get vaccinated but are accommodated, or do not get vaccinated but follow the prescribed measures, are entitled to work in a manner that supports their dignity and affords them respect. Any worker who engages in harassment will be subject to discipline, up to and including dismissal. Please see the Municipality's Harassment and Violence in the Workplace Policy, Staff Code of Conduct and/or the Council Code of Conduct, as applicable. The Municipality will also take steps in the event that a service-provider, or constituent or community member engages in harassment of a worker in the workplace.

CHANGES TO MEASURES

As we have all seen throughout this pandemic, recommendations from public health authorities can change as new information is received. The Municipality makes best efforts to remain current, and the measures described in this policy may therefore change from time to time. Any changes will be communicated to workers, who are then required to comply with the updated measures.

FAILURE TO COMPLY

Failure to Comply with this policy will result in disciplinary actions up to and including dismissal. We all have a shared responsibility to keep each other safe. Please direct any questions regarding this policy to the CAO/Clerk-Treasurer.

REVIEW AND UPDATE

This Policy shall be reviewed at a minimum of an annual basis and will be updated as needed.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-030

BEING A BY-LAW TO ADOPT A POLICY REGARDING THE VACCINATION OF WORKERS AGAINST COVID-19 FOR THE MUNICIPALITY OF CALVIN.

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy under Responsible and Flexible Government regarding the vaccination of workers against Covid-19, as required pursuant to the Occupational Health and Safety Act to take every reasonable precaution to protect it's workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN HEREBY ENACTS AS FOLLOWS:

1. That the Policy regarding Worker Vaccination, be hereto attached as Schedule "A".

And

2. That this by-law shall come into full force and effect immediately upon final passing of same.

READ A FIRST AND SECOND TIME THIS ____ day of _____, 2021.

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS _____ DAY OF _____, 2021.

MAYOR

CLERK- TREASURER

By-Law #2021-028

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-028

BEING A BY-LAW TO AMEND BY-LAW 2020-020 and BY-LAW 2020-025 - A POLICY OUTLINING THE TERMS AND CONDITIONS AND FEES FOR THE RENTAL OF THE CALVIN COMMUNITY CENTRE AND ITS EQUIPMENT (Commonly Known as the Hall Rental and Equipment Use Policy) TO INCLUDE PANDEMIC SCREENING, CONTRACT TRACING AND VACCINATION REQUIREMENTS.

WHEREAS the Municipal Act 2001, c.25 Section 10 provides for Broad Authority for single tier municipalities

AND WHEREAS the Council for the Corporation of the Municipality of Calvin deems it desirable to establish the following; Conditions of Rental, Rental Fees and Rental Agreement, Hall Key Agreement for use of the Calvin Community Centre;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin enacts as follows:

1. That the “Calvin Community Centre Hall Rental and Equipment Use Policy” shall become part and parcel of this by-law as Schedule “A” attached;
2. That the “Hall Rental Fees” outlining the set fees for different types of use shall become part and parcel of this by-law as Schedule “B” attached;
3. That the “Community Centre Rental Agreement” and “Key Agreement” shall become part and parcel of this by-law as Schedule “C” and Schedule “D” attached;
4. That the “Checklist #1 for Hall Bookings” shall become part and parcel of this by-law as Schedule “E” attached;
5. That the “Checklist #2 Hall Rental Responsibilities to be Explained to Renter at Key Pickup” shall become part and parcel of this by-law as Schedule “F” attached;
6. That the “Checklist #3 Hall Checklist After Event” shall become part and parcel of this by-law as Schedule “G” attached;
7. That the “Conditions of Using Calvin Community Centre Equipment” shall become part and parcel of this by-law as Schedule “H” attached;
8. That the “Attention Hall Renters (to be posted in Hall)” shall become part and parcel of this by-law as Schedule “I” attached;
9. This By-law shall come into full force and effect upon the date of the passing thereof.
10. All previous versions of By-laws pertaining to the rental of the Hall, rental fees or use of equipment are hereby repealed.

READ A FIRST AND SECOND TIME BEFORE AN OPEN COUNCIL THIS 12th DAY OF October, 2021.

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS _____ DAY OF _____ 2021.

MAYOR

CLERK

**Corporation of the Municipality of Calvin
Calvin Community Centre
Hall Rental & Equipment Use Policy**

POLICY

1. INTRODUCTION

The Corporation of the Municipality of Calvin owns and operates the Calvin Community Centre and the Equipment located at this facility. Hall rental and equipment usage at the Calvin Community Centre shall be governed by this Hall Rental & Equipment Use Policy.

Amendments to this policy may be made from time to time with authorization of Council.

2. HALL CAPACITY

Calculated using Table 3.1.17.1 of the 2006 Ontario Building Code

a) Maximum capacity of the premises for events with non fixed seating and tables, including all events serving food and/or alcoholic beverages is 131 persons.

b) Maximum capacity of the premises for events with non-fixed seats only, no tables and no service of food or alcoholic beverages is 192 persons.

c) Maximum capacity of the premises for an exhibition hall (such as a vendor outlet or yard or garage sale) is 52 persons.

d) Maximum capacity of the premises for events with non fixed seating, with tables and with no service of food or alcoholic beverages is 152 persons.

3. GENERAL RULES

a) Rental of the Hall includes use of the TV system. The municipality must be notified at time of booking that the TV system will be required. Provision of any other sound system is the responsibility of the Renter.

b) No Smoking is permitted in the Hall or the entrances.

c) No candles or open flame decorations are permitted.

d) No nails, screws, staples or scotch tape should be used to affix decorations to the walls or tables.

e) No overnight camping is permitted anywhere on municipal property.

f) No overnight use of the Hall is permitted with the exception of use as an Emergency Response Centre.

g) All events must be completed by 1 am. Clean up may take place after the event and the Hall and the grounds must be vacated by 2:30 am. (Clean up may be permitted before NOON the next morning with prior authorization).

h) Decorating of the Hall the day before the event must be completed during municipal office hours (before 4 pm) otherwise an additional fee shall apply. Decorating may take place the morning or afternoon on the day of the event at no additional charge (eg. for weddings, dances).

i) Half day rentals typically mean 4 (four) hours (e.g. 8 am – Noon;

By-Law #2021-028

Noon – 4 pm; 4 pm – 8 pm).

j) Full day rentals typically mean over 4 hours and up to 8 hours
(e.g. 8 am – 4 pm; 5 pm – 1 am)

k) Partial day rentals typically means up to 3 hours per session or up to 3 hours over the period of one week.

4. EVENTS SERVING ALCOHOL

a) The Municipality of Calvin Municipal Alcohol Policy must be followed. Please see separate document provided.

b) A copy of the Special Occasion Permit (SOP) is required for all liquor related events and must be submitted to the municipal office prior to the event.

c) The SOP must be posted on site at all times during the event.

d) No alcohol is permitted outside of the building except for specifically licensed outdoor events within confined areas.

e) All alcohol must be removed from the Hall immediately after the event.

f) Alcohol related events must adhere to the rules of the Alcohol and Gaming Commission of Ontario.

g) Alcohol related events must provide security (door and floor monitors) and utilize bartenders with their Smart Serve Ontario number. Names and Smart Serve Ontario numbers of those working at the event must be provided to the Municipal office, along with the SOP, prior to a key being issued.

5. INSURANCE

a) The Renter is responsible for providing Liability insurance required for all private events. Proof of insurance must be provided to the municipal office prior to the event and before a Hall key can be issued. Contact your insurer for details on acquiring this coverage

b) The Renter is responsible for providing Party Alcohol Liability (PAL) insurance for all events where alcohol is served. Proof of insurance must be provided to the municipal office prior to the event and before a Hall key can be issued. Contact your insurer for details on acquiring this coverage.

6. BOOKING DEPOSIT

a) At time of booking, a 50% booking deposit is required to guarantee your booking for all events.

b) The booking deposit is non-refundable unless cancellation is made at least 72 hours prior to the scheduled event.

c) Full payment is required, along with any required DAMAGE DEPOSIT (see below) before a key to the Hall will be issued.

d) Should the kitchen be required the day or evening before for preparation, an additional fee shall apply.

7. DAMAGE DEPOSIT

a) Required for all FULL DAY EVENTS only.

By-Law #2021-028

Damage Deposit with Alcohol	\$225.00
Damage Deposit without Alcohol	\$150.00

- b) Must be deposited with the municipal office in CASH only before Hall key can be issued.
- c) Refundable upon key return, between Noon and 4 pm the first business day following the event, after Hall inspection providing no damage to facilities or equipment has occurred during the event. (Normal wear and tear accepted).

8. HALL KEYS

- a) Keys to the Hall are to be picked up the last business day prior to the event during regular municipal office hours (8:30 am – 4:00 pm)
- b) All copies of required Special Occasion Permits, proof of insurance and names of those working at the event, along with their Smart Serve Ontario numbers (if required for event) and Food Handling Certificates must be provided to the office before a hall key can be issued.
- c) Keys must be returned to the municipal office between NOON and 4:00 pm on the first business day following the event to allow staff time to check the facility, check all equipment. Deposits will not be refunded until staff has completed this check.
- d) Any damage that occurs is the responsibility of the individual whose signature appears on the Rental Agreement.
- e) PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and North Bay Parry Sound District Health Unit (NBPSDHU) regulations associated with a pandemic are not followed by the attendees of the event.
- f) PLEASE NOTE: All Screening, Contact Tracing and Vaccine Passport Information along with any other provincial regulations that may be put into place will be the responsibility of the individual whose signature appears on the Rental Agreement. It will also be the responsibility of the individual who signature appears on the Rental Agreement to provide copies of all documents for Screening, Contact Tracing and Vaccine Passport Information for Municipal Records. Any information provided to the Municipality will be held in the strictest of confidence unless otherwise required to be released by provincial health regulations or by law.

MUNICIPALITY OF CALVIN
HALL RENTAL FEES

HALF DAY

(Additional fee if kitchen is required)

Showers/Luncheons/Meetings/Seminars.....\$75

FULL DAY

(Additional fee if kitchen is required)

Events with No Alcohol.....\$150
(plus damage deposit)

Meetings/Seminars/Courses/Lectures/Business Functions.....\$150
(plus damage deposit)

Events with Alcohol.....\$225
(plus damage deposit)

PARTIAL DAY

(Additional fee if kitchen is required)

Seminars/Workshops/Lectures/Meetings
Religious or Memorial Services\$45
(under 3hrs per session or under 3hrs over the period of one week)

NO CHARGE EVENTS

(Donations gratefully accepted)

Funeral Luncheon (*Calvin residents only*).....\$FREE

Meetings of Organized Community Groups or Charitable Organizations....\$FREE

Non-Alcohol Low Risk Events for the Betterment of the Community in \$FREE
General, which are Listed on the Attached List of Insured Low Risk
Events or Approved at the Discretion of Council”

ADDITIONAL FEES

Use of kitchen during event.....\$75

Additional use of kitchen the evening or day before the event.....\$75
(Hall must be vacated by 10 pm if using kitchen the evening before the event)

Use of kitchen means - use for food preparation and clean up; or use of dishes and dishwashing; or use of stoves and cooking utensils; or a combination of any or all of these. (Leaving food, which has been prepared off premises, in the fridge or on the counter at the Hall; or using paper plates and plastic cutlery does not require a fee for kitchen use.).

Decorating or set up of Hall after 4 pm the evening before the event.....\$75
(Hall must be vacated by 10 pm if decorating the evening before the event)

Damage Deposit

*Required for all FULL DAY events only. Must be paid in cash before key can be issued.
Refundable upon key return after hall inspection-(normal wear and tear excepted)*

a) Full day no alcohol.....\$150 cash

b) Full day with alcohol.....\$225 cash

Rental of Parking Lot (Film Industry)\$100.00 per day

Long term usage of the Hall can be negotiated with the Municipal Office.

MUNICIPALITY OF CALVIN
COMMUNITY CENTRE (HALL)
RENTAL AGREEMENT

OFFICE USE

NAME: ORGANIZATION:

ADDRESS:

PHONE:

DATE OF EVENT: TYPE OF EVENT:

TIME OF EVENT:

TV SYSTEM REQUIRED (Y/N)

ADDITIONAL USE OF KITCHEN EVENING BEFORE PAID: (amount)

USE OF KITCHEN DURNING EVENT PAID: (amount)

HALL DECORATING REQUIRED EVENING BEFORE PAID: (amount)

LIABILITY INSURANCE POLICY NUMBER:

PAL INSURANCE POLICY NUMBER:

SPECIAL OCCASION PERMIT NUMBER:

SMARTSERVE ONTARIO NAMES/NUMBERS: (alcohol related events only)

DOOR AND FLOOR MONITORS/NAMES (alcohol related events only)

FOOD HANDLERS CERTIFICATES:

BOOKING DEPOSIT PAID: (amount) all events

RENTAL FEE PAID: (amount) all events

DAMAGE DEPOSIT PAID: (amount) Full Day events only

I, have read and fully understand the Calvin Community Centre (Hall) Policy

Signature

Date

KEY AGREEMENT

I, have been made aware that should this key be lost or stolen, there is a cost of \$180.00 to re-key the locks and cut new keys and that this cost is to be paid by myself, or my organization. This key is to be returned to the municipal office the first business day after my event or, in the case of long term use, within 7 days upon request.

Table with 4 columns: DATE OF ISSUE, ORGANIZATION, AUTHORIZED PERSON, KEY#, ISSUED BY, DATE ISSUED, DATE KEY RETURNED, INITIAL

CHECKLIST #2

HALL RENTAL RESPONSIBILITIES
TO BE EXPLAINED TO RENTER AT KEY PICK-UP

- Explained key usage to unlock doors
- No smoking permitted in hall. Smoking area outside parking lot door. Ashtray provided
- Explained lights and pot lights usage.
- No candles or open flame decorations permitted
- Larger tables are available and will be left out if needed.
- Explained disposal of garbage and garbage key
- Explained kitchen use, review what is available (dishes, appliances, tea towels etc.)
- Emergency numbers by phone. If the fire alarm sounds please vacate building.
- Please ensure all taps are off and toilets are not running prior to leaving.
- No overnight camping is permitted on municipal property.
- Liquor License (SOP) must be posted on site at all times during the event
- All windows and doors must be locked and lights off (both inside & outside) prior to leaving the building.
- Renter has the appropriate people who have their Food Handling Certificates, Copy of Certificates Required.
- Check grounds outside for garbage and debris at end of event.
- All events must be completed by **1 am**. Clean up may take place after the event and the Hall and the grounds must be vacated by **2:30 am**. (Clean up may be permitted before NOON the next morning with prior authorization).
- Wipe down tables and chairs but do not stack them
- Keys must be returned to the municipal office between NOON and 4:00 pm on the first business day following the event to allow staff time to check the facility, check all equipment and calculate water usage. Deposits will not be refunded until staff has completed this check.
- All Service Room doors are locked during events (water room, furnace room, electrical room). Should you have problems and require entry into any of these areas, please contact the Urgent Call Line as posted in the Hall (appropriate staff will then be contacted ASAP).
- Video surveillance of grounds 24/7 for safety and security.

I, _____ have received full explanation from Staff and fully understand the use, responsibilities and obligations of the hall rental.

Renter: _____

Staff member: _____

Date: _____

PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.

PLEASE NOTE: All Screening, Contact Tracing and Vaccine Passport Information along with any other provincial regulations that may be put into place will be the responsibility of the individual whose signature appears on the Rental Agreement. It will also be the responsibility of the individual who signature appears on the Rental Agreement to provide copies of all documents for Screening, Contact Tracing and Vaccine Passport Information for Municipal Records. Any information provided to the Municipality will be held in the strictest of confidence unless otherwise required to be released by provincial health regulations or by law.

CHECKLIST #3

Hall Checklist After Event

Name of Renter: _____

Date: _____

	Yes	No
1. Are tables and chairs clean	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there stuff hanging off of the walls or ceiling	<input type="checkbox"/>	<input type="checkbox"/>
3. Are floors clean (garbage picked up)	<input type="checkbox"/>	<input type="checkbox"/>
4. Are windows and doors locked	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the entrance and outside lights off	<input type="checkbox"/>	<input type="checkbox"/>
6. Are kitchen counters clean & dishes put away	<input type="checkbox"/>	<input type="checkbox"/>
7. Is stove clean	<input type="checkbox"/>	<input type="checkbox"/>
8. Is microwave clean	<input type="checkbox"/>	<input type="checkbox"/>
9. Is fridge clean	<input type="checkbox"/>	<input type="checkbox"/>
10. Is dishwasher emptied	<input type="checkbox"/>	<input type="checkbox"/>
11. Is garbage empty and bags put in the green bin	<input type="checkbox"/>	<input type="checkbox"/>
12. Are there cigarette butts in the parking lot	<input type="checkbox"/>	<input type="checkbox"/>
13. <u>Is there garbage on the grounds</u>		
a. Playground	<input type="checkbox"/>	<input type="checkbox"/>
b. Ballfield	<input type="checkbox"/>	<input type="checkbox"/>
c. Soccer field	<input type="checkbox"/>	<input type="checkbox"/>
d. Yards	<input type="checkbox"/>	<input type="checkbox"/>
e. Rink	<input type="checkbox"/>	<input type="checkbox"/>
f. Parking Lot	<input type="checkbox"/>	<input type="checkbox"/>
14. Are the change room lights off	<input type="checkbox"/>	<input type="checkbox"/>
15. Damage to building or signs	<input type="checkbox"/>	<input type="checkbox"/>
16. Are fire extinguishers in proper location and still charged	<input type="checkbox"/>	<input type="checkbox"/>
17. Are bathrooms clean	<input type="checkbox"/>	<input type="checkbox"/>
18. Are the toilets and/or faucets still running		
19. TV System off	<input type="checkbox"/>	<input type="checkbox"/>
20. Are ceiling tiles in place	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the A/C Thermostat returned to its designated location	<input type="checkbox"/>	<input type="checkbox"/>
22. Is the A/C turned off	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Inspected by: _____

Date : _____

Deposit refunded: \$ _____

Comments: _____

CONDITIONS OF USING CALVIN COMMUNITY CENTRE EQUIPMENT

1. All equipment shall be signed for prior to leaving the community centre premises.
2. Equipment shall be on loan, **free of charge** to the RESIDENTS, BUSINESSES, COUNCIL AND STAFF OF CALVIN ONLY.
3. All equipment shall be returned in the same condition in which it was received
4. Any lost or damaged equipment must be replaced.
5. All equipment must be returned by the agreed upon date.
6. Any loss/damage to equipment is the responsibility of the individual whose signature appears on this agreement.

Signature

Date

Item/s Borrowed

Date to be Returned

ATTENTION HALL RENTERS

To be Posted in Hall

ANY DAMAGE TO THE FACILITY OR EQUIPMENT IS THE RESPONSIBILITY OF THE INDIVIDUAL WHOSE SIGNATURE APPEARS ON THE RENTAL AGREEMENT.

NO OVERNIGHT CAMPING is permitted anywhere on municipal property.

NO OVERNIGHT USE OF THE HALL is permitted with the exception of use as an Emergency Response Centre.

All events must be completed by 1 am. Clean up may take place after the event and the Hall and municipal grounds must be vacated by 2:30 am. (Clean up may be permitted before NOON the next morning with prior authorization).

Before leaving the Hall please ensure that you have done ALL of the following:

- a) wash and put away dishes and clean up kitchen
- b) wipe tables and chairs do not stack tables and chairs staff will take care of that
- c) pick up garbage and remove it to the outside storage bins and place recyclables in appropriate containers
- d) remove all personal belongings immediately following event
- e) ensure all alcohol is removed from the premises immediately after every event
- f) check all water faucets have been turned off
- g) check toilets to ensure none are running
- h) turn off all lights and lock all doors and windows
- i) check that kitchen stoves and overhead vent are turned off
- j) ensure the parking lot and yard are left clean – no bottles or garbage should be left anywhere on the grounds.

PLEASE RETURN KEY TO MUNICIPAL OFFICE
BETWEEN NOON AND 4 PM
THE NEXT BUSINESS DAY FOLLOWING YOUR EVENT

FOR YOUR SAFETY

THIS COMMUNITY FACILITY IS PROTECTED
BY A "SECURITY TODAY" ALARM SYSTEM and
A VIDEO SURVEILLANCE SYSTEM (24/7)

DO NOT TAMPER WITH THE ALARM SYSTEM

**SHOULD AN ALARM SOUND WHILE USING THE
PREMISES, PLEASE ENSURE THAT THE FACILITY IS VACATED
IMMEDIATELY UNTIL FIRE DEPT. OR POLICE ARRIVE.**

PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.

PLEASE NOTE: All Screening, Contact Tracing and Vaccine Passport Information along with any other provincial regulations that may be put into place will be the responsibility of the individual whose signature appears on the Rental Agreement. It will also be the responsibility of the individual whose signature appears on the Rental Agreement to provide copies of all documents for Screening, Contact Tracing and Vaccine Passport Information for Municipal Records. Any information provided to the Municipality will be held in the strictest of confidence unless otherwise required to be released by provincial health regulations or by law.

**IF YOU REQUIRE ASSISTANCE AFTER HOURS, Contact our URGENT CALL LINE
705-497-6961**

They will contact appropriate staff for you

**MUNICIPALITY OF CALVIN
2021CT55 REPORT TO COUNCIL
COUNCIL INFORMATION**

DATE: October 12, 2021

ORIGINATOR: Cindy Pigeau; Clerk-Treasurer

SUBJECT: Stewart's Road

At the September 28, 2021 Regular Council Meeting, Council requested the Clerk-Treasurer to bring back what (if any) decisions had been made regarding Stewart's Road.

At the May 11, 2021 Council meeting, Councillor Maxwell had submitted a motion that was to be put on the table after a closed session. When Council emerged from the closed session, Councillor Maxwell withdrew the motion (See attached motion).

At the August 10, 2021 Council meeting, a motion was tabled and passed that was in response to concerns brought forth from a property owner on Stewart's Road on July 28, 2021 (See attached resolution).

Respectfully,

Cindy Pigeau
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE May 11, 2021

NO. 2021-124

MOVED BY Dan Maxwell

SECONDED BY Heather Olmstead

“Whereas Stewart’s Road is a public road that services four properties, two of which are year-round residents;

And whereas the road is used for mail delivery, school bus pick up, courier delivery and emergency vehicle access;

And whereas it is in the best interest of the municipality to minimize the risk of liability to the township by assuring the road is safe;

And whereas, as per the engineers report, the cost to taxpayers can be minimized by bringing Stewart’s road up to municipal standards over a five year period;

And whereas Stewart’s Road is a unique situation from other seasonally maintained roads with residents having year-round occupancy permits to reside there;

Therefore be it resolved that the Corporation of the Municipality of Calvin immediately assume year-round responsibility for maintaining Stewart’s Road north of the bridge to Homestead Road and that the road’s department will work to bring Stewart’s Road up to municipal standards over the next five years.”

CARRIED__This motion has been withdrawn by Councillor Maxwell._____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEAS</u>	<u>NAYS</u>
Coun Cross	_____	_____
Coun Maxwell	_____	_____
Coun Olmstead	_____	_____
Mayor Pennell	_____	_____

MUNICIPALITY OF CALVIN
2021CT54 – REPORT TO COUNCIL

REPORT DATE: October 12, 2021
ORIGINATOR: Cindy Pigeau; Clerk-Treasurer
SUBJECT: Consolidation of Council Ideas for Film Industry Policy

The following is the consolidation of the thoughts and ideas of Members of Council:

- Change to item 4.0. Time of notice for community changed to 5 or 7 days and the Staff, Police, Fire Ambulance and Municipal Departments to 5 days.
- Item 4.4 Parking -Should we have something in there to ensure that the fire dept can get access to all waters used for the pump truck to fight fires? Not sure if we only have the one or if there are other spots that can be utilized.
- 4.0 Change the 60 Meter radius (200 feet) to 150 meters and (500 feet)
- 4.1 4th point – Remove designated
- 4.6 Final paragraph – absolutely maintain the “subject to change without notice”
- Suggest more time given to the public of filming being done in a certain area for that time period. Possibly if film crew know if they are going to need to close a portion of a road (obviously with police directing traffic) that they notify office as soon as possible and that it be put on the app and facebook page.

Respectfully submitted;

Cindy Pigeau

Clerk Treasurer

MUNICIPALITY OF CALVIN

2021CT53 - REPORT TO COUNCIL

REPORT DATE: October 12, 2021

ORIGINATOR: Cindy Pigeau; Clerk-Treasurer

SUBJECT: Consolidation of Council Ideas for Property Standards By-Law

BACKGROUND

The following is the consolidation of the thoughts and ideas of Members of Council:

Chisholm By-Law;

- 3.1.2 Is 20 tires enough for them to have for the covering of the hay?
- 3.1.3 Believe this is only landscaped yard around the house garage and out buildings.
- 3.5.1 Could be removed as it is covered in 3.6.1 under structural Soundness
- 4.4 & 4.5 Could be removed as that should be covered in the building permits and zoning by laws?
- 5.1.2 The sentence "The warehousing or storage...of the industrial or commercial aspect...should have farming in there. Remove the last sentence "Where conditions..."
- 5.4 If we do not use item 3.5 should be removed from this sentence
- 5.5 I do not think we need to have it enclosed in a dumpster or hidden by trees etc.
- 6.2.2 How long is the time for a building considered to be considered vacant? The camp people and cottage people should not have to board up house nor should it have to be painted. Whether it is a cottage, camp or not
- The administration and enforcement on both looks good but in the Chisholm version spelled out what is going to happen in an appeal.

Papineau-Cameron;

- 2.0 Outdoor storage should have something in there regarding farming equipment/tires
- 2.5 Sewage System should have Septic approved by somewhere in there as we have not township system
- 3.1 3.1.1 & 3.1.5 are the only ones we should use
- 3.3 Remove 3.3.2 & 3.3.3
- 3.3.6 Should incorporate into ours for our farmers
- 3.6.1 Remove 2. Remove the second sentence up to "shall be maintained" and keep up to "noxious plants." And remove the rest of the paragraph.
- Section 5 should be covered in the building code and zoning by-law.
- 6.2.2 Again how long a time frame before a building is considered vacant?
- 7.1.1 Remove
- The by law officer can do this enforcement and that we do not need to have a different person for this job. Unless it is just a title adjustment not a person.
- 2.C Committee – Assuming we will need to form this committee of three ratepayers?
- 2.D Discard Motor Vehicle. Would like to see an addition at the very end saying "or being used for parts"
- 2.O Assuming we will need to appoint the officer. This could be a difficult position and not sure if we should even think of assigning it to By-Law Officer.
- 2.P Public Building – Would this include a church or other place of worship?

- 2.S Sewage System - Remove everything except “Individual on-site sewage system approved under the Building Code Act or the Environmental Protection Act
 - 2.W Waste Material
 - c) Add broken to patio/sidewalk slabs, bricks, interlocking bricks and damaged prior to unused building materials, pallets and railroad ties.
 - 3.1.3 – As long as it is the owner who determines the aesthetic qualities or desired outcome
 - 3.4.2 – Remove complete item
 - 3.6.1 – 3 – Remove in a trimmed, mowed or cut condition with a height not to exceed 20.2 cm (8 inches). For hedges and bushes remove everything after a suitable height
 - 5.1 Change twelve to eighteen
 - 6.1.2 Needs clarification. Vacant land could have been vacant for years and years
 - 8.3.1 Remove “any person acting under his instructions may”
 - 8.3.4.4 Does this mean the building inspector?
 - Feel that this maybe more than needed considering our rural area.
 - If all the Ontario Building codes, Ontario Water Resources Act, Electrical Safety codes, Fire codes and environmental Protection Act is followed, believe these cover most of what is in this By-law
 - Will a committee need to be formed? Any By-law we create needs to be enforced and we will need to make sure we do it.
 - I would omit : 3.3.2 , 3.3.3 and 3.3.6
 - 3.5.2 Need more clarification. Is this human sewage or animal? I believe we have farmers who fertilize there fields
 - 3.5.3 should maybe say as needed (what does regular basis mean)
 - 3.6.1 8 inches should be residential areas for grass cutting; maybe it should say trees and shrubs and grass kept cut close to road and driveways so that it does not impair driving
 - 3.6.2 What does this mean?
 - Section 4 Is there a time expectancy on this section? Need to consider insurance claims take time and what if they have no insurance?
 - Should we proceed with a property standards bylaw at this time? Is our time and energy better spent on other issues?
 - Discussion on 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.6, 3.4.2, 3.6.1, paragraphs 3&6, 5.1, 5.3, 5.4, 6.1.2, 7.1.1
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Respectfully submitted;
 Cindy Pigeau
 Clerk Treasurer