



Corporation of the Municipality of Calvin

Council Resolution

Date: December 16, 2025

Strategic Plan Consultant Hiring Committee

Resolution Number: 2025-373

Moved By: Councillor

Seconded By: Councillor

WHEREAS the Corporation of the Municipality of Calvin has issued a Request for Proposals (RFP) for the completion of a Five-Year Strategic Plan; and

WHEREAS it is necessary to establish a Hiring Committee to prior to January 31, 2026, review submissions, conduct interviews, and make a recommendation to Council regarding the selection of a consulting firm;

NOW THEREFORE BE IT RESOLVED THAT:

A Hiring Committee for the Strategic Plan RFP be hereby established, consisting of:

- The Chief Administrative Officer (CAO);
- Two members of Council, appointed by Council:

_____ and

The Hiring Committee shall be responsible for reviewing qualified proposals, shortlisting firms, conducting interviews, and preparing a recommendation for Council consideration.

The Terms of Reference for the Hiring Committee, attached hereto as Schedule A, are hereby adopted.

The Committee shall convene up to two meetings for the purposes of interviewing and evaluating shortlisted candidates, and additional meetings if deemed necessary by the Committee.

Result:

8.6 Strategic Plan Consultant Hiring Committee

WHEREAS the Corporation of the Municipality of Calvin has issued a Request for Proposals (RFP) for the completion of a Five-Year Strategic Plan; and

WHEREAS it is necessary to establish a Hiring Committee to, prior to January 31, 2026, review submissions, conduct interviews, and make a recommendation to Council regarding the selection of a consulting firm;

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- Two members of Council, appointed by Council:
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The Hiring Committee shall be responsible for reviewing qualified proposals, shortlisting firms, conducting interviews, and preparing a recommendation for Council consideration.

The Terms of Reference for the Hiring Committee, attached hereto as Schedule A, are hereby adopted.

The Committee shall convene up to two meetings for the purposes of interviewing and evaluating shortlisted candidates, and additional meetings if deemed necessary by the Committee.

Schedule A – Terms of Reference

Strategic Plan RFP Hiring Committee

1. Purpose

The Hiring Committee is established to oversee the evaluation and interview process for the selection of a consultant to prepare the Municipality of Calvin's Five-Year Strategic Plan and to make a recommendation to Council on the preferred proponent.

2. Authority

The Committee is an advisory body to Council. It has no independent decision-making authority and shall report its recommendation to Council for final approval.

3. Composition

- Chief Administrative Officer (CAO) – voting member
- Two members of Council – voting members

A Chair shall be selected at the first meeting.

4. Responsibilities

The Committee shall:

- Review all eligible proposals submitted under the RFP.
- Develop or confirm the evaluation criteria in accordance with the RFP.
- Shortlist firms to be interviewed.
- Conduct interviews (up to two meetings anticipated).
- Score proponents based on approved evaluation criteria.
- Prepare and present a written recommendation to Council identifying the preferred consultant and rationale.

5. Meetings

Meetings will be held as required, with an expectation of no more than two meetings to conduct interviews and complete evaluations.

Quorum shall consist of the CAO and at least one Council member, though all members present at any one interview must be present for all other interviews.

Meetings may be held in person or electronically, in accordance with the Municipality's procedure by-law.

6. Reporting

The Committee shall report to Council through the CAO or the Committee Chair.

A final recommendation report shall be submitted to Council for the selection of the successful proponent.

7. Confidentiality

All proposal materials, scoring documents, and interview discussions are confidential and shall not be shared outside the Committee except as required for reporting to Council.

Members must comply with all applicable municipal policies, including conflict of interest requirements.

8. Term

The Committee will dissolve upon Council's acceptance of its recommendation and formal award of the contract to the selected consultant.

CAO

From: building@papineaucameron.ca
Sent: December 4, 2025 11:48 AM
To: CAO
Subject: Retirement

Donna

Can you please share this with your council.

I will be retiring in 2026 and my last day of work in Calvin will be Wednesday November 25th.

My last day of work in Pap-Cam and Mattawan will be November 26th.

Just want to give them a heads up.

Thanks

Shane



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

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building@calvintownhsip.ca • www.calvintownship.ca

BUILDING REPORT

MONTH: November, 2025

1. NUMBER OF PERMITS ISSUED	3
2. TOTAL MONTHLY VALUE	\$972,032
3. TOTAL FEES COLLECTED	\$1,535
4. TOTAL BUILDING VALUE TO DATE	\$1,928,376
5. TOTAL FEES COLLECTED TO DATE	\$8,670

COMMENTS:

Permit: 35-2025	Type: Alterations and Improvements	Value: \$100,000	Fee: \$105
36-2025	Single Family Dwelling	\$772,032	\$1,325
37-2025	Change of Use	\$100,000	\$105

SHANE CONRAD
CHIEF BUILDING OFFICIAL

Building Report

November 2025

November 02: - Text from property owner asking OBC question.

November 03: - Submitted October building report to MPAC, CMHC, StatsCan and Tarion.

- Emails and phone calls.
- Travelled to 220 Stewards Rd. for an inspection.
- Submitted October building report to council.
- Inspection reports.

November 07: - Call from contractor wanting inspections at the Ecology Centre.

November 12: - Emails and phone calls.

- Travelled to 6905 Hwy 17 for inspections.
- Plan review and issued permit 35-2025 for alterations and improvements.
- Plan review and issued permit 36-2025 for a single-family dwelling with a porch and an attached garage.

November 19: - Emails and phone calls.

- BDO report (2024 FIR)
- Met with a property owner and went over plans for a change of use.
- Met with property owner and went over process to apply for a permit to build a dwelling.

November 21: - Text from contractor and then called them.

- Text from contractor asking inspection questions.
- 24 text messages from homeowner asking about how to damp- proof the foundation.

November 22: - 10 text messages from homeowner asking about weeping pipe and sub-grade.

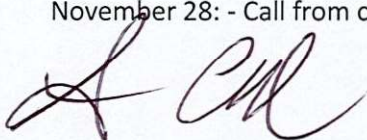
November 23 – 15 text messages from homeowner (sent pictures)

November 24 – 15 text messages from homeowner asking questions about concrete floor.

November 26: - Emails & phone calls.

- Issued permit 37-2025, for a change of use.
- Travelled to 246 Adams Rd. for an inspection.
- Travelled to 664 Hwy 630 for an inspection.
- Travelled to 3070 Peddlers Dr. for a site visit.

November 28: - Call from contractor, asked about backfilling.

A handwritten signature in dark ink, appearing to read 'Shane Conrad', is written over the printed name.

Shane Conrad CBO

CAO

Subject: FW: 2026 OPP Annual Billing Statement - Calvin M
Attachments: 2026 Annual Billing Letter for Municipalities.pdf; Calvin.pdf; 2026 Annual Billing Letter for Municipalities FR.pdf; CalvinFrench.pdf

From: OPP GHQ Municipal Policing (OPP) <opp.municipalpolicing@opp.ca>
Sent: December 5, 2025 4:27 PM
To: Mayor Richard Gould <mayor.gould@calvintownship.ca>; Deputy Clerk <DeputyClerk@calvintownship.ca>; Deputy Clerk <DeputyClerk@calvintownship.ca>
Subject: 2026 OPP Annual Billing Statement - Calvin M

Please find the attached letter and 2026 OPP Annual Billing Statement package for your municipality.

A 2024 cost reconciliation is included in the 2026 package.

Details regarding dates for the billing information webinars will be provided at a later date. In the meantime, if you have any questions about the package, please contact OPP.MunicipalPolicing@opp.ca.

Respectfully,

Municipal Policing Financial Services Unit Team Members

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.
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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. 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.

Yours truly,

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

OPP 2026 Annual Billing Statement

Calvin M

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

Please refer to www.opp.ca for 2026 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	299		
	Commercial and Industrial	12		
	Total Properties	311	203.05	63,148
Calls for Service	(see summaries)			
	Total all municipalities	217,602,138		
	Municipal portion	0.0221%	154.78	48,138
Overtime	(see notes)		19.36	6,021
Prisoner Transportation	(per property cost)		2.08	647
Accommodation/Cleaning Services	(per property cost)		6.32	1,966
Total 2026 Estimated Cost			385.59	119,919
2024 Year-End Adjustment	(see summary)			8,723
Calculated Billing for 2026				128,641
Capped Payable for 2026				114,505
Total Billing for 2026 (Lesser of Calculated Billing or Capped payable)				114,505
2026 Monthly Billing Amount				9,542

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	103,158
11% of 2025 Grand Total Billing	11,347
Capped Payable for 2026	114,505

The capped payable for 2026 is lower than the calculated billing amount by \$14,136

OPP 2026 Annual Billing Statement

Calvin M

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

				Total Base Services and Calls for Service	Base Services	Calls for Service
Salaries and Benefits				\$	\$	\$
	Positions FTE	Base %	\$/FTE			
Uniform Members	Note 1					
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
Total Uniform Salaries & Benefits				363,086,704	197,321,170	165,765,534
Detachment Civilian Members	Note 1					
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
Total Detachment Civilian Salaries & Benefits				23,425,266	12,158,773	11,266,493
Support Costs - Salaries and Benefits	Note 2					
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
Total Support Staff Salaries and Benefits Costs				42,923,106	23,078,484	19,844,623
Total Salaries & Benefits				429,435,076	232,558,427	196,876,649
Other Direct Operating Expenses	Note 2					
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
Total Other Direct Operating Expenses				44,814,234	24,088,745	20,725,489
Total 2026 Municipal Base Services and Calls for Service Cost				\$ 474,249,309	\$ 256,647,172	\$ 217,602,138
Total OPP-Policed Municipal Properties					1,263,977	
Base Services Cost per Property					\$ 203.05	

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

Calvin M

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	48	57	24	18	37	4.0	147	0.0078%	17,000
Operational 2	16	10	11	8	11	1.8	20	0.0011%	2,342
Other Criminal Code Violations	3	7	3	1	4	6.7	23	0.0012%	2,712
Property Crime Violations	15	12	9	3	10	5.8	57	0.0030%	6,540
Statutes & Acts	13	12	3	6	9	3.6	31	0.0016%	3,539
Traffic	5	1	3	5	4	3.8	13	0.0007%	1,538
Violent Criminal Code	8	12	8	8	9	13.9	125	0.0066%	14,467
Municipal Totals	108	111	61	49	82		416	0.0221%	\$48,138

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
Provincial Totals	384,648	384,559	386,723	409,119	391,262		1,881,610	100%	\$217,602,138

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

Calvin M

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Grand Total	108	111	61	49	82.25
Operational	48	57	24	18 ↓	36.75
Animal - Left in Vehicle	0	0	0	1	0.25
Animal - Master Code	0	0	1	0	0.25
Animal Bite	0	0	0	1	0.25
Animal Injured	0	0	1	0	0.25
Animal Stray	1	3	2	0	1.50
Assist Fire Department	1	0	0	0	0.25
Assist Public	3	5	4	0	3.00
Distressed / Overdue Motorist	1	0	0	0	0.25
Domestic Disturbance	7	12	5	2	6.50
FAMILY DISPUTE	9	16	2	4	7.75
Fire - Building	0	1	0	1	0.50
Fire - Vehicle	1	0	1	0	0.50
Found Property - Master Code	1	1	0	0	0.50
Missing Person Located 12 & older	0	0	1	0	0.25
Missing Person-Master code	0	1	0	1	0.50
Neighbour Dispute	13	8	1	0	5.50
Noise Complaint - Master Code	0	0	1	0	0.25
Noise Complaint - Vehicle	0	1	0	0	0.25
Phone - Other - No Charges Laid	0	1	0	0	0.25
Sudden Death - Natural Causes	2	1	1	0	1.00
Sudden Death - Others	0	0	0	1	0.25
Suspicious Person	4	2	2	0	2.00
Suspicious vehicle	3	4	0	0	1.75
Trouble with Youth	0	1	2	7 ↑	2.50
Unwanted Persons	2	0	0	0	0.50
Operational 2	16	10	11	8 ↓	11.25
911 call - Dropped Cell	0	1	0	0	0.25
911 call / 911 hang up	4	3	1	2	2.50
False Alarm - Cancelled	0	1	0	0	0.25
False Alarm - Others	5	2	6	6	4.75
Keep the Peace	7	3	4	0	3.50
Other Criminal Code Violations	3	7	3	1 ↓	3.50
Bail Violations - Fail To Comply	1	2	2	1	1.50
Bail Violations - Others	1	0	0	0	0.25
Breach of Probation	0	1	1	0	0.50
Disturb the Peace	1	0	0	0	0.25
Nudity - public/private property	0	1	0	0	0.25
Offensive Weapons - Careless use of firearms	0	1	0	0	0.25
Offensive Weapons - Possession of Weapons	0	1	0	0	0.25
Possess Firearm while prohibited	0	1	0	0	0.25
Property Crime Violations	15	12	9	3 ↓	9.75
Break & Enter	5	5	0	0	2.50
Break & Enter - Firearms	3	0	0	0	0.75

OPP 2026 Calls for Service Details

Calvin M

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Break & Enter - steal firearm from motor vehicle	0	0	0	1	0.25
Fraud - Fraud through mails	0	0	1	0	0.25
Fraud - Master Code	0	1	1	0	0.50
Fraud - Money/property/security Under \$5,000	1	0	2	0	0.75
Fraud - Other	3	1	0	0	1.00
Mischief	1	1	0	1	0.75
Mischief - Interfere with lawful use, enjoyment of property	0	0	2	0	0.50
Possession of Stolen Goods over \$5,000	0	0	2	0	0.50
Property Damage	1	0	0	0	0.25
Theft Over \$5,000 - Other Theft	0	0	0	1	0.25
Theft Under \$5,000 - Boat (Vessel)	0	1	0	0	0.25
Theft Under \$5,000 - Master Code	1	1	0	0	0.50
Theft Under \$5,000 - Other Theft	0	2	1	0	0.75
Statutes & Acts	13	12	3	6 ↓	8.50
Landlord / Tenant	3	0	0	0	0.75
Mental Health Act	3	2	1	1	1.75
Mental Health Act - Apprehension	2	0	0	0	0.50
Mental Health Act - Attempt Suicide	0	2	0	0	0.50
Mental Health Act - Placed on Form	0	2	0	2	1.00
Mental Health Act - Threat of Suicide	0	2	1	0	0.75
Mental Health Act - Voluntary Transport	0	0	0	1	0.25
Trespass To Property Act	5	4	1	2	3.00
Traffic	5	1	3	5 —	3.50
MVC - FATAL (MOTOR VEHICLE COLLISION)	0	0	1	0	0.25
MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION]	0	1	0	0	0.25
MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION]	0	0	1	2	0.75
MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION]	5	0	1	3	2.25
Violent Criminal Code	8	12	8	8 —	9.00
Assault - Level 1	5	7	2	1	3.75
Assault With Weapon or Causing Bodily Harm - Level 2	1	1	1	1	1.00
Criminal Harassment	1	2	1	3	1.75
Extortion	0	0	1	0	0.25
Indecent/Harassing Communications	0	0	0	1	0.25
Sexual Assault	0	0	1	0	0.25
Sexual Interference	1	0	1	1	0.75
Utter Threats to Person	0	2	1	1	1.00

OPP 2024 Reconciled Year-End Summary
Calvin M
 Reconciled cost for the period January 1 to December 31, 2024

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$	Reconciliation Variance \$
Base Service	Property Counts					
	Household	292				
	Commercial and Industrial	14				
	Total Properties	306	179.78	55,011	50,669	4,342
Calls for Service	Total all municipalities	198,679,051				
	Municipal portion	0.0214%	139.03	42,544	39,187	3,357
Overtime			16.48	5,042	4,324	718
Prisoner Transportation	(per property cost)		1.87	572	343	230
Accommodation/Cleaning Services	(per property cost)		5.16	1,579	1,499	80
Total 2024 Costs			342.31	104,748	96,023	
2024 Billed Amount				96,026		
2024 Year-End-Adjustment				8,723		

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	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$	\$
Uniform Members	Note 1					
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
Total Uniform Salaries	1,923.17			230,974,507	122,396,117	108,578,391
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
Total Uniform Salaries & Benefits				328,066,981	173,545,862	154,521,120
Detachment Civilian Members	Note 1					
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
Total Detachment Civilian Salaries	198.40			14,565,758	7,346,877	7,218,881
Civilian Benefits - Full-Time Salaries			35.46%	5,164,440	2,604,911	2,559,529
Total Detachment Civilian Salaries & Benefits				19,730,198	9,951,788	9,778,410
Support Costs - Salaries and Benefits	Note 2					
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
Total Support Staff Salaries and Benefits Costs				35,300,192	18,460,676	16,839,516
Total Salaries & Benefits				383,097,371	201,958,326	181,139,045
Other Direct Operating Expenses	Note 2					
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
Total Other Direct Operating Expenses				36,756,632	19,216,626	17,540,006
Total 2024 Municipal Base Services and Calls for Service Cost				\$ 419,854,003	\$ 221,174,952	\$ 198,679,051
Total OPP-Policed Municipal Properties					1,230,286	
Base Services Cost per Property					\$ 179.78	

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.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

To: Mayor and Council
Subject: Clarification of Council Direction regarding the Landfill By-Law
Author: Ann Carr, Public Works Superintendent
Date: December 16, 2025
Report No.: PWS-2025-26

Purpose:

To provide staff with clear direction concerning proposed "education phase" concerning the landfill. The revised By-Law shall align with the Provincial Policy and mandates described in the Resource Recovery and Circular Economy Act S.O., c.12. and the Environmental and Protection Act, R.S.O., 1990 c. E 19, R.R.O. 1990, and will provide a concise, clear by-Law to benefit the users and staff of the expectations for the use of the landfill facility.

Legal Authorities:

Resource Recovery and Circular Economy Act S.O., c.12 Schedule 1, Section 2

"It is the Provincial Interest that Ontario have a system of resource and recovery and waste reduction that aims to (b) foster the continued growth and development of a circular economy; (h) minimize the need for waste disposal; (i) minimize the environmental impacts that result from resource recovery activities and waste reduction activities, including from waste disposal, (j) provide efficient, effective, convenient and reliable services related to resource recovery and waste reduction, including waste management services; (k) increase the reuse and recycling of waste across all sectors of the economy, (m) promote public education and awareness with respect to resource recovery and waste reduction; (n) promote cooperation and coordination among various persons and entities involved in resource activities and waste reduction activities; (q) do any other related thing that may be prescribed."

Resource Recovery and Circular Economy Act, S.O., c.12 Schedule 1, Part II Sections 10 (1)(4) ,16(5)

"Application for Provincial Interest"

"Section 10(1), (4) "The following persons or entities shall have regard to the provincial interest described in section 2 when doing the following things: 4: An owner or operator of a waste management system engaging in waste management activities." Furthermore Section 16(5) states that "If , in the Director's opinion, a person or entity described in Section 2 fails to act in accordance with the person's or entity's obligation under section 12 to ensure that it performs its duties and carries out its statements, the Director may do one or both of the following: (1) Require the person or entity to provide information that the Director specifies with respect to the person's or entity's efforts to meet the obligation and the reasons for the failure to do so. (2) Require the person or the entity to prepare and submit to the Director a report describing the proposed steps to be taken to meet the obligation and the proposed timelines for doing so."

Environmental and Protection Act, R.S.O., 1990 c. E 19, R.R.O. 1990, Regulation 347: General-Waste Management

That the rules and regulations are mandated by the Province of Ontario and that all rules and regulations for waste management shall be followed to prevent unnecessary fines imposed on the Municipality for the mismanagement of waste. For example: Hazardous Waste being placed in the landfill.

Other legislation that is required to be followed:

Ontario Regulation 232/98: Landfilling Sites

Ontario Regulation 30/20: Batteries

Ontario Regulation 225/18: Tires

Ontario Regulation 522/20: Electrical and Electronics Equipment

These regulations fall under the Environmental and Protection Act, R.S.O. 1990



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

Background:

January 28, 2025, meeting of Council a presentation was made by Steve Aiken, Engineer for the Knights Piesold for the landfill capacity, closure -post closure. During the report it was noted that the Municipality of Calvin has 25 years of remaining capacity of its landfill.

During this meeting the Engineer discussed strategies to extend the life capacity of the landfill which included:

1. Enforcement of clear bags for inspection of divertible materials.
2. Compaction of materials
3. Do not permit garbage from outside of the boundaries of Calvin.
4. Do not allow divertible materials from entering the landfill.
5. Investigating extending the boundaries of the landfill.
6. Composting Organics was brought up by Councillor Grant.

February 11, 2025-Report from Public Works Superintendent- Extending the Life of the Landfill and Financial Obligations was presented to the Council at its regular meeting on February 11, 2025.

Approved minutes of the meeting of Council February 11, 2025:

8.8 Extending the Life of the Landfill and Financial Obligations

Resolution 2025-58

Moved By: Councillor Moreton

Seconded by: Councillor Latimer

WHEREAS at the Council meeting of January 28th, 2025, the environmental engineer provided Council with a capacity study of the municipality's landfill and the BDO provided the 2023 draft financials;

AND WHEREAS it was found that the landfill will be at capacity in twenty-five years at a cost of nine hundred seventy-two thousand three hundred three dollars (\$972,393.00) at the continued diversion rate;

AND FURTHERMORE, the BDO described the legal obligation for a municipality to budget for the retirement obligation of the asset as per Public Sector Accounting Board;

AND WHEREAS Council to consider in its 2025 budget deliberations the need to increase the cost of the reserve for closure and post closure \$11, 473.44 in the 2025 budget to cover its legal financial obligation;

AND FURTHERMORE, the Public Works Superintendent recommends an educational and promotional period for a clear bag program for waste entering the landfill be implemented in conjunction with the current provisions of By-Law 2024-46 "Being a By-Law to establish and maintain a system for the disposal of waste and other refuse" be reviewed;

AND FURTHERMORE, that a committee be formed to create a waste management plan and that the committee will be named the Environmental Advisory Committee and that the terms of reference for this committee be prepared for the next meeting of Council;

BE IT HEREBY RESOLVED that the Council of the Municipality of Calvin approves of this recommendation and appoints Councillor Latimer to chair the Environmental Advisory Committee.

A flyer was sent out by the Municipality asking the public to sit on the committee and we received no response.

It was decided that the By-Law would wait to be reviewed once the Province of Ontario finalized its decision for the blue box recycling program.

November 11, 2025, meeting of Council the Change order to amend the agreement between the Municipality of Calvin and Circular Materials Ontario was presented and carried through a motion of Council. The change order for the agreement would transition into 2026 with no obligation to address blue box material from Industrial, Commercial and Institutional sources.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

November 25, 2025, a report was presented to Council at its regular meeting to discuss what the Council was going to do with Industrial, Commercial and Institutional blue box recycling as well as the blue box recycling from Larder Township. During this discussion the report presented by the Public Works Superintendent voiced concern for the number of recyclable materials that are entering the landfill as well as the lack of providing the landfill staff a mechanism to not permit divertible materials from entering the landfill.

The “draft” minutes from the meeting (minutes were not approved until this meeting of Council):

8.7 PWS-2025-23 Non-Eligible (Institutional, Commercial and Industrial) Recycling-Post Transition

Resolution Number: 2025-353

Moved By: Councillor Grant

Seconded By: Councillor Manson

WHEREAS the Province of Ontario, through the Blue Box Regulation (O. Reg. 391/21), defines eligible sources as “any residence or facility in an eligible community,” and only these eligible sources fall under producer responsibility for Blue Box materials;

AND WHEREAS the Province has thereby determined that all other generators of recyclable materials are non-eligible sources, including but not limited to: industrial, commercial, and institutional (IC&I) properties; businesses; day cares; places of worship; post-secondary institutions; non-profit or charitable organizations; shelters; campgrounds and trailer parks; and certain municipal or community facilities;

AND WHEREAS the Province has further established that these non-eligible sources are not permitted to bring their Blue Box materials to municipal depots unless another party pays for the collection, hauling, or processing of those materials, since producers are not responsible for them under O. Reg. 391/21;

AND WHEREAS Council for the Municipality of Calvin received a detailed report outlining options for how to treat Blue Box materials originating from non-eligible sources, including whether to allow continued access to the landfill depot, to prohibit access, or to implement cost-recovery or third-party-funded arrangements;

AND WHEREAS Council, after review and deliberation, wishes to formally select its preferred policy direction;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Calvin hereby confirms its decision regarding the management of Blue Box materials from non-eligible sources in accordance with O. Reg. 391/21, and selects the following options:

Accepts recyclables in a separate container from all non-eligible sources, excluding Provincial Parks, Canadian Ecology Centre and Industrial facilities at the cost of Calvin taxpayers;

AND

Strengthen By-law 2024-46 (Being a by-law to establish and maintain a system of disposal of garbage and other refuse to include a phased in educational component to encourage recycling;

BE IT FURTHER RESOLVED that the Municipality of Calvin reaffirms its commitment to compliance with provincial regulation while maintaining responsible and sustainable waste management practices and will continue to advocate for full producer responsibility for all recyclable materials.

RECORDED VOTE REQUESTED BY: Mayor Gould

Member	Yay	Nay
Councillor Grant	x	
Councillor Latimer	x	
Councillor Manson	x	
Councillor Moreton	x	
Mayor Gould	x	

Result: Carried



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

ANALYSIS:

As the By-Law is being written through the direction of Council; resolution 2025-58 states that the clear bags would be implemented through education and promotion as a phased in initiative to keep divertible materials from entering the landfill to provide a means of inspection. Resolution 2025-353 states that a phased in education is the direction of Council; however, the discussion of Council was not clear on the purpose of education being that for the recycling program or the clear bags or both. If a program is "phased in" it leads to a result which is also not clear.

Education around Blue Box materials has been ongoing for several years within the Municipality with the purchase of Blue and Grey Boxes, fridge magnets as well flyers, mail outs and social media. It is part of the education system and taught to children. Understandably, there are now new items that may be recycled through the provincial blue box program which needs to be communicated to our residents which will be ongoing using Circular Materials Ontario (CMO) promotion and education which is provided for the municipality's use. The promotional and educational material must be used that is provided by CMO as per the agreement to maintain a common collection system managed by the province.

Blue box material is not the only divertible material entering the landfill, special waste is also making its way into the landfill, such as electronics waste, tires, metal etc. Another type of special waste making its way to the landfill is hazardous waste which is legislated under the Environmental Protection Act and is also against the Certificate of Approval for the landfill. An inspection with hazardous materials in the face of the landfill will result in an order and or a fine. Education regarding the importance of all divertible materials, as well as the importance of ease of inspection is crucial for ensuring ALL divertible materials are not entering the landfill.

Enforcement Mechanisms in Ontario

Provincial Oversight

The Ministry of Environment and Conservation and Parks (MECP) enforce the Environmental Protection Act and related regulations. Municipalities and producers must comply with recycling and diversion requirements.

Orders and Directives

The MECP can issue Directors Orders requiring a municipality or producer to take corrective action. These orders can mandate the establishment of recycling systems or improvements to existing ones.

Administrative Penalties

Ontario uses Administrative Penalties for the environmental violations.

Fines can be levied against municipalities or producers who fail to meet recycling obligations.

Prosecution

Under the Environmental Protection Act, knowingly allowing prohibited waste practices (Like failing to divert designated recyclables) can lead to charges.

Convictions may result in significant fines, often tens or hundreds of thousands of dollars.

ALTERNATIVE OF CLEAR BAGS FOR INSPECTION: Employees ask users of the landfill to open closed bags of refuse for the purpose of inspection.

It is important to act, as residents that are divertible conscious do not see that their efforts are being recognized when we permit others from not doing so.

Once clarification of this item has been given through the direction of Council the By-Law will be drafted for discussion.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

RECCOMENDATION:

WHEREAS resolution 2025-58 states that the Council approved of an education and promotion for the use of clear bags be implemented into a revised By-law for the purpose of extending the life of the landfill by preventing divertible materials being placed in the landfill;

AND WHEREAS resolution 2025-353 states that a phased in education process be initiated, however the phased in education was not clearly defined;

AND WHEREAS Provincial policies and legislation requires an owner operator of a waste disposal facility to encourage and develop strategies that align with provincial policies and targets for the purpose of waste diversion as well as provincial legislation that regulate landfill sites and diversion regulations ;

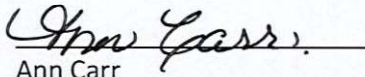
AND WHEREAS the use of clear bags provides a mechanism of inspection for the prevention of divertible materials from entering the landfill,

AND WHEREAS the phasing in of this policy will be in full effect on _____ and written into the By-Law pertaining to waste management within the boundaries of the Municipality of Calvin;


AND FURTHERMORE a draft waste management By-law be presented to Committee of the Whole for a discussion for recommendation to Council;

BE IT HEREBY RESOLVED that the Council for the Corporation of Calvin approves of this recommendation.

Respectfully yours,


Ann Carr
Public Works Superintendent

I concur with this report,


Donna Maitland *Dec 11/25*
CAO, Clerk Treasurer *while on vacation*

8.10.1



Corporation of the Municipality of Calvin

Council Resolution

Date: December 16, 2025

Method of Vote

Resolution Number: 2025-377

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives the staff report regarding Elections- Method of Vote and Further that Council adopts the Method of Vote for the 2026 Election as in-person paper voting.

Result:

COUNCIL MEETING Dec 16, 2026

To: Council
Subject: Elections – Method of Vote
Submitted by: Donna Maitland, CAO Clerk Treasurer

RECOMMENDATION

That Council receives the staff report regarding Method of Vote; AND THAT In-Person paper voting be the voting method for the 2026 Municipal Elections.

BACKGROUND

The next Municipal and School Board election will take place on Monday October 26, 2026 for the 2026-2030 term.

Section 42 of the Act requires municipalities to decide on voting equipment and alternative voting methods by May 1, in the year of an election.

The Municipality of Calvin, with the exception of 2022 when internet/phone ballot casting was in place, has traditionally conducted the election by in-person, paper vote. Alternative voting methods allow electors to cast a vote in an election without having to physically attend a polling location. An alternative voting method may be used as a primary voting method, but most often it is used to supplement traditional in-person voting.

The purpose of this report is to provide Council with information regarding voting methods for the 2026.

Voter turnout for the election in 2018 was 41% of 622 eligible voters and a cost of \$7,903

Voter turnout for the election in 2022 was 54% of 652 eligible voters and a cost of \$9,106

ANALYSIS/OPTIONS

1. Paper voting

Voters physically attend a voting location to cast their ballot. Once the ballot is given to the voter, their name is struck off the voters' list. Once the ballot is marked, it is deposited into a secure ballot box. Once voting is closed, Elections staff count all the ballots.

The Municipal Elections Act authorizes alternative voting methods and vote-counting equipment such as voting by mail, telephone or internet. All alternative voting methods still require the same poll staffing numbers. With vote counting equipment the ballot would be different, for electronic reading and would be faster in order to receive results. It is a trade-off to the personal vs the reader. Either can be challenged and in the end, it would be by personal count to decide a re-count.

2. Mail-in Voting

Eligible voters participate via mail-in voting and receive a ballot package in the mail that includes instructions, a voter declaration card, a ballot, a secrecy folder and a pre-paid postage return envelope. The voter completes the declaration confirming they are eligible to vote and are

casting their ballot. Once returned via mail to the Municipal Office, the voter's name is struck off the voters' list, and the secrecy envelope containing the ballot is placed in a secure ballot box until Voting Day. Like a traditional paper ballot, once cast, it is no longer associated with the voter. Electronic tabulators count votes once voting is closed. The voter is responsible for ensuring their ballot returns to the Municipal Office on or before election day. Any ballots received after election day are deemed invalid and destroyed.

Given the rising costs of postage, delays in mailings, as well as the uncertainty surrounding Canada Post strikes, staff is not recommending the use of mail-in voting in the 2026 Election.

3. Internet/ Telephone Voting

Voter information cards are mailed to those listed as eligible to vote in the Municipality of Calvin. The voter information card will provide the voter with instructions on when and how to vote using a device such as a computer, laptop, tablet, or smartphone to cast a ballot, and provide the voter with a unique voter PIN. The PIN will identify the voter when logging into the voting system to cast a ballot. A security question must be answered correctly by the voter, and a declaration confirming the voter's eligibility to vote must be completed before access to a ballot is granted. Once the voter is validated, they make their selection(s) and cast their ballot. Once the ballot is cast, the voter's name is struck off the voter's list, the ballot is placed in a virtual ballot box, and it is no longer associated with the voter's information. Once voting is closed, the results are generated and provided to the Clerk. A third-party vendor is hired to provide the software and counting tools.

Internet voting is a modern alternative to traditional paper voting, offering a convenient, accessible, and secure way to cast a vote without the need to physically attend a voting location. Internet voting offers flexible voting times, allowing voters to cast their ballots from anywhere and at any time. Similar to the use of vote tabulators for counting paper ballots, internet voting provides election results quickly.

Many voters residing in the Municipality of Calvin have unreliable internet/cell service and given the rising costs of postage, delays in mailings, as well as the uncertainty surrounding Canada Post strikes, staff is not recommending the use of internet voting in the 2026 Election.

FINANCIAL IMPLICATIONS

The 2022 Municipal was delivered for \$30,000 by a third party, plus the cost of paper ballots, materials and supplies and for third party internet/telephone vendor costs.

Alternative voting costs typically range from \$5,000 to \$10,000. The cost of paper ballots is typically under \$1,000.

Both the Clerk and Deputy Clerk have been engaged in elections delivery training since Oct 2025 (two half day on-line sessions via MMAH). After completing a pre-requisite on-line course (AMCTO) they will attend an in-person 2-day training session (AMCTO) in Sudbury in February 2026. The Administrative Assistant is also participating in the on-line training session offered by AMCTO.

If Council should wish to offer other methods of vote, staff will engage in discussions with vendors.

COUNCIL MEETING December 16, 2025

To: Council
Subject: Elections – Advance Voting
Submitted by: Donna Maitland, CAO Clerk-Treasurer

RECOMMENDATION

That Council receives and approves Staff Report regarding the Advance Voting as presented for information purposes; AND THAT Advance Voting be held on Saturday, October 17th, 2026 from 10:00 am to 6:00 pm at the Community Hall; AND THAT a by-law be prepared for adoption.

BACKGROUND

Voting Day for the 2026 Municipal Election is Monday, October 26, 2026.

Section 43.(1) of the Municipal Elections Act, S.O. 1996, as amended, provides that before voting day a municipality shall hold an advance vote on one or more dates.

Section 43.(2) states that the Clerk shall establish, the date or dates on which the advance vote is held, the number of locations and the hours. Advance vote shall not be held more than thirty (30) days before voting day.

The Council of a local municipality shall pass a by-law establishing one or more dates for an advance vote and the hours during which the voting places shall be open on that date or date(s).

ANALYSIS/OPTIONS

Two key positions, the Deputy Returning Officer (DRO) and Poll Assistant for the Advanced Voting are required to attend the main voting location until 8:00 pm on election day to conduct the count as well. This process could result in staff staying for an additional 2 to 5 hours or beyond depending on unknown factors that could occur during the count. It is recommended advance voting day hours end at 6:00 p.m. This provides sufficient time for residents who choose to vote in advance, rather than on election day, or who travel to the Municipality from out of town to vote in advance poll rather than election day.

Respectfully Submitted,

Donna Maitland

THE CORPORATION OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2025- 51

Being a By-Law to Establish Dates and Times for an Advance Vote

WHEREAS Section 43(1) of the Municipal Elections Act, S.O. 1996, as amended, provides that a municipal council shall pass a by-law establishing one or more dates for an advance vote, and the hours during which voting places shall be open on that date or dates;

AND WHEREAS Section 43(2) of the Municipal Elections Act, S.O. 1996, as amended, provides that the clerk shall establish the date or dates on which advance votes are held, the number and location of voting place for advance votes and the hours during which the voting places shall be open;

AND WHEREAS Sections 45(7) and 45(8) of the Municipal Elections Act, S.O. 1996, as amended, the clerk shall establish the hours in voting places in retirement homes or those institutions as defined in Section 45.(7) of the said Act, where the voting place is only for the use of the residents;

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

1.0 **DATES AND HOURS OF ADVANCE VOTE**

- 1.1 The advance vote for the 2026 Municipal Election will be held on Saturday, October 17th, 2026, between the hours of 10:00 a.m. and 6:00 p.m.

2.0 **PLACE OF ADVANCE VOTE**

- 2.1 The advance vote for the 2026 Municipal Election will be held in the Municipality Of Calvin's Community Hall, 1355 Peddlers Drive, Mattawa, ON.

READ AND PASSED THIS _____ DAY OF _____ 20____.

MAYOR

CLERK

THE CORPORATION OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2025- 51

Being a By-Law to Establish Dates and Times for an Advance Vote

WHEREAS Section 43(1) of the Municipal Elections Act, S.O. 1996, as amended, provides that a municipal council shall pass a by-law establishing one or more dates for an advance vote, and the hours during which voting places shall be open on that date or dates;

AND WHEREAS Section 43(2) of the Municipal Elections Act, S.O. 1996, as amended, provides that the clerk shall establish the date or dates on which advance votes are held, the number and location of voting place for advance votes and the hours during which the voting places shall be open;

AND WHEREAS Sections 45(7) and 45(8) of the Municipal Elections Act, S.O. 1996, as amended, the clerk shall establish the hours in voting places in retirement homes or those institutions as defined in Section 45.(7) of the said Act, where the voting place is only for the use of the residents;

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

1.0 DATES AND HOURS OF ADVANCE VOTE

- 1.1 The advance vote for the 2026 Municipal Election will be held on Saturday, October 17th, 2026, between the hours of 10:00 a.m. and 6:00 p.m.

2.0 PLACE OF ADVANCE VOTE

- 2.1 The advance vote for the 2026 Municipal Election will be held in the Municipality Of Calvin's Community Hall, 1355 Peddlers Drive, Mattawa, ON.

READ AND PASSED THIS _____ DAY OF _____ 20____.

MAYOR

CLERK

8.10.2



Corporation of the Municipality of Calvin

Council Resolution

Date: December 16, 2025

Advance Voting

By-Law Number: 2025-51

Resolution Number: 2025-378

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives the staff report regarding Elections - Advance Voting and Further that Council adopt By-Law number 2025-51 to set the advance voting date as Saturday October 17, 2026 from 10:00 a.m. to 6:00 p.m. at the Community Hall.

Result:

8.10.3



Corporation of the Municipality of Calvin Council Resolution

Date: December 16, 2025

Use of Corporate Resources

By-Law Number: 2025-52

Resolution Number: 2025-379

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives staff report regarding Elections- Use of Corporate Resources Policy and Further that Council adopt By-Law Number 2025-52 being a by-law to adopt a use of corporate resources for elections purposes.

Result:

COUNCIL MEETING

December 16, 2025

To: Council

Subject: Elections – Use of Corporate Resources Policy

Submitted by: Donna Maitland, CAO Clerk-Treasurer

RECOMMENDATION

That Council receives and approves Staff report regarding Use of Corporate Resources for Election Purposes Policy as presented for information purposes; AND THAT a By-law be prepared for adoption of the Use of Corporate Resources Policy.

BACKGROUND

Under section 88.18 of the Municipal Elections Act, 1996 (MEA), the Township is required to establish rules and procedures with respect to the use of municipal resources during the election campaign period before May 1st of the election year.

These rules are more commonly referred to as Use of Corporate Resources Policy. The Policy is to provide a consistent approach and direction regarding the use of Corporate Resources during the election campaign period in accordance with the Municipal Elections Act and clarify that all candidates and third parties, including current Members of Council, are required to follow the provisions of the Act and the following:

- No member, third party or candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality (including newsletters and budgets) for any election campaign or campaign related activities.
- No member, third party or candidate shall undertake campaign-related activities on municipal property during regular working hours.
- No member, third party or candidate shall use the services of persons during hours in which those persons receive compensation from the municipality.

For the 2026 Municipal Election, the Use of Corporate Resources Policy was reviewed and updates were made to it for compliance with changes under the Municipal Elections Act.

COMMUNICATION PLAN:

This policy will be placed on the municipal website and in all Candidate and Third-Party Advertiser information packages.

FINANCIAL IMPLICATIONS

There is no financial impact.

RECOMMENDATION

That Council receives and approves Staff report regarding Use of Corporate Resources for Election Purposes Policy as presented for information purposes; AND THAT a By-law be adopted of the Use of Corporate Resources Policy.

Respectfully Submitted,

Donna Maitland

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2025-52

Being a By-Law to Adopt a Use of Corporate Resources
for Election Purposes Policy

WHEREAS the Province of Ontario passed the *Municipal Elections Act, 1996*;

AND WHEREAS section 88.18 of the *Municipal Elections Act, 1996* as amended, requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the election campaign period;

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

1. THAT the "Use of Corporate Resources for Election Purposes" policy, attached as Schedule "A" to this by-law and forming part of this by-law, be hereby adopted.
2. THAT any predecessor by-laws be repealed.
3. THAT this by-law shall take effect on the date of final passing thereof.

READ and PASSED THIS _____ **DAY OF** _____ **20**_____

MAYOR

CAO/ CLERK



MUNICIPAL ELECTIONS USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY

POLICY & PURPOSE

This Policy is to clarify the provisions of the *Municipal Elections Act, 1996*; the *Municipal Elections Modernization Act* as it applies to all Members of Municipal Council.

SCOPE

The purpose of this policy is to clarify that Members of Council are required to follow the provisions of *Municipal Elections Act* and that:

- No member shall use the facilities, equipment, supplies, services, staff or other resources of the municipality (including newsletters and budgets) for any election campaign or campaign related activities.
- No member shall undertake campaign-related activities on municipal property during regular working hours.
- No member shall use the services of persons during hours in which those persons receive compensation from the municipality.

Specifically, and in accordance with the provisions of the *Municipal Elections Act, 1996*:

1. Corporate resources and funding may not be used by Members of Council for any election-related purposes.
2. Staff shall not canvas or actively work in support of a municipal candidate during any municipal paid time, unless they are on a leave of absence without pay.
3. Members of Council nor candidates may not use any municipally provided facilities for any election-related purposes, which include displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office.
4. The following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Voting Day:
 - a. All forms of advertising, including in municipal publications;

- b. All printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council:
- 5. Members of Council and candidates may not:
 - a. Print or distribute any material paid by municipal funds that illustrate that a Member of Council or any other individual is registered in any election or where they are running for office;
 - b. Profile (name or photograph), or make any reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
 - c. Print or distribute any material using municipal funds that refers to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that the Minutes of Municipal Council and Committee Meetings are exempt from this provision.
- 6. Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the municipality is not directly election related.
- 7. Websites or domain names that are funded by the municipality may not include any election-related campaign material. Except for, one municipal website page will be devoted to the election and can include the names of certified candidates along with a picture and four-line write up on the reason why the candidate is running for council. The information must be submitted by the candidate to be included on this page.
- 8. These policies also apply to an acclaimed member or a member not seeking re-election.

ENFORCEMENT

- 9. The Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

LIMITATION

- 10. Nothing in this policy shall preclude a Member of Council from performing his/her job as a Member of the Council, nor inhibit them from representing the interests of the constituents who elected them.

IMPLEMENTATION

- 11. This policy shall become effective immediately upon approval by the Municipal Council.

RATIONAL AND LEGISLATIVE AUTHORITY

12. Guidelines for the appropriate use of corporate resources during an election period are necessary to protect the interests of both the Members of Council and the Corporation.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the Member, which is a violation of the Act.