



# Corporation of the Municipality of Calvin

1355 Peddlers Drive  
R.R. # 2  
Mattawa, ON  
POH 1V0

## Regular Meeting of Council Agenda - Sept 24, 2024-6:00 p.m.- Council Chambers

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1. Call to order
2. Approve Agenda
3. Declarations of Disqualifying Interest (Pecuniary)
4. Approval of Minutes -September 10, 2024
5. Delegation
6. Consent Agenda Items for Information Purposes
7. **Administrative Matters**
  - 7.1 Fire Chief Report-M. Labreche Fire Chief
    - 7.1.1 Accept Fire Chief Report
    - 7.1.2 Fire Department New Hire
    - 7.1.3 Fire Department Firefighter Resignation
    - 7.1.4 Fire Department Purchase of UTV Equipment
    - 7.1.5 Fire Department Request for further Funds
  - 7.2 East Ferris-Remembrance Day Celebration
  - 7.3 Chief Building Official Report-Month of August-S. Conrad, CBO
    - 7.3.1 Accept CBO Report
8. **Business Arising from Previous Council Meetings**
  - 8.1 By-Law 2019-027 Being a By-Law to Establish Municipal Building Procedures, Regulations and Prescribe Fees and other Fees as applicable to Building and related matters-S. Conrad-CBO
  - 8.2 CAO Report -D. Maitland, CAO
    - 8.2.1 Accept CAO Report
    - 8.2.2 Town of Mattawa Request for Appointment of Municipal Representative (Council or Staff) on John Dixon Library Ad-Hoc Committee
    - 8.2.3 Town of Bonfield Public Library Agreement 2025 Fiscal Year
    - 8.2.4 Calvin Resident Library Service Needs
  - 8.3 Public Works Report-A. Carr, Public Works Superintendent
    - 8.3.1 Accept PWS Report
    - 8.3.2 Public Works Superintendent and CAO Recommendation to enter into CMO Agreement
    - 8.3.3 By-Law 2024-57-Circular Materials Agreement-A. Carr, Public Works Superintendent
9. **Agencies, Boards, Committee Reports & Minutes**
  - 9.1 North Bay Mattawa Conservation Authority
  - 9.2 East Nipissing Planning Board
  - 9.3 Physician Recruitment
  - 9.4 OPP Detachment Board
10. Closed Meeting
  - Personal matters about an identifiable individual including municipal employees (s.239(2)(b))
  - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (s.239 (2)(e))
11. Confirmatory By-Law 2024-XX
12. Adjournment



# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024- 314

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT this September 24, 2024 Regular Meeting of Council be called to order @ \_\_\_\_\_p.m. and note that quorum has been achieved.

## Results:

### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024- 315

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin hereby approves the agenda as circulated.

## Results:

### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin

## Declarations of Disqualifying, Pecuniary, Conflict of Interest

Pursuant to Subsection 5.1, of the Municipal Conflict of Interest Act, R.S.O. 1990 and the Municipality of Calvin Code of Conduct (In force and effect on March 1, 2019).

Council members must complete this form prior to the Council meeting at which they will be making a declaration of pecuniary or conflict of interest, direct or indirect.

Each member who is declaring a pecuniary/conflict of interest shall read the statement at the appropriate time during the applicable meeting, then provide this written statement to the Clerk.

| <u>Member of Council</u> | <u>Declared</u>          | <u>None to Declare</u>   |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |





# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024-316

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT the minutes for the Regular Council Meeting of August 27, 2024 be approved as presented and circulated.

## Results:

### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# THE CORPORATION OF THE MUNICIPALITY OF CALVIN

Regular Meeting of Council

Minutes

September 10, 2024

6:00 p.m.

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## Attendance:

CAO Donna Maitland, Deputy Mayor Moreton, Councillor Grant, Councillor Latimer, Councillor Manson, Deputy Clerk Teresa Scroope, Public Works Superintendent Ann Carr and CEMC Coordinator Julie Daniel

**Guest:** CAO Paul Lapierre and Mayor Belanger Town of Mattawa

**Absent:** Mayor Gould

## 1) Call to Order

**Resolution Number:** 2024- 302

**Moved By:** Councillor Manson

**Seconded By:** Councillor Latimer

**NOW THEREFORE BE IT RESOLVED THAT:**

This September 10, 2024 Regular Meeting of Council be called to order @ \_\_6:00\_p.m. and note that quorum has been achieved.

**Results: Carried**

## 2) Approval of Agenda

**Resolution Number:** 2024- 303

**Moved By:** Councillor Manson

**Seconded By:** Councillor Grant

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin hereby approves the agenda as circulated

**Results: Carried**

## 3) Declarations of Disqualifying, Pecuniary, Conflict of Interest

### Declarations of Disqualifying, Pecuniary, Conflict of Interest

Pursuant to Subsection 5.1, of the Municipal Conflict of Interest Act, R.S.O. 1990 and the Municipality of Calvin Code of Conduct (In force and effect on March 1, 2019).

Council members must complete this form prior to the Council meeting at which they will be making a declaration of pecuniary or conflict of interest, direct or indirect.

Each member who is declaring a pecuniary/conflict of interest shall read the statement at the appropriate time during the applicable meeting, then provide this written statement to the Clerk.

| <u>Member of Council</u> | <u>Declared</u>          | <u>None to Declare</u>              |
|--------------------------|--------------------------|-------------------------------------|
| Grant                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

#### 4) Approval of Minutes

**Resolution Number:** 2024- 304

**Moved By:** Councillor Latimer

**Seconded By:** Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT the minutes for the Regular Council Meeting of August 27, 2024 be approved as presented and circulated.

**Results:** Carried

#### 5) Delegations: Yes

**Name & Organization:** Town of Mattawa-CAO, Paul Laperriere & Mayor Belanger

**Date of Meeting you are requesting for the delegation:** Sept 10/24

**Please state the purpose of the delegation: (Please attach Presentation if one will be given to Council)**

The purpose of the delegation is to provide Council with an update on the John Dixon Public Library.

A copy of the presentation was provided to the CAO under separate cover last week.

**5. Resolution Number:** 2024- 305

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT direct staff to investigate and obtain from the Bonfield and Mattawa Libraries how many patrons from Calvin are active in their libraries and bring forward to the next council meeting.

**Results:** Carried

#### 6.) Consent Agenda Items for Information Purposes-0 items requested for separate review

**7.1 Resolution Number: 2024-306**

**Moved By:** Councillor

**Seconded By:** Councillor

**NOW THEREFORE BE IT RESOLVED THAT:**

Council for the Corporation of the Municipality of Calvin has received and accepts the CEMC report.

**Results: Carried**

**7.1.1 Resolution Number: 2024-307**

**Moved By:** Councillor Manson

**Seconded By:** Councillor Grant

**Whereas** the Corporation for the Municipality of Calvin is required to have an Emergency Management Program Committee, a Municipal Emergency Control Group, a designated Emergency Information Officer and a dedicated Emergency Operation Centre,

**Now therefore be it resolved that** Council appoint the following persons to the Municipality of Calvin's Emergency Management Program Committee:

- Julie Daniel, CEMC
- Donna Maitland, Senior Municipal Official
- Mayor Richard Gould, Head of Council
- Ann Carr, Public Works Superintendent
- Mariel Labreche, Fire Chief.

**And furthermore** recognizing that the Mayor is currently on a short term leave of absence from Council, and the requirement for this committee to meet as soon as possible, that until his return from the leave of absence, that Deputy Mayor Bill Moreton be appointed as the Head of Council's alternate on this committee.

advise of his decision and that the Planning Board be informed of the status of our representation.

**Results: Carried**

**7.1.2 Resolution Number: 2024-308**

**Moved By:** Councillor Latimer

**Seconded By:** Councillor Manson

**Whereas** Council for the Corporation of Calvin has received the CEMC report,

**Now therefore be it resolved that** Council delegate authority to the newly formed Emergency Management Program Committee to:

- appoint members to the Municipal Emergency Control Group,
- appoint an Emergency Information Officer, and
- designate the Municipality's Emergency Operation Centre location.

**And further that** Council, recognizing the urgency of its need to be in compliance with its emergency planning responsibilities, requests the Emergency Management Program Committee, whose terms of reference are laid out in the CEMC Report presented to Council on this date, meet as soon as possible, and if at all possible, prior to the end of September.

**Results: Carried**



### 7.3 Resolution Number: 2024-309

Moved By: Councillor Latimer

Seconded By: Councillor Manson

WHEREAS, the Public Works Superintendent has provided a Public Works Department report for Council,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin has received and accepts the Public Works Superintendent Report.

Results: Carried

### 7.4 Resolution Number: 2024-310

Moved By: Councillor Latimer

Seconded By: Councillor Moreton

Whereas Council has received the CAO report entitled "CAO report to Council–By-Law 2021-018 being a by-law to establish salary and hourly remuneration grid for Officers and Staff" and considered the analysis/options and recommendations found within it,

**Now therefore be it resolved that,**

That an ad-hoc committee of Council be struck to present recommendations to Council with respect to updating this by-law, and that this committee consists of the following members:

\* Councillor Latimer

\* Deputy Mayor Moreton

\* CAO Donna Maitland

\* Deputy Clerk Teresa Scroope

Results: Carried

### 7.5 By-Law 2024-57

Resolution Number: 2024-DEFERRED

Moved By: Councillor

Seconded By: Councillor

WHEREAS, Council for the Municipality of Calvin has received the superintendent report entitled "Background Report for the Agreement with Circular Materials Ontario

WHEREAS, CMO is the administrator of the common collection system for Blue Box Material; and

WHEREAS, CMO issued an offer to the Contractor in connection with the collection of Blue Box Material at Depots; and

WHEREAS, Contractor and CMO jointly desire to enter into this Agreement respecting the collection of Blue Box Material at Depots for the applicable Eligible Community; and

WHEREAS, the Contractor agrees to provide the Work in accordance with the terms and conditions of this Agreement;

AND WHERE AS, in consideration of the promises, mutual covenants, and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties acknowledge and agree to all covenants, terms and conditions as stipulated in this Agreement.

NOW THEREFORE BE IT RESOLVED, Council of the Corporation of the Municipality of Calvin hereby approves this By-Law 2024- 57 to be read, enacted and passed this 10<sup>th</sup> day of September 2024.

1. That the Deputy Mayor and CAO are designated as the Signing Officers and are authorized to execute on behalf of the Corporation of the Municipality of Calvin.
2. That the attached Agreement be hereto and form part and parcel of this By-Law.
3. That any other By-law inconsistent with this By-Law is hereby repealed.
4. This By-Law shall be enacted and in effect upon the signing thereof.

Results: DEFERRED



**8.1 By-Law 2024-54 Amendment to By-Law 2024-47**

**Resolution Number:** 2024- 311

**Moved By:** Councillor Manson

**Seconded By:** Councillor Latimer

**WHEREAS** By-Law 2024-54 amendment to By-Law 2024-47 being a By-Law to impose and consolidate the fees and charges for the Municipal Services, Activities and for the use of its property,

**AND WHEREAS** the attached Schedules are set out as follows:

Schedule A Clerk/Corporate Services

Schedule B Building Inspection Services

Schedule C Landfill Site Services

Schedule D Planning Services

Schedule E Recreation Hall Services

Schedule F Fire Services

Schedule G Public Works Services

Schedule H Cemetery Price List

Schedule I Closure and Disposition of Shoreline Road Allowances

**AND WHERE AS** Schedule "A" Clerk/Corporate Services and fees requires review

and updating, removing the Pound Fee and amending the Commissioner of

Oath Fee per Commissioner of Oath Policy.

**NOW THEREFORE BE IT RESOLVED THAT** Council of the Corporation of the Municipality of Calvin, approves of the changes to Schedule "A" as attached and that **By-Law 2024-54** be hereby imposed and ratified,

1. That the Deputy Mayor and CAO are designated as the Signing Officers and are authorized to execute on behalf of the Corporation of the Municipality of Calvin.
2. That the attached be hereto and form part and parcel of this By-Law.
3. That By-Law 2024-47 and any other By-law inconsistent with this By-Law is hereby repealed.
4. This By-Law shall be enacted and in effect upon the signing thereof.

X \_\_\_\_\_ Deputy Mayor X \_\_\_\_\_ CAO

Results: Carried

## **9. Agencies, Boards, Committee Reports & Minutes**

1. **North Bay Mattawa Conservation Authority-** Nothing to report  
Board Member-Councillor Moreton-
2. **East Nipissing Planning Board-** Nothing to report  
Board Members- Councillor Grant-
3. **Physician Recruitment**  
Board Member-Mayor Gould (Absent) – 0
4. **OPP Detachment Board-** Nothing to report

### **11) By-Law 2024-58**

**Resolution Number:** 2024-312

**Moved By:** Councillor Grant

**Seconded By:** Councillor Manson

**NOW THEREFORE BE IT RESOLVED THAT:**

By-Law 2024-58 being a By-Law to confirm the proceedings of Council be approved.

**Results: Carried**

### **12) Resolution Number: 2024-313**

**Moved By:** Councillor Grant

**Seconded By:** Councillor Latimer

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin now be adjourned @ \_7:10\_\_\_\_p.m.

**Results: Carried**



# Corporation of the Municipality of Calvin

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September 24, 2024

Delegation Requests- ~~Ø~~

## CONSENT AGENDA-September 24, 2024

1. Ministry of Health: Connecting people to faster emergency care.
2. Ontario Forestry Industries Association-Letters of Support.
3. Exotic Animals- Letter of Support.
4. Renovictions-Letter of Support.
5. North Bay Parry Sound Health Unit-Board of Health Meeting Wednesday September 25, 2024.

The meeting agenda is now available on the Health Unit's website, and you can access it via the following link: Board of Health Meeting Agenda.

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If you wish to separate an Item from the Consent Agenda, please contact the Clerk prior to the meeting so a resolution can be prepared.

Thank you



## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Thursday, September 12, 2024 1:07 PM  
**To:** Deputy Clerk  
**Subject:** Ontario Connecting People to Faster Emergency Care

x

### NEWS RELEASE

## Ontario Connecting People to Faster Emergency Care

Investments in emergency care reducing ambulance offload times by more than 50 per cent

**September 12, 2024**  
Ministry of Health

HASTINGS — The Ontario government is investing over \$910 million to increase the availability of ambulances across the province and connect people and families to emergency care faster and closer to home.

“When someone experiences an emergency, it is vital that they receive the care they need as quickly as possible,” said Sylvia Jones, Deputy Premier and Minister of Health. “By strengthening all aspects of the health care system and ensuring faster access to emergency care, our government is providing paramedics and emergency departments with the tools they need as we connect more people across the province to high-quality care, when they need it most.”

Ontario is increasing land ambulance funding to municipalities by an average of eight per cent, bringing the province’s total investment to over \$877 million this year, including over \$10.7 million in Land Ambulance Services Grant funding for Hastings County. This increase in base funding will help municipalities address increased costs so they can continue to deliver high-quality emergency care.

To further reduce delays paramedics encounter when dropping patients off at a hospital, Ontario is also investing over \$33 million through the Dedicated Offload Nurses Program to help hospitals hire more nurses and other eligible health professionals that are dedicated to offloading ambulance patients in hospital emergency departments.

This program allows paramedics to get back out into the community faster and respond to their next 9-1-1 call sooner and has played a significant role in reducing ambulance offload times and increasing ambulance availability for 9-1-1 patients across the



province. As a result of this investment, provincial ambulance offload time has been reduced by more than 50 per cent since its peak in October 2022.

To ensure people receive urgent critical care sooner, Ontario is continuing to implement the Medical Priority Dispatch System (MPDS) across the province. The system helps prioritize and triage emergency medical calls to 9-1-1 so that paramedics can be dispatched sooner. Over the last year, the province has rolled out the system to Mississauga, Kenora, Thunder Bay, Ottawa and Renfrew. The province is now accelerating the system's implementation at the 15 remaining dispatch sites across Ontario by May 2027, over a year ahead of schedule.

With Your Health: A Plan for Connected and Convenient Care, the government continues to take action to strengthen the health care system so that it is responsive and is evolving to meet the health needs and priorities of Ontarians, no matter where they live.

## Quick Facts

- The government's additional investments in the Dedicated Offload Nurses Program over three years will help municipalities cover around 800,000 dedicated hours to support offloading ambulance patients in the emergency department.
- Hastings County is receiving nearly \$400,000 in Dedicated Offload Nurses Program funding for 2024/25.
- Currently, over 200 patient care models led by paramedic services across the province are now approved to provide appropriate and timely care options for eligible 9-1-1 patients in the community, instead of in the emergency department.
- The government is helping more students who want to become paramedics by adding more than 300 spaces in paramedic programs at provincial colleges across Ontario, making it easier for future paramedics to access education and training closer to home.
- The Ontario Learn and Stay Grant is providing over 350 first-year paramedic students studying in select Northern postsecondary institutions with funding for free tuition, books, compulsory fees and other direct educational costs. After graduating, students will need to work in the same region they studied for a minimum of six months for every full year of study funded by the grant.

## Quotes

"The ongoing commitment of the Province to support land ambulance operations through annual and predictable increases of Land Ambulance Service Grants is reflective of their understanding of the growth in demand for emergency prehospital care due to population growth and an ever-aging population. This commitment to maintaining critical resource levels is combined with sustained funding of the Dedicated Offload Nurses Program, which helps to free ambulances for emergency responses more quickly following arrival at hospital. Our Association is also very pleased with the announced accelerated implementation of the Medical Priority Dispatch System, a tool

for more accurate and reliable telephone triage and prioritization of incoming ambulance calls. We have long advocated for this program which is based on much stronger quality improvement processes, international recognition, and the ability to improve ambulance availability for the most critical patients."

**- Chief Michael Sanderson**

**President, Ontario Association of Paramedic Chiefs**

"We are pleased to see the continued investments in our communities through the land ambulance service grant and offload delay nursing program funding. Our frontline paramedics face new challenges and increasing call volumes are taxing our emergency rooms. This funding is instrumental to effectively meet the growing demand while ensuring that ambulances are readily available to serve the public."

**- Chief Carl Bowker**

**Hastings-Quinte Paramedic Services**

"AMO welcomes this important increase in base funding. Municipalities are at the frontlines of Ontario's health care system by providing emergency medical services to those most in need. Important investments like this keep paramedics on the road responding to residents rather than waiting in hospital emergency departments."

**- Mayor Robin Jones**

**AMO President, Mayor of Westport**

"Our ambulance services are an important part of health care, especially in rural areas like Hastings-Lennox and Addington. I am so pleased to see the Ontario government, under the leadership of Premier Ford, increase and expand this incredibly necessary component of our health care system with new local Paramedic bases in Stirling and in the Tyendinaga Mohawk Territory. "

**- Ric Bresee**

**MPP, Hastings—Lennox and Addington**

## **Additional Resources**

- [Ontario Bolstering Nursing Workforce in Emergency Departments](#)
- [Ontario Investing in a Stronger Public Health Sector](#)
- [Your Health: A Plan for Connected and Convenient Care](#)

## **Media Contacts**

**Hannah Jensen**

Minister Jones' Office

[Hannah.R.Jensen@ontario.ca](mailto:Hannah.R.Jensen@ontario.ca)

**Media Relations**

Communications Branch





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## Deputy Clerk

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**From:** deputyclerk@blrtownship.ca  
**Sent:** Tuesday, September 10, 2024 2:08 PM  
**To:** cobalt@cobalt.ca; admin@englehart.ca; clerk@tkl.ca; jallen@latchford.ca; amyvickerymenard@armstrong.ca; brethour@parolink.net; lise\_chhk@parolink.net; info@chamberlaintownship.com; toc@colemantownship.ca; clerk@evanturel.com; diannesayer3@hotmail.com; admin@harley.ca; harris@parolink.net; twphill@parolink.net; admin@hudson.ca; elklake@ntl.sympatico.ca; admin@kerns.ca; info@larderlake.ca; deputyclerk@matachewan.ca; treasure@ntl.sympatico.ca; reynaldrivar@nt.net; lmcDonald@bracebridge.ca; kayla.thibeault@gravenhurst.ca; administration@huntsville.ca; kway@gbtownship.ca; csykes@lakeofbays.on.ca; cmortimer@muskokalakelakes.ca; karen.mcisaac@northbay.ca; clerk@temagami.ca; mducharme@westnipissing.ca; info@mattawa.ca; cao.clerk@bonfieldtownship.org; Deputy Clerk; info@chisholm.ca; municipality@eastferris.ca; admin@mattawan.ca; clerk@papineaucameron.ca; clerk@southalgonquin.ca; cityclerk@thunderbay.ca; kristina.miousse@greenstone.ca; neebing@neebing.org; wayne.hanchard@oliverpaipoonge.on.ca; info@marathon.ca; conmee@conmee.com; mavis@doriontownship.ca; gillies@gilliestownship.com; mhartling@manitouwadge.ca; lindaberube@nipigon.net; twpoconn@tbaytel.net; cao@redrocktownship.com; cao@schreiber.ca; nhunley@shuniah.org; cao@terracebay.ca

**Subject:** BLR Resolutions

**Attachments:** Letter of Support - Immediate Action Needed To Support Ontario's Forest Sector.pdf; Letter of Support - AMO-OMA Joint Health Resolution Campaign.pdf; Letter of Support - Sustainable Funding for OPP Small Rural Municipalities.pdf; Letter of Support - Regulations for the Importation and Safe Use of Lithium-ion Batteries.pdf

Please see attached resolutions.

Thank You.

### Tammy Thompson

*Deputy Clerk*

Brudenell, Lyndoch and Raglan Township

Office: 613-758-2061

Fax: 613-758-2235

[www.blrtownship.ca](http://www.blrtownship.ca)





**TOWNSHIP OF  
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

September 5, 2024

**Re: Immediate Action Needed To Support Ontario's Forest Sector**

Please be advised that at their last Regular Meeting of Council on Wednesday September 4<sup>th</sup>, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

Resolution # 2024-09-04-11  
Moved By: Councillor Keller  
Seconded by: Councillor Banks

**"WHEREAS** Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan received correspondence from the Ontario Forest Industries Association dated June 19, 2024 regarding Immediate Action Needed to Support Ontario's Forest Sector;  
**NOWHEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan does hereby receive and support the correspondence dated June 19, 2024 from the Ontario Forest Industries Association and urges the Ontario government support all measures targeting the immediate challenges the Ontario Forest sector faces."

**CARRIED.**

Sincerely,

Tammy Thompson  
Deputy Clerk





June 19, 2024

The Hon. Graydon Smith  
Minister of Natural Resources  
Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3

The Hon. Nolan Quinn  
Associate Minister of Forestry  
Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3

Submitted via email.

**Re: Immediate Action Needed To Support Ontario's Forest Sector**

Minister Graydon Smith and Associate Minister Nolan Quinn,

Congratulations on your recent appointments within Premier Doug Ford's Cabinet. The Ontario Forest Industries Association (OFIA) looks forward to our productive and continued work together.

Over the last six months, three of Ontario's six pulp and paper mills have permanently closed or idled. Adding to the issue was the closure of a critical softwood pulp market in Quebec. As you know, these facilities served as important consumers of solid-wood byproducts from Ontario sawmills.

The OFIA appreciates the many opportunities we have had to speak with you and senior leadership within Ontario's Ministry of Natural Resources (MNR) and Premier's Office. This includes in-person meetings with members of OFIA's Board Executive Committee on January 19<sup>th</sup>, March 19<sup>th</sup>, and May 28<sup>th</sup>, 2024. During these meetings, the OFIA presented short and long-term actions Ontario could take to address the regional chip and pulpwood market crisis endorsed by the OFIA membership (incl.).

The industry eagerly anticipates government action on this matter, as operating conditions for many have continued to worsen over the past six months. Combined with weak markets for some finished products, many companies struggle to continue their operations. We are now facing an unprecedented challenge in the sector, which could have negative and long-lasting implications for northern and rural communities across Ontario.

Without immediate action in response to OFIA recommendations and, critically, the vetting of potential solutions through the industry to ensure programs truly meet the sector's needs, we fear Ontario could face further curtailments, job losses, and lost economic opportunity.

The OFIA is ready to work with the Ontario government to set the forest products sector on a long-term and stable path towards economic development and prosperity. This includes our

vision of a *Forest Energy Directive* to develop bioheat, district heating, liquid fuels, renewable gases, biocarbon, and electricity generation projects, supporting Ontario's massive forecasted growth in non-emitting energy demands.

We urge you and your colleagues to continue supporting all measures targeting the immediate challenges the Ontario forest sector faces and look forward to future discussions with you.

Sincerely,



Ian Dunn, R.P.F.  
President & CEO  
Ontario Forest Industries Association  
Cell: 647-297-3827

Incl. March 19<sup>th</sup>, 2024 Slide Deck – Summary of Input from the Membership – OFIA Meeting with the Hon. Graydon Smith

May 28<sup>th</sup>, 2024 Slide Deck – Ontario Forest Energy Directive

CC The Hon. Caroline Mulroney, President of the Treasury Board  
The Hon. Peter Bethlenfalvy, Minister of Finance  
The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade  
The Hon. Greg Rickford, Minister of Northern Development and Indigenous Affairs  
The Hon. George Pirie, Minister of Mines  
The Hon. Steven Lecce, Minister of Energy and Electrification  
The Hon. Sam Oosterhoff, Associate Minister of Energy Intensive Industries  
The Hon. Todd Smith, Minister of Education  
The Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
MPP John Yakabuski, Parliamentary Assistant to the Minister of Energy  
MPP Kevin Holland, Parliamentary Assistant to the Minister of Mines  
Deputy Minister Drew Vanderduim, Ministry of Natural Resources  
OFIA Membership

## Deputy Clerk

---

**From:** Clerk <clerk@tkl.ca>  
**Sent:** Friday, September 6, 2024 2:05 PM  
**To:** Clerk  
**Subject:** TKL Resolution - Exotic Animals  
**Attachments:** Resolution - Exotic Animals.pdf

FYI – Sent on behalf of Town of Kirkland Lake Mayor, Stacy Wight.



### **KIRKLAND LAKE**

THE RIGHT ENVIRONMENT

#### **Clerk's Office**

The Corporation of The Town of Kirkland Lake  
P.O. Box 1757, 3 Kirkland St. W., Kirkland Lake, ON P2N 3P4  
T: 705-567-9361  
C: 705-568-7835  
F: 705-567-3535  
[clerk@tkl.ca](mailto:clerk@tkl.ca)  
[www.kirklandlake.ca](http://www.kirklandlake.ca)

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The Corporation of the Town of Kirkland Lake  
Clerk's Office – Town Hall  
P.O. Box 1757, 3 Kirkland Street West,  
Kirkland Lake, ON P2N 3P4  
T: 705-567-9361 Ext. 238  
E: [clerk@tkl.ca](mailto:clerk@tkl.ca)  
W: [www.kirklandlake.ca](http://www.kirklandlake.ca)

April 5, 2024

SENT VIA EMAIL ONLY

To Whom It May Concern:

**RE: Motion – Exotic Animals**

---

At its meeting of April 2, 2024, the Council for The Corporation of the Town of Kirkland Lake resolved the following:

*“Moved by: Mayor Stacy Wight  
Seconded by: Councillor Rick Owen*

**WHEREAS** Ontario has more private non-native (“exotic”) wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province;

**AND WHEREAS** the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of exotic wild animals in captivity;

**AND WHEREAS** exotic wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the Province;

**AND WHEREAS** the keeping of exotic wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife;

**AND WHEREAS** owners of exotic wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns;

**AND WHEREAS** municipalities have struggled, often for months or years, to deal with exotic wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges;

**AND WHEREAS** the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of exotic wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

***THEREFORE BE IT RESOLVED THAT*** *The Corporation of the Town of Kirkland Lake hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of exotic wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the exotic wild animal population;*

***AND FINALLY THAT*** *a copy of this resolution be forwarded to the Premier of Ontario, Ontario's Solicitor General, Ontario's Minister for Natural Resources and Forestry, MPP Timiskaming-Cochrane, AMO, AMCTO, MLEAO, Timiskaming Municipal Association (TMA), the Federation of Northern Ontario Municipalities (FONOM), and all municipalities within the District of Timiskaming.*

**CARRIED"**

As so directed, a copy of Council's resolution has been supplied above for your reference.

Please do not hesitate to contact me if I can provide clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'A. Spilman', with a long horizontal flourish extending to the right.

Amberly Spilman  
Deputy Clerk/Lottery Licensing Officer



## Deputy Clerk

---

**From:** Siobhan Delaney <Siobhan.Delaney@kitchener.ca>  
**Sent:** Thursday, September 19, 2024 9:56 AM  
**To:** Siobhan Delaney  
**Subject:** City of Kitchener Resolution - Renovictions and Safe and Adequate Housing  
**Attachments:** Letter - Renovictions.pdf

Good morning,

Please see attached for a resolution that was passed at the August 26<sup>th</sup> City of Kitchener Council meeting. This resolution is being sent to you as you may have an interest in this matter.

Thank you and have a wonderful day,

### Siobhan Delaney

Administrative Clerk | Corporate Services | City of Kitchener  
519-783-8203 | TTY 1-866-969-9994 | [siobhan.delaney@kitchener.ca](mailto:siobhan.delaney@kitchener.ca)





**AMANDA FUSCO**

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2<sup>nd</sup> Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

[amanda.fusco@kitchener.ca](mailto:amanda.fusco@kitchener.ca)

TTY: 519-741-2385

September 19, 2024

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 26, 2024, passed the following resolution regarding Renovictions and Safe and Adequate Housing:

"WHEREAS the City of Kitchener adopted the resolution, "Renovictions' - Safe and Adequate Housing" on October 18, 2021, advocating to the Province of Ontario to take additional and meaningful steps to address the ever-increasing problem of Renovictions;

WHEREAS the City of Kitchener is taking meaningful steps to help address the issue with the legislated tools available to municipalities including adopting Inclusionary Zoning By-law and a Rental Replacement By-law;

THEREFORE IT BE RESOLVED that the City of Kitchener supports the resolution adopted by the City of Toronto to urge the Province of Ontario to proclaim and bring into force all regulations pertaining to Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023,

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener supports the resolution adopted by the City of Toronto to request to the Province of Ontario to amend the Residential Tenancies Act, 2006, and/or related regulations to:

- a. reintroduce vacancy control legislation which ties rents to residential units rather than tenancies;
- b. introduce rent control to cover units first occupied after November 15, 2018;
- c. require landlords of residential units to be responsible for finding temporary accommodation or provide sufficient relocation assistance for their tenants for the duration of the renovations if tenants intend to return post - repair/renovation;

- d. require landlords to obtain a building permit before issuing an N13 notice of termination, provide a copy of the applicable permit to tenants together with any N13 notice of termination, require evidence that the permit was delivered with the N13 notice of termination as part of any L2 application to end a tenancy filed on that basis, and require the approved permit be provided to the LTB as part of any L2 application to end a tenancy filed on the basis of an N13 notice of termination;
- e. provide the same rights and compensation afforded to tenants in buildings with five (5) or more units to those in buildings with less than five (5) units;
- f. increase the required compensation for tenants in no-fault evictions;
- g. remove ex parte eviction orders for breached repayment agreements;
- h. require landlords to attach a plain-language tenants' rights information package to N13 eviction notices;
- i. regulate N11s and buy-out agreements; and
- j. amend Above Guideline Increase (AGI) rules to eliminate the eligibility of capital expenditures that constitute general repair and maintenance of the property; add a new subsection requiring landlords to save 10 percent of rental income to be accessed for capital expenditures; and require landlords to notify tenants of the decrease in advance of the date when rent is required to be reduced as specified in an order permitting an AGI related to eligible capital expenses;

THEREFORE BE IT FURTHER RESOLVED that the City of Kitchener supports the resolution adopted by the City of Toronto to urge to the province of Ontario to make the following operational changes to the Landlord Tenant Tribunal (LTB):

- a. allow tenants the right to in-person LTB hearings to eliminate technological barriers for individuals who do not have access to digital devices or reliable internet connection;
- b. simplify LTB notices with plain language so they are easily understood and ensure all forms include a tracking number that is linked to a public registry; and
- c. establish a provincial rental registry that tracks building ownership, rental rates, AGIs and their expiry dates, and LTB eviction filings and their outcomes; and monitor data on N12 and N13 evictions.



THEREFORE BE IT FINALLY RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario, the Region of Waterloo and other Municipalities for their consideration and possible endorsement.”

Yours truly,



---

A. Fusco  
Director of Legislated Services & City Clerk

Cc: Honourable Paul Calandra, Minister of Municipal Affairs and  
Housing  
Colin Best, President, Association of Municipalities Ontario  
Will Short, Clerk, Region of Waterloo  
Ontario Municipalities  
Sloane Sweazey, Senior Policy Advisor, City of Kitchener

## Deputy Clerk

---

**From:** CAO  
**Sent:** Thursday, September 19, 2024 9:49 AM  
**To:** Deputy Clerk  
**Subject:** FW: Board of Health Meeting – September 25, 2024

Consent agenda, info. thanks!

**Donna Maitland**  
**CAO/Clerk/Treasurer**  
Municipality of Calvin  
1355 Peddlers Dr., R.R.#2, Mattawa, ON. POH 1V0  
Ph: 705-744-2700 | Fax: 705-744-0309

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**From:** Ashley Lecappelain <ashley.lecappelain@healthunit.ca>  
**Sent:** Tuesday, September 17, 2024 3:53 PM  
**To:** CAOs  
**Subject:** Board of Health Meeting – September 25, 2024

Hello,

The North Bay Parry Sound District Health Unit's upcoming Board of Health meeting will take place on Wednesday, September 25, 2024.

The meeting agenda is now available on the Health Unit's website, and you can access it via the following link: [Board of Health Meeting Agenda](#).

Thank you,

**Ashley Lecappelain**, B.A | Executive Assistant | Office of the Medical Officer of Health/Executive Officer |  
Pronouns: She/Her  
North Bay Parry Sound District Health Unit  
345 Oak Street West | North Bay, Ontario P1B 2T2 | Canada  
705-474-1400 ext. 5272 | 1-800-563-2808  
[ashley.lecappelain@healthunit.ca](mailto:ashley.lecappelain@healthunit.ca) | [myhealthunit.ca](http://myhealthunit.ca)  
[Facebook](#) | [X](#) | [LinkedIn](#) | [YouTubeCA](#)



# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024-317

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda items as circulated.

Requests:

Results:

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |





**Reporting period: August 2024**

**Submitted by Chief Labreche**

**1. Department Volunteer Status:**

New Applicant Andres Barahona. I recommend his hiring. Please see the attached Resolution to Council to appoint him to the department.

Pat Scroope has resigned effective August 29, 2024. Please see attached resolution accepting his resignation.

**2. Incidents Attended This Reporting Period**

During the reporting period of June 2024, we received 1 fire call,

- July
  - Dirt Bike MVC
  - Medical assist involving farm equipment
- August
  - Tree on a Hydro line
  - Remote rescue

**3. Dept. Training Activities**

We continue to follow the NFPA training schedule to render our firefighters prepared for the written and practical exam. I estimate this to be complete by early 2025.

b.Future planned training:

I am currently exploring training platform for the Hazmat Ops and Operations Courses for firefighters. We may be able to obtain this training via OFM on-line training.

**4. Social/Recreational/Fundraising Activities**

Nothing to report

**5. Other**

**a. UTV purchase**

On September 18<sup>th</sup>, accompanying this report to the CAO, I provided administration with the information necessary to process the purchase of the UTV approved in this year’s budget. I did, however, instruct administration to not process payment until the unit is in our possession. I will advise the CAO once this time has arrived.

As I had not requested funds for helmets and tracks and emergency lighting/siren for the unit during budget discussions, I am requesting funds to equip this unit with these features now vs next year, using reserve funds. Tracks render the UTV a 4-season emergency vehicle, able to respond to emergencies in remote locations during winter months and/or practicality to transport equipment and firefighters during Forest Fires or any other application.

|                                       |                    |
|---------------------------------------|--------------------|
| Tracks:                               | \$7682.87          |
| Helmets x6: \$120.00                  | \$720.00           |
| Emergency Lighting/Siren              | \$1000.00          |
| Decals/Radio/Antenna                  | \$1000.00          |
| <b>Total requested from Reserves:</b> | <b>\$10,402.87</b> |

See attached Resolution for Council consideration requesting funds outside of the 2024 approved budget.

**b. Community Risk Assessment** due to the province in July is being worked on. I will set up a meeting with the CAO and CEMC to

complete it, and bring it forward to Council for approval at the next opportunity once it is complete.





# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024-318

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin has received and accepts the Fire Chief Report.

**Results:**

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin

## Council Resolution

Date: September 24, 2024

Resolution Number: 2024-319

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin accept the Fire Chief's recommendation to hire the following firefighter:

**Andres Barahona** Effective September 24, 2024

**AND FURTHERMORE**, the Fire Chief will submit to the CAO, their home/cell telephone numbers, email address, date of hire, position titles, along with a Copy of DZ license if relevant to their role, and a completed Federal and Provincial tax forms, no later than October 4, 2024.

### Results:

#### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin

## Council Resolution

Date: September 24, 2024

Resolution Number: 2024-320

Moved By: Councillor

Seconded By: Councillor

**Now therefore be it resolved that** Council for the Corporation of the Municipality of Calvin accept the Fire Chief's recommendation to accept the resignation of firefighter P. Scroope effective August 29, 2024

**AND FURTHERMORE** that by way of this resolution, administration be advised for payroll purposes.

### Results:

#### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |





# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024-321

Moved By: Councillor

Seconded By: Councillor

**WHEREAS** the Council of the Corporation of the Municipality of Calvin has approved through the 2024 budget, through the Fire Dept Capital Reserve Fund, \$10,750 for the purchase of a Utility Terrain Vehicle (UTV) and \$7,000 for the purchase of a hauling trailer, with the balance of funds necessary to acquire these items contributed by the Calvin Volunteer Firefighters Association;

**AND WHEREAS** the Council of the Corporation of the Municipality of Calvin accepts the Fire Chief's recommendation for the purchase of the UTV from Sturgeon Motor Sports at the total cost of the UTV equipment including taxes and licensing fees to the amount of \$27 558.84, with the purchase of the trailer to be made in the near future;

**NOW THEREFORE BE IT RESOLVED THAT** that the Chief Administrative Officer be authorized to execute any and all documents, including obtaining the Association's contribution funds to complete the purchase of these capital items.

## Results:

### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024-322

Moved By: Councillor

Seconded By: Councillor

**Now therefore be it resolved that** Council for the Corporation of the Municipality of Calvin accept the Fire Chief's request for \$10,500 to be expensed this fiscal year, from Capital Reserves in order to purchase tracks, helmets, emergency lighting, decals, radio and antenna for the newly acquired UTV.

## Results:

### Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin Council Resolution

**Date:** September 24, 2024

**Resolution Number:** 2024-

**Moved By:** Councillor

**Seconded By:** Councillor

**Whereas** the Municipality East Ferris has extended an invitation the Corporation of us, to attend Remembrance Day services on November 7<sup>th</sup>, 2024 and requested a rsvp,

**Now therefore be it resolved that** by way of forwarding a copy of this resolution, they be informed that Councillor \_\_\_\_\_ having received the details as part of this meeting agenda, will attend the service as the Municipality's representative.

**Results:**

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# East Ferris

MUNICIPALITY · MUNICIPALITÉ

September 12th, 2024

Municipality of Calvin  
1355 Peddlers Drive RR#2  
Mattawa, Ontario P0H 1V0  
[administration@calvintownship.ca](mailto:administration@calvintownship.ca)

Dear Sir or Madame:

It is with great honour that the Municipality of East Ferris invites you to join us for our Remembrance Day Ceremony on Thursday, November 7<sup>th</sup>, 2024 at 10:30 a.m.

The Ceremony will be held at the East Ferris Cenotaph Memorial Park in the Hamlet of Corbeil. The Cenotaph is located at the north end of Corbeil Road where it intersects with Hwy 94 and Champagne Road.

We will be marching to remember and honour those who have served, and continue to serve, for our freedom.

Please RSVP to the Municipal Office at 705-752-2740, ext. 235 or to [kari.hanselman@eastferris.ca](mailto:kari.hanselman@eastferris.ca) by October 11<sup>th</sup>, 2024. We look forward to seeing you.

Yours truly,

Kari Hanselman  
Clerk





# MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

Tel: (705) 744-2700 • Fax: (705) 744-0309

[building@calvintownhsip.ca](mailto:building@calvintownhsip.ca) • [www.calvintownship.ca](http://www.calvintownship.ca)

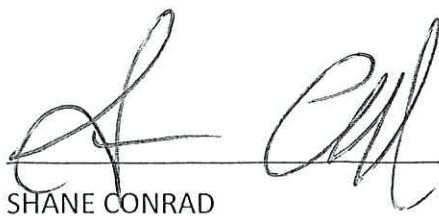
## BUILDING REPORT

**MONTH: August, 2024**

|                                 |             |
|---------------------------------|-------------|
| 1. NUMBER OF PERMITS ISSUED     | 4           |
| 2. TOTAL MONTHLY VALUE          | \$635,000   |
| 3. TOTAL FEES COLLECTED         | \$1765      |
| 4. TOTAL BUILDING VALUE TO DATE | \$1,656,000 |
| 5. TOTAL FEES COLLECTED TO DATE | \$6,245     |

### COMMENTS:

|                            |  |                  |              |
|----------------------------|--|------------------|--------------|
| Permit: 13-2024            | Type: Single Family Dwelling                       | Value: \$550,000 | Fee: \$1,465 |
| Address: 248 Latimer Lane. |  |                  |              |
| 14-2024                    | Renovations to Cottage<br>8863 Hwy 17              | \$40,000         | \$100        |
| 15-2024                    | Sleep Camp<br>9478 Hwy 17                          | \$5,000          | \$100        |
| 16-2024                    | Replace roof damaged by fire<br>1007 Homestead Rd. | \$40,000         | \$100        |



SHANE CONRAD  
CHIEF BUILDING OFFICIAL

## Building Report

August 2024

August 02- Call from a person asking about property on Moreau Rd.

August 07 - Submitted August building report to MPAC, CMHC, StatsCan.

- Emails and phone calls.
- Submitted August building report to council.
- Plan review and issued permit 13-2024 for a SFD at 248 Latimer Lane.
- Finished updates to building bylaw.

August 12- Call from contractor wanting inspection.

- Call from person about property at 744 Homestead Rd.

August 14: - Went over building fees with the COA and the Deputy Clerk

- Travelled to 248 Latimer Lane for an inspection.
- Travelled to 8863 Hwy 17 for three inspections, then to 8868 Hwy 17 for site visit and then to 9478 Hwy 17 for site visit.
- Emails and phone calls.

August 21: - Emails and phone calls.

- Plan review and issued permit 14-2024 at 8863 Hwy 17 for renovations for cottage.
- Started plan review for two other applications.
- Travelled to 1398 Peddlers Dr. for a site visit then travelled to 1251 Homestead Rd. for inspection.

August 23: - Call from property owner at 9478 Hwy 17, asking about beam requirements for their bunkie.

August 26: - Call from person wanting to purchase property in Calvin.

- Call from property owner at 487 Moreau Rd. about required inspections for their build.

August 28: - Phone calls and emails.

- Travelled to 248 Latimer Lane for inspection.
- Travelled to 8863 Hwy 17 for inspection.
- Issued permit for sleep cabin at 9478 Hwy 17
- Travelled to 427 Boundary Rd. for inspection.
- Plan review for purpose camp on Homestead Rd./Bronson Lake Rd.



Shane Conrad CBO



# Corporation of the Municipality of Calvin Council Resolution

Date: September 24, 2024

Resolution Number: 2024-

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin has received and accepts the Chief Building Officer report for the month of August.

**Results:**

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



# Corporation of the Municipality of Calvin

## Council Resolution

Date: September 24, 2024

Resolution Number: 2024-

Moved By: Councillor

Seconded By: Councillor

**Whereas** By-law 2019-027 being a By-Law to Establish Municipal Building Procedures, Regulations and Prescribe Permit Fees and Other Fees as Applicable to Building Related Matters and Schedule A of By-Law 2024-47 being a By-law to consolidate municipal fees and charges are required to be reviewed annually,

**And Whereas** Council has received, discussed and considered the CAO and Chief Building Official reports relating to building inspection service fees,

**Now therefore be it resolved that** Council for the Municipality of Calvin directs staff to promote a public consultation meeting regarding their proposed revised building inspection service fees, which are as follows:

### Building Services and Fees/Refunds

### Proposed Fee

- New Buildings (except for accessory buildings)
- Building without a permit
- New buildings (except for accessory buildings)
- Addition to buildings (except for accessory buildings)
- Accessory buildings which includes garages, storage buildings, and barns, porches, carports, sundecks, balconies, solariums and sunrooms (including additions to accessory buildings)
- Residential alterations, repairs or renovations including Chimneys, plumbing, windows, doors
- Demolition Permit
- Change of Use Inspection
- Moving a building into, within or out of the municipality



- Reshingling a building. Permit is issued to the homeowner allowing the disposal of old shingles at the landfill site plus, tipping fees
  - Compliance letter (site inspection required)
  - Occupancy permit (site inspection required)
- Commercial, Industrial, Institutional, Alterations, Repairs and Renovations
- Swimming Pools

Status of permit application

Percentage of fee eligible for refund

1. Application filed, plans reviewed, applications withdrawn.
2. Application filed, plans reviewed, permit refused.
3. Application filed, plans reviewed, permit issued and works abandoned after the Foundation stage.
4. Permit revoked

**Results:**

| <u>Member of Council</u> | <u>In Favour</u>         | <u>Opposed</u>           |
|--------------------------|--------------------------|--------------------------|
| Grant                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Latimer                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Manson                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Moreton                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Gould (Absent)     | <input type="checkbox"/> | <input type="checkbox"/> |



## MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

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8.2

Donna Maitland  
CAO/Clerk/Treasurer

May 29, 2024

RE: Building Fee

Donna

I am providing you with some comparisons of what some basic building permit fees are in Calvin and those of surrounding municipalities. Calvin has some of the lowest fees, if not the lowest in the area. It would be my suggestion that if council wants to raise the fees for building permits, that they look at increasing the dollar amount per 10 sq. m rather than increasing the base amount.

For example, the current fee for a dwelling is \$475 for the first 50 sq. m of building area and \$30 for each additional 10 sq. m. I would leave the base amount of \$475 and increase the dollar amount per additional sq. m from \$30 to \$50 or whatever number they feel comfortable with.

By increasing the fees in this manner, it keeps the costs down for people who want to build smaller structures but are struggling with the cost of living, and the individuals who can afford to go bigger pay a higher fee.

If Calvin was to increase the cost per sq. m to \$50 from the current \$30, in the four scenarios provided in the comparison chart, Calvin's new fees would look like this:

|                        |         |                    |       |
|------------------------|---------|--------------------|-------|
| - 1200 sq. ft dwelling | \$825   | vs. current fee of | \$685 |
| - 2000 sq. ft dwelling | \$1,175 | vs.                | \$895 |
| - 24'x 24' garage      | \$300   | vs.                | \$200 |
| - 28'x 32' garage      | \$450   | vs.                | \$310 |

Note: Bonfield just increased their fee for dwellings to a minimum fee of \$4,000

SHANE CONRAD  
CHIEF BUILDING OFFICIAL

## Building Fees Comparison

|              | 1200 sq. ft Dwelling | 2000 sq. ft Dwelling | 24'x 24' Garage | 28'x 32' Garage |
|--------------|----------------------|----------------------|-----------------|-----------------|
|              | Value \$360,000      | Value \$600,000      | Value \$30,000  | Value \$45,000  |
| Powassan:    | \$3,240              | \$5,400              | \$270           | \$405           |
| East Ferris: | \$1,152              | \$1,920              | \$522           | \$860           |
| Chisolm:     | \$1,152              | \$1,920              | \$522           | \$860           |
| North Bay:   | \$4,042              | \$6,738              | \$336           | \$ 505          |
| Bonfield:    | \$1,003              | \$1,672              | \$214           | \$332           |
| Pap-Cam:     | \$800                | \$1,000              | \$300           | \$300           |
| Mattawan:    | \$3,700              | \$ 6,100             | \$400           | \$550           |
| Calvin:      | \$685                | \$895                | \$200           | \$310           |

## Note:

- Bonfield is in the process of changing their fees. They are talking about almost doubling them.
- Calvin doesn't have development fees.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NUMBER 2019-027

BEING A BY-LAW TO ESTABLISH MUNICIPAL BUILDING PROCEDURES, REGULATIONS AND PRESCRIBE PERMIT FEES AND OTHER FEES AS APPLICABLE TO BUILDING AND RELATED MATTERS.

WHEREAS the Municipal Act c. 25 S.O. 2001 as amended and the Building Code Act c.23 S.O. 1992 as amended, require the Councils of municipalities to pass By-Laws and regulations respecting the construction and/or demolition of buildings and issuing of permits to govern the same.

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

1.0 DEFINITIONS AND INTERPRETATION

1.1 In this By-law:

“Act” means the *Building Code Act, 1992 S.O. 1992 Chapter 23 including amendments thereto*.

“Building” means a “building” as defined in subsection 1(1) of the Act.

“Building Code” means the regulations made under Section 34 of the Act.

“Chief Building Official” means the Chief Building Official appointed pursuant to subsection 3(2) of the Act and by By-law of the Municipality of Calvin for the purposes of enforcement of the Act.

“Construct” means “construct” as defined in subsection 1(1) of the Act.

“Demolish” means “demolish” as defined in subsection 1(1) of the Act.

“Fixture” means “fixture” as defined in Sentence 1.1.3.2. (1) of the Building Code.

“Inspector” means an inspector appointed pursuant to subsection 3(2) of the Act and by by-law of the Municipality of Calvin for the purposes of enforcement of the Act.

“Municipality” means the Corporation of The Municipality of Calvin or the geographic area as the context requires.

“Order” means under section 12(2) of the Building Code Act, an inspector who finds a contravention of this Act or the building code may make an order directing compliance with this Act or the building code and may require the order to be carried out immediately or within such time as is specified in the order.

“Owner” means the registered owner of the property of the agent of the registered owner duly authorized by the registered owner in writing.

“Permit” means permission or authorization in writing from the Chief Building Official to perform work regulated by the Act and the Building Code and in the case of an occupancy permit, to occupy any building or part thereof.

“Permit Holder” means the owner to whom the permit has been issued or, where the permit has been transferred, the new owner to whom the permit has been transferred.

“Plumbing” means “plumbing” as defined in subsection 1(1) of the Act.

“Property Owner” means an individual or entity in possession of title for land, building, or other item. The owner may be responsible for paying taxes in relation to the property.

“Registered Code Agency” or RCA means a “registered code agency” as defined in subsection 1(1) of the Act.

“Sewage System” as defined in Section 1.1 of the Building Code.

“Work” means to do anything in the construction or demolition or change of use or plumbing for a building which is regulated by the Act and the Building Code and “project” has a similar meaning.

“Zoning” as defined in the Municipality of Calvin’s Zoning By-Law

2.0 PERMITS

2.1 No person shall, or shall cause to, construct, alter, repair, move, situate or demolish in full or in part a building or structure in the Municipality of Calvin unless a permit for such purpose has been issued by the Chief Building Official.



- 2.2 Classes of permits with respect to the construction and demolition of buildings shall be as set out in Schedule "A", attached hereto.
- 2.3 To obtain a permit the owner or his authorized agent shall file an application in writing by completing the prescribed forms from the Municipality of Calvin office.
- 2.4 Except as otherwise permitted by the Chief Building Official, every application shall identify and describe in detail the work and occupancy to be covered by the permit for which application is made, including:
  - a) description of the land on which the work is to be done, that will readily identify and locate the building lot.
  - b) complete plans and specifications as requested.
  - c) the valuation of the proposed work and the required fee.
  - d) the names, addresses and telephone number of the owner, architect, engineer or other designer and constructor.
  - e) the signature of the owner or his authorized agent shall certify the truth of the contents of the application.
- 2.5 Subject to section 8 (10) of the Building Code Act c.23 S.O. 1992 as amended, building permits are automatically revoked and must be renewed:
  - a) where they are issued based on mistaken or false information.
  - b) where after six months after its issuance, the construction or demolition in respect of which a permit was issued has not in the opinion of the Chief Building Official, been seriously commenced or;
  - c) where the construction or demolition of the building is in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than one year.
- 3.0 PLANS, SPECIFICATIONS AND INFORMATION**
- 3.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed work will conform with the Act, Regulations thereunder, The Zoning By-law and any other applicable law.
- 3.2 Unless otherwise permitted by the Chief Building Official, site plans shall be referenced to a current plan of survey, certified by a registered Ontario Land Surveyor, and a copy of such survey, with seal, shall be submitted.
- 3.3 Plans shall be drawn to scale upon paper, cloth, or other durable material for new construction and with appropriate scale for renovation.
- 3.4 The Chief Building Official shall require the applicant to produce the entrance approval from the appropriate authority in respect to any building proposed to be constructed fronting on any Provincial or County Highway, before the issuance of a building permit.
- 3.5 No permit will be issued in respect of a new building until proof of payment of the Charges as set out in Schedule "A" attached hereto are provided to the Chief Building Official.
- 3.6 No permit will be issued where the proposed use or location of a building is to contravention of the Municipality of Calvin Zoning By-law.
- 3.7 No work shall commence until the building permit issued is prominently displayed on the site of work.
- 3.8 No permit shall be issued on or for Heritage Designated properties until the required procedures have been complied with; as set out by the Ontario Heritage Act c. O.18 R.S.O. 1990 as amended, if applicable.
- 4.0 APPLICATION FOR PARTIAL PERMIT**
- 4.1 Where an application is made for partial permit in order to expedite work for a portion of a building prior to the issuance of a permit for the work for the complete building, and the Chief Building Official is in agreement that an application for a partial permit may be submitted, the owner shall file the following information:

- a) the prescribed application from entitled "Application for a Permit to Construct or Demolish".
  - b) complete plans and specifications, documents and other information as required.
  - c) the completed form as set out in the Act.
- 4.2 A permit for a temporary building may be extended provided that permission in writing is granted by the Chief Building Official.
- 5.0 SPECIAL PROVISIONS**
- 5.1 The owner or his authorized agent shall notify the Chief Building Official at least forty-eight (48) hours in advance of the following stages of construction:
- a) commencement of construction.
  - b) readiness to construct footings.
  - c) substantial completion of the structural framing.
  - d) substantial completion of the insulation and vapour barriers.
  - e) substantial completion plumbing and heating systems.
  - f) substantial completion of fire separations and systems.
  - g) substantial completion of interior finishes.
  - h) substantial completion of exterior cladding and site grading.
- 5.2 Where in the opinion of the Chief Building Official it is necessary for public safety, the owners shall cause to be erected on the street line adjacent to any building being constructed, altered, repaired or wrecked, demolished, a suitable type of board fence, at least six (6) feet in height, and with sufficient overhead boarding to protect passers by. No such fence shall be removed until the work has been completed and permission for that purpose has been obtained from the Chief Building Official.
- No unused building material, debris, material from any building being wrecked, demolished, or material from excavation shall be placed on or allowed to accumulate on any highway, public street, alley or land.
- 5.3 No person shall in any manner obstruct the free passage of water in drains, gutters or watercourse by buildings, landscaping or any other means. Nor shall they reroute any of the above without written permission of the Chief Building Official.
- 5.4 No person shall remove from a building or site any order issued by the Chief Building Official or his appointee, without first obtaining permission from the Chief Building Official.
- 6.0 FEES**
- 6.1 Fees for a required permit shall be in accordance with Schedule "A" attached hereto and forming part of this By-law.
- 6.2 When the fees are based on cost of valuation of the proposed work, such valuation shall mean the total cost of the work. That shall be the work regulated by the permit as well as electrical, plumbing or health branches and shall include the cost of professional and related services.
- 6.3 Where the Chief Building Official places a valuation, on the cost of work and if the permit applicant holder disagrees with this valuation, the prescribed fee determined by the Chief Building Official, shall be paid before the issuance of the permit. Upon completion of the work, if the actual cost of the work was less than the valuation placed by the Chief Building Official, an audited statement may be submitted detailing the cost of all component parts of the work. The Chief Building Official shall, if the statement contains the cost of all component parts of the work upon which the valuation was required to be based, value the work in accordance with testament and recommend the appropriate refund.
- 6.4 The fees contained in Schedule "A" to this By-law may be waived or modified at the discretion of the Chief Building Official, with the concurrence of the Clerk-Treasurer, for minor repairs and renovations to buildings, outbuildings i.e. garden sheds, tool sheds, gazebos, etc. or for the re-roofing and replacement of siding, of buildings in the residential classifications and for the additions of small porches or decks or for the repairs of such in the residential classifications.
- 7.0 ENFORCEMENT**
- 7.1 This By-Law shall apply to all property within the Municipality of Calvin, and shall be enforced upon written and signed complaints only.

- 7.2 After becoming aware of an infraction, the Chief Building Official and/or Property Standards Officer will visit the property and identify what is contravening the Municipality of Calvin's By-Laws. If the owner of the property in question is present, the Chief Building Official and/or Property Standards Officer will inform the property owner of the any contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.3 The Chief Building Official and/or Property Standards Officer will send by registered mail, the property owner a follow-up letter, explaining the contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.4 During the ongoing dialog between the Chief Building Official and/or Property Standards Officer and the property owner when continued improvement steps are being taken place to comply, no deadline timelines will be imposed during this time of dialog.
- 7.5 If verbal and written warnings or dialog in section 7.4 of this By-Law are ignored, and no action has been taken, or action has been ceased by the property owner to comply, then an Order to Comply will be posted by the Chief Building Official and/or Property Standards Officer, on the owners property and served on the owner of the property and such other persons affected thereby either by in person or registered mail.
- 7.6 Orders to Comply come with specific timelines in which steps must be taken to meet the requirements of the order. If no action is taken by the property owner in the specified timeline to comply, the municipality can take action to have the property comply with the Ontario Building Code and/or Municipal By-Laws. Costs incurred by the Municipality to have a property meet compliance will be billed to the property owner, and if not paid, transferred to the property owner's property tax account.
- 7.7 In accordance to Section 15.4.1 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended, any person convicted of a breach of the provisions of this By-law shall forfeit and pay at the discretion of the conviction, magistrate an administrative penalty of:
- a) the sum of one thousand dollars (\$1,000.00) and/or;
  - b) any building constructed, altered, repaired or placed in contravention of this By-law and/or other related municipal By-Laws, may be pulled down or removed on instruction from the Chief Building Official or other person authorized by the Council, and the expense of such removal or pulling down shall be paid by the owner and may be recovered in like manner as municipal taxes (in accordance to section 15.4.2 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended).
- 8.0 **SEVERABILITY**
- 8.1 Should any section or part of a section of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect any other provision of this By-law in whole or part thereof.
- 8.2 Nothing in this By-law shall or is intended to contravene with the Building Code Act c.23 S.O. 1992 as amended.
- 8.3 Where any discrepancy occurs, the Building Code Act and Regulations made thereunder shall take precedence.
- 9.0 **REPEAL**
- 9.1 By-law No.2007-006, Amendment By-Law No. 2008-020 and any other By-law that govern building construction or fees thereto are hereby repealed and rescinded.
10. **COMMENCEMENT**
- 10.1 This By-law shall come into force and affect on the day of passing thereof.

Read a first time this 26<sup>th</sup> day of November 2019.

Read a second time this 26<sup>th</sup> day of November 2019.

Read a third time and finally passed in open council this 10<sup>th</sup> day of December 2019.

  
MAYOR

  
CLERK-TREASURER



**CORPORATION OF THE MUNICIPALITY OF CALVIN**  
**Schedule "A"**  
**To By-law 2019-027**

**BUILDING INSPECTION SERVICES**

|   |   |
|---|---|
| New buildings (except for accessory buildings)  | \$400.00 for the first 50m <sup>2</sup> of building area and \$30.00 for each additional 10m <sup>2</sup> or part thereof |
| Addition to buildings (except for accessory buildings)  | \$150.00 for the first 20m <sup>2</sup> and \$30.00 for each additional 10m <sup>2</sup> or part thereof                  |
| Accessory buildings which includes garages, storage buildings, barns, porches, carports, sundecks, balconies, solariums and sunrooms (including additions to accessory buildings) | \$100.00 for the first 20m <sup>2</sup> and \$30.00 for each additional 10m <sup>2</sup> or part thereof                  |
| Residential alterations, repairs or renovations including Chimneys, plumbing, windows, doors  | \$100.00 flat fee   |
| Demolition Permit   | \$75.00 flat fee  |
| Change of Use inspection  | \$100.00 includes one   |
| Moving a building into, within or out of the municipality   | \$75.00 flat fee  |
| Reshingling a building. Permit is issued to the home owner allowing the disposal of old shingles at the landfill site   | \$25.00 flat fee plus tipping fees  |
| Compliance letter (site inspection required)  | \$75.00 flat fee  |
| Occupancy permit (site inspection required)   | \$75.00 flat fee  |
| Commercial, Industrial, Institutional – Alterations, Repairs and Renovations  | \$400 flat fee  |



CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2007-006

**COPY**

Being a by-law respecting Construction, Demolition, Change of Use and Applicable Fees and commonly referred to as the “Building By-Law”

**WHEREAS** Section 7 of the Building Code Act, S.O. 1992, Chapter 23, as amended authorizes Council to pass by-laws respecting construction, demolition and change of use permits and related matters;

**AND WHEREAS** the Council of the Municipality of Calvin desires to repeal By-law No. 544 & No. 584, as amended and enact a new building by-law for the issuance of permits and related matters, including a fee schedule for all applicable building permit fees;

**NOW THEREFORE** the Council of The Corporation of the Municipality of Calvin **ENACTS AS FOLLOWS:**

PART 1 – DEFINITIONS

1. For the purposes of this By-law, the following definitions and interpretations shall govern:
  - (1) “Act” means the Building Code Act, 1992, S.O 1992, Chapter 23 as amended;
  - (2) “applicant” means the owner of a building or property who applies for a permit or the person authorized by the owner to apply for a permit on the owner’s behalf;
  - (3) “architect” means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the *Building Code*;
  - (4) “as constructed plans” means as constructed plans as defined in the *Building Code*;
  - (5) “building” means a building as defined in Section 1 (1) of the Act;
  - (6) “Building Code” means the regulations made under Section 34 of the Act;
  - (7) “Chief Building Official” means the Chief Building Official appointed by Council under Section 3 of the Act for the purpose of enforcement of the Act;
  - (8) “construct” means to construct a building as defined in Section 1(1) of the Act;
  - (9) “Corporation” means the Corporation of the Municipality of Calvin;
  - (10) “demolish” means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act;
  - (11) “forms” means the applicable Provincial or municipal prescribed forms;
  - (12) “inspector” means an inspector appointed under Section 3 of the Act;
  - (13) “owner” includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession;

- (14) "permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act;
  - (15) "plumbing" means plumbing as defined in Section 1(1) of the Act;
  - (16) "professional engineer" means a person who holds a license or a temporary license under the Professional Engineer's Act;
  - (17) "registered code agency" means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Act;
  - (18) "regulations" means regulations made under the Act;
  - (19) "sewage system" means a sewage system as defined in Section 1(1) of the Act;
  - (20) "work" means construction or demolition of a building or part thereof, as the case may be.
2. Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the *Building Code*.

#### PART II – CLASS OF PERMIT

3. Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A" to this By-law.

#### PART III – PERMIT APPLICATION

4. To obtain a permit, the owner or an agent authorized in writing by the owner shall file with the Chief Building Official an application in the prescribed form as set out in Schedule "B" to this By-law.

#### General Requirements

5. All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall:
- (1) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
  - (2) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
  - (3) include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
  - (4) be accompanied by plans and specifications as described in Schedule "C" to this By-law;
  - (5) be accompanied by the required fees as calculated in accordance with Schedule "A" to this By-law;
  - (6) be accompanied by the completed "Listing of Applicable Law" form in accordance with Schedule "B" to this By-law;
  - (7) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the constructor or

person hired to carry out the construction or demolition, as the case may be;

- (8) when Division C Section 1.2 of the *Building Code* applies, be accompanied by a signed acknowledgement of the owner on the prescribed form that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
  - (9) when Division C Section 1.2 of the *Building Code* applies, be accompanied by a signed statement of the architect or professional engineer, or both, on the form prescribed, undertaking to provide general review of the construction or demolition of the building;
  - (10) include, where applicable, the applicant's registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act*; and
  - (11) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.
6. In addition to the general requirements set out above, an application for a construction permit shall:
- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (2) include complete plans and specifications, documents and other information as required by Division C Article 1.3.1.3 of the *Building Code* and as described in this By-law for the work covered by the permit.
7. In addition to the general requirements set out above, an application for a construction permit for part of a building shall:
- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (2) include plans and specifications covering the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official;
  - (3) be accompanied by the required fee for the entire project and required administrative fee for the partial permit as calculated in accordance with Schedule "A" to this By-law; and
  - (4) where a partial permit is requested the application is deemed to be incomplete.
8. In addition to the general requirements set out above, an application for a demolition permit shall:
- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (2) when Division C Section 1.2 of the *Building Code* applies, be accompanied by a signed statement of field review by the owner on a form prescribed by the Chief Building Official;
  - (3) include complete plans and specifications, documents and other information as required by Division C Article 1.3.1.3 of the *Building Code* and as described in this By-law for the work to be covered by the permit;



- (4) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services; and
  - (5) be accompanied by a Property Status Form prescribed by the Chief Building Official and;
  - (6) indicate method of demolition.
9. In addition to the general requirements set out above, an application for a conditional permit pursuant to subsection 8(3) of the Act, shall:
- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (2) include complete plans and specifications, documents and other information as required by Division C Article 1.3.1.3 of the *Building Code* and as described in this By-law for the work to be covered by the permit;
  - (3) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (4) state the necessary approval which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
  - (5) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
  - (6) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the municipality.
10. In addition to the general requirements set out above, an application for a change of use permit shall:
- (1) use the application form in Schedule "B" to this By-law, "Application for a Change of Use";
  - (2) describe the building in which the use is to be changed, by a description that will readily identify and locate the building;
  - (3) identify and describe in detail the current and proposed uses of the building or part of a building for which the application is made;
  - (4) include plans and specifications showing the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the *Building Code*, including: floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance rating and load bearing capacities and, details of the existing "sewage system", if any.
11. An application for occupancy of an unfinished building permit pursuant to Division C Subsection 1.3.3 of the *Building Code*;
- (1) use the application form in "Application for Permit to Occupy a Building Prior to Completion";
  - (2) indicate the total floor area proposed for occupancy;
  - (3) indicate the total number and location of units proposed for occupancy; and



- (4) be signed by the owner or authorized agent who shall certify the truth of the contents of the application.
12. After the issuance of a permit under the Act notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, shall be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without the prior written authorization of the Chief Building Official.
13. Notification of any material change may be in the form of an application for revision to a permit where changes are major and a revision permit may be issued.
14. The Chief Building Official may, where the relevant provisions of this By-law are met, issue a permit for part of a building subject to compliance with the Act, the Building Code and any other applicable law.
15. The Chief Building Official may, where the relevant provisions of this By-law and Subsections 8(3) to 8(5) of the Act, are met, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.
16. The Chief Building Official is authorized to enter into agreements with respect to conditional permits.
17. The issuance of a permit for a part of a building or a conditional permit shall not be construed to authorize construction beyond that for which approval was given nor obligate the Chief Building Official to grant any further permit or permits for the building.
18. Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.
19. Where an applicant has been deemed to be abandoned, a new application must be filed for the proposed work.

#### PART 1V – PLANS AND SPECIFICATIONS

20. Every applicant shall submit sufficient information, including plans, specifications, documents and other information, with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the *Building Code* and any other applicable law.
21. Each application shall, unless otherwise determine by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-law.
22. Plans shall be drawn to scale on paper or other durable material, shall be legible and, without being limited to the generality of the foregoing, shall include such working drawings as set out in Schedule “C” to this By-law.
23. Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work is in compliance with the Act, the *Building Code*, and any other applicable law. The site plan shall show:
  - (1) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;

- (2) existing and finished ground levels or grades; and
  - (3) existing right-of-way, easements and municipal services.
24. The Chief Building Official may refuse an application if any of the above is deemed to be incomplete or insufficient at the time of application.
25. On completion of the construction, the Chief Building Official may require that a set of plans of the building or any class of buildings as constructed including a plan of survey showing the location, be filed with the Chief Building Official.

#### PART V – EQUIVALENTS

26. Where an application for a permit or for authorization to make a material change to the plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the application shall provide:
- (1) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
  - (2) any applicable provisions of the *Building Code*; and
  - (3) evidence that the proposed material, system or building design will provide the level of performance required by the *Building Code*.
27. Such information may be provided by incorporation in the permit application or in the prescribed form “Equivalent Evaluation and Authorization”.

#### PART VI – PRESCRIBED NOTICES AND INSPECTIONS

28. The person to whom a permit has been issued under Section 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in Division C Article 1.3.5.1 of the *Building Code*. These mandatory notification stages and inspections are included with the Building Permit.
29. Notices shall be given as required by Division C, Article 1.3.5.1 of the *Building Code*.

#### PART VII – REGISTERED CODE AGENCIES

30. Where the Municipality has entered into agreements with registered code agencies the Chief Building Official is authorized to enter into services agreements with registered code agencies and appoint them to perform specified functions from time to time pursuant to s. 4.1 of the Act.

#### PART VII – FEES

31. The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule “A” to this By-law. No permit shall be issued until the fees therefore have been paid in full.
32. Where Fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on a floor area, the floor area shall mean the total floor space of all stories above grade, or below grade for an underground building, measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls.



33. Fees payable in respect of a conditional permit issued under Subsection 8(3) of the Act shall be paid for the complete project plus the applicable additional fee in accordance with Schedule "A" to this By-law.
34. Where Fees payable in respect of an application for a change of use permit issued under Subsection 10(1) of the Act are based on a floor area, the floor area shall mean the total floor space of all stories subject to the change of use.

#### PART IX – CHANGING PERMIT FEES

35. Prior to passing a By-law to change the fees the Municipality shall:
  - (1) hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter.
  - (2) ensure that a minimum of 21 days notice of the public meeting is given to every person and organization that has, within five years before the day of the meeting, requested such notice; and
  - (3) ensure that the notice include an estimate of the costs for administering and enforcing the Act, the amount of the fee and change to the existing fee and the rationale for imposing or changing the fee.
36. Any person or organization wishing to receive notice as set out above should make such request in writing to the Clerk's office.

#### PART X – REFUNDS

37. In the case of withdrawal of an application or, abandonment of all or a portion of the work or, the non- commencement of the work or, the refusal or revocation of a permit, upon written request by the applicant the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "D" to this By-law.

#### PART XI – FENCING

38. Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may, under clauses 7(i) and 7(j) of the Act, require the erection of such fencing as the Chief Building Official deems necessary to abate that hazard.
39. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8 meters), to be measured from the highest adjacent grade and, shall be of a description as determined by the Chief Building Official.

#### PART XII – TRANSFER OF PERMITS

40. Every person who acquires land on which construction or demolition is occurring in respect of which a permit has been issued, shall apply to transfer the permit.
41. Every application for a transfer of permit shall be submitted to the Chief Building Official and shall:
  - (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (2) include such information as may be determined by the Chief Building Official; and
  - (3) be accompanied by the required fee as required in Schedule "A" to this By-law.

\*\*\*\* PART XIII – PENALTY

42. Every person who contravenes any provision of this By-law is guilty of an offence and liable:
- (1) on a first conviction to a fine of not more than \$ 25, 000 and
  - (2) on any subsequent conviction, to a fine of not more than \$ 50,000.
43. Where the person convicted is a corporation, the maximum fines are \$ 50,000 on a first offence and \$ 100,000 for any subsequent conviction.

PART XIV – MISCELLANEOUS

44. All Schedules to this By-law form part of this By-law.
45. A reference to the singular or the masculine shall be deemed to refer to the plural or feminine as the context may require.

PART XV – REPEAL

46. By-law No. 544 and No. 584 as amended, are hereby repealed.

PART XVI – SHORT TITLE

47. This By-law shall be known and may be cited as the “Building By-law”.

PART XVII – EFFECTIVE DATE

48. This By-law comes into force the 13<sup>th</sup> day of  
MARCH 2007.

ENACTED AND PASSED THIS 13<sup>th</sup> day of MARCH 2007.

\_\_\_\_\_  
MAYOR

*James Brown*  
CLERK TREASURER



CLASSES OF PERMITS AND PERMIT FEES

| <u>CLASS OF PERMIT</u>  | <u>PERMIT FEE</u>   |
|---|---|
| 1. New buildings and additions except for accessory buildings   | \$400 for the first 50m <sup>2</sup> of building area and \$30 for each additional 10m <sup>2</sup> or part thereof |
| 2. Accessory buildings which includes garages, storage buildings, barns, porches, carports, sundecks, balconies, solariums and sunrooms   | \$150 for the first 20m <sup>2</sup> and \$30 for each additional 10m <sup>2</sup> or part thereof                  |
| 3. Residential alterations, repairs or renovations including chimneys   | \$75 flat fee   |
| 4. Commercial, Industrial, Institutional alterations, repairs or renovations  | \$400 flat fee  |
| 5. Demolition Permit  | \$75 flat fee   |
| 6. Plumbing Inspection  | \$75 flat fee   |
| 7. Change of Use  | \$50 includes one inspection  |
| 8. Moving a building into, within or out of the municipality  | \$75 flat fee   |
| 9. Reshingling a building. Permit is issued to the home owner allowing the disposal of old shingles at the landfill site. Permit <i>must</i> be displayed to landfill attendant. (Metal roofing not included as it is recyclable. Normal tipping fees would apply to other roofing materials) | \$25 flat fee   |
| 10. Compliance letter<br>- site inspection is required  | \$75 includes one site inspection   |

\*Plumbing permits are included for the construction of new dwellings but are not included in any other area in which the plumbing is being added, modified or altered.

Wayne Brown  
Mayor

Josée Krusec  
Clerk-Treasurer

FORMS

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Standard Provincial Forms

- a) Application for a Permit to Construct or Demolish
- b) Order Not to Cover or Enclose
- c) Order to Uncover
- d) Order Requiring Tests and Samples
- e) Order to Comply
- f) Stop Work Order

Other Forms

- a) Building Permit (2 pages including required inspections checklist)
- b) Applicable Law Declaration
- c) Occupancy Permit
- d) Declaration of Incomplete Application
- e) Owners Consent Form
- f) Order to Remedy Unsafe Building
- g) Order Prohibiting Use of Unsafe Building
- h) Order to Remedy Non-conformity
- i) Discharge of Order to Remedy Non-conformity
- j) Application for Change of Use
- k) Change of Use Permit

Wayne Brown  
Mayor

Jynda Kovacs  
Clerk-Treasurer

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Schedule "C" to By-Law No. 2007-006

**REQUIRED ACCOMPANYING DOCUMENTATION**

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- a) Site/Plot Plan
- b) Floor Plan and Elevations
- c) Foundation Plan
- d) Wall and Roof Cross Section Drawings and Required Details
- e) Other Required Information
  - i) Septic System Approval
  - ii) Entrance Permits (MTO or Municipal)
  - iii) Development Permit for Properties adjacent to watercourse or wetlands (North-Bay Mattawa Conservation Authority)
- e) Municipal Zoning By-law Approval
- f) Signed Owners Consent Form if Applicable

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk-Treasurer

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Schedule "D" to By-Law No. 2007-006

**SCHEDULE OF REFUNDS**

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| <b>Status of permit application</b>  | <b>Percentage of fee eligible for refund</b>                          |
|--|---|
| 1. Application filed, plans reviewed, application withdrawn.   | 75% of fee refundable subject to a minimum non-refundable fee of \$35 |
| 2. Application filed, plans reviewed, permit refused.  | 75% of fee refundable subject to a minimum Non-refundable fee of \$35 |
| 3. Application filed, plans reviewed, permit issued and works abandoned prior to completion of foundation stage. | 50% of fee refundable subject to a minimum non-refundable fee of \$35 |
| 4. Application filed, plans reviewed, permit issued and works abandoned after the foundation stage.              | 0%  |
| 5. Permit revoked.   | 0%  |

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk-Treasurer

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# Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

| For use by Principal Authority |                               |
|--------------------------------|-------------------------------|
| Application number:            | Permit number (if different): |
| Date received:                 | Roll number:                  |

Application submitted to: \_\_\_\_\_  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

| A. Project information   |             |  |                             |
|--|-------------|--|-----------------------------|
| Building number, street name   |             | Unit number                                | Lot/con.                    |
| Municipality   | Postal code | Plan number/other description              |                             |
| Project value est. \$  |             | Area of work (m <sup>2</sup> )             |                             |
| B. Applicant   |             |  |                             |
| Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner   |             |  |                             |
| Last name  | First name  | Corporation or partnership                 |                             |
| Street address   |             | Unit number                                | Lot/con.                    |
| Municipality   | Postal code | Province                                   | E-mail                      |
| Telephone number<br>( )  | Fax<br>( )  | Cell number<br>( )                         |                             |
| C. Owner (if different from applicant)   |             |  |                             |
| Last name  | First name  | Corporation or partnership                 |                             |
| Street address   |             | Unit number                                | Lot/con.                    |
| Municipality   | Postal code | Province                                   | E-mail                      |
| Telephone number<br>( )  | Fax<br>( )  | Cell number<br>( )                         |                             |
| D. Builder (optional)  |             |  |                             |
| Last name  | First name  | Corporation or partnership (if applicable) |                             |
| Street address   |             | Unit number                                | Lot/con.                    |
| Municipality   | Postal code | Province                                   | E-mail                      |
| Telephone number<br>( )  | Fax<br>( )  | Cell number<br>( )                         |                             |
| E. Purpose of application  |             |  |                             |
| <input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit |             |  |                             |
| Proposed use of building   |             | Current use of building                    |                             |
| Description of proposed work   |             |  |                             |
| F. Tarion Warranty Corporation (Ontario New Home Warranty Program)   |             |  |                             |
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.   |             | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?   |             | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| iii. If yes to (ii) provide registration number(s): _____  |             |  |                             |

**G. Attachments**

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

**H. Declaration of applicant**

I \_\_\_\_\_ certify that:  
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_ Date

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

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| <b>A. Project Information</b>  |  |   |                       |          |
|--|--|---|-----------------------|----------|
| Building number, street name   |  |   | Unit no.              | Lot/con. |
| Municipality   | Postal code  | Plan number/ other description                    |                       |          |
| <b>B. Individual who reviews and takes responsibility for design activities</b>  |  |   |                       |          |
| Name   |  | Firm  |                       |          |
| Street address   |  |   | Unit no.              | Lot/con. |
| Municipality   | Postal code  | Province  | E-mail                |          |
| Telephone number<br>(    )   | Fax number<br>(    )                                   | Cell number<br>(    )                             |                       |          |
| <b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]</b>   |  |   |                       |          |
| <input type="checkbox"/> House   | <input type="checkbox"/> HVAC – House                  | <input type="checkbox"/> Building Structural      |                       |          |
| <input type="checkbox"/> Small Buildings   | <input type="checkbox"/> Building Services             | <input type="checkbox"/> Plumbing – House         |                       |          |
| <input type="checkbox"/> Large Buildings   | <input type="checkbox"/> Detection, Lighting and Power | <input type="checkbox"/> Plumbing – All Buildings |                       |          |
| <input type="checkbox"/> Complex Buildings   | <input type="checkbox"/> Fire Protection               | <input type="checkbox"/> On-site Sewage Systems   |                       |          |
| Description of designer's work   |  |   |                       |          |
| <b>D. Declaration of Designer</b>  |  |   |                       |          |
| I _____ declare that (choose one as appropriate):<br><span style="margin-left: 100px;">(print name)</span>   |  |   |                       |          |
| <input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.<br>Individual BCIN: _____<br>Firm BCIN: _____ |  |   |                       |          |
| <input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                   |  |   |                       |          |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>Basis for exemption from registration and qualification: _____  |  |   |                       |          |
| I certify that:  |  |   |                       |          |
| 1. The information contained in this schedule is true to the best of my knowledge.   |  |   |                       |          |
| 2. I have authority to bind the corporation or partnership (if applicable).  |  |   |                       |          |
| _____  |  |   | _____                 |          |
| Date   |  |   | Signature of Designer |          |

\*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

**NOTE:**

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

## Schedule 2: Sewage System Installer Information

|   |               |   |          |
|---|---------------|---|----------|
| <b>A. Project Information</b>   |               |   |          |
| Building number, street name  |               | Unit number   | Lot/con. |
| Municipality  | Postal code   | Plan number/ other description                      |          |
| <b>B. Sewage system installer</b>   |               |   |          |
| Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 2.18.1.1?                  |               |   |          |
| <input type="checkbox"/> Yes (Continue to Section C)  |               | <input type="checkbox"/> No (Continue to Section E) |          |
| <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)   |               |   |          |
| <b>C. Registered installer information (where answer to B is "Yes")</b>   |               |   |          |
| Name  |               | BCIN  |          |
| Street address  |               | Unit number   | Lot/con. |
| Municipality  | Postal code   | Province  | E-mail   |
| Telephone number<br>(    )  | Fax<br>(    ) | Cell number<br>(    )                               |          |
| <b>D. Qualified supervisor information (where answer to section B is "Yes")</b>   |               |   |          |
| Name of qualified supervisor(s)   |               | Building Code Identification Number (BCIN)          |          |
|   |               |   |          |
| <b>E. Declaration of Applicant:</b>   |               |   |          |
| I _____ declare that:   |               |   |          |
| (print name)  |               |   |          |
| <input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known; |               |   |          |
| <u>OR</u>   |               |   |          |
| <input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known.  |               |   |          |
| I certify that:   |               |   |          |
| 1. The information contained in this schedule is true to the best of my knowledge.  |               |   |          |
| 2. I have authority to bind the corporation or partnership (if applicable).   |               |   |          |
| _____   |               | _____   |          |
| Date  |               | Signature of applicant                              |          |



# ORDER NOT TO COVER OR ENCLOSE

|              |
|--------------|
| Order Number |
|--------------|

|                             |
|-----------------------------|
| Application / Permit Number |
|-----------------------------|

|                   |
|-------------------|
| Date Order Issued |
|-------------------|

|  |                  |      |
|--|------------------|------|
| Name of Principal Authority / Registered Code Agency | Telephone Number | BCIN |
|--|------------------|------|

|         |
|---------|
| Address |
|---------|

|                    |                    |
|--------------------|--------------------|
| Date of Inspection | Time of Inspection |
|--------------------|--------------------|

|                                |
|--------------------------------|
| Address to which order applies |
|--------------------------------|

**ORDER ISSUED TO (name and address of person to whom the permit is issued, if any, and such other persons affected as the inspector determines)**

|    |
|----|
| 1. |
| 2. |
| 3. |
| 4. |

The above referenced building was inspected on or about the dated indicated above.

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

| Item | Description of Area not to Cover or Enclose |
|------|---|
|      |   |
|      |   |
|      |   |

**ORDER ISSUED BY**

|              |                          |
|--------------|--------------------------|
| Name         | BCIN                     |
| Signature    | Telephone Number         |
| Contact Name | Contact Telephone Number |

**PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE**

- It is illegal to obstruct the visibility of a posted order. It is also illegal to remove a posted order unless authorized by an inspector or Registered Code Agency. *Section 20.*
- An order may be appealed to the Superior Court of Justice. *Section 25.* It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. *Section 24.*
- Failure to comply with this order could result in an Order to Uncover and/or a Stop Work Order. *Section 14.*
- Failure to comply with an order is an offence which could result in a fine. *Section 36.*

The personal information on this order was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c).*

**A COPY OF THIS ORDER MAY BE POSTED ON THE SITE OF THE CONSTRUCTION**

# ORDER TO UNCOVER

Order Number

Application / Permit Number

Date Order Issued

|  |                  |      |
|--|------------------|------|
| Name of Principal Authority / Registered Code Agency | Telephone Number | BCIN |
|--|------------------|------|

Address

|                    |                    |
|--------------------|--------------------|
| Date of Inspection | Time of Inspection |
|--------------------|--------------------|

Address to which order applies

**ORDER ISSUED TO (name and address of persons responsible for construction)**

|    |
|----|
| 1. |
| 2. |
| 3. |
| 4. |

The inspection carried out on or about the date indicated above at the above-referenced address found the following contraventions of the *Building Code Act, 1992* or the Building Code indicated below:

- The part was covered or enclosed contrary to an Order Not to Cover, numbered \_\_\_\_\_, dated \_\_\_\_\_;
- The notice was not given in the time prescribed by local by-law or regulation made under clause 7(e) of the *Building Code Act, 1992*;
- A reasonable time was not allowed after the notice was given for an inspection to be carried out; or
- The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below.

- immediately       on or before .....

Description of area to uncover

**ORDER ISSUED BY**

|              |                          |
|--------------|--------------------------|
| Name         | BCIN                     |
| Signature    | Telephone Number         |
| Contact Name | Contact Telephone Number |

**PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE**

- It is illegal to obstruct the visibility of a posted order. It is also illegal to remove a posted order unless authorized by an inspector or Registered Code Agency. *Section 20.*
- An order may be appealed to the Superior Court of Justice. *Section 25.* It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. *Section 24.*
- Failure to comply with this order could result in a Stop Work Order. *Section 14.*
- Failure to comply with an order is an offence which could result in a fine. *Section 36.*

The personal information on this order was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c).*

**A COPY OF THIS ORDER MAY BE POSTED ON THE SITE OF THE CONSTRUCTION**



# ORDER REQUIRING TESTS AND SAMPLES

|              |
|--------------|
| Order Number |
|--------------|

|                             |
|-----------------------------|
| Application / Permit Number |
|-----------------------------|

|                   |
|-------------------|
| Date Order Issued |
|-------------------|

|  |                  |      |
|--|------------------|------|
| Name of Principal Authority / Registered Code Agency | Telephone Number | BCIN |
| Address  |                  |      |

|                                |                    |
|--------------------------------|--------------------|
| Date of Inspection             | Time of Inspection |
| Address to which order applies |                    |

| ORDER ISSUED TO (name and address ) |
|-------------------------------------|
| 1.                                  |
| 2.                                  |
| 3.                                  |
| 4.                                  |

The inspection carried out on or about the date indicated above at the above-referenced address found the need for the following tests and samples. You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by:

.....  
 (Date)

| Item | Reference | Test / Sample Required |
|------|-----------|------------------------|
|      |           |                        |
|      |           |                        |
|      |           |                        |
|      |           |                        |
|      |           |                        |
|      |           |                        |

| ORDER ISSUED BY |                          |
|-----------------|--------------------------|
| Name            | BCIN                     |
| Signature       | Telephone Number         |
| Contact Name    | Contact Telephone Number |

**PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE**

- It is illegal to obstruct the visibility of a posted order. It is also illegal to remove a posted order unless authorized by an inspector or Registered Code Agency. *Section 20.*
- An order may be appealed to the Superior Court of Justice. *Section 25.* It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. *Section 24.*
- Failure to comply with an order is an offence which could result in a fine. *Section 36.*

The personal information on this order was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c).*

**A COPY OF THIS ORDER MAY BE POSTED ON THE SITE OF THE CONSTRUCTION OR DEMOLITION**

# ORDER TO COMPLY WITH ACT OR BUILDING CODE

Name of Municipality ..... Phone .....

|  |                  |            |
|--|------------------|------------|
| Date of Inspection                       | Time : a.m./p.m. | Permit No. |
| Location of building (municipal address) |                  |            |
| Owner                                    |                  |            |
| Occupant                                 |                  |            |
| Contractor                               |                  |            |

A CONTRAVENTION OF THE *BUILDING CODE ACT* AND/OR BUILDING CODE IS FOUND TO EXIST AT THE ABOVE-NOTED LOCATION BY REASON OF THE FOLLOWING:

**PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE**

| NATURE OF CONTRAVENTION | LOCATION | SECTION REFERENCE |
|-------------------------|----------|-------------------|
|                         |          |                   |
|                         |          |                   |
|                         |          |                   |
|                         |          |                   |
|                         |          |                   |

| REQUIRED ACTION                                       |  |
|---|--|
| <input type="checkbox"/> Comply with Act or Code      | <input type="checkbox"/> Do not cover or enclose, pending inspection |
| <input type="checkbox"/> Obtain permit for .....      | <input type="checkbox"/> Uncover for the purpose of inspection       |
| <input type="checkbox"/> Post permit card             | <input type="checkbox"/> Call office for inspection appointment      |
| <input type="checkbox"/> Secure against illegal entry | <input type="checkbox"/> Other .....                                 |

CONTINUED ON SCHEDULE 'A' ATTACHED

YOU ARE HEREBY ORDERED TO TAKE THE ACTIONS SET OUT ABOVE **ON OR BEFORE** .....

.....  
 Date order issued

.....  
 Signature of Inspector

**Stop work order** - If an order of an inspector made under section 12 or 13 is not complied with within the time specified in it, or where no time is specified, within a reasonable time, the Chief Building Official may order that all or any part of the construction or demolition cease. Such order shall be served on such persons affected thereby as the Chief Building Official determines and a copy shall be posted on the site of the construction or demolition. The order is effective from the time it is posted. If an order to cease construction or demolition is made, no person shall perform any act in the construction or demolition of the building in respect of which the order is made other than work necessary to carry out the order. See section 14.

**Removal of order - prohibition** - No person shall remove the copy of any order posted under this Act unless authorized by an inspector or obstruct the visibility of an order. See section 20.

The personal information on this form was collected pursuant to the *Building Code Act* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, s. 14(1)(c).



# STOP WORK ORDER

Name of Municipality ..... Phone .....

|  |                  |            |
|--|------------------|------------|
| Date of Inspection                       | Time : a.m./p.m. | Permit No. |
| Location of building (municipal address) |                  |            |
| Owner                                    |                  |            |
| Occupant                                 |                  |            |
| Contractor                               |                  |            |

**PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE**

**TAKE NOTICE** that whereas the action required in the ORDER TO COMPLY WITH ACT OR BUILDING CODE issued on the ..... day of ....., 19 ..... with respect to work being carried out at the above-mentioned location has not been complied with, within the time specified therein, or where no time was specified, within a reasonable time, it is hereby ordered that construction or demolition immediately cease as specified below.

|   |   |
|---|---|
| ALL CONSTRUCTION <input type="checkbox"/><br>PART CONSTRUCTION <input type="checkbox"/> (specify)<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ | ALL DEMOLITION <input type="checkbox"/><br>PART DEMOLITION <input type="checkbox"/> (specify)<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
|---|---|

.....  
 Date order issued

.....  
 Signature of Chief Building Official

**Service - timing** — The order shall be served on such persons affected thereby as the chief building official determines and a copy shall be posted on the site of the construction or demolition. The order is effective from the time it is so posted. See subsections 14 (2) and (3).

**Stop work order** — If an order to cease construction or demolition is made, no person shall perform any act in the construction or demolition of the building in respect of which the order is made other than work necessary to carry out the order made under section 12 or 13. See subsection 14 (4).

**Removal of order - prohibition** — No person shall remove the copy of any order posted under this Act unless authorized by an inspector or obstruct the visibility of an order. See section 20.

The personal information on this form was collected pursuant to the *Building Code Act* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, s. 14 (1) (c).

# BUILDING PERMIT

The Corporation of the Municipality of Calvin

Permit number:

Roll number:

Date of Issue:

Location of work:

Description of work:

## Stages of construction requiring notice for inspection

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Readiness to construct footings.                          |
| <input type="checkbox"/> | 2. Completion of foundation, prior to backfill.              |
| <input type="checkbox"/> | 3. Completion of structural framing.                         |
| <input type="checkbox"/> | 4. Completion of plumbing rough-in.                          |
| <input type="checkbox"/> | 5. Completion of insulation and vapour barrier. Air barrier. |
| <input type="checkbox"/> | 7. Prior to occupancy.                                       |
| <input type="checkbox"/> | 8. Completion of building.                                   |
| <input type="checkbox"/> | 9. Other.  |

The person to whom this permit has been issued shall notify the Calvin Building Department at least 2 business days in advance of the stages of construction. This permit expires if construction is not started within six months from the date it is issued or if in the opinion of the Chief Building Official the project is substantially suspended or discontinued. This permit is to be posted, unobstructed, onsite until the completion of the project or as authorized by the Chief Building Official.

Municipal office phone: 705-744-2700 Fax: 705-744-0309





TOWNSHIP OF CALVIN  
BUILDING PERMIT FIELD COPY

DATE:

ROLL # :

PERMIT # :

OWNER:

ADDRESS:

Where a permit has been issued pursuant to the Building Code Act, the person to whom it is issued shall have the permit or copy thereof posted at all times during construction or demolition in respect of which the permit was issued as per O/Reg 158/93 Ontario Building Code section 2.4.2.1.

The person in charge of the construction of a building shall keep and maintain on the site of the construction at least one copy of drawings and specifications, certified by the Chief Official or persons designated by him as per section 2.4.2.2.(1)(a)(b) O/Reg 158/93 Ontario Building Code.

The owner or his/her authorized agent shall notify the Chief Building Official at least one business day in advance of the following stages of construction of any building:

- Commencement of the construction of the building
- Readiness to construct the footings
- Substantial completion of the footings and foundation
- Where the building is within the scope of Part 9, of the substantial completion of:
  - a) structural framing
  - b) insulation and vapour barriers
  - c) duct work and piping for heating and air-conditioning systems
- Where the building is within the scope of parts of the Code other than Part 9, of the substantial completion of:
  - a) structural framing of each storey
  - b) insulation and vapour barriers
  - c) rough in of heating, ventilation, air conditioning and air contaminant extraction equipment
- Substantial completion of all required fire separation / closure / protection system including standpipe, sprinkler, fire alarm, emergency lighting system
- Substantial completion of all interior finishes and heating, ventilating, air conditioning, air contaminate extraction equipment
- Substantial completion of exterior cladding, fire access routes and site grading
- Of the readiness for inspection and testing of:
  - a) building sewers and drains
  - b) water service pipes
  - c) drainage and venting systems
  - d) water distribution systems
  - e) plumbing fixtures and appliances
- Completion and availability of drawings of the building as constructed

CHIEF BUILDING OFFICIAL AND PLUMBING INSPECTOR TELEPHONE 744-2700



# Applicable Law Declaration

## CORPORATION OF THE MUNICIPALITY OF CALVIN

PAGE 1 OF 2

| <b>A. Project Information</b>  |                      |                               |        |
|--|----------------------|-------------------------------|--------|
| Address  | Unit number          | Lot/con.                      |        |
| Municipality   | Postal Code          | Plan Number/other description |        |
| Application Number   | Property Roll Number |                               |        |
| <b>B. Applicant</b> Applicant is: <input type="checkbox"/> <b>Owner</b> or <input type="checkbox"/> <b>Authorized agent of owner</b> |                      |                               |        |
| Last name  | First Name           | Corporation or partnership    |        |
| Street address   | Unit number          | Lot/con.                      |        |
| Municipality   | Postal Code          | Province                      | E-mail |
| Telephone number (    )  | Fax (    )           | Cell number (    )            |        |
| <b>C. Owner</b> (if different from applicant)  |                      |                               |        |
| Last name  | First Name           | Corporation or partnership    |        |
| Street address   | Unit number          | Lot/con.                      |        |
| Municipality   | Postal Code          | Province                      | E-mail |
| Telephone number (    )  | Fax (    )           | Cell number (    )            |        |

# Applicable Law Declaration

## CORPORATION OF THE MUNICIPALITY OF CALVIN

PAGE 2 of 2

|  |  |
|--|--|
|  | Section 11.1 of Ontario Regulation 267/03 (General) made under the <i>Nutrient Management Act, 2002</i>                      |
|  | Section 33 of the <i>Ontario Heritage Act</i>  |
|  | Section 34 of the <i>Ontario Heritage Act</i>  |
|  | Section 42 of the <i>Ontario Heritage Act</i>  |
|  | Section 41 of the <i>Planning Act</i>  |
|  | Section 22 of the <i>Private Hospitals Act</i>   |
|  | Section 4 of the <i>Public Hospitals Act</i>   |
|  | Section 2 of Ontario Regulation 453/96 made under the <i>Public Lands Act</i>  |
|  | Section 34 or 38 of the <i>Public Transportation and Highway Improvement Act</i>   |
|  | Sections 28 and 53 of the <i>Development Charges Act</i>   |
|  | Sections 257.83 and 257.93 of the <i>Education Act</i>   |
|  | Subsection 5(4) of the <i>Environmental Assessment Act</i>   |
|  | Subsection 133(4) of the <i>Municipal Act, 2001</i>  |
|  | Subsection 24(3) of the <i>Niagara Escarpment Planning and Development Act</i>   |
|  | Subsections 4(3) and (5) of Regulation 832 made under the <i>Nursing Homes Act</i>   |
|  | Section 30 of the <i>Ontario Heritage Act</i>  |
|  | Section 46 of the <i>Planning Act</i>  |
|  | Section 33 of the <i>Planning Act</i>  |
|  | Subsection 22(1) of the <i>Private Hospitals Act</i>   |
|  | Regulations made under Clause 28(1)(c) of the <i>Conservation Authorities Act</i>  |
|  | By-Laws made under Section 34 or 38 of the <i>Planning Act</i> or Section 3 of Ontario Regulation 246/01 made under that Act |
|  |  |

# OCCUPANCY PERMIT

|  |                  |
|--|------------------|
| Applicant .....                            | Permit No. _____ |
| Building location .....                    |                  |
| Portion of building approved for use ..... |                  |
| .....                                      |                  |

**PERMISSION** is hereby granted to the above named applicant to use and occupy the building at the above location which the applicant has stated has been constructed in full compliance with all the provisions of the *Building Code Act*, and regulations and orders made thereunder and of any by-law, or amendments thereto of the municipality which in part or in whole regulates the structural requirement, the erection, alteration, location, use etc. of building and is

fully completed

OR

partially completed and ready for *non-residential occupancy*

OR

partially completed and ready for *residential occupancy*

.....  
Date permit issued

.....  
Chief Building Official



**Acknowledgement By  
Applicant Of  
Incomplete Application**

**CORPORATION OF THE  
MUNICIPALITY OF CALVIN**

| <b>Project Information</b>   |                      |                               |          |
|--|----------------------|-------------------------------|----------|
| Address  |                      | Unit number                   | Lot/con. |
| Municipality   | Postal Code          | Plan Number/other description |          |
| Application Number   | Property Roll Number |                               |          |
| <b>Applicant</b> Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner   |                      |                               |          |
| Last name  | First Name           | Corporation or partnership    |          |
| Street address   |                      | Unit number                   | Lot/con. |
| Municipality   | Postal Code          | Province                      | E-mail   |
| Telephone number (    )  | Fax (    )           | Cell number (    )            |          |
| <b>Owner (if different from applicant)</b>   |                      |                               |          |
| Last name  | First Name           | Corporation or partnership    |          |
| Street address   |                      | Unit number                   | Lot/con. |
| Municipality   | Postal Code          | Province                      | E-mail   |
| Telephone number (    )  | Fax (    )           | Cell number (    )            |          |
| <b>Declaration of Applicant</b>  |                      |                               |          |
| <p>I _____ (print name) acknowledge that my application does not meet the requirements of 2.4.1.1B.(5) of the Building Code and therefore is not entitled to the time periods prescribed in Column 3 of Table 2.4.1.1B. of the Building Code.</p> <p>Notwithstanding the above, I wish to have the application accepted for processing and understand that a permit cannot be issued until all the information is submitted and reviewed for compliance.</p> <p>I have authority to bind the corporation or partnership (if applicable).</p> |                      |                               |          |
| _____ Date   |                      | _____ Signature of applicant  |          |

**OWNER'S CONSENT  
FORM**

**CORPORATION OF THE  
MUNICIPALITY OF CALVIN**

Where acquisition of the building permit is being undertaken by a person other than the owner of the property, this form shall be completed by the owner and submitted to the Building Department prior to the issuance of a building permit.

Date: \_\_\_\_\_

TO: Chief Building Official  
Building Department

From: \_\_\_\_\_  
Owner (Please Print)

\_\_\_\_\_ Address

\_\_\_\_\_ Phone \_\_\_\_\_ Email

I hereby grant permission to \_\_\_\_\_ to obtain a building permit on my behalf for the property I own at:

\_\_\_\_\_ Address

\_\_\_\_\_ Lot Concession Parcel No. Plan Part

For the construction of: \_\_\_\_\_

\_\_\_\_\_ Owners Signature

# ORDER TO REMEDY UNSAFE BUILDING

Name of Municipality ..... Phone .....

|  |                  |            |
|--|------------------|------------|
| Date of Inspection                       | Time : a.m./p.m. | Permit No. |
| Location of building (municipal address) |                  |            |
| Owner                                    |                  |            |
| Occupant/Person in possession            |                  |            |

AN UNSAFE CONDITION, AS DEFINED IN SUBSECTION 15 (2) OF THE *BUILDING CODE ACT*, IS FOUND TO EXIST AT THE ABOVE-NOTED LOCATION BY REASON OF THE FOLLOWING:

**PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE**

| DESCRIPTION OF UNSAFE CONDITION | LOCATION | SECTION REFERENCE |
|---------------------------------|----------|-------------------|
|                                 |          |                   |
|                                 |          |                   |
|                                 |          |                   |
|                                 |          |                   |
|                                 |          |                   |
|                                 |          |                   |
|                                 |          |                   |
|                                 |          |                   |

|                         |
|-------------------------|
| REQUIRED REMEDIAL STEPS |
|                         |
|                         |

CONTINUED ON SCHEDULE 'A' ATTACHED

YOU ARE HEREBY ORDERED TO TAKE THE REMEDIAL STEPS SET OUT ABOVE TO RENDER THE BUILDING SAFE **ON OR BEFORE:**  
 .....

..... Date order issued ..... Signature of Inspector .....

**Prohibiting occupancy of unsafe building** – If an order of an inspector under subsection 15 (3) is not complied with within the time specified in it, or where no time is specified, within a reasonable time, the Chief Building Official may by order prohibit the use or occupancy of the building and may cause the building to be renovated, repaired or demolished to remove the unsafe condition. See ss. 15 (5) to (8).

**Municipal lien** – If the building is in a municipality, the municipality shall have a lien on the land for the amount spent on the renovation, repair or demolition under clause 15 (5) (b) and the amount shall be deemed to be municipal taxes and may be added by the clerk of the municipality to the collector's roll and collected in the same manner and with the same priorities as municipal taxes. See subsection 15 (9).

**Removal of order - prohibition** – No person shall remove the copy of any order posted under this Act unless authorized by an inspector or obstruct the visibility of an order. See section 20.

The personal information on this form was collected pursuant to the *Building Code Act* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, s. 14 (1) (c).

Original – OWNER/OCCUPANT/PERSON IN POSSESSION      Copy – OFFICE      Copy – INSPECTOR      Card Copy – FIELD





# ORDER TO REMEDY NON-CONFORMITY WITH STANDARDS FOR MAINTENANCE AND OCCUPANCY

|               |
|---------------|
| Reference No. |
|---------------|

Name of Municipality ..... Phone .....

|   |                                   |                                     |
|---|-----------------------------------|-------------------------------------|
| Date of Inspection  | Time : a.m./p.m.                  | By-law No.                          |
| Municipal address or legal description of property          |                                   |                                     |
| Name of owner / occupant (attach separate list if required) | Occupied <input type="checkbox"/> | Unoccupied <input type="checkbox"/> |

| DESCRIPTION OF NON-CONFORMITY | LOCATION | BY-LAW REFERENCE |
|-------------------------------|----------|------------------|
|                               |          |                  |
|                               |          |                  |
|                               |          |                  |
|                               |          |                  |

|   |
|---|
| <b>REQUIRED ACTION</b>  |
| There must be compliance with the terms and conditions of this order before _____ (Date)  |
| <input type="checkbox"/> Repairs to be carried out – reasonable particulars:<br>_____<br>_____<br>_____                                 |
| <input type="checkbox"/> Site to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition. |
| <input type="checkbox"/> Emergency Order – above work to be carried out immediately to terminate danger. Subsection 15.7 (1).           |

**TAKE NOTICE THAT** if such repair or clearance is not done within the time specified in this order, the municipality may carry out the repair or clearance at the expense of the owner. Clause 15.2 (2) (c).

**APPEAL TO PROPERTY STANDARDS COMMITTEE** — An owner or occupant upon whom this order has been served, if not satisfied with the terms or conditions of the order, may appeal to the property standards committee by sending notice of appeal by registered mail to the secretary of the committee on or before ..... and, in the event that the order is not appealed, it shall be deemed to be confirmed. Subsection 15.3 (1).  
(Date - within fourteen days after service of this order)

..... Date order served ..... Signature of Property Standards Officer

**DISTRIBUTION OF ORDER TO REMEDY\*** — The order shall be served on the owner of the property and such other persons affected by it as the officer determines and a copy of the order may be posted on the property. Subsection 15.2 (3).

**REGISTRATION OF ORDER** — Where a copy of this order is registered in the proper land registry office, any person acquiring any interest in the land, subsequent to the registration of the order, shall be deemed to have been served with the order on the day on which the order was served. Subsection 15.2 (4).

**OFFENCE** — A person is guilty of an offence if the person fails to comply with an order, direction or other requirement made under the *Building Code Act, 1992*. A person who is convicted of an offence is liable to a fine of not more than \$25,000 for a first offence and to a fine of not more than \$50,000 for a subsequent offence. Subsections 36 (1) (b) and 36 (3).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator at the institution responsible for the procedures under that Act.

# DISCHARGE OF ORDER TO REMEDY NON-CONFORMITY WITH STANDARDS FOR MAINTENANCE AND OCCUPANCY

|               |
|---------------|
| Reference No. |
|---------------|

Name of Municipality ..... Phone .....

|   |                                   |                                     |
|---|-----------------------------------|-------------------------------------|
| Date of Inspection  | Time : a.m./p.m.                  | By-law No.                          |
| Municipal address or legal description of property          |                                   |                                     |
| Name of owner / occupant (attach separate list if required) | Occupied <input type="checkbox"/> | Unoccupied <input type="checkbox"/> |

TAKE NOTICE that whereas an Order to Remedy Non-conformity with Standards for Maintenance and Occupancy was registered against the above-stated property on \_\_\_\_\_  
as \_\_\_\_\_ ; (date of registration)  
(registration reference)

AND WHEREAS the non-conformity with the standards referred to therein have been remedied, and all other conditions of the said order have been complied with;

THEREFORE I hereby certify that all non-conformity with standards referred to has been remedied, and all other requirements of the said order have now been satisfied and that the said order is hereby discharged.

\_\_\_\_\_  
Date of discharge of order

\_\_\_\_\_  
Signature of Clerk

REGISTRATION OF ORDER — The order may be registered in the proper land registry office and, upon such registration, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the day on which the order was served under subsection 15.2 (3) and, when the requirements of the order have been satisfied, the clerk of the municipality shall forthwith register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of the order. Subsection 15.2 (4).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator of the institution responsible for the procedures under that Act.



## APPLICATION TO PERMIT CHANGE OF USE

WHERE CHANGE WOULD RESULT IN AN INCREASE IN HAZARD

PART OF BUILDING       ENTIRE BUILDING

| FOR USE BY PRINCIPAL AUTHORITY |                              |
|--------------------------------|------------------------------|
| Application Number             | Permit Number (if different) |
| Date Received                  | Roll Number                  |

Application submitted to: *(insert name of municipality, upper-tier municipality, board of health or conservation authority)*

| A PROJECT INFORMATION          |                               |                       |
|--------------------------------|-------------------------------|-----------------------|
| Municipal Address              | Unit Number                   | Lot/Concession Number |
|                                |                               | Postal Code           |
| Area of Work (m <sup>2</sup> ) | Plan Number/Other Description |                       |

| B APPLICANT INFORMATION                          |                     | Applicant is: <input type="checkbox"/> owner      or <input type="checkbox"/> authorized agent of owner |                       |  |
|--|---------------------|---|-----------------------|--|
| Include full contact details and mailing address |                     |   |                       |  |
| Last Name  | First Name          | Corporation or Partnership  |                       |  |
| Street Address                                   |                     | Unit Number   | Lot/Concession Number |  |
| Municipality                                     | Province            | Postal Code   | E-mail                |  |
| Telephone Number<br>(   )                        | Fax Number<br>(   ) | Cell Number<br>(   )  |                       |  |

| C OWNER INFORMATION (if different from applicant) |                     |                            |                       |  |
|---|---------------------|----------------------------|-----------------------|--|
| Include full contact details and mailing address  |                     |                            |                       |  |
| Last Name   | First Name          | Corporation or Partnership |                       |  |
| Street Address                                    |                     | Unit Number                | Lot/Concession Number |  |
| Municipality                                      | Province            | Postal Code                | E-mail                |  |
| Telephone Number<br>(   )                         | Fax Number<br>(   ) | Cell Number<br>(   )       |                       |  |

The personal information on this application is collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c)*.

ORIGINAL – Principal Authority

COPY – Applicant

# CHANGE IN USE PERMIT

Building Code Act, 1992  
 c. 23, s. 10 (1)

Permit Number

WHERE CHANGE WOULD RESULT IN AN INCREASE IN HAZARD

Roll Number

- PART OF BUILDING       ENTIRE BUILDING

Name of Principal Authority \_\_\_\_\_ Telephone \_\_\_\_\_

Issued to \_\_\_\_\_ Address \_\_\_\_\_

Project Site  
 Number and Street \_\_\_\_\_ on the \_\_\_\_\_ side, between \_\_\_\_\_

|            |                                 |                                |
|------------|---------------------------------|--------------------------------|
| Lot Number | Plan Number / Other Description | Area of Work (m <sup>2</sup> ) |
|------------|---------------------------------|--------------------------------|

Building or part of building where change permitted \_\_\_\_\_

|                                  |                               |
|----------------------------------|-------------------------------|
| Former permitted use of building | New permitted use of building |
|----------------------------------|-------------------------------|

Remarks \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

Date: \_\_\_\_\_ Permit issued by: \_\_\_\_\_

The personal information on this permit was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c)*.

Original - PRINCIPAL AUTHORITY      Copy - ASSESSMENT      Copy - INSPECTOR      Copy - PERMIT HOLDER      Card Copy - FIELD

**BUILDING CODE ACT, 1992, c. 23, s. 10**

(1) Even though no construction is proposed, no person shall change the use of a building or part of a building which would result in an increase in hazard as determined under the Building Code unless a permit has been issued by the Chief Building Official.

(2) The Chief Building Official shall issue a permit under subsection (1), unless,

(a) the building if used as proposed would result in a contravention of this Act or the Building Code or any other applicable law;

(b) the application for it is incomplete; or

(c) any fees due are unpaid.

**NOTICE**

Unless otherwise specifically so provided for and approved in writing by the appropriate inspector, full compliance is required with all the provisions of the Building Code made under the *Building Code Act, 1992* and of any by-law of the municipality, which in whole or in part regulates structural requirements, erection, alteration, location, use, etc. of buildings. This permit is subject to revocation in accordance with the *Building Code Act, 1992*.

If the municipality gives notice of intention to designate a property as property of cultural heritage value or interest under section 29 of the *Ontario Heritage Act*, any permit that allowed for the alteration or demolition of the property and that was issued by the municipality under any Act, before the day the notice was served on the owner of the property and on the Ontario Heritage Trust and published in a newspaper is void as of the day the notice of intention is given in accordance with subsection 29 (3) of that Act.

**BUILDING CODE, 1997, Article 2.4.1.2.**

(1) Except as provided in Sentence (2), the following changes in use of a building or part of a building constitute an increase in hazard for the purposes of section 10 of the Act and require a permit under section 10 of the Act:

(a) a change of the major occupancy of all or part of a building that is designated with a "Y" in Table 2.4.1.2. takes place,

(b) a suite of a Group C major occupancy is converted into more than one suite of Group C major occupancy,

(b.1) a suite or part of a suite of a Group A, Division 2 or a Group A, Division 4 major occupancy is converted to a gaming premise,

(c) a farm building or part of a farm building is changed to a major occupancy, or

(d) the use of a building or part of building is changed and the previous major occupancy of the building or part of the building cannot be determined.

(2) A person is exempt from the requirement to obtain a permit under section 10 of the Act where the change in use of the building or part of the building will result from proposed construction and a permit under section 8 of the Act has been issued in respect of such construction.

(3) A person is exempt from the requirement to obtain a permit under section 10 of the Act for the change of use of a building in unorganized territory.

**THIS CARD SHALL BE POSTED AT ALL TIMES DURING THE CHANGE IN USE IN A CONSPICUOUS PLACE ON THE PROPERTY**



## APPLICATION TO PERMIT CHANGE OF USE

WHERE CHANGE WOULD RESULT IN AN INCREASE IN HAZARD

PART OF BUILDING       ENTIRE BUILDING

| FOR USE BY PRINCIPAL AUTHORITY |                              |
|--------------------------------|------------------------------|
| Application Number             | Permit Number (if different) |
| Date Received                  | Roll Number                  |

Application submitted to: *(insert name of municipality, upper-tier municipality, board of health or conservation authority)*

| A PROJECT INFORMATION          |                               |                       |
|--------------------------------|-------------------------------|-----------------------|
| Municipal Address              | Unit Number                   | Lot/Concession Number |
|                                |                               | Postal Code           |
| Area of Work (m <sup>2</sup> ) | Plan Number/Other Description |                       |

| B APPLICANT INFORMATION<br><small>Include full contact details and mailing address</small> |                     | Applicant is: <input type="checkbox"/> owner      or <input type="checkbox"/> authorized agent of owner |                       |  |
|--|---------------------|---|-----------------------|--|
| Last Name  | First Name          | Corporation or Partnership  |                       |  |
| Street Address   |                     | Unit Number   | Lot/Concession Number |  |
| Municipality   | Province            | Postal Code   | E-mail                |  |
| Telephone Number<br>(   )  | Fax Number<br>(   ) | Cell Number<br>(   )  |                       |  |

| C OWNER INFORMATION (if different from applicant)<br><small>Include full contact details and mailing address</small> |                     |                            |                       |  |
|--|---------------------|----------------------------|-----------------------|--|
| Last Name  | First Name          | Corporation or Partnership |                       |  |
| Street Address   |                     | Unit Number                | Lot/Concession Number |  |
| Municipality   | Province            | Postal Code                | E-mail                |  |
| Telephone Number<br>(   )  | Fax Number<br>(   ) | Cell Number<br>(   )       |                       |  |

The personal information on this application is collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c)*.

ORIGINAL – Principal Authority

COPY – Applicant



**D PROPOSED CHANGE**

Part of building affected (provide details)

Existing use and major occupancy (provide details)

Proposed change of use (provide details)

The proposed change to which this application relates constitutes an increase in hazard under the Building Code as follows (check one):

- a change of the major occupancy of all or part of a building that is designated with a "Y" in Table 2.4.1.2. of the Building Code takes place;
- a suite of a Group C major occupancy is converted into more than one suite of Group C major occupancy;
- a suite or part of a suite of a Group A, Division 2 or a Group A, Division 4 major occupancy is converted to a gaming premise;
- a farm building or part of a farm building is changed to a major occupancy; or
- the use of a building or part of a building is changed and the previous major occupancy of the building or part of the building cannot be determined.

The proposed change  will  will not result in construction that requires a permit under section 8 of the *Building Code Act*.

**E DECLARATION OF APPLICANT**

I, the undersigned, ..... am the authorized owner/agent of owner named in the above application and I certify the truth of all the statements or representations contained therein.

I have the authority to bind the corporation or partnership if applicable.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the *Building Code Act* or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I acknowledge that, in the event a permit is issued, any departure from specific conditions, plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or requirements of the *Building Code Act*, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**FOR USE BY PRINCIPAL AUTHORITY – THIS IS NOT A PERMIT AND DOES NOT CONSTITUTE PART OF THIS APPLICATION**

Plans checked - Building By-law .....

Use and Occupancy .....

- Zoning .....

Occupancy .....

Classification .....

Permit Fee \$ .....

Permit Number .....

Permit Receipt Number .....

Permit Issued by .....

Date .....

# CHANGE IN USE PERMIT

Permit Number

WHERE CHANGE WOULD RESULT IN AN INCREASE IN HAZARD

Roll Number

PART OF BUILDING       ENTIRE BUILDING

|   |                                 |                                  |               |
|---|---------------------------------|----------------------------------|---------------|
| Name of Principal Authority                         |                                 | Telephone                        |               |
| Issued to   |                                 | Address                          |               |
| Project Site  |                                 |                                  |               |
| Number and Street                                   |                                 | on the _____ side, between _____ |               |
| Lot Number  | Plan Number / Other Description | Area of Work (m <sup>2</sup> )   |               |
| Building or part of building where change permitted |                                 |                                  |               |
| Former permitted use of building                    |                                 | New permitted use of building    |               |
| Remarks   |                                 |                                  | Permit Fee \$ |
| Date: _____   |                                 | Permit issued by: _____          |               |

The personal information on this permit was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14 (1) (c)*.

Original - PRINCIPAL AUTHORITY      Copy - ASSESSMENT      Copy - INSPECTOR      Copy - PERMIT HOLDER      Card Copy - FIELD

|   |   |
|---|---|
| <p><b>BUILDING CODE ACT, 1992, c. 23, s. 10</b></p> <p>(1) Even though no construction is proposed, no person shall change the use of a building or part of a building which would result in an increase in hazard as determined under the Building Code unless a permit has been issued by the Chief Building Official.</p> <p>(2) The Chief Building Official shall issue a permit under subsection (1), unless,</p> <p style="margin-left: 20px;">(a) the building if used as proposed would result in a contravention of this Act or the Building Code or any other applicable law;</p> <p style="margin-left: 20px;">(b) the application for it is incomplete; or</p> <p style="margin-left: 20px;">(c) any fees due are unpaid.</p> <p><b>NOTICE</b></p> <p>Unless otherwise specifically so provided for and approved in writing by the appropriate inspector, full compliance is required with all the provisions of the Building Code made under the <i>Building Code Act, 1992</i> and of any by-law of the municipality, which in whole or in part regulates structural requirements, erection, alteration, location, use, etc. of buildings. This permit is subject to revocation in accordance with the <i>Building Code Act, 1992</i>.</p> <p>If the municipality gives notice of intention to designate a property as property of cultural heritage value or interest under section 29 of the <i>Ontario Heritage Act</i>, any permit that allowed for the alteration or demolition of the property and that was issued by the municipality under any Act, before the day the notice was served on the owner of the property and on the Ontario Heritage Trust and published in a newspaper is void as of the day the notice of intention is given in accordance with subsection 29 (3) of that Act.</p> | <p><b>BUILDING CODE, 1997, Article 2.4.1.2.</b></p> <p>(1) Except as provided in Sentence (2), the following changes in use of a building or part of a building constitute an increase in hazard for the purposes of section 10 of the Act and require a permit under section 10 of the Act:</p> <p style="margin-left: 20px;">(a) a change of the major occupancy of all or part of a building that is designated with a "Y" in Table 2.4.1.2. takes place,</p> <p style="margin-left: 20px;">(b) a suite of a Group C major occupancy is converted into more than one suite of Group C major occupancy,</p> <p style="margin-left: 20px;">(b.1) a suite or part of a suite of a Group A, Division 2 or a Group A, Division 4 major occupancy is converted to a gaming premise,</p> <p style="margin-left: 20px;">(c) a farm building or part of a farm building is changed to a major occupancy, or</p> <p style="margin-left: 20px;">(d) the use of a building or part of building is changed and the previous major occupancy of the building or part of the building cannot be determined.</p> <p>(2) A person is exempt from the requirement to obtain a permit under section 10 of the Act where the change in use of the building or part of the building will result from proposed construction and a permit under section 8 of the Act has been issued in respect of such construction.</p> <p>(3) A person is exempt from the requirement to obtain a permit under section 10 of the Act for the change of use of a building in unorganized territory.</p> |
|---|---|

**THIS CARD SHALL BE POSTED AT ALL TIMES DURING THE CHANGE IN USE IN A CONSPICUOUS PLACE ON THE PROPERTY**