

8.5

Dec 12/2024

CAO report to Council – Schedule of Regular Council Meetings 2025

PURPOSE:

To set the schedule of Regular Council Meeting for 2025 and to provide the public with notice of such.

BACKGROUND:

Procedural By-Law 2024-49 indicates prior to the first meeting of Council in January, the Clerk shall post on the municipal website the schedule for all Regular Meetings of Council for the calendar year and that this shall constitute notice to the public of the meetings for the year.

Procedural By-law 2024-49 indicates Regular Meetings shall be held on the prescribed weekday and time as established by Council Resolution at the first meeting of the newly acclaimed Council.

Procedural By-law 2024-49 indicates that during the months of July, August and December, there shall only be one Regular Meeting of Council which will be held on the date and time and in such a location as is chosen by the CAO/Clerk/Deputy Clerk.

FINDINGS:

The newly elected Council deferred the 2023 Regular Meeting of Council schedule to 2023. On January 27, 2023, it set a meeting schedule that generally followed the pattern of meeting on the first and 4th Tuesday of the month, beginning at 7:00 p.m.

In 2024 Council approved a Regular Meeting of Council schedule of every other Tuesday, beginning at 6 p.m.

Post their approval of the 2024 meeting schedule, some Council members indicated a preference to meet on the first and last Tuesday of each month.

LEGAL AUTHORITY: Corporation for the Municipality of Calvin, By-Law 2024-49

Recommendation to Council

Whereas the CAO has taken into consideration some Council members' preference for meeting on the 2nd and 4th Tuesday of each month;

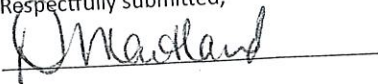
And whereas for the month of April, Easter Weekend Statutory Holidays of Good Friday and Easter Monday would provide little time between meetings for staff to prepare a meeting package and for Council to review it, the recommendation is the April meeting take place on Wednesday, April 23rd (vs Tuesday April 22nd)

And whereas By-Law 2024 indicates there will be but one meeting of Council in each of the month of July, August and December, the date/time/location chosen by the CAO, and the recommendation is that those meetings be held On July 22nd, August 19th and December 16th;

Now therefore be it resolved that Council for the Corporation of the Municipality of Calvin accepts the 2025 Schedule of Regular Meetings of Council as presented by the CAO;

And that staff be directed to post that schedule to the Municipality's website.

Respectfully submitted,



Donna Maitland, CAO

2025 SCHEDULE OF REGULAR MEETINGS OF COUNCIL

Meeting Start Time: 6:00 p.m.

Meeting Location: 1355 Peddlers Drive, Calvin

1. January 14, 2025
2. January 28, 2025
3. February 11, 2025
4. February 25, 2025
5. March 11, 2025
6. March 25, 2025
7. April 08, 2024
8. April 22, 2025 (Wed)
9. May 6, 2025
10. May 20, 2025
11. June 10, 2025
12. June 24, 2025
13. July 22, 2025
14. August 19, 2025
15. September 9, 2025
16. September 23, 2025
17. October 14, 2025
18. October 28, 2025
19. November 11, 2025
20. November 25, 2025
21. December 16, 2025

2025

January

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31						

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28	29	30				

October

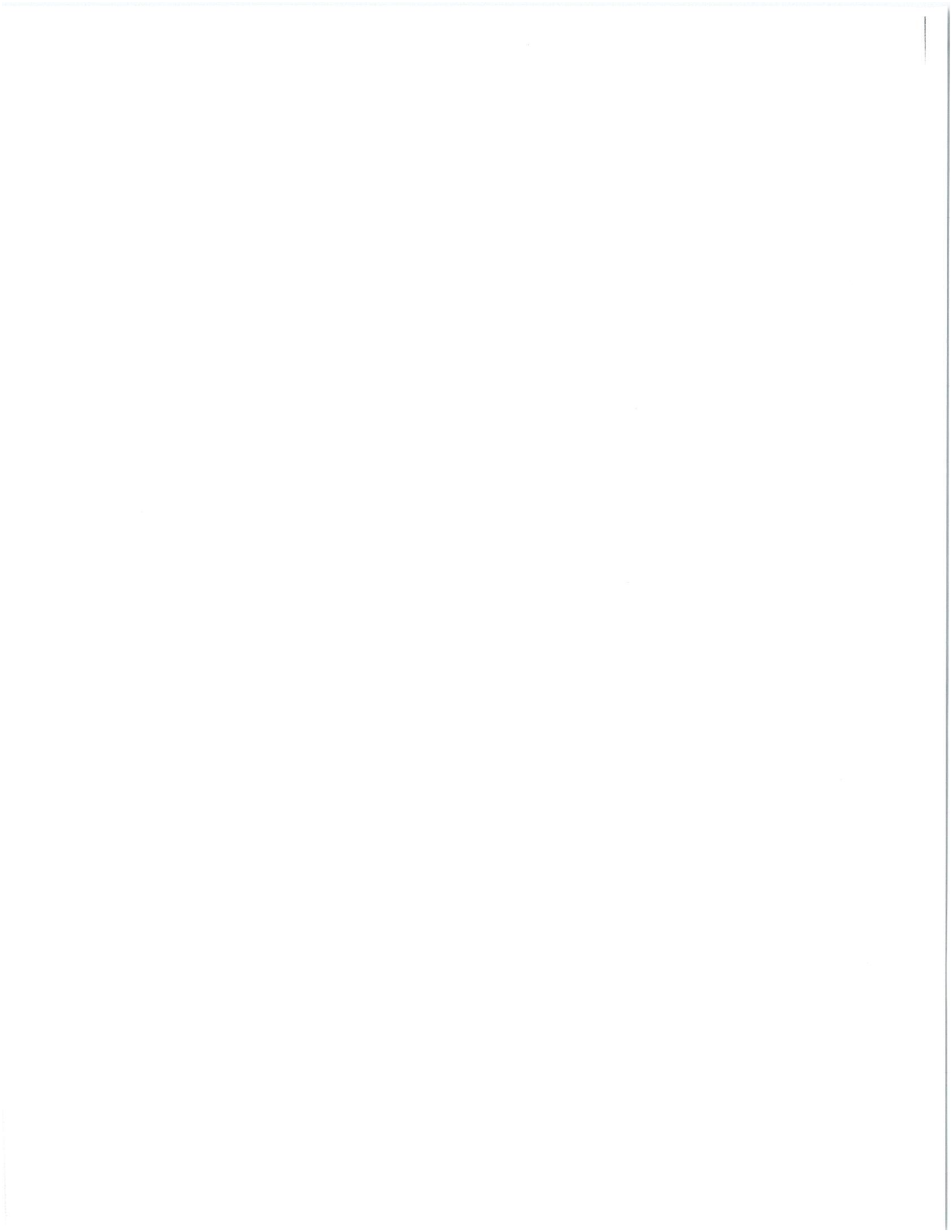
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November

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December

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8.6

Dec 2024 Council Meeting

CAO report to Council – Ontario Government Proposal for Offsetting OPP Cost Increases for Small Municipalities

PURPOSE:

To advise Council of Ontario Government's Nov 29, 2024 communication with respect to its proposal to offset recently announced 2025 billing year OPP cost increases.

BACKGROUND:

At its Oct 15, 2024 Regular Meeting of Council, Council received and accepted a report from the OPP with respect to the 2025 Annual Billing Statement Package. This package included a statement for the 2023 year-end reconciliation. The final cost adjustment calculated as a result of the 2023 annual reconciliation was included as an adjustment to the amount being billed to the municipality during the 2025 calendar year. (2025's annual costs are reconciled in the 2027 annual billing).

2025 estimated annual costs would be \$114,926, or \$373.14 per property (295 households and 13 commercial/industrial properties, along with the 2023 year-end adjustment of \$5,596, for a total 2025 billing of \$120,522.

The 2025 total billing would represent an annual billing increase of approximately \$25,000 vs the 2024 annual billing. The extent of this increase was not unique to Calvin, but synonymous with increases for municipalities across the province.

A number of municipalities across the province, and advocacy groups such as ROMA, AMO, FONOM petitioned the Ontario government to examine the impact of these increases on rural municipalities and to find solutions for how to offset these costs, at a provincial level.

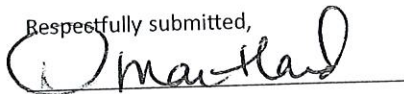
FINDINGS:

Nov 29-30, correspondence and or calls were received from MPP Victor Fedeli, the Solicitor General's Office and the region's OPP Staff Sargent announcing the Ontario Government's proposal to provide financial relief to municipalities to help offset the increased costs of municipal police services provided by the OPP. For Calvin, MPP Fedeli's message indicated a relief package valued at approximately \$17,000.

Recommendation to Council

To receive this information.

Respectfully submitted,



Donna Maitland, CAO

CAO

From: McMullen, William (OPP) <William.McMullen@opp.ca>
Sent: November 29, 2024 9:37 AM
To: CAO
Subject: FW: Ontario Offsetting OPP Cost Increases for Small and Rural Municipalities
Importance: High

Happy Friday!!



NEWS RELEASE

Ontario Offsetting OPP Cost Increases for Small and Rural Municipalities

Provincial investment would support police and community safety

November 29, 2024
Ministry of the Solicitor General

TORONTO — The Ontario government is proposing to provide over \$77 million in financial relief to municipalities to help offset the increased cost of municipal police services provided by the Ontario Provincial Police (OPP). This investment will help these predominantly small and rural communities address the budget impacts resulting from the collective bargaining agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) in July 2024.

“Our government is working closely with our municipal partners and our women and men in uniform to keep communities across Ontario safe,” said Solicitor General Michael Kerzner. “The financial relief we are proposing will help municipal leaders balance their budgets and invest in their communities while ensuring no change to the policing provided by the OPP that keeps families and businesses safe.”

The Ontario government’s proposal would support small and rural municipalities by offsetting the 2025 impacts of OPP salary increases. This includes:

- A 3.75 per cent bill reduction on 2023 total reconciled costs,
- A 44 per cent bill reduction on 2023 reconciled overtime costs, and



- A 10 per cent bill reduction on amounts invoiced for 2025 policing costs.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

Quick Facts

- The OPP provides municipal policing services to 330 municipalities across Ontario.
- The OPPA and the provincial government ratified a new uniform and civilian collective agreement in July 2024 that included general salary increases for 2023, 2024, 2025 and 2026.

Quotes

"AMO is pleased that the government has listened to concerns about the increase in Ontario Provincial Police (OPP) billing recovery costs with this proposal. Without the provincial action, the rise in OPP costs would have significantly impacted small, rural, and northern communities serviced by the OPP. Municipal fiscal sustainability is under pressure across Ontario, and municipalities struggle to balance their budgets. This proposition is an important recognition of this challenge and will help support quality of life for residents across the province."

- Robin Jones
President of the Association of Municipalities of Ontario

"ROMA welcomes provincial action to reduce the impact of increasing Ontario Provincial Police (OPP) costs on rural municipalities. In the context of inflation, infrastructure pressures, and a growing homelessness crisis, rural municipalities simply cannot afford a 20% increase in OPP costs. This provincial investment acknowledges the escalating fiscal challenges municipalities face. We look forward to ongoing partnership to put rural municipalities on a sustainable path."

- Christa Lowry
Chair of the Rural Ontario Municipal Association and Mayor of the Municipality of Mississippi Mills

Media Contacts

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Brent.Ross@ontario.ca

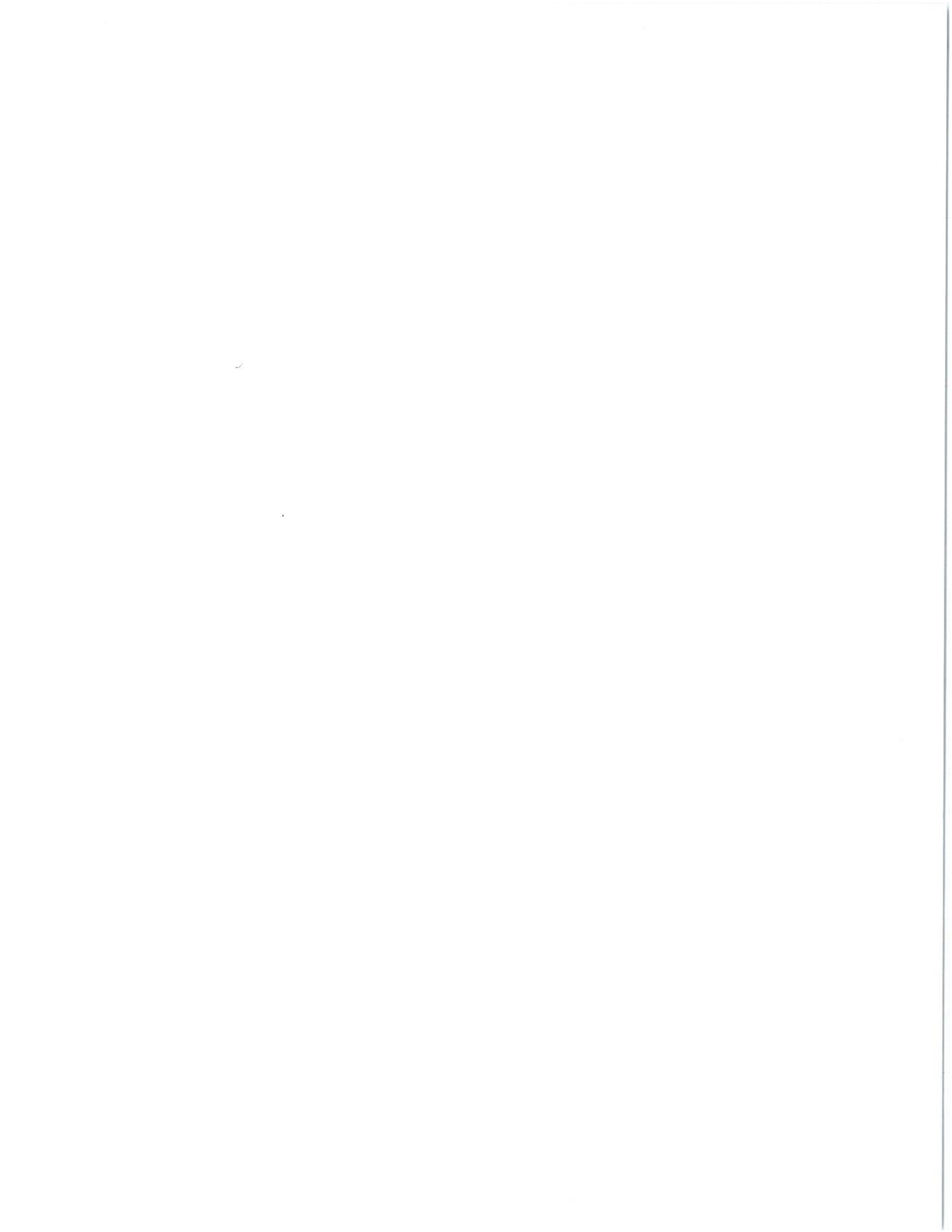
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Dec 2024 Council Meeting

CAO report to Council – Status of Tax Arrears, 3 years or more.

PURPOSE:

To advise Council of the status of tax arrears of 3 years or more.

BACKGROUND:

Throughout this fiscal year, in addition to interim and final tax bills issued to property owners, four tax arrears notices were sent to property owners. Where accounts due for 3+years were concerned, 1 property owner came in to set up a payment plan (\$12,300 value). As of November 2024, 24 properties had taxes owing for 3 or more years.

On Nov 07, 2027 a Notice of Commencement of Tax Sale Procedures for 24 properties with tax arrears of 3 years or more was issued. These properties are registered to 20 individuals. The value of these arrears (3 years or more to current) was \$170,000, (ranging from under \$5,000 to \$28,600).

RESULTS:

As of Dec 3rd,

- 5 accounts have been paid in full (4 owners)
- payment plans with commitments to pay all arrears in full between now and Dec 2025 are in place for 7 accounts (6 property owners)
- 9 property owners (12 properties) have not responded to the Notice of Commencement of Tax Sale Procedures
 - of those, 4 notices (3 owners) are returned as undeliverable, address/name unknown
 - since they were not returned as undeliverable, it can be presumed notices have been received by all others

Next step is to proceed with Tax Sale Procedures using 3rd party RealTax Recovery Specialists. All fee for service costs is recoverable through the tax sale process.

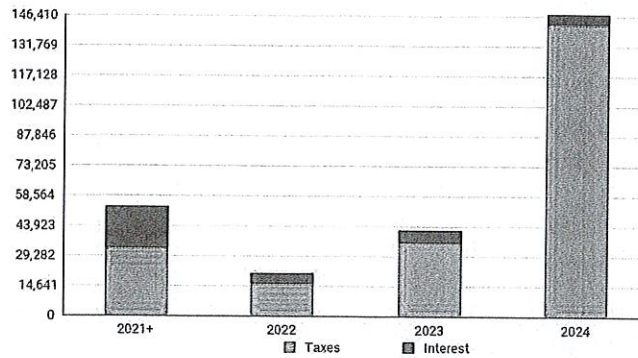
Recommendation to Council

To receive and accept this report.

Respectfully submitted,

Donna Maitland, CAO

Arrears Summary



Tax Year	Taxes	Credits	Total Taxes	Interest	Non-Levy Items	Total
2024	142,436.40	-8,172.04	134,264.36	4,803.60	0.00	139,067.96
2023	36,261.24	0.00	36,261.24	5,263.40		41,524.64
2022	15,944.29	0.00	15,944.29	4,493.75		20,438.04
2021+	33,042.56	0.00	33,042.56	19,867.34		52,909.90
Totals	227,684.49	-8,172.04	219,512.45	34,428.09	0.00	253,940.54

Breakdown of current taxes: 134,264.36

Interim	Final	Suppl	Credit	Total
Install 1	Install 1			
37,510.47	88,909.28	16,016.65	-8,172.04	134,264.36



COPY

COMMENCEMENT OF TAX SALE PROCEDURES

On numerous occasions you have received correspondence related to your property account which is in serious arrears. To date this account is still in arrears. According to the Municipal Act, if your annual taxes are two or more years in arrears, then the Municipality will provide you with a tax arrears certificate that indicates your property will be sold if you don't pay the outstanding taxes. A tax arrears certificate is attached to this letter.

Please be advised that on November 30th, 2024, the following actions will be taken:

1. Your account will be turned over to an outside company. That company will commence tax sale procedures, pursuant to Part XI of the Municipal Act, 2001. Those procedures may eventually result in your property being sold by the Corporation of the Municipality of Calvin to recover the unpaid property taxes.
2. On the above date the company's minimum fee of \$400.00, plus HST, will be added on to your tax account. As the process continues, additional costs will be added to the tax account.
3. A Farm Debt Notice will be sent to everyone appearing in MPAC and municipal records.
4. 30 days from the mailing of this notice a title search will be conducted, a Tax Arrears Certificate will be registered against your property and notices will be sent to the above mentioned as well as everyone with a registered interest on title. If there are any mortgages registered against your property, the mortgage holder(s) will be notified of the tax sale procedures. At this point full payment would be required to stop the process; no partial payment will be accepted.
5. 280 days from the date the Tax Arrears Certificate is registered Final Notices will be sent to all parties.
6. Exactly one-year from the date the Tax Arrears Certificate is registered your property will become eligible for tax sale proceedings. Your property will be advertised for sale and could ultimately be sold.
7. If the property is registered in a corporation's name and the status is cancelled, the property can be advertised for sale 90 days after the date the Tax Arrears Certificate is registered.
8. As tax sale procedures continue, more fees will be added on to your account. Those fees will likely be in excess of \$3,000.00.

To avoid these actions this account must be brought into good standing before *November 30, 2024*. You may do so by paying the full amount of taxes due before then, or by submitting to us in writing, a payment plan for the next year, one that would see all taxes owing (overdue prior years, current year, and future year tax amounts) paid up prior to Dec 31, 2025.

To make payment arrangements, please contact the Municipality's Treasury Department by email at treasurer@calvintownship.ca or by calling the municipal office asap to make an appointment to discuss a payment plan.

Regards,

D. Maitland
CAO Clerk Treasurer



THE MUNICIPALITY OF CALVIN
PUBLIC WORKS DEPARTMENT

To: Council
Subject: Winter Operations Policy
Author: Ann Carr, Public Works Superintendent
Date: December 10th, 2024

Purpose:

The Winter Operations Plan educates the Council, notifies the travelling public and creates expectations for staff on the level of service being provided for winter operations.
The Winter Operations Plan will be reviewed annually to incorporate new technologies, travelling public expectations as well as to find efficiencies in winter operations.

Legal Authority:

Minimum Maintenance Standards for Municipal Highways_O. Reg 239/02
- Dictates the standards for roads, weather recording, patrolling etc.
Highway Traffic Act O. Reg 555/06 Hours of Service
- 13 hours of driving status 14 hours on duty status 10 consecutive hours off.

OVERVIEW OF THE PLAN:

The plan explains the minimum maintenance standards for the road network for the Municipality of Calvin. Patrol requirements, mapping of plow routes, weather monitoring, equipment, staff resources and a winter operations performance measurement chart for the purpose of reviewing the plan.
The plan also will provide data for future decision making for financial planning as well as adopting efficiencies while mitigating risk to the Municipality as well as the travelling public.

RECOMMENDATION:

WHEREAS the Public Works Superintendent has provided Council with a Winter Operations Plan to inform the Council, the travelling public and staff with expectations for service delivery for winter road maintenance;

AND WHEREAS Council adopts the Winter Operations Plan for the 2024-2025 winter season;

AND FURTHERMORE that the Winter Operations Plan will be reviewed prior to the commencement of the 2025-2026 winter season for effectiveness;

AND BE IT HEREBY RESOLVED that Council adopts the Winter Operations Plan.

Respectfully yours,


Ann Carr

Public Works Superintendent

I concur with this report,


Donna Maitland

CAO

Winter Operations Plan

Municipality of Calvin

Approved by Council: December 10th, 2024



This winter operations plan is a “living” document that is reviewed and updated annually.

Purpose

The Municipality of Calvin sets out a standard operational procedural framework for ensuring that the Municipality of Calvin continuously provides for the effective delivery of winter maintenance services that meet the level of service as set out in this plan and the expectations of those living in our community.

This Winter Operations Plan for the Municipality of Calvin was endorsed by council on the 10th day of December 2024.

Definitions

De-icing: The application of solids or pre-treated material to the road surface at the on-set of and during a winter event.

Highway: Includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

MMS: Refers to Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways as amended from time to time.

Paved Road: A road with an asphalt surface, concrete surface, composite pavement, or Portland cement.

Significant Weather Event: An approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

Surface Treated Road: A road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road: A road with a gravel, stone or other loose traveling surface.

Winter Event: A weather condition affecting roads such as snowfall, wind blown snow, freezing rain, frost or ice to which, a winter event response is required.

Winter Event Response: A series of winter control activities performed in response to a winter event.

- **Continuous Winter Event Response:** A response to a winter event with full deployment of manpower and equipment that plow/sand the entire system.
- **Spot Winter Event Response:** A response to a winter event with only a part deployment of manpower and equipment or with full deployment to only part of the system.

Winter Event Response Hours: The total number of person-hours per year (plowing, sanding, winging back, etc.) to respond to winter events.

1.0 Winter Operations – Goal

The Municipality of Calvin public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular traffic as set out in this Winter Operations Plan and within the resources established by the Council of the Municipality of Calvin.

2.0 Winter Operations – Objective

The Municipality of Calvin will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, compliance with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan.
- Committing to ongoing winter maintenance staff training and education.
- Annually monitoring winter maintenance operations, as well as the effectiveness of the Winter Operations Plan to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner.

3.0 Winter Maintenance Program

3.1 The System Maintained

The Municipality of Calvin is responsible for winter maintenance on the following roads, and parking lots. A map of the system maintained showing the various plow routes, plus classes of road and priority roads within each plow route is included in the Appendix as a supplement to the table.

Parking Lots: Municipal Office, Public Works Garage and Fire Hall Parking Lot and Landfill when required.

It is noted that Homestead Road, Adams Road, Mount Pleasant Road, Peddlers Drive and Boundary Road are priority roads based on access to the Municipality. Refer to 3.4 level of service for a description of services provided for Class 4 and Class 6 roads.

Summary of Plow Routes				
	Classes of road within route (MMS class 1 through 6)	Length of route (km)	Surface type (paved, surface treated, unpaved)	Description of priority roads within each route
Route 1				
Peddlers Dr	4	9.8	Surface treated	PRIORITY
Pautois	4	.3	gravel	
Boundary Road	4	1.9	Surface treated	PRIORITY
Peddlers Dr	4	5.9	gravel	PRIORITY
Peacefull Lane	4	.4	gravel	
Galston Road	4	3.3	gravel	
Becket Lane	4	1	gravel	
Mount Pleasant Road	4	3.1	gravel	PRIORITY
Latimer Lane	4	.5	gravel	
Moreau Road	4	2.3	gravel	
total		28.5		
Route 2				
Adams Road	4	5	gravel	PRIORITY
Pratt Road	4	1.6	gravel	
Brule Road	4	4	gravel	
McLaughlin Road	4	.4	gravel	
Bronson Lake Road	4	1.9	gravel	
Homestead Road	4	6.2	gravel	PRIORITY
Davenport Road	4	3.9	gravel	
Floods Road	4	.9	gravel	
Donalds Road	4	2	gravel	
Suzannes Road	4	4.3	gravel	
Booth Rd.	4	.6	gravel	
Beach Rd	4	.1	gravel	
Twilight Camp Road	4	.2	gravel	
total		31.1		

3.2 Winter Maintenance Season

The winter maintenance season within which the Municipality of Calvin will perform winter highway maintenance commences on November 15th through to and including April 15th of the next year following. Winter events may occur prior to the start date or after the end date listed above. If an early or late storm were to occur the Municipality of Calvin will be prepared for the winter event.

3.3 Winter Preparations

In the months prior to the start of the winter maintenance season, as defined, the Municipality of Calvin undertakes the following tasks to prepare for the upcoming winter season.

3.3.1 Prior to the Winter Season

The Public Works Superintendent or designate will:

1. Prepare and call tenders for supply of materials (salt/sand), value added meteorological services (VAMS) when resources are available.
2. Ensure replacement parts (for plows, plow trucks, solid application equipment) are replenished.
3. Conduct a mandatory training session for all superintendents, patrolpersons and operators, on all policies, procedures, schedules, reporting procedures for callout, route maps, record keeping, equipment training, and safety precautions will be discussed. Any issues resulting from the meeting regarding the policies, procedures, schedules, reporting procedures for callout, route maps, record keeping, equipment training, and safety precautions will be resolved either at the meeting or prior to the winter season.
4. Ensure patrolpersons will receive additional training on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures.
5. Inspect equipment to ensure proper working order. All repairs will be completed one month in advance of the start of the winter season.
6. Confirm that staff have inspected all guiderail, steep hill, sharp curve ahead warning signs, bridges ices signs, if any, are in place. Missing or damaged signs and markers will be replaced prior to the winter season.

3.3.2 One Month Prior to the Winter Season

The Public Works Superintendent or designate will:

1. With the input and approval of the CAO, post on municipal social media sources and website, a notice reminding the public that winter is coming. The notice will include but will not be limited to winter levels of service, operational plans, winter driving tips and the publics responsibilities in winter.
2. Internally post the winter shift schedule.
3. Assign equipment to staff.
4. Ensure all material application equipment is calibrated.
5. Ensure all operators are given sufficient time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
6. Ensure all operators drive their route to note any features/obstacles/hazards along the route.
7. Assign staff to monitor and record weather forecasts as per the requirements of the MMS.
8. Have 50% of the fleet ready to respond to a winter event.
9. Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

3.3.3 Two Weeks Prior to the Winter Season

The Superintendent will:

1. Have the full complement of the fleet ready to respond to a winter event.
2. If weather monitoring indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, a patrol of representative highways will be undertaken at intervals deemed necessary by the superintendent, to check for such conditions.
3. Have staff available to operate the required complement of the fleet if conditions warrant a winter event response.

3.3.4 At the Start of the Winter Season

The Superintendent will:

1. Implement the winter shift schedule.
2. Ensure that weather monitoring, patrolling and the response to winter events are completed as per this winter operations plan and or MMS.

3.4 Level of Service

The Municipality of Calvin provides a level of service in response to a winter event that meets the requirements of Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Roads as amended from time to time. The Municipality of Calvin is comprised of Class 4 roads per by-law 2016-020. For Class 6 roads the level of service is that of a Class 5 road as per the regulations identified in Ontario Regulation 239/02.

Class 6 roads that are seasonally maintained as identified in By-Law 2016-020 will not be provided winter maintenance by the Municipality of Calvin.

The following tables from Ontario Regulation 239/02 are the minimum standards for roadways:

**TABLE
SNOW ACCUMULATION - ROADWAYS**

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

**TABLE 1
ICE FORMATION PREVENTION**

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

**TABLE 2
TREATMENT OF ICY ROADWAYS**

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

3.4.1 Winter Patrol

Upon the forecast of an approaching winter event and at the discretion of the superintendent or designate, a patrol of the route of representative roads will be conducted to monitor and record observed weather and road conditions. The route of representative roads will be the priority for the patrolperson. The condition of parking lots owned by the Municipality will be inspected, and a winter event response initiated, if required, as soon as practicable during the storm.

At the discretion of the superintendent and/or patrolperson, the direction in which the route of representative roads is patrolled will be, based on the direction from which the forecast winter event is coming. The route of representative roads may be modified depending on the type and severity of winter event or the direction from which the storm approaches. The patrolperson will modify the patrol as per the direction of the storm. A map of the route of representative roads is included in the Appendix.

Prior to the storm the patrolperson will:

- Patrol the route of representative roads.
- Record on the log shown in the Appendix all weather, road condition observations as well as any actions taken.
- If the patrolperson identifies that a response to a winter event is required, the patrolperson will notify the superintendent or designate who will initiate a callout by contacting the appropriate staff.

During a storm the patrolperson will:

- Verify that operations are proceeding as planned.
- Notify the superintendent or designate if alternative strategies may be required due to a change in the type of event, severity of event or change in wind direction or intensity.
- Monitor parking lots to determine if a winter event response is required.
- Monitor regulatory signs (stop signs, speed limit signs), warning signs to ensure that they have not been covered by snow and ice. If required, arrange to be cleaned as soon as practicable after the storm ends.

At the end of the storm the patrolperson will:

- Confirm that the level of service has been achieved.

If a winter event is forecast prior to the start of the next scheduled patrolperson's shift a night and/or weekend patrol(s) of a route of representative roads will be scheduled at the discretion of the superintendent or designate.

3.4.2 Operations

The major activities related to winter maintenance are:

- Snow plowing, roads and parking lots
- De-icing, roads and parking lots
- Sand storage
- Snow removal
- Snow storage
- Pushing banks
- Ice blading snowpack

3.4.3 Staffing and Hours of Work

All public works staff (superintendent, patrolperson, operator) work a scheduled 05:00 to 15:00 shift Monday to Friday. For winter events that begin during normal shift, staff will remain on duty until the lesser of reaching the level of service or their hours of service as per Ontario Regulation 555/06 has been reached. Winter events that are forecast to begin overnight prior to the next scheduled shift or on weekends, the superintendent or designate will either arrange for staff to start their shift early to clear priority roads prior to 05:00 or call staff out as needed. On weekends staff will be on-call. The Municipality of Calvin currently has 2 fulltime operators and one casual operator for winter maintenance activities. Patrolling and operating are completed with all staff. The weather will dictate when staff begins the shift to ensure meeting the requirements of the MMS.

To ensure that these resources are employed as efficiently and effectively as possible, the Municipality of Calvin adopts a standard of having the resources deployed generally when the needs are greatest. This is determined through weather monitoring as required.

According to commuting data provided in the Census Profile for 2021, it is known that 85% to 90% of the average daily traffic count occurs between the hours of 5:00 a.m. and 9:00 p.m. Therefore, the Municipality of Calvin will focus its efforts to meet this demand. The function of the partial second shift will be to maintain the main arterial roads in a safe and passable condition for emergency response purposes and to address localized substandard conditions that may be observed in the course of their rounds.

A full call of the winter maintenance equipment between the hours of 9:00 p.m. and 4:00 a.m. will not, generally, be made except where high winds create drifting conditions which threaten to block roadways or in the event of a freezing rain event. All call outs will be subject to Ministry regulations with respect to hours of on-duty.

The activities covered by this standard include continuous plowing, spot plowing, continuous sanding, spot sanding, ice blading and winging back snowbanks.

3.4.4 Application Rates

The Municipality of Calvin does not use road salt. The Municipality uses warm sand for deicing either from the heated sand dome or heated sand using heated u-bodies. The application rate is set at 470 kg/km.

3.4.5 Equipment - Winter Maintenance Fleet

The municipality provides winter maintenance services on 2 routes with the use of 2 tandem trucks with combination plow and spreader. In a significant snow event, the road grader may be used to ensure the MMS has been met in a timely manner or in the event of equipment failure.

3.4.6 Weather Monitoring

To prepare for an effective winter event response and allocate the appropriate resources the staff, weather forecasts are observed from weather apps on cell phone devices. The superintendent either prints the forecast or screen shots the forecast once every shift or three (3) times per day whichever is more frequent. The patrolpersons log of observed weather conditions acquired during a patrol supplements the weather forecast.

3.4.7 Significant Weather Event

The Municipality of Calvin may call a significant weather event when the accumulation of snowfall is more than the MMS will allow, blizzard conditions, extreme ice formation, and low visibility.

Consideration must be taken for the health and safety of the Municipality of Calvin's employees as well as protecting the equipment needed to address the significant weather event.

If a significant weather event is declared by the Municipality all roadways within the Municipality are deemed to be in a state of repair subject to the timetables in the MMS. During the declaration, the weather and patrols will determine when it is safe to return to winter operations. Declaration of the end of the significant weather event will be made when the timetables in MMS can be met.

The CAO and/or Public Works Superintendent, will provide communication with the public and external organizations as per 3.4.8.

3.4.8 Communications

All winter maintenance vehicles, municipally owned, are equipped with two-way radio communications. All operations staff are responsible for reporting changing winter weather and/or road conditions to the public works superintendent and/or lead hand or designate as changes are observed.

All municipal staff who receive an email, phone call or in-person message from any member of the public will complete a Request for Service Form and relay that report to the Public Works Superintendent or lead hand, who will log the report and pass the information to the superintendent or designate.

With the approval of the CAO and Public Works Superintendent, they will provide communication with the public and external organizations for a significant weather event:

- Press releases sent to
106.3 MHz FM Moose FM Country 90.5 FM CFCH FM
101.9 ROCK CKFX-FM KISS 100.5 CHUR FM
600 AM Country 600
- Information posted on the municipality's website
- Information posted on the municipality's Facebook page
- Information to the Ontario Provincial Police

3.4.9 Call Out Procedures

The patrolperson will inform the superintendent or designate of changing of road and weather conditions observed in the field. When it is determined that a winter event response is required, the superintendent or designate will contact the Public Works Superintendent or Lead Hand. The designated staff will contact staff as per the direction given by the superintendent or designate. In the absence of the superintendent the patrolperson will be designated to initiate a call out in response to a winter event. The caller will log the date and time when the call out was initiated and who was called. Staff are required to respond within **1 hour** of receiving the call to initiate operations.

3.4.10 Road Closure Procedures

Upon receiving a request from the Ontario Provincial Police to close a road to traffic, the superintendent or designate will organize manpower and equipment to place signs and barricades as soon as practicable. The superintendent or designate will contact the appropriate staff and request a media release be sent as per 3.4.10 advising of the road closure. Roads will be deemed to be closed to traffic once the signs and barricades are placed.

When a winter event affects all roads and it is physically impossible to place signs and barricades to close all roads, the superintendent or designate will request from the CAO to send a media release to the list of external organizations as per 3.4.8 advising that all roads within the Municipality of Calvin are closed to traffic.

3.5.0 Decommissioning Winter Operations

When the winter season identified in 3.2 expires Public Works will undertake the following tasks to decommission winter operations.

1. The regular winter shift schedule will cease.
2. Staff will continue to monitor and record weather forecasts once every shift or 3 times per day, whichever is more frequent until April 30th.
3. If the weather forecast identifies an approaching winter event, the superintendent or designate will schedule a patrol of the route of representative roads.
4. The fleet of equipment will remain ready to respond to a winter event.
5. Staff will be available on call after normal work hours if conditions warrant a winter event response.

3.5.1 Two Weeks After the Winter Season Ends

Two weeks after the winter season ends, if long range weather forecasts permit, decommission 50% of the fleet.

3.6.2 One Month After the Winter Season Ends

One month after the winter season ends cease all winter highway maintenance operations and decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

3.7.0 Training

The Municipality of Calvin provides winter operations training for all staff involved in the delivery of winter services. It is compulsory for all staff to attend the annual training session. The modules covered by the training are shown in the "Record of Operator Training" or the "Record of Patroller Training" included in Appendix 7. Staff will verify that the training was received by signing the training record.

3.8.0 Record Keeping

Full and accurate completion of the documents listed below and included in Appendix 4 ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff are responsible for keeping the following records:

Equipment Operators:

- CVOR Hours of Service
- Operators Log

Patrolperson

- Patrol Record – for routine patrols
- Winter Patrol Record

Superintendent

- Operations Diary
- Incident/Collision Reports

On all logs, the date will be recorded as Day/Month/Year written in a numerical format (27/01/23). The time shall be documented using a.m. or p.m. format.

The original copy of documents will always be retained regardless of their appearance. Writing must be legible and written in ink. Stains or dirt on the documents are not an issue. If a document requires correction, line out the incorrect information with a single line leaving the incorrect information legible and continue writing on the original document. Initial all corrections.

Records will be completed daily and forwarded to the Public Works Superintendent weekly for retention.

4.0 Monitoring and Updating

The purpose of monitoring and updating winter operations is to provide a basis for continuously improving winter maintenance policies, practices, and procedures. To ensure consistent monitoring of operations a series of performance measures, as shown in the table below, will be used to determine whether the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met. The performance measures will be used to demonstrate year over year changes in policies, practices, and procedures have improved operations.

At the end of the winter season, as identified, a meeting to review winter operations will be held each year with all winter operations staff. The purpose of this meeting is to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Director of Public Works shall:

- Revise policies, practices, and procedures in accordance with changing legislation and input received from staff.
- Revise this plan to reflect the changes to policies, practices, and procedures.
- Have changes to policies, practices, procedures, and plan approved by council.
- Train staff on changes to policies, practices, procedures, and plan.

Winter Operations Performance Measurement Program			
Financial	Customer	Quality	Management
% of annual road budget spent on to winter maintenance	total number of winter event responses that meet or exceed the level of service policy	% of winter event responses that met the MMS	Total number of winter event response hours
% of annual winter maintenance budget spent	# of service requests received regarding winter operations during the season.		Total number of continuous winter event response hours
\$ of reserve account funds spent on winter operations			Total number of spot winter event response hours
\$ per lane km road winter maintenance			Total cm of snowfall for the winter season
			Total number of days with measurable snowfall
			Total number of days with freezing rain
			Total tonnes sand used for the season

Appendix

This section represents the documentation required for staff.

- 1) Winter Patrol Record-Representative Roads
- 2) Full Patrol Record
- 3) Plow Route Maps
- 4) Representative Road Patrol Map
- 5) Winter Operation Log
- 6) Record of Duty Status
- 7) Municipal Service Request Form
- 8) Record of Operator Training
- 9) Record of Patrolperson Training

Corporation of the Municipality of Calvin
PATROLL LOG REPORT

Weather	Time	Date:	Section of Road	Section of Road	Time Out	Notes
Clear		Patrolled By:				
Partly Cloudy		Full Patrol or Representative Patrol (circle one)				
Overcast		Start time:				
Rain		Wind Speed and Direction:				
Snow		Visibility: Good Fair Poor (circle one)				
Freezing Rain						
Fog						
		Condition Code:				
		<input checked="" type="radio"/> Acceptable				
		<input checked="" type="radio"/> Needs Service				
ROUTE OF ROAD						
PATROLLED						
Street Name	Time In	From	To			
Adams						
Beach						
Beckett						
Booth						
Boundary						
Bronson						
Brule						
Daverity						
Donalds						
Floods						
Galston						
Homestead						
Latimer's						
McLaughlin						
Moreau						
Mount Pleasant						
Pautois						
Peaceful Lane						
Peddlers Drive						
Pratt Road						
Suzannes Road						
Twilight						
Seasonal (no winter maintenance)						
Gated						
End of Latimer						
End of Pratt						
Stewarts Road						
End of Floods						

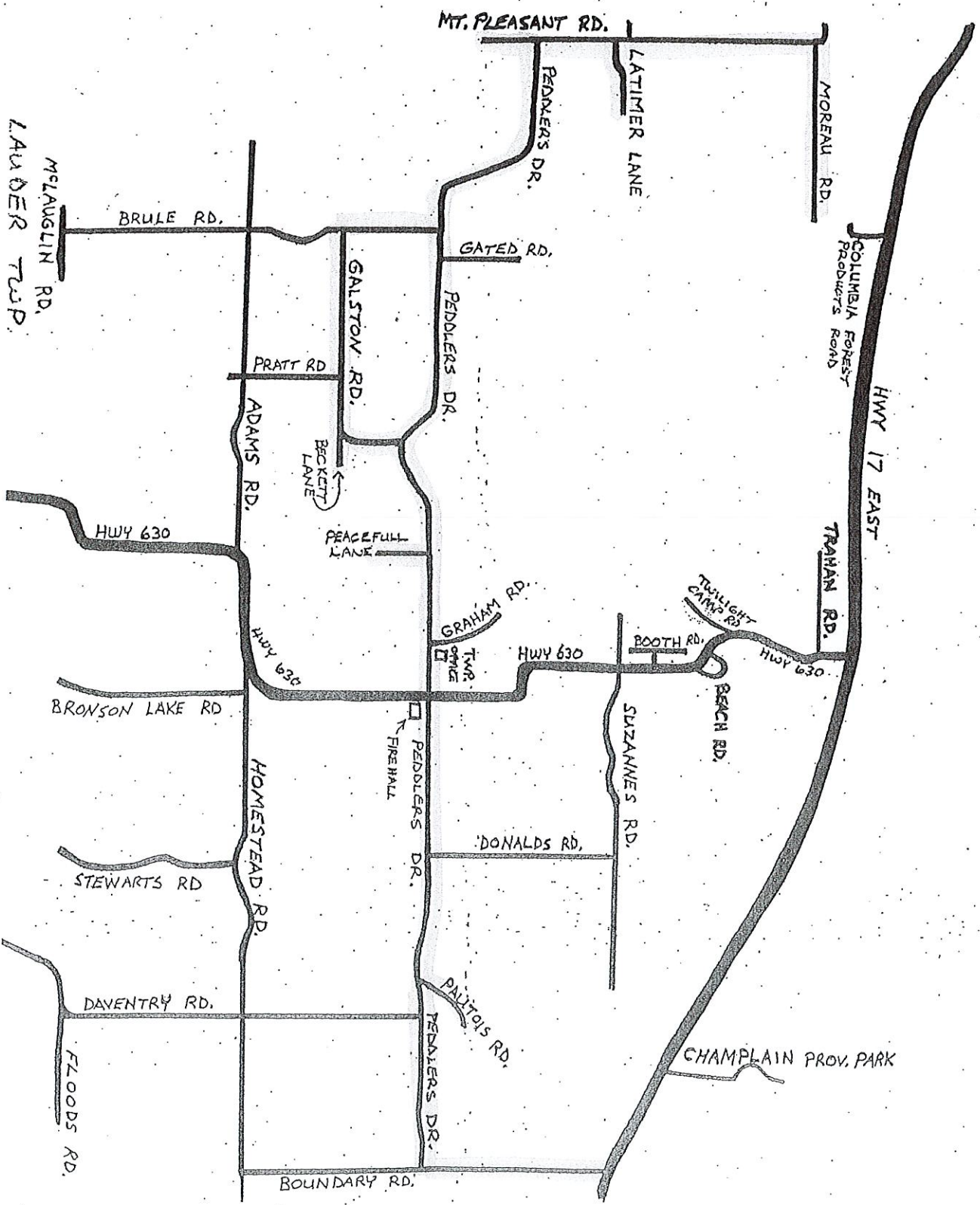
ROUTE # 1

BONFIELD TWP.

TALON LAKE RD

VON DOELER RD.

CALVIN TWP.



PAPINEAU TWP

McLAUGHLIN RD.
LAUNDER TWP.

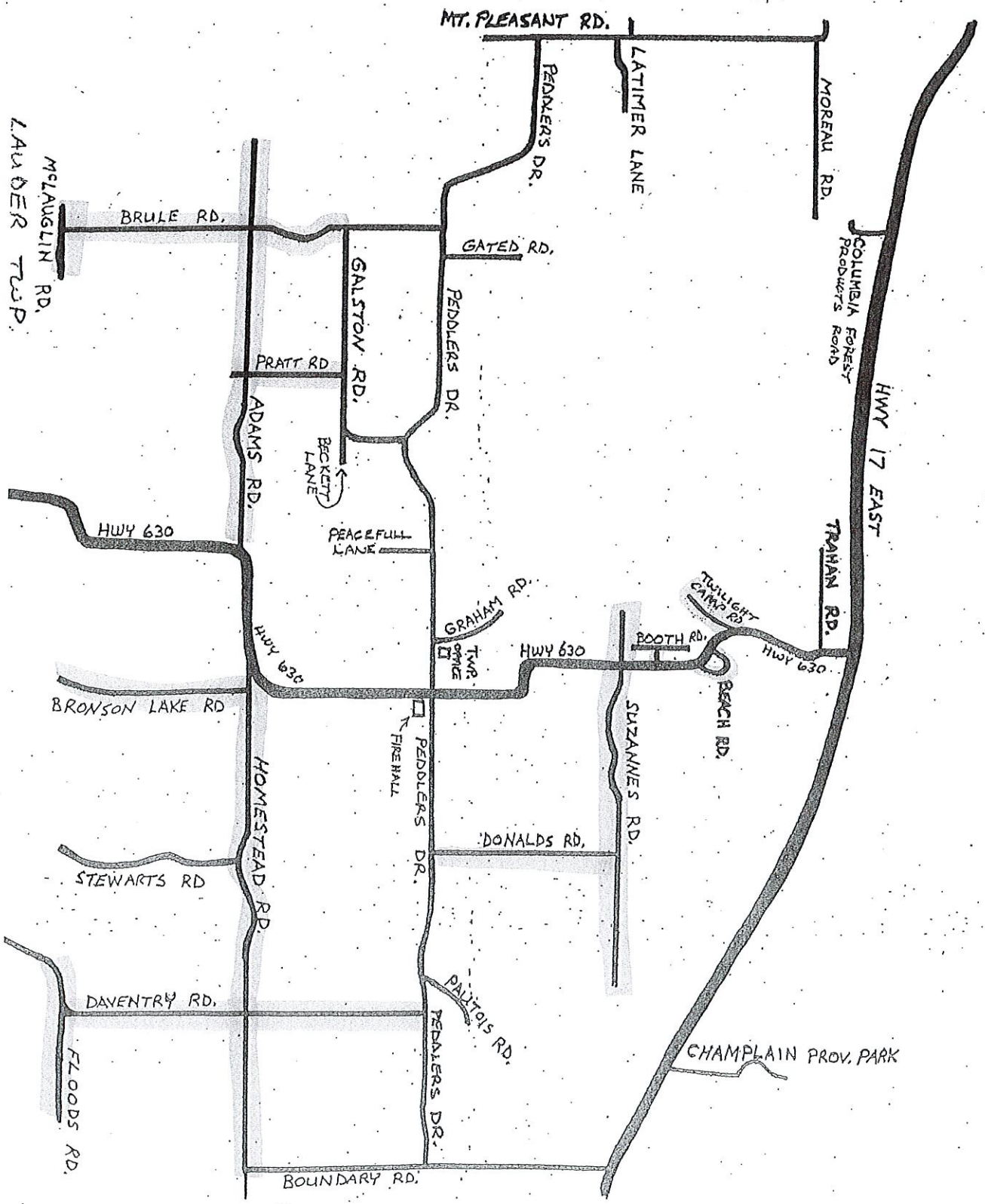
ROUTE #2

BONFIELD TWP.

TALON LAKE RD

VON DOELER RD.

CALVIN TWP



PAPINEAU TWP

CALVIN TWP.

TALON LAKE RD

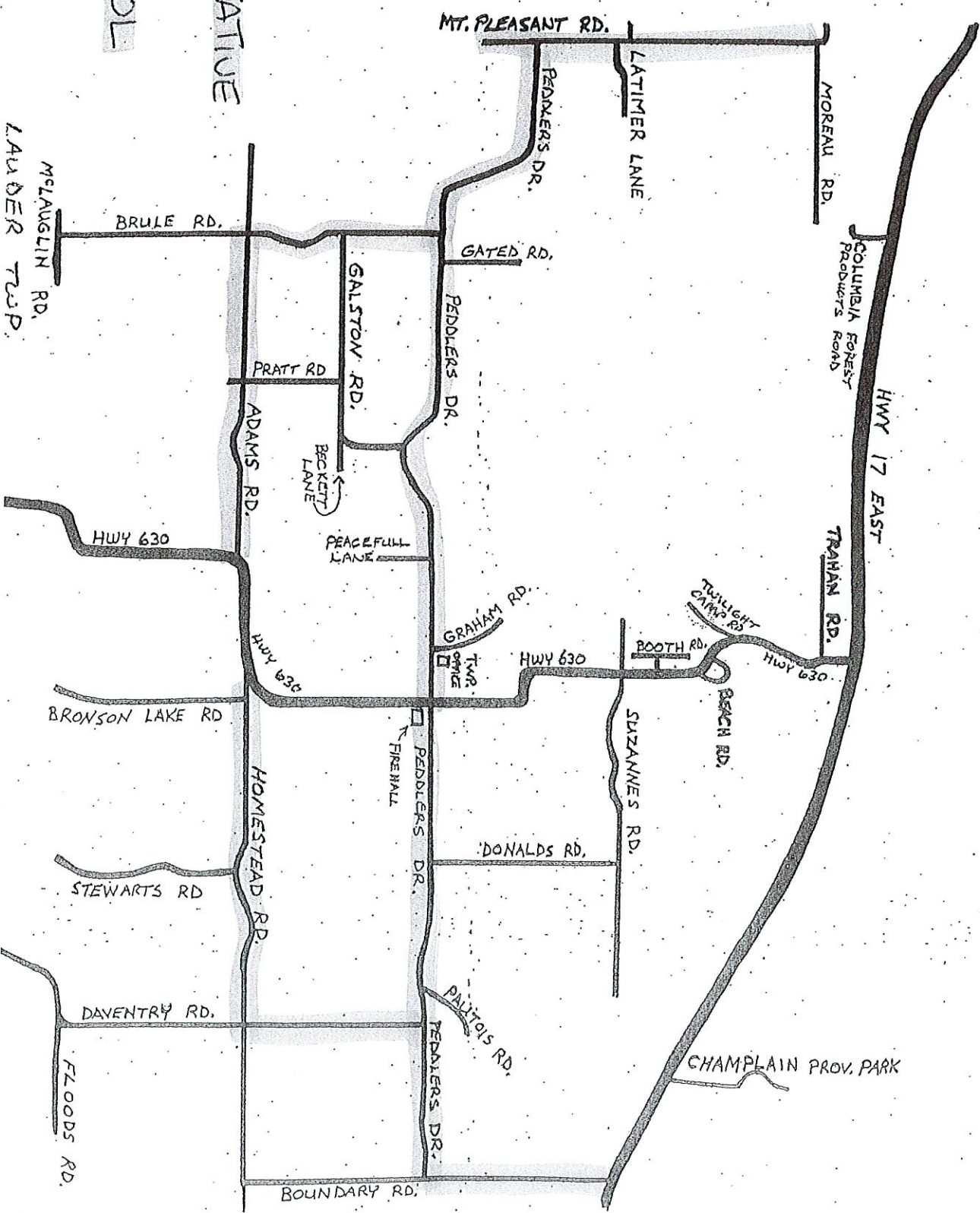
VON DOELER RD.

BONFIELD TWP.

REPRESENTATIVE

ROADS

PATROL



PAPINEAU TWP

McLAUGHLIN RD.
LAUDER TWP.

Winter Operation Log – Route 1 or Route 2 (circle one)

Date:	Equipment:	Weather			Wind	Light:	<input type="checkbox"/>	Moderate:	<input type="checkbox"/>	Strong:	<input type="checkbox"/>
Start Time:	End Time:	Clear	<input type="checkbox"/>	Time:	Direction:	Good:	<input type="checkbox"/>	Time:	Fair:	<input type="checkbox"/>	Time:
Operator:		Partly Cloudy	<input type="checkbox"/>	Time:	Visibility	Poor:	<input type="checkbox"/>	Time:			
Signature:		Overcast	<input type="checkbox"/>	Time:							
		Rain	<input type="checkbox"/>	Time:							
		Snow	<input type="checkbox"/>	Time:							
		Freezing Rain	<input type="checkbox"/>	Time:							
		Fog	<input type="checkbox"/>	Time:							
					Weather Comments:						

✓ = Work Completed
 Use a separate sheet if additional space is required.
Continuous Winter Event Response is a response to a winter event with full deployment of employees and equipment that plow/sand the entire route.
Spot Winter Events Response is a response to a winter event with only a part deployment of employees and equipment or full deployment to only part of the route.

Work completed 1 st pass		Start Time:	End Time:	Comments							
Work completed 2 nd pass		Start Time:	End Time:	Plowing and Sanding	Sanding	Plowing					
Fill out below for spot events											
Road	From:	To:	Start Time:	Spot Plowing	Spot Plowing and Salting	Spot Sanding Only	Spot Plowing and Sanding	Spot Ice Blading	Ice Blading	Pushing Banks	Snowbank Removal

Loads of Sand Used: _____

Driver's Name: _____

RECORD OF DUTY STATUS
(For Drivers operating within 160 km of home (evening))

Month: _____ Year: _____

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		MONDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		TUESDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		WEDNESDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		THURSDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		FRIDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		SATURDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Date	Duty Status	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Totals																							
		SUNDAY	Off-Duty																						
Driving																									
On-Duty-Not Driving																									
DATE	# _____ Location _____ Remarks _____																							* Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>	

Each day starts at midnight. The 3 duty rows must be totalled and added to equal 24 hours.

Once both sides are completed, retain for 14 days then submit to the office.

* Cycle 1 = 70 hours on-duty in 7 days.



Municipality of Calvin
Municipal Service
Request Form

CONTACT DETAILS

First Name	Last Name
Municipal Civic Address/Property Location	Phone Number
Mailing Address	
Email Address	

COMPLAINT TYPE

- | | |
|--|---|
| <input type="checkbox"/> Access to Services | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Staff Conduct |
| <input type="checkbox"/> Processes or Procedures | <input type="checkbox"/> Timeliness of Services |
| <input type="checkbox"/> Roads | <input type="checkbox"/> Other |

SUMMARY

Please outline details of your request below, including relevant dates, times, location and background information (which should include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs etc.) Be as detailed as possible. Attach a separate page where necessary.

Details
Service area/location of problem
Staff persons involved (if known and applicable)
List of enclosures (include copies of any documentation in support of the complaint)



Record of Operator Training

This statement certifies that _____ (**name**) has completed the in-house Operator Training program as required by the Municipality of Calvin Winter Operations Plan.

The Winter Operator Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Spreader Controls
- Plow Controls
- Record Keeping
- Health and Safety
- Level of Service – policies, practices, and procedures
- Identification of Plow/Sanding Routes – including variations from previous year
- Typical Hazards – that may be present along the route
- Yard and Equipment maintenance

Employee Signature _____

Date _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____



Record of Patroller Training

This certifies that _____ (name) has completed the in-house Winter Operations – Patroller Training as required by the Municipality of Calvin Winter Operations Plan.

The Winter Operations – Patroller Training includes the operator training plus the following modules:

- Interpreting weather forecasts
- De-icing abrasives – usage, application rates, storage and handling
- Route of Representative Roads and including areas with steep hills, sharp curves, areas prone to icing early or snow drifting plus variations allowed to the route
- Level of Service – policies, practices and procedures
- Identify Plow/Sanding/Parking Lot Routes
- Identify the impacts of traffic on the road surface and locations where a road to may ice earlier than other roads
- Winter Shift Schedules
- Emergency contacts
- Record Keeping
- Health and Safety
- Yard and Equipment maintenance

Employee Signature _____

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

9. AGENCIES, BOARDS, COMMITTEES

NB – no reports submitted for:

- Physician Recruitment (no meeting)**
- OPP Detachment Board**
- Canadian Ecology Centre (no meeting)**

RECEIVED
NOV 26/24

*email notice
to link from
NBMCA*

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY
MINUTES
of the**

NINTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on October 9, 2024 in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

- Bonfield, Township of - Steve Featherstone
- Callander, Municipality of - Grant McMartin
- Calvin, Township of - Bill Moreton
- Chisholm, Township of - Nunzio Scarfone
- Mattawan, Municipality of - Michelle Lahaye
- North Bay, City of - Peter Chirico
- North Bay, City of - Lana Mitchell
- Papineau-Cameron, Township of - Shelley Belanger
- Powassan, Municipality of - Dave Britton

MEMBER(S) ABSENT:

- East Ferris, Municipality of - Steve Trahan
- Mattawa, Town of - Loren Mick
- North Bay, City of - Chris Mayne

ALSO PRESENT:

- Robin Allen, Interim CAO - Secretary Treasurer
- Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
- Aaron Lougheed, Manager, Finance
- Hannah Wolfram, Regulations Officer
- Ella Bird, Deputy Chief Building Official, Acting Manager, On-Site Sewage Systems

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No.113-24, Britton-Belanger
THAT the agenda be approved as amended.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Delegations

None

5. Adoption of Previous Minutes of August 14, 2024

After discussion the following resolution was presented:

Resolution No. 114-24, Mitchell-Scarfone

THAT the minutes of the meeting held September 11, 2024 be adopted as amended.

Carried Unanimously

6. Section 28 Permits

Hannah Wolfram presented the report to the Members. After discussion, the Members thanked Hannah and the following resolution was presented:

Resolution No. 115-24, Featherstone-Mitchell

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

7. October CAO Update

Robin Allen presented the October CAO Update. After discussion the members thanked Robin and the following resolution was presented:

Resolution No. 116-24, Britton-McMartin

THAT the Interim CAO's Report dated October 9, 2024 be received and appended to the minutes of this meeting.

Carried Unanimously

8. Closed session of Committee of the Whole

After discussion, the following resolutions were presented:

Resolution No. 117-24, Scarfone-Featherstone

THAT the meeting move into a closed session of "Committee of the Whole" to discuss personnel, property and legal matters at 4:25 pm.

Carried Unanimously

Resolution No. 118-24, Mitchell-Scarfone

THAT the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting at 5:44 pm.

Carried Unanimously

Resolution No. 119-24, Chirico-Moreton

THAT we direct the Interim CAO to contact lawyer Sandro Orlando from Lucenti Orlando & Ellies professional corporation firm to review intent to lease & lease agreement for the Parry Sound office.

Carried Unanimously

Resolution No. 120-24, Chirico-Featherstone

THAT the Interim CAO’s Closed Session of Committee of the Whole report dated October 9, 2024 be received with thanks.

Carried Unanimously

9. New Business

None reported.

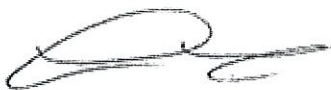
10. Adjournment (5:45 p.m.)

As there was no new business, the following resolution was presented:

Resolution No. 121-24, Scarfone-Featherstone

THAT the meeting be adjourned, and the next meeting be held at 4:00pm on November 13, 2024 or the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer



TO: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Githan Kattera, Regulations Officer / Water Resources, M.Eng.
Hannah Wolfram, Regulations Officer

DATE: September 24, 2024

SUBJECT: Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits (Ontario
Regulation 41/24)

Background:

Section 28 of the *Conservation Authorities Act* empowers each Conservation Authority to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. This regulation continues to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas, including areas with floodplains, wetlands, and steep slopes. Within this regulation, an Authority may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority

- (a) The activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;
- (b) The activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and
- (c) Any other requirements that may be prescribed by the regulations are met. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21. Sched.2, s. 9 (1)

On March 28, 2024, the Chief Administrative Officer, Secretary-Treasurer received delegation from the Board of Directors to issue permits under the amended Ontario Regulation 41/24.

As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

Analysis:

Since the approval of the previous minutes, the Conservation Authority has issued **Seven** new permits. Additionally, some properties have been classified as exemptions under Ontario Regulation 41/24. A formal email has been sent to the respective applicants, indicating that a permit is not required and that an email confirmation from our office will suffice. Table 1., below, summarizes the details of the issued permits.

Among the newly issued permits, there are **one** large project, **two** standard projects, such as shoreline protection and garages, and **four** small projects. The average time from when a complete application was received to the permit issue date was 7 days.

Recommendation:

THAT the members receive and approve the Prohibited Activities, Exemptions and Permits report as presented.

Recommended Resolution:

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.



Githan Kattera, Regulations Officer/ Water Resources Coordinator

Table 1: Details of seven new issued permits

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Features	Nature of Work	Date Complete Application Received	Prohibited Activities, Exemptions and Permits: Permit #/Date Issued
RNB-24-49	Caitlin Dennis	City of North Bay	43 Lakeview Drive	Escarpment	Pool Construction	September 22, 2024	#68-24 September 24, 2024
RPA-24-04	Degagne Carpentry	Papineau-Cameron	35 Moores Lane	Erosion Hazard - steep slopes	New Residential dwelling	August 26, 2024	#69-24 September 05, 2024
REF-24-18	Dieter Von Doeler	East Ferris	631 Hwy 94	Flood Plain	Land tile draining	September 16, 2024	#70-24 September 19, 2024
RNB-24-51	Shawn Ferguson	City of North Bay	35C Viceroy Road	Erosion Hazard - steep slopes	Additions to an existing building	September 16, 2024	#71-24 September 19, 2024
RNB-24-54	City of North Bay	City of North Bay	Gormanville Road to Cartier Street	Pine wood creek	Extension of the existing stormwater pipe	September 18, 2024	#72-24 September 19, 2024
RCALL-24-08	Municipality of Callander	Municipality of Callander	501 Main Street North	Callander bay	Repair damaged Sheet pile break wall	August 20, 2024	#73-24 September 19, 2024
RNB-24-52	Ryan Allibon	City of North Bay	1070 Four Mile Lake Road	Trout Lake, Floodplain	Boardwalk and shed	September 12, 2024	#74-24 September 19, 2024



TO: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

DATE: September 24, 2024

SUBJECT: Personnel Policy Update

Background:

With the recent Collective Bargaining Agreement (CBA) ratification and the implementation of the Union, variations between NBMCA Personnel Policy and the CBA were observed. Specifically, employee benefits were found to be inconsistent.

Analysis:

- The current NBMCA Personnel Policy outlines Employee Annual Vacations which are not consistent with the CBA for Regular Employees.
- The CBA outlines progression steps within the wage grid (annually) which is not consistent with the Personnel Policy
- An annual 3% wage increase is received and allocated to Regular Employees in the bargaining unit.
- Currently Standy By and Call-out time allotments are recognized in the CBA.

RECOMMENDED RESOLUTION:

THAT the Personnel Policy be amended to be in line with the Collective Bargaining Agreement for Union & Non Union Regular Staff effective ratification date and there be no discrimination between the Personnel Policy and the CBA.

Submitted by:

Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

Reviewed By:

Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

TO: The Chairperson and Members
of the Board of Directors,
North Bay-Mattawa Conservation Authority

ORIGIN: Robin Allen, Interim CAO – Secretary Treasurer

DATE: October 9, 2024

SUBJECT: General Report – Update from Robin Allen, Interim CAO, Secretary Treasurer

October Update

- Office was closed for four business days due to emergency remedial work, cracked combustion chamber (and smaller issue of wasp nest plugging vents)
- Michelle & Robin attended & provided an update at City of North Bay Council Meeting, Robin to arrange OSS Presentation
- Michelle & Robin attended Miskwaadesi opening, received Certificate
- Robin & Michelle attended in person Conservation Ontario Meeting, very valuable information presented
- Lands Position Filled – **Welcome Darrell O’Neill**
- Funding applications being reviewed for qualification
- Draft Budget, rough draft, Robin & Aaron meeting
- **CBA** is now signed
- Staff Training
 - Hannah training in Sudbury
 - Angela & Kevin attended CO conference / training
 - Paula attended Communications Workshop

- Board Attendance (see attached)

Robin Allen
Interim CAO – Secretary Treasurer

NBMCA BOARD MEETING ATTENDANCE

DATE: _____ LOCATION/TYPE: _____

MEMBER	REPRESENTING	PRESENT YES <input checked="" type="checkbox"/>	ABSENT <input checked="" type="checkbox"/>	MODE (C/V) CLASSIC/VIRTUAL		DISTANCE PER DIEM
Michelle Lahaye (Chair)	Municipality of Mattawan	<input type="checkbox"/>	<input type="checkbox"/>	C	V	143 KM
Loren Mick (Vice Chair)	Town of Mattawa	<input type="checkbox"/>	<input type="checkbox"/>	C	V	130 KM
Peter Chirico	City of North Bay	<input type="checkbox"/>	<input type="checkbox"/>	C	V	3.5 KM
Chris Mayne	City of North Bay	<input type="checkbox"/>	<input type="checkbox"/>	C	V	3.5 KM
Lana Mitchell	City of North Bay	<input type="checkbox"/>	<input type="checkbox"/>	C	V	3.5 KM
Grant McMartin	Municipality of Callander	<input type="checkbox"/>	<input type="checkbox"/>	C	V	17.5 KM
Bill Moreton	Municipality of Calvin	<input type="checkbox"/>	<input type="checkbox"/>	C	V	107 KM
Steve Trahan	Municipality of East Ferris	<input type="checkbox"/>	<input type="checkbox"/>	C	V	41 KM
Dave Britton	Municipality of Powassan	<input type="checkbox"/>	<input type="checkbox"/>	C	V	69 KM
Steve Featherstone	Township of Bonfield	<input type="checkbox"/>	<input type="checkbox"/>	C	V	67 KM
Nunzio Scarfone	Township of Chisholm	<input type="checkbox"/>	<input type="checkbox"/>	C	V	87 KM
Shelley Belanger	Township of Papineau-Cameron	<input type="checkbox"/>	<input type="checkbox"/>	C	V	125 KM



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

**North Bay-Mattawa Conservation Authority
Members Meeting for November 13, 2024
at 4:00 pm In Person & Electronic
NBMCA's Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario**

AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegations
5. Adoption of Previous Minutes from October 9, 2024
6. Correspondence
 - Township of McDougall

Business Reports

7. Section 28 Permits **(Report #1)**
8. Quarterly Financial Report **(Report #2)**
9. CA Act Deliverables Update **(Report #3)**
10. Communications Quarterly Report **(Report #4)**
11. CAO'S General Report Update **(Report #5)**

Other Business

12. Closed session of Committee of the Whole
13. New Business
14. Adjournment

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 279 578 355 301

Passcode: 2kcjaL

Contact: Rebecca Morrow, Executive Assistant
North Bay-Mattawa Conservation Authority
Email: rebecca.morrow@nbmca.ca

CAO

Subject: FW: NBMCA Budget Comparison 2024-2025.pdf
Attachments: NBMCA Budget Comparison 2024-2025.pdf

From: Robin Allen **Sent:** December 2, 2024 4:19 PM
To: CAO <CAO@calvintownship.ca>
Cc: Aaron Lougheed <Aaron.Lougheed@nbmca.ca>
Subject: NBMCA Budget Comparison 2024-2025.pdf

Hi Donna,

Per our discussion here is a copy of the 2024/2025 budget comparison. As mentioned to you on the phone, allocation of expense line items have shifted, they are shown in the admin charges and are charged to each program based on FTE.

If you have any additional question, please contact myself or Aaron (copied on this email).

Many Thanks,

Robin Allen
Interim CAO – Secretary Treasurer
North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON P1C 1N1

Cell: (705) 774-8448
Tel: (705) 474-5420
Web: www.nbmca.ca

My work hours may not be your work hours. Please do not feel obligated to reply outside of your regular work hours.

Leaders in Watershed Management!

 **Consider the environment. Please don't print this e-mail unless you really need to.**

The information contained in this electronic message from North Bay-Mattawa Conservation Authority is directed in confidence solely to the person(s) named above and may not be otherwise distributed, copied or disclosed including attachments. The message may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act and by the Personal Information Protection and Electronic Documents Act. The use of such personal information except in compliance with the Acts, is strictly prohibited. If you have received this message in error, please notify the sender immediately advising of the error and delete the message without making a copy. Thank you.

Name: Corporate Services Operations
 Account No: 31-00
 Summary: Administrative activities related to providing programs and services of NBMCMA.
 Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
01	Transfer Payment	\$ 16,020	\$ 16,020	\$ 133,480	Increased to reduce funding required from other programs
04	General Levy	\$ 143,441	\$ 143,442	\$ 289,538	Previously allocated to other programs
06	Fees	\$ 1,000	\$ 2,000	\$ 3,300	Natural Classroom Fees
07	Donations	\$ 2,000	\$ 200	\$ 3,900	Lower Visits and Monthly Donations
09	Internal Rent	\$ 55,462	\$ 12,500	\$ 12,669	DWSP Rent
10	External Rent	\$ 50,776	\$ 46,000	\$ 36,005	Ski Hill Rent and Solar Panel Rebates (\$5,700)
14	Interest Earned	\$ 18,896	\$ 60,000	\$ 34,000	Lower due to anticipated reductions to interest rates
16	Admin Overhead	\$ 793,515	\$ 793,519	\$ 653,823	Shortfall covered by other programs
	Total Revenue	\$ 1,081,110	\$ 1,083,877	\$ 1,163,123	
30	Wages and Benefits	\$ 712,245	\$ 716,000	\$ 626,763	
38	Per Diem	\$ 11,300	\$ 7,500	\$ 10,000	
39	Members Mileage	\$ 5,300	\$ 5,300	\$ 5,500	
40	Members Expense	\$ 2,000	\$ 2,000	\$ 2,000	
41	Staff Mileage and Expense	\$ 4,700	\$ 10,000	\$ 20,000	Anticipated increase relative to additional staff travel
42	Staff Certification and Training	\$ 9,950	\$ 6,000	\$ 10,000	Increased to accommodate new staff
43	Telephone	\$ 3,270	\$ 8,000	\$ 35,000	Based on actual monthly Bell expenses for North Bay Office and Cell Phones (no longer split)
44	Insurance	\$ 39,665	\$ 30,625	\$ 30,000	Portions previously allocated to other programs included
45	Natural Gas	\$ 19,500	\$ 20,000	\$ 20,400	2% increase over 2024 costs
46	Repair & Maintenance	\$ 8,000	\$ 6,500	\$ -	Moved to Lands and Properties
47	Office Supplies	\$ 540	\$ 1,000	\$ 1,500	Increased based on anticipated need
49	Postage	\$ 250	\$ 1,200	\$ 1,000	Office equipment (chairs, desks, monitors, docking stations)
50	Equipment Purchase	\$ 2,460	\$ 1,200	\$ 8,000	Postage Machine and Printer, includes charges previously allocated to other programs
51	Equipment Rental	\$ 2,015	\$ 1,800	\$ -	
52	Publications and Printing	\$ 4,000	\$ 1,800	\$ -	
53	Advertising	\$ -	\$ 1,800	\$ -	
54	Bank Charges	\$ -	\$ 26,000	\$ 2,000	Previously allocated to other programs
55	Interest Expense - Mortgage	\$ 24,500	\$ 26,000	\$ 30,000	Based on 2024 Actual
57	Staff Appreciation and Clothing	\$ -	\$ 20,625	\$ 20,000	Not new expenses, previously allocated to Materials and Supplies and Staff Mileage and Expenses (includes branded clothing for field staff and CSA footwear)
58	Audit	\$ 11,050	\$ 30,000	\$ 28,945	Based on Contracted Amount
59	Legal Services	\$ 30,000	\$ 38,080	\$ 18,000	
60	Materials and Supply	\$ 26,815	\$ 26,815	\$ 26,815	
61	Cons. Ontario Levy	\$ 81,500	\$ 60,000	\$ 70,000	CO Levy 2024 (should be confirmed with Conservation Ontario)
62	Services	\$ 3,500	\$ 6,200	\$ 70,000	ERAP - Manitoba, Actuarial Services, subscriptions + memberships, Mat Rental, IT Services, Cleaning Services, Elevator Maintenance
70	Rental Expense	\$ -	\$ 24,000	\$ 30,000	Rent previously allocated to other programs
71	Water	\$ 16,000	\$ 1,895	\$ 29,000	Based on 2024 Actual
72	Hydro	\$ 885	\$ 1,895	\$ 1,800	For Quickbooks software and support
73	Vehicle Gas	\$ 1,690	\$ 12,500	\$ 12,500	
74	Accounting Services	\$ 8,285	\$ 18,715	\$ 18,500	Includes amounts previously allocated to 97 Corp Services
78	Internal Changeback	\$ -	\$ -	\$ -	
91	Mortgage Principal Repayment	\$ 18,715	\$ 2,500	\$ -	
99	Bad Debt	\$ -	\$ -	\$ -	
	Total Expense	\$ 1,081,110	\$ 1,212,770	\$ 1,163,123	
	Net	\$ 0	\$ 146,493	\$ 0	

Name: Corporate Services Capital
Account No: 97-00
Summary: Major maintenance and capital expenditures of Authority facilities
Category: 1

Object Code **Revenue/Expense Category** **2024 Budget** **2024 Projected** **2025 Budget** **Notes**

Revenue:					
04	General Levy	\$ -	\$ -	\$ -	
13	Other Revenue	\$ 174,985	\$ -	\$ 206,292	From surplus L&P funds
	Total Revenue	\$ 174,985	\$ -	\$ 206,292	
Expense:					
30	Wages and Benefits	\$ 8,672	\$ 5,608	\$ 31,294	
62	Services	\$ 161,700	\$ -	\$ 161,700	
67	Admin Overhead	\$ -	\$ -	\$ 13,298	
78	Internal Chargeback	\$ 4,613	\$ -	\$ -	
	Total Expenses	\$ 174,985	\$ 5,608	\$ 206,292	To complete projects originally scheduled for 2024
	Net	\$ -	\$ 5,608	\$ -	

Name: On-site Sewage Systems Program
 Account No: 32.00
 Summary: Costs directly related to undertake private sewage system approvals, inquiries and investigations.
 Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
Revenue:					
06	Fees	\$ 1,153,200	\$ 860,000	\$ 954,718	
13	Other Revenue	\$ 40,000	\$ 60,975	\$ 12,000	From (64) Watershed Municipal
TBD	Credit Card Surcharge	\$ 18,000	\$ -	\$ -	
	Total Revenue	\$ 1,211,200	\$ 920,975	\$ 966,718	
Expense:					
30	Wages and Benefits	\$ 712,302	\$ 602,000	\$ 641,700	
41	Staff Mileage & Expense	\$ 3,000	\$ 2,000	\$ 3,000	
42	Staff Certification & Training	\$ 10,450	\$ 5,000	\$ 5,000	
43	Telephone	\$ 16,000	\$ 16,000	\$ -	
45	Insurance	\$ 19,100	\$ 18,800	\$ -	
47	Repair & Maintenance	\$ 12,500	\$ 8,500	\$ -	
48	Office Supplies	\$ 5,100	\$ 900	\$ -	
49	Postage	\$ 1,200	\$ -	\$ -	
50	Equipment Purchase	\$ 3,000	\$ -	\$ -	
51	Equipment Rental	\$ 6,500	\$ 6,000	\$ -	
52	Publications and Printing	\$ 500	\$ -	\$ -	
54	Bank Charges	\$ 2,700	\$ -	\$ -	
56	Credit Card Charges	\$ 22,800	\$ 22,000	\$ 16,500	Based on decreasing fees
58	Audit	\$ 5,500	\$ 5,500	\$ -	
59	Legal Services	\$ 2,500	\$ -	\$ -	
60	Materials and Supplies	\$ 3,000	\$ 500	\$ -	
62	Services	\$ 7,000	\$ 6,000	\$ -	
67	Admin Overhead	\$ 259,198	\$ 259,198	\$ 265,968	
70	Rental Expense	\$ 78,300	\$ -	\$ -	Rent moved to Corporate Services
73	Vehicle Gas	\$ 14,000	\$ 8,000	\$ 8,000	
78	Internal Chargeback	\$ 26,550	\$ 26,550	\$ 26,550	
	Total Expenses	\$ 1,211,200	\$ 986,948	\$ 966,718	
	Net	\$ -	\$ 65,973	\$ -	

Budget Notes:
 General and Administrative expenses have been moved to Corporate Services in line with other programs. Costs recuperated via the Admin Overhead charge.

Name: Watershed Planning
 Account No: 35-00
 Summary: Planning and Regulations
 Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
01	MNRF Transfer Payment	\$ 22,690	\$ 22,690	\$ -	
04	General Levy	\$ 97,760	\$ 97,760	\$ 106,419	Moved to Corp. Services
06	Fees	\$ 110,000	\$ 65,000	\$ 70,000	
13	Other Revenue	\$ 110,602	\$ 80,090	\$ -	
	Total Revenue	\$ 341,052	\$ 265,540	\$ 176,419	

Expense:		2024 Budget	2024 Projected	2025 Budget	Notes
30	Wages and Benefits	\$ 225,484	\$ 195,000	\$ 121,796	
41	Staff mileage and expense	\$ 1,500	\$ 150	\$ 2,000	Increased to accommodate new staff
42	Staff Certification & Training	\$ 2,500	\$ 400	\$ 5,000	Increased to accommodate new staff
47	Repairs and Maintenance	\$ 3,000	\$ -	\$ -	
49	Postage	\$ 105	\$ -	\$ -	
60	Materials and Supplies	\$ 700	\$ -	\$ -	
62	Services	\$ 3,800	\$ -	\$ -	
66	Consulting Services	\$ -	\$ 12,750	\$ -	
67	Admin Overhead	\$ 97,611	\$ 97,611	\$ 41,795	
73	Vehicle Gas	\$ 525	\$ 300	\$ -	
78	Internal Chargeback	\$ 5,827	\$ 5,828	\$ 5,828	
	Total Expenses	\$ 341,052	\$ 312,039	\$ 176,419	
	Net	\$ -	\$ 46,499	\$ 0	

Budget Notes:
 General and Administrative expenses have been moved to Corporate Services in line with other programs. Costs recouperated via the Admin Overhead charge.

Name: Water Resources Management
 Account No: 36-00
 Summary: Water Resources Management Including: Flood and Erosion Control, Flood Forecasting, Ice Management and Water Quality
 Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
Revenue:					
1	MNR Transfer Payment	\$ 94,780	\$ 94,780	\$ 30,000	FHIMP Funding Potential
3	Grants From Others	\$ -	\$ 29,032	\$ -	
4	General Levy	\$ 360,661	\$ 467,685	\$ 425,132	
5	Sole-Benefiting Levy	\$ 11,000	\$ 11,000	\$ 50,000	Additional WRM Support for CNB, Maintenance of Parks Creek and Oak Street Pumps (\$10K) and Ice Mgmt (\$10K), Callander-FHIMP
13	Other Revenue	\$ 159,626	\$ 159,626	\$ -	
	Total Revenue	\$ 626,067	\$ 756,123	\$ 505,132	
Expense:					
30	Wages and Benefits	\$ 310,677	\$ 257,000	\$ 224,991	
41	Staff Mileage and Expenses	\$ 2,000	\$ 1,000	\$ 1,500	
42	Staff Cert. And Training	\$ 3,000	\$ 3,052	\$ 3,500	
43	Telephone	\$ 8,354	\$ 6,500	\$ -	
44	Taxes	\$ 19,025	\$ 20,070	\$ 20,572	2.5% increase
45	Insurance	\$ 36,348	\$ 36,348	\$ 37,075	2% increase
47	Repairs and Maintenance	\$ 6,800	\$ 800	\$ 10,000	Annual maintenance of Oak/Stanley St and Parks Creek pumps
48	Office Supplies	\$ 250	\$ -	\$ -	
51	Equipment Rental	\$ -	\$ 54,855	\$ -	
60	Materials and Supplies	\$ 2,650	\$ 1,500	\$ -	
62	Services	\$ 16,800	\$ 60,715	\$ 10,000	To operate Parks Creek + other services
66	Consulting	\$ 20,000	\$ 12,500	\$ 60,000	Floodplain Mapping Callander
67	Admin Overhead	\$ 183,494	\$ 183,494	\$ 125,385	
72	Hydro	\$ 1,900	\$ 3,000	\$ 1,020	Parks Creek and Stanley St Hydro
73	Vehicle Gas	\$ 6,680	\$ 3,600	\$ 3,000	
78	Internal Changeback	\$ 8,089	\$ 8,089	\$ 8,089	
	Total Expenses	\$ 626,067	\$ 652,423	\$ 505,132	
	Net	\$ -	\$ 105,700	\$ 0	

Name: WECCI Project
 Account No: 109-00
 Summary: Water and Erosion Control Infrastructure projects
 Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
01	MNR Transfer Payment	\$ 100,000	\$ -	\$ 100,000	
04	General Levy	\$ 45,000	\$ 45,000	\$ -	
05	Sole-Benefiting Levy	\$ 200,000	\$ 200,000	\$ 18,547	To cover admin charges
13	Other Revenue	\$ 177,000	\$ 8,374	\$ 100,000	Deferred Revenue for WECCI
	Total Revenue	\$ 522,000	\$ 252,374	\$ 218,547	

Expense:	2024 Budget	2024 Projected	2025 Budget	Notes	
30	Wages and Benefits	\$ 9,442	\$ 9,442	\$ 40,237	
50	Equipment Purchase	\$ 10,000	\$ -	\$ -	
66	Consulting Services	\$ 494,663	\$ 86,278	\$ 159,762	WECCI Projects
67	Administrative Overhead	\$ 2,645	\$ 2,645	\$ 13,298	
78	Internal Chargeback	\$ 5,250	\$ 5,250	\$ 5,250	
	Total Expenses	\$ 522,000	\$ 103,615	\$ 218,547	
	Net	\$ -	\$ 148,759	\$ 0	

Name: Lands and Properties Operations
Account No: 70-00
Summary: Revenue and Expenses for activities that maintain, protect, repair facilities and administer to conservation areas and buildings (Authority Owned Lands).
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
04	General Levy	\$ 111,000	\$ 111,000	\$ 220,699	
05	Special Levy	\$ 260,000	\$ 260,000	\$ 250,000	EAB, Homeless Encampment, Additional Parks Support
07	Donations	\$ 1,000	\$ 2,040	\$ -	
10	External Property Rental	\$ 22,042	\$ 40,000	\$ 40,000	
13	Other Revenue	\$ 185,669	\$ 101,500	\$ -	Pattison Outdoor and Bell Mobility
	Total Revenue	\$ 579,711	\$ 514,540	\$ 510,699	
Expense:					
30	Wages and Benefits	\$ 258,284	\$ 203,355	\$ 263,667	
44	Taxes	\$ 15,886	\$ 16,830	\$ 17,251	2.5% increase
45	Insurance	\$ 15,585	\$ 15,585	\$ 15,897	2% increase
47	Repairs and Maintenance	\$ 18,000	\$ 15,000	\$ 25,000	Vehicles and Properties
60	Materials and Supplies	\$ 8,100	\$ 12,000	\$ 9,000	Specific to lands
62	Services	\$ 50,000	\$ 30,000	\$ 40,000	JLPM, MillerWaste, Q2
64	Vehicle Lease	\$ 3,000	\$ -	\$ -	
67	Admin Overhead	\$ 205,806	\$ 205,806	\$ 134,884	
73	Vehicle Gas	\$ 5,050	\$ 3,000	\$ 5,000	
	Total Expenses	\$ 579,711	\$ 501,576	\$ 510,699	
	Net	\$ -	\$ 12,964	\$ -	

Name: Lands and Property Capital for Conservation Areas/Trails
 Account No: 86-00
 Summary: Major Maintenance or Capital Expenditures on CA Lands or Properties as Outlined in the Conservation Area Lands and Trails ten year capital forecast.
 Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
Revenue:					
04	General Levy	\$ 181,485	\$ 181,485	\$ -	
05	Special Levy	\$ 80,000	\$ 80,000	\$ 80,000	KPW Culvert Repairs, Kinsman Trail Upkeep, Staff Time
	Total Revenue	\$ 261,485	\$ 261,485	\$ 80,000	
Expense:					
30	Wages and Benefits	\$ 27,029	\$ 15,500	\$ 26,021	
41	Staff Mileage & Expense	\$ 500	\$ 275	\$ -	
50	Equipment Purchase	\$ 27,800	\$ -	\$ -	Moved to Admin
60	Materials and Supplies	\$ 193,221	\$ -	\$ -	
62	Services	\$ 7,935	\$ 8,750	\$ 42,580	
67	Admin Overhead	\$ -	\$ 7,935	\$ 11,399	
	Total Expenses	\$ 261,485	\$ 32,460	\$ 80,000	
	Net	\$ -	\$ 229,025	\$ 0	