

Municipality of Calvin

Regular Meeting Agenda

August 23, at 7:00 P.M.

Electronic Meeting ID: 867 7934 5209

1. **Call to Order**
2. **Approval of Agenda**
3. **Declarations of Disqualifying Interest (Pecuniary)**
4. **Approval of the Minutes of the Most Recent Meeting(s)**
August 9, 2022
5. **Council Direction From the Previous Meeting-August 9, 2022**
 - a) Vacant Council Seat- Resolution to approve vacancy to end of Council term
 - b) PSW funding – Resolution to approve with funding to come from reserves
6. **Delegations- Nil**
7. **Legislative Matters**
 - a. **Consent Agenda** (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council - matters that are for information purposes only). **Nil**
 - b. **By-Laws for Consideration:**
 - 1) **By-Law: 2022-051:** Codify Human Resource Management Policies for Calvin Fire Department
 - 2) **By-Law: 2022-053:** Remuneration for Council
 - c. **Public Hearings: Planning/Zoning Matter**
 - 1) Ministry of Municipal Affairs and Housing: Draft Consent #48-C-220426
 - d. **Committee (Internal/External Reports) Nil**
8. **Administrative Matters-**
New Business/Reports from Officers/Employees on Various Issues
(Including reports from Departments which require Council approval)
 - 1) Elections Clerk Report
(to be distributed Monday following certification of municipal election candidates)
9. **Leadership Issues- Nil**
10. **Closed Session Nil**
11. **Confirmatory By-law No. 2022-054**
12. **Adjournment**



Corporation of the Municipality of Calvin

Council Resolution

Date: August 23, 2022

Resolution Number: 2022-285

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin hereby approve the agenda as circulated.”

Result Options.

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam



Corporation of the Municipality of Calvin

Council Resolution

Date: August 23, 2022

Resolution Number: 2022-286

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby approve the minutes of the Regular Council meeting of August 9, 2022"

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Minutes

Regular Meeting of Council

Municipality of Calvin

August 9, 2022

7:00 p.m.

ELECTRONIC MEETING

Meeting ID: 891 8079 8463

The regular meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic).

ATTENDANCE

Council: Mayor Pennell
Councillor Cross
Councillor Castelijin
Councillor Shippam

Staff: Mary Stock- Deputy Clerk
Jacob Grove-Landfill & Recreation Manager

1. CALL TO ORDER

Chair Mayor Pennell called the meeting to order at "7:01" pm.

2. APPROVAL OF AGENDA

2022-275: Approval of Agenda

Moved By: Councillor Castelijin

Seconded By: Councillor Cross

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby approve the agenda as circulated and amended."

"Carried"

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijin

Councillor Cross

Councillor Shippam

3. DECLARATIONS OF DISQUALIFYING INTEREST (PECUNIARY) - "NIL"

4. APPROVAL OF MINUTES OF THE MOST RECENT MEETINGS

2022-276: Approval of Minutes

Moved By: Councillor Shippam

Seconded By: Councillor Cross

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby approve the minutes for the Regular Council Meeting July 26, 2022."

"Carried"

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. COUNCIL DIRECTION FROM PREVIOUS MEETINGS

- July 26, 2022
- a) Vacant Council Seat- Municipal Administrator informed Council that, as directed by Council, contact has been made with two individuals, Mr. Gould and Ms. Homer, to determine their willingness to let their name stand to fill the vacancy should they be appointed and that both have declined. Council had further recommended that advertising be undertaken for the council vacancy, with consideration to former members of Council. It was recommended to Council that due to limited time, there being six meetings of Council in the remaining Council term and the time required to advertise and undertake interviews that Council reconsider, not advertise for the council vacancy and not fill the vacancy. Council directed that resolution be brought forward at the next Regular meeting of Council.
- b) PSW Program

2022-277: PSW Program

NOW THEREFORE BE IT RESOLVED THAT:

"Council has received and reviewed information from nearby Municipalities in response to how other Municipalities are providing support to the Near North District School

Board PSW Program by way financial assistance and agree to pledge \$460 towards the program if it is to proceed.”

“Deferred”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. DELEGATIONS-NIL

7. LEGISLATIVE MATTERS

A) 2022-278: CONSENT AGENDA

Moved by: Councillor Castelijin
Seconded by: Councillor Cross

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda Items of August 9, 2022 as circulated, less any items requested for separate review and discussion.”

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B) By-Laws for Consideration:

1) 2022-279: By-Law:2022-050: Amendment to By-Law 2022-040 Delegation of Authority

Moved By: Councillor Shippam
Seconded By: Councillor Cross

NOW THEREFORE BE IT RESOLVED THAT

“Municipality of Calvin Council receive the by-law 2022-040 to amend by-law 2022-040 which delegates authority for restricted acts “Lame Duck” restrictions and delegates to the Municipal Administrator.”

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2) 2022-280: Codify Human Resources Management Policies for Calvin Fire Department

Moved by: Councillor Castelijin

Seconded by: Councillor Shippam

NOW THEREFORE BE IT RESOLVED THAT:

“Municipality of Calvin Council receive the by-law 2022-051 to Codify Human Resource Management Policies for the Municipality of Calvin Fire Department and approve amendments and pass on this day August 9, 2022.”

“Deferred”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

C) Public Hearings: Planning/Zoning Matters:

1) 2022-281: Consent Application- Nathan Pearson

Moved by: Councillor Castelijin

Seconded by: Councillor Cross

Now therefore be it resolved that:

“WHEREAS an application for Consent No. 2022-15 in the name of Nathan Pearson (agent Michael Bellaire) has been filed with the East Nipissing Planning Board on land known as 445 Galston Rd, Concession 4, Lot 27, and Municipality of Calvin for the purposes of creating 2 lots residential lot of approximately 10 acres each.”

NOW THEREFORE the council of the Municipality of Calvin resolves that:

- 1) It is recommended that the East Nipissing Planning Board give provisional consent to this application;

- 2) Two copies of the completed survey for the new residential lot and the retained lot shall be provided to the municipality in 2 hard copies and digital; and
- 3) That the 5% in lieu shall apply to the expanded lot and is payable in full to the municipality as a requirement of consent.

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2) 2022-282: Consent application- Shirley Bell and Douglas Doucette

Moved by: Councillor Shippam

Seconded by: Councillor Castelijin

NOW THEREFORE BE IT RESOLVED THAT:

“WHEREAS an application for Consent No. 2022-16 in the names of Shirley Bell and Douglas Doucette has been filed with the East Nipissing Planning Board on land known as 386 Adams Rd, Concession 2, Lot 24, Municipality of Calvin for the purposes of creating on (1) residential lot of approximately 3.85 acres;”

NOW THEREFORE the Council of the Municipality of Calvin resolves that:

- 1) It is recommended that the East Nipissing Planning Board give provisional consent to this application; and
- 2) A copy of the completed survey for the new residential lot and right-of-way shall be provided to the municipality in both digital and hard copy; and
- 3) That the 5% Cash in lieu shall apply to the expanded lot and is payable in full to the municipality as a requirement of consent.

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D) Committee (Internal/External Reports)- NIL

8. Administrative Matters – NIL

9. Leadership Issues- NIL

10. Closed Session: Nil

11. Confirmatory By-Law 2022-052

2022-283 Confirmatory By-law

Moved By: Councillor Cross

Seconded By: Councillor Casteljin

NOW THEREFORE BE IT RESOLVED THAT:

“By-Law No. 2022-052 being a By-Law to confirm the proceedings of the Regular Meeting of Council held Tuesday, August 9, 2022 be read and adopted.”

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

13. Adjournment:

2022-284: Adjournment

Moved By: Councillor Casteljin

Seconded By: Councillor Shippam

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin adjourns this meeting at 7:37 pm.”

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mayor Ian Pennell, Chair

Teresa Scroope, Municipal Clerk



Corporation of the Municipality of Calvin

Council Resolution

Date: August 23, 2022

Resolution Number: 2022-287

Moved by: Choose an item.

Seconded by: Choose an item.

“WHEREAS Council for the Corporation of the Municipality of Calvin directed staff to contact two individuals to determine if they would be willing to let their name stand to fill the Councillor seat vacancy;

AND WHEREAS Council was informed that the two individuals, Mr. Gould and Ms. Homer, both declined to let their name stand;

AND WHEREAS Council’s further direction was to advertise for the position with consideration to former members of Council;

AND WHEREAS Council was informed by staff that due to the fact that nomination day is August 19, 2022, the limited time available to advertise, undertake interviews and there being only six Council meetings to November 14, 2022 when the current term of Council ends, it was recommended that Council reconsider their decision to advertise and not fill the vacancy.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Calvin hereby not advertise for appointments for the council vacancy and that the seat remain vacant.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin Council Resolution

Date: August 23, 2022

Resolution Number: 2022-288

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin support the Near North District School Board PSW Program and approve a contribution of \$966, representing 10.728%, of the Municipality of Calvin’s percentage on the Police Services Board, toward the total \$9,000 requested for the program and furthermore that funding come from Reserves, conditional that the PSW program proceeds.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Mary

From: Joanne Montreuil <admin@mattawan.ca>
Sent: Wednesday, August 17, 2022 1:33 PM
To: Teresa Scroope
Subject: RE: PSW Funding Formula

Good afternoon Mary,

Thank you for the update. So the formula that my Council used is the formula from the Police Service Board – look for the Group of Four bills that you receive from the Town of Mattawa. Calvin's percentage should be listed on the bill. One of my Councillors suggested that we used that formula to make our donation. However, this is a donation request – your Council can send as little or as much as they'd like to. As I explained to Teresa the Town of Mattawa is going to donate \$5000.00, I don't know what Papineau-Cameron chose to donate if anything at all. So if they really want to use a formula here's how I figured out what I told Teresa in the email below - $\$9000.00$ (donation request) \times 10.728% (Calvin's percentage on the Police Service Board) = \$965.52. Hope this helps!

Thank you & good luck!

JoAnne Montreuil
Clerk Treasurer,
Municipality of Mattawan



Corporation of the Municipality of Calvin Council Resolution

Date: August 23, 2022

Resolution Number: 2022-289

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"By-Law No. 2022-051 Being a by-law to Codify Human Resource Management Policies for the Municipality of Calvin Fire Department be read and enacted this 23rd day of August, 2022."

Result Options.

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-51

**BEING A BYLAW TO CODIFY HUMAN RESOURCE MANAGEMENT POLICIES FOR
THE MUNICIPALITY OF CALVIN FIRE DEPARTMENT**

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

Adoption of Policies

Section 270 of the *Municipal Act* requires the council of a municipality to adopt and maintain policies with respect to, among other things, its hiring of employees and the relationship between members of Council and the officers and employees of the municipality.

Health Benefits

Section 281 and 282 of the *Municipal Act* provide that the council of a municipality may establish a sick leave and benefit program for the municipality.

Employment Standards & Workplace Safety

Municipalities must comply with the *Employment Standards Act* R.S.O. 1990 (the "*Employment Standards Act*"), as amended and the *Occupational Health and Safety Act* R.S.O. 1990 (the "*OHSA*") as amended.

Related Municipal Policy

By-Law No. 2019-001 - Council Staff Relations Policy

By-Law No. 2010-020 - Workplace Harassment and Violence Policy

Preamble

Council for the Corporation of The Municipality of Calvin has adopted the following mission and vision statements for the Municipality.

VISION - Calvin is a rural, family-based community that embraces change while respecting the rich heritage and culture of our area. With the participation of our residents and ongoing partnerships with our neighbouring communities, we will continue to develop the Municipality of Calvin as an affordable, accessible and safe place to live, work and play.

MISSION - To build a strong rural and safe community dedicated to the preservation of our heritage and culture as well as the development of our natural and human resources. To promote and cultivate our forward-thinking community and

to grow our partnerships through collaboration and resource sharing with our neighbouring communities.

Council has adopted an organizational structure in which all officers and employees of the Municipality of Calvin report to the Municipal Administrator, and it is the responsibility of this position to ensure that all officers and employees of the Municipality of Calvin perform their work in a manner that exhibits the fundamental values or principles established by Council and facilitates the achievement of Council's Vision and Mission.

Council is committed to building a workplace in which volunteer Firefighters can feel safe, engaged and productive.

Council will do this by adopting policies that relate specifically to the provision of fire prevention and fire protection services.

Council further acknowledges that this Bylaw and the attached schedules have been prepared by Expertise for Municipalities Non-profit Association ("E4m")

and legally reviewed by Wishart Municipal Law Group/Wishart Law Firm LLP (WMG) for compliance with all applicable legislation and E4m or WMG are not responsible for the results of any edit to this policy other than as expressly authorized or directed by E4m and WMG.

Council acknowledges and agrees that all rights are reserved by E4m, and no part of this Bylaw may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping or information and retrieval systems) without the written permission of E4m.

Council acknowledges that E4m has given license to the Municipality to print, copy, save, or post on its official website for its own use only and the Municipality may not repurpose or resell this Bylaw in any way.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to establish certain policies related to the management of the Fire Department personnel within the municipal operation.

Direction

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

1. That the Municipal Administrator adopt administrative practices and procedures that are compliant with the *ESA*, the *OHSA*, case law and any other applicable Act or Regulation or such successor Acts or Regulations to carry out the direction of Council as expressed in this Bylaw (hereinafter referred to as guidelines).
2. That these guidelines be submitted to Council for information within ninety (90) days from the passing of this Bylaw.
3. That the Municipal Administrator cannot unilaterally amend, change, or fail to follow the established guidelines without notification to Council prior to any amendment, change or decision not to follow an established guideline.
4. That the guidelines be reviewed on a bi-annual basis and a report be delivered to Council by June 30, of any given year in which a report is required, regarding adequacy of each of the Schedules attached to this Bylaw and if there are any recommended changes.
5. That Municipal Administrator be responsible to keep up to date on changes in law affecting the guidelines and that changes in law which require amendments

to the guidelines and/or this Bylaw be delivered to Council in a report within thirty (30) days of the Municipal Administrator becoming aware of the changes.

6. That the direction outlined in the schedules attached to this Bylaw applies to all Fire Department personnel of the Municipality ("Volunteer Firefighter personnel"; "Volunteer Firefighter(s)"). It does not apply to the Municipal Administrator, fulltime and part-time officers and employees of the Municipality of Calvin, volunteers or short-term contract positions.
7. That the following schedules attached hereto form part of this bylaw:
 - a. Schedule "A" - Attraction
 - b. Schedule "B" - Recruitment
 - c. Schedule "C" - Onboarding
 - d. Schedule "D" - Development
 - e. Schedule "E" - Retention
 - f. Schedule "F" - Separation
 - g. Schedule "G" - Fire Department Code of Conduct
8. That any changes to the Schedules may be adopted by resolution.
9. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
10. That this Bylaw repeals By-Law No. 2011-005 - Hiring, Employment and Progressive Discipline Policy.
11. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution _____ this 23rd Day of August 2022.

MAYOR

CLERK

Schedule "A" – Attraction

PREAMBLE

Council acknowledges that a successful public service requires individuals with the appropriate skillset and personal/professional attributes to provide services and achieve the vision/mission/goals/priorities of Council. Council also recognizes that to attract and retain these individuals they must ensure that they support a workplace culture where Volunteer Firefighter personnel feel valued and respected; are included and consistently engaged; and can perform at their best and be successful as a public servant.

Council is committed to fostering inclusive volunteer opportunities and volunteer management practices for the Fire Department. Council is also committed to a workplace culture that is focused on continuous and proactive improvement to ensure Volunteer Firefighter personnel success in the workplace as well as within role professional development.

Diversity, Equity, and Inclusion

The Municipality of Calvin will aim to foster, cultivate, and preserve a culture of diversity, equity and inclusion.

Council recognizes that human capital is the most valuable asset the Municipality of Calvin has. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our Volunteer Firefighter personnel invest in their work represents a significant part of not only the workplace culture, but also the effective and efficient delivery of Municipal services.

Council will support a workplace that embraces and encourages differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make Volunteer Firefighter personnel unique.

All Volunteer Firefighter personnel have a responsibility to always treat others with dignity and respect and are expected to conduct themselves in a manner that reflects inclusion in the workplace and at work-related functions.

The Municipal Administrator will promote a positive working environment where Officers and Employees collaborate to achieve the Municipality of Calvin's goals while cultivating a culture of diversity, equity, and inclusion.

Safe Workplace

Physical Safety

The Municipal Administrator will promote a positive working environment where management and employees collaborate to achieve the Municipality of Calvin's goals while promoting the physical health and safety of all employees.

Volunteer Firefighter personnel:

- Fully comply with the *Fire Prevention and Protection Act*, the *Occupational Health and Safety Act* and all other related/applicable legislation.
- Prevent risk of injury and illness arising from the workplace environment.
- Ensure the physical health of all employees is protected.
- Encourage the co-operation of all employees, in complying with the Health & Safety Policy and Procedures.
- Establish and maintain a Health & Safety program in co-operation with the Joint Health & Safety Committee or Health and Safety Representative (Where applicable)

Psychological Safety

Council considers the mental health and psychological safety of its Volunteer Firefighter personnel to be as important as other aspects of health and safety and is committed to supporting a mentally healthy workplace through appropriate policies, programs, and services which will be developed in accordance with the National Standard of Canada for Psychological health and safety in the workplace.

Council recognizes that workplace factors can contribute to psychological health. While it is understood that a certain amount of stress is inherent in work, the Municipality of Calvin aspires to a work environment where continuous improvement in work practices and processes address psychological safety and support mental health.

Further, Council acknowledges that psychologically healthy and safe workplaces:

- Support individuals and departments in creating a respectful, healthy and engaging work and learning environment
- Acknowledge psychological risk factors where they exist
- Provide the tools to positively, effectively and efficiently address any identified issues

The Municipal Administrator will promote a positive working environment where Officers and Employees collaborate to achieve the Municipality of Calvin's goals while promoting a psychologically healthy and safe workplace.

Remuneration

The Municipal Administrator in consultation with the Fire Chief will establish an

equitable, remuneration system for the Fire Department that includes:

- Annual honorarium for the Volunteer Fire Chief;
- Annual honoraria for the Volunteer Firefighters that recognizes/acknowledges commitment to training/continuous improvement as well as attendance during fire calls.

Volunteer Wellness/Volunteer Assistance Program

Council is committed to providing a healthy and psychologically safe work environment for its Volunteer Firefighter personnel at all municipal work sites.

A healthy and psychologically safe workplace leads to improved workplace satisfaction, higher level of volunteer morale, and generally a more effective/productive workplace. The Municipality of Calvin will encourage, support, and offer health related programs that will assist Volunteer Firefighter personnel in improving their own physical, mental, and emotional wellbeing.

The Municipal Administrator will provide Council with an annual or multi-year wellness initiative that at a minimum will include:

- Organizing or permitting time for Volunteer Firefighter personnel to participate or watch wellness education sessions relating to mental, physical, and emotional wellness;
- Improving Firefighter Volunteer access to healthy snack options in the workplace by providing healthy food options during events, meeting, etc.; and
- Encouraging and organizing friendly fitness and wellness competitions.

Voluntary Participation

We encourage Volunteer Firefighter personnel to participate in our wellness program, but their participation is completely voluntary. Any Volunteer Firefighter who chooses not to participate in the wellness initiatives will not be subject to punishment or adverse action.

Council will implement an Firefighter Volunteer Peer Assistance Program.

Leaves of Absence

From time-to-time Volunteer Firefighter personnel may need to take leaves of absence from the Fire Department for various reasons.

The Municipal Administrator shall establish guidelines for Volunteer Firefighter personnel to give notice for leaves. The Municipal Administrator will also establish guidelines for how such leaves will be approved and how Volunteer Firefighter personnel may seek workplace accommodations.

Schedule "B" - Recruitment

PREAMBLE

Council acknowledges that a successful public service requires individuals with the appropriate skillset and personal/professional attributes to provide services and achieve the vision/mission/goals/priorities of Council. Additionally, Council acknowledges that recruitment processes may vary depending upon the position needing to be filled.

Council directs the Municipal Administrator to ensure that all recruitment processes adhere to the requirements of this Bylaw.

Fire Chief Position Vacancy

The Fire Chief position with the Municipality is a volunteer position and not that of an employee. When the position becomes vacant, the Municipal Administrator shall conduct a position reassessment and report the result to Council prior to starting the process to fill the position. At a minimum the position needs assessment will consider:

- a) The job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;
- b) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- c) If there is still a need for the position or if the position needs to be modified or realigned or changed completely; and
- d) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the workplace.

Volunteer Firefighter Supervisory Position Vacancy

The Municipal Administrator shall establish guidelines for filling supervisory positions internally within the Fire Department which consider competency and fit over years of service.

When a supervisory position becomes vacant, the Municipal Administrator shall in consultation with the Fire Chief conduct a position reassessment to determine if the specific supervisory position is still necessary and then and report the result to Council prior to starting the process to fill the position. At a minimum the position needs assessment will consider:

- a) The job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;

- b) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- c) If there is still a need for the position or if the position needs to be modified or realigned or changed completely; and
- d) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the workplace.

Volunteer Firefighter Recruitment

The Municipal Administrator shall establish guidelines for recruiting Volunteer Firefighters that includes:

- a) A review of the job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;
- b) Methods of advertising for positions.

New Position

From time to time, it may be necessary to create a new position within the Fire Department to achieve a level of service set by Council. The position may be volunteer, permanent full/part time or a short-term, non-permanent or contract, position.

All new positions shall be approved by Council prior to recruiting for/filling the position internally when:

- a) the position is being created to comply with law;
- b) the position has not been included in the salaries/wages established by the budget;
- c) the payroll grid needs to be modified to accommodate the new position;
- d) the position is being created by external funding; and/or
- e) the position is best filled by an individual currently employed by the Municipality.

In the circumstances noted above, the Municipal Administrator will submit to Council a business case that outlines:

- a) The name of the position and the expected duties;
- b) The value of the position and need for the position to the municipal operation/the level of service defined by Council;

- c) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- d) The qualifications and personality type/communication style necessary to be successful in the position; and
- e) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the position, the department and the overall workplace if the position is not being filled from within.

Position Profile

All Volunteer Firefighter personnel of the Municipality will have a Position Profile which at a minimum clearly describes and/or explains:

- a) The title of the position;
- b) The requirement for professional designations or certifications;
- c) The preferred education, skills and professional attributes required to successfully fulfill the obligations of the position;
- d) How the position fits within the operating structure of the Municipality;
- e) Who the position reports to within the municipal operating structure;
- f) The permitted channels of communication (i.e. interdepartmental, committees, external stakeholders etc.;
- g) The internal and external relationships that directly affect the position;
- h) General performance expectations for the position;
- i) Day to day duties and responsibilities; and
- j) Hours of work/work schedule.

Position Profiles will be attached to the Volunteer contract.

Hiring and Selection

The hiring of Volunteer Firefighter personnel shall be carried out in an objective and impartial manner. The relatives of elected officials and Volunteer Firefighter personnel of the Municipality of Calvin may be considered for volunteer positions within the Fire Department.

All vacant, soon to be vacant or new positions with the Municipality of Calvin will be filled in accordance with this Bylaw.

The hiring and selection of Volunteer Firefighter personnel is the responsibility of the Municipal Administrator who will provide Council with a recruitment strategy ("Recruitment Strategy Report") for the position being filled that will include at a minimum:

- a) How and where the position will be advertised;
- b) The timeframe for recruiting and hiring;
- c) Who will be part of the selection group/committee;
- d) The selection criteria;
- e) How the evaluations of the candidates will be conducted;
- f) Potential obstacles to filling the position; and
- g) Alternatives to ensure adequate service delivery if the position cannot be filled within the expected timeframe.

For clarity, Council will not be part of a hiring committee for Volunteer Firefighter personnel who do not report directly to Council unless requested by the Municipal Administrator and approved by resolution of Council.

When the following position of Volunteer Fire Chief and/or Fire Prevention Officer are being recruited for, the Municipal Administrator shall ensure that the top Candidate be introduced to and interviewed by Council prior to a formal offer being made:

Reference and Internet Checks

All Volunteer Firefighter personnel will be subject to reference and Internet checks. Candidates are required to provide a minimum of three (3) employment related witnesses and sign a form acknowledging that their listed references may be contacted along with other individuals who they have not listed and that they will be subject to an Internet search that will include social media sites.

Reference and Internet checks will be conducted prior to any offer being made to any individual interested in volunteering with the Fire Department. The Municipal Administrator will ensure that all references checks conducted internally are done by two (2) individuals one of whom should be trained in how to conduct reference checks. A minimum of two (2) past employers will be contacted.

The Municipal Administrator shall establish guidelines and applicable forms to be used.

Criminal Records Check

Many positions at the Municipality of Calvin are safety or security sensitive or are otherwise assumed by the Municipality of Calvin by placing a high degree of trust in the integrity of its Volunteer Firefighter personnel.

As a provider of public services, it is incumbent on the Municipality of Calvin to exercise due diligence by ensuring, to the extent reasonably possible, that Volunteer Firefighter personnel who provide such services do not pose a risk to vulnerable individuals or to the Municipality's interest.

To minimize risk to the Municipality of Calvin, Council directs the Municipal Administrator to ensure that police background checks are conducted prior to the hiring of Volunteer Firefighter personnel. Dependent upon the nature of the position and identified risks associated with the position, the Volunteer Firefighter will be required to provide either a criminal record check or a vulnerable sector screening check before commencement of participation as a Fire Department volunteer with the Municipality.

Volunteer Firefighter personnel may be required to provide a renewed police background check if required by law at designated intervals. Additionally, any individual being assigned or promoted into a position requiring vulnerable sector screening check where it was not required or submitted at the start of their employment will be required to provide such prior to starting their new position.

Letter of Acceptance and Volunteer Contracts

An individual who has been successful in any voluntary Fire Department position will be provided a Letter of Acceptance and be required to enter into a volunteer position agreement.

Volunteer Position Agreement

All Volunteer Firefighter personnel of the Municipality will be required to enter into a Volunteer Position Agreement that:

- a) Identifies the position;
- b) The performance requirements of the position;
- c) Information on remuneration for the position;
- d) The length of the probation period;
- e) The requirement to adhere to applicable laws and Council policies as may be amended from time to time;
- f) Identifies how the volunteer relationship may be immediately terminated; and
- g) Progressive discipline guidelines.

Schedule "C" - Onboarding

PREAMBLE

Orientation for new Volunteer Firefighter personnel begins with onboarding. Volunteer Firefighter personnel onboarding is critical to learning position responsibilities, becoming familiar with performance expectations, and building positive working relationships within the Fire Department/municipal corporation. As such the Municipality of Calvin will provide a Volunteer Firefighter personnel onboarding program.

Definitions

Onboarding: Onboarding is a one-year process focusing on integrating a new volunteer into the organization to facilitate the acquisition of skills, knowledge, and behaviors necessary to be successful in their position. Onboarding begins the moment a candidate is interviewed and ends when a new Fire Department Volunteer is fully integrated and performing as expected.

Orientation: Orientation is a stage of onboarding where a new Fire Department Volunteer learns about the Municipality of Calvin and their position responsibilities. This typically occurs on their first day but could span over several weeks.

Onboarding Program

The Onboarding Program will provide key information needed by Volunteer Firefighter personnel when commencing their position with the Municipality. The Onboarding Program will set out roles and responsibilities to ensure all new Fire Department Volunteers feel welcome at the Municipality of Calvin.

It will include the provision of key information Volunteer Firefighter personnel will need immediately on topics such as:

- Remuneration
- Occupational Health and Safety
- Municipal Policies/Standard Operating Procedures
- Standards of Conduct
- Learning and Development Opportunities

It will also include:

- Orientation; and
- An "onboarding buddy" for the first (3) months. An Onboarding Buddy is a peer coach who assists the new hire to navigate the Municipality of Calvin's systems. An Onboarding Buddy partners with a new Fire Department Volunteer for the first few months of their position to assist them by:
 - Offering encouragement and resources to help introduce them to the Municipality of Calvin's culture;
 - Explaining basic operational issues;

- Supporting their immediate productivity within the department;
- Helping them build confidence; and
- Exemplifying the Municipality of Calvin's values.

The Municipal Administrator is responsible to establish an onboarding program and guidelines that will support the success of any new Volunteer Firefighter personnel.

Schedule "D" - Development

PREAMBLE

Volunteer Firefighter personnel of the Municipality of Calvin are our most important asset in providing fire prevention and protection services to ratepayers. They are responsible to deliver the programs and services of the Fire Department which often requires them to have a professional designation, a special licence, and/or specific technical knowledge all of which require continuous learning. Additionally, it requires Volunteer Firefighter personnel who are committed to their work and professional improvement.

- Learning & Professional Development
- Performance Management
- Succession Planning

Learning and Professional Development

Council is committed to supporting a continuous learning workplace by investing in Volunteer Firefighter personnel professional development opportunities that improve the performance of both the individual and the Municipality of Calvin. Moreover, Council will:

- a) Invest in Volunteer Firefighter personnel development to ensure that volunteers maintain their acquired skills and position qualifications;
- b) Provide opportunities for Volunteer Firefighter personnel to add to and improve their skills to support future advancement with the Fire Department;
- c) Promote shared accountability between Volunteer Firefighter personnel and the Municipality of Calvin for the individual's professional development; and
- d) Ensure fairness and equity in the application of Volunteer Firefighter personnel professional development opportunities.

Council will annually consider Volunteer Firefighter personnel professional development during budget deliberations.

Annually, if applicable, Council will adopt a Volunteer Firefighter personnel Professional Development Plan prior to the adoption of the Municipality of Calvin's budget.

The Municipal Administrator will provide Council with a report by July 31st of any given year that outlines:

- All mandatory professional development required to be budgeted for in the next fiscal year;
- All professional development identified as necessary during the performance evaluation process that will need to be part of the Volunteer Firefighter personnel Professional Development Plan for the next fiscal year including expected outcomes (i.e. improved performance, increased knowledge etc.);
- A proposal for any additional professional development which must include:
 - The nature of the professional development and how the investment will benefit the individual and the Municipality of Calvin;
 - Measurable expected outcomes;
 - Timeframe for completion (can be multi-year); and
 - Cost
- Planned internal development opportunities:
 - Mentoring/Coaching
 - Knowledge sharing
 - Special or temporary work assignments
 - Cross training
- How the Volunteer Firefighter personnel Professional Development Plan fits within the Municipality of Calvin's Succession Plan.

The Municipal Administrator will provide Council with a report by November 30th of any given year that outlines:

- The success of the Volunteer Firefighter personnel Professional Development Plan which at a minimum will include:
 - What were the expected outcomes of the planned opportunities;
 - Who participated in each of the opportunities;
 - An analysis of whether the expected outcomes were achieved.

- What was the total investment in professional development opportunities to date; and
- A report of how the training developed knowledge, skill and/or job proficiency as well as how what has been learned impacts the Municipality of Calvin.

Performance Management

The work of Volunteer Firefighter personnel is critical to the Municipality of Calvin being able to provide the desired levels of fire prevention/protection services and to the achievement of Council's Vision. Council is committed to effective and efficient service delivery which requires the appropriate alignment of human capital, resources, and workplace systems. The most effective way to achieve this is through appropriate human capital management practices.

The Municipal Administrator will adopt a practice of volunteer performance management that includes:

- a) Volunteer Firefighter personnel engagement;
- b) On-going feedback related to work performance;
 - Informal – ongoing communication between supervisor and worker which is not documented
 - Formal – communication between supervisor and worker that is documented i.e. annual performance evaluation, progressive discipline
- c) Learning and professional development opportunities;

Volunteer Firefighter Engagement

Key to a healthy and resilient workplace culture is having engaged volunteers. Engaged volunteers care about the work that they do, their workplace generally and the success of their employer. Most importantly, volunteers who feel engaged also feel that their efforts make a difference. Council is committed to a workplace where Volunteer Firefighter personnel are engaged.

On an annual basis, the Municipal Administrator will carry out a workplace satisfaction survey for all Volunteer Firefighters to complete. The survey will provide feedback on how satisfied the Volunteer Firefighters are with the workplace. The survey will be anonymous, and each Volunteer Firefighter will be required to confirm that they did complete the survey. A report on the findings will be submitted to Council by August 31 of any given year. The report will contain at a minimum:

- The questions asked;
- The response summaries;
- Analysis of the results; and
- Recommendations for policy changes, if any.

Once per term of Council, the workplace satisfaction survey will be conducted by a qualified external party.

Work Performance Feedback

Foundational to Volunteer Firefighter success is work performance feedback. Feedback, whether formal or informal, must be respectful and constructive and for the purpose of improving the individual's ability to be successful in the workplace.

Feedback Principles:

- The supervisor and the volunteer work together to plan, monitor and review a volunteer's work objectives. This includes clear deliverables, deadlines, and feedback
- Volunteer feedback is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting
- Volunteers are encouraged to actively participate in the planning, evaluating, and improving their performance
- Honesty and openness, with effective two-way communication are essential elements of the supervisor/volunteer relationship

Informal Feedback refers to routine communication and may be noted but not documented.

Formal Feedback refers to any feedback that is documented and placed in the personnel file.

Performance Evaluation

Council recognizes the importance of providing job performance related feedback to municipal volunteers in a clear and respectful manner. The Municipality is committed to providing an environment wherein performance is measured in a fair and equitable manner and further that Volunteer Firefighters are aware of why, how, and when their performance will be evaluated.

Performance management is both a system and a process. It requires a consistent method of implementation [system] as well as a clear set of action steps [process]. It provides the necessary framework for each Volunteer Firefighter to be successful in their position and for the overall success of the Municipality. This is accomplished by aligning the performance expectations of each volunteer with the overall goals of Council/the Municipality. Performance management itself is a continuous process.

The Municipal Administrator will ensure that all volunteers receive a formal annual

performance evaluation using a standardized process which includes:

- Establishing clear objective performance measures and performance expectations - actual tasks to be completed.
- Setting subjective performance measures – feedback on task performance (competency) based on preset standards and will include a 360 evaluation for all managers/supervisors. At no time will the subjective measures account for more than thirty-five percent (35%) of the overall performance score.
- Self-assessment conducted by the Volunteer Firefighter
- An Annual Performance Assessment report that outlines how performance was evaluated (including an overall performance score/rating) and reviewed with the individual. The Annual Performance Assessment Report will become part of the individual's personnel record.
- A Success Plan with key learning objectives.
- Semiannual progress review meetings to go over the established performance expectations and consider performance to date.

From time to time, work improvement plans, and progressive discipline may be required to support an volunteer in achieving satisfactory performance.

Performance management information shall be used for decisions related to:

- Selection (promotion or transfer)
- Organizational goal setting and budgeting
- Salary adjustments
- Succession planning
- Training and development requirements
- Restructuring
- Recognition

The Municipal Administrator will adopt guidelines for when work improvement plans or progressive discipline may be required.

Schedule "E" – Retention

PREAMBLE

The Municipality of Calvin relies on the individuals who volunteer with the Fire Department to deliver programs and services as adopted by Council. Volunteer Firefighter personnel retention is important to the effectiveness and efficiency of the municipal operation. It is the responsibility of Council and the Municipal Administrator to create a working environment where Volunteer Firefighter personnel feel valued and remain committed to their position/role in the municipal corporation.

To do so, requires a workplace:

- Where Volunteer Firefighter Personnel are hired for competency and cultural fit;
- Where the Municipality ends the volunteer relationship with Volunteer Firefighter personnel that do not fit the workplace culture;
- That considers the personal wellbeing of Volunteer Firefighter personnel;
- That is open to providing flexible work options;
- Where good performance is rewarded and opportunities for improvement/success are offered to those Volunteer Firefighter personnel whose performance does not meet the expected level;
- Where communication is open and transparent; and
- Where those in a position of leadership actively listen.

Volunteer Firefighter Retention

Council recognizes that to retain Volunteer Firefighter personnel a commitment to a healthy and resilient workplace culture is required. In addition, an innovative retention strategy needs to be adopted. Council acknowledges that this strategy needs to:

- Be based on the overall vision and mission of the Municipality of Calvin;
- Respect the professionalism and loyalty of Volunteer Firefighter personnel;
- Recognize that Volunteer Firefighter personnel are required to provide their professional opinion, and not what Council wants to hear;
- Ensures that Volunteer Firefighter personnel are actively engaged;
- Prioritize Volunteer Firefighter wellbeing; and
- Provide opportunities for professional growth and development.

The Municipal Administrator will adopt guidelines and processes that:

- a) Ensures new Fire Department Volunteers fit the workplace culture;
- b) Continuously monitors workplace culture as well as Volunteer Firefighter personnel position satisfaction/fit;
- c) Fosters inclusivity and professional growth;
- d) Looks at succession planning and internal advancement; and
- e) Allows for continued workplace flexibility and innovation.

Schedule "F" - Separation

PREAMBLE

Council is committed to the retention of valued Volunteer Firefighter personnel until their retirement. However, Council recognizes that from time-to-time Volunteer Firefighter personnel choose to leave the workplace or may be involuntarily required to leave. Of utmost importance is that any time there is a departure of a Volunteer Firefighter from the workplace that the focus should be on helping the exiting Volunteer Firefighter to depart with as much grace, pride, and confidence as possible. This is of the utmost importance when the individual is not an optimal fit for the position or within the workplace culture.

Voluntary Departure

Any Volunteer Firefighter will be considered to have voluntarily left their position with the Municipality of Calvin if they:

1. Have given notice two (2) weeks (unless more notice is required in their volunteer contract) that they are leaving their volunteer position with the Municipality of Calvin;
2. Have failed to attend required training without notice or approved leave for a period of more than three (3) consecutive months; and
3. Have failed to attend Fire Department callouts without notice or approved leave for a period of more than three (3) consecutive months.

The Municipal Administrator will adopt guidelines related to who a Volunteer Firefighter is required to provide notice to in event that they plan to voluntarily leave the Fire Department. Additionally, the guidelines will include circumstances when a Volunteer Firefighter may be excused from the full notice provision required.

Involuntary Departure

Terminations

The Municipality of Calvin may need to end the relationship with a Volunteer Firefighter with or without cause. Every effort will be made to alleviate the negative experience of such an action. The Municipal Administrator will notify Council prior to any Volunteer Firefighter termination. The Municipal Administrator will adopt procedures for with cause and without cause terminations which at a minimum will include that:

- Letters of termination will be given to the Volunteer Firefighter in person and generally not on a Friday;
- The individual will be treated with respect when they are advised of the ending of their volunteer relationship with the Municipality;

- Upon termination of any volunteer position, a Volunteer Firefighter shall promptly deliver to the Municipality of Calvin any and all property, technology, data, manuals, notes, records, plans, or other documents, including any such documents stored on any video or software related medium, held by the Volunteer Firefighter concerning the Municipality's Fire Department services and programs, developments, and equipment. This includes intellectual or other property made or prepared by the Volunteer Firefighter. A Volunteer Firefighter may with written permission, retain samples of their work if such work is already in the public domain; and
- These considerations may be included in all volunteer agreements.

Schedule "G" - Fire Department Code of Expected Behaviour

PREAMBLE

The Municipality of Calvin is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Officers, Employees and Volunteers. In particular, the public is entitled to expect the highest standards of conduct from the Officers, Employees and Volunteers of its local government.

The Municipality of Calvin Fire Department shall be committed to a workplace that maximizes each member's contributions to the success of the organization. This Code of Expected Behavior applies to Fire Department personnel including the Fire Chief (collectively "Volunteer Firefighters" or "Volunteer Firefighter personnel").

The Municipality acknowledges the important contribution volunteers make to providing fire protection services to the Municipality. Also, that the Municipality deems it important to ensure that standards of practice and ethical behavior are established to guide the provision of municipal services.

The Volunteer Firefighter personnel are expected to:

- Perform their duties in a manner that maintains public confidence and trust;
- Not engage in actions which would result in personal gain as a result of their duties with the Municipality of Calvin Fire Department;
- Not engage in actions that would be in conflict with their duties and obligations as a member of the Municipality of Calvin Fire Department; and
- Use good judgment regarding personal and professional conduct.

Volunteer Firefighter personnel shall comply with Federal, Provincial legislation and all law/rules/policies adopted by Council including but not limited to:

- By-Law No. 2019-001 - Council Staff Relations Policy
- By-Law No. 2010-020 - Workplace Harassment and Violence Policy
- By-Law No. 2004-022 - Purchasing and Procurement Policy
- By-Law No. 2008-008 - Procedural By-Law

Volunteer Firefighter personnel shall comply with policies, standard operating procedures and other directives as set out by the Ontario Fire Marshal's Office.

Definitions

Confidential Information

Confidential information includes information Volunteer Firefighters may have access to through their position with the Municipality of Calvin that is not available to the public.

This includes but is not limited to:

- Documents, records or other information concerning the Municipality's operation, finances, plans or strategies;
- Documents, records or other information concerning taxpayers, employees, vendors and contractors of the Municipality of Calvin including personal information, employment status, vendor status, contractor status, personnel records, performance information, information related to rates of pay and job history;
- Privileged information including advice received from legal counsel and other advisors; and
- All work related information that is not generally available to the public.

Confidential information also includes but is not limited to information in the possession of the Municipality of Calvin that the Municipality of Calvin is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act* or other legislation, and information concerning matters that are considered in a "closed session" meeting under section 239 of the *Municipal Act, 2001*.

Conflict of Interest

A "Conflict of Interest" refers to a situation in which the Volunteer Firefighter has personal or private interests that may compete with the public interests of the Municipality of Calvin and make to fulfill one's duties impartially. A Conflict of Interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the Municipality of Calvin generally. A conflict exists even if no unethical or improper act results from it. A Conflict of Interest can either be an apparent conflict or a real conflict.

Apparent Conflict

An apparent conflict exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a Conflict of Interest exists, even if, in reality, it may not.

Real Conflict

A real conflict exists where a personal interest exists and that interest:

- a) Is known to the Volunteer Firefighter; and
- b) Has a connection to the Volunteer Firefighter's duties that is sufficient to influence or interfere with the performance of those duties

Dishonesty or Deceit

Dishonesty or deceit includes any array of acts characterized by intentional deception. Dishonest, illegal or fraudulent activities include, but are not limited to:

- forgery or alteration of documents (cheques, time sheets, independent contractor agreements, purchase orders, etc.);
- misrepresentation of information by a Volunteer Firefighter;
- misrepresentation of information on documents;

- misappropriation of funds, securities, supplies or any other asset;
- unauthorized use, disappearance, or destruction of Municipal property, equipment, materials or records;
- improper handling or reporting of money transactions;
- authorization or receipt of payments for goods not received or services not performed;
- authorization or receipt of payments for hours not volunteered;
- any inappropriate expense claim made, which is unrelated or related to the business of the Municipality of Calvin or the Volunteer Firefighter's position responsibilities; and
- any apparent violation of Federal, Provincial or local laws.

Interests

Direct Interests: Direct interests are those interests in which the Volunteer Firefighter, by virtue of a significant social or financial relationship, is likely to gain benefits or losses, advantages, or disadvantages.

Indirect Interests: Indirect interests are those interests in which the Volunteer Firefighter, by virtue of a significant social relationship or a financial relationship, may reasonably appear to gain benefits or losses, advantages, or disadvantages, even though the volunteer may never have a direct interest.

Personal Information:

As defined in s. 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, ("MFIPPA"), is recorded information about an identifiable individual, and includes,

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;
- d) the address, telephone number, fingerprints or blood type of the individual;
- e) the personal opinions or views of the individual except if they relate to another individual;
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the individual; and
- h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other

personal information about the individual.

Expectations

Professionalism

Volunteer Firefighter personnel are representatives of the Municipality and at all times expected to reflect a professional image. To be clear, Volunteer Firefighter personnel are expected to appear professional and act in a professional, courteous and objective manner when interacting with the public who they serve, and with all external stakeholders who may include:

- Provincial and Federal government representatives;
- Agencies and organizations;
- Contractors, suppliers, etc.
- Officers, Employees and volunteers of other municipal corporations

Volunteer Firefighter personnel must also be professional and courteous with members of Council and their co-workers. They must comply with the Council Staff Relations Policy and the Respect in the Workplace Policy.

Personal Interests

Volunteer Firefighter personnel shall not seek to advance a personal interest, directly or indirectly, during the course of their duties.

Examples of advancing a personal interest include but are not limited to:

- a) Influencing or attempting to influence the Municipality of Calvin to contract with a person, partnership or corporation for any purpose in which the Volunteer Firefighter has a personal interest, or for which the Volunteer Firefighter has received or reasonably anticipates receiving some profit, payment, or compensation.
- b) Soliciting or accepting from any person or corporation any profit, commissions or other payments or favours in the way of price or other advantages, such as loans or services, when:
 - i. the person or corporation has had, or may reasonably be expected to have, any business, commerce or trade dealings with the Municipality of Calvin; or
 - ii. the person or corporation is seeking any decision, act, advice, comment, endorsement or anything whatsoever from the Municipality of Calvin.

Financial Integrity

Volunteer Firefighter personnel who maintain the financial and accounting records for the Fire Department shall do so with the utmost integrity. They must show accurately and punctually all transactions, assets and liabilities of the Municipality of Calvin. All financial records, expense accounts, invoices, vouchers, bills, payroll and volunteer records and other reports are to be prepared with care and honesty. False or misleading entries, other false or misleading information, or omissions of entries in the financial

records or reports of the Municipality of Calvin, or any unrecorded bank accounts, are strictly prohibited.

Volunteer Firefighter personnel shall not undertake any fraudulent activities. This includes misrepresenting information on documents, authorizing payment for goods and services not received, unauthorized use, destruction, or disappearance of municipal assets and information, and forgery or alteration of documents.

Volunteer Firefighter personnel shall not establish or maintain secret or unrecorded cash funds or other assets of the Municipality of Calvin for any purpose or conceal any transaction from the auditors.

Volunteer Firefighter personnel shall not use the Municipality of Calvin's funds for any personal use at any time.

Public Criticism of Council and/or the Municipality of Calvin

Volunteer Firefighter personnel are expected to respect and support all decisions of Council and not publicly criticize the Municipality of Calvin or Council as a body or individual members of Council such that the public's perception is adversely affected.

Volunteer Firefighter personnel have a general right to freely express opinions on matters of public policy; however, this right is limited by their relationship with the Municipality of Calvin.

Public criticism may include but is not limited to:

- letters to the editor;
- interviews with the media;
- negative statements to the public; and
- posts on social media sites.

Public Speaking/Apearances & Media Relations

Volunteer Firefighter personnel will not speak as a representative of the Municipality of Calvin unless expressly authorized to do so by Council, by the Municipal Administrator, or by policy. To be clear, Volunteer Firefighter personnel may not:

- speak to members of the press
- post on social media
- cause to have an article/letter to the Editor published related to the Municipality of Calvin

Volunteer Firefighter personnel asked to speak at a professional conference or meeting and are not representing the Municipality of Calvin must clearly state so in their presentation. Additionally, they must inform the Municipal Administrator prior to the event.

External Activities:

Volunteer Firefighter personnel by the nature of their volunteer relationship with the Municipality of Calvin may be seen to represent the Municipality even when participating in activities separate from Fire Department activities. Volunteer Firefighter personnel are required to take steps to ensure their participation in these activities does not negatively affect the Municipality of Calvin.

a) Political Activity

- Volunteer Firefighter personnel may exercise their civic right to run for public office, in accordance with legislative requirements.
- Volunteer Firefighter personnel are entitled to support or be involved in the political campaign of a Municipal, Provincial or Federal candidate or party, provided they do so on personal time and do not present themselves as a representative of the Municipality of Calvin.
- At all times while conducting their Fire Department duties, Volunteer Firefighter personnel must appear to be politically neutral and are to avoid expressing personal views on matters of public controversy, Municipal policy, or the Municipal administration if the comment will negatively affect public opinion of the Municipality of Calvin.
- Where a Volunteer Firefighter is uncertain whether their actions or comments are appropriate, they should seek guidance from their immediate supervisor and if that individual is unavailable, the Municipal Administrator.

b) Memberships on Boards or Committees

Volunteer Firefighter personnel may be allowed to participate on an external board, commission, or agency if such participation does not interfere with their Fire Department duties and otherwise complies with the Expected Behaviour set out herein. Should the Volunteer Firefighter consider such participation, they shall seek approval from the Municipal Administrator.

Use of Municipal Resources

Volunteer Firefighter personnel shall not use, or permit the use of, municipal equipment, land, facilities, supplies, services, staff, or other resource, including any municipally owned information, website, or municipal funds for any purpose or activity other than the lawful business of the municipal corporation.

Volunteer Firefighter personnel shall not seek or acquire any personal financial gain from the use or sale of Confidential Information, or of any municipally owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the Municipality of Calvin.

Municipal Vehicles and Equipment

Municipal vehicles and equipment are valuable assets. Every operator of municipal vehicles or mobile equipment shall do so safely, responsibly and within the parameters set by legislation and workplace procedures.

Operators' responsibilities

1. Operators share responsibility for vehicle and equipment maintenance and shall ensure maintenance standards are upheld and deficiencies reported.
2. Operators shall at all times lock unattended vehicles and equipment and put the keys in their designated location.

Use of municipal vehicles and mobile equipment

1. Municipal vehicles and mobile equipment are not available for personal use.
2. Municipal vehicles are not available for use by non-profit organizations.
3. Municipal equipment may be used to assist local non-profit organizations by authorization of the supervisor, manager or other most senior member of the municipality responsible for such equipment. All such use shall be recorded and reported in the operational reports given to Council.

Disclosure of Confidential or Personal Information

Volunteer Firefighter personnel shall not disclose, release, sell or publish by any means directly or indirectly, to any person or to the public generally, any Confidential Information acquired during their employment with the Municipality of Calvin, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.

Volunteer Firefighter personnel shall not use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.

Unless required by law, Volunteer Firefighter personnel shall not disclose the substance of deliberations of meetings held *in-camera* and that are authorized to be held *in-camera* under the *Municipal Act, 2001* or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.

Volunteer Firefighter personnel will not disclose or make personal use of any of the following types of Confidential Information unless required by law:

- a) Information concerning litigation, negotiation or personnel or labour matters;
- b) Information the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);
- c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;
- d) Information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*; and
- e) Any other information or statistical data required by law not to be released.

Receipt/Acceptance of Gifts, Hospitality or Other Benefits

Volunteer Firefighter personnel shall not accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of their Fire Department duties, unless permitted under one or more of the exceptions listed below:

- a) compensation authorized bylaw;
- b) Gifts, Benefits and Hospitality of the kind that normally is received as a token of appreciation, has a nominal financial value (less than \$100) and is provided as a common courtesy;
- c) for volunteer work that is normally not otherwise compensated;
- d) a suitable memento of a function honouring the Volunteer Firefighter;
- e) food and beverage consumed at a banquet reception or similar event, if:
 - i. attendance is for a legitimate municipal purpose;
 - ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
 - iii. the value is reasonable; and
- f) a sponsorship or donation for a community event organized that has been authorized by Council or any applicable municipal policy.

Gifts, Benefits and Hospitality provided, with the Volunteer Firefighter's knowledge, to their spouse, child or parent, that is connected directly or indirectly to the performance of their duties, are considered the same as Gifts, Benefits and Hospitality provided directly to that Volunteer Firefighter.

No Volunteer Firefighter shall accept a gift from an anonymous sender. Where the Volunteer Firefighter receives a gift from an anonymous sender, they will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality's approved donation list.

Reporting and Compliance

Volunteer Firefighter personnel aware of any action not compliant with the Fire Department Code of Expected Behaviour shall report their concern promptly. Any violation may result in disciplinary action up to and including termination of their position with the Fire Department.

The Municipal Administrator shall adopt guidelines related to:

- how to report a non-compliant act;
- how and by whom an investigation into the matter will be carried out;
- the responsibilities of the Fire Chief or Fire Department personnel during an investigation;
- the requirement of confidentiality during and after the investigation;
- how and when the parties will be given notice of the outcome; and
- when Council will be advised of the matter.



Corporation of the Municipality of Calvin Council Resolution

Date: August 23, 2022

Resolution number: 2022-290

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THERE FOR BE IT RESOLVED THAT:

“By-Law No. 2022-053 being a By-law to establish Council remuneration for the Council of the Municipality of Calvin be read and enacted this 23rd day of August 2022.”

Result Options.

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-053

BEING A BY-LAW TO ESTABLISH REMUNERATION FOR COUNCIL, COMMITTEES OF COUNCIL AND ITS LOCAL BOARDS TO PROVIDE FOR REIMBURSEMENT OF EXPENSES

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

Remuneration and Expenses

Section 283(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended ("*Municipal Act*") provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality.

Section 283(2) of the *Municipal Act* provides that despite any Act, a municipality may only pay the expenses of members of its Council or of a local board of the

Municipality if the expenses are of those persons in their capacity as members and actually incurred or, if the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred.

Section 284 of the *Municipal Act* provides how the remuneration shall be disclosed each year by an itemized statement on or before March 31.

Term of Council Review

Section 283(7) requires Council to review a by-law passed under subsection 283(5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

Preamble

In 2014 Council for the Corporation of the Municipality of Calvin adopted Bylaw 2014-011 providing for the remuneration of Council and the payment of expenses incurred. Council is obligated under law to review the Bylaw once during the four-year term.

This matter has been discussed at previous Council meetings and no changes were recommended.

Inflationary costs (cost of living etc.) are not built into the Bylaw and there is no other automatic rate increase.

The cost of living/inflation has been increasing significantly over the past few years.

For years, members of Council have been compensated at a rate lower than the sector standard.

Decision

Council of the Corporation of the Municipality decides it in the best interest of the Corporation to establish remuneration and expense reimbursement for members of Council.

Direction

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

1. That Members of Council for the Municipality of Calvin shall receive remuneration in accordance with the provisions of Schedule "A", attached to and forming part of this Bylaw.
2. That remuneration shall be adjusted annually in accordance with the Consumer Price Index.

3. That the Treasurer shall make payments to a member of Council for expenses incurred as provided for in Schedule "B", attached to and forming part of this Bylaw.
4. That the Treasurer shall prepare a report of the remuneration and expenses paid to each member of Council in accordance with the provisions of Section 284 of the *Municipal Act* and the report will be posted on the Municipality's website prior to March 31, of any given year.
5. That Schedules "A" and "B" can be amended by resolution.
6. That Bylaw 2014-011 is hereby repealed.
7. This By-law takes effect on the day of its final passing.

Read and adopted by Resolution 2022-290 this 23rd Day of August 2022.

Mayor

Clerk

SCHEDULE "A"

TO BYLAW 2022-053

1. FLAT RATE HONOURARIUM - MEMBERS OF COUNCIL

Starting on January 1, 2022, the members of Council shall receive the following flat rate honorarium:

MAYOR	\$15,600.00 PER ANNUM fully taxable
DEPUTY MAYOR	\$13,200.00 PER ANNUM fully taxable
COUNCILLOR	\$10,800.00 PER ANNUM fully taxable

The flat rate honourarium is to include the following:

- Meeting preparation and research;
- Twenty-six (26) meetings which would include Regular, Special, Closed or Emergency meetings or educational and training meetings of Council, whether attending in-person or by means of virtual meeting;
- Meetings of Boards and Committees to which a Member of Council is appointed by Council whether attending in-person or by means of virtual meeting and otherwise compensated;
- Attendance at meetings held within the municipality with ratepayers, staff, consultants whether at their request or not, etc.;
- Attendance at on-site meetings within the Municipality;
- Attendance at the Municipal Office to sign cheques, by-laws, etc.. and to interact with the staff and public; and
- Attendance at special function, public or ceremonial event related to the municipality.

The flat rate honourarium will be paid bi-weekly and deposited directly into the Member's bank account when municipal employees are paid.

Members will be compensated for all additional meetings in June and December.

In December of any given year, any Member who has not attended twenty-six (26) meetings will have their remuneration reduced by \$150 per meeting not attended.

2. ADDITIONAL MEETINGS

- a. Additional approved meetings will be compensated at \$150 per meeting. Approved meetings will include those called by the Mayor and those approved for the Member to attend by resolution of Council.
- b. Attendance at meetings, functions, or events where participation is out-of-the-interest of a Council member only and not Council as a body (no resolution) will not be paid.

3. APPROVED TRAINING SEMINARS, WORKSHOPS & CONFERENCES

For approved training seminars, workshops and conferences attended in person by a Council member(s) the municipality pays:

Starting on January 1, 2022:

- Actual registration, hotel and transportation costs;
- \$53 per diem (1/2 day) incurred;
- \$106.00 per diem (full day) incurred to a maximum of three (3) days at any one time; and
- \$60 per diem for cost of meals incurred to a maximum of three (3) days at any one time, broken down as follows: Breakfast \$10; Lunch \$20 and Dinner \$30.00.

The Municipality will not pay for costs associated with alcohol charges or spousal expenses.

Remuneration paid to elected Members of Council of the Municipality of Calvin is deemed as expenses incident to the discharge of their duties as members of the Council during their term of office.

4. Reconciliation

The Treasurer shall in June and December of any given year, prior to making fixed remuneration payments, undertake a review of meeting attendance, by each Member of Council. In the event of absence by Council members at Regular, Special, Closed or Emergency meetings or appointed representation on other Committees, the Treasurer shall undertake a calculation of the Flat Rate Honorarium paid to the Council Member, complete a pro-rated calculation and make amendments to the Flat Rate Honorarium paid to the Council Member. Any adjustments will be made in July and December/January as the case may be.

SCHEDULE "B"

TO BYLAW 2022-053

1. Travel Expenses: Members of Council

- a. Actual registration fee, taxi fares and parking fees with receipts;
- b. Meals and gratuities based on current Treasury Board rates.
- c. Actual accommodation cost with receipt;
- d. Actual transportation cost with receipt;
- e. Use of personal vehicle will be reimbursed based on the mileage rate set by Council for the municipality.

2. Approval of Travel Expenses

Travel expense claims by members of Council are subject to review and approval by Municipality of Calvin Council. The Treasurer will not cause expenses to be paid without a resolution of Council.

3. Travel Advance

A travel advance may be requested by providing the Treasurer with the resolution of Council approving attendance at the meeting/training/event along with an estimate of costs upon such form as established by the Treasurer. Travel advances will not exceed seventy-five percent (75%) of the estimate and will be limited to daily per diems, mileage cost and reasonable meal expenditures.

Upon their return the relevant travel expense claim must be submitted no later than two (2) weeks following the completion of the function. The Treasurer will reconcile the advance and compensate the Member for any amounts over and above the advance. Should the advance exceed the actual costs, the Member will be requested to return the excess funds to the Municipality. In the circumstance a member fails to repay any advance or portion thereof, the Treasurer will reduce the Member's honourarium by the outstanding amount.



Corporation of the Municipality of Calvin Council Resolution

Date: August 23, 2022

Resolution Number: 2022-291

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin receive the letter from the Ministry of Municipal Affairs and Housing seeking comment with respect to a draft consent application, MMAH File No. 48-C-220426, owners Quinn and Denis Felker, with respect to Lot 4, Concession 10, PIN 49112-0029 (benefitting); Pt Lot 5, Concession 10, PIN 49112-0028, 50 Floods Road (severed); Lauder unincorporated township, Nipissing District and responds as follows:

- No objections or concerns with respect to the proposal to provided both the new lot and the retained lot have access to the yearly maintained portion of Floods Road;
- That the new owners enter into a road use agreement with the Municipality of Calvin for the seasonal portion of the roadway prior to granting a severance.
- No objections or concerns that the proposed lot addition will place a strain on municipal public service facilities and/or infrastructure; and
- No additional general land use planning comments about the proposed development.

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Mary

From: Chris and Francine Whalley <cfp.ltd@live.com>
Sent: Friday, August 19, 2022 9:30 AM
To: Mary
Subject: Application for severance. Lauder twp

Hi Mary.

It reviewed the application for severance, Lauder Twp.

There seems to be a lot of conflicting information in the application. I can't make out exactly what they are applying for in relation to Floods rd. There is no road names to be refer to. There are roads indicated on their map that I'm not familiar with. And there is no clear map of Lauder Twp in reference to Calvin Twp. I have no issues with creating a new lot in Lauder Twp adjacent Floods rd , as long as both the new lot and the retained lot have access to the Yearly Maintained portion of Floods rd. The owners could also enter into a road use agreement with the Municipality to use the Seasonal portion, but this should be agreed upon before granting a severance.

Cheers. Chris Whalley
Roads Superintendent
Municipality of Calvin

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
North (Sudbury)

159 Cedar Street, 4th Floor
Sudbury ON P3E 6A5
Tel.: 705 564-0120
Toll-free: 1 800 461-1193

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux
municipalités du Nord (Sudbury)

159, rue Cedar, 4^e étage
Sudbury ON P3E 6A5
Tél.: 705 564-0120
Sans frais: 1 800 461-1193



April 20, 2022

via email only

Aleysha Blake
Municipality of Calvin
1355 Peddlers Drive, Rural Road 2
Mattawa ON P0H 1V0
Email: administration@calvintownship.ca

Subject: Draft Consent Application
MMAH File: 48-C-220426
Owner: Quinn Felker, Denise Felker
Location: Lot 4, Concession 10, PIN 49112-0029 (benefitting); Pt Lot 5, Concession 10, PIN 49112-0028, 150 Floods Road (severed); Lauder unincorporated twp, Nipissing District

Dear Aleysha Blake,

The Ministry of Municipal Affairs and Housing (MMAH) has received one draft application for consent (lot addition) for lands in Lauder unincorporated township, Nipissing District.

MMAH determined that the Municipality of Calvin, as an adjacent municipality, may have an interest in this draft consent application. We would be grateful for correspondence from you indicating whether you have any concerns about this proposal. Your responses to the questions below will help to inform our feedback to the applicant.

Summary of Draft Application Proposal

The purpose of the proposed lot addition is to provide frontage on the maintained portion of Floods Road for the benefitting lot (Lot 4 Concession 10, PIN 49112-0029). The applicants currently own both properties and want to ensure access to the benefitting lot is available if one of the properties is sold.

Specifically, this draft application proposes to sever a rectangular piece of land approximately 2.1 hectares in size and with 12 metres of frontage on the maintained portion of Floods Road from 150 Floods Road to be consolidated with the benefitting lot. The piece of land to be severed is vacant, partly cleared, and contains portions of an existing driveway (see sketches). The benefitting lot is the whole of Lot 4, Concession 10 and is approximately 41.11 hectares in size. The benefitting lot is currently used for recreational use and is wooded, satellite imagery appears to show some clearing in the north portion of the lot. The benefitting lot does not

currently have frontage on the maintained portion of Floods Road, this application is intended to rectify that.

The retained parcel would be irregularly shaped, approximately 18.42 hectares in size, 403 metres wide and 463 metres deep. It appears that the retained parcel would have approximately 143 metres of frontage on the maintained portion of Floods Road. The retained parcel was previously used as a farm but is used for recreation by the current owners, it contains a house, garage, barn, sheds, and has an existing well and septic system.

The other side of Floods Road is in the Municipality of Calvin. Surrounding lands appear to be mostly wooded and vacant, there appears to be a farm across Floods Road in Calvin.

The Provincial Policy Statement, 2020 (PPS) guides land use planning decisions in unincorporated townships. While a variety of PPS policies are likely to be relevant to a consent application, section 1.1.6 of the PPS provides policy direction specific to territory without municipal organization, such as Lauder unincorporated township.

Questions

Answers to the following questions will assist MMAH in its review of this draft consent application, with respect to PPS policies:

- It is our understanding that Floods Road is maintained by the Municipality of Calvin. Do you have any specific comments or concerns with respect to this proposal to provide an additional lot with frontage on and access to the maintained portion of Floods Road? Are there any access permit or other requirements for lots on the south side of Floods Road?
- Do you have any concerns that the proposed lot addition could place a strain on your public service facilities and/or infrastructure?
- Do you have any other general land use planning comments about the proposed development?

We would appreciate your feedback by May 11, 2022. Please feel free to contact me at michelle.lawrence@ontario.ca if you have any questions. Thank you very much for your assistance in this matter.

Sincerely,

Michelle Lawrence, Assistant Planner

Attachments: Draft application with three sketches



Fields marked with an asterisk (*) are required under Ontario Regulation 547/06.

1. Application Information

1.1 Owner Information

First Name of Owner 1* Quinn Last Name of Owner 1* Felker

First Name of Owner 2 Denise Last Name of Owner 2 Felker

Company Name (if applicable)

Home Telephone Number* 905-516-5807 Business Telephone Number Fax Number

Email Address qfelker_30@cogeco.ca

Address

Unit Number Street Number* 1047 Street Name* Concession 5 Road PO Box

City/Town* Fisherville Province* Ontario Postal/Zip Code* N0A 1G0

1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)

First Name of Contact Person Last Name of Contact Person

Company Name (if applicable)

Home Telephone Number Business Telephone Number Fax Number

Email Address

Address

Unit Number Street Number Street Name PO Box

City/Town Province Postal/Zip Code

1.3 Name of owner(s) of the sub-surface rights if different from the surface right owner(s)

First Name Last Name

2. Type and Purpose of Application/Transaction (highlight appropriate dropdown box)

2.1 Is this application for: Transfer Lot addition Other Purpose

2.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged. First Name Quinn Last Name Felker

2.3 If a lot addition, provide the legal description of the lands to which the parcel will be added. PCL 17187 SEC NIP; LT 4 CON 10 LAUDER; DISTRICT OF NIPISSING; DISTRICT OF NIPISSING; PIN #49112-0029

What is the existing land use of the receiving parcel?
 Forested area, used for recreation

What is the purpose of the lot addition request?
 To ensure that we maintain the existing access to both properties via the existing driveway in the event that we decide to sell the 150 Floods Rd property, which is a separate legal parcel. As the driveway is currently double-wide (12m), the proposed revision would divide this driveway down the middle and would legally ensure that the existing driveway will continue to service both properties in the event that one or the other is sold.

3. Description/Location of the Subject Land (complete applicable boxes)

3.1 District Nipissing		Municipality (in an area without municipal organization, select District)* Nipissing		
Former Municipality		Geographic Township in Territory without Municipal Organization Lauder		Section or Mining Location No.
Concession Number(s) 10		Lot Number(s) Pt lot 5	Registered Plan Number	Lot(s)/Block(s) /49112
Reference Plan No.	Part Number(s)	Property Identification Number 49112-0028	Name of Street/Road Floods Road	Street Number 150

3.2 Description			
	Severed	Retained	Lot Addition (if applicable)
Frontage (m)	260.00	403.00	403
Depth (m)	84.00	457.20	1020
Area (ha)	2.18	18.42	41.11

3.3 Buildings and Structures		
	Severed	Retained
Existing (construction date)	none	house, garage, barn, 2 sheds (unknown 50+)
Proposed	none, no changes proposed	none, no changes proposed

3.4 Are there any easements or restrictive covenants affecting the subject land?
 Yes No
 If yes, describe each easement or covenant and its effect. Use a separate page, if necessary.

4. Designation of Subject Lands / Current and Proposed Land Use

4.1 Name of the official plan
 No official plan - unorganized township

4.2 What is the current designation(s), if any, of the subject land in the applicable official plan?
 none - unorganized township

4.3 What is the present zoning, if any, of the subject land?
 none - unorganized township

4.4 If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?
No

4.5 If the land is covered by a Minister's Zoning Order (MZO), what uses are permitted by the order?

Use of Property	Severed	Retained
Existing use(s)	Forested area, used for recreation	second home(not primary), recreation
Proposed use(s)	No changes proposed	No changes proposed

4.7 What are the surrounding land uses?

East

The benefitting lot (Lt 4, Conn. 5), used for recreation, Crown land farther east (not used, natural area)

West

20m unused road allowance, 1(one) privately owned natural woodlot, Crown land farther west(not used, natural)

North

Farm pasture

South

natural area that we also own, used for recreation, Crown land farther south(not used, natural)

5. Former Uses of Site and Adjacent Land (History)

5.1 Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent lands?

Yes No Unknown

If yes, specify the uses.

The property at 150 Floods Rd was previously used as a farm. The property to the north is currently used as pasture. All other adjacent lands are natural areas with no current use other than recreation, and possibly hunting or trapping. It appears that all properties involved and adjacent have been used previously for forestry activities.

5.2 Has the grading of the subject land been changed by adding earth or other material(s)?

Yes No Unknown

5.3 Has a gas station been located on the subject land or adjacent land at any time?

Yes No Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes No Unknown

5.4 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

Yes No Unknown

5.5 What information did you use to determine the answers to the above questions on former uses?

I talked to the former owner and neighbors that I have met. I also carefully examined several generations of aerial imagery that I have accessed on-line. I used the Ontario on-line tool to confirmed that there are no pits or quarries.

5.6 If yes to any of (5.1), (5.2), (5.3) or (5.4) an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

Is the inventory of previous uses attached?

Yes No

If the inventory is not attached, why not?

6.7 If yes to any of (5.1), (5.2), (5.3) or (5.4) was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Refer to Appendix A
 Yes No Unknown
If no, why not? Explain on a separate page, if necessary.

6. Consultation with the Planning Approval Authority (check boxes where applicable)

6.1 Has there been consultation with the Ministry of Municipal Affairs prior to submitting this application?
 Yes No
If yes, and if known, indicate the file number.
pending (this is a draft application)

6.2 Have you consulted with the municipality/planning board on the application's conformity to the official plan?
 Yes No
If yes, attach a letter/documentation from the municipality/planning board on the proposal's conformity to the official plan.
 Attached

6.3 Have you discussed with the municipality/planning board the official plan submission requirements for a consent?
 Yes No

6.4 Have you provided with this application a list, accompanied by the related materials, identified in the official plan as submission requirements for development applications?
 Yes No Attached
If no, why not? Please explain.
No official plan - unorganized township

Note: All materials required in the official plan for complete application must be provided at the time of submitting an application.

7. Status of Current and Other Applications under the *Planning Act*

7.1 **Current**
Is this application a re-submission of a previous consent application?
 Yes No Unknown
If yes, and if known, describe how it has been changed from the original application:

7.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land?*

Yes No Unknown

If yes, provide (below) the date of transfer, the name of the transferee and the land use. (for multiple transfers attach a separate sheet)

Severed parcel	Date of transfer (yyyy/mm/dd)	Name of transferee	Use of severed parcel

Other Planning Applications

Has the subject land ever been the subject of any other planning application, including applications before the Ontario Municipal Board (OMB), for approval of either:

(For each if yes and if known, indicate i) file number ii) status of the application iii) OMB file number, if applicable and iv) OMB status)

7.3 Official Plan Amendment*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status
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7.4 Plan of Subdivision*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status
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7.5 Consent*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status
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7.6 Site Plan*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status
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7.7 Minor Variance*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status
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7.8 Zoning By-law Amendment*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status
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7.9 Minister's Zoning Order Amendment*

Yes No

If yes and if known, what is the Ontario Regulation number? _____

Note: Please provide list(s) of the relevant applications on a separate page and attach to this form

8. Provincial Policy

8.1 Is the proposal consistent with the Provincial Policy Statement (PPS) issued under subsection 3(1) of the Planning Act?*

Yes No

8.2 Explain how the application is consistent with the PPS. Attach a separate page if necessary.

Although the proposed change is very minor in nature there is a small but significant benefit. If this proposed lot addition is approved and the property line is amended it would better delineate the 2 properties based on their approved and current uses. The change would better protect the natural areas from unapproved uses and contain any agricultural uses to the 150 Floods Rd property, which is consistent with the PPS(1.1.6.1).

- 8.3 **Table A** is a checklist (not a substitute for the Provincial Policy Statement) to assist in identifying areas of provincial interest that may apply to your application.
Please fill in the appropriate rows in **Table A**, if any apply.

Table A - Features Checklist

Use or Feature	On the Subject Land	Within 500 Metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard	<input type="checkbox"/>	Farm, directly to the North
An industrial or commercial use {specify the use(s)}		
A landfill site (closed or active)	<input type="checkbox"/> Closed <input type="checkbox"/> Active	
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	
Significant coastal wetlands	<input type="checkbox"/>	
Significant wildlife habitat and significant habitat of endangered species and threatened species	<input type="checkbox"/>	
Fish habitat	<input type="checkbox"/>	
Flood plain	<input type="checkbox"/>	
A rehabilitated mine site, abandoned mine site or mine hazards	<input type="checkbox"/>	
An operating or a non-operating mine site within 1000 metres of the subject land	<input type="checkbox"/>	
An active mine site or aggregates operation site within 1000 metres of the subject land	<input type="checkbox"/>	
A contaminated site	<input type="checkbox"/>	
Provincial highway	<input type="checkbox"/>	
An active railway line	<input type="checkbox"/>	
A municipal or federal airport	<input type="checkbox"/>	
Utility corridors	<input type="checkbox"/>	
Electricity generating station, hydro transformer, railway yard, etc.	<input type="checkbox"/>	
Crown land (identified by the Ministry of Natural Resources and Forestry as being of special interests, such as lake access points)	<input type="checkbox"/>	

9. Provincial Plans

- 9.1 Is the subject land for the proposed development located within an area of land designated in any provincial plan?*

Yes No

- 9.2 If yes, identify which provincial plan(s) and explain the current designation(s) of the subject land(s).

- 9.3 If yes, does the proposal conform/not conflict with the policies contained in the provincial plan(s)?*

Yes No

If yes, please explain. Attach a separate page, if necessary. Submit a copy of the planning report, if applicable.

10. Archaeology

10.1 Does the subject land contain any known archaeological resources or areas of archaeological potential?

Yes No Unknown

If yes, does the plan propose to develop lands within the subject lands that contain:

- Known archaeological resources? Yes No
 - Areas of archaeological potential? Yes No
-

10.2 If yes, contact the regional Municipal Services Office-MMA staff to discuss whether any reports may be needed.

11. Servicing

11.1 Indicate in a) and b) the proposed type of servicing for the subject land. Select the appropriate type of servicing from Table B.

11.1 a) Indicate the proposed type of sewage disposal system - whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means?*

Private Services

11.1 b) Indicate the proposed type of water supply system - whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means?*

Private Services

11.2 Hauled Sewage

If development is proposed on privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage (septage) resulting from the proposed development. See Table B below. Note please that there is no development, changes to existing uses, or new structures being proposed in this application. Only changes to the existing property line are being proposed.

Table B - Sewage Disposal and Water Supply

Type of Servicing	Reports/Information Needed
Sewage Disposal	a) Publicly owned and operated sanitary sewage system Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the development at the time of conditional consent.
	b) Public communal septic Development generating effluent of more than 4,500 litres per day may need a servicing options study and hydrogeological report.
	c) Privately owned and operated individual septic system If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed. If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	d) Privately owned and operated communal septic system If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed. If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	e) Privy Provide details on location and size of out-houses.
	f) Other Please describe
Hauled Sewage	If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either: i) municipal confirmation of sufficient uncommitted reserve sewage system capacity for treatment of septage resulting from the proposed development; OR ii) confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available to accommodate the specific proposal.
Water Supply	a) Publicly owned and operated piped water system Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the development at the time of conditional consent.
	b) Privately owned and operated individual well Development on communal or individual well system may need a servicing options report and a hydrogeological report. Non-residential development on communal well system may need a hydrogeological report.
	c) Privately owned and operated communal well Development on communal or individual well system may need a servicing options report and a hydrogeological report. Non-residential development on communal well system may need a hydrogeological report.
	d) Lake A Permit to Take Water may be required. Contact your regional Municipal Services Office and the Ministry of the Environment and Climate Change office for guidance.
	e) Other water body Please describe
	f) Other means Please describe

Notes:

1. To facilitate review of the application, submit a letter from the municipality to show concurrence (or not) with the recommendations in the servicing options report.
2. Before undertaking a hydrogeological report, consult MMA for advice given the location of the subject land.
3. Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or a public body through a signed letter of acceptance.
4. To facilitate review of the application, submit a letter from the local health unit indicating that the site is developable and could accommodate the proposal.
5. A building permit is required for septic systems under Part 8 of the Building Code. See Appendix A.

12. Access

12.1 The proposed road access would be by:

Municipal road maintained all year

Note: (See **Appendix A** for information on MTO Access Permits)

Certain type of development is not permitted on seasonally maintained roads.
Early consultation with your regional MSO is recommended.

12.2 Additional details on "other public road" and "right-of-way"

Would proposed road access be by:

Crown road Local roads board Private road

12.3 If access to the subject land is by "other public road" or "right-of-way", or private road, indicate:

i) The owner of the land or road

ii) Who is responsible for maintenance

iii) Whether maintenance is seasonal or year round

Note: Access by right-of-ways and/or private roads are not usually permitted, except as part of a condominium.

12.4 Is water access ONLY proposed?*

Yes No

If yes, on a separate page, describe i) the parking and ii) docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road access.

Attached

You may be required to provide a letter from the owner(s) of a commercially operated parking and docking facility indicating that capacity is available to accommodate your specific proposal.

13. Proposal Waste Disposal

13.1 Garbage disposal is proposed to be by:

Garbage collection Municipal dump Crown landfill Other

13.2 Other Services Please check the other services available and the provider(s) of these services.

Services	Provider
<input checked="" type="checkbox"/> Electricity	Hydro One
<input type="checkbox"/> School bussing	
<input type="checkbox"/> Other	

13.3 a) The proposed stormwater drainage would be by:

Existing natural runoff. No changes proposed. (this parcel appears to be fully natural, with the exception of logging roads and trails.)

14. Sketch: Use the attached sketch sheet. To help you prepare the sketch, refer to the attached sample sketch.

14.1 The application shall be accompanied by a sketch showing, in **metric units**, the following:

- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- The location, size and type of all existing and proposed buildings and structures on the subject land, including their setback from the front yard, rear yard, side yard and opposite side yard;
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The approximate distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- The location of all lands previously severed from the parcel originally acquired by the current owner of the subject land;
- The approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- The current use(s) on land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- The location and nature of any easement affecting the subject land;
- The severed parcel, the date of transfer, the name of the transferee and the use of the land.

15. Other Information

15.1 Is there any other information that may be useful to the ministry in reviewing this application (e.g., information relating to the requirements and policies in the municipal official plan or efforts made to resolve outstanding objections or concerns by area resident(s), the municipality, other)?

If so, explain below or attach a separate page with this information.

We are very willing to consider any and all suggested revisions to this proposal. This is a DRAFT application.

15.2 The original or certified copy of any other information and materials, as required by the official plan of the municipality/planning board, must be provided with this application.

15.3 Where applicable and relevant information is available in a planning report submitted to council, or in a technical study/report(s) prepared for the proposal, please provide the name, section and page number if you have referenced the study/report(s) in any of the questions above.

16. Affidavit or Sworn Declaration

I, Felker. Quinn of the municipality of Haldimand County
Last Name, First Name* Municipality*

in the province of* Ontario, make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 197/96, and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____
(lower-tier municipality) (upper-tier municipality)

this* 23 day of* January, *2022.

Commissioner of Oaths

Applicant

17. Authorizations

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

17.1 Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for
Last Name, First Name
consent and I authorize _____
to make this application on my behalf.

Signature of Owner

Date (yyyy/mm/dd)

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

17.2 Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for
Last Name, First Name
application for consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*.

I authorize _____, as my agent for this application, to provide any of my
Last Name, First Name
personal information that will be included in this application or collected during the processing of the application

Signature of Owner

Date (yyyy/mm/dd)

18. Consent of the Owner

Complete the consent of the owner concerning personal information set out below.

18.1 Consent of the Owner to the Use and Disclosure of Personal Information

I, Felker, Quinn, am the owner of the land that is the subject of this application for
Last Name, First Name
application and for consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*.

I authorize and consent to the use by, or the disclosure to, any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Signature of Owner

Date (yyyy/mm/dd)

2022/01/22

19. Submission of Application

Date of application to Ministry of Municipal Affairs (yyyy/mm/dd)*

20. Applicant's Checklist

i) Have you remembered to attach the following:

- One original and one copy of the completed application form (ensure you have a copy for yourself), including the sketch, key plan and any reports indicated in the application form?
- The required fee, either a certified cheque or money order, payable to the Minister of Finance?
- A copy of the letter from the local health unit or conservation authority (as appropriate) indicating that the site is developable and could accommodate the proposed development?

ii) Check that the application form is signed and dated by the owner/agent?

Note: Applicants will be also required to cover the ministry's cost for providing public notice (e.g. advertising).

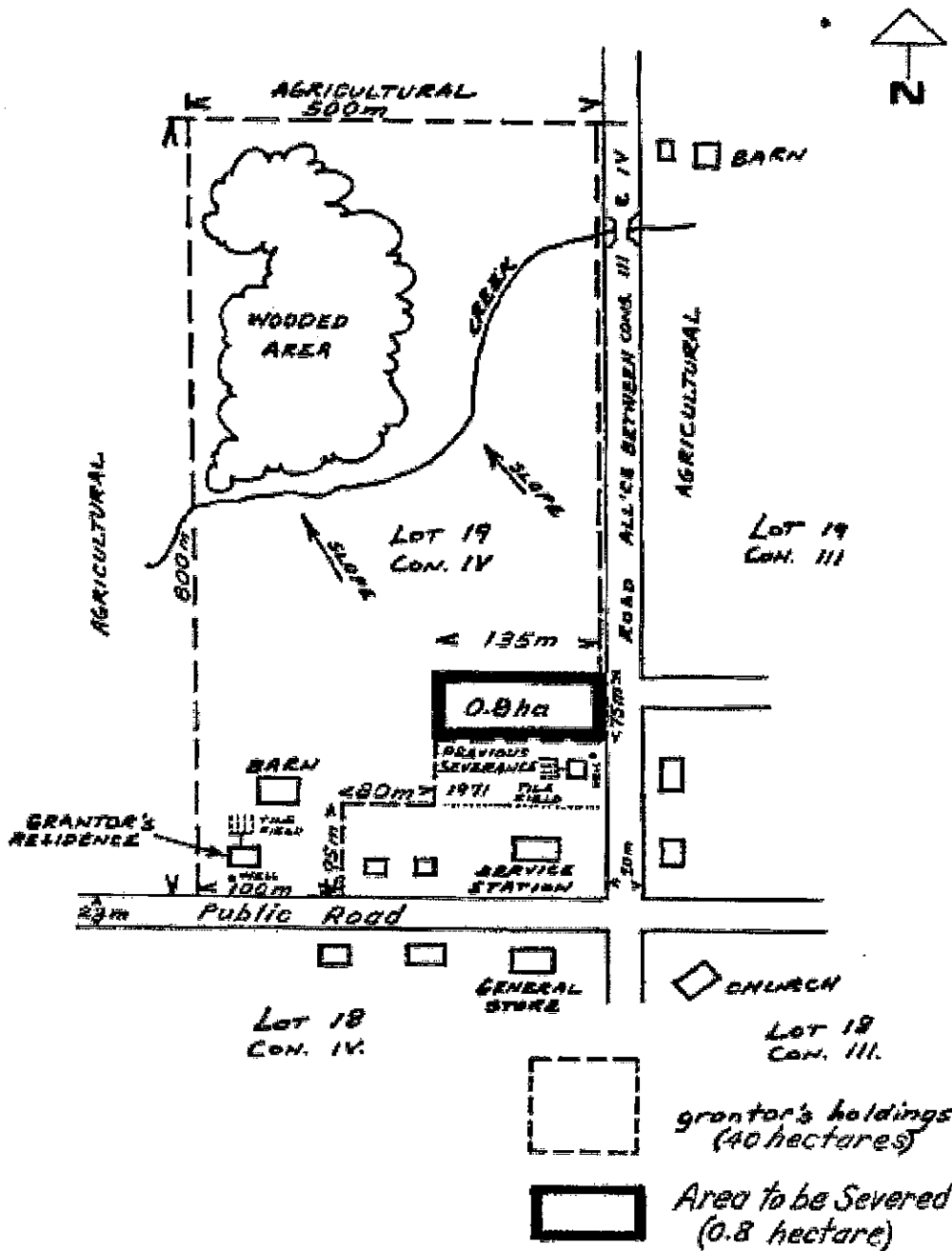
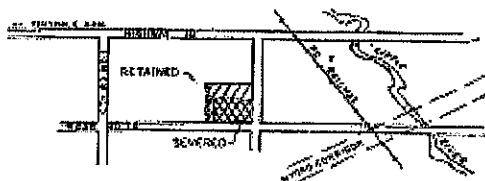
21. Sketch Sheet

- ▶ Sketch Accompanying Application
(Please use metric units and refer to section 14 for details.)

Key Plan



This sketch is an example only



Appendix A

Some General Requirements for Development Applications Where Ministry of Municipal Affairs is the Approval Authority

Planning Application Fees

Fees are required for permit(s) and certificate(s) of approval and set by individual permitting agencies. There is also an application processing fee for consents and other planning applications to be submitted to the Ministry of Municipal Affairs (a certified cheque or money order made out to the Minister of Finance) at the time of submission of the application.

Please see the attached Fee Schedule for more details.

Early Consultation

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact staff of the regional Municipal Services Office (MSO) of the Ministry of Municipal Affairs (MMA) to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with ministry staff and discuss what supporting documents and information may be required.

Please contact your local Municipal Services Office (MSO) to discuss your proposed development. (Refer to Page 1 for office locations).

Consistency with the Provincial Policy Statement (PPS)

The *Planning Act* requires that decisions affecting planning matters "shall be consistent with" the PPS which supports a comprehensive, integrated and long-term approach to planning in Ontario, and recognizes linkages among policy areas. The PPS is intended to be read in its entirety and the relevant policies are to be applied to each situation.

For more information, visit the ministry's website: www.mah.gov.on.ca

Conformity to Official Plan

Assessment/review of a consent application is based on land use planning legislation, policies and principles and potential social, economic and environmental impacts. A major consideration is conformity to the official plan policies.

Applicants are advised to determine if the proposed development is in conformity with official plan policies by discussing the proposal with MMA and/or the relevant municipality/planning board.

Some 'Commonly Required' Permits and Approvals

Part 8 Permit/Certificate of Approval for Sewage System

Consents proposed on small, private sewage servicing systems, generating 10,000 or less litres of effluent per day on one lot, would require a Part 8 permit under the Building Code issued by either the local municipality, public health unit or area conservation authority where it exists (if there is no health unit). The municipality (through the health unit or conservation authority) administers Part 8 of the Building Code that sets out the standards for locating accepted kinds of sewage/septic systems on a lot.

Prior to issuing a permit, the health unit would inspect the property, may stake the septic system site and recommend to the planning approval authority whether a servicing options report and/or a hydrogeological report is required.

Consents proposed on larger sewage systems that generate more than 10,000 litres of effluent per day on one lot would require a Certificate of Approval from the Ministry of the Environment and Climate Change under the *Environmental Protection Act*.

Some larger private or communal sewage treatment systems are also subject to the *Environmental Assessment Act* (generally where there is a surface water discharge).

For more information on larger private or communal sewage treatment systems, contact the Ministry of the Environment and Climate Change.

Communal Systems

Communal septic and communal well systems would generally require a servicing options and a hydrogeological report based on assessment of the specific circumstances.

Communal septic systems generating effluent of more than 4,500 litres per day would need a servicing options and a hydrogeological report.

Communal well systems for non-residential development may need a hydrogeological report.

Where communal services are proposed (water and/or sewage), the applicant must confirm, through a signed letter of acceptance, that the municipality or other public body would assume ownership and maintenance of these systems.

Entrance Permits

Any consent application that is proposed in close proximity to a provincial highway or has the potential to impact upon a provincial highway, would require an entrance permit from the Ministry of Transportation issued under the *Public Transportation and Highway Improvement Act*.

Contact your local Ministry of Transportation office to obtain information on permit requirements.

Record of Site Condition (RSC) for Contaminated Sites

Proposals for sensitive land uses on sites with potential soil contamination would require the completion of an environmental site assessment by a qualified person to determine the extent of contamination and to recommend actions for site remediation.

A change in activity regardless of the zoning could also trigger the need for an RSC as applicable law under the Building Code. An RSC is required when changing from industrial, commercial or community use to a more sensitive land use, such as residences or schools.

For more information on contaminated sites, refer to Ontario Regulation 153/04 (Records of Site Condition - Part XV.1) made under the *Environmental Protection Act*; and Ontario Brownfields website at www.ontario.ca/brownfields; or contact your local Ministry of the Environment and Climate Change (MOECC) office.

Permit for Alteration to Shoreline

If a proposed severance has potential to impact natural heritage areas or alteration to a shoreline, a permit would be required prior to any site alteration(s) or erecting of structures. Permits would be required from a local conservation authority or the Ministry of Natural Resources and Forestry (MNRF). Applicants are advised to discuss their proposal with the Ministry of Municipal Affairs or the municipality/planning board. You may be directed to contact your local area conservation authority or the MNRF office prior to making a formal application under the *Planning Act*.

Permit to Take Water

Section 34 of the *Ontario Water Resources Act* (OWRA) provides that "no person shall take more than a total of 50,000 litres of water in a day" for wells or surface water supply without a permit issued by a director of the Ministry of the Environment and Climate Change (MOECC).

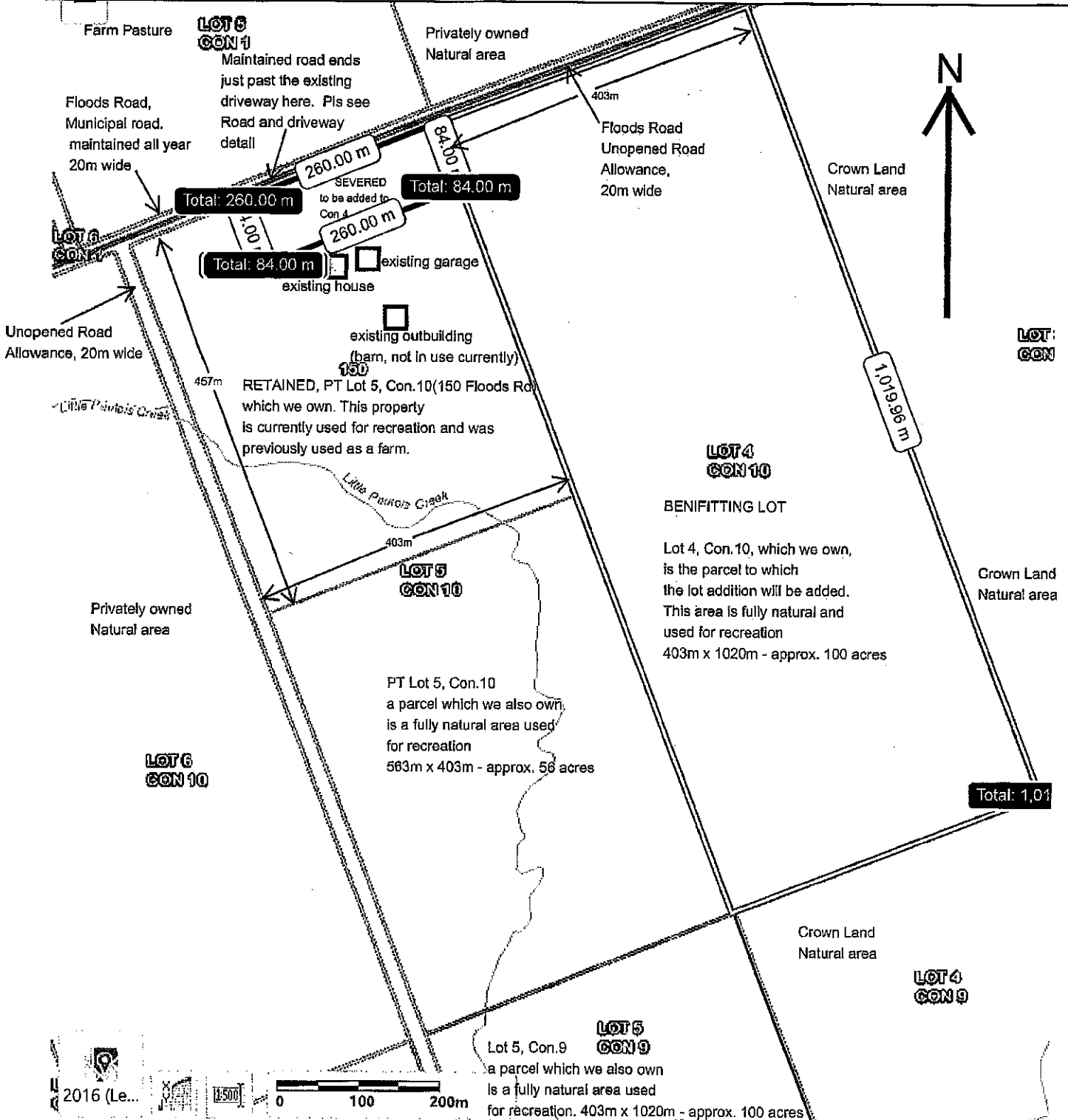
Crown Lands

Certain areas of Crown lands are identified by the MNRF as being of special interests, such as lake access points.

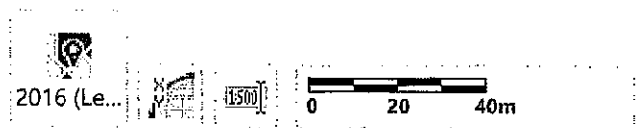
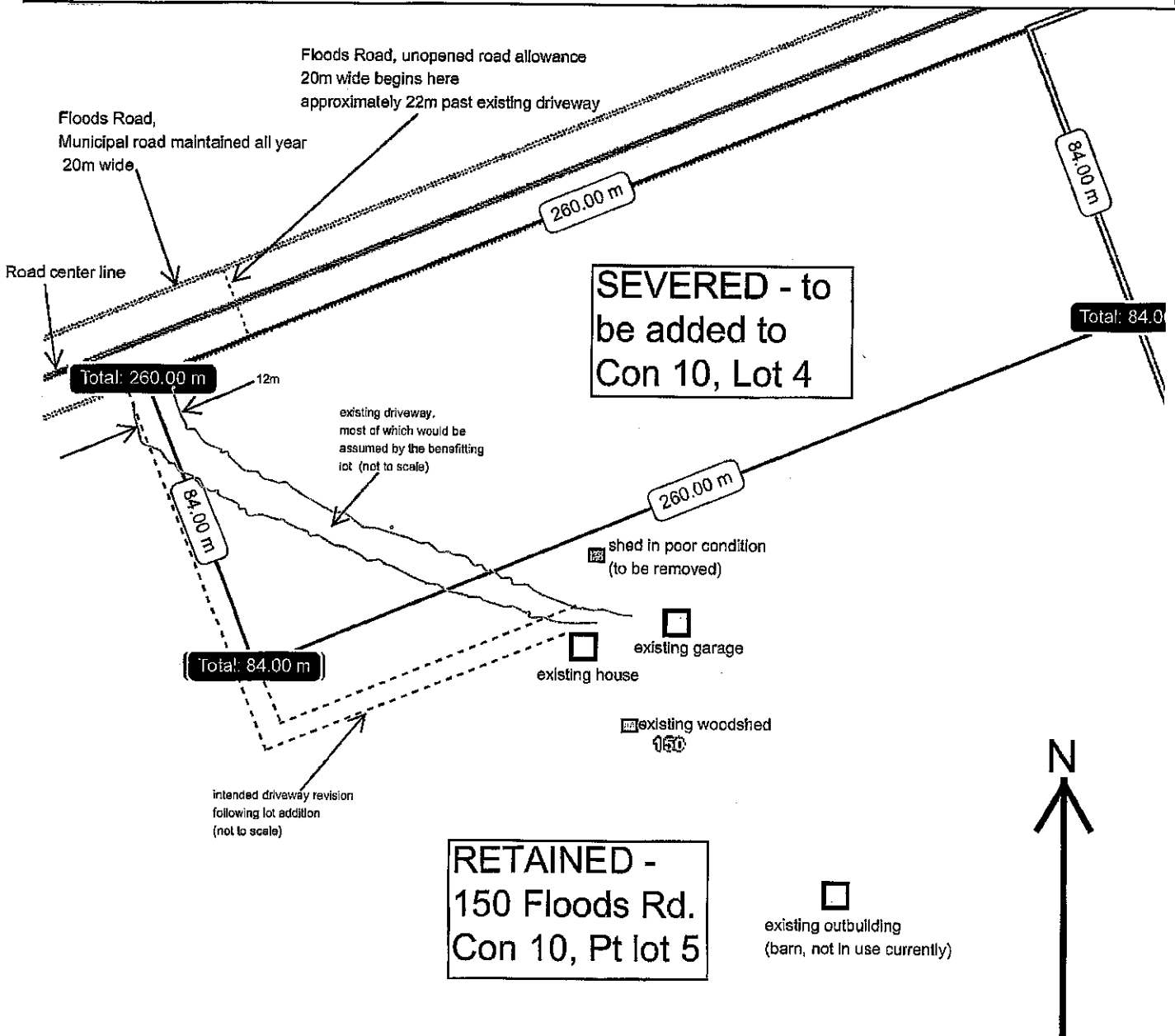
Consult your local regional Municipal Services Office as the first point of contact for assistance in dealing with planning issues relating to proposals requiring the acquisition or use of Crown lands.

For Contact the MNRF District Office regarding the actual acquisition or use of Crown land.

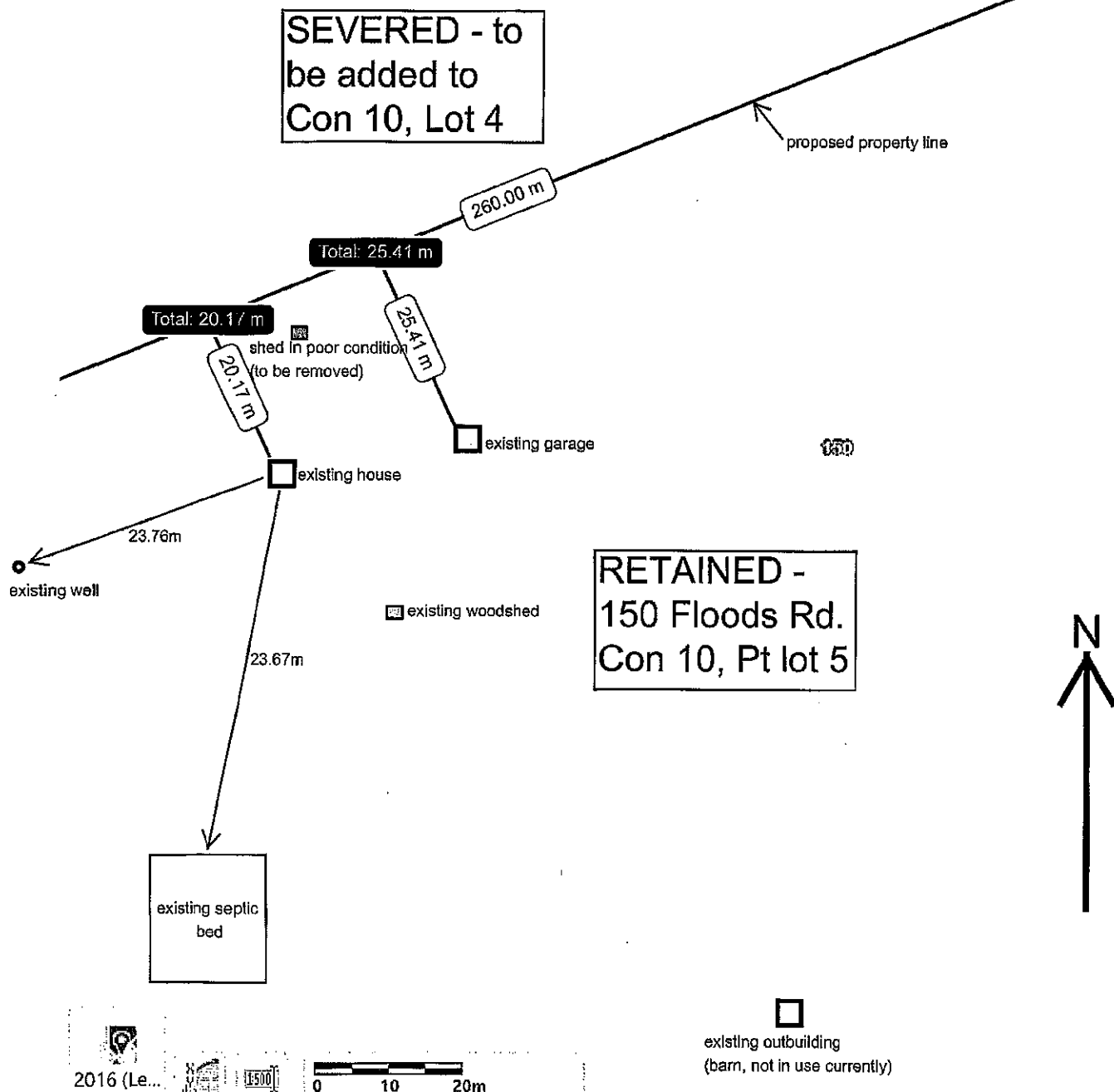
Lot 4, Con. 10 Lauder Lot Addition Sketch



Lot 5, Con 10 Lauder Road and Driveway Detail



150 Floods Road - Buildings, well, septic Detail





Corporation of the Municipality of Calvin Council Resolution

Date: August 23, 2022

Resolution Number: 2022-292

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin herby accept the election report provided by election official Barbara Major”

Result Options.

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam



August 22, 2022

MEMORANDUM

To: Mayor Pennell and Members of Council
From: Barbara Major, Elections Clerk/Returning Officer
Re: **2022 Municipal Elections**

I am pleased to provide the Municipality of Calvin Council with an update pertaining to the 2022 Municipal and School Board elections.

Nominations and Certification

Nominations closed on Friday August 19, 2022 at 2 p.m. and earlier today (August 22, 2022) I certified those persons whose nominations satisfy the requirements of the *Municipal Elections Act, 1996*, with copy of the notice of certified candidates attached. There was one nomination denied, that of Danielle Albright, as she did not file financial documents as required under Section 88.25 or 88.32 by the relevant date for the 2018 municipal elections.

I have also attached the Notice of Acclamation for School Boards and Notice of the certified candidates for the Near North District School Board, Zone 2.

Kindly be informed that this notice of certified candidates will be posted to the Municipality of Calvin website and will be distributed along with the *Notice of Voters List* by means of the traditional municipal mailout via Canada post later this week.

Lame Duck Provisions

I wish to confirm that the Council of the Municipality of Calvin is not in a Restricted Provision or "Lame Duck" position as a result of 2022 certified municipal election candidate nominations. At this time, four (4) of five (5) members of Council, have been certified as candidates. The second period when Council may be declared as being in a Restricted or a "Lame Duck" position would be following the October 24, 2022 municipal election. For the Municipality of Calvin this would mean less than four members of the incumbent Council would be returning for the next term of Council.

Voters' List

I am attaching for Council information the Notice of Voters' List which outlines steps individuals can undertake commencing September 1, 2022 to ensure that they are on the Voters List, to make additions or corrections. Individuals are encouraged to first check on www.votelookup.ca to confirm they are on the Voters' List. The form for additions and/or corrections is available at the municipal office for completion and will also be available to download on the municipal website called: *Application to Amend Voters' List*.

Voter Identification Letter (VIL) and Voter Help Centre

Qualified Municipality of Calvin electors, as identified on the Voters' List, will receive through the mail, a sealed and personalized Voters Information Letter (VIL) which should arrive by October 12th, 2022.

The Voter Information letter will detail the voting process, contains the PIN that will grant access to a designated website or telephone number, based on the selected method of voting selection. The letter also contains Help Desk hours and phone number.

The VIL is to be kept in a safe place until voting opens and should be treated with the same level of confidentiality as reserved for your bank card and PIN.

Residents will be able to **vote anytime between 9:30 am on Friday October 14 and Monday, October 24 at 8 p.m.**

If eligible voters have not received the VIL by October 14, 2022 they should contact the Help Desk at 705-744-2700. **A reminder that the Municipal Office is closed on Thursdays to the public and the telephone is not answered. Please do not leave a message.**

For those electors who may feel uncertain about voting by means of internet or telephone, a Voter Help Centre will be established at the Municipality of Calvin Council Chambers on the following dates to accommodate internet voting:

- **Friday October 14, 2022 from 9:30 a.m. to 4 p.m.;**
- **Monday October 17, 2022 from 10 a.m. to 4 p.m.;**
- **Wednesday October 19, 2022 from 10 a.m. to 4 p.m.;**
- **Friday October 21, 2022 from 10 a.m. to 4 p.m.;**
- **Monday October 24, 2022 from 10 a.m. to 8 p.m.**

Individuals attending at the Voter Help Centre are reminded to bring their Voter Identification Letter and acceptable identification which shows the qualifying municipal address.

Community Bulletins

A number of municipal bulletins related to voting will be distributed in the Community in the coming weeks. These will be shared with Council. In the event Members of Council and Municipal Election Candidates wish to make copies of the information to distribute and inform electors you are welcome to do so, **conditional that the notices are not be**

changed or amended in any manner and candidate names are not to appear on the attached information bulletins as they are from the Municipality.

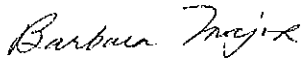
All the bulletins will also be posted on the Township of Calvin website: www.calvintownship.ca and at the municipal office.

Bulletins to be distributed include the following:

- Notice of Certified Candidates and Notice of Voters' List: *To be distributed week of August 22, 2022;*
- Information about Internet/Telephone Voting: *To be distributed week of August 29, 2022;*
- Notice of Election Information (including municipal and school board candidates and Voter Help Centre): *To be distributed week of September 12, 2022;*
- Common voter questions and answers for eVoting along with information on the two ways to vote (internet/telephone): *To be distributed week of September 26, 2022;*

Additionally, to be distributed will be a reminder of Voter Help Centre hours of operation, helpline number, Notice of Election including candidates and method to use internet or telephone voting: *To be distributed week of October 3, 2022.* ** Copy will be provided to Council via email and on the website.

Respectfully submitted



Barbara Major, AMCT, CMO
Elections Clerk
Municipality of Calvin



List of Certified Candidates*

Municipal Elections Act, 1996 (s.11(4) 2)

Notice is hereby given to the

Municipal Electors of the

MUNICIPALITY OF CALVIN

That during the period commencing on May 2, 2022 and completed on Nomination Day, August 19, 2022, the following persons filed all necessary papers, declarations and fees and as Elections Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified such candidates for the office, which follows their respective name:

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS
GOULD, Richard	MAYOR	415 Bronson Lake Road, Calvin Township
PENNELL, Ian	MAYOR	90 Peaceful Lane, Calvin Township
ADAMS, Debbie	COUNCILLOR	247 Peddlers Drive, Calvin Township
CASTELYN , Bart	COUNCILLOR	644 Highway 630, Calvin Township
CROSS, Sandy	COUNCILLOR	308 Peddlers Drive, Calvin Township
DESJARDINS, Courtney	COUNCILLOR	550 Adams Road, Calvin Township
GRANT, Dean	COUNCILLOR	40 Bronson Lake Road, Calvin Township
LATIMER, Robert (Kim)	COUNCILLOR	168 Talon Lake Road, Calvin Township
MORETON, Bill	COUNCILLOR	21 Booth Road, Calvin Township
OLMSTEAD, Heather	COUNCILLOR	550 Adams Road, Calvin Township
RODGERS, Jeremy	COUNCILLOR	1598 Peddlers Drive, Calvin Township
SHIPPAM, Christine	COUNCILLOR	43 Booth Road, Calvin Township

Dated this 22nd day of August, 2022.

Elections Clerk

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Clerk's Department, Municipality of Calvin. Questions about this collection of personal information should be directed to the Elections Clerk.



EL20

MUNICIPALITY OF CALVIN**Declaration of Acclamation to Office
SCHOOL BOARDS**

Municipal Elections Act, 1996 (s. 37(1))

I hereby declare the certified candidate(s) listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

NAME OF CERTIFIED CANDIDATE	POSITION
Jacques BEGIN	TRUSTEE ENGLISH SEPARATE SCHOOL BOARD <i>Nipissing-Parry Sound Catholic District School Board (East and South of the City of North Bay)</i>
Bruce CAZABON	TRUSTEE FRENCH PUBLIC SCHOOL BOARD <i>Conseil Scolaire Public du Nord Est de l'Ontario (Sector A)</i>
Sonia OAS	TRUSTEE FRENCH SEPARATE SCHOOL BOARD <i>Conseil Scolaire Catholique Franco-Nord-South (East Sector)</i>

Dated this 22nd day of August, 2022.

Barbara Major
Elections Clerk
Township of Chapleau



LIST OF CERTIFIED CANDIDATES

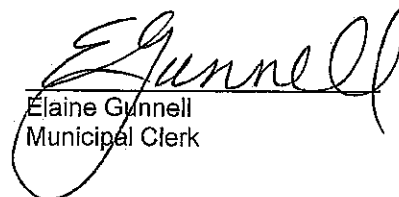
NOTICE is hereby given to the Municipal Electors of the
NEAR NORTH DISTRICT SCHOOL BOARD, ZONE 2

That during the period commencing on May 2, 2022 and completed on Nomination Day, August 19, 2022, the following persons filed all necessary papers, declarations and fees. As Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office, which follows their respective name:

NAME OF CANDIDATE	OFFICE
GAGNE, Caren	TRUSTEE – English Public-School Board – NNDSB, Zone 2
LOUGHEED, Erika	TRUSTEE – English Public-School Board – NNDSB, Zone 2

For the Near North District School Board one (1) Trustee is to be elected.

Dated this 22nd day of August, 2022


Elaine Gunnell
Municipal Clerk



Corporation of the Municipality of Calvin

Council Resolution

Date: August 23, 2022

Resolution Number: 2022-293

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“By-Law No. 2022-254 Being a By-Law to confirm the proceedings of the Regular Meeting of Council held Tuesday August 23, 2022 be read and adopted”

Result Options.

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-054

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Calvin ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

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

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of August 23, 2022.
2. All By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution __2022-293_____ this 23RD Day of August, 2022.

MAYOR

CLERK



Corporation of the Municipality of Calvin

Council Resolution

Date: August 23, 2022

Resolution Number: 2022-294

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin adjourn this meeting at _____ p.m.”

Result Options.

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam