

CORPORATION OF THE MUNICIPALITY OF CALVIN

AGENDA
REGULAR COUNCIL MEETING
Tuesday February 8, 2022 at 7:00 p.m.
ELECTRONICALLY

- 1. CALL TO ORDER**
- 2. WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
- 3. PETITIONS AND DELEGATIONS** None
- 4. REPORTS FROM MUNICIPAL OFFICERS**
Chris Whalley, Roads Superintendent
Dean Maxwell, Fire Chief
Jacob Grove, Landfill and Recreation Manager
Shane Conrad, Chief Building Official – Written Report ONLY
- 5. REPORTS FROM COMMITTEES** None
- 6. ACTION LETTERS**
 - A) Minutes of Council Meeting Adopt Minutes of Tuesday, January 25, 2022
 - B) By-Law No. 2022-007 By-Law To Codify Human Resource Recruitment and Management Policies
 - C) Municipality of Calvin - Administration Review of Council Remuneration By-law as required Every Four (4) Years (for Discussion and Directives to Staff)
 - D) By-Law No. 2022-009 Property Standards By-Law
 - E) Report from Clerk-Treasurer 2022CT07 - Zoning By-Law – Update on Amendments
 - F) Report from Clerk-Treasurer 2022CT09 – Improved Hydro Rates from Ontario Wholesale Energy
 - G) By-Law No. 2022-010 Use of Herbicides and Pesticides on Municipal Property By-Law
 - H) By-Law No. 2022-011 Budget Policy By-Law
 - I) Report from Clerk-Treasurer 2022-CT10 - Resolution for Property Taxes In Arrears Two Years and Over for Tax Collection
 - J) By-law No 2022-012 Landfill Site Agreement Algonquin Provincial Park (Kiosk Access) Three (3) Year plus Three (3) Month Renewal
 - K) By-law No 2022-013 Landfill Site Agreement Samuel De Champlain Provincial Park Three (3) Year Renewal
 - L) By-law No 2022-014 Landfill Site Agreement Canadian Ecology Centre Three (3) Year Renewal
 - M) Municipality of Calvin – Administration Insurance Proposal Results

N)	By-Law No 2022-015	Agreement with Township of Bonfield for Wildlife Damage Compensation Investigators
O)	East Nipissing Planning Board	Consent No. 2022-02 & 2022-03 – Meindersma-Missaghi
P)	By-Law No 2022-016	Joint Election Compliance Audit Committee
Q)	Report from Clerk-Treasurer	2022CT08 Service Delivery By-Law
R)	Town of Caledon and Town of Mono	Support for Provincial Offences Act Courts in Crisis
S)	Municipality of Calvin – Administration	Public Input into Ontario Provincial Police Services
T)	Municipality of Calvin – Educational	Municipal World Podcast – Going Virtual has increase participation and enhanced accessibility

[https://www.municipalworld.com/podcasts/bruce-macgregor/?utm_source=Podcast+Alerts&utm_campaign=68d5080ccc-mwshares-EP109-Bruce-Macgregor-Feb2-2022&utm_medium=email&utm_term=0_518d1d6fe3-68d5080ccc-67368358&ct=t\(mwshares-EP109-Bruce-Macgregor-Feb2-2022\)](https://www.municipalworld.com/podcasts/bruce-macgregor/?utm_source=Podcast+Alerts&utm_campaign=68d5080ccc-mwshares-EP109-Bruce-Macgregor-Feb2-2022&utm_medium=email&utm_term=0_518d1d6fe3-68d5080ccc-67368358&ct=t(mwshares-EP109-Bruce-Macgregor-Feb2-2022))

7. INFORMATION LETTERS

A)	North Bay Mattawa Conservation Authority	Transition Plan RE: O. Reg 687/21
B)	North Bay Mattawa Conservation Authority	50 th Anniversary Activities - \$250 Contribution
C)	District of Nipissing Social Services Administration Board	2022 Levy
D)	Honourable Anthony Rota’s Office	Proposals for the Investment Readiness Program
E)	Federation of Canadian Municipalities	Roadmap to Connectivity
F)	Federation of Northern Ontario Municipalities	Northern Policy Institute Measurement Month
G)	Ontario Trillium Foundation	New Grants from the Community Building Fund
H)	Federation of Canadian Municipalities	Asset Management Insights: Planning and Decision Making
I)	Township of Adjala – Tosorontio	Funding Support for Infrastructure Projects – Bridge/Culvert Replacements in Rural Municipalities
J)	Ministry of Agriculture and Agri-Food Ministry of Agriculture, Food and Rural Affairs	Boosting the Administration Payment Amount for Ontario Wildlife Damage Compensation Program
K)	Ministry of the Environment, Conservation & Park	Proposed Changes to the Conservation Authorities Act
L)	Federation of Northern Ontario Municipalities Northwestern Ontario Municipal Association Northern Ontario Service Deliverers Association	Mental Health, Addictions and Homelessness Crisis in the North

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|----|--|--|
| M) | Expertise for Municipalities | Notification of Integrity Commissioner File Dismissal |
| N) | Ministry of the Environment, Conservation & Park | Proposal for a Subwatershed Planning Guide |
| O) | City of Brantford | Addressing the Revolving Door of Justice – Accountability for Sureties and Swift Justice |
| P) | Honourable Vic Fedeli’s Office | Rural Economic Development (RED) Program |
| Q) | District of Nipissing Social Services Administration Board | Support for Provincial Funding for Housing and Health Supports for the Homeless |
| R) | Ministry of Municipal Affairs and Housing | Steps to Cautiously and Gradually Ease Public Health Measures While Protecting Hospital and Health Care Capacity |

8. INFORMATION LETTERS AVAILABLE

~~9. OLD AND NEW BUSINESS~~

~~10. ACCOUNTS APPROVAL REPORT~~

11. CLOSED PORTION

This Special Closed Meeting was called by Mayor Pennell to under the Municipal Act, 2001, ch. 25, as per Section 239 (2)(b) personal matters about an identifiable individual, including a municipal or local board employee and (2)(d) labour relations or employee negotiations RE: Municipal Administrator Candidates, Clerk-Treasurer Position and Administrative Assistant Probationary Period.

12. BUSINESS ARISING FROM CLOSED SESSION

13. NOTICE OF MOTION

14. NEW - CONFIRMATORY BY-LAW

By-Law #2022-017 - Confirmatory By-Law

15. ADJOURNMENT

MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

REPORT DATE: CW 08/02/22

PREPARED BY: Roads Superintendent – Chris Whalley

SUBJECT: Roads Department Report

December 2021 & January 2022

Council Report

1. On December 8, 2021 we installed new “Bus Stop Ahead” signs in accordance with the motion of Council; on Peddlers Drive at the intersection of Boundary Road. We also replaced the Galston Road and Peddlers Drive sign that was stolen last summer. Someone had used a saw or grinder to cut the metal post off and took the top portion of the sign.
2. High winds Sunday December 12, 2021 and December 16, 2021 caused power outages throughout Calvin. Many trees were downed and had to be cleaned off the roads throughout the township. A tree fell on the road sign at Hwy 630 and Homestead Road, and another one fell on the caution sign at the end of Bronson Road. We removed the signs then repaired them and reinstalled the signs.
3. On December 17, 2021 we did a calibration on both sand trucks. I had Dean, Brandon and our co-op student observe the process.
Application rate is 570 kgs of sand per 2 lane kilometre (center line).
The speed of the auger chain and cross chain is pre-set at #4.
The spinner speed is pre-set at #4 for the best distribution pattern.
The gate or adjustable door is set to 3 ½ “on 76-05 and 2 ½” on 76-15.
A square open box 70 cm x 70 cm x 20.4 cm high is laid on the ground under the sander and the spinner is moved out of the way, so the sand can drop directly into the box. The sander is then activated to fill the box level within 27 seconds. The common factor in both trucks is the auger and the spinner speed is pre-set at #4. The adjustable factor is the door opening from 2 ½ to 3 ½ inches. Adjustments are made to fill this box in 27 seconds with the rpm set between 1500 and 2000 rpm. This is in accordance with the “Minimum Maintenance Standards” of 570 kgs of sand per 2 lane kilometre at 40 km per hour. This calibration should be done at least once a year or after a changes or repair to the sander.

4. On December 20, 2021 we dug out several beaver dams on the Municipal drain that runs across L30 C2 from Adams Road to Brule Road. The trapper was able to remove a few beavers from the road right-of-way prior to digging out the dams. This is normally a job for a track machine due to wet swampy lands. However, we were able to get in from each end with our rubber-tired backhoe due to the snow, cold weather and frozen ground. The water level was reduced significantly, which will help the low areas of Brule Road during the spring breakup.
5. The Roadside Brushing Contractor was not able to get to Calvin until after Christmas and was only able to get 16 hours in before year end. The balance of the budget amount of \$7,600.00 was brought forward to the 2022 budget and the brushing was completed by January 24, 2022. He lost a few days due to the extreme cold of -38 degrees Celsius.
6. We've had a couple days of freezing rain. One being December 25, 2021; when it's that slippery out, we don't take any chances. We installed 4 single tire chains on each truck and if necessary, we will put a tire chain on one front steering tire, usually the driver's side. We also mix our winter sand with approximately 25% "A" gravel that we keep stored inside the sand dome. The tire chains help break up the ice as the truck travels around the township and the "A" gravel provides for better traction in the freezing rain.
7. We had a co-op student from December 14, 2021 to January 26, 2022. John Van Hassell is more than competent to assign almost any task to and was a big help to us. I would highly recommend him to any employer just on his work ethic. John has been a co-op student with us before and has now completed this term.
8. We cleaned up a large red pine tree on Peddlers Drive. The tree blew over during one of our wind storms onto the hydro line. Hydro had cut the tree off the line, but left it along the side of the road. We hauled the branches to the landfill and the logs to the land owner of where the tree fell.
9. Some repairs that were done to the trucks were: replaced tailgate lock, airline and connectors, cab heater core and heater hoses, welding on the plows, plow head lights, winter wiper blades and hydraulic hoses.
10. I went through the Ontario Regulations 239/02 which is the "Minimum Maintenance Standards" for Municipal Highways. The MMS is a guide line we follow in regards to how and when we address our roads. We treat most of our roads as class 4 – roads. For example: Once we become aware that there is 8 cm of snow accumulation we have 16 hours to complete treatment of the roads, (clearing snow) we are usually done in less than 8 hours, unless it is a continuous snow fall effect. The MMS also addresses icy roads, pot holes etc.

11. As of December 31, 2021 we have used up approximately ½ of our winter sand, which is normal. We had some sand stored outside, in which we used as much up as we could in the early part of the winter until it was freezing up on us. We have approximately 1/3 or 1,000 tonne of sand left inside the sand dome to date. This is also about normal however I'm starting to get nervous that we may run out. We do have access to winter sand locally, if we need it. We just need to be prepared to bring some in with our own trucks on short notice before load restrictions are up on Hwy 630.
12. A resident on Homestead Road has requested permission to remove the old fence line (stumps and debris) alongside Homestead Road which is next to or on his property line. A letter of authorization was drafted allowing him to do the work. He must work from his property and leave the edge of the road in an aesthetically pleasing manner. The new fence must be 1 foot on his property line or 33 feet from center line of Homestead Road, plus 1 foot on his property.
13. The new siding and especially the roof has made a big difference with the heat loss in the garage. We added 2 inches of foam insulation on top of the existing tin roof. Then a polymer fusion welded membrane was laid on top of the foam. We use to have large chunks of ice hanging down over the 3 large bay doors and off the back side of the garage roof. The ice was very hazardous to the equipment and personnel. This year there is no ice at all.

Chris Whalley
Roads Superintendent
Municipality of Calvin



MUNICIPALITY OF CALVIN FIRE DEPARTMENT MONTHLY REPORT



PROTECTING CALVIN SINCE 1976

Report Date: Jan, 2022

Originator: Dean Maxwell/ Fire Chief

Responded alarm

Jan/2/2022/12:50 MVC Hwy 17 east near 9478.

Meeting nights/Training

Jan/6/22/Meeting night: Washed trucks and truck checks/ Installed ice auger on PT#1.

Jan/13/22/Meeting night: Received new truck had two meetings 6pm-7pm and another group 7pm-9pm. Run down on gear placement and new truck. The second group did pump training and road test the new truck.

Jan/20/22/Meeting night: Pumper training and drafting from porta tank.

Jan/27/22/Meeting night: Pumper training and drafting from porta tank.

Fleet status report

Jan/10/22 Received our new pumper from Fort Garry.

New pumper had problems with a few valves leaking. Fort Garry is flipping the bill for repairs.

The new pumper has been gone over and gear is loaded on ready for service.

Chief report

The electric motor on the Fire hall compressor had to be replaced.

The annual SCBA flow test was done on Jan/20/22. All good.

Thank to Cindy and Kevin Grant for the donation of a 100' of chemical spill socks.

Dean Maxwell

Cindy Pigeau

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2022-03

REPORT DATE: 03/02/2022

PREPARED BY: Jacob Grove; Landfill, Cemetery, Recreation Manager
Municipal Enforcement Officer

SUBJECT: Council Report

Recreation

Rink report

The rink lights were turned on December 3rd 2021, there was a brief warm period in December that the rink had to be closed for to protect the ice. The ice has remained in good condition through January and has had a lot of people using it. There has been an issue in the women's outhouse which caused us to close that washroom until warmer weather when it can be cleaned.

The Community Center has been booked two days a week through January and until the middle of February. There have been no issues arising from the events.

All the fire extinguishers and emergency lights received the annual inspection on February 3rd. All the extinguishers that need testing have been sent out and there are loners in their places. There is one emergency light at the Community Center that needs the battery replaced and one at the Fire Hall that needs the unit replaced.

Landfill

There have been some issues with the compactor truck starting on cold days. We are looking into some solutions to help prevent this in the future. Other than the issues with the compactor truck, the landfill has been running well.

Respectfully submitted;

Jacob Grove
Landfill, Cemetery, Recreation Manager
Municipal Enforcement Officer
Municipality of Calvin

Cindy Pigeau
Clerk - Treasurer
Municipality of Calvin



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

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

building@calvintownhsip.ca • www.calvintownship.ca

BUILDING REPORT

MONTH: January, 2022

1. NUMBER OF PERMITS ISSUED	0
2. TOTAL MONTHLY VALUE	0
3. TOTAL FEES COLLECTED	\$0
4. TOTAL BUILDING VALUE TO DATE	\$0
5. TOTAL FEES COLLECTED TO DATE	\$0

COMMENTS:

There were no permits issued this month and no fees collected.

SHANE CONRAD
CHIEF BUILDING OFFICIAL

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, JANUARY 25, 2022

The regular meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic). Present were Mayor Ian Pennell, Deputy Mayor Sandy Cross, Councillor Christine Shippam, Councillor Kim Brooker, Councillor Bart Castelijn, Clerk-Treasurer Cindy Pigeau and Administrative Assistant Aleysha Blake.

Regrets: 0

Guests: -Peggy Young-Lovelace; E4M

The meeting was called to order at 7:00 p.m. by Mayor Ian Pennell

PECUNIARY/CONFLICT OF INTEREST: None
PRESENTATIONS/DELEGATIONS: None
REPORTS FROM MUNICIPAL OFFICERS: None

2022-020 ADOPT MNIUTES OF TUESDAY, JANUARY 11, 2022 COUNCIL MEETING

Moved by Coun Brooker and seconded by Coun Castelijn that the minutes of the regular meeting of Council held on Tuesday, January 11th, 2022 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-021 ADOPT MINUTES OF MONDAY, JANUARY 17TH, 2022 SPECIAL COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Shippam that the minutes of the special meeting of Council held on Monday, January 17th, 2022 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-022 SUGGESSTED CHNAGES TO FEE SCHEDULE

Moved by Coun Cross and seconded by Coun Brooker that Council hereby requests Staff to amend the Fees and Charges By-Law No. 2020-023 with amendment No. 2020-025 to incorporate the addition of a fee for “building or demolish buildings without a proper permit” of \$500.00 as well as include the \$75.00 occupancy permit fee in the initial building permit cost therefore eliminating the need for property owners to return to apply for an occupancy permit.

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Amendments

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Motion

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2021-023 EMPLOYEE LEARNING AND PROFESSIONAL DEVELOPMENT

Moved by Coun Cross and seconded by Coun Brooker that Council hereby will commit to a minimum of \$500.00 dollars per employee for learning and professional development.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-024 BY-LAW #2022-007 BEING A BY-LAW TO CODIFY HUMAN RESOURCES RECRUITMENT AND
MANAGEMENT POLICIES

Moved by Coun Shippam and seconded by Coun Castelijn (First Reading), Moved by Coun Castelijn and seconded by Coun Shippam, (Second Reading) that being a by-law to codify human resources recruitment and management policies. This by-law received 1st & 2nd reading on Tuesday, January 25, 2022 and will come before Council for a 3rd and final reading on Tuesday, February 8th, 2022.

Recorded Vote as per Electronic Meeting Best Practices

First Reading

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

Councillor Brooker	Yea
Councillor Cross	Yea
Councillor Castelijn	Yea
Councillor Shippam	Yea
Mayor Pennell	Yea

Carried

2022-025 2022CT03 – IMPROVED HYDRO RATES FROM ONTARIO WHOLESAL ENERGY

Moved by Coun Cross and seconded by Coun Castelijn that Council acknowledge receipt of report 2022CT03 Improved Hydro Rates from Ontario Wholesale Energy, and direct staff to request references from their representative Jennifer Shainline, and ~~if the references are positive then enter into a contract with Ontario Wholesale Energy for improved Hydro Rates.~~ bring the information obtained back to Council for further discussion. Council would also like Staff to request a copy of the potential contract to be signed for review before agreeing to sign.

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Amendments

Councillor Brooker	Yea
Councillor Cross	Yea
Councillor Castelijn	Yea
Councillor Shippam	Yea
Mayor Pennell	Yea

Carried

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Motion

Councillor Brooker	Yea
Councillor Cross	Yea
Councillor Castelijn	Yea
Councillor Shippam	Yea
Mayor Pennell	Yea

Carried

2022-026 SUPPORT FOR CASSELLHOLME BECOMING A MUNICIPAL HOME

Moved by Coun Shippam and seconded by Coun Brooker that now therefore be it resolve that Council for the Corporation of the Municipality of Calvin: 1. Supports the City of North Bay's initiative to continue to investigate the implications of transitioning Cassellholme from a District Board of Management home to a City of North Bay Municipal home as soon as possible; 2. Direct the Mayor and Clerk-Treasurer to communicate on behalf of the Municipality of Calvin with the Member Municipalities and Members of Provincial Government regarding the transitioning of Cassellholme from a District Board of Management Home to a Municipal Home for the purpose of gathering information and showing support of the transition, if found feasible by the City of North Bay. 3. Continue to support the redevelopment of Cassellholme, in parallel with the possible transitioning of the home to the City of North Bay; and 4. This resolution be forwarded to all the member municipalities.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-027 SUPPORT FOR MAYOR TO ATTAND MAYOR’S SESSIONS RE: CASSELLHOME REDEVELOPMENT PROJECT
Moved by Coun Brooker and seconded by Coun Shippam whereas the Corporation of the Municipality of Calvin is one of nine (9) municipalities represented on the board of management of Nipissing East as set out in Schedule 4 of Ontario Regulation 79/10; And whereas the East Nipissing District Home for the Aged (“Cassellholme”) is under the direction of the board of management of Nipissing East; And whereas the Mayor has participated in certain meetings with the Mayors of the other municipalities represented on the board of Management for Nipissing East to discuss issues relating to their representation including but not necessarily limited to issues relating to Cassellholme (the “Cassellholme Member Meetings”); And whereas Council is aware of the Mayor’s participation in the Cassellholme Member Meetings; Now therefore be it resolved that the Council of the Corporation of the Municipality of Calvin confirms that the Mayor was authorized to participate in the Cassellholme Member Meetings and authorizes and directs the Mayor to continue such participation.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-028 2022CT04 – POLICY TO REGULATE THE USE OF HERBICIDES AND PESTICIDES ON MUNICIPAL PROPERTY
Moved by Coun Castelijn and seconded by Coun Cross that Council acknowledge receipt of report 2022CT04 Policy to Regulate the Use of Herbicides and Pesticides on Municipal Property, and direct staff to refer any complaints regarding the use of herbicides and pesticides to the Ministry of Environment, Conservation and Parks at the Ontario Ministry of Environment’s Public Information Centre: 1-800-565-4923 or 416-325-4000 pertaining to the province of Ontario’s Cosmetic Pesticides Ban Act.

Councillor Brooker Nay
Councillor Cross Nay
Councillor Castelijn Nay
Councillor Shippam Nay
Mayor Pennell Nay
Defeated

2022-029 2022CT05 – PROPERTY STANDARDS BY-LAW

Moved by Coun Shippam and seconded by Coun Castelijn that Council acknowledge receipt of report 2022CT05 Property Standards By-Law, and direct staff to develop a simple Property Standards By-Law to regulate residential properties, non-residential properties, vacant buildings and lands.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-030 SUPPORT FOR DAYLIGHT SAVINGS TIME

Moved by Coun Cross and seconded by Coun Brooker that Council hereby supports the Township of South Frontenac Resolution supporting Bill 214 passed in the legislative Assembly of Ontario in 2002 to make Daylight Savings Time, standard time.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-031 CONSENT APPLICATION – 2021-20 – MAXWELL

Moved by Coun Castelijn and seconded by Coun Shippam that Whereas an amendment has been completed to the original application for consent No. 2021-20 in the name of Daniel and Jodi Maxwell and filed with the East Nipissing Planning Board on land know as Concession 7 Part Lot 17, Municipality of Calvin. Originally, the consent application was filed to create two(2) new residential lots of approximately 2.4 and 4.78 ac at the municipal address being 411 Highway 630. The consent application has since been amended to create one (1) new residential lot with a right of way. On July 27, 2021, the Council of the Municipality of Calvin passed resolution number 2021-166 recommending the following: *“Now therefore the Council of the Municipality of Calvin RESOLVES that: It is recommended that the East Nipissing Planning Board give provisional consent to this application, and; A copy of the completed survey for the new residential lot shall be provided to the municipality, in both digital format and hard copy, and; That the 5% Cash in lieu shall apply to the newly created lots and is payable in full to the municipality as a requirement of consent.* Now therefore be it resolved that Council does not wish to change any of the original conditions in light of the changes made to the application and recommends that the East Nipissing Planning Board move to the next steps of the consent application.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-032 2022CT02 – BUDGET POLICY

Moved by Coun Castelijn and seconded by Coun Cross that Council acknowledge receipt of report 2022CT02 Budget Policy, and direct staff to develop a Budget Policy to ensure that the budget is brought forward for passing in December for the following year.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-033 ANNUAL SCBA FLOAT TESTING SERVICING

Moved by Coun Brooker and seconded by Coun Shippam that Council hereby authorizes the Fire Chief to have the annual float testing and servicing for the Self Contained Breathing Apparatus completed for the end of January.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-034 ANNUAL MECHANICAL BRUSHING AND TRANSFER OF SURPLUS TO 2022

Moved by Coun Brooker and seconded by Coun Cross that Council hereby acknowledges that due to the availability of our contractor, the mechanical brushing budgeted for in 2021, took place in late 2021 and early in 2022. Therefore be it resolved that the unused portion allocated in the 2021 budget for mechanical brushing, will become part of the surplus and therefore the equivalent of the unused portion of the 2021 budget will be allocated from the surplus to the 2022 budget for mechanical brushing. This will therefore account for the work that was completed in January of 2022 and any associated 2022 invoices.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-035 BY-LAW #2022-006 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL (JANUARY 25, 2022 – REGULAR MEETING OF COUNCIL)

Moved by Coun Castelijn and seconded by Coun Shippam (First Reading), Moved by Coun Castelijn and seconded by Coun Cross, (Second Reading), Moved by Coun Shippam and seconded by Coun Brooker (Third and Final Reading) that being a by-law to confirm the proceedings of Council (January 25, 2022 – Regular Meeting of Council). This by-law received first, second, third and final reading on Tuesday, January 25, 2022 and finally passed before an open Council on this date.

Recorded Vote as per Electronic Meeting Best Practices

First Reading

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

Recorded Vote as per Electronic Meeting Best Practices

Third Reading

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

2022-036 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Brooker that be it resolved that this regular meeting of Council now be adjourned at 9:40 p.m.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Brooker Yea
Councillor Cross Yea
Councillor Castelijn Yea
Councillor Shippam Yea
Mayor Pennell Yea
Carried

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-007

**BEING A BYLAW TO CODIFY HUMAN RESOURCE RECRUITMENT
AND MANAGEMENT POLICIES**

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 employees can feel safe, engaged and productive.

Council will do this by adopting policies that relate to all aspects of the Employee Life Cycle.

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 recruitment and management of Officers and Employees of the Municipality.

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 fulltime and part-time officers and employees of the Municipality (“Officers and Employees”; “Officers or Employees”). It does not apply to the Municipal Administrator, volunteers, volunteer firefighters 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” - Officer & Employee Code of Expected Behavior
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 a first time this ____ day of _____, 2022.

Read a second time this _____ day of _____, 2022.

Read a third time and finally passed in open council this _____ day of _____, 2022.

MAYOR

CLERK-TREASURER

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 Officers and Employees 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 employment and employee management practices. Council is also committed to a workplace culture that is focused on continuous and proactive improvement to ensure Officer and Employee 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 Officers and Employees 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 Officers and Employees unique.

All Officers and Employees 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.

Officers and Employees will:

- Fully comply with the *Occupational Health and Safety Act* and all related 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 employees 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.

Compensation & Benefits

The Municipal Administrator will establish an equitable, comprehensive, and competitive compensation and benefits program to attract, retain and motivate qualified

Officers and Employees. Compensation and benefit entitlements and practices and procedures will be compliant with the *Employment Standards Act, 2000* (“ESA”); *Pay Equity Act, 2018*; and other applicable legislation.

Compensation

The Municipality of Calvin will attempt to be competitive in its salary schedule/wage grid (“Pay Grid”) for each position and/or classification of similar positions (“Classification”) in the municipal organization. The Pay Grid will cover a period of not less than five (5) and not more than seven (7) years. Council shall review and consider the Pay Grid every five (5) years.

The Pay Grid will be adopted by Bylaw and shall:

1. Establish base pay rates for each Classification based on the *ESA*, Pay Equity Plan, market comparison and/or survey of municipalities of similar size and structure, internal equity, and the municipal budget;
2. Provide merit-based step increases for all Classifications; and
3. Be presented to Council for consideration prior to the adoption of the municipal budget with a report that addresses:
 - a. The rationale for the rates established for each Classification;
 - b. How the proposed Payroll Grid meets pay equity obligations and follows *ESA* and case law.
 - c. The overall impact to the municipal budget.

New employees will start at a Classification and Pay Grid level that has been agreed upon in their employment contract, or employment offer and in accordance with the Municipal Administrator’s guidelines.

Merit-based increases shall be determined by the Municipal Administrator based on Officer and Employee performance. Employee performance will be assessed on an annual basis in accordance with the direction of Council adopted in Schedule D of this Bylaw. Upon receiving a satisfactory performance review, Officers and Employees may be moved to a higher level of pay within their position’s Classification by the Municipal Administrator upon receiving a recommendation from the individual’s supervisor/manager and if the increase can be supported by the Municipality of Calvin’s budget.

Cost of Living: Council shall consider wage increases or cost-of-living increases for individuals who have reached the top level for their Classification in the Pay Grid or, for the entirety of the pay rates in the Pay Grid upon request of Municipal Administrator prior to the adopting of the Municipality of Calvin’s budget.

Acting Pay: The Municipal Administrator may offer an Officer or Employee a temporary Acting assignment during the course of their employment. A regular full-time or part-time employee is in an Acting assignment when they are filling a position whose duties are outside of those tasked in the employee's regular position. For the duration of an approved Acting assignment, the employee shall be paid Acting pay, which shall be in accordance with the guidelines established by the Municipal Administrator.

Benefits

The Municipality of Calvin will offer a competitive group insurance plan to its eligible full-time Officers and Employees in the following categories:

- i. Regular, Full-Time Employees (under 65 years): (working a minimum of 24 hours per week)
 - Extended health coverage
 - Dental coverage
 - Long-term disability
 - Life insurance
 - Accidental death and dismemberment insurance

- ii. Regular, Full-Time Employee (65) years or older):
 - Extended health coverage
 - Dental coverage
 - Life insurance (drops to 50% at age 65 and terminates at age 71)

Pension: All full-time municipal employees will participate in the Group Pension Plan, in accordance with the administration guidelines. All municipal employees will also concurrently contribute to the Canada Pension Plan (CPP).

Employee Wellness/Employee Assistance Program

Council is committed to providing a healthy and psychologically safe work environment for its Officers and Employees at all municipal work sites.

A healthy and psychologically safe workplace leads to improved workplace satisfaction, higher level of employee morale, and generally a more effective/productive workplace. The Municipality of Calvin will encourage, support, and offer health related programs that will assist Officers and Employees 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 Officers and Employees to participate or watch wellness education sessions relating to mental, physical, and emotional wellness;
- Improving employee 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.

At the request of the Municipal Administrator, Council may approve paid wellness days or alternative working hours or remote work opportunities or other measures that support a healthy and psychologically safe work environment.

Voluntary Participation

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

Council will implement an Employee Assistance Program negotiating services with a benefit provider.

Vacation

The Municipality recognizes the importance for officers and employees to take time off from their regular work duties to spend time with family and friends to escape the daily pressures and stresses of work. It has been proven that employers who provide their employees with time away from work with pay, are rewarded with more productive and dedicated employees, which benefits the employer in more ways than one.

The Municipality shall provide vacation time and pay entitlements up to a maximum of four (4) weeks and in accordance with guidelines established by the Municipal Administrator.

Vacation entitlements will be prorated for the first year for any Officer and Employee hired based on their start date and documented in the employment contract.

Officers and employees are required to take their vacation time during the calendar year. Only under exceptional circumstances and with the express approval of Council will vacation time be carried over to the next calendar year or paid to an employee in full prior to the 31st of December of the year in which the vacation time was earned and not taken.

Seasonal and part-time employees shall receive vacation pay in accordance with the *Employment Standards Act*.

In December of any given year, the Treasurer will provide the Municipal Administrator the number of vacation days each Officer and Employee is entitled to during the next year. The Municipal Administrator will ensure that all Officers and Employees are aware of their vacation entitlement.

Officers and Employees will advise their supervisor of the days they would prefer to take their annual vacation entitlement by a set date of any given year. The Municipal Administrator will establish a system/guideline to approve vacation leave for Officers

and Employees that ensures:

- a) Levels of service are not interrupted;
- b) Any Officer or Employee is not on vacation leave for more than three (3) weeks in a row unless exceptional circumstances arise; and
- c) How requests for the same vacation leave period will be considered and resolved including when seniority may not be the determining factor.

Statutory Holidays

The following are paid statutory holidays:

Public Holidays

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Civic Holidays

- Family Day
- First Monday of August
- Truth and Reconciliation Day

Municipal Holidays

- Easter Monday

From time-to-time others may be approved by resolution of Council.

An Officer or Employee who fails to work their scheduled regular day of work preceding or following a paid holiday, will not be entitled to the paid statutory holiday except where the Officer or Employee has taken scheduled vacation time.

Leaves of Absence

From time-to-time Officers and Employees may need to take leaves of absence from the workplace for various reasons that may be paid or unpaid based on the nature of the leave.

The Municipal Administrator shall establish guidelines for Officers and Employees to give notice for statutory leaves and be approved for non-statutory leaves.

Statutory leaves include:

- Bereavement Leave
- Domestic or Sexual Violence leave

- Emergency Leave
- Family Responsibility
- Parental Leave
- Pregnancy Leave
- Short- and Long-term Sick Leave

Non-statutory leaves include:

- Temporary Leave of Absence Without Pay
- To Vote in an Election
- For Jury Duty

The Municipal Administrator will also establish guidelines for how non-statutory leaves will be approved and how Officers and Employees may seek workplace accommodations.

Overtime

Council encourages Officers and Employees to carry out their work during normal working hours. However, Council recognizes that from time-to-time Officers and Employees may be required to work beyond their normal work hours. Salaried Officers and Employees will be required to track all overtime and will be compensated in accordance with the terms established in their employment contract. All other Officers and Employees will receive payment, or time-in-lieu of financial compensation, for approved overtime worked and amounts owed will be calculated in accordance with *ESA* standards.

Supervisors are required to approve all overtime prior to an Officer or Employee working the overtime. Overtime will not be approved in those circumstances in which an Officer or Employee can negotiate with their supervisor to manage their workload more effectively or the purpose is not urgent/necessary.

Every effort should be made for supervisors to allow Officers and Employees to work flexible hours to avoid overtime when possible.

The Municipal Administrator will establish a system for documenting overtime worked by Officers and Employees and provide an annual report to Council in preparation for the budget process which outlines the total number of hours worked and the overall cost to the Municipality of Calvin.

Flexible Work Arrangements/Remote Work

Council recognizes that Officers and Employees may require flexible work arrangements from time-to-time to effectively manage work and competing personal priorities. Council further recognizes the importance of Officer and Employee health and wellness and supports flexibility in Officer and Employee work arrangements and scheduled hours of work whenever it is possible and practical to do so without compromising the efficiency or effectiveness of the Municipal corporation or overall service delivery.

Flexible work arrangements are any working arrangements or schedules that differ from the Officer's or Employee's standard hours or days of work, and may include, but are not limited to, any of the following types or combinations of working arrangements:

- Compressed Work Week
- Flex Time
- Reduced Work Week
- Telecommuting/Remote Work
- Job Sharing
- Gradual Retirement
- Leaves and Sabbaticals
- Flexible Paid Leave
- Child Care/Elder Care Requirements
- Banking of Hours/Annualized Hours

The Municipal Administrator may authorize flexible work arrangements and will establish guidelines to implement flexible work arrangements.

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.

Position Vacancy

When an employee's position becomes vacant, the Municipal Administrator shall conduct a position needs assessment 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.

New Position

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

All new permanent 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 Officers and Employees 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 employment contract.

Hiring and Selection

The hiring of Officers and Employees shall be carried out in an objective and impartial manner. The relatives of elected officials and Officers and Employees of the Municipality of Calvin may be considered for employment.

Relatives of existing employees or elected officials may apply for and secure employment with the Municipality of Calvin provided that:

1. They have made application for employment or promotion in accordance with established recruitment and selection policies and procedures.
2. They possess the necessary qualifications.
3. They are considered to be the most qualified and the most suitable candidate.
4. That the decision to hire was free from any real or perceived improper influence by the elected official, Officer or Employee who is the relative of the candidate.
5. The individual being hired will not be directly supervised by their relative.

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 Officers and Employees 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 Officers and Employees who do not report directly to Council unless requested by the Municipal Administrator and approved by resolution of Council.

When the following positions 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:

- Municipal Clerk;

- Municipal Treasurer;
- Fire Prevention Officer/Chief;
- Chief Building Official; and
- Community Emergency Management Coordinator.

Reference and Internet Checks

All Candidates 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 a Candidate. 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 Officers and Employees.

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 Officers and Employees 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 an Officer or Employee. Dependent upon the nature of the position and identified risks associated with the position, the Officer or Employee will be required to provide either a criminal record check or a vulnerable sector screening check before commencement of employment, or being permitted to volunteer for the Municipality.

Employees 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 and Employment Contracts

A successful Candidate will be given a Letter of Offer that gives them a minimum of five (5) business days to consider the offer of employment and any terms and conditions set out in the Employment Contract. The number of days for consideration should take into account enough time to allow the Candidate time to have the Employment Contract reviewed by their legal counsel. To be clear, the Letter of Offer and Employment Contract will be given to the Candidate at the same time.

Employment Contracts

All Officers and Employees of the Municipality will be required to enter into an Employment Contract that:

- a) Identifies the position;
- b) The performance requirements of the position;
- c) Initial wage rate, any increase after successful completion of the probationary period, benefit entitlements and vacation entitlements as may be negotiated/prorated;
- d) The length of the probation period;
- e) The requirement to adhere to Council policies as may be amended from time to time;
- f) Identifies how the employment relationship may be terminated;
- g) Progressive discipline guidelines;
- h) Circumstances in which may result in layoff; and
- i) An acknowledgement that they receive legal advice related to the contract.

Employment contracts for management or supervisory positions shall be drafted by an Employment Lawyer. Employment contracts for non-management/supervisory positions may be drafted internally and subject to a legal review.

Schedule "C" - Onboarding

PREAMBLE

The Municipality of Calvin is an exciting place to work and offers numerous opportunities to grow and develop future careers. Orientation for new Officers and Employees begins with onboarding. Officer and Employee onboarding is critical to learning job responsibilities, becoming familiar with performance expectations, and building positive working relationships. As such the Municipality of Calvin will provide an Officer and Employee onboarding program.

Definitions

Onboarding: Onboarding is a one-year process focusing on integrating a new employee 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 employee is fully integrated and performing as expected.

Orientation: Orientation is a stage of onboarding where a new employee learns about the Municipality of Calvin and their job responsibilities. This typically occurs on their first day but could span over their first week.

Onboarding Program

The Onboarding Program will provide key information needed by Officers and Employees when commencing employment with the Municipality. The Onboarding Program will set out roles and responsibilities to ensure all new employees feel welcome at the Municipality of Calvin.

It will include the provision of key information Officers and employees will need immediately on topics such as:

- Pay
- Pensions and Benefits
- Occupational Health and Safety
- Municipal Policies
- 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 Officer or Employee for the first few months of their employment 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 on the job;
- 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 Officer and Employee.

Schedule "D" - Development

PREAMBLE

Officers and Employees of the Municipality of Calvin are our most important asset. They are responsible to deliver the programs and services of the Municipality of Calvin 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 Officers and Employees 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 Officer and Employee professional development opportunities that improve the performance of both the individual and the Municipality of Calvin. Moreover, Council will:

- a) Invest in Officer and Employee development to ensure that employees maintain their acquired skills and job qualifications;
- b) Provide opportunities for Officers and Employees to add to and improve their skills to support future advancement with the Municipality of Calvin;
- c) Promote shared accountability between the Officers and Employees and the Municipality of Calvin for the Officer's and Employee's professional development; and
- d) Ensure fairness and equity in the application of employee professional development opportunities.

Council will commit a minimum of (5% of the total annual wage amount, **a minimum of \$500.00 per person etc.**) in the Municipality of Calvin's budget for Officer and Employee professional development. Additionally, a reserve fund and applicable reserve fund policy shall be established for any portion of the budgeted amount not spent during the fiscal year to be used in the future. To be clear, any amount in the reserve fund is for future professional development opportunities over and above annual budget allocations.

Annually Council will adopt an Officer and Employee 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 Officer and Employee 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 Officer and Employee 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 Officer and Employee 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 if there is a projected surplus that should be reallocated to the reserve fund; 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 Officers and Employees is critical to the Municipality of Calvin being able to provide the desired levels of service 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 Officer and Employee performance management that includes:

- a) Officer and Employee 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;

Officer and Employee Engagement

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

On an annual basis, the Municipal Administrator will carry out a workplace satisfaction survey for all Officers and Employees to complete. The survey will provide feedback on how satisfied the Officers and Employees are with the workplace. The survey will be anonymous, and each Officer and Employee 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 Officer and Employee 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 employee work together to plan, monitor and review an employee's work objectives. This includes clear deliverables, deadlines, and feedback
- Employee feedback is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting
- Employees 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/employee 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 employees 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 Officers and Employees 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 Officer and Employee to be successful in their position and for the overall success of the Municipality. This is accomplished by aligning the performance expectations of each employee with the overall goals of Council/the Municipality. Performance management itself is a continuous process.

The Municipal Administrator will ensure that all Officers and Employees 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 Officer or Employee
- 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.
- Semi annually 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 employee 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 they employ to deliver programs and services as adopted by Council. Officer and Employee 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 Officers and Employees feel valued and remain committed to their position/role in the municipal corporation.

To do so, requires a workplace:

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

Officer and Employee Retention

Council recognizes that to retain Officers and Employees 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 Officers and Employees;
- Recognize that Officers and Employees are required to provide their professional opinion, and not what Council wants to hear;
- Ensures that Officers and Employees are actively engaged;
- Prioritize Officer and Employee wellbeing; and
- Provide opportunities for professional growth and development.

The Municipal Administrator will adopt guidelines and processes that:

- a) Ensures new hires fit the workplace culture;
- b) Continuously monitors workplace culture as well as Officer and Employee job 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 Officers and Employees until their retirement. However, Council recognizes that from time-to-time Officers and Employees choose to leave the workplace or may be involuntarily required to leave. Of utmost importance is that any time there is a departure of an Officer or Employee from the workplace that the focus should be on helping the exiting Officer or Employee 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 Officer or Employee will be considered to have voluntarily left the employment of the Municipality of Calvin if they:

1. Have given notice two (2) weeks (unless more notice is required in their employment contract) that they are leaving their employment with the Municipality of Calvin;
2. Have given notice eight (8) weeks (unless more or less notice is provided for in their employment contract) that they are retiring from their employment with the Municipality of Calvin;
3. Have failed to attend work without notice or approved leave for a period of more than three (3) consecutive days (with legal advice); and
4. Have failed to attend work without notice or approved leave for a period of more than three (3) consecutive days after a statutory or non-statutory leave (with legal advice).

The Municipal Administrator will adopt guidelines related to who an Officer or Employee is required to provide notice to in event that they plan to voluntarily leave the employment of the Municipality of Calvin. Additionally, the guidelines will include circumstances when an Officer or Employee may be excused from the full notice provision required.

Involuntary Departure

Temporary Layoffs

The Municipality of Calvin may need to layoff some or all Officers or Employees without notice. The Municipal Administrator will give as much notice as possible or practical that such a layoff will occur and will advise the potential length of the layoff and the reasons for the layoff.

Terminations

The Municipality of Calvin may need to end the employment relationship with an Officer or Employee with or without cause. Every effort will be made to alleviate the negative experience of such an action by helping the individual take the next steps of their employment career. The Municipal Administrator will notify Council prior to any Officer or Employee 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 Officer or Employee in person and generally not on a Friday;
- The individual will be treated with respect when they are advised of the ending of the employment relationship;
- Upon termination of employment, an Officer or Employee 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 Officer or Employee concerning the Municipality's services and programs, developments, and equipment. This includes intellectual or other property made or prepared by the Officer or Employee. An Officer or Employee 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 employment contracts if agreed to by the Employment Lawyer drafting or reviewing the Employment Contract.

Schedule "G" - Officer & Employee 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 and Employees. In particular, the public is entitled to expect the highest standards of conduct from the Officers and Employees of its local government.

Officers and Employees 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 employment with the Municipality of Calvin;
- Not engage in actions that would be in conflict with their duties and obligations as an employee with the Municipality of Calvin; and
- Use good judgment regarding personal and professional conduct.

Officers and Employees 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

Definitions

Confidential Information

Confidential information includes information an Officer or Employee 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 an Officer or Employee 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 Officer or Employee; and
- b) Has a connection to the Officer’s or Employee’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 an individual;
- 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 worked;
- any inappropriate expense claim made, which is unrelated or related to the business of the Municipality of Calvin or the Officer’s or Employee’s job responsibilities; and
- any apparent violation of Federal, Provincial or local laws.

Interests

Direct Interests: Direct interests are those interests in which the Officer or Employee, 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 Officer or Employee, 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 employee 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

All Officers and Employees are representatives of the Municipality and at all times expected to reflect a professional image. To be clear, Officers and Employees 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 and Employees of other municipal corporations

Officers and Employees 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

Officers and Employees 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 Officer or Employee has a personal interest, or for which the Officer or Employee 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

Officers and Employees who maintain the Municipality of Calvin's financial and accounting records 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 employee 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.

No Officer or Employee shall 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.

No employee shall 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.

No employee shall use the Municipality of Calvin's funds for any personal use at any

time.

Public Criticism of Council and/or the Municipality of Calvin

Officers and Employees 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.

Officers and Employees have a general right to freely express opinions on matters of public policy; however, this right is limited by their employment 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

No Officer or Employee will 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, Officers of Employees 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

Officers or Employees 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:

Officers and Employees by the nature of their employment relationship with the Municipality of Calvin may be seen to represent their employer even when participating in activities separate from the workplace. Officers and Employees are required to take steps to ensure their participation in these activities does not negatively affect the Municipality of Calvin.

a) Additional Employment

Officers and Employees may not engage in outside work or business activity which:

- requires the use of knowledge or information uniquely related to their employment with the Municipality of Calvin resulting in a conflict of interest;
- may negatively influence or affect them in carrying out duties

- related to their employment with the Municipality of Calvin;
- takes place while on duty with the Municipality of Calvin;
- is performed in a way as to appear to be representative of Municipality of Calvin;
- interferes with the delivery of the Municipality of Calvin's duties;
- involves the use of Municipality of Calvin resources; or
- conflicts or competes with services provided by the Municipality of Calvin.

An Officer or Employee who is considering becoming involved in additional employment, must notify the Municipal Administrator in writing, outlining the nature of such work and be approved prior to the accepting of the additional employment.

b) Political Activity

- Officers and Employees may exercise their civic right to run for public office, in accordance with legislative requirements. Should an Officer or Employee wish to run for a political office, they must first seek a leave of absence for the period between the day of nomination and ending on voting day, pursuant to the Municipal Elections Act. If the employee is elected, they must resign their employment with the Municipality of Calvin prior to assuming their new duties.
-
- Officers and Employees 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 employment duties, Officers and Employees 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 an Officer or Employee 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.

c) Memberships on Boards or Committees

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

Use of Municipal Resources

No Officer or Employee shall 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.

No Officer or Employee shall 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.
4. Those employees who require municipal vehicles to carry out their duties and who are called upon to work outside of their scheduled hours of work as part of their normal workplace responsibilities, may park their municipal vehicle at their residence outside of working hours.

Disclosure of Confidential or Personal Information

No Officer or Employee shall 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.

No Officer or Employee shall use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.

Unless required by law, no Officer or Employee shall 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.

An Officer or Employee 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

Officers and Employees shall not accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of their employment duties, unless permitted under one or more of the exceptions listed below:

- a) compensation authorized by law;
- 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 Member;
- 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 an Officer’s or Employee’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 Officer or Employee.

No Officer or Employee shall accept a gift from an anonymous sender. Where an Officer or Employee 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

Officers and Employees aware of any action not compliant with the Officer and Employee Code of Expected Behaviour shall report their concern promptly. Any violation may result in disciplinary action up to and including termination of employment.

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 Officers and Employees 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

BY-LAW NO. 2018-003

BEING A BY-LAW TO PROVIDE FOR THE PAYMENT OF REMUNERATION TO MEMBERS OF COUNCIL AND FOR THE PAYMENT OF EXPENSES INCURRED BY MEMBERS OF COUNCIL WHILE CARRYING OUT THEIR DUTIES FOR THE NEXT FOUR (4) YEARS.

WHEREAS Section 283 of the Municipal Act (Chapter 25, S.O. 2001) provides that the Council of a municipality may pass by-laws for paying remuneration and expense of the Members of Council;

AND WHEREAS the Council of the Municipality of Calvin at an open meeting on January 9, 2018 reviewed the Remuneration and Expense of Members of Council

AND WHEREAS the previous review of Council Remuneration and Expense was done in 2014 by By-law No. 2014-011 and Council unanimously has voted to make no changes to the 2014 Council remuneration previously set and hereby sets the next review of Council Remuneration and Expense in four (4) years' time (2022);

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

1. REMUNERATION

That all members of the Council of the Corporation of the Municipality of Calvin shall be provided with a monthly honorarium plus a per meeting rate for all regular and special Council meetings, and for only those meetings for which they are in attendance, payable on a monthly basis as outlined below:

- a) Mayor honorarium \$400.00 per month
 plus \$150.00 per meeting attended
- b) Deputy Mayor honorarium \$300.00 per month
 plus \$150.00 per meeting attended
- c) Councillor honorarium \$200.00 per month
 plus \$150.00 per meeting attended

All other meetings, conferences and/or political invitations shall be pre-approved by Resolution of Council and shall be compensated at a rate of \$100.00 for Full Day (over 4 hours) and \$50.00 for Half Day (up to 4 hours).

2. MILEAGE ALLOWANCE

For all meetings outside of the Mattawa-Bonfield area, mileage shall be reimbursed at the current rate per kilometer as approved by Council, for all staff and members of Council, from time to time.

No additional mileage reimbursement shall be paid for travel to and from Board meetings where the Board pays a per diem allowance.

3. MEAL ALLOWANCE

The daily meal allowance shall be as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

Receipts are not required within the maximum daily allowance of \$50.00 inclusive of taxes and gratuities.

Where the cost of any meal exceeds the approved rates established, receipts and explanations are required prior to reimbursement.

Where Council deems it necessary to provide a meal for V.I.P.s at the Municipality's expense, receipts must be provided prior to reimbursement.

4. OTHER EXPENSES

All other expenses for accommodation, parking, registration fees or taxis, incurred while on approved business of the Municipality, shall be reimbursed upon submission of receipts.

Any other expenses not mentioned in this by-law may be reimbursed at Council's discretion with submission of receipts.

5. SUBMISSION OF ATTENDANCE, EXPENSES AND RECEIPTS

Council remuneration shall be paid through Payroll on a monthly basis, on the first pay period of each month.

All other expenses shall be paid through Accounts Payable once per month by the first Council meeting of each month.

Members of Council shall submit to the Clerk's department, either by fax, email or hand delivered, once per month and by the last day of each month, the following:

- Listing of dates of all regular and special Council meetings attended in the month
- Listing of dates of all other meetings, conferences etc. including length of event
- Record of mileage for each meeting or event attended outside of the area
- Dates and amounts for all meals claimed during the month while on municipal business
- Receipts for expenses as required per this By-law.

6. EFFECTIVE DATE

That this By-law shall come into full force and effect upon the date of its passing and shall be reviewed by Council within four (4) years of that date.

7. REPEAL

That all previous By-laws pertaining to Remuneration and Expense of Council be and are hereby repealed.

READ A 1ST, 2ND AND 3RD TIME AND FINALLY PASSED BEFORE AN OPEN MEETING OF COUNCIL ON THIS 23rd DAY OF January, 2018.

MAYOR

CLERK-TREASURER



Corporation of the Municipality of Calvin Council Resolution

Date: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: [Choose a name.](#)

Seconded By: [Choose a name.](#)

NOW THEREFORE BE IT RESOLVED THAT:

That Council review By-law No. 2018-003 which established council remuneration for the years 2018 – 2022 and provide to the Municipal Administrator and/or Clerk-Treasurer by the meeting of February 22, 2022 as to amendments to be made if any.

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 Brooker	<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"/>



THE CORPORATION OF THE MUNICIPALITY OF

CALVIN BY-LAW 2022 -009

PROPERTY STANDARDS BY-LAW

Being A By-Law to prescribe standards for the maintenance and occupancy of buildings and property.

WHEREAS the Council of the Corporation of the Municipality of Calvin is empowered under Section 15.1(3) of the *Building Code Act S.O. 1992, c. 23 as amended*, to pass a by-law to prescribe standards for the maintenance and occupancy of property within the municipality, provided the Official Plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Corporation of the Municipality of Calvin includes provisions relating to property conditions;

AND WHEREAS the Council of the Corporation of the Municipality of Calvin is desirous of passing a by-law under Section 15.1(3) of the *Building Code Act S.O. 1992, c. 23*;

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

SECTION 1: GENERAL

1.1 Short Title

This By-law may be cited as the “Property Standards By-law”.

1.2 Defined Area

This By-law applies to all property within the boundaries of the Municipality of Calvin.

1.3 Scope

No property shall be used and no building or structure or part thereof, shall be erected, altered, enlarged, maintained, used, or occupied for any purpose within the Municipality of Calvin except in conformity with the provisions of this By-law.

1.4 General Obligations

1.4.1 No person shall use, permit the use of, rent or offer to rent any property that does not conform to the standards of this By-Law.

1.4.2 Where a notice or order has been issued by the Property Standards Officer pursuant to this By-Law, the owner or occupant thereof shall:

- (a) repair and maintain the property in accordance with the standards, or
- (b) remove or demolish and remove, the whole or the offending part of the property that is not in accordance with the standards;

1.4.3 Where an Officer has placed or caused the placing of a placard containing the terms of a notice or order upon the premises under the authority of Section 15.2(3) of the *Ontario Building Code Act, R.S.O. 1992, as amended*, no one shall remove the said placard except with the consent of an Officer.

SECTION 2: DEFINITIONS

2.1 “Accessory Building” means

- (a) a detached building or structure that is not used for human habitation, but the use of which is naturally and normally incidental to, subordinate to or exclusively devoted to a principal use or building and located on the same lot therewith, and
- (b) includes a detached private garage, detached carport, boathouse or detached deck.

- 2.2** “**Approved**” means as applied to grade, material device or method of construction, approved by the By-Law Enforcement Officer under the provisions of this By-Law; approved by the Building Inspector under the provisions of the Building Code; approved by the Fire Chief under the provisions of the Fire Code, or approved by other authority designated by law to give approval to the matter at question.
- 2.3** “**Basement**” means
- (a) that portion of a building or structure within which 50% or more of the interior wall height from finished floor to finished ceiling is below the average finished grade level adjacent to one or more of the exterior walls of the building or structure, but
 - (b) does not mean or include a storey or part of a storey.
- 2.4** “**Bathroom**” means a room consisting of at least one fully operational water closet, washbasin, and a bathtub or suitable shower unit. Every washbasin, bathtub and shower shall have an adequate supply of hot and cold running water and every water closet shall have a suitable supply of running water.
- 2.5** “**Building**” means any structure consisting of walls and a roof, which is used or intended to be used for the shelter, accommodation or enclosure of persons, animals or chattels, and includes any structure defined as a building in the *Ontario Building Code Act R.S.O. 1992, as amended*, but does not include any vehicle as defined herein.
- 2.6** “**B.E.O.**” means By-law Enforcement Officer appointed by Council and charged with the duty of enforcing the provisions of this By-law, other related By-laws and any amendments thereto.
- 2.7** “**Cabin**” means a “cottage” as defined in this By-law.
- 2.8** “**C.B.O.**” means Certified Building Official appointed by The Council and charged with the duty of enforcing the provisions of the *Ontario Building Code Act R.S.O. 1992, as amended* or any successors thereto, together with any Regulations made thereunder.
- 2.9** “**Committee**” means the Property Standards Committee, as established in accordance with Section 15 of the *Ontario Building Code Act R.S.O. 1992, as amended*.
- 2.10** “**Complainant**” means the party being a resident and/or ratepayer of the Municipality of Calvin who submits the complaint in writing to the Municipal Office on the prescribed form.
- 2.11** “**Corporation**” means the Corporation of the Municipality of Calvin
- 2.12** “**Cottage**” means a detached building used as an occasional and seasonal residential dwelling for recreation, rest or relaxation by one household, but not occupied continuously or as a principal residence or as a year-round permanent dwelling.
- 2.13** “**Derelict Vehicle**” means a motor vehicle that by reason of its age, appearance, mechanical condition or lack of current license plates is inoperative.
- 2.14** “**Dwelling**” means a building, structure or part thereof, occupied or capable of being occupied, in whole or in part, for the purpose of human habitation continuously, permanently, temporarily or transiently.
- 2.15** “**Dwelling Unit**” means
- (a) one room or a group of rooms in a building used or designed or intended to be used by only one household as a single, independent and separate housekeeping establishment,

- (i) in which food preparation and sanitary facilities are provided for the exclusive use of such and household, and
 - (ii) which has a private entrance from outside the building or from a common hallway or stairway inside the building, but
 - (b) does not mean or include a tent, trailer, or a room or suite of rooms in a hotel, motel, motor hotel or bed and breakfast business.
- 2.16 “First Storey”** means the floor area of the lowest story of a building approximately at or just above the finished grade level excluding any basement, which area is measured between the exterior faces of the exterior walls at the floor level of such storey.
- 2.17 “Foundation”** means a structure of a building through which the loads from the building are transferred to supporting soil or rock such as a footing, pile or pier.
- 2.18 “Garbage”** means the animal or vegetable waste and related waste products resulting from the handling, preparation, cooking and consumption of food and drink, as well as other solid waste materials and goods resulting from residential, commercial, institutional and industrial operations. **It does not include hazardous waste.**
- 2.19 “Good Repair”** means that a building, structure or appurtenance thereof including mechanical equipment shall be maintained in such a condition as to be free from accident or fire hazards, not unsightly by reason of deterioration, damage or defacement.
- 2.20 “Grade”** means
- (a) when used in reference to a building, the average elevation of the finished surface of the ground adjoining the base of the longest exterior wall of such building or, where there are two or more such walls, the exterior wall having the lowest average elevation, or
 - (b) when used in reference to any other structure, the average elevation of the finished surface of the ground at the base of such structure, exclusive of any artificial embankment at the base of such building or structure.
- 2.21 “Guest Sleeping Cabin”** means a separate building of not more than 23 square meters (250 square feet) in floor area and not more than 4.5 meters (15 feet) in height which contains no kitchen facilities or bathrooms or any water or sewage treatment system and is not to be used for year-round human habitation.
- 2.22 “Habitable Room”** means a room which
- (a) is located within a dwelling unit;
 - (b) is designed for living, sleeping or eating, and contains sanitary or food preparation facilities, and
 - (c) can be used at all times throughout the year but does not include any room specifically defined herein as a non-habitable room.
- 2.23 “Hazardous Waste”** mean any toxic material as defined by Reg. 347.
- 2.24 “Landscaped Open Space”** means
- (a) an area not built upon and not used for any purpose other than as a landscaped area which may include grass, shrubs, flowers, trees and similar types of vegetation and paths, walks, patios, fences and similar appurtenances, but
 - (b) does not include parking areas, parking lots, driveways or ramps.
- 2.25 “Maintenance”** means the preservation of and care for a property and building.
- 2.26 “Means of Egress”** means a continuous, unobstructed path of travel provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons from any point within a building, a floor area, a room, or a contained open space to a public thoroughfare or an approved area of refuge usually located outside the building.

- 2.27 **“Multiple Dwelling”** means a building containing two or more dwelling units.
- 2.28 **“Non-residential Property”** means a building or structure or part thereof, not occupied nor capable of being occupied in whole or in part, for the purpose of human habitation and without limiting the generality of the foregoing, includes the land and premises appurtenant thereto and all accessory buildings, out-buildings, fences, structures or erections on or in such land and premises.
- 2.29 **“Noxious Weeds”** means any weeds classed as noxious by the *Weed Control Act, R.S.O. 1990* or the latest amendment(s).
- 2.30 **“Occupant”** means any person or persons over the age of eighteen years in ownership or possession of the property.
- 2.31 **“Owner”** means the person, for the time being, managing or receiving the rent of or paying the municipal taxes on the land or premises, whether on their own account or as an agent or trustee of any person who would so receive the rent if such land and premises were let. The term shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair or maintain the property in accordance with the standards for the maintenance and occupancy of the property.
- 2.32 **“Person”** means any human being, association, firm, partnership, incorporated company, corporation, agent, trustee, and the heirs, executors or other legal representatives of a person to whom the context can apply according to law.
- 2.33 **“Property”** means a building or structure or part thereof, including the lands and premises appurtenant thereto and all accessory buildings, mobile homes, mobile structures, trailers, out-buildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant land.
- 2.34 **Property Standards Officer”** means an inspector/officer appointed under Section 3(1) of the *Ontario Building Code Act S.O. 1992, c. 23, as amended* by the Council of the Municipality of Calvin for the purpose of enforcing the Property Standards By-Law.
- 2.35 **“Repair”** means the making of additions or alterations or the taking of such action as maybe required so that the property shall conform to the standards established in the By-law, and in conformity with all other legislation.
- 2.36 **“Residential Property”** means any land, buildings or structures used for human habitation, and includes all stairways, walkways, driveways, parking spaces, and fences associated with the dwelling or its yard.
- 2.37 **“Rubbish”** means any combustible or noncombustible, discarded or waste material, except garbage and hazardous waste.
- 2.38 **“Service Room”** means any area within a dwelling that is not a habitable room ie. washroom, laundry.
- 2.39 **“Sewage”** means sanitary sewage or storm sewage.
- (a) Sanitary sewage means liquid or water borne waste of industrial or commercial origin, or of domestic origin, including human body waste, toilet or other bathroom waste, and shower, tub, culinary, sink and laundry waste.
- (b) Storm sewage means water that is discharged from a surface as a result of rainfall, snow melt or snowfall.
- 2.40 **“Sewage System”** means a municipal sanitary sewage system, or a properly maintained and functioning private sewage system.

- 2.41 **“Standards”** means the standards of physical condition and of occupancy prescribed for the property in this By-law.
- 2.42 **“Structurally Sound”** means construction capable of withstanding the forces placed upon the structure under normal use.
- 2.43 **“Structure”** means anything constructed or erected, the use of which requires location on or in the ground, or attached to something located on or in the ground.
- 2.44 **“Trailer”** means any vehicle, excluding a mobile home or park model home, so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle, notwithstanding that such vehicle is jacked-up or that its running gear is removed, but not including any vehicles unless it is used or intended for the living, sleeping or eating accommodation of persons therein; and shall be deemed to include a tent, and shall not be occupied continuously or as a principal residence.
- 2.45 **“Vacated”** means a structure or property no longer occupied.
- 2.46 **“Vermin”** means small common harmful or objectionable animals that are difficult to control.
- 2.47 **“Waste or Waste Material”** means any article or thing that appears to have been cast aside, discarded, or abandoned, or appears to be worthless, useless, or of no particular value, or appears to be used up in whole or in part or expended or worn out and shall include but is not limited to:
- (a) accumulations or deposits of litter, rubbish, garbage, trash;
 - (b) refrigerators, freezers or other appliances or parts thereof;
 - (c) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
 - (d) inoperative or derelict motor vehicles;
 - (e) paper, cartons, fabrics or carpets;
 - (f) furniture;
 - (g) piping, tubing, conduits, cable and fittings or other accessories, or adjuncts to the piping, tubing, conduits or cable;
 - (h) containers or pallets of any size, type or construction;
 - (i) material resulting from, or as part of, construction or demolition of projects; and
 - (j) rubble, inert fill except loose soil, sand, or gravel.
- 2.48 **“Yard”** means an open, uncovered space on a lot appurtenant to a building or structure and used or intended to be used or capable of being used in connection therewith.

SECTION 3: GENERAL STANDARDS FOR ALL PROPERTY

All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the *Ontario Building Code Act S.O. 1992, c. 23 as amended, the Ontario Fire Code and the Fire Prevention and Protection Act, S.O. 1997, c. 4* where applicable.

3.1 Yards

- 3.1.1 Every yard, including vacant property, shall be kept clean and free from:
- (a) rubbish or debris and objects or conditions that may create a health, fire, or accident hazard;
 - (b) wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats unless it is necessary for the operation of a business enterprise lawfully situated on the property;
 - (c) dilapidated, collapsed or partially constructed structures which are not currently under construction;
 - (d) injurious insects, termites, rodents, vermin or other pests.

3.1.2 Every landscaped open space shall be kept clean and free from all items in Section 3.1.1 and excessive growth of grass, brush, undergrowth and noxious weeds, and dead, decayed or damaged trees or other natural growth.

3.1.3 All vehicles or trailers parked on a residential lot must be in running order and carry a valid license sticker. This shall not prevent the occupant from storing operable unlicensed vehicles or trailers strictly for the use of off road operation for his/her own personal use and not for commercial purposes on any lot. This also shall not prevent an occupant of any premises from repairing a vehicle or trailer for his or her own use and not for commercial purposes while such a repair is carried on.

3.2 Surface Conditions

Surface conditions of yards shall be maintained so as to:

- (a) prevent ponding of storm water;
- (b) prevent instability or erosion of soil;
- (c) prevent surface water run-off from entering basements;
- (d) not exhibit an unsightly appearance;
- (e) be kept free of garbage and refuse;
- (f) provide for safe passage under normal use and weather conditions, day or night;
- (g) and, not to create a nuisance to other property.

3.3 Drainage and Sewage

3.3.1 Sewage or organic waste, excluding floor drains, shall be discharged into a sewage system. Where a sewage system does not exist, sewage or organic waste shall be disposed of in accordance with the *Environmental Protection Act*.

3.3.2 Storm water shall be drained from the property in a manner designed to prevent excessive ponding, prevent the entrance of water into a building, and in such manner as to not affect adjacent properties.

3.3.3 Roof drainage shall not be discharged onto stairs or adjacent property.

3.3.4 Exterior property areas shall be graded and maintained to prevent ponding of water. Swales shall be installed and maintained, where necessary, to facilitate drainage and so as not to impede the natural flow of water.

3.4 Parking Areas, Walks and Driveways

3.4.1 All areas used for vehicular traffic and parking shall be kept in good repair free of litter.

3.4.2 Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

3.5 Structural Soundness

3.5.1 Every building and every structural member of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any additional weight that may be put on it through normal use. Structural members or materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.

3.5.2 Every exterior wall, roof, porch, chimney or exterior portion of a building shall be maintained in a manner so as to prevent the collapse of same or injury to the occupants of the dwelling or to the public in general.

3.5.3 Wall, roofs, and other exterior parts of a building shall be free from loose or improperly secured objects or materials.

3.6 Guardrails

A guard shall be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24 inches) between adjacent levels. A handrail shall be installed and maintained in good repair in all stairwells. Guardrails shall be installed and maintained in good repair around all landings, porches and balconies. Guardrails, balustrades and handrails shall be constructed and maintained in a rigid nature, as defined in the *Ontario Building Code S.O. 1992, c. 23 as amended*.

3.7 Accessory Buildings, Fences, and Other Structures

3.7.1 Accessory Buildings, fences and other structures appurtenant to the property shall be maintained in structurally sound condition, in good repair, and free from fire, health or safety hazards.

3.7.2 Accessory Buildings, fences, and other structures shall be protected from deterioration by the application of appropriate weather resistant materials including paint or other suitable preservative.

3.8 Garbage Disposal

3.8.1 Every building, dwelling, and dwelling unit shall be provided by the owner of the property with a sufficient number of suitable receptacles to contain all recyclable materials, garbage, refuse and ashes in a sanitary manner.

3.8.2 Garbage storage areas shall be screened from public view and the garbage stored in such a fashion that access by predators is controlled.

SECTION 4: RESIDENTIAL STANDARDS

4.1 General Conditions

4.1.1 Every tenant, occupant or lessee of a residential property shall maintain the property or part thereof and the land which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.

4.1.2 Accumulations or storage of garbage, refuse, appliances, or furniture in a means of egress shall not be permitted.

4.2 Compost Heaps

4.2.1 The occupant of a residential property may provide for a compost heap in accordance with the health regulations.

4.3 Pest Prevention

4.3.1 Dwellings shall be kept free of rodents, vermin and insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the *Pesticide Act R.S.O. 1990, c. P.11*, as amended.

4.3.2 Openings, including windows, that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

4.4 Basement

Basement walls of a dwelling shall be maintained so as to prevent the entrance of insects, rodents and excessive moisture. Maintenance includes the shoring of the walls to prevent settling, installing sub-soil drains, where necessary, at the footings, grouting masonry cracks and damp proofing/waterproofing walls, joints and floors.

4.5 Foundations

Every dwelling, except for slab on grade construction, shall be supported by foundation walls or piers which extend below the frost line, or to solid rock.

4.6 Windows and Doors

4.6.1 Windows, doors, skylights and basements or cellar hatchways shall be maintained in good repair, weather-tight and reasonably draught-free, to prevent heat loss and infiltration by the elements. Where screening is provided on windows and doors it shall also be maintained in good repair.

4.6.2 In a dwelling unit, all windows that are intended to be opened and all exterior doors shall have suitable hardware so as to allow locking or otherwise securing from the inside of the dwelling unit. At least one entrance door to a dwelling unit shall have suitable hardware so as to permit locking or securing from either inside or outside the dwelling unit.

4.7 Roofs

4.7.1 Roofs of dwellings and their components shall be maintained in a weather-tight condition, free from loose or unsecure objects or materials.

4.7.2 The roofs of dwellings and accessory buildings shall be kept clear of hazardous accumulations of ice or snow, or both.

4.7.3 Where eavestroughing or roof gutters are provided, they shall be kept in good repair and properly secured to the building.

4.8 Walls, Ceilings and Floors

4.8.1 Every wall, ceiling and floor in a dwelling shall be maintained so as to provide a continuous surface. Walls surrounding showers and bathtubs shall be impervious to water.

4.8.2 Every floor in a dwelling shall be reasonably smooth and level and maintained so as to be free of all loose, warped, protruding, broken or rotted boards or other material that might cause an accident or allow the entrance of rodents and other vermin or insects.

4.8.3 Every floor in a bathroom, toilet room, kitchen, shower room, and laundry room shall be maintained so as to be impervious to water.

4.9 Stairs, Porches and Balconies

Inside and outside stairs, porches, balconies and landings shall be maintained so as to be free of holes, cracks, and other defects that may constitute accident hazards. Existing guardrails, decks, steps, or stair treads of risers that show excessive wear or are broken, warped or loose and any supporting structural members that are rotted or deteriorated shall be repaired or replaced.

4.10 Kitchens

Every year round permanent dwelling shall contain a kitchen area equipped with:

- (a) a sink that is served with hot and cold running potable water and is surrounded by surfaces impervious to grease and water;
- (b) a suitable storage area of not less than 0.23 cubic metres (8 cubic feet);
- (c) a counter or work area at least 600 mm (24 inches) in width by 1,220 mm (48 inches) in length, exclusive of the sink, and covered with a material that is impervious to moisture and grease and is easily cleanable, and;

- (d) a space provided for cooking and refrigeration appliances including the suitable electrical or gas connections.

4.11 Toilet and Bathroom Facilities

- 4.11.1 Every year round permanent dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, washbasin, and a bathtub or suitable shower unit. Every washbasin, bathtub and shower shall have an adequate supply of hot and cold running potable water. Every water closet shall have a supply of potable running water.
- 4.11.2 Every required bathroom or toilet shall be accessible from within the dwelling unit and shall be fully enclosed and provided with a door capable of being locked so as to allow privacy for the person using said room.
- 4.11.3 Where toilet or bathroom facilities are shared by occupants of residential accommodation, other than self-contained dwelling units, an appropriate entrance hall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facilities.
- 4.12.1 Each washbasin, bathtub or shower and at least one kitchen sink shall be equipped with an adequate supply of hot and cold running potable water. Hot water shall be supplied at a temperature of not less than 43 degrees Celsius (110 degrees Fahrenheit).
- 4.12.2 Every year round permanent dwelling unit shall be provided with an adequate supply of potable water from a source approved by the Ministry of Health.
- 4.12.3 All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working conditions free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.
- 4.12.4 All plumbing fixtures shall be connected to the sewage system through water seal traps.

4.13 Electrical Service

- 4.13.1 Every year round permanent dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.
- 4.13.2 The electrical wiring, fixtures, switches, receptacles and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the *Power Corporation Act R.S.O. 1990, c. P. 17*, as amended.
- 4.13.3 Every habitable room in a year round permanent dwelling shall have electrical outlets as provided for in the *Ontario Building Code Act R.S.O. 1992, c. 23*, as amended and shall conform to the regulations established by the *Power Corporation Act R.S.O. 1990, c. P.17*. Extension cords shall not be used on a permanent basis.
- 4.13.4 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passage ways, garages, and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

4.14 Heating, Heating Systems, Chimneys and Vents

- 4.14.1 Every year round permanent dwelling and building containing a residential

dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius (70 degrees Fahrenheit) in the occupied dwelling units. The heating system shall be maintained in good working condition so as to be capable of safely heating the individual dwelling unit to the required standard.

- 4.14.2 All fuel burning appliances, equipment and accessories in a dwelling shall be installed and maintained to CSA standards.
- 4.14.3 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a condition that meets or exceeds CSA standards, and in a convenient location so as to be free from fire or accident hazard.
- 4.14.4 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes and gases from that part of the dwelling that is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separation shall conform to the *Ontario Building Code Act R.S.O. 1992 c. 23, as amended*.
- 4.14.5 All fuel burning appliances, equipment, and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.
- 4.14.6 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent the escape of smoke, fumes or gases from entering a dwelling unit. Maintenance includes the removal of all obstructions, sealing joints, and the repair of loose or broken masonry units.
- 4.14.7 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

4.15 Exception

Exceptions to Sections 4.10; 4.11; 4.12 and 4.14 are cabins and hunting lodges. These dwellings will be evaluated on a case by case basis.

4.16 Fire Escapes, Alarms and Detectors

- 4.16.1 A listed fire alarm and a fire detection system, approved by the Canadian Standards Association or Underwriters Laboratories of Canada, shall be provided and maintained in working condition by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons.
- 4.16.2 In addition to the provisions of Section 4.16.1 hereof, in every dwelling unit in a building, a listed smoke alarm approved by the Canadian Standards Assoc. or Underwriters Laboratories of Canada, or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed on each level and maintained in working condition by the owner between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred to shall be:
 - (a) equipped with visual or audio indications that they are in operating condition; and
 - (b) mounted on the ceiling a minimum of 100 mm (4 inches) from the wall or on a wall between 100 and 300 mm (4 to 12 inches) below the ceiling.
- 4.16.3 Buildings using a fire escape as a secondary means of egress shall have and

maintain the escape in good condition, free from obstructions and easily be reached through an openable window or door.

4.17 Egress

4.17.1 Every dwelling and each dwelling unit contained therein shall have a safe, continuous and unobstructed passage from the interior of the dwelling and the dwelling unit to the outside at street or grade level.

4.18 Natural Light

Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space for the admission of natural light.

4.19 Ventilation

4.19.1 Every habitable room in a dwelling unit, including kitchens, bathrooms or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air at least 0.3 square metres (3 square feet), or an approved system of mechanical ventilation that provides adequate air exchanges.

4.19.2 All systems of mechanical ventilation shall be maintained in good working order.

4.19.3 All enclosed areas including basements, cellars, crawl spaces and attics or roof spaces shall be adequately vented.

4.20 Disconnected Utilities

Owners of residential buildings or any person or persons acting on behalf of such owner shall not disconnect or cause to be disconnected any service or utility supplying heat, electricity, gas, refrigeration or water to any residential unit or building occupied by a tenant or lessee, except for such reasonable period of time as may be necessary for the purpose of repairing, replacing, or otherwise altering said service or utility and only by an agent of the appropriate utility.

4.21 Occupancy Standards

4.21.1 No person shall use or permit the use of a non-habitable room in a building for a habitable purpose.

4.21.2 Any basement or portion thereof, used as a dwelling unit shall conform to the following requirements:

- (a) each habitable room shall comply with all the requirements set out in this By-law;
- (b) floors and walls shall be constructed so as to be damp proof and impervious to water leakage;
- (c) each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code;
- (d) access to each habitable room shall be gained without passage through a service room; and
- (e) every basement and crawlspace shall be adequately drained and adequately ventilated to the outside air.

SECTION 5: NON-RESIDENTIAL STANDARDS

5.1 Yards

5.1.1 The yards of non-residential property shall be maintained to the standards as described in Sections 3.1, 3.2 and 3.3 of this By-law.

5.1.2 The warehousing or storage of material or operative equipment that is required for the continuing operation of the industrial or commercial aspect of the property shall be maintained in a neat and orderly fashion so as not to create a fire or accident hazard or any unsightly condition and shall provide unobstructed access for emergency vehicles.

5.2 Parking Areas and Driveways

The parking areas and driveways of non-residential property shall be maintained to the standards as described in Section 3.4 of this By-law.

5.3 Lighting

All non-residential establishments shall install and maintain sufficient windows, skylights, and/or lighting fixtures necessary for the safety of all persons attending the premises or as may be required by the *Occupational Health and Safety Act* for industrial and commercial properties. Lighting shall not be positioned so as to cause any impairment of use or enjoyment of neighboring properties.

5.4 Structures

All structures shall be maintained to the standards as described in Sections 3.5; 3.6; 3.7 and 3.8 of this By-law.

5.5 Garbage Disposal

A central refuse storage collection area must be provided and maintained with all refuse enclosed in a dumpster or in a location screened with growing trees, hedges, fences, walls or a combination thereof in such manner as approved by the Municipality.

SECTION 6: STANDARDS FOR VACATED LANDS AND BUILDINGS

6.1 Vacated Lands

Vacated land shall be maintained to the standards described in Section 3.1; 3.2; 3.3 and 3.4 of this By-law.

6.2 Vacated Buildings

6.2.1 Vacant buildings shall be kept cleared of all garbage, rubbish and debris and shall have water, electrical, heating services turned off except for those services that are required for the security and maintenance of the property.

6.2.2 The owner or agent of a vacant building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry may be obtained with at least 12.7 mm (0.5 inch) weatherproof sheet plywood securely fastened to the building and painted a colour compatible with the surrounding walls.

6.2.3 Vacated buildings shall be maintained to the standards described in Sections 3.5; 3.6; 3.7 and 3.8 of this By-law.

SECTION 7: ADMINISTRATION AND ENFORCEMENT

This section prescribes the procedure for the enforcement of the standards and shall be carried out according to the *Ontario Building Code Act R.S.O. 1992, c. 23, as amended*.

7.1 Application

This By-law shall apply to all property within the boundaries of the Corporation of the

Municipality of Calvin .

7.2 Property Standards Committee

A Property Standards Committee shall be established as set out in the attached Terms of Reference.

7.3 By-law Enforcement Officer

The Council shall, by By-law, appoint a Property Standards Officer who shall be responsible for the administration and enforcement of this By-law.

7.4 Non-Compliance

The owner of any property which does not conform to the standards as set out in this By-law shall repair and/or maintain said property to comply with the standards or the owners of the property shall clear all buildings, structures, debris or refuse and leave the property in good condition.

7.5 Notice of Violation

The notice shall be sent to the last known address of the owner and shall state:

- 7.5.1 That the property does not comply with the standards prescribed by this By-law and shall specify the standards with which the property does not comply.
- 7.5.2 That after a certain date to be specified in the notice of non-compliance by the Officer, the property will be subject to re-inspection at which time the Officer may issue an Order.
- 7.5.3 That the Officer may be contacted for the purpose of requesting information and advice or reporting what action is being or will be taken to effect compliance with this By-law.

7.6 Appeal of Notice

All appeals shall follow the process as set out in the attached Terms of Reference for the Property Standards Committee.

SECTION 8: ENFORCEMENT

8.1 Enforced on a Complaint Basis:

This By-law shall be enforced on a complaint basis and pursuant to the provisions of Section 15 of the *Ontario Building Code Act R.S.O. 1992, c. 23*, as amended

- 8.1.1 Each complaint must be in writing and shall be on the complaint form which is set out in "Schedule A" and shall provide
 - (a) the address of the non-compliant property
 - (b) the nature of the non-compliance and
 - (c) the name, address and phone number of the complainant.
- 8.1.2 Complainants shall be kept confidential.
The Complainant's name, address and phone number shall be kept confidential.
- 8.1.3 Exception to confidentiality of Complainant
Should the complainant be required as a witness in court it shall be necessary to reveal the complainant's name for the purpose of giving the defendant disclosure.

8.2 Power of Corporation to repair or demolish

If the owner or occupant of the property fails to repair or to demolish the property in accordance with an Order as confirmed or modified, the Municipality in addition to all other remedies:

- (a) shall have the right to repair, clean up or demolish the property accordingly and for this purpose with its servants and agents from time to time to enter in and upon the property;
- (b) shall not be liable to compensate such owner, occupant or any other person having an interest in the property by reason of anything done by or on behalf of the Municipality under the provisions of the Section: and
- (c) shall have a lien for any amount expended by or on behalf of the municipality under the authority of this Section together with interest thereon, upon the property in respect of which such amount was expended and the certificate of the Clerk of the Municipality as to such amount shall be final and such amount shall be deemed to be taxes and may be added to the Collector's Roll to be collected in the same manner as Municipal Realty Taxes. There shall be an administration fee.

SECTION 9: PENALTIES

Any person who contravenes any provisions of this By-law or any part thereof shall be guilty of an offence and, upon conviction, be liable to a penalty recoverable under the *Provincial Offences Act*.

SECTION 10: RECOVERY OF EXPENSE

In addition to any other remedy and to any other penalty imposed under this by By-law or under the *Ontario Building Code Act R.S.O. 1992, c. 23, as amended*, where any person is in default in doing any matter or thing directed or ordered to be done pursuant to this By-law, such matter or thing may be done by the Corporation at the expense of such person and the Corporation may recover the expense incurred in doing it by action, or the same may be recovered in like manner as municipal taxes. **There shall be an administration fee**

SECTION 11: CERTIFICATE OF COMPLIANCE

11.1 Issuance

Following the inspection of a property, the Officer may, or on the request of an owner, shall, issue to the owner a certificate of compliance if, in his opinion, the property is in compliance with the standards of this By-law.

11.2 Fees

Where a certificate of compliance referred to in Section 15 of the *Ontario Building Code Act.S.O. 1992, c. 23, as amended*, is issued at the request of the owner, the owner shall be Required to pay a fee to the Corporation of the Municipality of Calvin **as set out in the current tariff of fees by-law of the municipality.**

SECTION 12: OTHER REMEDIES PROTECTED

The imposition of a penalty under this By-law shall not be a bar to further prosecution under this By-law and shall not preclude any other proceeding or remedy against a person or a building, which does not conform to the standards of this By-law.

SECTION 13: VALIDITY

- 13.1** If an article of this By-law is for any reason held to be invalid, the remaining articles shall remain in effect until repealed.

13.2 If a provision of this By-law conflicts with a provision of another By-law of the Corporation the provision that established the higher standard to protect the health, safety and welfare of the occupants and of the general public shall prevail.

SECTION 14: ENACTMENT

This by-law shall come into full force and effect upon the final passing thereof.

READ A FIRST TIME THIS ____ OF _____ 2022.

.....
Mayor

.....
Clerk-Treasurer

READ A SECOND TIME THIS ____ OF _____ 2022.

.....
Mayor

.....
Clerk-Treasurer

READ A THIRD TIME AND FINALLY PASSED THIS ____ OF _____ 2022.

.....
Mayor

.....
Clerk-Treasurer

**SCHEDULE "A" to BY-LAW No. 2022-009
Property Standards By-Law**

COMPLAINT FORM

Municipality of Calvin

DATE _____

ADDRESS OF NON-COMPLIANT PROPERTY

NATURE OF NON-COMPLIANCE

COMPLAINANT INFORMATION

NAME _____

ADDRESS _____

PHONE NO: _____

CORPORATION OF THE MUNICIPALITY OF CALVIN

SCHEDULE “A” OF BY-LAW NO. 2022-009

INFORMAL NOTICE

Date

Owner’s Name and Address

Dear Sir/Madam:

RE: *Description and Location of
Property in Violation*

Be advised that on _____ an inspection of your property, as noted above, revealed certain violations of the Municipality’s Property Standards By-Law No.2022-009.

Schedule “A”, attached hereto, sets out the work required to remedy such violation and to bring the property into compliance with the By-Law.

Also be advised that the indicated By-Law gives authority for the issuance of a **Notice of Violation of Maintenance and Occupancy** pursuant to *Section 15 of the Ontario Building Code Act S.O. 1992, .c. 23 as amended*. However, it is hoped you will comply with this informal notice that the aforementioned procedural step will not be necessary.

A re-inspection of this property will take place on or about _____ to ascertain compliance. Should you require further information pertaining to this matter please feel free to contact the undersigned during normal business hours.

.....
Property Standards Officer
Telephone Number

CORPORATION OF THE MUNICIPALITY OF CALVIN

SCHEDULE "A" OF BY-LAW NO. 2022-009

**NOTICE OF VIOLATION OF
STANDARDS OF MAINTENANCE AND OCCUPANCY**

Section 15 of the Ontario Building Code Act S.O. 1992, c. 23 as amended.

Date

Owner's Name and Address

Dear Sir/Madam:

RE: Description and Location of
Property in Violation

TAKE NOTICE that on _____ an inspection of your property, as noted above, revealed that in some respect the property did not comply with the prescribed standards as set out in the Property Standards By-Law No. 2006-013.

ALSO TAKE NOTICE that **Schedule "A"**, attached hereto and which forms part of this **NOTICE OF VIOLATION** sets out the work required to remedy such violation(s) and to bring the property into compliance with the By-Law.

FURTHER BE ADVISED that you or your representative may appear before the Officer and make representations pertaining to the matter contained within this Notice on or before

A re-inspection of this property will take place on or about _____ to ascertain compliance. If at that time the noted violations have not been remedied and thereby obtaining compliance with By-Law, an Order or Orders may be made requiring that the property be repaired or that the site be cleared of all buildings, structures, debris or refuse and left in a graded or leveled condition.

.....
Property Standard Officer
Telephone Number

CORPORATION OF THE MUNICIPALITY OF CALVIN

SCHEDULE “A” OF BY-LAW NO. 2022-009

**ORDER TO REMEDY VIOLATION OF
STANDARDS OF MAINTENANCE AND OCCUPANCY**

Section 15 of the Ontario Building Code Act S. O. 1992, c. 23 as amended.

Date

Owner’s Name and Address

Dear Sir/Madam:

RE: Description and Location of
Property in Violation

WHEREAS on _____ you were served with a **NOTICE** that required you to remedy certain violations of standards of maintenance and occupancy at your property, described above.

AND WHEREAS you have failed to remedy the noted violation(s) as set out in **Schedule “A”**, attached hereto and which forms part of this **ORDER**.

THEREFORE, IT IS HEREBY ORDERED THAT the violation(s) as set out in Schedule “A” be remedied and the property brought into a condition of compliance with the prescribed standards as set out in the Property Standards By-Law No. 2022-009 on or before.

TAKE NOTICE that if such violations are not remedied within the time specified in this order, the municipality may correct such violations at the expense of the owner.

APPEAL TO PROPERTY STANDARDS COMMITTEE

*If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order may appeal to the committee by sending a **NOTICE OF APPEAL** by registered mail to the Secretary of the committee within fourteen days after service of the order, and, in the event that no appeal is taken, the order shall be deemed to have been confirmed.*

FINAL DATE FOR APPEAL:

.....
Property Standards Officer
Telephone Number

CORPORATION OF THE MUNICIPALITY OF CALVIN

SUBSTANDARD PROPERTY

Section 15 of the Ontario Building Code Act S.O. 1992, c. 23 as amended

NOTICE OF VIOLATION ORDER TO COMPLY

*Re: Description and Location of
Property in Violation*

THIS PROPERTY has been found NOT to be in conformity with the Standards of Maintenance and Occupancy established by this Municipality and as set out in the Property Standards By-Law 2022-009.

SCHEDULE “A”, attached hereto, sets out the work required to remedy such violation(s) and to bring the property into compliance with the By-Law.

BE ADVISED THAT THIS PROPERTY MUST BE MADE TO CONFORM WITH THE BY-LAW ON OR BEFORE THE DAY OF , 200 .

Further information may be obtained at the Property Standards Office located at
_____ Dated at this day of
,
200 .

NOTE: Any person who removes or defaces this Placard is liable to a penalty not to exceed \$500.00.

.....
Property Standards Officer
Telephone Number

NOTICE OF APPEAL
TO PROPERTY STANDARDS COMMITTEE

Section 15 of the Ontario Building Code Act S.O. 1992, c. 23 as amended.

Date

*To the Secretary
Property Standards Appeal Committee
Corporation of the Municipality of Calvin
1355 Peddlers Dr.
Mattawa,, ON
POH IVO*

Re: *Order to Remedy Violation of Standards of
Maintenance and Occupancy at:*

*Description and Location of
Property in Violation
Municipality of Calvin*

TAKE NOTICE of the appeal of the undersigned to the Property Standards Appeal Committee because of dissatisfaction with the above referenced order to remedy violation of standards of maintenance and occupancy served upon the undersigned on

Name (Owner or Agent) _____

Address _____

Telephone Number _____

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order may appeal to the committee by sending a NOTICE OF APPEAL by registered mail to the Secretary of the committee, within fourteen days after service of the order, and, in the event that no appeal is taken, the order shall be deemed to have been confirmed.
Section 15 of the Ontario Building Code Act S.O. 1992, c. 23 as amended.

.....
Signature of Owner or Authorized Agent

TERMS OF REFERENCES

To By-Law 2022-009

PROPERTY STANDARDS COMMITTEE

Established:

This Committee shall be established pursuant to section 15.6 of *the Ontario Building Code Act R.S.O. 1992, c. 23 as amended*.

The Property Standards Committee shall hear the Appeal of a Property Standards ORDER, given under the Municipality of Calvin Property Standards By-law, and have all the powers and functions of the Officer who made the ORDER.

Membership:

1. The Committee shall be composed of a minimum of at least three (3) persons and not more than five (5) members, as the Council deems advisable.
2. The Property Standards Committee shall hold Office during the term of Council of the Corporation of the Municipality of Calvin and shall have the powers and perform the duties of The Property Standards Committee for the Municipality as prescribed in Section 15.3 (3.1) *The Ontario Building Code Act ,R.S.O. 1992, c. 23*.
3. The committee, from its members, shall elect a chairperson, at a meeting, arranged by the secretary, shortly thereafter their appointment to said committee by council.
4. When the chairperson is absent through illness or otherwise, the committee may appoint another member to act as chairperson.
5. Two (2) members of the committee shall constitute a quorum if the committee consists of three persons and three (3) members of the committee shall constitute a quorum if the committee consists of four to five persons.
6. The Council of the Municipality of Calvin will appoint the staff member who will serve as the Secretary for the Committee. The Secretary shall not have voting powers.
7. The Committee members and Secretary will receive **\$50.00** for each Appeal heard.

Responsibility of the Committee Members:

Chairperson

1. The Chairperson shall insure oaths are administered.
2. The Chairperson is responsible to ensure that the corporation and the appellant are provided equal opportunity to give evidence in said Appeal.
3. The Chairperson shall ensure that the evidence is presented in accordance to procedures outlined in this document.
4. The Chairperson is responsible for the conduct of the meeting/appeals.

Secretary

1. The secretary of the Committee, upon receipt of the Notice of Appeal shall:
 - (a) determine the date, place and time of the hearing of the appeal which shall take place not less than seven (7) days and not more than thirty (30) days from the

date of receipt of the aforesaid notice; and

(b) give notice in writing of the date, place and time of the hearing to:

- (i) the appellant;
- (ii) the officer who issued the order, and
- (iii) any others as the Committee may consider advisable

2. The secretary of the Committee shall notify:

- (a) the appellant;
- (b) the officer who issued the order; and
- (c) any other person who appeared at the hearing of the appeal, of the decision, by causing a copy to be served personally or by registered mail.

Duties of the Committee:

1. A duty arises when an Officer issues an ORDER pursuant to section 15.2.2 or 15.7 of the *Ontario Building Code Act, 1992, c. 23*, and
2. When the owner or occupant upon whom an ORDER has been issued is not satisfied with the ORDER or the terms or conditions thereof, the owner or occupant may appeal to the Committee by sending a Notice of Appeal, by registered mail, to the Secretary of the Committee, within fourteen (14) days after service of the ORDER and, in the event that no appeal is taken, the Order shall be deemed to have been confirmed.
3. The Committee shall hold the hearing at the date, place and time set out in the notice and shall have all the powers and functions of an Officer.
4. The Committee shall hear all evidence from the Corporation of the Municipality of Calvin and the Appellant in accordance with the rules of evidence.

Procedure for an Appeal:

- The Committee will be given copies of the following:
 - Property Standards By-Law
 - Copy of the ORDER and Informal Notice (if applicable)

- The Corporation will present its evidence to the Committee first – witness testimony and documentary evidence
 - The chairperson prior to allowing any witness to give testimony will have the witness make OATH. The witness will take an oath swearing that he will tell the truth or he will affirm that he will tell the truth.
 - The appellant and the Committee will have the opportunity to question any Corporation witness, when the Corporation is finished with their line of questioning for that particular witness.(Cross examination)
 - The Corporation will have the opportunity to clarify any evidence brought out in cross-examination – meaning address the witness again by asking questions. (re-examination)
 - Once the Corporation has completed its evidence, the Appellant may present its evidence.
 - The parallel procedure applies as above.
 - Upon completion of the Appellant’s evidence the Corporation has the opportunity to give Reply Evidence. Meaning, if during the course of the defense, the appellant or witnesses have raised an issue not previously raised by the Corporation then as Reply Evidence the Corporation may call evidence on the point, which had not been previously raised.
 - Once the evidence for the appellant and the Corporation is completed, they will have the opportunity to summarize their evidence to persuade the Committee as to what conclusions he or she should draw from the evidence.
5. The Property Standards Committee may:
- a) confirm the ORDER;
 - b) modify or rescind the ORDER; or
 - c) extend the time for complying with the ORDER provided that the general intent and purpose of the By-law is maintained.
6. The Committee shall give its decision in writing within 10 working days.
7. The Corporation or any owner or occupant or person affected by the Committee’s decision may appeal to a judge of the Ontario Court (General Division) by notifying the clerk of the corporation in writing and by applying to the Ontario Court (General Division) for an appointment within 14 days after the sending of a copy of the decision.



MUNICIPALITY OF CALVIN

2022CT07 REPORT TO COUNCIL

REPORT DATE: **February 4, 2022**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Zoning By-Law – Response to Amendments to Current Draft Zoning By-Law**

RECOMMENDATION:

That Council acknowledge receipt of report 2022CT07 Zoning By-Law – Response to Amendments to current Draft Zoning By-Law, review, approve or not approve changes and finalize our new Zoning By-Law to be brought to Council for approval.

EXECUTIVE SUMMARY:

The Municipality has been working with Mr. Glenn Tunnock to update our Zoning By-Law to present a new version of the Zoning By-Law to Council since 2018. We are in the final stages of revising the Zoning By-Law and would like to have it completed and approved by Council within the first quarter of the year 2022.

FINANCIAL/STAFFING CONSIDERATIONS:

There has been and will be staff time associated with developing this new Zoning By-Law. There will also be the final charge from Mr. Glenn Tunnock for the development of this new Zoning By-Law.

BACKGROUND:

Staff has been working with Mr. Glenn Tunnock for the past number of years to update and develop a new Zoning By-Law that is relevant to today's standards and conditions. We have also been trying to clarify any references in the current version of the Zoning By-Law to make it more user friendly for both Staff and the Public.

ANALYSIS/RATIONALE FOR RECOMMENDATION:

Staff along with Mr. Glenn Tunnock have been reviewing the current Zoning By-Law to try to remove any conflicting information contained in the document as well as clarify any references that were ambiguous.

Questions from Staff to Mr. Tunnock:

1. Can you please also clarify when an environmental study needs to be done in an MX Zone? I.e. if there are already a number of houses in the area, does a study really need to be done? What is an environmental study? Who decides what

needs to be tested? We believe it would be good to have some clarity on this subject.

It has been requested of Mr. Glenn Tunnock to reference the portion of the appropriate Provincial Acts on where this information can be found.

2. There have also been some other issues that have come up that we would like to add to our ZBL. – We would like to add something in the LSR Zone that a road maintenance agreement or a contractors agreement for any maintenance to be completed on any seasonal road. We were thinking maybe in section 5.5 (Limited Service Rural) or Section 4 (General Provisions).

Please see attached response from Mr. Glenn Tunnock.

3. Regarding the requirement to have 10 ac of land to have one nutrient unit unless it is for agricultural use is ambiguous. If someone has a pig in their yard then it could be said it is for agricultural use. We would like to see a Tiered system in that the more land you have the more nutrient units you could have. An example was sent to you a while ago with some suggestions on how this could be set up. We think this would be a better approach. We feel that if this tiered system is put into place then the exemption would therefore no longer be required. See Sections 5.4.3.9 and 5.5.3.7.

Please see attached response from Mr. Glenn Tunnock and the Clerk-Treasurers response to his suggestions.

4. The question received from Councillor Cross regarding increasing the number of days someone could stay in a recreation vehicle.

Upon further reflection for this clause, increasing the timeframes for occupancy can be done but currently most of the surrounding municipalities are putting further restrictions on the use of RV's and Calvin would be expanding them. Consistency is important.

We also do not want to have issues with people living in RV's which is one of the reasons why there are these restrictions as well as sewage and sewage disposal concerns.

ALTERNATIVES FOR CONSIDERATION:

Council could request that the Zoning By-Law be brought to Council for approval as is.

NEXT STEPS:

Council to decide whether they would like to see the suggested amendments to the DRAFT Zoning By-Law and direct Staff convey this information to Mr. Glenn Tunnock accordingly and then move forward in finalizing the Zoning By-Law to be brought to Council for approval within the first quarter of 2022.

APPENDICES/SCHEDULES:

Email from Mr. Glenn Tunnock and response by Clerk-Treasurer to Mr. Tunnock's suggestions.

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer



MUNICIPALITY OF CALVIN

2022CT09 REPORT TO COUNCIL

REPORT DATE: **February 4, 2022**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Ontario Wholesale Energy**

RECOMMENDATION:

That Council acknowledge receipt of report 2022CT09 Ontario Wholesale Energy, review the reference responses and example contract and direct staff to proceed (or not) with moving forward with a contract with Ontario Wholesale Energy.

EXECUTIVE SUMMARY/BACKGROUND:

Ms. Jennifer Shainline from Ontario Wholesale Energy presented at the January 11, 2022 Council meeting on how her company could help us improve our Hydro rates by signing a contract with their company to have the same rate all day. There would be no changes in the rate based on time of day. In Report to Council 2022CT03, the estimated cost savings were provided to Council. Council requested that Staff obtain and contact references for Ontario Wholesale Energy and also obtain a sample contract for review.

FINANCIAL/STAFFING CONSIDERATIONS:

There has been and will be staff time associated with research into this potential contract but once it is in place (if that is what Council decides) then there will be no changes to the way in which staff processes the invoices.

ANALYSIS/RATIONALE FOR RECOMMENDATION:

There is the potential for the Municipality of Calvin to save on their Hydro One bills.

The following is the responses received from the references we were able to get ahold of:

Question 1: Are you happy with the service that Ontario Wholesale Energy is providing?

- “I was with them for the last 5 years and no issues, they definitely make the dollars and cents count. There were no fluctuations and I’ve just resigned another contract and the lady said that the bill amount will not go up even though the Hydro Rates are. Time will tell. I did both Gas & Electric, even for my home and business.”
- Yes
- “This was in place before I started here, however we just renewed our contract. We have no complaints and it’s definitely a savings”

Question 2: Have you had any issues? For example; Billing.

- “All the billing is the same there was no changes whatsoever. You pay and receive your bill the same way”
- No
- No
- “No Issues”

Question 3: Is it worth the fees that you are being charged?

- “Saving me a ton of money – I’ve got it at 3 of my buildings”
- “Believe so, yes”

Question 4: Were there any concerns in regards to the contract?

- “No concerns”
- No
- “No concerns”

With regards to the contract, our representative, Jennifer Shainline has verbally indicated that there are no fees to sign up nor are there any fees to cancel. We would just pay our bills as we normally would.

ALTERNATIVES FOR CONSIDERATION:

Council could not move forward with entering into this contract with Ontario Wholesale Energy

NEXT STEPS:

Council to determine if they would like to enter into a contract with Ontario Wholesale Energy.

APPENDICES/SCHEDULES:

Example Contract from Wholesale Energy

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer



Corporation of the Municipality of Calvin Council Resolution

Date: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: [Choose a name.](#)

Seconded By: [Choose a name.](#)

NOW THEREFORE BE IT RESOLVED THAT:

“Council would like to move forward with entering into a contract with Ontario Wholesale Energy for the supply of electricity for the Municipality of Calvin.”

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 Brooker	<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"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2022-010

BEING A BY-LAW TO PROVIDE FOR THE USE OF HERBICIDES AND PESTICIDES ON MUNICIPAL PROPERTY

WHEREAS Section 2 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that municipalities are created to be responsible and accountable governments for matters within their jurisdiction and are given powers and duties by statute for purposes which include fostering the current and future environmental well-being of the municipality;

AND WHEREAS Council has determined that the proposed regulation of herbicide and pesticide use on Municipal property by by-law will enhance and will not conflict with Ontario's Cosmetic Pesticides Ban Act;

NOW THEREFORE BE IT ENACTED as a By-law of this Corporation as follows:

1. There will be no use of herbicides or pesticides on Municipal property with limited exceptions (ie. Hydro One). Permission must be obtained from the Municipality BEFORE USE with these limited exceptions.
2. Staff is to refer any complaints regarding the use of herbicides and pesticides to the Ministry of the Environment's Public Information Centre: 1-800-565-4923 or 416-325-4000 pertaining to the Province of Ontario's Cosmetic Pesticides Ban Act.

Read a first time this 8th day of February, 2021.

Read a second time this 8th day of February, 2021.

Read a third time and finally passed in open council this ____ day of _____, 2021.

Mayor

Clerk-Treasurer

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-011

BEING A BY-LAW TO ADOPT A POLICY REGARDING THE PASSING OF THE ANNUAL BUDGET FOR THE MUNICIPALITY OF CALVIN.

WHEREAS per Section 290 (1) of the Municipal Act, 2001, S.O. 2001, c.25, a Municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the Municipality.

AND WHEREAS section 290 (1.1) for a year immediately following a year in which a regular election is held, a budget may only be adopted in the year to which the budget applies, meaning that during an election year the budget cannot be passed for the subsequent year.

AND WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy under Responsible and Flexible Government regarding the passing of the annual budget;

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

1. That the Policy regarding passing the annual budget, be hereto attached as Schedule "A".

And

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

READ A FIRST AND SECOND TIME THIS ____ day of _____, 2022.

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS _____ DAY OF _____, 2022.

MAYOR

CLERK- TREASURER



Municipality of Calvin Budget Policy

BACKGROUND

The Municipality of Calvin is committed to delivering a financially sustainable operating and capital budget for ratepayers', that is aligned with the Municipality's Strategic Plan, in a manner that is open and transparent to the public.

PURPOSE

The Budget Policy establishes the criteria for the budget preparation and for the budget deliberation process, within the specified timeframes for the general ratepayers' and the water and wastewater users' operating and capital budgets. This policy applies to all municipal departments and agencies, boards and commissions which are comprised in the consolidated financial reporting requirements.

The objective of this Policy is to ensure that budgets and financial reporting are prepared and delivered in accordance with the established guidelines and timeframes adopted by Council.

The Policy:

1. Links accountability with the responsibility for service delivery.
2. Provides the mechanisms to deal with exceptions from planned service delivery.
3. Outlines the means to give early warnings of budget deficits and surpluses and to identify opportunities to redirect allocated funding.

LEGISLATIVE FRAMEWORK

As per Section 290 (1) of the Municipal Act, a Municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the Municipality. As per Section 290 (1.1) for a year immediately following a year in which a regular election is held, a budget may only be adopted in the year to which the budget applies, meaning that during an election year the budget cannot be passed for the subsequent year.

DEFINITIONS

Annualized Costs: Costs which were approved in prior year's budget for a duration of less than twelve months that are converted for a costing representing a full year and be included in the Base Level Budget.

Base Level Budget: The starting budget level that includes the prior year's cost of providing all

services and goods approved in the prior year budget for all recurring services, with the costs adjusted to reflect annualized costs, inflation, price changes in accordance with agreements and capital impacts.

Budget Assumptions: The factors that have been used to calculate costs that are unknown at the time of budgeting. Examples of Budget Assumptions would include the basis for the cost-of-living increases, changes to utility costs, and limitations of expenditures such as annual professional development.

Capital Budget: An estimate of expenditures for capital costs as per the capitalization threshold indicated in the Tangible Capital Asset Policy.

Capital Impacts: The impact of changes to the operating budget of as a result of new capital projects. Those impacts must be costed out within the correct functional unit to include the adjusted costs from the capital projects.

Operating Budget: a budget that funds the day-to-day operations of the Municipality that includes expenses such as personnel, utilities, and municipal reserves.

Pre-Approved Costs: All costs which have been pre-approved by Council for the subsequent year that will be incorporated into the base level budget.

REQUIREMENTS

1. General Policy Requirements

The Treasurer will prepare the budget templates for all Departments and consolidate the draft budget. The budget will be defined by component and by department. The budget will be grouped by strategic objectives.

Submissions to Council from Department Heads must first be endorsed by the Municipal Administrator.

2. Budget Timeframe

Council commits to the next phase of implementation of the strategic plan in the spring of each year.

Staff prepare draft budgets by the end of **October** that year.

The draft budgets are submitted to Council with a report in mid-November. The Report to Council will include a tax impact analysis based on the staff recommended budget. Council will then either agree with the draft or give direction for adjustments or fine tuning.

All budgets shall be passed before the end of **December** of each year for the subsequent **fiscal year**. As stated under the legislative and administrative authorities, the budget during an election year can be prepared by December but it can only be adopted in the current year by the new term of Council.

To accommodate this schedule, the strategic priorities of Council must be defined no later than August of each year for the subsequent fiscal year.

Recognizing that the financial statements representing the actuals for the full year will not yet be finalized, staff will be responsible for providing forecasts of fourth quarter expenditures, to provide Council with a good understanding of the estimated annual costs for comparative purposes when reviewing the next year's budget.

Amendments to the budgets may be required if there are significant changes to key components of the budget, such as government funding amounts, or levies. These adjustments would need to be done before the final tax bills go out for the year.

3. Public Consultation

The Municipality will welcome ideas from the public throughout the month of **September** and host one (1) public input session.

The Municipality will permit written submissions to the Municipal Clerk and in person or electronic delegations not to exceed five minutes.

4. Operating Budget Preparation

The Municipal Administrator will meet with each department, starting in September, to begin the budgetary process. The Municipal Administrator will be responsible for verifying timing and costs.

The Department Head will work with the Municipal Administrator to identify any external funding sources that may be applicable.

Administration will present to Council a budget that is in compliance with the *Municipal Act, 2001*. The budget will contain adjustments to reflect inflationary pressures and strategic initiatives that would further adjust the budget requirement. It will also consider new or changed legislation and the ongoing costs associated with existing service levels.

Budget Assumptions: The Municipal Administrator will prepare the assumptions in conjunction with the Department Heads and provide a report to Council for approval.

- Revenues from property taxes would be calculated based upon the Preliminary Assessment Growth and Value Change Information from OPTA instead of the MPAC annual assessment roll that is not available until November of each year.
- The drinking water financial plan is used for the draft rate setting purposes.
- The Cost-of-Living adjustments is based upon the Statistics Canada Consumer Price Index (CPI) numbers for a specified time period. Staff will be utilizing annual **August** CPI as the base increase, based on all-items from Statistics Canada
- Levies from local Boards and external services (i.e. District Social Services Board (DSSAB), Health Unit, Cassellholme, and Conservation Authority) would be estimated each year, based on the average percentage increase in the last three (3) years, plus a cost of living increase.
- Other contracted services that vary from year to year based on costs incurred, would be

- estimated based on a calculation of historic costs plus an average percentage increase.
- Contingency amount will be \$40,000 to provide for the greater chance of unexpected adjustments.

New Service Levels: Department Heads shall identify new programs and/or service levels and provide estimated costs and justifications for the changes. These will be dealt with on an individual basis during budget deliberations. Together, the Municipal Administrator and the Department Heads shall evaluate each new program and/or service enhancement based on immediacy and need by considering each of these factors:

1. Legislative requirements including health and safety measures
2. Priorities identified within the Strategic Plan
3. Priorities identified within the Asset Management Plan as per lifecycle costing and risk assessment
4. Capital impacts
5. Growth adjustments
6. Cost savings, inherent efficiencies, and potential revenue generation

The Municipal Administrator and Department Heads shall review all program and/or service levels for potential cuts or rationalization, for final recommendation to Council.

Changes to Services Levels: Any changes of service levels must be completed before the end of August of each year. The changes must outline the benefits to the community and the costing of the proposed enhanced services. The changes to the service levels would be costed out separately from the base level budget. If the changes are approved by Council, they will be added to the base level budget. The Treasurer will track the changes to the service levels for budgetary purposes.

5. Amendments to Operating Budget

Amendments to the budget can be brought forward if the budget line estimate differs from the confirmed revenues or expenditures by 10% or above or below \$10,000. A report to Council will be brought forward by the Municipal Administrator of the recommendations to those changes and its funding sources.

A summary of budget changes to the approved amount, in accordance with the above, will be provided to Council with the quarterly variance report.

Exceptions to the above approvals will occur when Section 275 of the Municipal Act regarding Restricted Acts after nomination day is in effect. The upper limit for any approvals shall be as stated in the Act.

6. Capital Budget Preparation

Each Department shall prepare and submit annually to the Municipal Administrator their Capital Budget requests and 5-year forecasts on the forms and in the format prescribed by the Municipal Administrator.

Each Capital Budget and Forecast shall include:

- a) The responsible department
- b) The service or program within the department to which the project applies
- c) The year of initiation of the project
- d) The flexibility in the timing of the project (e.g. if there is a reason that it must go forward in a certain year due to legislated requirements, development or safety)
- e) An indication of whether the project is growth related and will have growth funding
- f) A project name which shall be consistent throughout all studies and municipal documents
- g) A brief description of the project which should identify the objectives of the project and describe how the objectives are achieved, including the need for the project
- h) The Strategic Plan objectives that the project is related to
- i) Whether the equipment is identified for replacement in that given year, in the twenty-year operations and fire equipment replacement plans
- j) An indication of the project priority ranking, following the ranking system in place
- k) Priority comment that provides the rationale for the assigned ranking
- l) A detailed estimate of each project's costs net of HST rebates, including a breakdown by year for multi-year projects
- m) The financing of each project, including any known information regarding grants/subsidies, direct developer contributions, external contributions or other (the Finance Department will complete the remaining financing breakdown).
- n) An identification of operating impacts/expenditures that result from the capital project, including any additional transfers to reserves required due to increased need for replacement of new equipment and/or new facility components that will be required in the future. At least one full year of operating costs/revenues will need to be estimated. Any savings due to upgrades should be identified.
- o) The capital project shall reference the priority within the asset management plan and provide asset attributes such as the condition of the asset, the risk assessment, and any other pertinent information to justify the rationale for the project.

The Municipal Administrator will recommend financing options, if necessary.

Until the capital budget has been approved by Council, no department will begin any capital project that was not authorized in prior years unless:

- a) Approval was granted by Council through a report outside of the budget process prepared by the Manager or Municipal Administrator requiring the expenditure; or
- b) An emergency occurs requiring capital repairs and the purchase was approved through the processes outlined in the Municipality's Procurement Policy.

7. Changes to Capital Budget

All changes to the capital budget will be summarized by project and will indicate the original budget amount and the revised budget amount for Council's approval.

8. Other Policies

The annual budget shall comply with other related policies which include the following:

- i) Asset Management Policy
- ii) Fees and Charges By-Law
- iii) Investment Policy
- iv) Procurement Policy

9. Financial and Statistical Reporting

The Municipal Administrator shall provide financial statements to Department Heads monthly, no later than the second Friday of the following month. The Municipal Administrator will review financial statements quarterly with all Departments and assist in analysis of accounts and preparing forecast changes to the budget, as required. A quarterly report will be presented to Council which highlights the variances and potential changes to the budget. Key Performance Indicators and statistical information will also be presented to Council at this time. The quarterly report shall also include any necessary recommendations from staff to alter the budget, as appropriate.

10. Final Approval

The intent is for the overall capital and operating budget for the general ratepayers' rates be approved by Council in December. The tax rates and levy By-law will be passed no later than the end of March, to account for discrepancies with Agencies, Boards and Commissions.

POLICY IMPLICATIONS

This Policy applies to all staff, boards, and agencies responsible for budget management or spending decisions that impact Municipal resources.

Council: Council adopts the annual changes to the strategic plan/term plans and adopts the budgets.

Municipal Administrator: The Municipal Administrator is accountable to Council for financial planning, spending, revenue generating and service delivery performance against their approved budgets, delivers the budget assumptions and presents the budget to Council.

Department Heads: The Department Heads are accountable to the Municipal Administrator and will prepare their budgets by no later than October of each year. They are also responsible for developing their quarterly financial and statistical reports.

Treasurer: The Treasurer is accountable for ensuring adherence to statutory and policy requirements governing use of funds and for budgeting reporting, as provided for in the *Municipal Act, 2001*, Section 286. The Municipal Administrator is also responsible for administering all necessary transfers between reserves and reserve funds and the operating fund in accordance with Council direction.

Other Staff: Department Heads will request assistance from other staff members to provide costing information on various projects and seek their input with their professional development needs.

REVIEW AND UPDATE

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



MUNICIPALITY OF CALVIN

2022CT10 REPORT TO COUNCIL

REPORT DATE: **February 4, 2022**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Property Taxes – Two (2) Years + in Arrears**

RECOMMENDATION:

That letters be issued in early 2022 to all property owners who are over two years in arrears on their property taxes as of February 1, 2022 allowing them ninety (90) days to:

1. Pay up their outstanding property taxes in full, or
2. Contact the Clerk-Treasurer within ninety (90) days to make written/signed arrangement to pay all outstanding taxes, plus and including any new taxes calculated as owing, within thirty-six (36) months from the date of the written and signed agreement, or
3. If payment has not been received and/or written and signed payment arrangements have not been made within the ninety (90) days and/or payments as have been agreed upon have lapsed since previously made, the Clerk-Treasurer is hereby authorized to then proceed with registering a tax arrears certificate against the property which would initiate tax sale proceedings.

EXECUTIVE SUMMARY/BACKGROUND:

Below is a current listing of the properties within the municipality whose property taxes currently stand in “distress” or will stand in “distress” as of February 1, 2022 at two (2) years and over in arrears.

Historically in Calvin, prior to registering a tax arrears certificate which would initiate the tax sale process, a notice letter has been sent to those property owners whose tax arrears are in such a state of “distress”, providing a set period of time and the options to; either pay up their outstanding taxes in full by a given date, or to contact the Clerk-Treasurer to make arrangements for a written and signed payment plan which will ensure paying off the outstanding taxes within a set period of time from the date of the arrangement.

The Clerk-Treasurer is seeking directive from Council as per the *Municipal Act 2001, c.25, s 373 (1)* which reads:

“Where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to that land.”

There are currently twenty-seven (27) such properties in this situation, with arrears totalling approximately \$145,041.02 as of February 1, 2022.

Roll Number	Arrears (at Feb 1/22)
4822 000 001 02600	2033.10
4822 000 001 02620	10864.96
4822 000 001 03800	5325.41
4822 000 001 03801	5039.64
4822 000 001 05500	2540.30
4822 000 001 05600	2343.16
4822 000 001 07600	22253.94
4822 000 001 09260	5679.99
4822 000 001 11400	450.02
4822 000 001 15000	1568.89
4822 000 001 15800	4555.24
4822 000 001 16800	1139.90
4822 000 001 19400	1499.60
4822 000 001 20200	8189.90
4822 000 001 20700	1936.45
4822 000 001 20800	2896.69
4822 000 001 21000	859.33
4822 000 001 22700	3937.06
4822 000 001 26205	2160.60
4822 000 001 26300	1768.84
4822 000 001 30016	3360.76
4822 000 001 30800	1432.08
4822 000 001 32500	26154.94
4822 000 001 39010	362.10
4822 000 001 44120	1954.38
4822 000 001 45701	13009.99
4822 000 001 46500	11723.75

FINANCIAL/STAFFING CONSIDERATIONS:

There has been and will be staff time associated with proceeding with collecting tax arrears for the Municipality of Calvin

ANALYSIS/RATIONALE FOR RECOMMENDATION:

Tax Arrears can affect the services provided by the Municipality.

ALTERNATIVES FOR CONSIDERATION:

Council could not move forward issuing letters. We have not issues any letters since 2019 due to the Covid 19 Pandemic.

NEXT STEPS:

Council to determine if they would like to proceed with the recommendation from the Clerk-Treasurer to issue the letters to those properties that are in tax arrears.

APPENDICES/SCHEDULES: None

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer



Corporation of the Municipality of Calvin Council Resolution

Date: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“That letters be issued in early 2022 to all property owners who are over two year in arrears on their property taxes as of February 1, 2022 allowing them ninety (90) days to: Pay up their outstanding property taxes in full, or Contact the Clerk-Treasurer within ninety (90) days to make written/signed arrangement to pay all outstanding taxes, plus and including any new taxes calculated as owing, within thirty-six (36) months from the date of the written and signed agreement, or If payment has not been received and/or written and signed payment arrangements have not been made within the ninety (90) days and/or payments as have been agreed upon have lapsed since previously made, the Clerk-Treasurer is hereby authorized to then proceed with registering a tax arrears certificate against the property which would initiate tax sale proceedings. ”

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 Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijm	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

THIS AGREEMENT made the 1st day of February, 2022

LANDFILL AGREEMENT

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF CALVIN
(herein after called "Calvin")

and

ALGONQUIN PROVINCIAL PARK ACCESS

Which includes Kioshkokwi Lake Access Point, Ministry of Natural Resources leaseholders on Kioshkokwi Lake and the Ontario Ranger Camp on Kioshkokwi Lake
(hereinafter called "the Park")

WHEREAS "Calvin" owns and operates a municipal landfill site within its municipal boundaries (herein after called "the landfill site")

AND WHEREAS "the Park", located in Algonquin Park, produces waste;

AND WHEREAS "the Park" has requested that "Calvin" accept its waste at the landfill site;

AND WHEREAS "waste" in this agreement means all garbage excluding recyclables and hazardous waste;

NOW THEREFORE in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt whereof is hereby acknowledged, "Calvin" and "the Park" agree as follows:

1. TERM

1.1 This Agreement shall be for a **three (3) year and three (3) month period commencing on the 1st day of January, 2022 and ending the 31st day of March, 2025.**

1.2 This Agreement shall not create any obligation on behalf of "Calvin" to renew or extend the term of this Agreement.

2. SERVICES

2.1 "Calvin" agrees to accept from "the Park" waste generated at "the Park" excluding recyclables.

- 2.2 “The Park” shall be responsible for the transportation of the waste to the landfill site as necessary during the term of this Agreement.
- 2.3 This agreement shall not create or be deemed to create any obligation on behalf of “Calvin” to accept waste beyond the term specified in paragraph 1.1.

3. OWNERSHIP AND LIABILITY OF THE WASTE

- 3.1 “The Park” agrees that it shall assume full responsibility and liability for the transportation of the waste to and from (where specific waste is not accepted) the landfill site. At all times during transportation, the waste shall be owned by “the Park”.
- 3.2 “The Park” agrees that it shall operate in full compliance with all required government approvals and that the waste transported from “the Park” and to the landfill site, shall be limited to that generated by “the Park”.
- 3.3 “The Park” agrees that all waste delivered to the landfill site will be domestic waste only and “Calvin” retains the right to deny any waste that is not domestic.
- 3.4 Calvin reserves the right to refuse a bin of waste from “the Park” for any excess contamination of recyclable material, tires, electronic waste or hazardous waste. These items are separate from normal waste as per existing programs.

4. AUTHORIZATIONS

- 4.1 “The Park” warrants, and it is a condition precedent to the obligations of “Calvin” under this Agreement, that it has all authorizations, including any required permits and certificates, to transport waste to the landfill site.
- 4.2 “Calvin” warrants that it has all authorizations including any required licenses, certificates of approval, permits and consents necessary to accept the waste at its landfill site.

5. PAYMENT FOR SERVICES

- 5.1 “The Park” agrees to pay “Calvin” the applicable posted landfill “tipping fees” for all waste transported and received at the landfill site. The tipping fee schedule is available for inspection at the landfill site and is subject to change.
- 5.2 “The Park” also agrees to pay “Calvin” the sum of **\$2,600 for 2022**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting January 1, 2022 and ending on March 31, 2023.
- 5.3 “The Park” also agrees to pay “Calvin” the sum of **\$2,650 for 2023**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting April 1, 2023 and ending on March 31, 2024.
- 5.4 “The Park” also agrees to pay “Calvin” the sum of **\$2,700 for 2024**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the

period starting April 1, 2024 and ending on March 31, 2025.

6 INDEMNITY

- 6.1 “The Park” shall indemnify and hold harmless “Calvin”, its officers, employees and agents from and against any and all claims, fines, penalties, liabilities, damages, losses or judgments, including costs and expenses against, or be charged to or recoverable from “Calvin” for any reason arising out of, or in any way connected with, the furnishings of the services under this Agreement except to the extent that they are due to negligence, fault, or willful act of “Calvin” or any of its officers, employees or agents.
- 6.2 Without limiting the generality of paragraph 6.1, “the Park” shall indemnify and hold harmless “Calvin”, its officers, employees, and agents from and against any and all claims, fines, penalties, liabilities, damages, losses and judgments, including costs and expenses against, or be charged to or recoverable from “Calvin” for any reason arising out of any injury sustained by “the Park’s” employees while attending the landfill site except to the extent that they are due to the negligence, fault, or willful act of “Calvin” or any of its officer, employees or agents.

7. TERMINATION ON DEFAULT

- 7.1 If either party is in default of any of its obligations under this Agreement and fails to correct or commence and diligently pursue correction of such default within ten (10) days after having received notice thereof the non-defaulting party shall, in addition to any other rights which it may have at law or equity with respect to such default, be entitled to terminate this Agreement without further notice.
- 7.2 Either party to this Agreement may at any time amend or terminate this Agreement upon 60 days’ written notice. The Municipality of Calvin may suspend services or any portion thereof at any stage by providing a notice in writing to “the Park”. Upon receipt of such written notice, it is agreed that the Municipality shall perform no further services other than those reasonably necessary to close out the services of this Agreement.

8. ASSIGNMENT

- 8.1 “The Park” may not assign any of its rights or obligations under this Agreement without prior written consent of “Calvin”.
- 8.2 This Agreement constitutes the entire Agreement between “the Park” and “Calvin” with respect to the subject matter hereof. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, expressed, implied or statutory, between the parties other than as expressly set forth in this Agreement.

9. AMENDMENTS AND WAIVERS

9.1 No amendment to the Agreement will be valid or binding unless it is in writing and duly executed by the parties hereto. No waiver of any breach of any provision of this Agreement will be effective or binding unless it is in writing and signed by the party purporting to give such waiver and, unless otherwise provided, will be limited to the specific breach waived.

10. FURTHER ASSURANCES

10.1 The Parties will, from time to time, execute and deliver all such further documents and instruments and do all acts and things as the other party may reasonably require to effectively carry out the provisions of this Agreement.

11. GOVERNING LAW

11.1 This agreement is governed by and will be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein.

12. NOTICES

12.1 Any notice or other communication which may be given by either of the parties to this Agreement to the other shall be deemed to have been given and received three (3) business days after such communication is mailed by registered mail addressed in the case of:

Kiosk Access, at:

Raymond Bastien (MNR); Kiosk Group Leader
6905 Highway 17 East
P.O.Box 460
Mattawa, Ontario
POH 1V0

“Calvin”, at:

Corporation of the Municipality of Calvin
1355 Peddlers Dr.
R.R. #2
Mattawa, Ontario
POH 1V0

Attention: Cindy Pigeau, Clerk - Treasurer

12.2 The parties may change the above addresses by notice in writing in the manner hereinbefore provided. Any notice or other communication may also be given by delivery at the above addresses and shall be deemed to have been given and received at the time of such delivery.

IN WITNESS WHEREOF each of the parties has duly executed this Agreement under the hands of its authorized signing officers.

For the
Corporation of the Municipality of
Calvin

Mayor

Witness

Clerk - Treasurer

Witness

For the
Algonquin Provincial Park Access

Authorized Signing Authority

Witness

Authorized Signing Authority

Witness

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2022-012

BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND THE ALGONQUIN PROVINCIAL PARK ACCESS (Landfill)

WHEREAS THE MUNICIPAL ACT S.O. 2001, c. 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to enter into an agreement with Algonquin Provincial Park Access for acceptance of waste generated at Algonquin Provincial Park Access at the Calvin Municipal Landfill Site.

NOW THEREFORE THE Council of the Municipality of Calvin ratifies the attached agreement as follows:

- 1) That the Mayor and the Clerk are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the “Agreement between the Corporation of the Municipality of Calvin and Algonquin Provincial Park Access” be hereto attached and form part and parcel of this by-law as Schedule “A”

This agreement shall be enacted and in effect upon the signing thereof.

READ A FIRST TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK

READ A SECOND TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2022-013

BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND SAMUEL de CHAMPLAIN PROVINCIAL PARK (Landfill)

WHEREAS THE MUNICIPAL ACT S.O. 2001, c. 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to enter into an agreement with Samuel de Champlain Provincial Park for acceptance of waste generated at Samuel de Champlain Provincial Park at the Calvin Municipal Landfill Site.

NOW THEREFORE THE Council of the Municipality of Calvin ratifies the attached agreement as follows:

- 1) That the Mayor and the Clerk are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the “Agreement between the Corporation of the Municipality of Calvin and Samuel de Champlain Provincial Park” be hereto attached and form part and parcel of this by-law as Schedule “A”

This agreement shall be enacted and in effect upon the signing thereof.

READ A FIRST TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK

READ A SECOND TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

THIS AGREEMENT made the 1st day of February, 2022

LANDFILL AGREEMENT

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF CALVIN
(herein after called "Calvin")

and

SAMUEL de CHAMPLAIN PROVINCIAL PARK
(hereinafter called "the Park")

WHEREAS "Calvin" owns and operates a municipal landfill site within its municipal boundaries (herein after called "the landfill site")

AND WHEREAS "the Park", located in the Samuel de Champlain Provincial Park, produces waste;

AND WHEREAS "the Park" has requested that "Calvin" accept its waste at the landfill site;

AND WHEREAS "waste" in this agreement means all garbage excluding recyclables and hazardous waste;

NOW THEREFORE in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt whereof is hereby acknowledged, "Calvin" and "the Park" agree as follows:

1. TERM

1.1 This Agreement shall be for a **three (3) year period commencing on the 1st day of April, 2022 and ending the 31st day of March, 2025.**

1.2 This Agreement shall not create any obligation on behalf of "Calvin" to renew or extend the term of this Agreement.

2. SERVICES

2.1 "Calvin" agrees to accept from "the Park" waste generated at "the Park" excluding recyclables.

- 2.2 “The Park” shall be responsible for the transportation of the waste to the landfill site as necessary during the term of this Agreement.
- 2.3 This agreement shall not create or be deemed to create any obligation on behalf of “Calvin” to accept waste beyond the term specified in paragraph 1.1.

3. OWNERSHIP AND LIABILITY OF THE WASTE

- 3.1 “The Park” agrees that it shall assume full responsibility and liability for the transportation of the waste to and from (where specific waste is not accepted) the landfill site. At all times during transportation, the waste shall be owned by “the Park”.
- 3.2 “The Park” agrees that it shall operate in full compliance with all required government approvals and that the waste transported from “the Park” and to the landfill site, shall be limited to that generated by “the Park”.
- 3.3 “The Park” agrees that all waste delivered to the landfill site will be domestic waste only and “Calvin” retains the right to deny any waste that is not domestic.
- 3.4 Calvin reserves the right to refuse a bin of waste from “the Park” for any excess contamination of recyclable material, tires, electronic waste or hazardous waste. These items are separate from normal waste as per existing programs.

4. AUTHORIZATIONS

- 4.1 “The Park” warrants, and it is a condition precedent to the obligations of “Calvin” under this Agreement, that it has all authorizations, including any required permits and certificates, to transport waste to the landfill site.
- 4.2 “Calvin” warrants that it has all authorizations including any required licenses, certificates of approval, permits and consents necessary to accept the waste at its landfill site.

5. PAYMENT FOR SERVICES

- 5.1 “The Park” agrees to pay “Calvin” the applicable posted landfill “tipping fees” for all waste transported and received at the landfill site. The tipping fee schedule is available for inspection at the landfill site and is subject to change.
- 5.2 “The Park” also agrees to pay “Calvin” the sum of **\$2,600 for 2022**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting April 1, 2022 and ending on March 31, 2023.
- 5.3 “The Park” also agrees to pay “Calvin” the sum of **\$2,650 for 2023**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting April 1, 2023 and ending on March 31, 2024.
- 5.4 “The Park” also agrees to pay “Calvin” the sum of **\$2,700 for 2024**, per annum in

addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting April 1, 2024 and ending on March 31, 2025.

6. INDEMNITY

- 6.1 “The Park” shall indemnify and hold harmless “Calvin”, its officers, employees and agents from and against any and all claims, fines, penalties, liabilities, damages, losses or judgments, including costs and expenses against, or be charged to or recoverable from “Calvin” for any reason arising out of, or in any way connected with, the furnishings of the services under this Agreement except to the extent that they are due to negligence, fault, or willful act of “Calvin” or any of its officers, employees or agents.
- 6.2 Without limiting the generality of paragraph 6.1, “the Park” shall indemnify and hold harmless “Calvin”, its officers, employees, and agents from and against any and all claims, fines, penalties, liabilities, damages, losses and judgments, including costs and expenses against, or be charged to or recoverable from “Calvin” for any reason arising out of any injury sustained by “the Park’s” employees while attending the landfill site except to the extent that they are due to the negligence, fault, or willful act of “Calvin” or any of its officer, employees or agents.

7. TERMINATION ON DEFAULT

- 7.1 If either party is in default of any of its obligations under this Agreement and fails to correct or commence and diligently pursue correction of such default within ten (10) days after having received notice thereof the non-defaulting party shall, in addition to any other rights which it may have at law or equity with respect to such default, be entitled to terminate this Agreement without further notice.
- 7.2 Either party to this Agreement may at any time amend or terminate this Agreement upon 60 days’ written notice. The Municipality of Calvin may suspend services or any portion thereof at any stage by providing a notice in writing to “the Park”. Upon receipt of such written notice, it is agreed that the Municipality shall perform no further services other than those reasonably necessary to close out the services of this Agreement.

8. ASSIGNMENT

- 8.1 “The Park” may not assign any of its rights or obligations under this Agreement without prior written consent of “Calvin”.
- 8.2 This Agreement constitutes the entire Agreement between “the Park” and “Calvin” with respect to the subject matter hereof. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, expressed, implied or statutory, between the parties other than as expressly set forth in this Agreement.

9. AMENDMENTS AND WAIVERS

9.1 No amendment to the Agreement will be valid or binding unless it is in writing and duly executed by the parties hereto. No waiver of any breach of any provision of this Agreement will be effective or binding unless it is in writing and signed by the party purporting to give such waiver and, unless otherwise provided, will be limited to the specific breach waived.

10. FURTHER ASSURANCES

10.1 The Parties will, from time to time, execute and deliver all such further documents and instruments and do all acts and things as the other party may reasonably require to effectively carry out the provisions of this Agreement.

11. GOVERNING LAW

11.1 This agreement is governed by and will be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein.

12. NOTICES

12.1 Any notice or other communication which may be given by either of the parties to this Agreement to the other shall be deemed to have been given and received three (3) business days after such communication is mailed by registered mail addressed in the case of:

The Park, at:

Ontario Parks – Mattawa-Ottawa River Valley
P.O. Box 147
6905 Highway #17 East
Mattawa, Ontario
POH 1V0

Attention: Tracey Snarr, Park Superintendent

“Calvin”, at:

Corporation of the Municipality of Calvin
1355 Peddlers Dr.
R.R. #2
Mattawa, Ontario
POH 1V0

Attention: Cindy Pigeau, Clerk - Treasurer

12.2 The parties may change the above addresses by notice in writing in the manner hereinbefore provided. Any notice or other communication may also be given by delivery at the above addresses and shall be deemed to have been given and received at the time of such delivery.

IN WITNESS WHEREOF each of the parties has duly executed this Agreement under the hands of its authorized signing officers.

For the
Corporation of the Municipality of
Calvin

For the
Samuel de Champlain Provincial Park

Mayor

Authorized Signing Authority

Witness

Witness

Clerk - Treasurer

Authorized Signing Authority

Witness

Witness

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2022-014

BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND THE CANADIAN ECOLOGY CENTRE (Landfill)

WHEREAS THE MUNICIPAL ACT S.O. 2001, c. 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to enter into an agreement with The Canadian Ecology Centre for acceptance of waste generated at The Canadian Ecology Centre at the Calvin Municipal Landfill Site.

NOW THEREFORE BE IT RESOLVED THAT THE Council of the Municipality of Calvin ratifies the attached agreement as follows:

- 1) That the Mayor and the Clerk are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the “Agreement between the Corporation of the Municipality of Calvin and The Canadian Ecology Centre” be hereto attached and form part and parcel of this by-law as Schedule “A”

This agreement shall be enacted and in effect upon the signing thereof.

READ A FIRST TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK

READ A SECOND TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

THIS AGREEMENT made the 1st day of February, 2022

LANDFILL AGREEMENT

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF CALVIN
(herein after called "Calvin")

and

THE CANADIAN ECOLOGY CENTRE
(herein after called "the Centre")

WHEREAS "Calvin" owns and operates a municipal landfill site within its municipal boundaries (herein after called "the landfill site")

AND WHEREAS "the Centre", located in the Samuel de Champlain Provincial Park, produces waste;

AND WHEREAS "the Centre" has requested that "Calvin" accept its waste at the landfill site;

AND WHEREAS "waste" in this agreement means all garbage excluding recyclables and hazardous waste;

NOW THEREFORE in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt whereof is hereby acknowledged, "Calvin" and "the Centre" agree as follows:

1. TERM

1.1 This Agreement shall be for a **three (3) year period commencing on the 1st day of April, 2022 and ending the 31st day of March, 2025.**

1.2 This Agreement shall not create any obligation on behalf of "Calvin" to renew or extend the term of this Agreement.

2. SERVICES

2.1 "Calvin" agrees to accept from "the Centre" waste generated at "the Centre" excluding recyclables.

- 2.2 “The Centre” shall be responsible for the transportation of the waste to the landfill site as necessary during the term of this Agreement.
- 2.3 This agreement shall not create or be deemed to create any obligation on behalf of “Calvin” to accept waste beyond the term specified in paragraph 1.1.

3. OWNERSHIP AND LIABILITY OF THE WASTE

- 3.1 “The Centre” agrees that it shall assume full responsibility and liability for the transportation of the waste to and from (where specific waste is not accepted) the landfill site. At all times during transportation, the waste shall be owned by “the Centre”.
- 3.2 “The Centre” agrees that it shall operate in full compliance with all required government approvals and that the waste transported from “the Centre” and to the landfill site, shall be limited to that generated by “the Centre”.
- 3.3 “The Centre” agrees that all waste delivered to the landfill site will be domestic waste only and “Calvin” retains the right to deny any waste that is not domestic.
- 3.4 Calvin reserves the right to refuse a bin of waste from “the Center” for any excess contamination of recyclable material, tires, electronic waste or hazardous waste. These items are separate from normal waste as per existing programs.

4. AUTHORIZATIONS

- 4.1 “The Centre” warrants, and it is a condition precedent to the obligations of “Calvin” under this Agreement, that it has all authorizations, including any required permits and certificates, to transport waste to the landfill site.
- 4.2 “Calvin” warrants that it has all authorizations including any required licenses, certificates of approval, permits and consents necessary to accept the waste at its landfill site.

5. PAYMENT FOR SERVICES

- 5.1 “The Centre” agrees to pay “Calvin” the applicable posted landfill “tipping fees” for all waste transported and received at the landfill site. The tipping fee schedule is available for inspection at the landfill site and is subject to change.
- 5.2 “The Centre” also agrees to pay “Calvin” the sum of **\$2,600 for 2022**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting April 1, 2022 and ending on March 31, 2023.
- 5.3 “The Centre” also agrees to pay “Calvin” the sum of **\$2,650 for 2023**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for the period starting April 1, 2023 and ending on March 31, 2024.
- 5.4 “The Centre” also agrees to pay “Calvin” the sum of **\$2,700 for 2024**, per annum in addition to the tipping fees, invoiced annually by “Calvin” and beginning for

the period starting April 1, 2024 and ending on March 31, 2025.

6 INDEMNITY

- 6.1 “The Centre” shall indemnify and hold harmless “Calvin”, its officers, employees and agents from and against any and all claims, fines, penalties, liabilities, damages, losses or judgments, including costs and expenses against, or be charged to or recoverable from “Calvin” for any reason arising out of, or in any way connected with, the furnishings of the services under this Agreement except to the extent that they are due to negligence, fault, or willful act of “Calvin” or any of its officers, employees or agents.
- 6.2 Without limiting the generality of paragraph 6.1, “the Centre” shall indemnify and hold harmless “Calvin”, its officers, employees, and agents from and against any and all claims, fines, penalties, liabilities, damages, losses and judgments, including costs and expenses against, or be charged to or recoverable from “Calvin” for any reason arising out of any injury sustained by “the Centre’s” employees while attending the landfill site except to the extent that they are due to the negligence, fault, or willful act of “Calvin” or any of its officer, employees or agents.

7. TERMINATION ON DEFAULT

- 7.1 If either party is in default of any of its obligations under this Agreement and fails to correct or commence and diligently pursue correction of such default within ten (10) days after having received notice thereof the non-defaulting party shall, in addition to any other rights which it may have at law or equity with respect to such default, be entitled to terminate this Agreement without further notice.
- 7.2 Either party to this Agreement may at any time amend or terminate this Agreement upon 60 days’ written notice. The Municipality of Calvin may suspend services or any portion thereof at any stage by providing a notice in writing to “the Centre”. Upon receipt of such written notice, it is agreed that the Municipality shall perform no further services other than those reasonably necessary to close out the services of this Agreement.

8. ASSIGNMENT

- 8.1 “The Centre” may not assign any of its rights or obligations under this Agreement without prior written consent of “Calvin”.
- 8.2 This Agreement constitutes the entire Agreement between “the Centre” and “Calvin” with respect to the subject matter hereof. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, expressed, implied or statutory, between the parties other than as expressly set forth in this Agreement.

9. AMENDMENTS AND WAIVERS

9.1 No amendment to the Agreement will be valid or binding unless it is in writing and duly executed by the parties hereto. No waiver of any breach of any provision of this Agreement will be effective or binding unless it is in writing and signed by the party purporting to give such waiver and, unless otherwise provided, will be limited to the specific breach waived.

10. FURTHER ASSURANCES

10.1 The Parties will, from time to time, execute and deliver all such further documents and instruments and do all acts and things as the other party may reasonably require to effectively carry out the provisions of this Agreement.

11. GOVERNING LAW

11.1 This agreement is governed by and will be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein.

12. NOTICES

12.1 Any notice or other communication which may be given by either of the parties to this Agreement to the other shall be deemed to have been given and received three (3) business days after such communication is mailed by registered mail addressed in the case of:

“The Centre”, at:

The Canadian Ecology Centre
P.O. Box 430, Hwy 17 West
Mattawa, Ontario
POH 1V0

Attention: Bill Steer

“Calvin”, at:

Corporation of the Municipality of Calvin
1355 Peddlers Dr.
R.R. #2
Mattawa, Ontario
POH 1V0

Attention: Cindy Pigeau, Clerk - Treasurer

12.2 The parties may change the above addresses by notice in writing in the manner hereinbefore provided. Any notice or other communication may also be given by delivery at the above addresses and shall be deemed to have been given and received at the time of such delivery.

IN WITNESS WHEREOF each of the parties has duly executed this Agreement under the hands of its authorized signing officers.

For the
Corporation of the Municipality of
Calvin

For the
Canadian Ecology Centre

Mayor

General Manager

Witness

Witness

Clerk - Treasurer

Authorized Signing Authority

Witness

Witness



Corporation of the Municipality of Calvin Council Resolution

Date: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: [Choose a name.](#)

Seconded By: [Choose a name.](#)

“WHEREAS Council acknowledges the following bids were received for the Response to Proposal CAL-INS-2022 for Municipal Insurance:

1. MIS Municipal Insurance Services \$39,303.00 (HST Included)
2. Aon Reed Stenhouse Inc. \$0.00

A response was not received from the third vendor that the Request for Proposal was sent out to.

AND WHEREAS the Clerk-Treasurer recommends that we accept the response provided MIS Municipal Insurance Services for our Municipal Insurance. The response provided by Aon Reed Stenhouse was that they did not have enough time to prepare a response.

AND WHEREAS the Municipality of Calvin has been a client of MIS Municipal Insurance Services for over 15 years with response times for requests for service being excellent.

NOW THEREFORE BE IT RESOLVED that Council authorizes the Clerk-Treasurer to proceed with moving forward with awarding the contract for the Municipality of Calvin’s Municipal Insurance to MIS Municipal Insurance Services.

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 Brooker	<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"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2022-015

BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND THE TOWNSHIP OF BONFIELD

WHEREAS THE MUNICIPAL ACT S.O. 2001, c. 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to enter into an agreement with the Township of Bonfield for shared services of Calvin’s Wildlife Damage Compensation Investigators for services rendered in the Township of Bonfield.

NOW THEREFORE BE IT RESOLVED THAT THE Council of the Municipality of Calvin ratifies the attached agreement as follows:

- 1) That the Mayor and the Clerk are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the “Agreement between the Corporation of the Municipality of Calvin and The Township of Bonfield” be hereto attached and form part and parcel of this by-law as Schedule “A”.

This agreement shall be enacted and in effect upon the signing thereof.

READ A FIRST TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK

READ A SECOND TIME THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS ____ DAY OF _____, 2022.

MAYOR

CLERK-TREASURER



AGREEMENT

CORPORATION OF THE TOWNSHIP OF BONFIELD AND CORPORATION OF THE MUNICIPALITY OF CALVIN

THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND THE CORPORATION OF THE TOWNSHIP OF BONFIELD AGREE AS FOLLOWS:

1. This agreement is for the period of April 1, 2022 to March 31, 2023.
2. The hours and expenditures compiled by Calvin's Wildlife Damage Compensation Investigators while responding to calls within the Township of Bonfield will be invoiced to the Township of Bonfield at a rate of \$30.00 per hour inclusive of wages and benefits, plus a mileage rate of .50/km for all required travel from the Investigators home and return to their home, plus any other necessary expenditures incurred by the Investigators in carrying out their required duties.
3. Either Council may terminate or amend this agreement upon 30 days written notice.
4. Should this agreement be terminated, the Township of Bonfield shall pay to the Municipality of Calvin all outstanding costs up to the date of termination.

This agreement constitutes the entire agreement between the Corporation of the Township of Bonfield and the Corporation of the Municipality of Calvin.

Date: _____

Mayor

Clerk

Date: _____

Mayor

CAO



Corporation of the Municipality of Calvin Council Resolution

Date: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: [Choose a name.](#)

Seconded By: [Choose a name.](#)

“WHEREAS applications for Consent No. 2022-02 and 2022-03 in the name of Meindersma-Missaghi have been filed with the East Nipissing Planning Board on land know as Concession 06 Lot 11, Municipality of Calvin along Suzannes Rd, to sever two (2) 20 acres lots (application 2022-02 and 2022-03, respectively) from the 100 acres of Con 6 lot 11 and retain approximately 60 acres in the Municipality of Calvin, where Suzannes Road is a year round maintained road; 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 lots and right of way shall be provided to the municipality, in both digital format and hard copy, and;
3. That the 5% Cash In Lieu shall apply to the two (2) newly created lots and is payable in full to the municipality as a requirement of consent.”

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 Brooker	<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"/>

EAST NIPISSING PLANNING BOARD
CONSENT TO SEVER APPLICATION FORM
 FOR APPLYING FOR CONSENT TO SEVER UNDER SECTION 53 OF THE PLANNING ACT

CONCURRENT APPLICATIONS FILED Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees. <input type="checkbox"/> Consent <input type="checkbox"/> Right-of-way <input type="checkbox"/> Easement	OFFICE USE ONLY Date Stamp - Date Received FOR REFERENCE PURPOSES
--	--

NOTE TO APPLICANT: The municipality will refuse to accept this application as complete until all required supporting information or material is received and the application fee is paid.

REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:

<input type="checkbox"/>	The completed application form.
<input type="checkbox"/>	2 copies of sketch/plan, in metric units, showing all EXISTING and PROPOSED building(s) and structure(s) on subject lands. Sketch/plan must include the following: <ul style="list-style-type: none"> ○ The location and dimensions of all existing and proposed buildings and structures on the land intended to be severed and the land intended to be retained [including location of sewage disposal system(s) and well(s)] ○ 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 bridge or railway crossing; ○ 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 of all land previously severed from the parcel originally acquired by the current owner of the subject land; ○ The approximate location of all natural and artificial features (<i>for example, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks</i>) that: <ul style="list-style-type: none"> ➢ Are located on the subject and adjacent lands; and ➢ In the applicant's opinion, may affect the application; ○ The current uses of the land that is adjacent to the subject land (<i>for example, residential, agricultural or commercial</i>); ○ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled 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 docking facilities to be used; ○ The location and nature of any easement or restrictive covenant affecting the subject land.
<input type="checkbox"/>	Application Fee(s) made payable to the East Nipissing Planning Board.
<input type="checkbox"/>	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 5 (item 14), if the Owner is not filing the application.
<input type="checkbox"/>	Other information identified at the pre-consultation meeting or by the East Nipissing Planning Board.
PLEASE LIST ANY REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply one copy of each)	

This application package must be submitted to the Secretary-Treasurer of the East Nipissing Planning Board,
 PO BOX 31 Mattawa, ON P0H 1V0
 east.nipissing.planning.board@gmail.com

Instructions for Consent Application

Background Information: The East Nipissing Planning Board processes the applications for consents for the Townships of Calvin, Mattawan and Papineau-Cameron. The completed application includes the completed application, the required sketch and processing fee. A consent is required for the creation of a new lot, a lot addition, a right-of-way and/or easement. It is suggested that applicant pre-consult with the North Bay-Mattawa Conservation Authority and/or Ministry of Transportation should the application require prior information to submission that would be helpful and prevent delays. You can also do a one-time pre-consult with the Board or Secretary to ensure that your application would meet compliance.

Step 1: Obtain a copy of the application from your local municipality, their website or have a copy emailed to you. The Board requires the (1) original signed copy plus six(6) copies. Keep a copy for yourself. **Do not sign** until you are in front of a commissioner to verify your signature.

Step 2: Upon submission of the completed application, the Board will accept and circulate to the required agencies, that being the North Bay-Mattawa Conservation Authority, the local township, Ministry of Transportation (if located on the controlled access highway) and the neighbours within 200 feet or 60 metres.

Step 3: The Board will set the date for the next meeting to deliberate on the responses received and set provisional conditions. There is an appeal period of twenty (20) days for any objections to be received. Appeals are made to the attention of the Chair of the East Nipissing Planning Board and must be on the required forms as provided on the website of the Local Planning Appeal Tribunal (LPAT), <http://www.elto.gov.on.ca> and must include the prescribe processing fee. The provisional conditions shall set out the conditions of approval that the applicant is required to completed within one (1) year. No notice shall be given at the end of one (1) year. If the conditions are not fulfilled within one year, the Notice of Decision is null and void, in accordance with the Planning act.

Step 4: The applicant will then get a surveyor to complete and submit a survey, which must match up to the application and have a lawyer register the new lot. The Board will issue a Certificate of Consent approval to enable registration. The lawyer will complete the registration process by working with the Planning Board to verify that the conditions have been met and the certificate issued for the registration of the new lot.

Contacts: website: papineaucameron.ca 705 744-5610 website: calvintownship.ca 705 744 -2700

~~mailto:admin@papineaucameron.ca~~ 705 744-5688

admin@papineaucameron.ca

APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

1.0 APPLICANT INFORMATION

Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.

1.1 Name of Owner(s). An owner's authorization is required in Section 8, if the applicant is not the owner.

Name of Owner Jason Lambert/Meindersma & Parshin Missaghi	Home Telephone No. N/A	Business Telephone No. N/A
Address 332 Station St. Smithville ON	Postal Code L0R 2A0	Fax No. N/A
Email Parshin.missaghi@gmail.com		Cell No. 905 741 0839

1.2 Agent/Solicitor/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. See Section 8) N/A

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.

1.3 Indicate to whom correspondence is to be sent (check one please)

- Owner Authorized Agent Solicitor

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)

2.1 Municipal Address (mailing address) Lot 11 Con. 6 Calvin Ontario POHIVO	Postal Code POHIVO
Concession Number(s) 6	Lot Number(s) 11
Registered Plan No. N/A	Lot(s)/Block(s) N/A
Reference Plan No. N/A	Part Number(s) N/A
Parcel Number(s) PCL-11839	Former Township: N/A
Assessment Roll No. 482 200 000 1236 00	

3.0 PURPOSE OF APPLICATION

3.1 Type and Purpose of the proposed transaction (check appropriate space):

- Creation of a new lot
- Addition to a lot
- Right-of-way
- Easement
- Other purpose (please specify)

3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed: *NA*

3.3 If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):
NA

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Lands to be Severed

Frontage(m): *Approximately 675'*

Depth (m): *Approximately 1318'*

Area (hec/acre): *20 acres*

Existing Use:

Proposed Use:

Existing Buildings/Structures:

Proposed Buildings/Structures:

4.2 Lands to be Retained

Frontage(m): *Approximately 2012'*

Depth (m): *Approximately 1318'*

Area (hec/acre): *60 Acres*

Existing Use:

Proposed Use:

Existing Buildings/Structures:

Proposed Buildings/Structures:

4.3 Are there any easements or restrictive covenants affecting the subject lands? Yes No
 If yes, please describe the easement or covenant and its effect.

4.4 Type of Access (Check appropriate box and state road name):

Severed	Retained	
<input type="checkbox"/>	<input type="checkbox"/>	Provincial Highway (#):
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Municipal Road, Maintained Year Round: (Suzzone Rd & Donald Rd)
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Road, Seasonally Maintained:
<input type="checkbox"/>	<input type="checkbox"/>	County/District Road (#):
<input type="checkbox"/>	<input type="checkbox"/>	Private Road:
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way:
<input type="checkbox"/>	<input type="checkbox"/>	Water Access:

4.5 If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? Yes No
 An application for an entrance permit was submitted on Sep 20, 2021
 If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.

4.6 If located on water: *N/A*

a) What is the name of the water body?

b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private

4.7 Water Supply for Retained land shall be provided by:

<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):

4.8 Water Supply for Severed Parcel(s) shall be provided by:

<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):

4.9 Sewage Disposal for Retained land shall be provided by:

<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.

Title and date of servicing options report and/or hydrogeological report:

4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:

<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.

Title and date of servicing options report and/or hydrogeological report:

4.11 Storm Drainage (Indicate the proposed storm drainage system)

<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	Ditches
<input type="checkbox"/>	Swales	<input type="checkbox"/>	Other (please state)

4.12 Other Services (Check if the service is available)

<input type="checkbox"/>	Electricity	<input type="checkbox"/>	School Bussing
<input type="checkbox"/>	Garbage Collection		

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND

5.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes No Unknown

If Yes and if known, provide below, the application file number and the decision made on the application.

5.2 Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes No Unknown

If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.

Date of transfer:

Name of Transferee:

Land use of parcel:

5.3 Has any land been severed from the parcel by the prior owner(s)? Yes No Unknown

If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware:

5.4 Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)? Yes No

If yes, prior owner should be noted in 5.3 above.

5.5 Current Zoning (Specify zone symbol): *Rural*

5.6 Current Official Plan Land Use Designation: *Rural*

5.7 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? Yes No If yes, specify the file number and status of the application:

5.8 If the subject lands are the subject of any other application under the *Planning Act*, please fill out required fields on page 1.

5.9 Has the property ever been subject to an application under the *Planning Act*? Yes No
If the answer was yes, please indicate the file number and status of the application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No

If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

5.10 Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?
Yes No If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:

5.11 Land Use Features N/A

ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application (<i>contact Secretary Treasurer for More Information</i>)	<input type="checkbox"/>	<input type="checkbox"/>
A landfill site (active or non-operating)	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	<input type="checkbox"/>
A Municipal or Federal Airport (including an aerodrome)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal wellhead within 1000 m	<input type="checkbox"/>	<input type="checkbox"/>
An operating mine site within 1000 m (specify mine site)	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated or abandoned mine site or mine hazards	<input type="checkbox"/>	<input type="checkbox"/>
An operating pit within 150 m or quarry within 500 m.	<input type="checkbox"/>	<input type="checkbox"/>
Any industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park or Crown Lands	<input type="checkbox"/>	<input type="checkbox"/>
An active or abandoned rail line and/or trail	<input type="checkbox"/>	<input type="checkbox"/>
A natural gas or petroleum pipeline	<input type="checkbox"/>	<input type="checkbox"/>
A floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	<input type="checkbox"/>	<input type="checkbox"/>
Fish habitat	<input type="checkbox"/>	<input type="checkbox"/>

A contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line, railway yard or Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>

5.12 Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?
 Yes No

5.13 Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?
 Yes No Unknown

5.14 If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?
 Yes No Unknown NA

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

5.15 a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?
 Yes No Unknown

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?
 Yes No Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?
 Yes No Unknown

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
 Yes No Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?
 Yes No Unknown

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?
 Yes No Unknown NA


6.0 OTHER INFORMATION

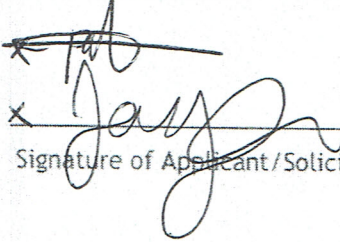
6.1 Is there any other information that you think may be useful to the East Nipissing Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I (we) Farshin Missaghi & Jason Lambert ^{Meinders m.} of the City of Hamilton in the Province of Ontario make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the City of Hamilton in the Province of Ontario of Hamilton, this 12th day of November, 2021


Commissioner of Oaths (include stamp below)
MARK A. DWOZIC
Barrister, Solicitor, Notary Public


Signature of Applicant/Solicitor or Authorized Agent

8.0 AUTHORIZATION (if applicable)

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

Signature of Owner _____ Date _____

10.0 AGREEMENT TO INDEMNIFY

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless the East Nipissing Planning Board from all costs and expenses that the Board may incur in connection with the processing of the applicant's application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Board to process the application together with all costs and expenses arising from or incurred in connection with the Board being required, or...

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Date

Signature of Owner

Owner's Name: Printed

11.0 COLLECTION OF INFORMATION

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

Secretary of the East Nipissing Planning Board _____, Ontario _____,

Phone: _____

- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the _____ of _____ accompanied by the prescribed fee in cash or by cheque payable to the _____ of _____.

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

November 12, 2021

Date

Signature of Owner

Parshin Missaghi

Jason Lambert Meindersma

Owner's Name: Printed

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

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- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
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- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the _____ of _____ accompanied by the prescribed fee in cash or by cheque payable to the _____ of _____.

EAST NIPISSING PLANNING BOARD
 PLANNING SERVICES FEES

Official Plan Amendment	\$2500
	\$800
	(Includes a fee to the CA of \$125.00)
Consent Application (payable to East Nipissing Planning Board)	
Right-of-Way (alone)	\$800
Lot Addition (alone)	\$800
Right-of-Way or Lot Addition with a Consent	\$300
Lif: Holding Symbol	\$200.00
Pre-consultation Fee	\$200.00

KEY MAP

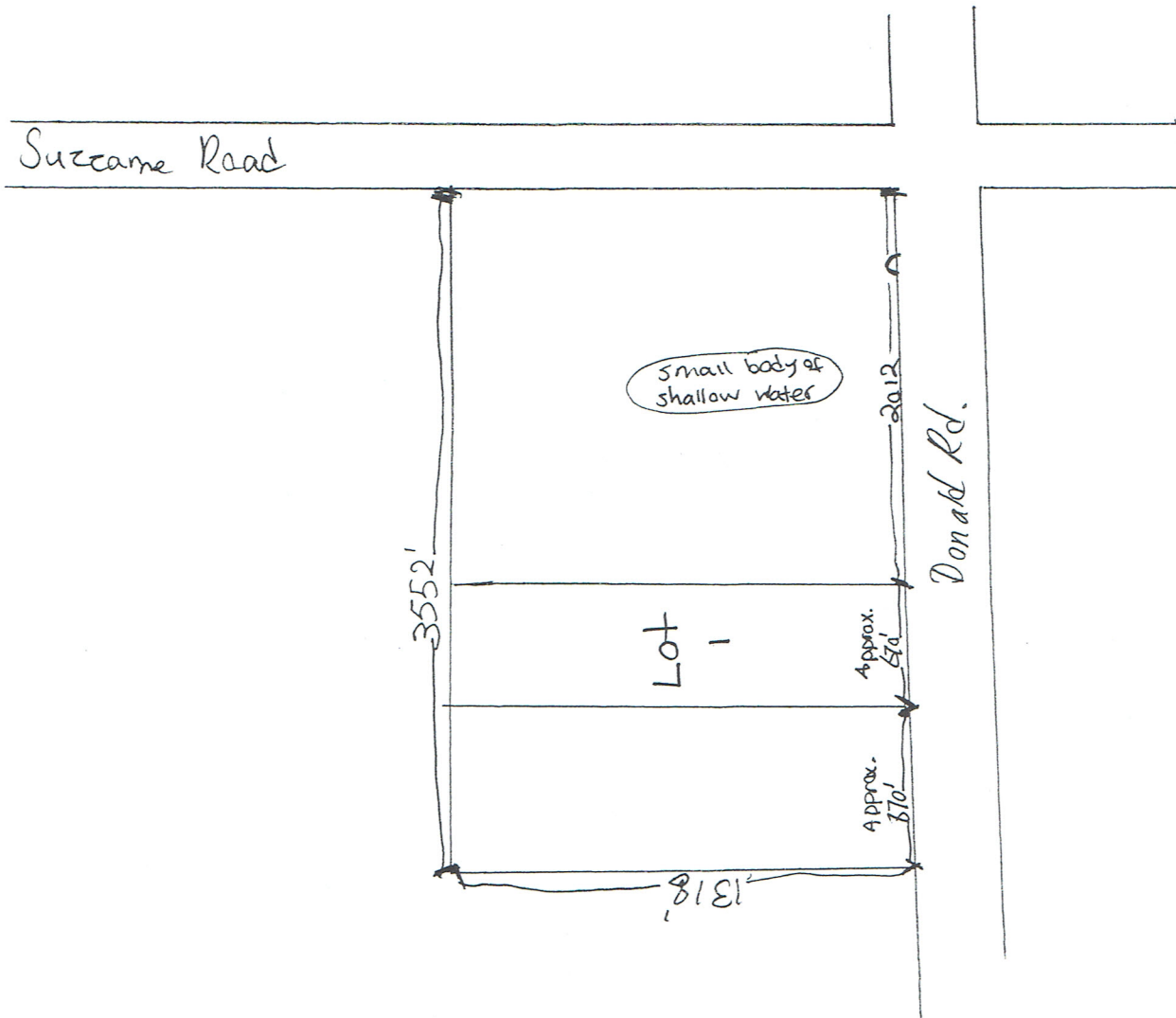
Below is a key map of the geographic Township of Calvin. Please indicate on this map, where the subject land is located.

Directions to the Site

In order to assess your application, the site must be inspected by the Secretary Treasurer, Building Inspector, and the Public Works Manager; and a representative of the Conservation Authority. Please provide clear, concise directions below. If the subject property is not located on a highway or a main municipal road, please include a simple sketch below to assist the inspector(s) in addition to the Key Map below.

Hwy 63a to Suzzane Rd.. Property is on the corner of Suzzane Rd & Donald Rd

North
↑



EAST NIPISSING PLANNING BOARD

BY-LAW NO. 2017-03

BEING A BY-LAW TO IMPOSE AND CONSOLIDATE THE FEES AND CHARGES FOR SERVICES OR ACTIVITIES AND FOR THE USE OF ITS PROPERTY.

WHEREAS Section 391(1) of the Municipal Act, S.O. 2001, c.25 as amended, without limiting Sections 9, 10 and 11 authorizes municipalities to impose fees or charges on persons, for services or activities provided or done by or on behalf of the municipality, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c.13 provides that the East Nipissing Planning Board may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the Council of the municipality;

AND WHEREAS the East Nipissing Planning Board is desirous of establishing user fees and charges to recover some of the costs for services and rents provided by the Board;

NOW THEREFORE the Board of the East Nipissing Planning Board enacts as follows:

All fees and charges set out in this By-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by Board approval.

Fees and charges listed in the Schedules to this By-law include all applicable taxes.

The Fees and Charges listed in Schedule A to this By-law shall come into force and take effect January 1, 2018.

READ A FIRST TIME AND SECOND AND THIRD TIME, AND FINALLY PASSED THIS 29TH DAY OF NOVEMBER, 2017.

Chair Michelle Lahay

Secretary Sandra Morin

EAST NIPISSING PLANNING BOARD
CONSENT TO SEVER APPLICATION FORM
 FOR APPLYING FOR CONSENT TO SEVER UNDER SECTION 53 OF THE PLANNING ACT

<p>CONCURRENT APPLICATIONS FILED</p> <p>Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.</p> <p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Right-of-way</p> <p><input type="checkbox"/> Easement</p>	<p>OFFICE USE ONLY</p> <p>Date Stamp - Date Received</p> <p>FOR REFERENCE PURPOSES</p>
<p>NOTE TO APPLICANT: The municipality will refuse to accept this application as complete until all required supporting information or material is received and the application fee is paid.</p>	
<p>REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:</p>	
<input type="checkbox"/>	The completed application form.
<input type="checkbox"/>	<p>2 copies of sketch/plan, in metric units, showing all EXISTING and PROPOSED building(s) and structure(s) on subject lands. Sketch/plan must include the following:</p> <ul style="list-style-type: none"> o The location and dimensions of all existing and proposed buildings and structures on the land intended to be severed and the land intended to be retained [including location of sewage disposal system(s) and well(s)] o The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land; o The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing; o 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; o The location of all land previously severed from the parcel originally acquired by the current owner of the subject land; o The approximate location of all natural and artificial features (<i>for example, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks</i>) that: <ul style="list-style-type: none"> ➢ Are located on the subject <u>and</u> adjacent lands; and ➢ In the applicant's opinion, may affect the application; o The current uses of the land that is adjacent to the subject land (<i>for example, residential, agricultural or commercial</i>); o The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way; o If access to the subject land is by water only, the location of the parking and docking facilities to be used; o The location and nature of any easement or restrictive covenant affecting the subject land.
<input type="checkbox"/>	Application Fee(s) made payable to the East Nipissing Planning Board.
<input type="checkbox"/>	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 5 (item 14), if the Owner is not filing the application.
<input type="checkbox"/>	Other information identified at the pre-consultation meeting or by the East Nipissing Planning Board.
<p>PLEASE LIST ANY REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply one copy of each)</p>	

This application package must be submitted to the Secretary-Treasurer of the East Nipissing Planning Board
 PO BOX 31 Mattawa, ON P0H 1V0
 east.nipissing.planning.board@gmail.com

Instructions for Consent Application

Background Information: The East Nipissing Planning Board processes the applications for consents for the Townships of Calvin, Mattawan and Papineau-Cameron. The completed application includes the completed application, the required sketch and processing fee. A consent is required for the creation of a new lot, a lot addition, a right-of-way and/or easement. It is suggested that applicant pre-consult with the North Bay-Mattawa Conservation Authority and/or Ministry of Transportation should the application require prior information to submission that would be helpful and prevent delays. You can also do a one-time pre-consult with the Board or Secretary to ensure that your application would meet compliance.

Step 1: Obtain a copy of the application from your local municipality, their website or have a copy emailed to you. The Board requires the (1) original signed copy plus six(6) copies. Keep a copy for yourself. Do not sign until you are in front of a commissioner to verify your signature.

Step 2: Upon submission of the completed application, the Board will accept and circulate to the required agencies, that being the North Bay-Mattawa Conservation Authority, the local township, Ministry of Transportation (if located on the controlled access highway) and the neighbours within 200 feet or 60 metres.

Step 3: The Board will set the date for the next meeting to deliberate on the responses received and set provisional conditions. There is an appeal period of twenty (20) days for any objections to be received. Appeals are made to the attention of the Chair of the East Nipissing Planning Board and must be on the required forms as provided on the website of the Local Planning Appeal Tribunal (LPAT), <http://www.elto.gov.on.ca> and must include the prescribe processing fee. The provisional conditions shall set out the conditions of approval that the applicant is required to completed within one (1) year. No notice shall be given at the end of one (1) year. If the conditions are not fulfilled within one year, the Notice of Decision is null and void, in accordance with the Planning act.

Step 4: The applicant will then get a surveyor to complete and submit a survey, which must match up to the application and have a lawyer register the new lot. The Board will issue a Certificate of Consent approval to enable registration. The lawyer will complete the registration process by working with the Planning Board to verify that the conditions have been met and the certificate issued for the registration of the new lot.

Contacts: website: papineaucameron.ca 705 744-5610 website: calvintownship.ca 705 744-2700

~~705 744-5688~~

Admin @ Papineau-Cameron

APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

1.0 APPLICANT INFORMATION

Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.

1.1 Name of Owner(s). An owner's authorization is required in Section 8, if the applicant is not the owner.

Name of Owner <i>& Parshin Missaghi</i>	Home Telephone No. <i>NIA</i>	Business Telephone No. <i>NIA</i>
Address <i>Jason Lambert Meindersma</i>	Postal Code <i>LOR 2A0</i>	Fax No. <i>NIA</i>
Email <i>Parshin.missaghi@gmail.com</i>		Cell No. <i>905 741 0839</i>

1.2 Agent/Solicitor/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. See Section 8) *NIA*

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.

1.3 Indicate to whom correspondence is to be sent (check one please)

- Owner
 Authorized Agent
 Solicitor

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)

2.1 Municipal Address (mailing address) <i>Lot 11 Con: 6 Calvin Ontario POHIVO</i>			Postal Code <i>POHIVO</i>
Concession Number(s) <i>6</i>	Lot Number(s) <i>11</i>	Registered Plan No. <i>NIA</i>	Lot(s)/Block(s) <i>NIA</i>
Reference Plan No. <i>NIA</i>	Part Number(s) <i>NIA</i>	Parcel Number(s) <i>PCL- 11 839</i>	Former Township: <i>NIA</i>
Assessment Roll No. <i>482 200 000 1236 00</i>			

3.0 PURPOSE OF APPLICATION

3.1 Type and Purpose of the proposed transaction (check appropriate space):

- Creation of a new lot
- Addition to a lot
- Right-of-way
- Easement
- Other purpose (please specify)

3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed: NA

3.3 If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

NA

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Lands to be Severed

Frontage(m): Approximately 675'

Depth (m): Approximately 1318'

Area (hec/acre): 20 acres

Existing Use:

Proposed Use:

Existing Buildings/Structures:

Proposed Buildings/Structures:

4.2 Lands to be Retained

Frontage(m): Approximately 2012'

Depth (m): Approximately 1318'

Area (hec/acre): 60 Acres

Existing Use:

Proposed Use:

Existing Buildings/Structures:

Proposed Buildings/Structures:

4.3 Are there any easements or restrictive covenants affecting the subject lands? Yes No
 If yes, please describe the easement or covenant and its effect.

4.4 Type of Access (Check appropriate box and state road name):

- | | | |
|-------------------------------------|-------------------------------------|---|
| Severed | Retained | |
| <input type="checkbox"/> | <input type="checkbox"/> | Provincial Highway (#): |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Municipal Road, Maintained Year Round: (Suzanne Rd & Donald Rd) |
| <input type="checkbox"/> | <input type="checkbox"/> | Municipal Road, Seasonally Maintained: |
| <input type="checkbox"/> | <input type="checkbox"/> | County/District Road (#): |
| <input type="checkbox"/> | <input type="checkbox"/> | Private Road: |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-way: |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Access: |

4.5 If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? Yes No

An application for an entrance permit was submitted on Sept 20, 2021

If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.

4.6 If located on water: N/A

- What is the name of the water body?
- Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private

4.7 Water Supply for Retained land shall be provided by:

- | | | | |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | Municipal piped water | <input checked="" type="checkbox"/> | Privately owned & operated individual wells for each lot |
| <input type="checkbox"/> | Privately Owned and Operated Communal Well | <input type="checkbox"/> | Other (specify, e.g., lake, bottled): |

4.8 Water Supply for Severed Parcel(s) shall be provided by:

- | | | | |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | Municipal piped water | <input checked="" type="checkbox"/> | Privately owned & operated individual wells for each lot |
| <input type="checkbox"/> | Privately Owned and Operated Communal Well | <input type="checkbox"/> | Other (specify, e.g., lake, bottled): |

4.9 Sewage Disposal for Retained land shall be provided by:

- | | | | |
|--------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | Municipal sanitary sewers | <input checked="" type="checkbox"/> | Privately owned individual septic system for each lot |
| <input type="checkbox"/> | Privately owned communal collection | <input type="checkbox"/> | Other (specify): |

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.

Title and date of servicing options report and/or hydrogeological report:

4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:

- | | | | |
|--------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | Municipal sanitary sewers | <input checked="" type="checkbox"/> | Privately owned individual septic system for each lot |
| <input type="checkbox"/> | Privately owned communal collection | <input type="checkbox"/> | Other (specify): |

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.

Title and date of servicing options report and/or hydrogeological report:

4.11 Storm Drainage (Indicate the proposed storm drainage system)

- | | | | |
|--------------------------|--------------|--------------------------|----------------------|
| <input type="checkbox"/> | Storm Sewers | <input type="checkbox"/> | Ditches |
| <input type="checkbox"/> | Swales | <input type="checkbox"/> | Other (please state) |

4.12 Other Services (Check if the service is available)

- | | | | |
|--------------------------|--------------------|--------------------------|----------------|
| <input type="checkbox"/> | Electricity | <input type="checkbox"/> | School Bussing |
| <input type="checkbox"/> | Garbage Collection | | |

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND

5.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes No Unknown

If Yes and if known, provide below, the application file number and the decision made on the application.

5.2 Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes No Unknown

If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.

Date of transfer:

Name of Transferee:

Land use of parcel:

5.3 Has any land been severed from the parcel by the prior owner(s)? Yes No Unknown

If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware:

5.4 Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)? Yes No

If yes, prior owner should be noted in 5.3 above.

5.5 Current Zoning (Specify zone symbol): Rural

5.6 Current Official Plan Land Use Designation: Rural

5.7 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? Yes No If yes, specify the file number and status of the application:

5.8 If the subject lands are the subject of any other application under the *Planning Act*, please fill out required fields on page 1.

5.9 Has the property ever been subject to an application under the *Planning Act*? Yes No
If the answer was yes, please indicate the file number and status of the application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No

If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

5.10 Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?
Yes No If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:

5.11 Land Use Features *N/A*

ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application (<i>contact Secretary Treasurer for More Information</i>)	<input type="checkbox"/>	<input type="checkbox"/>
A landfill site (active or non-operating)	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	<input type="checkbox"/>
A Municipal or Federal Airport (including an aerodrome)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal wellhead within 1000 m	<input type="checkbox"/>	<input type="checkbox"/>
An operating mine site within 1000 m (specify mine site)	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated or abandoned mine site or mine hazards	<input type="checkbox"/>	<input type="checkbox"/>
An operating pit within 150 m or quarry within 500 m.	<input type="checkbox"/>	<input type="checkbox"/>
Any industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park or Crown Lands	<input type="checkbox"/>	<input type="checkbox"/>
An active or abandoned rail line and/or trail	<input type="checkbox"/>	<input type="checkbox"/>
A natural gas or petroleum pipeline	<input type="checkbox"/>	<input type="checkbox"/>
A floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	<input type="checkbox"/>	<input type="checkbox"/>
Fish habitat	<input type="checkbox"/>	<input type="checkbox"/>

A contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line, railway yard or Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>

5.12 Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?
 Yes No

5.13 Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?
 Yes No Unknown

5.14 If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?
 Yes No Unknown *NA*

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

5.15 a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?
 Yes No Unknown

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?
 Yes No Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?
 Yes No Unknown

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
 Yes No Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?
 Yes No Unknown

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?
 Yes No Unknown *NA*


3.0 OTHER INFORMATION

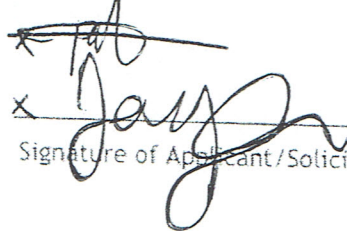
3.1 Is there any other information that you think may be useful to the East Nipissing Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I (we) Parshin Missaghi & Jason Lambert ^{Meinders m/s} of the City of Hamilton in the Province of Ontario make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the City of Hamilton in the Province of Ontario of Ontario, this 12th day of November, 2021


Commissioner of Oaths (include stamp below)
MARK A. DUDZIC
Barrister, Solicitor, Notary Public


Signature of Applicant/Solicitor or Authorized Agent

8.0 AUTHORIZATION (if applicable)

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

Signature of Owner _____ Date _____

10.0 AGREEMENT TO INDEMNIFY

AGREEMENT TO INDEMNIFY

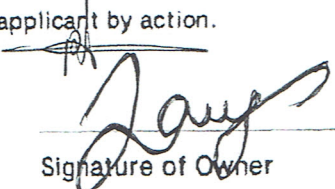
The applicant hereby agrees to indemnify and save harmless the East Nipissing Planning Board from all costs and expenses that the Board may incur in connection with the processing of the applicant's application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Board to process the application together with all costs and expenses arising from or incurred in connection with the Board being required, or...

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

November 12, 2021

Date


Signature of Owner

Parshin Missaghi

Jason Lambert Meindersma

Owner's Name: Printed

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

Secretary of the East Nipissing Planning Board _____, Ontario _____,

Phone: _____.

- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the _____ of _____ accompanied by the prescribed fee in cash or by cheque payable to the _____ of _____.

EAST NIPISSING PLANNING BOARD
 PLANNING SERVICES FEES

Official Plan Amendment	\$2500
	\$800
	(includes a fee to the CA of \$125.00)
Consent Application (payable to East Nipissing Planning Board)	
Right-of-Way (alone)	\$800
Lot Addition (alone)	\$800
Right-of-Way or Lot Addition with a Consent	\$300
1/2" Holding Symbol	\$200.00
Pre-consultation Fee	\$200.00

KEY MAP

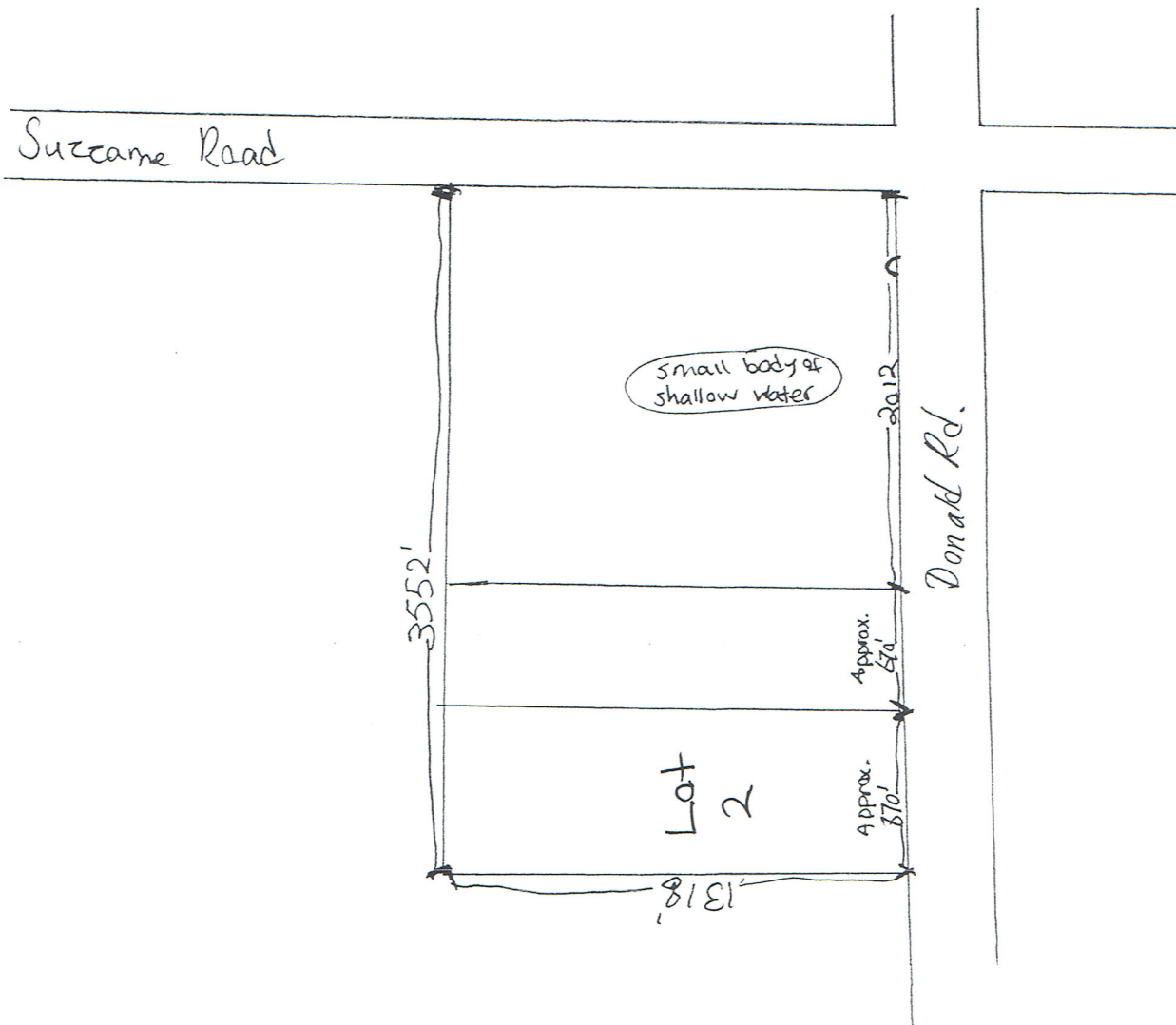
Below is a key map of the geographic Township of Calvin. Please indicate on this map, where the subject land is located.

Directions to the Site

In order to assess your application, the site must be inspected by the Secretary Treasurer, Building Inspector, and the Public Works Manager; and a representative of the Conservation Authority. Please provide clear, concise directions below. If the subject property is not located on a highway or a main municipal road, please include a simple sketch below to assist the inspector(s) in addition to the Key Map below.

Hwy 63a to Suzanne Rd.. Property is on the corner of Suzanne Rd & Donald Rd

North
↑



EAST NIPISSING PLANNING BOARD
BY-LAW NO. 2017-03

BEING A BY-LAW TO IMPOSE AND CONSOLIDATE THE FEES AND CHARGES FOR SERVICES OR ACTIVITIES AND FOR THE USE OF ITS PROPERTY.

WHEREAS Section 291(1) of the Municipal Act, S.O. 2001, c.25 as amended, without limiting Sections 9, 10 and 11 authorizes municipalities to impose fees or charges on persons, for services or activities provided or done by or on behalf of the municipality, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c.13 provides that the East Nipissing Planning Board may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the Council of the municipality;

AND WHEREAS the East Nipissing Planning Board is desirous of establishing user fees and charges to recover some of the costs for services and rents provided by the Board;

NOW THEREFORE the Board of the East Nipissing Planning Board enacts as follows:

All fees and charges set out in this By-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by Board approval.

Fees and charges listed in the Schedules to this By-law include all applicable taxes.

The Fees and Charges listed in Schedule A to this By-law shall come into force and take effect January 1, 2018.

READ A FIRST TIME AND SECOND AND THIRD TIME, AND FINALLY PASSED THIS 29TH DAY OF NOVEMBER, 2017.

Chair Michelle Lahay

Secretary Sandra Morin

Public Notice of Application for Consent

Clause 53(5) (a) of the Planning Act

The East Nipissing Planning Board has received the following consent application:

Application No: 2022-02 and 2022-03

Applicant: Jason Meindersma and Parshin Missaghi

Agent:

Subject Lands: Concession 6 Lot 11 Township of Calvin

Purpose: To create: two residential lots of approximately 20 acres each.

See Sketch Attached

Other Applications

Inquires and written submission about the application can be made to JoAnne Montreuil, Secretary of the East Nipissing Planning Board, PO Box 31, Mattawa ON P0H 1V0 Telephone (705) 825-2523 or, by email: east.nipissing.planning.board@gmail.com

The meeting to hear this application will be on **February 24, 2022 at 7 pm, at the Municipality of Mattawan Hall located at 947 Hwy 533, Mattawa ON.**

Need to Make Submissions:

If a person or public body that files an appeal of the decision to the East Nipissing Planning Board, in respect of the proposed consent does not make written submissions to the Board, before the Board give or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

Requesting Notice of Decision:

Any person or public body may appeal a decision of the East Nipissing Planning Board, not later than 20 days after the notice of decision is given. If you wish to be notified of the decision of the Board, in respect to the propose consent, you must make written request to the Board at the address shown below.

Getting Additional Information:

Additional information about the application is available by contacting the numbers listed above.



CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NUMBER 2022-016

BEING A BY-LAW TO AUTHORIZE THE ESTABLISHMENT OF THE JOINT ELECTION COMPLIANCE AUDIT COMMITTEE AND TO APPOINT ITS COMMITTEE MEMBERS FOR THE 2022 MUNICIPAL ELECTIONS

WHEREAS Section 88.37 (1) of the Municipal Elections Act, 1996, as amended, requires the Council, before October 1st of an election year, to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions; and

AND WHEREAS, Section 88.37 (2) of the Municipal Elections Act, 1996, as amended, requires that the Committee shall be composed of not fewer than three and not more than seven members; and

AND WHEREAS, Section 88.37 (6) of the Municipal Elections Act, 1996, as amended, states that the clerk of the municipality shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions; and

AND WHEREAS the Councils of the Town of Mattawa, the Municipality of Mattawan, the Township of Papineau-Cameron and the Municipality of Calvin deem it advisable to establish the Joint Election Compliance Audit Committee and to set out the terms of reference of the Committee.

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

1. THAT the Council of the Corporation of the Municipality of Calvin hereby adopts the Terms of Reference for the Joint Election Compliance Audit Committee, hereto attached as Schedule "A" and forming part of this by-law, to meet the requirements of Section 88.37 (1) of the Municipal Elections Act, 1996, as amended.
2. THAT the Council of the Corporation of the Municipality of Calvin hereby appoints the three (3) following municipal Clerks to the 2022 Joint Election Audit Committee for the term of office commencing November 15, 2022 to November 14, 2026 to meet the requirements of Section 88.37(2) of the Municipal Elections Act, 1996, as amended:
 - a) Clerk – Town of Mattawa
 - b) Clerk – Municipality of Mattawan
 - c) Clerk – Township of Papineau-Cameron.
3. THAT this by-law shall come into full force and effect upon the date of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 8th DAY OF FEBRUARY, 2022.

READ A THIRD AND FINAL TIME, PASSED BEFORE AN OPEN COUNCIL, ENACTED AND IN EFFECT, THIS _____ DAY OF _____, 2022

MAYOR

CLERK-TREASURER

2022 JOINT ELECTION COMPLIANCE AUDIT COMMITTEE

TERMS OF REFERENCE

1. Name

The name of the Committee is the "2022 Joint Election Compliance Audit Committee" ("The Committee").

2. Municipal Representation

The Joint Committee will represent the following four (4) municipalities

- a) The Town of Mattawa
- b) The Municipality of Mattawan
- c) The Township of Papineau-Cameron
- d) The Municipality of Calvin

3. Composition

Committee members shall be appointed by the Councils of all four (4) of the joint municipalities by By-Law.

The Joint Committee will be composed of four (4) members being:

- a) Clerk of the Town of Mattawa
- b) Clerk of the Municipality of Mattawan
- c) Clerk of the Township of Papineau-Cameron
- d) Clerk of the Municipality of Calvin

Should a compliance audit application from an elector or a report from the Clerk where a candidate or registered third party has contravened any of the contribution limits under section 88.9 of the Act is received, the Committee comprised of the three (3) members shall meet and consider the application and/or report in accordance with the Act.

The Clerk whose municipality has received a compliance audit application and/or is the Clerk who has submitted a report to the Committee shall be excused from the Committee while that application is in process and shall in no way address that application, but shall act as Officer to the Committee.

4. Term of Office

The Committee must be established before October 1, 2022. The term of office of the Committee and its appointed members will be from November 15, 2022 to November 14, 2026 (same as term of Council) to deal with applications from the 2022 election and any by-elections during the term of Council.

5. Mandate

The role of the Compliance Audit Committee are set out in sections 88.33 to 88.37 of the Municipal Elections Act, 1996, as amended. The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

Candidate Contravention

- a) Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b) Give to the Candidate, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
- c) If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate's election campaign finances;
- d) Receive the auditor's report from the Clerk;
- e) Within 30 days receipt of the auditor's report, consider the report;
- f) If the auditor's report concludes that the Candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the Candidate for the apparent contravention;
- g) After reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a) Within 30 days receipt of a report identifying each contributor to a candidate for office on a Council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention;
- b) After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third party Contravention

- a) Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b) Give to the Registered Third Party, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
- c) If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d) Receive the auditor's report from the Clerk;
- e) Within 30 days receipt of the auditor's report, consider the report;
- f) If the auditor's report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g) After reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a) Within 30 days receipt of the report, consider the report;
- b) If the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for an apparent contravention;
- c) After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

6. Chair

At the first meeting of a Compliance Audit Committee, the members shall appoint one member to act as Chair for the duration of the Committee's term.

The Chair is the spokesperson for the Committee and is the liaison between the members and the Officer of the Committee on matters of policy and process.

7. Role of Officer to the Committee

The Clerk of the municipality where the application is received will act as Officer to the Committee and shall:

- a) Provide administrative support to the Committee.
- b) Circulate the decisions of the Committee.

8. Meeting and Scheduling of Meetings

Within ten(10) days of receiving an application, the Clerk of the municipality where the application is received shall forward the application to the Committee.

The date and time of the meeting will be determined by the Officer to the Committee and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Officer of the Committee.

9. Meeting Notices, Agendas and Minutes

The Agenda shall constitute notice. The Officer to the Committee shall cause notice to the meetings to be provided:

- a) To members of the Committee, Candidate and the Public for a meeting regarding an application by an elector;
- b) To members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- c) To members of the Committee, Contributor, Registered Third Party and the Public for a meeting regarding a Registered Third Party Contributor Contravention.

Notice shall be given a minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The Agendas and Minutes of meetings shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

10. Location of Meetings

The Committee shall meet at the location determined by the member municipality.

11. Procedures

Meetings of the Committee will be conducted in accordance with the open meeting provisions of the Municipal Act, 2001. Meeting Notices, Agendas and Minutes will be posted on the website of the municipality that has received the application to conduct a compliance audit.

12. Closed Meetings

All Committee meetings shall be open to the public however the Committee may deliberate in closed session in order to come to a decision. Closed meetings shall be held in accordance with the Municipal Act, 2001, Section 239.

13. Conflict of Interest

The principles of the Municipal Conflict of Interest Act, apply to this Committee.

14. Cost

The municipality conducting the compliance audit shall pay the licensed auditor's costs of performing the audit. Any expenses incurred of the Committee shall be the responsibility of the municipality who has received the application for a compliance audit.

There shall be no remuneration paid to members of the Committee.

15. Disclosure Statement

Any responsibilities not clearly identified or defined within these Terms of Reference shall be in accordance with the Municipal Elections Act, 2001, as amended.



MUNICIPALITY OF CALVIN

2022CT08 REPORT TO COUNCIL

REPORT DATE: **February 4, 2022**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Service Delivery By-Law**

RECOMMENDATION:

That Council acknowledge receipt of report 2022CT08 Service Delivery By-Law review the DRAFT By-Law that will be presented to them in the coming days and then have it brought to Council for approval.

EXECUTIVE SUMMARY:

In February of 2021, the Clerk-Treasurer brought forth Report to Council 2021CT06 – Preliminary Service Delivery Review. The discussion with Council regarding this report was to bring to Council a Service Delivery By-Law which would set the priority levels of each of the services outlined in the report. Within the report it also suggested that the by-law include a process to continuously monitor, evaluate and improve our service levels as well as measure our successes and get feedback from rate payers. We are currently working with E4m and Staff to develop a framework for this By-Law and hope to have it for Council review in the coming days.

FINANCIAL/STAFFING CONSIDERATIONS:

There has been and will be staff time associated with developing this Service Delivery By-Law.

BACKGROUND:

In February of 2021, the Clerk-Treasurer brought forth Report to Council 2021CT06 – Preliminary Service Delivery Review. The discussion with Council regarding this report was to bring to Council a Service Delivery By-Law which would set the priority levels of each of the services outlined in the report. We are now moving forward with the framework of this By-Law.

ANALYSIS/RATIONALE FOR RECOMMENDATION:

Employees can better focus on their work and their clients when they know what is expected of them and are given the tools to succeed. The development of a Service Delivery By-Law would provide one of the tools.

ALTERNATIVES FOR CONSIDERATION:

Council could not move forward with the Service Delivery By-Law.

NEXT STEPS:

Council to review the DRAFT Service Delivery By-Law provided to them in the coming days and provide feedback to Staff.

APPENDICES/SCHEDULES:

None at this time but Staff will be providing the DRAFT Service Delivery By-Law to Council in the coming days.

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer



Corporation of the Municipality of Calvin Council Resolution

Date: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: [Choose a name.](#)

Seconded By: [Choose a name.](#)

NOW THEREFORE BE IT RESOLVED THAT:

“That Council hereby supports the Town of Caledon and the Town of Mono Letter to the Honourable Doug Downey, Attorney General, Ministry of the Attorney General supporting the current crisis in the Provincial Offences Act courts.”

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 Brooker	<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: February 8, 2022

Resolution Number: [Click or tap here to enter text.](#)

Moved By: [Choose a name.](#)

Seconded By: [Choose a name.](#)

NOW THEREFORE BE IT RESOLVED THAT:

“As per the inquiry from the Township of Papineau-Cameron regarding any concerns the surrounding Municipalities have regarding the service being provided by the Ontario Provincial Police, Council requests that Staff ask for the public’s input into this matter by putting the request in the February 2022 flyer.”

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 Brooker	<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

BY-LAW NO. 2022-017

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL.

WHEREAS it is the desire of Council to confirm all proceedings, motions and by-Laws:

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

1. THAT the Confirmatory Period of this By-Law shall be for the Regular Council meeting of February 8th, 2022;
2. THAT 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. THAT 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. THAT 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.

Read a first time this 8th day of February, 2022.

Read a second time this 8th day of February, 2022.

Read a third time and finally passed in open council this 8th day of February, 2022.

MAYOR

CLERK-TREASURER