

**4**

**APPROVAL OF  
PREVIOUS  
MINUTES**



# Corporation of the Municipality of Calvin

## REGULAR MEETING OF COUNCIL

**Date: April 08, 2025**

**Time: 6:00 PM**

**1355 Peddlers Drive, Calvin, ON**

Attendance: Mayor Gould, Councillors Grant, Latimer (Teams), Manson, Moreton; Staff: CAO Donna Maitland, Public Works Superintendent Ann Carr and Deputy Clerk T Araujo

Regrets:

Guests: P Hart-Sustain Energy, Measuring the Energy Efficiency of Calvin's Buildings

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### 1. CALL TO ORDER

**Resolution Number: 2025-121**

**Moved By: Councillor Grant**

**Seconded By: Councillor Moreton**

**NOW THEREFORE BE IT RESOLVED THAT** this April 08, 2025, Regular Meeting of Council be called to order @6:00 p.m. by Mayor Gould who indicates that quorum has been achieved

**Result: Carried**

### 2. APPROVAL OF AGENDA

**Resolution Number: 2025-122**

**Moved By: Councillor Moreton**

**Seconded By: Councillor Manson**

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

**Result: Carried**

### 3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST - NONE

### 4. APPROVAL OF PREVIOUS MEETING MINUTES

**Resolution Number: 2025-123**

**Moved By: Councillor Moreton**

**Seconded By: Councillor Manson**

**NOW THEREFORE BE IT RESOLVED THAT** the minutes for the Regular Council Meeting of March 28, 2025, be approved as presented and circulated.

**Result: Carried**

### 5. DELEGATIONS TO COUNCIL - NONE

### 6. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS

**Resolution Number: 2025-124**

**Moved By: Councillor Grant**

**Seconded By: Councillor Moreton**

6.1 Fire Chief Report

**NOW THEREFORE BE IT RESOLVED THAT** the Council for the Corporation of the Municipality of Calvin hereby does not accept Fire Chief Report dated March 11, 2025.

**Result: Carried**

## **7. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES**

**Resolution Number: 2025-125**

**Moved By: Councillor Manson**

**Seconded By: Councillor Moreton**

7.1 Township of Joly- Res 2025-0077 Blood Collection - No paid plasma

7.2 Town of St Charles – Child Welfare Funding

7.3 Public Service Announcement - Health Unit Suspends Travel Vaccine Services

7.4 Inspector General of Policing Memorandum

WHEREAS Council for the Corporation of the Municipality of Calvin received the consent agenda items as presented,

NOW THEREFORE BE IT RESOLVED THAT Council hereby accepts without further action those items.

**Result: Carried**

## **8. ADMINISTRATIVE MATTERS:**

### **8.1 Measuring the Energy Efficiency of Calvin's Buildings -Sustain Energy Group Inc. Peter Hart**

**Resolution Number: 2025-126**

**Moved By: Councillor Manson**

**Seconded By: Councillor Moreton**

WHEREAS Council for the Corporation of the Municipality of Calvin heard and received a presentation by Peter Hart, Sustain Energy

NOW THEREFORE BE IT RESOLVED THAT Council authorizes staff to proceed with an application for funding to FCM to measure the energy efficiency of all municipal buildings with a goal to plan for how to improve energy efficiency and lower consumption usage in municipal owned facilities.

**Result: Carried**

### **8.2 Northeastern Fire Education Conference – Municipal Track Day Outcomes**

**Resolution Number: 2025-127**

**Moved By: Councillor Manson**

**Seconded By: Councillor Moreton**

WHEREAS Mayor Gould and the CAO provided verbal reports of their participation at the 2025 Northeastern Fire Education Conference's Municipal Track Day, held in Huntsville on March 28, 2025, NOW THEREFORE BE IT RESOLVED THAT Council accepts the reports provided.

**Result: Carried**

### **8.3 Community Emergency Preparedness Grant**

**Resolution Number: 2025-128**

**Moved By: Councillor Manson**

**Seconded By: Councillor Grant**

WHEREAS The Corporation of the Municipality of Calvin has received correspondence dated March 28, 2025 from the Director, Emergency Management Preparedness, Programs and Planning Emergency Management Ontario | Treasury Board Secretariat indicating the Municipality of Calvin's application for funding was unsuccessful,

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin consider funding the application's requested items for purchase (specifically those associated with radios for the fire and public works departments) during their 2025 budget deliberations.

**Result: Carried**

### **8.4 City of North Bay FONOM Executive Award Nomination -Victor Fedeli**

**Resolution Number: 2025-129**

**Moved By: Councillor Manson**

**Seconded By: Councillor Latimer**

WHEREAS the mission of the Federation of Northern Ontario Municipalities (FONOM) is to enhance the economic and social quality of life for all Northerners and to ensure a prosperous future for our youth;

AND WHEREAS FONOM is seeking nominations to its 2025 Executive Award,

AND WHEREAS Council for the City of North Bay has submitted information to Councils within the region of its nomination of Victor Fedeli for this award,

NOW THEREFORE BE IT RESOLVED that the Council for the Corporation of the Municipality of Calvin supports the City of North Bay's nomination of Victor Fedeli for the 2025 FONOM Executive Award, recognizing his exceptional and enduring contributions to the enrichment and betterment of the lives of Northern Ontario residents and his unwavering commitment to promoting the mission and objectives of FONOM at both regional and provincial levels;

AND FURTHERMORE THAT a copy of this resolution be sent to the FONOM and the City of North Bay.

**Result: Carried**



### **8.5 Ontario Fire Marshall Additional Fire Protection Grant Funds**

**Resolution Number: 2025-130**

**Moved By: Councillor Moreton**

**Seconded By: Councillor Manson**

WHEREAS the Ontario Fire Marshall's Office has offered to increase the current Fire Protection grant by \$361.73;

NOW THEREFORE BE IT RESOLVED that Council for the Corporation of the Municipality of Calvin hereby accepts the additional grant funds and understands it must be applied towards the cost of purchasing new bunker gear.

**Result: Carried**

### **9. AGENCIES, BOARDS, COMMITTEES**

**Resolution Number: 2025-131**

**Moved By: Councillor Grant**

**Seconded By: Councillor Manson**

- 9.1 North Bay Mattawa Conservation Authority – Councillor Moreton
- 9.2 East Nipissing Planning Board- Councillor Grant, Mayor Gould-No Report
- 9.3 Physician Recruitment -Mayor Gould-No Report
- 9.4 Mattawa Regional Police Services Board -Councillor Grant-No Report
- 9.5 Canadian Ecology Centre - Mayor Gould-No Report
- 9.6 Cassellholme Exit Strategy- Mayor Gould-No Report

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin accepts the Agencies, Board, Committee verbal Reports and/or Minutes provided by Council members at this meeting.

**Result: Carried**

### **10. CLOSED MEETING**

**Resolution Number:2025-132**

**Moved By: Councillor Manson**

**Seconded By: Councillor Latimer**

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin move into Closed Session at 7:06 p.m. to discuss:

- Personal matters about an identifiable individual, including municipal employees (s.239(2) (b))

**Result: Carried**

NOTE: Councillor Moreton declared a Conflict of Interest with the matter discussed in the Closed Meeting session, once Open Session had ended, left the premises, was not present during the Closed Meeting session, and did not return.

### **11. RETURN TO OPEN SESSION**

**Resolution Number: 2025-133**

**Moved By: Councillor Manson**

**Seconded By: Councillor Latimer**

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin move back into Open Session at 9:04 p.m. and report that pursuant to Section 239 (2) (c) of the Municipal Act 2001, it moved into Closed Session to discuss the Fire Chief position as well as how it shall be staffed, and that it directed the CAO to make an employment offer.

**Result: Carried**

### **12. CONFIRMATORY BY-LAW**

**By-Law # 2025-18**

**Resolution Number: 2025-134**

**Moved By: Councillor Grant**

**Seconded By: Councillor Latimer**

NOW THEREFORE BE IT RESOLVED THAT By-Law 2025-18 being a By-Law to confirm the proceedings of Council be approved.

**Result: Carried**



## **12. ADJOURNMENT**

**Resolution Number: 2025-135**

**Moved By: Councillor Manson**

**Seconded By: Councillor Latimer**

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Municipality of Calvin now be adjourned @ 9:05 p.m.

**Result:** Carried

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**BUSINESS  
ARISING FROM  
PREVIOUS  
COUNCIL  
MEETINGS**



# THE MUNICIPALITY OF CALVIN

## REPORT TO COUNCIL

### PUBLIC WORKS DEPARTMENT

To: Mayor and Council  
Subject: Stewarts Road-Letter from Solicitor  
Author: Ann Carr, Public Works Superintendent  
Report No. PWS-2025-05  
Date: April 23<sup>rd</sup>, 2025

#### **PURPOSE:**

To provide Council with the information from the Municipalities' solicitor regarding Stewarts Road.

#### **BACKGROUND/HISTORY:**

1. Zoning By-Law Amendment 2024-67 was passed and carried to amend the zoning by-law to discontinue the use of road use agreements.
2. Shoreline and Road Allowance Closure and Sale By-Law 2025-04 was passed and carried to include the purchase of unopened road allowances.
3. By-Law 2017-015 Being a by-law to establish guidelines for property owners requesting year-round municipal road services on existing gravel seasonal roads, unassumed road allowances or private roads remains in effect.
4. Resolution # 2025-76 from Council meeting on February 25<sup>th</sup>, 2025.  
"WHEREAS Council directed staff to investigate the cost of assuming seasonal roads where development has occurred'  
**AND WHEREAS** By-Law 2017-015 provides that a legal opinion to be sought to ensure the validation of the title of lands required to assume a seasonal road, Stewarts Road to the bridge in this instance'  
**NOW THEREFORE BE IT RESOLVED** that Council receive report titled "To Present Council with Information to Further the Inquiry Regarding Assuming Stewart's Road",  
**FURTHERMORE**, Council instructs staff to seek legal opinion of the title and the risk of assuming the road to better inform Council of the processes needed to proceed,  
**AND FURTHERMORE**, that legal be requested to communicate with all property owners to the bridge, on Stewarts Road, to gauge their collective willingness to pay all costs associated with the Municipality assuming Stewarts Rad (legal, material, labour, surveys etc.) and that these results form part of the next steps recommendation brought by legal to Council."

#### **LEGAL AUTHORITY:**

**By-Law 2017-015 Being a By-Law to Establish Guidelines for Property Owners Requesting Year-Round Municipal Services on Existing Gravel Seasonal Roads, Unassumed Road Allowances or Private Roads**

#### **Criteria For Council:**

- a) Does the road serve, or will it serve 5 separate and distinct Parcels of Land which are being used, or have the capability of being used for the purposes permitted within the zone? **yes**
- b) Does the road provide access to a municipally maintained boat launch, beach or other facility promoted by the Municipality for public use? **no**
- c) Would the assumption of the road overextend existing municipal roads maintenance programs, operations and resources? **A decision to assume the road would need to be prefaced by budget commitments in the year it would begin to be assumed.**
- d) Was the road constructed to the standards as stated in Schedule "B", thus avoiding costly future repairs? **no**





# THE MUNICIPALITY OF CALVIN

## REPORT TO COUNCIL

### PUBLIC WORKS DEPARTMENT

- e) Will the assumption of the road promote further desired development? ***There are currently no unowned properties located on Stewarts Road. Future development of the lands owned will be dependent on their plans. This includes the development of homes and/or businesses.***
- f) Would further development require the road to be extended? ***Potentially. If development requiring year-round access to their land situated beyond the bridge was planned by current owners, the road would need to be extended. There are several additional (and required) steps that would need to take place prior to Council being able to support that development. This report does not delve into the assumption of Stewarts Road beyond the bridge as for the purpose of this investigation, the report only deals with analyzing the cost of assuming Stewarts Road to provide year-round access to residents who occupy four season homes situated on the road.*** Would the road further facilitate the safe and efficient movement of goods and people? ***yes***
- g) Council must be satisfied that North Bay Mattawa Conservation Authority has been consulted and that all regulations are followed where there could be any interference with wetlands or any alterations to shoreline or water courses? ***Not applicable in this instance. This would be applicable for consideration of the assumption of the road beyond the bridge.***
- h) Has a reference plan been prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption? ***No***
- i) Has the Municipality received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road? ***Yes.***
- j) Has the proponent provided original deeds and certification of title for the lands in question prepared by the proponents solicitor? ***No***

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#### **ANALYSIS:**

The Municipal Solicitor, Thomas Davis, reviewed the file and information including emails from residents of Stewarts Road along with some surveys that were provided from residents.

The municipal solicitor recommends a survey be completed to determine what extent the project may entail before moving forward. He estimates the survey cost to be in the range of \$20,000.00.

Communication from the solicitor has not been sent to the residents as per motion 2025-76 until Council considers the recommendations from the solicitor.

By-Law 2017-015, Section "Criteria for Council" asks if there is a reference plan prepared by an Ontario Land Surveyor which the answer is no.

#### **Council Considerations:**

1. Receive a quote to survey the lands.
  2. Do not proceed.
- 

#### **RECOMMENDATION:**

WHEREAS at a meeting of Council on February 25<sup>th</sup>, 2025, through motion number 2025-76, Council directed staff to "Council instructs staff to seek legal opinion of the title and the risk of assuming the road to better inform Council of the processes needed to proceed",

AND FURTHERMORE, the Council of the Municipality of Calvin has received and considered Mr. Davis' legal opinion and advice on the matter,

NOW THEREFORE BE IT RESOLVED THAT \_\_\_\_\_.

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#### **Appendix: Letter from Thomas Davis Law, April 10<sup>th</sup>, 2025**

Respectfully yours,

Ann Carr, Public Works Superintendent

I concur with this report,

Donna Maitland, C.A.O., Clerk/Treasurer



**Thomas J. Davis** SLt(N) (ret.), B.A.(H), J.D.  
**Jaimee L. Washburn** B.A.(H), J.D.  
**Christine M. Nickel** B.A.(H), M.A., L.L.B.  
**Sara Larochelle** (Student at law)

April 10, 2025

**VIA EMAIL**

Calvin (Township of)  
1355 Peddlers Drive  
MATTAWA, ON P0H 1V0

**RE: Legal Opinion – Stewarts Rd.  
Our File No. 22-1982**

You have asked me to provide an opinion with respect to any encroachment and/or private ownership concerns respecting the potential expansion and/or modification of Stewarts Rd. Unfortunately, the only way to know precisely what sort of issues may exist at this time with the current footprint is to obtain a completely up to date survey, which given the extent of territory we're dealing with I would expect to potentially cost in the range of \$20,000. Based on the dated information I have available, as well as a review of the crown land atlas (which by no means is a legal survey in any respect) it would appear that a portion of the road currently traverses private property. This will obviously prove problematic in the event the Township were to decide to open the road and begin performing any upgrade work to bring it up to a four-season road.

I'm happy to look into this further but really you need to obtain an up-to-date survey first before venturing down that path. A word of caution; from my experience on these matters from having acted on them for other municipalities, the opening and upgrading of roads never ends up being a cheap endeavour and I expect you will find given the very limited number of taxpayers along that stretch of road, this endeavour will cost the Township as a whole dearly.

Yours very truly,

**Thomas Davis Law**

Per:

Thomas J. Davis  
TJD:jl

[tjd@thomasdavislaw.ca](mailto:tjd@thomasdavislaw.ca)

*Dictated but not read*

Barristers, Solicitors & Notary Public

690 McKeown Avenue, North Bay, Ontario P1B 7M2  
T: 705-478-1293 F: 705-707-1387 E: [admin@thomasdavislaw.ca](mailto:admin@thomasdavislaw.ca)

7 Cain Avenue, Kapuskasing, Ontario, P5N 1S8  
T: 705.478.1293 F: 705-707-1387 E: [adminkap@thomasdavislaw.ca](mailto:adminkap@thomasdavislaw.ca)

W: [www.thomasdavislaw.ca](http://www.thomasdavislaw.ca)





## Corporation of the Municipality of Calvin

### BY-LAW NO. 2025-19

## Being a by-law to appoint the Fire Chief for the Corporation of the Municipality of Calvin.

**WHEREAS** the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality pursuant to Section 5 of the Fire Prevention and Protection Act, 1997, S.O. 1997 c. 4;

**AND WHEREAS** Section 6 (1) of the Fire Prevention and Protection Act, 1997, S.O. 1997 c. 4 requires that where a fire department has been established, the Council of the municipality appoint a Fire Chief for the Fire Department;

**AND WHEREAS** By-Law No. 2024-51 establishes and regulates a Fire Department in the Corporation of the Municipality of Calvin and Section 2 of By-Law No. 2024-51 designates a Fire Chief as head of Fire Department;

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

1. That Jordan Whalley be and is hereby appointed as the Fire Chief for the Corporation effective May 5, 2025, and

That any preceding by-laws appointing a Fire Chief be hereby repealed, and

That this by-law shall come into full force and effect as of the date of its passing, this 23<sup>rd</sup> day of April, 2025.

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Mayor

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CAO/Clerk-Treasurer





# Corporation of the Municipality of Calvin

## BY-LAW NO. 2025-20

### Being a by-law to appoint the Municipal Law Enforcement Officer/Animal Control Officer

#### WHEREAS:

1. Section 15 (1) of the Police Services Act, R.S.O. 1990, c.P.15, as amended from time to time authorizes Municipal Councils to appoint persons to enforce the by-laws of the Municipality;
2. Section 15 (1) of the Police Services Act, R.S.O. 1990, c.P.15, as amended from time to time designates Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing Municipal By-laws;
3. The Council of the Corporation of the Municipality of Calvin deems it expedient to appoint Municipal Law Enforcement Officer to enforce the by-laws of the municipality;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin enacts as follows:

1. THAT Jordan Whalley as of May 5, 2025 be appointed Municipal Law Enforcement Officer/Animal Control Officer and shall enforce the by-laws of the municipality and shall be peace officer for the purpose of enforcing said municipal by-laws;
2. THAT said Municipal Law Enforcement Officer shall subscribe to the oath contained in Schedule A, attached hereto and forming part of this by-Law;
3. THAT any other by-law inconsistent with this one are hereby repealed.
4. THAT this by-law shall come into force and effect on the date of this passing, this 23<sup>rd</sup> day of April 2025.

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Mayor

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CAO/Clerk-Treasurer

**SCHEDULE A TO BY-LAW NO. 2025-20**

I, Jordan Whalley, do solemnly swear that I will well and truly serve his Majesty the King in the office of the Municipal Law Enforcement Officer/Animal Control Officer for the Corporation of the Municipality of Calvin and will enforce the by-laws thereof without favor or affection, malice or ill-will; and that I will do the best of my ability to preserve the peace and prevent offences against persons or property of His Majesty's subjects; and that while I continue to hold this office, I will to the best of my skill and knowledge discharge all duties thereof faithfully, impartially, and according to law.

---

Jordan Whalley, Municipal Law Enforcement Officer/Animal Control Officer

SWORN before me in the Municipality of Calvin, District of Nipissing, this

\_\_\_\_\_ day of \_\_\_\_\_, 2025.

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D. Maitland, Commissioner of Oaths

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**CONSENT AGENDA  
ITEMS FOR INFORMATION  
PURPOSES**

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## MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, P0H 1V0

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

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

### BUILDING REPORT

**MONTH: March, 2025**

1. NUMBER OF PERMITS ISSUED	1
2. TOTAL MONTHLY VALUE	\$5,000
3. TOTAL FEES COLLECTED	\$105
4. TOTAL BUILDING VALUE TO DATE	\$10,000
5. TOTAL FEES COLLECTED TO DATE	\$180

#### COMMENTS:

Permit: 02-2025 Type: Shed (She Shack) Value: \$5,000 Fee: \$105

SHANE CONRAD  
CHIEF BUILDING OFFICIAL

## Building Report

March 2025

March 05: - Submitted February building report to MPAC, CMHC, StatsCan.

- Emails and phone calls.
- Submitted February building report to council.
- Plan review and issued permit 02-2025

March 12: - Emails and phone calls.

- Old Files.
- Travelled to 71 Peaceful Lane for inspection.
- Printed new forms from NBMCA

March 17 – Phone call from property owner about changing plans of purposed camp.

March 19: - Emails

- Old files.
- Met with property owner and went over plans for a camp.

March 24: - Call asking about fence by-law.

March 26: - Emails and phone calls.

- Travelled to 188 Homestead Rd. for Q & A with property owner.
- Travelled to the municipality of Powassan for a Chapter's meeting.

March 28: - Call from property owner wanting an inspection.

A handwritten signature in dark ink, appearing to read 'Shane Conrad', written in a cursive style.

Shane Conrad CBO

# FONOM

Federation of Northern Ontario Municipalities

April 2, 2025

Premier Doug Ford  
Legislative Building, Room 28, Queen's Park  
Toronto, Ontario  
M7A 1A1  
Sent Via Email: [Premier@ontario.ca](mailto:Premier@ontario.ca)

Dear Premier Ford,

On behalf of the Federation of Northern Ontario Municipalities (FONOM) and our 110 municipal members, I would like to congratulate you on unveiling your current cabinet.

We are pleased to see strong representation from Northern Ontario with the appointments of Ministers Fedeli, Rickford, Pirie, Holland, and Smith. We are confident that these Ministers will assist FONOM in fostering growth in the north. We are ready to collaborate with the entire cabinet to strengthen all sectors of our northern economy.

While we appreciate this progress, I must also express our concerns regarding the Ministry of Transportation's approach. I frequently engage with northern municipal representatives to gather feedback on their interactions with the Ministry. The overwhelming response from our members indicates that their concerns are often overlooked or addressed slowly.

This situation stems mainly from Ontario's vast geographical size and the extensive area the north represents. Factors such as weather conditions, traffic patterns, inattentive drivers, regional differences in highway maintenance, and the lack of accountability in commercial motor vehicle driver training contribute to the public's ongoing fears when using our highways.

It is essential to recognize that transportation responsibilities in southern and northern Ontario involve vastly different approaches and planning.

Therefore, with the utmost respect for the current structure of the Ministry of Transportation, we propose an alternative solution: the creation of a **Deputy Minister** or **Associate Minister of Transportation** specifically responsible for **Northern Ontario**. This change could enhance the effectiveness of the current duties.

We are eager to work with you and your government to explore ways to reduce the high rates of fatalities and accidents on our highways.

We would appreciate the opportunity to discuss this approach further. We are willing to accommodate your schedule and travel arrangements for these discussions.

Thank you for allowing FONOM to share our thoughts, concerns, and ideas.

Yours,





**CAO**

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**Subject:** FW: Board of Health Meeting Agenda, April 23, 2025

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**From:** Ashley Lecappelain <ashley.lecappelain@healthunit.ca>  
**Sent:** April 14, 2025 2:20 PM  
**To:** list  
**Subject:** Board of Health Meeting Agenda, April 23, 2025

Hello,

The North Bay Parry Sound District Health Unit's upcoming Board of Health meeting will take place on Wednesday, April 23, 2025.

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

Thank you,

**Ashley Lecappelain** | Executive Assistant | Office of the Medical Officer of Health/Executive Officer | Pronouns: She/Her

North Bay Parry Sound District Health Unit  
345 Oak Street West | North Bay, Ontario P1B 2T2 | Canada  
705-474-1400 ext. 5272 | 1-800-563-2808  
[ashley.lecappelain@healthunit.ca](mailto:ashley.lecappelain@healthunit.ca) | [myhealthunit.ca](http://myhealthunit.ca)  
[Facebook](#) | [X](#) | [LinkedIn](#) | [YouTubeCA](#)

*My place of work is on the lands of the Anishinaabe people; the traditional territory of Nipissing First Nation; and land that is covered by the Robinson Huron Treaty of 1850.*

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**BOARD OF HEALTH  
NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT**

**Nipissing District:**

**Central Appointees**

Karen Cook  
Sara Inch  
Jamie Lowery (Vice-Chairperson)  
Maurice Switzer  
Dave Wolfe  
Rick Champagne (Chairperson)  
Jamie Restoule

**Eastern Appointee**

**Western Appointee**

**Parry Sound District:**

**Northeastern Appointee**

**Southeastern Appointee**

**Western Appointee**

Blair Flowers  
Marianne Stickland  
Jamie McGarvey

**Public Appointees:**

Tim Sheppard  
Catherine Still

**Medical Officer of Health/Executive Officer**

Dr. Carol Zimbalatti

**Also Attending by Invitation**

**Executive Assistant, Director's Office**

Christine Neily

**Recorder**

**Executive Assistant, Office of the Medical Officer of Health**

Ashley Lecappelain

A regular meeting of the **Board of Health** for the **North Bay Parry Sound District Health Unit** will be held both in person and virtually for Board of Health members, and will be live streamed for the public from the Nipissing Room at 345 Oak Street West, North Bay, Ontario on:

**Date: Wednesday, April 23, 2025**

**Time: 5:30 p.m. to 7:00 p.m.**

**A G E N D A**

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF THE AGENDA**

➤ *Notice of Motion*

**3.0 CONFLICT OF INTEREST DECLARATION**

**4.0 APPROVAL OF THE PREVIOUS MINUTES**

4.1 Board of Health Minutes – February 26, 2025

➤ *Notice of Motion*

**5.0 DATE OF NEXT MEETING**

**Date:** June 25, 2025

**Time:** to be determined

**Place:** Georgian Room, Parry Sound Office

**6.0 BUSINESS ARISING**

**7.0 REPORT OF MEDICAL OFFICER OF HEALTH**

**8.0 BOARD COMMITTEE REPORTS**

8.1 Personnel Policy, Labour/Employee Relations Committee

➤ *Notice of Motions*

8.2 Finance and Property

➤ *Notice of Motions*

**9.0 CORRESPONDENCE**

**10.0 NEW BUSINESS**

10.1 Association of Local Public Health Agencies (alPHA) 2025 Annual General Meeting and Conference

➤ *Notice of Motion*

**11.0 IN CAMERA**

**12.0 ADJOURNMENT**

If you are not able to attend the meeting, please notify Ashley Lecappelain at 705-474-1400, extension 5272.

Thank you.

*Approved by,*

Carol Zimbalatti, M.D., CCFP, MPH  
Medical Officer of Health/Executive Officer

*Your lifetime partner in healthy living.  
Votre partenaire à vie pour vivre en santé.*

**myhealthunit.ca**

📍 345 Oak Street West,  
North Bay, ON P1B 2T2

☎ 1-800-563-2808  
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,  
Parry Sound, ON P2A 2L7

☎ 1-800-563-2808  
705-746-5801

📠 705-746-2711



7.4

**CAO**

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**From:** Roseann Knechtel <rknechtel@mulmur.ca>  
**Sent:** April 11, 2025 3:24 PM  
**To:** Roseann Knechtel  
**Subject:** Resolution: Procurement & Advocacy for Trade Agreement Exemptions  
**Attachments:** Mulmur Resolution - Procurement and Advocacy for Trade Agreement Exemptions.pdf

Good Afternoon,

Please see attached resolution passed by the Council of the Corporation of the Township of Mulmur on April 2, 2025 regarding procurement and advocacy for trade agreement exemptions.

Thank you.

**Roseann Knechtel, BA | Clerk / Planning Coordinator**

*Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8*

*Phone 705-466-3341 ext. 223 | Direct 705-980-1192 | [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)*

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758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**

Toll Free from 519 only **(866) 472-0417**

Fax **(705) 466-2922**

April 11, 2025

---

### **Procurement & Advocacy for Trade Agreement Exemptions**

---

At the meeting held on April 2, 2025, Council of the Township of Mulmur passed the following resolution:

#### **Moved by Lyon and Seconded by Cunningham**

Whereas the Township of Mulmur recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Mulmur recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;

And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Mulmur commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Mulmur commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Mulmur calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

And further that a copy of this resolution be sent to:

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities for their consideration and support.

**Carried.**

Sincerely,

*Roseann Knechtel*

Roseann Knechtel, Clerk



# 8

## ADMINISTRATIVE MATTERS



8.1

# THE MUNICIPALITY OF CALVIN

## REPORT TO COUNCIL

### PUBLIC WORKS DEPARTMENT

---

To: Mayor and Council  
Subject: Supporting Greater City of Sudbury Resolution CC2023-303  
Author: Ann Carr, Public Works Superintendent  
Report No. PWS-2025-04  
Date: April 23<sup>rd</sup>, 2025

---

**Purpose:**

To support the Greater City of Sudbury's resolution CC2023-303, regarding the definition of "employer" in the Occupational Health and Safety Act.

---

**Background:**

The Greater City of Sudbury entered into a contract in 2015 for road work and unfortunately the contractor's grader operator struck and killed a pedestrian.

The Greater City of Sudbury had done their due diligence by requiring proof of WSIB as well as asking for the contractor to provide insurance in the name of the City.

The City provided daily inspections of the work being completed to ensure that the contractor was on task, meeting the scope of work in the contract, as well as managing the timelines etc. Due to this the Ministry of Labour felt that the Greater City of Sudbury was the responsible employer and was named in the litigation.

The decisions from the courts were appealed several times and ultimately the City was found not to be liable by the Supreme Court of Canada. The Greater City of Sudbury was named in this suit due to the definition of "employer" in the Ontario Health and Safety Act.

The definition of an employer in the Ontario Health and Safety Act is as follows:

**"employer"** means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

---

**Analysis:**

The consequence to Municipalities and private property owners who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to a project site for which they have no control. Although the safety of workers is paramount, the responsibility of "other" employer's workers is not acceptable.

---

**Recommendation:**

**WHEREAS** the Council of the Greater City of Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;

**AND WHEREAS** the Council of the Municipality of Calvin supports this request and endorses the Greater City of Sudbury's resolution CC2023-303,

**AND BE IT FURTHER RESOLVED THAT** this motion be provided to the Greater City of Sudbury, Honourable Doug Ford, Premier of Ontario, the Minister of Labour, Immigration and Skills Development, the Minister of Municipal Affairs and Housing, MP and MPP for the District of Nipissing, the Federation of Northern Ontario Municipalities, the Council of Ontario Construction Associations, the Association of Municipalities of Ontario, and all Ontario municipalities.

---

Appendix-Resolution CC2023-303 Greater City of Sudbury

Respectfully yours,

Ann Carr  
Public Works Superintendent

I concur with this report,

Donna Maitland  
CAO, Clerk Treasurer

**Resolution Number** CC2023-303

**Title:** Members' Motions

**Date:** Tuesday, December 5, 2023

---

**Moved By** Mayor Lefebvre

**Seconded By** Councillor Parent

WHEREAS in 2015 the City of Greater Sudbury (the "City") entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City's downtown core;

AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the "Act");

AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;

AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;

AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;

AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City's appeal;

AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor;

AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;

AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;

NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer"



to exclude owners that have contracted with a constructor for a project;

AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelinas, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.

**CARRIED**



# CALVIN FIRE FIGHTERS

**Sausage, Pancakes and Scrambled Egg  
Breakfast, And Bake Sale FUNDRAISER**

**Saturday 3 May 2025**



**8 am – 11 am**

Municipality of Calvin's Recreation Hall

1355 Peddler's Drive, Calvin

**Breakfast - \$10.00 (Cash only)**

Children under 10 years free



# Burning Regulations

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**Make sure you know the rules** for outdoor fires and follow safe practices. Each year dozens of residents and cottagers across Ontario lose structures and property to fire caused by careless burning. Your Fire Department would like to remind you that **outdoor burning regulations are enforced between April 1 and October 31**. If you burn, follow these steps:

---

## **Choose a safe time**

Any fire is most likely to get out of control on a hot, dry or windy day. Burn during the coolest dampest and calmest time of day. **Two hours before sunset, or later, and extinguish two hours after sunrise.** Don't even consider burning when it is windy. Be aware that in the spring after the snow melts and before the grass and buds have started to grow, it is extremely hazardous to burn.

## **Choose a safe site**

If you are burning an area of grass or leaves, make sure the area is surrounded by a fireproof boundary. Roads, ditches or ploughed ground provide good barriers against fire spread. Your fire should be at least 18 meters (50ft) away from any structure or forest debris that might catch fire.

## **Put that fire out**

Remember, coals can smolder for hours and hot embers can be blown by the wind, easily setting fire to dry grass or twigs. Drown hot coals thoroughly, and then cover with sand or gravel.

## **Stay in control of your fire**

Many injuries are caused by careless use of flammable materials and underestimating fire behavior. Never use gasoline to start your fire as it is highly explosive. A responsible person must be available to tend the fire at all times, even if it is contained in an incinerator. You must have adequate tools (shovel, rake) and water on hand to control the fire if it begins to spread. Use caution around hydro poles and be aware of over head and underground cables. Be sure your fire does not cause irritation or inconvenience to your neighbors.

## **Keep your fire small**

Small fires can be controlled by one person using hand tools and water. When burning piles of wood, brush or wood by-products make sure it's less than 2m (6.5ft) high and 2m (6.5ft) in diameter. Keep your fires limited to one pile burning per acre. Burning an open field is not a good idea, but if it is necessary make sure you have the equipment and people available to do it safely.

## **DON'T BURN DURING THE DAY**

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It is your responsibility to be aware of the Rules, Regulations and By-laws pertaining to outdoor burning in this area. Your municipality follows the provisions of the Forest Fire Prevention Act. The O.P.P. and M.N.R. have the authority to lay charges if you are found negligent.

At any time the M.N.R or Fire Department may ban or restrict outdoor burning in this area until further notice. Be aware that if a forest fire results because you have used fire improperly, you could be held responsible for the cost of putting out the fire and any property damage that may occur.

---

If you have any further questions or if you would like a description of an approved incinerator, please call the Calvin Municipal Office 705-744-2700. A copy of the Burning By-law is available upon request from the Municipal Office or on the website [www.calvintownship.ca](http://www.calvintownship.ca)



### 8.3

#### Louise de Kiriline Lawrence Binoculars

Whereas Mayor Gould has been appointed by Council to work with the Mattawa Museum staff to establish a Municipality of Calvin History Section in the Mattawa Museum;

And whereas, the staff of the Municipality has found a pair of binoculars and sunglasses in storage, and Mayor Gould has spoken with two previous municipal clerks and confirmed that the Municipality was indeed in the possession of binoculars that came from Louise de Kiriline Lawrence, world famous scientist and Calvin resident;

And whereas these items would best be displayed in a local museum as a way to shine a light on the Municipality of Calvin;

Be it resolved that the Mayor arrange to execute between both parties, a formal loan agreement of these items to the Mattawa Museum for a renewable period of five years, so that they may be displayed in the Municipality of Calvin History Section;

And be it also resolved that Mayor Gould provide the museum with a written account of Louise de Kiriline Lawrence for display at the museum.



814

**THE MUNICIPALITY OF CALVIN**  
**REPORT TO COUNCIL**  
**PUBLIC WORKS DEPARTMENT**

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To: Mayor and Council  
Subject: Awarding Calcium Bid  
Author: Ann Carr, Public Works Superintendent  
Report No. PWS-2025-006  
Date: April 23<sup>rd</sup>, 2025

---

**PURPOSE:**

To provide Council with Request for Quotation results to purchase dust suppressant and road stabilization material.

---

**BACKGROUND:**

Road stabilization/dust suppressant material is needed in the spring to ensure that the fines from gravel remain on the road instead of blowing off from traffic into the environment.

The fines in this layer of the road fill the voids among the courser particles and act as a binder to hold together the aggregate mixture in a tight, dense layer. Additionally, fines form a hard crust that allows for the efficient shedding of water from the surface and allows the roadway to bear the traffic load. Often stabilizing agents, such as calcium chloride, are used to maintain a certain moisture content in the fine materials that allow them to maintain a strong bond with the aggregates. This prevents washouts during rain events and provides less maintenance in the form of grading.

A Request for Quotation was executed on March 11<sup>th</sup>, 2025, for the supply and application of road stabilization and dust suppression material. Two bids were received and on-time, there were no errors or omissions.

---

**FINANCIAL:**

Pollard Distribution Inc.                      **43 cents** per liter

Da-Lee Services Inc.                        **47 cents** per liter

Last year the Municipality budgeted for 3 loads at approximately 28,000 liters per load.

The estimated cost for 84,000 liters will be **\$36,120.00 plus HST**. Using the bid from Pollard Distribution Inc.

(Cost is estimated as trucks are not perfect at 28,000 liters every time)

---

**RECOMMENDATION:**

**WHEREAS** a request for quotation was executed for the supply and application of road stabilization and dust suppression material,

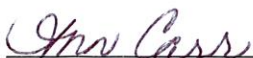
**AND WHEREAS** two bids were received and reviewed,

**BE IT HEREBY RESOLVED THAT** the Council of the Municipality of Calvin accept the bid from Pollard Distribution Inc. at forty-three cents per liter for a total of \$36,120.00 plus HST.

---

Appendix: BID FORMS

Respectfully yours,

  
\_\_\_\_\_  
Ann Carr  
Public Works Superintendent

I concur with this report,

\_\_\_\_\_  
Donna Maitland  
CAO, Clerk Treasurer



Municipality of Calvin

RFQ 2025-01

BID FORM

Supply and apply approximately 84,000 litres of 35% of liquid Calcium Chloride as directed by the Municipality of Calvin's Public Works Superintendent or designate to any road in the Municipality of Calvin.

At \$ .43 per litre  
HST \$ .056 per litre  
TOTAL \$ .486 per litre

Dated at HARROW, Ontario, this day of APRIL 8, 2025.

POLLARD DISTRIBUTION INC.  
COMPANY

KEVIN POLLARD  
PERSON

Box 280 HARROW, ONTARIO NOR 1G0  
ADDRESS

KPOLLARD@POLLARDINC.CA 519-738-2213  
EMAIL AND TELEPHONE NUMBER

LOWEST BID OR ANY PART OF THIS REQUEST FOR QUOTATION NOT NECESSARILY ACCEPTED.

Contract Administrator:

Ann Carr

Municipality of Calvin

Public Works Superintendent

[publicworks@calvintownship.ca](mailto:publicworks@calvintownship.ca)

705-744-2641

received on  
April 09/2025  
@ 2:48pm.  
H.



RFQ 2025-01

**BID FORM**

Supply and apply approximately 84,000 litres of 35% of liquid Calcium Chloride as directed by the Municipality of Calvin's Public Works Superintendent or designate to any road in the Municipality of Calvin.

At \$ 0.47 per litre  
HST \$ 0.0611 per litre  
TOTAL \$ 0.5311 per litre

Dated at Stoney Creek, Ontario, this day of April 9 2025.

Da-Lee Services Inc dba Da-Lee Dust Control

COMPANY

Josh Powell - Business Development Manager

PERSON

350 Jones Rd Stoney Creek ON L8E 5N2

ADDRESS

Josh @daleegroup.com 905-643-1135

EMAIL AND TELEPHONE NUMBER

**LOWEST BID OR ANY PART OF THIS REQUEST FOR QUOTATION NOT NECESSARILY ACCEPTED.**

**Contract Administrator:**

Ann Carr

Municipality of Calvin

Public Works Superintendent

[publicworks@calvintownship.ca](mailto:publicworks@calvintownship.ca)

705-744-2641

received  
on April 04/25  
@ 12:19 p.m.  
H.

CAO23-2025

**CAO report to Council – Staff participation at 2025 Federation of Northern Ontario Municipalities (FONOM) Northeastern Municipal Conference**

**PURPOSE:**

To provide Council with an update about staff participation at the FONOM

**BACKGROUND:**

**Resolution Number:2025-30**

**Moved By: Councillor Manson**

**Seconded By: Councillor Grant**

**NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin does hereby receive report CAO Report 10-2025 for information purposes; and**

**FURTHER THAT the Council for the Corporation of the Municipality of Calvin authorizes the participation of three (3) Councillors and two (2) Staff at the FONOM Conference 2025.**

**Result: Carried**

The Conference will host over 250 delegates, which include Northeastern Ontario municipal politicians and their staff, provincial ministers, and government staff.

FONOM offers a unique platform to gain valuable insights into pressing municipal issues, explore updates on provincial legislation, and engage in meaningful discussions at the Ministers' Forum. Federation of Northern Ontario Municipalities (FONOM) Northeastern Municipal Conference/ Attendees will also benefit from networking opportunities that foster collaboration amongst municipal leaders across the North, and shared learning.

The Annual FONOM Conference will be held on May 5th, 6th and 7th, 2025 in North Bay

**UPDATE:**

While staff attendance at the conference is for not only their own professional development but for the benefit of the Municipality as a whole, given the recent reduction in administrative staff, and the reality of a persistent workload, now further heightened by the reduction of staff, no staff will be attending the FONOM conference. The CAO spoke with FONOM Chairperson who has approved a full refund of conference costs.

**Recommendation to Council**

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Calvin does hereby receive  
CAO Report 23-2025-Staff participation at 2025 Federation of Northern Ontario Municipalities (FONOM)  
Northeastern Municipal Conference



Donna Maitland, CAO

**CAO report to Council – CAO24-2025–Tillsonburg Town Council Decision Letter - April 14, 2025 - Strong Mayor Powers**

**PURPOSE:**

To provide Council with information to support their consideration of the Town of Tillsonburg's correspondence to Council dated April 14, 2025.

**BACKGROUND**

The Strong Mayors, Building Homes Act 2022, the Better Municipal Governance Act, 2022, and associated regulations give the heads of council (HOC) of certain municipalities strong mayor powers and duties. Currently, there are 47 Ontario municipalities where the HOC has strong mayor powers and duties.

On Wednesday April 09, 2025, The Ministry of Municipal Affairs and Housing announced that it proposes amendments to O. Reg. 530/22 under the Municipal Act, 2001 to expand the list of municipalities where the Head of Council has strong mayor powers and duties, to include over 150 additional single-tier and lower-tier municipalities with a council composition size of six members or more, to help these municipalities move forward on shared provincial-municipal priorities.

Public Comments on the proposed amendments are due to the Government of Ontario no later than April 16, 2025.

On April 14, 2025, the Town of Tillsonburg's Council received, discussed the Ministry of Municipal Affairs and Housing letter addressed to its Head of Council information her of the proposed changes to expand Strong Mayor Powers and Duties and that theirs would be impacted by the proposed changes. (copy attached)

On April 15, 2025, the Town of Tillsonburg submitted to all Municipalities in Ontario, the Premier, Minister Flack, their local MPP, AMO, ROMA a copy of a resolution passed by Council at its April 14, 2025, meeting, their response to the Minister's letter to the Mayor. (copy attached)

**LEGISLATION/PROPOSED LEGISLATION**

Proposed Amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities  
Regulation Number(s): O. Reg. 530/22

Municipal Act, 2001 S.O. 2001, Chapter 25 PART VI.1 SPECIAL POWERS AND DUTIES OF THE HEAD OF COUNCIL.  
(copies attached)

**Recommendation to Council**

While the Government of Ontario's most recent announcement to expand Strong Mayor Powers to over 150 municipalities in Ontario does not directly impact the Municipality of Calvin or its Council, in that Calvin is not one of the municipalities being considered in the current expansion, to support Council's consideration of the Town of Tillsonburg's letter, the CAO wishes to provide Council with additional information related to the matter.

There are many Councils impacted by the proposed changes holding emergency meetings to respond to the proposed legislation prior to the deadline to do so (the announcement was made April 09 and last day to comment is April 16) and more will have met by the time Calvin's Council meets.

For information purposes, in addition to the Town of Tillsonburg's letter of April 15, 2025, I propose Council review the following additional pieces of information prior to its April 23<sup>rd</sup> Council meeting when it will receive and discuss the Town of Tillsonburg's correspondence:

- Ministry of Municipal Affairs and Housing letter addressed to Town of Tillsonburg's Head of Council dated April 09/25
- Proposed Amendments to O.Reg 530/22 to Expand Strong Mayor Powers and Duties to Additional Information



- Municipal Act, 2001, S.O. 2001, Chapter 25, Part vi.1 Special Powers of the Head of Council
- Council of Orillia's recording of its April 07. 2025 Regular Meeting of Council when Council responded to Strong Mayor Powers being implemented by its Mayor <https://www.youtube.com/watch?v=yCH-0GJtahE> (advance to 3:06 time)
- News article Town of Amherstburg <https://www.rivertowntimes.com/post/town-does-not-want-strong-mayor-powers>
- Town of Essex Special Meeting of Council <https://m.youtube.com/watch?v=9cLJDfsl0IE>

Articles/video recordings of some municipalities' responses to the proposed amendment were obtained by a simple Google. The reader will find more are available by the time this report reaches Council.



Donna Maitland, CAO (April 15)

**Subject:**

FW: Tillsonburg Town Council Decision Letter - April 14, 2025 - Strong Mayor Powers

**From:** Clerks <[Clerks@tillsonburg.ca](mailto:Clerks@tillsonburg.ca)>

**Sent:** April 15, 2025 8:41 AM

**To:** [premier@ontario.ca](mailto:premier@ontario.ca); [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org); [Ernie.Hardemanco@pc.ola.org](mailto:Ernie.Hardemanco@pc.ola.org); [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca); [roma@roma.on.ca](mailto:roma@roma.on.ca)

**Subject:** Tillsonburg Town Council Decision Letter - April 14, 2025 - Strong Mayor Powers

Hello,

At the April 14, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

**Resolution # 2025-125**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

THAT Council receive item 12.8 Ministry of Municipal Affairs and Housing Letter Re: Strong Mayor Powers, as information;

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation on May 1, 2025, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets, planning and operational decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminish the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Tillsonburg;

1. Does not support the proposed strong mayor powers as currently outlined;
2. Supports specific powers to mayors as it pertains to identifiable decisions regarding housing, development, infrastructure and transit to provide tools that reduce obstacles that can stand in the way of new housing and infrastructure developments;
3. Strongly suggests that free reign of decision-making regarding hiring, firing, committees and so forth be removed from the proposed authority;
4. Strongly suggests that members of current Council were duly elected officials by citizens with the awareness of one vote per council member and majority votes are the democratic process;

5. Requests that the Provincial Strong Mayor Powers proposed to take effect on May 1, 2025, be deferred to allow for greater clarity and that the Province seek collaborative input from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO);
6. Directs staff to forward this resolution immediately to Minister Flack, Premier Ford, MPP Hardeman, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all Ontario Municipalities before April 16, 2025.

Regards,

**Amelia Jaggard**

Deputy Clerk

Town of Tillsonburg

10 Lisgar Ave

Tillsonburg, ON N4G 5A5

Phone: 519-688-3009 Ext. 4041

**Ranked one of “Canada’s Top 25 Communities to Live and Work Remotely” (*Maclean’s 2021 Best Communities*)**

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

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

[www.Facebook.com/TillsonburgON](https://www.Facebook.com/TillsonburgON)



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**Ministry of  
Municipal Affairs  
and Housing**

**Ministère des**

**Affaires municipales  
et du Logement**

Office of the Minister

Bureau du ministre

777 Bay Street, 17<sup>th</sup> Floor

777, rue Bay, 17<sup>e</sup> étage

Toronto ON M7A 2J3

Toronto (Ontario) M7A 2J3

Tel.: 416 585-7000

Tél. : 416 585-7000

April 9, 2025

Dear Mayor Deb Gilvesy,

To further support municipalities in delivering much-needed housing and other provincial priorities, I am pleased to inform you that our government intends to expand strong mayor powers to your municipality.

Following previous expansions, we have seen strong mayors put these transformative powers into action to support growth, from proposing budgets to setting up organizational structures to proposing by-laws to help advance provincial priorities such as building more homes and constructing and maintaining infrastructure to support housing.

Our government's expectation is that you will make use of these powers in a similar way, supporting provincial priorities that will help our province and our communities grow. These priorities include supporting the construction of new homes, economic development and building infrastructure that supports community growth, including housing-enabling infrastructure like water and wastewater infrastructure, as well as roads, highways, transit and more.

Heads of council in strong mayor municipalities can:

- Choose to appoint the municipality's chief administrative officer.
- Hire certain municipal department heads, and establish and re-organize departments.

- Create committees of council, assign their functions and appoint the Chairs and Vice-Chairs of committees of council.
- Propose the municipal budget, which would be subject to council amendments and a separate mayoral veto and council override process.
- Veto certain by-laws if they are of the opinion that all or part of the by-law could potentially interfere with a provincial priority, such as housing, transit and infrastructure.
- Bring forward matters for council consideration if they are of the opinion that considering the matter could potentially advance a provincial priority.
- Propose certain municipal by-laws if they are of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favor.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at 437-996-2487 or [tanner.zelenko@ontario.ca](mailto:tanner.zelenko@ontario.ca).

Please accept my best wishes.

Sincerely,

Original.Signed.by

Hon. Rob Flack

Minister of Municipal Affairs and Housing

c:

Robert Dodd, Chief of Staff

Martha Greenberg, Deputy Minister

Caspar Hall, Assistant Deputy Minister, Local Government Division




Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division

Kyle Pratt, Chief Administrative Officer

Tanya Daniels, Clerk

Regulation - LGIC

Proposed Amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities

Regulation Number(s):	O. Reg. 530/22
Instrument Type:	Regulation - LGIC
Bill or Act:	Municipal Act, @01
Summary of Proposal:	<p>The Strong Mayors, Building Homes Act, 2022, the Better Municipal Governance Act, 2022, and associated regulations give the heads of council (HOC) of certain municipalities strong mayor powers and duties. Currently, there are 47 Ontario municipalities where the HOC has strong mayor powers and duties.</p> <p>The Ministry of Municipal Affairs and Housing is proposing amendments to O. Reg. 530/22 under the Municipal Act, 2001 to expand the list of municipalities where the HOC has strong mayor powers and duties, to include certain single-tier and lower-tier municipalities with a council composition size of six members or more, to help these municipalities move forward on shared provincial-municipal priorities.</p> <p>Proposing that amendments to O. Reg. 530/22 would come into effect on May 1, 2025.</p>
Analysis of Regulatory Impact:	<p>If these amendments are made, the strong mayor framework would apply to more municipalities. Currently the framework applies to 47 municipalities - the City of Toronto and 46 municipalities designated under O. Reg. 530/22 under the Municipal Act, 2001.</p> <p>Local impacts will depend on how the heads of council (HOC) in designated municipalities choose to use these strong mayor powers and how the municipality will support the implementation of these powers and duties for the HOC. There are no requirements in the regulations that would result in new administrative costs for municipalities.</p> <p>Municipalities may choose to update local processes and policies at any time, based on local needs and circumstances.</p>
Further Information:	<p> PART V1.1 SPECIAL POWERS AND DUTIES OF THE HEAD OF COUNCIL - Municipal Act, 2001</p> <p> O. Reg. 580/22 - Municipal Act</p> <p> O. Reg. 530/22 - Municipal Act</p>



Ministry of Municipal Affairs and Housing  
Local Government Policy Branch  
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Municipal Act, 2001

S.O. 2001, Chapter 25

PART VI.1

SPECIAL POWERS AND DUTIES OF THE HEAD OF COUNCIL

Application

284.2 The Minister may, by regulation, designate municipalities to which this Part applies. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Directions to municipal employees

284.3 For the purposes of exercising powers or performing duties under this Part, the head of council may, in writing, exercise the powers of the municipality to direct municipal employees to,

(a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and

(b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

In writing

284.4 (1) If the head of council exercises a power or performs a duty under this Part, the head of council shall do so in writing and in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1.

Making information available

(2) The head of council shall, in accordance with the regulations, make any prescribed information and documents available to the public and to any other prescribed persons or classes of persons. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Powers re chief administrative officer

284.5 The powers of a municipality under section 229, with respect to the chief administrative officer, are assigned to the head of council. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Powers re organizational structure

284.6 (1) Subject to subsection (3), the powers of the municipality with respect to determining the organizational structure of the municipality are assigned to the head of council. 2022, c. 18, Sched. 2, s. 1.

Employment matters

(2) Subject to subsection (3) and the regulations, subsection (1) includes the power to hire, dismiss or exercise any other prescribed employment powers with respect to the head of any division or the head of any other part of the organizational structure. 2022, c. 18, Sched. 2, s. 1.

Limitation

(3) The powers assigned under subsection (1) do not include the power to hire, dismiss or exercise any other prescribed employment powers with respect to any of the following persons:

1. The clerk or deputy clerk.
2. A treasurer or deputy treasurer.
3. An Integrity Commissioner.



4. An Ombudsman.
5. An Auditor General.
6. A registrar, as described in section 223.11.
7. A chief building official, as defined in the Building Code Act, 1992.
8. A chief of police, as defined in the Police Services Act.
9. A fire chief, as defined in the Fire Protection and Prevention Act, 1997.
10. A medical officer of health, as defined in the Health Protection and Promotion Act.
11. Other officers or heads of divisions required to be appointed under this or any other Act.
12. Any other prescribed persons. 2022, c. 18, Sched. 2, s. 1.

#### Transition

(4) Any organizational structure in place in a municipality immediately before being designated under this Part shall continue unless the organizational structure is changed by the head of council under subsection (1). 2022, c. 18, Sched. 2, s. 1.

#### Same

(5) The head of any division or of any other part of the organizational structure who held that position immediately before the municipality was designated under this Part shall continue in that position unless they are dismissed by the head of council under subsection (2). 2022, c. 18, Sched. 2, s. 1.

#### Same

(6) A head of council may exercise a power under subsection (2) with respect to a person regardless of when that person started their employment. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

## Powers re local boards

284.7 The power of the municipality to appoint chairs and vice-chairs of local boards is assigned to the head of council for any prescribed local board or local board within a prescribed class of local boards. 2022, c. 18, Sched. 2, s. 1.

## Section Amendments with date in force (d/m/y)

## Powers re committees

284.8 Subject to the regulations, if any, the following powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees, are assigned to the head of council:

1. The power to establish or dissolve committees.
2. The power to appoint chairs and vice-chairs of committees.
3. The power to assign functions to committees. 2022, c. 18, Sched. 2, s. 1.

## Section Amendments with date in force (d/m/y)

## Provincial priorities

284.9 (1) The Lieutenant Governor in Council may, by regulation, prescribe provincial priorities for the purposes of sections 284.10, 284.11 and 284.11.1. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 5 (1).

## Same

(2) For greater certainty, sections 284.10, 284.11 and 284.11.1 only apply if the Lieutenant Governor in Council prescribes provincial priorities. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 5 (2).

## Section Amendments with date in force (d/m/y)

## Powers re meetings

284.10 (1) Despite any procedure by-law passed by the municipality under subsection 238 (2), if the head of council is of the opinion that considering a particular matter could potentially advance a prescribed provincial priority, the head of council may require the council to consider the matter at a meeting. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 6.

#### Interpretation

(2) In this section,

“meeting” has the same meaning as in subsection 238 (1). 2022, c. 18, Sched. 2, s. 1.

#### Section Amendments with date in force (d/m/y)

#### Veto powers

#### Application

284.11 (1) This section applies with respect to by-laws under,

(a) this Act and the regulations, other than under any prescribed section;

(b) the Planning Act and its regulations, other than any prescribed section; and

(c) any other prescribed Act or regulation or prescribed section of an Act or regulation.  
2022, c. 18, Sched. 2, s. 1.

#### By-law for consideration

(2) Despite any procedure by-law passed by the municipality under subsection 238 (2) and subject to subsection (3) of this section, if the head of council is of the opinion that all or part of a by-law that is subject to this section could potentially interfere with a prescribed provincial priority, the head of council may provide written notice to the council of the intent to consider vetoing the by-law. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 7.

#### Same, timing



(3) If the head of council intends to consider vetoing the by-law, the head of council shall provide the written notice described in subsection (2) on or before the earlier of two days after the day council voted in favour of the by-law or the prescribed deadline, if any. 2022, c. 18, Sched. 2, s. 1.

#### By-law commencement

(4) Despite any other Act, a by-law that is subject to this section shall be deemed not to have been passed by council until,

(a) if notice has not been given under subsection (3), the earlier of,

(i) the day written approval of the by-law is given by the head of council to the municipality, and

(ii) two days after the day council voted in favour of the by-law or the prescribed deadline, as the case may be; or

(b) if notice has been given under subsection (3), the earlier of,

(i) the day written approval of the by-law is given by the head of council to the municipality, and

(ii) 14 days, or such other prescribed time period, after the day the council voted in favour of the by-law. 2022, c. 18, Sched. 2, s. 1.

#### Veto powers

(5) Subject to subsection (6), if the head of council is of the opinion that all or part of the by-law could potentially interfere with a prescribed provincial priority, the head of council may veto the by-law by providing to the clerk, on the day of the veto, a written veto document that includes the veto and the reasons for the veto. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 7.

#### Same, timing

(6) The head of council shall not veto a by-law after giving approval under subclause (4) (b) (i) or after the expiry of the time period described in subclause (4) (b) (ii), as the case may be. 2022, c. 18, Sched. 2, s. 1.

#### Duties of clerk

(7) If the head of council vetoes a by-law the clerk shall,

(a) by the next business day after the clerk receives the written veto document under subsection (5), provide each member of council, other than the head of council, a copy of the written veto document; and

(b) make the written veto document available to the public in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1.

#### Effect of veto

(8) If the head of council vetoes a by-law, clause (4) (b) does not apply and the by-law shall be deemed not to have been passed by council. 2022, c. 18, Sched. 2, s. 1.

#### Override of veto

(9) Within 21 days, or such other prescribed time period, after the day the clerk provides the written veto document to the members of council under clause (7) (a), council may override the head of council's veto if two-thirds of the members of council vote to override the veto. 2022, c. 18, Sched. 2, s. 1.

#### Head of council may vote

(10) For greater certainty, the head of council may vote as a member of council in a vote to override a veto. 2022, c. 18, Sched. 2, s. 1.

#### Effect of override

(11) If the council overrides the veto, subsection (8) does not apply and the by law shall be deemed to have passed on the day the council votes to override the veto. 2022, c. 18, Sched. 2, s. 1.

No notice

(12) The head of council shall not give notice under subsection (3) after giving approval under subclause (4) (a) (i). 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Powers re by-laws

284.11.1 (1) This section applies with respect to by-laws under,

(a) this Act and the regulations, other than under any prescribed section;

(b) the Planning Act and its regulations, other than under any prescribed section; and

(c) any other prescribed Act or regulation or prescribed section of an Act or regulation.  
2022, c. 24, Sched. 3, s. 8.

Procedure

(2) Despite any procedure by-law passed by the municipality under subsection 238 (2) and subject to any prescribed requirements, if the head of council is of the opinion that a by-law could potentially advance a prescribed provincial priority, the head of council may propose the by-law to the council and require the council to consider and vote on the proposed by-law at a meeting. 2022, c. 24, Sched. 3, s. 8.

Same

(3) The head of council shall, in accordance with the regulations, provide to the clerk and to each member of council,

(a) a copy of any by-law proposed under subsection (2); and

(b) the head of council's reasons for the proposal. 2022, c. 24, Sched. 3, s. 8.

More than one-third vote required



(4) Despite any procedure by-law passed by the municipality under subsection 238 (2) and despite section 245, a by-law described in subsection (2) is passed if more than one third of the members of council vote in favour of the by-law. 2022, c. 24, Sched. 3, s. 8.

Head of council may vote

(5) For greater certainty, the head of council may vote as a member of council in a vote to pass a by-law described in subsection (2). 2022, c. 24, Sched. 3, s. 8.

Section Amendments with date in force (d/m/y)

Vacancy, head of council

284.12 (1) Despite section 263, if a vacancy occurs in the office of the head of council, the municipality shall, subject to subsection (3) and in accordance with the regulations, if any, require a by-election to be held, in accordance with the Municipal Elections Act, 1996, to fill the vacancy. 2022, c. 18, Sched. 2, s. 1.

Rules applying to filling vacancy

(2) Subject to subsection (3) and the regulations, if any, the following rules apply to filling a vacancy in the office of head of council:

1. Within 60 days after the day a declaration of vacancy is made under section 262 with respect to the vacancy, the municipality shall pass a by-law requiring a by-election be held to fill the vacancy.

2. Despite paragraph 1, if a court declares the office of head of council to be vacant, the council shall act under subsection (1) within 60 days after the court makes its declaration.

3. Despite subsection (1), if the vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2022, c. 18, Sched. 2, s. 1.

Vacancy after March 31 in the year of a regular election

(3) Subject to the regulations, if any, if a vacancy in the office of head of council occurs after March 31 in the year of a regular election,

(a) within 60 days after the day a declaration of vacancy is made under section 262 with respect to the vacancy, the municipality shall fill the vacancy by appointing a person who has consented to accept the office if appointed; and

(b) the municipality is deemed not to be prescribed for the purposes of this Part for the remainder of the term of the head of council appointed under clause (a). 2022, c. 18, Sched. 2, s. 1.

#### Vacancy — upper-tier municipalities

(4) The Minister may, by regulation, prescribe the procedures, rules and other matters pertaining to vacancies in upper-tier municipalities that will apply despite anything in this section. 2022, c. 18, Sched. 2, s. 1.

#### Section Amendments with date in force (d/m/y)

#### Delegation

284.13 (1) Subject to the prescribed limitations, if any, the head of council may delegate their powers and duties under the following sections:

1. Section 284.5 (chief administrative officer).
2. Section 284.6 (organizational structure).
3. Section 284.7 (local boards).
4. Section 284.8 (committees). 2022, c. 18, Sched. 2, s. 1.

#### Same

(2) The rules in subsection 23.1 (2) apply with necessary modifications to a delegation under subsection (1). 2022, c. 18, Sched. 2, s. 1.

#### Section Amendments with date in force (d/m/y)

#### Immunity

284.14 A decision made, or a veto power or other power exercised, legally and in good faith under this part shall not be quashed or open to review in whole or in part by any court because of the unreasonableness or supposed unreasonableness of the decision or exercise of the veto power or other power. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Transition

284.15 (1) A person who held one of the following positions immediately before the municipality was designated under this Part shall continue in that position unless they are dismissed or their appointment is revoked, as the case may be, by a head of council:

1. Chief administrative officer.
2. Chair or vice-chair of a local board.
3. Chair or vice-chair of a committee. 2022, c. 18, Sched. 2, s. 1.

Same

(2) A head of council may dismiss or revoke the appointment of a person set out in subsection (1) regardless of when that person started in their position. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Powers and duties re. budget

284.16 (1) In accordance with this section and subject to the regulations, the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the head of council of the municipality. 2022, c. 18, Sched. 2, s. 1.

Proposed budget



(2) The head of council shall, in accordance with the regulations, prepare a proposed budget for the municipality and provide the proposed budget to the council for the council's consideration. 2022, c. 18, Sched. 2, s. 1.

Council may adopt or amend budget

(3) After receiving the proposed budget, council may, in accordance with the regulations, pass a resolution making an amendment to the proposed budget. 2022, c. 18, Sched. 2, s. 1.

Veto power

(4) The head of council may, in accordance with the regulations, veto a resolution passed under subsection (3). 2022, c. 18, Sched. 2, s. 1.

Override of veto

(5) Council may, in accordance with the regulations, override the head of council's veto under subsection (4) if two-thirds of the members of council vote to override the veto. 2022, c. 18, Sched. 2, s. 1.

Adoption of budget

(6) The budget for the municipality shall be adopted in accordance with the regulations. 2022, c. 18, Sched. 2, s. 1.

Same

(7) For greater certainty, the regulations may provide for the circumstances in which the budget is deemed to be adopted. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)

Regulations

284.17 (1) The Minister may make regulations for the purposes of this Part, including,

(a) designating municipalities for the purposes of section 284.2;

(b) requiring a head of council to make information and documents available to the council, the public and other persons or classes of persons and prescribing the information and documents to be made available;

(c) respecting the form, manner and timing in which information and documents are to be made available to the council, the public or other persons or classes of persons;

(d) respecting procedures and rules a head of council, a council and the clerk are required to follow in connection with this Part;

(e) respecting the powers assigned to the head of council in connection with committees, for the purposes of section 284.8;

(f) governing by-elections with respect to the office of head of council for the purposes of section 284.12;

(g) respecting procedures, rules and other matters in connection with filling a vacancy in the office of head of council;

(h) providing for such transitional matters as the Minister considers necessary or advisable in connection with the implementation of this Part;

(i) defining, for the purposes of this Part and any regulations under this Part, any word or expression not defined in section 1 of this Act, and in so doing may define a word or expression differently for different provisions;

(j) respecting the use of powers and performance of duties under this Part, including respecting conditions and limits with respect to their use or performance;

(k) providing that a head of council cannot use a power or perform a duty, assigning those powers and duties to a council and prescribing procedures, rules and other matters in connection with such circumstances;

(l) prescribing provisions of the Act or any other Act that apply or do not apply for the purposes of this Part and providing for such modifications to those provisions as the Minister considers appropriate;

(m) prescribing deadlines, dates and time periods for the purposes of this Part. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 9.

Same

(2) Subject to subsection 284.9 (1), the Minister may make regulations prescribing anything that, under this Part, may or must be prescribed. 2022, c. 18, Sched. 2, s. 1.

Regulations, budget

(3) The Minister may, for the purposes of section 284.16, make regulations,

(a) respecting the powers and duties of the head of council and of the council in connection with preparing and adopting a budget in a municipality;

(b) respecting procedures, rules and other matters in connection with preparing and adopting a budget in a municipality; and

(c) providing for the circumstances in which a budget is deemed to be adopted. 2022, c. 18, Sched. 2, s. 1.

Retroactive

(4) A regulation under this section may be retroactive to a date not earlier than six months before the date the regulation was made. 2022, c. 18, Sched. 2, s. 1.

Section Amendments with date in force (d/m/y)



## **CAO report to Council – CAO25-2025–Establishment of a Standing Committee of Council – Fire Committee**

### **PURPOSE:**

To provide Council with information about the establishment of a Fire Committee for their consideration.

### **BACKGROUND**

In response to administrative challenges that have affected the effective governance of the Calvin Fire Department, The Corporation of the Municipality of Calvin should take a proactive step by establishing a Municipal Fire Committee.

### **RATIONALE FOR THE ESTABLISHMENT OF A MUNICIPAL FIRE COMMITTEE**

#### **Strengthening Oversight and Accountability**

A Fire Committee would provide structured, transparent oversight of the Municipality's fire services, ensuring operations are in compliance with applicable legislation, municipal policies, and public safety standards. It would serve as a vital link between Council, administration, and the Fire Department.

#### **Addressing Administrative Deficiencies**

In light of past administrative shortcomings, including lapses in communication, unclear reporting structures, reporting to various government agencies, and inconsistent policy application, the committee will help clarify responsibilities and support the development of a more resilient governance framework.

#### **Providing Strategic Direction and Policy Development**

The committee would assist the Council in reviewing and developing fire-related policies, ensuring decisions align with legislative obligations under the Fire Protection and Prevention Act, and support long-term planning related to budgeting, training, and infrastructure.

#### **Clarifying Roles and Supporting Leadership**

A clear and consistent structure will support the new Fire Chief and municipal staff by defining responsibilities, reducing administrative ambiguity, and enabling effective operational execution.

#### **Support for Fire Department Leadership**

By establishing a dedicated forum for discussion, guidance, and decision-making, the committee would enable the Fire Chief and department leadership to operate with greater clarity and support.

#### **Enabling Continuous Improvement**

As the Council, legislatively, is responsible for all operations of the Fire Department, the committee would facilitate regular reviews of fire department performance, risk assessments, and emergency response capabilities, creating a culture of knowledge, accountability and ongoing improvement.

#### **Enhancing Communication and Collaboration**

The committee would facilitate communication between the Fire Department and Council -ensuring that all voices are heard and that decisions are informed by a range of perspectives.

### **Conclusion:**

Section 11 of the Municipal Act, 2001, S.O. 2002, c25, as amended, in part provides that a lower-tier municipality may pass by laws respecting the governance structure of the municipality.

Establishing a Municipal Fire Committee is a timely and necessary measure that reflects The Corporation of the Municipality of Calvin's commitment to good governance, public safety, and transparent leadership.

## **Legislative Responsibilities of an Ontario Municipal Council for a Fire Department**

### **1. Mandated Fire Protection Services (FPPA, Section 2)**

Municipal councils must provide fire protection services to meet the needs and circumstances of their community. This can be done:

By establishing a fire department;

Entering into fire protection agreements with other municipalities or service providers;

Or a combination of both.

### **2. Passing a Fire Services By-law**

Under the FPPA, councils are responsible for passing a by-law to:

Establish and regulate a fire department;

Outline the level and type of services provided (e.g., fire suppression, rescue, medical response, hazardous materials response, etc.);

Appoint a Fire Chief.

### **3. Appointing a Fire Chief (FPPA, Section 6)**

The council must appoint a Fire Chief, who has responsibility for the administration and operation of the fire department. The Fire Chief reports to council (often through a CAO as is the case in Calvin) and is accountable for implementing council-approved policies.

### **4. Setting Policies and Budgets**

Municipal councils are responsible for:

Approving the fire department's budget, which includes personnel, equipment, training, facilities, and maintenance;

Setting policies that govern the operation of the fire service;

Ensuring that the department has adequate resources to carry out its responsibilities safely and effectively.

### **5. Ensuring Compliance with Legislation and Standards**

Council must ensure that the fire department complies with:

The FPPA and applicable regulations;

Occupational Health and Safety Act (OHSA) requirements;

Training standards, such as those set by the Office of the Fire Marshal (OFM) or National Fire Protection Association (NFPA) (as adopted in Ontario);

**Other:**

### **6. Emergency Planning (Emergency Management and Civil Protection Act)**

Although not specific only to fire, municipalities must develop and implement an emergency management program. The fire department plays a central role in the planning and execution of this program. Calvin's Community Emergency Plan is currently being updated/developed.

### **7. Oversight and Monitoring**

Council must provide regular oversight of the fire service's performance through:

Reports from the Fire Chief;

Annual updates or evaluations;

Strategic planning and service level reviews;

Risk assessments (including fire risk and community needs analysis).

## **CONCLUSION**

Establishing a Municipal Fire Committee is a timely and necessary measure that would reflect The Corporation of the Municipality of Calvin's commitment to good governance, public safety, and transparent leadership. It would serve as a foundation for implementing effective oversight, reinforcing Council's responsibility to protect public safety, uphold public trust and ensure the long-term success of the Municipality's fire services.

## **Recommendation to Council**

Given that Council for the Corporation of Municipality of Calvin recognizes the importance of ensuring effective governance, accountability, and oversight of its fire protection services;

That given administrative challenges have highlighted the need for improved policy development, reporting, and support for the Fire Department;

And considering Council has appointed a new Fire Chief and soon a new Deputy Fire Chief;

And considering municipal Councils are legislatively responsible for the provision and regulation of fire services under the Fire Protection and Prevention Act, 1997;

It is recommended that Council:

Considers the establishment of a Fire Committee as a standing committee of Council, tasked with supporting the strategic governance, oversight, and policy development of fire services in the Municipality of Calvin;

Considers the draft Terms of Reference for the Fire Committee as attached and provides feedback to the CAO within the next two weeks so that a final Terms of Reference may be brought to Council at its next regular meeting;

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Donna Maitland, CAO





## **THE CORPORATION OF THE MUNICIPALITY OF CALVIN BY-LAW NO.**

### ***Being A By-law to Establish the Terms of Reference for the Fire Committee***

WHEREAS Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to establish by by-law, the Fire Committee and the Committee's Terms of Reference for the Corporation of the Municipality of Calvin;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN ENACTS AS A BY-LAW AS FOLLOWS:

#### **1. Committee Title**

That a Committee to be known as the Fire Committee is hereby established.

#### **2. Policies/Procedures**

That the rules and regulations of the Corporation of the Municipality of Calvin Procedural By-law and Code of Conduct for Council and its Committee Members shall govern all proceedings of the Fire Committee.

#### **3. Records**

That the records of the Fire Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of Calvin Records Retention By-law.

#### **4. Composition**

That the Fire Committee shall consist of not more than five (5) Council members (of which one shall be Chair), and no fewer than three (3) Council members, the CAO, and the Fire Chief. The Fire Protection Adviser of the Office of the Fire Marshall shall be invited to participate as an advisory member of the Committee. The Deputy Fire Chief will be invited to participate on

the Committee from time to time as deemed necessary by the Chair, CAO or Fire Chief.  
Only Council members shall be voting members of the Committee.

5. Terms of Office

The voting appointed Committee members shall be appointed for a four (4) year term concurrent with the term of Council.

6. Mandate

That the Fire Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

7. Force and Effect

That this By-law shall come into force and take effect on the date of its passing,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor Gould

\_\_\_\_\_  
CAO/Clerk/Treasurer D. Maitland

# **SCHEDULE "A" TO BY-LAW OF FIRE COMMITTEE**

## **TERMS OF REFERENCE**

### **PURPOSE**

The Fire Committee is a Committee of Council that acts as an advisory body on matters related to the following:

- **Fire Protection Services**

### **MANDATE**

The Fire Committee will make recommendations to Council on matters that pertain to setting the level of fire protection services as per the Municipality's responsibilities prescribed in the *Fire Protection and Prevention Act, (FPPA) 1997, S.O. 1997, c. 4*, as amended. It will be the body to which the Fire Chief provides his/her monthly reports which in turn will be presented to Council as attachment to the Fire Protection Services Committee meeting minutes.

### **DEFINITIONS**

**"Advisory"** - having or exercising power to provide advice, expertise, guidance, make recommendations but not to take action or to enforce such powers.

**"CAO"** – refers to the Chief Administrative Officer of the Municipality

**"Council"** - refers to the current elected Council for the Municipality

**"Deputy Fire Chief"** – is the Deputy Fire Chief for the Municipality

**"Fire Chief"** - is the Fire Chief for the Municipality of Calvin

**"Fire Committee"** - is a Committee of Council for the Municipality of Calvin.

**"Municipality"** - is the Municipality of Calvin

**"Pecuniary Conflict of Interest (either in direct or indirect)"** - as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50



## DUTIES AND RESPONSIBILITIES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of staff and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.
- The Committee Chair will ensure that all members have a fair, balanced, and respectable opportunity to share their knowledge and perspectives.
- The Committee Chair will ensure that meetings are kept to a maximum length of two (2) hours and that outstanding business at the two (2) hour adjournment are deferred to the next committee meeting.
- The Committee will attempt to reach a consensus on issues.
- The Committee shall elect a Chairperson from among the Council members appointed to the committee, at its first meeting, or as soon as practicable.
- The Committee shall review and set annual goals and objectives based on needs.
- The Committee shall undertake other assignments as may be requested by Council.
- The Committee shall review the Terms of Reference on an annual basis.

## AUTHORITY

As the Fire Committee is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

The Fire Committee or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of Calvin or to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

The Fire Committee or any member of the Committee does not have the authority to direct staff or any recommendations requiring implementation, or staff actions as such activities must first be considered and approved by Council before any action by staff may be taken.

Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee or Council or Municipality unless so directed by Council.

## **COMMITTEE ANNUAL REVIEW**

The goals, mandate and responsibilities of the Fire Committee are to be reviewed annually for the purpose of improving the functioning and effectiveness of the committee.

## **ROLES AND RESPONSIBILITIES**

### **1. Chairperson:**

- o Provide leadership to the Committee;
- o Chair Committee meetings in accordance with the Municipality's Procedural By-law;
- o Ensure agendas are prepared by staff for meetings and distributed;
- o Report to Council on a monthly basis and at other times as may be required;
- o Act as spokesperson for the Committee;
- o Ensure that the Municipalities By-laws and Policies are adhered to with respect to all matters.
- o Regular Committee member role.

### **2. Fire Chief:**

- o Provide a completed monthly report of fire department activities (of the past, current and future), including relevant attachments to and for approval by the CAO, his direct supervisor, no less than two business days prior to the agenda being distributed to Committee members.

## **DECISION MAKING AND VOTING**

Where possible, decisions will be made by way of consensus. When a vote is necessary, a recommendation must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. In the event of a tie vote they will be brought forth to the next Council Meeting to determine a final decision. The Mayor, as a committee member will also have a vote. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the Municipal Act, 2001 as amended.

## **REPORTING TO COUNCIL**

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where the Fire Committee minutes, with or without recommendations, are

brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

## **TERM**

The voting appointed Committee members shall be appointed for a four (4) year term concurrent with the term of Council. All other members shall be permanent members of the Committee unless removed by resolution by Council.

## **MEETINGS**

Meetings are held in the Municipality of Calvin Community Centre, in person, unless otherwise notified by the Chair, on the \_\_\_\_\_(day of week) of the month, at \_\_\_\_\_am/pm.



THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2025-21

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

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Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Preamble

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

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

Decision

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

Direction

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

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of April 23, 2025, excluding Closed Meeting Agendas and Closed Meeting Minutes.
2. All By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2025- this 23rd Day of April 2025..

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MAYOR

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CAO