



# THE MUNICIPALITY OF CALVIN

1355 Peddler's Drive  
R.R. # 2  
Mattawa, ON  
P0H 1V0

**Corporation of the Municipality of Calvin  
Special Meeting of Council  
Minutes  
August 01, 2023  
6:00 p.m.  
Council Chambers**

**In attendance: Mayor Gould, Councillors Grant, Latimer (remotely), Manson and Moreton. Staff, Donna Maitland.**

- 1. Call to order** **Resolution: 2023-206**  
Moved by: Councillor Grant  
Seconded by: Councillor Manson  
**THAT** Council call the meeting to order with quorum at 6:05 p.m. **Carried**
  
- 2. Motion to suspend the procedural by-law** **Resolution: 2023-207**  
Moved by: Councillor Grant  
Seconded by: Councillor Moreton  
**THAT** the Procedural Bylaw be suspended for the duration of this meeting. **Carried**
  
- 3. Approval of the agenda** **Resolution: 2023-208**  
Moved by: Councillor Manson  
Seconded by: Councillor Grant  
**THAT** Council approves the agenda as presented with one addition; roads gravel work to be performed prior to the end of this fiscal year. This item shall become agenda item 8. **Carried**
  
- 4. Written disclosures of pecuniary interest/ conflict of interest**  
There were none.
  
- 5. By-laws relating to human resource matters**  
There were none.
  
- 6. Closed session** **Resolution: 2023-209**  
Moved by: Councillor Moreton  
Seconded by: Councillor Manson  
**THAT** Council move into closed session at 6:08 p.m. in order to:  
-participate in a training session related to budget process, including what are the typical revenue sources available to municipalities and to learn more about FIR. This training session fits Section 239(3.1) of the Ontario Municipal Act, 2001  
-discuss labor relations and employee negotiations (Section 239 (2) (d) of the Ontario Municipal Act, 2001.



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### 7. Return to open session

**Resolution: 2023-210**

Moved by: Councillor Moreton

Seconded by: Councillor Manson

**THAT** Council return to Open Session at 9:24 p.m. and report the following:

-A Special Meeting of Council be scheduled for August 16, 2023, 6p.m. in order to present the 2023 draft budget

-CAO to offer a salaried position to the Fire Chief Candidate at the rate offered and if it is declined, repost the job.

-Minutes reflect the administrative priority agenda items to be completed asap.

**Carried**

### **PRIORITY ADMINISTRATIVE ITEMS OUTSTANDING FROM PREVIOUS CAO:**

- Lead the hiring process for a full-time administrative staff person.
- Complete the hiring process for a part-time Fire Chief.
- Lead the hiring process for 1 full time recreation coordinator to cover a short fall of department employees
- Participate in the negotiation of the Municipality's first Collective Bargaining exercise with Employees/Unifor.
- Confer with the Municipality's Legal Counsel and its Integrity Commissioner to resolve matters deferred or submitted directly to those Officials.
- Liaise with WSIB, Canada Life, Ministry of Labour to submit required documentation and subsequent correspondence to resolve outstanding matters
- Close out the Municipality's response to a current outstanding complaint brought forward to the Ombudsman's Office.
- Establish a process with the Planning Board whereby they receive directly and process all planning related applications with recommendations brought forward as usual to Council.
- Bring forward recommendations to Council for two outstanding road maintenance agreements, and, if approved by Council, design road maintenance agreements for Legal Counsel review.
- Address nonpayment of WSIB contributions for part of 2022 to date (as per L. Crozier)
- Issue RFP for 3-year audit services
- Address outstanding reports due to various Ministries (at least 3).
- Resolve electronic funds transfer issue whereby since May 2023, they are not being deposited to the Municipality's bank account and some have been cancelled by the sender's bank due to being stale dated. These are typically tax payments.
- Ensure the bookkeeping for 2023 fiscal year is entered into Quick Books by end of September.
- Ensure final tax bills are issued to citizens.
- Resolve outstanding MPAC issues related to the severance and December 2022 sale of 3 properties (tax bills are not being sent to the current owner). Identified in May 2022 to past staff X2 by the previous property owner.
- Resolve outstanding unsolicited offer to purchase a municipal property.



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### 8. Roads Gravel Work

**Resolution: 2023-211**

Moved by: Councillor Grant

Seconded by: Councillor Latimer

**THAT** Council approve the use of existing funding for the purchase of a total of 6,000tons of A-Gravel from the lowest quote received (Miller). This purchase would allow road work to be completed on approximately 6 of the 9.9 kms of roads, on Mount Pleasant, Peddlers, two sections of Homestead and potentially, Daventry South. These roads are identified by Interim Roads Superintendent Brandon Mayhew as priority roads requiring this work due to the lack of material at the base of the road. When grading, without sufficient gravel in place, roads are being damaged (rocks surfacing, creates ruts etc.)

**Carried**

### 9. Confirmatory by-law

**Resolution: 2023-212**

Moved by: Councillor Moreton

Seconded by: Councillor Manson

**THAT** Council approve **by-law 2023-032**, a by-law to confirm the proceedings of Council.

**Carried**

### 10. Adjournment.

**Resolution: 2023-213**

Moved by: Councillor Grant

Seconded by: Councillor Manson

**THAT** the August 1<sup>st</sup>, 2023, meeting of Council be adjourned at 9:22 p.m.

**Carried.**