



February 5, 2025

To Whom it May Concern,

Re: Proposed U.S. tariffs on Canadian Goods

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

Resolution No. 19-2025

Moved by Deputy Warden Senis
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

Carried

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at kstevenson@ptbocounty.ca.

Yours truly,

Holly Salisko
Administrative Services Assistant – Clerk's Division/Planning
hsalisko@ptbocounty.ca

8

**ADMINISTRATIVE
MATTERS**

8.1 2025 Interim Tax Due Date Amended

WHEREAS at its January 28th, 2025, Regular Meeting of Council, By-Law 2025-07, being a by-law to Provide Interim Tax Rates for Year 2025, Council adopted Feb 28th, 2025 as the due date for interim tax bill payments,

AND WHEREAS Council meetings are open to the public, with the full meeting package including the by-law referenced in this motion, is available to the public prior to Council meetings on the municipal website, with video recordings of those meetings including discussions and decisions posted to the municipal website and the municipal You-tube channel the day following Council meetings,

AND WHEREAS staff has brought to the Head of Council's attention that this change in due date of the interim taxes has caused some concern for a few residents,

NOW THEREFORE BE IT RESOLVED that Council supports staff's recommendation that for 2025, interest not be charged on unpaid interim tax bills until after March 31st, 2025.



THE ONTARIO BUILDING CODE - INFORMATION SESSION

Tuesday, February 11, 2025, 6:00 p.m.- 7:00 p.m.

1355 Peddlers Drive, Mattawa, ON

Building Officials are vital to the construction industry and public safety. Working as a Building Official is about making sure homes, buildings and structures in our communities meet the provincial building code and are built right. This means examining and inspecting building construction and interpreting and applying the Ontario Building Code.

At the Feb. 11, 2025 Regular Meeting of Council, Shane Conrad, the Municipality's Building Code Official will be presenting information about the Ontario Building Code, the permitting process, enforcement procedures, the role of other Acts and By-Laws in the construction/renovation/demolition and change of use in buildings in Ontario.

If you would like to learn more about the Ontario Building Code, the permitting process or the role of the Building Code Inspector, we invite you to attend this presentation!

Specific questions about your property, your construction/renovation project can be addressed with Shane in person on Wednesdays, by email(building@calvintownship.ca) or by phone M-F during regular business hours at 705 218 0899 or 705 744 2700.

Information about the Ontario Building Code can be found here:

<https://www.ontario.ca/page/2024-ontario-building-code>

Building/renovating/demolishing in Calvin? <https://www.calvintownship.ca/en/municipal-services/building>

[Print all](#)

[Previous
\(https://www.ontario.ca/document/ontario-municipal-councillors-guide/10-land-use-planning\)](https://www.ontario.ca/document/ontario-municipal-councillors-guide/10-land-use-planning)

[Table of contents
\(https://www.ontario.ca/document/ontario-municipal-councillors-guide/11-building-regulation\)](https://www.ontario.ca/document/ontario-municipal-councillors-guide/11-building-regulation)

11. Building regulation

The Building Code Act

The *Building Code Act, 1992* (<https://www.ontario.ca/laws/statute/92b23>) (BCA) lays out the legislative framework governing the construction, renovation, demolition and change of use of buildings in Ontario. The Building Code is a regulation made under the *Building Code Act*. It sets out technical and administrative requirements.

The *Building Code Act* defines the purposes of the Building Code (<https://www.ontario.ca/page/ontarios-building-code>) to include standards for public health and safety, fire protection, structural sufficiency, energy conservation, water conservation, environmental integrity and barrier-free accessibility of buildings.

Under the *Building Code Act*, municipalities are responsible for the enforcement of the Act and the Building Code within their jurisdiction (except in certain

locations such as where boards of health or conservation authorities are responsible for enforcing the sewage system requirements). Municipal councils must appoint a chief building official and as many building inspectors as are necessary for the proper enforcement of the Act and the Building Code. The chief building official and inspectors must meet qualification requirements, which include successful completion of Building Code legal and technical examinations in their area of practice.

Building Code enforcement

Chief building officials and inspectors are to perform their duties in accordance with a code of conduct established by the municipality in compliance with the *Building Code Act*.

The role of a chief building official includes establishing operational policies for the enforcement of the *Building Code Act* and Building Code, and coordinating and overseeing their enforcement.

The chief building official is also responsible for issuing permits for the construction, renovation, change of use or demolition of buildings that conform to the requirements of the *Building Code Act* and the Building Code. These requirements include compliance with the list of applicable law in the Building Code, making the Building Code a powerful enforcement tool.

Chief building officials and inspectors are also responsible for exercising powers and performing other duties assigned to them under the *Building Code Act* and the Building Code, including reviewing plans, inspecting construction and issuing orders.

It is important to note that this enforcement role is assigned specifically to the chief building official and inspectors by the *Building Code Act*, which is a provincial law. Council does not have a role under the *Building Code Act* or the Building Code in decision-making on building permit applications or the issuance of orders. Chief building officials and inspectors are independent of municipal council when exercising these powers and duties. The *Building Code Act* was amended in December 2017 to specifically state that chief building officials and

inspectors are to exercise their powers and perform their duties in an independent manner. However, it is appropriate for municipal councillors or staff to direct concerns regarding the safety of buildings to building officials, so that they can take action as they see fit.

Code of conduct

The *Building Code Act* requires that municipalities and other principal authorities establish and enforce a code of conduct for chief building officials and building inspectors. The purposes of a code of conduct include:

- promoting appropriate standards of behaviour and enforcement actions
- preventing practices that may constitute an abuse of power
- promoting appropriate standards of honesty and integrity by a chief building official or building inspector in the exercise of a power or the performance of a duty under the *Building Code Act* or Building Code

A code of conduct must provide for its enforcement, include policies or guidelines to be used when responding to allegations that the code of conduct has been breached, and include disciplinary actions that may be taken if the code of conduct is breached. A code of conduct must also be brought to the attention of the public.

The Building Code is written in an objective-based format. This means that the objectives behind the requirements in the code are clearly identified. This allows for a better understanding of code requirements, and creates a framework for the evaluation of innovative building materials, systems and designs. Specifically, the objective-based format allows designers and builders to submit as part of their permit applications “alternative solutions” to the technical requirements of the Building Code. An alternative solution is a proposal regarding building materials, systems and designs that differs from, yet still provides the same level of performance as, the technical requirements found in the Building Code. As part of their role in reviewing building permit applications, building officials are also responsible for reviewing and approving alternative solutions.

11. Building Regulation | The Ontario Municipal Councillor's Guide | Ontario.ca

The Building Code includes service level standards that municipalities must meet, including timeframes for making a decision on a building permit application. These timeframes include issuing a permit or refusing to issue a permit, giving full reasons, and timeframes for construction inspections following the receipt of notice from the building permit holder. For example, the Building Code sets a 10-day timeframe for the approval or refusal of a building permit application for a house.

Chief building officials and inspectors also have the power to issue orders when buildings are found to be unsafe and in emergency situations. Chief building officials may also take actions to remedy the unsafe conditions and immediate dangers.

Building permit fees

The *Building Code Act* and the Building Code also address fees charged by municipalities for building permit applications and related activity. These services should generally be self-supporting. Permit application fees can be set at an amount that covers the cost to operate the building department (although the municipality could always choose to set fees at less than full cost recovery of service delivery). In this way, delivery of building department services should generally not affect the municipal budget. However, the fees are not permitted to exceed the anticipated reasonable costs of the municipality to enforce the *Building Code Act*.

Building permit fees can also include a component designated for a reserve fund. The reserve fund is intended to ensure that, even if building activity in a municipality slows down, there are sufficient funds to maintain building department services for a time without affecting the municipality's finances or staffing. Money in the reserve fund can only be used for costs of delivering services related to the administration and enforcement of the *Building Code Act*. The reserve fund is, therefore, not accessible for council to use to fund other municipal activities. Building permit fees and reserve fund policies are often subject to regular review by council, and can be modified to reflect local conditions.

Municipalities are also permitted under the *Building Code Act* to enter into agreements to share the costs of delivery of building services, and successful examples exist. Alternatively, private sector firms known as a "Registered Code Agency" can also be contracted to deliver many building services on behalf of a municipality or municipalities. You can find Registered Code Agencies on the ministry's public registry (the Qualification and Registration Tracking System or QuARTS).

Updates to the Building Code

The Building Code is subject to regular review and update. The current edition, the 2012 Building Code, was updated and came into effect in April 2022.

Building Code amendments are also made to reflect government priorities, innovations in construction and design, changes in other jurisdictions, emerging issues and coroner's jury recommendations.

For more information on the *Building Code Act* and the Building Code (<https://www.ontario.ca/page/ontarios-building-code>) call the Ministry of Municipal Affairs and Housing Building and Development Branch at 416-585-6666 or email at codeinfo@ontario.ca (<mailto:codeinfo@ontario.ca>).

To stay informed about updates to the Building Code (<https://www.ontario.ca/page/building-code-updates>) subscribe to the CodeNews email (<https://www.ontario.ca/page/building-code-updates#section-3>).

Property standards by-laws

The *Building Code Act* gives municipalities the power to adopt a municipal property standards by-law. The by-law may establish standards for the maintenance and occupancy of properties within all or part of the municipality, and require properties that do not conform to the standards to conform.

Prior to making a property standards by-law, council must include policies relating to property conditions in the municipal official plan or adopt, by by-law approved by the Minister of Municipal Affairs and Housing, a policy statement

containing provisions relating to property conditions. A municipal Property Standards Committee must be established to hear appeals from property owners and occupants who have received orders to comply with the by-law.

The *Building Code Act* also states that municipal property standards officers may inspect properties and issue orders to enforce property standards.

A municipality may also establish a system of administrative penalties to help the municipality in promoting compliance with its property standards by-law. The municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the property standards by-law passed under the *Building Code Act* (sections 15.4.1

(<https://www.ontario.ca/laws/statute/92b23#BK30>) and 15.4.2

(<https://www.ontario.ca/laws/statute/92b23#BK31>).

It is up to the municipality to decide to impose administrative penalties in relation to its property standards by-law and to decide the amount of an administrative penalty that a person would be required to pay. However, the amount of an administrative penalty cannot be punitive in nature and cannot exceed the amount reasonably required to promote compliance with a by-law.

The property standards by-law does not necessarily have to be administered by the chief building official, despite the fact that it is the *Building Code Act* which provides municipalities with the ability to have a property standards by-law. Council has the discretion to decide how best to deliver this function. Some assign this role to the buildings department; other municipalities establish an independent property standards department.

Housing innovation guides

As part of More Homes, More Choice: Ontario's Housing Supply Action Plan (<https://www.ontario.ca/page/more-homes-more-choice-ontarios-housing-supply-action-plan>), Ontario issued a total of seven housing innovation guides (<https://www.ontario.ca/page/housing-innovation>) to help people understand how to take advantage of creative solutions and access housing that meets their needs.

The guides can be divided into two categories:

- guides that help navigate financing options
- guides that help navigate the building process

Guides under the first category such as Life lease housing (<https://www.ontario.ca/document/life-lease-housing>), Co-owning a home (<https://www.ontario.ca/document/co-owning-home>) and Shared equity homeownership (<https://www.ontario.ca/page/shared-equity-homeownership>) provide practical information to help people explore different options for housing and homeownership.

To date, there have been four housing innovation guides that have been released to help navigate the building process:

- Add a second unit (<https://www.ontario.ca/page/add-second-unit-your-house>)
- Build or buy a tiny home (<https://www.ontario.ca/document/build-or-buy-tiny-home>)
- Building a laneway house (<https://www.ontario.ca/page/building-laneway-house>) (new in 2021)
- Building a modular house (<https://www.ontario.ca/page/building-modular-house>) (new in 2021)

The guides are intended to make it easier for homeowners, property owners and landlords to navigate complex design and building processes. These innovative approaches can help create more housing supply, including rental units, to make housing more affordable for Ontarians.

Thanks to the input from building officials and others experienced with these housing formats, these guides provide useful information, tips and best practices to help ensure compliance with Building Code requirements and key municipal rules and requirements.

Helpful considerations: section 11

- Consider sharing building department services with your neighbouring municipalities.

- Familiarize yourself with the code of conduct approved by council that outlines appropriate standards of behaviour and practices governing the activities of the chief building officials and inspectors.
- Remember that the work of the building department within your municipality is to help ensure the health and safety of the public. This department operates independently and without interference from council or councillors when exercising the powers and duties assigned to them under the *Building Code Act*.
- Building Permit revenue can only be used for costs of delivering services related to the administration and enforcement of the *Building Code Act* – it is not accessible for council to use to fund other municipal activities.

Previous

(<https://www.ontario.ca/document/ontario-municipal-councillors-guide/10-land-use-planning>)

Table of

contents

([https://www.ontario-municipal-councillor-management](https://www.ontario.ca/document/ontario-municipal-councillor-management))

Updated: August 31, 2022

Published: November 19, 2018

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

CODE OF CONDUCT FOR BUILDING OFFICIALS

1.0 Introduction

The Municipality of Calvin maintains this code of conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of building. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behavior of the Municipality of Calvin Building Official reflects the Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence.

Building Officials observe both the letter and the spirit of this code of conduct as it pertains to situations that bear on their responsibilities.

2.0 Purpose

The purpose of this code of conduct are:

- To promote appropriate standards of behaviour by building officials in the exercise of their power and performance of their duties.
- To prevent practices which may constitute an abuse of power, and
- To promote appropriate standards of honesty and integrity

3.0 Standards of Conduct and Professionalism

In addition to any Policy with respect to any "Code of Ethics and Conduct applying to all municipal staff," The Municipality of Calvin Building Officials shall undertake at all times to:

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties;
4. Comply with provisions of the Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Avoid situations where there may be, or where there may reasonably appear to be, conflict between their duties to their clients, their profession, their peers and the public at large and their personal interest;

6. Not act beyond their level of competence or outside their area of expertise;
7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially in accordance with the highest professional standards;
9. Not divulge any confidential or sensitive information or material that they became privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy;
10. To avoid any conduct that could bring Building Officials or the Municipality of Calvin into disrepute;
11. Extend professional courtesy to all;
12. Accept responsibility for the conduct of their subordinate employees;
13. Maintain current accreditation to perform the functions assigned to them; and
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties.
15. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.

4.0 Guideline for responding to misconduct allegations

The Building Code Act provides that the performance of Building Officials will be measured against this code of conduct. In response to any allegation of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against and Building Official who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable. In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct. Disciplinary Action arising from violations of this code of conduct is the responsibility of the Council of the Municipality of Calvin and is subject to relevant collective agreements, employment laws and standards.

ENFORCEMENT PROCEDURE

- 7.1 This By-Law shall apply to all property within the Municipality of Calvin.
- 7.2 After becoming aware of an infraction, the Chief Building Official and/or Property Standards Officer will visit the property and identify what is contravening the Municipality of Calvin's By-Laws. If the owner of the property in question is present, the Chief Building Official and/or Property Standards Officer will inform the property owner of the any contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.3 The Chief Building Official and/or Property Standards Officer will send by registered mail, the property owner a follow-up letter, explaining the contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.4 During the ongoing dialog between the Chief Building Official and/or Property Standards Officer and the property owner when continued improvement steps are being taken place to comply, no deadline timelines will be imposed during this time of dialog.
- 7.5 If verbal and written warnings or dialog in section 7.4 of this By-Law are ignored, and no action has been taken, or action has been ceased by the property owner to comply, then an Order to Comply will be posted by the Chief Building Official and/or Property Standards Officer, on the owners property and served on the owner of the property and such other persons affected thereby either by in person or registered mail.
- 7.6 Orders to Comply come with specific timelines in which steps must be taken to meet the requirements of the order. If no action is taken by the property owner in the specified timeline to comply, the municipality can take action to have the property comply with the Ontario Building Code and/or Municipal By-Laws. Costs incurred by the Municipality to have a property meet compliance will be billed to the property owner, and if not paid, transferred to the property owner's property tax account.
- 7.7 In accordance to Section 15.4.1 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended, any person convicted of a breach of the provisions of this By-law
 - a) shall forfeit and pay at the discretion of the conviction, magistrate an administrative penalty to recover costs, or
 - b) any building constructed, altered, repaired or placed in contravention of this By-law and/or other related municipal By-Laws, may be pulled down or removed on instruction from the Chief Building Official or other person authorized by the Council, and the expense of such removal or pulling down shall be paid by the owner and may be recovered in like manner as municipal taxes (in accordance to section 15.4.2 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended).

8.0 SEVERABILITY

- 8.1 Should any section or part of a section of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect any other provision of this By-law in whole or part thereof.
- 8.2 Nothing in this By-law shall or is intended to contravene with the Building Code Act c.23 S.O. 1992 as amended.
- 8.3 Where any discrepancy occurs, the Building Code Act and Regulations made thereunder shall take precedence.

9.0 REPEAL

- 9.1 By-law No.2019-027 any other By-law that govern building construction or fees thereto are hereby repealed and rescinded

Permitting Process

Application- Available on the Calvin website or paper copies are available at the office.

- Fill out the application form.
- Provide site plan showing the lot, distance from property lines to the proposed building, distance from other structures to the proposed building and have features marked on the site plan such as driveway, well, septic system and main road.
- Provide 2 sets of plans on how the building is to be constructed. Plans should include Elevation plans (view of front, back and sides), foundation plan, floor plan and cross section. (plans should be detailed enough that someone could build the building just by looking at the plans) (there are some sample plans available on the Calvin website)
- If the plans are completed by anyone other than the property owner, they must include their designer information (Schedule 1 of the application) and provide a Building Code Identification Number. (BCIN)
- If engineering is required, provide drawings with an engineer's seal.
- If there is plumbing in the building, septic approval or septic review from the NBMCA is required.
- If it is a permanent dwelling, you require energy efficiency design, HVAC design (which includes heat loss calculations) and plumbing design.

Once an application is complete, it can be dropped off at the municipal office. On the following Wednesday the building department will review the application and if it is complete, will issue a building permit. If the application is not complete the building department will reach out to the applicant and inform them of what is missing.

During the plan review the building department will also check for zoning compliance.

Once the permit is issued, it can be picked up at the municipal office. Fees are to be paid before the permit is released. With the permit, there will be a placard included. It is to be displayed at the construction site.

During construction, there are stages of the build that require inspections. (They are checked off on the building permit.) It is the responsibility of the property owner/applicant to make sure the building department has been notified when ready for the various inspections. The exception being, if the contractor is the general contractor and the applicant, the onus is on the contractor to call for the inspections.

The building file remains open until there is a final inspection done.

The building department has two working days (not including the day when the request was made) to perform inspections. If the building department is unable to do the inspections in that time frame, construction can resume.

Inspection of Buildings and Building Sites

12(1) An inspector may enter upon land and into buildings at any reasonable time without a warrant for the purpose of inspecting the building or site to determine whether or not the following are being complied with:

1. This Act.
2. The building code.
3. An order made under this Act. 2017, c. 34, Sched. 2, s. 6(1).

Order

(2) An inspector who finds a contravention of this Act or the building code may make an order directing compliance with this Act or the building code and may require the order to be carried out immediately or within such time as is specified in the order. 1992, c. 23, s. 12(2).

Service

(3) The order shall be served on the person whom the inspector believes is contravening this Act or the building code. 1992, c. 23, s. 12(3).

Form and Contents

(4) The prescribed form or the form approved by the Minister must be used for the order and it must contain sufficient information to specify the nature of the contravention and its location and the nature of the compliance that is required. 2002, c. 9, s. 19; 2006, c. 21, Sched. F, s. 104(6).

Posting and Making Information Available

(5) A copy of an order made under subsection (2) may be,
(a) posted on the site of the construction or demolition in a location visible to the public;
(b) made available to the public by,
(i) posting the copy of the order on the website of the principal authority, or
(ii) allowing members of the public, during normal business hours, to inspect and copy the order at their own expense; and
(c) registered in the proper land registry office. 2017, c. 34, Sched. 2, s. 6(2).

Registration

(6) If an order made under subsection (2) is registered in the proper land registry office, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the day on which the order was served. 2017, c. 34, Sched. 2, s. 6(2).

Discharge

(7) When the requirements of an order described in subsection (6) have been satisfied, the chief building official shall register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of the order. 2017, c. 34, Sched. 2, s. 6(2).

Same

(8) In the case of an order that has been made available to the public in accordance with clause (5)(b), when the requirements of the order have been satisfied, an inspector shall indicate on the copy of the order, or by such other means as may be prescribed by regulation, that the requirements of the order have been satisfied. 2017, c. 34, Sched. 2, s. 6(2).

Order Not to Cover

13(1) An inspector may make an order prohibiting the covering or enclosing of any part of a building pending inspection. 1992, c. 23, s. 13(1).

Form of Order

(1.1) The prescribed form or the form approved by the Minister must be used for an order made under this section. 2002, c. 9, s. 20(1); 2006, c. 21, Sched. F, s. 104(7).

Service

(2) The order shall be served on the person to whom the permit is issued, if any, and on such other persons affected thereby as the inspector determines. 1992, c. 23, s. 13(2).

Posting and Making Information Available

(3) A copy of an order made under this section may be,
(a) posted on the site of the construction or demolition in a location visible to the public;
(b) made available to the public by,
(i) posting the copy of the order on the website of the principal authority, or
(ii) allowing members of the public, during normal business hours, to inspect and copy the order at their own expense; and
(c) registered in the proper land registry office. 2017, c. 34, Sched. 2, s. 7.

Registration

(3.1) If an order made under this section is registered in the proper land registry office, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the day on which the order was served. 2017, c. 34, Sched. 2, s. 7.

Application

(3) A regulation made under this section applies to buildings whether erected before or after the coming into force of this Act. 1992, c. 23, s. 34(3).

Limited Application

(4) Any regulation made under this section may be limited in its application territorially or to any class of activity, matter, person or thing. 1997, c. 30, Sched. B, s. 17(6).

Same

(4.1) A class under this Act may be defined with respect to any attribute, quality or characteristic and may be defined to consist of, include or exclude any specified member whether or not with the same attributes, qualities or characteristics. 1997, c. 30, Sched. B, s. 17(6).

Retroactive

(4.2) A regulation made under paragraph 37 of subsection (1) may be retroactive. 1997, c. 30, Sched. B, s. 17(6).

Purposes

(5) The purposes of the regulations made under this section are,

- (a) to establish standards for public health and safety, fire protection, structural sufficiency, conservation, including, without limitation, energy and water conservation, and environmental integrity, and to establish barrier-free requirements, with respect to buildings; and
- (b) to establish processes for the enforcement of the standards and requirements. 2002, c. 9, s. 51(15); 2009, c. 12, Sched. J, s. 1(1).

Review

(6) The Minister shall initiate a review of the building code with reference to standards for energy conservation on or before the day that is six months after the day Schedule J of the *Green Energy and Green Economy Act, 2009* comes into force and thereafter within five years of the end of the previous review. 2009, c. 12, Sched. J, s. 1(2).

Review, Standards for Water Conservation

(7) The Minister shall initiate a review of the building code with reference to standards for water conservation on or before the day that is six months after the day section 1 of Schedule 2 to the *Water Opportunities and Water Conservation Act, 2010* comes into force and thereafter within five years of the end of the previous review. 2010, c. 19, Sched. 2, s. 1.

Building Code Conservation Advisory Council

34.1(1) The Building Code Energy Advisory Council is continued under the name Building Code Conservation Advisory Council in English and Conseil consultatif des questions de conservation liées au code du bâtiment in French. 2010, c. 19, Sched. 2, s. 2(1).

Same

(2) The Minister may appoint one or more persons to the Council and fix its terms of reference. 2009, c. 12, Sched. J, s. 2.

Functions

- (3) The Council shall,
- (a) advise the Minister on the building code with reference to standards for energy and water conservation; and
 - (b) perform such other functions as the Minister may specify. 2009, c. 12, Sched. J, s. 2; 2010, c. 19, Sched. 2, s. 2(2).

Municipal By-Laws

35(1) This Act and the building code supersede all municipal by-laws respecting the construction or demolition of buildings. 1992, c. 23, s. 35(1).

Different Treatments

(2) In the event that this Act or the building code and a municipal by-law treat the same subject-matter in different ways in respect to standards for the use of a building described in section 10 or standards for the maintenance or operation of a sewage system, this Act or the building code prevails and the by-law is inoperative to the extent that it differs from this Act or the building code. 1992, c. 23, s. 35(2); 1997, c. 30, Sched. B, s. 18(1).

Interpretation

(3) For the purpose of this section, a municipal by-law includes a by-law of an upper-tier municipality and a local board as defined in the *Municipal Affairs Act*. 2002, c. 17, Sched. F, Table.

Status of Conservation Authority Regulations

35.1 A regulation made by a conservation authority under this Act is not a regulation within the meaning of Part III (Regulations) of the *Legislation Act, 2006*. 2002, c. 9, s. 52; 2006, c. 21, Sched. F, s. 136(1).

CAO

From: CAO
Sent: January 29, 2025 2:34 PM
To: Mayor Richard Gould; Councillor Robert Latimer; Councillor Bill Moreton; Councillor John Manson; Councillor Dean Grant
Subject: Ontario Building Code 101 information session
<https://www.facebook.com/share/1671P8hz8W/>

Hello,

Please find within the subject line of this email, information about the Ontario Building Code information session being held during the Feb 11 Regular Meeting of Council.
This promoted event includes within it, a link to the survey where anyone, including you can submit your questions to Shane, in advance of Feb 4th.

Regards,
Donna

Donna Maitland
CAO/Clerk/Treasurer
Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700
www.calvintownship.ca



 Please consider the environment before printing this e-mail.

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**8.2 Amendment to By-Law 2019-027- Public Comment Period
Building Procedures, Permits and Fees**



**NOTICE OF INTENTION TO
PASS A BY-LAW**

TAKE NOTICE that on Tuesday, February 11, 2025, Council for The Corporation of the Municipality of Calvin intends to pass By-law 2024-62 to amend By-law 2019-027, a By-law To Establish Municipal Building Procedures, Regulations and Prescribe Permit Fees and Other Fees as Applicable to Building and Related Matters.

A copy of the draft by-law is available at the Municipal Office, Monday to Friday 8:30 a.m. to 4:00 p.m. or on the Municipality's website at www.calvintownship.ca

Dated January 17, 2025

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NUMBER 2024-62 Amendment to By-Law 2019-027

BEING A BY-LAW TO ESTABLISH MUNICIPAL BUILDING PROCEDURES, REGULATIONS AND PRESCRIBE PERMIT FEES AND OTHER FEES AS APPLICABLE TO BUILDING AND RELATED MATTERS.

WHEREAS the Municipal Act c. 25 S.O. 2001 as amended and the Building Code Act c.23 S.O. 1992 as amended, require the Councils of municipalities to pass By-Laws and regulations respecting the construction and/or demolition of buildings and issuing of permits to govern the same.

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

1.0 DEFINITIONS AND INTERPRETATION

1.1 In this By-law:

“Act” means the *Building Code Act, 1992 S.O. 1992 Chapter 23 including amendments thereto.*

“Building” means a “building” as defined in subsection 1(1) of the Act.

“Building Code” means the regulations made under Section 34 of the Act.

“Chief Building Official” means the Chief Building Official appointed pursuant to subsection 3(2) of the Act and by By-law of the Municipality of Calvin for the purposes of enforcement of the Act.

“Construct” means “construct” as defined in subsection 1(1) of the Act.

“Demolish” means “demolish” as defined in subsection 1(1) of the Act.

“Fixture” means “fixture” as defined in Sentence 1.1.3.2. (1) of the Building Code.

“Inspector” means an inspector appointed pursuant to subsection 3(2) of the Act and by by-law of the Municipality of Calvin for the purposes of enforcement of the Act.

“Municipality” means the Corporation of The Municipality of Calvin or the geographic area as the context requires.

“Order” means under section 12(2) of the Building Code Act, an inspector who finds a contravention of this Act or the building code may make an order directing compliance with this Act or the building code and may require the order to be carried out immediately or within such time as is specified in the order.

“Owner” means the registered owner of the property of the agent of the registered owner duly authorized by the registered owner in writing.

“Permit” means permission or authorization in writing from the Chief Building Official to perform work regulated by the Act and the Building Code and in the case of an occupancy permit, to occupy any building or part thereof.

“Permit Holder” means the owner to whom the permit has been issued or, where the permit has been transferred, the new owner to whom the permit has been transferred.

“Plumbing” means “plumbing” as defined in subsection 1(1) of the Act.

“Property Owner” means an individual or entity in possession of title for land, building, or other item. The owner may be responsible for paying taxes in relation to the property.

“Registered Code Agency” or RCA means a “registered code agency” as defined in subsection 1(1) of the Act.

“Sewage System” as defined in Section 1.1 of the Building Code.

“Work” means to do anything in the construction or demolition or change of use or plumbing for a building which is regulated by the Act and the Building Code and “project” has a similar meaning.

“Zoning” as defined in the Municipality of Calvin’s Zoning By-Law

2.0 PERMITS

2.1 No person shall, or shall cause to, construct, alter, repair, move, situate or demolish in full or in part a building or structure in the Municipality of Calvin unless a permit for such purpose has been issued by the Chief Building Official.

- 2.2 Classes of permits with respect to the construction and demolition of buildings shall be as set out in Schedule "A", attached hereto.
- 2.3 To obtain a permit the owner or his authorized agent shall file an application in writing by completing the prescribed forms from the Municipality of Calvin office.
- 2.4 Except as otherwise permitted by the Chief Building Official, every application shall identify and describe in detail the work and occupancy to be covered by the permit for which application is made, including:
- a) description of the land on which the work is to be done, that will readily identify and locate the building lot.
 - b) complete plans and specifications as requested.
 - c) the valuation of the proposed work and the required fee.
 - d) the names, addresses and telephone number of the owner, architect, engineer or other designer and constructor.
 - e) the signature of the owner or his authorized agent shall certify the truth of the contents of the application.
- 2.5 Subject to section 8 (10) of the Building Code Act c.23 S.O. 1992 as amended, building permits are automatically revoked and must be renewed:
- a) where they are issued based on mistaken or false information.
 - b) where after six months after its issuance, the construction or demolition in respect of which a permit was issued has not in the opinion of the Chief Building Official, been seriously commenced or;
 - c) where the construction or demolition of the building is in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than one year.

3.0 PLANS, SPECIFICATIONS AND INFORMATION

- 3.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed work will conform with the Act, Regulations thereunder, The Zoning By-law and any other applicable law.
- 3.2 Unless otherwise permitted by the Chief Building Official, site plans shall be referenced to a current plan of survey, certified by a registered Ontario Land Surveyor, and a copy of such survey, with seal, shall be submitted.
- 3.3 Plans shall be drawn to scale upon paper, cloth, or other durable material for new construction and with appropriate scale for renovation.
- 3.4 The Chief Building Official shall require the applicant to produce the entrance approval from the appropriate authority in respect to any building proposed to be constructed fronting on any Provincial or County Highway, before the issuance of a building permit.
- 3.5 No permit will be issued in respect of a new building until proof of payment of the Charges as set out in Schedule "A" attached hereto are provided to the Chief Building Official.
- 3.6 No permit will be issued where the proposed use or location of a building is to contravention of the Municipality of Calvin Zoning By-law.
- 3.7 No work shall commence until the building permit issued is prominently displayed on the site of work.
- 3.8 No permit shall be issued on or for Heritage Designated properties until the required procedures have been complied with; as set out by the Ontario Heritage Act c. O.18 R.S.O. 1990 as amended, if applicable.

4.0 APPLICATION FOR PARTIAL PERMIT (Conditional Permit)

- 4.1 Where an application is made for partial permit in order to expedite work for a portion of a building prior to the issuance of a permit for the work for the complete building, and the Chief Building Official is in agreement that an application for a partial permit may be submitted, the owner shall file the following information:
- a) the prescribed application form entitled "Application for a Permit to Construct or Demolish".

- b) complete plans and specifications, documents, and other information as required.
 - c) the completed form as set out in the Act.
- 4.2 A permit for a temporary building may be extended provided that permission in writing is granted by the Chief Building Official.

5.0 SPECIAL PROVISIONS

- 5.1 The owner or his authorized agent shall notify the Chief Building Official at least forty-eight (48) hours in advance of the following stages of construction:

- a) commencement of construction.
- b) readiness to construct footings.
- c) completion of foundation prior to backfills (Building Drainage)
- d) underground plumbing
- e) rough plumbing
- f) substantial completion of the structural framing.
- g) substantial completion of the insulation and vapour barriers.
- h) substantial completion plumbing and heating systems.
- i) substantial completion of fire separations and systems.
- j) substantial completion of interior finishes.
- k) substantial completion of exterior cladding and site grading
- l) ready for occupancy
- m) final (Completion of Building)

- 5.2 Where in the opinion of the Chief Building Official it is necessary for public safety, the owners shall cause to be erected on the street line adjacent to any building being constructed, altered, repaired or wrecked, demolished, a suitable type of board fence, at least six (6) feet in height, and with sufficient overhead boarding to protect passers by. No such fence shall be removed until the work has been completed and permission for that purpose has been obtained from the Chief Building Official.

No unused building material, debris, material from any building being wrecked, demolished, or material from excavation shall be placed on or allowed to accumulate on any highway, public street, alley or land.

- 5.3 No person shall in any manner obstruct the free passage of water in drains, gutters or watercourse by buildings, landscaping or any other means. Nor shall they reroute any of the above without written permission of the Chief Building Official.

- 5.4 No person shall remove from a building or site any order issued by the Chief Building Official or his appointee, without first obtaining permission from the Chief Building Official.

6.0 FEES

- 6.1 Fees for a required permit shall be in accordance with Schedule "A" attached hereto and forming part of this By-law.
- 6.2 When the fees are based on cost of valuation of the proposed work, such valuation shall mean the total cost of the work. That shall be the work regulated by the permit as well as electrical, plumbing or health branches and shall include the cost of professional and related services.
- 6.3 Where the Chief Building Official places a valuation, on the cost of work and if the permit applicant holder disagrees with this valuation, the prescribed fee determined by the Chief Building Official, shall be paid before the issuance of the permit. Upon completion of the work, if the actual cost of the work was less than the valuation placed by the Chief Building Official, an audited statement may be submitted detailing the cost of all component parts of the work. The Chief Building Official shall, if the statement contains the cost of all component parts of the work upon which the valuation was required to be based, value the work in accordance with testament and recommend the appropriate refund.
- 6.4 The fees contained in Schedule "A" to this By-law may be waived or modified at the discretion of the Chief Building Official, with the concurrence of the CAO for minor repairs and renovations to buildings, outbuildings i.e. garden sheds, tool sheds, gazebos, etc. or for the re-roofing and replacement of siding, of buildings in the residential classifications and for the additions of small porches or decks or for the repairs of such in the residential classifications.

7.0 ENFORCEMENT

- 7.1 This By-Law shall apply to all property within the Municipality of Calvin.
- 7.2 After becoming aware of an infraction, the Chief Building Official and/or Property Standards Officer will visit the property and identify what is contravening the Municipality of Calvin's By-Laws. If the owner of the property in question is present, the Chief Building Official and/or Property Standards Officer will inform the property owner of the any contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.3 The Chief Building Official and/or Property Standards Officer will send by registered mail, the property owner a follow-up letter, explaining the contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.4 During the ongoing dialog between the Chief Building Official and/or Property Standards Officer and the property owner when continued improvement steps are being taken place to comply, no deadline timelines will be imposed during this time of dialog.
- 7.5 If verbal and written warnings or dialog in section 7.4 of this By-Law are ignored, and no action has been taken, or action has been ceased by the property owner to comply, then an Order to Comply will be posted by the Chief Building Official and/or Property Standards Officer, on the owners property and served on the owner of the property and such other persons affected thereby either by in person or registered mail.
- 7.6 Orders to Comply come with specific timelines in which steps must be taken to meet the requirements of the order. If no action is taken by the property owner in the specified timeline to comply, the municipality can take action to have the property comply with the Ontario Building Code and/or Municipal By-Laws. Costs incurred by the Municipality to have a property meet compliance will be billed to the property owner, and if not paid, transferred to the property owner's property tax account.
- 7.7 In accordance to Section 15.4.1 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended, any person convicted of a breach of the provisions of this By-law
- a) shall forfeit and pay at the discretion of the conviction, magistrate an administrative penalty to recover costs, and or
 - b) any building constructed, altered, repaired or placed in contravention of this By-law and/or other related municipal By-Laws, may be pulled down or removed on instruction from the Chief Building Official or other person authorized by the Council, and the expense of such removal or pulling down shall be paid by the owner and may be recovered in like manner as municipal taxes (in accordance to section 15.4.2 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended).
- 8.0 SEVERABILITY**
- 8.1 Should any section or part of a section of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect any other provision of this By-law in whole or part thereof.
- 8.2 Nothing in this By-law shall or is intended to contravene with the Building Code Act c.23 S.O. 1992 as amended.
- 8.3 Where any discrepancy occurs, the Building Code Act and Regulations made thereunder shall take precedence.
- 9.0 REPEAL**
- 9.1 By-law No.2019-027 any other By-law that govern building construction or fees thereto are hereby repealed and rescinded.
- 10. COMMENCEMENT**
- 10.1 This By-law shall come into force and affect on the day of passing thereof.

Read and passed in open council this 11th day of February 2025 .

Mayor

CAO

CORPORATION OF THE MUNICIPALITY OF CALVIN
Schedule "A"
To By-law 2024-62

BUILDING INSPECTION FEES AND SERVICES

Building without a permit	\$500.00 for the first 50m ² of building area and \$50.00 for each additional 10m ² or part thereof
New buildings (except for accessory buildings)	\$475.00 for the first 50m ² of building area and \$50.00 for each additional 10m ² or part thereof
Addition to buildings (except for accessory buildings)	\$160.00 for the first 20m ² and \$50.00 for each additional 10m ² or part thereof
Accessory buildings which include garages, storage buildings, barns, porches, carports, sundecks, balconies, solariums, and sunrooms (including additions to accessory buildings)	\$105.00 for the first 20m ² and \$50.00 for each additional 10m ² or part thereof
Residential alterations, repairs or renovations including Chimneys, plumbing, windows, doors	\$105.00 flat fee
Demolition Permit	\$80.00 flat fee
Change of Use inspection	\$105.00 includes one
Moving a building into, within, or out of the municipality	\$80.00 flat fee
Compliance letter (site inspection required)	\$80.00 flat fee
Commercial, Industrial, and Institutional – Alterations, Repairs and Renovations	\$420.00 flat fee
Swimming Pools	\$105.00 (Refer to Zoning By-Law)
Temporary Structures (Include tents, marquees, stalls, enclosure each stages and any other non-permanent structure).	\$105.00



Corporation of the Municipality of Calvin Council Resolution

Date: February 11, 2025

8.4 By-Law 2025-11 Amendment to By-Law 2024-54

Resolution Number: 2025-

Moved By:

Seconded By:

WHEREAS By-Law 2025-11 being a By-Law to impose and consolidate the fees and charges for the Municipal Services, Activities and for the use of its property, was amended to reflect updated fees;

AND WHEREAS the attached Schedules are set out as follows:

Schedule B Building Inspection Services

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Municipality of Calvin, now hereby approves that Schedule B of the attached By-Law 2025-11 being a By-Law to impose and consolidate the fees and charges for the Municipal Services, Activities and for the use of its property replace all others inconstant with it.



Corporation of the Municipality of Calvin

By-Law NO. 2025-11

Being A By-Law to Amend By-Law 2024-54 -Fees and Charges, Schedule "B"

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

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

AND WHEREAS Section 398 (2) of the Municipal Act, S.O. 2001, c.25 as amended, provides for the addition of fees and charges imposed by the municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes: any property for which all the owners are responsible for paying the fees and charges;

AND WHEREAS Section 23.1 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, authorizes a municipality to delegate its powers and duties to a person or body subject to the restrictions set in that Part;

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

AND WHEREAS Section 7 (1) of the Building Code Act, S.O. 1992, c. 23 as amended, provides that the Council of a municipality may pass by-laws requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof, providing for refunds of fees under such circumstances as are prescribed;

AND WHEREAS Section 27 (1) of the Cemeteries Act (Revised), R.S.O. 1990, c.4. s. 2 (1), provides every owner shall file with the Registrar a price list of all interment rights and cemetery services and supplies that may be sold and all charges that may be made by that owner;

AND WHEREAS the Council of the Corporation of the Municipality of Calvin is desirous of establishing user fees and charges to recover some of the costs for services and rents provided by the Corporation;

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

1. That the user fees, charges and rents as specified in Schedules A and B, C, D, E, F, G, H and I to this By-law be charged by the Corporation of the Municipality of Calvin for those services and activities provided by the Corporation, for costs payable by it for services or activities provided or done by or on behalf of any

other municipality or any local board; and for the use of property owned or under the control of the Corporation.

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

3. In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee charge and shall be collected in like manner as municipal taxes.

4. In default of payment of any charge levied herein, by the required due date for the payment thereof, a percentage charge of one and one-quarter percent (1 ¼%) is hereby imposed as a penalty for non-payment of such charge thereof, and such penalty shall be added to the charge as aforesaid or any installment or part thereof remaining unpaid on the first day of each calendar month thereafter in which default continues.

5. Council does hereby delegate to the CAO of the Corporation of the Municipality of Calvin, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.

6. The fees set out in this By-law shall be reviewed on an annual basis by the CAO and each department manager prior to adoption of the current budget and if there is a discrepancy in fee prices, the fees set out herein supersede any fees listed in other By-laws.

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

8. That the fees and charges set out in the attached Schedules are hereby imposed and ratified.
Set out as follows:

Schedule A Clerk/Corporate Services
Schedule B Building Inspection Services
Schedule C Landfill Site Services
Schedule D Planning Services
Schedule E Recreation Hall Services
Schedule F Fire Services
Schedule G Public Works Services
Schedule H Cemetery Price List
Schedule I Closure and Disposition of Shoreline Road Allowances

9. By-Law No. 2024-54 all associated amendments to the Fees and Charges By-law are repealed.

10. That this By-law shall come into full force and take effect as of the date of its signing by the Mayor/Deputy Mayor and CAO.

MAYOR

CAO

SCHEDULE "A" By-Law 2025-11

CORPORATION OF THE MUNICIPALITY OF CALVIN

CLERK/CORPORATE SERVICES

CLERK'S DEPARTMENT

Commissioner for Oaths and/or Witness of Signature \$20.00
(*Proof of identity must be provided and signer must be present*)

Township map (size 24" x 20") \$ 4.00

Certificate of Tax Arrears \$ 45.00

Letter in response to Building or Zoning Inquiries \$ 75.00

Letter in response to fire department inquires \$ 45.00

Photocopies /per page one side .30¢

Photocopies/per page two sided .50¢

Incoming faxes received /per page .30¢

Outgoing faxes sent/per page/local call .30¢

Outgoing faxes sent/long distance /flat rate \$ 5.00

Penalty charge for non-payment of current taxes per annum 15%
per month 1.25%

N.S.F cheques (each) \$ 35.00

File searches for each 15 minutes or part thereof \$ 7.50

(*Municipal Freedom of Information and Protection to Privacy Act*)

Film Industry Application for Permit Fee \$50.00

Booking Fee for Outdoor Facilities (non-residents ONLY) \$25.00

SCHEDULE "B" By-Law 2025-11

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BUILDING INSPECTION SERVICES

Building without a permit \$500.00 for the first 50m² of building area and \$50.00 for each additional 10m² or part thereof

New buildings (except for accessory buildings) \$475.00 for the first 50m² of building area and \$50.00 for each additional 10m² or part thereof

Addition to buildings (except for accessory buildings) \$150.00 for the first 20m² and \$50.00 for each additional 10m² or part thereof

Accessory buildings which include garages, storage buildings, \$105.00 for the first 20m² and barns, porches, carports, sundecks, balconies, solariums and \$50.00 for each additional sunrooms (including additions to accessory buildings) 10m² or part thereof

Residential alterations, repairs or renovations including \$105.00 flat fee

Chimneys, plumbing, windows, doors

Demolition Permit \$80.00 flat fee

Change of Use \$105.00 includes one inspection

Moving a building into, within or out of the municipality \$80.00 flat fee

Compliance letter (site inspection required) \$80.00 flat fee

Commercial, industrial, and Institutional--Alteration, Repairs and Renovations \$420.00 flat fee

Swimming Pools \$105.00 (Refer to Zoning By-Laws)

Temporary Structures (Includes tents, marquees, stalls, enclosures, stages and any other non-permanent structure) \$105.00 each

SCHEDULE "C" By-Law 2025-11
 THE CORPORATION OF THE MUNICIPALITY OF CALVIN
 LANDFILL SITE SERVICES

Disposal Category	Resident, (each)	Non-Resident, (each)
Shingle disposal permit	\$25 + tipping fees	\$50+ tipping fees
Mixed Load (Divertible materials sorted)	\$25 per cubic meter/yard	\$50
After hours opening of landfill site (for special circumstances only)	\$80 per load + tipping fees	\$160 per load + tipping fees
Annual Household Waste Limit	104 Garbage Bags. After Limit the fee is \$1 per bag	No annual waste allotment. The fee is \$5 per bag
Recycling	\$0	\$5 each
Blue Box, Grey Box or Clear Bags		
Tipping Fee Category	Resident, (each)	Non-Resident, (each)
Utility Trailer (Single Axle)	\$25	\$50
Utility Trailer (Tandem Axle)	\$30	\$60
Pick-Up truck ½ ton (Beds, couches, etc.)	\$40	\$80
Single Axle Truck	\$100	\$200
Tandem Truck	\$175	\$350
Tri-axle Truck	\$225	\$450
Semi-trailer	\$250	\$500
Commercial Trailer-Single Axle (Dump/Enclosed Trailers)	\$45	\$90
Commercial Trailer-Tandem Axle (Dump/Enclosed Trailers)	\$80	\$160
Disposal Bins Large (40 Yard) Small (20 Yard) Any other sizes will be prices at \$10 per Yard	Large-\$300 Small-\$150	Large-\$600 Small-\$300
Freezer, fridge, air conditioner, dehumidifier.	\$40	\$80
Freezer, fridge, air conditioner, dehumidifier. Freon Free Certified, Mattresses, Couch, Upholstered Chair & Box Springs each.	\$20	\$40
Tires-not on rims	\$0	\$10
Tires-on rims	\$10	\$20

SCHEDULE "D" By-Law 2025-11

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

PLANNING SERVICES Official Plan Amendment \$2750

- Major

Official Plan Amendment -Minor	\$1650
Zoning By-law Amendment	\$1050
Consent Application (payable to East Nipissing Planning Board)	\$800
Minor Variance/Permission	\$520
Subdivision	\$5500
Site Plan Control	\$1100
Part-lot control, Validation of Title	\$175
Combined OPA and ZBLA	75% of combined costs
Lift Holding Symbol	\$275.00
Communications Facility	\$550.00
Pre-consultation Fee	\$220.00

Planning Fees Refund Schedule – Municipality of Calvin		
Item	Refund	Description
Pre-consultation Fee, fee for additional meeting, circulation report or Planning report	Non refundable	Applicable to all pre-consultation and additional cost activities.
Application is withdrawn, or abandoned prior to preparation of first Planning Report	90%	Request must be made in writing prior to refund. No refund will be given where application has been abandoned and no response is made to Municipal correspondence to applicant within 90 days
Application is withdrawn after Planning Report but prior to Council decision	50%	Request must be made in writing prior to refund.
Application is refused by Council	75%	Municipality will issue refund.
Any application to the Committee of Adjustment	Non refundable	
Application is withdrawn prior to draft plan approval for subdivision or condominium	50%	Request must be made in writing prior to refund.
Post Council decision	Non refundable	
Demise of applicant		Refund will be prorated based on the request of the estate as the difference between the funds expended and amount of deposit or application fee will be refunded once final determination of costs are made by the Municipality
Deposit		Difference between funds expended and amount of deposit will be refunded once final determination of costs are made by the Municipality

SCHEDULE "E" By-Law 2025-11

THE CORPORATION OF THE MUNICIPALITY OF CALVIN
RECREATION HALL SERVICES

HALL RENTAL RATES (Renter must provide own Liability Insurance)

Booking deposit

At time of booking 50% of payment is required to guarantee and is Non-refundable if cancellation is not received at least 72 hours prior to event

Full Day – over 4 hours and up to 8 hours <i>(plus damage deposit)</i>	\$150.00
Full day – with alcohol <i>(plus damage deposit, provide own Party Alcohol Liability insurance and Special Occasion Permit)</i>	\$225.00
Full Day - Meetings/Seminars/Courses/Lectures/Business Functions <i>(plus damage deposit)</i>	\$150.00
Half Day – typically means 4 hours	\$ 75.00
Partial Day – up to 3 hours per session or 3 hours over one week	\$ 45.00
Funeral Luncheon - Calvin Residents only <i>(Non resident - see Half Day or Partial Day rate)</i>	No Charge
Meetings of Organized Local Community Groups or Charitable Organizations	No charge
Non-Alcohol Low Risk Events for the Betterment of the Community in General, which are Listed on the Attached List of Insured Low Risk Events or Approved at the Discretion of Council	No Charge

ADDITIONAL FEES

Use of Kitchen during event	\$ 75.00
Additional use of Kitchen the evening or day before the event or decorating or set up hall after 4pm the evening before event	\$ 75.00
Rental of Parking Lot (Film Industry)	\$100.00 per day
<u>Damage Deposit – PAYABLE IN CASH (Full day events only)</u> <i>Refundable upon staff Checklist completion</i>	
Damage Deposit with alcohol	\$225.00
Damage Deposit without alcohol	\$150.00

SCHEDULE " F" By-Law 2025-11

CORPORATION OF THE MUNICIPALITY OF CALVIN
FIRE SERVICES

Fire Department Fees for False Alarms:

Where the Calvin Volunteer Fire Department responds to a false alarm, the following schedule of fees shall be payable to the Corporation of the Municipality of Calvin by the owner of the property from which the alarm originated:

i)	first false alarm – verbal	No charge
ii)	second false alarm within a twelve (12) month period of a first false alarm	\$100.00
iii)	third false alarm within a twelve (12) month period of a first false alarm	\$200.00
iv)	fourth false alarm with a twelve (12) month period of a first false alarm	\$300.00
v)	each additional false alarm within a twelve (12) month period of a first false alarm will carry a fee of an additional	\$100.00

The Calvin Volunteer Fire Department shall continue to respond to all alarms and calls for assistance notwithstanding any previous false alarms from a property or non-payment of any fee hereunder.

Non-Resident Vehicle Fires, Extrications or Accidents:

- a) Where the Calvin Fire Department provides an emergency response to a motor vehicle accident, a vehicle fire or to extricate a person or persons from a vehicle
- b) Where the call originates within the Calvin Fire Department response area
- c) Where the vehicle is owned by a non-resident,

an invoice shall be sent to the owner of the vehicle's insurance provider and a fee for response and/or services provided shall be payable to The Corporation of the Municipality of Calvin, based on the current Ministry of Transportation rates. If the incident is on Hwy 17 or Hwy 630 an invoice will be sent directly to the Ministry of Transportation Claims Department regardless of residency.

Fire Inspection Services:

If the Calvin Volunteer Fire Department is requested to perform any fire inspection service for property located within the municipal boundaries of The Corporation of the Municipality of Calvin, there shall be a fee or charge of \$50.00 per inspection payable in advance by the owner or agent to the municipality.

Fire Department Cost Recovery:

When the Calvin Volunteer Fire department responds to an incident within its response area such as, but not limited to, a rail line fire or vehicle accident/fire, which leads to a multi agency response; all costs for the incident will be the responsibility of the owner of the equipment that caused the fire. An invoice will be sent to the owner of the equipment, payable to The Corporation of the Municipality of Calvin.

The *Fire Chief* may require occupancy *Owners*, corporations or persons within or outside the municipality to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the *Ministry of Transportation (MTO) Rates* as amended.

If as a result of a *Fire Department* response to a fire or emergency incident, the *Fire Chief* or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (the "Additional Service") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the *Fire Department* and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the Additional Service or expense shall be charged the full costs to provide the Additional Service including all applicable taxes. Property shall mean personal and real property.

Fire Response Fees/Recovery of Costs-*Indemnification Technology*® Fire Department incident reporting, data collection and property insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils. Current Ministry of Transportation (MTO) Rates as amended plus any additional costs for each and every call, will apply.

Special Services

Fees for any special services or for any special circumstances shall be considered and negotiated on an individual requirement basis. Such special services or circumstances shall require a request, in writing, received by either the Fire Chief or Mayor and Council. If applicable and if approved in principal, a Contract Agreement, outlining the special services or circumstances and the associated agreed upon fees, shall be prepared and adopted by By-law.

EMERGENCY RESPONSES OUTSIDE LIMITS OF THE MUNICIPALITY

The *Fire Department* shall not respond to a call with respect to a fire or an emergency incident outside the limits of the municipalities except with respect to a fire or an emergency;

- a) that in the opinion of the *Fire Chief* threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;
- b) in a municipality with which an agreement has been entered into to provide fire protection services, which may include automatic aid;
- c) on property with respect to which an approved agreement has been entered into with any person or corporation to provide fire protection therefore;
- d) at the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program;
- e) at the discretion of the *Fire Chief* to assist other municipal or provincial resources as required where a formal agreement may or may not be established.

- f) on those highways that are under the jurisdiction of the Ministry of Transportation or other agency within the District, where the District has a rescue system, or;
- g) on property beyond the municipal boundary where the *Fire Chief* or his designate determines that immediate action is necessary to preserve and protect life and the correct department is notified (where applicable) to respond and/or assumes command or establishes alternative measures.
- h) response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the *Fire Chief*.

SCHEDULE "G" By-Law 2025-11

**CORPORATION OF THE MUNICIPALITY OF
CALVIN PUBLIC WORKS SERVICES**

Civic address (911) signs

Supply and install original sign and post	\$ 75.00
Supply and install replacement sign	\$ 40.00
Supply and install replacement post	\$ 40.00

Parking Permit

Water Access Only Parking Permit at Smith Lake Boat Launch	\$125.00
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Entrance Permit

For all new or additional driveway/entrances <i>Must submit completed application to municipal office and site inspection to be completed by Road Superintendent</i>	No Charge
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Schedule "H" By-Law 2025-11

CALVIN UNION CEMETERY

License number: 3289839

PRICE LIST

Operated by the Corporation of the Municipality of Calvin

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

Phone: 705-744-2700

Fax 705-744-0309

Contact: Administration (address and phone as above)

BURIAL, ENTOMBMENT AND OTHER CEMETERY SUPPLIES AND SERVICES

1. Purchase of the Lot --Interment Rights – (In-ground Burial)

i. prices for any in-ground burial interment rights							
	Lot Description	Section	Size	Interment Rights	Care & Maintenance BAO Requirement	HST	Total Selling Price
A.	Single Grave	OLD	4' x 8'	\$330.00	\$290.00	\$ 80.60	\$700.60
B.	Single Grave	NEW	4' x 9'	\$350.00	\$290.00	\$ 83.20	\$723.20

2. Purchase of Cremation Lot—Interment Rights (In-ground Burial)

i. prices for any in-ground burial of cremated human remains where only flat markers are allowed							
	Lot Description	Section	Size	Interment Rights	Care & Maintenance BAO Requirement	HST	Total Selling Price
A.	Two Urns	CREMATION AREA	2' x 4'	\$ 150.00	\$ 175.00	\$42.25	\$367.25

3. Interment Services (Burial Services--Opening and Closing)

i. prices for opening and closing the grave only					
	Description		Price	HST	Total Price
A.	In-ground burial of adult/child over 3 years		\$595.00	\$77.35	\$672.35
B.	In-ground burial of infant 0-2 years		\$250.00	\$32.50	\$282.50
C.	In-ground burial of cremated human remains		\$250.00	\$32.50	\$282.50
D.	Additional if using concrete liner, oversize casket or oversize vault		\$200.00	\$26.00	\$226.00
iii. price for late hour opening and closing of grave					
A.	Weekdays after 3:00 p.m.	add	\$200.00	\$26.00	\$226.00
B.	Saturday hours 10am-Noon	add	\$350.00	\$45.50	\$395.50

1355 PEDDLERS DRIVE, MATTAWA, ON. P0H 1V0, PH: 705-744-2700 FAX:705-744-0309

4. Disinterment Services

i. prices for disinterment of human remains from the ground		
	Description	Total Price
A.	Disinterment of full casket with metal or concrete vault	\$ 1000.00
B.	Disinterment of full casket (no vault)	\$2000.00

5. Other Supplies and Services

- i. Transfer of Interment Rights \$100.00 + HST
- ii. Monument or Marker Staking Fee \$45.00 + HST

SCHEDULE "I" By-Law 2025-11

CORPORATION OF THE MUNICIPALITY OF CALVIN

CLOSURE AND DISPOSITION OF SHORELINE ROAD ALLOWANCES

CALCULATION OF LAND COSTS

1. Method of Calculating Land Cost

Land costs shall be calculated on the following basis:

-square meter basis.

2. The Price

Municipal prices shall be as follows:

-when calculated on a square meter basis - \$0.41 per square meter OR -\$250.00, whichever is greater

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Sent: January 23, 2025 8:00 AM

Subject: Resolution for Consideration - Expanding EPR to the ICI sector

Good morning

Please share this email with your Mayor, Council and Senior Management

The BlueBox and recycling are essential to many of your citizens. In Northeastern Ontario, municipalities will transition to Full Extended Producer Responsibility (EPR) for the household BlueBox program over the next few years. EPR will be important for the Province of Ontario, as producers/stewards will soon create a sustainable circulatory economy for the paper, packaging and products a household recycles.

Producers/Stewards are not responsible for products purchased within the Industrial, Commercial, and Institutional (ICI) sectors. Products recycled at home are disposed of by an ICI-funded program or landfilled.

All municipalities are concerned with the lifespan of landfills, and FONOM believes it is important that the Province and the Producers/Stewards start discussing the transition to a producer-funded EPR system for the recyclables generated by the ICI Sector.

We ask your council to consider supporting the draft resolution below.

I am happy to answer any questions you may have.

WHEREAS under Ontario Regulation 391/21: Blue Box, producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources which producers are not responsible for including businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

AND WHEREAS these costs will further burden the municipalities' finances and potentially take resources away from vital infrastructure projects;

THEREFORE BE IT RESOLVED THAT the Council of the _____ hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

AND FURTHER THAT this resolution be forwarded to the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks, MPP Vic Fedeli, AMO, ROMA and FONOM

Email addresses for thoses included in the further;

minister.mecp@ontario.ca; Your Local MPP, amo@amo.on.ca; pwolfbeiss@amo.on.ca; fonom.info@gmail.com

Talk soon, Mac.

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
665 Oak Street East, Unit 306
North Bay, ON, P1B 9E5
Ph. 705-498-9510

Title: Motion by Councillor Latimer - Calvin Signage

Whereas signs on Ontario's roadways make it easier for tourists to find local municipalities, attractions and services,

AND Whereas the Tourism-Oriented Directional Signing (TODS) program places signs on Ontario's roadways for motorists to find rural municipalities, tourist attractions, operations and services, increasing awareness of Ontario's tourism attractions, operations and services located off provincial highways, and enhancing traffic control through "advanced warning of turns" signs, promoting local assets on a province-wide basis,

AND Whereas there are no signs acknowledging the Municipality of Calvin's boundaries along Hwy 17 (east or west),

NOW THEREFORE BE IT RESOLVED THAT staff be directed to investigate the eligibility of and cost associated with the erection of TODS at both the east and west ends of the municipal boundary,

AND FURTHER THAT if Calvin is not eligible for TODS, that staff investigate the cost of billboard signage that would welcome travelers to Calvin at both the east and west ends of the municipal boundary,

AND that the results of this investigation be brought back to Council for further direction.



THE MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
PUBLIC WORKS DEPARTMENT

To: Mayor and Council
 Subject: Extending the life of the Landfill and Financial Obligations
 Author: Ann Carr, Public Works Superintendent
 Date: February 11th, 2025

Purpose:

To provide Council with further information regarding the report received from the Environmental Engineer, Steve Aiken of Knight’s Piesold concerning strategies to extend the life of the landfill.

Background:

Council was presented the updated Landfill capacity report from Knights Piesold at the Council meeting on January 28th, 2025, by the Manager of Environmental Services, Steve Aiken. The purpose of providing a capacity report is to provide financial information to ensure that the municipality is budgeting for the liability of the closure and post closure costs at the end of the landfill’s useful life.

At this meeting the report verifies that the remaining expected capacity limit of the current landfill site is 25 years if we continue to use the landfill site at the current standard. Once the landfill is at capacity in 25 years, it will cost (today’s values) \$972,393.00 to close the landfill and to continue monitoring the landfill post closure.

At the same Council meeting the BDO also presented the draft financials for 2023 which included a discussion for the legal obligation the Municipality has for budgeting an annual reserve for the closure of the landfill as it is a liability to the Township under the rules of the Public Sector Accounting Board (PSAB).

Asset Retirement Obligations (PS 3280) is the standard that applies to legal obligations, including obligations created by promissory estoppel. These standard impacts tangible capital assets controlled by public sector entities, regardless of whether they are in productive use or not.

“Some examples of costs that would potentially fall with the scope of this standard include costs to remove asbestos and fuel tanks, solid waste closure and post closure liabilities. The new standard includes landfill related asset retirement obligations within its scope so that all asset retirement obligations are accounted for consistently within the public sector. Existing Section 3270, *Solid Waste Landfill Closure and Post-closure Liability* has been withdrawn. This change results in asset retirement obligations associated with landfills recognized earlier than they were under the past guidance. Recognition and allocation of asset retirement costs requires a public sector entity to recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset by the same amount as the liability. The asset retirement cost must be expensed in a rational and systematic manner over the useful life of the asset.” Excerpt quoted from the BDO website.

(The 2023 draft financial report also indicated that the Municipality had previously reserved money for the cost of the landfill closure).

Reserved amount (2023):	\$165,557.00
Amount Budgeted in 2024:	\$20,000.00
Amount to be in reserves in 25 years:	<u>\$972,393.00</u>
Remainder to be reserved in 25 years:	\$786,836.00
Amount to be budgeted per year:	<u>\$31,473.44</u>
Need to increase in 2025:	\$11,473.44



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

The amount that needs to be increased in the 2025 budget will ensure that the municipality is inline with the requirements of the landfills financial retirement obligations.

Below is the financial costs of the closure and post closure of the landfill presented by Steve Aiken of Knights Piesold:



TABLE 1
MUNICIPALITY OF CALVIN
MUNICIPLITY OF CALVIN LANDFILL SITE
UPDATED CLOSURE LIABILITY COSTS
ESTIMATED CLOSURE COSTS

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Description	Quantity	Unit	2024 Unit Rate	Amount
Closure Measures (Year 2049)				
Mobilization and Demobilization (5% of Subtotal Cost)	1	L.S.	\$24,245	\$24,245
Remove attendant's shed, outbuildings, scrap steel, gate, and signs	1	L.S.	\$7,000	\$7,000
Contour waste disposal area	20,250	sq. m.	\$0.50	\$10,125
Cover waste disposal area with 0.6 m of overburden	12,150	cu.m.	\$30.00	\$364,500
Cover waste disposal area with 0.15 m of topsoil and organics	3,100	cu.m.	\$6.00	\$18,600
Scarify site roads and accesses	2,400	sq.m.	\$0.45	\$1,080
Revegetate landfill site and access roads - hydroseed	20,250	sq. m.	\$0.75	\$15,188
Decommissioning of groundwater wells after post-closure monitoring period	13	each	\$1,800	\$23,400
Engineering - Periodic supervision during closure, and as-built survey and documentation	1	L.S.	\$45,000	\$45,000
Subtotal				\$484,893
Post Closure Monitoring (Years 2049 to 2074)				
Groundwater sampling (17 samples per sampling event, 2 sampling events per year)	1	year	\$8,000	\$8,000
Laboratory testing (17 samples per sampling event, 2 sampling events per year)	1	year	\$7,000	\$7,000
Water Quality Report (Every 2 years)	0.5	year	\$9,000	\$4,500
Annual Cost				\$19,500
Total Cost for 25 years of Post Closure Monitoring				\$487,500
TOTAL ESTIMATED CLOSURE COST				\$972,393

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Steve Aiken discussed strategies with the Council to extend the life capacity of the landfill which included:

1. Enforcement of clear bags for inspection of divertible materials
2. Compaction of materials- (Councillor Latimer has previously discussed)
3. Do not permit garbage from outside of the boundaries of Calvin
4. Do not allow unsorted loads to enter the landfill. (no divertible materials)
5. Grinding materials (mattresses, furniture, bulky items)
6. Investigating extending the boundaries of the landfill.
7. Councillor Grant suggested looking into composting organics.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

1. ENFORCEMENT OF CLEAR GARBAGE BAGS

The following information regarding the use of a clear bag program has been provided for from the Continuous Improvement Fund's Implementation Toolkit.

Clear/transparent bag programs have been implemented in municipalities across North America for over two decades. Throughout Canada, over millions of households are involved in a clear garbage bag program. Although the municipalities' by-law provides that household garbage may only be disposed of in a clear/transparent bag the enforcement and education process has not been enforced and has not been successful in achieving one hundred percent compliance.

This report is providing relevant resource materials to enable the undertaking to be armed with the knowledge, guidance and the expertise of those that have already made the transition. In Canada, there has been a municipal focus on waste diversion since the late 1980's. Several initiatives have contributed to diversion of materials from the waste stream including tires, electronics waste, hazardous waste and blue box recycling.

Unlike the design and implementation of so many other waste diversion strategies, where we provide the resident with the tools to incentivize participation, a clear bag garbage program differs substantially in that residents are being required to change their purchasing participation behaviour from buying and using opaque plastic bags to clear plastic bags.

Economics, specifically reducing over all costs, is not likely a primary motivator towards the transition to the utilization of clear bags for garbage. Traditional disposal of waste in the landfill typically remains the lowest cost option for disposal and the capture of the additional recyclables will often increase over all program costs. However, in Ontario, where the province will be taking over the cost of recycling, the best option is to have all blue box materials land in the bin and not the landfill as the long-term effect is closing the landfill once it is at capacity. Even with the blue box program landfills are filling at an exponential rate. For most municipalities interested in implementing a clear bag program, the motivating factor is the conservation of landfill space and the desire to increase diversion.

Municipal experience has shown that the inability to hide various materials in clear bags, does result in a significant reduction in general waste tonnage. When such material is removed from the collection system, there is an economic benefit to the municipality via avoidance/reduction of overall tipping fees or extension of the landfill life.

Primary rationale for recommending this policy to be enforced:

- Increased safety by enabling the waste (garbage) to be seen by the workers to avoid hazardous materials such as broken glass, or needles.
- Removal of hazardous waste items (i.e. Batteries, paint, pharma, oil etc.) from the waste stream.
- Increased diversion of recyclable material from the waste stream.
- Compliance of our Certificate of Approval to not allow divertible material to enter the landfill.

Having the necessary by-law in place to support the clear bag (garbage) program can greatly contribute to the success of the program, whether the by-law is amended in advance of the recommendation to Council or after a program is implemented. The Public Works Superintendent is recommending program revisions in conjunction with clear bag garbage collection, including banning electronic waste (e-waste), bulky(furniture) material and hazardous items and others from the landfill. Consideration for a soft launch of the program with a transition to mandatory program



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

enforcement, including timing, how enforcement will be undertaken by municipal staff, as well as determination of tolerance levels and acceptable amounts of divertible materials that remain in the garbage.

As Council often focuses on community engagement and feedback, reports typically include the stipulation that community open-house activities will be undertaken to gauge public receptiveness. Although such initiatives do not generally receive widespread public participation, attendance is predominantly by those opposed to such major program change. This often leaves an overwhelming inaccurate impression that the community as whole are opposed and has the potential to derail clear bag implementation.

Common Frequently Asked Questions and Responses:

Question 1

Why would a municipality want to implement a clear bag program?

Response: The primary response for implementing a clear bag program is revolved around worker safety protecting staff from protecting the collector from cutting themselves on sharp objects such as broken glass or needles. The landfill attendant is also able to conduct a quick assessment of the contents within the clear bags to ensure that no recyclables or hazardous items such as oil, paint, corrosive waste, are in the bag. These items should be disposed of at the hazardous waste depot located in North Bay, which the municipality pays into for the residents of Calvin to use.

Question 2

Do clear bags cost more than traditional opaque (black) plastic bags?

Response: Both clear and opaque bags are manufactured from the same type of material. The only difference is colour. The price is the same.

Question 3

What should I do with my left-over opaque garbage bags?

Response: Assuming a municipality has provided sufficient lead time notification (say six months), residents should be encouraged to use up existing opaque bags prior to the program's full implementation. In addition, residents can be encouraged to donate their bags to friends/family not in a clear bag jurisdiction requiring the use of clear bags (although that is becoming slim in our area) or donate to used clothing stores. Dependent of the by-law for the use of an opaque privacy bag they could be used there.

Question 4

What about my privacy?

Response: Most clear garbage programs typically allow residents to place a specified number of smaller opaque bags within the larger clear bag placed at the curb. This provides for an adequate method to enable residents to shield material they would prefer not to be exposed for view. Such items may include sanitary products, diapers, incontinence products, financial information or other personal items. Typically, most municipalities permit the allowance of one to three opaque bags within the clear bag.

Question 5

Does the use of clear bags increase diversion from the landfill?

Response: Yes. All participating municipalities have reported an increase in the amount of recyclable material diverted from the garbage collection where recycling programs are in place. In addition, the diversion of organics (yard and food waste) has also improved where such programs exist. The amount of incremental diversion will depend upon the maturity and effectiveness of existing programs as well as how comprehensive they are. Experience has illustrated that overall diversion rates could increase by over 10% above current rates. (110 m³ annually for our municipality).



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

Question 6

I'm diverting as much material from the garbage as possible, why do I have to do this?

Response: For residents already doing their best to divert, this program should make no difference except for the colour of bag they use. This program is intended to increase participation from households that do not presently recycle materials by raising them to the standard of those that already participate.

Question 7

What impact can be made in diverting materials from the landfill?

Response: The quantity depends upon how well the municipality is presently doing. Some programs (such as Markham) have topped 81% diversion from the landfill, recording an 11% increase after 1 year of clear bag use. As most Ontario programs have accomplished between 30-55% diversion, the potential incremental increase can almost be 25% higher than current rates dependent on the municipality.

Question 8

What is the difference between a "soft" launch to a "hard" launch?

Response: A "soft" launch simply refers to a specified time whereby residents are encouraged to participate but no penalty will be imposed if they do not. It is also the opportunity to educate residents on the best practices of the program. A "hard" launch typically means that participation is mandatory and followed up by enforcement of non-compliant bags.

Question 9

What if a resident places some "divertible" material in the clear bag?

Response: A tolerance level of up to 20% typically addresses the unacceptable item that ends up in the waste stream. The general premise of the program at a macro level typically results in diversion accomplishments that far exceed the discrete micro level occurrence. The overall program intent is to engage non-participants which are typically a portion of the public significant enough to push the local diversion levels higher.

Program Steps:

The following has been previously discussed with Council through reports of the CAO.

1. Council permit the creation of an Environmental Advisory Committee. (EAC) This committee is established as the bridge between the municipality, both at the political level and staff level, and the local community. Residents are appointed on a voluntary basis for a specific term, usually 1 to 2 years and one member of Council to Chair the meetings. Staff participate in discussions and information sharing and provide recommendations to Council for further approval. Having volunteers from the community will help with buy in for the programs concerning the diversion of materials. A typical mandate for the EAC is expressed as "A committee for the protection and enhancement of the environment while supporting local initiatives that promote environmental sustainability".

The natural progression of recommendations being passed by Council will usually require that any such report be first vetted through the EAC for consideration, input and approval. Support through an EAC resolution to Council will greatly assist in establishing initial confidence levels for Council. Often it is at this stage that the local media becomes engaged in monitoring and reporting to the public that a clear bag (garbage) program may be on the radar as well as other diversion activities.

While EAC members will be most interested in long term goals and objectives, they remain less concerned about the smaller tasks that will be required to achieve success. However, a solid strategy by municipal staff or third-party stakeholders presenting such an initiative will include a summary of alternative options and the potential effectiveness



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

of these options for achieving the same goals. The EAC members can become important community ambassadors in the positioning of programs in an environmental waste reduction and diversion capacity.

2. Create a “Handbook” for Council early in the stages of the clear bag program prior to the soft launch of the program. The provision of a high-level overview of the clear bag initiative including the summary of the frequently asked questions above with corresponding answers, will ensure that Council is not caught off-guard or unprepared to inquiries from their constituents with relevant content. The handbook will also provide:

- What the program entails.
- Why the program is being implemented.
- Why the municipality is pursuing this initiative.
- What implementation timing will be, including all voluntary or mandatory phases.
- What this change will mean to residents.
- The common questions and responses listed above.
- Where to direct residents for additional information.

3. Municipal Waste Management Collection By-Law

A regulatory backdrop through a municipal by-law amendment/repeal provides legal teeth to enforce the requirements for residents to utilize clear plastic bags. A by-law permits a municipality to pursue punitive actions for non-compliance to utilize clear bags. With the issue of non-eligible sources coming to existence in 2026 this would also provide an opportunity to remediate and announce the changes to the recycling program for our businesses in the area. Within Ontario, the Municipal Act 1990, cM.45, authorizes a municipality to pass by laws for establishing a system for the collection and disposal of refuse.

Although it is not a prerequisite for the implementation of a clear bag program, most municipalities making this transition have revised and amended their waste management collection by-law(s).

Key amendments to existing by-laws may include:

- Amending the allowable number of garbage bags per household.
- Amendment for the authority to establish, operate and deliver a waste program.
- Definition of a “clear” bag and allowable containers for garbage.
- Definition of a “privacy” bag including the size.
- Declaration of the penalty for non-compliance.
- Definition of contamination amount by weight or volume.
- Voluntary versus mandatory compliance requirements.
- Amending who can use the landfill, Lauder Township, Kiosk Park for example.
- Amending the by-law to represent the non-eligible sources and what we are prepared to do with their recycling.

4. Communications Strategy-Education and Awareness

A strong communications plan will include:

- Goals and Objectives, for example:
- Increased participation rates for recycling bin programs.
- Increased capture rate of recyclables and diversion materials.
- Increased tonnage of materials diverted from the landfill.

Target Audience:

Outreach strategies must be tailored to reach all stakeholders including commercial, residential and seasonal property owners.

Communication tools will vary, but may include:



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

Sorting guides
Brochures and handouts
Municipal Newsletters
Social Media
Community events and booth
Public Information Sessions
Website
Promotional samples of clear bags
Press Release
Flyers
Posters

Individually, each communication tool has its own strengths and limitations. There is no single way to ensure complete coverage of a jurisdiction. For example, residents with restrictions on receiving unaddressed mail will likely not receive general mail notices or flyers. Not all residents read local newspapers or use municipal websites to obtain information.

Timing revolving the issuance of tax bills with an insert would be beneficial to reach all stakeholders, however, how do we get information to those outside of our community if they are still permitted to use the landfill and recycling depot.

Promotion and Education Budget

Setting a budget and using pre-made materials from websites will prevent a large budget requirement. When using promotional and educational materials from other sources these funds could be recovered if they are only to communicate the use of the recycling program. These funds would not be covered through the data-call or Circular Materials Ontario when discussing the landfill, landfill diversion or clear bag program.

Pre-program Launch and Communication Timing

Sufficient lead time notification must be provided to residents, local businesses. It may also be necessary for a long lead time to capture the residents or businesses that are outside of the boundaries of the municipality. The municipality should begin preparing a communication strategy for small businesses regarding recycling immediately after the Council decides what will be done when recycling from non-eligible sources will not be covered under the producer responsibility program begins in 2026.

Resident participation recognition and acknowledgement is critical to influencing a rapid shift to clear bags upon program launch. Residents who embrace and conform to the program should be recognized and acknowledged accordingly. Even a simple thank you card indicating to the homeowner that their efforts are appreciated, will go a long way to secure continued support. Even posting a picture (with their permission) on face book or the website thanking them for their compliance. This is especially pertinent in the early voluntary stages of a program when other neighbours have not yet conformed to the program but continue to place garbage in a clear bag and have recycled. From a municipal standpoint, it is important not to allocate a lot of additional resources or finances towards this segment of the community but rather concentrate on intensifying efforts to persuade the non-conformers to make the switch to clear bags.

2. COMPACTION OF MATERIALS:

Compaction is a fundamental process used across various industries, most notably in waste management, construction and manufacturing. At its core, compaction involves the reduction of the size of the material by applying force, either to



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

decrease its volume or to increase its density. This is achieved by removing air pockets and spaces between particles in the material resulting in a more compact solid mass. The process minimizes the footprint of waste in landfills. The science behind compaction is governed by fundamental physical and mechanical principles that facilitate the transformation of loose materials into a denser state. The process begins with the application of force, wither through direct pressure, vibration, or impact which acts to rearrange the particles or materials closer together. This rearrangement is essential in reducing the volume of voids (the spaces between particles), effectively increasing the density of the material. The mechanical principles at play involve the overcoming of frictional forces between particles, which can resist closer packing. In the case of waste management, it creates efficiency in space utilization.

Effective landfill compaction maximizes the amount of waste that can be placed in a minimal amount of space. In short, it is all about airspace and density. It is also about costs. Failure to maximize airspace shortens the lifespan of a landfill. Think of compaction as trying to shove hundred-dollar bills into a suitcase. "You will try to compact those bills so you can get more in." Compacting trash at a landfill is the same. The better the compaction the more you can fit into it.

In addition to increasing landfill space, achieving optimal compaction has many other benefits:

- decreasing operational and labor costs;
- minimizing environmental impact;
- improving safety;
- creating a base for equipment access roads;
- stabilizing slopes by working to eliminate uneven settlement and landslides;
- containing leachate by eliminating low spots that collect water and preventing water from seeping through the cells; and
- reducing fire risk by reducing air pockets
- reduction in methane gas production.

The role of compaction in waste management plays a pivotal role in the efficient management of waste by significantly reducing its volume. This process involves the use of machinery to exert force on waste materials, compacting them into a more dense and manageable form. Through compaction, air spaces within the waste are minimized, leading to a substantial decrease in volume. This reduction is crucial for various types of waste generated in residential, commercial and industrial settings, including everyday refuse, construction debris, and recyclable materials.

By reducing the volume of waste, compaction directly contributes to decreasing the amount of space needed for landfills. This not only helps in conserving the land but also mitigates the environmental impact associated with waste disposal, such as greenhouse gas emissions and leachate formation. Compaction removes the air that is in a landfill promoting methane gas and the ability for rainwater to move throughout the landfill. Compaction is a key strategy in modern waste management, offering a way to address the growing challenge of waste volume. Its role in facilitating waste reduction alongside the environmental, economic, and operational benefits it brings underscores its importance in achieving sustainable waste management goals.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

Equipment to achieve compaction

Some landfills use a steel-wheeled/drum compactor to shred and compact the material in the waste stream. Typically, the preferred minimum operating weight is more than 45,000 pounds. A compactor should not be used on slopes with grades steeper than 25 percent.

While landfill compactors often are equipped with blades that can push large volumes of waste, they are not the best piece of equipment for moving material because they lack grip on loose refuse.

Track type tractors, or dozers, typically are used to spread thin layers of waste over the working face of a cell and to deposit daily cover. Fitted with steel tracks they have a better grip than compactors and can also chop and shred waste. A compactor is not a dozer, and a dozer is not a compactor. A dozer moves material, and a compactor runs over it and compacts it. Although it is possible to do, compacting with a dozer is not recommended because of inefficiency and lack of weight. Dozers are better at pushing material and spreading layers on the working face.



Above are two styles of compactors. Although the one on the left is a compactor it would only provide squared bails of materials which would be placed in the landfill with air around the garbage. It is meant for offsite hauling of garbage or recyclable materials. The compactor on the left is for use in a landfill that provides shredding of materials and complete compaction of the landfill waste. The compactor on the left is for sale and has been rebuilt. It is a 2001 rebuilt in 2024, with 6,000 plus hours at a cost of \$695,000.00. There are other brands and styles of compactors which would have to be further investigated for pricing as well as maintenance pricing to be more prepared to present to Council. The Public Works Superintendent did reach out to the Township of Bonfield and a light discussion regarding “borrowing” or using their compactor with an agreement in place could also be possible. However, this was just a light discussion and would have to be run through both Council’s and an agreement be written.

3. NOT PERMITTING LANDFILL USE OUTSIDE OF THE BOUNDARIES OF CALVIN

- a) **Landfill Use**-The Municipality of Calvin’s Certificate of Approval permits the landfill to be used by Lauder Township residents and businesses. Other than material received by Lauder Township solid waste that is entering the landfill has been kept for the two entities. The budget in 2024 was \$104,683.00 which is being paid for by the residents of Calvin. In 2024 the landfill collected just under \$200.00 from Lauder residents once the by-law was passed to enact the \$5.00 per bag user fee for use of the landfill. The landfill is also used by Kiosk Park, which is outside of the boundaries of Calvin and Lauder Townships. Kiosk Park also pays at a per use with



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

an agreement. Understanding the impact of outside users needs to be further investigated to understand the impact to the landfill.

- b) **Recycling**-With upcoming changes to the Producer Responsibility System that the Province of Ontario introduced into legislation will become fully effective January 1st, 2026, municipalities will not longer be permitted to include non-eligible sources (e.g. small businesses, municipal facilities, and institutions) to enter the common collection system. (cannot be collected with residential recycling). To process the recycling from the non-eligible sources needs to be determined whether the municipality is going to use taxpayers' money to collect, store and ship recyclable material from the businesses inside the Township of Calvin and to continue to support outside of our boundaries businesses as well. Understanding the opportunities and barriers faced in accessing processing services is for non-eligible sources is critical to ensuring efficient and a sustainable system. The impending changes present municipalities with challenges of increased costs and potential service disruptions for our non-eligible sources. Without proper planning blue box material from non-eligible sources risk entering the landfill and undermines the goals of a circular economy. Currently there are no facilities in our region that will accept or process recyclables from non-eligible sources. Recycling will have to be shipped either to Sudbury or Renfrew. The municipality must plan for how we ensure these materials do not enter the landfill.

4. DO NOT ALLOW UNSORTED LOADS TO ENTER THE LANDFILL

Any material that can be diverted from the landfill is a quick win to extending the life of the landfill. Strict enforcement of a clear bag system, rewriting the by-law to provide enforcement and stricter regulations with the landfill use, and planning for non-eligible sources being able to recycle, are key to improving the capture rate of divertible materials. Landfill attendants must inspect loads to ensure that recycling is not being placed in the landfill as well as giving the attendant a policy to follow to ensure that they have the support of Council to ensure that the by-law is being strictly followed.

Currently the by-law provides the ability to allow business to not sort recyclable material with additional charges to permit them to enter the landfill. If we do not allow our citizens to place recyclable material in the landfill, why should we permit the businesses that use a roll off bins to do it? Is the cost worth the loss of the landfill? Some of the roll off bins entering the landfill are from provincially owned parks. If the provincial government is not going to compensate for the recycling of businesses and provincial bodies should the residents of Calvin suffer the consequences? The Public Works Superintendent will remain diligent and well informed of what other diversion programs are available or up and coming. For instance, recycling tires, electronics, scrap metal and the Calvin Mall are other opportunities outside of the blue box material that divert materials back into the circular economy. All material that we can keep from entering the landfill is of the utmost importance and as discussed, a quick win within the control of the municipality.

Waste Management Plans

The objective of a waste management plan is to plan on how waste generated from our municipality can be managed efficiently to maximize recovery of value from waste and minimize waste disposal at the landfill.

A good waste management strategy starts with identifying ways to minimize waste before the need to dispose of it even arises. It also involves engaging all stakeholders involved in the value chain for waste generation and disposal to ensure that everyone plays a part in sustainable management of waste generated from their homes, businesses, farms and facilities within our municipal catchment area, or the users of our landfill and recycling facility.

A good waste management strategy is one that ensures that timely and efficient removal of all waste streams generated from our municipality will result in optimal resource recovery through recycling in a safe and professional manner with the applicable regulations.

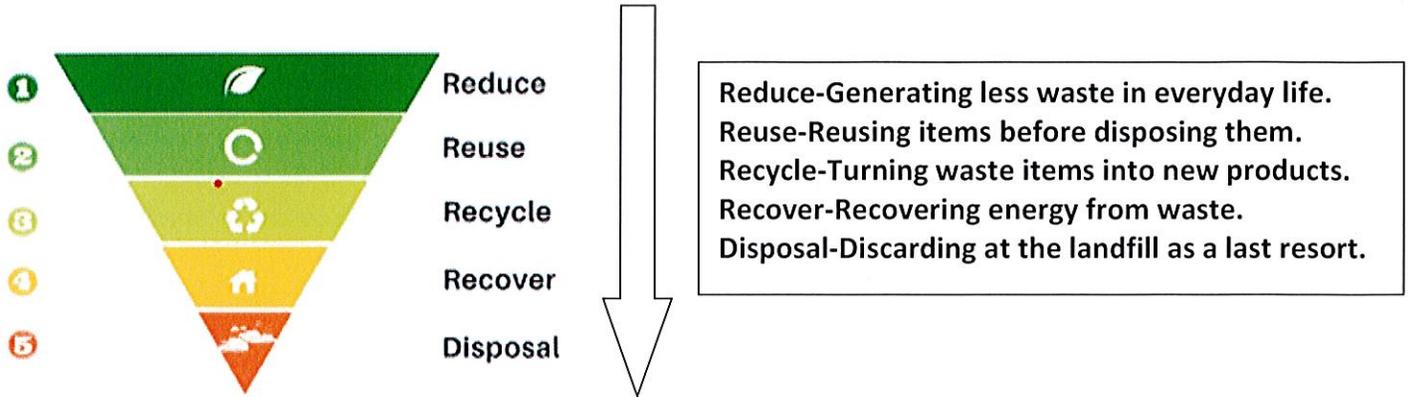
To achieve this, the waste management strategy should be focused around the 5-step hierarchy for sustainable waste management as detailed in this figure.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT



5. GRINDING BULKY ITEMS AT THE LANDFILL

Shredding large items such as mattresses, furniture, boats or trailers at the landfill is a practice that does occur around the region. Several municipalities have begun the practice of stockpiling bulky items until there is enough material to make it worth while hiring a company to do the shredding.

Our environmental engineer had made mention that we could team up with other municipalities to help with mobilization costs to have the material shredded. When speaking to a direct neighbour to us, it was found that the cost of shredding the material would have far exceeded the amount of material that they were preventing from entering the landfill. At the time of this report, I am waiting to hear back regarding the company that is used to shred material to be able to provide Council a cost.

Currently when landfill staff are able, they are tearing down the materials to ensure that the wood from a box spring ends up in the burn pile, the springs go into the metal bin and the remaining material enters the landfill. If this practice continues and the staff can keep up to the material, then the need to shred may be moot as the attendants are taking the material down to as little as possible. If the Council was to consider compaction of the material, it would provide the ability to compact the bulky items into the landfill. Advocacy is in place Canada wide to come up with a solution to the recycling of textiles, mattresses and furniture.

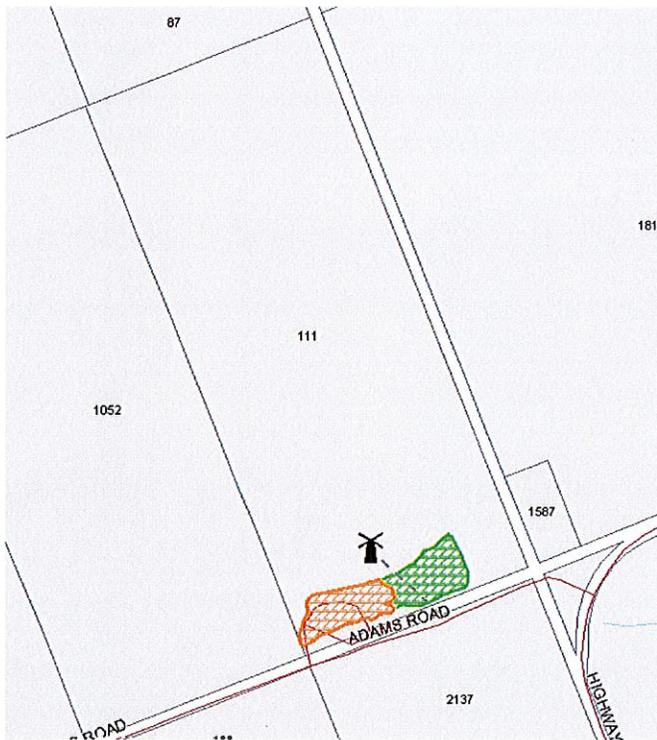


THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

6. INVESTIGATING OPENING THE LANDFILL BOUNDARIES



The Township of Calvin owns approximately 42.07 hectares of land where the landfill is located. The current Certificate of Approval for the landfill is depicted in the colored area of the property which is 2.08 hectares of land.

Regulatory and approval requirements for the design, operation, closure and post-closure care of new or expanding non-hazardous waste landfilling sites are complex and include many regulatory regulations. Regulations are contained in Ontario Regulation 232/98.

The regulatory requirements include a description of the requirements along with supporting approval guidelines for obtaining Environmental Compliance Approval under the Environmental Protection Act.

An environmental engineering firm would be required to provide design specifications for groundwater protection including a site-specific design option and two generic designs. Design requirements for buffer areas, final cover design, surface water and landfill gas control. The preparation of a site design report, operation and monitoring requirements for site preparation, groundwater and surface water monitoring, daily cover, record keeping and reporting requirements.

Requirements for leachate contingency plan, site closure and post closure provisions; and financial assurance requirements.

When considering the option of enlarging the landfill we would be required to reserve the amount necessary for the liability for the post closure costs of that site as well. We would also need to create the best practices to ensure that we are using the landfill with the best strategies in place to maximize the landfill and its life.

When we receive a budget quote to look into the expansion of the landfill, so that the Municipality could be shovel ready to move forward, it is suggested that we receive the quote, start setting funds aside in the current year budget, in order to have the funds available to pursue the expansion with a smaller impact on the residential tax base in 3 to 5 years.

At the time of this report a quote from our current engineer was not provided.

The municipality was cautioned that opening the current certificate of approval could provide further restrictions and the landfill would have to be built to the current standards to accommodate a larger landfill.

8. ORGANICS

The Province of Ontario is shifting to a circular economy, a system in which material is never discarded, but reused or recycled into new products and reintegrated into the market.

Managing our resources more effectively will benefit Ontarians, our environment and economy. It will help the province fight climate change and achieve its goals of a zero-waste future with zero greenhouse gas emissions for the waste sector, as set out in the Strategy for a Waste-Free Ontario: Building the Circular Economy. Below depicts Ontario's Waste Stream.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

Addressing food and organic waste is a big part of the story. In a linear economy, large volumes of food and organic resources are wasted, with few opportunities or incentives to prevent waste before it occurs. Ontario generates approximately 3.7 million tonnes of food and organic waste annually. This includes food that could have been eaten or repurposed, as well as avoidable waste, such as food scraps and vegetable peelings. About 60 percent of this was sent to the landfill.

The amount of food wasted each year is particularly staggering. In Canada about \$31 billion dollars' worth of food is wasted annually. This equates to about \$868.00 worth of food per person per year. Consumers are responsible for the largest share of food waste, at approximately 47 percent of total food waste. The remaining food waste is generated along the supply chain, where food is grown, processed, transported and sold.

It is estimated that about 2.3 million tonnes of food and organic waste were sent to landfills. When these valuable materials end up in the landfill, they contribute to climate change. As food and organic waste breaks down in oxygen-deprived environments, it creates methane, a potent greenhouse gas. Greenhouse gas emissions from the waste sector accounted for 8.6 megatonnes of carbon dioxide, or approximately 5 percent of Ontario's total greenhouse gas emissions from all sources. Sending food and organic waste to the landfill is ultimately unsustainable and puts additional strain on our environment by requiring a new landfill space.

One of the most important discussions in planning an organics recovery program is the choice of processing technology that will successfully meet the community's diversion needs. Some technologies are more suitable than others depending on the composition and quantities of organic material to be treated. The acquisition of a good knowledge of the community's organic waste stream, including composition, quantities and sources, is therefore an essential first step in the planning process.

Composition of Municipal Waste Stream Organics

The municipal solid waste stream is diverse and contains a variety of organic and inorganic materials. Typically, the identifiable organic fractions include food waste and leaf and yard waste.

Food waste represents a significant portion of organic material found in residential waste. It is generated primarily by residential sectors and can be either post-customer, originating from residential and commercial kitchens, or pre-consumer waste coming from the distribution of and retail agents. Food waste has a high moisture content, which can lead to the generation of leachate and odours during handling and processing.

Common Issues and Challenges

An effective organics management program can yield important benefits for a community. Successful implementation of a program requires careful planning and diligent implementation. Drawing on the experiences across Canada in implementing such programs with a variety of technologies, the main factors for consideration include:

A) Choice of technology:

This is one of the most important decisions in the process, particularly if facilities are sited near population centers. The challenge to choose the right site for the treatment facility according to the technology chosen or, inversely, choosing the technology according to the available site.

B) Size and capacity of facility:

In addition to technological aspects, collection methods also must be considered carefully. The choice of containers (volume and type) is influenced by the type of organics to be recovered and adapted to the community profile.



THE MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT

C) Meeting all regulatory requirements:

Dedicated treatment facilities need to be planned according to provincial environmental requirements, with sufficient capacity and controls to accept materials from a range of sectors.

D) Program costs and financing:

To avoid unexpected costs, developing accurate estimates for the project can be challenging as decision makers work with budget envelopes. Collection, Facility investment and operation and end marketing and use are considerations for budgeting a facility.

E) Meeting community expectations and concerns:

Community involvement in siting is paramount, involvement of the citizens in various aspects of the planning and implementation can contribute to building acceptance of the project, better inform the choice of technology, collection methods, costs and other implementation parameters.

F) Deriving economic benefits:

To successfully sell the compost, the quality of the produced compost, the market segment and its end use need to be carefully evaluated. In the case of anaerobic digestion, the investment costs and the revenues associated with the utilisation of the biogas to produce renewable energy also necessitates an assessment.

Finally integrating all the issues and challenges for an optimal decision is on its own a challenge. The secret to success resides in an integrated approach. In other words, technology by itself cannot guarantee the success of an organics recovery program; all aspects, including siting and community involvement, must be considered equally.

ANALYSIS:

With need for extending the life of the landfill, and the new regulations with transitioning to the producer responsibility recycling system imposed by the Province of Ontario; this report has briefly skimmed over the surface of the many ways the municipality can extend the life of the landfill, and the issues that need to be discussed in the very near future.

The initiation of a strong clear bag program with support of Council as well as stronger enforcement measures with consequences for not diverting material from the landfill commence immediately. "Soft" enforcement of a clear bag program should commence with educational and promotional material, to encourage our residents to voluntarily do the right thing for the landfill. Create buy in from our citizens explaining why the urgency for this program is necessary.

During the "soft" education and promotion, the by-law can be reviewed and presented to Council for consideration, before the "hard" start date of the clear bag program begins.

Understanding the new blue box program and the impact on non-eligible sources is fast approaching and educating those non-eligible sources needs to also begin, so that they may understand the municipalities direction from the province as well as the financial implications to the municipality and the potential financial implications to our small businesses, parks and our very own municipal office.

It is recommended that a committee be formed to have more time for discussion of the issues which would bring recommendations to Council for consideration. A waste management plan should be in place to guide the decision making for the landfill and a diversion program that best suits our community.



THE MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
PUBLIC WORKS DEPARTMENT

RECOMMENDATION:

WHEREAS at the Council meeting of January 28th, 2025 the environmental engineer provided Council with a capacity study of the municipality's landfill and the BDO provided the 2023 draft financials;

AND WHEREAS it was found that the landfill will be at capacity in twenty-five (25) years at a cost of nine hundred seventy-two thousand three hundred three dollars (\$972,393.00) at the continued diversion rate;

AND FURTHERMORE, the BDO described the legal obligation for a municipality to budget for the retirement obligation of the asset as per the Public Sector Accounting Board;

AND WHEREAS the municipality will need to increase the cost of the reserve for closure and post closure **\$11,473.44** in the 2025 budget to cover its legal financial obligation,

AND FURTHERMORE, discussions of methods to prolong the life of the landfill were had and the Public Works Superintendent provided a report to Council for review;

AND FURTHERMORE; the Public Works Superintendent recommends an educational and promotional period for a clear bag program for waste entering the landfill be implemented in conjunction with the current provisions of By-law 2024-46 "Being a by-law to establish and maintain a system for the disposal of waste and other refuse" be reviewed,

AND FURTHERMORE, that a committee be formed to create a waste management plan and that the committee will be named the Environmental Advisory Committee and that the terms of reference for this committee be prepared for the next meeting of Council;

BE IT HEREBY RESOLVED that the Council of the Municipality of Calvin approves of this recommendation and appoints _____ to chair the Environmental Advisory Committee.

Legal Authorities:

Resource Recovery and Circular Economy Act
Waste Diversion Transition Act
Environmental Protection Act
Nutrient Management Act
Food and Organic Waste Policy Statement
PSAB 3280

Respectfully yours,

Ann Carr
Public Works Superintendent

I concur with this report,

Donna Maitland
CAO, Clerk

9

**AGENCIES
BOARDS
COMMITTEES**

Report from Mayor Gould -Cassellholme

From: Mayor Richard Gould <mayor.gould@calvintownship.ca>

Sent: February 6, 2025 9:35 AM

To: murphp@sympatico.ca; 'Julie Pilkey' <pilkeyj@cassellholme.on.ca>; 'Chris Mayne' <chris@maynetravel.com>; 'Mark King' <mark.king@northbay.ca>; 'Mark King' <mark@hfreeman.ca>; 'Michelle Lahaye' <queenbz63@hotmail.com>; 'Peter Chirico' <mayorchirico@northbay.ca>; 'Robert Corriveau' <mayorbob@hotmail.com>; CAO <CAO@calvintownship.ca>; 'Jason McMartin' <clerk@papineaucameron.ca>; 'Jason McMartin' <admin@papineaucameron.ca>; 'Jason Trottier' <jason.trottier@eastferris.ca>; 'JoAnne Montreuil' <admin@mattawan.ca>; 'Karen McIsaac' <Karen.mcisaac@cityofnorthbay.ca>; 'Paul Laperriere' <info@mattawa.ca>; 'Gail Degagne' <g.degagne@chisholm.ca>; 'Narry Paquette' <npaquette@bonfieldtownship.com>; 'Pauline Rochefort' <pauline.rochefort@eastferris.ca>; 'Raymond Belanger' <mayor.belanger@mattawa.ca>; 'Nicky Kunkel' <cao.clerk@bonfieldtownship.com>; 'Angie Punnett' <punnetta@cassellholme.on.ca>; 'William Brooks' <brooksw@cassellholme.on.ca>; 'Dave Smits' <smitsd@cassellholme.on.ca>; info@chisholm.ca; 'Lesley Marshall' <l.marshall@chisholm.ca>

Subject: Re: Meeting with the Member Municipalities

Thank you all for the opportunity to attend last night's meeting. It was very enlightening and I appreciate the efforts of everyone involved.

I do believe in the work being done at Cassellholme and I believe that we all need to advocate for seniors throughout the area. However, I also believe that the financial burden is seriously troubling.

A little over two years ago, I was told by the Hon. Vic Fedeli, that every municipality must be involved in the operation of a long-term care facility and that is one of the reasons Calvin cannot get out of the board. Recently, in a podcast, Councillor Chris Mayne also stated that every municipality must be involved in the operation of a long-term care facility. However, this is not true.

In the Long-Term Care Homes Act and the newer Fixing the Long-Term Care Act, it states that every municipality that is a southern municipality shall be involved in the operation of a long-term care facility, but it then goes on to say that every municipality that is a northern municipality of over 15,000 residents MAY be involved in a long-term care facility. It further states that municipalities of less than 15,000, that request to be involved with a long-term care facility, require special approval from the Ministry.

So, the intent of the legislation implies one thing, but the schedules at the end of the act dictates another. There is ambiguity here.

AMO and ROMA are lobbying for a reduction in the downloading of costs of provincial responsibilities to the municipalities and rightfully so. It is seen across the province that current trends are not sustainable. And nowhere is it more visible than the six areas covered by the municipal boards.

I decided to volunteer to the Advocacy Group because I believe these costs in any shape or form are not sustainable for all concerned. Nevertheless, I am also concerned that if we only go to the

provincial government with our hand out and say "Please sir, I want some more," we may not be very successful.

Looking forward to working together on this file.

Sincerely,
Richard.

RICHARD GOULD

MAYOR, CALVIN TOWNSHIP

Cell 705 623 1103

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for the use of the individual or entity named above. Publication or copying of this e-mail and attachments is strictly prohibited. If you have received this e-mail in error, please immediately notify me by return e-mail.

From: murphp@sympatico.ca <murphp@sympatico.ca>
Sent: Wednesday, January 29, 2025 3:07 PM
To: 'Julie Pilkey' <pilkeyj@cassellholme.on.ca>; 'Chris Mayne' <chris@maynetravel.com>; 'Mark King' <mark.king@northbay.ca>; 'Mark King' <mark@hfreeman.ca>; 'Michelle Lahaye' <queenbz63@hotmail.com>; 'Peter Chirico' <mayorchirico@northbay.ca>; 'Robert Corriveau' <mayorbob@hotmail.com>; CAO <CAO@calvintownship.ca>; 'Jason McMartin' <clerk@papineaucameron.ca>; 'Jason McMartin' <admin@papineaucameron.ca>; 'Jason Trottier' <jason.trottier@eastferris.ca>; 'JoAnne Montreuil' <admin@mattawan.ca>; 'Karen McIsaac' <Karen.mcisaac@cityofnorthbay.ca>; 'Paul Laperriere' <info@mattawa.ca>; 'Gail Degagne' <g.degagne@chisholm.ca>; 'Narry Paquette' <npaquette@bonfieldtownship.com>; 'Pauline Rochefort' <pauline.rochefort@eastferris.ca>; 'Raymond Belanger' <mayor.belanger@mattawa.ca>; Mayor Richard Gould <mayor.gould@calvintownship.ca>; 'Nicky Kunkel' <cao.clerk@bonfieldtownship.com>; 'Angie Punnett' <punnetta@cassellholme.on.ca>; 'William Brooks' <brooksw@cassellholme.on.ca>; 'Dave Smits' <smitsd@cassellholme.on.ca>; info@chisholm.ca <info@chisholm.ca>; 'Lesley Marshall' <l.marshall@chisholm.ca>
Subject: RE: Meeting with the Member Municipalities

Thanks for the invite Julie.

I will be attending.

Peter Murphy.

-----Original Appointment-----

From: Julie Pilkey <pilkeyj@cassellholme.on.ca>

Sent: Wednesday, January 29, 2025 2:02 PM

To: Chris Mayne; Mark King; Mark King; 'Michelle Lahaye'; Peter Chirico; Robert Corriveau; 'Donna Maitland'; Jason McMartin; Jason McMartin; Jason Trottier; JoAnne Montreuil; Karen McIsaac; Paul Laperriere; 'Gail Degagne'; 'Narry Paquette'; 'Pauline Rochefort'; 'Peter Murphy'; 'Raymond Belanger'; 'Richard Gould'; 'Nicky Kunkel'; Angie Punnett; William Brooks; Dave Smits; info@chisholm.ca; Lesley Marshall

Subject: Meeting with the Member Municipalities

When: Wednesday, February 5, 2025 6:00 PM-8:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Auditorium

Sent on behalf of the Cassellholme Board of Management

Hello Municipal Council Members

We have a New Date – rescheduled from the meeting postponed due to the weather. Fingers crossed, the weather cooperates this time.

As we continue to progress through our ongoing construction of a new 264 bed Long-Term Care facility, we recognize the importance of continued collaboration with our municipal partners.

Building on our recent presentation to your council, we are extending an invitation to meet as a group to discuss strategies to secure additional Construction Subsidy Top-Up Funding.

The insights and expertise of our municipal partners are invaluable as we navigate opportunities to meet face to face with Provincial designates and advocate as one voice for additional provincial redevelopment funding.

Our Board Of Management has scheduled a meeting to discuss these opportunities and brainstorm potential collaborative approaches. This meeting has been scheduled for February 5th @ 6:00 pm in the Cassellholme Auditorium.

We are extending the invite to Municipal senior staff, Mayors and Councilors as you deem fit to attend.

We kindly ask you to confirm your attendance by replying to this meeting invite with the names of who will be attending.

This meeting presents a unique opportunity to provide details of construction provincial funding history, current capital forecast and discuss the financial challenges your municipality is facing in **funding Cassellholme's redevelopment project.**

In advance of the meeting we are requesting that your municipality consider a delegate to represent the interests of your municipality as part of an advocacy group. Specifically, the delegate group will seek an opportunity to advocate for additional construction funding to further offset the redevelopment costs and alleviate financial pressures on the municipality. Please prepare to have the name of your delegate for the meeting, if possible.

This is a critical chance to highlight your municipality's concerns and seek avenues for meaningful support from the Ministry.

If you would like to specifically add to the Agenda related to the Redevelopment of Cassellholme please reply directly to Angie Punnett, Administrator, at punnetta@cassellholme.on.ca by noon on Wednesday February 5, 2025.

Thank you for your continued support and dedication towards our shared redevelopment project.

A light meal and refreshments will be available.

If you are not able to attend in person, we will have a Zoom link available – see below

Topic: Meeting with the Municipalities

Time: Feb 5, 2025 - 06:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/84335631787?pwd=3VcDprpX002QyXqLX29mkbaNeXFeQ1.1>

Meeting ID: 843 3563 1787

Passcode: 221796

One tap mobile

