



APPROVED
July 14/26
[Signature]

Corporation of the Municipality of Calvin

SPECIAL MEETING OF COUNCIL

Date: July 07, 2026

Time: 6:00 pm

1355 Peddlers Drive, Calvin, ON

Attendance: Mayor Gould, Councillors Grant, Latimer, Manson; Staff: CAO Donna Maitland, and Deputy Clerk T Araujo.

Regrets: Councillor Moreton

1. CALL TO ORDER

Resolution Number: 2026-220

Moved By: Councillor Latimer

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT this July 07th, Special Meeting of Council be called to order @6:00 p.m. by Mayor Gould who indicates that quorum has been achieved

Result: Carried

2. APPROVAL OF AGENDA

Resolution Number: 2026-221

Moved By: Councillor Manson

Seconded By: Councillor Grant

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

Result: Carried

3. DECLARATIONS OF PECUNIARY OR CONFLICT OF INTEREST - NONE

4. APPROVAL OF PREVIOUS MEETING MINUTES -Deferred to next meeting

5. DELEGATIONS TO COUNCIL - NONE

6. PRESENTATIONS TO COUNCIL-NONE

7. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETINGS-Deferred to next meeting

8. CONSENT AGENDA ITEMS FOR INFORMATION PURPOSES-Deferred to next meeting

9. ADMINISTRATIVE MATTERS:- Deferred to next meeting

10. AGENCIES, BOARDS, COMMITTEES :- Deferred to next meeting

11. CLOSED MEETING –

Resolution Number: 2026-222

Moved By: Councillor Manson

Seconded By: Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin move into Closed Session at 6:02 p.m. to discuss:

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

Result: Carried

12. RETURN TO OPEN SESSION

Resolution Number: 2026-223

Moved By: Councillor Latimer

Seconded By: Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin move back into Open Session at 8:29 p.m. and report that it discussed:

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

12.1 Appointing Patricia Araujo as Acting Clerk and Authorized Signing Officer

By-Law Number: 2026-32

Resolution Number: 2026-224

Moved By: Councillor Grant

Seconded By: Councillor Latimer

A By-law to Appoint Patricia Araujo as Acting Clerk and Authorized Signing Officer for The Corporation of the Municipality of Calvin

WHEREAS Section 228 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires every municipality to appoint a Clerk whose duties are prescribed by the Act;

AND WHEREAS on June 23, 2026 Donna Maitland tendered her notice of resignation from her position of CAO Clerk Treasurer with The Corporation of the Municipality of Calvin, in person to the Mayor and immediately thereafter to all of Council effective August 3, 2026;

AND WHEREAS Council considers it necessary to appoint Patricia Araujo to serve as Acting Clerk until such time as a Clerk is appointed by Council in order to ensure the continued administration of the Corporation and the uninterrupted performance of the statutory duties and responsibilities of the Clerk; AND WHEREAS Council further considers it necessary to appoint Patricia Araujo as an authorized signing officer for the Corporation;

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

1. Appointment

Effective July 16, 2026, Patricia Araujo is hereby appointed as Acting Clerk for The Corporation of the Municipality of Calvin and shall serve in that capacity until such time as Council appoints a Clerk.

2. Powers and Duties

During her appointment as Acting Clerk, Patricia Araujo is authorized and empowered to perform all statutory duties, responsibilities, powers, and functions of the Clerk as prescribed by the Municipal Act, 2001 and any other applicable legislation, municipal by-laws, policies, and procedures.

3. Signing Authority

Effective July 16, 2026, Patricia Araujo is hereby appointed as an authorized signing officer for The Corporation of the Municipality of Calvin and is authorized to execute, sign, certify, endorse, witness, and administer all documents, agreements, contracts, banking instruments, certificates, records, applications, notices, and any other documents requiring the signature or authorization of the Clerk or an authorized signing officer.

4. Revocation

Effective July 16, 2026, all signing authority previously granted to Donna Maitland is hereby revoked.

5. Administration

The CAO Clerk Treasurer and Acting Clerk, are hereby authorized to take all actions necessary to give effect to this By-law, including notifying financial institutions, government agencies, contractors, service providers, and any other organizations of the appointments and changes authorized herein.

6. Effective Date

This By-law shall come into force and take effect immediately upon its passing.

Result: Carried

12.2 CAO/Clerk Treasurer Hiring Committee

Resolution Number: 2026- 225

Moved By: Councillor Latimer

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT Council has approved the job description and compensation range for the permanent position of Chief Administrative Officer (CAO)/Clerk-Treasurer and has directed staff to commence recruitment until July 15, 2026 noon;

NOW THEREFORE BE IT RESOLVED THAT Council deems it necessary to establish a selection committee to assist in the recruitment and evaluation process which shall be comprised of all members

of council and the clerk to carry out the terms of reference attached to Appendix "A" to this resolution are hereby adopted.

Result: Carried

12.3 Appointment of Temp CAO/Clerk Treasurer

Resolution Number: 2026-226

Moved By: Councillor Manson

Seconded By: Councillor Grant

BE IT RESOLVED THAT Council hereby will receive the expressions of interest submitted for the position of Temporary Chief Administrative Officer/Clerk-Treasurer until July 15th, 2026;

Council acknowledges its statutory obligations under the Municipal Act, 2001, including:

section 228 requiring the appointment of a Clerk; and

section 286 requiring the appointment of a Treasurer,

and confirms the necessity of maintaining uninterrupted statutory administrative and financial services for the Municipality;

Council directs that all Members of Council meet in Closed Session at a future date to be scheduled by the Clerk or Acting Clerk, for the purpose of interviewing and considering candidates for a temporary appointment to the position of CAO/Clerk-Treasurer;

Council confirms that the purpose of the future Closed Session meetings is strictly exploratory and evaluative in nature, and that no appointment shall be made until Council passes the appropriate resolution in Open Session;

Council confirms that any potential temporary appointment under consideration shall:

carry out the duties of CAO, Clerk, and Treasurer;

be consistent with the existing CAO/Clerk-Treasurer job description without hiring and firing; and

serve on an interim basis pending the recruitment and appointment of a permanent CAO/Clerk-Treasurer;

Council confirms that this interim consideration process is separate from, and shall not prejudice, the ongoing recruitment process for a permanent CAO/Clerk-Treasurer;

The Clerk or Acting Clerk is hereby authorized to coordinate scheduling of Closed Session meetings with Council and the identified candidates on an expedited basis.

Result: Carried

13. CONFIRMATORY BY-LAW

By-Law # 2026-33

Resolution Number: 2026-227

Moved By: Councillor Grant

Seconded By: Councillor Manson

NOW THEREFORE BE IT RESOLVED THAT By-Law 2026-33 being a By-Law to confirm the proceedings of Council be approved.

Result: Carried

14. ADJOURNMENT

Resolution Number: 2026-228

Moved By: Councillor Latimer

Seconded By: Councillor Grant

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin now be adjourned @ 8:38 p.m.

Result: Carried