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ADMINISTRATIVE MATTERS



Calvin Fire Department 1238 Peddlers Dr Calvin Township, Ontario 705-744-2291

FIRE CHIEF REPORT May 26, 2025

Submitted for Council Meeting: June 10, 2025

1. DEPARTMENT VOLUNTEER STATUS

# Active Personnel		# Resignations since last report to Council	New applicant(s) (application attached for Council approval) Name(s):
15 members		0	0
Name	Rank		
Jordan Whalley	Chief		
Chayse Walls	Deputy Chief		
OJ Keown	Assistant Chief		
Steve Meecham	Captain		
Brandon Apps	Captain		
Jason Gienow	Lieutenant		
Codey Beaumont	FPO		
Tyler Wright	Safety Officer		
Liam Maxwell	Public Relations Officer		
Bill Moreton	Dispatch/Station Officer		
Andres Barahona	Firefighter		
Blair Grove	Engineer		
Les Whalley	Engineer		
Wayne Brown	Engineer		
Steve Walls	Engineer		

Date of Notice of resignation: N/A

Date of Completed New Applicant Package to CAO: N/A

2. INCIDENTS ATTENDED – 3

Year to date- 14

3. INVOICING FOR CALLS – MTO SUBMISSION

Year to date: 1 (April 29, 2025) \$2,852.50

Year to date amount claimed: \$2,852.50

4. DEPARTMENT TRAINING**a. Mandatory Training Required**

Course/Training Name	Who is required to complete (all, specific role etc.)		# of Active Volunteers who have completed	Comments re training plan this calendar year to meet requirements (method of delivery/where/when)
NFPA 1001 Building Construction (Canada)	Jordan Whalley	Chief	10	Vector Solutions online training for knowledge and testing In- house – NFPA skills testing reviewed by certified Instructor Dan Ogrady
	Chayse Walls	Deputy Chief		
	OJ Keown	Assistant Chief		
NFPA 1001 Fire Behavior	Steve Meecham	Captain		
	Brandon Apps	Captain		
NFPA 1001 Skills testing #1	Jason Gienow	Lieutenant		
Skills testing #2	Codey Beaumont	FPO		
Practice PPE Don & Doff	Tyler Wright	Safety Officer		
	Liam Maxwell	Public Relations Officer		
	Andres Barahona	Firefighter		

b. Other Training Provided Since Last Report to Council

Specific Training Delivered	Delivery Date	Method of Delivery and Provider (i.e. Chief, FMO etc.)	Number of personnel who completed the training	Comments
Hydro line safety	May 1, 2025	Chief Jordan Whalley Asst. Chief/T. O OJ Keown	10	In- house Hydro line safety, follow up for April 29 power outages and calls.

Auto Extrication – Cribbing refresher	April 17, 2025	Chief Jordan Whalley Asst. Chief/T. O OJ Keown	6	Hurst Unit training, vehicles were stabilized using cribbing in a demonstration to provide hands on training to rescue crews.
Live Fire Training Wildland MNRF	April 24, 2025	Chief Jordan Whalley Asst. Chief/T. O OJ Keown Deputy Chief Chayse Walls	6	MNR related Field training (controlled burn) Crews learned to control wildland fire spread using back burning methods and wind direction. Fire suppression and control with use of wildland Waterpacks.

5. MEETINGS ATTENDED BY CHIEF/DEPUTY CHIEF

a. Mutual Aid Meetings (running table – latest meeting first)

Meeting Date	Attended by or indicate “not attended”	Meeting Highlights	Actions Necessary, this Dept	Comments
May 28, 2025	Planned to attend	Boots on the ground speaker Dan Hearn	N/A	

Meeting Date	Meeting Name	Attended by:	Comments: such as purpose, benefit etc.
May 15, 2025	Brian Maki, Field Advisor Ontario Fire Marshal	Jordan Whalley	Brian Maki OFM, meeting with Jordan Whalley to discuss new fire chief position, roles and responsibilities, training, mandatory certification, OFM training and to answer questions. OFM discussed cancer prevention items CFD is not in compliance with, Fire Departments must not use agitation washing machines for PPE, Fire departments either must have

			an industrial washing machine or a front load style machine. Fire departments must offer a clean DECON area for firefighters to wash gear and a shower to prevent cancer and to eliminate firefighters taking contamination home with them exposing their families. Ministry of labor firefighters Cancer Prevention Check list See attached file
May 8, 2025	Emergency Management CEMC	Jordan Whalley	Finalize CEMC emergency management plan
May 29, 2025	Municipality of Calvin's Annual Table Top Exercise	Jordan Whalley, Chayse Whalley	Planned

*Other Meetings include Emergency Management Calvin and meetings not Mutual Aid and held outside of the Fire Hall weekly meetings

9. PUBLIC EDUCATION/OUTREACH PLAN -2025 (INCLUDES SOCIAL/RECREATIONAL/FUNDRAISING/SOCIAL MEDIA/NEWSLETTERS/ETC.)

b. Fire Prevention

Event/Activity Name	Date to be completed	Lead (i.e. Chief, Deputy etc.)	Municipal Support Required Y/N If Y, name it	*Results: (once complete)
Public Education/fire prevention plan creation	June 26 2025	Chief Jordan Whalley Fire Prevention Officer Codey Beaumont	N/A	
Social media (Facebook) updates to community about hazards, Fire Risk and prevention	Monthly	Chief Jordan Whalley Public Relations Officer Liam Maxwell	N/A	
Fire Prevention/ Fire extinguisher Demonstration and PPE demonstrations	Quarterly	Chief Jordan Whalley Fire Prevention Officer Codey Beaumont	N/A	
CFD Open House	Annually	Chief Jordan Whalley	N/A	

		Fire Prevention Officer Codey Beaumont		
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6. ASSOCIATION FUNDRAISING ACTIVITIES - 2025

Event/Activity Name	Date to be delivered	Lead	Municipal Support Required Y/N If Y, name it	Public Education Component Y/N if Y, specify	*Results (once completed)
Fire Fighters Association Breakfast	May 3 2025	Bill Moreton (Fire Dept Role)	Yes, use of the Community Hall and kitchen	Yes, FPO Codey Beaumont held Fire extinguisher Demonstrations, Firefighter PPE demonstrations and handed out Public education booklets along with Items supplied by the Fire Prevention association	12 CFD members attended 115 guests attended 220 flyers mailed out 2 social media posts \$1900 raised

*Results: examples: date completed; personnel who participated; #people reached; #newsletters mailed; #of social media posts; # of funds raised etc.

Attach copies of newsletters sent, posters in advance of events etc.

7. REPORTS DUE TO VARIOUS MINISTRIES IN 2025 (RUNNING TABLE)

Report Name	Due to	*Due by date & Frequency	Status
Standard Incident Report OFM	OFM	As Per call / annual summary report	Up to date
MNRF	Jamie Barber	Annual Report	Up to date



Submitted by Fire Chief

Jordan Whalley



I have received, reviewed and approve of this report submission

Donna Maitland, CAO

Date submitted to CAO: May 26, 2025

Ministry of Labour, Training and Skills Development

Firefighter's cancer prevention checklist

Ontario



Use this self-audit tool for fire services to learn how to protect fire personnel from exposure to contaminants that may cause cancer or other occupational illnesses.

Overview

Employers, supervisors and workers all play a role in taking responsibility for health and safety in the workplace. Understanding your duties, responsibilities and rights under *Ontario's Occupational Health and Safety Act* (OHSA) is integral to ensuring all workers stay safe and healthy at work. The goal is to prevent workplace injuries, illnesses and deaths.

Purpose

The purpose of this checklist is to help Ontario's fire service employers and workers increase their knowledge about measures to prevent exposure to contaminants, including those that cause cancers and other occupational illnesses. Fire services must take steps to minimize or prevent exposures, to keep their workplaces healthy and safe.

How to use this checklist

We encourage employers and workers of fire services to work through this checklist together. Using this self-audit tool, employers can identify opportunities to prevent or reduce exposure to cancer-causing contaminants and take steps to improve health and safety in the workplace.

Checklist items are numbered to make it easy for workplaces to discuss and reference items as they work through the checklist

You can read the [Firefighter guidance notes](#) for more information and materials.

Background

Routes of entry

The two major routes of entry for contaminants affecting firefighters are inhalation and skin absorption.

Inhalation

Inhalation exposure may occur by:

- not wearing a respiratory protection device during fire suppression, salvage, overhaul or investigations
- handling or cleaning soiled personal protection equipment (PPE) and other equipment without a respirator
- respirator leakage
 - facepiece problems including distortion, valves and deterioration
 - facepiece seal if the user is not clean shaven where the facepiece meets the skin
 - fit testing not conducted
- overbreathing while wearing a respirator during high workload

Skin absorption

Skin absorption exposure may occur by:

- unprotected skin due to improperly wearing PPE
- permeation through bunker gear, balaclava and gloves, resulting in contamination of neck, face, wrists, hands or groin
- handling or cleaning soiled PPE or other equipment without rubber gloves
- wearing contaminated PPE and clothing (wash them thoroughly and replace as needed)
- insufficient personal hygiene (not thoroughly washing or showering after fire)

As you work through the checklist, consider the measures and procedures that the fire service can implement to prevent the inhalation and skin absorption of contaminants.

Decontamination

Contaminants from fire suppression activities can be inhaled and absorbed through the skin. Soiled or contaminated ensembles and ensemble elements are a hazard to firefighters since soils and contaminants can be flammable, toxic, or carcinogenic. Additionally, soiled or contaminated ensemble elements can have reduced protective performance.

Firefighter bunker gear is designed for protection against heat at the fire scene. However, contaminants can penetrate through the bunker gear. The balaclava and gloves are of different construction than the bunker gear, potentially resulting in skin contamination at the face, neck, hands, and wrist. Contaminants detected in the groin area can come through the bunker pants zipper or waistline.

Routine cleaning of soiled equipment, apparatus and PPE items is important to reduce the risk of exposure.

Respirators must also be properly cleaned and sanitized. Filtering facepiece respirators (such as the N95 disposable mask) are not to be washed and must be disposed of after use.

After use, the following should be decontaminated to remove any residual contaminants:

- areas where PPE is washed
- equipment used for decontamination (such as extractors)
- shower facilities for workers

Checklist

Part A: programs

Respiratory protection program

A respiratory protection program protects workers from airborne contaminants.

Refer to [Regulation 833 – Control of Exposure to Biological or Chemical Agents](#) for the relevant occupational exposure limits, and requirements for the employer to develop written measures and procedures regarding the selection, care and use of respirators.

Refer to [CAN/CSA-Z94.4-19, Selection, use, and care of respirators](#) for guidance on the administration of an effective respiratory protection program in the workplace.

Name of Municipality: Calvin
2024 Municipal Fire Summary

[illegible]

Fire Department Assessment Sheet - 2025

Name of Community: Municipality of Calvin

Date Completed: January 12 2025

Completed By: Mariel Labreche

Fire Department/Agency Information:	Fire Stn 1 (Insert Stn I.D.)	Fire Stn 2 (Insert Stn I.D.)	Fire Stn 3 (Insert Stn I.D.)
Station/Department Name:	Calvin FD 01		
Wildland Fire Calls: (insert year)	0		
10 Year Average Wildland Fire Calls:	2014-2024 10%		
Personnel:			
Municipal/Fire Agency Chief	1		
District Chiefs/deputy chief	1		
Training Officer	1		
Captains	1		
Lieutenants	0		
Fire Fighters	12		
Other:			
Wildland Fire Training:	SP103: yes	SP103:	SP103:
	Air Attack: yes	Air Attack:	Air Attack:
	SP230:	SP230:	SP230:
Personnel Availability			
Weekdays 11 to 18:00 hrs	10		
Weekend Availability	12		
Overnight Availability	14		
Dispatch Time to Respond to Wildland fire Call (Estimate)	5 mins		
Fire Hall Monitor MNR Indices:	yes		
Apparatus			
Specialized Fire Vehicle	0		
Engines/Pumpers	Engine 1000 gals	Insert Type	Insert Type
Water Tenders/Tankers	Pumper/tanker 2500 gal Pumper/tanker 1500 gals	Types and Gallons	Types and Gallons
Off Road 4x4, or light transport vehicle	0		
ATV	1		
Fire Boat	0		
Trailers, IC Command Post	0		
Other:	0		
Fire Line Equipment			
Forestry Hose – (feet)	2500'		
Portable Fire Pumps	4		
Port-a-Tank	4		
Shovels	6		
Pulaski	0		
Rakes	4		
Backpack Water Can	10		
Chainsaws	3		
Heavy Equipment Rental Available	0		
Other:			



2024 Standard Incident Report Verification

It is important that OFM has ALL of the 2024 SIR reports for your department. Please review the following sections.
(Note: this report only shows data received prior to the date of this report, 25-Mar-2025)

1. **Last report received:** shows the date of the last report on file for **2024**. Please file late reports as soon as possible.
2. The **Emergency Call Summary** shows the total reports received by OFM as of the date of this report.
3. **Total Emergency Response into other Municipalities** shows total calls by the department into neighbouring municipalities.
4. The **Monthly Summary** section shows the total fire and non-fire reports received by month.
5. The **Exposure Fires** section shows fires where the department reported exposure fires and notes where reports are missing.
6. The **Injuries Reported/ Received** section shows the total injuries reported and the number of full Injury reports filed.
7. The **Fatalities Reported/ Received** section shows the total injuries reported and the number of full Injury reports filed.
8. The **NO LOSS OUTDOOR fire** section lists incidents that do not meet the criteria for this response type and must be revised.
9. The **Missing/Invalid PROPERTY** section lists fire calls with invalid and missing property codes that must be revised.
10. The **Missing/Invalid LOCATION** section lists calls with invalid and missing location/ municipal codes that must be revised.
11. The **Duplicate Record Details** section lists calls that are duplicated (same dates, times, address, response type).
12. The **Buildings Under Construction** section lists fire calls in buildings "under construction" only, for review.

For a full **LISTING OF ALL FIRE CALLS:** e-mail your request to ofmstatistics@ontario.ca with your FDID in the subject line.

PLEASE VERIFY AND CONFIRM WITH THE OFM:

- If the information shown here is all correct, please email ofmstatistics@ontario.ca and confirm that no revisions are required. Include your FDID in the subject line.
- If revisions are required please file these changes as soon as possible by resubmitting the SIR report(s).

4822 00 Calvin Fire Department

Date of last report received for 2024 :		18-Dec-2024		Please ensure OFM has all of your SIR reports for emergency incidents attended in 2024.				
				(*see Fatalities section!)				
Emergency Call Summary	Response Type	Total calls		SIR Injuries CIV	FF	SIR Fatalities* CIV	FF	Estimated loss
	2024 Totals	20		0	0	0	0	\$40,000
Fire response		2	10%					\$40,000
Loss reported(includes injuries/\$loss)								
	STRUCTURE	1	5%	0	0	0	0	\$25,000
	VEHICLE	1	5%	0	0	0	0	\$15,000
Fire response - outdoor no loss		7	35%					
Non fire call		11	55%					\$0
	False fire calls	1	5%	0	0	0	0	\$0
	Medical/resuscitator call	1	5%	0	0	0	0	\$0
	Other Response	3	15%	0	0	0	0	\$0
	Rescue	6	30%	0	0	0	0	\$0

Total Emergency responses into other Municipalities (included in Emergency Call Summary)	
If there are no totals listed, there are no reports of emergency responses into other/neighbouring municipalities	
Municipality	Total calls
Papineau-Cameron	1



2024 Standard Incident Report Verification

Monthly summary of reports filed

* Loss fire: fire with injury, fatality or \$ loss reported. No Loss fire: 0 injury and 0 fatality and \$0 loss.

	Response Type Category	Loss or no loss*	Total Calls	Injuries Reported	Est \$ Loss
March	Fire response (codes 1 or 2)	Loss	1	0	\$25,000
	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		1		
April	Fire response - outdoor no loss (code 3)	NoLoss	3		
May	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		3		
July	Non fire call		2		
August	Fire response - outdoor no loss (code 3)	NoLoss	1		
September	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		1		
October	Non fire call		1		
November	Fire response (codes 1 or 2)	Loss	1	0	\$15,000
	Non fire call		2		
December	Non fire call		1		

Exposure Fires: (If there are no incidents listed, there are no reports of exposure fires.)

Listed below are the fire reports where there is a total reported in the "Total Exposures" field, or "Exposure number" field, or where the "Extent of Fire" field was code "11 - Spread beyond building of origin, resulted in exposure fire(s)".

Heat and/or Smoke damage do not qualify as exposure fire - there must be fire spread between the properties.

Response Type code "3-NO LOSS OUTDOOR FIRE" does not qualify as exposure fire - all exposure related calls must have Response Type "1-Fire" or "2-Explosion".

Please review this listing and ensure that there is a fire report for each of the exposure fires. There should be one exposure fire report (in addition to the initial fire report) for every property that was ignited as a result of the initial fire.

All related exposure fires are listed together with the originating fire report. If you see "Missing exposure fire..." or "Invalid exposure fire..." notes printed below, please:

- submit the additional required reports, OR
- revise the "Extent of Fire" or "Total Exposures" or "Exposure Number" fields, OR
- revise the "Response Type" to "1-Fire" and resubmit the SIR with Section B completed.

4822 00	Response type	Extent of Fire	Total #	Exposure	
Incident Date and call time	Property type	(i.e. spread)	Exposures	Number	Address
FD incident #					

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires.
For more information or more detailed reports e-mail your request to OFMstatistics@ontario.ca.



2024 Standard Incident Report Verification

Injuries Reported/ Received: (If there are no incidents listed, there are no reports of applicable injuries.)

*Calls where an injury total was reported on the SIR, or an injury report was received, are listed below.

If the **TOTAL INJURY REPORTS RECEIVED** does not match the **TOTAL INJURIES REPORTED (on SIR)**, then the entire section will have a grey background, and we are asking you to review those reports. Please provide a revised SIR injury count or resubmit the incident with the missing injury report. At the end of the year OFM will revise the number of injuries on the SIR to match the number of Injury reports received. **Fatalities not included** in this report, contact OFM for fire deaths.

NOTE*: Excluded from this list are Non-fire Civilian Injuries (civilian injuries are accepted for response codes 1 & 2 only), as well as response code "3-No loss outdoor fire" records (injuries not allowed for response code "3").

4822 00

Response Category:	Fire response	Total Injury records received:	0	Total Injuries reported on the SIR:	CIV: 0	FF: 0
Response Category:	Non fire call	Total Injury records received:	0	Total Injuries reported on the SIR:		FF: 0

Fatalities Reported/ Received: (If no incidents listed, there are no reports of deaths (see notes))

*Calls where a fatality total was reported on the SIR, or a fatal injury report was received, are listed below (see notes). Please contact OFM to verify any non-fire related FIREFIGHTER deaths!

If the **TOTAL FATAL INJURY REPORTS RECEIVED** does not match the **TOTAL FATALITIES REPORTED (on SIR)**, then the entire section will have a grey background, and we are asking you to review those reports. Please provide a revised SIR fatality count or resubmit the incident with the missing FATAL injury report. At the end of the year, OFM will revise the number of fatalities on the SIR to match the number of confirmed and verified fire deaths investigated by the office.

Important NOTES*:

- Excluded from this list are Non-fire civilian fatalities (civilian deaths are accepted for response codes 1 & 2 only).
- Excluded from this list are response code "3-No loss outdoor fire" records (deaths not allowed for response code "3").
- OFM investigates all fatal fires in the province and will revise municipal fire death counts at year end to match verified and confirmed fire deaths reported by the Coroner and OFM fire investigators!

4822 00

Response Category:	Fire response	Total Fatal records received:	0	Total Fatalities reported on the SIR:	CIV: 0	FF: 0
Response Category:	Non fire call	Total Fatal records received:	0	Total Fatalities reported on the SIR:		FF: 0



2024 Standard Incident Report Verification

Response Type Code "3-NO LOSS OUTDOOR fire" Report Errors:

Definition: **No loss:** i.e. no fatality, and no injury, and \$0 loss **AND Outdoor:** i.e. open land, trash container outside, etc.

Exclusions: fires occurring in structures, vehicles, recycling/dump sites, exposure fires, or outdoor fires where arson, vandalism or children playing was suspected.

The incidents listed below **do not meet the criteria** for Response code 3, they each have one of - a \$ loss or injury or death, OR structure or vehicle property type, OR one of the excluded possible causes reported. These incidents should be resubmitted as response type code "1 - Fire" with sections B/ C completed where applicable (see definition above).

Please revise these incidents (if there are no incidents listed, there are no reports of this type with errors) and send updated reports to OFMStatistics@ontario.ca or update the report on the OFM data entry website.

		Response type	----- Reported losses -----			
		Property type	--- CIV-----		--- FF -----	
FD Incident #	Incident date	Possible cause	Est. \$	Injury Death	Injury Death	Address

OFM FDID:

Missing / Invalid PROPERTY Code for Fires / Explosions:

Listed below are the fire reports (response codes 1 or 2) with missing or invalid property codes.

If there are no incidents listed below, there are no invalid/missing property codes.

Please identify the correct property for each fire and resubmit these calls to the OFM.

OFM FDID:

FD Incident #			Response type	Injuries		Estimated \$ loss	Address
Incident location	Incident date hr min	Property type		CIV	FF		

Missing / Invalid LOCATION Codes:

Listed below are the incidents with missing or invalid incident location or municipality codes.

If there are no incidents listed below, there are no invalid/missing location/municipality codes.

Please identify the correct location code for incident and resubmit these calls to the OFM.

OFM FDID:

FD Incident #					Response type	Address
Incident date hr min	Incident Location Code					



DUPLICATE Record Details:

Listed below are multiple incident records with the **same** Incident date, Initial Call Times, Response Type, and Address.
Please review these records and advise the OFM which ones should be deleted!
If there are no incidents listed below, there are no duplicate records found.

NOTE: where multiple stations (belonging to the same Fire Department) are attending the same call, only ONE incident record should be submitted. **FD station assists are not accepted for SIR reporting.**

OFM FDID:

FD Incident # [OFM ID #]	Station#	Incident date/ Call hr min sec	Response type	Address
[]				

Fires / Explosions in Buildings that were "UNDER CONSTRUCTION" only:

Listed below are the fire reports (response codes 1 or 2) where the "Building Status" code is "3-Under construction".
If there are no records listed below, then there were no reports received for fires in buildings under construction.

As there is keen interest in these types of fires, **please review the list below to ensure that all fire incidents involving buildings that were under construction at the time of the fire have been reported for this year.** Please note that if there were 20 buildings on fire, the OFM must receive 20 SIR fire records (exposure fires included).

OFM FDID:

FD Incident # Incident location	Incident date hr min	Response type Property type	Building status	Address

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires.
For more information or more detailed reports e-mail your request to OFMstatistics@ontario.ca.

e-mailed to: firedept@calvintownship.ca;cao@calvintownship.ca;
firedept@calvintownship.ca;deputyfire@calvintownship.ca;

2024 Standard Incident Report Verification



The Office of the
Fire Marshal

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires. For more information or more detailed reports e-mail your request to OFMstatistics@ontario.ca.

CAO

From: East Nipissing Planning Board <admin@enpb.ca>
Sent: June 1, 2025 2:49 PM
To: CAO
Subject: Grant File 2025-05
Attachments: Grant File 2025-05 application.pdf; Grant File 2025-05 Public Notice & Map.pdf

Good morning Donna,

Attached is the Grant File 2025-05 application & Public Notice & Map for your file. Please present the application to the Council for their comments & post the public notice on your web page & on your public notice board. The next Planning Board meeting will be June 23, 2025.

Thank you,

JoAnne Montreuil,
Secretary Treasurer,
East Nipissing Planning Board

APPLICATION FOR CONSENT

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

Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.		
1.1 Name of Owner(s). An owner's authorization is required in Section 8, if the applicant is not the owner.		
Name of Owner Kevin and Cindy Grant	Home Telephone No. 705-744-0256	Business Telephone No.
Address 183 Stewarts Rd Mattawa	Postal Code P0H 1V0	Fax No.
Email kgrant@hotmail.ca		Cell No.
1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate to whom correspondence is to be sent (check one please)		
Owner	Authorized Agent	Solicitor

2.1 Municipal Address (mailing address)			Postal Code
Ottomstead Road			P0H 1V0
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Conc 1 + 2	C1 LOT 14 Conc 2 1st Part	115 36 R 143 93	Part 1 R 1548 Nip
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township:
Assessment Roll No.	4822-00001-054000000		

<p>3.1 Type and Purpose of the proposed transaction (check appropriate space):</p> <p> <input checked="" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> Right-of-way <input type="checkbox"/> Easement <input type="checkbox"/> Other purpose (please specify) </p>	
3.2	Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed:
3.3	If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

4.1 Lands to be Severed	
Frontage(m): 135 m Depth (m): 60 m Area (hec/acre): 2 acres	Existing Use: vacant Proposed Use: Residential Existing Buildings/Structures: none Proposed Buildings/Structures: Duplex plus accessory dwelling
4.2 Lands to be Retained	
Frontage(m): irregular Depth (m): Area (hec/acre): 183 acres	Existing Use: vacant Proposed Use: Existing Buildings/Structures: none Proposed Buildings/Structures: none

4.3	Are there any easements or restrictive covenants affecting the subject lands? If yes, please describe the easement or covenant and its effect.	Yes <input type="radio"/>	No <input checked="" type="radio"/>
4.4 Type of Access (Check appropriate box and state road name):			
Severed	Retained		
<input type="checkbox"/>	<input type="checkbox"/>	Provincial Highway (#):	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Municipal Road, Maintained Year Round: <i>Homestead Road</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Road, Seasonally Maintained:	
<input type="checkbox"/>	<input type="checkbox"/>	County/District Road (#):	
<input type="checkbox"/>	<input type="checkbox"/>	Private Road:	
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way:	
<input type="checkbox"/>	<input type="checkbox"/>	Water Access:	
4.5 If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.			
4.6 If located on water: <i>NO</i>			
a) What is the name of the water body?			
b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private			
4.7 Water Supply for Retained land shall be provided by:			
<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):
4.8 Water Supply for Severed Parcel(s) shall be provided by:			
<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):
4.9 Sewage Disposal for Retained land shall be provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):
If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required. Title and date of servicing options report and/or hydrogeological report:			

4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):
If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required. Title and date of servicing options report and/or hydrogeological report: <u>N/A</u>			
4.11 Storm Drainage (Indicate the proposed storm drainage system)			
<input type="checkbox"/>	Storm Sewers	<input checked="" type="checkbox"/>	Ditches
<input type="checkbox"/>	Swales	<input type="checkbox"/>	Other (please state)
4.12 Other Services (Check if the service is available)			
<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>	School Bussing
<input type="checkbox"/>	Garbage Collection		

5.1	Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> If Yes and if known, provide below, the application file number and the decision made on the application.
5.2	Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed. Date of transfer: <u>2019</u> Name of Transferee: Land use of parcel:
5.3	Has any land been severed from the parcel by the prior owner(s)? Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware:
5.4	Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, prior owner should be noted in 5.3 above.
5.5	Current Zoning (Specify zone symbol): <u>Rural</u>
5.6	Current Official Plan Land Use Designation: <u>Rural / Residential</u>

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

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

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

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes ☐ No ☒
If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

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

5.11 Land Use Features

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

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

5.12 Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?

Yes ☐ No ☒

5.13 Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes ☐ No ☒ Unknown ☐

5.14 If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes ☐ No ☐ Unknown ☐

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

5.15 a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?

Yes ☐ No ☒ Unknown ☐

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

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?

Yes ☐ No ☒ Unknown ☐

d) Has a gas station been located on the subject lands or adjacent lands at any time?

Yes ☐ No ☒ Unknown ☐

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

Yes ☐ No ☒ Unknown ☐

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?

Yes ☐ No ☒ Unknown ☐

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?

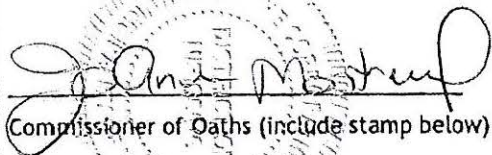
Yes ☐ No ☐ Unknown ☐

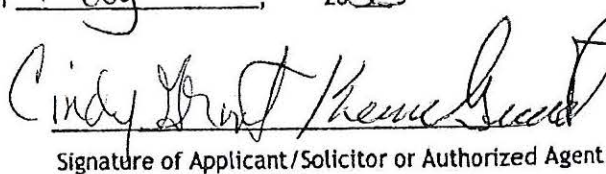
6.1

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

Declaration for the prescribed information: I (we) Kevin and Cindy Grant of the Municipality of Calvin in the District of Nipissing make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the Municipality of Calvin in the District of Nipissing, this 13th day of May, 2005


Commissioner of Oaths (include stamp below)


Signature of Applicant/Solicitor or Authorized Agent

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. I _____, am the owner of the land that is the subject of this application for consent and I authorize _____ to make this application on my behalf.

Signature of Owner _____ Date _____

AGREEMENT TO INDEMNIFY

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

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

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

Date

May 12, 2025

Signature of Owner

Kevin Grant
Cindy Grant

Kevin Grant

Cindy Grant

Owner's Name: Printed

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

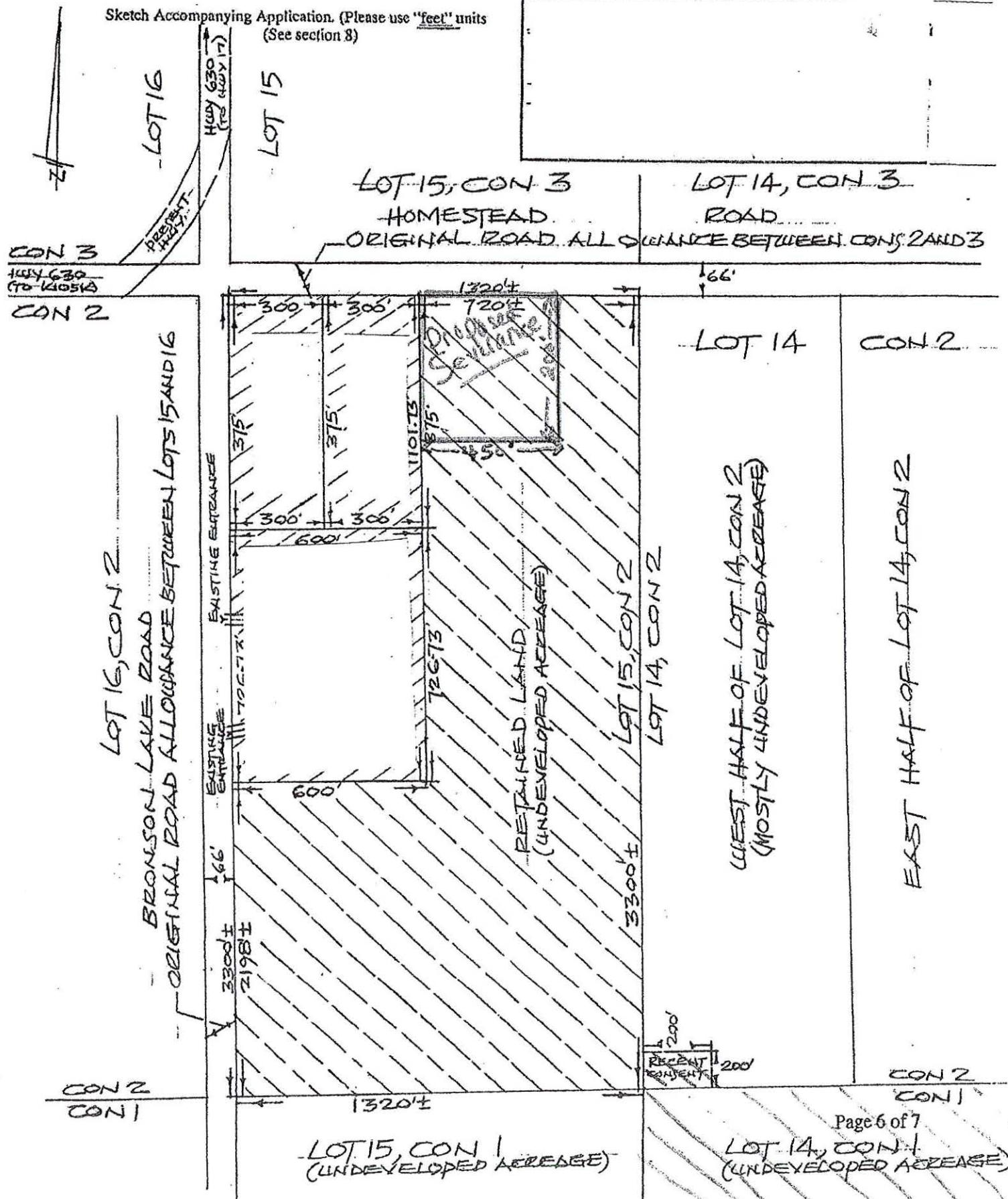
Questions Regarding this collection should be forwarded to:

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

Phone: _____

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

Sketch Accompanying Application. (Please use "feet" units)
(See section 8)



LOT 14, CON-1
(UNDEVELOPED ACREAGE)

Public Notice of Application for Consent

Clause 53(5) (a) of the Planning Act

The East Nipissing Planning Board has received the following consent application:

Application No: 2025-05

Applicant: Kevin and Cindy Grant

Agent:

Subject Lands: 0 Homestead Road

Purpose: Creation of one new lot

See Attached Sketches

Other Applications

Inquires and written submission about the applications can be made to JoAnne Montreuil, Secretary of the East Nipissing Planning Board, PO Box 31, Mattawa ON P0H 1V0 Telephone (705) 825-2523 or, by email: admin@enpb.ca

The meeting to hear the applications will be on **June 23, 2025 at 6 pm, at the Municipality of Mattawan Hall located at 947 Hwy 533, Mattawa ON.**

Need to Make Submissions:

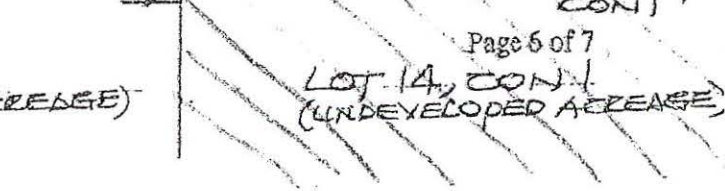
If a person or public body that files an appeal of the decision to the East Nipissing Planning Board, in respect of the proposed consent does not make written submissions to the Board, before the Board give or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

Requesting Notice of Decision:

Any person or public body may appeal a decision of the East Nipissing Planning Board, not later than 20 days after the notice of decision is given. If you wish to be notified of the decision of the Board, in respect to the proposed consent, you must make a written request to the Board at the address above.

Getting Additional Information:

Additional information about the application is available by contacting the numbers listed above.



CAO report to Council – CAO26-2025–Accessibility for Ontarians Disability Act, 2025 (AODA) and Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) IASR - Municipal Compliance

PURPOSE:

To provide Council with information about the AODA and the Municipality's compliance requirements.

BACKGROUND

The Ministry for Seniors and Accessibility conducts desk audits on selected organizations to confirm they are in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards. The Municipality of Calvin has been selected for an AODA desk audit. The deadline to comply is June 30, 2025.

Refer to the attached "Compliance Checklist" for information related to the required evidence for audit.

AUDIT REQUIREMENTS – STATUS AS APPLICABLE AREAS AS OF JUNE 3/ 2025

- Accessibility compliance report: is posted to the Municipality's website.
- Training: As communicated to them on June 03, 2024, Council members and staff are to complete certain training modules and provide proof of completion to the CAO by June 25, 2025. This training will form part of new council/staff on-boarding.
- Accessible feedback, formats and communication supports: a) Policy for Accessible Feedback Process is attached for Council review/amendment/approval. b) It includes how a person with a disability making a request for accessible formats will be consulted with to determine their accessible needs. Once a final policy is adopted by Council, prior to June 25, 2025, it will be posted to our www and reviewed with all staff. b) Website is equipped with the accessibility widget which lists the formats and supports that can be obtained and how to request them.
- Off street accessible parking- signage for the 2nd accessible parking area at the Community Hall was in a state of disrepair, a new one has been ordered and will be installed by June 30, 2025.
- Maintenance of accessible elements. Multi-year plan or policy under development. Will be brought to Council's June 24th meeting.

Recommendation to Council

- to accept the CAO report CAO26-2025- Accessibility for Ontarians Disability Act, 2025 (AODA) and Integrated Accessibility for Standards Regulation (Ontario Regulation 191/11) IASR Municipal Compliance
- to adopt the Policy for Accessible Feedback Process, which includes how a person with a disability making a request for accessible formats will be consulted with to determine their accessible needs.



Donna Maitland, CAO June 03/2025



POLICY FOR ACCESSIBLE FEEDBACK PROCESS

The Corporation of the Municipality of Calvin is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

The Corporation of the Municipality of Calvin is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

The Corporation of the Municipality of Calvin understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

The Corporation of the Municipality of Calvin is committed to excellence in serving and providing goods, services or facilities to all customers including people with disabilities.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

Training

We are committed to training all staff and volunteers in accessible customer service, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, we will train all persons who participate in developing the organization's policies, including Council members. We will ensure our employees and volunteers are trained on accessibility as it relates to their specific roles.

Training includes at minimum:

- purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standards

- our policies related to the Customer Service Standards
- how to interact and communicate with people with various types of disabilities
- how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person

Assistive Devices

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities.

Communication

We communicate with people with disabilities in ways that take into account their disability. We will work with the person with disabilities to determine what method of communication works for them.

Service Animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public and third parties.

When we cannot easily identify that an animal is a service animal, our staff may ask for documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

A regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- College of Psychologists of Ontario

- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services or facilities:

- explain why the animal is excluded
- discuss with the customer another way of providing goods, services or facilities

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

Feedback Process

The Corporation of the Municipality of Calvin welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Feedback may be provided in the following ways:

When a person with a disability makes a request for accessible formats, a process of consultation takes place to ensure their specific accessibility needs are understood and met appropriately. This process typically involves the following steps:

- **Acknowledgement of Request**

The organization or service provider acknowledges receipt of the request in a respectful and timely manner. It is important to demonstrate a willingness to accommodate and support the individual's needs.

- **Open and Respectful Communication**

The person making the request is engaged in a respectful dialogue to gather information about:

The nature of their disability (only to the extent necessary)

The barriers they are experiencing

Their preferred format(s) (e.g., large print, braille, audio, electronic formats, simplified text)

Any assistive technology they use.

The aim is to focus on the functional needs, not to ask for sensitive medical details unless absolutely relevant.

- **Assessment of Options**

Together, the individual and the organization explore available options to meet the accessibility need. This might include:

Reviewing existing materials and formats

Discussing timeframes for producing the accessible format

Identifying potential challenges and how they can be addressed.

- **Customization**

Where feasible, materials or services are adapted or created to meet the specific needs discussed. For example:

A person who is blind may request braille or screen reader-friendly documents

A person with a cognitive disability may need plain language or audio versions.

- **Confirmation and Feedback**

The proposed solution is confirmed with the individual to ensure it meets their needs.

Feedback is encouraged to ensure the format provided is usable and satisfactory.

- **Documentation and Follow-Up**

The consultation and agreed-upon format may be documented for reference and future interactions. Follow-up ensures continued accessibility if materials or needs change.

The Corporation of the Municipality of Calvin ensures our feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request and when feasible in a timely manner, at no additional cost.

Notice of Availability of Documents

The Corporation of the Municipality of Calvin notifies the public that documents related to accessible customer service, are available upon request by posting a notice in the following location(s)/way(s):

On the bulletin board at the Municipal Office

On our website.

Information and Communications

We have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:

- a) in a timely manner, taking into account the person's accessibility needs due to disability; and
- b) at a cost that is no more than the regular cost charged to other persons.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) an explanation as to why the information or communications are unconvertible; and
- b) a summary of the unconvertible information or communications.

We notify the public about the availability of accessible formats and communication supports by posting notices on our website and the bulletin board in our main office.

Procurement

We incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. If it is not possible and practical to do so, we will provide an explanation upon request.

Employment

We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.

We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the employee's job; and
- b) information that is generally available to employees in the workplace

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

We will review the individualized workplace emergency response information:

- a) when the employee moves to a different location in the organization;
- b) when the employee's overall accommodations needs or plans are reviewed; and
- c) when the employer reviews its general emergency response policies.

Design of Public Spaces

We will meet accessibility laws when building or making major changes to public spaces. Our public spaces include:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Accessible off-street parking
- Service-related elements like service counters, fixed queueing lines and waiting areas.

Changes to Existing Policies

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

Adopted by Resolution of Council Number: 2025-_____ June 10, 2025.

8.4

CAO report to Council CAO027-2025 – Update on Property Tax Arrears

PURPOSE:

To provide Council with information about the status of property tax arrears.

BACKGROUND

In 2023 and again in 2024, upon the strong recommendation of the Municipality's Auditor, in 2024 by resolution, Council authorized the Chief Administrative Officer as common practice moving forward, to initiate proceedings for the collection of tax arrears. As Council was aware, this process would include employing the services of REALTAX when necessary.

At the time, several tax arrears notices (at minimum 4 per year) sent to those ratepayers in arrears 2 yrs + had to date failed to yield results.

(REALTAX is a leader in property tax registration and tax sale services to municipal governments in the province of Ontario.)

RESULTS ACHIEVED TO DATE

Since Nov 2024, tax arrears of 2+years decreased from \$172,100 (23 properties) to \$38,691 (including interest and penalties). The outstanding arrears balance represents 8 properties whose owners have agreed to payment plans which will see all arrears paid up by Dec. 31/2025, while keeping their current year taxes paid on time and in full, AND 2 properties (combined current arrears balance of \$18,700) have escalated to Final Notices.

Unfortunately, it was only upon the threat of collection proceedings through REALTAX—proceedings which they had been warned would result in additional penalties—that several property owners in tax arrears came forward to make payment or enter into payment arrangements; in some cases, individuals did not respond until such proceedings had actually commenced.

With the exception of one individual, every ratepayer who responded to the notice of tax arrears by either making payment or entering into a payment arrangement was respectful in their interactions with staff. Most accepted responsibility for their arrears, expressed embarrassment over the situation, and showed a clear desire to resolve the matter in a timely and cooperative manner.

Refer to attached attachments for more detail with respect to the arrears' status.

Recommendation to Council

-to accept the CAO report to Council CAO027-2025 – Update on Property Tax Arrears.

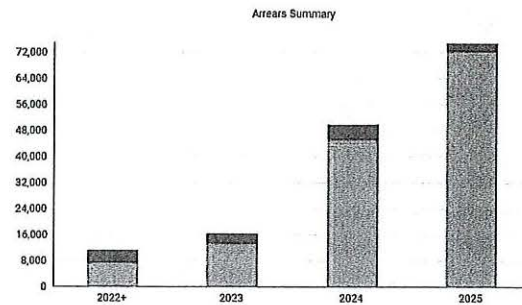


Donna Maitland, CAO June 03/2025

2018-2022 TAX ARREARS UPDATE

Starting Balance	In arrears since	Arrears Balance	2025 arrears	Notes
\$ 4,304.54	prior to 2018	\$ -	263.86	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. 2025 interim tax bill in arrears.
\$ 20,239.86	prior to 2018	\$ -	995.13	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. 2025 interim tax bill in arrears.
\$ 1,928.40	*2019	\$ 320.00		Repayment plan after tax sale commenced. \$620 cost
\$ 2,129.79	*2019	\$ 471.00		Repayment plan after tax sale commenced. \$620 cost
\$ 278.20	*2022	\$ -		Paid in full once final notice letter issued.
\$ 5,542.34	*2021	\$ -		Full payment after tax sale commenced. \$550 cost
\$ 1,172.15	*2019	\$ 335.00		Payment plan after commencement of tax sale warning letter. \$0 costs incurred
\$ 3,591.29	*2020	\$ 1,275.06		Payment plan after commencement of tax sale warning letter. \$0 costs incurred
\$ 16,478.23	*2018	\$ -		Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. 2025 interim tax bill in arrears.
\$ 3,533.30	*2022	\$ 412.00		Payment plan after commencement of tax sale warning letter. \$0 costs incurred
\$ 10,082.91	*2022	\$ -	1,821.75	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. 2025 interim tax bill in arrears.
\$ 6,726.62	*2021	\$ 6,275.00		Payment plan after tax sale commenced. \$620 cost
\$ 11,120.09	*2022	\$ 9,765.63		Repayment plan after tax sale commenced. \$620 cost
\$ 7,008.34	*2022	\$ -	1093.13	Payment plan after commencement of tax sale warning letter issued. \$0 costs incurred. Interim tax bill 2025 in arrears
\$ 7,975.67	prior to 2018	\$ -	1206.22	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. Interim tax bill 2025 in arrears
\$ 793.10	*2022	\$ -	72.86	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. Interim tax bill 2025 in arrears
\$ 2,328.23	*2022	\$ -	348.31	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. Interim tax bill 2025 in arrears
\$ 4,195.54	*2020	\$ -		Full payment after commencement of tax sale warning letter issued. \$0 costs incurred.
\$ 846.04	*2021	\$ 3,840.40	106.82	Proceeded to tax registration. 2025 Interim tax bill reflected in balance as is \$2930 tax sale registration fees
\$ 7,071.43	*2022	\$ 1,110.94		Payment plan after commencement of tax sale warning letter. \$0 costs incurred
\$ 14,258.45	*2020	\$ -	1621.58	Full payment after commencement of tax sale warning letter issued. \$0 costs incurred. Interim tax bill 2025 in arrears.
\$ 28,549.50	*2019	\$ -		Proceeded to tax registration. Paid in full. \$3900 costs incurred.
\$ 11,925.97	*2018	\$ 14,885.97	290.66	Proceeded to tax registration. \$2960 costs incurred.

\$	172,079.99	\$	38,691.00				
\$133,388.99 recovered							
\$	18,726.37	tax registration					
\$	19,964.63	payment plans in place					



Tax Year	Taxes	Credits	Total Taxes	Interest	Non-Levy Items	Total
2025	81,594.58	-8,877.04	72,717.54	2,271.13	9,375.54	84,364.21
2024	45,661.47	0.00	45,661.47	4,112.31		49,773.78
2023	13,671.16	0.00	13,671.16	2,407.63		16,078.79
2022+	7,706.22	0.00	7,706.22	3,401.07		11,107.29
Totals	148,633.43	-8,877.04	139,756.39	12,192.14	9,375.54	161,324.07

Breakdown of current taxes: 72,717.54					
Interim	Final	Suppl	Credit	Total	
Install 1	Install 1				
81,594.58	0.00	0.00	-8,877.04	72,717.54	



COPY

COMMENCEMENT OF TAX SALE PROCEDURES

On numerous occasions you have received correspondence related to your property account which is in serious arrears. To date this account is still in arrears. According to the Municipal Act, if your annual taxes are two or more years in arrears, then the Municipality will provide you with a tax arrears certificate that indicates your property will be sold if you don't pay the outstanding taxes. A tax arrears certificate is attached to this letter.

Please be advised that on November 30th, 2024, the following actions will be taken:

1. Your account will be turned over to an outside company. That company will commence tax sale procedures, pursuant to Part XI of the Municipal Act, 2001. Those procedures may eventually result in your property being sold by the Corporation of the Municipality of Calvin to recover the unpaid property taxes.
2. On the above date the company's minimum fee of \$400.00, plus HST, will be added on to your tax account. As the process continues, additional costs will be added to the tax account.
3. A Farm Debt Notice will be sent to everyone appearing in MPAC and municipal records.
4. 30 days from the mailing of this notice a title search will be conducted, a Tax Arrears Certificate will be registered against your property and notices will be sent to the above mentioned as well as everyone with a registered interest on title. If there are any mortgages registered against your property, the mortgage holder(s) will be notified of the tax sale procedures. At this point full payment would be required to stop the process; no partial payment will be accepted.
5. 280 days from the date the Tax Arrears Certificate is registered Final Notices will be sent to all parties.
6. Exactly one-year from the date the Tax Arrears Certificate is registered your property will become eligible for tax sale proceedings. Your property will be advertised for sale and could ultimately be sold.
7. If the property is registered in a corporation's name and the status is cancelled, the property can be advertised for sale 90 days after the date the Tax Arrears Certificate is registered.
8. As tax sale procedures continue, more fees will be added on to your account. Those fees will likely be in excess of \$3,000.00.

To avoid these actions this account must be brought into good standing before *November 30, 2024*. You may do so by paying the full amount of taxes due before then, or by submitting to us in writing, a payment plan for the next year, one that would see all taxes owing (overdue prior years, current year, and future year tax amounts) paid up prior to Dec 31, 2025.

To make payment arrangements, please contact the Municipality's Treasury Department by email at treasurer@calvintownship.ca or by calling the municipal office asap to make an appointment to discuss a payment plan.

Regards,

D. Maitland
CAO Clerk Treasurer

Municipality of Calvin
1355 Peddlers Drive, R.R.#2
Mattawa, Ontario P0H 1V0
705-744-2700
www.calvintownship.ca



Municipality of Calvin Tax Certificate

(Municipal Act, S.O. 2001, c.25 s.352(1) Municipal Statute Law
Amendment Act, 2006, c.32, Sched A, s.141)

Prepared For:
Property Owner

MATTAWA, ON,

Date: 2024-11-05
Roll Number:
Owner Name(s):
Property Location:
Legal Description: C

Assessments	
Class	Amount
RTEP-Residential Taxable: Full, English Public	132,000.00
Total:	132,000.00

Outstanding				
Year	Taxes Levied	Outstanding Balance	Outstanding Interest	Total Outstanding
2024	1,918.31	1,918.31	114.26	2,032.57
2023	1,767.72	1,767.72	372.10	2,139.82
2022	1,672.23	1,672.23	551.40	2,223.63
2021+	1,593.98	8,217.82	5,626.02	13,843.84
Total		13,576.08	6,663.78	20,239.86

2024 interim due date: 2024-03-28
2024 final due date: 2024-09-30

I hereby certify that the above statement shows all the tax arrears against the above lands, and proceedings have not been commenced under the Municipal Sales Act, 2001, within the last eighteen months.

Fee: \$45.00 Date: 2024-11-05 CAO/Clerk
Treasurer:

Donna Maitland

Important: Interest has been calculated to end of the month in which this Certificate is issued. If payment is not made before the end of the month, further interest will be added at the rate of 1.25% per month or fraction thereof. Errors and omissions excepted. Above does not necessarily include payments made in the last two days.



PROPERTY TAX ARREARS RE-PAYMENT AGREEMENT

OWNER(S):

Roll Number:

Property Address:

Mailing Address:

Phone Number:

Email Address:

I, the undersigned, as owner of the above noted property undertake to pay the Municipality of Calvin the balance of our existing arrears and penalties, along with any future fillings and interest. Such payments are to be made through the terms we have agreed to and selected below:

Start date:

Payment Amount:

Payment Frequency: Monthly _____ Weekly _____ Other _____

Prior to the last business day of each month

Beginning:

Payment method: Post-dated cheques _____ In person at the municipal office _____
E-Transfer _____

I am aware that this payment plan requires that in addition to the above payments, all interim and final tax bills must be paid on time.

I am aware that no payment can be missed or reduced and in the case of cheques, all payments must be honored by my bank. If default of payment or this agreement occurs, I am aware that the Municipality of Calvin will proceed without notice to resume tax sale procedures.

Signature:

Date:

Accepted by:

REALTAX

FEE SCHEDULE 2025

Published: November 2024



Introducing our *New* Realtax Products for 2025

Realtax is the easiest way for municipalities to collect tax arrears. Having successfully managed over 40,000 files, we've encountered and expertly navigated nearly every conceivable challenge. At Realtax, we understand that every municipality operates differently, and we are committed to offering solutions that align with a municipality's priorities. Realtax is pleased to announce the introduction of two new service packages, tailored to meet the diverse needs of our valued municipal clients.

In addition to our **standard offering (Core)**, Realtax is launching our new **Deferred Payment** and **Fast Track** packages in 2025 to provide more flexibility and control over your property tax registration needs. Whether clients choose to continue with our Core service, gain flexibility with Deferred Payment, or accelerate their tax arrears process with Fast Track, we are here to support our municipal clients every step of the way.

It is important to highlight that all Realtax fees are fully reimbursable. Municipalities can recover these costs by adding them to the property owner's tax roll, ensuring that the financial burden of these services is ultimately borne by the property owner. This allows municipalities to access high-quality, professional services without impacting their own budgets.

1. Core Package (default option)

The Core package remains **our default offering and follows the same trusted process municipalities have been accustomed to for over 28 years.** This package ensures reliability and consistency with the tax registration and tax sale process.

Payment is due within 30 days of invoicing, with a 2% monthly late fee applied to overdue amounts. Our Core package is ideal for municipalities that are comfortable with the standard timeline and payment terms. No opt-in is required.

2. Deferred Payment Package (opt-In only; limited spots available)

The new Deferred Payment package is **tailored for municipalities that are more sensitive to their cash flow needs** who would like to delay payment to Realtax until the repayment of tax arrear balances by property owners.

This option allows you to defer payment of Realtax invoices until tax arrears are collected, providing the flexibility to receive payments from property owners before settling your account. Payment is due within 30 days after tax arrears are collected, with a 2% monthly late fee applied to overdue amounts. Spaces are limited, so early enrollment is encouraged -- contact info@realtax.ca to opt-in. Some conditions may apply.

3. Fast Track Package (opt-In only; limited spots available)

For **municipalities needing a faster turnaround**, the Fast Track package is the perfect solution. This option is designed for maximum prioritization, allowing municipalities to **expedite their files and process their tax arrears certificates (TACs) at the quickest speed possible.** Think of it as the first-class priority line at an airport.

Payment is due within 30 days of invoicing, with a 2% monthly late fee applied to overdue amounts. Fast Track is ideal for time-sensitive situations that require immediate action. Spaces are limited, so early enrollment is encouraged -- contact info@realtax.ca to opt-in. Some conditions may apply.



2025 Fee Schedule

(HST to be added to fees shown below)

Service	Core (default)	Deferred Payment (opt-in)	Fast Track (opt-in)
ENGAGE PROFESSIONAL SERVICES	\$550	\$550	\$550
Includes Notices under the Farm Debt Mediation Act			
<i>Engage professional services, advice and communications. Set up file and mirror file. Enter data. Initialize system for tracking documents and statutory deadlines.</i>			
TAX REGISTRATION - PART 1	\$575	\$690	\$860
Includes Print Parcel Register, conduct execution searches			
<i>Obtain and analyze title search and execution search; prepare report on searches, list of interested parties and tax arrears certificate.</i>			
TAX REGISTRATION - PART 2	\$575	\$690	\$860
Includes Update searches, conduct corporate search if necessary, print First Notices, mail if necessary			
<i>Register tax arrears certificate. Register cancellation certificate, tax deed, or notice of vesting when required. Update title search, prepare first notices, prepare treasurer's statutory declaration</i>			
TAX REGISTRATION - PART 3 FINAL NOTICES	\$575	\$690	\$860
Includes Update searches, print Final Notices, mail if necessary			
TAX SALE	\$1,500	\$1,800	\$2,250
Includes Update title search, execution search and corporate search when necessary, prepare and mail Form 5 if necessary			
<i>Advertisement, paper tender packages, tender opening checklist, notices to higher and lower tenderer, tender rejection form, payment into court requisition and statement of facts (if needed). Tax sale day phone support, post-tax sale day phone support and administration.</i>			
<i>Does not include cost of advertisements, auctioneer's fees nor the cost of a survey, if needed.</i>			
Readvertised Sale - Prepare and send Form 10's, plus fee per notice as shown below	\$250	\$300	\$380
Postponed Tax Sale	\$750	\$900	\$1,130



Service	Core	Deferred Payment	Fast Track
Additional Fees will be applied for any additional work, including, but not limited to, work resulting from changes to tax sale date, or any other issues that require us to re-do documents or re-calculate cancellation prices.	\$200/hr (min 1hr)	\$200/hr (min 1hr)	\$200/hr (min 1hr)
ADVERTISE ON ONTARIOTAXSALES.CA <i>This fee is fully recoverable, even if properties don't sell</i>	\$475	\$475	\$475
Attend tender opening or auction, in person or via Zoom (optional and contingent upon availability)	Please contact us for fees		
FEES FOR SEARCHES AND NOTICES			
Notices under the <i>Farm Debt Mediation Act</i> (per notice)	\$70	\$70	\$70
First Notices, Final Notices, Form 5, Form 10 (per notice)	\$30	\$36	\$50
Notices outside of Canada (per notice)	\$60	\$72	\$90
Print Parcel Register (per PIN)	\$45	\$45	\$45
Execution Searches (per name)	\$30	\$36	\$50
Copies of Executions (per writ)	\$25	\$30	\$40
Corporate Searches, if needed (per corporation)	\$50	\$50	\$50
Send Tax Deed or Notice of Vesting to Ministry (per notice)	\$60	\$72	\$75
Additional Tender Packages (each – min. 20 per order)	\$25	\$30	\$40
<i>*Additional fees may apply for complex title searches</i>			

TAX REGISTRATION - STANDARD PROCEDURES

Farm Debt Notices
Send at least 22 business days before proceeding with
tax registration
Farm Debt Mediation Act s.21



File may be put on hold

by clients (up to 11 months without us re-starting the
file and charging for it) **BEFORE** the TAC is registered

Conduct Title Search
Identify interested parties and confirm lands
s.373(4), 374(1)(2) *Municipal Act, 2001*



Register Tax Arrears Certificate (TAC) on title
anytime after January 1 in the second year following
that in which real taxes become owing
s.373 *Municipal Act, 2001*



First Notices Form 1
Must be sent by registered mail to all persons having
an interest as shown on title, Sheriff's records and
assessment roll within 60 days of registration of TAC
s.374(1)



Statutory Declaration regarding sending of notices
To be prepared immediately after sending notices
s.374(3)



TAC may be cancelled

within one year of the registration of the TAC by
anyone who pays the cancellation price in full.
After the expiry of the one-year period a public sale
shall be conducted by the treasurer
s. 375



Finals Notices Form 3
Must be sent by registered mail to all persons
previously sent First Notices between 280 and 310
days from the registration of the TAC
s. 379(1)



**Statutory Declaration regarding sending of Final
Notices**
To be prepared one year following the registration of
the TAC
s. 379(1)



Advertise for tax sale
one year following the date of registration of the TAC
s.379 (2)



Extension Agreement

may be entered into and authorized by municipality
before the expiry of the one-year period "stopping the
clock" on the countdown to the tax sale at the end of
the one-year period
s. 378

Note: all legislation sections refer to the *Municipal Act, 2001* as amended, except for the *Farm Debt Mediation Act* where noted.

TAX REGISTRATION - EXPEDITED PROCEDURES FOR CANCELLED CORPORATIONS

Register Tax Arrears Certificate (TAC) on title
anytime after there are taxes owing on
Cancelled Corporations
s.373.1 *Municipal Act, 2001*



First Notices Form 1

Must be sent by registered mail within 30 days of registration
of TAC to Minister of Infrastructure and all persons having an
interest in the property as shown on title, Sherriff's records,
corporate search and assessment roll
s.374(1)



Statutory Declaration regarding sending of notices
To be prepared immediately after sending notices
s.374(3)



TAC may be cancelled
within 90 days of the registration of the TAC by
anyone who pays the cancellation price in full.
After the expiry of the 90 day period a public
sale shall be conducted by the treasurer
s. 375(1.1)



Extension Agreement
may be entered into and authorized by
municipality before the expiry of the 90 day
period "stopping the clock" on the countdown to
the tax sale at the end of the 90 day period.
Consent must be obtained from the Minister of
Infrastructure.
s. 378(1.1)(1.2)



Advertise for tax sale

90 days following the date of registration of the TAC (If
cancellation price has not been paid or there is no subsisting
extension agreement,)
s.379 (2.0.1)

Note: all legislation sections refer to the *Municipal Act, 2001* as amended, except for the *Farm Debt Mediation Act* where noted.

