



# Corporation of the Municipality of Calvin Council Resolution

**Date:** March 25, 2025

## **By-Law for Reduced Load Restrictions and Exemptions on Highways**

**Resolution Number:** 2025-

**Moved By:** Councillor

**Seconded By:** Councillor

**WHEREAS** By-Law 2025-16 being a by-law for Reduced Load Restrictions and Exemptions on Highways shall repeal By-Law 2005-007 pursuant to Sections 110 and 122 of the Highway Traffic Act R.S.O. 1990, c.H.8;

**AND WHEREAS** the Council of the Municipality of Calvin deems it advisable to align the By-Law with the Highway Traffic Act,

**NOW THEREFORE BE IT HEREBY RESOLVED** that the Council of the Municipality of Calvin herby approves the repeal of By-Law 2005-007 and that By-Law 2025-16 as attached and herby is imposed and ratified.

## **Result**

CERTIFIED to be a true copy of  
Resolution No. 2025-16 passed by the  
Council of the Municipality of Calvin Township  
on the 25<sup>th</sup> day of March, 2025.

Donna Maitland  
CAO/Clerk/Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2025-16

BEING A BY-LAW FOR REDUCED LOAD RESTRICTIONS AND EXEMPTIONS ON HIGHWAYS WITHIN  
THE CORPORATION OF THE MUNICIPALITY OF CALVIN

**WHEREAS** the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 (1) provides that a municipal corporation or other authority having jurisdiction over the highway may, upon application in writing, grant a permit for use of the highway by a vehicle or combination of vehicles in excess of the dimensional limits set out in section 109 or the weight limits set out in Part VIII in order to allow the movement of:

- A) a load, object or structure that cannot reasonably be divided and moved within those limits;
- B) a vehicle that cannot reasonably be divided and moved within those limits and that is not itself carrying a load, object or structure or drawing or carrying a vehicle;
- C) a vehicle or combination of vehicles that is used exclusively to move a load, object or structure or to draw or carry a vehicle as described in clauses (A) and (B);

**AND WHEREAS** the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 (2) also provides that a permit referred to in subsection (1) may be general, or may limit the time and the particular highway that may be used, and may contain conditions relating to the protection of persons and property from injury or damage and the municipal corporation or other authority may require a bond or other security sufficient to cover the cost of repairing any possible damage to the highway;

**AND WHEREAS** the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 (3) states that the council of any municipality may by by-law provide that a permit referred to in subsection (1) may be issued by an officer of the corporation named therein;

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, C.25, part II section 11 (3) provides the authority for a lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting matters within the following spheres of jurisdiction 1. Highways, including parking and traffic on highways;

**AND WHEREAS** the Council of the Corporation of the Municipality of Calvin finds it expedient to align the Reduced Loads Restrictions By-law to the provisions outlined in the Highway Traffic Act, R.S.O. 1990, c.H.8 sections 110 and 122, to provide consistency for the enforcement of the by-law by the Ministry of Transportation and the Ontario Provincial Police;

**AND FURTHERMORE**, that the short form of the by-law be referred to as the "Overweight Permit By-Law."

**1.0 DEFINITIONS**

**"Commercial Motor Vehicle"**, unless otherwise defined by regulation, means a motor vehicle having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway;

**"Driver"** means a person who drives a vehicle on a highway;

**"Fire Department Vehicle"** includes an emergency crash extrication vehicle owned and operated by a rescue organization approved by the Minister in writing for the purposes of this Act and a vehicle designated in writing by the Fire Marshal of Ontario as a fire department vehicle;

**"Goods"** includes all classes of materials, wares and merchandise and livestock;

**"Gross Weight"** means the combined weight of vehicle and load;

**"Highway"** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“Municipality” means the Municipality of Calvin.

“Road Service Vehicle” means a vehicle while it is being used for Highway maintenance purposes by or on behalf of a Municipality or other authority with jurisdiction and control of the Highway.

## **2.0 PROCEDURE FOR THE ONSET AND REMOVAL OF REDUCED LOAD PERIODS**

2.1 Reduced load period shall commence when the cumulative thawing index is greater than the cumulative thawing index threshold. In Zone 3 the threshold values shall be eight degrees Celsius(8°C) for three consecutive days. Historical data provides that the cumulative thawing index generally in or around March 01<sup>st</sup> of every year.

The Municipality having jurisdiction over a Highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies.

2.2 The Public Works Road Superintendent or designate shall have the sole discretion for the reduced load period onset and removal dates.

2.3 The Public Works Superintendent or designate shall place reduced load restrictions on Highways within the Municipality, when deemed necessary to preserve Highways, construction projects or maintenance thereof.

2.4 Reduced load periods shall be indicated with an RB-76 sign as per Book Seven Ontario Traffic Control Manual.

2.5 The onset and removal dates will be posted to the Township website as well as the Township’s social media.

## **3.0 EXCEPTIONS TO REDUCED LOADS**

3.1 During a reduced load period no Commercial Motor Vehicle or trailer, other than a vehicle referred to in 3.2, shall be operated or drawn upon any designated Highway where the weight upon an axle exceeds 5,000 kilograms.

3.2 During a reduced load period,

- I. no two-axle tank-truck, while used exclusively for the transportation of liquid or gaseous heating fuel;
- II. no two-axle truck, while used exclusively for the transportation of livestock feed; and
- III. no vehicle transporting live poultry; shall be operated upon any designated highway where the weight upon an axle exceeds 7,500 kilograms.

3.3 During a reduced load period no vehicle having a carrying capacity in excess of 1,000 kilograms other than a motor vehicle or trailer, shall be operated upon any designated Highway where the weight upon any millimeter in the weight of a tire exceeds five kilograms.

3.4 Exceptions when 3.2 and 3.3 do not apply to:

- I. vehicles operated by or on behalf of a Municipality or other authority having jurisdiction and control of a Highway, where the vehicles are engaged in Highway maintenance, including the carriage and application of abrasives or chemicals to the Highway, the stockpiling of abrasives or chemicals to the Highway, the stockpiling of abrasives or chemicals for use on a Highway, or the removal of snow from a Highway;
- II. vehicles used exclusively for the transportation of milk;
- III. fire apparatus;
- IV. vehicles operated by or on behalf of the Township for transporting waste,
- V. public utility emergency vehicles, or
- VI. vehicles used to transport passengers for compensation, other than those operated solely within the limits of one Municipality.

**4.0 OVERWIEGHT PERMIT**

- 4.1 The Municipality having jurisdiction over the Highway may, upon application, in writing, grant a permit for use of the Highway by a vehicle or combination of vehicles in excess of the dimensional limits set out in the reduced load period.
- 4.2 The permit may be general or may limit the time and particular highway that may be used and may contain conditions relating to the protection of persons and property from injury or damage and the Municipal corporation may require a bond or other security sufficient to cover the cost of repairing any possible damage to the Highway. Dependent on the need for the permit, the Public Works Superintendent or designate shall have the discretion to require a bond or security.
- 4.3 The owner, operator or mover of a heavy vehicle, load, object or structure in respect of which a permit is granted under this section is nevertheless responsible for all damage that may be caused to the highway be reason of the driving, operating or moving of any such heavy vehicle, load, object or structure.
- 4.4 It is the condition of every permit issued under this section that the original permit or a copy of it be carried in the vehicle for which the permit was issued and be produced when demanded by a police officer or an officer appointed for carrying out the provisions of this by-law and the Highway Traffic Act.
- 4.5 The onus is on the applicant to establish that a permit should be granted and the Public Works Superintendent or designate may refuse any application unless satisfied that the permit should be granted.
- 4.6 The Public Works Superintendent shall consider an applicant's submissions relating to the issuance of a permit and the conditions that they consider appropriate.
- 4.7 The Municipality may set fees for the issuance, renewal and replacement of permits issued for the purpose of this by-law.
- 4.8 The Municipality may set different fees and different validity periods for different classes of vehicles, combination of vehicles or persons and may exempt classes of vehicles, combination of vehicles or persons from fees.
- 4.9 The Municipality may suspend, refuse to renew, modify or cancel a permit on the grounds of:
- I. breach of conditions of the permit or of any other permit held by the holder;
  - II. false or incomplete information in the application for the permit or its renewal or for any other permit held by the holder;
  - III. an outstanding fee in respect of the permit or any other permit held by the holder, or an outstanding penalty or interest in respect of the fee or damages caused by the holder.
- 4.10 Before taking action, the Municipality shall notify the permit holder of the proposed action and give the holder the opportunity to make written submissions about the proposed action and give the holder fifteen (15) days from actual or deemed receipt of the notice to make submissions.
- 4.11 Notice of 4.10 is sufficiently given if:
- I. it is delivered by mail addressed to the permit holder at the latest address for the person appearing on the record of the application and permit or;
  - II. emailed to the permit holder at the email address appearing on the record of the application.

**5.0 ENFORCEMENT**

- 5.1 A police officer or officer appointed for carrying out the provisions of this by-law and the provisions of the Highway Traffic Act R.S.O. 1990, c.H.8, may stop any vehicle or combination of vehicles, direct the driver to such a location as is reasonable in the circumstances, direct the driver to drive the vehicle or combination of vehicles on or off a scale in order to weigh the

vehicle or combination of vehicles using portable or stationary scales, and measure and examine the vehicle or combination of vehicles to determine its nature and dimensions.

- 5.2 Where it is found that the gross vehicle weight, axle unit weight or axle group weight of any vehicle or combination of vehicles is in excess of the limits permitted under the Highway Traffic Act or the regulations, may require a driver to redistribute or remove as much of the load as is necessary to ensure compliance with this by-law and the Highway Traffic Act.

**6.0 PENALTY**

- 6.1 Every person who contravenes subsection 122 (1), (2) or (3) or regulation issued in respect to this by-law is guilty of an offence and on conviction is liable to a fine defined in the Highway Traffic Act, R.S.O. 1990, c.H.8, as amended from time to time.
- 6.2 Damages caused to the roads under the jurisdiction of the Municipality of Calvin are subject to the provisions of the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 for the purpose of cost recovery.

**7.0 THE BY-LAW**

- 7.1 That this by-law will repeal all other by-laws for the purpose of reduced load periods including By-Law 2003-007 and By-Law 2005-007.
- 7.2 Schedule "A" for the application and approval shall form part of this by-law.
- 7.3 If a portion of this by-law is amended by the Highway Traffic Act, R.S.O. 1990, c.H.8, the Highway Traffic Act shall prevail.
- 7.4 If a section of this by-law is found to be invalid or enforceable the remainder of the by-law shall remain in effect.

**THIS BY-LAW SHALL BE PASSED AND ENACTED THIS DAY \_\_\_\_\_ OF MARCH 2025.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO, CLERK

SCHEDULE "A"

BY-LAW 2025-\_\_\_\_\_

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

OVERWEIGHT PERMIT/APPROVAL

Section 110, subsection (1) Highway Traffic Act R.S.O. 1990, c.H.8

Applicants Name\_\_\_\_\_ Phone No.\_\_\_\_\_

Applicants Address \_\_\_\_\_

Company Name\_\_\_\_\_ Phone No.\_\_\_\_\_

Company Address \_\_\_\_\_

Company Contact Name\_\_\_\_\_ Email \_\_\_\_\_

Make and Model of Vehicle\_\_\_\_\_

Serial No. of Vehicle\_\_\_\_\_ Year/Colour of Vehicle \_\_\_\_\_

PROPOSED MOVEMENT INFORMATION

Start Date and End Date\_\_\_\_\_

Destination (Street Address) From\_\_\_\_\_ to \_\_\_\_\_

Route to be taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request is for the movement of what type of material?

\_\_\_\_\_  
\_\_\_\_\_

DECLARATION

I/we understand that the provisions of Section 110 and Section 122 of the Highway Traffic Act R.S.O. 1990, c.H.8, as amended from time to time, the owner, operator and /or mover of a heavy vehicle, load, object or structure who has obtained a permit is nevertheless responsible for all damage that may be caused to the highway, encroachments, or railway right of way by reason of driving, or operating or moving of any heavy vehicle, load, object or structure. The applicant certifies that the information contained in this application is true and acknowledges and accepts the responsibilities imposed by law on the applicant in relation to the operation of a commercial motor vehicle under the authority of the permit issued pursuant to this application. PERMITS ARE INVALID IF FALSE INFORMATION IS GIVEN AND THE MUNICIPALITY MAY SUSPEND ALL OVERWEIGHT PERMIT PRIVILEGES.

\_\_\_\_\_  
Name (Please Print)                      Signature of Applicant                      Date

APPROVAL OF APPLICATION

This application has been approved by the Road Authority for the Municipality of Calvin.

THERE MUST BE NO ALTERATIONS FROM THIS ROUTE UNLESS AUTHORIZED.

TIME OF MOVEMENT PERMITTED: Between the hours of: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

\_\_\_\_\_  
ROAD AUTHORITY SIGNATURE                      DATE



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

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To: Mayor and Council  
Subject: Repealing By-Law 2005-007 Being a By-Law for Reduced Load Restrictions and Exemptions on Highways  
Author: Ann Carr, Public Works Superintendent  
Date: March 25<sup>th</sup>, 2025

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**Purpose:**

Repealing By-Law 2005-007 Being a By-Law for Reduced Load Restrictions and Exemptions on Highways.

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**Background:**

The current by-law 2005-007 does not align with sections 110 and 122 of the Highway Traffic Act R.S.O. 1990, c.H.8. The by-law did not describe the exemptions that are permitted to travel the highways in the Municipality of Calvin, which includes the maintenance of Municipal roads for the purpose of hauling aggregate and chemicals. Schedule "A" to the by-law also has allowed for ease in processing the application by turning the application into a permit through signing and approving the application. Previously the application would be filled, and all the information would then be transferred to the permit.

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**Recommendation:**


**WHEREAS** By-Law 2005-007 Being a By-Law for Reduced Loads Restrictions and Exemptions on Highways is required to be aligned to the Highway Traffic Act to provide ease of enforcement for the Ministry of Transportation Officers as well as the Ontario Provincial Police;

**AND FURTHERMORE** By-Law 2005-007 be repealed and replaced with the presented By-Law provided by the Public Works Superintendent in conjunction with the CAO.

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Appendix: By-Law 2005-007

Respectfully yours,



Ann Carr  
Public Works Superintendent

I concur with this report,



Donna Maitland  
CAO, Clerk Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2005-007

**AMENDMENT TO BY-LAW 2003-007**

BEING A BY-LAW TO DESIGNATE:

- 1) THE DATE THAT A REDUCED LOAD PERIOD SHALL START and;
- 2) THE DATE THAT A REDUCED LOAD PERIOD SHALL END
- 3) APPLICATIONS FOR PERMITS

WHEREAS the Highway Traffic Act R.S.O. 1990, Sections 110 and 122 provide that a Municipal Corporation may by by-law

- a) designate the date on which a reduced load period shall start and end;
- b) setting the weight of axles for commercial vehicles;
- c) the circumstances on which the defined limits may be exceeded; and
- d) make provisions for permits

BE IT ENACTED as a by-law of this corporation as follows:

DEFINITIONS

1. In this by-law  
"Highway" means a highway as defined under the Highway Traffic Act.  
  
"Corporation" means the Corporation of the Municipality of Calvin.

REDUCED LOAD RESTRICTIONS PERIOD

2.0 MARCH 1ST

That, subject to section 3 of this by-law, when and where posted, a reduced load restriction shall be imposed on all highways within the Corporation's jurisdiction, annually from March 1<sup>st</sup> and shall be lifted at the discretion of the Road Superintendent;

2.1 LOAD RESTRICTIONS

That a reduced load restriction may be imposed by the Road Superintendent, on any of the highways within the Corporations jurisdiction, when and where deemed necessary to preserve highways, construction projects and maintenance thereof.



APPLICATIONS AND PERMITS

3.0 EXCESS PERMITS

That the By-Law Enforcement Officer, in accordance with Section 110 of the Highway Traffic Act, and in consultation with the Road Superintendent may, upon receipt of an application, grant a permit for use of any highways within the Corporations jurisdiction by a vehicle or combination of vehicles in excess of the weight limits set out in Part VIII of the Highway Traffic Act and this By-Law, in order to allow the movement of a load, object, structure and vehicles or combination of vehicles;

3.1 TIME / DATE / PLACE

That the permit shall limit the times, dates and the particular highways that may be used, and may contain conditions relating to the protection of persons and property from injury and damage and the Corporation may require a bond or other security sufficient to cover the cost of repairing any possible damage to the highway;

3.2 PERIOD OF PERMIT

No permit shall be issued for a period of more than five (5) calendar days, including the date of issue, with limits as set out in this By-Law;

3.3 APPLICATION SCHEDULE 'A'

That the Application for use of a highway in excess of the weight limits shall be as set out in Schedule 'A' to this By-Law;

3.4 PERMIT SCHEDULE 'B'

That the Permit for use of a highway in excess of the weight limits shall be as set out in Schedule 'B' to this By-Law;

3.5 NOT TRANSFERABLE

That no permit shall be transferable from one vehicle or combination of vehicles to another vehicle or combination of vehicles;

3.6 ORIGINAL PERMIT IN VEHICLE

That it is a condition of every permit issued under this By-Law and Section 110 of the Highway Traffic Act that the original copy of the permit be carried in the vehicle for which the permit was issued and be produced when demanded by a police officer or an officer appointed for carrying out the provisions of the Highway Traffic Act.

PAGE 3 BY-LAW NO. 2005-007

3.7 RIGHT TO AMEND

That the permit Application and Permit set out in Schedules 'A' and 'B' may be amended from time to time by Resolution of Council;

PENALTIES

4.0 Every person who is in contravention of this By-Law or a Permit issued in accordance with this By-Law is guilty of an offense and is subject to the penalties provided under the Highway Traffic Act.

REPEALS

5.0 That By-Law no. 2003-007 be repealed in its entirety.

READ A FIRST AND SECOND TIME THIS 29<sup>th</sup> DAY OF MARCH 2005.  
READ A THIRD TIME & FINALLY PASSED THIS 29<sup>th</sup> DAY OF MARCH 2005.

  
MAYOR

SEAL

  
CLERK & TREASURER

Schedule 'A'  
To By-Law 2005-007

**THE CORPORATION  
OF THE  
MUNICIPALITY OF CALVIN**

**OVERWEIGHT PERMIT APPLICATION**

*(Section 110, subsection (1), Highway Traffic Act R.S.O. 1990, c.H.8)*

Applicants Name: \_\_\_\_\_ Ph. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Ph. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Company Email: \_\_\_\_\_

Make/Model of Vehicle: \_\_\_\_\_

Serial No. of Vehicle: \_\_\_\_\_ Year/Colour of Vehicle: \_\_\_\_\_

**PROPOSED MOVEMENT INFORMATION**

Start Date and End Date (not to exceed 5 days): \_\_\_\_\_

Destination (Street Address) From: \_\_\_\_\_ To: \_\_\_\_\_

Route to be Taken (include all Private and Municipal roads: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request to:  Move a Load (sand etc)  Object  Vehicle (excavator etc)  Structure  Other (explain below)

\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I/we understand that under the provisions of Section 110 of the Highway Traffic Act, the owner, operator and/or mover of a heavy vehicle, load, object or structure who has obtained a permit is nevertheless responsible for all damage that may be caused to the highway, encroachments or railway right of way by reason of driving, operating or moving of any such heavy vehicle, load, object or structure. The applicant certifies that the information contained in this application is true and acknowledges and accepts the responsibilities imposed by law on the applicant in relation to the operation of a commercial motor vehicle under the authority of the permit issued pursuant to this application. PERMITS ARE INVALID IF FALSE INFORMATION IS GIVEN AND THE MUNICIPALITY MAY SUSPEND ALL OVERWEIGHT PERMIT PRIVILEGES FOR A PERIOD OF UP TO ONE YEAR.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTICE: THIS PERMIT MAY BE CANCELLED AT ANY TIME DUE TO INCLEMENT WEATHER, POOR ROAD CONDITIONS ETC.**

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Signature

Schedule 'B'  
To By-Law \_\_\_\_\_

**THE CORPORATION  
OF THE  
MUNICIPALITY OF CALVIN**

**OVERWEIGHT PERMIT**

*(Section 110, subsection (1), Highway Traffic Act R.S.O. 1990, c.H.8)*

Applicants Name: \_\_\_\_\_ Ph. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Ph. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Company Email: \_\_\_\_\_

Make/Model of Vehicle: \_\_\_\_\_

Serial No. of Vehicle: \_\_\_\_\_ Year/Colour of Vehicle: \_\_\_\_\_

CVOR No.: \_\_\_\_\_ Lic. Plate No.: \_\_\_\_\_ Name on Vehicle: \_\_\_\_\_

**MOVEMENT INFORMATION  
EFFECTIVE DATES, TIMES, AND ROUTE**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

BETWEEN THE HOURS OF: \_\_\_\_\_ A.M. or P.M and \_\_\_\_\_ A.M.  
or P.M.

DESTINATION: FROM \_\_\_\_\_ TO \_\_\_\_\_

Load, Object, Vehicle (excavator etc), Structure etc. TO BE MOVED: \_\_\_\_\_

ROUTE TO BE TAKEN: \_\_\_\_\_

**NOTE: THERE MUST BE ABSOLUTELY NO ALTERATIONS FROM THIS ROUTE UNLESS  
AUTHORIZED.**

**CONTACT INFORMATION**

(for police or other person in authority)

Rocky Edmonds By-law Enforcement Officer  
744-2700

or

Chris Whalley Road Superintendent  
744-2210

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2025-[REDACTED]

BEING A BY-LAW FOR REDUCED LOAD RESTRICTIONS AND EXEMPTIONS ON HIGHWAYS WITHIN  
THE CORPORATION OF THE MUNICIPALITY OF CALVIN

**WHEREAS** the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 (1) provides that a municipal corporation or other authority having jurisdiction over the highway may, upon application in writing, grant a permit for use of the highway by a vehicle or combination of vehicles in excess of the dimensional limits set out in section 109 or the weight limits set out in Part VIII in order to allow the movement of:

- A) a load, object or structure that cannot reasonably be divided and moved within those limits;
- B) a vehicle that cannot reasonably be divided and moved within those limits and that is not itself carrying a load, object or structure or drawing or carrying a vehicle;
- C) a vehicle or combination of vehicles that is used exclusively to move a load, object or structure or to draw or carry a vehicle as described in clauses (A) and (B);

**AND WHEREAS** the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 (2) also provides that a permit referred to in subsection (1) may be general, or may limit the time and the particular highway that may be used, and may contain conditions relating to the protection of persons and property from injury or damage and the municipal corporation or other authority may require a bond or other security sufficient to cover the cost of repairing any possible damage to the highway;

**AND WHEREAS** the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 (3) states that the council of any municipality may by by-law provide that a permit referred to in subsection (1) may be issued by an officer of the corporation named therein;

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, C.25, part II section 11 (3) provides the authority for a lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting matters within the following spheres of jurisdiction 1. Highways, including parking and traffic on highways;

**AND WHEREAS** the Council of the Corporation of the Municipality of Calvin finds it expedient to align the Reduced Loads Restrictions By-law to the provisions outlined in the Highway Traffic Act, R.S.O. 1990, c.H.8 sections 110 and 122, to provide consistency for the enforcement of the by-law by the Ministry of Transportation and the Ontario Provincial Police;

**AND FURTHERMORE**, that the short form of the by-law be referred to as the "Overweight Permit By-Law."

**1.0 DEFINITIONS**

**"Commercial Motor Vehicle"**, unless otherwise defined by regulation, means a motor vehicle having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway;

**"Driver"** means a person who drives a vehicle on a highway;

**"Fire Department Vehicle"** includes an emergency crash extrication vehicle owned and operated by a rescue organization approved by the Minister in writing for the purposes of this Act and a vehicle designated in writing by the Fire Marshal of Ontario as a fire department vehicle;

**"Goods"** includes all classes of materials, wares and merchandise and livestock;

**"Gross Weight"** means the combined weight of vehicle and load;

**"Highway"** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“Municipality” means the Municipality of Calvin.

“Road Service Vehicle” means a vehicle while it is being used for Highway maintenance purposes by or on behalf of a Municipality or other authority with jurisdiction and control of the Highway.

## **2.0 PROCEDURE FOR THE ONSET AND REMOVAL OF REDUCED LOAD PERIODS**

**2.1** Reduced load period shall commence when the cumulative thawing index is greater than the cumulative thawing index threshold. In Zone 3 the threshold values shall be eight degrees Celsius(8°C) for three consecutive days. Historical data provides that the cumulative thawing index generally in or around March 01<sup>st</sup> of every year.

The Municipality having jurisdiction over a Highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies.

**2.2** The Public Works Road Superintendent or designate shall have the sole discretion for the reduced load period onset and removal dates.

**2.3** The Public Works Superintendent or designate shall place reduced load restrictions on Highways within the Municipality, when deemed necessary to preserve Highways, construction projects or maintenance thereof.

**2.4** Reduced load periods shall be indicated with an RB-76 sign as per Book Seven Ontario Traffic Control Manual.

**2.5** The onset and removal dates will be posted to the Township website as well as the Township’s social media.

## **3.0 EXCEPTIONS TO REDUCED LOADS**

**3.1** During a reduced load period no Commercial Motor Vehicle or trailer, other than a vehicle referred to in 3.2, shall be operated or drawn upon any designated Highway where the weight upon an axle exceeds 5,000 kilograms.

**3.2** During a reduced load period,

- I. no two-axle tank-truck, while used exclusively for the transportation of liquid or gaseous heating fuel;
  - II. no two-axle truck, while used exclusively for the transportation of livestock feed; and
  - III. no vehicle transporting live poultry;
- shall be operated upon any designated highway where the weight upon an axle exceeds 7,500 kilograms.

**3.3** During a reduced load period no vehicle having a carrying capacity in excess of 1,000 kilograms other than a motor vehicle or trailer, shall be operated upon any designated Highway where the weight upon any millimeter in the weight of a tire exceeds five kilograms.

**3.4** Exceptions when 3.2 and 3.3 do not apply to:

- I. vehicles operated by or on behalf of a Municipality or other authority having jurisdiction and control of a Highway, where the vehicles are engaged in Highway maintenance, including the carriage and application of abrasives or chemicals to the Highway, the stockpiling of abrasives or chemicals to the Highway, the stockpiling of abrasives or chemicals for use on a Highway, or the removal of snow from a Highway;
- II. vehicles used exclusively for the transportation of milk;
- III. fire apparatus;
- IV. vehicles operated by or on behalf of the Township for transporting waste,
- V. public utility emergency vehicles, or
- VI. vehicles used to transport passengers for compensation, other than those operated solely within the limits of one Municipality.

**4.0 OVERWIEGHT PERMIT**

- 4.1 The Municipality having jurisdiction over the Highway may, upon application, in writing, grant a permit for use of the Highway by a vehicle or combination of vehicles in excess of the dimensional limits set out in the reduced load period.
- 4.2 The permit may be general or may limit the time and particular highway that may be used and may contain conditions relating to the protection of persons and property from injury or damage and the Municipal corporation may require a bond or other security sufficient to cover the cost of repairing any possible damage to the Highway. Dependent on the need for the permit, the Public Works Superintendent or designate shall have the discretion to require a bond or security.
- 4.3 The owner, operator or mover of a heavy vehicle, load, object or structure in respect of which a permit is granted under this section is nevertheless responsible for all damage that may be caused to the highway be reason of the driving, operating or moving of any such heavy vehicle, load, object or structure.
- 4.4 It is the condition of every permit issued under this section that the original permit or a copy of it be carried in the vehicle for which the permit was issued and be produced when demanded by a police officer or an officer appointed for carrying out the provisions of this by-law and the Highway Traffic Act.
- 4.5 The onus is on the applicant to establish that a permit should be granted and the Public Works Superintendent or designate may refuse any application unless satisfied that the permit should be granted.
- 4.6 The Public Works Superintendent shall consider an applicant's submissions relating to the issuance of a permit and the conditions that they consider appropriate.
- 4.7 The Municipality may set fees for the issuance, renewal and replacement of permits issued for the purpose of this by-law.
- 4.8 The Municipality may set different fees and different validity periods for different classes of vehicles, combination of vehicles or persons and may exempt classes of vehicles, combination of vehicles or persons from fees.
- 4.9 The Municipality may suspend, refuse to renew, modify or cancel a permit on the grounds of:
  - I. breach of conditions of the permit or of any other permit held by the holder;
  - II. false or incomplete information in the application for the permit or its renewal or for any other permit held by the holder;
  - III. an outstanding fee in respect of the permit or any other permit held by the holder, or an outstanding penalty or interest in respect of the fee or damages caused by the holder.
- 4.10 Before taking action, the Municipality shall notify the permit holder of the proposed action and give the holder the opportunity to make written submissions about the proposed action and give the holder fifteen (15) days from actual or deemed receipt of the notice to make submissions.
- 4.11 Notice of 4.10 is sufficiently given if:
  - I. it is delivered by mail addressed to the permit holder at the latest address for the person appearing on the record of the application and permit or;
  - II. emailed to the permit holder at the email address appearing on the record of the application.

**5.0 ENFORCEMENT**

- 5.1 A police officer or officer appointed for carrying out the provisions of this by-law and the provisions of the Highway Traffic Act R.S.O. 1990, c.H.8, may stop any vehicle or combination of vehicles, direct the driver to such a location as is reasonable in the circumstances, direct the driver to drive the vehicle or combination of vehicles on or off a scale in order to weigh the

vehicle or combination of vehicles using portable or stationary scales, and measure and examine the vehicle or combination of vehicles to determine its nature and dimensions.

- 5.2 Where it is found that the gross vehicle weight, axle unit weight or axle group weight of any vehicle or combination of vehicles is in excess of the limits permitted under the Highway Traffic Act or the regulations, may require a driver to redistribute or remove as much of the load as is necessary to ensure compliance with this by-law and the Highway Traffic Act.

6.0 **PENALTY**

- 6.1 Every person who contravenes subsection 122 (1), (2) or (3) or regulation issued in respect to this by-law is guilty of an offence and on conviction is liable to a fine defined in the Highway Traffic Act, R.S.O. 1990, c.H.8, as amended from time to time.
- 6.2 Damages caused to the roads under the jurisdiction of the Municipality of Calvin are subject to the provisions of the Highway Traffic Act, R.S.O. 1990, c.H.8, section 110 for the purpose of cost recovery.

7.0 **THE BY-LAW**

- 7.1 That this by-law will repeal all other by-laws for the purpose of reduced load periods including By-Law 2003-007 and By-Law 2005-007.
- 7.2 Schedule "A" for the application and approval shall form part of this by-law.
- 7.3 If a portion of this by-law is amended by the Highway Traffic Act, R.S.O. 1990, c.H.8, the Highway Traffic Act shall prevail.
- 7.4 If a section of this by-law is found to be invalid or enforceable the remainder of the by-law shall remain in effect.

THIS BY-LAW SHALL BE PASSED AND ENACTED THIS DAY \_\_\_\_\_ OF MARCH 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO, CLERK



SCHEDULE "A"

BY-LAW 2025-\_\_\_\_\_

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

OVERWEIGHT PERMIT/APPROVAL

Section 110, subsection (1) Highway Traffic Act R.S.O. 1990, c.H.8

Applicants Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicants Address \_\_\_\_\_

Company Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Company Address \_\_\_\_\_

Company Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Make and Model of Vehicle \_\_\_\_\_

Serial No. of Vehicle \_\_\_\_\_ Year/Colour of Vehicle \_\_\_\_\_

PROPOSED MOVEMENT INFORMATION

Start Date and End Date \_\_\_\_\_

Destination (Street Address) From \_\_\_\_\_ to \_\_\_\_\_

Route to be taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request is for the movement of what type of material?

\_\_\_\_\_  
\_\_\_\_\_

DECLARATION

I/we understand that the provisions of Section 110 and Section 122 of the Highway Traffic Act R.S.O. 1990, c.H.8, as amended from time to time, the owner, operator and /or mover of a heavy vehicle, load, object or structure who has obtained a permit is nevertheless responsible for all damage that may be caused to the highway, encroachments, or railway right of way by reason of driving, or operating or moving of any heavy vehicle, load, object or structure. The applicant certifies that the information contained in this application is true and acknowledges and accepts the responsibilities imposed by law on the applicant in relation to the operation of a commercial motor vehicle under the authority of the permit issued pursuant to this application. PERMITS ARE INVALID IF FALSE INFORMATION IS GIVEN AND THE MUNICIPALITY MAY SUSPEND ALL OVERWEIGHT PERMIT PRIVILEGES.

\_\_\_\_\_  
Name (Please Print)                      Signature of Applicant                      Date

APPROVAL OF APPLICATION

This application has been approved by the Road Authority for the Municipality of Calvin.

THERE MUST BE NO ALTERATIONS FROM THIS ROUTE UNLESS AUTHORIZED.

TIME OF MOVEMENT PERMITTED: Between the hours of: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

\_\_\_\_\_  
ROAD AUTHORITY SIGNATURE                      DATE

**CAO22-2025****CAO report to Council — Shared Building Services Management Committee****PURPOSE:**

To provide Council with information about the results of the Shared Building Services Management Committee meeting held on March 18, 2025.

**BACKGROUND:**

The Shared Building Services Management Committee is made up of Council Member representatives, 1 each from Calvin, Mattawan, & Papineau-Cameron (voting members of the committee) and the CAOs from each member municipality (non-voting members of the committee).

Its purpose is to enter into an agreement with respect to the hiring of a shared Chief Building Official; to meet annually to discuss results, CBO performance, cost sharing analysis and to bring recommendations forth to individual councils related to contract renewal.

**RESULTS**

All member municipal representatives expressed satisfaction with the CBO's performance and are recommending his contract and the shared services agreement be renewed. NOTE: In exchange of a 5% administration fee, Papineau-Cameron administers the contract as well as the employee and all contract related expenses.

The annual contribution formula is based on the following factors: CBO annual salary + Mandatory Employment Related Costs (MERCs). Number of households, building permit values and assessment values (less exempted assessments) for the previous 3-year period for each municipality.

<b>Municipality</b>	<b>Annual Levy &amp; Contribution Rate 2025</b>
Papineau Cameron	52.91% - 5% admin 47.91% \$35,249.13
Calvin	31.91% \$23,476.78
Mattawan	20.18% \$14,843.17
<b>TOTAL AGREEMENT VALUE</b>	\$73,569.08

The Municipal Act provides for Section 391 of the Municipal Act, 2001, authorizes municipalities to impose fees or charges for:

Services and activities provided or done by or on behalf of the municipality.

Costs payable by the municipality for services and activities provided by other municipalities or local boards.

The use of municipal property, including property under its control.

User Fees:

Municipalities use user fees to fund programs and services that provide limited or no direct benefit to the community as a whole.

As reported to Council via the CBO's annual recap report in January of each fiscal year, the Municipality of Calvin's Building Department User Fees, meant to offset the department's costs (in this case the CBO's wages), generated the following income in the last 3 years.

<b>Building Official Cost</b>	<b>Revenues Generated through user fees</b>	<b>Profit/Loss</b>
2024: \$24,027.00	\$8,360	\$15,667.00
2023: \$22,777.52	\$6,110	\$16,667.52
2022: \$20,109.35	\$8,355	\$11,754.35
Total: \$66,913.87	\$22,825	\$44, 088.87

**RECOMMENDATION TO COUNCIL:**

To receive this report and approve to enter into a 3-year Shared Building Services Management Agreement with the Township of Papineau-Cameron, the Municipality of Mattawan.

It is recommended that Council review the building department's user fees to fund costs associated with offering the services to those who access them. As Mr. Conrad pointed out during his presentation to Council in February 2025 and in the 2024 user fee review, the Municipality of Calvin has the lowest building code fees in the region.



Respectfully submitted, Donna Maitland, CAO



# MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, P0H 1V0  
Tel: (705) 744-2700 • Fax: (705) 744-0309  
[building@calvintownhsip.ca](mailto:building@calvintownhsip.ca) • [www.calvintownship.ca](http://www.calvintownship.ca)

**COPY**

## BUILDING REPORT

**MONTH: Year End, 2024**

1. NUMBER OF PERMITS ISSUED	21
2. TOTAL MONTHLY VALUE	N/A
3. TOTAL FEES COLLECTED	\$8,360
4. TOTAL BUILDING VALUE TO DATE	\$2,382,000
5. TOTAL FEES COLLECTED TO DATE	\$8,360

### COMMENTS:

There were 21 applications submitted for building permits. There were 21 building permits issued, and they were issued for the following:

- Single Family Dwellings: 4
- Camps: 4
- Alterations, Repairs, & Improvements: 4
- Additions: 3
- Storage Buildings: 2
- Garages: 1
- Secondary Dwellings: 1
- Porches: 1
- Canopy Over Trailer: 1

The Building Department travelled a total of 776 KM and completed 72 Inspections/Site Visits.  
The Building Department answered 53 Phone Calls/Text Messages during non-working days.

SHANE CONRAD  
CHIEF BUILDING OFFICIAL



## MUNICIPALITY OF CALVIN

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**COPY**

### BUILDING REPORT

**MONTH: Year End, 2023**

1. NUMBER OF PERMITS ISSUED	22
2. TOTAL MONTHLY VALUE	N/A
3. TOTAL FEES COLLECTED	\$6,110
4. TOTAL BUILDING VALUE TO DATE	\$925,600
5. TOTAL FEES COLLECTED TO DATE	\$6,110

#### COMMENTS:

There were 22 applications submitted for building permits. 21 from 2023 and one carry-over from 2022. There were 22 building permits issued and were issued for the following:

Camps: 5  
Storage Buildings: 4  
Garages: 3  
Decks: 2  
Demolitions: 2  
Single Family Dwellings: 2  
Alterations, Repairs & Improvements: 1  
Canopy over RV: 1  
Seasonal Dwelling: 1  
Pool: 1

A handwritten signature in black ink, appearing to read "Shane Conrad", is written over a horizontal line.

SHANE CONRAD  
CHIEF BUILDING OFFICIAL



## MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, P0H 1V0

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**COPY**

### BUILDING REPORT

**MONTH: Year End, 2022**

1. NUMBER OF PERMITS ISSUED	22
2. TOTAL MONTHLY VALUE	N/A
3. TOTAL FEES COLLECTED	\$8,355
4. TOTAL BUILDING VALUE TO DATE	\$2,485,627
5. TOTAL FEES COLLECTED TO DATE	\$8,355

#### **COMMENTS:**

There were 22 applications submitted for building permits.

There was 22 building permits issued.

The 22 building permits were issued for the following:

- 4 – Single Family Dwellings
- 4 – Storage Buildings
- 3 – Garages
- 3 – Porches/Decks
- 2 – Camping Domes
- 1 – Seasonal Dwelling
- 1 – Washroom for Campers
- 1 – Camp
- 1 – Addition
- 1 – Alterations and Improvements
- 1 – Solar Panels Installed on a Dwelling

SHANE CONRAD  
CHIEF BUILDING OFFICIAL

# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

( Section 10.0 of the shared agreement )

PAPINEAU-CAMERON - CALVIN - MATTAWAN

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## AGENDA

**MARCH 18, 2025 - 3:00 p.m.**

**Papineau-Cameron Township Chambers**

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DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

MEETING CHAIRPERSON

ADDITIONS OR CHANGES TO AGENDA

ADOPT MINUTES OF THE MARCH 25, 2021 MEETING

TOPICS:

1. Shared Building Services – Partners Feedback
2. 2022/2023/2024 data years contribution percentages

NEW BUSINESS

ADJOURN

**Schedule "A"**

**Municipal Contributions for Shared Building Department Services**

Salary	\$43.31 / hr	2024	\$54,050.88
Vacation Pay (2 weeks)	1248 hrs	2024	\$3,743.05
Salary Gross Pay	3 day week	2024	\$57,793.93
Annual Cost of Living Adjustment	Jan 2024	included above	\$0.00
Employment Insurance	2025	1.64% x 1.4	\$1,531.58
Canada Pension Plan	2025	5.95% x 1	\$3,408.99
WSIB	2025	3.25%	\$1,862.05
Employer Health Tax	2025	1.95%	\$1,117.23
Employee Pension Plan	2025	3.50%	\$2,005.29
Employee Health Benefits Plan	2025		\$6,350.00
<b>Chief Building Official Expense</b>			<b>\$73,569.07</b>

	VALUES	PERCENTAGE	AMOUNTS
--	--------	------------	---------

<b>2022 Number of Households</b>			
Papineau-Cameron	556.00	55.82%	\$41,088.68
Calvin	287.00	28.82%	\$21,199.12
Mattawan	156.00	15.36%	\$11,301.27
<b>Totals</b>	<b>996.00</b>	<b>100.00%</b>	<b>\$73,589.07</b>

<b>2023 Number of Households</b>			
Papineau-Cameron	556.00	55.54%	\$40,863.54
Calvin	292.00	29.17%	\$21,460.71
Mattawan	153.00	15.28%	\$11,244.82
<b>Totals</b>	<b>1,001.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2024 Number of Households</b>			
Papineau-Cameron	562.00	55.64%	\$40,936.45
Calvin	295.00	29.21%	\$21,488.00
Mattawan	153.00	15.15%	\$11,144.62
<b>Totals</b>	<b>1,010.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2022 Number of Permits</b>			
Papineau-Cameron	35.00	53.03%	\$39,013.90
Calvin	22.00	33.33%	\$24,523.02
Mattawan	9.00	13.64%	\$10,032.15
<b>Totals</b>	<b>66.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2023 Number of Permits</b>			
Papineau-Cameron	23.00	40.35%	\$29,685.77
Calvin	22.00	38.60%	\$28,395.08
Mattawan	12.00	21.05%	\$15,488.23
<b>Totals</b>	<b>57.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2024 Number of Permits</b>			
Papineau-Cameron	29.00	46.77%	\$34,411.34
Calvin	21.00	33.87%	\$24,918.56
Mattawan	12.00	19.35%	\$14,239.18
<b>Totals</b>	<b>62.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2022 Building Values</b>			
Papineau-Cameron	3,339,500.00	48.38%	\$35,595.39
Calvin	2,485,627.00	36.01%	\$76,494.05
Mattawan	1,077,000.00	15.60%	\$11,479.63
<b>Totals</b>	<b>6,902,127.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2023 Building Values</b>			
Papineau-Cameron	965,000.00	37.02%	\$27,236.31
Calvin	925,600.00	35.51%	\$26,124.27
Mattawan	716,000.00	27.47%	\$20,208.49
<b>Totals</b>	<b>2,606,600.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2024 Building Values</b>			
Papineau-Cameron	2,794,400.00	35.51%	\$17,297.80
Calvin	2,382,000.00	30.04%	\$14,744.98
Mattawan	6,708,438.00	56.45%	\$41,526.29
<b>Totals</b>	<b>11,884,838.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2022 Assessment (less exempt assessment)</b>			
Papineau-Cameron	164,589,700.00	57.64%	\$48,407.89
Calvin	92,199,400.00	32.78%	\$23,735.93
Mattawan	28,740,600.00	10.07%	\$7,405.25
<b>Totals</b>	<b>285,529,700.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2023 Assessment (less exempt assessment)</b>			
Papineau-Cameron	167,485,700.00	57.17%	\$42,062.11
Calvin	96,359,400.00	32.89%	\$24,199.56
Mattawan	29,097,100.00	9.93%	\$7,307.40
<b>Totals</b>	<b>292,942,200.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>2024 Assessment (less exempt assessment)</b>			
Papineau-Cameron	170,581,900.00	56.97%	\$41,910.30
Calvin	97,622,400.00	32.60%	\$23,984.86
Mattawan	31,234,100.00	10.43%	\$7,673.91
<b>Totals</b>	<b>299,438,400.00</b>	<b>100.00%</b>	<b>\$73,569.07</b>

<b>Property Standards:</b>			
Papineau-Cameron	Yes By-Law	1.00	100.00%
Calvin	No By-Law	0.00	0.00%
Mattawan	No By-Law	0.00%	0.00%
<b>Totals</b>		<b>1.00</b>	<b>100.00%</b>

<b>Municipalities Contributions</b>			
Papineau-Cameron	52.91%	Admin Fee	Adjusted Rates
Calvin	29.41%	less 5%	47.91%
Mattawan	17.68%		31.91%
<b>TOTAL</b>	<b>100.00%</b>		<b>100.00%</b>

<b>Levy Contributions</b>			
Papineau-Cameron	\$35,249.13		
Calvin	\$23,476.78		
Mattawan	\$14,843.17		
<b>TOTAL</b>	<b>\$73,569.07</b>		

**DRAFT FOR MARCH 18, 2025 DISCUSSION**



# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

( Section 10.0 of the shared agreement )  
 PAPINEAU-CAMERON - CALVIN - MATTAWAN

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## MEETING MINUTES

**MARCH 18, 2025 - 3:00 p.m.**

**Papineau-Cameron Township Council Chambers Room**

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**Attendance:** Mayor Peter Murphy – Municipality of Mattawan  
 Mayor Richard Gould – Municipality of Calvin  
 Councillor Jason Bélanger – Township of Papineau-Cameron  
 JoAnne Montreuil – Clerk-Treasurer Municipality of Mattawan  
 Donna Maitland – CAO/ Clerk-Treasurer Municipality of Calvin  
 Jason McMartin – CAO/Clerk-Treasurer Papineau-Cameron Township

**DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

None

**MEETING CHAIRPERSON**

---

**Resolution:** 2025-01                                  **Date:** March 18, 2025  
**Moved By:** Mayor Richard Gould              **Seconded By:** Councillor Jason Bélanger  
 THAT the Shared Building Services Management Committee Chairperson shall be Mayor Peter Murphy, Municipality of Mattawan for the 2025 year;

**AND FURTHER THAT** the order of Chairperson shall be:

1. Municipality of Mattawan
2. Municipality of Calvin
3. Township of Papineau-Cameron

**CARRIED**

---

**ADDITIONS OR CHANGES TO AGENDA - None**

**ADOPT MINUTES OF MEETING**

---

**Resolution:** 2025-02                                  **Date:** March 18, 2025  
**Moved By:** Mayor Richard Gould              **Seconded By:** Councillor Jason Bélanger  
 THAT the minutes of March 25, 2021 be adopted as circulated.  
**CARRIED**

---

## TOPICS

### 1. Shared Building Services – Partners Feedback

- Mayor Peter Murphy mentioned that the Municipality of Mattawan is all good with the services that the Chief Building Official Shane Conrad is providing and is pleased with the shared services.
- Mayor Richard Gould mentioned that the Municipality of Calvin is all good with the services that the Chief Building Official Shane Conrad is providing. Mayor Richard Gould mentioned that the Municipality of Calvin will have to work on ways to create more building development in the municipality to help offset the building services expenses.
- The committee discussed economic development to stimulate building activity growth.
- Councillor Jason Bélanger mentioned that everything is good at Papineau-Cameron Township and agreed with Mayor Richard Gould about ways to help offset the expenses.
- Mayor Richard Gould mentioned that he liked Papineau-Cameron Township's resolution about having the Provincial Government change the Ontario Building Code to make it more affordable for rate payers to build.

### 2. 2022/2023/2024 data years contribution percentages

---

**Resolution:** 2025-03 **Date:** March 18, 2025

**Moved By:** Councillor Jason Bélanger **Seconded By:** Mayor Richard Gould

THAT the Shared Building Services Management Committee recommends to each municipal council partner the attached updated cost contributions breakdown that reflects the 2022/2023/2024 data  
CARRIED

---

## NEW BUSINESS

-Mayor Ricard Gould asked about the recent news that the Town of Mattawa will be approaching the Municipality of Mattawan in regards to amalgamation, and if it would change the current shared building services management committee agreement between Papineau-Cameron, Calvin, and Mattawan. Mayor Peter Murphy mentioned that there are no current plans of amalgamation at the Municipality of Mattawan.

## ADJOURN

---

**Resolution:** 2025-04 **Date:** March 18, 2025

**Moved By:** Councillor Jason Bélanger **Seconded By:** Mayor Richard Gould

THAT the meeting adjourns at 3:40 p.m.

CARRIED

---

# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

( Section 10.0 of the shared agreement )

PAPINEAU-CAMERON - CALVIN - MATTAWAN

---

## MEETING MINUTES

**MARCH 25, 2021 - 7:00 p.m.**

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As a result from the Province of Ontario restrictions for the COVID-19 (coronavirus) pandemic, the Meeting was held electronically in accordance with section 238 of the Municipal Act, 2001, which provides for Electronic Participation where an emergency has been declared under section 4 or 7.01 of the Emergency Management and Civil Protection Act, 1990.

---

Attendance: Mayor Robert Corriveau – Papineau-Cameron Township  
Mayor Ian Pennell – Municipality of Calvin  
Mayor Peter Murphy – Municipality of Mattawan  
JoAnne Montreuil – Clerk-Treasurer Municipality of Mattawan  
Cindy Pigeau – Clerk Treasurer Municipality of Calvin  
Jason McMartin – CAO/Clerk-Treasurer Papineau-Cameron Township

### DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

None

### MEETING CHAIRPERSON

---

Resolution: 2021-01 Date: March 25, 2021

Moved By: Mayor Peter Murphy Seconded By: Mayor Ian Pennell

THAT the Shared Building Services Management Committee Chairperson shall be Robert Corriveau, Papineau-Cameron Township for the 2021 year;

AND FURTHER THAT the order of Chairperson shall be:

1. Papineau-Cameron Township
2. Municipality of Mattawan
3. Municipality of Calvin

CARRIED

---

ADDITIONS OR CHANGES TO AGENDA - None

**ADOPT MINUTES OF MEETING**

---

**Resolution:** 2021-02

**Date:** March 25, 2021

**Moved By:** Mayor Ian Pennell

**Seconded By:** Mayor Peter Murphy

THAT the minutes of November 19, 2019 be adopted as circulated.

CARRIED

---

**TOPICS**

**1. Shared Building Services – Partners Feedback**

-The committee discussed that they were all satisfied with the shared services agreement.

**2. 2018/2019/2020 data years contribution percentages**

---

**Resolution:** 2021-03

**Date:** March 25, 2021

**Moved By:** Mayor Peter Murphy

**Seconded By:** Mayor Ian Pennell

THAT the Shared Building Services Management Committee recommends to each municipal council partner the attached updated cost contributions breakdown that reflects the 2018/2019/2020 data

CARRIED

---

**4. Chief Building Official Evaluation**

-The committee discussed their comments and feedback in regards to the employment of the shared Chief Building Official. The committee is satisfied with the performance from Shane as our Chief Building Official.

-Mattawan asked if Shane could be more at the Mattawan office on Thursdays, but they are satisfied that Shane does his own scheduling. The committee ok with this.

-Papineau-Cameron updated the committee that they are currently working on a wage review for all Papineau-Cameron departments. The Committee felt that Shane deserves a wage increase that will be determined by the Papineau-Cameron wage review.

**NEW BUSINESS - None**

**ADJOURN**

---

**Resolution:** 2021-04

**Date:** March 25, 2021

**Moved By:** Mayor Ian Pennell

**Seconded By:** Mayor Peter Murphy

THAT the meeting adjourns at 7:27 p.m.

CARRIED

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# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

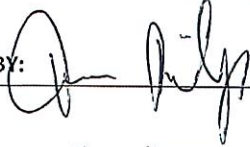
TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

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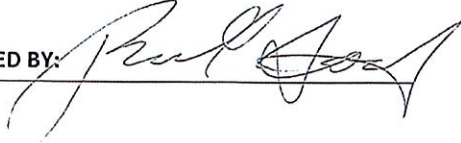
DATE: March 18, 2025

RESOLUTION NUMBER: 2025-04

MOVED BY:



SECONDED BY:



THAT the meeting adjourns at: 3:40 p.m.

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CARRIED:

  
(Chairperson)

NOT CARRIED:

(Chairperson)

# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

( Section 10.0 of the shared agreement )

PAPINEAU-CAMERON - CALVIN - MATTAWAN

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## MEETING MINUTES

**MARCH 25, 2021 - 7:00 p.m.**

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As a result from the Province of Ontario restrictions for the COVID-19 (coronavirus) pandemic, the Meeting was held electronically in accordance with section 238 of the Municipal Act, 2001, which provides for Electronic Participation where an emergency has been declared under section 4 or 7.01 of the Emergency Management and Civil Protection Act, 1990.

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Attendance: Mayor Robert Corriveau – Papineau-Cameron Township  
Mayor Ian Pennell – Municipality of Calvin  
Mayor Peter Murphy – Municipality of Mattawan  
JoAnne Montreuil – Clerk-Treasurer Municipality of Mattawan  
Cindy Pigeau – Clerk Treasurer Municipality of Calvin  
Jason McMartin – CAO/Clerk-Treasurer Papineau-Cameron Township

### DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

None

### MEETING CHAIRPERSON

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Resolution: **2021-01** Date: March 25, 2021

Moved By: Mayor Peter Murphy Seconded By: Mayor Ian Pennell

THAT the Shared Building Services Management Committee Chairperson shall be Robert Corriveau, Papineau-Cameron Township for the 2021 year;

AND FURTHER THAT the order of Chairperson shall be:

1. Papineau-Cameron Township
2. Municipality of Mattawan
3. Municipality of Calvin

CARRIED

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ADDITIONS OR CHANGES TO AGENDA - None

## ADOPT MINUTES OF MEETING

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**Resolution:** 2021-02

**Date:** March 25, 2021

**Moved By:** Mayor Ian Pennell

**Seconded By:** Mayor Peter Murphy

THAT the minutes of November 19, 2019 be adopted as circulated.

CARRIED

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## TOPICS

### 1. Shared Building Services – Partners Feedback

-The committee discussed that they were all satisfied with the shared services agreement.

### 2. 2018/2019/2020 data years contribution percentages

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**Resolution:** 2021-03

**Date:** March 25, 2021

**Moved By:** Mayor Peter Murphy

**Seconded By:** Mayor Ian Pennell

THAT the Shared Building Services Management Committee recommends to each municipal council partner the attached updated cost contributions breakdown that reflects the 2018/2019/2020 data

CARRIED

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### 4. Chief Building Official Evaluation

-The committee discussed their comments and feedback in regards to the employment of the shared Chief Building Official. The committee is satisfied with the performance from Shane as our Chief Building Official.

-Mattawan asked if Shane could be more at the Mattawan office on Thursdays, but they are satisfied that Shane does his own scheduling. The committee ok with this.

-Papineau-Cameron updated the committee that they are currently working on a wage review for all Papineau-Cameron departments. The Committee felt that Shane deserves a wage increase that will be determined by the Papineau-Cameron wage review.

**NEW BUSINESS - None**

## ADJOURN

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**Resolution:** 2021-04

**Date:** March 25, 2021

**Moved By:** Mayor Ian Pennell

**Seconded By:** Mayor Peter Murphy

THAT the meeting adjourns at 7:27 p.m.

CARRIED

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# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

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DATE: **March 25, 2021**

RESOLUTION NUMBER: **2021-01**

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MOVED BY: *Peter Murphy*

SECONDED BY: *IAN Fennell*

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**THAT** the Shared Building Services Management Committee Chairperson shall be

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Robert Corriveau, Papineau-Cameron Township for the 2021 year.

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**AND FURTHER THAT** the order of Chair person shall be:

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1. Papineau-Cameron Township

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2. Municipality of Mattawan

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3. Municipality of Calvin

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CARRIED: CARRIED  
(Chairperson)

NOT CARRIED: \_\_\_\_\_  
(Chairperson)



SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

DATE: March 25, 2021

RESOLUTION NUMBER: 2021-02

MOVED BY: TAN

SECONDED BY: PETER

THAT the minutes of November 19, 2019 be adopted as circulated.

CARRIED:



(Chairperson)

NOT CARRIED:

(Chairperson)

SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

DATE: March 25, 2021

RESOLUTION NUMBER: 2021- 03

MOVED BY: PETER

SECONDED BY: IAN

THAT the Shared Building Services Management Committee recommends to each  
municipal council partner the attached updated cost contributions breakdown that  
reflects the 2018/2019/2020 data.

CARRIED:

*Robert Brumby*

(Chairperson)

NOT CARRIED:

(Chairperson)

Schedule "A"

Municipal Contributions for Shared Building Department Services

Salary	\$38,32 / hr	1248 hrs	2021	\$47,823.36
Vacation Pay (2 weeks)	3 day week	1248 hrs	2021	\$19,129.33
Salary Gross Pay				\$66,952.69
Annual Cost of Living Adjustment				\$547.10
Employment Insurance				\$1,100.17
Canada Pension Plan				\$2,238.13
WSIB				\$1,571.67
Employer Health Tax				\$969.86
Employee Pension Plan				\$1,740.77
Employee Health Benefits Plan				\$6,720.00

Chief Building Official Expense

VALUES	PERCENTAGE	AMOUNTS
\$64,623.99		

2018 Number of Households	544.00	56.49%	\$36,506.28
Papineau-Cameron	259.00	26.90%	\$17,380.70
Calvin	160.00	16.61%	\$10,737.11
Mattawan	965.00	100.00%	\$64,623.99
Totals			

2019 Number of Households	544.00	56.43%	\$36,468.31
Papineau-Cameron	280.00	28.97%	\$17,429.71
Calvin	160.00	16.60%	\$10,725.97
Mattawan	964.00	100.00%	\$64,623.99
Totals			

2020 Number of Households	548.00	59.63%	\$38,585.31
Papineau-Cameron	210.00	22.85%	\$14,767.18
Calvin	161.00	17.52%	\$11,371.50
Mattawan	919.00	100.00%	\$64,623.99
Totals			

2018 Number of Permits	21.00	53.85%	\$34,797.53
Papineau-Cameron	12.00	30.77%	\$19,884.30
Calvin	6.00	15.38%	\$9,942.15
Mattawan	39.00	100.00%	\$64,623.99
Totals			

2019 Number of Permits	27.00	49.09%	\$31,774.50
Papineau-Cameron	24.00	43.64%	\$28,159.56
Calvin	4.00	7.27%	\$4,699.93
Mattawan	55.00	100.00%	\$64,623.99
Totals			

2020 Number of Permits	38.00	52.05%	\$38,639.88
Papineau-Cameron	31.00	42.47%	\$27,448.06
Calvin	4.00	5.46%	\$3,541.04
Mattawan	73.00	100.00%	\$64,623.99
Totals			

2018 Building Values	1,691,500.00	41.41%	\$16,760.91
Papineau-Cameron	1,927,500.00	53.52%	\$44,888.75
Calvin	1,821,771.00	50.7%	\$3,279.35
Mattawan	3,802,771.00	100.00%	\$64,623.99
Totals			

2019 Building Values	2,316,747.00	52.79%	\$34,114.00
Papineau-Cameron	1,105,238.00	44.31%	\$28,634.27
Calvin	72,400.00	2.90%	\$1,875.72
Mattawan	2,494,385.00	100.00%	\$64,623.99
Totals			

2020 Building Values	1,854,800.00	64.25%	\$41,520.17
Papineau-Cameron	1,004,100.00	34.78%	\$22,477.03
Calvin	28,000.00	0.97%	\$626.79
Mattawan	2,886,900.00	100.00%	\$64,623.99
Totals			

2018 Assessment (less exempt assessment)	149,080,794.00	57.84%	\$37,376.25
Papineau-Cameron	82,975,805.00	32.19%	\$20,802.98
Calvin	25,705,911.00	9.97%	\$6,444.76
Mattawan	257,762,510.00	100.00%	\$64,623.99
Totals			

2019 Assessment (less exempt assessment)	155,162,621.00	57.78%	\$37,340.30
Papineau-Cameron	85,327,998.00	32.15%	\$20,776.15
Calvin	27,031,438.00	10.03%	\$6,595.54
Mattawan	266,521,868.00	100.00%	\$64,623.99
Totals			

2020 Assessment (less exempt assessment)	162,865,200.00	57.65%	\$37,242.94
Papineau-Cameron	91,003,600.00	32.20%	\$20,810.10
Calvin	28,735,100.00	10.17%	\$6,570.95
Mattawan	282,603,900.00	100.00%	\$64,623.99
Totals			

Property Standards	Yes By-Law	1.00	100.00%	\$64,623.99
Papineau-Cameron	No By-Law	0.00	0.00%	\$0.00
Calvin	No By-Law	0.00	0.00%	\$0.00
Mattawan	No By-Law	1.00	100.00%	\$64,623.99
Totals				

PAP-CAM Res 2021-72  
 CALVIN Res 2021-150  
 MATTAWAN Res 2021-582

Municipalities Contributions	Admin Fee	Adjusted Rates	Levy Contributions
Papineau-Cameron	58.40%	less 5%	\$34,511.28
Calvin	32.52%		\$22,630.12
Mattawan	9.08%		\$7,482.58
TOTAL	100.00%		\$64,623.99

# SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

DATE: March 25, 2021

RESOLUTION NUMBER: 2021-04

MOVED BY: IAN

SECONDED BY: PETER

THAT the meeting adjourns at: 7:27 PM

CARRIED:

*Reece Lariveau*

(Chairperson)

NOT CARRIED:

(Chairperson)

SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

DATE: March 18, 2025

RESOLUTION NUMBER: 2025-01

MOVED BY:

*R. G. G.*

SECONDED BY:

*A. P.*

THAT the Shared Building Services Management Committee Chairperson shall be

Mayor Peter Murphy, Municipality of Mattawan for the 2025 year

AND FURTHER THAT the order of Chairperson shall be:

1. Municipality of Mattawan
2. Municipality of Calvin
3. Township of Papineau-Cameron

CARRIED:

*P. Murphy*  
(Chairperson)

NOT CARRIED:

(Chairperson)

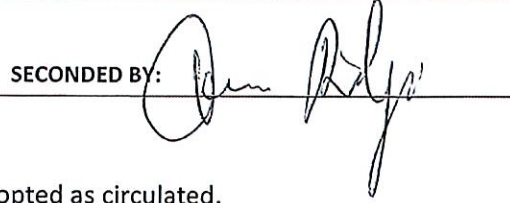
**SHARED BUILDING SERVICES MANAGEMENT COMMITTEE**  
TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

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DATE: **March 18, 2025**

RESOLUTION NUMBER: **2025- 02**

MOVED BY: 

SECONDED BY: 

THAT the minutes of March 25, 2021 be adopted as circulated.

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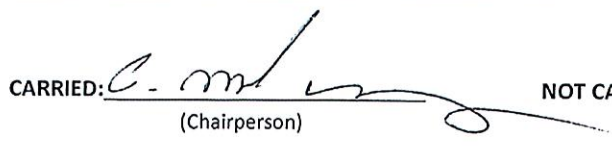
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CARRIED:   
(Chairperson)


NOT CARRIED: \_\_\_\_\_  
(Chairperson)

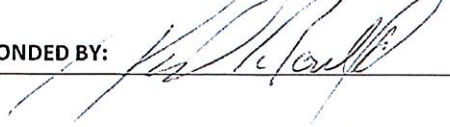
SHARED BUILDING SERVICES MANAGEMENT COMMITTEE

TOWN OF MATTAWA - TOWNSHIP OF PAPINEAU-CAMERON - TOWNSHIP OF MATTAWAN

DATE: March 18, 2025

RESOLUTION NUMBER: 2025-03

MOVED BY: 

SECONDED BY: 

THAT the Shared Building Services Management Committee recommends to each municipal Council partner the attached updated cost contributions breakdown that reflects the 2022/2023/2024 data.

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

CARRIED:   
(Chairperson)

NOT CARRIED: \_\_\_\_\_  
(Chairperson)

*The Corporation of the Township of Papineau-Cameron*

P.O. BOX 630, #4861 HIGHWAY 17, MATTAWA, ON POH 1V0

DATE: April 13, 2021 RESOLUTION NUMBER: 2021- 72

MOVED BY: NEAULT SECONDED BY: BELANGER

**WHEREAS** section 2.0 of the shared building service agreement (By-Law 2018-15), contribution cost sharing shall be re-analyzed by each parties Council's at the end of each calendar year;

**THAT** Council is in agreement with the updated contribution cost sharing based on years 2018/2019/2020 data values, providing the following municipal percentage contributions as follows:

- 53.40% Township of Papineau-Cameron
- 35.02% Municipality of Calvin
- 11.58% Municipality of Mattawan
- 100%

**COPY**

CARRIED: Robert Corriveau  
(Mayor)

NOT CARRIED: \_\_\_\_\_  
(Mayor)

Recorded Vote (Upon Request of Councillor \_\_\_\_\_) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Richard Grenier			
Councillor Wendy Adams			
Councillor Alvina Neault			



CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: June 8, 2021 NO. 2021-150

MOVED BY Sandy Cross

SECONDED BY Christine Shippam

“Be It Resolved That Council has received and reviewed the Municipal Contributions for Shared Building Department Services report, prepared by the Township of Papineau-Cameron and hereby authorizes that the percentages for the levy contributions for each municipality be updated to the following:

Papineau-Cameron	53.40%
Calvin	35.02%
Mattawan	11.58%.”



CARRIED \_\_\_\_\_  
DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u>      </u>
<u>Coun Maxwell</u>	<u>X</u>	<u>      </u>
<u>Coun Olmstead</u>	<u>X</u>	<u>      </u>
<u>Coun Shippam</u>	<u>X</u>	<u>      </u>
<u>Mayor Pennell</u>	<u>X</u>	<u>      </u>

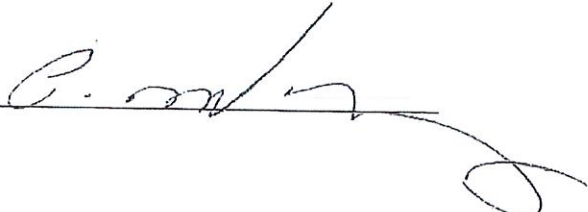
THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE April 8, 2021 Resolution No. 2021 - 582

MOVED BY Councillor LEMAIRE

SECONDED BY Councillor LAHAYE

BE IT RESOLVED that the Council for the Municipality of Mattawan agree to the percentage of 11.58% for our share of the 2021 Chief Building Inspector's Shared Services levy contribution.

CARRIED Mayor Murphy 

DIVISION VOTE

NAME OF MEMBER OF COUNCIL	YEAS	NAYS
<u>Councillor Bell</u>	_____	_____
<u>Councillor McNabb</u>	_____	_____
<u>Councillor Lemaire</u>	_____	_____
<u>Councillor Lahaye</u>	_____	_____

THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

BY-LAW NUMBER 2022-14

BEING A BY-LAW TO ENTER INTO A SHARED CHIEF BUILDING OFFICIAL / BUILDING INSPECTOR / PROPERTY STANDARDS BY-LAW OFFICER SERVICES AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON, THE CORPORATION OF THE MUNICIPALITY OF CALVIN, AND THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN WHEREAS the Municipal Act, S.O. 2001 c. 25, as amended authorizes municipalities to enter into an agreement;

AND WHEREAS the Council of Papineau-Cameron Township deems it expedient to enter into a Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer Services Agreement with the Corporation of the Municipality of Calvin, and the Corporation of the Municipality of Mattawan;

AND WHEREAS Section 3 (1) of the Ontario Building Code Act, S.O. 1992, c. 23 as amended, states that the council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act;

AND WHEREAS Section 3 (2) of the Ontario Building Code Act, S.O. 1992, c. 23 as amended, states that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

AND WHEREAS Section 3 (3) of the Ontario Building Code Act, S.O. 1992, c.23 as amended, states that the councils of two or more municipalities may enter into an agreement,

- (a) providing for the joint enforcement of this Act within their respective municipalities;
- (b) providing for the sharing of costs incurred in the enforcement of this Act within their respective municipalities; and
- (c) providing for the appointment of a chief building official and inspectors;

NOW THEREFORE the Council of the Corporation of the Township of Papineau-Cameron enacts the following:

1. THAT the Mayor and Clerk are hereby designated as signing officers and are authorized to execute a Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer Services Agreement with the Corporation of the Municipality of Calvin, and the Corporation of the Municipality of Mattawan.
2. THAT the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer Services Agreement is attached hereto as Schedule "A" (together with its schedules) as incorporated herein forms a part hereof of this By-Law.
3. THAT the attached Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer Services Agreement is effective from June 26, 2022 to June 26, 2026, subject to any amendments thereto or the termination of the said agreement.
4. THAT this Agreement shall be effective from the date of signing.
5. THAT this By-Law shall become ratified upon the signing thereof.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED BEFORE AN OPEN COUNCIL, THIS 10<sup>th</sup> DAY OF MAY, 2022.

MAYOR



CAO / CLERK-TREASURER

COPY

SHARED CHIEF BUILDING OFFICIAL / BUILDING INSPECTOR / PROPERTY STANDARDS BY-LAW OFFICER SERVICES AGREEMENT

THIS AGREEMENT made in triplicate as of the            day of            , 2022.

BETWEEN:

The Corporation of the Township of Papineau-Cameron  
having its principal office at  
4861 Highway 17, P.O. Box 630 Mattawa, ON P0H 1V0  
(herein after called "Papineau-Cameron")

OF THE FIRST PART

AND

The Corporation of the Municipality of Calvin  
having its principal office at  
1355 Peddlers Drive, Mattawa, ON P0H 1V0  
(herein after called "Calvin")

OF THE SECOND PART

AND

The Corporation of the Municipality of Mattawan  
having its principal office at  
947 Hwy 533, P.O. Box 610, Mattawa, ON P0H 1V0  
(herein after called "Mattawan")

OF THE THIRD PART

WHEREAS Section 3 (1) of the Ontario Building Code Act, S.O. 1992, c. 23 as amended, states that the council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act;

AND WHEREAS Section 3 (2) of the Ontario Building Code Act, S.O. 1992, c. 23 as amended, states that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

AND WHEREAS Section 3 (3) of the Ontario Building Code Act, S.O. 1992, c.23 as amended, states that the councils of two or more municipalities may enter into an agreement,

- (a) providing for the joint enforcement of this Act within their respective municipalities;
- (b) providing for the sharing of costs incurred in the enforcement of this Act within their respective municipalities; and
- (c) providing for the appointment of a chief building official and inspectors;

WHEREAS the parties hereto have agreed to the terms by which they will participate in the operation of a Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer;

THAT in consideration of the covenants, agreements and conditions contained herein, the parties hereto agree as follows:

**1.0 CONTRACT TERM**

The term of this Agreement shall be 4 years, commencing June 26, 2022 and ending June 26, 2026.

**COPY**

**2.0**

**PARTICIPATION OPERATING COSTS & REVIEWS**

The objective of the parties is to participate in the operating costs of the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer in direct proportion to the use of the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer by each of the parties by a percentage measurement in the attached Schedule "A" and of the following:

- Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer employment operation expenses include, but not limited to the following:
  - Salary
  - Vacation Pay
  - Annual Cost of Living Adjustment
  - Government Employment Insurance
  - Government Canada Pension Plan
  - WSIB (Workplace Safety Insurance Board)
  - Government Employer Health Tax
  - Employee Pension Plan
  - Employee Health Benefits Plan

Percentage Measurement by:

- Three year average of the most current number of Annual Households in each separate Municipality.
- Three year average of the most current number of Annual Building Permits issued in each separate Municipality.
- Three year average of the most current number of Annual Building Values in each separate Municipality.
- Three year average of the most current number of Annual Property Assessment Value (less exempt assessment) in each separate Municipality.
- Property Standards participation.
- Host Municipality, 5% reduction for administration service.

The parties therefore agree that their participation in operating costs shall be using the averages of years 2019/2020/2021 attached as Schedule "A" being as follows:

a) Township of Papineau-Cameron	56.10%
b) Municipality of Calvin	31.30%
c) Municipality of Mattawan	12.60%

Using the percentage measurement in the attached Schedule "A", the percentages shall be re-analyzed by each parties Council's at the end of each calendar year December 31, and the new percentages shall apply for the successive calendar year approved by each parties Council Motion/Resolution.

**3.0**

**HOST MUNICIPALITY**

The parties agree that the host Municipality shall be The Corporation of the Township of Papineau-Cameron and shall be the employer of the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer.

**4.0**

**ADMINISTRATION SERVICE**

The parties agree that the host Municipality shall have a 5% reduction on the participation percentage measurement for providing administration items and service such as cell phone, payroll, human resources, human resources insurance, etc.

**5.0**

**MUNICIPAL CONTRIBUTION LEVY**

The parties agree that each Municipality shall issue monthly levy payments to the Host Municipality.

**6.0**

**TRAVEL EXPENSES**

The parties agree that any travel expenses in connection with the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer services shall be handled as follows:

- a) Papineau-Cameron to pay their own travel expenses.
- b) Calvin to pay their own travel expenses.
- c) Mattawan to pay their own travel expenses.

Schedule "A" by By-Law 2022-14

**COPY**

**7.0 EDUCATION EXPENSES**

The parties agree that any required education training, licensing, and seminar/workshop expenses relating to building department service, enforcement and property standards, shall be paid by the parties in accordance with the approved percentage measurement cost sharing.

**8.0 INSURANCE**

The parties agree that any insurance claims in connection with the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer services shall be handled as follows:

- a) Papineau-Cameron shall provide and pay for its own building department insurance coverage expenses and insurance claims.
  - b) Calvin shall provide and pay for its own building department insurance coverage expenses and insurance claims.
  - c) Mattawan shall provide and pay for its own building department insurance coverage expenses and insurance claims.
- In addition, each party shall during the term of the agreement have the other parties included as "additional named insured" for only in respect of and during the services performed under this and cross liability insurance is to be provided.

**9.0 LEGAL EXPENSES**

The parties agree that any legal expenses in connection with the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer services shall be handled as follows:

- a) Papineau-Cameron to pay their own legal expenses.
- b) Calvin to pay their own legal expenses.
- c) Mattawan to pay their own legal expenses.

**10.0 MANAGEMENT COMMITTEE**

Role  
The Management Committee is an Advisory Body, whose mandate is to oversee the terms and conditions of this agreement.

Membership  
Each Municipality shall appoint one member of Municipal Council.

Chairperson  
The chairperson shall be rotated on the basis of a 1 year term. The rotation shall be made by a draw of names to determine the order of rotation.

Minutes of Meetings  
The host Municipalities Administrator shall keep a copy of all minutes of the meetings of the Management Committee. The host municipalities administrator shall circulate one copy to each participating municipality.

Meetings  
One meeting will be held each year. The management committee has the option of calling additional meetings as required.

Location of Meetings  
Meetings are to be held at the host municipality's administration office. The Management committee has the option to determine a different location of a meeting as required.

Resolution of Problems  
If a problem should arise, the committee would address the joint inter-municipal councils that are participating in this agreement. Upon completing this procedure, the disputing municipality or municipalities, may request arbitration.

**11.0 AGREEMENTS & AMENDMENTS**

This Agreement supersedes all prior negotiations, representations or agreements, either written or oral.

Schedule "A" by By-Law 2022-14

**COPY**

**12.0 TERMINATION**

If either party wishes to terminate this agreement, that party may do so by giving the other parties at least 60 days written notice, by registered mail, its intention to terminate.

**13.0 ARBITRATION PROVISIONS**

In the event that the parties hereto are unable to agree as to the interpretation or implementation of any of the terms of this Agreement and all matters associated with the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer, then the matter in dispute shall, on written notice by any party, be determined by Arbitrations.

The parties shall agree upon an Arbitrator, and if they are unable to agree within 30 days of Notice from either party, then each party shall appoint an Arbitrator within 15 days and the 2 Arbitrators so appointed shall appoint a third Arbitrator within the following 15 days.

The decision of the Arbitrator or Arbitrators as the case may be, shall be final and there shall be no appeals on questions of law or mixed fact and law. In all other respects, the provisions of the Arbitration Act of Ontario, 1991, as amended, shall apply.

The cost of Arbitration shall be part of the operational expenses of the Shared Chief Building Official / Building Inspector / Property Standards By-Law Officer.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the following dates:

By the Township of Papineau-Cameron on the 10 day of MAY, 2022,  
by By-Law No. 2022-14  
**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**

  
MAYOR

  
CAO/CLERK-TREASURER

By the Municipality of Calvin on the 14 day of June, 2022,  
by By-Law No. \_\_\_\_\_  
**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**

  
MAYOR

  
CLERK-TREASURER

By the Municipality of Mattawan on the 12 day of May, 2022,  
by By-Law No. \_\_\_\_\_  
**THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN**

  
MAYOR

  
CLERK-TREASURER

**COPY**

**Schedule "A"**

**Municipal Contributions for Shared Building Department Services**

Salary	\$40.94 / hr	2022	\$51,093.12
Vacation Pay (2 weeks)	3 day week	2022	\$2,043.72
Salary Gross Pay	1248 hrs	4%	\$53,136.84
Annual Cost of Living Adjustment	Jan 2022	Included above	\$0.00
Employment Insurance	2022	1.58% x 1.4	\$1,175.39
Canada Pension Plan	2022	5.70% x 1	\$3,028.80
WSIB	2022	3.16%	\$1,679.12
Employee Health Tax	2022	1.95%	\$1,036.17
Employee Pension Plan	2022	3.50%	\$1,859.79
Employee Health Benefits Plan	2022		\$6,840.00
<b>Chief Building Official Expense</b>			<b>\$68,756.11</b>

**2019 Number of Households**

	VALUES	PERCENTAGE	AMOUNTS
Papineau-Cameron	544.00	56.43%	\$38,800.13
Calvin	260.00	26.57%	\$18,544.18
Mattawan	160.00	16.60%	\$11,411.80
<b>Totals</b>	<b>964.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2020 Number of Households**

Papineau-Cameron	548.00	59.63%	\$40,999.29
Calvin	210.00	22.85%	\$15,711.41
Mattawan	161.00	17.52%	\$12,045.41
<b>Totals</b>	<b>919.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2021 Number of Households**

Papineau-Cameron	553.00	56.60%	\$38,917.23
Calvin	263.00	26.92%	\$18,508.55
Mattawan	161.00	16.48%	\$11,330.33
<b>Totals</b>	<b>977.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2019 Number of Permits**

Papineau-Cameron	27.00	49.09%	\$33,753.00
Calvin	24.00	43.64%	\$30,002.67
Mattawan	4.00	7.27%	\$5,000.44
<b>Totals</b>	<b>55.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2020 Number of Permits**

Papineau-Cameron	38.00	52.05%	\$35,790.85
Calvin	31.00	42.47%	\$29,197.80
Mattawan	4.00	5.48%	\$3,767.46
<b>Totals</b>	<b>73.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2021 Number of Permits**

Papineau-Cameron	49.00	62.82%	\$43,132.94
Calvin	18.00	23.08%	\$15,866.80
Mattawan	11.00	14.10%	\$9,696.38
<b>Totals</b>	<b>78.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2019 Building Values**

Papineau-Cameron	1,316,747.00	52.79%	\$36,295.38
Calvin	1,105,938.00	44.31%	\$30,465.17
Mattawan	77,600.00	2.90%	\$1,995.06
<b>Totals</b>	<b>2,499,285.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2020 Building Values**

Papineau-Cameron	1,854,800.00	64.25%	\$44,175.01
Calvin	1,004,100.00	34.78%	\$23,914.24
Mattawan	28,000.00	0.97%	\$666.86
<b>Totals</b>	<b>2,886,900.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2021 Building Values**

Papineau-Cameron	2,786,500.00	67.68%	\$46,531.64
Calvin	533,190.00	12.71%	\$8,736.73
Mattawan	807,700.00	19.62%	\$13,487.75
<b>Totals</b>	<b>4,127,390.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2019 Assessment (less exempt assessment)**

Papineau-Cameron	155,162,621.00	57.76%	\$39,730.00
Calvin	86,327,899.00	32.15%	\$22,104.60
Mattawan	27,031,438.00	10.07%	\$6,921.51
<b>Totals</b>	<b>268,521,958.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2020 Assessment (less exempt assessment)**

Papineau-Cameron	162,865,200.00	57.63%	\$39,624.29
Calvin	91,003,600.00	32.20%	\$22,140.72
Mattawan	28,735,100.00	10.17%	\$6,991.11
<b>Totals</b>	<b>282,603,900.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**2021 Assessment (less exempt assessment)**

Papineau-Cameron	162,940,200.00	57.56%	\$39,578.27
Calvin	91,382,000.00	32.38%	\$22,136.74
Mattawan	28,740,600.00	10.15%	\$6,991.11
<b>Totals</b>	<b>283,062,800.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**Property Standards**

Papineau-Cameron	Yes/By-Law	1.00	100.00%	\$68,756.11
Calvin	No/By-Law	0.00	0.00%	\$0.00
Mattawan	No/By-Law	0.00	0.00%	\$0.00
<b>Totals</b>		<b>1.00</b>	<b>100.00%</b>	<b>\$68,756.11</b>

**Municipalities Contributions**

	Admin Fee	Adjusted Rates	Levy Contributions
Papineau-Cameron	61.10%	less 5%	\$38,573.28
Calvin	28.80%	31.30%	\$21,518.10
Mattawan	10.10%	12.60%	\$8,664.73
<b>TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$68,756.11</b>

PAP-CAM BY-LAW 2022-14 MAY 10, 2022  
 CALVIN BY-LAW JUN 14, 2022  
 MATTAWAN BY-LAW MAY 12, 2022

**COPY**