



# THE MUNICIPALITY OF CALVIN

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

**Corporation of the Municipality of Calvin  
Regular Meeting of Council  
Agenda  
May 14, 2024  
6:00 p.m.  
Council Chambers**

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1. Call to order
2. Declarations of disqualifying pecuniary interest/ conflict of interest
3. Approve Agenda
4. Approval of the previous meeting minutes
5. Delegations
6. Consent Agenda Items for Information Purposes
7. **Business Arising from Previous Council Meetings**
  - 7.1.1.1 (A) Report from Municipal Integrity Commissioner  
(B) Motion to Approve IC Report
  - 7.1.1.2 By-Law 2024-29 Council Code of Conduct
  - 7.1.1.3 Ad Hoc Code of Conduct Committee Dissolve
  - 7.1.1.4 Municipal Surplus Successful Bidder-2006 Chevrolet Rescue Truck
  - 7.1.1.5 Municipal Surplus Successful Bidder-1985 G.M.C Brigadier Pumper Tanker
  - 7.1.1.6 2024 Municipal Tax Arrears (Deferred Motion)
    - (A) Amendment to Municipality Tax Arrears collection process (Motion to Amend)
    - (B) Amendment to Municipality Tax Arrears collection process (Motion to Amend)
  - 7.1.1.7 Municipal Surplus Successful Bidder-2005 International 7600 Diesel Dump/Sander Truck
8. **Administrative Matters:**
  - 8.1.1.1 Fire Department Report
  - 8.1.1.2 By-Law 2024-30 Fire Agreement North Bay Central Ambulance Communication Centre
  - 8.1.1.3 Municipal Accessibility Plan 2023-2028
  - 8.1.1.4 Municipal Surplus-Sale of Land
  - 8.1.1.5 Support to Municipalities retaining Surplus Proceeds from Tax Sales
9. **Agencies, Boards, Committee Reports & Minutes**
  - 9.1.1.1 North Bay Mattawa Conservation Authority-Councillor Moreton
  - 9.1.1.2 East Nipissing Planning Board-Mayor Gould/Councillor Grant
  - 9.1.1.3 Physician Recruitment- Mayor Gould
  - 9.1.1.4 OPP Detachment Board-Councillor Grant
10. Closed Meeting -Pursuant to Section 239 239 (2) (c)
  - Proposed or pending acquisition or disposition of land by the municipality or local board
  - Personal matters about an identifiable individual, including municipal or local board employees {{s 239 (2) (b)}}
11. Confirmatory By-Law 2024-31
12. Adjournment



# Corporation of the Municipality of Calvin Council Resolution

Date: May 14, 2024

Resolution Number: 2024-187

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT:**

The May 14, 2024 Regular Meeting of Council be called to order at \_\_\_\_\_pm and noted that quorum has been achieved, and that the procedural by-law be suspended for the during of the meeting.

**Results:**

**Recorded Vote:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>



# Corporation of the Municipality of Calvin

## Council Resolution

### Declarations of Disqualifying, Pecuniary, Conflict of Interest

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>



## Council Member's Declaration of Pecuniary or Conflict of Interest

Pursuant to Subsection 5.1, of the *Municipal Conflict of Interest Act*, R.S.O. 1990 and the Municipality of Calvin Code of Conduct (In force and effect on March 1, 2019), Council members must complete this form prior to the Council meeting at which they will be making a declaration of pecuniary or conflict of interest, direct or indirect. Each member who is declaring a pecuniary/conflict of interest shall read the statement at the appropriate time during the applicable meeting, then provide this written statement to the Clerk.

Declaration:

I, \_\_\_\_\_, declare a pecuniary/conflict  
(Print Full Name)

of Interest in Item \_\_\_\_\_ Item Title \_\_\_\_\_ on the \_\_\_\_\_ Council  
(Agenda Item #) (Date of Council Meeting)  
 agenda.

I am making this declaration because (General nature of pecuniary/conflict of interest):

\_\_\_\_\_

\_\_\_\_\_

I confirm that I will not vote on the matter, I will not take part in discussion on any question in respect of the matter, and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Clerk's Acknowledgement:

Received on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Print Name)

\_\_\_\_\_  
 Signature of Clerk or Designate



# Corporation of the Municipality of Calvin Council Resolution

Date: May 14, 2024

Resolution Number: 2024-188

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin hereby approves the agenda as circulated.

**Results:**

**Recorded Vote:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>



# Corporation of the Municipality of Calvin Council Resolution

Date: May 14, 2024

Resolution Number: 2024-189

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin approves the Meeting Minutes of April 30, 2024 be hereby adopted and signed as circulated.

**Results:**

**Recorded Vote:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>



# THE MUNICIPALITY OF CALVIN

## Regular Meeting of Council

### Minutes

April 30, 2024

6:00 p.m.

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#### Attendance:

Mayor Gould, CAO Donna Maitland, Councillor Moreton, Councillor Grant, Councillor Manson, Deputy Clerk Teresa Scroope

**Guest:** Mackenzie Van Horn, Planner-TULLOCH Engineering

**Absent:** Councillor Latimer

#### 1) Call to Order

**Resolution Number:** 2024-158

**Moved By:** Councillor Manson

**Seconded By:** Councillor Moreton

**NOW THEREFORE BE IT RESOLVED THAT:**

The April 30, 2024 Regular Meeting of Council be called to order at 6:00 p.m. and noted that quorum has been achieved.

**Results: Carried**

#### 2) Suspend Procedural By-Law

**Resolution Number:** 2024- 159

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**NOW THEREFORE BE IT RESOLVED THAT:**

The procedural by-law be suspended for the duration of this meeting.

**Results: Carried**

#### 3) Declaration of Disqualifying, Pecuniary Interest/Conflict of Interest-NIL

#### 4) Approval of Agenda

**Resolution Number:** 2024-160

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Grant

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin hereby approves the agenda as circulated.

**Results: Carried**

#### 5) Approval of Minutes

**Resolution Number:** 2024-161

**Moved By:** Councillor Grant

**Seconded By:** Councillor Manson

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin approves the Meeting Minutes of April 9, 2024 be hereby adopted and signed as circulated.

**Results: Carried**

#### 6) Delegations: -None

### **7.) Consent Agenda Items for Information Purposes**

**Resolution Number:** 2024-162

**Moved By:** Councillor Manson

**Seconded By:** Councillor Grant

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda items as circulated.

Items requested by Council for separate review and discussion will be brought forward by resolution at the next regular meeting.

Requests: 0

**Results: Carried**

#### **8.1.1.1)**

**Resolution Number:** 2024-163

**Moved By:** Councillor

**Seconded By:** Councillor

**Whereas** the Municipality receives numerous requests for cash and in-kind donations throughout the year to support an array of activities, projects, events and initiatives delivered by a variety of entities,

**And whereas** there is no existing policy established to determine how and to whom donation requests are granted,

**And whereas** all donations granted by the Municipality have an impact on the Municipality's budget and therefore on taxation levied to citizens,

**And whereas** beginning in 2024, Council has indicated in past meetings that it will, through its annual budgeting exercise set a fixed amount of funds to support initiatives that benefit the community and/or its residents,

**And whereas** during past Council meetings, members have questioned certain criteria and the circumstances under which it is prepared to grant donation requests,

**Now therefore be it resolved that** Council for the Corporation of the Municipality of Calvin adopt the Request for Cash or In-Kind Donations Policy as prepared by the CAO.

**Results: Carried**

#### **8.1.1.2)**

**Resolution Number:** 2024-164

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Grant

**WHEREAS,**

Council declared Municipal Surplus -Two Cistern Tanks, Sealed Bids were to be submitted using the Township's prescribed bid form and be received by 12:00 PM, April 16, 2024 at the Municipal Office marked "Cistern Tank Bid",

**And whereas** the Interim Public Works Manager and CAO opened the sealed bids on April 19, 2024 as witnessed by the Administrative Assistant,

**And whereas** the highest bid was received from Mark Anderson at \$651.00 plus HST,

**Now therefore be it resolved that** Council for the Corporation of the Municipality of Calvin accepts the sale of these items to Mr. Anderson and that the funds, net of any taxes be deposited into the general bank account and be allocated to the recreation department capital reserve fund.

**Results: Carried**

#### **8.1.1.3)**

**Resolution Number:** 2024-165

**Public Works Report**

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**WHEREAS,**

Council declared Municipal Surplus -Four Tires -for sale-best offer-as is. Sealed Bids were to be submitted using the Township's prescribed bid form and be received by 12:00 PM, April 16, 2024 at the Municipal Office marked "Tire Bid".

**And whereas** the Interim Public Works Manager and CAO opened the sealed bids on April 19, 2024 as witnessed by the Administrative Assistant,

**And whereas** the highest bid was received from Mark Anderson at \$561.00 plus HST,

**Now therefore be it resolved that** Council for the Corporation of the Municipality of Calvin accepts the sale of these items to Mr. Anderson and that the funds, net of any taxes be deposited into the general bank account and be allocated to the roads capital reserve fund.

**Results: Carried**



**8.1.1.4)**

**Resolution Number:** 2024-166

**Moved By:** Councillor

**Seconded By:** Councillor

**WHEREAS**

The Municipality of Calvin is undergoing a housekeeping amendment to the Township of Calvin Zoning By-Law No. 2022-019. The purpose of the amendment is to ensure that the properties without access to a year-round maintained public road are zoned accordingly.

**ANDWHEREAS**

Council directed TULLOCH Engineering Services on March 12, 2024 by Resolution #2024-99, to investigate and proceed through the steps to re-zone properties in the Township that should be zoned Limited Service Rural (LSR),

**NOW THEREFORE BE IT RESOLVED THAT**

Council for the Corporation of the Municipality of Calvin hereby approves the report as prepared by the Municipal Planner of Record, TULLOCH Engineering and approve the recommendations to re-zone the following properties;

- ZBA-2-2024: CON 3 LOT 10 PCL 14953 (Homestead Road – No Civic Address)
- ZBA-3-2024: CON 2 LOT 10 PCL 28693 & PCL 25167 (56 Stewarts Road)
- ZBA-4-2024: CON 6 PT LOT 34 PCL 13904 (Peddlers Drive – No Civic Address)

**Results: Carried**

**Recorded Vote:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer (Absent)	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**8.1.1.5)**

**Resolution Number:** 2024-167

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Grant

**WHEREAS** the Council of the Corporation of the Municipality of Calvin approved by Resolution #2024-99, to proceed with the recommendations per report prepared by the Municipal Planner, TULLOCH Engineering to rezone the following properties from Rural to Limited Service Rural by By-Law,

- ZBA-2-2024: CON 3 LOT 10 PCL 14953 (Homestead Road – No Civic Address)
- ZBA-3-2024: CON 2 LOT 10 PCL 28693 & PCL 25167 (56 Stewarts Road)
- ZBA-4-2024: CON 6 PT LOT 34 PCL 13904 (Peddlers Drive – No Civic Address)

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Calvin hereby enacts the following; By-Laws 2024-24, 2024-25 and 2024-26 being By-Laws to amend the Zoning By-Law 2022-019. These By-Laws shall take effect and be in force on this 30<sup>th</sup> day of April, 2024.

**Results: Carried**

#### 8.1.1.6)

**Resolution Number:** 2024-168

**Moved By:** Councillor Grant

**Seconded By:** Councillor Moreton

**Whereas**, by Resolution # 2023-324 on December 12, 2023, and in accordance with By-law 2008-015 being a by-law to adopt policies for the sale of land, Council for the Corporation of the Municipality of Calvin declared 142 Talon Lake Road, Roll Number 4822-000001-46115-0000 with an assessed value of \$32,500 surplus to the needs of the Municipality, and delegating authority to the CAO to proceed with listing the property for sale and to negotiate on behalf of Council, all real estate transactions related to this sale,

**And whereas** after a number of offers were considered and a conditional offer to purchase said property was negotiated at a final purchase price of \$90,000+ HST, with a closing date of May 15, 2024,

**And whereas** a notice of fulfillment of conditions of this offer has been received,

**And whereas** in accordance with the requirements of by-law 2008-015 the CAO is notifying Council that the sale has been completed to the best of her knowledge,

**Now therefore be it resolved that** the Council for the Corporation of the Municipality of Calvin authorize and direct the CAO and Mayor to finalize the real estate transaction with its legal firm.

**Results: Carried**

#### 8.1.1.7)

**Resolution Number:** 2024-169

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**Whereas** by resolution 2024-109 Council accepted legal counsel's recommendation with respect to the restructuring of Public Works Department, a restructuring necessitated by the Union's position that no management perform bargaining unit work and that the Municipality resume collective bargaining, a process which is now complete,

**And whereas** as a result, a new managerial position, Superintendent of Public Works has been created,

**And whereas** the employee holding the permanent former position of Roads Supervisor has been offered the newly created position, Superintendent of Public Works and has indicated he is not available to return to work indefinitely,

**And whereas** the employee who was replacing him on an interim basis in the Roads Supervisor role has indicated he is not interested in carrying out managerial duties,

**And whereas** a temporary time- limited shared services agreement with the Township of Bonfield is currently meeting the day-to-day Public Works department managerial requirements necessary to needs of the Municipality of Calvin,

**Now therefore be it resolved that** the newly created position Superintendent of Public Works be advertised, and a hiring process which considers the availability of the former roads supervisor and by-law 2023-044, a by-law established for the purposes of establishing a hiring policy be both implemented.

**Results: Carried**

#### 9.1.1.1)

**Resolution Number:** 2024-170

**Moved By:** Councillor Grant

**Seconded By:** Councillor Manson

**NOW THEREFORE BE IT RESOLVED THAT:**

Council for the Corporation of the Municipality of Calvin has received and accepts the Building report for the Month of March 2024 prepared by the Chief Building Official.

**Results: Carried**

#### 9.1.1.2)

**Resolution Number:** 2024-171

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**WHEREAS** Council for the Corporation of the Municipality of Calvin, in 2023 approved the submission of an application for funding to NOHFC to hire a Marketing and Communications Coordinator through an internship program for a period of one year, with a municipal financial contribution of approximately \$7,000 (16.39%) of this position's total wage costs,

**AND WHEREAS** NOHFC confirms it wishes to provide financial assistance towards the eligible costs of the position in the form of a conditional contribution subject to the terms and conditions of a Contribution Agreement (7401663);

**NOW THEREFORE** be it resolved that Council for the Corporation of the Municipality of Calvin accepts to enter into an agreement with NOHFC and that it authorizes the CAO to proceed with carrying out a hiring plan for the Marketing and Communications Coordinator intern.

**Results: Carried**

**9.1.1.3)**

**Resolution Number:** 2024-172

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**WHEREAS** Council for the Corporation of the Municipality of Calvin, in 2023 approved the submission of an application for funding to NOHFC to hire a Community Builder through an internship program for a period of one year, with a municipal financial contribution of approximately \$7,000 (16.39%) of this position’s total wage costs,

**AND WHEREAS** NOHFC confirms it wishes to provide financial assistance towards the eligible costs of the position in the form of a conditional contribution subject to the terms and conditions of a Contribution Agreement (7401662);

**NOW THEREFORE** be it resolved that Council for the Corporation of the Municipality of Calvin accepts to enter into an agreement with NOHFC and that it authorizes the CAO to proceed with carrying out a hiring plan for the Community Builder intern.

**Results:** Carried

**9.1.1.4)**

**Resolution Number:** 2024-173

**Moved By:** Councillor Manson

**Seconded By:** Councillor Moreton

**Whereas** BDO, the Municipal Auditor identified and submitted to the Municipality correspondence outlining matters of interest to management relating to 2022 fiscal year accounting and documentation practices of past staff/management/council,

**And whereas** the Mayor requested this information be brought forward to Council for their information,

**Now therefore be it resolved that** Council receive correspondence from BDO dated March 22, 2024 outlining these matters.

**Results:** Carried

**9.1.1.5)**

**Resolution Number:** 2024-174

**Moved By:** Councillor Grant

**Seconded By:** Councillor Manson

**WHEREAS,**

**Whereas** under section 373(1) of the Municipal Act, 2001, a municipality may register a tax arrears certificate against title to land where realty taxes have not been paid for two years,

**And whereas** on the heels of their audit of the 2022 fiscal year, at an open Council meeting in January 2024, and in a subsequent management letter issued to the Municipality, BDO, auditors for the Municipality identified that in 2022 “there have been only limited attempts related to the collection of outstanding taxes owed to the Municipality...” and recommended the Municipality “actively pursue collection on overdue balances possibly using tax sales if required.”,

**And whereas** unpaid taxes impact the municipality’s financial health, its borrowing capacity, can create cash flow problems for the municipality or result in higher tax rates to fund uncollectable taxes or tax write-offs, tax rates and increases borne by those who do pay their taxes on time,

**And whereas** the Municipality is obligated to and does pay school board taxes on behalf of all its property owners, whether or not they keep their tax payments current,

**And whereas** since late 2023, tax balance notices have been sent to all property owners who were in tax arrears for years 2023, 2022 and prior years two times,

**And whereas** while this did result in near \$10,000 of unpaid taxes being recovered, in spite of reminders sent to all property owners in tax arrears, the balance of unpaid taxes as of April 25, 2024 is over \$110,000 for 2022 and prior years, and is approaching \$100,000 for the year 2023,

**And whereas** registering a tax arrears certificate against title to land is not a collection avenue this Council desires to take, but one it must, when necessary, to meet its own financial obligations and to honor those who do pay their taxes on time,

**Now therefore be it resolved that** Council for the Corporation of the Municipality direct staff to send a notice of arrears to all property owners who are in arrears two years or more requesting they contact the office to set up a formal payment plan while keeping current this year’s tax payments; a payment plan which will see all 2022 and prior year overdue taxes paid off within one year.

**And furthermore,** if payment in full is not received and/or written and signed payment arrangement have not been made and agreed to within 90 days of the notice being served, and or the payment plan as agreed upon is not thereafter honored, staff is directed to proceed with registering a tax arrears certificate against the property which would initiate tax sale proceedings.

**And furthermore,** that staff continue to carry out activities necessary to collect all tax arrears for the 2023 and current year.

**Results:** Deferred to May 14 2024

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer (Absent)	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 9.1.1.6)

**Resolution Number:** 2024-175

**Moved By:** Councillor Manson

**Seconded By:** Councillor Moreton

**Whereas** the Provincial Government has declared Tuesday May 14, 2024 as Provincial Day of Action on Litter, a day for everyone across the province – citizens, municipalities and businesses, to unite under the common cause of creating a greener, cleaner, more sustainable environment for ourselves and for future generations.

**Now therefore be it resolved that,**

In recognition of the Provincial Day of Action on Litter, Council for the Corporation of the Municipality of Calvin declares Tuesday May 14, 2024 as “Calvin Clean Up Day” and Calvin Residents who participate in a roadside clean up, can drop off bagged waste and tires that they have gathered – items that would normally be accepted at the landfill -- without impact on their annual bag limit of 104 bags per year.

**And furthermore that,**

Citizens are encouraged to participate in a friendly neighbourhood cleanup, to bring the items they have collected to the landfill on May 14<sup>th</sup>, and, if they wish, submit photos of their clean-up activities to [administration@calvintownship.ca](mailto:administration@calvintownship.ca) for sharing and distribution.

**Results: Carried**

### 9.1.1.7)

**Resolution Number:** 2024-176

**Moved By:** Councillor Grant

**Seconded By:** Councillor Moreton

**WHEREAS,**

The North Bay-Mattawa Conservation Authority approved the 2024 budget for NBMCA on December 13, 2023,

**And WHEREAS,** The NBMCA 2024 budget has been set at \$5,140,145 and the total municipal levy for 2024 is \$1,611,045. The Conservation Authorities Act requires that a notice of levy apportionment is provided to member municipalities,

**And WHEREAS,** the Municipality of Calvin 2024 levy amount is \$11,871 which is comprised of: Operating levy for the total of \$8,976 and Capital levy for a total of \$2,895. Further to these amounts the Ski Hill requests all NBMCA members municipalities for \$65,000 for ski hill capital costs, of which the Municipality of Calvin is requested to provide \$802 in 2024.

**NOW THEREFORE BE IT RESOLVED THAT:**

Council for the Corporation of the Municipality of Calvin is in receipt of the NBMCA 2024 Budget and levy per attached and directs staff to proceed with the payment of the Municipality of Calvin's Levy invoice, and not support \$802 donation to the ski Hill operations.

**Results: Carried**

### 9.1.1.8)

**Resolution Number:** 2024-177

**Moved By:** Councillor Grant

**Seconded By:** Councillor Moreton

**WHEREAS,**

Council for the Corporation of the Municipality of Calvin is in receipt of the attached Resolution addressed to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing regarding jurisdiction of Ontario's Ombudsman, passed by the City of Peterborough, and in support as per attached motion and report,

**NOW THEREFORE BE IT RESOLVED THAT:**

That Council approve the recommendations outlined in Report LSOC524-005, dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:

i. a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;

ii. the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and

iii. particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.

b) That the Deputy Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP Vic Fedeli, the Association of Municipalities of Ontario and to the originating sender.

**Results: Carried**

#### **9.1.1.9)**

**Resolution Number:** 2024-178

**Moved By:** Councillor

**Seconded By:** Councillor

**WHEREAS** the Ontario Auditor General's annual report on public health from December 2023 indicates that Public Health Ontario is proposing the phasing-out of free provincial water testing services for private drinking water; and,

**WHEREAS** free private drinking water testing services has played a pivotal role in safeguarding public health, particularly in rural communities, including the Municipality of Calvin, that rely predominantly on private drinking water; and,

**WHEREAS** the removal of free private drinking water testing could lead to a reduction in testing, potentially increasing the risk of waterborne diseases in these vulnerable populations; and,

**WHEREAS** the tragic events in Walkerton, Ontario underscored the critical importance of safe drinking water.

**NOW THEREFORE BE IT RESOLVED** that Council for the Corporation of the Municipality of Calvin hereby requests that the Province reconsider and ultimately decide against the proposed phasing-out of free private drinking water testing services.

**FURTHER BE IT RESOLVED** that this resolution be sent to, Minister of Environment Conservation and Parks, Minister of Health, North Bay Parry Sound District Health Unit and Vic Fedeli, MPP Nipissing.

**Results: Carried**

#### **9.1.1.10)**

**Resolution Number:** 2024-178B

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**Whereas** the Corporation of the Municipality of Calvin's CAO initiated discussions with and a meeting between herself, the Fire Chief and the Fire Marshall's office to discuss fire protection services in the unincorporated community of Lauder,

**And whereas** the Fire Marshall's office advised of a reimbursement program available since 2022 to reimburse municipalities who provide certain fire protection services to unincorporated communities,

**And whereas** on April 29, 2024, the Fire Marshall's office submitted to the CAO the details of this program's Agreement which were shared with the Fire Chief on the same day,

**And whereas** unlike the historical fire protection services agreements between the Municipality and Lauder property owners, this particular program does not require the Corporation of the Municipality of Calvin to attempt to reach or track property ownership in Lauder, have them sign agreements with the Municipality, attempt to collect fire protection services funds, or to negotiate any fire protection services and/or fees with them,

**And whereas** unlike the historical fire protection services agreements between the Municipality and Lauder property owners, the Ontario Government's reimbursement program offers the Municipality an more appropriate rate of compensation for the provision of fire protection services to those property owners, one which is fairer to the tax payers of Calvin who bear all operating and capital costs associated with the Municipality's Fire Dept,

**And whereas** the Fire Chief and CAO recommend to Council that the Corporation of the Municipality of Calvin enter into an agreement with the Government of Ontario for the reimbursement of eligible fire protection services to eligible properties in the unincorporated community of Lauder, that eligibility, as determined by the Ontario Government,

**And whereas** under all circumstances and at all times, only the Fire Chief has the authority to and shall determine when and if to respond to any fire protection calls in the unorganized community of Lauder,

**And whereas** the Fire Marshall's office representative has assured the CAO and Fire Chief that during a meeting with Lauder current property owners he explained and outlined the details of the Province's Fire Protection Services Reimbursement Transfer Payment Agreement with them, and that they understand the Fire Department's Chief has sole discretion to determine, at all times, if and when the Calvin Fire Department will respond to all fire calls outside of the Municipality of Calvin, including in Lauder and including if an Agreement with the Province of Ontario is entered into,

**And whereas** the Fire Chief has reviewed in detail the provisions of the Fire Protection Services Reimbursement Transfer Payment Agreement and understands it is the Fire Chief's responsibility for ensuring all accounting and reporting of eligible incidents are submitted to the CAO as per the Agreement,

**Now therefore be it resolved that** the Mayor and CAO, on behalf of the Corporation of the Municipality of Calvin enter into a Fire Protection Services Reimbursement Transfer Payment Agreement with the Government of Ontario, for the period determined by the Ontario Government, March 18<sup>th</sup>, 2024 to March 16, 2025.

**Results:** Carried

#### **10-10.1.1.5 Agencies, Boards, Committee Reports & Minutes**

1. **North Bay Mattawa Conservation Authority**-Councillor Moreton
  - Link to February 29, 2024 Minutes:  
  
<https://nbmca.ca/about-us/members-nbmca/members-meetings-minutes/>
    - Next Meeting Scheduled April 24, 2024 & May 8<sup>th</sup>.
2. **East Nipissing Planning Board**-Mayor Gould & Councillor Grant-Next Meeting in 2 weeks
3. **Physician Recruitment**-Mayor Gould-Meet 4 X per year-No Report at this time
4. **Ad Hoc Code of Conduct Committee**-Councillor Grant, Councillor Manson & Councillor Latimer
  - January 12, 2024 Minutes-Attached
  - March 01, 2024 Minutes-Attached
  - April 19, 2024 Minutes-Attached

IC Report and By-Law to be brought forward on May 14 2024 meeting for council as a whole

5. **OPP Detachment Board**-Councillor Grant-Meetings upcoming

#### **11-A) Moving into Closed Meeting**

**Resolution Number:** 2024-179

**Moved by:** Councillor Moreton

**Seconded by:** Councillor Manson

**NOW THEREFORE BE IT RESOLVED THAT:**

Council for the Corporation of the Municipality of Calvin hereby move into closed session at 8:15\_p.m. to discuss;

Pursuant to Section 239 of the Municipal Act, 2001, Council will move from Open Session into this Closed Session to consider:

-Personal matters about an identifiable individual, including municipal or local board employees {{s 239 (2) (b)}}

-Advice that is subject to solicitor-client privilege, including communications necessary for that purpose {s. 239 (2) (f)}

-A proposed or pending acquisition or disposition of land by the municipality or local board; {{s. 239 (2) (c)}}

**Results:** Carried

#### **11-B) Moving out of Closed Meeting**

**Resolution Number:** 2024-180

**Moved by:** Councillor Manson

**Seconded by:** Councillor Moreton

**NOW THEREFORE BE IT RESOLVED THAT:**

That Council for the Municipality of Calvin return to Open Session at 9:47\_p.m. and report that it received and discussed information of the following nature:

Pursuant to Section 239 of the Municipal Act, 2001, Council will move from Open Session into this Closed Session to consider:

-Personal matters about an identifiable individual, including municipal or local board employees {{s 239 (2) (b)}}

-Advice that is subject to solicitor-client privilege, including communications necessary for that purpose {s. 239 (2) (f)}

-A proposed or pending acquisition or disposition of land by the municipality or local board; {{s. 239 (2) (c)}}

-Council directs staff to proceed with the sale of Con 6 PT Lot 34, PCL 13904 as discussed.

-Council directs staff to carry out legal counsel's recommendations re Stewards Bridge and road allowance, and to communicate Council does not accept the conditions outlined in the adjacent property owners' correspondence to the CAO and related, Council directs staff to not proceed with the engineer's recommendation to obtain professional expert advice on the road improvement and classification assessments at this time as these are not options being considered.

-Note that Councillor Grant declared a COI with agenda item 5.2, removed himself from the balance of the meeting and did not return. While he did so, quorum was still achieved.

**Results:** Carried

**12)**

**Resolution Number:** 2024-181

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**NOW THEREFORE BE IT RESOLVED THAT:**

By-Law 2024-027 being a By-Law to confirm the proceedings of Council.

**Results:** Carried

**13)**

**Resolution Number:** 2024-182

**Moved By:** Councillor Manson

**Seconded By:** Councillor Moreton

**NOW THEREFORE BE IT RESOLVED THAT:**

Council for the Corporation of the Municipality of Calvin now be adjourned @ \_9:50\_pm.

**Results:** Carried



# Corporation of the Municipality of Calvin Council Resolution

## Delegations





# Corporation of the Municipality of Calvin Council Resolution

Date: May 14, 2024

Resolution Number: 2024-190

Moved By: Councillor

Seconded By: Councillor

**NOW THEREFORE BE IT RESOLVED THAT:**

The Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda items as circulated.

Items requested by Council for separate review and discussion will be brought forward by resolution at the next regular meeting.

Requests:

**Results:**

**Recorded Vote:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>

## Consent Agenda- May 14, 2024

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If you wish to separate an Item from the Consent Agenda, please contact the Clerk prior to the meeting so a resolution can be prepared.

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1. Government of Ontario-First annual report on the Provincial Emergency Management Strategy and Action Plan
2. Ministry of Long-Term Care-More Funding to Build Long-Term Care Homes
3. Office of the Auditor General of Ontario-Ontario Auditor 2023 Report News Release
4. Ministry of Health-Ontario helping family doctors-Initiatives
5. North Bay Parry Sound District Health Unit-minutes of the meetings of BOH held on April 17, 2024 FP -March 6, 2024 and PPLER- August 16, 2023 and also the April MOH report  
Links:  
<https://www.myhealthunit.ca/en/about-us/resources/BOH/Minutes/BOH-Minutes-2024-03-06.pdf>  
<https://www.myhealthunit.ca/en/about-us/resources/BOH/Minutes/BOH-2024-04-17-Minutes.pdf>  
<https://www.myhealthunit.ca/en/about-us/resources/BOH/Minutes/PPLER-2023-08-16-Minutes.pdf>  
<https://www.myhealthunit.ca/en/about-us/resources/BOH/MOH-reports/MOH-Report-2024-04-24.pdf>
6. MPAC Pursuing Excellence Annual Report 2023-Link:  
<https://www.mpac.ca/sites/default/files/docs/pdf/2023-AnnualReport.pdf>
7. 2024 Northern Ontario Broadband Report-Blue Sky Net/Connectednorth.ca-  
Link: <https://connectednorth.ca/wp-content/uploads/2024/04/2024-Northern-Ontario-Broadband-Report-.pdf>
8. Ministry of Labour, Immigration, Training and Skills Development-  
Ontario Strengthening Protection for Firefighters
9. DNSSAB-Addendum No. 1 RE, RFEI 2024-17: Affordable Housing Development  
Link: <https://www.dnssab.ca/about-us/procurement/procurement->
10. Ministry of Tourism, Culture and Sport-\$8.4 million Investment supporting  
local Cultural and Tourism Events
11. Ministry of Health-Reduce your risk of Lyme disease and other tick-borne illnesses
12. Ministry of Colleges and Universities-Ontario Learn and Stay Grant
13. Ministry of Natural Resources and Forestry-Free Fishing Mother's Day Weekend May 11 & 12<sup>th</sup>
14. Treasury Board Secretariat-Emergency Preparedness Week  
Links:  
<https://files.ontario.ca/tbs-pemsap-a-safe-and-prepared-ontario-report-en-2023-02-03.pdf>  
[https://www.ontario.ca/page/emergency-preparedness-week?utm\\_campaign=%2Fen%2Frelease%2F1004539%2Fontario-prepares-for-extreme-heat-emergencies-to-keep-people-safe&utm\\_medium=email&utm\\_source=newsroom&utm\\_term=public](https://www.ontario.ca/page/emergency-preparedness-week?utm_campaign=%2Fen%2Frelease%2F1004539%2Fontario-prepares-for-extreme-heat-emergencies-to-keep-people-safe&utm_medium=email&utm_source=newsroom&utm_term=public)

## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Tuesday, April 9, 2024 1:32 PM  
**To:** Deputy Clerk  
**Subject:** Ontario Preparing Communities for Emergencies

x

### NEWS RELEASE

## Ontario Preparing Communities for Emergencies

Province's first annual report on emergency management highlights progress in plans to keep Ontario safe

**April 09, 2024**

Treasury Board Secretariat

TORONTO — Today, the Government of Ontario released its first annual report on the Provincial Emergency Management Strategy and Action Plan, highlighting key actions the province is taking to ensure communities across Ontario are safe, practiced and prepared before, during and after emergencies such as floods, wildland fires and cyber attacks.

“There is nothing more important than the safety and well-being of everyone in Ontario,” said Caroline Mulroney, President of the Treasury Board and Minister responsible for Emergency Management. “As the first province in Canada to require public reporting on emergency management progress, we are ensuring Ontario has the right plans, people and equipment in place to respond to emergencies now and in the future.”

The province collaborated with municipal and Indigenous partners to highlight the progress we have made since releasing the plan in 2023. Those accomplishments include:

- Leading and participating in 85 emergency exercises and drills with both government and non-government partners to strengthen emergency practice and preparedness.
- Delivering 336 emergency management courses to over 13,800 participants.
- Launching the Community Emergency Preparedness Grant to help communities and organizations purchase critical emergency equipment and supplies.
- Making emergency management training more culturally appropriate and relevant for Indigenous partners by developing courses that support their needs and the types of situations they face.
- Providing municipalities and provincial partners with resources to help them plan, set up and coordinate emergency exercises on their own.

- Launching the Provincial Exercise Program, a multi-year plan to exercise, test and strengthen multi-sector emergency plans and whole-of-government emergency response.

The report also highlights priorities for the future of emergency management in Ontario. This includes continuing to use data and digital tools to help communities prepare for potential emergencies, including extreme weather events.

“Ontario is a leader in emergency management. By harnessing the Ontario spirit, we are building a stronger and more resilient province together,” said Minister Mulroney.

## Quick Facts

- In 2023, Emergency Management Ontario reported 28 local emergency declarations and 280 significant emergency incidents across the province.
- There were 86 deployments in 2023 by Emergency Management Ontario staff to communities to assist with emergencies.
- Ontario strengthened collaboration during coordinated responses to emergencies across the province. This included the safe evacuation of 3,519 community members in 2023.
- This year, the province is hosting Exercise Heatwave, a simulated heat-related emergency taking place with participating municipalities from May 7-9, 2024, that will practise response procedures working in partnership with others.

## Quotes

"The Provincial Emergency Management Strategy and Action Plan has been another key step to ensuring that First Nation communities are prepared and able to respond to emergencies. The support for the Independent First Nations Alliance training exercises has allowed our team and member communities to be better prepared for the future. We look forward to continuing our partnership with Emergency Management Ontario and working with all partners to enhance opportunities for sustainable Indigenous-led emergency management and all-hazards response."

- **Mathew Hoppe**

**Chief Executive Officer, Independent First Nations Alliance**

## Additional Resources

- [Provincial Emergency Management Strategy and Action Plan](#)
- [Emergency Management Ontario](#)

## Media Contacts

**Andrea Chiappetta**  
Minister's Office

## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**To:** Deputy Clerk  
**Subject:** Ontario Providing More Funding to Build Long-Term Care Homes

x

### NEWS RELEASE

## Ontario Providing More Funding to Build Long-Term Care Homes

New funding will help get much-needed long-term care projects built sooner

**April 23, 2024**

Ministry of Long-Term Care

MISSISSAUGA — The Ontario government is investing \$155.5 million this year to help fast-track the construction of new or redeveloped long-term care homes. This funding, through the 2024 Ontario Budget: Building a Better Ontario, is part of the government's \$6.4 billion plan to build 58,000 new and upgraded long-term care beds across the province.

"From escalating construction costs to high borrowing rates, our government understands the financial difficulties many long-term care operators and would-be builders are facing right now," said Stan Cho, Minister of Long-Term Care. "Extending the construction funding subsidy top-up will help get more shovels in the ground on much-needed projects all across the province."

The construction funding subsidy was first introduced in 2022, helping get shovels in the ground for 67 projects across the province and resulting in the largest construction campaign the ministry has achieved in a single year. Based on this success, the province is providing the construction funding subsidy for a second year.

Eligible projects that are approved to construct by November 30, 2024 will receive an additional construction subsidy of up to \$35 per bed, per day for 25 years. In addition, eligible not-for-profit applicants will be able to convert up to \$15 of the supplemental funding into a construction grant payable at the start of construction, to help increase the project's up-front equity and make it easier to secure financing.

"We owe the seniors who helped build this province a huge debt of gratitude and the dignity of modern, comfortable long-term care facilities," said Peter Bethlenfalvy, Minister of Finance. "Now is the time for us to seize our once-in-a-generation

opportunity to build the critical infrastructure that makes Ontario the best place to live, work and raise a family, which is exactly what Ontario's 2024 Budget is all about."

The government is fixing long-term care to ensure Ontario's seniors get the quality of care and quality of life they need and deserve. The plan is built on four pillars: staffing and care; quality and enforcement; building modern, safe and comfortable homes; and connecting seniors with faster, more convenient access to the services they need.

## Quick Facts

- Construction costs and long-term borrowing rates have increased significantly over the past few years, making it difficult to get long-term care homes to the construction stage without additional supports.
- More information about funding is available on the Ontario.ca [\*Funding for long-term care home development page\*](#). Eligible operators who have worked on advancing their projects through the development process in order to receive ministry approval of construction by November 30, 2024, will be able to access the supplemental construction funding subsidy.
- Building more modern, safe and comfortable homes for our seniors is part of the Government of Ontario's [\*Fixing Long-Term Care Act, 2021\*](#).
- The province is taking innovative steps to get long-term care homes built, including modernizing its funding model, selling unused lands with the requirement that long-term care homes be built on portions of the properties, and leveraging hospital-owned land to build urgently needed homes in large urban areas.

## Quotes

"Organizations like Ivan Franko Homes in Mississauga are building comprehensive communities with safe, modern long-term care homes. With continued support from the provincial government, these projects will be completed faster, allowing more Ontarians to find a home that meets their needs. I'm excited to see homes like these open their doors across the province."

**- Sheref Sabawy**

**MPP for Mississauga – Erin Mills**

"At Ivan Franko Homes, we are incredibly grateful for the government commitment to long-term care homes. Our vision is to create a modern campus of care where elders can truly live their lives to the fullest. With the new funding, we are excited to make this vision a reality by building a new Centre for Aging and Longevity with 160 beds in Mississauga. "

**- Olya Vovnysh**

**Chief Executive Officer at Ivan Franko Homes**

## Media Contacts



# News Release

For Immediate Release

December 6, 2023

## Ontario Auditor General Office's 2023 Report Released Today

(Toronto) The Office of the Auditor General of Ontario's *2023 Annual Report* was tabled in the Ontario Legislature today.

Acting Auditor General Nick Stavropoulos tabled audit reports on:

- health care
- the environment
- tourism and
- education and training.

For more information about the audits and other content in the 2023 Annual Report, please visit:  
<https://www.auditor.on.ca/en/content/annualreports/annualreports.html>


Links to specific audit report news releases:

- [Driver Training and Examination](#)
- [Emergency Departments](#)
- [Hospitals in Northern Ontario: Delivery of Timely and Patient-Centred Care](#)
- [Long-Term Care Homes: Delivery of Resident-Centred Care](#)
- [Management of Aggregate Resources](#)
- [Metropolitan Toronto Convention Centre and Ottawa Convention Centre](#)
- [Public Health Ontario](#)
- [Science Centres](#)
- [Tourism Support Programs](#)
- [Travel Industry Council of Ontario](#)
- [York University](#)
- [Operation of the \*Environmental Bill of Rights, 1993\*](#)

-30-

For more information, please contact:

Becky Fong  
Manager, Strategic Communications and  
Engagement  
Becky.Fong@auditor.on.ca  
(416) 529-2099

Read the report at [www.auditor.on.ca](http://www.auditor.on.ca)  
 @OntarioAuditor

The Office of the Auditor General is an independent Office of the Legislative Assembly that conducts value-for-money and financial audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, value for money and effective governance in the Ontario public sector.

## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Wednesday, April 24, 2024 10:34 AM  
**To:** Deputy Clerk  
**Subject:** Ontario Helping Family Doctors Put Patients before Paperwork

✕

### NEWS RELEASE

## Ontario Helping Family Doctors Put Patients before Paperwork

Initiatives will save doctors 95,000 hours that can now be spent caring for people

**April 24, 2024**  
[Ministry of Health](#)

TORONTO —The Ontario government is taking further action to help family doctors and other primary care providers spend more time with their patients and less time on paperwork.

“Our government is making common sense changes that will reduce the administrative burden on family doctors so that they can spend more time caring for patients instead of doing duplicative or unnecessary paperwork,” said Sylvia Jones, Deputy Premier and Minister of Health.

The government will allow primary care providers to spend more time with patients by making changes that encourage employers to use other tools instead of sick notes, such as attestations, that will help maintain accountability as employees request time off sick. The province is also expanding an innovative program to more than 150 primary care providers that safely uses artificial intelligence to automatically summarise or transcribe conversations with patients who consent into electronic medical notes. This will result in a better patient experience and more accurate records.

These initiatives, in addition to other changes aimed at putting patients over paperwork, will free up to 95,000 hours annually for physicians to put back into their practices caring for patients, including:

- **“Axe the fax”** to replace fax machines over the next few years to speed up diagnosis, referrals and treatments while improving the privacy of patient’s health information.



- **Expanding eServices** to digitize more referral and consultation forms so they can be conveniently shared electronically in a timely manner to obtain specialist advice, often eliminating the need for an in-person specialist visit entirely.
- **Improving the eForms platform** to use more digital tools that make it convenient for providers to autofill and share forms.
- Working with the Ontario Medical Association (OMA) to streamline and simplify **12 key government medical forms** that are burdensome, as well as digitizing and integrating more forms into electronic medical records.
- Accelerating the expansion of the **centralized waitlist program** for surgical and diagnostic services that will take the guesswork out of the referral process and provide faster access to care for patients.

Cutting unnecessary paperwork like sick notes and streamlining note taking during patient appointments are more ways that the Ontario government, through Your Health: A Plan For Connected and Convenient Care, is making it easier and faster for people to connect to the care they need, where and when they need it.

## Quick Facts

- AI scribes will only be used during a visit if the patient gives their consent, and the privacy of patient health information will continue to be protected under the *Personal Health Information Protection Act, 2004*.
- Research shows using medical scribes reduced the time doctors spent on after-hours documentation by up to 50 per cent and helped clinicians see an additional 12 patients per month.
- Across government and in collaboration with the Ontario Medical Association, the government is reviewing key forms to streamline and simplify them, minimize any duplication, and identify opportunities for digital solutions.
- According to the Ontario Medical Association, family doctors spend 19 hours per week on administrative tasks, including four hours writing notes or completing forms for patients.
- Most employees have the right to take up to three days of unpaid job-protected sick leave each calendar year due to a personal illness, injury or medical emergency. Proposed changes would prohibit employers from requiring sick notes from a qualified health practitioner in order for employees to take their entitled leave. Employers maintain the ability to require reasonable evidence from an employee that they were sick, such as an attestation or declaration.

## Quotes

"OntarioMD is very proud to be leading this innovative evaluation of AI scribe technology. It is critical that we test new technologies to make sure they meet the needs of Ontario patients and doctors. Artificial Intelligence based technology has tremendous potential to support our healthcare system and this study will review the clinical, legal and privacy implications to ensure it best addresses system needs."

**- Dr. David Daien**  
**OntarioMD & Primary Care Doctor at Summerville Family Health Team**

"The OCFP welcomes the government's commitments to reduce administrative burden through ongoing efforts, including piloting AI scribes and eliminating sick notes. Eliminating unnecessary sick notes is an important change for which the Ontario College of Family Physicians has advocated. While we know that much more needs to be done to address the administrative issues that take up to 19 hours a week, this is an important step to ensure that more Ontarians can see their family doctor. We remain committed to continuing to work with the Ontario government on solutions to ensure that family doctors have the support they need to help ensure every Ontarian has access to a family doctor."

**- Dr. Mekalai Kumanan**  
**President, Ontario College of Family Physicians**

"Using an AI Scribe has allowed me to focus more on listening to a patient's concerns and working collaboratively to develop a management plan. It has significantly reduced the burden of documentation so I can serve my patients better. Primary Care Providers need these types of supports so they can spend more time with patients."

**- Mohamed Alarakhia**  
**Family Physician and CEO of the eHealth Centre of Excellence**

"Our government is putting patients before paperwork and tackling the red tape burden for healthcare workers by proposing legislation to prohibit employers from requiring a sick note for a worker's job-protected sick leave. This will complement the Workplace Safety and Insurance Board's efforts to collaborate with health sector organizations as they explore additional measures to reduce the administrative burden for sick or injured workers and healthcare professionals."

**- David Piccini**  
**Minister of Labour, Immigration, Training and Skills Development**

"AI has the potential to transform vital programs and services to better serve the people of Ontario. We are leading the way in strengthening the guidance for using AI responsibly across the government and broader public sector to protect privacy and personal information and enhance online security."

**- Todd McCarthy**  
**Minister of Public and Business Service Delivery**

"Reducing the administrative burden of Ontario's physicians is critical in improving our health-care system, and today's announcement is a positive step forward. We encourage government to continue taking action, making the investments necessary and working with OMA every step of the way, to build the health-care system Ontarians deserve."

**- Dr. Andrew Park**  
**Ontario Medical Association**



## Additional Resources

- [Your Health: A Plan for Connected and Convenient Care](#)
- [Your Health, Your Results](#)
- [Guide to the Employment Standards Act: Sick Leave](#)
- [Ontario Continues to Cut Red Tape to Improve Services and Save Businesses Time and Money](#)

## Media Contacts

### **Hannah Jensen**

Minister Jones' Office

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### **Anna Miller**

Communications Branch

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## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Monday, April 29, 2024 10:02 AM  
**To:** Deputy Clerk  
**Subject:** Ontario Strengthening Protections for Firefighters

x

## NEWS RELEASE

### Ontario Strengthening Protections for Firefighters

Province expanding coverage for occupational cancer, heart injuries, and PTSD to help safeguard the health and safety of frontline heroes

**April 29, 2024**

Ministry of Labour, Immigration, Training and Skills Development

**BRANTFORD** – The Ontario government will soon introduce legislation that, if passed, will ensure wildland firefighters and investigators have the same presumptive WSIB coverage for cancers, heart injuries, and post-traumatic stress disorder (PTSD) that municipal firefighters do. The province is also proposing to expand presumptive coverage to firefighters and fire investigators for skin cancer and lower the service time required for firefighters to receive compensation from 15 to 10 years, bringing Ontario to the lowest required duration of service in the country. With presumptive coverage, certain cancers, heart injuries, and PTSD diagnoses are presumed to be work-related, helping ensure quicker and easier access to WSIB benefits.

“In every corner of our province, firefighters, fire investigators, and volunteers put their lives on the line to keep our families and communities safe. These frontline heroes deserve a government that values their service and sacrifice – they have earned stronger, more expansive coverage,” said David Piccini, Minister of Labour, Immigration, Training and Skills Development. “Our government is serving those who serve by expanding cancer coverage and ensuring wildland firefighters have the same health coverages that municipal firefighters do. This builds on the progress we’ve made in our previous Working for Workers legislation, and we will continue to work with the firefighting community as part of our long-term plan to safeguard the health and safety of our frontline heroes.”

The government is proposing changes to the *Workplace Safety and Insurance Act* (WSIA), which would reduce the duration of employment requirement for entitlement to presumptive coverage for primary-site skin cancer from 15 years to 10, making it faster and easier for firefighters to access benefits. Growing scientific evidence shows that firefighters, including wildland firefighters, are at an increased risk of developing skin

cancer because of their exposure to carcinogens and polycyclic aromatic hydrocarbons (PAHs) found in fireground dust.

The new proposals build on the government's progress from four previous Working for Workers acts. In June 2023, Ontario expanded presumptive occupational cancer coverage for firefighters and fire investigators to include primary site thyroid and pancreatic cancers, making it faster and easier for them to access WSIB compensation and services. *Working for Workers Four Act, 2024* lowered the required employment period for primary-site esophageal cancer from 25 to 15 years, as well as "super indexing" WSIB benefits above the annual rate of inflation so sick heroes can focus on their health – not struggling with the cost of living.

These changes are part of a larger package that will expand on the ground-breaking actions introduced in the Working for Workers Acts, 2021, 2022, 2023, which will be unveiled in the coming weeks to protect workers, help them earn bigger paycheques, and help newcomers contribute to building Ontario. By continuing to put workers first, the province is building a brighter future for all Ontarians and ensuring our province remains the best place to live, work and raise a family.

## Quick Facts

- Approximately five million workers and 325,000 employers are covered by the Ontario Workplace Safety and Insurance Board (WSIB).
- Over 1,000 people worked as wildland fire and wildland fire investigators during the 2023 wildland fire season.
- There were 741 Ontario wildland fires during the 2023 season that burned 440,000 hectares.
- In March 2024, Ontario announced an investment of over \$5 million to attract, retain and recognize wildland firefighting staff.
- Historically the scientific community had not identified a causal link between forest firefighting and occupational cancers, until a ground-breaking July 2022 publication by the International Agency for Research on Cancer (IARC) which established that wildland firefighting is carcinogenic.

## Quotes

"Studies have shown that firefighters have a 21 per cent higher risk of melanoma, the deadliest form of skin cancer, even though it represents only one per cent of all skin cancers. They also have a higher risk of other types of skin cancers. The current latency period is 15 years. In Ontario, firefighters are developing serious melanomas earlier, making them ineligible for compensation under the current system. We thank Ontario's government for recognizing that the legislation requires updating and amending the latency period to 10 years thus ensuring fairer treatment for firefighters and their families who face health issues due to their service. We applaud the government for expanding the coverage to include wildland firefighters who also are at risk due to their occupation."

*Consent Agenda  
Hq*

**Deputy Clerk**

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**From:** DNSSAB Contracts <dnssab.contracts@dnssab.ca>  
**Sent:** Friday, April 26, 2024 3:21 PM  
**Subject:** RFEI 2024-17: Affordable Housing Development - Addendum No. 1  
  
**Importance:** High

Hello,

Please be advised that **Addendum No. 1** regarding **RFEI 2024-17: Affordable Housing Development** has been posted to our website at:

- <https://www.dnssab.ca/about-us/procurement/procurement-details/?procurementDocumentId=5110>

Thank you,  
Procurement Department

## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Friday, April 26, 2024 3:02 PM  
**To:** Deputy Clerk  
**Subject:** Ontario Supporting Local Cultural Tourism Events

x

## NEWS RELEASE

# Ontario Supporting Local Cultural Tourism Events

**\$8.4 million investment will boost local economies and create good-paying jobs**

**April 26, 2024**

Ministry of Tourism, Culture and Sport

HAMILTON — The Ontario government is investing more than \$8 million over the next three years to support cultural tourism in communities across the province. \$2.4 million of this funding will be provided this year through the Ontario Cultural Attractions Fund (OCAF) to help 40 arts, heritage and cultural organizations develop, promote and present high-quality, high-profile events that strengthen local economies and create good-paying jobs.

“Ontario’s cultural tourism events and attractions provide residents and visitors alike with unique experiences that create lifelong memories,” said Neil Lumsden, Minister of Tourism, Culture and Sport. “The investments that our government is making through OCAF will help to bring these one-of-a-kind events to life, boosting local businesses, creating good-paying jobs and enabling audiences of all ages to experience the best that Ontario has to offer.”

Minister Lumsden announced the funding today at Theatre Aquarius in Hamilton, which received \$60,000 to support its 50th anniversary season that runs from March 26 to June 16. Programming includes the world premiere production of Tom Wilson and Shaun Smyth’s “Beautiful Scars”, inspired by the book “Beautiful Scars: Steeltown Secrets, Mohawk Skywalkers and the Road Home” by Tom Wilson.

“We’re thankful to the Ontario government for the funding that it has provided to our organization through OCAF, which will enable us to expand our marketing efforts in our 50th season,” said Kelly Straughan, Executive Director of Theatre Aquarius. “We’ve assembled a world-class team led by Tom Wilson for the world premiere of his new musical Beautiful Scars, which has a deep connection to Hamilton. It’s a celebration of Indigenous identity that will resonate with theatregoers in the region and beyond.”

This year marks the 25th anniversary of OCAF, which has supported more than 900 events, festivals and exhibitions across Ontario since 1999 and attracted over 91 million attendees.

OCAF funds are provided as partially repayable loans, which enable even more projects to be supported. For every \$1 that the Ontario government invests, \$1.69 is in turn invested in cultural tourism.

“On behalf of the OCAF board, we thank the Ontario government for the support and confidence in this three-year renewal of the Fund,” said Mary E. Hofstetter, Ontario Cultural Attractions Fund Chair. “It will allow us to invest in more wonderful projects like the 50th anniversary of Theatre Aquarius and other great events happening across Ontario this spring, summer and fall.”

## Quick Facts

- OCAF provides support to cultural tourism events that range in size from large art and music festivals to smaller events that celebrate local Ontario culture and heritage.
- OCAF continues to accept applications for new events and offers applicants flexibility regarding project timing and scope. Please visit the [OCAF website](#) for more information on the organization and to view the full list of recipients.

## Additional Resources

[OCAF website](#)

## Media Contacts

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## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Thursday, May 2, 2024 10:03 AM  
**To:** Deputy Clerk  
**Subject:** Protect Yourself from Tick Bites This Summer

x

## NEWS RELEASE

# Protect Yourself from Tick Bites This Summer

Reduce your risk of Lyme disease and other tick-borne illnesses

**May 02, 2024**

Ministry of Health

TORONTO — As temperatures start to climb this time of year, the Ontario government is encouraging people across the province to take precautions to prevent tick bites and reduce the risk of contracting Lyme disease and other tick-borne diseases, when enjoying the outdoors.

Lyme disease and other tick-borne diseases can cause potentially serious infections if you're bitten by an infected blacklegged tick, commonly called a deer tick. If you have any symptoms such as fever, headache, chills, muscle and joint pain, fatigue and an expanding circular rash that resembles a bulls-eye, consult a health care provider as soon as possible.

"As we start enjoying the warmer weather again, it is important that we all take steps to protect ourselves and loved ones from tick bites and tick-borne diseases," said Sylvia Jones, Deputy Premier and Minister of Health. "Blacklegged ticks are continuing to spread to new areas of the province, but by being proactive, we can combat the risk they pose and safely enjoy the beauty of Ontario over the coming months."

If you are living, working, visiting, or enjoying outdoor activities in a wooded area, or an area with tall grass and bushes (including city gardens and parks) you are at greater risk of being bitten by a tick. You can protect yourself from tick bites by:

- Wearing light-coloured clothing, so it's easier to spot ticks.
- Wearing long-sleeved shirts, long pants tucked into your socks, closed-toed shoes, or any special clothing designed to repel ticks.
- Applying insect repellent containing DEET or icaridin on your exposed skin and your clothes.
- Checking yourself, your children, and your pets for ticks after being outdoors. Any ticks found should be removed promptly.

- Putting your clothes on high heat in a dryer for at least 10 minutes before washing them, after spending time outdoors.

Ticks are very small and hard to see. When found, it should be removed immediately using fine-tipped tweezers to grasp the tick as close to your skin as possible without crushing it. Once you have removed a tick, wash your skin with soap and water and then disinfect your skin and your hands with rubbing alcohol or an iodine swab. Before disposing of the tick, call or check the website of your local public health unit to get advice on how to identify the tick. You can also submit a photo of the tick to etick.ca for identification.

“As areas where ticks can be found continue to grow, so do the risks of tick bites and tick-borne diseases,” said Dr. Kieran Moore, Chief Medical Officer of Health. “By being vigilant, wearing appropriate clothing and doing routine tick checks, we can avoid tick bites and ensure our trips outside are safe and healthy, in the months ahead.”

If you have any health concerns after a tick bite, consult a health care provider as soon as possible. Most cases of Lyme disease can be treated successfully with antibiotics, and pharmacists have been able to prescribe medication to treat tick bites to prevent Lyme disease since January 1, 2023.

## Quick Facts

- To make it more convenient for people to connect to care closer to home, Ontario pharmacists are able to treat and prescribe medications for 19 common medical ailments, including tick bites.
- Infected blacklegged ticks can be found almost anywhere in the province. Since 2021, there have been almost 5,000 cases of Lyme disease, 17 cases of anaplasmosis, and 10 cases of babesiosis in Ontario.
- While ticks are most active in spring and summer, they can be found during any time of the year when the temperature is above freezing (0°C).
- Tick testing is only done with ticks collected by your local public health unit using a method called tick dragging. These test results are used to monitor where infected and uninfected ticks live.
- Removing a tick is done the same way for humans and animals.

## Additional Resources

- For more information on ticks and tick-borne diseases visit [Ontario.ca/ticks](https://ontario.ca/ticks)

## Media Contacts

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x

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*Consent  
Agenda  
#12*

## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Wednesday, May 8, 2024 9:31 AM  
**To:** Deputy Clerk  
**Subject:** Applications Now Open for Ontario Learn and Stay Grant



### NEWS RELEASE

## Applications Now Open for Ontario Learn and Stay Grant

Students enrolled in eligible health human resource programs could receive free tuition, books and other supplies

**May 08, 2024**

Ministry of Colleges and Universities

TORONTO — The Ontario government has opened grant applications for the Ontario Learn and Stay Grant for the 2024-25 academic year. Postsecondary students who want to pursue a career in nursing, paramedicine or medical lab technology can now apply for the grant. Nearly 3,800 learners have already received funding through the grant to help pay for their postsecondary education.

The grant is designed to encourage students to learn and stay locally, helping to bring in-demand health care workers to underserved communities across the province.

“As the first year of the Ontario Learn and Stay Grant wraps up with great success, we’re excited to open applications for the 2024-25 academic year,” said Jill Dunlop, Minister of Colleges and Universities. “By making it easier for future health care workers to access world-class training through this grant, we’re helping to build a stronger, more resilient health care workforce in the communities that need it most.”

The grant provides full, upfront funding for tuition, books and other costs for students who enrol in the first or second year of an eligible nursing, paramedic or medical laboratory technologist program and agree to stay in underserved communities to work after graduation.

“Our government is taking bold action to continue to grow Ontario’s health care workforce for today and years to come,” said Sylvia Jones, Deputy Premier and Minister of Health. “The Learn and Stay Grant is adding more health care workers in communities across the province to ensure no matter where you live, you can connect to the care you need, where and when you need it.”

Grant applications are now open for postsecondary students who enrol in their first or second year in the following programs and regions:

- Nursing programs in northern, eastern and southwestern Ontario
- Medical laboratory technologist/medical laboratory sciences programs in northern and southwestern Ontario
- Paramedic programs in northern Ontario.

Students can find the application, as well as information about eligible programs and regions, at [ontario.ca/learnandstay](https://ontario.ca/learnandstay).

## Quick Facts

- Since the launch of the grant in 2022, there has been a nearly 40 per cent uptake in paramedic programs compared to the previous year's enrolment in those programs.
- Students can apply for the grant up to 60 days before the end of their study period, meaning they can apply well after they've started their eligible 2024-25 program.
- To be eligible for the grant, students must:
  - be a Canadian citizen, permanent resident or protected person and live in Ontario
  - enrol in the first or second year of an eligible diploma, advanced diploma, undergraduate, masters or post-graduate program in a priority region
  - commit to work in the region where they studied for a minimum of six months for every year of study funded by the grant.
- Students can also apply for the Ontario Student Assistance Program (OSAP) to help pay for other costs, such as living expenses.

## Quotes

"Ontario's Learn and Stay Grant embodies Ontario public colleges' commitment to fostering local talent, supporting the needs of communities and providing opportunities for jobs close to home. Our colleges stand behind this initiative, empowering students to thrive in their communities, learn at local public colleges and support Ontario's health care workforce."

**- Marketa Evans**  
**President and CEO of Colleges Ontario**

"The Ontario Learn and Stay Grant will ensure support for students in health programs, including nursing and nurse practitioners, and help address labour market shortages in health care. Universities will continue to educate the critical health care talent needed to deliver highest quality care to the people of Ontario for a strong, healthy province."

**- Steve Orsini**  
**President and CEO, Council of Ontario Universities**

Consent  
Agenda  
13

## Deputy Clerk

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Wednesday, May 8, 2024 11:01 AM  
**To:** Deputy Clerk  
**Subject:** Ontario Offering Free Fishing on Mother's Day Weekend



### NEWS RELEASE

## Ontario Offering Free Fishing on Mother's Day Weekend

Fish for free in Ontario May 11 and 12

**May 08, 2024**

Ministry of Natural Resources and Forestry

To celebrate Mother's Day, all Canadian residents can fish for free this weekend anywhere in Ontario.

"Free fishing is a great way to get out as a family to celebrate Mother's Day and enjoy our beautiful lakes, rivers and streams," said Graydon Smith, Minister of Natural Resources and Forestry. "Whether you're new to fishing or have been doing it for years, what better way to kick off the spring season than enjoying fishing with family or friends."

If you are fishing for free on the Mother's Day weekend, all conservation licence catch limits, size limits, sanctuaries and all other fishing regulations and rules still apply.

### Quick Facts

- Over one million licensed anglers spend \$1.75 billion per year on recreational fishing in Ontario.
- Additional annual free fishing events coming up this year include Father's Day weekend (June 15 and 16), and Family Fishing Week to celebrate Canada Day (June 29-July 7).
- Canadian residents taking part in free fishing periods need to carry physical identification issued by the provincial or federal government, showing name and date of birth.
- Ontario fishing licences can be purchased online at [huntandfishontario.com](http://huntandfishontario.com). If buying online, always look for the Ontario logo. You can also purchase in person at participating ServiceOntario or licence issuer locations.

- Outside of free fishing periods, most Canadians between the ages of 18 and 64 must have an Outdoors Card and a fishing licence.
- All veterans and active Canadian Armed Forces members residing in Ontario can enjoy free recreational fishing in the province any time of year.

## **Additional Resources**

[What You Need to Know about Free Family Fishing](#)

[Fishing in Ontario](#)

[Find a new fishing spot using Fish ON-Line](#)

[Purchase an Outdoors Card and fishing licence](#)

[Guide to eating Ontario fish](#)

## **Media Contacts**

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**Deputy Clerk**

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**From:** Ontario News <newsroom@ontario.ca>  
**Sent:** Monday, May 6, 2024 2:01 PM  
**To:** Deputy Clerk  
**Subject:** Ontario Prepares for Extreme Heat Emergencies to Keep People Safe

  
**NEWS RELEASE**

## **Ontario Prepares for Extreme Heat Emergencies to Keep People Safe**

Exercise Heatwave to take place between May 7 and 9

**May 06, 2024**

Treasury Board Secretariat

TORONTO — As part of Emergency Preparedness Week, the Government of Ontario is hosting Exercise Heatwave, a large-scale simulated exercise which will reinforce provincial procedures and response to heat-related emergencies.

“Exercise Heatwave is a valuable opportunity to practise and plan for our response to potential extreme heat emergencies,” said Caroline Mulroney, President of the Treasury Board and Minister responsible for Emergency Management. “Planning exercises like this one will play a critical role in keeping Ontarians safe while reducing economic strain and minimizing impacts on our infrastructure and environment.”

Exercise Heatwave is part of the government’s multi-year Provincial Exercise Program to strengthen the province’s emergency plans and whole-of-government emergency response. The exercise will help enhance coordination and collaboration between government and non-governmental partners during future emergencies. Six municipalities will participate, including Guelph, Mississauga, Peterborough, Sault Ste. Marie, Thunder Bay and Toronto, along with three federal government departments and more than 50 non-governmental organizations.

Exercise Heatwave, which takes place between May 7 and 9, will not affect the public and no provincial services will be impacted.

As part of Emergency Preparedness Week, the province is also reminding Ontarians of the steps they can take to keep safe during heat-related and other emergencies, including:

- Making an emergency plan that considers everyone’s needs in your household;



- Building an emergency preparedness kit with year-round essentials and seasonal items such as sunscreen and bug spray;
- Being aware of the signs of heat-related illnesses such as heat rash, heat cramps, heat exhaustion and heat stroke and know what actions to take if you experience any of these symptoms; and
- Checking in regularly on individuals who may be more susceptible to heat.

For more helpful tips about keeping safe, visit [Ontario.ca/BePrepared](https://Ontario.ca/BePrepared).

## Quick Facts

- To support municipalities in times of emergency, the province coordinates emergency management through the Provincial Emergency Operations Centre (PEOC), which is staffed at all times and monitors evolving situations inside and outside of Ontario. To make the space more efficient and enable greater collaboration and information sharing, the PEOC was recently modernized with a new video display wall and floor layout, an upgraded audio system, ergonomic desks and chairs, a breakout room and folding walls that allow the space to be divided into three separate rooms that can be used for different functions.
- The government is taking further action to ensure the province is as prepared as possible in the event of an emergency. In April, Ontario released its first annual report on the Provincial Emergency Management Strategy and Action Plan, highlighting progress made in 2023 to move emergency management forward. The province also recently announced the 113 recipients of the Community Emergency Preparedness Grant, a \$5 million investment that is empowering communities and organizations to enhance their emergency response by helping them purchase critical emergency supplies and deliver training and services.
- On May 15, there will be a routine test of the AlertReady emergency alerting system in Ontario. The test message will be distributed over TV, radio and compatible wireless devices and will occur at 12:55 p.m. EDT. Visit [alertready.ca](https://alertready.ca) for more information.

## Quotes

"As a participant in the Provincial Priority Exercise, I've seen an increased focus on our community's approach to addressing hazardous situations in Sault Ste. Marie. The enthusiasm and dedication shown by our local response partners has been remarkable. Together, we've refined processes and continue to prepare ourselves for potential challenges. The true significance of this experience lies in the collaborative efforts with other municipal partners. Learning from their planning process, and insights gained from post action assessments will be invaluable lessons that will increase local resilience and preparedness for the future."

**- Lauren Perry**

**Community Emergency Management Coordinator, Fire Services, City of Sault Ste. Marie**



## Corporation of the Municipality of Calvin

# REPORT

- Please welcome Guy Girono, Municipal Integrity Commission, here to present his report.
- By-Law to establish Council Code of Conduct.

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## REPORT

---

**To:** Council  
Municipality of Calvin Township

**From:** Guy Giorno  
Integrity Commissioner

**Report Date:** May 7, 2024

**Meeting:** May 14, 2024

**Re:** Council Code of Conduct (amended)  
Complaint and Inquiry Procedure (new)

---

It has been my pleasure to provide advice and support to the Ad Hoc Code of Conduct Committee as it completed its work.

Attached to and forming part of this report are the following:

- Amended Council Code of Conduct (currently Bylaw 2023-009)
- Complaint and Inquiry Procedure under the Council Code of Conduct (new – did not previously exist)

These documents are consistent with my April 11 recommendations to the Ad Hoc Committee.

### Recommendations:

1. That Council enact the attached By-Law No. 2024- , Council Code of Conduct, which repeals and replaces By-Law No. 2023-009.
2. That Council adopt the attached Complaint and Inquiry Procedure under the Council Code of Conduct.

Respectfully submitted,



Guy Giorno  
Integrity Commissioner



# Corporation of the Municipality of Calvin Council Resolution

Date: May 14, 2024

Resolution Number: 2024-191

Moved By: Councillor

Seconded By: Councillor

**WHEREAS,**

The Ad Hoc Code of Conduct Committee requested by Council by resolution on November 14, 2023 to review the Draft By-Law 2023-009 being a By-Law to establish a Council Code of Conduct in accordance with Part V.1-Accountability and Transparency of the Municipal Act, 2001, c25;

**AND WHEREAS,**

The Ad Hoc Code of Conduct Committee met in public meetings on January 12, 2024, March 1<sup>st</sup>, 2024 and April 19<sup>th</sup>, 2024 to carry out this initiative, having consulted with the Integrity Commissioner and bring forth to Council as a whole;

**NOW THEREFORE BE IT RESOLVED THAT,** Council for the Corporation of the Municipality of Calvin has received and approves the municipal Integrity Commissioner report as presented.

**Results:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>



# Corporation of the Municipality of Calvin Council Resolution

Date: May 14, 2024

By-Law 2024-29

Resolution Number: 2024-192

Moved By: Councillor

Seconded By: Councillor

## WHEREAS,

In accordance with Part V.1-Accountability and Transparency of the Municipal Act, 2001, c25; 223.2 (1) A municipality shall establish codes of conduct for members of the council of the municipality and of its local boards. 2017, c. 10, Sched. 1, s. 18.

## AND WHEREAS,

The Ad Hoc Code of Conduct Committee having consulted with the Integrity Commissioner bring forth to Council as a whole this By-Law;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Calvin ratifies the attached By-Law 2024-29 as follows:

1. That the Mayor and CAO are designated as the Signing Officers and are authorized to execute on behalf of the Corporation of the Municipality of Calvin.
2. That the attached be hereto and form part and parcel of this By-Law.
3. That By-Law 2023-009 and any other By-law inconsistent with this by-law is hereby repealed.
4. This By-Law shall be enacted and if effect upon the signing thereof.

## Results:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Manson	<input type="checkbox"/>	<input type="checkbox"/>
Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>

# The Corporation of the Municipality of Calvin

BY-LAW 2024-29

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## COUNCIL CODE OF CONDUCT

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Established in accordance with Part V.1 – Accountability and Transparency of the  
*Municipal Act, 2001, S.O. 2001, c. 25.*

**By-Law No. 2024-29**

**Being a By-law to enact a new Council Code of Conduct and repeal the old Code of Conduct, By-Law No. 2023-009**

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- 1. Authority**
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- 3. Definitions**
- 4. Statutory Provisions**
- 5. Gifts and Benefits**
- 6. Confidential Information**
- 7. Use of Municipal Property, Services and other Resources**
- 8. Election Campaign work**
- 9. Improper Use of Influence**
- 10. Business relations**
- 11. Conduct Regarding Current and Prospective Employment**
- 12. Conduct at Council and Committee Meetings**
- 13. Conduct Respecting Staff**
- 14. Harassment and Discrimination**
- 15. Failure to Adhere to Council Policies and Procedures**
- 16. Reprisals and Obstruction**
- 17. Acting on Advice of Integrity Commissioner**
- 18. Compliance with the Code of Conduct**
- 19. Policy Review**

## **1. AUTHORITY**

The Corporation of the Municipality of Calvin Township has established this Council Code of Conduct in accordance with Part V.1 – Accountability and Transparency of the *Municipal Act, 2001*, S.O. 2001, c. 25.

## **2. PREAMBLE**

It is the goal of the Corporation of the Municipality of Calvin Township to improve the quality of public administration and governance by encouraging high standards of conduct on the part of all government or municipal officials. In particular, the public is entitled to expect the highest of standards of conduct from the members that it elects to local government. In turn, adherence to these standards will protect and maintain the reputation and integrity of the Corporation of the Municipality of Calvin Township.

The following principles shall inform the interpretation of the rules in this Code of Conduct:

- Members shall serve, and be seen to serve, their constituents in a conscientious and diligent manner.
- Members shall be committed to performing their function with integrity and to avoiding the improper use of their office, and conflicts of interest, both apparent and real.
- Members are expected to perform their duties in office and arrange their private affairs in as manner that promotes public confidence and will bear close public scrutiny;
- Members shall recognize and act upon the principle that democracy is best achieved when the operation of government is made as transparent and accountable to the public as possible; and
- Members shall seek to serve the public interest by upholding both the letter, and the spirit, of the laws of the Federal and Ontario Legislature, and the laws and policies adopted by Council.

These interpretive principles are not rules that can be the subject of a complaint or of an Integrity Commissioner inquiry.

## **3. DEFINITIONS**

In this Code of Conduct:

The terms “child”, “parent” and “spouse” have the same meanings as in the *Municipal Conflict of Interest Act*.



“Family member” includes a parent, child, spouse. It also includes any individual connected to a Member by blood, kinship, marriage, or relationship, if a reasonable person might perceive that the connection has the potential to influence the Member’s conduct or decision-making on a matter affecting the individual, whether or not the conduct or decision-making is actually affected.

“Friend” is any individual who shares with a Member a close bond of friendship, a feeling of affection, or a special kinship sufficient that a reasonable person would perceive that the relationship has the potential to affect the Member’s conduct on a matter affecting the individual, whether or not the conduct or decision-making is actually affected.

“Inquiry” means an investigation in respect of whether a Member has contravened the Code, and “investigation” and “inquiry” may be used interchangeably; “investigate” and “inquire” have corresponding meanings.

“Local board” means a local board of the Municipality other than a local board excluded by section 223.1 of the *Municipal Act*.<sup>1</sup>

“Member” means a member of Council, including the Mayor, or of a Local Board.

#### **4. STATUTORY PROVISIONS**

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of members. The following provincial legislation governs the conduct of members of Council:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Human Rights Code*
- *Occupational Health and Safety Act*

The *Criminal Code* also governs the conduct of Members.

Each of these statutes is subject to its own enforcement regime, unconnected to this Code of Conduct. A violation of provincial or federal legislation is not a violation of this Code, and the Integrity Commissioner does not have jurisdiction to consider whether a Member has contravened provincial or federal legislation.

---

<sup>1</sup> Section 223.1 of the *Municipal Act* excludes the following local boards from the accountability provisions in Part V.1 of that Act: (a) a children’s aid society, (b) a board of health, (c) a long-term care home committee of management, (d) a police services board, (e) a public library board, (f) a corporation established by a municipality under section 203 of the Act, and (g) any other local board as prescribed by regulation under the Act.

## 5. GIFTS AND BENEFITS

No Member shall accept a fee, advance, gift, or personal benefit that is connected directly or indirectly with the performance of the duties of office, unless permitted by an exception listed below.

For these purposes, a fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to the Member's spouse, child, parent, or staff, that is connected directly or indirectly to the performance of the Member's duties, is deemed to be a gift to the Member.

### **The following are recognized as exceptions:**

- (a) Compensation authorized by law;
- (b) Gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- (c) Political contributions within lawful limits and duly reported, in the case of Members running for office;
- (d) Services provided without compensation by persons volunteering their time;
- (e) A suitable memento of a function honouring a Member;
- (f) Food, lodging, transportation and entertainment provided by provincial, and local governments or political subdivisions of them, by the Federal Government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;
- (g) Food and beverages consumed at banquets, receptions or similar events, if:
  - Attendance serves a legitimate business purpose;
  - The person extending the invitation, or a representative of the organization is in attendance;
  - And the value is reasonable and the invitation is infrequent.

In the case of exemptions (b), (e), (f) and (g), if the value of the gift or benefit exceeds \$100, or the total value received from any one source during the calendar year exceeds \$100, the member shall, within 30 days of receipt of the gift, or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

The disclosure statement must indicate:

- The nature of the gift or benefit;
- The source and date of receipt;
- The circumstances under which it was given or received;
- Its estimated value;
- What the recipient intends to do with any gift; and

- Whether any gift will at any point be left with the municipality

Any disclosure statement will be a matter of public record.

On receiving a disclosure statement, the Integrity Commissioner shall examine it to ascertain whether the gift or benefit might, in the Commissioner's opinion, create a conflict between a private interest and the public duty of the member. If the Integrity Commissioner makes that preliminary determination, the Commissioner shall call upon the Member to justify receipt of the gift or benefit.

Should the Integrity Commissioner determine that the receipt creates such a conflict, the Commissioner may direct the Member to return the gift, turn it over to the Municipality, or reimburse the donor for the value of any gift or benefit already consumed.

Except in the case of exceptions (a), (c) and (f), a Member may not accept a gift or benefit worth in excess of \$300 or gifts and benefits from one source during the calendar year worth in excess of \$300.

## **6. CONFIDENTIAL INFORMATION**

By virtue of office, Members acquire confidential information, including confidential personal information, from a variety of sources.

Confidential information includes information in the possession of, or received in confidence by the Municipality, that under the *Municipal Freedom of Information and Protection of Privacy Act* the Municipality is prohibited from disclosing or releasing.

A Member shall not use information obtained in the capacity of a Member and that is not available to the general public to further or seek to further a private interest of the Member, a family member of the Member, or a friend of the Member, or improperly to advance private interest or another individual or entity.

A Member shall not disclose by any means to anyone, except to a Member or to an employee of the Municipality or Local Board who requires the information in the course of duties, any confidential information acquired by virtue of office, in either oral or written form, except as required by law or authorized by Council or the Local Board to do so.

Members of Council should not access or attempt gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Council Policy.

If a matter has been discussed in a meeting or part of a meeting closed to the public in accordance with the *Municipal Act*, and the matter remains confidential, then a Member shall not disclose the content of the matter or the substance of the deliberations of the closed meeting or part. The restriction on disclosure applies until Council or committee discusses the information in meeting that is open to the public or releases the

information to the public, or unless Council has authorized the Member to disclose it.

The *Municipal Freedom of Information and Protection of Privacy Act* gives the Municipality the discretion to refuse to disclose a record that is subject to solicitor-client privilege. Privilege belongs to the Municipality and only Council, by resolution, may waive privilege. Privileged information and privileged communications are, unless Council has waived the privilege, "confidential information" under this section.

For greater certainty, under this section, in no case is information that has previously been released to the public or is otherwise in the public domain considered "confidential information."

## **7. USE OF MUNICIPAL PROPERTY, SERVICES, AND OTHER RESOURCES**

No Member shall use, or permit the use of, land, facilities, equipment, supplies, services, staff or other resources (for example, municipal owned materials, websites) of the Municipality for activities other than the business of the Municipality. No Member shall obtain personal financial gain from the use or sale of municipal-developed intellectual property (for example inventions, creative writings and drawings) computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Municipality.

## **8. ELECTION CAMPAIGN WORK**

No Member shall use the facilities, equipment, supplies, or other services of the Municipality (including newspapers and websites linked through the municipal website) for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on municipal property during normal working hours unless permitted by policy (e.g., all candidates meetings). No Member shall use the services of persons for election-related purposes during hours in which those persons receive any compensation from the Municipality.

## **9. IMPROPER USE OF INFLUENCE**

In this section, "private interest" includes both a pecuniary (financial) and a non-pecuniary (non-financial) interest. It does not, however, include an interest in a decision or matter (a) that is of general application, (b) that affects a Member, family member or friend as one of a broad class of persons, (c) that concerns the compensation of a Member, or (d) that relates to a Code of Conduct proceeding involving the member.

Quite apart from the *Municipal Conflict of Interest Act* (which deals with pecuniary interests in particular situations), a Member must not use the office of Member, or use the influence of office, to advance a private interest of the Member, a family member of the Member or a friend of the Member, or to advance improperly a private interest of any other individual or entity.

A Member must not attempt to influence the decision of another individual or entity (whether that individual or entity is part of the Municipality or is a third party) to advance a private interest of the Member, a family member of the Member or a friend of the Member, or to advance improperly a private interest of any other individual or entity.

No Member shall make a decision or exercise an official power, duty or function if the Member knows or reasonably should know that, the making of the decision or the exercise of the power, duty or function would create an opportunity to advance a private interest of the Member, a family member of the Member or a friend of the Member, or to advance improperly a private interest of any other individual or entity, whether or not the private interest is actually advanced.

No Member shall solicit or accept the prospect or promise of future advancement of a private interest in exchange for the exercise of the Member's supposed influence or in return for action or inaction in the exercise of an official function or duty.

A Member shall not give preferential treatment to any individual or entity if a reasonable person would perceive (a) that the preferential treatment was for the purpose of advancing a private interest or (b) that the preferential treatment was based on the identity of the individual or entity or the identity of a representative of the individual or entity.

This section does not prohibit a Member from properly using influence on behalf of a constituent.

## **10. BUSINESS RELATIONS**

No Member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Municipality except in compliance with the terms of the *Municipal Conflict of Interest Act*.

A Member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

## **11. CONDUCT REGARDING CURRENT AND PROSPECTIVE EMPLOYMENT**

No Member shall allow the prospect of future employment by a person or entity to detrimentally affect the performance of the Member's duties to the Municipality.

## **12. CONDUCT AT COUNCIL AND COMMITTEE MEETINGS**

Members shall conduct themselves with decorum at Council and committee meetings in accordance with the provisions of Procedural Bylaw 2022-062.

Breaches of decorum, disrespect, and disorderly conduct should be dealt with by the presiding officer of a meeting, and shall not be the subject of a Code of Conduct complaint or an Integrity Commissioner inquiry.

The following are the only circumstances in which the Integrity Commissioner may entertain a complaint arising from conduct at a meeting:

- (a) The complaint is made by the Council or by a Local Board in relation to conduct that allegedly occurred at a meeting of Council or the Local Board.
- (b) The complaint is made by the Council in relation to conduct that allegedly occurred at a Committee meeting, if the complaint is based on a report to the Council by the Committee or its presiding officer.
- (c) The complaint is made by an individual who (i) is not a Member, (ii) was present at the meeting where the conduct allegedly occurred and (iii) following the meeting formally communicated the concern to the Council, the Committee or the Local Board, as the case may be, or satisfies the Integrity Commissioner that there was good reason not to raise the concern first with the Council, the Committee or the Local Board.

### **13. CONDUCT RESPECTING THE STAFF**

Under the direction of the CAO/Clerk, staff serve the Council as a whole, and the combined interests of all members as evidenced through the decisions of council. Members shall be respectful of the role of the staff to provide advice based on political neutrality and objectivity and without undue influence from any individual member or a faction of council.

Accordingly, no Member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of staff.

No Member shall compel staff to engage in political activities or be subject to threats or discrimination for refusing to engage in such activities.

A Member shall not attempt to influence or to interfere, either directly or indirectly, with an employee, officer or other individual exercising functions under the *Provincial Offences Act*.

A Member shall not use or attempt to use office or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in the staff member's duties.

### **14. HARASSMENT AND DISCRIMINATION**

No Member shall engage in discrimination against or harassment of a member of the public, an employee of the Municipality or a local board, or another Member.

No Member shall abuse, bully or intimidate another individual.

In a investigating a complaint under this section, the Integrity Commissioner shall have the authority to recommend to Council such interim measures as are necessary to

protect the Complainant, to respect the rights of both Complainant and Respondent, and to ensure that integrity of the investigation.

## **15. FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES**

Several of the provisions of this Council Code of Conduct incorporate policies and procedures adopted by Council. As a result, Members are required to observe the terms of all policies and procedures established by the Municipality of Calvin Township. Such policies and procedures are to be administered and enforced according to their terms. Enforcement of a policy or procedure of the Municipality does not involve this Code of Conduct or the Integrity Commissioner.

## **16. REPRISALS AND OBSTRUCTION**

Each Member shall respect the integrity of the Code of Conduct and investigations conducted under it.

No Member shall engage in any reprisal or make a threat of reprisal against a Complainant or anyone for providing relevant information to the Integrity Commissioner.

No Member shall obstruct the Integrity Commissioner in the carrying out of the Integrity Commissioner's responsibilities. Obstruction includes but is not limited to the following: destroying documents or erasing electronic communications, intimidating or taking a reprisal against a witness or complainant, and violating the confidentiality of the inquiry process.

The Integrity Commissioner may report reprisals and obstruction to Council and recommend penalties and remedial measures, even in the absence of a complaint.

## **17. ACTING ON ADVICE OF INTEGRITY COMMISSIONER**

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter if all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

## **18. COMPLIANCE WITH COUNCIL CODE OF CONDUCT**

Members of Council are accountable to the public through the four-year election process. Between elections a Member's may, for example, become disqualified and lose the Member's seat if convicted of an offence under the *Criminal Code* or for failing to disclose a pecuniary interest under the *Municipal Conflict of Interest Act*.

A complaint alleging that a Member has contravened a specific rule in this Code of Conduct may be submitted to the Integrity Commissioner, who will determine whether to conduct an inquiry under section 223.4 of the *Municipal Act*. The Commissioner shall

not conduct an inquiry into a complaint, or an allegation in a complaint, made more than three months after the date of the act or omission alleged to contravene the Code.

Subsection 223.4(5) of the *Municipal Act, 2001* authorizes council to impose either of two penalties on a member of Council following a report from the Integrity Commissioner that, in the Commissioner's opinion, there has been a violation of the Council Code of Conduct.

1. A reprimand; or
2. Suspension of remuneration paid to the member in respect to his or her services as a member of Council or a Local Board for a period of up to 90 days.

### **Remedial actions**

The Integrity Commissioner may also recommend that Council or a Local Board take the following remedial actions:

1. Removal from membership on a committee or Local Board.
2. Removal as Chair of a Committee or a Local Board.
3. Repayment or Reimbursement of moneys received.
4. Return of property or reimbursement of its value.
5. A request for apology to the Council, the complainant, or both.
6. Any other action to remedy the effect of the contravention.

### **19. POLICY REVIEW**

A review of this Code of Conduct shall be performed in the year of a municipal election in order to maintain its accuracy and application. Should the legislation that governs this Code of Conduct change or a recommendation is received from the Municipality's Integrity commissioner prior to the year of a municipal election, the Code of Conduct shall be reviewed and revised accordingly.

**By-Law No. 2023-009 is repealed and replaced by this By-Law No. 2024- 29.**

**This by-law shall come into full force and take effect as of the date of signing by the Mayor and CAO.**

\_\_\_\_\_  
**Mayor**

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**CAO**

**May 14, 2024**





Facts continued from page\_\_\_\_

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Names and contact information of witnesses

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SIGNED\_\_\_\_\_

Date submitted\_\_\_\_\_

**For Integrity Commissioner's use only**

Date received \_\_\_\_\_

File number\_\_\_\_\_

Personal information contained on this form is collected under the authority of Part V.1 of the *Municipal Act* and will be used for the purpose of processing the complaint and conducting any inquiry.

**Municipality of Calvin**  
**By-Law 2024-29**  
**Complaint and Inquiry Procedure under the Council Code of Conduct**

**A. DEFINITIONS**

1. In this Procedure:
  - 1.1 Terms defined in the Council Code of Conduct have the same meanings here.
  - 1.2 "Complaint" is a request for an inquiry about whether a Member has contravened the Council Code of Conduct.
  - 1.3 "Complainant" is an individual who makes a complaint.
  - 1.4 "Respondent" is a Member who is the subject of the complaint.
  - 1.5 "Parties" means the Complainant(s) and the Respondent(s) and "Party" is any one of them.

**B. INFORMAL COMPLAINT PROCEDURE**

2. Any individual who believes behaviour or activity by a Member contravenes the Council Code of Conduct may address the behaviour or activity by doing one or more of the following:
  - 2.1 Inform the Member that the behaviour or activity appears to contravene the Council Code of Conduct and identify the section of the Code that appears to have been breached.
  - 2.2 Encourage the Member to acknowledge and to agree to stop the prohibited behaviour or activity and to avoid future occurrences of it.
  - 2.3 Document the incidents including dates, times, locations, other individuals present, and any other relevant information.
  - 2.4 Request the Integrity Commissioner to assist in informal discussion with the Member about the alleged behaviour or activity in an attempt to resolve the issue.
  - 2.5 If applicable, confirm to the Member the individual's satisfaction with the response of the Member, or, if applicable, inform the Member of the individual's dissatisfaction with the response.
  - 2.6 Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part C, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
3. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behaviour or an activity believed to violate the Council Code of Conduct.

4. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The individual and Member are encouraged but are not required to take advantage of the Integrity Commissioner's potential role as a mediator of issues relating to an informal complaint. However, the informal process is not a precondition to pursuing the formal complaint procedure outlined in Part C.
5. The Integrity Commissioner shall not function as a mediator of issues unless each of the individual and the Member consents in writing to the Integrity Commissioner performing this function and acknowledges and consents in writing that, in the event a formal complaint is filed, the Integrity Commissioner will handle the complaint and conduct any inquiry, without objection based on the Integrity Commissioner's prior involvement as mediator. Either the individual or the Member may withdraw consent, in writing, at any time.
6. Should a formal complaint subsequently be filed, no communication made or position taken by the individual or the Member in the course of mediation shall be relied on by a Party during the complaint and inquiry process or be taken into consideration, or included in a report, by the Integrity Commissioner.

### **C. FORMAL COMPLAINT PROCEDURE**

7. Any individual who identifies or witnesses conduct by a Member that the individual believes it to be in contravention of the Council Code of Conduct may file a formal complaint as follows:
  - 7.1 The complaint shall be made in writing and be dated and signed by an identifiable individual.
  - 7.2 Where possible, the complaint shall be made using the Formal Complaint Form that is attached to the Council Code of Conduct. If the Formal Complaint Form is not used then the complaint must contain all of the information required by the Formal Complaint Form, in the same order.
  - 7.3 The complaint must state the section(s) of the Council Code of Conduct that the Complainant believes has (have) been breached.
  - 7.4 The complaint must include background (including date(s), time(s) and location(s) of conduct, supporting documentation, details and names of all persons involved, and name(s) of any witness(es)) that contains reasonable grounds for the allegation that a Member has contravened the Council Code of Conduct.
  - 7.5 The Complainant is encouraged to include relevant documents.
  - 7.6 The Complainant is not required to, but may, submit an affidavit.
  - 7.7 The complaint shall be submitted directly to the Integrity Commissioner by email, fax, mail or delivery.
  - 7.8 In the event that a complaint is sent to or left at the municipal office, the Clerk shall ensure that it is delivered unopened (or, if left unsealed, is placed in an envelope without being read and then sealed and delivered) to the Integrity Commissioner.

8. The complaint is subject to a refundable \$300 filing fee, payable to the Municipality before the complaint may be reviewed by the Integrity Commissioner. The Complainant must pay the fee to the Clerk, who will issue a receipt. The Complainant must provide a copy of the receipt, as proof of payment of the filing fee, to the Integrity Commissioner. A completed complaint includes both a Formal Complaint Form and proof of payment.
9. Upon the completion of an inquiry, if the Integrity Commissioner reports to Council that, in the Integrity Commissioner's opinion, a Member who is the subject of the complaint has contravened a provision of the Code of Conduct, then the Clerk shall forthwith refund the Complainant's filing fee.

***Integrity Commissioner's Classification and Decision to Conduct an Inquiry***

10. The Integrity Commissioner may not help anyone to draft the content of a complaint but the Commissioner may for any reason

- (a) invite a Complainant to clarify, or
- (b) permit a Complainant to amend or resubmit

any complaint, including a complaint that does not meet the requirements of this Complaint and Inquiry Procedure. The complaint is deemed to be received by the Commissioner when it is clarified, amended or resubmitted, and from that point the complaint consists of the amended complaint, the resubmitted complaint, or the original complaint plus amendments or plus clarifications, as the case may be.

11. Upon receiving the complaint, the Integrity Commissioner will conduct an initial classification to determine whether the complaint is within the Commissioner's jurisdiction and whether the Commissioner should commence an inquiry.
  - 11.1 The complaint, or part of it, lies outside the Commissioner's jurisdiction if the subject matter of the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure.
  - 11.2 The Commissioner shall only commence an inquiry into a complaint, or part of it, that on its face contains allegations that if substantiated would constitute a breach of one or more provisions of the Council Code of Conduct, and then only in relation to such provision(s).
  - 11.3 The Commissioner has the discretion to decline to commence an inquiry if on its face the complaint appears to be frivolous, vexatious or not made in good faith, and subsequently the Commissioner may terminate an inquiry if at any time the Commissioner forms the opinion that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith.
  - 11.4 If the Complainant is a Member, where the Integrity Commissioner declines to commence or terminates an inquiry on the ground that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith, the Integrity Commissioner may report that fact to Council and name the Member.
  - 11.5 The Integrity Commissioner has the discretion to decline to commence an inquiry, and subsequently the Commissioner may terminate an inquiry at any time, if the

Commissioner forms the opinion that the subject matter of the complaint, or part of it, relates more properly to another law or policy or is more appropriately addressed under another other complaint process or dispute resolution procedure.

- 11.6 If the complaint or part relates to a matter that is already subject to another process, including but not limited to an action or application, a human rights complaint, an arbitration hearing, or another court or tribunal proceeding, then the Integrity Commissioner may, in the Integrity Commissioner's sole discretion, decline to conduct an inquiry, terminate an inquiry, or suspend an inquiry pending the result of the other process.

### ***Settlement, Withdrawal and Other Opportunities for Resolution***

12. Following receipt of a formal complaint, or at any time during an inquiry:

- 12.1 At the request of a Party or on the Commissioner's own initiative, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without starting or continuing an inquiry, and both the Complainant and the Respondent agree, then Commissioner may pause or delay the inquiry to allow the Parties to achieve a resolution. Dialogue of the Parties in pursuit of potential resolution is subject to their ongoing, voluntary, mutual consent. A Party may withdraw consent at any time. Should consent be withdrawn or should the attempt at resolution otherwise cease, then the Integrity Commissioner shall end the pause or delay and resume the application of this Procedure.
- 12.2 Should the Parties pursue potential resolution, the Integrity Commissioner shall not function as a mediator of issues unless each Party consents in writing to the Integrity Commissioner performing this function and acknowledges and consents in writing that, in the event a resolution is not achieved, the Integrity Commissioner shall handle the complaint and conduct an inquiry, without objection based on the Integrity Commissioner's prior involvement as mediator. Either Party may, in writing at any time, withdraw consent to the Integrity Commissioner's mediation function.
- 12.3 If a complaint is withdrawn before the inquiry commences, or is settled or informally resolved at any time, then the Commissioner shall not report on it to Council except as part of a general report on the Commissioner's activities that does not identify the Parties to or the subject matter of any specific complaint.
- 12.4 If a complaint is withdrawn during the inquiry but before the inquiry ends, then the Commissioner may, but is not required to, report to Council on the inquiry. In making a determination whether to report to Council, the Commissioner shall consider the Parties' views on whether a report to Council should be made.
- 12.5 No communication made or position taken by a Party in the course of pursuing a resolution or participating in mediation shall be relied on by a Party during the inquiry or be taken into consideration, or included in a report, by the Integrity Commissioner.

## ***Inquiry***

13. Within five business days after receiving the complaint, the Integrity Commissioner shall decide whether to conduct an inquiry into the complaint or part of it.
14. Where the Integrity Commissioner decides not to conduct an inquiry, the Commissioner shall issue to the Complainant and to any identifiable Respondent(s) a Notice of Determination not to Conduct Inquiry. The Notice shall include the complaint and explain the decision not to conduct an inquiry. No Notice shall be issued if the complaint is withdrawn before the Integrity Commissioner makes the decision.
15. Except where the Integrity Commissioner exercises powers under sections 33 and 34 of the *Public Inquiries Act*, the inquiry process shall be as follows:
  - 15.1 Without identifying the Complainant(s), the Respondent(s) or the circumstances, the Integrity Commissioner shall give notice to the Clerk that an inquiry is being commenced.
  - 15.2 The Integrity Commissioner shall, the same day, issue to the Parties a Notice of Inquiry that includes a copy of the complaint and complaint materials, identifies the issues and allegations that will be the subject of the inquiry, and identifies any issues and allegations raised by the complaint that will not be considered in the inquiry. The Notice will include an invitation to the Respondent(s) to respond in writing within seven business days.
    - (a) To protect the right of a full and fair opportunity to respond, the Respondent shall be given the entire complaint, including the Complainant's name, but personal information (such as home address, and personal phone and email) of the Complainant shall be redacted.
    - (b) In exceptional circumstances and only where the Integrity Commissioner is satisfied that a fear of intimidation or reprisal is well-founded, the Integrity Commissioner may redact information that would identify the Complainant or a witness, provided that the Respondent receives sufficient disclosure to understand the allegation(s) and to receive a full and fair opportunity to respond.
  - 15.3 Within three business days after receiving the Respondent's response, if any, the Integrity Commissioner shall send it to the Complainant with an invitation to reply within seven business days.
  - 15.4 Within three business days after receiving the Complainant's reply, if any, the Integrity Commissioner shall send it to the Respondent.
  - 15.5 In addition to the complaint, response and reply, the Parties are free to make additional written submissions to the Commissioner at any time during the inquiry.
  - 15.6 The Commissioner shall share a Party's response, reply, other submission, or other written argument with every other Party.
  - 15.7 After reviewing the complaint, the response and the reply, the Commissioner may speak to anyone, access and examine any other documents or electronic

materials, and may enter any municipal work location relevant to the complaint for the purpose of inquiry and potential resolution.

- 15.8 Within 45 calendar days after the complaint is received, or such longer period as the Commissioner deems necessary (but in any event not more than 90 calendar days after the complaint is received), the Commissioner shall draft a report containing the findings of the inquiry, including draft conclusions about whether the Respondent(s) contravened the Council Code of Conduct and, where applicable, recommendations to Council.
  - 15.9 If the draft report contains a proposed finding that a Respondent contravened the Council Code of Conduct, or did not contravene the Council Code of Conduct but engaged in conduct that was blameworthy, then the Commissioner shall submit the draft report (minus the Recommendations section) to the Respondent for representations and comments within seven business days. A Respondent's representations and comments in response to a draft report are not subject to being shared with another Party.
  - 15.10 Within five business days after receiving the representations and comments of the Respondent, and taking them into account, the Integrity Commissioner shall finalize the report and deliver it to the:
    - (a) Clerk, for delivery to Council.
    - (b) Complainant(s).
    - (c) Respondent(s).
16. Subject to paragraph 15.8, the Commissioner has the discretion to extend any of the time frames and deadlines in this Complaint and Inquiry Procedure..

#### ***Report to Council and Recommendation***

17. Upon receipt of a report, the Clerk shall place it on the next regular agenda of Council.
18. Where a report states the Integrity Commissioner's opinion that a Respondent has contravened the Council Code of Conduct:
  - 18.1 The Integrity Commissioner is not required to include in the report a recommended penalty, as the *Municipal Act* makes Council responsible to determine whether to impose a penalty.
  - 18.2 The Commissioner may recommend remedial actions that are not punitive.
  - 18.3 If the Integrity Commissioner is of the opinion that the contravention was trivial or committed through inadvertence or an error of judgment made in good faith, or occurred despite the Respondent taking reasonable measures to prevent it, then the report shall so state.
  - 18.4 The Respondent shall have the right of reply when the report is considered by Council.



19. If the Integrity Commissioner is of the opinion that a Respondent did not contravene the Council Code of Conduct but the Respondent's conduct was blameworthy or otherwise deserving to be brought to Council's attention then the report shall so state.
20. If the Integrity Commissioner is of the opinion that the inquiry has revealed the need for an amendment to the Council Code of Conduct, this Procedure or municipal policy, then the report shall so state. The report may include such other recommendations as the Commissioner considers appropriate.
21. The Integrity Commissioner may make interim reports to Council where necessary and as required, including to address any instances of interference, obstruction, delay, reprisal retaliation associated with the inquiry.

***Confidentiality to Ensure a Fair Process***

22. To ensure that an inquiry is conducted (or that a complaint is settled or informally resolved) in a fair manner that respects the rights of the Complainant, the Respondent and witnesses, until the final report is delivered to Council the Parties shall maintain the confidentiality of the complaint process, including but not limited to the confidentiality of the complaint, responses, replies and other communications from a Complainant, a Respondent and the Integrity Commissioner.
23. If a Complainant (whether or not the Complainant is a Member) discloses information about a complaint or inquiry then the Integrity Commissioner may take that fact into account in exercising discretion before declining to commence or terminating an inquiry on the ground that the complaint is frivolous or vexatious or the Complainant is not acting in good faith.
24. The following paragraphs apply where a Member (whether or not the Member is a Complainant, a Respondent, a witness or uninvolved) discloses information about a complaint or an inquiry:
  - 24.1 Section 7 of the Council Code of Conduct prohibits the disclosure of confidential information. Information about a complaint or an inquiry, including but not limited to the information referred to in section 22 of this Procedure, is deemed to be confidential information under section 7 of the Council Code of Conduct. Consequently, a Member who discloses such information contravenes section 7 of the Code.
  - 24.2 Section 17 of the Council Code of Conduct prohibits a Member from engaging in any reprisal or making a threat of reprisal against a Complainant or anyone for providing relevant information to the Integrity Commissioner. If the disclosure of information about a complaint or an inquiry constitutes a reprisal or a threatened reprisal, then the Member has contravened section 17.
  - 24.3 Section 17 of the Council Code of Conduct also states that no Member shall obstruct the Integrity Commissioner in the carrying out of the Integrity Commissioner's responsibilities. Obstruction includes but is not limited to violating the confidentiality of the inquiry process. By obstructing, a Member is contravening section 17 of the Code.
25. Where the Integrity Commissioner is of the opinion that a Member's conduct in relation to an inquiry may have contravened section 7, section 17, or another section of the Council Code

of Conduct, the Commissioner shall give the Member an opportunity to reply in writing to the allegation that the Council Code of Conduct was contravened. After considering any reply by the Member, the Commissioner shall report the matter to Council pursuant to section 21 of this Procedure. The report shall include the Commissioner's opinion whether the Code was contravened. Sections 17 through 20 of this Procedure apply to such a report.

26. If the disclosure of information about a complaint or inquiry makes it impossible, in the Integrity Commissioner's opinion, to conclude a fair and proper inquiry that respects the rights of the Parties then the Integrity Commissioner shall report that opinion to Council.

***No Complaint Processing and No Report Prior to Municipal Election***

27. Starting on nomination day in the year of a regular election, the processing of complaints, the conduct of inquiries and the issuance of reports is subject to the restrictions established by section 223.4 of the *Municipal Act*.

***Public Disclosure***

28. Once an Integrity Commissioner report has been considered by Council in an open meeting, the document is in the public domain. All reports from the Integrity Commissioner to Council will be made available to the public on the Municipality's Website on a single Web page that is easily accessible. After four years, a report shall be removed from the Web page and shall be publicly available from the Clerk upon request.