

# CORPORATION OF THE MUNICIPALITY OF CALVIN

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November 21, 2019

## NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held in the Calvin Community Centre at 7 p.m. on Tuesday November 26 , 2019.

If you are unable to be in attendance it is greatly appreciated that you notify the undersigned in advance.

Thank you.

Best regards;

Cindy Pigeau  
Clerk-Treasurer



## MUNICIPALITY OF CALVIN

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To Members of Council

Nov. 13-2019

It has been brought to my attention that members of council would like reports from the building department to contain more detail. Privacy laws prevent me from releasing the names of property owners or property addresses that could lead to the identity of individual persons.

Since being named C.B.O of the municipality of Calvin, I have not issued any orders to comply.

I have sent out one registered letter.

I have received two complaints by way of phone call, from neighboring property owners, about animal manure storage.

The policies and procedures that the building department has been using are designed to avoid non-compliance issues becoming legal matters. I have sent out numerous letters, emails and phone calls to property owners for different non-compliance issues and in almost all cases property owners have complied or are working on compliance. The one registered letter I did send out was to a property owner that did not do anything to try and comply. After receiving the registered letter they called and are now working on compliance.

Council also had questions about the day to day operation of the building department. I will try to give some insight.

As C.B.O of three different municipalities and being on a part time bases it is a constant juggling act to do in a timely matter, plan reviews, issue permits and do site inspections and not cause any one's project to be held up. When I am in the Papineau office I still do work on Calvin building projects and vice-versa. I have done numerous inspections in Calvin on my way to, and on my way home from the Papineau office. I take phone calls from property owners and potential property owners from all three municipalities regardless of what location I am in, including from home.

The most time consuming part of the building permit process is plans review. On a complicated build it can take several days of research to make sure the drawings comply with the Ontario Building Code.

When not doing plan reviews, issuing permits or doing site inspections the rest of the time is spent taking calls and answering emails about building and zoning questions and researching the answers to those questions.

In the winter time I work on cleaning up and closing old files. Last winter I contacted as many property owners as I could that had old files still open and was able to close a number of files.

SHANE CONRAD  
CHIEF BUILDING OFFICIAL



B)	Ministry of Infrastructure	Ontario Community and Infrastructure Fund (OCIF) – Formula Component
C)	Township of Perry	Transforming and Modernizing the Delivery of Ontario’s Building Code
D)	Corporation of the Town of Mattawa	ICIP Application – Mattawa Community, Culture & Recreation Complex
E)	Association of Municipalities of Ontario	Public Health and Emergency Health Services Modernization Consultation
F)	Town of Whitchurch-Stouffville	Ban of Single-Use Disposable Wipes
G)	Association of Municipalities of Ontario	Consultations on the Blue Box Regulation
H)	Municipal Property Assessment Corporation (MPAC)	Budget and Municipal Levy 2020
<b>8.</b>	<b>INFORMATION LETTERS AVAILABLE</b>	None
<b>9.</b>	<b>OLD AND NEW BUSINESS</b>	Official Plan and Zoning By-Law Update Public Tender for Sale of Surplus Saws Donation from Golden Age Club Update on Blue Box Producer Change Over
<b>10.</b>	<b>ACCOUNTS APPROVAL REPORT</b>	
<b>11.</b>	<b>CLOSED PORTION</b>	
<b>12.</b>	<b>BUSINESS ARISING FROM CLOSED SESSION</b>	
<b>13.</b>	<b>NOTICE OF MOTION</b>	
<b>14.</b>	<b>ADJOURNMENT</b>	

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR MEETING TUESDAY NOVEMBER 12, 2019

The regular meeting of Council was held this date at the Calvin Community Centre. Present were Mayor Pennell, Deputy Mayor Cross, Coun Dan Maxwell, Coun Olmstead, Coun Grant, Chris Whalley, Dean Maxwell and Cindy Pigeau.

Regrets: 0                      Guests: 3

The meeting was called to order at 7:00 p.m. by Mayor Pennell

PECUNIARY/CONFLICT OF INTEREST:                      None

PRESENTATIONS/DELEGATIONS:                      None

2019-203                      MINUTES OF COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Grant that the Minutes of the regular meeting of Council held on Tuesday October 22, 2019 be hereby adopted and signed as circulated.

Carried

2019-204                      MINUTES OF COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Grant that the Minutes of the special meeting of Council held on Tuesday November 5, 2019 be hereby adopted and signed as circulated.

Carried

2019-205                      CONSENT APPLICATION #2019-20 – TO CREATE ONE NEW RESIDENTIAL LOT

Moved by Coun Cross and seconded by Coun Grant that whereas an application for Consent No. 2019-20 in the name of Deschamps has been filed with the East Nipissing Planning Board on land known as Concession 6 Lot 36, Municipality of Calvin, to create a residential lot of 40 acres, the municipal address being 768 Mount Pleasant Road, which is a year round maintained municipal road; NOW THEREFORE the Council of the Municipality of Calvin RESOLVES that:

1. It is recommended that the East Nipissing Planning Board give provisional consent to this application, and;
2. The Public Works Superintendent must be contacted for entrance permits and for locate of entrance on the proposed new lot as well as the retained land.
3. A copy of the completed survey for the new residential lots shall be provided to the municipality, in both digital format and hard copy, and;
4. That the 5% Cash in lieu shall apply to the newly created lot and is payable in full to the municipality as a requirement of consent.

Carried

2019-206                      PRESSURE TANK SURPLUS FOR COMMUNITY HALL MOVED TO FIRE HALL

Moved by Coun Cross and seconded by Coun Grant that WHEREAS the Municipality has recently replaced the pressure tank at the Municipal Community Hall with funding provided through a one-time unconditional payment from the Ministry of Municipal Affairs, and; WHEREAS Council hereby declares the used pressure tank to be surplus to the further needs of the Municipal Community Hall but that it could be used at the Municipal Fire Hall to be used with the new hot water tank; NOW BE IT THEREFORE RESOLVED that staff is hereby authorized to move the old pressure tank from the Municipal Community Hall to the Municipal Fire Hall.

Carried

2019-207 RESOLUTION OF SUPPORT FOR THE TOWN OF BLUE MOUNTAINS

Moved by Coun Cross and seconded by Coun Grant that the Municipality of Calvin hereby supports the Resolution passed by the Town of Blue Mountains as follows: WHEREAS the system of justice in Ontario is based on the British system of Common Law which bases decisions on legal precedents; AND WHEREAS the decisions of Integrity Commissioners in settled cases could provide guidance to all involved in Municipal Government in Ontario as well as to the people they serve; BE IT THEREFORE RESOLVED that the Council of the Corporation of the Municipality of Calvin request that the Ontario Ministry of Municipal Affairs and Housing create a searchable database of all matters placed before all Integrity Commissioners within the province and the resolution of such matters; AND FURTHER BE IT RESOLVED THAT this resolution be circulated back to the Town of the Blue Mountains indicating our support.

Carried

2019-208 RESOLUTION OF SUPPORT FOR BILL 125 BY GUY BOURGOUIN, MPP OF MUSHKEGOWUK-JAMES BAY

Moved by Coun Cross and seconded by Coun Grant that the Municipality of Calvin hereby supports the Bill 125 proposed by Guy Bourgouin, MPP of Mushkegowuk-James Bay as follows: **WHEREAS** the forest and the mining industry represent a significant portion of the industry in Northern Ontario; **AND WHEREAS** Highways 11 and 17 are the preferred routes for long –distance road transportation, and; **AND WHEREAS** drivers are more susceptible of being involved in a motor vehicle accident on a Northern Ontario highway due to weather conditions, and; **AND WHEREAS** the performance of highway winter maintenance has suffered since the introduction of the current maintenance program in 2009, and; **THEREFORE BE IT RESOLVED THAT** the Municipality of Calvin hereby supports the Bill 125 proposed by Guy Bourgouin, MPP Mushkegowuk-James Bay, requesting changes to the winter maintenance criteria of provincial highways.

Carried

2019-209 INTERIM GUIDELINES FOR INJURED OR ILL CANINE ANIMALS

Moved by Coun Maxwell and seconded by Coun Olmstead that Council has been notified that the North Bay and Area Humane Society will no longer take ill or injured canine animal as part of the agreement between the Corporation of the Municipality of Calvin and the North Bay and Area Humane Society and; ALSO THAT the Municipality of Calvin therefore requires a change to our Animal Control By-Law that outlines what to do in the event of our By-Law Enforcement Officer and/or Municipal Animal Control Delegate encounters an injured or ill canine animal, and; THAT these amendments to the By-Law will require research and time, and; THAT in the interim guidelines need to be in place for the By-Law Enforcement Officer and/or Municipal Animal Control Delegate to follow, and; THEREFORE Council has determined that in the event our By-Law Enforcement Officer and/or Municipal Animal Control Delegate encounters a situation with an ill or injured canine animal, the following guidelines will be followed:

- The injured or ill canine animal will be taken to an approved veterinarian clinic for acute care only with a \$1200.00 limit to be spent on this acute care, the owner of the canine animal will continue to try to be contacted and if the owner is not able to be contacted within 3 days then the By-Law Enforcement Officer and/or Municipal Animal Control Delegate along with the veterinarian and the veterinarian clinic's mandate will decide what the next steps will be regarding the care for the animal.

Carried

2019-210 APPOINTMENT TO SHARED BUILDING MANAGEMENT COMMITTEE

Moved by Coun Olmstead and seconded by Coun Maxwell that as per By-Law 2018-018 to enter into a Shared Chief Building Official/Building Inspector Services Agreement between the Corporation of the Municipality of Calvin, the Corporation of the Township of Papineau-Cameron and the Corporation of the Municipality of Mattawan, a Management Committee must appoint one member of each Municipal Council to this Management Committee as per section 10.0 of the By-Law and; THEREFORE BE IT RESOLVED that Council hereby appoints Ian Pennell, Mayor as the Municipality of Calvin's representative on the Shared Building Management Committee.

Carried

2019-211 BY-LAW 2019-019-TO REGULATE THE USE OF PARKLANDS WITHIN AND TO REGULATE PARKING ON LANDS OWNED BY THE CORPORATION OF THE MUNICIPALITY OF CALVIN

By-law No. 2019-019 being a by-law to regulate the use of parklands within and to regulate parking on lands owned by The Corporation of the Municipality of Calvin. This By-law received 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and final readings on November 12, 2019.

Carried

2019-212 DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD LEVY CALCULATION

Moved by Coun Maxwell and seconded by Coun Olmstead that WHEREAS the Province of Ontario has reduced and/or withdrawn funding over the past 10+ years to municipalities and their associated boards, and continues to do so; WHEREAS because of the reduced funding all parties are and will be required to reduce or cut spending for hiring, salaries, administrative overhead, planned projects, and supplied services, and; WHEREAS the District of Nipissing Social Services Administration Board (DNSSAB) in a meeting on October 16<sup>th</sup>, 2019 with the member municipalities has indicated that there will be a levy increase of between 5 – 7% in the upcoming 2020 year; NOW THEREFORE BE IT HEREBY RESOLVED THAT the Council of the Municipality of Calvin requests that the levy be calculated using Population and/or Current Value Assessment, in order to make our portion more accurately reflect our community's benefit from DNSSAB services. Currently, the levy is being calculated by DNSSAB using Weighted Assessment which provides a skewed representation; Be IT FURTHER RESOLVED THAT a Copy of this Motion be sent to the Honourable Vic Fedeli, MPP(Nipissing), the Honourable John Yakabuski, MPP (Renfrew – Nipissing – Pembroke) and our neighbouring municipalities of the Town of Mattawa, the Municipality of East Ferris, Municipality of Mattawan, Township of Papineau-Cameron, Township of Bonfield for their consideration; and further that a copy of this Motion be sent to the District of Nipissing Social Services Administration Board.

Carried

2019-213 DISBURSEMENTS

Moved by Coun Olmstead and seconded by Coun Maxwell that the disbursements dated November 7, 2019 in the amount of \$73,869.01 and November 12, 2019 in the amount of \$8,830.01 be hereby authorized and passed for payment.

Carried

2019-214 ADJOURNMENT

Moved by Coun Maxwell and seconded by Coun Olmstead that this regular meeting of Council now be adjourned at 10:40 p.m.

Carried

# THE CORPORATION OF THE MUNICIPALITY OF CALVIN

## BY-LAW NUMBER 2019-027

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

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

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

#### 1.0 DEFINITIONS AND INTERPRETATION

##### 1.1 In this By-law:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 2.0 PERMITS

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



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

**3.0 PLANS, SPECIFICATIONS AND INFORMATION**

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

**4.0 APPLICATION FOR PARTIAL PERMIT**

- 4.1 Where an application is made for partial permit in order to expedite work for a portion of a building prior to the issuance of a permit for the work for the complete building, and the Chief Building Official is in agreement that an application for a partial permit may be submitted, the owner shall file the following information:

- a) the prescribed application from entitled "Application for a Permit to Construct or Demolish".
- b) complete plans and specifications, documents and other information as required.
- c) the completed form as set out in the Act.

4.2 A permit for a temporary building may be extended provided that permission in writing is granted by the Chief Building Official.

## **5.0 SPECIAL PROVISIONS**

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

- a) commencement of construction.
- b) readiness to construct footings.
- c) substantial completion of the structural framing.
- d) substantial completion of the insulation and vapour barriers.
- e) substantial completion plumbing and heating systems.
- f) substantial completion of fire separations and systems.
- g) substantial completion of interior finishes.
- h) substantial completion of exterior cladding and site grading.

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

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

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

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

## **6.0 FEES**

6.1 Fees for a required permit shall be in accordance with Schedule "A" attached hereto and forming part of this By-law.

6.2 When the fees are based on cost of valuation of the proposed work, such valuation shall mean the total cost of the work. That shall be the work regulated by the permit as well as electrical, plumbing or health branches and shall include the cost of professional and related services.

6.3 Where the Chief Building Official places a valuation, on the cost of work and if the permit applicant holder disagrees with this valuation, the prescribed fee determined by the Chief Building Official, shall be paid before the issuance of the permit. Upon completion of the work, if the actual cost of the work was less than the valuation placed by the Chief Building Official, an audited statement may be submitted detailing the cost of all component parts of the work. The Chief Building Official shall, if the statement contains the cost of all component parts of the work upon which the valuation was required to be based, value the work in accordance with testament and recommend the appropriate refund.

6.4 The fees contained in Schedule "A" to this By-law may be waived or modified at the discretion of the Chief Building Official, with the concurrence of the Clerk-Treasurer, for minor repairs and renovations to buildings, outbuildings i.e. garden sheds, tool sheds, gazebos, etc. or for the re-roofing and replacement of siding, of buildings in the residential classifications and for the additions of small porches or decks or for the repairs of such in the residential classifications.

## **7.0 ENFORCEMENT**

7.1 This By-Law shall apply to all property within the Municipality of Calvin, and shall be enforced upon written and signed complaints only.

- 7.2 After becoming aware of an infraction, the Chief Building Official and/or Property Standards Officer will visit the property and identify what is contravening the Municipality of Calvin's By-Laws. If the owner of the property in question is present, the Chief Building Official and/or Property Standards Officer will inform the property owner of the any contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.3 The Chief Building Official and/or Property Standards Officer will send by registered mail, the property owner a follow-up letter, explaining the contravening By-Law issues and outline what would need to be completed in order to comply.
- 7.4 During the ongoing dialog between the Chief Building Official and/or Property Standards Officer and the property owner when continued improvement steps are being taken place to comply, no deadline timelines will be imposed during this time of dialog.
- 7.5 If verbal and written warnings or dialog in section 7.4 of this By-Law are ignored, and no action has been taken, or action has been ceased by the property owner to comply, then an Order to Comply will be posted by the Chief Building Official and/or Property Standards Officer, on the owners property and served on the owner of the property and such other persons affected thereby either by in person or registered mail.
- 7.6 Orders to Comply come with specific timelines in which steps must be taken to meet the requirements of the order. If no action is taken by the property owner in the specified timeline to comply, the municipality can take action to have the property comply with the Ontario Building Code and/or Municipal By-Laws. Costs incurred by the Municipality to have a property meet compliance will be billed to the property owner, and if not paid, transferred to the property owner's property tax account.
- 7.7 In accordance to Section 15.4.1 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended, any person convicted of a breach of the provisions of this By-law shall forfeit and pay at the discretion of the conviction, magistrate an administrative penalty of:
- a) the sum of one thousand dollars (\$1,000.00) and/or;
  - b) any building constructed, altered, repaired or placed in contravention of this By-law and/or other related municipal By-Laws, may be pulled down or removed on instruction from the Chief Building Official or other person authorized by the Council, and the expense of such removal or pulling down shall be paid by the owner and may be recovered in like manner as municipal taxes (in accordance to section 15.4.2 of the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended).

**8.0 SEVERABILITY**

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

**9.0 REPEAL**

- 9.1 By-law No.2007-006, Amendment By-Law No. 2008-020 and any other By-law that govern building construction or fees thereto are hereby repealed and rescinded.

**10. COMMENCEMENT**

- 10.1 This By-law shall come into force and affect on the day of passing thereof.

Read a first time this 26<sup>th</sup> day of November 2019.

Read a second time this 26th day of November 2019.

Read a third time and finally passed in open council this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK-TREASURER

**CORPORATION OF THE MUNICIPALITY OF CALVIN**  
**Schedule "A"**  
**To By-law 2019-027**

**BUILDING INSPECTION SERVICES**

New buildings (except for accessory buildings)	\$400.00 for the first 50m <sup>2</sup> of building area and \$30.00 for each additional 10m <sup>2</sup> or part thereof
Addition to buildings (except for accessory buildings)	\$150.00 for the first 20m <sup>2</sup> and \$30.00 for each additional 10m <sup>2</sup> or part thereof
Accessory buildings which includes garages, storage buildings, barns, porches, carports, sundecks, balconies, solariums and sunrooms (including additions to accessory buildings)	\$100.00 for the first 20m <sup>2</sup> and \$30.00 for each additional 10m <sup>2</sup> or part thereof
Residential alterations, repairs or renovations including Chimneys, plumbing, windows, doors	\$100.00 flat fee
Demolition Permit	\$75.00 flat fee
Change of Use inspection	\$100.00 includes one
Moving a building into, within or out of the municipality	\$75.00 flat fee
Reshingling a building. Permit is issued to the home owner allowing the disposal of old shingles at the landfill site	\$25.00 flat fee plus tipping fees
Compliance letter (site inspection required)	\$75.00 flat fee
Occupancy permit (site inspection required)	\$75.00 flat fee
Commercial, Industrial, Institutional – Alterations, Repairs and Renovations	\$400 flat fee

**Appeal to Court**

(4) The municipality in which the property is situate or any owner or occupant or person affected by a decision under subsection (3.1) may appeal to the Superior Court of Justice by notifying the clerk of the municipality in writing and by applying to the court within 14 days after a copy of the decision is sent. 2002, c. 9, s. 24.

**Appointment**

(5) The Superior Court of Justice shall appoint, in writing, a time and place for the hearing of the appeal and may direct in the appointment the manner in which and the persons upon whom the appointment is to be served. 2002, c. 9, s. 24.

**Judge's Powers**

(6) On the appeal, the judge has the same powers and functions as the committee. 1997, c. 24, s. 224(8).

**Effect of Decisions**

(7) An order that is deemed to be confirmed under subsection (2) or that is confirmed or modified by the committee under subsection (3) or a judge under subsection (6), as the case may be, shall be final and binding upon the owner and occupant who shall carry out the repair or demolition within the time and in the manner specified in the order. 1997, c. 24, s. 224(8).

**Power of Municipality if Order Not Complied With**

15.4(1) If an order of an officer under section 15.2(2) is not complied with in accordance with the order as deemed confirmed or as confirmed or modified by the committee or a judge, the municipality may cause the property to be repaired or demolished accordingly. 1997, c. 24, s. 224(8).

**Warrantless Entry**

(2) For the purpose of subsection (1), employees or agents of the municipality may enter the property at any reasonable time without a warrant in order to repair or demolish the property. 1997, c. 24, s. 224(8).

**No Liability**

(3) Despite subsection 31(2), a municipal corporation or a person acting on its behalf is not liable to compensate the owner, occupant or any other person by reason of anything done by or on behalf of the municipality in the reasonable exercise of its powers under subsection (1). 1997, c. 24, s. 224(8).

**Lien**

(4) The municipality shall have a lien on the land for the amount spent on the repair or demolition under

subsection (1) and the amount shall have priority lien status as described in section 1 of the *Municipal Act, 2001* or section 3 of the *City of Toronto Act, 2006*, as the case may be. 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 3(2).

Property Standards

**Administrative Penalties**

15.4.1(1) A municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with,

- (a) a by-law of the municipality passed under section 15.1; or
- (b) an order of an officer under subsection 15.2(2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3. 2017, c. 34, Sched. 2, s. 10.

**Purpose of Administrative Penalties**

(2) The purpose of a system of administrative penalties established by a municipality under this section shall be to assist the municipality in promoting compliance with a by-law under section 15.1 or an order under subsection 15.2(2). 2017, c. 34, Sched. 2, s. 10.

**Monetary Limit**

(3) The amount of an administrative penalty established by a municipality,

- (a) shall not be punitive in nature; and
- (b) shall not exceed the amount reasonably required to promote compliance with a by-law under section 15.1 or an order under subsection 15.2(2). 2017, c. 34, Sched. 2, s. 10.

**Effect on Offences**

(4) If a person is required by a municipality to pay an administrative penalty under subsection (1) in respect of a contravention, the person shall not be charged with an offence in respect of the same contravention. 2017, c. 34, Sched. 2, s. 10.

**Regulations**

(5) The Lieutenant Governor in Council may make regulations providing for any matters which, in the opinion of the Lieutenant Governor in Council, are necessary or desirable for the purposes of this section, including,

- (a) granting a municipality powers with respect to requiring that persons pay administrative penalties and with respect to other matters necessary for a system of administrative penalties;
- (b) imposing conditions and limitations on a municipality's powers with respect to administrative penalties. 2017, c. 34, Sched. 2, s. 10.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2019-028

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH THE SOLICITOR GENERAL FOR THE PROVISION OF POLICE SERVICES IN THE CORPORATION OF THE MUNICIPALITY OF CALVIN

**WHEREAS** *Section 10 of the Act* provides that municipalities may enter into an agreement with the Solicitor General for the provision of police services for the municipality by the Ontario Provincial Police;

**AND WHEREAS** a draft proposal has been prepared setting out the mutual rights and obligations of the Solicitor General and the Mattawa Group of Four, consisting of the Town of Mattawa, Municipality of Calvin, Township of Papineau-Cameron and the Municipality of Mattawan;

**AND WHEREAS** it is deemed useful and expedient for the Municipality of Calvin to enter into such an agreement.

**NOW THEREFORE BE IT ENACTED** by the Council of the Corporation of the Municipality of Calvin as follows:

1. That the Mayor and Clerk are hereby authorized to execute an agreement with the Solicitor General for the provision of police services by the Ontario Provincial Police for a four year period (from January 1, 2020 to December 31, 2023).
2. That this agreement shall be attached as Schedule "A" and form part of this by-law.
3. That this By-law shall come in to force and take effect on the date of its passing.

READ A FIRST TIME BEFORE AN OPEN COUNCIL THIS 26<sup>th</sup> DAY OF NOVEMBER, 2019.

READ A SECOND TIME BEFORE AN OPEN COUNCIL THIS 26<sup>th</sup> DAY OF NOVEMBER, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK-TREASURER

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK-TREASURER

The term of this Agreement is effective as of the XX day of XXXX 20XX.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES  
UNDER SECTION 10 OF THE *POLICE SERVICES ACT*, R.S.O. 1990, c. P.15, as am.**

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
SOLICITOR GENERAL**

("Ontario")

**OF THE FIRST PART**

**AND:**

**THE CORPORATION OF THE XXXX OF XXXXXX**

(the "Municipality")

**OF THE SECOND PART**

**RECITALS:**

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number XXXX-XXXX, dated MMMM DD, 20YY (attached as Schedule "A");
- (d) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated MMMM DD, 20YY (attached as Schedule "B");

**NOW THEREFORE**, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

## Definitions

2. In this Agreement:

- (a) "Annual Billing Statement" means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:
- (i) the Municipality's policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and
  - (ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year.
- (b) "Board" means XXXX of XXXXXX Police Services Board.
- (c) "Commissioner" means the Commissioner of the O.P.P.
- (d) "Detachment Commander" means the O.P.P. officer in charge of XXXXX Detachment.

## General Provisions

3. Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
4. The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
5. The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.
6. (a) For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.



(b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.

7. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the XXXXX Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Moved  
from  
Section  
Cost of Police  
Services

#### Service Levels

8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.
- (b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year's prior written notice and shall be responsible for all costs associated with such reduction.

#### Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

#### Provincial Services Usage

10. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

#### Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.

### Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

### Cost of Police Services

16. (a) On or before October 01<sup>st</sup> in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.  
  
(b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.  
  
(b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.
18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.

20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

#### Dispute Resolution Mechanisms

22.
  - (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
  - (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.
  - (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
  - (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
  - (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.
23.
  - (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
    - (i) The language of the arbitration shall be English.

- (ii) The place of the arbitration shall be the XXXX of XXXXXX.
  - (iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
  - (iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
  - (v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
  - (vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- (i) on consent of all parties;
  - (ii) as may be ordered by a court of competent jurisdiction;
  - (iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

## Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

## Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:
- (a) by mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11<sup>th</sup> Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067
  - (b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca)
  - (c) by mail to the Municipality addressed to: The Mayor, XXXXXXXX of XXXXXXX, XXXXXXX, XXXXXX, Ontario, X1X 1X1, or by fax to XXXXXXXXXXXX
  - (d) by mail to the Board addressed to: The XXXXXXXX of XXXXXXX Police Services Board, XXXXXXX, XXXXXX, Ontario, X1X 1X1, or by fax to XXXXXXXXXXXX

**Commencement and Termination of Agreement**

- 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the DD day of MMMM 20YY, and shall conclude on the earlier of (i) MMMM DD, 20YY or (ii) the date that the *Community Safety and Policing Act*, 2019 comes into force.
- 27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.
- 28. Should the Municipality/s designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

**Entire Agreement**

- 29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

**IN WITNESS WHEREOF**, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Solicitor General, Community Safety has personally signed this Agreement to be effective as of the date set out herein.

**FOR ONTARIO**

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

**FOR THE MUNICIPALITY**

XXXXXXX of XXXXXX

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer *or Clerk (as appropriate)*

Date signed by the Municipality

\_\_\_\_\_

**DRAFT**

**SCHEDULE "A"**

**BY-LAW OF THE MUNICIPAL COUNCIL**

**DRAFT**

**SCHEDULE "B"**

**PROPOSAL FOR POLICE SERVICES**



**MUNICIPALITY OF CALVIN**  
**2019CT-13 REPORT TO COUNCIL**

REPORT DATE:           **October 18, 2019**  
ORIGINATOR:           **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT:               **Mattawa Group of Four – OPP DRAFT Contract Renewal**

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**RECOMMENDATION**

We are recommending a four year agreement be renewed.

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**REPORT HIGHLIGHTS**

The process for which the Mattawa Group of Four – OPP Contract Renewal for Policing Service will be different this time as there are some upcoming changes to the Community Safety and Policing Act.

Once the new Community Safety and Policing Act comes into effect, all Section 10 OPP Contracts will be null and void. This means that municipalities will no longer be in contract for OPP Services and under the Act Police Services Boards will no longer exist and a Detachment Board will replace them with one member from each municipality sitting on this one board.

Having said this because the Act is not in full effect yet and the Group of Four contract is due for renewal, our Councils must pass a new agreement for now. We must all pass a by-law with our selected term as the price is no longer negotiable (the By-law is to be prepared by each of us – OPP will not prepare on our behalf – once they receive it they will prepare the joint agreement for signing).

We are recommending a four year agreement – We don't think it will be applicable however if we recommend a 3 year and the Act for some reason does not come into effect the renewal would fall under a municipal election year.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

## OPP 2020 Annual Billing Statement

Calvin M

Estimated cost for the period January 1 to December 31, 2020

Please refer to [www.opp.ca](http://www.opp.ca) for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	283		
	Commercial and Industrial	<u>16</u>		
	Total Properties	<u>299</u>	183.23	54,786
<b>Calls for Service</b>	Total all municipalities	162,805,510		
	Municipal portion	0.0246%	133.97	40,056
<b>Overtime</b>			16.93	5,063
<b>Prisoner Transportation</b>	(per property cost)		1.99	595
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.78</u>	<u>1,429</u>
<b>Total 2020 Estimated Cost</b>			<u>340.90</u>	<u>101,930</u>

**OPP 2018 Reconciled Year-End Summary**  
**Mattawa Group of Four**  
 Reconciled cost for the period January 1 to December 31, 2018

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	2,006		
	Commercial and Industrial	<u>125</u>		
	Total Properties	<u><u>2,131</u></u>	193.02	411,315
<b>Calls for Service</b>				
	Total all municipalities	151,961,589		
	Municipal portion	0.2461%	175.53	374,048
<b>Overtime</b>			22.26	47,438
<b>Prisoner Transportation</b>	(per property cost)		1.87	3,985
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.80</u>	<u>10,229</u>
<b>Total 2018 Reconciled Cost</b>			<u><u>397.47</u></u>	<u>847,015</u>
<b>Year Over Year Variance (reconciled cost for the year is not subject to phase-in adjustment)</b>				
<b>2017 Reconciled Cost per Property</b>			391.71	
<b>2018 Reconciled Cost per Property (see above)</b>			<u>397.47</u>	
<b>Cost per Property Variance</b>			5.76	
<b>2018 Billed Amount</b>				<u>(846,072)</u>
<b>2018 Year-End-Adjustment</b>				<u><u>943</u></u>

**Note**

The Year-End Adjustment above will be included as an adjustment on the 2020 Billing Statement. This amount will be incorporated into the monthly invoice amount for 2020.

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: November 26, 2019 NO. \_\_\_\_\_

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

“That Council hereby acknowledges that the Calvin Fire Department will purchase a new Automated External Defibrillator (AED), using the monies graciously donated by Columbia Forest Products, at the quoted price of \$2350.00 HST included.

AND FURTHER that the AED unit will henceforth then be included on the list of equipment belonging to the Calvin Fire Department;

AND FURTHER that the AED unit currently on the Calvin Fire Department truck will be moved to The Corporation of the Municipality of Calvin’s Public Works Garage enhancing the Health & Safety environment at this location. ”

CARRIED \_\_\_\_\_

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: November 26, 2019 NO. \_\_\_\_\_

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

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“That letters be issued early in 2019 to all property owners who are over two years in arrears on their property taxes as of January 1, 2020 allowing them ninety (90) days to;

- i) pay up their outstanding property taxes in full, or
- ii) contact the Clerk-Treasurer within ninety (90) days to make written/signed arrangement to pay all outstanding taxes, plus and including any new taxes calculated as owing, within thirty-six (36) months from the date of the written and signed agreement, or
- iii) if payment has not been received and/or written and signed payment arrangements have not been made within the ninety (90) days, and/or payments as have been agreed upon have lapsed since previously made, the Clerk-Treasurer is hereby authorized to then proceed with registering a tax arrears certificate against the property which would initiate tax sale proceedings.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

January 1, 2020

Jane Doe  
123 Some Road  
Mattawa, ON.  
POH 1V0

**Re: Property Taxes Owing – 2 & 3 Years + in Arrears**  
**Roll No.           12345 000 001 12345 0000**  
**Con ? Pt Lot ? RP123R123456     ?? acres**  
**Municipality of Calvin**

Dear Jane Doe;

Our records indicate that Property Taxes on the above described property are in “distress” at two (2) years or more in arrears. Penalty and interest charges of 1.25% per month (15% per year) are applied to all overdue tax accounts at the 1<sup>st</sup> day of each month. This letter is to advise you that the Municipality may proceed with Tax Sale of this property should these outstanding property taxes remain unaddressed. Taxes are due March 31<sup>st</sup>.

**Please take note that as of June 1, 2017 The Municipal Act 2001, c. 25, s. 373(1); 2017,c. 10, Sched. 1, s. 55 (1) was amended to read “where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to that land”.**

A copy of your tax account showing the outstanding balances is hereto attached. Please note your options to address this outstanding property tax issue:

1. Pay up all property taxes outstanding by the March 31<sup>st</sup> due date, or
2. Contact the undersigned prior to March 31<sup>st</sup>, 2019 to make written/signed arrangement for payment of all outstanding property taxes

Payments

Payments may be made by the due date (in CDN funds only) as per the following methods:

- i) in person at the Municipal office by cash, cheque or money order
- ii) at any participating bank prior to the due date
- iii) by internet banking through a participating financial institution
- iv) on the municipal website [www.calvintownship.ca](http://www.calvintownship.ca) using our online “e payment” (note that a 3% convenience fee applies)

v) by mail to:

The Corporation of the Municipality of Calvin  
1355 Peddlers Dr., R.R. #2  
Mattawa, ON. P0H 1V0

Property owners are advised to allow 3 – 5 business days for their payment to reach the municipal office if not paying in person.

Your co-operation and immediate attention to discharging these arrears is important and greatly appreciated. If you have already paid the outstanding balance, we thank you and please disregard this notice.

Sincerely;

Cindy Pigeau  
Clerk-Treasurer

*enclosures*

## MUNICIPALITY OF CALVIN

### 2019CT-14 REPORT TO COUNCIL

REPORT DATE:     **November 7, 2019**

ORIGINATOR:     **Cindy Pigeau – Clerk-Treasurer**

SUBJECT:         **Property Taxes - Two (2) Years + in Arrears**

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#### RECOMMENDATION

That letters be issued early in 2020 to all property owners who are over two years in arrears on their property taxes as of January 1, 2020 allowing them ninety (90) days to;

- i) pay up their outstanding property taxes in full, or
- ii) contact the Clerk-Treasurer within ninety (90) days to make written/signed arrangement to pay all outstanding taxes, plus and including any new taxes calculated as owing, within thirty-six (36) months from the date of the written and signed agreement, or
- iii) if payment has not been received and/or written and signed payment arrangements have not been made within the ninety (90) days, and/or payments as have been agreed upon have lapsed since previously made, the Clerk-Treasurer is hereby authorized to then proceed with registering a tax arrears certificate against the property which would initiate tax sale proceedings.

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#### BACKGROUND

Below is a current listing of the properties within the municipality whose property taxes currently stand in “distress” or will stand in “distress” as of January 1, 2020 at two (2) years and over in arrears.

Historically in Calvin, prior to registering a tax arrears certificate which would initiate the tax sale process, a notice letter has been sent to those property owners whose tax arrears are in such a state of “distress”, providing a set period of time and the options to; either pay up their outstanding taxes in full by a given date, or to contact the Clerk-Treasurer to make arrangements for a written and signed payment plan which will ensure paying off the outstanding taxes within a set period of time from the date of the arrangement.

The Clerk-Treasurer is seeking directive from Council as per the *Municipal Act 2001, c.25, s 373 (1)* which reads:

*“Where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to that land.”*



There are currently seven (7) such properties in this situation, with arrears totalling approximately \$31,384.94 as of January 1, 2020.

(Property Owners names will not be included in this public disclosure)

<b>Roll Number</b>	<b>Con/Lot</b>	<b>Arrears (at Jan 1/20)</b>
4822 000 001 02620	Con 1 Lot 25 51.7 ac (VL)	5774.47
4822 000 001 03800	Con 2 Pt Lt 1 98 ac (FL)	2356.40
4822 000 001 07600	Con 3 Lot 1 100 ac (Res)	9408.35
4822 000 001 20200	Con 5 Pt Lt 16 0.82 ac (Res)	3440.91
4822 000 001 22160	Con 5 Pt Lt 32 16.53 ac (Res)	4122.28
4822 000 001 26205	Con 5 & 6 Pt Lt 33 2.61 ac (Res)	1037.24
4822 000 001 41120	Con 9 Pt Lt 31 1.83 ac (Res)	5245.29

Respectfully submitted;

Cindy Pigeau  
Clerk-Treasurer



**Municipality of**  
**Calvin –**  
**Ice Building and**  
**Maintenance**  
**Manual**

# **Responsibilities of Staff** **and Volunteers**

DRAFT

## The Ice Building and Maintenance Manual

ANYTHING IN YELLOW HAS BEEN CHANGED OR ADDED BASED ON COMMENTS RECEIVED FROM COUNCILLORS OLMSTEAD AND CROSS AS WELL AS MAYOR PENNELL – November 12/19

ANYTHING IN GREEN HAS BEEN CHANGED OR ADDED BASED ON COMMENTS RECEIVED FROM COUNCILLOR MAXWELL – November 26/19

### **Purpose:**

To establish clear responsibilities staff and volunteers in the process of the building and the maintenance our outdoor ice skating rink.

### **Municipal Responsibilities**

1. Build and maintain the municipal outdoor ice surface in conjunction with the fire department.
2. Provide suitable training for volunteers with information on how to effectively build and maintain our outdoor ice surface, how to complete the daily inspection logs, properly manage risk, health and safety procedures, etc.
3. Deliver and sign-out any necessary equipment that may include shovels, hoses, spray nozzles, etc.
4. Post appropriate signs at the ice rink to address risk management (Attachment 3).
5. Complete a thorough review of the ice rink installation on a once a week basis and document the findings on an inspection log. Discuss any observed issues or concerns with the volunteers.
6. Respond to or appropriately direct emergency situations to the proper authorities.
7. Follow-up on concerns respecting the improper use of the ice rink.
8. Periodically check all equipment for damages, especially the hockey nets. If caught in time, a minor repair is preferable and less expensive than a major one.
9. Rink signs announcing rules and hours of operation should be fastened securely out of reach of participants. Eight to ten feet above the ground is the minimum height recommended.

## Volunteer Responsibilities

1. All volunteers must participate in training by Calvin staff to acknowledge their roles and responsibilities prior to the set-up and operation of an outdoor rink. Training topics will cover such aspects as proper use of equipment, maintenance and flooding techniques, managing risk and health and safety procedures and volunteer safety.
2. Ensure that all members of the community are given equitable access to the ice rink.  
SHOULD THIS BE A STAFF RESPONSIBILITY?
3. Volunteers are required to immediately report any serious issues, accidents or medical emergencies that they have personally observed or have been made aware of.
4. Recommend that volunteers work in pairs throughout the winter season to help keep the ice rink properly maintained.
5. At the end of each winter season volunteers are responsible for the return of all equipment provided to them by the municipality. SHOULD THIS BE REMOVED AS THE EQUIPMENT SHOULD NOT LEAVE THE MUNICIPAL GROUNDS?
6. Volunteer responsibilities will take place after 4pm on weekdays and on weekends unless staff has made other arrangements with volunteers.  
CAN VOLUNTEERS DECLARE THE ICE RINK SAFE AND READY TO USE BY THE PUBLIC?

# Ice Building and Maintenance Procedure

## Ice Building Procedure – TO BE COMPLETED BY STAFF

How to lay the first sheet of ice.

1. Snow should be kept off the planned rink area to allow the frost to freeze the ground. This will ensure that there will be level ground for the rink liner to be installed.
2. Ice making should begin a minimum of one week before Christmas break and staff should focus on having the ice ready before the Christmas office shut down.
3. However, the temperature must be consistently below freezing in order to do this.

Recommended temperature is between  $-10^{\circ}\text{C}$  and  $-17^{\circ}\text{C}$ .

4. Install the rink liner and add water to cover the shallowest point with 90 mm of water. It is recommended that the water be added from the fire truck versus a garden hose for a smoother ice.
5. Once water is completely frozen which should take approximately 3 – 4 days after initial flooding, install kick plate and cut off liner above kick plate.

## Maintaining a Good Ice Surface

Flood as often as possible. Build up the sheet's thickness so that on mild days the rink can withstand the sun without patches of earth showing through and chunks breaking off the surface. **Caution:** Make certain that each flood is frozen solid prior to adding another.

- The ice surface must be scraped clean of all snow, ice chips, flakes and dirt before flooding. Make sure the edge of the scraper is straight.
- It is very important, when removing the snow for the ice surface, not to block the entrance used by the machinery and/or vehicles. Throw the snow clear of this entrance. The entrance for emergency access must be kept clear at all times.
- Good ice is clean ice, not covered by dirt or litter. This is primarily a participant concern, however, proper supervision will increase awareness and lessen the maintenance frustrations. Smoking on the ice surface should be discouraged as a lit cigarette butt can melt and mar a good skating surface.
- Be aware that many individuals using the rink will be wearing boots or rubbers rather than skates. Restrict the use of salt or sand in areas such as walkways, the equipment storage area, parking lot, etc. otherwise this salt or sand will eventually end up on your rink causing you maintenance problems.
- "An Ounce of Prevention" ... Ongoing repairs to cracks and chips in the ice surface is more desirable than attempting to repair damages to the ice surface through flooding alone.

### The Steps for Repairing a Crack, Chip or Hole are:

1. Sweep or clean the hole of all snow or ice chips.
  2. Mix a slush mixture of snow and water.
  3. Pack the slush in the hole.
  4. Level off the slush with a shovel, trowel, hockey stick or puck, etc.
  5. (Optional) Sprinkle with a light flood of water.
  6. Keep people from skating on the spot until frozen (see diagram).
- Shell Ice ... During your flooding, whether it be on your initial sheet or ongoing throughout the winter, be aware of shell ice. Shell ice occurs when for some reason or another, an air bubble is frozen into the surface. Shell ice is characterized by a white patch of thin brittle ice that is easily broken. When broken, the layer of ice underneath is exposed.

### How do you Deal with Shell Ice?

1. Break the surface.
2. Remove the brittle ice completely.
3. Pack solid with a mixture of snow and water.
4. Level with shovel, trowel, hockey stick, etc. and remove excess slush.
5. Avoid stepping or skating on this area until frozen solid (see diagram).

### Care of Equipment

The proper care of equipment will insure that when it is required, it will be available. Consider the following hints or suggestions on proper maintenance:

- Never leave any equipment outdoors overnight.
- Every piece of equipment should have a place in the storage room and when not in use should be returned to it.
- Never allow shovels or brooms to be left lying around. By elevating the hose nearest the tap and walking towards the nozzle, any water remaining within the hose will drain. This will minimize excess water or ice buildup near or in the storage area.  
ARE WE ALLOWING VOLUNTEERS TO USE THE WATER FROM THE HALL??
- Be certain that the water is shut off completely after every use.
- ARE WE ALLOWING VOLUNTEERS TO USE THE WATER FROM THE HALL??
- Keep the storage area clean at all times.
- Don't leave the storage area unlocked and unattended.
- If straw brooms are used for sweeping around the edges, monitor when they begin to lose their straw. The presence of large amounts of straw when flooding reduces the quality of the ice. Change brooms when this begins to occur.



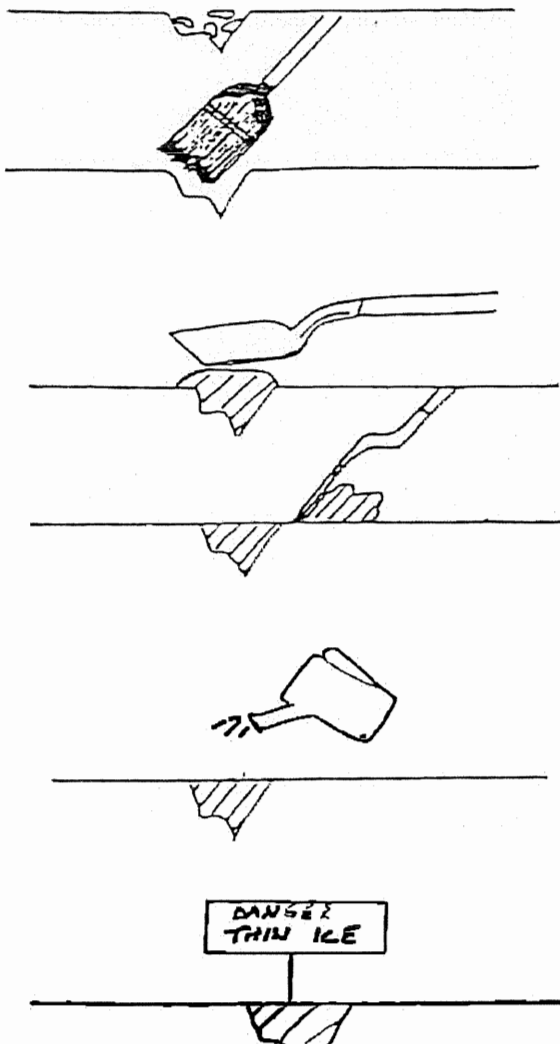
**Problems – ARE WE ALLOWING VOLUNTEERS TO USE THE WATER?? IF NOT, IS THIS SECTION NEEDED?**

Some of the more common problems are:

1. Your nozzle doesn't fit, doesn't work or is leaking.
2. Your hose leaks or has a split.
3. Your water line is frozen or has burst.
4. Your scraper or shovel handle gets broken.
5. The storage area or ice surface has been vandalized.

The Recreation Department will provide training on maintenance of equipment. This does not extend to replacement or repair of damaged equipment that is not from the Municipality.

**How to Repair Holes, Cracks or Shell Ice**



Uh Oh

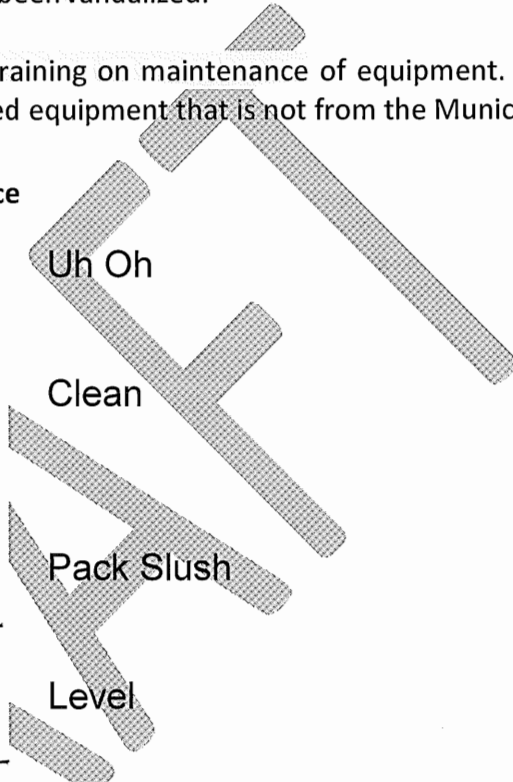
Clean

Pack Slush

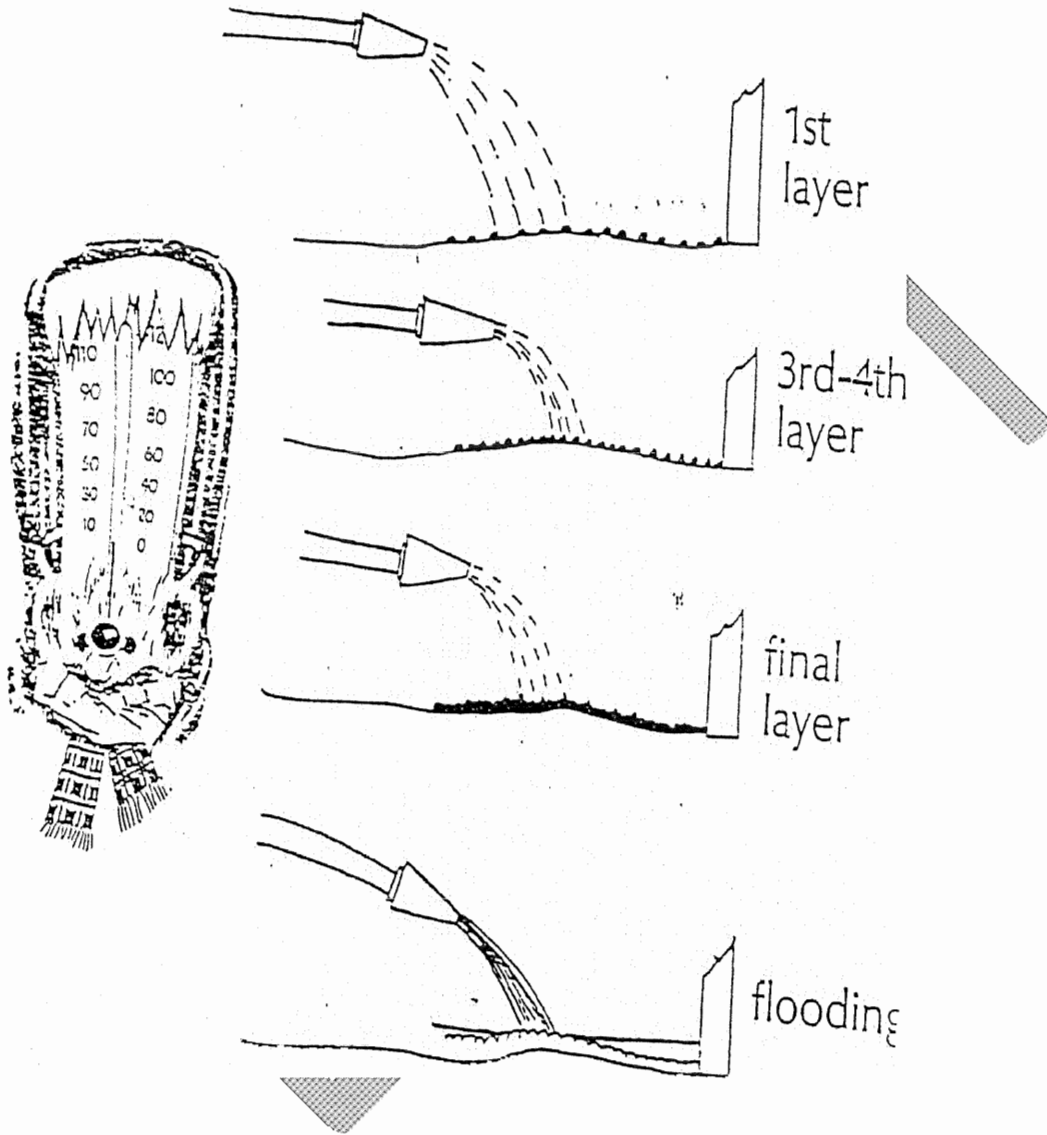
Level

Sprinkle

No Skating

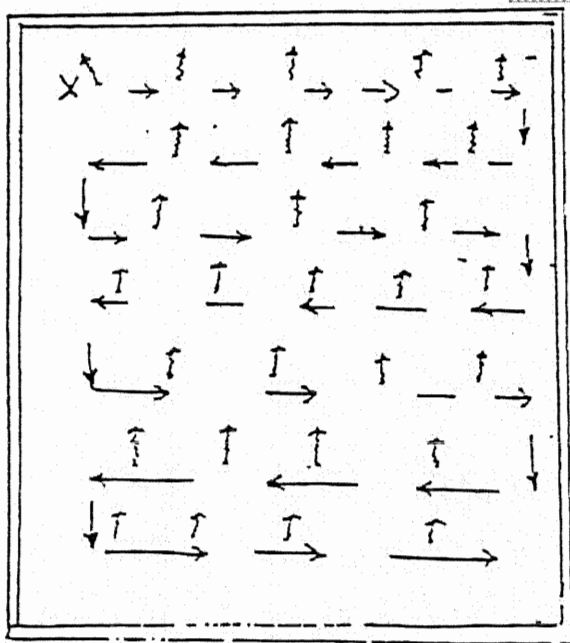
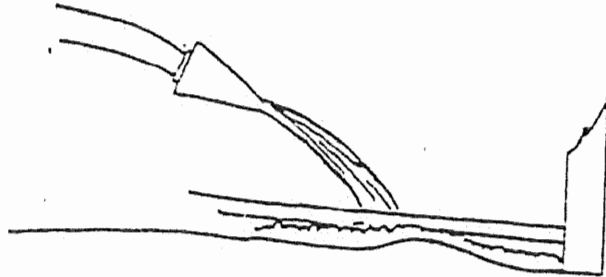


# Pebbling



## Flooding

1. Keep nozzle close to surface
2. Very little water pressure
3. A yard/pass



**Water Flow**



pattern utilized by individual flooding

Is this needed?

## Training Checklist

- Clearly outline responsibilities to involved citizens.
- Review contents of the Ice Building and Maintenance Manual on how to build and maintain ice including the use of various tools and equipment.
- Review how to properly inspect ice and how to complete daily logsheets. – DO WE WANT DAILY LOG SHEETS FOR VOLUNTEERS?
- Explain how and when to submit daily log sheets. – DO WE WANT DAILY LOG SHEETS FOR VOLUNTEERS?
- Explain who to contact in emergencies or when major incidents occur.

### To Be Completed by Municipal Staff:

Name of Trainer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Location of Training: \_\_\_\_\_

Training Session Attendees:	
Print Name	Signature

**Outdoor Skating Rink Log Sheet for Municipal Staff**

<b>Location:</b>	<b>Time:</b>	<b>Day of Week:</b>	<b>Year:</b>	<b>Month</b>	<b>Day</b>
<b>Weather Conditions &amp; Temperature:</b>					
<b>Daily Average Attendance:</b> Morning: [ ] Afternoon :[ ] Evening: [ ] Daily Total : [ ]					

Inspected	Good (X)	Fair (X)	Poor (X)	Corrective Action Taken	Operator (Please Print)
Ice Surface					
Rink Boards/Snow					
Perimeter of Rink					
Storage Area					
Equipment					
Garbage Containers					
Signs					
Fencing					
Parking Lot					
Walkways					
Emergency Vehicle Access					
<b>Notes:</b>					

<b>"Daily" Risk Management Report</b>				
Time	AM	PM	Identify Condition & Corrective Action Taken	Operator (Please Print)
:				
:				
:				
:				
<b>Comments:</b> (Describe any extraordinary circumstances and action taken)				

## What to do in case of Accident or Incident

Deal with medical emergencies immediately by calling "911" from the nearest phone.

If a problem arises volunteers should call the appropriate Recreation Department staff at 705-744-2700 or 705-497-6961, after hours. On evenings and weekends volunteers will receive a call back as soon as possible from an on-duty supervisor.

In all cases, be prepared to give the following information:

1. Your name and phone number.
2. The name and location.
3. The problem – as you see it.

**Note:** It is important that all persons involved in maintaining, flooding and operating the rink carefully complete the daily log sheets documenting the work performed. The log sheets you provide to the Recreation Supervisor will be kept in Municipal files. – DO WE WANT DAILY LOG SHEETS FOR VOLUNTEERS?

This documentation, along with completed, signed accident/incident report forms will be maintained for reference should any injury become the basis of an inquiry or legal claim.

**ATTACHMENT 2 – DO WE WANT DAILY LOG SHEETS FOR VOLUNTEERS?**

## Outdoor Ice Rink Daily Inspection Form for Volunteers

Date/Time: \_\_\_\_\_ Volunteer Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_

ITEM	ACCEPTABLE CONDITION	NATURE OF DEFECT
Perimeter Boards (Snow Clear from top and bottom of boards)		
Ice Surface Condition		
Lighting (on/off and after 5pm only)		
Parking		
Emergency Access (Access to Change Room and Rink – Clear of Snow)		
Other		

**NOTES:**

- 1) A daily inspection sheet must be completed and left in the designated area in the change room.
- 2) Ice Skating Rink defects shall be reported immediately. Please contact the Municipality of Calvin by e-mail at [fire@calvintownship.ca](mailto:fire@calvintownship.ca) or by telephone at 705-744-2700 or After Hours at 705-497-6961.

**ATTACHMENT 3**



# Outdoor Ice Skating Rink

## **Rules and Regulations**

- Inspect Ice surface prior to use
- Children should be supervised at all times
- Helmets and other safety equipment is strongly recommended
  - Alcohol is prohibited
  - Be considerate of others
- Hours of operation: 7:00am to Midnight

To report dangerous conditions or any damaged equipment,  
please call 705-744-2700 or after hours—705-497-6961







**Citizen Alert Inc**  
39 Ch Hatley Acres  
Canton-de-Hatley  
Quebec J0B 2C0  
Tel: 819 437 9991  
[info@citizenalert.ca](mailto:info@citizenalert.ca)  
[www.citizenalert.ca](http://www.citizenalert.ca)

November 12, 2019

## Quote for Bonfield Township for a Digital Citizen Communication Platform

Proposal: PB19-1112

### Description

Provide a digital citizen communication platform for Bonfield Township

Key Benefits of Citizen Alert:

1. Send urgent alerts, important notifications or information to all your citizens in real-time.
2. A custom branded iOS and Android app that is simple and easy for your citizen to use.
3. Citizens do not need to register to receive alerts.
4. Cloud branded dashboard for sending alerts, viewing reports and analytics.
5. Cloud Architecture, scalable, secure and reliable.

### Proposal

Annual license for secure cloud branded communication system. Includes:

- DASHBOARD
  - Customized branded dashboard for easy sending of communications
  - Unlimited sending of communications/notifications/alerts
  - Analytics on level of app usage, viewable on your dashboard
  - History of communications sent and who sent them
  - 2-way communication allowing you to see the reports that are sent from citizens, including information about the report such as comment, phone number & GPS location (if report button is chosen)
  - Category/type of communication being sent allowing you to categorize information
  - Upload your information files such as calendar, information, newsletter etc.

- iOS/Android app
  - Customized branded iOS/Android app
  - Choice of buttons to personalize the apps to your town's needs.
  - 2-way communication report feature that all allows citizens to report issues, concerns or comments (if selected)
  - Setting page to allow citizens to select the information they see, making the app personal to them
- Online end-user support on the platform.
- Press Kit to help you inform your citizen's about the app.

## Details of Quote

Client: Bonfield Township

Number of citizens: [REDACTED]

Yearly cost \$0.75 per citizens. Unlimited alerts, notifications and reports may be sent.

System includes: iOS App on App Store, Android App on Google Play Store, Dashboard on Server.

If five towns group together a 10% discount is applies to the cost per citizens. We also can the provide an extra free of charge dashboard that can be used by local fire chief etc to send Emergency Alerts to all or any of the towns in the group.

## Break down of costs

Partner Program 90 days	[REDACTED]
If approved after 90 days: [REDACTED] citizens x 0.75c	[REDACTED]
One Time Setup fee	[REDACTED]
<b>Total Cost</b>	[REDACTED]
Discount 10% Group	[REDACTED]
<b>1<sup>st</sup> Year total Cost to Client</b>	[REDACTED]
<b>Following Year</b>	[REDACTED]
Discount 10% Group	[REDACTED]
<b>Following Year Cost to Client</b>	[REDACTED]
Yearly Apple Fee. May be payable by District	[REDACTED]
Yearly Android Fee. May be payable by District or Android App can go in Citizen Alert's Account.	[REDACTED]

## Details

Citizen Alert is a cloud and mobile application used to send alerts, important notifications and general information, in real-time to their citizen's mobile devices running iOS and Android. The system is adaptable to the client's needs. Citizens can choose which alerts to receive. They can also report issues, concerns or comments directly from the app if this option is selected by the town.

Subscription includes automatic updates and maintenance of databases that store the alerts sent, analytic information.

Client administrators are responsible for user account management and delivery management as provided by the tools on the portal. Account management includes account creation, activation, deletion, de-activation, granting of permissions. Citizen Alert is not responsible for client administrators account management procedures and operations.

## Technical Requirements

### ***Bonfield Township Dashboard***

Access to the internet or cell phone network

Dashboard supported browsers: Chrome, Firefox, Opera, Safari, MS Edge with Microsoft Windows, Android and iOS 11+, tablets and smartphones.

### ***Bonfield Township Apps***

Support devices are Apple iPhone running iOS 10+ and Google Android Version 5 connected to Wi-Fi or a Mobile network.

## Support

Technical and user support is provided through [support@citizenalert.ca](mailto:support@citizenalert.ca) M-F 7am to 8pm Eastern Time. Subscribed clients are also given a support telephone number.

## Software Updates

Annual subscription includes all updates to the dashboard and application. Platform updates are deployed automatically. App updates are provided through the Google Play Store and App Store.

## Security

We have implemented technical and organizational measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, or disclosure. However, we cannot guarantee that unauthorized third parties will never be able to defeat those measures or use your personal information for improper purposes. You provide your personal information at your own risk.

You are responsible for safeguarding your password and for restricting access to

the Services from your compatible mobile devices and computer(s). You will immediately notify us of any unauthorized use of your password or Citizen Alert Account or any other breach of security. In the event of any dispute between two or more parties as to account ownership, we will be the sole arbiter of such dispute in our sole discretion. Our decision (which may include termination or suspension of any Citizen Alert Account subject to dispute) will be final and binding on all parties. Citizen Alert cannot take responsibility for issues that rise from situations such as users not keeping their phones up to date.

## Renewal

Subscription is renewable at start of each annual term. Subscription can be cancelled with 60 days of the end of the contract.

## Terms and Conditions

The Citizen Alert app and dashboard is fully secure and complies with privacy policy and requirements. Our privacy policy and terms & conditions are available here: <https://citizenalert.ca/privacy>

Please contact us with any questions about the above proposal.

We look forward to working with you on this project.

Regards,

Tamie Salter

[tsalter@citizenalert.ca](mailto:tsalter@citizenalert.ca)

819 437 9991

Scott Noonan

[snoon@citizenalert.ca](mailto:snoon@citizenalert.ca)

Account Manager

514 831 5837

CORPORATION OF THE MUNICIPALITY OF CALVIN  
Resolution

DATE: November 26, 2019 NO. \_\_\_\_\_

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

“That Council has been informed and understands that the Ministry of Municipal Affairs and Housing Municipal Modernization Program Intake 1 funding is, upon approved application, available to have a study completed of our shared services, how we could expand, improve, etc. that would be completed by independent third party consultant; and

Further that Council approves the preparation and submission of an application as a group, to this funding program by the deadline of Friday December 6, 2019, to have this study completed by a third party consultant.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

# MUNICIPALITY OF CALVIN

## 2019CT15 - REPORT TO COUNCIL

REPORT DATE: November 20/19

ORIGINATOR: Cindy Pigeau; Clerk-Treasurer

SUBJECT: **Local (East Nipissing) CAOs/Clerks Meeting Held Nov 7/19 in Calvin to Discuss Potential for Shared Services**

---

### RECOMMENDATION

That Council has been informed and understands that the Ministry of Municipal Affairs and Housing Municipal Modernization Program Intake 1 funding is, upon approved application, available to have a study completed of our shared services, how we could expand, improve, etc. that would be completed by independent third party consultant; and

Further that Council approves the preparation and submission of an application as a group, to this funding program by the deadline of Friday December 6, 2019, to have this study completed by a third party consultant.

---

### BACKGROUND

- Local Area CAOs and Clerk/Treasurers met in Calvin on Thursday, November 7/19 to discuss the potential of doing a study to expand shared services to all 10 municipalities, starting with Shared Building Services and possibly expanding to further services.
- Municipalities represented at the meeting included; East Ferris, Callander, Nipissing, Powassan, Chisholm, Bonfield, Calvin, Papineau-Cameron, Mattawa and Mattawan
- The group shared any current shared services already in place.
- It was acknowledged that in some instances the sharing of services in East Nipissing could allow for the more efficient delivery of services at a lower cost. It may also allow municipalities to afford services that they may not be able to afford on their own.
- Provincial funding from Ministry of Municipal Affairs and Housing is potentially available for a study depending on interest and support of local councils called the Municipal Modernization Program Intake 1.
- the "Group" discussed a few areas that may make sense to share, including group insurance, IT services, legal services, auditors, equipment purchases, office supplies, winter sand, gravel, By-law enforcement, etc. noting that geographically some things just will not make sense to share with the entire group
- it is recognized that pricing for services could potentially be reduced if Municipalities jointly tendered for the service

Respectfully submitted;  
Cindy Pigeau  
Clerk Treasurer

Ministry of Municipal Affairs  
and Housing

Ministère des Affaires municipales  
et Logement

Municipal Services Division

Division des services aux municipalités

777 Bay Street, 16<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Telephone: 416-585-6427

777, rue Bay, 16<sup>e</sup> étage  
Toronto ON M5G 2E5  
Téléphone: 416-585-6427



November 12, 2019

Dear Municipal Administrator,

Further to the November 1, 2019 letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, I am writing to provide additional information about Ontario's new Municipal Modernization Program and advise that Intake 1 under the program is now open.

Under the Municipal Modernization Program, the province is making up to \$125 million available through 2022-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies.

Program guidelines and an Expression of Interest form for Intake 1 of the program are attached. Eligible projects under Intake 1 are reviews of municipal service delivery expenditures by independent third-party reviewers that will be completed by June 30, 2020. I encourage you to consider how your municipality might benefit from participation in Intake 1 of the Municipal Modernization Program and submit an Expression of Interest by December 6, 2019. Please see the attached guidelines for details about the program and how to apply.

Under future intakes of the program, municipalities will have the opportunity to apply for projects aimed at implementing service delivery efficiencies to achieve cost savings, in addition to service delivery reviews. Intake 2 under the program is planned for Spring/Summer 2020, with additional intakes expected through 2022-23. Participation in Intake 1 is not a requirement for participation in future intakes.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents. If you have questions about the program, I encourage you to reach out to your Municipal Services Office contact or email the ministry at [Municipal.Programs@ontario.ca](mailto:Municipal.Programs@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "M. Wallace", written over a horizontal line.

Marcia Wallace  
Assistant Deputy Minister

c. Municipal Treasurer





# Municipal Modernization Program Intake 1: Expression of Interest

- 1) Please complete all the required fields of this Expression of Interest.
- 2) Ensure that the completed Expression of Interest has been declared to by the appropriate municipal staff.
- 3) Please save this Expression of Interest form and e-mail it to [Municipal.Programs@ontario.ca](mailto:Municipal.Programs@ontario.ca) by **December 6, 2019**. Attach any applicable supporting documentation as separate documents.

## Key Information

Title of Proposed Service Delivery Review Project	
Legal Name of Municipality	
Mailing Address	
Name of Primary Contact	Position Title
Email Address	Telephone Number

## Declaration

I declare that all the information that is being submitted in this Expression of Interest is to the best of my knowledge true and correct.

I declare that I have the authority to submit this Expression of Interest.

I acknowledge that it is a program requirement that the proposed third-party review project result report be publicly posted by June 30, 2020.

I acknowledge that it is a program requirement that field work covered by this Expression of Interest must not have begun before November 1, 2019.

I confirm that identifying opportunities for revenue generation or reductions in front line services is not the goal of the proposed review project.

Name of Signatory (TYPE)	Position Title (TYPE)	Date (DD/MM/YYYY)
--------------------------	-----------------------	-------------------

**Proposed Service Delivery Review Project**

Provide a brief description of your proposed third-party review project, including the objectives and expected outcomes related to service delivery efficiencies and cost savings. If applicable, attach supporting documentation such as a request for proposals or a project charter.

**Proposed Service Delivery Review Project**

What is the anticipated cost of your proposed third-party review project? **Note:** only the cost of a third-party service provider may be included. Briefly describe the basis for your cost estimate. If applicable, attach supporting documentation such as a contract or vendor of record agreement.

What are the anticipated start date and end date for the third-party review?

Has your council passed a resolution demonstrating support for the proposed third-party review project?

Yes (If yes, please attach a copy.)

No

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: November 26, 2019 NO. \_\_\_\_\_

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

“That as per the Municipal Act Sections 239 (2)(d) and 239 (2)(d) a Closed portion of Council shall be held during the regular Council Meeting of Tuesday December 10, 2019 for the purpose of labour relations regarding the Landfill Attendant Position & Chief Building Official and personal matters about an identifiable individual, including municipal or local board employees.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

Deputy Minister, Small Business  
and Red Tape Reduction  
Ministry of Economic Development,  
Job Creation and Trade  
56 Wellesley Street West  
7th Floor  
Toronto ON M7A 2E7  
Telephone: 416-325-6927  
Email: giles.gherson@ontario.ca

Sous-ministre des Petites Entreprises  
et de la Réduction des formalités administratives  
Ministère du Développement économique,  
de la Création d'emplois et du Commerce  
56, rue Wellesley Ouest  
7e étage  
Toronto ON M7A 2E7  
Téléphone : 416 325-6927  
Courriel: giles.gherson@ontario.ca

November 13, 2019

## Re: Job Site Challenge

The Province of Ontario is pleased to announce the launch of the Job Site Challenge — an exciting new program open to property owners and land developers across the province.

The Job Site Challenge is a *mega site program* modelled on successful large-scale investment attraction opportunities created in a number of US states over the last decade. It is designed to create and showcase shovel-ready sites capable of attracting large-scale manufacturing investment. The government of Ontario will provide value-add services to increase the attractiveness of properties and market the sites to domestic and international investors.

This is an opportunity for municipalities, economic development agencies, real estate developers, industrial property owners and other interested parties to submit proposals to the Province identifying mega site candidates for consideration. With the assistance of an internationally recognized site selector, sites will be evaluated and selected, based on how well they meet a set of site eligibility criteria.

We are searching for sites ranging from 500 to 1,500 acres in size capable of supporting large-scale manufacturing operations. Specifically, sites that are or could be zoned for heavy industrial use and that are serviced or serviceable by utilities, transportation and other infrastructure.

Program participants of selected sites will benefit from:

- Validation and endorsement of their site by an internationally recognized site selector
- Promotion and marketing by both the Province and the site selector to international and domestic investors
- Streamlined approvals review process for applicable provincial licences, permits and environmental approvals required to develop and service a site.

As the first of its kind in Canada, the Job Site Challenge is intended to raise Ontario's profile and improve our attractiveness internationally — so that we can compete with other North American jurisdictions for coveted large-scale investments in automotive and other advanced manufacturing and create good, high-paying jobs for the people of Ontario.

To participate, applicants are asked to submit a detailed proposal for consideration by March 31, 2020. We are asking participants to put forward their “best case” with sites that meet the specified criteria.

All necessary information about the Job Site Challenge, including site eligibility criteria, is available in the program application guide which can be requested by email at [burdenreductionteam@ontario.ca](mailto:burdenreductionteam@ontario.ca).

Should you have any questions about the program or how to apply, please contact the Ministry of Economic Development, Job Creation and Trade — Small Business and Red Tape Reduction at the email noted above. You can also visit the [Job Site Challenge website](#) for additional information.

Thank you for your interest in the Job Site Challenge. We look forward to working with interested program participants.

Regards,

A handwritten signature in black ink, appearing to read 'Giles Gherson', written over a horizontal dashed line.

Giles Gherson  
Deputy Minister

## Cindy Pigeau

---

**From:** Ian Pennell <ian.pennell@onlink.net>  
**Sent:** Wednesday, November 13, 2019 3:18 PM  
**To:** Cindy Pigeau  
**Subject:** Fwd: A Message from the Minister of Infrastructure / Un message du Ministre de l'Infrastructure

----- Original Message -----

**From:** Minister of Infrastructure <Minister.MOI@ontario.ca>  
**To:** Minister of Infrastructure <Minister.MOI@ontario.ca>  
**Date:** November 13, 2019 at 3:03 PM  
**Subject:** A Message from the Minister of Infrastructure / Un message du Ministre de l'Infrastructure

Dear Head of Council:

I am writing to provide an update on the Formula Component of the Ontario Community Infrastructure Fund (OCIF), which provides funding to more than 420 small, rural and northern communities to help them develop and renew their core infrastructure assets and to support asset management planning.

We have been listening to municipalities and understand that you need information early to allow time to plan your budgets. To provide the greatest amount of stability, we are confirming approximately \$200 million in previously proposed OCIF formula allocations for Ontario for the 2020 calendar year.

Ministry officials will be providing allocation notices with further details on communities' 2020 OCIF formula allocations in the coming weeks. This information will be posted online at [www.ontario.ca/data/ontario-community-infrastructure-fund-recipients](http://www.ontario.ca/data/ontario-community-infrastructure-fund-recipients).

In March 2019, the ministry communicated plans to work with the Association of Municipalities Ontario and municipalities to review the design of the program. More details will be available early in the new year.

Our government respects our municipal partners and we are committed to working together to serve the people of Ontario.

Sincerely,

[original signed by]

The Honourable Laurie Scott  
Minister of Infrastructure

777 Bay Street  
5th floor  
Toronto, Ontario  
M7A 2E1

c: The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing

---

Monsieur ou Madame le président du conseil :

La présente constitue une mise à jour sur le Volet des subventions fondées sur une formule du Fonds ontarien pour l'infrastructure communautaire (FOIC), lequel procure du financement à plus de 420 petites collectivités rurales et nordiques dans le but de les aider à développer et à renouveler leurs infrastructures essentielles et de soutenir la planification de l'infrastructure.

Nous avons écouté les municipalités et nous avons compris que nous devons les informer tôt afin qu'elles puissent planifier leurs budgets. En conséquence, pour plus de stabilité, nous confirmons l'allocation en Ontario du montant d'environ 200 millions de dollars qui avait été proposé pour l'année civile 2020 dans le cadre du Volet des subventions fondées sur une formule du FOIC.

Dans les semaines à venir, des représentants du ministère transmettront des avis plus détaillés sur les subventions fondées sur une formule qui seront versées aux collectivités en 2020 par l'intermédiaire du FOIC. Cette information sera publiée en ligne à l'adresse [www.ontario.ca/fr/donnees/fonds-ontarien-pour-linfrastructure-communautaire-beneficiaires](http://www.ontario.ca/fr/donnees/fonds-ontarien-pour-linfrastructure-communautaire-beneficiaires).

Au mois de mars 2019, le ministère a exprimé son intention de collaborer avec l'Association des municipalités de l'Ontario et les municipalités pour revoir la conception du programme. Nous vous fournirons d'autres précisions à ce sujet en début d'année.

Notre gouvernement respecte ses partenaires municipaux et maintient son engagement à travailler avec eux au service de la population de l'Ontario.

Sincères salutations,

[original signée par]

L'honorable Laurie Scott  
Ministre de l'Infrastructure

777, rue Bay  
5<sup>e</sup> étage  
Toronto (Ontario)  
M7A 2E1

c : L'honorable Ernie Hardeman, ministre de l'Agriculture, de l'Alimentation et des Affaires rurales



L'honorable Steve Clark, ministre des Affaires municipales et du Logement

**Confidentiality Warning:** This e-mail contains information intended only for the use of the individual names above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at [www.ontario.ca/page/ministry-infrastructure](http://www.ontario.ca/page/ministry-infrastructure) and destroy all copies of this message. Thank you.

**Avis de confidentialité:** Ce courriel contient des renseignements destinés uniquement aux personnes dont le nom figure ci-dessus. Si vous le recevez par erreur, nous vous serions très reconnaissants de nous en aviser en vous servant du lien suivant du site du ministre [www.ontario.ca/fr/page/ministere-de-linfrastructure](http://www.ontario.ca/fr/page/ministere-de-linfrastructure) et de détruire toute copie de ce message. Merci d'avance.



# Township of Perry

PO Box 70, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

[www.townshipofperry.ca](http://www.townshipofperry.ca)

November 8, 2019

The Honourable Doug Ford, Premier of Ontario  
Legislative Building , Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Transforming and Modernizing the Delivery of Ontario's Building Code**

---

Please be advised that the Council of the Township of Perry, at its meeting held on November 6, 2019, passed the following resolution:

**Resolution No. 2019-420**

Moved by: Joe Lumley

Seconded by: Jim Cushman

*WHEREAS the Province of Ontario has legislated in the Building Code Act that "the council of each municipality is responsible for the enforcement of this Act in the municipality" and "the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction",*

*AND WHEREAS "the council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act",*

*AND WHEREAS the Province has asked local municipal governments to find efficient and cost effective ways to deliver municipal services is now asking these same municipalities to collect a tax on their behalf to create a new "Delegated Administrative Authority" to deliver services that have historically been the responsibility of the Ontario Government,*

*AND WHEREAS Premier Ford stated in his keynote address at the Association of Ontario Municipalities 2019 Conference that "we can't continue throwing money at the problem (broken systems) as our predecessors did, into top-down, big government schemes. That is neither compassionate nor sustainable",*

*AND WHEREAS alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability,*

*NOW THEREFORE LET IT BE RESOLVED that the Council of the Township of Perry requests that the Province of Ontario research their own efficient and cost effective means to deliver their own services, work with current building sector groups that, for the past fifteen years, have been filling the voids as the Ministry of Municipal Affairs and Housing has severely reduced its service delivery role and provide documented evidence based justification to all Ontario municipalities that the creation of a new "Delegated Administrative Authority" is necessary prior to any legislative changes to the Building Code Act, with regard to building service delivery, are introduced in the Legislature; and*

*FURTHER BE IT RESOLVED THAT a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing and The Honourable Norm Miller MPP for Parry Sound Muskoka; and*

*FURTHER BE IT RESOLVED THAT a copy of this motion be sent to the Associations of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration.*

*Carried.*

Your attention to this matter is appreciated.

Yours truly,



Beth Morton  
Clerk-Administrator

BM/ec

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing  
The Honourable Norm Miller, MPP, Parry Sound-Muskoka  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



# Corporation of the Town of Mattawa

☎ (705) 744-5611 • 📠 (705) 744-0104

160 Water Street — P.O. Box 390

MATTAWA, ONTARIO P0H 1V0

✉ info@mattawa.ca

October 31, 2019

Mayor Pennell  
1355 Peddlers Dr  
Mattawa ON P0H 1V0

Dear Mayor Pennell and Members of Council:

Re: ICIP Application – Mattawa Community Culture & Recreation Complex

Council of the Town of Mattawa, at their special meeting of October 30, 2019 approved Resolution Number 19-81, which stated:

***“WHEREAS** the Town of Mattawa is nominating the redevelopment of the Mike Rodden Arena and Community Centre into a Multi-Cultural Community Centre/Hub;*

***AND WHEREAS** this new facility would be fully accessible and offer multi-cultural spaces that would bring together a variety of different services, social and cultural activities to reflect local community needs;*

***AND WHEREAS** the Mattawa Community, Culture & Recreation Complex proposes to replace and consolidate municipal buildings and recreational facilities which have been extended well beyond their life cycle resulting in extensive repair and maintenance costs in order to meet Provincial standards and expected service levels;*

***AND WHEREAS** the redevelopment of the Mike Rodden Arena and Community Centre is being identified as a priority lifecycle activity with the Town of Mattawa’s Asset Management Plan that is currently being updated (2019);*

***AND WHEREAS** the proposed Indigenous Communal Entrance of the Mattawa Community, Culture and Recreation Complex would greatly enhance the recognition and celebration of the long standing local Algonquin First Nation culture;*

.../2

*AND WHEREAS the residents of the neighbouring Township of Papineau-Cameron, the Municipality of Mattawan and the Municipality of Calvin utilize the current facility for social, family and cultural activities;*

*AND WHEREAS the Township of Papineau-Cameron and the Municipality of Mattawan currently participate on a shared service and user fee basis of the current facility and will continue to do so should the Town of Mattawa be successful in securing funding for this redevelopment project;*

***THEREFORE BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa endorses the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream – Multi-Purpose Category Intake for the Development of the Mattawa Community, Culture and Recreation Complex.”*

We are respectfully requesting a letter of support from your Council to accompany the application. We apologize for the short notice but the application will be submitted Friday, November 8, 2019 therefore we will require a letter by November 7<sup>th</sup>. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



for. Francine Desormeau  
Clerk/Deputy-Treasurer

FD/ah

**Cindy Pigeau**

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**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Tuesday, November 19, 2019 9:43 AM  
**To:** Cindy Pigeau  
**Subject:** Public Health and Emergency Health Services Modernization Consultation

AMO Policy Update not displaying correctly? [View the online version](#) | [Send to a friend](#)  
Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list



## POLICY UPDATE

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November 19, 2019

### **Public Health and Emergency Health Services Modernization Consultation**

The Ministry of Health is consulting on Public Health and Emergency Health Services modernization. This will be a broad consultation with municipal governments, Boards of Health, local Public Health agencies, EMS services, and other stakeholders. AMO will work with our members, partner associations, the Ministry of Health and the Municipal Advisor, Jim Pine, throughout the process to bring forward practical solutions for public health and emergency health services that work best for residents, communities, and municipal governments.

The video of the webinar launch and two discussion papers are available on the Ontario government [website](#).

Written submissions and completion of an [online survey](#) will be accepted up until February 10<sup>th</sup>, 2020.

Planning for in-person meetings across the province are underway. Information about the dates and locations will be available soon.

The public can [email](#) the Ministry of Health with any questions about the consultations.

People interested in signing up for the government's "Connected Care Updates" on health in general, can [subscribe](#) to the Ministry of Health.

AMO will continue to keep members aware of relevant developments including the response to the consultation.



TOWN OF  
**WHITCHURCH-STOUFFVILLE**

111 Sandiford Drive, Stouffville, ON L4A 0Z8

Customer Service Centre: 905-640-1900  
Toll Free: 1-855-642-TOWN (8696)  
Automated: 905-640-1910  
Toll Free: 1-855-642-TOWS (8697)  
Fax: 905-640-7957  
[www.townofws.ca](http://www.townofws.ca)

VIA Email <[justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)>

November 19, 2019

Justin Trudeau  
House of Commons  
Ottawa, ON  
K1A 0A6

**RE: Ban of Single-Use Disposable Wipes**

Please be advised that the above-noted matter was placed before Council at its meeting held on November 5, 2019, and the following resolution was passed:

WHEREAS Single-use wipes are a \$6 billion industry and growing, and are now being advertised as a clean alternative to toilet paper that is safe to flush; and

WHEREAS Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system, requiring significant additional repair and maintenance; and

WHEREAS the Municipal Enforcement Sewer Use Group estimates non-flushable materials cause \$259 million in annual repairs across Canada; and

WHEREAS a 2019 study released by Ryerson University tested 101 types of single-use disposable wipes and found that all of the wipes failed basic requirements of flushable products; and

WHEREAS there is no one standard for what the word "flushable" means; and

WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact; and

WHEREAS Single-use wipes, even when properly disposed of as waste, are an inefficient and unsustainable use of resources that contribute significantly to environmental degradation.

NOW THEREFORE BE IT RESOLVED THAT the Town of Whitchurch-Stouffville lobby the Provincial and Federal Governments to ban single-use disposable wipes; and



TOWN OF  
**WHITCHURCH-STOUFFVILLE**

111 Sandiford Drive, Stouffville, ON L4A 0Z8

**Customer Service Centre:** 905-640-1900  
Toll Free: 1-855-642-TOWN (8696)  
**Automated:** 905-640-1910  
Toll Free: 1-855-642-TOWS (8697)  
**Fax:** 905-640-7957  
[www.townofws.ca](http://www.townofws.ca)

THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada, the Honourable Premier of Ontario, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Local Members of Provincial Parliament, York Region and all Municipalities within the Province of Ontario.

Yours truly,

Kristina Soolepp, Council Coordinator  
(905) 640-1910 x 2463

- cc. Honourable Premier of Ontario,  
Minister of the Environment, Conservation and Parks,  
Minister of Municipal Affairs and Housing,  
Association of Municipalities of Ontario,  
Local Members of Provincial Parliament,  
York Region  
All Municipalities within the Province of Ontario



**Cindy Pigeau**

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Wednesday, November 20, 2019 10:31 AM  
**To:** Cindy Pigeau  
**Subject:** Province Launches Consultations on the Blue Box Regulation

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November 20, 2019

## **Province Launches Consultations on the Blue Box Regulation**

The Ministry of the Environment, Conservation and Parks has officially launched a multi-stage public consultation process with municipal governments, producers, waste management industries, and non-profit organizations, on the transition of the Blue Box program to full producer responsibility.

The first consultation will be held by webinar on Wednesday, November 27, 2019. The Ministry will be explaining how stakeholders can take part in the development of a new regulation for the Blue Box under the *Resource Recovery and Circular Economy Act, 2016*.

To participate in the Ministry of Environment, Conservation and Parks webinar, register by Friday, November 22, 2019, with Marc Peverini, Senior Policy Analyst, Resource Recovery Policy Branch at [Marc.Peverini@ontario.ca](mailto:Marc.Peverini@ontario.ca) or 416-908-1528.

This is welcomed news for municipal governments as this process will define how the producer-run Blue Box system will work, and determine the regulatory amendments necessary to end municipalities' obligation to provide Blue Box services between 2023 and 2025. A great deal of work has already been done by all stakeholders and this is the opportunity to make progress on moving waste diversion in Ontario into a circular economy once and for all.

It will be important to be engaged in this process, as your input will help inform the key elements and proposed approach for a producer

responsibility regulation. This includes maintaining a convenient and accessible collection system, identifying a standardized list of materials to be collected (including considering how best to deal with single use plastics), and setting targets or other performance targets.

AMO is well-positioned for these discussions, as staff just concluded a series of consultations across the Province with municipal staff. We will continue to work with our members and the Ministry throughout the process to advocate for a Blue Box regulation that creates a seamless experience for residents, and ensures that producers are held responsible for managing plastic and other packaging at end-of-life.

**AMO Contacts:**

Dave Gordon, Senior Advisor, [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca), 416-389-4160  
Amber Crawford, Policy Advisor, [acrawford@amo.on.ca](mailto:acrawford@amo.on.ca), 416-971-9856 ext. 353.

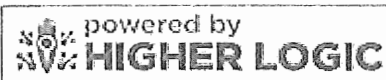
\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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**MUNICIPAL PROPERTY ASSESSMENT CORPORATION**

November 21, 2019

To: Heads of Council  
Municipal Billing Partners

From: Alan Spacek  
Chair, MPAC Board of Directors

**Subject: Budget and Municipal Levy for 2020**

---

As the new Board Chair of the Municipal Property Assessment Corporation (MPAC), I would like to confirm my strong commitment to serving Ontario's municipalities through an efficient and reliable property tax and assessment system.

My years in municipal politics have provided me with a firsthand account of MPAC's evolution and this feeling of progress has been confirmed since joining MPAC's Board of Directors earlier this year. Today, MPAC has strong values of accountability, transparency and a customer-centric approach to how we operate.

We understand the financial pressure faced by municipalities and a constant through MPAC's evolution has been prudent financial management. I saw this in action as staff worked through the 2020 budget process in search of savings and new ways of delivering services. In addition to drawing on reserves, MPAC reduced administration costs, imposed a freeze on executive salaries and negotiated a contractual agreement to deliver a responsible budget that respects the financial realities faced by Ontario municipalities. If we had not done this, the levy increase would have been higher.

I am pleased to announce the Board has approved MPAC's 2020 budget that includes an overall municipal levy increase of 1.9%, which is lower than past years despite rising labour costs that are required to fund contractual obligations and maintain service levels.

The specific levy amount for each municipality is determined by the formula set out in the *Municipal Property Assessment Corporation Act*. Not all municipalities will see an exact 1.9% increase; each municipality's levy is dependent on the growth of their assessment base and the size of their assessment base proportionate to the whole province. Your staff can expect to receive more details about your specific 2020 levy in mid-December. In the interim, they can contact their local Account Manager with specific levy questions.

MPAC greatly values its partnerships with municipalities and we look forward to engaging you more closely through your organizations and at conferences. I am excited to contribute to the

agency's vision and direction into the future. I hope to meet many of you personally at next year's conferences and encourage you to review all the ways to connect with us in the document attached.

Sincerely,



Alan Spacek  
Chair, MPAC Board of Directors

**Attachment**

**Copy** MPAC Board of Directors  
Nicole McNeill, President and Chief Administrative Officer, MPAC  
Executive Management Group, MPAC  
Chief Administrative Officers, Chief Financial Officers, Clerks & Treasurers

**Corporation of the Municipality of Calvin**  
**Council/Board Report By Dept-(Unpaid)**



AP5130

Page : 1

Date : Nov 21, 2019

Time : 1:32 pm

Vendor : 0000000 To PT00000007  
 Batch : All  
 Department : All

Cash Requirement Date : 21-Nov-2019  
 Bank : 099 To 1  
 Class : All

Vendor	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 0101</b>	<b>ADMINISTRATION</b>				
<b>07012</b>	<b>GRANT THORNTON LLP</b>				
NOR-38318	1st Interim Billing - 2019 Audit	99	31-Oct-2019	21-Nov-2019	
1-5-0101-116	AUDITOR				1,356.00
<b>07050</b>	<b>GRAND &amp; TOY LIMITED</b>				
P345998	Office Supplies & Printer Toner	99	21-Nov-2019	21-Nov-2019	
1-5-0101-101	MATERIALS AND SUPPLIES - ADMIN				459.39
<b>13033</b>	<b>NORTHERN VOICE &amp; DATA</b>				
62175	Voice Mail Repairs	99	13-Nov-2019	21-Nov-2019	
1-5-0101-103	TELEPHONE, FAX, CELL PHONE				50.85
<b>16073</b>	<b>PROGRESSIVE COMPUTING SOLUTION</b>				
1528	Computer Services - November 2019	99	21-Nov-2019	21-Nov-2019	
1-5-0101-115	COMPUTER EXPENSES				301.71
<b>Department Total :</b>					<b>2,167.95</b>
<b>DEPARTMENT 0210</b>	<b>COMMUNITY EMERGENCY MEASURES</b>				
<b>01042</b>	<b>ARMALY NOELLE</b>				
NOV 18/19 CEM	Snacks for CEMC Meeting	99	21-Nov-2019	21-Nov-2019	
1-5-0210-101	MATERIALS & SUPPLIES - CEMC				75.36
<b>Department Total :</b>					<b>75.36</b>
<b>DEPARTMENT 0300</b>	<b>ROADS</b>				
<b>08010</b>	<b>BUMPER TO BUMPER - H.E. BROWN</b>				
309138/D	Shop Supplies	99	13-Nov-2019	21-Nov-2019	
1-5-0300-150	OFFICE AND SHOP EXPENSE - ROADS				215.51
<b>20005</b>	<b>TOROMONT CAT</b>				
1ST PAY NEW	1st Payment for New Grader	99	21-Nov-2019	21-Nov-2019	
1-5-0300-132	CAPITAL EXPENDITURES - ROADS				221,000.00
<b>Department Total :</b>					<b>221,215.51</b>
<b>DEPARTMENT 0325</b>	<b>TRUCK EXPENDITURES</b>				
<b>07011</b>	<b>GRANT FUELS INC.</b>				
202473	Truck Clear Diesel 1,289.9L @ \$1.24/L	99	14-Nov-2019	21-Nov-2019	
1-5-0325-106	FUEL & OIL - TRUCK EXPEND.				1,600.74
<b>Department Total :</b>					<b>1,600.74</b>
<b>DEPARTMENT 0326</b>	<b>GRADER EXPENDITURES</b>				
<b>07011</b>	<b>GRANT FUELS INC.</b>				
202474	35% Loader & 65% Grader Dyed Diesel 342.1L @ \$1.08/L	99	14-Nov-2019	21-Nov-2019	
1-5-0326-106	FUEL & OIL - GRADER EXPEND.				240.01
<b>Department Total :</b>					<b>240.01</b>
<b>DEPARTMENT 0327</b>	<b>LOADER/HOE EXPENDITURES</b>				
<b>07011</b>	<b>GRANT FUELS INC.</b>				
202474	35% Loader & 65% Grader Dyed Diesel 342.1L @ \$1.08/L	99	14-Nov-2019	21-Nov-2019	
1-5-0327-106	FUEL & OIL - LOADER/HOE EXP.				129.24
<b>Department Total :</b>					<b>129.24</b>
<b>DEPARTMENT 0400</b>	<b>ENVIRONMENTAL</b>				
<b>12913</b>	<b>MILLER WASTE SYSTEMS</b>				
501-000020570	Dump & Return, Container Fees - Oct 2019	99	31-Oct-2019	21-Nov-2019	
1-5-0400-175	BLUE BOX RECYCLING COSTS				1,136.63
<b>Department Total :</b>					<b>1,136.63</b>

Corporation of the Municipality of Calvin  
 Council/Board Report By Dept-(Unpaid)



AP5130

Page : 2

Date : Nov 21, 2019

Time : 1:32 pm

Vendor : 0000000 To PT00000007

Cash Requirement Date : 21-Nov-2019

Batch : All

Bank : 099 To 1

Department : All

Class : All

Vendor	Vendor Name	Invoice #	Invoice Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 0400 ENVIRONMENTAL</b>							
<b>DEPARTMENT 0500 HEALTH SERVICES</b>							
13010				NORTH BAY PARRY SOUND DIST. HE			
DEC 2019 LEV\				December 2019 Levy	99	21-Nov-2019	21-Nov-2019
1-5-0500-108				HEALTH UNIT			1,467.15
<b>Department Total :</b>							<b>1,467.15</b>
<b>DEPARTMENT 0600 SOCIAL SERVICES</b>							
03001				CASELLHOLME HOME OF AGED			
DEC 2019 LEV\				December 2019 Levy	99	21-Nov-2019	21-Nov-2019
1-5-0600-112				CASELLHOLME			3,789.00
<b>Department Total :</b>							<b>3,789.00</b>
<b>Unpaid Total :</b>							<b>231,821.59</b>

Total Unpaid for Approval :	231,821.59
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>231,821.59</b>