

CORPORATION OF THE MUNICIPALITY OF CALVIN

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January 23, 2020

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 January 28, 2020.

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

AGENDA
REGULAR COUNCIL MEETING
Tuesday January 28, 2020 at 7:00 p.m.
Calvin Community Centre

1. **CALL TO ORDER**
2. **WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **PETITIONS AND DELEGATIONS** None
4. **REPORTS FROM MUNICIPAL OFFICERS** None
5. **REPORTS FROM COMMITTEES**
6. **ACTION LETTERS**
 - A) Minutes of Council Meeting Adopt Minutes of Tuesday, January 14, 2020
 - B) By-Law No. 2020-003 Social Media Policy
 - C) By-Law No. 2020-004 Release of Tax Information Policy
 - D) Support Resolution for the City of Woodstock Ban of Single-Use Plastic Handled Shopping Bags
 - E) Calvin Fire Department Purchase of 2 Sets of Bunker Gear and 5 sets of Coveralls in Advance of the Approval of the 2020 Budget
 - F) DRAFT Procedural By-Law DRAFT Procedural By-Law – For Review, Discussion and Comment
7. **INFORMATION LETTERS**
 - A) Ontario Provincial Police-
Municipal Policing Bureau News Bulletin
 - B) Ontario Clean Air Concerns about Pickering Nuclear Plant
 - C) Association of Municipalities of Ontario
And Solicitor General Consultation on re-composition of OPP Detachment Boards
 - D) District of Nipissing Social Services
Administration Board 2020 Levy
 - E) North Bay Mattawa Conservation Authority 2019 Attendance
 - F) Association of Municipalities of Ontario
And Ministries of Infrastructure &
Agriculture, Food and Rural Affairs Infrastructure and Court Security Funding News

- | | | |
|-----|---|--|
| G) | Ministry of Municipal Affairs and Housing | Funding Approved |
| H) | Ministry of Agriculture, Food and Rural Affairs | Rural Economic Development (RED) Application Intake |
| I) | City of North Bay | Participation in the City of North Bay's Household Hazardous Waste Program |
| J) | Linked In | 5 Key Issues Impacting Municipalities for 2020 |
| 8. | INFORMATION LETTERS AVAILABLE | None |
| 9. | OLD AND NEW BUSINESS | Concerns about the Logging Trucks on Hwy 630
– Loads and Speeds - Sandy Cross |
| 10. | ACCOUNTS APPROVAL REPORT | |
| 11. | CLOSED PORTION | |
| 12. | BUSINESS ARISING FROM CLOSED SESSION | |
| 13. | NOTICE OF MOTION | |
| 14. | ADJOURNMENT | |

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR MEETING TUESDAY DECEMBER 17, 2019

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

Regrets: Coun Heather Olmstead

Guests: 2

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

PECUNIARY/CONFLICT OF INTEREST:

Councillor Dean Grant re-declared a conflict of interest on Agenda Item No. 11 – Item Title: Closed Portion – Reason: Parents own property/house involved in potential litigation.

PRESENTATIONS/DELEGATIONS:

Steve McArthur - MPAC

2020-001 MINUTES OF COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Grant that the Minutes of the regular meeting of Council held on Friday, December 17, 2019 be hereby adopted and signed as circulated.

Carried

2020-002 BY-LAW 2020-001-ANNUAL BORROWING BY-LAW

By-law No. 2020-001 being a by-law to authorize the borrowing of funds, if necessary, to meet current expenditures until taxes are collected and other revenues are received and commonly called the Annual Borrowing By-Law. This By-law received 1st, 2nd and 3rd readings on Tuesday, January 14, 2020 and finally passed before an open Council on this date.

Carried

2020-003 BY-LAW 2020-002-INTERIM TAX LEVY, PENALTIES AND INTEREST

By-law No. 2020-002 being a by-law to provide for an Interim Tax Levy and to provide for the Payment of Taxes and to further provide for Penalty and Interest in Default of Payment thereof for 2020. This By-law received 1st, 2nd and 3rd readings on Tuesday, January 14, 2020 and finally passed before an open Council on this date.

Carried

2020-004 POTENTIALLY CONTAMINATED SITES

Moved by Coun Cross and seconded by Coun Grant that as of April 1, 2014 the accounting standards, to be applied by municipalities for the preparation of their financial statements, must include a new section, under Section PS 3260 of the Liability for Contaminated Sites, to recognize liability for contaminated sites, and further that in November 2014 the Clerk-Treasurer met with staff and Council to discuss and identify any known potentially contaminated sites within the Municipality of Calvin, and further that in support of the 2015 and 2016 year-ends, at the February Council meeting of those subsequent years the contaminated site question was revisited, and resolutions passed confirming the absence of potentially contaminated sites, and further, that in support of the 2017 year-end, this was again added as an agenda item for the January 2018 Council meeting, and resolution passed confirming the absence of potentially contaminated sites, and further, that in support of the 2018 year, this was added as an agenda item for November 27, 2018 Council meeting, and resolution passed confirming the absence of potentially contaminated sites, and further, that in support of the 2019 year, this was again added as an agenda item for the January 14, 2020 Council meeting, and resolution passed confirming the absence of potentially contaminated sites, and further that no potentially contaminated sites have

been identified since 2014 and to date no contaminated sites have been identified, therefore no further action is currently planned or required.

Carried

2020-005 CALVIN WOMEN'S ASSOCIATION – FREE USE OF HALL FOR MEETINGS

Moved by Coun Grant and seconded by Coun Maxwell that the Calvin Women's Association has approached Council for free use of the Calvin Community Centre, in order to host the Calvin Women's Association meetings on the second and third Monday of every month, beginning after the hall renovations and maintenance has been completed. Now therefore be it resolved that Council, for liability purposes, hereby approves of this independent use of the Community Centre.

Carried

A safety concern with the outdoor washrooms at the rink building was discussed and it was determined that these washrooms would be closed until a solution to the safety concern is implemented.

2020-006 DISBURSEMENTS

Moved by Coun Maxwell and seconded by Coun Grant that the disbursements dated January 9, 2020 in the amount of \$29,357.56 and January 14, 2020 in the amount of \$2,102.63 be hereby authorized and passed for payment.

Carried

2020-007 CLOSED PORTION

Moved by Coun Cross and seconded by Coun Maxwell that this portion of the meeting be now closed as Per Section 239(2)(e) of Municipal Act for litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and Section 239 (2)(f) of the Municipal Act advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

At 9:20pm Council moved to Closed Portion. Councillor Dean Grant left the building at this time.

At 9:43pm Council returned to the Open Meeting.

2020-008 ADOPTION OF COUNCIL REPORTS FROM CLOSED PORTION

Moved by Coun Maxwell and seconded by Coun Cross that Council Reports:

C2020-01 Adopt Minutes of Last Closed Portion Held on Tuesday, December 10/19, and

C2020-02 Directive to Solicitor regarding response letter to be sent, RE: Stewarts Road

C2020-03 Adjourn Closed Portion

Be hereby approved and adopted as presented.

Carried

2020-009 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Maxwell that this regular meeting of Council now be adjourned at 9:44 p.m.

Carried

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-003

BEING A BY-LAW TO ADOPT A POLICY REGARDING SOCIAL MEDIA FOR THE MUNICIPALITY OF CALVIN.

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy under Responsible and Flexible Government regarding the use of Social Media on behalf of the Municipality of Calvin.

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

1. That the Policy regarding the use of Social Media on behalf of the Municipality of Calvin, be hereto attached as Schedule "A".

And

2. That this by-law shall come into full force and effect immediately upon final passing of same.

Read a first time this 28th day of January 2020.

Read a second time this 28th day of January 2020.

Read a third time and finally passed in open council this ____ day of _____ 2020.

MAYOR

CLERK-TREASURER



Municipality of Calvin Social Media Policy

PURPOSE

The Social Media Policy establishes service standards and procedures relating to social media networks used by the Municipality of Calvin for the purpose of:

- ✓ Providing accurate, timely and clear information about Municipal services, programs, events and public safety to Calvin residents, businesses, visitors and other stakeholders;
- ✓ Increasing accessibility to local government in order to encourage greater interest and participation in local affairs;
- ✓ Promoting greater transparency in government; and
- ✓ Assisting Municipal departments and employee site administrators to implement best practices on a consistent basis across the Corporation, and mitigate risks relating to social media usage.
- ✓ The policy also serves to:
 - Protect the Municipality's reputation;
 - Provide employees and members of Council with clear usage guidelines; and
 - Provide protocol around monitoring, administration, acceptable use and privacy.

POLICY STATEMENT

The Corporation of the Municipality of Calvin ("Municipality") is committed to excellence in municipal management with a focus on accountability, transparency, communication and customer service. As a result, the Municipality strives to provide open access to information about its policies, services and initiatives. The Municipality recognizes that social media applications are widely utilized as communication tools with the potential to provide the public and residents with timely information. The Municipality is committed to disbursing media information in a range of formats to reach a variety of stakeholders.

This policy applies to all Municipality of Calvin employees, including permanent, part-time, temporary, casual, contract, students, elected officials, interns and volunteers who use social media networks and/or websites (including personal sites) that discuss, share or comment on Municipal business.

DESCRIPTION/DEFINITIONS

Social media tools are third-party internet-based applications that enable collaboration and sharing of opinions, insights, images, information and experiences through real-time conversations among individuals and groups and include the following:

- Facebook is a social networking site intended to connect friends, family, and business associates.
- Twitter is a website which offers a social networking and micro blogging service, enabling its users to send and read messages called tweets. Tweets are text-based posts of up to 140 characters displayed on the users profile page.
- YouTube is a video-sharing website on which users can upload, share and view videos.

In the municipal setting Facebook and Twitter can be used to communicate public notices, upcoming meetings, special events, public service information etc. Other social media applications, such as YouTube, may be utilized from time to time under appropriate circumstances. Videos posted to YouTube shall follow the same guidelines as all other social media applications as noted below and outlined in this Policy.

GENERAL GUIDELINES

Administration of Social Media

All Social Media activity shall be approved by the Clerk-Treasurer or respective Department Head. The Clerk-Treasurer or designate, in conjunction with the Municipality's IT service provider (when required) shall maintain and monitor the approved Social Media sites.

Logins and passwords for Social Media sites are confidential information and will be stored under the supervision of the Clerk-Treasurer or designate.

Content

The following content is appropriate for employees to post to Social Media sites:

- Information pertaining to Municipality sponsored events and activities.
- Information pertaining to Municipal Services.
- Information pertaining to Public Health and Safety (i.e. road closures, inclement weather, etc.).
- Information pertaining to Emergency Services.
- Frequently asked questions.
- Policies and Procedures and By-laws (or a portion thereof).
- Contents of press releases.
- Notices of upcoming meetings and events.

Each department shall be responsible for ensuring the clarity, accuracy and relevance of content posted on Social Media sites. Social Media content generated by employees of the Municipality are records owned by the Corporation and not the individual

employee. In addition to being a record of the Municipality, content maintained in a Social Media format that is related to municipal business is a public record and subject to the rules and requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

Unsuitable Content

The Clerk-Treasurer or designate, in conjunction with the Municipality's IT service provider (when required), shall monitor all use of social media by employees for work purposes and remove content that is deemed unsuitable. Content may be deemed unsuitable if it includes:

- Commercial endorsement or solicitation.
- Personal political content.
- Confidential information.
- Objectionable material.
- Discriminatory language.
- Violates the terms of this policy or other By-laws, policies and procedures of the Municipality.

For greater certainty and clarity the following definitions are provided with respect to what is considered unsuitable content:

1. Commercial endorsement or solicitation includes endorsement by the Municipality of one product or services over another, as well as statements requiring or requesting receipt of any product, service or asset for personal gain or use.
2. Personal political content includes support of, or opposition of, political campaigns or matters before Municipal Council, personal comments or opinions about Municipal staff and/or elected officials as well as personal views about the municipal political process.
3. Confidential information includes information classified as confidential or proprietary records in the possession of the Municipality, as well as information about members of the public, municipal employees and elected officials.
4. Objectionable material includes matter which may contain, but is not limited to; material promoting hate and/or violence, materials of pornographic, profane or sexually explicit nature. It also includes text that links to sexual or sexually explicit content, content that encourages illegal activity or contains information that may compromise the safety and security of the public or public systems or posting which violate a legal ownership interest of any party including interest in copyright and other intellectual property.
5. Discriminatory language which presents a discriminatory, demeaning or derogatory portrayal of individuals or groups or contains anything which, in light of generally prevailing community standards, is likely to cause deep or

widespread offence. It is also language that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, family status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation.

Violation of this Policy will be subject to disciplinary action in accordance with the Municipal Human Resources Policy, up to and including termination.

RESPONSE TO PUBLIC INQUIRIES/COMMENTS

Site Moderators shall adhere to the Social Media Response Chart, attached to and forming part of this policy. Additionally, considerations shall be made for the following:

- a. Do not share or invite others to share private information;
- b. Cite sources;
- c. Avoid judgment and post only factual information; and
- d. Reflect positively on the Municipality.

DISCLAIMER

All comments or other content posted to Municipal social media sites may be considered public records and subject to disclosure under MFIPPA.

The Municipality reserves the right to remove inappropriate comments/posts including, but not limited to, any of the following:

- Comments not typically related to the particular site or article to be commented on;
- Profane language or content;
- Personal attacks on individuals or specific groups;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Conduct or encouragement of illegal activity;
- Content related to non-municipal related sales, advertising or promotions;
- Content for the purposes of promoting a candidate for municipal, provincial or federal election;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party.

REVIEW AND UPDATE

This Policy shall be reviewed at a minimum of an annual basis and will be updated as needed.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-004

BEING A BY-LAW TO ADOPT A POLICY REGARDING THE RELEASE OF TAX INFORMATION BY THE MUNICIPALITY OF CALVIN.

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy under Responsible and Flexible Government regarding the Release of Tax Information by Municipality of Calvin.

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

1. That the Policy regarding the Release of Tax Information by the Municipality of Calvin, be hereto attached as Schedule "A".

And

2. That this by-law shall come into full force and effect immediately upon final passing of same.

Read a first time this 28th day of January 2020.

Read a second time this 28th day of January 2020.

Read a third time and finally passed in open council this ____ day of _____ 2020.

MAYOR

CLERK-TREASURER

Municipality of Calvin Release of Tax Information Policy

Definitions and Interpretation Rules

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

"**MFIPPA**" shall mean the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56

"**Municipality**" shall mean The Corporation of the Municipality of Calvin.

"**Tax Assessment Roll**" shall mean the record of taxable persons and properties within a jurisdiction.

Purpose

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll for the Municipality.

General

Information available in the Municipality of Calvin Tax Assessment Roll is public information. Municipal Staff are responsible for the protection of privacy respecting government-held personal information.

Scope

The procedures contained in this policy shall apply to the release of information found in the Tax Assessment Roll for the Municipality.

Guiding Principles

1. A member of the public may view the Tax Assessment Roll for the Municipality of Calvin. The information provided in the Tax Assessment Roll provides for:

- Name
 - Address and 9-1-1 address, if applicable
 - Property Roll Number
 - Legal description
 - Assessment
 - Classification
 - Religion
 - Language Education Rights
2. The Tax Assessment Roll for the Municipality shall not be photocopied.
 3. The Tax Assessment Roll for the Municipality shall not be reproduced by means of a scanner of any sort.
 4. The Tax Assessment Roll for the Municipality may not be reproduced by means of a camera.
 5. Staff are not responsible for the correctness of the Tax Assessment Roll for the Municipality.
 6. Staff shall not provide any information additional to the Tax Assessment Roll for the Municipality.
 7. Personal information contained in the Tax Assessment Roll for the Municipality shall not be provided by staff by phone. Property information only shall be provided.
 8. The tax status of a property in the Municipality shall not be released by staff without the written consent of the property owner or their legal representative.

REVIEW AND UPDATE

This Policy shall be reviewed on an annual basis and will be updated as needed.

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 28, 2020

NO. _____

MOVED BY _____

SECONDED BY _____

“That the Municipality of Calvin hereby supports the Resolution passed by the City of Woodstock as follows:

That Municipality of Calvin Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Municipality of Calvin Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks.”

CARRIED _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEAS</u>	<u>NAYS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 28, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes the Fire Chief to purchase 2 sets of bunker gear and 5 sets of coveralls in advance of the approval of the 2020 Budget in order to take advantage of 8% cost savings if these items are purchased before April 1, 2020.”

CARRIED _____

DIVISION VOTE

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

Schedule A

DRAFT



Council Procedural By-Law

Municipality of Calvin

DRAFT

Important Disclaimer: this protocol complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the "*Municipal Act*"). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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DRAFT

The Corporation of the Municipality of Calvin
By-Law Number _____

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the *Municipal Act, 2001*, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

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

Preamble

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Workplace Harassment/Workplace Violence Policy, By-Law 2010-020
- Staff Council Relations Policy
- *Planning Act*
- Accountability and Transparency By-Law 2010-026
- Remuneration of Council Members, Resolution No. 2018-003
- Delegation of Powers & Duties, By-Law 2010-025

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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1. Definitions

In this By-Law:

1.1 Ad-Hoc Committee.

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

1.2 Agenda.

“Agenda” means the list of business to be conducted at a Meeting.

1.3 Chair.

“Chair” means the person presiding at a Meeting.

1.4 Chief Administrative Officer.

“Chief Administrative Officer” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.

1.5 Clerk.

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

1.6 Committee of the Whole.

“Committee of the Whole” means a Committee of all Members of Council.

1.7 Consent Agenda.

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

1.8 Council.

“Council” means the elected Members of the Municipal Council.

1.9 Council Package.

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

1.10 Closed Meeting.

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

1.11 Deputy Mayor.

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

1.12 Electronic Meeting.

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The Member participating electronically may not participate in a Closed Meeting.

1.13 Emergency Meeting.

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

1.14 Ex Officio.

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

1.15 Head of Council.

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

1.16 Local Board.

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

1.17 Meeting.

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*.

1.18 Member.

“Member” means a Member of Council, Local Board or Committee.

1.19 Motion.

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

1.20 Motion to Amend.

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

1.21 *Municipal Act.*

“*Municipal Act*” means the *Municipal Act*, 2001, S.O. c.25. as amended.

1.22 Municipality.

“Municipality” means the Municipal Corporation of the Municipality of Calvin.

1.23 Notice of Motion

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

1.24 Officers.

“Officer(s)” means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

1.25 Order of Business.

“Order of Business” means the sequence of business to be introduced and considered in a Meeting.

1.26 Point of Procedure.

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.

1.27 Presentation.

“Presentation” means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

1.28 Quorum.

“Quorum” means a majority of Members of Council or Committee.

1.29 Recorded Vote.

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

1.30 Regular Meeting.

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

1.31 Report.

“Report” means a written or other Report from the Chief Administrative Officer, Clerk, Department Heads, Staff or Committee which is approved by the Chief Administrative Officer or Clerk.

1.32 Resolution.

“Resolution” means a Motion that has been approved by Council.

1.33 Special Meeting.

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

1.34 Standing Committee.

“Standing Committee” means a Committee comprised solely of Members of Council.

1.35 Unfinished Business.

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

1.36 Urgent.

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a. Danger to the life, health or safety of individuals;
- b. Damage to property;
- c. An interruption of the essential services provided by the Municipality;
- d. Immediate and significant loss of revenue by the Municipality;
- e. Legal Issue and/or
- f. Prejudice to the Municipality.

2. General Meeting Rules

2.1 Rules – to be observed at all times

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

2.2 Suspending Procedural By-Law

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

2.3 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

2.4 Absence of Mayor

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

2.5 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

2.6 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Calvin Community Centre, located at 1355 Peddlers Drive, R.R. #2 Mattawa, Ontario.

2.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

2.8 Quorum

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

2.9 Minutes

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.9.2)

2.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

2.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Clerk.

2.12 Declarations of Conflicts of Interest

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

1. Provide a written statement of the interest and its general nature to the Clerk;
2. Will leave the Council Meeting while the issue is considered; and,
3. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.3)

2.13 Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate. (2.13.3)

The Chair or the Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair. (2.13.5)

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken. (2.13.6)

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter. (2.13.8)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a. With permission of Council,
- b. If questioned by another Member;
- c. To explain comments which the Member believes have been misunderstood;
or,
- d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken. (2.13.9)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes. (2.13.10)

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder. (2.13.11)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a. to refer the matter to a certain body;

- b. to amend the Motion;
- c. to defer the Motion;
- d. to adjourn the Meeting;
- e. that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

2.14 Conduct

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate;
- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.14.1)

At a Meeting, no person shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
- e. Make any disruptive noise or disturbance;
- f. Enter the Meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair; and
- h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.14.2)

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting. (2.14.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.14.4)

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair. (2.14.5)

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate. Members of the Public may not be recognized unless:

- a. Consent is given by a majority of Council; and
- b. The Member(s) of the Public are speaking to an item on the Agenda. (2.14.6)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.14.7)

2.15 Questions during Debate

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

2.16 Points of Procedure

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure. (2.16.2)

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

2.17 Voting - General

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request made me made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate. (2.17.8)

2.18 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

2.20 Amendments

The following rules shall apply to amendments to Motions:

- a. A "Motion Amendment" is a change to the question asked in the Motion;
- b. an "amendment to an amendment" is a change to the proposed Motion Amendment;

- c. only one amendment (whether a Motion Amendment or an amendment to an amendment) can presented at a time;
- d. when an amendment has been decided upon, another may be introduced;
- e. the order of voting shall be:
 - i. an amendment to an amendment shall be voted upon;
 - ii. A Motion Amendment shall be voted upon next, and
 - iii. the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

2.21 Voting - Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b. The Chair shall ask the Member to affirm that they voted with the majority;
- c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.
- f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g. No Motion shall be reconsidered more than twice in the same calendar year.

- h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council. (2.21.3)

3. Roles and Responsibilities

3.1 Head of Council. (*Municipal Act*, s.225)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer (“CEO”) of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality’s activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;

3.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

3.3 Deputy Head of Council. (*Municipal Act s.242*)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

3.4 Council. (*Municipal Act, s.224*)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the

Municipality;

- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership polices, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

3.5 Clerk. (*Municipal Act*, s. 228)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members.
- f. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

3.6 Staff. (*Municipal Act*, s. 227)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;

- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

3.7 Chief Administrative Officer. (*Municipal Act*, s. 229)

It is the duty of the Chief Administrative Officer to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

3.8 Members of the Public.

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

4. Meetings

4.1 First Meeting

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the second Tuesday in December at 7:00 PM. (4.1.1)

At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (4.1.2)

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (4.2.3)

4.2 Regular Meetings

4.2.1 Time and Place. Regular Meetings shall be held on the second and fourth Tuesday of each month at 7:00 P.M.

4.2.2 Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

4.2.3 Summer and December. During the months of July, August and December, there shall only be one Meeting of Council will shall be held on the date and time and in such a location as is chosen by the Clerk.

4.3 Special Meetings

4.3.1 A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

4.3.2 The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

4.3.3 Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

4.3.4 The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

4.3.5 Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.4 Emergency Meetings

4.4.1 An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

4.4.3 The Clerk-Treasurer will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

4.4.4. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

4.4.5 Quorum is still required at an Emergency Meeting.

4.4.6 These provisions shall apply, with necessary modifications, to Committees and Local Boards.

4.5 Closed Meetings

4.5.1 A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

4.5.2. No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

4.5.3 After the Closed Meeting is adjourned the Chair shall report to the public:

- a. That the Meeting has resumed open session; and,
- b. The general nature of the matters dealt with in the Closed Meeting.

4.5.4 **Permissive Closed Meetings.** A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:

- a. The security of the property of the Municipality or Local Board;
- b. Personal matters about an identifiable individual, including municipal or Local Board employees;
- c. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f. Advice that is subject to solicitor-client privilege, including

- communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
 - h. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
 - i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - j. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
 - k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

4.5.5 Mandatory Closed Meeting. A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that *Act*;
- b. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

4.6 Cancelled Meetings

4.6.1 A Meeting may be cancelled by the Head of Council, in consultation with the Clerk, in the following instances:

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event; or,
- d. The Meeting is no longer required.

4.6.2 For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

4.6.3 The Clerk-Treasurer will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk-Treasurer shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

5. Notice of Meetings

5.1 Annual Schedule of Meetings

5.1.1 The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

5.1.2. The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

5.1.3 Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

5.1.4 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

5.1.5 The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.

5.1.6 Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

5.1.7 Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

5.1.8 Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

6. Agenda

6.1 Agenda

6.1.1 It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

6.1.2 All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule A**.

6.1.3 The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

6.1.4 Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the Members present.

6.1.5 If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require a two-thirds majority vote to have the item considered.

6.1.6 All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than ten (10) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

6.1.7 Reports to Council shall be in the standard form set out in **Schedule B**.

6.1.8 Members wishing to have a matter placed on the Agenda will request their matter in writing. After the Agenda has been set will provide the Clerk with a completed form provided hereto at **Schedule C**.

6.1.9 Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with their request in writing.

6.1.10 The Clerk-Treasurer and Mayor may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;
- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

6.2 Closed Meeting Agenda

6.2.1 In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

6.3 Adjournment

6.3.1 A Motion to adjourn does not need a seconding Member.

6.3.2 A Motion to adjourn a Meeting will be considered at any time except the following:

- a. When another Member has been recognized by the Chair and is speaking on a matter, or
- b. During the taking of a vote.

6.3.3 If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

6.4 Curfew

Meetings shall be automatically adjourned at 11:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

6.5 Committees/Appointments

6.5.1 Committees and Appointments will be governed as per **Policy/Schedule D**.

6.6. Amendment

6.6.1. Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

6.7. Mandatory Review

6.7.1 This By-Law shall have a mandatory review in one year following the date of approval.

6.8. Repeal – Enactment

6.8.1 That By-Law _____ and amendments thereto be and are hereby repealed.

6.8.2 This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this ____ day of _____, 2019.

Read a third and final time and enacted and passed this ____ day of ____ 2019.

7. Schedules to the By-Law

Schedule A – Agenda and Consent Agenda

Schedule B – Reports

Schedule C – Member Request for Item to be Added to the Agenda (Standard Forms)

Schedule D – List of Committees/Appointments

DRAFT

26

“Schedule A”

Template Agenda

Council Agendas – Composition – prepared by Clerk

The Clerk shall prepare the Council Agendas with the Orders of the Day for Regular Council Meetings consisting of the following:

- 1) Call to Order
- 2) Written Disclosure of Pecuniary Interest/Conflict of Interest
- 3) Petitions and Delegations
- 4) Reports from Municipal Officers
- 5) Reports from Committees
- 6) Action Letters
- 7) Information Letters
- 8) Information Letters Available
- 9) Old and New Business
- 10) Accounts Approval Report
- 11) Closed Session
- 12) Business Arising from Closed Session (if applicable)
- 13) Notice of Motion
- 14) Adjournment

and with necessary modifications for Special and Emergency meetings.

NOTE: In-Camera “Closed Session”, will be added to the Agenda at the call of the chair and shall be placed on the Agenda either after 1.0 “Adoption of the Agenda” or after 10.0 “Accounts Approval Report”.

DRAFT

28

“Schedule B”

Example Report

**MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2018-XX**

REPORT DATE: DD/MM/YYYY

PREPARED BY:

SUBJECT: Council Report

Recreation

Landfill

Cemetery

Respectfully submitted;

Landfill, Cemetery, Recreation Superintendent
Municipality of Calvin
1355 Peddlers Drive
R.R. #2 Mattawa, ON
POH 1V0
Phone: 705 744-2700
Fax: 705 744-0309
bylaw@calvintownship.ca

Clerk - Treasurer
Municipality of Calvin

DRAFT

30

“Schedule C”

Member Request for Item to be Added to the Agenda (Standard Forms)

DRAFT

32

“Schedule D”

List of Committees/Appointments

List of Committees

- Committee of Adjustment
- Workplace Respect Committee
- Recreation Committee
- East Nipissing Planning Board
- Veterinary Unit
- North Bay Mattawa Conservation Authority
- Voyageur Multi-Use Trail System
- Police Services Board
- North Bay Parry Sound District Health Unit
- Casselholme - Municipally run Home for the Aged
- Mattawa Bonfield Economic Development Corporation,
- District of Nipissing Social Services Administration Board



MUNICIPALITY OF CALVIN

1355 Peddlers Dr, Mattawa, ON P0H 1V0

Tel: 705-744-2700

Fax: 705-744-0309

clerk@calvintownship.ca

Delegation Request Form

Council meetings are held the second & fourth Tuesday of each month at 7 pm. The requests to appear before Council must be received in writing by the Clerk NO LATER than 12:00 noon of the THURSDAY immediately preceding the scheduled Council meeting. Only one spokesperson per organization shall speak on behalf of the group at the delegation to Council.

Name & Organization: _____

Address: _____

Email Address: _____

Contact Telephone: _____

Date of Meeting you are requesting for the delegation: _____

Please state the purpose of the delegation: (Please attach Presentation if one will be given to Council)

Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation by telephone, fax or electronic means.

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of providing correspondence relating to matters before Council.

Engaging Council through a Delegation

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes public input. A person wishing to make a delegation shall submit a request in writing to the Clerk.

- The Clerk shall evaluate the request for delegation and decide whether the request complies with the criteria set out within the Procedural By-Law. The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be considered. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk's decision, the information shall be distributed under separate cover to Council for their consideration.
- Provide as much information as possible to the Clerk prior to the meeting to ensure Council has an opportunity to review your information and prepare any questions. If any additional information is to be presented at the meeting, 10 copies shall be supplied to the Clerk prior to the meeting start time for circulation. These copies will become part of the official corporate records.
- Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further subsequent delegations on the same topic, without significant new information will not be permitted.
- Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.
- The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of the by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.
- If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting.

How to Delegate:

- When called upon by the Mayor or the Chairperson, the delegate should proceed to the podium or table in the Council Chambers.
- Delegates are permitted to speak for ten (10) minutes.
- The appropriate way to address Council is to preface their surname with Mayor or Councillor.
- All questions or comments shall be made through the Mayor or Chairperson.
- A person addressing Council shall not utilize profane or offensive language or insulting expressions and shall not question the reputation of any individual member.
- Applause and other displays of approval or disapproval during Council meetings are considered inappropriate and are discouraged.
- Upon completion of your presentation, the delegate should remain in place to allow for any questions from Council members. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. Council members may then enter into discussion. However, it is general practice to refer the matter to staff for a report and recommendation. Debate as required would take place after receiving staff report.



New Year — New OPP Efficiency

Greetings from OPP Municipal Policing Bureau! May 2020 bring us more opportunities to strengthen the relationship with your municipality and make our communities safer!



We all know, in an emergency every second counts! Accidental and non-urgent calls to 9-1-1 like pocket dials tie up emergency lines, communicators and officers and can result in the slower response to a real emergency, risking the safety of people

who may need urgent help.

The OPP recently updated its 9-1-1 call handling work flow and policies to allow its emergency communicators more discretion to divert certain 9-1-1 calls and ensure more frontline OPP members are available for actual emergencies.

OPP communicators are well trained to recognize indicators of an emergency that warrant officers being dispatched.

Changing our 9-1-1 response process aligns with those of other major and medium police services while exceeding North America industry standards. The changes further help optimize our resources and support the pending implementation of 'next generation' 9-1-1 infrastructure, including the future handling of calls for service via social media.

There may be some reduction in the billable calls for service costs in the Annual Billing Statements for OPP-policed municipalities as frontline officers are dispatched to fewer calls. Any reduction to the overall billing is expected to be negligible as officers are still on duty working in communities and available 24/7 to respond to calls for service

If municipal leaders require further information, please contact your local Detachment Commander or visit the OPP booth (#414) at the annual Rural Ontario Municipalities Association (ROMA) Conference.

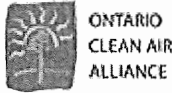
NEED MORE INFO / HAVE QUESTIONS?

Visit www.opp.ca/municipalpolicing / www.opp.ca/billingmodel

Contact us OPP.MunicipalPolicing@opp.ca or (705) 329 6200

Cindy Pigeau

From: Ontario Clean Air Alliance <angela@cleanairalliance.org>
Sent: Sunday, January 12, 2020 9:42 PM
To: Cindy Pigeau
Subject: Pickering Nuclear emergency – Next time it could real



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ALLIANCE

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a renewable future.

BULLETIN

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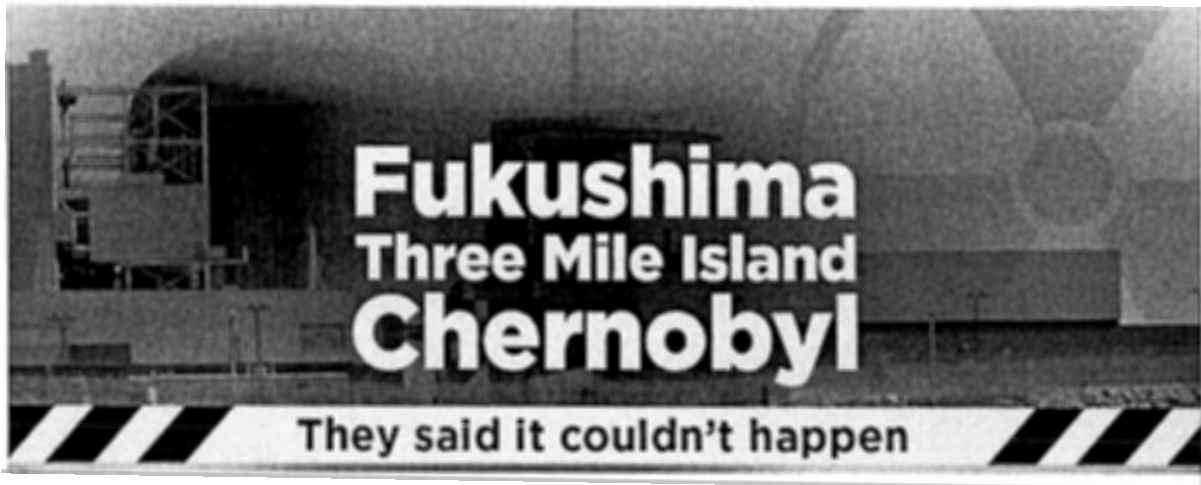
Pickering Nuclear emergency – Next time it could real

On Sunday Jan. 12th, the Ontario Emergency Measures Office issued and then withdrew an emergency alert for the Pickering Nuclear Station. This alert was a reminder that the Pickering Nuclear Station has a long history of serious accidents.

The 8-reactor Pickering Nuclear Station is surrounded by twice as many people (2.2 million within 30 km.) as any other nuclear plant on the continent. It is also one of the oldest and biggest nuclear stations in the world.

Environmental groups have long raised concerns about the inadequacy of emergency plans for this almost 50-year-old nuclear station, including the failure to plan for a Fukushima-scale accident.


Assuming that millions of people will not try to flee in the event of a major accident or won't be caught transiting through an area bisected by Canada's busiest highway and a busy commuter rail corridor seems largely to be based on wishful thinking rather than a realistic assessment of the wisdom of operating a nuclear plant in the heart of our largest urban area. If Sunday's event had turned out to not be a false alarm, chaos could well have resulted.



The Pickering Nuclear Station was built at a time when the future explosive growth in the region was never considered. Keeping this old nuclear plant and massive piles of radioactive waste next to the source of drinking water for tens of millions of people is not only dangerous, but completely unnecessary.

Ontario has safer, cleaner and less costly options for keeping its lights on, including conservation and water power from Quebec.

Send a message to Premier Ford and Minister Bethlenfalvy to buy Quebec power and immediately dismantle the Pickering Nuclear Station after shutdown.

Please share this with your friends. 

- Angela Bischoff, Director



[@oncleanair](#)
[@nonukebailouts](#)



ONTARIO
CLEAN AIR
ALLIANCE

Ontario Clean Air Alliance
160 John St., #300
Toronto M5V 2E5

Phone: 416 260-2080 x 1
angela@cleanairalliance.org

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From: Ontario Clean Air Alliance <angela@cleanairalliance.org>
Sent: Tuesday, January 14, 2020 4:47 PM
To: Cindy Pigeau
Subject: Emergency alert – Province plans to keep old Pickering Plant running



Plugging Ontario into
a renewable future.

BULLETIN

[View online](#)

Emergency alert – Province plans to keep old Pickering Plant running

Hard on the heels of a blunt wake-up call – in the form of an erroneous emergency alert – about the dangers of operating a large nuclear station in the heart of our largest urban area, it has now been revealed that Premier Ford actually wants to keep operating this old and unsafe plant past its current shutdown deadline.

After cancelling wind power projects and refusing Quebec Premier Legault's repeated offers of water power at half the price of power from Pickering, Premier Ford is said to be pushing for operations to continue at the Pickering Nuclear Plant beyond 2024.



The 3rd oldest (and one of the largest) nuclear stations in North America is surrounded by twice as many people (2.2 million within 30 km.) as any other nuclear plant on the continent. It relies on seriously outdated technology, including computer systems running software from the 1970s. Pickering's shared containment for multiple reactors is a dangerous design that would never be allowed today. Its reactors' positive void coefficient of reactivity, is a design flaw shared with the Chernobyl reactors.


Far from having “a safety record that is "the best in the world” as Pickering MPP Peter Bethlenfalvy erroneously claimed in the Toronto Star, the plant has been plagued with safety problems including a major loss of coolant accident in 1983. The entire Pickering A plant was shut down in 1997 due to safety concerns. Attempts to rebuild these reactors were a fiasco of delays and cost

overruns, with Ontario Power Generation eventually giving up on rebuilding two of the four A reactors.

Pickering's six operating reactors are offline roughly 30% of the time, meaning they continue to perform poorly and lead to increased use of gas-fired generating plants and greenhouse gases. In fact, the station is the among the most expensive and least reliable nuclear stations in the world according to a report written for the Ontario Energy Board.

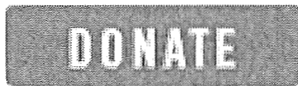
Extending the life of this old and dangerous nuclear plant will require the approval of the Canadian Nuclear Safety Commission (CNSC). We believe the CNSC should refuse to allow any further operation of a patched-up and already well-beyond-its-design-life plant past 2024. Instead, the people of Pickering and east Toronto who have lived with this dinosaur on their doorsteps for close to 50 years should be given back its 600 acre waterfront site to spur new community opportunities.

Rather than waiting for the next emergency alert, let's give Pickering-Uxbridge MPP Bethlenfalvy a wake-up call and tell him it is time to shut this old and dangerous plant down – call him now at 905-509-0336 and email him at peter.bethlenfalvy@pc.ola.org

Please share this message: 

Thank you.

Angela Bischoff, Director



[@oncleanair](https://twitter.com/oncleanair)
[@nonukebailouts](https://twitter.com/nonukebailouts)



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Ontario Clean Air Alliance
160 John St., #300
Toronto M5V 2E5

Phone: 416 260-2080 x 1
angela@cleanairalliance.org

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Cindy Pigeau

From: AMO Communications <Communicate@amo.on.ca>
Sent: Wednesday, January 15, 2020 5:36 PM
To: Cindy Pigeau
Subject: Government announces consultation on re-composition of OPP Detachment Boards

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January 15, 2020

Government announces consultation on re-composition of OPP Detachment Boards

On January 15th, the Honourable Sylvia Jones, Ontario's Solicitor General, wrote to Heads of Council to announce province-wide consultations on the drafting of regulations needed to support the establishment of new OPP detachment boards. These discussions will include changes to the billing framework allocating costs between municipalities with a shared OPP detachment board. AMO strongly encourages the participation of local elected officials in these discussions.

For municipalities, the goal of this engagement is a regulatory framework that supports successful and effective governance and delivers strong local civilian oversight of policing by the OPP. This should include mechanisms for every municipal council to be represented on an OPP detachment board and the equitable distribution of costs between municipalities.

The need for new OPP governance regulations is as a result of the new *Community Safety and Policing Act, 2019*. Key governance-related changes include:

Structure of Boards and Local Say

- There shall be one OPP detachment board per detachment (with flexibility for unique circumstances/geography). A board's composition, terms of office, and remuneration will be provided for in regulations and has yet to be determined.
- In effect, these changes extend police governance to about 200 municipalities (which do not have a board, ie. Section 5.1) but will consolidate multiple existing boards within a detachment.

Activity of Boards

- Boards shall determine local objectives, priorities, and policies in consultation with the Detachment Commander, consistent with the Solicitor General's strategic plan for the OPP.
- Boards shall consult with the Commissioner of the OPP regarding the selection of the Detachment Commander.
- The Detachment Commander shall prepare and adopt a local action plan in consultation with the board.
- Training for board members will become mandatory (Ministry support and funding is needed).

Financial Considerations

- There will be no distinction between contract and non-contract in the future. Effectively all policing will become contract.
- The focus of the billing related regulations will be to address transition matters and to account for service differences between municipalities as well as existing contracts expiring at the end of 2020.
- It should be noted, billing model changes will not lower the overall cost of policing for the municipal sector.

OPP Governance Advisory Council (Provincial)

- The establishment of this Council is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP.
- More generally, this change will enhance civilian governance of the OPP.

AMO Advocacy

AMO has impressed upon the Ministry of the need for:

- open and transparent discussions;
- a recognition that policing is fundamentally local (ie. it is important to maintain the close proximity of a community to its board and the police);
- locally workable governance arrangements; and
- the representation of every municipal council.

Key Municipal Considerations

For local elected officials participating in the government's consultation, here are some key considerations:

1. For communities without existing police service or detachment boards: boards are an opportunity to expand the democratic oversight and governance of policing. In the words of Sir Robert Peel, the father of modern policing, “the police are the public and the public are the police.” A detachment board helps to align policing objectives, priorities, and policies with community expectations.
2. For communities with existing OPP boards: the legislation aims to consolidate existing municipal board boundaries with OPP detachment board boundaries (thus potentially including multiple neighbouring municipalities in the same detachment). However, the legislation provides for flexibility to address unique geographic circumstances. If you feel your area’s needs are unique, help the Ministry understand that uniqueness in a province-wide context.
3. The size and composition of detachment boards have not been determined. This is your opportunity to inform the regulations which will determine board composition.
4. On the issue of policing costs, speak to your local circumstances. Highlight areas where your property taxpayers would benefit from greater transparency or illustrate steps that could be taken to improve the efficiency and effectiveness of policing in your community (ie. shift scheduling). This should include highlighting the need that all new policing regulations (governance and operations) should aim to improve the efficiency and effectiveness of policing and not drive policing costs even higher.
5. On the issue of OPP billing, note that billing changes alone will not lower the overall cost of policing by the OPP. The equitable distribution of costs across the detachment is a key goal of all municipalities.

The Solicitor General has advised that regional roundtable meetings will be taking place in Kenora, Thunder Bay, Sudbury, Timmins, London, Brockville, and Orillia. The Ministry will communicate the dates and times of these meetings shortly in separate correspondence.

In addition, the Ontario Association of Police Service Boards is convening an OPP Governance Summit on January 30, 2020 which will include a presentation by the Ministry.

AMO will continue to engage the Ministry in discussions related to OPP detachment boards and other regulations which affect policing (OPP and own-force) in all municipalities in the months ahead. Please feel free to relay any positions or concerns of sector-wide interest to AMO.

AMO Contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

*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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before printing this.

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Solicitor General

Office of the Solicitor General

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Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau de la solliciteure générale

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Toronto ON M7A 1Y6
Tél.: 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2019-3184
By e-mail

January 15, 2020

Dear Mayor:

As you may know, on March 26, 2019, Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68), which established the *Community Safety and Policing Act, 2019* (CSPA, 2019). The CSPA, 2019 supports our government's commitment to:

- Modernize Ontario's police service delivery framework;
- Strengthen public confidence in policing; and
- Improve governance, training, and transparency.

I am writing to update you on the work that is currently underway to bring the CSPA, 2019 into force in 2021, and inform you of upcoming engagement opportunities.

We are engaging a number of our stakeholders, to develop more than 50 required matters for regulation. These include several Ontario Provincial Police (OPP) related matters for regulation such as:

- Establishing OPP governance-related regulations, including the composition of OPP detachment boards and the OPP Governance Advisory Council;
- Developing an approach to determine when it is appropriate to have more than one OPP detachment board for a detachment of the OPP that provides policing to municipalities or First Nations;
- Aligning the existing OPP billing framework with the CSPA, 2019.

We recognize the significant implications these regulatory changes will have on communities that receive direct and/or supplemental services from the OPP.

Given these impacts, my ministry will engage communities through regional roundtable sessions. The regional roundtables will be an opportunity for the ministry to provide an overview of upcoming regulatory changes related to OPP services and for communities to identify pertinent local issues and provide feedback on OPP-related policy proposals.

.../2

The regional roundtables will take place in the following locations:

OPP Region	Regional Roundtable Locations
North West	<ul style="list-style-type: none">• Kenora• Thunder Bay
North East	<ul style="list-style-type: none">• Sudbury• Timmins
West	<ul style="list-style-type: none">• London
East	<ul style="list-style-type: none">• Brockville
Central	<ul style="list-style-type: none">• Orillia

Ministry staff will reach out to you with additional information regarding the regional roundtable sessions in the coming weeks.

We look forward to continuing our work with you to better understand local priorities, examine strategies to improve community safety and ensure the transparent and effective governance of OPP services across the province.

Should you have any questions, please contact Mr. Derwin Remedios, Team Lead, Strategic Policy, Research and Innovation, by e-mail at: Derwin.Remedios@ontario.ca.

Sincerely,



Sylvia Jones
Solicitor General



January 15, 2020

Cindy Pigeau
Municipality of Calvin
1355 Peddlers Drive, RR#2
Mattawa ON P0H 1V0

Dear Cindy,

Please find enclosed the adjusted levy invoice for February 2020. In December 2019, the District of Nipissing Social Services Administration Board passed the 2020 budget which includes an overall increase in the levy of \$868,798 year over year. Using the 2019 Property Assessment Rolls and the 2019 tax ratios of the Municipalities in our district, the levy is apportioned amongst the Municipalities using a weighted assessment.

Included with the invoice is a worksheet showing the calculation of the apportionment of the municipal share of the 2020 Budget amongst the Municipalities in the District of Nipissing and Territories Without Municipal Organization (TWOMO). Also included is the calculation showing the adjusted invoice for February 2020, and the amount to be invoiced monthly for the balance of the year to December 31, 2020.

Should you have any questions regarding this calculation, please do not hesitate to contact me directly. I can be reached at (705) 474 - 2151 ext 3350, or at justin.avery@dnssab.ca

Yours truly,

Justin Avery, CPA, CA
Manager of Finance

District of Nipissing Social Services Administration Board
2020 Approved Budget \$- Municipal Apportionment

The weighted assessment figures have been calculated using 2019 Assessment Rolls and 2019 Tax Ratios.
There are no Tax Ratios available for the Unincorporated Townships.

Municipality	A - Current Value Assessment Method used to determined Unincorporated share only			B - Weighted Assessment Method (Excl. PIL) - Actual			2020 Monthly Levy =Col.6/12	2019 Budget Allocation	Variance Yr over Yr Budget Allocataion	Variance % Change
	Current Value Assessment-2019	%	Budget Allocation	Weighted Assessment-2019	%	Budget Allocation				
	1	2	3	4	5	6				
	CVA %Cost for Unincorporated									
City of North Bay	5,562,077,695	-	-	6,571,548,846	60.8861%	12,484,679	1,040,390	12,028,715	455,964	3.79%
Municipality of West Nipissing	1,563,632,472	-	-	1,642,770,643	15.2204%	3,120,948	260,079	2,954,371	166,577	5.64%
Municipality of East Ferris	655,401,400	-	-	657,626,860	6.0930%	1,249,365	104,114	1,190,186	59,179	4.97%
Municipality of Temagami	489,146,800	-	-	490,320,170	4.5429%	931,514	77,626	870,786	60,728	6.97%
Township of Bonfield	287,556,402	-	-	275,446,323	2.5520%	523,295	43,608	492,922	30,373	6.16%
Township of South Algonquin	261,827,900	-	-	273,401,158	2.5331%	519,410	43,284	497,317	22,093	4.44%
Township of Papineau-Cameron	161,781,100	-	-	147,483,790	1.3665%	280,191	23,349	264,604	15,587	5.89%
Town of Mattawa	106,362,625	-	-	115,950,762	1.0743%	220,284	18,357	214,135	6,149	2.87%
Township of Chisholm	147,418,600	-	-	139,256,528	1.2902%	264,561	22,047	247,895	16,666	6.72%
Municipality of Calvin	88,724,900	-	-	125,213,200	1.1601%	237,881	19,823	224,209	13,672	6.10%
Township of Mattawan	27,507,200	-	-	27,375,134	0.2536%	52,007	4,334	48,886	3,121	6.39%
Sub Total Municipalities	9,351,437,094		19,884,135	10,466,393,413	96.9722%	19,884,135	1,657,011	19,034,026	850,109	4.47%
TWOMO - (MCSS, EDU, & MMAH)	407,351,300		620,851							
Sub Total Unincorporated	407,351,300	4.17%	620,851	407,351,300		\$620,851	\$51,738	\$602,161	18,690	3.10%
TOTAL	9,758,788,394		20,504,986	10,873,744,713		20,504,986	1,708,749	19,636,187	868,799	4.42%
			Municipal share net of EMS			Municipal Share				
			14,873,524			Less TWOMO				
			EMS Budget (municipal share)			Municipal Levy				
			5,631,462			19,884,135				

Note: TWOMO share of DNSSAB costs
excludes Emergency Medical Services Costs

Explanation of February Adjusted Levy Invoice

	A	B	C	D	E = C + D	F = 10 x D	A + E + F	
Municipality	Paid to date	Required to date	Adjustment	Regular Monthly invoice	Feb Adjusted Invoice	Remaining to be invoiced Mar - Dec	Total Levy 2020	Variance
City of North Bay	\$ 1,002,392.95	\$ 1,040,389.96	\$ 37,997.01	\$ 1,040,389.96	\$ 1,078,386.96	\$ 10,403,899.57	\$ 12,484,679.48	-
Town of West Nipissing	246,197.62	260,079.03	13,881.41	260,079.03	273,960.45	2,600,790.34	3,120,948.41	-
Towship of East Ferris	99,182.18	104,113.72	4,931.54	104,113.72	109,045.26	1,041,137.18	1,249,364.61	-
Municipality of Temagami	72,565.51	77,626.17	5,060.66	77,626.17	82,686.83	776,261.72	931,514.06	-
Towship of Bonfield	41,076.80	43,607.92	2,531.12	43,607.92	46,139.04	436,079.22	523,295.06	-
Towship of South Algonquin	41,443.08	43,284.14	1,841.06	43,284.14	45,125.19	432,841.37	519,409.64	-
Towship of Papineau-Cameron	22,050.35	23,349.24	1,298.89	23,349.24	24,648.12	233,492.37	280,190.85	-
Town of Mattawa	17,844.62	18,357.01	512.39	18,357.01	18,869.41	183,570.13	220,284.16	-
Towship of Chisholm	20,657.92	22,046.72	1,388.80	22,046.72	23,435.52	220,467.19	264,560.63	-
Municipality of Calvin	18,684.07	19,823.42	1,139.35	19,823.42	20,962.76	198,234.17	237,881.01	-
Municipality of Mattawan	4,073.79	4,333.96	260.17	4,333.96	4,594.13	43,339.58	52,007.49	-



RECEIVED

JAN 16 2020

January 8, 2020

Cindy Pigeau
Clerk
Calvin Township
R.R.#2
Mattawa, Ontario P0H 1V0

Dear Ms. Pigeau,

Re: 2019 Attendance

As a courtesy to our Member Municipalities the North Bay – Mattawa Conservation Authority reports annually on the attendance of the member you have appointed to our Board of Directors. In this respect I offer you the following information:

Councillor Dean Grant has attended 9 meetings out of a total of 12 meeting for the Conservation Authority and 3 meetings out of a total of 3 meetings for the Source Protection Authority for the year of 2019.

Please note, that the minutes for the Board of Directors meeting held on December 18, 2019 have not yet been approved. Should there be a discrepancy in these attendance numbers, we will advise you of any changes.

If you have any questions or require additional information, please do not hesitate to contact me at 474-5420.

Yours truly,

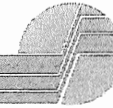
A handwritten signature in black ink, appearing to read "B. Tayler".

Brian Tayler
Chief Administrative Officer
Secretary Treasurer

/rm

c.c. Dean Grant

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

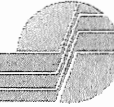


NAME: DEAN GRANT

PERIOD: January 1 to December 31, 2019

<u>MEETING</u>	<u>PER DIEM</u>	<u>MILEAGE/Km</u>	<u>TOTAL</u>	<u>DATE</u>
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	112 X \$0.50 = \$56.00	76.00	February 6, 2019
EXECUTIVE COMMITTEE	20.00	115 X \$0.50 = \$57.50	77.50	February 27, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	115 X \$0.50 = \$57.50	77.50	February 27, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	112 X \$0.50 = \$56.00	76.00	March 27, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	126 X \$0.50 = \$63.00	83.00	April 24, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	0.00	0.00	0.00	May 22, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	112 X \$0.50 = \$56.00	76.00	June 26, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	0.00	0.00	0.00	July 24, 2019

NORTH BAY-MATTAWA CONSERVATION AUTHORITY



NAME: DEAN GRANT

PERIOD: January 1 to December 31, 2019

<u>MEETING</u>	<u>PER DIEM</u>	<u>MILEAGE/Km</u>	<u>TOTAL</u>	<u>DATE</u>
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	0.00	20.00	September 25, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	112 X \$0.50 = \$56.00	76.00	October 23, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	20.00	112 X \$0.50 = \$56.00	76.00	November 27, 2019
GENERAL AUTHORITY & EXECUTIVE COMMITTEE	0.00	0.00	0.00	December 18, 2019
TOTALS	180.00	458.00	638.00	

Cindy Pigeau

From: AMO Communications <Communicate@amo.on.ca>
Sent: Friday, January 17, 2020 2:04 PM
To: Cindy Pigeau
Subject: Infrastructure and Court Security Funding News

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



January 17, 2020

Infrastructure and Court Security Funding News

2020 Ontario Community Infrastructure Fund (OCIF) Allocations Announced

On January 17, 2020, the Honourable Doug Ford, Premier of Ontario, announced the 2020 OCIF allocations for 424 Ontario municipalities. The 2020 OCIF formula allocation is \$200M, the same amount as 2019. AMO welcomes the province's commitment to provide stable, predictable infrastructure funding.

OCIF provides formula funding for core road, bridge, water, wastewater and stormwater infrastructure systems in Ontario communities with populations under 100,000 residents as well as rural and northern municipalities. Originally \$100M split evenly between formula and application funds, OCIF has evolved to provide \$200M in full formula funds that can be banked for up to five years so municipal governments can save for important projects.

AMO understands that the Ministry of Infrastructure will write to individual recipients per their regular practice to confirm details. In the meantime, municipal officials interested in their community's allocation can access it here.

Municipal officials interested in the evolution of OCIF and its relationship to other infrastructure funding programs can review AMO's information update to members on this subject from October 3, 2019.

AMO Contact:

Craig Reid, Senior Advisor, creid@amo.on.ca, 416-971-9856 ext. 334.

Court Security and Prisoner Transportation Funding

On January 16, 2020, the Honourable Sylvia Jones, Solicitor General, wrote to AMO President Jamie McGarvey to indicate that the province will be proceeding with this

funding for 2020. The envelope remains at \$125 million. Municipal governments will receive their allocation notices shortly. Any questions related to allocations should be directed to the Ministry of the Solicitor General.

This announcement maintains historic provincial funding for 2020. It helps to offset municipal costs associated with providing security to provincial courthouses and transporting prisoners to and from those facilities.

AMO Contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

*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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before printing this.

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

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Ministry of Infrastructure

Infrastructure Policy Division

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

Ministry of Agriculture, Food and Rural
Affairs

Rural Programs Branch

1 Stone Road West, 4th Floor NW
Guelph, Ontario N1G 4Y2



January 2020

File #: OCIF FC2-M-0054

Cindy Pigeau, Clerk-Treasurer
Municipality of Calvin
1355 Peddlers Drive, RR 2
Mattawa, Ontario
P0H 1V0

Dear Cindy Pigeau:

Ontario Community Infrastructure Fund – Formula-Based Funding Allocation Notice

We are pleased to confirm your eligibility in the 2020 Ontario Community Infrastructure Fund – Formula-based Component (OCIF-Formula). Per section F1.2 of the OCIF-Formula Contribution Agreement (CA), enclosed you will find your municipality's Revised Allocation Notice.

As recently communicated, this notice confirms the previously proposed 2020 allocation communicated to your community. Payments of confirmed allocations will be made in accordance with the schedule provided in the attached notice conditional upon having met all reporting requirements.

In March 2019, the Ministry of Infrastructure communicated plans to work with the Association of Municipalities Ontario and municipalities to review the design of the program. More details will be available soon.

Staff from the Ministry of Agriculture, Food and Rural Affairs will be contacting you in the near future to provide details on reporting required to close-out your 2019 Formula Funding.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Roger Scott, toll free at 1-877-424-1300 or directly at (226) 979-6124 or via email at roger.scott@ontario.ca.

Sincerely,

Julia Danos
Director, Intergovernmental Policy Branch
Infrastructure Policy Division
Ministry of Infrastructure

Carolyn Hamilton
Director, Rural Programs Branch
Economic Development Division
Ministry of Agriculture, Food and Rural Affairs



**Ontario Community Infrastructure Fund (OCIF)
Formula-Based Component**

Revised Allocation Notice

Ministry of Infrastructure
Ministry of Agriculture, Food and Rural Affairs

Municipality of Calvin

January 2020

Disponible en français

Ontario Community Infrastructure Fund (OCIF)
Formula-Based Component- Revised Allocation Notice

Municipality of Calvin

This Revised Allocation Notice is to inform you of your 2020 Ontario Community Infrastructure Fund formula allocation.

Formula-Based Funding Allocation

Your community's formula-based allocation of funding under the Ontario Community Infrastructure Fund for 2020 is as follows:

2020 formula allocation	\$ 50,000
-------------------------	-----------

Terms and Conditions

Receipt of formula allocations are conditional upon compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement

The Province reserves the right to adjust or terminate any allocations contained in this notice, without consent or notice, to account for changes in a municipality's situation, the OCIF program guidelines, or other parameters or administrative procedures.

Payment Schedule

The Province proposes to make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment*
- Allocations greater than \$150,000 but less than \$1 million will be provided through up to 6 payments*
- Allocations greater than \$1 million will be provided through up to 12 payments.*

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000



234-2020-120

January 20, 2020

Your Worship
Mayor Randell McLaren
Township of Bonfield
rmclaren@bonfieldtownship.org

Dear Mayor Randell McLaren,

Thank you for your municipality's joint submission to the Municipal Modernization Program and for your commitment to working together with partner municipalities to find smarter, more efficient ways to operate.

I am pleased to inform you that the Government of Ontario will provide funding of up to \$26,457.60 towards your joint project *Shared Services Association Framework* for the cost of an independent third-party reviewer to deliver a final report by June 30, 2020.

The Municipal Modernization Program is an important part of our government's plan to help municipalities lower costs and improve services for local residents and businesses over the long term. The joint review project being undertaken by your municipality, together with partner municipalities, is an important step toward achieving our shared goal of efficient, effective, modern services that meet the evolving needs of our communities.

A transfer payment agreement is required to provide funding for this work. Ministry staff will be in touch with your staff shortly to finalize the transfer payment agreement and work through details of funding implementation. Should you have any questions, please feel free to contact your Municipal Services Office, or the ministry at municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval under the Municipal Modernization Program and extend my best wishes as we work together to modernize service delivery and focus spending on vital programs and services for Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark".

Steve Clark
Minister

- c. Peter Johnston, Township of Bonfield
- Mayor Ian Penell, Municipality of Calvin
- Cindy Pigeau, Municipality of Calvin
- Deputy Mayor Robb Noon, Municipality of Callander
- Elaine Gunnell, Municipality of Callander
- Mayor Leo Jobin, Township of Chisholm
- Jenny Leblond, Township of Chisholm
- Mayor Pauline Rochefort, Township of East Ferris
- Jason Trottier, Township of East Ferris
- Mayor Dean Backer, Town of Mattawa
- Raymond Belanger, Town of Mattawa
- Mayor Peter Murphy, Municipality of Mattawan
- Joanne Montreuil, Municipality of Mattawan
- Mayor Robert Corriveau, Township of Papineau-Cameron
- Jason McMartin, Township of Papineau-Cameron

Cindy Pigeau

From: noreply@salesforce.com on behalf of Minister OMAFRA <minister.omafra@ontario.ca>
Sent: Monday, January 20, 2020 11:45 AM
To: Cindy Pigeau
Subject: From the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs

Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



This communication is in both English and French. The French-language message can be found immediately after the English-language message.

La présente communication est en anglais et en français. Le message en français se trouve immédiatement après la version anglaise.

January 20, 2020

Dear Ms. Pigeau:

I am pleased to announce the next application intake for the Rural Economic Development (RED) program will be from January 20 to February 24, 2020. You can find all program information, including how to apply, on my ministry's website at ontario.ca/REDprogram.

In July 2019, we announced the revitalized RED program. Our updates put the focus on outcome-based projects that will have tangible benefits for Ontario's rural and Indigenous communities. The updates to the RED program better align with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs across the province.

The program now has two project categories:

- The Strategic Economic Infrastructure stream provides up to 30 per cent in cost-shared funding for minor capital projects that advance economic development and investment opportunities.
- The Economic Diversification and Competitiveness stream provides up to 50 per cent in cost-shared funding for projects that remove barriers to business and job growth, attract investment, attract or retain a skilled workforce, strengthen sector and regional partnerships and diversify regional economies.

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business.

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project. Together, we can ensure Ontario's communities thrive.

Sincerely,

Original signed by

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

Le 20 janvier 2020

Madame Pigeau,

J'ai le plaisir d'annoncer que la prochaine période de réception des demandes dans le cadre du Programme de développement économique des collectivités rurales (DECOR) se déroulera du 20 janvier au 24 février 2020. Tous les renseignements sur le Programme DECOR, dont la marche à suivre pour présenter une demande, se trouvent au site Web de mon ministère à l'adresse www.ontario.ca/fr/page/programme-de-developpement-economique-des-collectivites-rurales.

Nous avons annoncé, en juillet 2019, la version actualisée du Programme DECOR. Nous avons actualisé le Programme DECOR pour mettre l'accent sur les projets axés sur les résultats – ceux qui apportent des avantages concrets aux collectivités rurales et autochtones de l'Ontario. La version actualisée du Programme DECOR correspond mieux aux priorités de notre gouvernement, lesquelles consistent à éliminer les obstacles aux investissements, à favoriser le développement économique rural et à créer de bons emplois partout dans la province.

Le Programme DECOR comporte désormais deux catégories de projets:

- Le volet Infrastructure économique stratégique, qui apporte une aide financière à frais partagés représentant jusqu'à 30 p. 100 du coût des petits projets d'immobilisation visant à favoriser le développement économique et les possibilités d'investissement.
- Le volet Diversification économique et compétitivité, qui apporte une aide financière à frais partagés représentant jusqu'à 50 p. 100 du coût des projets visant à supprimer des obstacles à la croissance des entreprises et à la création d'emplois, à attirer des investissements, à attirer ou à maintenir en poste une main-d'œuvre qualifiée, à renforcer les partenariats

sectoriels et régionaux, et à diversifier les économies régionales.

Notre gouvernement est déterminé à favoriser la croissance économique des collectivités rurales et à rendre l'Ontario ouvert aux affaires.

Je vous encourage à profiter de cette possibilité d'aide financière et à présenter une demande pour votre projet de développement économique. En unissant nos efforts, nous pourrions assurer la prospérité des collectivités de l'Ontario.

Veillez agréer, Madame, l'expression de mes sentiments les meilleurs.

Le ministre de l'Agriculture, de l'Alimentation et des Affaires rurales,

Original signé par

Ernie Hardeman



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2



The Corporation of the
City of North Bay
200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: 705 474-0400

January 15, 2020

RECEIVED
JAN 22 2020

The Township of Calvin
RR #2
MATTAWA, Ontario P0H 1V0

Attention: Lynda Kovacs, Clerk-Treasurer

Dear Ms. Kovacs:

Re: Participation in the City of North Bay's Household Hazardous Waste Program

The City of North Bay is once again inviting surrounding municipalities to participate in the City's Household Hazardous Waste Program.

North Bay City Council has agreed to accept hazardous waste from other municipal households as long as those participating municipalities share in the operating and disposal costs.

If you are interested in participating in this program, please contact me at (705) 474-0400 ext. 2331 for further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Al Tomek", written over a light blue horizontal line.

Al Tomek
Waste Management Coordinator

AT/hh

[Sign in](#) [Join now](#)

five

5 Key Issues Impacting Municipalities for 2020



Angela Gravelle | Follow
Executive Director, Ontario Muni...

23 1 0

Welcome 2020! The future is now...

So, I thought we'd start off 2020 with some observations for local government enthusiasts! Here are 5 key issues that I see putting local government to the test over this next year and likely into this decade.

1). (CSI) Cyber Security Invasion is here NOW! Welcome to the inevitable and the obvious challenge for 2020 and this next decade. If you haven't started thinking about your IT security requirements it may be too late! This unfortunate type of invasion will become so pervasive in government circles that we will start to become oblivious to the problem. Unfortunately, the costs to battle the problem will require some additional support (*maybe from senior levels of government*). Unfortunately try as we may this cyber security challenge will be with us for most of the upcoming decade.

2). The WAR for talent is about to get hotter, at least by a few degrees. Have you looked at the slate of vacant leadership roles across the municipal sector lately? The exodus of the baby


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on salaries and benefits across the municipal sector. Municipal council's will be faced with the increased challenges of holding the purse strings tight while still trying to get the best and brightest into their communities and neighbouring municipalities will continue to pilfer and compete with each other for top talent.

3). Speaking of tsunamis, the stress related to weather uncertainty (*aka. climate change - note the dance around so as not to lose the naysayers*) will present some serious challenges to an already stressed municipal infrastructure. The need to address global climate change is real, whether you are dealing with temperature swings that wreak havoc on the road surfaces or those buried pipes through the freeze thaw cycles. In addition, we seem to be seeing greater regularity of the unpredictable devastation of flash flooding or periods of sustained rainfall. As part of the Country endures flooding, other parts face droughts and the threat of devastating fires. I can't imagine the pressures on the local government resources in Southeast Australia given the devastating fires they are currently experiencing. Absolutely heart wrenching...

4). Stakeholder Engagement will continue to present challenges given the hurried lives and demands of citizens and businesses. Reaching people with the right message through the right medium and at the right time is akin to picking all 7 numbers in the lottery. Surprisingly we continue to struggle getting people to come out to vote, yet we flaunt the fact that municipalities are the government closest to the people. If someone one comes up with the right soap box to reach the masses, in a way that presents information in an unbiased and accurate way that helps educate and strengthen the relationship between local government and its residents, ratepayers, businesses, visitors etc... you will hit the jackpot!

5). Training will continue to be a key investment for the future of your employees and the culture of your organization. Training in my view is tied in large part with the culture of the organization. ***Organizations that invest NOT only in new systems, processes and technology but also in their people will have a much better probability of becoming innovators and leaders within the municipal sector.***

Training continues to evolve in so many ways from the standard classroom setting, to the lunch and learn webinar formats, to the online training program. Investing in employees and new technology will pay huge dividends and most certainly does impact the culture of your organization.

Wishing you continued success for 2020 and always remember to challenge the status quo!

Published By



Angela Gravelle
Executive Director, Ontario Municip...

Follow

Five Key Issues Impacting Municipalities for 2020 #leadership #municipal #climatechange #sustainability #localgov #ongov #lean #communityengagement #technology #cybersecurity #cybersafety #training #politicians #municipalities #municipality #malware #databreach #leansixsigma #leadershipdevelopment

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



AP5130

Page : 1

Date : Jan 23, 2020

Time : 11:38 am

Vendor : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 23-Jan-2020
 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				
DEPARTMENT 0101	LIABILITIES				
04008	DARCH FIRE				
TRANS#CI3000	PT#1 Valve	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				80.23
07050	GRAND & TOY LIMITED				
P569330	HDMI Cable	11	23-Jan-2020	23-Jan-2020	
1-5-0101-101	MATERIALS AND SUPPLIES - ADMIN				23.99
P571527	Office Supplies & Paper	11	23-Jan-2020	23-Jan-2020	
1-5-0101-101	MATERIALS AND SUPPLIES - ADMIN				137.54
08010	BUMPER TO BUMPER - H.E. BROWN				
323457/D	Rescue Van Parts	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				149.34
324054/D	Rescue Van Parts	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				76.23
K23457/D	Rescue Van Parts	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				71.34
10098	K.SMART ASSOCIATES LTD.				
31129	Municipal Drain Super - Nov-Dec 2019	11	17-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				429.40
15009	O'GRADY DAN				
00148	PT#1 Repairs	11	15-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				87.19
00149	Rescue Van Repairs	11	15-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				337.22
16073	PROGRESSIVE COMPUTING SOLUTION				
1570	Computer Services - Dec 2019	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				301.71
1571	WIFI Install at Garage	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				457.65
16074	PIGEAU CINDY				
JAN 8-23/20 EX	January 8-23,2020 Expenses	11	23-Jan-2020	23-Jan-2020	
1-5-0101-105	SEMINARS, WORKSHOPS- ADMIN				412.45
1-5-0101-102	VEHICLE EXPENSE - ADMIN				129.20
18014	RUSSELL CHRISTIE LLP				
19-108-077(3)	Legal Fees - Correspondence (Stewarts Rd)	11	15-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				793.42
19-108-084(8)	Legal Fees - Correspondence	11	15-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				138.14
19020	SELECTCOM INC.				
0004802860	Phone for Admin, Fire & Roads - Jan 2020	11	23-Jan-2020	23-Jan-2020	
1-5-0101-103	TELEPHONE, FAX, CELL PHONE				205.84
20036	TRANS CANADA SAFETY				
11300	Smoke Alarm & Boots	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				638.45
11468	Boots & BAMA Socks	11	23-Jan-2020	23-Jan-2020	
1-2-0101-700	CLEARING/PENNY SUSPENSE				231.37
20091	TOWNSHIP OF BONFIELD				
AMCTO WORK	AMCTO Workshop - Shared Services	11	23-Jan-2020	23-Jan-2020	
1-5-0101-105	SEMINARS, WORKSHOPS- ADMIN				276.85
22009	VIEL LUCIE				
JAN 2020 EXPE	January 2020 Expenses	11	23-Jan-2020	23-Jan-2020	
1-5-0101-171	POSTAGE				61.48
Department Total :					5,039.04

DEPARTMENT 0200	FIRE PROTECTION				
06008	FIRE MARSHAL'S PUBLIC FIRE SAF				
IN005176	FMPFSC 2020 Membership	11	23-Jan-2020	23-Jan-2020	
1-5-0200-134	MEMBERSHIPS - FIRE				100.00
19020	SELECTCOM INC.				
0004802860	Phone for Admin, Fire & Roads - Jan 2020	11	23-Jan-2020	23-Jan-2020	

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Date : Jan 23, 2020

Time : 11:38 am

Vendor : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 23-Jan-2020
 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				
DEPARTMENT 0200	FIRE PROTECTION				
1-5-0200-137	COMMUNICATIONS - FIRE				41.10
Department Total :					141.10

DEPARTMENT 0300	ROADS				
08010	BUMPER TO BUMPER - H.E. BROWN				
K28015/D	Small Tools	11	15-Jan-2020	23-Jan-2020	
1-5-0300-149	SMALL TOOLS - ROADS				218.28
19020	SELECTCOM INC.				
0004802860	Phone for Admin, Fire & Roads - Jan 2020	11	23-Jan-2020	23-Jan-2020	
1-5-0300-103	TELEPHONE, CELL PHONE - ROADS				54.67
Department Total :					272.95

DEPARTMENT 0316	SAFETY DEVICES				
03055	CEDAR SIGNS				
59498	Brackets & Posts	11	23-Jan-2020	23-Jan-2020	
1-5-0316-101	MATERIALS AND SUPPLIES - SAFETY DEVICES				521.79
Department Total :					521.79

DEPARTMENT 0325	TRUCK EXPENDITURES				
07011	GRANT FUELS INC.				
204042	Truck Clear Diesel 1,579.5L @ \$1.22/L	11	15-Jan-2020	23-Jan-2020	
1-5-0325-106	FUEL & OIL - TRUCK EXPEND.				1,927.98
Department Total :					1,927.98

DEPARTMENT 0326	GRADER EXPENDITURES				
07011	GRANT FUELS INC.				
204043	35% Loader & 65% Grader Dyed Diesel 390.3L @ \$1.06/L	11	15-Jan-2020	23-Jan-2020	
1-5-0326-106	FUEL & OIL - GRADER EXPEND.				268.67
Department Total :					268.67

DEPARTMENT 0327	LOADER/HOE EXPENDITURES				
07011	GRANT FUELS INC.				
204043	35% Loader & 65% Grader Dyed Diesel 390.3L @ \$1.06/L	11	15-Jan-2020	23-Jan-2020	
1-5-0327-106	FUEL & OIL - LOADER/HOE EXP.				144.67
Department Total :					144.67

DEPARTMENT 0500	HEALTH SERVICES				
13010	NORTH BAY PARRY SOUND DIST. HE				
FEB 2020 LEVY	February 2020 Levy	11	23-Jan-2020	23-Jan-2020	
1-5-0500-108	HEALTH UNIT				1,552.83
Department Total :					1,552.83

DEPARTMENT 0800	PLANNING AND DEVELOPMENT				
03022	CGIS CENTRE				
43831	QTR#1 - 2020 SLIMS	11	23-Jan-2020	23-Jan-2020	
1-5-0800-110	SERVICES - PLANNING				2,350.20
Department Total :					2,350.20

DEPARTMENT 0950	ENFORCEMENT				
03055	CEDAR SIGNS				

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Batch : All

Department : All

Cash Requirement Date : 23-Jan-2020

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				
DEPARTMENT 0950				ENFORCEMENT				
59499				Signs & Posts	11	15-Jan-2020	23-Jan-2020	
1-5-0950-143				911 MAINTENANCE				497.49
12906				MATTAWA & AREA POLICE SERVICES				
2020 LEVY				2020 Police Services Board Levy	11	23-Jan-2020	23-Jan-2020	
1-5-0950-141				POLICING SERVICES				460.00
Department Total :								957.49
Unpaid Total :								13,176.72

Total Unpaid for Approval :	13,176.72
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	13,176.72