

# CORPORATION OF THE MUNICIPALITY OF CALVIN

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1355 Peddlers Drive, RR #2  
Mattawa, Ontario P0H 1V0

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February 21, 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 February 25, 2020.

PLEASE NOTE: A Closed Portion has been scheduled during this meeting as per Section 239(2)(e) of the Municipal Act for litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards, s. 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (RE: Stewarts Road)

AND

s. 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees and/or s. 239(2)(d) labour relations or employee negotiations (RE: Complaint regarding Staff and their Time Management).

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



D)	Connected Care Update	New Model of Care for Select 911 Medical Emergency Patients
E)	Tribunal Ontario	Tribunals Ontario Fee Increases
F)	Association of Municipalities of Ontario	Employment Services Prototype Service Managers; No Municipal Applicants Selected
G)	Natural Resources Canada	Electric Car Charging Solutions
H)	Ministry of Natural Resources and Forestry	Changes to Extraction of Aggregates
I)	The Corporation of the Township of Madoc	911 Misdials
J)	Ministry of the Solicitor General	Compliant with EMCPA in 2019
K)	Association of Municipalities of Ontario	AMO Response to Public Health and Emergency Health Services Consultation and Cannabis Consultations Underway
L)	The Federation of Northern Ontario Municipalities (FONOM)	Invitation to attend 2020 FONOM Conference
M)	Ministry of the Solicitor General	Assigned Fire Protection Advisor
N)	East Nipissing Parry Sound Federation of Agriculture (ENPSFA)	Bill 156, Security from Trespass and Protecting Food Safety Act
O)	Township of Puslinch	Support for Ministers to Allow for Electronic Delegation
P)	Municipal Property Assessment Corporation	Property Assessment Notice and AboutMyProperty.ca

**8. INFORMATION LETTERS AVAILABLE**

**9. OLD AND NEW BUSINESS**

**10. ACCOUNTS APPROVAL REPORT**

**11. CLOSED PORTION**

As per Section 239 (2) (e) for litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and s. 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (RE: Stewarts Road)

AND

s. 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees and/or s. 239(2)(d) labour relations or employee negotiations (RE: Complaint regarding Staff and their Time Management).

12. BUSINESS ARISING FROM CLOSED SESSION
- |          |  |
|----------|--|
| C2020-04 | Adopt Minutes of Last Closed Portion Held on Tuesday, January 14, 2020             |
| C2020-05 | Re: Directive to Solicitor regarding response letter to be sent, RE: Stewarts Road |
| C2020-06 | Re: Directive to Staff RE: Complaint regarding Staff Time Management               |
| C2020-07 | Adjourn Closed Portion   |

13. NOTICE OF MOTION

14. ADJOURNMENT

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR MEETING TUESDAY FEBRUARY 11, 2020

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

Regrets: 0                      Guests: 2

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

PECUNIARY/CONFLICT OF INTEREST:                      None

PRESENTATIONS/DELEGATIONS:                      None

2020-020                      MINUTES OF COUNCIL MEETING

Moved by Coun Olmstead and seconded by Coun Maxwell that the Minutes of the regular meeting of Council held on Tuesday, January 28, 2020 be hereby adopted and signed as circulated.

Carried

2020-021                      MINUTES OF COUNCIL MEETING

Moved by Coun Maxwell and seconded by Coun Olmstead that the Minutes of the special meeting of Council held on Tuesday, February 4, 2020 be hereby adopted and signed as circulated.

Carried

2020-011                      BY-LAW 2020-003-SOCIAL MEDIA POLICY

By-law No. 2020-003 being a by-law to adopt a policy regarding social media for the Municipality of Calvin. This By-law received the 3<sup>rd</sup> and final reading on Tuesday, February 11, 2020 and finally passed before an open Council on this date.

Carried

2020-012                      BY-LAW 2020-004-RELEASE OF TAX INFORMATION POLICY

By-law No. 2020-004 being a by-law to adopt a policy regarding the release of tax information by the Municipality of Calvin. This By-law received the 3<sup>rd</sup> and final reading on Tuesday, February 11, 2020 and finally passed before an open Council on this date.

Carried

2020-022                      PARTICIPATION IN CITY OF NORTH BAY HOUSEHOLD HAZARDOUS WASTE PROGRAM

Moved by Coun Olmstead and seconded by Coun Maxwell that Council would like to accept the generous offer to participate in the City of North Bay's Household Hazardous Waste Program; and further agrees to share in the operating and disposal costs associated with running this program at a value of \$560.00.

Carried

2020-023                      ASSOCIATION OF MUNICIPALITIES OF ONTARIO REQUEST FOR TRANSITION DATE FOR BLUE BOX PROGRAM

Moved by Coun Maxwell and seconded by Coun Olmstead that whereas the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern; whereas reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly; whereas the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes; whereas the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome; whereas the Municipality of

Calvin is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging , paper and paper products; and whereas the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indications of the best date to transition our Blue Box program to full producer responsibility; therefore be it resolved that the Municipality of Calvin would like to transition their Blue Box program to full producer responsibility in conjunction with our MRF; and that this decision is based on the following rationale: "there is a growing cost to recycle"; and that the Municipality of Calvin would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms; and further that any questions regarding this resolution can be directed to Jacob Grove, Landfill Superintendent at 705-744-2700 or [fire@calvintownship.ca](mailto:fire@calvintownship.ca); and further that the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

Carried

2020-024 SURPLUS HP PRINTER

Moved by Coun Cross and seconded by Coun Grant that whereas the Municipality has recently replaced the laser printer at the Municipal Office Counter due to an upgrade in our server, and; whereas Council hereby declares the used HP 1020 Laserjet printer to be surplus to the further needs of the Municipality; now be it therefore resolved that staff is hereby authorized to make the used printer available through a public bidding process and sold to the highest bidder.

Carried

2020-025 APPROVAL FROM COUNCIL FOR NEW POLICIES

Moved by Coun Grant and seconded by Coun Maxwell that Staff of the Municipality of Calvin obtain approval from Council to create any and all proposed new policies. Policies will not be created and presented in draft form without prior approval from Council; further that exceptions may be permitted if the policy is of a time sensitive nature or provincially mandated.

Carried

2020-026 UPDATED CONTRIBUTION PERCENTAGES FOR SHARED CHIEF BUILDING  
OFFICIAL/BUILDING INSPECTOR SERVICES

Moved by Coun Cross and seconded by Coun Grant that as per By-Law 2018-018 to enter into a Shared Chief Building Official/Building Inspector Services Agreement between the Corporation of the Municipality of Calvin, the Corporation of the Township of Papineau-Cameron and the Corporation of the Municipality of Mattawan, Section 2.0, that Council approves the updated contribution percentages based on the updated data from the years 2017/2018/2019.

Carried

2020-027 AGREEMENT WITH THE MINISTRY OF NATURAL RESOURCES FOR FORESTRY FIRE  
MANAGEMENT

By-law No. 2020-005 being a by-law to enter into an agreement between her Majesty the Queen in right of Ontario as Represented by the Minister of Natural Resources and Forestry (Forestry Fire Management Renewal Agreement). This By-law received 1<sup>st</sup> and 2<sup>nd</sup> readings and will come before Council for the 3<sup>rd</sup> and final reading on Tuesday, February 25th, 2020.

Not Yet Carried

2020-028 DISBURSEMENTS

Moved by Coun Grant and seconded by Coun Cross that the disbursements dated February 6, 2020 in the amount of \$12,955.31 and February 11, 2020 in the amount of \$15,701.82 be hereby authorized and passed for payment.

Carried

2020-029      ADJOURNMENT

Moved by Coun Cross and seconded by Coun Grant that this regular meeting of Council now be adjourned at 10:28 p.m.

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE February 25, 2020

NO. \_\_\_\_\_

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

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

**"WHEREAS** The Corporation of the Municipality of Calvin is committed to planning for and protecting the future sustainability of its resources and environment;

**AND WHEREAS** The Corporation of the Municipality of Calvin is within the North Bay- Mattawa Conservation Authority Watershed jurisdiction;

**AND WHEREAS** the Province of Ontario is currently reviewing the mandated roles and responsibilities of Conservation Authorities;

**AND WHEREAS** Conservation Authorities provide essential services to municipalities in their watershed;

**AND WHEREAS** smaller Municipalities do not have capacity or the financial resource to employ staff with the technical expertise that Conservation Authorities provide and;

**WHEREAS** development within or near to natural hazards can have significant negative consequences to properties and life;

**THEREFORE BE IT RESOLVED THAT** The Corporation of the Municipality of Calvin encourages the Province to continue to support the principle of planning, conserving of land and water, and facilitating development on a watershed basis in the on-going review and;

**FURTHER** to prioritize the allocation of adequate funding to support the core mandate of Conservation Authorities;

**AND THAT** this resolution be forwarded to the Minister of Environment, Conservation and Parks; the Minister of Natural Resources and Forestry; Premier Doug Ford, MPP Vic Fedeli; the Association of Municipalities of Ontario and North Bay Mattawa Conservation Authority."

CARRIED \_\_\_\_\_

DIVISION VOTE

NAME OF MEMBER OF COUNCIL      YEAS              NAYS

<u>Coun Cross</u>	_____	_____
<u>Coun Grant</u>	_____	_____
<u>Coun Maxwell</u>	_____	_____
<u>Coun Olmstead</u>	_____	_____
<u>Mayor Pennell</u>	_____	_____



CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE February 25, 2020

NO. \_\_\_\_\_

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

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

“**WHEREAS**, reliable, high speed, affordable access to the Internet and e-connectivity is imperative for the Municipality of Calvin residents, businesses, non-profit organizations and visitors; and

**WHEREAS**, internet and e-connectivity are changing how humans interact with each other and with the world at large, as well as being a driving force for the current and future economy; and

**WHEREAS**, internet and e-connectivity create opportunity for increased innovation for consumers, businesses, agriculture, government; education, social and health development and

**WHEREAS**, municipalities that prioritize and provide access to advanced internet infrastructure such as fibre, are surpassing those that do not in terms of social, economic, and knowledge development; and

**WHEREAS**, the Municipality of Calvin must plan and prioritize for the deployment and adoption of this infrastructure including but not limited to pursuing collaborations and partnerships in the efforts to effectively achieve greater access to affordable high-speed internet throughout the region, and

**WHEREAS**, much of the Municipality of Calvin does not have access to greater than 5MBps internet service, which is well below the CRTC standard of 50/10 Mbps, and

**WHEREAS**, the Municipal Council of Calvin acknowledges that access to the internet and e-connectivity is a crucial part of our community mission to promote public safety, health, well-being and prosperity in order to improve the quality of life for present and future generations,

**THEREFORE BE IT RESOLVED** that the Municipality of Calvin supports Blue Sky Economic Growth Corporation's application to all government Broadband funding programs that will seek to provide funding to Spectrum Telecom Group Ltd to build a fibre and wireless access project in parts of the City of North Bay and South/East Region in the Districts of Nipissing and Parry Sound.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: February 25, 2020 NO. \_\_\_\_\_

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

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

“That Council hereby authorizes the Fire Chief to arrange and provide a Chainsaw Safety Course on February 27<sup>th</sup>, 2020 for the Municipality of Calvin Volunteer Firefighters in advance of the approval of the 2020 Budget in order to take advantage of the significant cost savings Trans Canada Safety is providing.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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



## Cindy Pigeau

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**From:** Dean Grant <councillordeangrant@gmail.com>  
**Sent:** Wednesday, February 12, 2020 1:27 PM  
**To:** Cindy Pigeau; Dan Maxwell; Heather Olmstead; Ian Pennell; Sandy Cross  
**Subject:** Hall renovations

Hi, Cindy

The renovation of the bathrooms was estimated to be two weeks for each bathroom so one month total. We have had one month go by and only one bathroom is completed. So that means the project has at this point **doubled** the initial estimated time. I would like details on the additional issues that contributed to this. I also suggest that it would be very valuable to track the daily hours spent working on the men's bathroom. It would be very valuable to have the information available to better understand how time is being managed so that as a councilor I can properly evaluate the outcomes of this project. My suggestion is that daily logs should be taken outlining tasks performed and time committed to tasks. Maybe this information is already being collected? If this information is not collected I'm not sure how we can all work together to evaluate the issue of project running way over estimated time budgeted. We will also not be able to estimate the labour cost of the project and therefore lack information necessary for future budget related decisions. I hope this information is available for future decision-making.

Thanks, Dean Grant

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-005

**BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF NATURAL RESOURCES AND FORESTRY (Forest Fire Management Renewal Agreement)**

WHEREAS THE MUNICIPAL ACT S.O. 2001, c. 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it expedient to enter into an agreement as of April 1, 2020 for an agreement period of five (5) years with a review prior to March 31, 2025, with respect to the prevention, control and extinguishment of fires within the limits of the Municipality and the Unincorporated Territory (as defined in the agreement).

NOW THEREFORE THE Council of the Municipality ratifies the attached agreement as follows:

- 1) That the Mayor/Deputy Mayor and the Clerk-Treasurer are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the Agreement be hereto attached and form part and parcel of this by-law as Schedule "A"

This By-law shall, enacted and in effect upon the signing thereof.

Read a first time this 11<sup>th</sup> day of February 2020.

Read a second time this 11<sup>th</sup> day of February 2020.

Read a third time and finally passed in open council this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
MAYOR

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

Ministry of Natural Resources  
and Forestry

Aviation, Forest Fire and  
Emergency Services

40 Voodoo Crescent  
North Bay, ON P1C 0B7  
Tel: (705) 475-5551  
Fax: (705) 475-5559

Ministère des Richesses Naturelles  
et des Forêts

Services d'urgences, d'aviation et de  
lutte contre les feux de forêt

40 Voodoo Crescent  
North Bay, ON P1C 0B7  
Tel: (705) 475-5551  
Fax: (705) 475-5559



Corporation of the Municipality of Calvin  
1355 Peddlers Drive, R.R. #2  
Mattawa, ON  
POH 1V0

Date: November 5, 2019

Our records indicate the current Forest Fire Management Agreement between your municipality and the Ministry of Natural Resources and Forestry is up for renewal on March 31, 2019.

A new municipal agreement process has been implemented that eliminates the expiry date of municipal agreements. There is now a mandatory review period that must occur based on the cycle for review established by the local fire management headquarters. We recommend an agreement period of 5 years and a review prior to March 31, 2020.

The Municipal Agreement Review Checklist (Appendix F) is an effective tool for MNRF and municipalities to be able to review the existing agreement in order to evaluate whether changes need to be made and must be completed within 60 days or earlier of April 1 of the review year. The review checklist will help determine if there are any areas that should be restructured through environmental or infrastructure changes that may have occurred within the municipality.

**Please complete Appendix F – Municipal Agreement Review Checklist and return it to North Bay FMH at the above address**

Lastly, find attached to this letter a Fire Department Assessment Sheet. **Please have your Fire Chief complete this Fire Department Assessment so we can update our files.**

Fire Fighting Costs will continue to be calculated as per Appendix C.

Please contact Simon Gillespie at 705-475-5556 or [simon.gillespie@ontario.ca](mailto:simon.gillespie@ontario.ca) if you have any questions or if you would like to meet and discuss your agreement.

Thank you for your continued cooperation.

James Zacher  
Fire Management Supervisor  
North Bay Fire Management Headquarters  
(705) 475-5536

Attachment

**Appendix F**  
**Agreement Review Checklist**  
**(To be completed by MNRF)**

**Name of Community**

**Fire Management Area:**

**Date Reviewed:**

**MNRF Person Completing Review:** \_\_\_\_\_

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone?

Has there been any new cottage subdivision areas developed?

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area?

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes.

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR.

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone.

## **2. Risk Analysis:**

### **Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required?

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area?

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area?

## **3. Fire Suppression Resources:**

### **Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones

### **Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?



**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package?

Has the fire department ever sent staff to an SP230 course?

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now?

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area?

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers?

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan?

Is the community willing to develop a FireSmart Community Wildfire Plan?

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established?

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA?

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up?

Does the community have a by-law enforcement officer?

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard.

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes?

Does the community conduct school wildfire prevention programs?

**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 20 and must be reviewed every year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

**Fire Management Supervisor:** \_\_\_\_\_

**Municipal Representative:** \_\_\_\_\_

The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.

Appendix C

Municipal Fire Agreement Rates to / from Municipalities  
Valid for 2020

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p>CPI rates are capped to a maximum increase of 4%</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates increase Sept 2018 – Sept 2019 = 1.7%</p> <p>2020 CPC fee = 1.36</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$810.00 per fire or</li> <li>• \$236.99 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with <u>maximum</u> 4 staff, includes suppression gear. Must assign staff to vehicle first before forming personnel units.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2020 Rates</b></p> <p>CL415 Dispatch Fee = \$3,181.12 Hourly rate = \$6,362.24</p> <p>Twin Otter Dispatch Fee = \$1,233.84 Hourly rate = \$2,467.68</p> <p>Birddog Hourly rate = \$1,935.46</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2020</b></p> <p>Light \$As per invoice Intermediate \$1,974.35 per hour, Medium \$2,588.48 per hour, Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>

APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality

Calvin

Agreement Review Period

Year: 2015 To 2020

Per Hectare CPC Rate

\$1.36

CPC Year:

2020 CPI Increase 1.7

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total	
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	Hectares	
Comprehensive Protection Charge										By Type	
Unalienated Crown Land	Crown does not pay Municipal Taxes	577	\$1.36	100%	784.72	1,168	\$1.36			1,745	
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	50	\$1.36	100%	68.00	2,006	\$1.36			2,056	
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	9,116	\$1.36			1,110	\$1.36	100%	1,509.60	10,226	
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.36				\$1.36	50%		0	
Patent Mining Lands (Crown has Full Timber Rights) <u>Patented after March 26, 1918</u>	Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.36	100%			\$1.36			0	
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.36	100%			\$1.36			0	
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.36				\$1.36			0	
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.36	100%			\$1.36			0	
<b>TOTALS</b>		<b>9,743</b>			<b>852.72</b>	<b>4,284</b>			<b>\$ 1,509.60</b>	<b>14,027</b>	
<b>NOT AN INVOICE</b>		<b>Crown Owes the Municipality</b>				<b>\$0.00</b>	<b>Municipality Owes the Crown</b>				<b>\$656.88</b>

CPC payment invoices must be sent in after April 1 of the current fire year



## Fire Department Assessment Sheet

Name of Municipality

Fire Department Information	Fire Stn 1	Fire Stn 2	Fire Stn 3
Wildland Fire Calls - 2020			
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs			
Captains			
Fire Fighters			
<b>Training</b>			
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs			
Monday to Friday Dispatch Time estimate			
Weekend Daytime Availability			
Weekend Dispatch Time Estimate			
Fire Hall Monitor MNR Indices			
<b>Apparatus</b>			
Specialized Fire Vehicle			
Engines			
Water Tenders			
Off Road 4x4, or light transport vehicle			
ATV			
Fire Boat			
Trailers, IC Command Post			
Vehicle rentals available to support fire services			
<b>Fire Line Equipment</b>			
Forestry Hose - feet			
Portable Fire Pumps			
Port a Tank			
Shovels			
Pulaski			
Back Pack Water Can			



Fire Information Report for Municipalities 2020  
(This section completed by Municipality only)

Issued to \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Fire Number \_\_\_\_\_ Municipal # \_\_\_\_\_ M.N.R.F # \_\_\_\_\_

Fire Reported to Municipality Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fire Reported to M.N.R.F Date: \_\_\_\_\_ Time: \_\_\_\_\_

Zone \_\_\_\_\_ Basemap \_\_\_\_\_ Block \_\_\_\_\_ or \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Surveyed Township \_\_\_\_\_

Initial Response Group \_\_\_\_\_ Fire Cause \_\_\_\_\_

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Fuel Type \_\_\_\_\_ MPA/CPA/Border Fire \_\_\_\_\_

Hectares Burned Crown land \_\_\_\_\_ Private land \_\_\_\_\_

Source of Ignition \_\_\_\_\_ Responsible Group \_\_\_\_\_

Fire Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Fire Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_

Incident Commander \_\_\_\_\_ Phone Number \_\_\_\_\_



**Part II MNRF Only**

**Municipal Fire Agreement Cost Report Form 210**

Border Fires (areas between MPA/CPA) must be completed electronically by MNRF

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 MNRF/Municipal fire cost data must be input using Agency's Grand Total (A+B+C) Costs Part 1.

M.N.R.F USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry C.P.A.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality M.P.A.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
				Amount Re-imbursed to Municipality	<input type="text"/>
				Amount to be Invoiced to Municipality	<input type="text"/>

**Part III MNRF Only**

**Municipal Fire Agreement Cost Report Form 210**

MNRF Managers to complete Part III

MNRF to assume the cost: Yes  No

Issue invoice to: Municipality  Third Party    
 Insert Costs to be Billed

Refer to court for cost collection or infractions (MNRF use only) Yes  No

Invoice issued to:

Invoices to MUN will be processed at the end of fire season for the end of the year reconciliation process.  
 Third party invoices are to be processed once the proper signing authority manager has approved this cost report.

Comments: Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. MNRF use only

Recommended by FMH Management Rep. \_\_\_\_\_

Reviewed by P&I Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Verified True and Correct by RBMU Rep. \_\_\_\_\_

Approver Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Municipal Fire Information Descriptions

Fire Cause - use the following:

LTG	Lightning	REC	Recreation
RES	Resident	MIS	Miscellaneous
RWY	Railway	IDF	Industrial Forest
IDO	Industrial Other	INC	Incendiary
UNK	Unknown		

Fuel Type at Point of Attack - use the following

GRA	Grass	SLA	Slash
SHW	Shrubs, Hardwood Bush	CON	Conifer
IKC	Insect Killed Conifer	MIX	Mixed Wood
HWD	Hardwood	BLO	Blowdown
PLA	Plantation	OTH	Other

Source of Ignition - use the following

LTG	Lightning	SMM	Smoking Materials
CAM	Campfire	GRA	Grass Burn
INC	Incinerator	RUB	Rubbish Burning
MAT	Matches	BRU	Brush Burn
GAR	Garbage Dump Burn	STR	Structural Fires
LOC	Locomotive	SFC	Sparks from Chimney
POW	Power Line Short	SAW	Powersaw
FIR	Fireworks	OME	Operating Mechanical Equipment
VEH	Vehicle Exhaust System	SPA	Spark from Burner
EQU	Equipment Fires	DLC	Dumped Live Coals or Ashes
MIS	Miscellaneous	UNK	Unknown
SPB	Slash Pile Burning		

Responsible Group - use the following

LTG	Lightning	CAM	Camper
HUN	Hunter	CAN	Canoeist
HIK	Hiker	BER	Berry Picker
CHI	Children	RER	Res Rural
REU	Resident Urban	COT	Private Cottager
TRA	Trapper	CAR	Car Passenger
MIE	Mining Industry Employee	CRO	Commercial Resort Owner
POE	Power Industry Employee	PRO	Prospector
ANG	Angler	RTC	RR Train Crew
MIS	Miscellaneous	UNK	Unknown

## **Procedural By-Law Review:**

Issues to be discussed:

1. Closed Meeting Material - Before the meeting or not, Concerns about confidentiality?  
-Concerns about "Dumping Information on Councillors last minutes at closed door meetings is not ideal situation."  
-Suggestion – for Councillors to be able to come into the municipal office to view the information before the meeting.
2. Closed Meeting Material – Electronically available or not?
3. Should the closed portion remain at the end of the agenda so that the public, staff and Members do not have to wait outside the meeting until the closed portion is over.  
-Recommendation that it should be.
4. Curfew – 11pm? Earlier, Later?
5. Timing of Packages – 5 days before? More time or Less Time?
6. Timing of Packages – When to have requests to be on the agenda, for delegations, etc...  
-Suggestion – "Change the deadline for delegations to not prevent them on an agenda item. Should allow the addition of delegations up until the chair opens the meeting."
7. Should the Reports from Municipal Officers be spread out between monthly meetings? All staff reports in written form only? Council can ask questions or clarification if necessary.
8. Electronic Participation – Do we want to allow this? By Councillors? By Staff? By the Public?
9. Recorded meetings? Shall we allow this?
10. Cancel Meetings in the months of July, August and December?  
-Recommendation - not to have this in the Procedural By-Law. If Council decides to cancel a meeting then a resolution can be passed to do so.
11. When there is a Conflict of Interest – Where does the Member go? Further clarification is required – Leave the table? Leave the room?
12. Section 2.14 of Proposed Procedural By-Law – Shall members of the public be allowed to speak without consent from a majority of Council? This currently is not enforced. Discussion requested.
13. Section 6.1.10 – Question asked – "What potential agenda items would this criteria effect?"

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE February 25, 2020 NO. \_\_\_\_\_

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

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

“THAT Council hereby appoints the following Members of Council, Members of the Public, and Members of Staff to the newly formed Ad Hoc Public Swimming Access to the Amable Du Fond River Committee

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

who will hold this appointment from this date forward or until a replacement has been appointed should any appointee be unable to fulfill this appointment, until recommendations on the plan for the Public Swimming Access to the Amable Du Fond River have been presented to Council and finally adopted by By-law, and sixty (60) days after such plan has been adopted by By-law the Ad Hoc Public Swimming Access to the Amable Du Fond River Committee will automatically be dissolved; and,

FURTHER that the first meeting of the Ad Hoc Committee will be held on \_\_\_\_\_, 2020 at \_\_\_\_\_ in the Calvin Community Center.”  
*Date* *Time*

CARRIED \_\_\_\_\_

DIVISION VOTE

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

**MUNICIPALITY OF CALVIN**

**2020CT06 - REPORT TO COUNCIL**

REPORT DATE: February 21/20  
ORIGINATOR: Cindy Pigeau; Clerk-Treasurer  
SUBJECT: Policies, By-Laws and Manuals

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**RECOMMENDATION**

That a policy be developed for the process of producing a Policy, By-Law, Manual or any other Municipal document.

---


**BACKGROUND**

The procedure in which a Policy, By-Law, Manual or any other document currently follows is a best practice and/or historical practice depending on the circumstances surrounding the development of the document in question. It is recommended that a policy be developed for the process of producing a Policy, By-Law, Manual or any other Municipal document so as to provide permanent procedure for staff versus a resolution. A policy can be reviewed at specific intervals (ie. Annually) to incorporate any new regulations, concerns with the process, etc...

If it is decided by Council that a policy be developed it is recommended that the policy be a stand-alone document.

Please find attached examples from various institutions of such a policy.

Respectfully submitted;  
Cindy Pigeau  
Clerk Treasurer

	<h2>Town of Cochrane Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revision Date:</b> <b>Department:</b>	<b>1301-02</b> <b>Developing Policies and Procedures</b> <b>July 14, 2003</b> <b>July 9, 2007</b> <b>Municipal Services</b>

### Policy Statement

Council policies are statements from Council governing duties or standards of performance imposed by the Town or legislation.

#### 1. Reason for Policy

- 1.1 Policies will address recurring issues providing guidelines or boundaries and setting the means for achieving obligations.

#### 2. Related Information

- 2.1 Reference Manual for Developing Policies and Procedures (Appendix A).

#### 3. Definitions

- 3.1 Policy is a guide for decision-making and is accompanied by procedures. The function of a policy is to ensure that decisions and actions are being undertaken in a consistent manner throughout the organization.
- 3.2 Procedure is a guide for *doing*. A procedure outlines the means in which Town employees are to carry out a particular policy. A procedure requires Chief Administrative Officer approval.
- 3.3 Responsible Department means the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

#### 4. Responsibilities

- 4.1 Town Council to:
  - 4.1.1 Approve by resolution this policy and any amendments.
  - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.



- 4.2 Chief Administrative Officer to:
  - 4.2.1 Implement this policy and approve procedures.
  - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of the Department to:
  - 4.3.1 Ensure implementation of this policy and procedure.
  - 4.3.2 Ensure that this policy and procedure is reviewed every three years.
  - 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Supervisor to:
  - 4.4.1 Understand, and adhere to this policy and procedure.
  - 4.4.2 Ensure employees are aware of this policy and procedure.
- 4.5 All Employees to:
  - 4.5.1 Understand and adhere to this policy and procedure.
- 4.6 Municipal Clerk to:
  - 4.6.1 Ensure implementation of this policy and related procedures.

## **5. End of Policy**



# Town of Cochrane Procedure

<b>Policy No.:</b>	<b>1301-02</b>
<b>Policy Title:</b>	<b>Developing Policies and Procedures</b>
<b>Department:</b>	Municipal Services

## 1. General Guidelines

- 1.1 The Reference Manual will be used by Administration for Developing Policies and Procedures (Appendix A)

## 2. End of Procedure

### Approval

  
\_\_\_\_\_  
Julian deCocq, C.A.O.

JANUARY 10 2008  
Date



# TOWN OF COCHRANE

## REFERENCE MANUAL FOR DEVELOPING POLICIES AND PROCEDURES

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Issued by: Municipal Clerk  
July 9, 2007

# DEVELOPING POLICIES AND PROCEDURES

<b>1. Guide to Developing Policies &amp; Procedures</b>	
1.1 About this Guide .....	Page 6
1.2 What is a Policy / Procedure? .....	Page 6
1.3 General Guidelines .....	Page 7
<b>2. Policy</b>	
2.1 Numbering .....	Page 7
2.2 Title Block .....	Page 8
2.3 Content .....	Page 8
<b>3. Procedure</b>	
3.1 Title Block .....	Page 10
3.2 Content .....	Page 10
<b>4. Process</b> .....	Page 11
<b>5. Writing Tips</b> .....	Page 12
<b>Appendix 'A' ~ Sample Policy and Procedure</b>	Page 14



## Guide to Developing Policies and Procedures

### 1.

#### 1.1 About this Guide

This guide contains information regarding the development, approval and maintenance of policies and procedures for the Town of Cochrane.

The policies and procedures that are approved will become part of the Town's Policies and Procedures Library. A hard copy will be maintained by the Municipal Clerk's Office and an electronic version will be accessible for viewing at [www.cochrane.ca](http://www.cochrane.ca)

For Town policies and procedures to be consistent and relevant, it is recommended that staff follow the guidelines set out in this reference manual. For staff use, policy and procedure templates will be available on the Town's intranet site.

Clarification and/or assistance is available through the Municipal Clerk's Office.

#### 1.2 What is a Policy / Procedure?

**Policy** forms the written basis of operation, secondary to legislation and bylaw, which serves as a guide to decision-making, proscribes limits and assigns responsibilities within an organization. Policies are often viewed as rules related to the overall mission, goals and objectives of an organization.

In general, a policy is a guiding or governing principle. Policies, and any amendments, must be approved by Town Council through resolution.

A Town policy will meet the following criteria:

- Has broad application throughout the organization.
- Helps to ensure compliance with laws and regulations while improving efficiency.
- Enhances the Town's mission and operating philosophy.
- Mandates specific action or constraint and contains procedures for compliance.
- Subject matter requires Town Council's review and approval.

If a policy fits these criteria, it is a policy. If it does not, it is an administrative directive.

**Procedure** gives directions according to which operations are conducted within the framework of policy. It is a series of steps that outline sequences to be followed in the implementation of policy.

Procedures, and any amendments, must be approved by the Chief Administrative Officer. Any relevant instructions and/or forms are to be attached to procedures.

### 1.3 General Guidelines

A standard, yet flexible, template will ensure consistency is maintained throughout all Town policies and procedures (template available on Town intranet).

Arrange all details of the policies and procedures in a clear and logical manner that readers can easily assess at first glance. The writing style should stress clarity, consistency and simplicity.

Group the information being presented into subjects. Use bold headings to identify sections. Use numbers and indents to itemize steps or show a chronological progression. Avoid repeating the same information.

## 2. Policy

### 2.1 Numbering

Each policy will be assigned a policy number by the Municipal Clerk. The numbering will be as follows:


- 1000 – 1099: Administration  
*Subjects of a general administrative nature that cannot be classified elsewhere.*
- 1100 – 1199: Communications / Public Affairs  
*Public relations functions such as internal and external communications, community and media relations.*
- 1200 – 1299: Community Services  
*Services offered to the public such as recreation and family service programs, as well as animal handling and cemetery functions.*
- 1300 – 1399: Corporate Governance  
*Governing guidelines for the municipality, such as policies and procedures, boards and committees, legislation and strategic planning.*
- 1400 – 1499: Emergency Services  
*Protective services such as ambulance, fire and policing.*
- 1500 – 1599: Environment  
*Environmental issues such as regulatory reporting, rivers, and chemical and hazardous material handling.*
- 1600 – 1699: Equipment and Vehicles  
*Use, service and repair of all equipment and vehicles.*
- 1700 – 1799: Finance  
*Financial matters including banking, accounting, budgets, tendering process, taxes and grants.*

- 1800 – 1899: Human Resources  
*Human Resources management.*
- 1900 – 1999: Information Management  
*Information services including computer systems, network and web administration, FOIP and records management.*
- 2000 – 2099: Land Use and Planning  
*Land use and planning, including subdivision and new development planning.*
- 2100 – 2199: Legal  
*Bylaw enforcement, litigation, agreements and contracts, leases, and insurance and risk management.*
- 2200 – 2299: Property Management  
*Maintenance and operation of all facilities and properties owned or leased by the municipality, including athletic parks, recycle depot, cemetery and pool.*
- 2300 – 2399: Public Works  
*Municipal infrastructure including water supply and distribution, sewer and wastewater, as well as roads and signage.*

Each policy number will be followed by a two digit number signifying whether the version is the original "01", or subsequent revised versions (i.e. 02, 03, etc.). For example, the first policy in "Administration" is numbered 1001-01, if a revised version is approved at a later date, it will be numbered 1001-02.

## 2.2 Title Block

The first page of each policy is to contain the following title block:

	<b>Town of Cochrane POLICY</b>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revision Date:</b> <b>Department:</b>	

## 2.3 Content

In addition to the Title Block, each standard policy shall contain at least the following three headings:

**Policy Statement** is an expression of the intent, or a description of what we are doing:

- Summary of people's actions.
- Who should follow policy.
- When policy applies.
- Major conditions or restrictions.

**Reason for Policy** refers to why we are doing it:

- Legal or regulatory reasons.
- Description of conflict or problem the policy will resolve.
- Recognizes the legitimate interests of all parties.
- Overall benefits.

**End of Policy** is self-explanatory.

In addition to the basic headings required above, a policy may include one or more of the following headings:

**Related Information** will list only information that is in the policy, such as:

- Related Town policies.
- Documents required to complete the procedures.
- Documents that provide helpful, relevant information.
- Provincial statutes, regulations or bylaws.

**Exclusions** list any locations, organizations, funding sources or job classifications that are excluded from the policy.

**Definitions** will only be used to describe unique terms that, by being defined, will add to the reader's understanding of the basic policy.

- Define unfamiliar terms or technical terms.
- Define terms with special meaning.
- List terms in alphabetical order.

**Special Situations** contain information about important circumstances that affect only a few people or circumstances that occur infrequently. These items will be listed in order of importance and, if applicable, they may include procedures relative to the special situation.

**Responsibilities** will summarize the duties of any person, group or organization participating in the given policy. It will also refer to the scope of the authority vested in a group or individual.


**Appendices** will contain lengthy or complex reference information that would otherwise disrupt the flow of other sections.



**3. Procedure**

**3.1 Title Block**

Each procedure will include the following Title Block:

	<b>Town of Cochrane Procedure</b>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	

**3.2 Content**

**Procedure** describes a chronological series of interrelated steps and will:

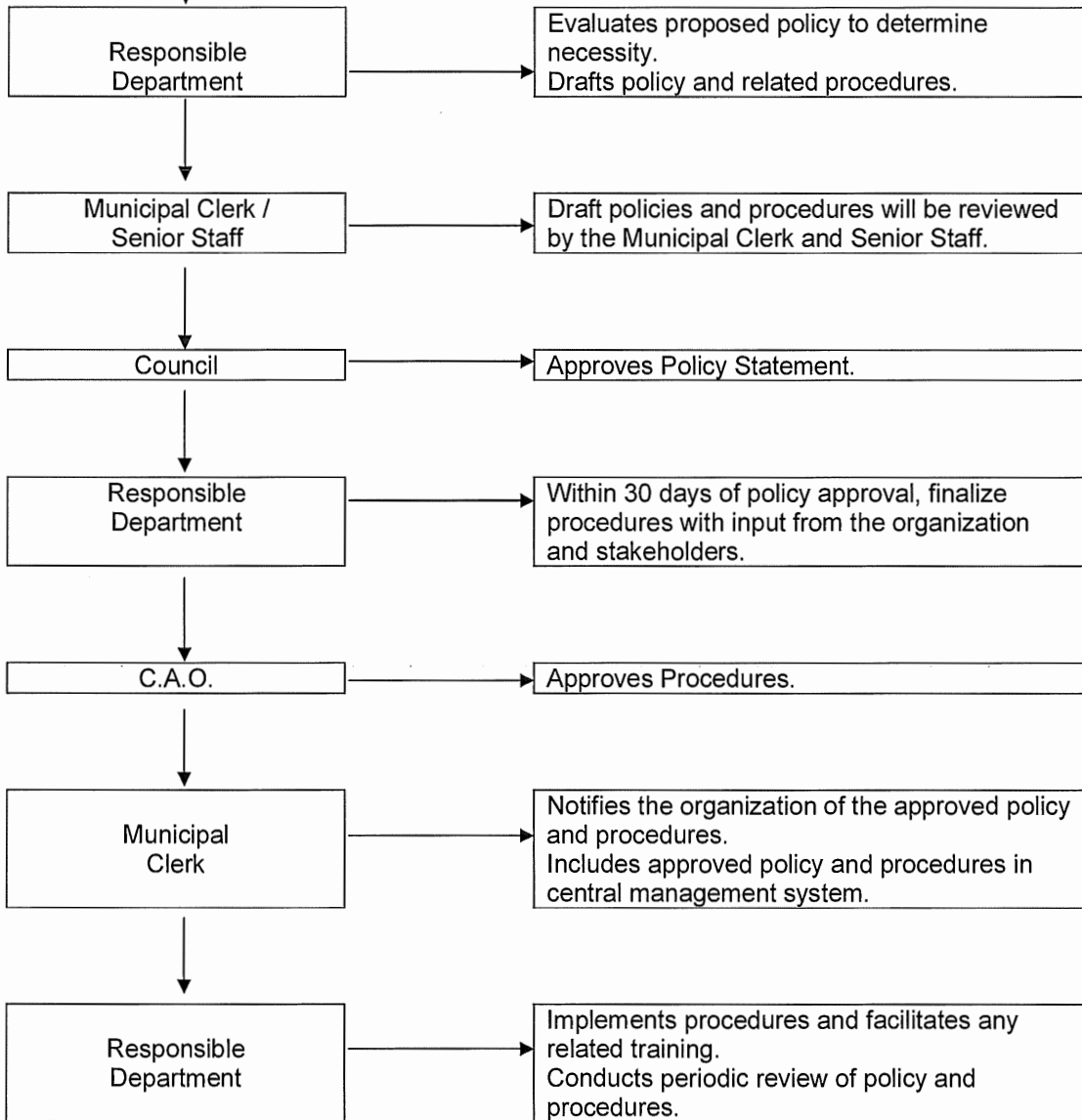
- List steps to follow in order to comply with the policy.
- Usually be divided into sections marked by indented headings.
- Use an introductory section for complex procedures or those with options.
- Clearly identify cautions or warnings.
- Refer the reader to:
  - Related documents;
  - Related appendix entries;
  - Relevant Special Situations.

**3.3 Approval**

Procedures must be submitted to the C.A.O. for approval within 30 days following a policy being approved by Council.

#### 4. Policy / Procedure Development Process

**Need for Policy / Procedure:** *Anyone can identify issues that may require a policy and procedure, but every policy should fall within the jurisdiction of one specific department.*



## 5. Writing Tips

Because policies are written for a diverse audience, they must be complete yet simple and easy to read. A policy is NOT a law and a lawyer should not be needed to interpret it.

Select your words carefully. Words like should and may imply a choice. For example,  
***“Staff should not smoke in the Town Hall”.***

This means they should not smoke but it is acceptable if they do.

Always attempt to use as few words as possible to state a case. For example,

***“All staff must....”***

The word “all” is redundant. Simply using “staff” implies all unless an explanation is given.

Do not use long words when short words will do.

<b>Don't Use</b>	<b>Use</b>
accomplish	do
attempt	try
utilize	use
construct	build
deficiency	lack
equitable	fair
infrequent	rare
occurrence	event
terminate	end
requisite	required

Do not use extra syllables.

<b>Don't Use</b>	<b>Use</b>
discontentment	discontent
experimentalize	experiment
irregardless	regardless
orientated	oriented
preventative	prevent
administrate	administer

Use compact substitutes for wordy phrases.

<b>Don't Use</b>	<b>Use</b>
in the nature of	like
in view of the fact that	since
give encouragement to	encourage
make an adjustment in	adjust
is equipped with	has
a majority of	most
large number of	many

Avoid the use of words that duplicate the meaning of a word or words already used.


**Don't Use**

basic principles  
mutual cooperation  
personal opinion  
consensus of opinion  
past history  
ask the question

**Use**

principles  
cooperation  
opinion  
consensus  
history  
ask



	<h2>Town of Cochrane Policy</h2>
<p> <b>Policy No.:</b>  <b>Policy Title:</b>  <b>Approval Date:</b>  <b>Revision Date:</b>  <b>Department:</b> </p>	

**Policy Statement**

**1. Reason for Policy**

1.1

1.1.1

**2. Related Information**

2.1

2.1.1

**3. Definitions**

3.1

3.1.1

**4. Responsibilities**

4.1 Town Council to:

4.1.1 Approve by resolution this policy and any amendments.

4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.1.3

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.2.3

4.3 Director of the Department to:

4.3.1 Ensure implementation of this policy and procedure.

4.3.2 Ensure that this policy and procedure is reviewed every three years.

4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.3.4

4.4 Supervisor to:

4.4.1 Understand, and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

4.5.2

## **5. Exclusions**

5.1

5.1.1

## **6. Special Situations**

6.1


6.1.1

## **7. Appendix**

7.1

7.1.1

**8. End of Policy**

	<h2>Town of Cochrane Procedure</h2>
<p>Policy No.: Policy Title: Approval Date:</p>	

1.

1.1

2.

2.1

3.

3.1

4.

4.1

4.1.1

5. End of Procedure

Approval

\_\_\_\_\_  
Julian deCocq, C.A.O.

\_\_\_\_\_  
Date



# CORPORATE POLICY



Policy Title: **Administration of Corporate Policies**  
Policy Category: **Administration Policy**  
Policy No.: A-001  
Department: Corporate Services  
Approval Date: November 21, 2011  
Revision Date: May 6, 2019  
Author: Julie Scott, Deputy City Clerk  
Attachments: Corporate Policy Template  
Related Documents/Legislation:  
Municipal Act, 2001  
CS-CLK2011-005  
Key Word(s): Policy, Administration, Template

## **POLICY STATEMENT:**

The City of Waterloo is committed to formalizing a well-defined and transparent process for the creation, management, retention and review of Corporate Policies.

## **PURPOSE:**

Section 224 of the *Municipal Act*, 2001 requires Council to “develop and evaluate the policies and programs of the municipality” and “ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council”. Furthermore, section 270 of the *Municipal Act*, 2001 requires the municipality to adopt and maintain certain mandatory policies.

This policy will provide consistent guidelines for the creation, management, retention and approval of corporate policies and will aid in the creation and maintenance of a corporate policy manual. The manual will provide public and staff access to the mandatory and voluntary Corporate Policies of the City of Waterloo and will include a separate index and indicator for the mandatory policies. The Official Plan and Strategic Plan are exempt from this Policy as they follow their own public process and are available to the public through other means.

## **DEFINITIONS:**

*Policy:* a statement of intent regarding a particular issue to guide, direct and provide a framework for consistent decision-making.

*Corporate Policy:* a policy that affects more than one department, employees of more than one department, members of the public or has a budgetary impact by way of creating a new expenditure.

**Mandatory Policy, *Municipal Act*: No**

**Policy Administration Team, Review Date: April 11, 2019**

**Corporate Management Team, Review Date: April 17, 2019**

*Procedure: a detailed description of how a policy is to be implemented to clarify accountabilities and responsibilities.*

**SCOPE:**

This policy applies to all members of the City's organization including members of Council, full, part-time and contract staff, members of Advisory Boards and Committees and volunteers engaged in the process of creating, reviewing or amending a corporate policy. This Policy does not apply to the Official Plan or Strategic Plan.

**POLICY COMMUNICATION:**

The policy will be posted on the City Website and Intranet. Staff will be advised of the new policy via distribution to the Operational Leadership Team and Corporate Management Team.

**POLICY:**

**1) Corporate Policy Manual**

The Clerks/Corporate Secretary Division will maintain the master corporate policy list, and manual and assign the corporate policy numbers organized under the following six categories:

Governance	(G)
Administration	(A)
Financial Control	(FC)
Human Resources	(HR)
Municipal Services	(MS)
Public Lands and Right-of-Way	(PW)
Administrative Monetary	(AMPS)
Penalty System	

**All corporate policies including the mandatory policies required under the *Municipal Act* will be numbered and stored under one of the seven categories.**

**Governance Policies:** Includes policies directly relating to Council and/or the means by which the City is governed and Council is held accountable. For example: Council Remuneration, Code of Conduct for Members of Council, Accountability and Transparency Policy, etc.

**Administration Policies:** Includes policies relating to operational items. For example: Policy Restricting use of Cell Phones, PDAs and Cameras in City Facilities, Flag Policy, etc.

**Financial Control Policies:** Includes policies relating to the internal financial controls and operation of the City. For example: Investment Policy, Purchasing Policies, etc.

**Human Resources Policies:** Includes policies directly related to employees. For example: Conference and Travel, Code of Conduct, Hiring of Relatives, etc.

**Municipal Services:** Includes policies relating to the provision of Municipal Services. For example: Thawing of Frozen Services Policy, etc.

**Public Land and Right-of-Way Policies:** Includes policies relating to the use of public land and public rights-of-way. For example: Encroachment Policy, Entrance Features Policy, etc.

**Administrative Monetary Penalty System:** Includes policies relating to the operation and governance of the Administrative Monetary Penalty System program and as may be required by the *Municipal Act*, 2001.

## 2) Creating a Policy

A Corporate Policy shall be created or reviewed at the request of Council, the Corporate Management Team, as identified by the department or as required as part of a policy review process.

A policy may contain a general overview of the procedures to implement the policy, but not the specific procedural details.

The Policy template attached as **Attachment A** shall be used for all corporate and departmental policies. The template includes a section to indicate if the policy is mandated by the *Municipal Act*.

## 3) Policy Approval Process:

All Corporate Policies and any amendments to Corporate Policies must be approved by by-law. The policy author is responsible for initiating consultations with relevant departments or committees as required. Prior to presentation to Council the following groups must review the draft policy to receive the Policy Number and to ensure it does not conflict with other policies, by-laws or relevant legislation in the order listed below:

- a) Policy Administration Team comprised of the City Clerk, Corporate Legal Counsel, Deputy City Clerk
- b) Corporate Management Team

## 4) Policy Maintenance

Policies shall be reviewed as required to ensure they continue to meet the needs of the Corporation. The originating departments are responsible for ensuring policies are kept current and relevant.

**5) Public Access to Policies:**

The Legislative Services Division shall post a reference copy of approved corporate policies on the City Website and Intranet and make available for public viewing during regular business hours. The policy author shall coordinate additional communication as necessary with Council, the public, staff and/or other interested parties.

**COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.

## CORPORATE POLICY



Policy Title: "[Click here & type title]"  
Policy Category: "[Click here & type Policy Category, ie:Administration Policy]"  
Policy No.: "[Click here & type policy #]"  
Department: "[Click here & type department]"  
Approval Date: "[Click here & type date]"  
Revision Date: "[Click here & type revision date]"  
Author: "[Click here & type author's name]"  
Attachments: "[Click here & type attachment letter and name]"  
Related Documents/Legislation: "[Click here & type staff report, legislation, etc.]"  
Key Word(s):

### **POLICY STATEMENT:**

"[Describe issue addressed by the policy including linkage to the Strategic Plan]"

### **PURPOSE:**

"[Click here & describe the intent of the policy, why it is written, etc.]"

### **DEFINITIONS:**

"[Click here & list relevant definitions]"

### **SCOPE:**

"[Click here & describe who and what it applies to and any exemptions]"

### **POLICY COMMUNICATION:**

"[Describe communication plan in the Administration Policy]"

### **POLICY:**

"[Click here & outline Policy]"

### **COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.

**Mandatory Policy, *Municipal Act*:** "[Click here & type yes or no]"

**Policy Administration Team, Review Date** \_\_\_\_\_

**Corporate Management Team, Review Date** \_\_\_\_\_

[Skip to Content](#)



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## Policies and Procedures

The Corporation of the Town of Whitby is committed to developing and maintaining Town Policies and Procedures that contribute to the achievement of its goals and priorities and provide transparency, clarity, fairness and consistency in decision making related to the operations at the Town of Whitby.

### What is a Policy

A Policy is a statement of what the Town will do in a given set of circumstances. A policy provides a framework for the delegation of decision making, reduces uncertainties, and provides the enabling provisions for which Council approval is required. Procedures are most often approved under an overarching policy and provide the details of how the enabling provisions found in the policy are to be fulfilled by administration.

Council is the approval authority for all policies and the Chief Administrative Officer is the approval authority for all procedures. All policies and procedures that have received approval can be found in the [Town Policy Manual](#) in the Document Centre on Civicweb. To more easily locate a specific item, policies and procedures have been divided into five different categories:

- Corporate Administration (CA);
- Finance (F);
- Governance (G);
- Human Resources (HR); and,
- Municipal Services (MS)

For any questions or comments about Town policies and procedures please contact the Office of the Town Clerk at 905.430.4315 or [clerk@whitby.ca](mailto:clerk@whitby.ca).

---

**Town of Whitby** 575 Rossland Road East, Whitby, ON L1N 2M8

**Phone** 905.430.4300 **Email** [info@whitby.ca](mailto:info@whitby.ca)

[Privacy](#) [Terms of Use](#) [Sitemap](#) [Website Accessibility](#)

Approval Date: May 7, 2004

Most Recent Editorial Date: January 24, 2014

## Policy Development Framework

<b>Office of Accountability:</b>	President's Executive Committee (PEC)
<b>Office of Administrative Responsibility:</b>	Office of the Vice-President (Finance and Administration)
<b>Approver:</b>	Board of Governors and General Faculties Council (EXEC)
<b>Scope:</b>	Compliance with this University-wide policy extends to all members of the University community.

### Overview

**University policy** and procedure apply to all members of the University community. Policies need to be clear and concise statements of expected behaviors, practices and standards. As policy reflects the values of the University it is important that new and existing policy be developed or revised using an effective and consistent approach. This supports the University's commitment to being an exemplary organization, one that seeks to adopt best practices in dealing with administrative matters.

### Purpose

To ensure University policy is well cited, serves and is appropriately compliant with the vision and mission of the University of Alberta.

### POLICY

The University's Board of Governors and/or General Faculties Council and its most senior administrative and academic leaders (Vice-Presidents, Deans and the Directors of central administrative units) will initiate the development of new policy and revisions to existing policy. This is not to preclude such initiatives by others, but would have them participate in the process through those named above.

Newly developed or revised policy will:

- not overlap or contradict other policy;
- be sufficiently researched and legislation compliant;
- integrate and consider the needs of its users and stakeholders; and
- as applicable, stipulate a specified approval protocol (i.e. GFC and/or the Board) for certain associated procedure.

Developing new or revising existing policy will be a planned activity allowing for appropriate due diligence and consisting of:

- identifying the appropriate **policy development sponsor** and **policy development lead**;
- conducting the issue-appropriate due diligence;
- obtaining approval pursuant to the powers imparted by the Post-secondary Learning Act of Alberta; and

- publishing in a manner easily accessible and consistent across all University policy.

Normally the key stakeholders will support the development initiative in principle before this activity begins in earnest.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <b>[▲Top]</b>	
<b>University Policy</b>	A statement outlining an expectation of behavior pertaining to certain activities or matters set out in relevant legislation (i.e. Post-Secondary Learning Act of Alberta) and approved at the University's senior levels of governance: Board of Governors and/or General Faculties Council (GFC); committees of the Board and GFC having the delegated authority to approve certain policy; and the President, President's Executive Committee (PEC), or Vice-Presidents.
<b>Policy Development Sponsor</b>	A member of the University's senior administration or a governance unit who assumes responsibility for a specific policy development/re-development activity. Accountabilities: a suitable development/re-development strategy and process, stakeholder involvement, mitigation of issues as required, the appropriate and effective utilization of any allocated resources, financial or otherwise, and the timely completion of activity.
<b>Policy Development Lead</b>	Acting as the sponsor's agent, the lead plays a planning, co-ordination and facilitation role. While stakeholders have ownership for the policy deliverable, the lead supports the sponsor and the stakeholders in achieving that outcome. A key activity is working with the stakeholders and sponsor to create a policy development plan, then monitoring and facilitating the execution of that plan.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). **[▲Top]**

[UAPPOL Vision, Principles and Definitions \(UAPPOL\)](#)

## **PUBLISHED PROCEDURES OF THIS POLICY**

[UAPPOL Document Development Procedure](#)

[UAPPOL Document Information Update Procedure](#)

[UAPPOL Document Load Procedure](#)

[UAPPOL Documents Rescission Procedure](#)

[UAPPOL Records Retention Requirements Procedure](#)



Approval Date: August 19, 2005

Parent Policy: Policy Development Framework

## UAPPOL Document Development Procedure

<b>Office of Administrative Responsibility:</b>	Vice-President (Finance and Administration)
<b>Approver:</b>	Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

University policy, procedure and other related documents apply to all members of the University community. Policies must be clear and concise statements of expected behaviors, practices and standards; procedures outline the steps expected to be taken to comply with policies; appendices are intended to complete policy or procedure; information documents communicate additional important information; forms assist in following outlined procedure. UAPPOL documents must be developed and revised using an effective and consistent approach. The *Policy Development Toolkit* contains further information and resources for the development and publication of UAPPOL materials and the rescission of outdated materials.

### Purpose

To have a consistent approach to the development of policies and procedures that ensures there is no overlap, that sufficient research is done, and that thorough vetting and **stakeholder** involvement occur.

## PROCEDURE

### 1. POLICY DEVELOPMENT

Development of new policy and redevelopment of existing policy begins with an endorsement as a priority by the Board of Governors, the General Faculties Council or by a senior administrative or academic leader (Vice-President, Dean or Director). In order to keep within the *Policy Development Framework*, the following steps must be followed:

- a. The **Office of Accountability** (VP) appoints an **Office of Administrative Responsibility** and a **development lead**.
- b. The Office of Administrative Responsibility and the Development Lead write a Policy Development Plan, and identify stakeholders and an approval path.
- c. The development lead conducts an **Environmental Scan**.
- d. The Policy Development Plan is shared with University governance for review of the approval routing, and with the UAPPOL team for verification that there are no overlapping or contradicting documents currently in development.
- e. **Workflow** is assigned and the development plan is forwarded to the Office of Accountability for approval to proceed.
- f. The development lead implements the Development Plan. The UAPPOL team is available for consultation, questions, comment, attendance at stakeholder or working group meetings, or for review of drafts at any stage in the development.
- g. Drafts are developed and vetted. Vetting of the policy must include all groups affected by the policy, the Office of Accountability, and the UAPPOL Team.

- h. A final draft and workflow are forwarded to the Office of Administrative Responsibility for review and to the UAPPOL team for confirmation of *Policy Development Framework* compliance and approval of workflow.
- i. The Office of Administrative Responsibility recommends the proposed policy for approval to the Office of Accountability.
- j. The Office of Administrative Responsibility and/or the development lead request rescission of any prior policies that incorporate similar or contradicting information. (Note: rescission date of the old policy and the effective date of the new policy must be the same.)
- k. The Office of Accountability affirms due diligence, supports the policy and either:
- i. approves the policy; or,
  - ii. escalates the policy to higher Governance bodies according to the Development Plan's Approval Path.
- l. Once the policy has been routed to the final approver and is approved, the Office of Accountability notifies the Office of Administrative Responsibility and the development lead. A *UAPPOL Document Development and Publication Form* is completed and sent to the appropriate content manager.
- m. The content manager loads the policy into UAPPOL with the approval date entered into the document and workflow attached.
- n. The Office of Administrative Responsibility and/or the development lead carry out the necessary communications identified in the Development Plan to inform campus of the policy.

Development of other UAPPOL documents to be published in UAPPOL, such as procedures and appendices, will follow similar steps to ensure due diligence. The steps will vary for these document types based on the type of document it is and the approval routing that applies. The UAPPOL team is available to assist with questions if it is not clear which steps in the process apply to the development of procedure or other related documents.

## 2. DOCUMENT REQUIREMENTS

In order to create a document server that offers a consistent look to its contents, all documents must adhere to certain standards and styles.

- a. Policy, Procedure and Appendix document types must be created in the templates provided in the *Policy Development Toolkit*.
- b. The Overview section of the policy template must indicate where the approver of the document derives the authority to approve documents relating to this matter.
- c. As part of the due diligence in development of a document, the development lead must check with a legislative/regulatory expert to verify the authority on this matter.
- d. Procedure and Appendix document types must link to a parent policy.
- e. Document types that do not have a required template (Information Documents and Forms) must include the following information in the footer of the document:

University of Alberta Policies and Procedures Online (UAPPOL) Document

Last Update:

Office of Administrative Responsibility:

Parent Document (if applicable):

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [ <a href="#">▲ Top</a> ]	
<b>Stakeholders</b>	All groups or units for whom this policy has an operational impact or whose activities will be impacted by the policy.
<b>Office of Accountability</b>	The senior administrative office or governance unit that is responsible for developing the policy, any future re-development of the policy, ensuring the policy is in compliance with the <i>Policy Development Framework</i> , and ensuring the policy is properly vetted and approved.
<b>Office of Administrative Responsibility</b>	The office responsible for executing the policy, for assisting with the development or redevelopment activities and for assisting with the monitoring of compliance.
<b>Development Lead</b>	Acting as the sponsor's agent, the lead plays a planning, co-ordination and facilitation role. While stakeholders have ownership for the policy deliverable, the lead supports the sponsor and stakeholders in achieving that outcome. A key activity is working with the stakeholders and sponsor to create a policy development plan, then monitoring and facilitating the execution of that plan.
<b>Policy Development Plan</b>	A plan that includes defining the scope of the policy issue, affirming stakeholders and defining their role in development, completing the environmental scan, summarizing the changes if it is change to an existing policy, developing a vetting protocol, determining the approval protocol and timelines, and indicating how the proposed policy would be operationalized.
<b>Environmental Scan</b>	A review of: current policy (GFC, BOG, MAPPS), legislation that may impact the policy, other applicable information existing on campus, and information and policies from other post-secondary institutions or private sector organizations.
<b>Workflow</b>	Workflow is the electronic approval process that is attached to all policies, and may also be attached to procedures as necessary. Workflow is attached after all of the approvals have occurred preventing future changes without the approving bodies of each document being aware of and agreeing to the changes.

## **FORMS**

There are no forms for this Procedure. [ <a href="#">▲ Top</a> ]
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## **RELATED LINKS**

Should a link fail, please contact <a href="mailto:uappol@ualberta.ca">uappol@ualberta.ca</a> . [ <a href="#">▲ Top</a> ]
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[Policy Development Plan Outline \(University of Alberta\)](#)

[Policy Development Toolkit \(UAPPOL\)](#)

[UAPPOL Document Development and Publication Form \(University of Alberta\)](#)

Approval Date: November 2, 2004

 Parent Policy: [Policy Development Framework](#)

## UAPPOL Documents Rescission Procedure

<b>Office of Administrative Responsibility:</b>	Vice-President (Finance and Administration)
<b>Approver:</b>	Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

To state the procedure for how to rescind University of Alberta Policy and Procedure On-line (UAPPOL) documents and remove them from publication.

### PROCEDURE

Only University policy, procedure, appendix, associated information documents, or forms that are in effect are to be published in UAPPOL. Should a UAPPOL document be rescinded, it is to be removed from publication in a prompt matter as follows:

Authorization is required from the respective **appropriate approver**. This authorization in the form of a memorandum or email from the approver or, in the case of an approving committee, an excerpt of the minutes from the meeting where the document was rescinded, is to be submitted to the appropriate UAPPOL content manger (see UAPPOL Content Manager / System Administrator Listing below). Note the Office of Accountability for non-policy documents is that of the respective parent or associated policy.

Once received, the content manager is to access the document's information load panel and edit the expiration date field to the date the document was rescinded. As UAPPOL is re-published daily at midnight, the document will be removed as of the next calendar day. If there is the need for the document to be removed immediately, the content manager is to contact the UAPPOL Application Support contact.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Appropriate Approver</b>	The authority that initially approved the document to be rescinded.
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### FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

### RELATED LINKS

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[UAPPOL Content Manager & System Administrator Listing](#) (University of Alberta)

[UAPPOL Vision, Principles and Definitions](#) (University of Alberta)

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 search

## University of Alberta Policies and Procedures Online (UAPPOL) (/)

Home (/Pages/default.aspx) / Choosing Your Process

# CHOOSING YOUR PROCESS

As policy areas are identified, development of UAPPOL documents will fall into one of three categories:

1. Existing Policy–Transition to UAPPOL; 2. Existing Policy–Needs Updating; or 3. New Policy–Needs Development. The questions below should assist in determining the process you need to undertake. These questions may assist to determine the process for development/redevelopment of procedures and other UAPPOL documents as well. Assistance in determining your process is also available by contacting the Policy Standards Office (<http://www.policystandards.ualberta.ca/en/Contact%20Us.aspx>).

### Existing Policy – Transition to UAPPOL

A **transition** of a Policy means that there is a current, approved policy that needs to be formatted for the UAPPOL system. Current Policy may reside in a number of places including the GFC Manual, the Manual of Administrative Policies, Procedures and Services (MAPPS), or within a Portfolio's Administrative Units.

- + Is the policy approved (not simply current practice) by a senior level of Governance (i.e. Vice-President, Board of Governors, or General Faculties Council)?
- + Does the policy reflect the University's current position?

If both of the above are true, this policy can be transitioned to the UAPPOL Policy Template and published.

***\*When a document is transitioned to UAPPOL, you must ensure that it is removed from any other information sources. The online version of a UAPPOL policy is the only official version.***

### Existing Policy – Needs Redevelopment

**Redevelopment** of a Policy means that there is an existing Policy, however, it needs to be updated prior to posting it in UAPPOL. These are current Policies and may reside in a number of places including the GFC Manual, the Manual of Administrative Policies and Procedures and Services (MAPPS), or within a Portfolio's Administrative Units.

- + Has the University's position on this policy changed or have business practices changed requiring changes to the existing policy?
- + Does the policy have a sponsor at the senior levels of governance supporting the redevelopment?

If both of the above are true, this policy needs to be redeveloped for publication in UAPPOL. This process begins with a Development Plan.

***\*When a policy needs to be redeveloped prior to publication in UAPPOL, you must ensure that previous, outdated policies are rescinded.***

**New Policy – Needs Development**

Current policy may have gaps that require new Policies to be developed.

- + Is this an area where lack of policy puts the institution at risk?
- + Is this a policy area that has institution-wide application?
- + Are there gaps in information that need to be communicated?
- + Does the policy have a sponsor at the senior levels of governance supporting the development?

If any of the above are true, an Office of Accountability needs to lead a development process, beginning with a Development Plan.

*Note: If you are unsure which is the appropriate process for your Policy, or if you have questions regarding how to proceed, contact the Policy Standards Office (<http://www.policystandards.ualberta.ca/en/Contact%20Us.aspx>).*

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Edmonton, AB, Canada T6G 2R3  
We are located on Treaty 6 / Métis Territory.

# At A Glance: The Eight Steps for Developing a Municipal By-law

## 1

### Identify, Describe and Analyze the Problem

*The purpose of this step is to identify, describe and analyze the underlying problem. This step builds the foundation for all other steps.*

Identify: What is the problem? Who is most affected by the problem?

Describe: What is the cause of the problem? What factors in the community affect the problem (e.g., attitudes, values, beliefs, perceptions, social norms, economic, cultural, or political factors)?

Analyze: What has been tried to resolve the problem? By whom (e.g., residents; community stakeholders; municipal decision-makers; provincial government)? What is the cost of the problem to society? To the municipality? What is the cost of doing nothing about the problem?

Write a narrative, highlighting the impact of the problem on the community.

Use this information to:

- Determine whether the problem can be solved by revising or developing a by-law
- Strike a by-law development working group within your organization
- Identify the goals and objectives of the by-law
- Identify others (e.g., individuals, organizations, businesses) within the community who may be interested in working together to address the problem

## 2

### Develop and Assess By-law Options

*By-law options are choices about the types of by-laws that may address the problem.*

To generate by-law options:

1. Use an internet search engine and type in the problem you would like to address with the words "municipal by-laws". Systematically review the findings to generate a list of potential by-laws.
2. Review the by-laws in your own municipality and in neighbouring communities to see if any of them address the problem.
3. Conduct a review of the academic literature.

Examples of municipal by-laws that may be of interest: site plan control; tree conservation; idling control; all-terrain vehicles and other vehicles; emergency planning and response; graffiti management; noise; property standards; road activity; secondary dwellings; smoke-free public places; traffic and parking; transit; use and care of roads; municipal alcohol; bicycle/skateboard; bike parking; park use; refreshment vehicles; sidewalk/snow removal; boulevard gardens; and open air burning.

Use the information you have from step one to prioritize the by-law options generated.

## 3

### Assess Readiness for By-law Development

*Community stakeholders may be at different stages of readiness.*

Community stakeholders include: residents, community organizations and municipal decision-makers (both elected officials and civil servants).

They may also include regional, provincial and national organizations and/or governments that are interested in the problem you are trying to address.

One way to assess community readiness is to create a force field analysis. Consider what forces are driving (e.g., factors that support) and hindering (e.g., factors that hinder) by-law development.

Examples of sources that can inform your force field analysis include:

- Municipal council and committee minutes and reports
- Local news coverage
- Community surveys

This step will help you narrow your focus to just one or two by-law options.

## 4

### Identify and Understand Municipal Decision makers and Influencers

*Understanding your municipal decision makers and influencers will help you build support for the chosen by-law.*

There are two types of municipal decision makers: elected officials (e.g., municipal council members) and civil servants (e.g., municipal staff). Both are important.

It is also important to have a comprehensive understanding of how your municipality is organized. Review your municipality's website to identify which departments are responsible for what areas.

Influencers: Anyone else in the community that could influence your municipal decision-makers. For example, those working in government, non-government and not-for-profit organizations, service organizations (e.g., Rotary; Lion), media outlets, faith groups, private business, community volunteers, parents, or residents.

Use the information gathered in step one to identify organizations and individuals that could help you understand your municipal decision-makers. Consider generating a list of influencers that could help move your by-law development process forward.



<p style="text-align: center;"><b>5</b> <b>Build Support for the By-law</b></p> <p><i>Now is the time to mobilize support beyond your organization.</i></p> <p>Recruitment strategies could include:</p> <ul style="list-style-type: none"> <li>• Host a ‘think tank’ discussion about the problem with by-law development as a proposed solution</li> <li>• Summarize your findings, share them with community stakeholders and invite them to dialogue further with your organization</li> <li>• Engage with an existing committee/partnership by asking to have 15 minutes with their members to discuss the problem and propose by-law development as a solution</li> <li>• Start a list serve on the topic and invite community stakeholders to join</li> </ul> <p>This important step is about reaching out to community stakeholders to impart knowledge about the problem, present by-law development as a solution, and explore where there is alignment between their work/mandate and by-law development.</p> <p>Consider writing a briefing note. A briefing note is a topic-specific short paper (&lt; 2 pages) meant to quickly and effectively inform a decision-maker about an issue.</p>	<p style="text-align: center;"><b>6</b> <b>Draft the By-law</b></p> <p><i>The writing process may involve drafting a new by-law or revising a current by-law.</i></p> <p>There is a prescribed way that by-laws must be written. They must also meet some basic acceptability requirements. That is, they must be supported in the manner required by law, not be offensive to the law, should not discriminate or create a monopoly and should be reasonable.</p> <p>Conduct an inventory of the skills of your team and partners to identify those that can help with the writing process.</p> <p>A poorly written by-law is more likely to be subjected to legal challenges. Pay attention to good writing and communication practices to avoid a negative outcome.</p>	<p style="text-align: center;"><b>7</b> <b>Facilitate Adoption and Implementation of the By-Law</b></p> <p><i>The purpose of this step is to encourage municipal council to enact the by-law.</i></p> <p>There may be many steps on the way to achieving this goal. For example, you may want to explain to council and citizens how your group of community stakeholders is working to address a specific problem and has identified by-law development as a solution. This can be done through a deputation.</p> <p>Many municipalities have procedural requirements that need to be followed in order to enact a by-law. These requirements may outline things such as how and when members of council can review a draft by-law before; whether and when public notification and a public meeting are required; and whether there will be second and third readings of the by-law prior to enactment. Know the procedural requirements for your municipality.</p> <p>To help with this process, consider building a relationship with the municipal clerk, who will have the skills to ensure that procedural processes are followed.</p> <p>Effective and sustainable implementation of a by-law will require a communication plan to educate people about the new by-law. Communication messages should include what it is about, how to comply and consequences for non-compliance. It is also important to be prepared to swiftly respond to opposition, with strategic key messages. Good communication will help maintain support for the by-law among decision-makers and the community-at-large. Unpopular by-laws can be repealed or watered down.</p>	<p style="text-align: center;"><b>8</b> <b>Monitor and Evaluate the By-law</b></p> <p><i>This step is about ensuring the by-law is being implemented as intended, and is having the intended impact on the problem that it was designed to address.</i></p> <p>Process evaluation explores the implementation process. Outcome evaluation looks at the impacts of the by-law. Both types of evaluation provide important information.</p> <p>Exploring process evaluation topics such as levels of public and political support, can help direct your implementation plan, informing you about whether education and/or recognition efforts are needed.</p> <p>Measuring progress on outcomes such as exposure to unsafe environments or behaviour change can help you decide whether to use your energy on strengthening enforcement or the by-law itself.</p> <p>Consider how you will communicate your findings to your community stakeholders.</p>
---	--	---	--

## Author

Kim Bergeron, Health Promotion Consultant, Health Promotion Capacity Building, Public Health Ontario

## Citation

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Bergeron K. At a glance: The eight steps for developing a municipal by-law. Toronto, ON: Queen's Printer for Ontario; 2014

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## Acknowledgements

Public Health Ontario wishes to acknowledge and thank THCU staff and many partners who contributed to earlier versions of this document. THCU (originally known as The Health Communication Unit, started in 1993 at the University of Toronto) moved to Public Health Ontario's Health Promotion, Chronic Disease and Injury Prevention Department in 2011.

---

## Health Promotion Capacity Building at Public Health Ontario

Health Promotion Capacity Building works with Ontario's public health system, community health care intermediaries and partner ministries. Available in both official languages, our services and resources support the development of public health core competencies. Visit us at: [www.publichealthontario.ca/hpcb](http://www.publichealthontario.ca/hpcb)

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**MUNICIPALITY OF CALVIN**  
**2020CT08 REPORT TO COUNCIL**

REPORT DATE:           **February 21/20**  
ORIGINATOR:           **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT:               **Letter to North Bay-Mattawa Conservation Authority**

---

**BACKGROUND**

Please find attached copy of the letter requested by Council to be written to the North Bay-Mattawa Conservation Authority.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

## CORPORATION OF THE MUNICIPALITY OF CALVIN

---

1355 Peddlers Drive, RR #2  
Mattawa, Ontario P0H 1V0

Phone: 705-744-2700  
Fax: 705-744-0309  
Email: [clerk@calvintownship.ca](mailto:clerk@calvintownship.ca)

February 25, 2020

Brian Tayler, CEO  
North Bay-Mattawa Conservation Authority  
15 Janey Ave.  
North Bay, Ont.  
P1C 1N1

Dear Mr. Tayler:

The Municipality of Calvin would like to acknowledge the financial difficulties of rising costs and reduced funding that the North Bay-Mattawa Conservation Authority (NBMCA) is facing. The Municipality of Calvin is facing the same, if not more, cuts to our funding. We therefore appreciate the NBMCA considering our request for a zero increase in our levy this year.

While we are disappointed that a zero increase was not attained, we would like to recognize the efforts taken by the NBMCA to minimize the increase.

We value the services that the NBMCA provides to our region and look forward to working with the Conservation Authority in the future.

Sincerely;

Mayor Ian Pennell  
Deputy Mayor Sandy Cross  
Councillor Daniel Maxwell  
Councillor Heather Olmstead  
Councillor Dean Grant

Letter to North Bay-Mattawa Conservation Authority

Emailed to: Brian Tayler  
Cc Dave Mendicino

The Municipality of Calvin understands the financial difficulties of rising costs and reduced funding that the conservation authority and all municipalities are facing. We would like to thank the Conservation Authority for considering our request to have no increase in levy. Although the proposed budget is not a zero increase, we recognize the efforts taken by CEO Brian Tayler and all the staff to reduce the potential levy increase. Due to provincial funding decreases and the added pressure of last years flooding events, controlling increase in this year's budget was unquestionably a challenge. Our Municipality would like to congratulate Dave Mendicino on being elected Board Chair and Dave Britten as Vice Chair for 2020. Our representative Dean Grant is looking forward to working with the board and staff in 2020.

# MUNICIPALITY OF CALVIN

## 2020CT07 - REPORT TO COUNCIL

REPORT DATE: February 21/20  
ORIGINATOR: Cindy Pigeau; Clerk-Treasurer  
SUBJECT: Hall Renovations and Hall Closure

---

### RECOMMENDATION

That a Motion be passed stating the decision of Council that staff shall proceed with the hall renovations until completion and that the suggested time frame for the hall closure to complete the hall renovations and annual maintenance (Floor Stripping and Waxing) has been approved.

AND

That the Clerk-Treasurer be authorized to research the development of a Formal Complaint Policy.

---

### BACKGROUND

A public complaint from Chelsey Grant has been issued regarding the hall closure. As stated in the complaint, a group would like to use the hall on March 21<sup>st</sup> for a dinner event. This date is during the suggested hall closure for the hall renovations and annual maintenance (floor stripping and waxing) to be completed. The complainant is unhappy that the hall is not available for the proposed event and suggests that staff does not have efficient time management nor are they being supervised appropriately.

As this matter deals with personal information about identifiable individuals, including municipal or local board employees as well as labour relations or employee negotiations, it may be discussed in closed session under Section 239(2)(b) and (d).

It is recommended that the discussion and concurrence of Council from the meeting of Tuesday, February 11<sup>th</sup> be put forth as a Motion and be passed stating the decision of Council that staff shall proceed with the hall renovations until completion and the suggested time frame of closing the hall until the end of March to complete the hall renovations and annual maintenance (Floor Stripping and Waxing) has been approved. The hall will be re-opened to the public as soon as the renovations and annual maintenance have been completed.

This complaint was addressed to the Clerk-Treasurer and therefore could have been addressed by the Clerk-Treasurer but it was felt that due to the discussion from the previous regular Council meeting that it be brought forth to Council. That being said, the Municipality does not have a formal complaint policy and therefore it is recommended that Council authorize the Clerk-Treasurer to research the development of a Formal Complaint Policy.

Respectfully submitted;  
Cindy Pigeau  
Clerk Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: February 25, 2020 NO. \_\_\_\_\_

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

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

“That Council hereby authorizes that staff shall proceed with the hall renovations until completion and that the suggested time frame for the hall closure (until March 31, 2020) to complete the hall renovations and annual maintenance (Floor Stripping and Waxing) has been approved. The hall will be re-opened to the public as soon as possible.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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







February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-010:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and  
That Council direct staff to send correspondence in support of AMO's position on the  
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe  
Drinking Water Act.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,  
Courtenay Hoytfox  
Development and Legislative Coordinator

## Courtenay Hoytfox

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Monday, December 16, 2019 11:17 AM  
**To:** Courtenay Hoytfox  
**Subject:** Queen's Park Update - December 16, 2019

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December 16, 2019

## Queen's Park Update

### Cannabis

On December 12<sup>th</sup>, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit [www.agco.ca](http://www.agco.ca).

### End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12<sup>th</sup> and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

**Bill 132, *Better for People, Smarter for Business Act, 2019*** – Received Royal Assent on Dec. 10<sup>th</sup>.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

**Bill 138, Plan to Build Ontario Together Act, 2019** – Received Royal Assent on December 10<sup>th</sup>.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

**Bill 136, Provincial Animal Welfare Services Act, 2019** – Received Royal Assent on December 5<sup>th</sup>.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation

requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

**Bill 124, Protecting a Sustainable Public Sector for Future Generations Act, 2019**

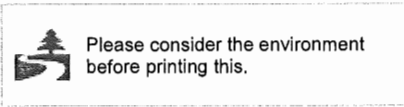
– Received Royal Assent on November 7<sup>th</sup>.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

**AMO Contact:**

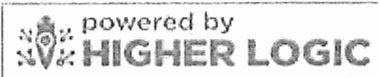
You can contact AMO's Policy Team at [policy@amo.on.ca](mailto:policy@amo.on.ca) or 416-971-9856.

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RECEIVED  
FEB 18 2020



**RENEWAL OF SERVICE MAINTENANCE AGREEMENT**

Re: Ricoh MPC3501

The Corp. of the Municipality of Calvin  
1355 Peddlers Drive  
Mattawa, Ontario  
POH 1V0

February-12-20

Dear Customer,

Your existing maintenance agreement NCT9611 for the equipment with serial number V9414900048 is expiring on April-12-20.

We are pleased to announce that we will be renewing this agreement until April-12-21. The new billing including all applicable taxes will appear on the first invoice following the end of the existing agreement. Please note that handling fees are not included. All other conditions pertaining to the existing agreement remain the same.

We look forward to providing you with the same superior service you have become accustomed to.

If you require any additional information, please do not hesitate to contact me.

Thank you for choosing Northern Business Solutions.

Yours truly,

Mike Smith  
Service Director  
E-mail: [msmith@northernbusinesssolution.com](mailto:msmith@northernbusinesssolution.com)

**NEW RATES**

DATE: 13/04/2020	TO: 12/04/2021
BASE B/W: \$ 168.55	INVOICED: Quarterly
BASE CLR: \$	INVOICED: Quarterly
B/W PRINTS INCL.: 10000	COL. PRINTS INCL.: 200
CPC B/W: 0.0142	CPC CLR: 0.1312

**Sudbury Location:** 598 Falconbridge Rd. Unit 4, Sudbury, ON P3A 5K6 ♦ 705.674.8510

**North Bay Location:** 1180 Cassells, St. North Bay, ON P1B 4B6 ♦ 705.497.1702

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160 Water Street — P.O. Box 390  
MATTAWA, ONTARIO P0H 1V0

✉ info@mattawa.ca

February 11, 2020

RECEIVED  
FEB 14 2020

Catherine Matheson  
Chief Executive Officer  
District of Nipissing Social Services Administration Board  
200 McIntyre Street East  
P. O. Box 750  
North Bay, ON  
PIB 8J8

Dear Ms. Matheson:

Council of the Town of Mattawa, at their regular meeting of February 10, 2020 approved Page No 25 of Resolution Number 20-10, which stated:

***“WHEREAS** the Province of Ontario has reduced and/or withdrawn funding over the past 10+ years to municipalities and their associated boards, and continues to do so;*

***AND WHEREAS** because of the reduced funding all parties are and will be required to reduce or cut spending and;*

***AND WHEREAS** the District of Nipissing Social Services Administration Board, in a letter on April 29, 2019 to member municipalities stated, “Please prepare yourself for a significant levy adjustment of these downloaded provincial costs”;*

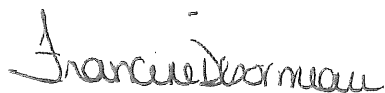
***THEREFORE BE IT RESOLVED** that the Corporation of the Town of Mattawa opposes this “Significant levy adjustment due to these downloaded provincial costs” and that DNSSAB, like municipalities, should look at reducing costs and services, if necessary, in order to mitigate any municipal levy increase.*

***AND FURTHER THAT** a copy of this resolution be forwarded to the District of Nipissing Social Services Administration Board and to member municipalities.”*

.../2

Trusting this is acceptable.

Sincerely,

A handwritten signature in cursive script that reads "Francine Desormeau".

Francine Desormeau  
Clerk/Deputy-Treasurer

FD/ah

c.c. City of North Bay  
Municipality of West Nipissing  
Municipality of East Ferris  
Municipality of Temagami  
Township of Bonfield  
Township of South Algonquin  
Township of Papineau-Cameron  
Township of Chisholm  
Municipality of Calvin  
Municipality of Mattawan

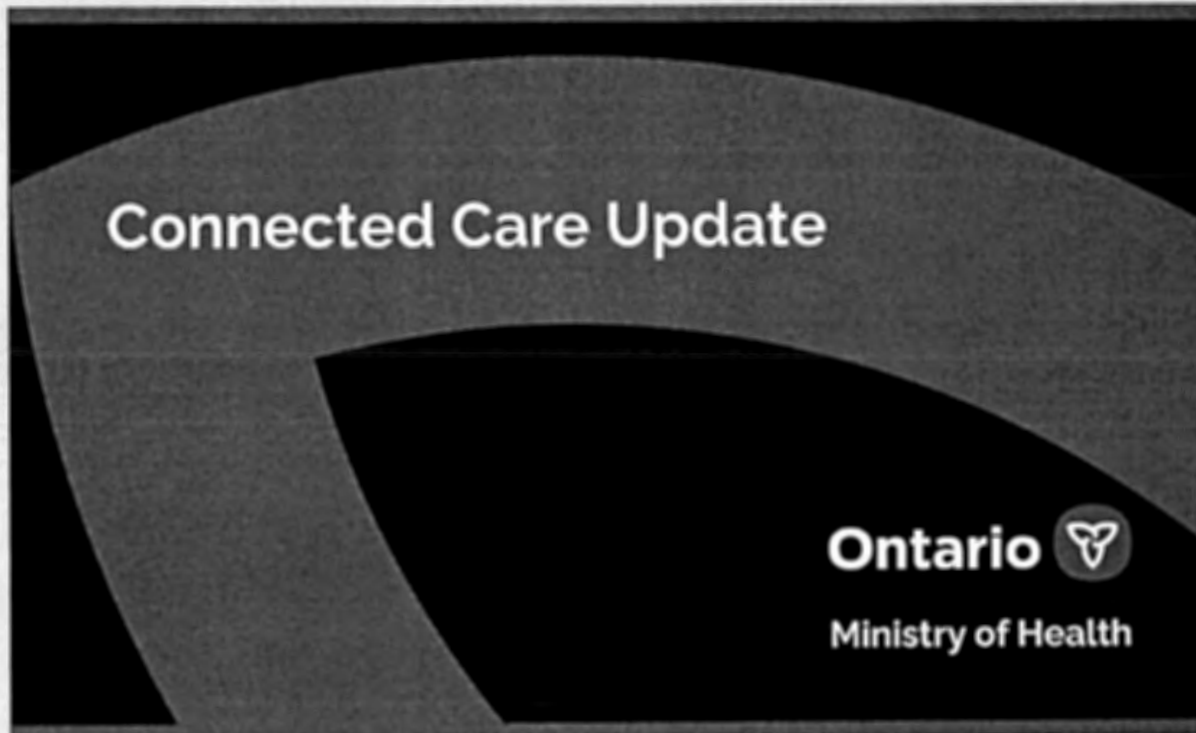


**Cindy Pigeau**

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**From:** Ministry of Health <connectedcare@ontario.ca>  
**Sent:** Tuesday, February 18, 2020 12:45 PM  
**To:** Cindy Pigeau  
**Subject:** Connected Care Update - February 18, 2020

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**February 18, 2020**

**New model of care for select 9-1-1  
medical emergency patients**



Ontario is improving patient access to the right care in the right place by launching new 9-1-1 models of care so that paramedics have more options to provide safe and appropriate treatment for patients, as part of the province's comprehensive plan to end hallway health care.

On February 10, 2020, Christine Elliott, Deputy Premier and Minister of Health, announced the first new model in Ottawa. Starting in April, eligible palliative care patients who call 9-1-1 in the Ottawa region will have the option to be treated on-scene for pain and symptom management by trained paramedics. Paramedics will then send a referral back to the patient's primary palliative care team for follow-up instead of taking them to an emergency department. Currently, paramedics are required to bring 9-1-1 patients to overcrowded hospital emergency departments, even when there are appropriate care and treatment options available.

Under this new care model, Ottawa paramedics that have received special training will assess the patient's condition when they arrive on scene. They will be able to provide treatment, including administering medication for pain relief, shortness of breath, hallucinations, agitation, nausea, vomiting and terminal congested breathing. The patient will remain in ultimate control of the care they receive and can at any time insist on being taken to the hospital. Other pilot projects will include additional care options, including mental health and addictions crisis centres.

Ottawa Paramedic Services are among the first municipal land ambulance services in Ontario piloting new models of care. The ministry welcomes new proposals from municipalities who are considering the implementation of the new models of care that fit their community's needs and will accept proposals on a rolling basis. Interested municipal ambulance services should check the new [Patient Care Model Standards](#) when considering implementation of the new models of care. The standards include two options for pilot projects in 2020:

- Transport to Alternate Destination, which will enable transportation of eligible patients to non-hospital destinations where they can receive appropriate treatment; and
- Treat and Refer, where paramedics will be able to provide on-scene treatment and referral to health care providers within the home or community setting.

In municipalities piloting new patient care models, paramedics will assess patients' conditions and needs and provide alternative care options to eligible patients. Paramedics will also request patient consent to be treated at home with follow up or referral to an appropriate healthcare provider or transport them to an appropriate community-based health care setting that meets their needs in a safe and timely manner.

[Learn about the process for implementing new models of care and new standards Ontario Improving Access to the Right Care in the Right Place](#)



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## **Stakeholder Memo: Tribunals Ontario Fee Increases**

February 14, 2020

**TO:** Assessment Review Board (ARB) Stakeholders  
**FROM:** Mira Gamsa, Director of Operations, Tribunals Ontario  
**RE:** Tribunals Ontario Fee Increases

---

Effective April 1, 2020, application fees are increasing by six per cent for the Assessment Review Board (ARB), the Landlord and Tenant Board (LTB) and the Licence Appeal Tribunal (LAT).

The increase in fees is necessary to fulfil Tribunals Ontario's commitment to offset the cost of providing fair, impartial, and high-quality adjudication to Ontarians who have disputes. The fees are still structured so that services are reasonable and accessible.

Please see the new fees listed below and make sure to review and update any of your own publications or documents that reference Tribunals Ontario's application fees.

### **Assessment Review Board**

The residential fee is increasing from \$125.00 to \$132.50 per appeal, regardless of taxation year.

The non-residential fee is increasing from \$300.00 to \$318.00 per appeal, regardless of taxation year.

If you have any questions about the new fees, please contact the ARB at [ARB.Registrar@ontario.ca](mailto:ARB.Registrar@ontario.ca).

Thank you,



Mira Gamsa  
Director of Operations  
Tribunals Ontario

**Cindy Pigeau**

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Friday, February 14, 2020 4:17 PM  
**To:** Cindy Pigeau  
**Subject:** Employment Services Prototype Service Managers: No Municipal Applicants Selected

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## POLICY UPDATE

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February 14, 2020

### **Employment Services Prototype Service Managers: No Municipal Applicants Selected**

Today the Ministry of Labour, Training and Skills Development announced the successful proponents for three regions where the Province will prototype its new service delivery model for employment services. The new model will see employment-related functions of the municipal Ontario Works and the provincial Ontario Disability Support Program integrate with the provincial Employment Ontario network into a single employment services system.

AMO is disappointed that no municipal candidates were selected as a result of the competitive process. The government is starting with the three prototype areas in 2020. A full provincial roll out will occur in the coming years for all Ontario Works employment services currently delivered by 47 municipal governments and District Social Services Administration Boards. The implication of this initial decision is the potential loss of the Ontario Works employment services function provided to social assistance recipients, as of October 1<sup>st</sup>, affecting nine municipal governments. It is up to the new service managers if they wish to partner and fund municipal service delivery of Ontario Works employment services.

The three prototype regions include the following areas: Peel, Muskoka-Kawarthas, and Hamilton-Niagara. The Muskoka-Kawarthas region includes the District of Muskoka, the City of Kawartha Lakes, the County of Haliburton, the County of Peterborough, the City of Peterborough and Northumberland County. The Hamilton-Niagara region covers Hamilton, Brant County, Brantford, Norfolk County, and Niagara Region.

The service system managers selected for each region are:



- A consortium for Hamilton-Niagara Peninsula including current Employment Ontario and Ontario Disability Support Program service providers led by Fedcap (a U.S. based non-profit employment services provider),
- Fleming College for Muskoka-Kawarthas a post-secondary institution and current Employment Ontario service provider with campus locations in Peterborough, Lindsay, Haliburton, Cobourg, and
- WCG, part of the APM Group for Peel. The WCG is a Canadian subsidiary of the APM Group, an Australian private sector company that provides employment, health, and rehabilitation services in 10 countries.

AMO will monitor the situation based on the experience of the first three prototype areas. We will work with the Province and municipal governments to mitigate any negative municipal impacts in the transition to the new model, including in prototype regions and beyond. There will need to be transitional support and change management for the nine affected municipal governments.

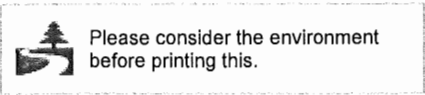
This activity is in addition to other provincial announcements that may result in significant restructuring and labour relations challenges for municipal governments, including the potential restructuring of public health.

In the lead-up to the competitive process, AMO raised concerns about the fiscal, programmatic, accountability, and labour relations impacts of this fundamental change to the delivery of services at the community level. There needs to be a seamless transition for clients regardless of who is chosen as the employment service system manager in a given region. The successful proponents must serve vulnerable residents, including those who are far from entering the labour market and in need of additional supports. As well, the new service system managers must actively engage all municipal governments in their regions about local labour force development.

More information on the government's plan for Employment Services Reform is found in the Ontario Newsroom [release](#).

**AMO Contact:** Michael Jacek, Senior Advisor, [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca), 416-971-9856 ext. 329.

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## Cindy Pigeau

---

**From:** Ian Pennell <pennelli@ontera.net>  
**Sent:** Saturday, February 15, 2020 3:55 AM  
**To:** Cindy Pigeau  
**Subject:** Fwd: 🏠 NEW EV 🚗 Charging Incentives by Natural Resources Canada

FYI

----- Forwarded Message -----

**Subject:** 🏠 NEW EV 🚗 Charging Incentives by Natural Resources Canada  
**Date:** Fri, 14 Feb 2020 20:30:29 +0000  
**From:** ChargerCrew <info@chargercrew.ca>  
**Reply-To:** ChargerCrew <info@chargercrew.ca>  
**To:** Ian <pennelli@ontera.net>

[View this email in your browser](#)





# **New EV Charging Incentives from Natural Resources Canada!**

**Receive up to \$50,000 in funding for a Level 3  
EV Charger!**

The new **Zero Emission Vehicle Infrastructure Program (ZEVIP)** will cover the following:

- 50% of total eligible project costs
- up to \$5000 per connector for Level 2 charging stations
- up to \$50,000 for 50kW+ DC Fast charging stations.

ZEVIP funding is targeting EV charging in:

- workplaces
- multi-unit residential buildings, such as condos and apartments
- light-duty vehicle fleets, including taxi companies or municipal vehicle fleets.

## **Benefits of Installing EV Chargers**

### **EV Chargers in the Workplace**

- employees need to plug in for their commute

### **EV Chargers in Multi-Unit Residential Buildings**

- attract new and retain tenants
- reduce vacancy rates
- additional income stream

- employees are 20 times more likely to switch to electric cars
- EV charging helps organizations achieve sustainability goals

## EV Chargers in Light-Duty Vehicle Fleets

- reduce fuel and maintenance costs
- reduce carbon footprint
- EV charging helps organizations achieve sustainability goals



Regardless of your organization, ChargerCrew can help! Our team will assist you through each stage of your project, from the program application through construction, operations, and future maintenance.

Contact us today and to get the process started. Call us at 519-913-2346 or click on the email button below.

**Take Charge**

Got Questions? Email Us Today!



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**Our mailing address is:**

[info@chargercrew.ca](mailto:info@chargercrew.ca)

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You can [update your preferences](#) or [unsubscribe from this list](#).



## Cindy Pigeau

---

**From:** Aggregates (MNRF) <Aggregates@ontario.ca>  
**Sent:** Thursday, February 13, 2020 9:14 AM  
**To:** Keyes, Jennifer (MNRF)  
**Cc:** Desroches, Pauline (MNRF); Zeran, Rebecca (MNRF)  
**Subject:** Proposed regulatory changes under the Aggregate Resources Act  
**Attachments:** ARA-RegER Posting -- Municipality Notification-12Feb2020\_French.pdf

Dear Ontario Heads of Council and Clerks,

The Ministry of Natural Resources and Forestry recognizes the critical role Ontario's municipalities play in the lives of Ontarians. We value our strong collaborative partnership with municipalities and the associations that represent their interests.

We want to advise you that the Ministry of Natural Resources and Forestry is proposing changes to the way extraction of aggregate resources are regulated in Ontario, and we are inviting your input on the changes proposed.

The Ministry has gathered perspectives from, industry, municipalities, Indigenous communities, members of the public, and other stakeholders. These proposed changes promote economic growth within the aggregate industry while also maintaining strong protection of the environment and addressing community impacts.

The key areas being proposed for change are summarized below for your convenience. However, we would encourage you to read the details of the proposed regulatory changes which can be found on the Environmental Registry notice# **019-1303** *Proposed amendments to Ontario Regulation 244/97 and the Aggregate Resources of Ontario Provincial Standards under the ARA* located [here](#).

The posting notice can also be viewed by searching for notice#**019-1303** at the following web link: [www.ero.ontario.ca](http://www.ero.ontario.ca)

We encourage you to provide feedback through the Environmental Registry process.

If you have any questions about the proposed changes, please call Rebecca Zeran at (705) 749-8422.

Kind Regards,

Jennifer Keyes  
Director, Natural Resources Conservation Policy Branch  
Ministry of Natural Resources and Forestry

### **Proposed regulatory changes include:**

#### **For new pits and quarries:**

- enhancing the information required to be included in summary statements and technical reports at the time of application
- improving flexibility in how some standard site plan requirements can be implemented and modernizing how site plans are created

- creating better consistency of site plan requirements between private and Crown land and better alignment with other policy frameworks
- updating the list of qualified professionals who can prepare Class A site plans
- updating the required conditions that must be attached to a newly issued licence or permit
- adjusting notification and consultation timeframes for new pit and quarry applications
- changing and clarifying some aspects of the required notification process for new applications
- updating the objection process to clarify the process
- updating which agencies are to be circulated new pit and quarry applications for comment

**For existing pits and quarries:**

- making some requirements related to dust and blasting apply to all existing and new pits and quarries (requirements which were previously only applied to new applications)
- updating and enhancing some operating requirements that apply to all pits and quarries, including new requirements related to dust management and storage of recycled aggregate materials
- providing consistency on compliance reporting requirements, while reducing burdens for inactive sites
- enhancing reporting on rehabilitation by requiring more context and detail on where, when and how rehabilitation is or has been undertaken
- clarifying application requirements for site plan amendments
- outlining requirements for amendment applications to expand an existing site into an adjacent road allowance
- outlining requirements for amendment applications to expand an existing site below the water table
- setting out eligibility criteria and requirements to allow operators to self-file changes to existing site plans for some routine activities without requiring approval from the ministry (subject to conditions set out in regulation)

**Allowing minor extraction for personal or farm use:**

- outlining eligibility and operating requirements in order for some excavation activities to be exempted from needing a licence (i.e., if rules set in regulation are followed). This would only be for personal use (max. of 300 cubic meters) or farm use (max. 1,000 cubic meters)



## The Corporation of the Township of Madoc

15651 Highway 62, P.O. Box 503, Madoc, Ontario K0K 2K0

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

613-473-2677

Fax: 613-473-5580

The Honourable Sylvia Jones  
Solicitor General  
George Drew Bldg, 18<sup>th</sup> Flr  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6

### Re: Town of Tecumseh Resolution on 911 misdials

Please be advised that the Township of Madoc Council passed the following motion to support the resolution of the Town of Tecumseh regarding 911 misdials, attached.

Motion # 20-31

Moved by: Councillor Rowe

Seconded by: Deputy Reeve Rollins

*That Council direct the Clerk/Planning Coordinator to write a letter of support regarding 911 misdials*

-Carried-

Sincerely,

Amanda Cox  
Clerk/Planning Coordinator  
Township of Madoc



## The Corporation of the Town of Tecumseh

---

December 20, 2019

Hon. Sylvia Jones  
Solicitor General  
George Drew Bldg, 18<sup>th</sup> Flr  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6

**Re: Town of Tecumseh Resolution on 911 Misdials**

On behalf of Mayor Gary McNamara and Town Council, I am writing to advise that at its meeting on November 12, 2019, Tecumseh Town Council passed the following resolution:

**Whereas** the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

**Whereas** 911 Misdials must be responded to as if they were legitimate emergency calls; and

**Whereas** each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

**Whereas** each 911 call is a billable call to the municipality; and

**Whereas** in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

**Whereas** 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

**Now Therefore Be It Resolved That** the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

A copy of the report to Town Council (CAO-2019-09) on 911 Misdials is attached for your information. Should you require anything further, please contact the undersigned at [lmoy@tecumseh.ca](mailto:lmoy@tecumseh.ca) or extension 116.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

LM/ep

Attachments

1. Report CAO-2019-09 911 Misdials

cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness  
Irek Kusmierczyk, MP  
Percy Hatfield, MPP  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario Association of Police Services Boards  
Ontario Association of Chiefs of Police  
Ontario Municipalities  
Telus  
Bell  
Rogers



**Ministry of the Solicitor General**

Office of the Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

Bureau du commissaire des incendies  
et de la gestion des situations  
d'urgence

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



February 19, 2020

Your Worship Ian Pennell  
Township of Calvin  
R.R. #2, 1355 Peddlers Drive  
Mattawa, ON P0H1V0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: JohnStothers  
Email: John.Stothers@ontario.ca  
Phone: 705-774-4185

Sincerely,

A handwritten signature in black ink, appearing to read "D. Browne", with a long horizontal flourish extending to the right.

Douglas Browne  
Chief of Emergency Management

cc: Rene Knight - CEMC  
John Stothers - Field Officer - Lakes Sector

**Cindy Pigeau**

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Tuesday, February 11, 2020 5:01 PM  
**To:** Cindy Pigeau  
**Subject:** [Spam:%\* %?]AMO Response to Public Health and Emergency Health Services Consultation and Cannabis Consultations Underway

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



February 11, 2020

## **AMO Response to Public Health and Emergency Health Services Consultation and Cannabis Consultations Underway**

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

AMO provided comprehensive, written submissions to the Minister of Health this week in response to the Public Health and Emergency Health Services Modernization consultations. Our members heard assurances in Minister Elliott's remarks at the 2019 AMO conference that nothing is "set in stone". Underlying both submissions is the notion that municipal governments and the Province can work together to collectively preserve what is working well and fix what needs fixing.

The outcome of public health modernization should achieve better population health outcomes through effective, cost efficient, and locally responsive services. Investments in public health make sense to keep people healthy through a focus on the social determinants of health. It contributes to ending hallway health care and saves provincial health costs in the long term. AMO feels that a separate discussion on 2020 and 2021 funding is needed urgently prior to any consideration of restructuring. Municipal governments cannot be expected to make up for reductions in provincial funding. Nor can they bear the costs of provincial restructuring.

When it comes to structure, one size will not fit all. Consistency in service delivery and reducing inefficiencies do not depend on a single governance or leadership type. There are many ways to continuously improve the existing system by building capacity and better system coordination. With provincial help, new ways to serve our Francophone population and Indigenous People are possible.

On emergency health services, AMO has provided advice with an aim to strengthening municipal EMS services in a way that contributes to helping end hallway health care and meets the local needs of communities. Addressing longstanding municipal priorities should be the focus of current efforts before any potential consideration of restructuring. This includes improvements to dispatch as a first priority. Others include addressing non-urgent transfers, fixing the funding model, expanding fully 100% provincially funded community paramedicine and developing strategies to reduce offload delays. Increasing hospital capacity and having alternative health facilities, especially mental health and addictions programs, for patients who do not need hospital care available in communities will help. The new models of care for low acuity 9-1-1 patients can help improve access and reduce hallway health care, but they need to have alternative 24/7 health facilities that are available in all communities.

The Ministry of Health has committed to further conversations with AMO's Health Task Force. AMO also expects further discussions at the MOU table before decisions are made.

In recognition of the work underway to prepare for, and respond to, the 2019 novel coronavirus the Ministry of Health has extended the deadline for submitting written feedback to March 31, 2020. The technical discussion papers and information on how to respond is found on the Ministry [website](#).

**AMO Contact:**

Michael Jacek, Senior Advisor, [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca), 416-971-9856 ext. 329.

**Ontario Consulting on Cannabis Consumption Venues and Special Occasion Permits**

The Ministry of the Attorney General has announced consultations on cannabis consumption venues and special occasion permits for cannabis in Ontario. The Ministry is seeking feedback on whether to allow these and the rules and parameters guiding their establishment and operation.

The Ministry is specifically consulting on the role of the Alcohol and Gaming Commission of Ontario (AGCO), the agency responsible for regulating, licensing and inspecting cannabis stores; and the potential role of municipal governments in regulating the proposed cannabis consumption lounges.

AMO's Board has previously supported cannabis consumption venues as a potential tool for local economic development. The Board viewed cannabis consumption venues positively in conjunction with municipal government discretion to allow these establishments in their communities, local zoning and licensing powers to ensure appropriate locations and community responsiveness.

Special Occasion Permits for cannabis could also be desirable for some events. The AGCO regulates Special Occasions Permits for alcohol and it is possible that a single regulator for these permits may be the most efficient and desirable system subject to municipal government and community input.

Municipal governments are encouraged to review the consultation materials and respond as appropriate by the deadline of March 10, 2020.

**AMO Contact:**

Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416-971-9856 ext. 334.

\*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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# FONOM

The Federation of Northern Ontario Municipalities

February 11, 2020

Federation of Ontario Municipalities (FONOM)  
Member Municipalities

Dear Mayors and Councils:

On behalf of our Board of Directors, I would like to invite you to attend the 2020 FONOM Conference which is being hosted by the City of Timmins May 13-15, 2020.

This year's conference marks the 60th anniversary of the Federation and the theme is "connecting the north" with speakers and topics designed to appeal to municipal and indigenous councillors on issues important to Northerners.

In addition, the Conference tradeshow is an excellent opportunity for you to talk directly with exhibitors about the products and services they provide.

This year's event also includes a Minister's Forum where you will hear first-hand from Provincial Cabinet members on what their Ministries are doing for the betterment of Northeastern Ontario.

Registration is now open or more information please visit:  
<https://fonom.timmins.ca/>

Looking forward to seeing you there!



Danny Whalen  
FONOM President

## Cindy Pigeau

---

**From:** Ian Pennell <pennelli@ontera.net>  
**Sent:** Monday, February 10, 2020 3:54 AM  
**To:** Cindy Pigeau  
**Subject:** Fwd: Assigned Fire Protection Adviser

----- Forwarded Message -----

**Subject:** Assigned Fire Protection Adviser  
**Date:** Wed, 5 Feb 2020 17:24:46 +0000  
**From:** Nedeljkovich, Katrina (SOLGEN) <Katrina.Nedeljkovich@ontario.ca>  
**To:** [pennelli@ontera.net](mailto:pennelli@ontera.net) <[pennelli@ontera.net](mailto:pennelli@ontera.net)>

**Ministry of the Solicitor General**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur Général**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél.: 647-329-1100  
Télééc: 647-329-1143



**VIA E-MAIL**

February 5, 2020

Mayor Ian Pennell  
R.R. #2, 1355 Peddlers Drive  
Mattawa, ON P0H 1V0

Dear Mayor Pennell:

As part of the 2019 Fire Coordinators Annual Learning Symposium and Meeting, our stakeholders and partners demonstrated the value of having dedicated individuals from Field and Advisory Services who are experts in all aspects of the delivery of fire protection services.

As the Fire Marshal, I am pleased to announce an update to our Field and Advisory Services structure. In an effort to improve service to fire departments across Ontario, the Office of the Fire Marshal and Emergency Management has transitioned Field and Advisory Services into a regional model. As part of this restructuring, Fire Protection Advisers have been assigned specific fire departments throughout the province and will act as an initial point of contact for you on all fire related matters. The Office of the Fire Marshal and Emergency Management is committed to working with our stakeholders and partners to continue to provide support efficiently and effectively.

This notice is to inform you that Fire Protection Adviser Les Brinkworth has been assigned to your fire department. Please find their contact information below:

**Les Brinkworth, Fire Protection Adviser**

**Cell: 613-867-9311**

**E-mail: [Les.Brinkworth@ontario.ca](mailto:Les.Brinkworth@ontario.ca)**

I am confident that this new model will help deliver better services to our partners and give you a consistent and dedicated point of contact to help address any questions or concerns from your department. If you have any questions, please feel free to liaise directly with your newly assigned adviser.

Yours truly,



Jon Pegg  
Fire Marshal  
Office of the Fire Marshal

## Cindy Pigeau

---

**From:** Lucie Viel  
**Sent:** Monday, February 10, 2020 8:58 AM  
**To:** Cindy Pigeau  
**Subject:** FW: Bill 156, Security from Trespass and Protecting Food Safety Act  
**Attachments:** Letter to Municipalities - Bill 156.docx; Bill 156 speaking notes via OFA.pdf

**From:** Michael Marchant [mailto:mmarchantofa@gmail.com]  
**Sent:** Saturday, February 8, 2020 5:45 PM  
**To:** Lucie Viel <administration@calvintownship.ca>  
**Subject:** RE: Bill 156, Security from Trespass and Protecting Food Safety Act

**Dear Mayor and Council,**

**RE: Bill 156, *Security from Trespass and Protecting Food Safety Act***

The **East Nipissing Parry Sound Federation of Agriculture (ENPSFA)** represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in **Calvin Township** and the Ontario Federation of Agriculture, the ENPSFA is committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops.

On December 2<sup>nd</sup>, 2019, the provincial government introduced Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introducing contaminants into the food supply.

The ENPSFA, appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, and introducing more significant consequences for illegal trespassing activities.

The ENPSFA is calling on all municipal councils in the province to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (see below) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

If you have already indicated to Minister Hardeman your support for Bill 156, we thank you for your initiative!

Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.



Sincerely,

East Nipissing Parry Sound Federation of Agriculture

Tuesday, February 4, 2020

**Sample letter to Minister Hardeman:**

Hon. Ernie Hardeman  
Minister of Agriculture, Food & Rural Affairs  
77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M5S 1B3

Via Email: [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

- 30 -

Michael Marchant

Secretary / NE PAC  
OFA - East Nipissing / Parry Sound District

C: 647-862-6693  
H: 705-729-1816  
email: [mmarchantofa@gmail.com](mailto:mmarchantofa@gmail.com)

**Dear Mayor and Council,**

**RE: Bill 156, *Security from Trespass and Protecting Food Safety Act***

The **East Nipissing Parry Sound Federation of Agriculture (ENPSFA)** represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in **Township** and the Ontario Federation of Agriculture, the ENPSFA is committed to a sustainable and profitable future for farm families.

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Sincerely,

East Nipissing Parry Sound Federation of Agriculture

Tuesday, February 4, 2020

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Hon. Ernie Hardeman  
Minister of Agriculture, Food & Rural Affairs  
77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M5S 1B3

Via Email: [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Dear Minister Hardeman,

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Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

## **Bill 156 - the *Security from Trespass and Protecting Food Safety Act, 2019***

### KEY PROVISIONS OF BILL 156:

- addresses efforts to compromise on-farm biosecurity
- the Bill designates “animal protection zones” (e.g. barns) where animals are kept and prohibits any entrance into them on farms without clear and informed prior permission
- also prohibits interfering with transport vehicles (e.g. blocking trucks) - animal protection zone rules will also apply to livestock transport vehicles and to animal processing facilities
- enhances trespass protection – requires “prior consent” that is informed and not obtained through false pretenses
- applies even if the trespasser has not been told orally, or in writing, to keep out, or even if no signs have been posted
- deters so called “under cover investigations” by activists; the 2-year limitation period as well as the requirements for prior consent that is informed and not obtained through false pretenses
- higher penalties for violations; up to \$15,000 for a first offense; up to \$25,000 for subsequent offenses that will hopefully serve as an effective deterrent
- persons found guilty can also be assessed restitution for any losses or damages, in addition to above fines; which is positive

### PURPOSES OF BILL 156:

- eliminate or reduce the unique risks created when individuals trespass on farms or interfere with farm animals, including the risk of exposing farm animals to disease and stress as well as the risk of introducing contaminants to the food supply
- protect farm animals and the food supply

- 
- o protect the safety of farmers, their families and persons working in or on farms, animal processing premises and drivers of livestock or poultry transport vehicles

TIMELINES:

- o Bill 156 was introduced December 2<sup>nd</sup>
- o has had 2 days of "Second Reading" debate
- o Second Reading debate will likely resume after the legislature resumes sitting on February 18th
- o soon after that, we can expect Bill 156 to be sent to one of the Legislature's Standing Committees for public hearings

THOUGHTS:

- o Bill 156 **is not** an ag gag bill. It ensures food security though the value chain is protected while allowing individual's right to protest as long as it is done in a legal manner
- o anyone who believes animals are in distress, or being abused, should call 1-833-9-ANIMAL (264625) any time and report it
- o private individuals are not trained to determine distress or abuse; the provincial animal welfare inspectors are trained to do this
- o private individuals are not expected to collect evidence of a possible violation; the provincial animal welfare inspectors and the police are trained to do this
- o sitting on video for six months or more doesn't serve the interests and welfare of the animals; they're potentially exposed to ongoing distress or abuse by delayed "reporting"; not an action a truly caring person would take
- o activists aren't really interested in the welfare of farm animals; their goal is to end animal agriculture, eating meat, wearing fur and leather as well as any use of animals for any purpose, even companion animals and service animals

December 6, 2019

## **What the *Security from Trespass and Protecting Food Safety Act* means to Ontario farmers**

There's a troubling escalation of trespassing onto Ontario farms. The introduction of Bill 156 – the new proposed legislation, *Security from Trespass and Protecting Food Safety Act* – is designed to protect Ontario farms and animals from intruders.

Our farms are places of business, growing and producing food, raising animals and making a living. But it's also our home and the same place we raise our families and play with our children. You can't just walk into someone else's home without permission. And the same laws and rules should apply to farm businesses. Existing laws were not doing enough to protect our farms and our homes from the risk of invasion.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops. It has resulted in farmers, their families and employees becoming increasingly frightened and frustrated. These activities are causing serious threats to the mental health and wellbeing of Ontario farmers. In most cases, farmers and their families live on their farms, making this ongoing threat even greater, exposing families to perpetrators. It's a concern for our own personal safety and the safety of our families and employees.

Some special interest groups have voiced opposition to the new legislation and suggest that the proposed changes will somehow hide how Ontario's farm families produce food for Ontarians. This is not the case. In fact, all animal production is governed by strict codes of practice to ensure the health, safety and welfare of all animals. Livestock farmers are required to satisfy standards of care requirements outlined under national codes of practice which ensure that animal health, safety, and welfare are promoted and maintained. In addition, farmers are required by law to follow the practices outlined under the *Provincial Animal Welfare Service Act* which sets out strict animal care requirements, the oversight duties and powers of enforcement agents, and penalty structures for offenders found to be in contravention of the *Act*.

Bill 156 is intended to protect farms and food safety, and is welcomed news to Ontario farmers because illegal trespassing and stealing private property from our farms is not okay. This type of behaviour isn't acceptable in any other business environment. This new legislation will finally allow farmers to operate their businesses without the fear of special interest groups and activities attempting to disrupt their farms, families and way of life with no legal repercussions.

And it's more than just a disruption, it's a biosecurity threat. Breaches in biosecurity puts the health and welfare of our animals and our food supply at risk. Unwanted visitors and guests have the potential to

bring in diseases that could infect or kill an entire barn full of animals or contaminate water and food supply inside a food processing facility. This legislation helps Ontario's agri-food sector protect against those risks.

The *Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry. It provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food supply.

-30-

**Signed, in partnership, by:**

Ontario Federation of Agriculture  
Beef Farmers of Ontario  
Egg Farmers of Ontario  
Chicken Farmers of Ontario  
Ontario Sheep Farmers  
Ontario Broiler Hatching Egg & Chick Commission  
Veal Farmers of Ontario  
Christian Farmers Federation of Ontario  
Ontario Pork  
Turkey Farmers of Ontario





February 20, 2020

RE: Support for ministers to allow for electronic delegation

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-012:** Moved by Councillor Bulmer and  
Seconded by Councillor Goyda

**That Council send a letter of support in principle with respect to the Township of Greater Madawaska's Council resolution to allow for electronic delegations to the Provincial Ministers.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,  
Courtenay Hoytfox  
Development and Legislative Coordinator



Council Resolution Form

Date: 18 Nov 2019 No: Resolution No.261-19  
 Moved By: Councillor Rigelhof Seconded by Disposition: CARRIED.  
Councillor MacPherson  
 Item No: 9.11.1

Description: Support for ministers to allow for electronic delegation

**RESOLUTION:**

WHEREAS Council has discussed lobbying the provincial ministers to allow for electronic delegation;

AND WHEREAS Council feel that it is unjust to have to attend expensive conferences to be able to have a delegation with Ministers or the Premier;

AND THEREFORE, Council requests that the Ministers and the Premier offer electronic delegations to small and rural Municipalities that do not have sufficient budget to attend conferences;

FURTHERMORE, that this resolution be sent to all Ontario Municipalities to request their support and sent to the Premier and all the Ministries for their consideration.

Recorded Vote Requested by:		
	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

  
 \_\_\_\_\_  
**MAYOR**

Declaration of Pecuniary Interest:  
 .....  
 Disclosed his/her/their interest(s), vacated he/her/their seat(s),  
 abstained from discussion and did not vote

# Property Assessment Notice (PAN) and AboutMyProperty

Dan Devellis, Director, Valuation & Customer Relations  
Ingrid Baxter, Manager, Quality Services, Valuation & Customer Relations



# Key Focus Areas for 2020 PAN

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1

Simple, customer friendly design and approach to information sharing.

2

Focus on areas of the PAN that continue to be challenging and use graphics to help illustrate important concepts.

3

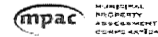
For those choosing to file a Request for Reconsideration (RfR), we will promote RfR submissions through AMP.

# 2020 Notice by design

Logical information sequence

Create and promote efficiencies

Incorporate market-tested feedback and scientific outcomes



JACKSON ASSN  
 ASSN MANAGERS LIMITED  
 202 MAIN STREET  
 UNIT 2000  
 12 FLOOR  
 ANYWHERE ON MAP 122

Issue Date:  
 May 15, 2020

## Property Assessment Notice

For the 2021 to 2024 property tax years

This notice contains important information about your property.

Please review and keep for your records.

### THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario. Your municipality will use your assessment to calculate your 2021-2024 property taxes.

Your property's assessed value as of January 1, 2019 is: **\$250,000**

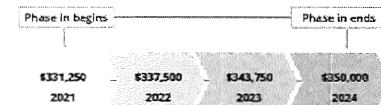
### PROPERTY OVERVIEW:

Roll number: 12 34 567 899 12345 1234  
 Location and description: 200 MAIN ST CON N LOT 3PT RP 1R58 11 PART 2  
 Municipality: ANY TOWNSHIP  
 Tax class: Residential Taxable  
 School support: English-Public

### ASSESSMENT OVERVIEW:

Your property's assessed value as of January 1, 2019: **\$350,000**  
 Your property's assessed value as of January 1, 2016: **\$325,000**  
 Between 2016 and 2019, your property's assessed value changed by: **\$25,000**

What happens if my assessed value has changed?  
 Any increase in assessed value will be phased in gradually over four years. Any decrease will be applied immediately for the 2021-2024 property tax years.



To learn more about how phase in works, please visit [mpac.ca](http://mpac.ca).

MPAC assesses and classifies all properties in Ontario in compliance with the Assessment Act and regulations set by the Government of Ontario.

### PROPERTY SUMMARY:

Property type: Single Family Dwelling  
 Property information: Frontage: 54.23 feet  
 Depth: 150.00 feet  
 Lot area: 8,100.00 square feet  
 Building - exterior square footage: 1,253 square feet  
 Year of construction: 1974

### HOW DOES MPAC ASSESS MY PROPERTY?

To establish your residential property's assessed value, we analyze property sales in your area.

Based on the sales information, there are five major factors that generally account for your property's assessed value:

- Location
- Quality of construction
- Lot dimensions
- Age of building, adjusted for any major renovations or additions
- Exterior square footage

### HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

Visit [mpac.ca](http://mpac.ca) and log onto AboutMyProperty™ to learn more about how your property was assessed, see information we have on file and compare it to others in your neighbourhood.

To register, enter in your roll number and access key as noted below.

Roll number: 12 34 567 899 12345 1234  
 Access key: ABCD EFGH IJKL

If you disagree with your assessed value and/or classification, you may file a Request for Reconsideration (RFR) through AboutMyProperty™. Your deadline to file for each property tax year is:

Tax year	RFR deadline
2021	<<date, month, year>>
2022	March 31, 2022
2023	March 31, 2023
2024	April 2, 2024

### WE'RE HERE TO HELP

Contact us and one of our assessment experts will assist you.

### CONTACT US

[mpac.ca](http://mpac.ca)  
 1 866 236-6722  
 TTY 1 877 889-6722  
 Monday to Friday 8 a.m. to 5 p.m.

Please have your roll number available when you contact us.

If you have any accessibility needs, please let our representatives know how we can best accommodate you. Afin de changer votre préférence linguistique, veuillez vous connecter à AboutMyProperty™ sur [mpac.ca/fr](http://mpac.ca/fr)

# Introduction

---

Simple, clean explanation of who we are, our role and why this Notice is important for property owners

*Customer Motivation:*

- Brief explanations*
- Easy to find assessed value*
- Not confused with a property tax bill*



JACKSON JASON  
ABC IMPORTS LIMITED  
200 MAIN STREET  
UNIT 5000  
11 FLOOR  
ANYWHERE ON M4K 1B3



Issue Date:  
May 15, 2020

## Property Assessment Notice

For the 2021 to 2024 property taxation years

This notice contains important information about your property.

Please review and keep for your records.

**THIS IS NOT A TAX BILL.**

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario. Your assessment will be used to calculate your 2021-2024 taxes and levies.

Your property's assessed value as of January 1, 2019 is: **\$350,000**

# Phase in

Phase-in illustration and increased clarity around applicable tax years.

*Customer Motivation:*

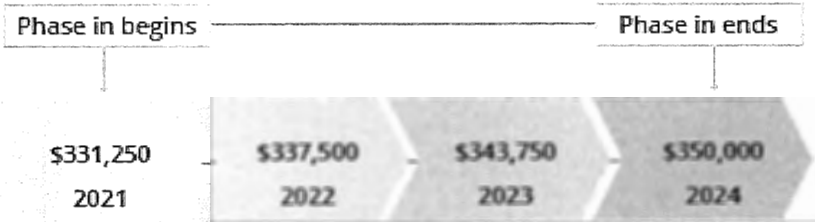
*Increase understanding of phase in through visual component*

*Less information on Notice – Offer more information about phase-in on mpac.ca*

**ASSESSMENT OVERVIEW:**

Your property's assessed value as of <b>January 1, 2019:</b>	<b>\$350,000</b>
Your property's assessed value as of <b>January 1, 2016:</b>	<b>\$325,000</b>
Between 2016 and 2019, your property's assessed value changed by:	<b>\$25,000</b>

**What happens if my assessed value has changed?**  
Any increase in assessed value will be phased in gradually over four years. Any decrease will be applied immediately for the 2021-2024 property tax years.



To learn more about how phase in works, please visit mpac.ca.

# Access key/login and RfR

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All AboutMyProperty™ information is displayed together under Property Summary, above Contact Information, and includes the RfR deadlines.

## Customer Motivation:

*Group like-information together*

*Less information on Notice – Offer more information on mpac.ca and AboutMyProperty™*

*RfR submission process on AboutMyProperty™ is clear*

## HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

Visit [mpac.ca](http://mpac.ca) and log onto AboutMyProperty™ to learn more about how your property was assessed, see information we have on file and compare it to others in your area.

To register, enter in your roll number and access key as noted below.

Roll number: 12 34 567 899 12345 1234

Access key: ABCD EFG1 HJK2

If you disagree with your assessed value and/or classification, you may file a Request for Reconsideration (RfR) through AboutMyProperty™. Your deadline to file for each property tax year is:

Tax year	RfR deadline
2021	<date, month, year>
2022	March 31, 2022
2023	March 31, 2023
2024	April 2, 2024

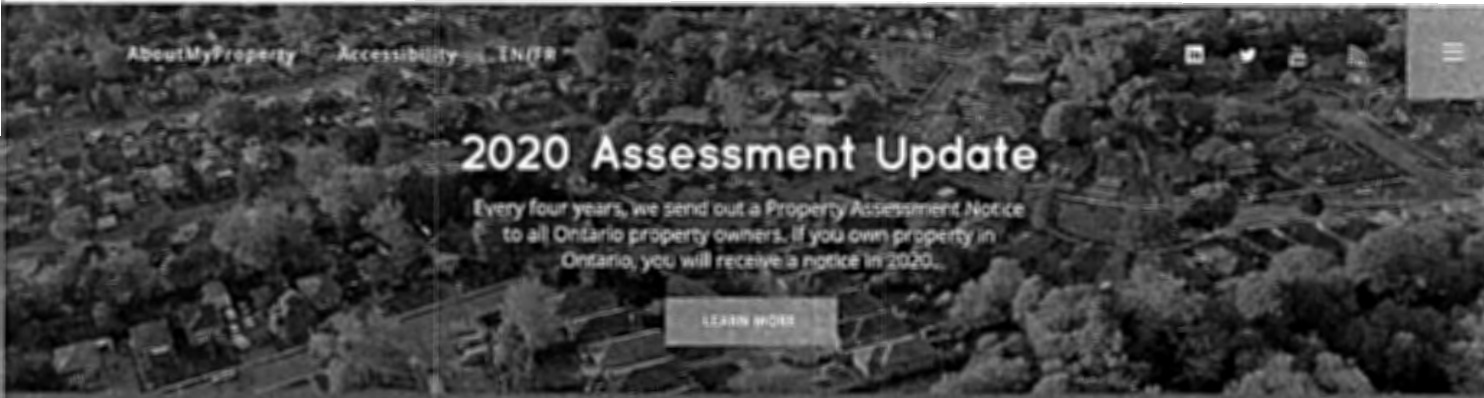


# 2020 PROPERTY ASSESSMENT NOTICE MAILING SCHEDULE

ISSUE DATE	MUNICIPALITY / GEOGRAPHIC AREA	RFR DEADLINE
May 4	District of Muskoka, Territorial District of Parry Sound & Nipissing	September 1
May 11	Simcoe County, City of Barrie, City of Orillia	September 8
May 19	County of Haliburton, County of Peterborough, City of Peterborough, City of Kawartha Lakes, Bruce County, Grey County	September 16
May 25	Durham Region	September 22
June 1	York Region	September 29
June 8	Territorial District of Cochrane & Timiskaming, District of Sudbury & Manitoulin, Territorial District of Algoma, Territorial District of Thunder Bay, Territorial District of Kenora & Rainy River	October 6
June 15	Counties of Prescott & Russell, Counties of Stormont, Dundas & Glengarry, County of Lanark, Counties of Leeds & Grenville, County of Frontenac, Renfrew County, City of Pembroke, Gananoque, Smith Falls, City of Brockville	October 13
June 22	City of Mississauga	October 20
June 29	City of Brampton, Town of Caledon	October 27
July 6	Region of Halton	November 3

ISSUE DATE	MUNICIPALITY / GEOGRAPHIC AREA	RFR DEADLINE
July 20 July 27 August 4	City of Toronto	November 17, November 24 December 2
August 17	City of Kingston, Hastings County, Northumberland County, Prince Edward County, County of Lennox & Addington, Cities of Belleville and Quinte West	December 15
August 24	Regional Municipality of Niagara, Chatham-Kent, Lambton County	December 22
September 3	City of Windsor, Essex County, Township of Pelee	January 4
September 8	City of Hamilton, City of Brantford, Brant County, Norfolk County, Haldimand County	January 6
September 14	Elgin County, Middlesex County, City of London, Oxford County, Huron County, Perth County, St. Thomas, City of Stratford, Town of St. Marys	January 12
September 21	Wellington County, Dufferin County, City of Guelph, Region of Waterloo	January 19
September 28	City of Ottawa	January 26
October 12	Business Properties	February 9
October 19	Conservation, Farmland, Managed Forest	February 16
November 23	Amended & any previous excluded notices	March 23

[AboutMyProperty™](#)
[Accessibility](#)
[EN/TR](#)



# 2020 Assessment Update

Every four years, we send out a Property Assessment Notice to all Ontario property owners. If you own property in Ontario, you will receive a notice in 2020.

[LEARN MORE](#)

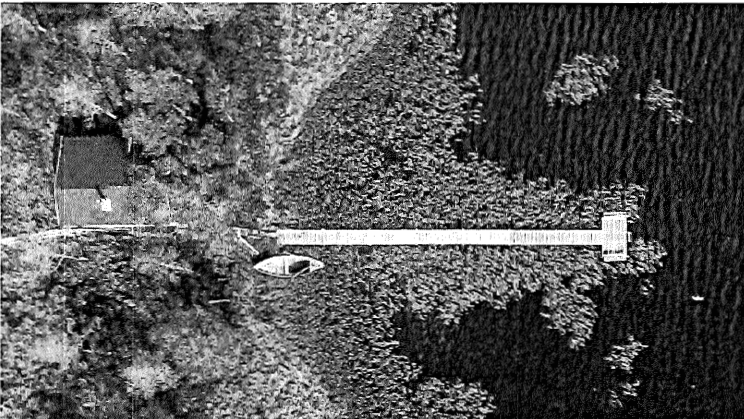

 MUNICIPAL PROPERTY ASSESSMENT CORPORATION

[UNDERSTANDING YOUR ASSESSMENT](#)
[MAKING CHANGES AND UPDATES](#)
[OUR APPROACH AND PROCESS](#)
[OUR SERVICES](#)
[ABOUT US](#)

## AboutMyProperty™

Log in to learn more about how your property was assessed and compare it to others in your neighbourhood

[LEARN MORE](#)



# Registration and Login

- Redesigned to ensure registration and login are intuitive

- Flyouts to provide more details to assist the user

- More prominently displaying the option to register as a new user vs registered user

NEW USER REGISTERED USER

Create an account to access the features available to you through AboutMyProperty™.

Enter your 19-digit Roll Number and Access Key found on your 2020 Property Assessment Notice.

ROLL NUMBER

ACCESS KEY

I am not a robot

Need Help? Clear Register

ROLL NUMBER & ACCESS KEY: A copy of your Roll Number and Access Key can be found on page 2 of your 2020 assessment notice.

HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

Visit [mpac.ca](http://mpac.ca) and log into AboutMyProperty™ to learn more about how your tax services are provided and how to appeal your assessment.

To register, enter in your roll number and access key as found below:

Roll number: 12 34 567 899 12345 1 34  
Access key: ABCD EFGH IJKLM

If you disagree with your assessed value and/or classification, you may file a Notice of Appeal through AboutMyProperty™. You must file for each property tax year.

Tax Year MTR deadlines

# Registration and Login

- Follow 3 simple steps to complete the registration
- Flyouts included to ensure full understanding of each step. In this example, password requirements are clearly defined and check off as the user is meeting the requirements.

## Registration

Follow 3 simple steps below towards completing the registration process and to access AboutMyProperty™.

The screenshot displays a registration form with three steps: STEP 1 (Email/Password), STEP 2 (Security Question), and STEP 3 (Language Preference). The current step is STEP 1, titled "Register with your email and password." The form contains the following fields and elements:

- EMAIL ADDRESS\***: Input field containing "aratansi@bseen.com" with a checkmark icon.
- CONFIRM EMAIL ADDRESS\***: Input field containing "aratansi@bseen.com" with a checkmark icon.
- PASSWORD\***: Input field containing "#Password22" with a checkmark icon.
- CONFIRM PASSWORD\***: Input field containing "Password22".
- Need Help?**: A link at the bottom left.
- Cancel**: A button at the bottom center.
- Next**: A button at the bottom right, which is highlighted with a circular focus indicator.

A **PASS WORD CREDENTIALS:** flyout is positioned on the right side of the form, stating: "Must be 11 characters long with no spaces and must contain 3 out of 4 criteria below:"

- 11 Characters (no spaces)
- Upper case letter
- Lower case letter
- Number
- Special character

# Registration and Login

- For registered users their email replaces their UserID
- Easier to remember
- More secure as the email address is validated

The screenshot shows a login interface with two tabs: 'NEW USER' and 'REGISTERED USER'. The 'REGISTERED USER' tab is active. Below the tabs, there is a heading: 'Sign in using your email address and password to access AboutMyProperty™'. A note states: 'Note: all property owners will be required to re-register for an account using the roll number and access key found on their ZUZU Property Assessment notice.' The form contains two input fields: 'EMAIL' and 'PASSWORD', both with help icons. A 'Forgot your password' link is located to the right of the password field. Below the fields is a checkbox labeled 'I am not a robot' with a help icon. At the bottom, there are three buttons: 'Need Help?', 'Clear', and 'Sign In'.

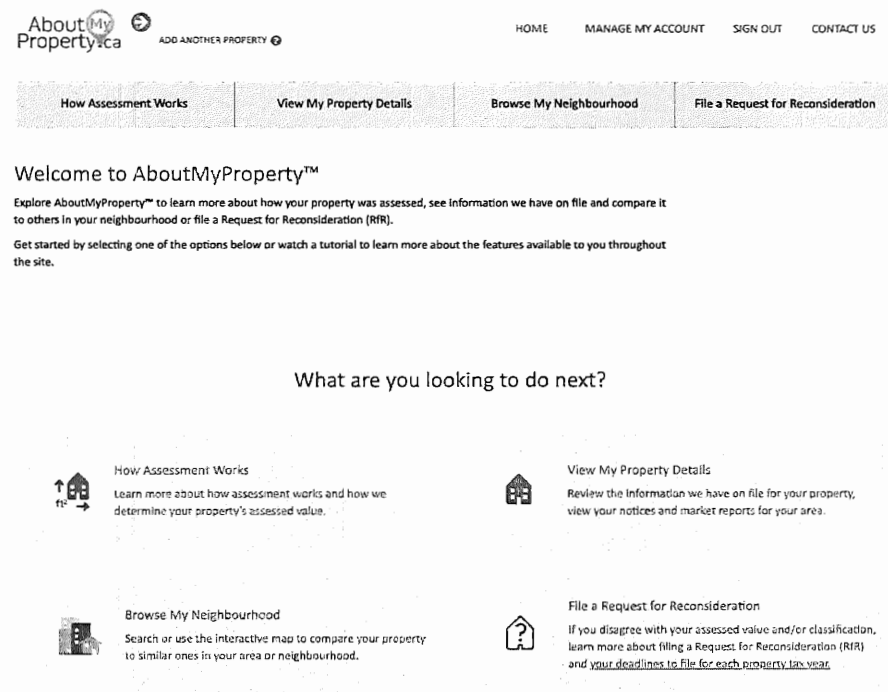
ROBOT TEST: The robot tests are designed to help protect websites from spam and abuse.

# Simple navigation

New User Interface – Cleaner design that is intuitive to the customer and helps them find the information they need quickly and easily.

Four sections highlight the functionality within:

- Learn How Assessment Works
- View My Property Details
- Browse My Neighbourhood
- File a Request for Reconsideration

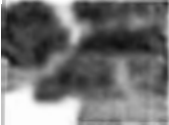


# My Property Details

Redesigned to clearly list out the documents available through AboutMyProperty

Ability to view their property details and download a newly designed profile report.

My Property Details    My Property Documents    Reports

 [DOWNLOAD](#)  
CURRENT PROPERTY PROFILE REPORT

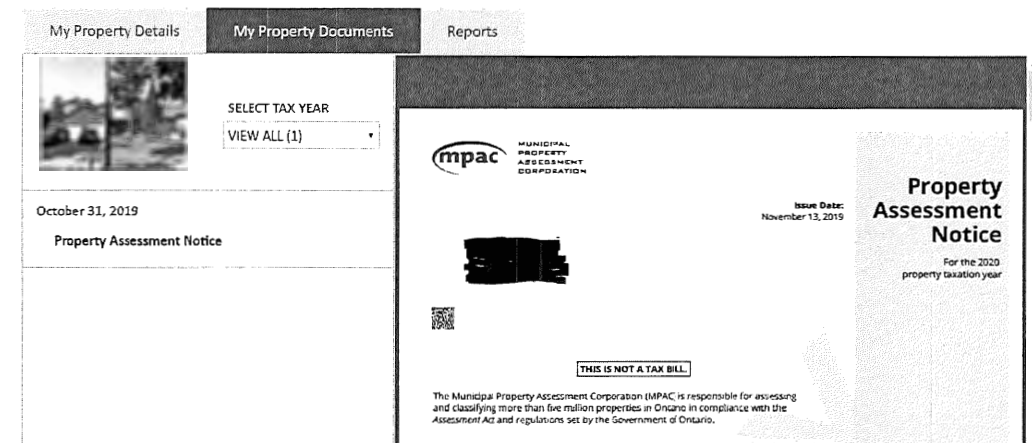
- [ + ] EXPAND ALL
- [ - ] PROPERTY INFORMATION
- Roll Number
- Property Address
- Legal Description
- Property Description 301 - Single-family detached (not on water)
- Location Identifier
- [ - ] VALUATION
- Current Value Assessment \$
- Realty Tax Classes RT \$
- [ + ] SALE INFORMATION
- [ + ] SITE INFORMATION
- [ + ] PRIMARY STRUCTURES
- [ + ] OTHER STRUCTURES
- [ + ] LOCATIONAL INFLUENCES

# My Property Details

- Redesigned to clearly list out the documents available through AboutMyProperty
- Addition of the Property Specific Adjustment Document and Regional Market Adjustment Document

## View My Property Details

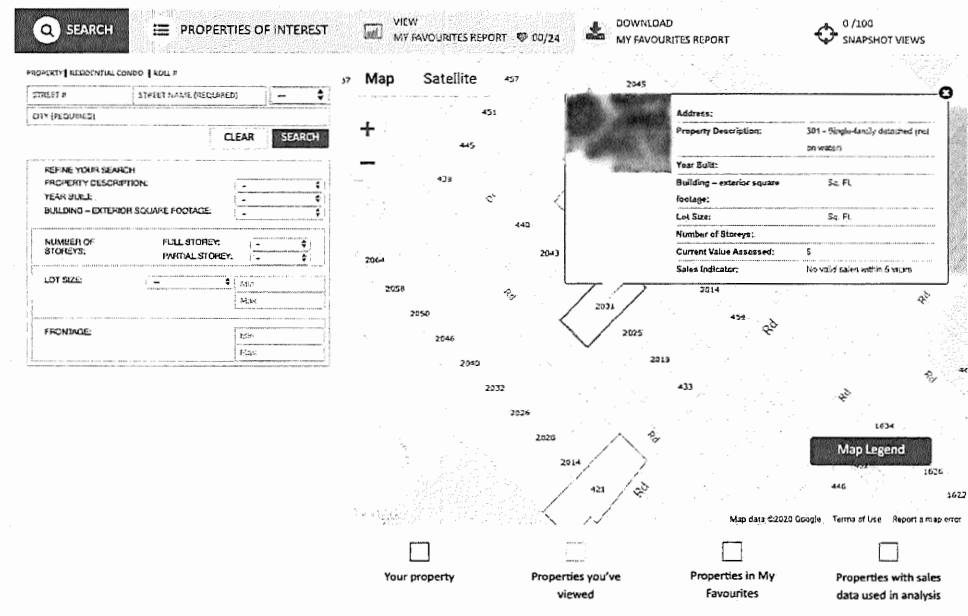
To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. When assessing a property, we look at all of the key features that affect market value. For residential properties, there are five major factors that generally account for 85% of your property value.





# Browse My Neighbourhood

- Enhanced the comparable search function for residential properties
- Users can now refine their search by factors such as the year built, square footage, lot size, etc.
- Improved the design to more clearly show how users can select favourites and download their reports



# File a Request for Reconsideration (RfR)

- Encourage property owners who want to file an RfR to do so through AboutMyProperty
- Reduce the number of paper submissions
- Property owners can track the status of their RfR online

## File a Request For Reconsideration




If you own a residential, farm or managed forest property, here are the steps to take if you disagree with your property's assessed value or classification.

Ask yourself, "could I have sold my property for its assessed value as of the valuation date listed on my Property Assessment Notice?"

If the answer is yes, no further action is required. File your Property Assessment Notice for future reference.

If the answer is no, learn more about how your property was assessed, see the information we have on file, and compare it to other properties in your area.

If you still disagree with your property's assessed value or classification, you have the option to request a review. This review is called a Request for Reconsideration (RfR) and is free of charge. [READ MORE +](#)

NOTICES	VIEW NOTICE	DATE ISSUED	RFR DEADLINE	STATUS
2019 Property Assessment Notice		November 11, 2019	March 31, 2020	<a href="#">File an RfR</a>
2019 Amended Property Assessment Notice		October 29, 2019	February 26, 2020	<a href="#">File an RfR</a>
2018 Property Assessment Notice		November 27, 2018	April 01, 2019	<a href="#">Deadline Passed</a>

# File a Request for Reconsideration (RfR)

Information will be pre-populated with the roll number, assessed value, address, municipality, etc.

STEP 1 Property owner/Representative	STEP 2 Property details	STEP 3 Reason for filing RfR and supporting documentation
Please review and/or complete the information below.		
<b>PROPERTY DETAILS</b>		
ROLL NUMBER:	<input type="text"/>	
ASSESSED VALUE:	<input type="text" value="190000"/>	
PROPERTY ADDRESS:	<input type="text"/>	
MUNICIPALITY:	<input type="text" value="THE NATION MUNICIPALITY"/>	
<b>PERSONAL DETAILS (* Required Fields)</b>		
* PROPERTY OWNER:	<input type="text" value="First name"/>	<input type="text" value="Last name"/>
* PHONE NUMBER:	<input type="text" value="( 123 ) ( 456 ] - [ 7890 ] EXT. [ ]"/>	
ALTERNATE PHONE NUMBER:	<input type="text" value="( 123 ) ( 456 ] - [ 7890 ] EXT. [ ]"/>	
EMAIL ADDRESS:	<input type="text"/>	

# File a Request for Reconsideration (RfR)

Easy to follow process that prompts the property owner to include relevant information to support their filing

The screenshot shows a three-step process for filing a Request for Reconsideration (RfR). Step 1 is 'Property owner/Representative', Step 2 is 'Property details', and Step 3 is 'Reason for filing RfR and supporting documentation'. The current step, Step 3, contains a dark header with the text 'Please let us know why you're requesting a reconsideration of your assessment.' Below this is a prompt: 'Please select reason[s] below. A minimum of one reason is required.' There are four radio button options: 'INCORRECT/MISSING PROPERTY INFORMATION', 'ASSESSED VALUE TOO HIGH', 'ASSESSED VALUE TOO LOW', and 'OTHER'. Below the options is a text area with the placeholder text 'Please include relevant facts and details here... (maximum 1200 characters)'. To the right of the form, there is a grey callout box with the text: 'Please provide us with a few details to explain your selection and describe any supporting documentation that you are attaching to your submission.'

# File a Request for Reconsideration (RfR)

The new online form also automatically imports your favourites selected from the Browse My Neighbourhood tab

Owner can refine this list and submit their comparables



Once the RFR is submitted an e-mail is sent to the property owner with all of their submission documents

**SUPPORTING DOCUMENTATION**  
Please identify if you are attaching any of the documents below to your request.

- SALE INFORMATION WITH THIS PROPERTY AND OTHER SIMILAR PROPERTIES
- ASSESSED VALUE OF SIMILAR PROPERTIES
- PHOTOS OF THIS PROPERTY/OTHER SIMILAR PROPERTIES
- OTHER DOCUMENTATION, SUCH AS MUNICIPAL ZONING RECORD

[Attach Files](#)

**MY FAVOURITES REPORT**  
The properties below are saved from your [My Favourites](#) list. Select the properties you would like to include with this RfR submission.

	<input checked="" type="checkbox"/> 1148 CEDARCROFT CRES CVA: \$405,000		<input checked="" type="checkbox"/> 1152 CEDARCROFT CRES CVA: \$431,000
---	--	--	--

NOTE: Once you submit the RfR request, a copy will be sent to the email address on file

[Need Help?](#) [Clear All](#) [Back](#) [Submit](#)

**FILE TYPE/SIZE GUIDELINES:**

- Maximum 5 files
- Maximum 3MB per file
- Allowed file types: jpeg, jpg, png, txt, doc, docx, pdf

# Key Takeaways

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## Property Assessment Notice

1. Incorporating market tested feedback was an integral part of the Property Assessment Notice and AboutMyProperty redesign.
2. By leveraging a 'Customer Journey' framework, we have identified some of the key customer pain points to help property owners navigate through the Property Assessment Notice and redefining the 'call to action' to [mpac.ca](http://mpac.ca) and AboutMyProperty tool.
3. For the 2020 design, all information related to AboutMyProperty™ is displayed together under 'How can I learn more about my Assessment' section of the notice and includes the RfR deadlines.

# Key Takeaways

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## AboutMyProperty™

1. AboutMyProperty™ has been redesigned to make it a property specific experience that focuses on the following key areas.

- ✓ Learn how Assessment works
- ✓ View their property details
- ✓ Browse their neighbourhood to find comparable properties
- ✓ File a request for reconsideration

2. Registration and Log-in has been redesigned to include a 3 step guided process to make it intuitive for the customer.

# Key Takeaways

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## AboutMyProperty™

3. Enhanced the comparable search functionality for residential properties in the 'Browse My Neighbourhood' section of AboutMyProperty. Users can now refine their search by factors such as Year built, building square footage and lot size.
4. Addition of two reports to the 'My Property's Details' section.
  - ✓ Property Specific Adjustment Document and;
  - ✓ Regional Market Adjustment Document
5. Redesign of the RfR submission to include a step by step process to make it easier for property owners to include relevant information to support their filing.



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



AP5130

Page : 1

Date : Feb 20, 2020

Time : 2:42 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 20-Feb-2020

Bank : 099 To 1

Class : All

Supplier	Supplier Name	Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 0101</b>	<b>LIABILITIES</b>				
11033	LONDON LIFE INSURANCE				
PP#4 PENSION	PP#4 Pension 2020	23	20-Feb-2020	20-Feb-2020	
1-2-0101-320	EMPLOYEE PENSION PAYABLE				665.44
12026	MINISTER OF FINANCE				
2019 EHT	2019 EHT Annual Return	23	20-Feb-2020	20-Feb-2020	
1-2-0101-322	EMPL. BENE.(WSIB & EHT) PAYABLE				8,229.45
19020	SELECTCOM INC.				
0004812691	Phone for Admin, Fire & Roads - Feb 2020	23	10-Feb-2020	20-Feb-2020	
1-5-0101-103	TELEPHONE, FAX, CELL PHONE				206.55
22009	VIEL LUCIE				
FEB 2020 EXPE	February 2020 Expenses	23	20-Feb-2020	20-Feb-2020	
1-5-0101-171	POSTAGE				45.38
<b>Department Total :</b>					<b>9,146.82</b>

<b>DEPARTMENT 0200</b>	<b>FIRE PROTECTION</b>				
03182	CPR SAVERS & FIRST AID SUPPLY				
1012762	Back Packs & Spider Straps	23	17-Feb-2020	20-Feb-2020	
1-5-0200-101	MATERIALS & SUPPLIES-FIRE				414.83
05003	E.GRIGG & ASSOCIATES TRAINING				
1468	Propane Training	23	05-Feb-2020	20-Feb-2020	
1-5-0200-138	TRAINING - FIRE				152.55
19020	SELECTCOM INC.				
0004812691	Phone for Admin, Fire & Roads - Feb 2020	23	10-Feb-2020	20-Feb-2020	
1-5-0200-137	COMMUNICATIONS - FIRE				41.10
23010	WILSON'S BUILDERS SUPPLIES				
97690	Towels & Clocks	23	20-Feb-2020	20-Feb-2020	
1-5-0200-101	MATERIALS & SUPPLIES-FIRE				90.24
<b>Department Total :</b>					<b>698.72</b>

<b>DEPARTMENT 0300</b>	<b>ROADS</b>				
05003	E.GRIGG & ASSOCIATES TRAINING				
1468	Propane Training	23	05-Feb-2020	20-Feb-2020	
1-5-0300-105	SEMINARS, WORKSHOPS, MEMBERSHIPS - ROADS				457.65
08010	BUMPER TO BUMPER - H.E. BROWN				
337296/D	Shop Supplies	23	11-Feb-2020	20-Feb-2020	
1-5-0300-150	OFFICE AND SHOP EXPENSE - ROADS				41.86
338157/D	Small Tools	23	14-Feb-2020	20-Feb-2020	
1-5-0300-149	SMALL TOOLS - ROADS				129.96
19020	SELECTCOM INC.				
0004812691	Phone for Admin, Fire & Roads - Feb 2020	23	10-Feb-2020	20-Feb-2020	
1-5-0300-103	TELEPHONE, CELL PHONE - ROADS				54.67
<b>Department Total :</b>					<b>684.14</b>

<b>DEPARTMENT 0325</b>	<b>TRUCK EXPENDITURES</b>				
07011	GRANT FUELS INC.				
204725	Truck Clear Diesel 952.8L @ \$1.12/L	23	13-Feb-2020	20-Feb-2020	
1-5-0325-106	FUEL & OIL - TRUCK EXPEND.				1,068.27
08010	BUMPER TO BUMPER - H.E. BROWN				
337347/D	Truck Alternator - 76-05	23	13-Feb-2020	20-Feb-2020	
1-5-0325-101	REPAIRS AND MAINTENANCE-TRUCK				214.69
<b>Department Total :</b>					<b>1,282.96</b>

<b>DEPARTMENT 0326</b>	<b>GRADER EXPENDITURES</b>				
07011	GRANT FUELS INC.				
204726	35% Loader & 65% Grader Dyed Diesel 312.6L @ \$0.96/L	23	13-Feb-2020	20-Feb-2020	
1-5-0326-106	FUEL & OIL - GRADER EXPEND.				194.98

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



AP5130

Page : 2

Date : Feb 20, 2020

Time : 2:42 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 20-Feb-2020

Bank : 099 To 1

Class : All

Supplier	Supplier Name				Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description	G.L. Account	CC1	CC2	CC3	GL Account Name		
<b>DEPARTMENT 0326 GRADER EXPENDITURES</b>								
							<b>Department Total :</b>	<b>194.98</b>
<b>DEPARTMENT 0327 LOADER/HOE EXPENDITURES</b>								
<b>07011</b>	<b>GRANT FUELS INC.</b>							
204726	35% Loader & 65% Grader Dyed Diesel 312.6L @ \$0.96/L						23	13-Feb-2020 20-Feb-2020
1-5-0327-106	FUEL & OIL - LOADER/HOE EXP.							104.99
							<b>Department Total :</b>	<b>104.99</b>
<b>DEPARTMENT 0500 HEALTH SERVICES</b>								
<b>13010</b>	<b>NORTH BAY PARRY SOUND DIST. HE</b>							
MAR 2020 LEV	March 2020 Levy						23	20-Feb-2020 20-Feb-2020
1-5-0500-108	HEALTH UNIT							1,552.83
							<b>Department Total :</b>	<b>1,552.83</b>
<b>DEPARTMENT 0600 SOCIAL SERVICES</b>								
<b>13056</b>	<b>DIST. OF NIPISSING SOCIAL SERV</b>							
2020-0026	February 2020 Levy Plus Adjustment						23	01-Feb-2020 20-Feb-2020
1-5-0600-110	COMMUNITY & SOCIAL SERVICES							20,962.76
							<b>Department Total :</b>	<b>20,962.76</b>
<b>DEPARTMENT 0700 RECREATION</b>								
<b>23010</b>	<b>WILSON'S BUILDERS SUPPLIES</b>							
88627	Washroom Reno Materials						23	11-Feb-2020 20-Feb-2020
1-5-0700-135	BUILDING MAINTENANCE							185.29
88628	Washroom Reno Materials Credit						23	11-Feb-2020 20-Feb-2020
1-5-0700-135	BUILDING MAINTENANCE							-21.47
88716	Washroom Reno Materials						23	20-Feb-2020 20-Feb-2020
1-5-0700-135	BUILDING MAINTENANCE							166.53
							<b>Department Total :</b>	<b>330.35</b>
							<b>Unpaid Total :</b>	<b>34,958.55</b>

Total Unpaid for Approval :	34,958.55
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>34,958.55</b>