

CORPORATION OF THE MUNICIPALITY OF CALVIN

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

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March 23, 2020

NOTICE OF REGULAR MEETING – REVISED AGENDA

To: Mayor and Council

The Regular Meeting of Council will be held in the Calvin Municipal Office at 7 p.m. on Tuesday March 24, 2020.

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

Thank you.

Best regards;

Cindy Pigeau
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

AGENDA – REVISED March 23, 2020
REGULAR COUNCIL MEETING
Tuesday March 24, 2020 at 7:00 p.m.
Calvin Community Centre

1. **CALL TO ORDER**
2. **WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **PETITIONS AND DELEGATIONS** None
4. **REPORTS FROM MUNICIPAL OFFICERS** None
5. **REPORTS FROM COMMITTEES** **None**
6. **ACTION LETTERS**
 - A) Minutes of Council Meeting Adopt Minutes of Tuesday, March 10/20
 - B) Municipal Interim Taxes Interim Taxes Deadline Extended to April 30, 2020
 - C) Municipal Council Meetings Special Meeting for Strategic Planning – Cancelled
 - D) Municipal Accounts Payable Resolution to Authorized Accounts Payable during Covid-19 Outbreak
 - E) Calvin Fire Department Fire Department Meetings Cancelled
 - F) Municipality of Calvin Project Management Plan – Community Center Entrance with Report on Pricing
 - G) Municipality of Calvin Authorization to Proceed with Project Management Plan – Community Center Entrance
 - H) Municipality of Calvin Report RE: Update on Community Hall Doors
 - I) Municipality of Calvin Authorization to Proceed with Option 1, 2, or 3 RE: Hall Doors
 - J) North Bay-Mattawa Conservation Authority LSHSC Capital Asset “Ask”
 - K) Citizens Alert App Authorization to Continue with Services of Application
 - L) Report from Clerk-Treasurer 2019 Statement of Council Remuneration and Expenses
 - M) Report from Clerk-Treasurer Update on Covid-19 Outbreak
7. **INFORMATION LETTERS**
 - A) Municipality of Callander Petition to the Provincial Government to Waive Restrictions on Electronic Participation in Council Meetings
 - B) Municipal Affairs and Housing/ Municipality of Wawa Report from Clerk-Treasurer and Delegation of Authority By-Law for Covid-19 Outbreak
 - C) North Bay Mattawa Conservation Authority NBMCA 2020 Budget
 - D) Ministry of Health Enhanced Public Health Measures for Covid-19

- | | | |
|----|---------------------------------|--|
| E) | Ontario Human Rights Commission | OHRC Policy Statement on the Covid-19 Pandemic |
| F) | Mr. Bart Castelyn | Concerns regarding Public Swimming Access and Fire Truck Filling Station |
| G) | Mr. Stan Gibson | Request for Reduction in Taxes |

8. **INFORMATION LETTERS AVAILABLE**
9. **OLD AND NEW BUSINESS**
10. **ACCOUNTS APPROVAL REPORT**
11. **CLOSED PORTION**
12. **BUSINESS ARISING FROM CLOSED SESSION**
13. **NOTICE OF MOTION**
14. **ADJOURNMENT**

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR MEETING TUESDAY MARCH 10, 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 Dean Grant, Chris Whalley, Dean Maxwell, Jacob Grove and Cindy Pigeau.

Regrets: 1 - Coun Dan Maxwell Guests: 5

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

PECUNIARY/CONFLICT OF INTEREST: None

PRESENTATIONS/DELEGATIONS: Ms. Judy Sparks – Visibility Concerns at Hwy 17 and
Boundary Rd.
Ms. Judy Kleinhuis – Grant Thornton – Financial Statements

2020-043 MINUTES OF COUNCIL MEETING

Moved by Coun Olmstead and seconded by Coun Grant that the Minutes of the regular meeting of Council held on Tuesday, February 25, 2020 be hereby adopted and signed as circulated.

Carried

2020-044 FINANCIAL STATEMENTS – GRANT THORNTON, LLP.

Moved by Coun Grant and seconded by Coun Olmstead that Council hereby confirms that the 2019 Financial Statements of the Corporation be hereby approved as presented by the Municipal Auditor, Judy Kleinhuis, Principal; Grant Thornton LLP.

Carried

2020-045 INSURANCE RENEWAL

Moved by Coun Olmstead and seconded by Coun Grant that Council has received and reviewed the 2020-2021 municipal insurance renewal documents as presented by Municipal Insurance Services Ltd. (M.I.S.) dated February 19, 2020; and notes the increase of 3.0% (\$792.78) over the previous year and hereby authorizes the Clerk-Treasurer to bind the Premium and Coverage Summary and M.I.S. to proceed to issue and invoice the applicable policy documents.

Carried

2020-046 DRAFT CORPORATE POLICY

Moved by Coun Olmstead and seconded by Coun Grant THAT Council would like the following changes made to the DRAFT Corporate Policy presented: NONE

Carried

2020-047 ADDITION TO THE CALVIN VOLUNTEER FIRE DEPARTMENT ASSET POOL

Moved by Coun Olmstead and seconded by Coun Grant that Council hereby acknowledges the addition of 2 Kemp US Red Ultimate EMS BackPacks and 1 set of 10 point Spider Straps into the asset pool of the Calvin Volunteer Fire Department.

Carried

2020-048 LETTER TO THE HONOURABLE ERNIE HARDEMAN RE: SUPPORT FOR BILL 156

Moved by Coun Grant and seconded by Coun Olmstead that Council hereby requests a letter be sent to the Honourable Ernie Hardeman regarding municipal support for Bill 156: Security from Trespass and Protecting Food Safety Act.

Carried

2020-049 EAST NIPISSING-PARRY SOUND VETERINARY UNIT

Moved by Coun Olmstead and seconded by Coun Grant that Council hereby authorizes payment of the 2020 contribution to the East Nipissing-Parry Sound Veterinary Unit in the amount of \$350.00 so that large animal owners within the Municipality of Calvin may continue to receive subsidized vet service.
Carried

2020-050 SPECIAL COUNCIL MEETING FOR EXPERTISE FOR MUNICIPALITIES TRAINING

Moved by Coun Grant and seconded by Coun Olmstead that a Special Council Meeting shall be held on TBD at 6:30p.m. in the Calvin Community Centre, and further; that the Council and Staff of the Municipality of Calvin shall be in attendance, and further; that this special meeting shall be held for the purpose of training and orientation of Council and Staff, training to be provided by Peggy Young-Lovelace, Expertise for Municipalities (E4M) and further; that a portion of this special meeting shall be closed to the Public as per Section 239 (3.1) of the Municipal Act which states that a meeting of Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied: 1. The meeting is held for the purpose of educating or training the members. 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business of decision-making of the Council, local board or committee.
Carried

2020-051 AD HOC COMMITTEE FOR THE PUBLIC SWIMMING ACCESS TO THE AMABLE DU FOND RIVER

Moved by Coun Olmstead and seconded by Coun Grant 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. Councillor Maxwell
2. Roy Desjardins
3. Councillor Olmstead
4. Jacob Grove
5. John Richardson

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 TBD, 2020 at _____ time in the Calvin Community Center.

Carried

2020-052 BY-LAW 2020-006-AGREEMENT WITH THE CANADIAN ECOLOGY CENTRE (Landfill)

By-law No. 2020-006 being a by-law to enter into an agreement between the Corporation of the Municipality of Calvin and the Canadian Ecology Centre (Landfill). This By-law received 1st, 2nd and 3rd readings on Tuesday, March 10, 2020 and finally passed before an open Council on this date.

Carried

2020-053 BY-LAW 2020-007-AGREEMENT WITH THE CANADIAN ECOLOGY CENTRE (Fire)

By-law No. 2020-007 being a by-law to enter into an agreement between the Corporation of the Municipality of Calvin and the Canadian Ecology Centre (Fire). This By-law received 1st, 2nd and 3rd readings on Tuesday, March 10, 2020 and finally passed before an open Council on this date.

Carried

SCENIC ROUTE PANORAMIQUE SELF GUIDED TOUR SIGNS

Moved by Coun Olmstead and seconded by Coun Cross that Council hereby authorizes the Clerk-Treasurer to pay their share of \$160.00 plus HST Canadian TODS Limited invoice for the Scenic Route Panoramique self-guided tour signs in advance of the approval of the 2020 Budget. This invoice was

previously paid by the Mattawa Bonfield Economic Development Corporation and was due December 31, 2019

Defeated

2020-054 AGREEMENT WITH JOHN DIXON LIBRARY

Moved by Coun Olmstead and seconded by Coun Cross that the Corporation of the Municipality of Calvin hereby agrees to renew the Agreement with the John Dixon Public Library Board for 2020/21 which allows all residents of the municipality free use of the library facilities for the year.

Carried

2020-055 WEED INSPECTOR

Moved by Coun Olmstead and seconded by Coun Cross that the Corporation of the Municipality has no change in personnel appointed as weed inspector and therefore will be notifying OMAFRA regarding the appointment of a Weed Inspector for 2020 as such.

Carried

2020-056 911 MISDIALS

Moved by Coun Cross and seconded by Coun Olmstead that whereas the calls for services 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 within two OPP officers at an average time per call of 1.2 hours; and whereas each 911 call is billable call to the municipality; and whereas 911 Misdials are not unique to the Municipality of Calvin and in fact are common across the Province at an estimated cost of millions of dollars; now therefore be it resolved that the Municipal, Provincial and Federal 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.

Carried

FORMAL COMPLAINT POLICY

Moved by Coun Olmstead and seconded by Coun Grant that Council hereby authorizes the Clerk-Treasurer to proceed with a DRAFT Formal Complaint Policy.

Deferred to Second Meeting in April (April 28)

COMMUNITY ENTRANCE PROJECT PLAN

Moved by Coun Cross and seconded by Coun Olmstead that Council hereby authorizes the Recreation Supervisor to proceed with the Community Centre Entrance Project Plan; and that Council hereby requests that the following is done to modernize the Community Centre Entrance:

Deferred to March 24/2020 meeting

2020-057 RINK CLOSURE

Moved by Coun Cross and seconded by Coun Grant that Council hereby acknowledges that the ice rink is no longer safe to skate on, posing liability issues, the weather forecast for the next 14 days does not provide for favorable conditions for the ice surface to recover and therefore, the Recreation Supervisor will be closing the rink for the 2019-2020 season as of March 10, 2020.

Carried

2020-058 DISBURSEMENTS

Moved by Coun Grant and seconded by Coun Olmstead that the disbursements dated March 5, 2020 in the amount of \$20,677.21 and March 10, 2020 in the amount of \$32,827.51 be hereby authorized and passed for payment.

Carried

2020-059 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Grant that this regular meeting of Council now be adjourned at 9:45 p.m.

Carried

Mayor

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN
Resolution

DATE: March 24, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby acknowledges that the Interim Taxes deadline will be extended until April 30, 2020 from the original deadline of March 31, 2020, due to the Covid-19 outbreak in order to help our community deal with the current circumstances.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: March 24, 2020

NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes that, due to the Covid-19 outbreak and the requirement for social distancing, the special Council meeting scheduled for Tuesday April 7, 2020 will be cancelled and;

Further, that the depending on how the Covid-19 outbreak progresses, that authorization is hereby given to the Mayor and the Clerk-Treasurer to decide to cancel further meetings, if necessary.”

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>	_____	_____

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

Date: March 24, 2020

No. _____

MOVED BY _____

SECONDED BY _____

“That authorization is hereby given for the duration of the Covid-19 Outbreak, should Regular Council Meetings need to be cancelled, for the accounts payable to be paid by the Mayor or Deputy Mayor and the Clerk-Treasurer or Administrative Assistant.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: March 24, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby acknowledges that the Calvin Fire Department will be cancelling the March 19th and March 26th Fire Department meetings, with the option to extend the cancellation of weekly Fire Department meetings by the Fire Chief, due to the Covid-19 outbreak, should it be necessary and;

Further, calls will continue to be responded to but with special precautions taken to minimize the exposure of the fire fighters to the Covid-19 virus.”

CARRIED _____

DIVISION VOTE

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

PROJECT MANAGEMENT PLAN

Community Center Entrance



The Corporation of the Municipality of Calvin

Instructions

Document Purpose

The Project Management Plan defines the project objective and scope as well as how it is executed, monitored, and controlled during the Delivery Stage.

Who Produces This Document

The Clerk-Treasurer in conjunction with Council produces the Project Management Plan in collaboration with the project team members and in consultation with the functional organizations involved in the managerial and technical processes described herein.

DRAFT

Revision History

Version Number	Description	Date Modified	Author
1.0			

DRAFT

Authority Signatures

The Clerk-Treasurer and Council agree to deliver the Delivery Stage of this project in accordance with this Project Management Plan and amend it periodically as project parameters change.

Prepared by:
<u>Signature</u>
<u>Cindy Pigeau, Clerk-Treasurer</u>

Prepared by:
<u>Signature</u>
<u>Ian Pennell, Mayor</u>

DRAFT

EXECUTIVE SUMMARY

Council would like to look into the modernization of the Community Center Entrance located at 1355 Peddlers drive. The public is currently using Community Center for public and private events. There have been upgrades to the doors to make them accessible.

1 Integration Management

Permits are may be required from the following:

- Electrical permit should the light fixture be included in the project.
- Building permit should any structural changes be made.

Whether permits are required will depend on the work to be done to develop the area. Applications will be submitted by the Electrician and the Recreation Supervisor.

1.1 Roles and Responsibilities

Council – Directs Staff as to what will be done to modernize the Community Center Entrance.

Staff – Applies for and obtains the appropriate permits, carries out the physical modernization of the Community Center Entrance. The appropriate manager will oversee the progress and report back to Council.

1.2 Change Management

Major changes from the project plan will require the approval of Council before proceeding.

Minor changes from the project plan will require the approval of the appropriate manager and will be reported back to Council.

1.2.1 Issue Management

Progress on the project plan will be provided to the appropriate manager on a bi-weekly basis and in turn reported to Council. Should an issue arise that could cause a major change to the project plan, it will be brought to Council for a final decision on how to proceed. If the issue does not or the change to the project plan is minimal then the appropriate manager for the work will make the decision so as to not hold up the progress of the project.

1.3 Project Close Out

A final report prepared by the Recreation Supervisor and Clerk-Treasurer will be provided to Council when the project has been completed. Any surplus resources will be distributed appropriately amongst the respective departments as per resolution of Council.

2 Scope Management

Progress reports will be provided to Council on a monthly basis. Any issues or activities outside the scope of the project will be discussed at that time, a response to the issues will be decided by Council and adopted by resolution.

Activities In Scope	Activities Out of Scope
Interior wall, ceiling and floor finishing	Exterior wall siding
Insulation and vapour barrier	Parking lot grading
Electrical fixture and switches	Grounds modernization

2.1 Requirements Management

The requirements will be determined by Council before the project begins with a resolution.

2.2 Project Deliverables

Deliverable	Department	Delivery Date
Signage	Recreation/Administration	TBD
Accessibility	Recreation	TBD

3 Schedule Management

3.1 Milestones

The Recreation Departments will be required to complete this project. A schedule will be determined by the department head so as to not interfere with annual required projects.

Description	Forecast Date	Gate / Approval
Appropriate Permits Obtained	TBD	
Insulation and vapour barrier	TBD	
Drywall and mudding of walls and ceiling	TBD	
Light fixture and switches	TBD	
Flooring	TBD	
Trim and baseboard	TBD	

4 Cost Management

The costs associated with this project will be included in the 2020 Recreation Budget.

Estimation

A budgeted amount will be determined by obtaining quotations from the appropriate suppliers for signage and building materials. Time estimates will be determined by the Recreation Supervisor in consultation with the Clerk-Treasurer. The estimated values and actuals will be tracked throughout the process and will be included in the monthly reports to Council.

Budget Control

Any costs not included in the budgeted amount will need to be approved by Council by resolution.

5 Quality Management

5.1 Quality Assurance and Control

Quality Assurance and Control will be monitored on a weekly basis by the department head and monthly reports will be provided to Council and the public.

6 Human Resource Management

The Recreation Department will be required to complete this project. A schedule will determined by the department head so as to not interfere with annual required projects.

7 Communications Management

Progress reports will be provided to Council on a monthly basis. Any issues or activities outside the scope of the project will be discussed at that time, a response to the issues will be decided by Council and adopted by resolution.

8 Risk Management

The risk involved in this project will be related to unforeseen issues due to obtaining appropriate permits and any structural issues as well as any time and cost overages needed to correct these issues.

9 Procurement Management

Any procurement required for this project will follow the Procurement By-Law #2004-022

10 REFERENCES

The following documents are attached to this Project Plan for immediate reference.

Appendix	Document Name	Date

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2020-05

REPORT DATE: 19/03/2020

ORIGINATOR: Jacob Grove – Recreation Supervisor

SUBJECT: Community Center Entrance

BACKGROUND

Council asked for a cost report to be given at the next council meeting.

Additional Information

Drywall, Mud, screws, tape – materials purchased for washroom renovation that were left over and can be used for this entrance project.

Materials to purchase: insulation @ 3 packs, vapor barrier, tape, base board & door trim @ 14 boards, floor surface self-leveler & paint, light fixture flush mount 2 bulb, light switches white @ 3 switches, cover for 2 switches, exterior light motion light, light bulbs, paint, caulking, paint brushes, roller refills.

Cost Estimate = \$900.00 plus 10% contingency brings total cost estimate to \$1000.00.

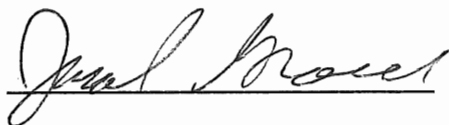
Electrician – Exact costs unknown at this time but will be included in other planned projects in 2020 such as the LED lights for the rink.

The vinyl floor was explored but is not recommended because there is a lack of clearance between the floor and door. The door company does not recommend the door to be cut.

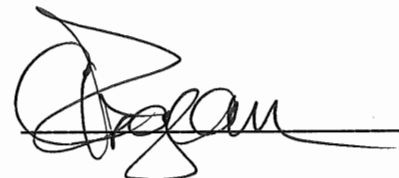
The water line cover around the interior door is recommended to remain wood (versus changing it to drywall) as it allows for easy removal and reinstallation if work is required on the heating system.

This is an estimate of material cost for Community Center Entrance. If any structural damage or unforeseen issues are noticed once the current finishing is removed from the walls or ceiling there could be increased cost to the project.

Respectfully submitted;



Jacob Grove
Recreation Supervisor



Cindy Pigeau
Clerk - Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: March 24, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

"That Council hereby authorizes the Recreation Supervisor to proceed with the Community Centre Entrance Project Plan, and;

Further, hereby authorizes staff to spend a total maximum of \$ _____ on the project as outlined in JG2020-05, and that these costs be hereby preapproved to be included in the 2020 Final Budget.

CARRIED _____

DIVISION VOTE

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2020-04

REPORT DATE: 19/03/2020

ORIGINATOR: Jacob Grove – Recreation Supervisor

SUBJECT: Community Center Assessable Doors

BACKGROUND

The company installing the doors has received the exterior door with the correct swing. However the door is the wrong colour, it is bronze not aluminum.

The company is giving us a \$4000.00 credit on the doors, due to the multiple issues that have taken place.

Additional Information

There are three options for moving forward with the door installation:

Option one - Have the company reorder the door in the right colour. It will take an additional 6-8 week to be received from the manufacturer, but we will have the project completed as we planned.

Option two - The company can install the bronze door. This can be done right away and the doors will open as planned but will not match in colour.

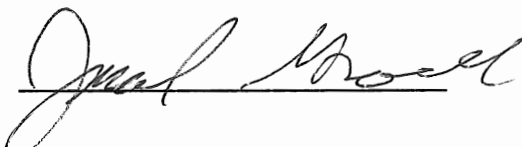
Option three - The company can install the opener on the existing exterior door that swings the wrong way. This option allows the project to be completed the fastest but the door swing will not match.

Please note: Times may be affected by the current Covid-19 outbreak.

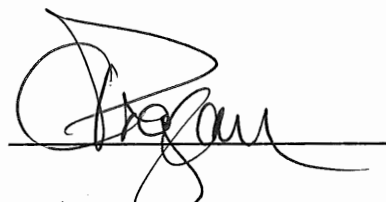
Recommendation

My recommendation to Council is to have the company order the correct door, in the correct colour and complete the project as planned.

Respectfully submitted;



Jacob Grove
Recreation Supervisor



Cindy Pigeau
Clerk - Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: March 24, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes the Recreation Supervisor to proceed with Option _____ as per Report to Council JG2020-04 regarding the Community Hall Accessible Doors.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN
Resolution

DATE: March 24, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That the Municipality of Calvin will not be providing the “ASK” contribution of \$728.00 towards funding for capital assets associated with the Laurentian Ski Hill and Snowboarding Club for the NBMCA 2020 Budget.”

CARRIED _____

DIVISION VOTE

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



NORTH BAY-MATTAWA
CONSERVATION
AUTHORITY

Invoice

Invoice To
TOWNSHIP OF CALVIN R.R. #2 MATTAWA, ON P0H 1V0

Date	Invoice #
2/28/2020	3731

Terms
Due on receipt

Description	Amount
LSHSC Capital Asset " ASK"	728.00
Total \$728.00	
Payments/Credits \$0.00	
Balance Due \$728.00	

We accept Visa, Mastercard, Interac and cheques. Please make cheques payable to North Bay-Mattawa Conservation Authority.

GST/HST No. 107780298

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: March 24, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council acknowledges that the 90 days trial period will be over on March 31, 2020 for the Citizens Alert Application and would like to formally enroll in the services provided by the Citizens Alert Application; and;

Further, would like to take advantage of the functionality of receiving Emergency Alerts from the OPP and other services through the Citizens Alert Application.”

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

2020CT10 - REPORT TO COUNCIL

REPORT DATE: March 3, 2020

ORIGINATOR: Cindy Pigeau; Clerk-Treasurer

SUBJECT: 2019 Statement of Council Remuneration and Expenses

BACKGROUND

The Municipal Act, Section 284 (1) states that the Treasurer shall in each year on or before March 31st provide to Council an itemized statement on remuneration and expenses paid in the previous year to each member of council including local boards and members at large to which the member has been appointed.

Section 284 (4) states that despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided are public records.

Please find attached the itemized statement for remuneration and expenses paid to council members for the year 2019.

Respectfully submitted;
Cindy Pigeau
Clerk Treasurer

Statement of Remuneration and Expenses For 2019			
Council	Remuneration	Per Diem/Mileage/Cellular Phone Expenses	Total Amount Paid Out in 2019
Mayor Ian Pennell	\$ 8,850.00	\$ 51.00	\$ 8,901.00
Councillor Sandy Cross	\$ 7,800.00	\$ -	\$ 7,800.00
Councillor Dan Maxwell	\$ 6,600.00	\$ -	\$ 6,600.00
Councillor Heather Olmstead	\$ 6,150.00	\$ -	\$ 6,150.00
Councillor Dean Grant	\$ 6,600.00	\$ -	\$ 6,600.00
Total	\$ 36,000.00	\$ 51.00	\$ 36,051.00

Local Boards				
Board	Members of Council	Remuneration	Per Diem/Mileage	Total Amount Paid Out in 2019
North Bay-Mattawa Conservation Authority	Councillor Dean Grant	\$ 180.00	\$ 458.00	\$ 638.00
East Nipissing Planning Board	Councillor Dan Maxwell	\$ 675.00	\$ -	\$ 675.00
East Nipissing Planning Board	Mayor Ian Pennell	\$ 675.00	\$ -	\$ 675.00
Total		\$ 1,530.00	\$ 458.00	\$ 1,988.00

Reference - By-Law 2018-003

MUNICIPALITY OF CALVIN
2020CT15 REPORT TO COUNCIL

REPORT DATE: **March 24/20**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Update on Covid-19 Outbreak**

As a result of the Covid-19 outbreak the following has been implemented:

1. The Municipal Office has been closed to the public, effective Wednesday, March 18th, until further notice. The situation is being monitored constantly. Most services will still be provided and staff will still be working. If anyone has any questions, please do not hesitate to contact us by phone, email or fax. The After Hours number is also still available at 705-497-6961.
2. The Community Center/Recreation Hall is closed to the public as per the State of Emergency declared by the Province of Ontario. This situation is being monitored constantly as well.
3. We are currently exploring a number of ways to conduct Council Meetings electronically as per Bill 187. An amendment to our Procedural By-Law will need to be done in order to accommodate this practice. At the present time, it is recommended to Council that the Strategic Plan Special Meeting set for April 7th be cancelled.
4. For payment of property taxes, cheques can be mailed or dropped off to the office drop box outside the Municipal Office door. A more permanent solution has been ordered with delivery anticipated at the beginning of next week. Payments can also be made online through Caisse Populaire, Scotia Bank and CIBC as well as by credit card through the E-Payment option on our website.
5. It is recommended that Council extend the deadline for interim tax payments until April 30, 2020 to help our citizens to deal with the Covid-19 outbreak.
6. If the community is in need of a dog tag, please send an email, call the office or send a fax with the name of the dog, age, colouring, demeanour, special marking and the name and address of the owner. A dog tag can be mailed to you.
7. The Landfill is still open but in order to maintain social distancing and to try to protect our community from this outbreak – the New to You section of the landfill has been closed, until further notice, we have stopped cutting landfill passes and we have changed the way we receive recycling. Residents are required to sort their own recycling and staff will place the sorted materials into the Miller bins.
8. The Public Works Department is still operational. We ask that no one visit the municipal garage in order to maintain social distancing.
9. The Building Department is still operational. However, please email, phone or fax your questions, permit requests, etc.....to the municipal office.
10. Any issues with By-Law Enforcement may be delayed but we will work on resolving issues as best we can. Please continue to call the office or email administration@calvintownship.ca.
11. For any planning issues, please email East.Nipissing.Planning.Board@gmail.com.
12. For any Fire Department related issues, please email fire@calvintownship.ca or contact the Fire Chief by calling the Municipal office.
13. As of Friday, March 20, 2020, our Facebook/Twitter page will be up and running and will provide us with another avenue to keep the public up to date on the Covid 19 outbreak.

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer



MUNICIPALITY OF CALLANDER

Monday, March 16, 2020

Moved by Councillor

Seconded by Councillor

RESOLUTION NO. 2020/03/ 84

Whereas the World Health Organization has declared the COVID-19 Virus a world-wide pandemic; and

Whereas all levels of Government in Canada are taking precautionary measures to help protect their citizens and communities and slow the spread of this virus; and

Whereas these measures include social distancing and avoiding where possible public gatherings; and

Whereas the duration of these measures is unknown at this time; and

Whereas municipal governments need to continue to operate; and

Whereas the technology exists to allow Council members to participate in meetings electronically and for the public to be able to view the proceedings of Council electronically, thus allowing for increased social distancing without compromising accountability and transparency of Council decisions; and

Whereas the Municipal Act currently provides for Council Members to participate electronically in meetings, but only if a quorum is present in person and the meeting is open to the public; and

Whereas additional measures to control the COVID-19 pandemic could be employed if the Provincial Government waives the quorum and closed session restrictions to electronic participation in meetings by Council Members;

Now therefore, be it resolved that the Council of the Municipality of Callander petition the Provincial Government to waive the restrictions on electronic participation in Council Meetings, at least for the duration of the COVID-19 pandemic;

And further that copies of this motion be sent to the Premier of Ontario, the Minister of Municipal Affairs; our local MPP; and all Ontario Municipalities for support.



Mayor

CARRIED / DEFEATED / AMENDED / DEFERRED

MUNICIPALITY OF CALVIN
2020CT14 REPORT TO COUNCIL

REPORT DATE: **March 24/20**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Delegation of Authority**

BACKGROUND

Please find attached an example by-law from the Municipality of Wawa regarding delegation of authority. It was provided to the Clerk-Treasurer in the event our municipality was looking to take similar steps during the Covid-19 Outbreak.

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 3

BEING A BY-LAW to authorize the delegation of authority to the Chief Administrative Officer, Treasurer, Clerk or other delegates for certain acts during the provincially declared emergency (human emergency – pandemic).

WHEREAS Section 23.1-23.5 of the *Municipal Act, 2001*, Chapter 25, as amended, authorizes a municipality to delegate its powers and duties under this or any other Act to a person or body subject to restrictions under the Act;

AND WHEREAS Section 23.3 of the *Municipal Act, 2001*, c. 25 restricts Council from delegating powers and duties:

- The power to appoint or remove from office of an officer of the municipality whose appointment is required by this Act;
- The power to pass by-laws under Parts VIII, IX and X;
- The power to incorporate corporations in accordance with Section 203;
- The power to adopt an Official Plan or an amendment to an official plan under the Planning Act;
- The power to pass a zoning by-law under the Planning Act;
- The power to pass a by-law under subsections 108(1) and (2), and 110 (3), (6) and (7);
- The power to adopt a community improvement plan under section 28 of the Planning Act;
- The power to adopt or amend the budget of the municipality;
- Any other power or duty that may be prescribed.

AND WHEREAS Council deems it expedient to delegate authority to the Chief Administrative Officer, Treasurer or Clerk or their designate to take action, where necessary, on certain acts during the provincially declared emergency;

NOWHEREFORE the Municipal Council of The Corporation of the Municipality of Wawa enacts as follows:

1. **THAT** Council delegates authority to the Chief Administrative Officer, Treasurer, Clerk or delegate of The Corporation of the Municipality of Wawa to take action, where necessary, during the provincially declared emergency. Such action may include:
 - a. Waiving fees and penalties for Billings;
 - b. Authority to determine and/or alter the Billing due dates and methods of payment;
 - c. Enter into agreements of Purchase and Sale of municipal land to a maximum of \$50,000 per sale;
 - d. Authorized spending limit for the CAO-Treasurer shall be set for \$75,000.
3. **THAT** the Chief Administrative Officer, Treasurer, or Clerk will report to Council on any actions taken during the provincially declared emergency which commenced on March 17, 2020.
4. **THAT** this By-Law is in effect for the period of March 17, 2020 to April 20, 2020.
5. **THAT** this By-Law shall come into force and effect upon its final passage.
6. **THAT** this By-Law may be cited as the "Emergency Delegation of Powers By-Law".
7. **THAT** the Mayor and Clerk be and hereby authorized to execute this By-Law on behalf of the Corporation and to fix the corporate seal thereto.

READ a first, second and third time and be finally passed this 17th day of March, 2020.

RON RODY, MAYOR

CATHY CYR, CLERK



February 28, 2020

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

RECEIVED

MAR 09 2020

Dear Ms. Pigeau:

Re: NBMCA 2020 Budget

For the year 2020, the North Bay – Mattawa Conservation Authority Board of Directors has established a Levy of \$1,325,623.00 for its activities. As required by section 27(C) of the Conservation Authorities Act, 1993, you are hereby notified that the portion of this Levy chargeable to your Municipality is \$ 9,913.00 This Levy is broken down into two categories:

Operations Levy for a total of \$5,555.00 and;
Capital Levy for a total of \$4,358.00.

The budget also included a fifth year of a five year Laurentian Ski Hill and Snowboarding Club fixed asset funding ask. The ask amount for your municipality is \$728.00.

Please find enclosed a 2020 Budget Overview, which includes the Levy Apportionment for all member municipalities in 2020. Your member Dean Grant has received a complete copy of the 2020 budget, and the complete budget will be appended to the minutes of the February 26, 2020 board meeting.

.Attached you will find invoices for the above mentioned amounts. Your early remittance of this levy would be appreciated, and if further information or clarification is required, please do not hesitate to contact me at 705-474-5420.

Yours truly,

Brian Tayler
Chief Administrative Officer
Secretary – Treasurer

/rm

/Encl.

c.c. Dean Grant

Ministry of Health

Office of Chief Medical Officer of
Health, Public Health
393 University Avenue, 21st Floor
Toronto ON M5G 2M2

Tel.: 416 212-3831
Fax: 416 325-8412

Ministère de la Santé

Bureau du médecin hygiéniste en
chef, santé publique
393 avenue University, 21^e étage
Toronto ON M5G 2M2

Tél. : 416 212-3831
Télééc. : 416 325-8412

March 12, 2020

Re: Enhanced Public Health Measures for COVID-19

As the outbreak of COVID-19 continues to evolve globally, I am asking all Ontarians to immediately take a number of enhanced measures over the coming weeks to protect themselves from COVID-19 and to help mitigate its spread in Ontario.

As of today, based on my assessment of the clinical risk of COVID-19, I am strongly advising the people of Ontario to avoid all non-essential travel outside of Canada. In light of our recent positive cases in young children, if you decide to travel outside of Canada with children, they will be required to self-isolate for a period of 14 days upon return. I am supporting the Ministry of Education's decision to close all public schools in Ontario for a period of two weeks following the March Break. I am further requesting that colleges and universities immediately look at virtual options to provide services.

Similar to our recent guidance for long-term care and retirement homes, I am asking all licensed child care centres to actively screen children, parents, staff and visitors for any symptoms and travel history that may be related to COVID-19 based on the ministry's case definition. It is critical that we keep COVID-19 out of our child care spaces.

I am also recommending the immediate suspension of all large events and public gatherings of over 250 people. Organizers who have questions about smaller gatherings are encouraged to contact their local public health unit. I call on all Ontarians to recognize the risk of attending public gatherings and to practice social distancing as much as possible until further notice to manage the spread of illness. Organizations that can take advantage of virtual options to continue providing services are strongly encouraged to do so.

I want to remind all Ontarians that there are actions that they should be taking every day in order to protect their health. These include:

- washing your hands often with soap and water or alcohol-based hand sanitizer
- sneezing and cough into your sleeve
- avoid touching your eyes, nose or mouth
- avoid contact with people who are sick
- stay at home if you are sick. In particular, do not visit a long-term care, retirement home or other congregate living situation.

The majority of patients with COVID-19 experience mild illness. It is therefore vital that Ontarians remain home when they are sick to prevent the spread of illness to others. Yesterday, the government has announced that new measures are being implemented to manage your care at home and to provide you with advice on how and where to seek further care and testing if and when it is needed.

Online and telephone resources will be available to help guide you to further care and potential testing at an assessment centre or other location. Please ensure you consult these resources before you go to an assessment centre. Please check for updates on Ontario's COVID-19 [website](#) for further information on the virus and how to seek care.

I recognize that these measures will be a significant adjustment from your regular routine, but they will be critical to managing the spread of COVID-19 in Ontario over the coming weeks and protecting our most vulnerable populations. I am calling on all Ontarians to cooperate with these public health measures over the coming weeks and I will continue to provide regular updates on the spread of COVID-19 and the measures Ontario is taking to respond.

Yours truly,

A handwritten signature in cursive script that reads "D Williams".

David Williams, MD, MHSc, FRCPS
Chief Medical Officer of Health

Attachments

c: Peter Donnelly, President and Chief Executive Officer, Public Health Ontario

Coronavirus: What Canadian Employers Need To Know

Posted on: March 10, 2020 Last updated on: March 10, 2020 Written by: Jonathan Owens Categorized in: Employer Responsibilities, Health and Safety, Workplace Hygiene, Workplace Wellbeing

Estimate: 5 Min Read

While most people are likely already familiar with COVID-19, better known as the coronavirus, as an employer you have a unique responsibility to develop sensible and safe policies to protect your workers. And though Canada has not seen the high number of coronavirus cases as in China, Italy, and Iran, there are precautionary steps that you and your HR team need to take.

What Should Employers Be Doing?

The first thing you should do is not panic. It's best to remain calm, communicate, and promote best practices to help keep your workers healthy and your organization running. And while employers need to take extra precautions, the same, healthy habits you practise at home and in your personal life to protect your friends and family also apply to the workplace.

A Coronavirus Workplace Preparation Checklist is available at the end of this article for you to download for free.

Keep Workers Informed

It can be hard to know where to go for accurate, up-to-date coronavirus information. Luckily, there are organizations and government agencies to help keep your workers safe. Your best resources for accurate and current information are organizations like the Centres for Disease Control and Prevention (CDC), the Public Health Agency of Canada (PHAC), and the World Health Organization (WHO). You can find links to these and other reliable sources at the bottom of this article.

It's your responsibility to share accurate information with your workers, including:

- Signs and symptoms of the coronavirus
- Prevention techniques including knowing when to seek medical care
- Your sick leave policy, work from home policies, and any temporary policy changes because of the coronavirus
- Where your workplace keeps hand sanitizers, antibacterial wipes, and facial tissues

You should determine the best way(s) to share information with your workers. For example, you can communicate information using some or all of these methods:

- In-person meetings, either one-on-one or in small groups
- Video conferences
- Email communications
- Posters displayed around the workplace—for example, on your health and safety board and in restrooms, kitchens, and heavily trafficked areas

You can also use this opportunity to remind your workers of where they can find policies including your health and safety policy and your sick leave policy.

Hygiene Etiquette

It's always a good reminder to practise effective hygiene etiquette. These healthy habits will not only help prevent the spread of coronavirus but also more common illnesses such as colds and flus. This includes:

- Hand washing for at least 20 seconds
- Maintaining at least one-metre distance between yourself and anyone who is coughing or sneezing
- Coughing and sneezing into a facial tissue and if none are available using your elbow or shoulder
- Avoiding touching your face, especially your eyes, nose, and mouth
- Throwing away used facial tissues immediately

Require Symptomatic Workers To Stay At Home

It's a standard best practice to encourage workers who feel unwell to stay home. Now is a great time to proactively remind your workers to stay home if they are exhibiting any symptoms of sickness. And if you have knowledge of an employee who is sick, you need to act to protect your workers within the laws of your jurisdiction. Base decisions on the most current advice from public health officials, and not on presumptions or stereotypes.

In Ontario for example, the Ontario Human Rights Council released a statement (http://www.ohrc.on.ca/en/news_centre/statement-ohrc-urges-respect-human-rights-during-coronavirus-health-event) advising employers that:

"Discriminatory action against any persons or communities because of an association with the novel coronavirus (COVID-19), perceived or otherwise, is prohibited by the Ontario Human Rights Code. The coronavirus is not isolated to people of any particular ethnic origin, place of origin or race."

A person's ethnic origin cannot be used as a reason to ask them to take time off. Employers can require workers to take paid-time-off based on recent travel to a region with a travel advisory related to the coronavirus. You should also review contracts as well as the particular laws within your jurisdiction. Read our FAQ (</coronavirus-employer-faq/>) about requiring workers to take time off.

Consider Work From Home Policies

Where appropriate, establish work from policies. And, staying at home doesn't have to wait until your workers are already sick. Twitter, for example, is now "strongly encouraging" its workers to work from home if possible. If your organization doesn't currently have a work from home policy, develop a temporary policy in case of a Canadian coronavirus pandemic.

Change Travel Policies

Companies such as IBM and Google have cancelled corporate events and restricted employee's business travel. Out of caution, we recommend restricting all non-essential business travel outside of Canada until April. You should reassess your restrictions each week.

If you are not implementing blanket travel restrictions yet, you should regularly check the Government of Canada Travel Advisories (<https://travel.gc.ca/travelling/advisories>) for information on every region your workers are planning to travel to and follow the government's recommendation.

Routine Cleaning

Cleanliness is an important part of workplace wellbeing. While the CDC is not currently recommending any additional disinfection beyond routine cleaning, observe the following best practices in your workplace:

- Make antibacterial wipes or hand sanitizer available, especially in high traffic areas or shared spaces like conference rooms
- Provide facial tissues
- Clean and disinfect all frequently touched surfaces such as keyboards, phones, steering wheels, and doorknobs

Prepare an Emergency Response Plan (ERP)

Your organization should prepare for an increase in confirmed Canadian cases and the potential for a pandemic now. Depending on the nature of your workplace, you may need to temporarily shut down operations, relocate staff, manage high absenteeism rates, and more. You need strategies to protect your workers, as well as ensure continuity of your critical operations.

Creating an ERP is essential to prepare for an emergency. Organizations may already have emergency plans in place for fire, explosion, or extreme weather that can be applied to a potential coronavirus outbreak. Your plan should include:

- Description of the emergency including how it may affect the workplace and workers
- Process of communicating the emergency to workers
- List of internal and external emergency response personnel including contact details and responsibilities during the emergency

Who to involve in creating an ERP:

- Health and Safety and/or Human Resource Professional
- Senior Leadership / Management Team
- Joint Health and Safety Committee (JHSC)

Your Emergency Response Plan needs to include exercises and drills as well as address any gaps or areas that may require improvement. If you need help creating an ERP, contact us (/contact-us/). We can help you create one from scratch or review your existing plan.

Presently, the risk of coronavirus to Canadians is low. However, this is an evolving situation with new developments emerging each day. We recommend your organization assign a point person to track the outbreaks in your province, region, and city via the Government of Canada's or your provincial health body's website, such as Ontario's Ministry of Health website (<https://www.ontario.ca/page/2019-novel-coronavirus>). With education, communication, and effective prevention, Canadian employers can help ensure workers are healthy and safe.

If you think you may have come into contact with coronavirus you should contact your local public health unit or health care provider immediately.

Resources for Employers

Government of Canada: Canada's Response (https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html?utm_campaign=gc-hc-sc-coronavirusoutbreak-1920-0165-9221800776&utm_medium=search&utm_source=google-ads-96470960074&utm_content=text-en-415799325995&utm_term=coronavirus)

Government of Canada: Travel Advice and Advisories (<https://travel.gc.ca/travelling/advisories>)

Ontario Public Health Units (<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>)

Ontario Ministry of Health: Coronavirus (https://www.ontario.ca/page/2019-novel-coronavirus?_ga=2.49823278.9826344.1583426993-484935669.1583426993)

WHO Advice for the Public (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>)

Public Health Agency of Canada: Coronavirus (COVID-19): Outbreak Update (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>)

CDC: Coronavirus Prevention & Treatment (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>)

CDC: Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>)

Contact OSG (/contact-us/) if you need help creating or updating your policies

Download the Employer's Coronavirus Workplace Preparation Checklist

Fill out this form to instantly download our free checklist.

Full Name**Email*****Organization****Number of Employees****Subscribe To The OSG Newsletter**

- Yes, I want to receive health and safety updates.
- No, I don't want the latest health and safety updates.

Submit

DISCLAIMER: This is not medical advice. If you have specific medical questions, we strongly encourage you to contact your physician, health agency, and/or healthcare provider.

Sources Used:

Baker Mackenzie, The Coronavirus: How Ontario Employers Can Prepare

(<https://www.labourandemploymentlaw.com/2020/01/the-coronavirus-how-ontario-employers-can-prepare/>), 2020.

Ontario Ministry of Health, The 2019 Novel Coronavirus (COVID-19) (https://www.ontario.ca/page/2019-novel-coronavirus?_ga=2.49823278.9826344.1583426993-484935669.1583426993).

NPR, Coronavirus Cancellations And Travel Bans: Google Is Latest (<https://www.npr.org/2020/03/03/811728989/coronavirus-cancellations-and-travel-bans-google-is-latest>), 2020.

Twitter, Keeping Our Employees and Partners Safe During #coronavirus

(https://blog.twitter.com/en_us/topics/company/2020/keeping-our-employees-and-partners-safe-during-coronavirus.html), 2020.

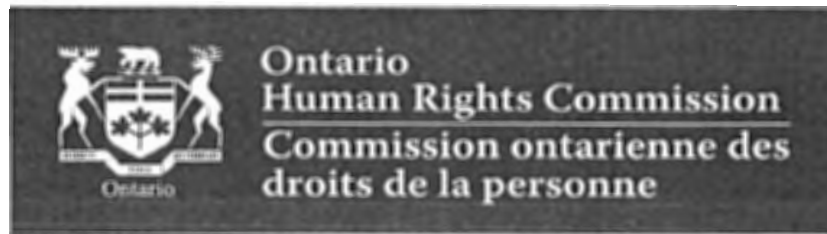
WHO, Coronavirus Disease (COVID-19) Advice for the Public (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>).

Disclaimer: If there is a discrepancy between the website and the quoted price, the quoted price shall prevail. Course dates are subject to change. Please contact us for the most up-to-date course dates. OSG reserves the right to revise, rewrite, or discontinue any of our proprietary program materials at any time.

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Cindy Pigeau

From: Ontario Human Rights Commission | Commission ontarienne des droits de la personne
<communications@ohrc.on.ca>
Sent: Friday, March 13, 2020 3:16 PM
To: Cindy Pigeau
Subject: OHRC policy statement on the COVID-19 pandemic



OHRC policy statement on the COVID-19 pandemic

March 13, 2020

Disclaimer: This statement does not constitute legal advice. The OHRC encourages individuals and organizations to take universal precautions based on the most current advice from Public Health officials. The OHRC continues to monitor the evolving situation and will update this statement on an ongoing basis as needed.

Overview

Following the lead of the United Nations High Commissioner for Human Rights, the Ontario Human Rights Commission (OHRC) urges Ontarians to keep human rights principles under Ontario's *Human Rights Code* (*Code*), the Canadian *Charter of Rights and Freedoms* (*Charter*) and relevant international human rights treaties at the centre of decision-making during the coronavirus (COVID-19) pandemic.

Both public- and private-sector organizations must recognize their human rights obligations, and consider the potential disproportionate impacts of COVID-19 on

the vulnerable groups they employ or serve. These vulnerable groups include Indigenous and racialized peoples, people with disabilities, older people living alone or in institutions, and low-income communities who have unequal access to health care, childcare and/or are often underemployed.

Many of these vulnerable groups are disproportionately in low-paying, hourly-wage, benefit-free and otherwise precarious jobs that make them unable to provide care or interrupt work. They are also more likely to have limited access to stable healthy housing, child care, transportation and employment insurance. Indigenous peoples and racialized people also have higher incidences of chronic conditions, such as hypertension, diabetes, heart disease, housing overcrowding and more.

At the same time, the OHRC and relevant human rights laws recognizes the importance of balancing people's right to non-discrimination and civil liberties with public health and safety, including the need to address evidence-based risks associated with COVID-19.

Discrimination and COVID-19

Discrimination including harassment against any persons or communities related to COVID-19 is prohibited when it involves a ground under the *Code*, in the areas of services, housing, employment, vocational associations and contracts.

The *Code* protects against discrimination based on 17 grounds, whether perceived or otherwise, including disability, ethnic origin, place of origin and race. The OHRC's policy position is that the *Code* ground of disability is engaged in relation to COVID-19 as it covers medical conditions or perceived medical conditions that carry significant social stigma.

COVID-19 is not isolated to people of any particular ethnic origin, place of origin or race. Some restrictions, such as a restriction based on where an individual recently travelled, may be reasonable and not discriminatory. However, depending on the circumstances, the *Code* grounds of place of origin, ethnic origin and race may trigger human rights obligations under the *Code*.

Employers and housing and service providers should ensure any restrictions are consistent with the most recent advice from medical and Public Health officials, and are justified for health and safety reasons.

The right to be free from discrimination can be limited under the *Code* (for example, where health and safety risks are serious and would amount to undue hardship). The *Charter* provides that civil, political and equality rights can be limited where reasonable limits prescribed by law can be demonstrably justified in

a free and democratic society. International human rights law also recognizes that limitation of rights can sometimes be justified in limited circumstances.

Employment

The OHRC's policy position is that negative treatment of employees who have, or are perceived to have, COVID-19, for reasons unrelated to public health and safety, is discriminatory and prohibited under the *Code*. Employers have a duty to accommodate employees in relation to COVID-19, unless it would amount to undue hardship based on cost, or health and safety.

An employer should not send an individual employee home or ask them not to work because of concerns over COVID-19 unless the concerns are reasonable and consistent with the most recent advice from medical and Public Health officials. In unique circumstances, an employer might have other health and safety concerns that could amount to undue hardship. They would need to be able to show objective evidence to support such a claim.

Employer absenteeism policies must not negatively affect employees who cannot work in connection with COVID-19. An employer may not discipline or terminate an employee who is unable to come to work because medical or health officials have quarantined them or have advised them to self-isolate and stay home in connection with COVID-19.

An employee who has care-giving responsibilities should be accommodated to the point of undue hardship, which might include staying home. These care-giving responsibilities which relate to the *Code* ground of family status could include situations where another family member is ill or in self-isolation, or where their child's school is closed due to COVID-19.

Employers should be sensitive to other factors such as any particular vulnerability an employee may have (for example, if they have a compromised immune system).

Employers should give employees flexible options, such as working remotely where feasible, as a good practice, and as an accommodation even if they are not currently sick but need to self-isolate or stay home due to other reasons related to COVID-19.

Consistent with the OHRC's *Policy on ableism and discrimination based on disability* and its *Policy position on medical documentation to be provided when a disability-related accommodation request is made*, employers should take requests for accommodation in good faith. Employers should be flexible and not overburden the health care system with requests for medical notes. Unnecessarily

visiting medical offices increases further risk of exposure for everyone.

An employee who cannot work because of COVID-19 may be entitled to employee sick or disability leave and benefits offered by the employer or available under the Employment Standards Act or other government benefit programs.

At the same time, employers are entitled to expect that employees will continue to perform their work unless they have a legitimate reason why they cannot. If an employee is required to self-isolate for legitimate reasons, the employer is entitled to explore alternative options for how the employee may still continue to perform productive work for the employer (for example, telework). It is also not discriminatory to lay off employees if there is no work for them to do because of the impacts of COVID-19.

Employers may have other obligations (for example under the Occupational Health and Safety Act). The OHRC encourages employers to consult the [Ontario Ministry of Labour, Training and Skills Development](#) website for the most recent advice.

Services and housing

Individuals also have the right to be free from discrimination including harassment related to COVID-19 in services and housing based on grounds under the Code

Services include, among other things, education institutions, retail shops and malls and the hospitality industry including restaurants, bars, hotels and entertainment facilities. Housing providers include condo corporations, rental apartments and residential institutional facilities like long-term care and retirement homes.

Negative treatment of service recipients or residents who have, or are perceived to have, COVID-19, for reasons unrelated to public health and safety, could be discriminatory and prohibited under the Code. Organizations in these areas may also have a duty to accommodate persons in relation to COVID-19, unless it would amount to undue hardship based on cost or health and safety.

The OHRC encourages all service and housing providers to take universal precautions based on the most current advice from Public Health officials.

Government-run facilities

The government has a fiduciary obligation to protect the health and safety of individuals held in government-run facilities related to child welfare, youth justice, criminal justice, long-term care, etc. These facilities disproportionately house

individuals protected from discrimination under the Code, including Indigenous and racialized people, people with disabilities and addictions, elderly people, children and youth, and other vulnerable groups.

The government must have clear emergency plans in place that adopt a Public Health and human rights-focused approach to addressing evidence-based risks associated with COVID-19 in government-run facilities. Individuals in these facilities also have the right to be free from discrimination including harassment related to COVID-19 in the provision of services on grounds under the Code.

Under the Charter, these individuals have a right to privacy, liberty and security of the person and the right to protection against discrimination, arbitrary detention, and cruel and inhuman treatment, subject to reasonable limits.

Economic, social and cultural rights

The OHRC notes that the UN High Commissioner for Human Rights has stated that Public Health measures that require self-isolation or “social distancing” will likely have a disproportionate and potentially devastating impact on economically-marginalized individuals.

We echo the United Nations’ call for governments to put in place measures to mitigate the impact on people's economic and social rights, including, for example, exploring providing a basic guaranteed income, creating temporary housing and supporting Indigenous communities to meet the unique needs of their citizens.

For more information

Ontario’s Ministry of Health is working with its partners in the health care system implementing a plan to monitor for, detect and, if needed, isolate any cases of COVID-19. People who want to learn more about COVID-19 can visit the ministry’s [web page](#).

See also the OHRC’s related January 28, 2020, [statement](#): OHRC urges respect for human rights during Coronavirus health event.

See also the OHRC’s [Policy](#) on ableism and discrimination based on disability.

Media contact:

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647-202-7460 rosemary.parker@ohrc.on.ca

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



AP5130

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Date : Mar 19, 2020

Time : 2:38 pm

Supplier : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 19-Mar-2020
 Bank : 099 To 1
 Class : All

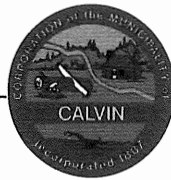
Supplier	Supplier Name				Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 0101	ADMINISTRATION							
07050	GRAND & TOY LIMITED							
P798033	Paper & Office Supplies				31	11-Mar-2020	19-Mar-2020	
1-5-0101-101		MATERIALS AND SUPPLIES - ADMIN						103.34
11033	LONDON LIFE INSURANCE							
PP#6 PENSION	PP#6 Pension 2020				31	19-Mar-2020	19-Mar-2020	
1-2-0101-320		EMPLOYEE PENSION PAYABLE						664.94
12036	M.I.S. MUNICIPAL INSURANCE SER							
0004868	Insurance 2020 Portion				31	19-Mar-2020	19-Mar-2020	
1-5-0101-169		INSURANCE-ADMIN						7,748.57
16073	PROGRESSIVE COMPUTING SOLUTION							
1596	Computer Services - Feb 2020				31	29-Feb-2020	19-Mar-2020	
1-5-0101-115		COMPUTER EXPENSES						397.76
16074	PIGEAU CINDY							
FEB 14-MAR 17	February 14 to March 17 2020 Expenses				31	19-Mar-2020	19-Mar-2020	
1-5-0101-171		POSTAGE						156.70
1-5-0101-102		VEHICLE EXPENSE - ADMIN						301.80
1-5-0101-101		MATERIALS AND SUPPLIES - ADMIN						109.96
16093	PUBLIC SECTOR DIGEST INC.							
13411	CityWide Computer Support & Maintenance				31	19-Mar-2020	19-Mar-2020	
1-5-0101-115		COMPUTER EXPENSES						2,456.06
19020	SELECTCOM INC.							
0004821948	Phone for Admin, Fire & Roads - Mar 2020				31	10-Mar-2020	19-Mar-2020	
1-5-0101-103		TELEPHONE, FAX, CELL PHONE						206.09
22001	VAUGHAN PAPER							
2366085	Gloves & Floor Cleaner				31	19-Mar-2020	19-Mar-2020	
1-5-0101-174		HEALTH AND SAFETY						124.03
Department Total :								12,269.25

DEPARTMENT 0102	ACCOUNTS RECEIVABLE							
12036	M.I.S. MUNICIPAL INSURANCE SER							
0004868	Insurance 2020 Portion				31	19-Mar-2020	19-Mar-2020	
1-1-0102-290		PREPAID EXPENSES						4,721.81
Department Total :								4,721.81

DEPARTMENT 0111	TRANSFER AND TAXATION SCHOOL BOARDS							
03151	CON SCOLAIRE CATHO FRANCO-NORD							
1ST QTR REMI'	2020 School Board Remittance - 1st Quarter				31	19-Mar-2020	19-Mar-2020	
1-4-0111-658		TRANSFER TO FRENCH SEPARATE						15,171.28
03152	CONSEIL SCOLAIRE DU DISTRICT							
1ST QTR REMI'	2020 School Board Remittance - 1st Quarter				31	19-Mar-2020	19-Mar-2020	
1-4-0111-656		TRANSFER TO FRENCH PUBLIC BD						5,565.88
13006	NEAR NORTH DISTRICT SCHOOL BD.							
1ST QTR REMI'	2020 School Board Remittance - 1st Quarter				31	19-Mar-2020	19-Mar-2020	
1-4-0111-655		TRANSFER TO ENGLISH PUBLIC BD.						57,699.70
13013	NIP/PARRY SOUND C.D.S. BOARD							
1ST QTR REMI'	2020 School Board Remittance - 1st Quarter				31	19-Mar-2020	19-Mar-2020	
1-4-0111-657		TRANSFER TO ENGLISH SEPARATE BD						14,595.58
Department Total :								93,032.44

DEPARTMENT 0200	FIRE PROTECTION							
12036	M.I.S. MUNICIPAL INSURANCE SER							
0004868	Insurance 2020 Portion				31	19-Mar-2020	19-Mar-2020	
1-5-0200-169		INSURANCE-FIRE						5,498.99
19020	SELECTCOM INC.							
0004821948	Phone for Admin, Fire & Roads - Mar 2020				31	10-Mar-2020	19-Mar-2020	
1-5-0200-137		COMMUNICATIONS - FIRE						41.10
20036	TRANS CANADA SAFETY							

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Invoice #	Invoice Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 0200 FIRE PROTECTION								
13589	Chainsaw Safety Course				31	17-Mar-2020	19-Mar-2020	452.00
1-5-0200-138				TRAINING - FIRE				
Department Total :								5,992.09
DEPARTMENT 0210 COMMUNITY EMERGENCY MEASURES								
10094	KNIGHT RENE							
MAR 12/20 EXP	March 12 2020 Expenses				31	19-Mar-2020	19-Mar-2020	
1-5-0210-101				MATERIALS & SUPPLIES - CEMC				66.11
16074	PIGEAU CINDY							
FEB 14-MAR 17	February 14 to March 17 2020 Expenses				31	19-Mar-2020	19-Mar-2020	
1-5-0210-138				CEMC TRAINING				203.40
Department Total :								269.51
DEPARTMENT 0300 ROADS								
12036	M.I.S. MUNICIPAL INSURANCE SER							
0004868	Insurance 2020 Portion				31	19-Mar-2020	19-Mar-2020	
1-5-0300-169				INSURANCE-ROADS				8,073.51
19020	SELECTCOM INC.							
0004821948	Phone for Admin, Fire & Roads - Mar 2020				31	10-Mar-2020	19-Mar-2020	
1-5-0300-103				TELEPHONE, CELL PHONE - ROADS				54.79
23008	WHALLEY CHRIS							
FEB 2020 EXPE	Vehicle Mileage & Cell Phone Usage - Feb 2020				31	19-Mar-2020	19-Mar-2020	
1-5-0300-102				VEHICLE EXPENSE - ROADS				1,041.66
1-5-0300-103				TELEPHONE, CELL PHONE - ROADS				75.00
FEB 4 2020 EXI	February 4 2020 Expenses				31	19-Mar-2020	19-Mar-2020	
1-5-0300-105				SEMINARS, WORKSHOPS, MEMBERSHIPS - ROADS				20.10
Department Total :								9,265.06
DEPARTMENT 0325 TRUCK EXPENDITURES								
07011	GRANT FUELS INC.							
205454	Truck Clear Diesel 1,178.3L @ \$0.98/L				31	11-Mar-2020	19-Mar-2020	
1-5-0325-106				FUEL & OIL - TRUCK EXPEND.				1,149.32
Department Total :								1,149.32
DEPARTMENT 0326 GRADER EXPENDITURES								
07011	GRANT FUELS INC.							
205455	35% Loader & 65% Grader Dyed Diesel 815.9L @ \$0.814/L				31	11-Mar-2020	19-Mar-2020	
1-5-0326-106				FUEL & OIL - GRADER EXPEND.				431.60
Department Total :								431.60
DEPARTMENT 0327 LOADER/HOE EXPENDITURES								
07011	GRANT FUELS INC.							
205455	35% Loader & 65% Grader Dyed Diesel 815.9L @ \$0.814/L				31	11-Mar-2020	19-Mar-2020	
1-5-0327-106				FUEL & OIL - LOADER/HOE EXP.				232.40
Department Total :								232.40
DEPARTMENT 0500 HEALTH SERVICES								
13010	NORTH BAY PARRY SOUND DIST. HE							
APR 2020 LEV\	April 2020 Levy				31	19-Mar-2020	19-Mar-2020	
1-5-0500-108				HEALTH UNIT				1,552.83
Department Total :								1,552.83

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Supplier	Supplier Name					Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description	G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 0600	SOCIAL SERVICES								
13056	DIST. OF NIPISSING SOCIAL SERV								
2020-0053	March 2020 Levy						31	01-Mar-2020	19-Mar-2020
1-5-0600-110						COMMUNITY & SOCIAL SERVICES			19,823.42
Department Total :									19,823.42

DEPARTMENT 0700	RECREATION								
12036	M.I.S. MUNICIPAL INSURANCE SER								
0004868	Insurance 2020 Portion						31	19-Mar-2020	19-Mar-2020
1-5-0700-169						INSURANCE-RECREATION			2,424.55
22001	VAUGHAN PAPER								
2366085	Gloves & Floor Cleaner						31	19-Mar-2020	19-Mar-2020
1-5-0700-101						MATERIALS AND SUPPLIES (HALL)			86.83
Department Total :									2,511.38

DEPARTMENT 0800	PLANNING AND DEVELOPMENT								
03022	CGIS CENTRE								
43922	QTR#2 - 2020 SLIMS						31	19-Mar-2020	19-Mar-2020
1-5-0800-110						SERVICES - PLANNING			2,307.18
10098	K.SMART ASSOCIATES LTD.								
31378	Municipal Drain Super - Jan 1 to Feb 29 2020						31	19-Mar-2020	19-Mar-2020
1-5-0800-163						MUNICIPAL DRAINAGE			697.78
Department Total :									3,004.96

DEPARTMENT 0900	BUILDING								
12036	M.I.S. MUNICIPAL INSURANCE SER								
0004868	Insurance 2020 Portion						31	19-Mar-2020	19-Mar-2020
1-5-0900-169						INSURANCE-BUILDING			1,249.77
Department Total :									1,249.77

DEPARTMENT 0950	ENFORCEMENT								
03051	CARMICHAEL PAULINE								
MAR 1-3 2020 E	March 1-3 2020 Expenses						31	19-Mar-2020	19-Mar-2020
1-5-0950-101						VALUER/FENCEVIEWER/CANINE EXP			35.00
05039	EAST NIPISSING-NORTH PARRY SOU								
MAR 10/20	2020 Vet Unit Fee						31	19-Mar-2020	19-Mar-2020
1-5-0950-145						ANIMAL CONTROL			350.00
13029	NORTH BAY MATTAWA CONSERVATION								
3712	2020 General Operations Levy						31	19-Mar-2020	19-Mar-2020
1-5-0950-144						CONSERVATION AUTHORITY			5,555.00
3713	2020 General Capital Levy						31	19-Mar-2020	19-Mar-2020
1-5-0950-144						CONSERVATION AUTHORITY			4,358.00
Department Total :									10,298.00

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Supplier	Supplier Name					Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0950				ENFORCEMENT					

Unpaid Total : 165,803.84

Total Unpaid for Approval :	165,803.84
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	<u><u>165,803.84</u></u>