

# CORPORATION OF THE MUNICIPALITY OF CALVIN

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

Phone: 705-744-2700  
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April 23, 2020

## NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held **electronically** at 7 p.m. on Tuesday April 28, 2020.

If a member of the public is interested in joining the meeting electronically, please contact the Municipal office for details.

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

Thank you.

Best regards;

Cindy Pigeau  
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**Tuesday April 28, 2020 at 7:00 p.m.**  
**ELECTRONICALLY**

1. **CALL TO ORDER**
2. **WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **PETITIONS AND DELEGATIONS**
4. **REPORTS FROM MUNICIPAL OFFICERS**                      None
5. **REPORTS FROM COMMITTEES**                              None
6. **ACTION LETTERS**
  - A) Minutes of Regular Council Meeting                      Adopt Minutes of Tuesday, April 14/20
  - B) By-Law No 2020-009    Amendment to Social Media Policy to Include Citizens Alert App.
  - C) Provincial Offences Act    Enforcement of Emergency Management and Civil Protection Act
  - D) The Corporation of the Town of Midland                      Support Letter for Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 – Financial help to alleviate the suffering from COVID-19 Pandemic
  - E) By-Law No 2020-011    Protocol and Best Practices for Electronic Meetings
  - F) By-Law No 2020-012    To Establish Salary and Hourly Remuneration for Officers and Staff for 2020
  - G) Councillor Heather Olmstead    Suggestion for Purchase of a Drone
  - H) Municipality of Calvin    Council/Management Discussion - 2020 First DRAFT of Municipal Budget
7. **INFORMATION LETTERS**
  - A) Township of Armour    Post-Secondary Education Students in Health Care Placements
  - B) Township of Armour    Travel Restrictions to Small Communities
  - C) The Township of North Dumfries    Tourism Oriented Destination Signage Fee Increases
  - D) Ontario Trillium Foundation (OTF)    OTF Capital Funding Program

- E) Township of Mapleton Review the Farm Property Class Tax Rate Programme in Light of Economic Competitive Concerns between Rural and Urban Municipalities
- F) Town of Gravenhurst Province of Ontario add Community Gardens, Garden Centres and Nurseries as essential services during the COVID 19 Pandemic
- G) Tribunals Ontario Declaration of Emergency (O.Reg. 50/20) and Board Updates

**8. INFORMATION LETTERS AVAILABLE**

**9. OLD AND NEW BUSINESS**

**10. ACCOUNTS APPROVAL REPORT**

**11. CLOSED PORTION**

As per Section 239 (2) (d) labour relations or employee negotiations and Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. There will also be an Educational Session for Members of Council as per Section 239 (3.1) of the Municipal Act, 2001, S.O. 2001.

**12. BUSINESS ARISING FROM CLOSED SESSION**

- C2020-11 Adopt Minutes of Last Closed Portion Held on Tuesday, April 14, 2020
- C2020-12 Re: Directives to Staff Regarding Letter from Solicitor and Landfill Employees
- C2020-13 Adjourn Closed Portion

**13. NOTICE OF MOTION**

**14. ADJOURNMENT**

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, APRIL 14, 2020

The regular meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic). Present were Mayor Ian Pennell, Deputy Mayor Sandy Cross, Coun Dan Maxwell, Coun Heather Olmstead, Coun Dean Grant, Jacob Grove and Cindy Pigeau.

Regrets: 0                      Guests: 0

The meeting was called to order at 7:03 p.m. by Mayor Pennell

PECUNIARY/CONFLICT OF INTEREST:                      Councillor Dean Grant declared a conflict of interest on Agenda Item No. 10 – Item Title: Accounts Approval Report, Reason: “Company I work for WWS donated labour and billed materials.”

Councillor Dean Grant declared a conflict of interest on Closed Portion Agenda Item No. 3 – Item Title: Adopt Minutes, Reason: “Item on agenda relating to Stewarts Rd and my parents.”

PRESENTATIONS/DELEGATIONS:                      None

2020-076                      MINUTES OF SPECIAL COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Olmstead that the Minutes of the special meeting of Council held on Wednesday, March 25, 2020 be hereby adopted and signed as circulated.  
Carried

DEFERRED                      REVIEW OF ICE BUILDING MANUAL

THAT Council would like the following changes made to the Ice Building Manual presented:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

Deferred until end of May

2020-077                      BY-LAW 2020-009-AMENDMENT TO SOCIAL MEDIA POLICY

By-law No. 2020-009 being a by-law amend by-law 2020-003 which is a by-law to adopt a policy regarding social media for the Municipality of Calvin. 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, April 28, 2020.  
Not Yet Carried

2020-078                      LANDFILL WORKING UNDER WINTER HOURS UNTIL STATE OF EMERGENCY HAS BEEN LIFTED

Moved by Coun Cross and seconded by Coun Olmstead that Council hereby authorizes that due to the Covid-19 pandemic and the need for social distancing as well as the temporary closure of all

campgrounds and trailer parks due to the Provincial State of Emergency, the Calvin Landfill will continue to function under the "Winter Hours" of the Landfill, namely Tuesday from 1pm to 4pm and Saturday from 10am to 3pm until the State of Emergency has been lifted.

Carried

2020-079 BEST PRACTICES FOR ELECTRONIC COUNCIL MEETINGS

Moved by Coun Grant and seconded by Coun Maxwell That Council hereby authorizes the Clerk-Treasurer to proceed with development of a "Best Practices" document for electronic meetings and bring back a DRAFT document to Council at the next regular Council meeting on April 28, 2020.

Carried

2020-080 AUTHORIZATION TO INCREASE VOLUNTEER FIREFIGHTERS DISABILITY BENEFIT AND WHEN

Moved by Coun Olmstead and seconded by Coun Cross that Council hereby authorizes the Clerk-Treasurer to proceed in contacting our Insurance Broker to increase the Volunteer Fire Fighters Accident Coverage – Disability Benefit from \$300 to \$500 and that the additional coverage will be added at the 6 month marker.

Carried

2020-081 BY-LAW 2020-010-TO CONFIRM THE PROCEEDINGS OF COUNCIL

By-law No. 2020-010 being a by-law to confirm the Proceedings of Council. This By-law received 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings on Tuesday, April 14, 2020 and finally passed before an open Council on this date.

Carried

2020-082 TEMPORARY EXEMPTION TO "LANDFILL BY-LAW" DURING PANDEMIC ONLY

Moved by Coun Cross and seconded by Coun Olmstead that Council hereby authorizes that due to the Covid-19 pandemic, the need for physical distancing as well the measures that have been taken at the Calvin Landfill to abide by these mandates, the Municipality of Calvin will allow a temporary exemption to the "Landfill By-Law" 2019-021 Sections 8 and 9 during the Covid-19 pandemic. This exemption would allow for some divertible materials to be included with garbage during the pandemic only.

Carried

DEFERRED EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT ENFORCEMENT ORDERS BY BY-LAW ENFORCEMENT OFFICER

Moved by Coun Maxwell and seconded by Coun Cross that Council hereby acknowledges the Ministerial Designation under the Provincial Offences Act to authorize the By-Law Enforcement Officer to enforce Emergency Management and Civil Protection Act orders. Council would like the By-Law Enforcement Officer to enforce these orders using the complaint driven approach/actively searching for violations approach (circle one).

Deferred until April 28

2020-083 FORGO COUNCIL MONTHLY REMUNERATION FOR 6 MONTHS

Moved by Coun Cross and seconded by Coun Olmstead that Council, due to the Covid-19 outbreak and its effect on the economy and our community, will be forgoing their monthly remuneration for the next 6 months (April to September 2020) in order to reduce some of the budget expenses for the 2020 year.

Recorded Vote Requested by Mayor Pennell

Councillor Cross Yea

Councillor Grant Nay

Councillor Maxwell Nay

Councillor Olmstead Nay

Mayor Pennell Yea

Defeated

2020-084 DISBURSEMENTS

Moved by Coun Olmstead and seconded by Coun Cross that the disbursements dated April 8, 2020 in the amount of \$32,325.77 and April 14, 2020 in the amount of \$6806.61 be hereby authorized and passed for payment.

Carried

2020-085 EXTENSION PAST OF MEETING PAST 11PM UNTIL 12AM

Moved by Coun Grant and seconded by Coun Maxwell That this regular meeting Council will extend past the 11:00pm adjournment designation for an extra 1 hour until 12:00am (midnight).

Carried

2020-086 CLOSED PORTION

Moved by Coun Cross and seconded by Coun Maxwell that this portion of the meeting be now closed as per Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2)(d) labour relations or employee negotiations (RE: Covid-19 Pandemic Issues as well as Individual Staff and Contract Employee Remuneration for the 2020 budget).

Carried

At 10:30pm Council moved to Closed Portion. Jacob Grove left the electronic meeting.

At 11:56pm Council returned to the Open Meeting.

2020-087 ADOPTION OF COUNCIL REPORTS FROM CLOSED PORTION

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

C2020-08 Adopt Minutes of Last Closed Portion Held on Tuesday, February 25, 2020 and

C2020-09 Directives to Staff RE: Covid 19 Issues and Individual Staff and Contract Employee Remuneration for the 2020 Budget

C2020-10 Adjourn Closed Portion

be hereby approved and adopted as presented.

Carried

2020-088 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Grant that this regular meeting of Council now be adjourned at 11:58 p.m.

Carried

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Mayor

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Clerk

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-009

**BEING A BY-LAW TO AMEND BY-LAW 2020-003 WHICH IS A BY-LAW TO ADOPT A POLICY REGARDING SOCIAL MEDIA FOR THE MUNICIPALITY OF CALVIN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to amend the “Social Media Policy” to include the addition of the Citizens Alert Application to the Description/Definition section of the original By-Law No. 2020-003 under Responsible and Flexible Government regarding the use of Social Media on behalf of the Municipality of Calvin.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE**

**MUNICIPALITY OF CALVIN HEREBY ENACTS AS FOLLOWS:**

**1. DESCRIPTION/DEFINITIONS**

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

- Facebook is a social networking site intended to connect friends, family, and business associates.
- Twitter is a website which offers a social networking and micro blogging service, enabling its users to send and read messages called tweets. Tweets are text- based posts of up to 140 characters displayed on the users profile page.
- Citizens Alert Application is an app used for immediate notification to the public of emergency information, news, road conditions, events, etc....
- YouTube is a video-sharing website on which users can upload, share and view videos.

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

And

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

Read a first time this 14<sup>th</sup> day of April 2020.

Read a second time this 14<sup>th</sup> day of April 2020.

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

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**MAYOR**

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**CLERK-TREASURER**





## **Municipality of Calvin Social Media Policy**

### **PURPOSE**

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

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

### **POLICY STATEMENT**

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

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

### **DESCRIPTION/DEFINITIONS**

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

- Facebook is a social networking site intended to connect friends, family, and business associates.
- Twitter is a website which offers a social networking and micro blogging service, enabling its users to send and read messages called tweets. Tweets are text- based posts of up to 140 characters displayed on the users profile page.
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## **GENERAL GUIDELINES**

### Administration of Social Media

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

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

### Content

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

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

Each department shall be responsible for ensuring the clarity, accuracy and relevance of content posted on Social Media sites. Social Media content generated by employees of the Municipality are records owned by the Corporation and not the individual employee. In addition to being a record of the Municipality, content maintained in a Social Media format that is related to municipal business is a public record and subject to the rules and requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

## Unsuitable Content

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

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

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

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

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

## **RESPONSE TO PUBLIC INQUIRIES/COMMENTS**

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

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

## **DISCLAIMER**

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

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

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

## **REVIEW AND UPDATE**

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



**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel.: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Ministry of Municipal Affairs  
and Housing**

Office of the Minister

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

**Solliciteur général**

Bureau de la solliciteure générale

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Ministère des Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



March 27, 2020

Dear Head of Council:

On March 17, 2020, our government declared a provincial emergency through the authority granted under the *Emergency Management and Civil Protection Act* (EMCPA). Since this declaration, several emergency orders have been made under the Act to contain the spread of COVID-19 and to ensure that essential services continue to be provided and Ontarians are supported. To view Emergency Orders made by the government in response to COVID-19, please visit our ministry's Emergency Information webpage at: [ontario.ca/alert](http://ontario.ca/alert).

Previously, only police officers and constables who have been appointed under an Act have the ability to enforce orders made under the EMCPA. Due to COVID-19, police resources are being stretched and police services have made requests to have other enforcement personnel assist with enforcing the emergency orders being made by the province.

As a result, our government signed a ministerial designation under the *Provincial Offences Act* to authorize the following personnel to enforce EMCPA orders:

- All persons or classes of persons designated in writing by a minister of the Crown as provincial offences officers, notwithstanding the offence or class of offences of that designation;
- All municipal law enforcement officers referred to in subsection 101 (4) of the *Municipal Act, 2001*, or in subsection 79 (1) of the *City of Toronto Act, 2006*;
- All by-law enforcement officers of any municipality, or of any local board of any municipality; and
- All officers, employees or agents of any municipality or of any local board of any municipality whose responsibilities include the enforcement of a by-law, an Act or a regulation under an Act.

No further provincial approvals or authorizations are needed for municipal law enforcement officers to enforce orders under the EMCPA. Municipalities are not required to, but may wish to consider whether, and how, to provide direction to their municipal law enforcement officers about the exercise of these powers (e.g., policies or by-laws regarding which officers are best positioned to exercise these powers given their existing training, knowledge and resources).

Municipalities should continue to consider the severity of each infraction in relation to the potential risk to public health and the spread of COVID-19 when taking enforcement action. Consistent with existing enforcement approaches, consideration should continue to be given to taking a graduated approach to compliance. This could include providing educational messaging or warnings to members of the public around the emergency orders and, if compliance is not obtained, the issuance of a ticket under the *Provincial Offences Act* or a summons under Part 3 of the Act.

To assist enforcement personnel, we are also establishing a dedicated 1-800 line to respond to questions related to enforcing these orders. This telephone number will be available to enforcement personnel and will not be for the general public. We will follow up with more information once the dedicated line is established.

Finally, to further support the implementation of this change, please see enclosed Frequently Asked Questions that can be shared with your enforcement staff. As specific operational questions arise please contact Zinzi De Silva, Standards Research Analyst with the Public Safety Division of the Ministry of the Solicitor General at 416-314-3079 or [Zinzi.DeSilva@ontario.ca](mailto:Zinzi.DeSilva@ontario.ca) for guidance as necessary.

Thank you for your continued cooperation on this matter.

Sincerely,



Sylvia Jones  
Solicitor General



Steve Clark  
Minister of Municipal Affairs and Housing

Enclosure

c: Chief Administrative Officers

Municipal Clerks

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: Apr 18, 2020 NO. \_\_\_\_\_

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

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

“That Council hereby requests a letter be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada regarding Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 – Financial help to alleviate the suffering from COVID-19 Pandemic.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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



# CORPORATION OF THE MUNICIPALITY OF CALVIN

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

Phone: 705-744-2700  
Fax: 705-744-0309  
Email: clerk@calvintownship.ca

**April 28, 2020**

By Fax to: 613.941.6900

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Langevin Block,  
Ottawa, Ontario, K1A 0A2

Dear Prime Minister:

**Re: Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19 Pandemic**

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It is trite to repeat the human and financial toll of the COVID-19 Pandemic. Similarly, the commitment of the federal, provincial and municipal governments toward alleviating the suffering of Canadians does not require repeating.

We, at the Municipality of Calvin, in the Province of Ontario, are in support of the proposal put forth by the Town of Midland. We believe it to be a simple but effective solution to facilitate the delivery of our common and shared commitment to the financial and psychological well-being of all Canadians.

**Proposal:**

**1. Residential Properties (primary residence only)**

- a. Waive 100% of the 2020 property taxes for all residential properties currently assessed at or below \$ 500,000.00 by each governing provincial property assessment body; and
- b. Waive 50% of the 2020 property taxes for all residential properties currently assessed below \$ 1,000,000.00; and
- c. Waive 25% of the 2020 property taxes for all residential properties currently assessed above \$1,000,000.00.

**2. Industrial, Commercial and Farm Properties**

- a. Waive 100% of the 2020 property taxes for all; industrial, commercial and farm properties currently assessed at under \$ 10,000,000.00; and
- b. Waive 50% of the property taxes for the year 2020 for all industrial, commercial and farm properties currently assessed between \$10,000,000.00 and \$ 50,000,000.00; and
- c. Waive 25% of the property taxes for the year 2020 for all industrial, commercial and farm properties assessed above \$50,000,000.00.

### 3. Federal Transfer Payment to Canadian Municipalities

- a. In lieu of the annual municipal property taxes, the Federal Government transfers funds to municipalities across Canada, as a one-time grant.

#### Advantages of the Proposal:

1. Quick and timely relief;
2. Direct relief to all Canadian homeowners and the business community;
3. Directly protects Canadians who although may be solvent, are unable to easily meet the financial pressures beyond their personal capacity due to COVID-19;
4. No additional resources required to assess individual need and delivery of the relief;
5. Negligible overhead costs for the disbursement of the relief. In fact, it may cut-down on some of the work for municipal staff; and
6. The financial stimulus received from the federal government will come into circulation immediately and will stay in the community.

There are a multitude of other direct and indirect financial and non-financial benefits that will result from the implementation of this proposal. The biggest non-financial impact is that Canadians will see an immediate financial relief respecting the pressures to make their property tax payments and be better positioned to address other essential needs. In turn, removing this added stress will provide some relief to the already strained financial and health systems.

As you are aware, Canadians are entering this time of crisis with a very high amount of house-hold debt and a great deal of financial fragility. Taking this simple step should alleviate some of those pressures. At the same time, it will keep your municipal governments, and school boards primed for continued productivity and forward momentum to address the fallout from COVID-19.

Thanking you in anticipation of a favourable response.

Sincerely,

**The Corporation of The Municipality of Calvin**



Ian Pennell, Mayor  
[mayorpennell@gmail.com](mailto:mayorpennell@gmail.com)



Cindy Pigeau,  
Clerk-Treasurer  
[asidhu@midland.ca](mailto:asidhu@midland.ca)

cc: Town of Midland  
Association of Municipalities of Ontario  
Province of Ontario

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-011

**BEING A BY-LAW TO ADOPT A PROTOCOL AND BEST PRACTICES FOR ELECTRONIC MEETINGS FOR THE MUNICIPALITY OF CALVIN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Protocol and Best Practices under Responsible and Flexible Government regarding for the use of electronic meetings as described in The Municipality of Calvin "Procedural By-Law".

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

1. That the Protocol/Best Practices document regarding the use of Electronic Meetings on behalf of the Municipality of Calvin, be hereto attached as Schedule "A".

And

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

Read a first time this 28<sup>th</sup> day of April 2020.

Read a second time this 28<sup>th</sup> day of April 2020.

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

\_\_\_\_\_  
MAYOR

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

## Protocol for Electronic Participation in Meetings of Council

The Corporation of The Municipality of Calvin has amended its Procedural By-law to allow for electronic participation at Council meetings during a declared emergency. Council meetings will continue as regularly scheduled unless otherwise noted. The Procedural By-law will continue to apply to such Council meetings including how business is conducted as per the agenda, unless modifications are necessary because of limitations to the technology being used.

This Protocol has been established by the Clerk to advise how to participate in the public portions of these meetings. Such procedures may be modified slightly from usual procedures given the use of technology for electronic participation. All agendas will be posted no later than 24 hours before the hour appointed for the holding of such meeting on the Municipality of Calvin website.

Those wishing to participate in **Open Forum** during a Council meeting:

- Submit an email containing your name, address and your comments on the matter to [clerk@calvintownship.ca](mailto:clerk@calvintownship.ca) prior to 4:00 pm on the day of the meeting
- Your comment must relate to an item on the agenda. Please note: you are free to contact any member of Council directly with other matters or questions [here](#).
- Ensure your statement will not take longer than five minutes to read (approximately 1 page). Statements that are longer than 1 page will be read at the discretion of the Chair.
- If your statement is received prior to the start of the meeting and otherwise complies with these conditions, your name and statement will be read by the Clerk at the meeting and will form part of the public record
- If your statement duplicates other statements received, or does not relate to an item on the meeting's agenda, it may not be read.

Those wishing to make a **Delegation** before Council:

- Submit a completed Request for Delegation form, including preferred date
- Ensure any presentation you wish to share with Council during your deputation is received by the Clerk by 12:00pm noon on the Thursday before the Council Meeting
- Ensure you have a computer with internet access to enable you to participate electronically as an 'Attendee' to make your deputation to Council during their meeting
- If you do not want to participate by video, or do not have the necessary technology, you may use a telephone and call in to participate and make your delegation
- Once your delegation request has been received and approved for a Council meeting date, you will receive further detailed instructions on how to participate in the Council meeting

### **SCHEDULING & PARTICIPATION:**

1. Municipalities are permitted to hold meetings with Council, Committees and local boards to meet by way of electronic participation during an emergency declared pursuant to the Emergency Management and Civil Protection Act.
2. A Member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the Municipal Act, 2001, as amended.
3. Any Member intending to participate electronically in a meeting shall send a request to do so by email to the Clerk prior to the meeting.
4. The method of participation may be telephone conference calling, or other technology to facilitate electronic participation. The Municipality shall pay the cost of the conference calling or technology option should there be any long distance calling associated with facilitating the call.
5. There shall be no restriction on how often each Member of Council shall be allowed to participate electronically during a declared emergency;
6. There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically during a declared emergency;
7. Members should announce their departure prior to leaving the meeting.

### **COMMENCING THE MEETING:**

1. The Chair shall call the meeting to order at the prescribed start time as indicated on the agenda.
2. The Clerk will conduct a roll call by taking attendance of the members present and confirm a quorum of members is present.

### **PROCEDURAL MATTERS:**

1. The Chair shall announce each agenda item and indicate the mover and seconder of each motion.
2. Each Member speaks to Council through the Chair when called upon.
3. Once the speakers have concluded, the discussion on an agenda item is deemed complete and the Chair shall call the vote.

4. All votes will be considered recorded votes, and recorded manually by the Clerk/designate.
5. Once voting has been completed, the Head of Council will announce the results.
6. Where possible amendments to motions should be submitted in writing the Clerk/designate in advance of the meeting.
7. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person;
8. A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
9. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with Section 239 of the Municipal Act, 2001.

**TECHNICAL MATTERS:**

1. If there is a question as to the performance of the meeting technology impacting the proceedings of a meeting, the meeting may be recessed at the direction of the Chair to confirm that the electronic format is performing effectively before proceeding further with the agenda.
2. In the event of connection or service disruption, the Chair may recess the meeting to allow for attempts to reconnect. It is the members' duty to ensure that their equipment and technology are set in advance of the meeting. After 15 minutes of not connecting, the meeting shall resume and no further efforts shall be taken to reconnect the Member.
3. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting and for muting their device when they are not speaking.

## Best Practices for Electronic Meeting Participation

<b>Before the Meeting</b>
If you are using video, please make sure you are wearing appropriate attire for a Council Meeting.
Be prepared. Have your agenda package or reference materials ready.
If using video, please ensure there is nothing in view of your camera.
Ensure your workspace is quiet (minimal background noise) and that you will not be interrupted.
Turn off your phone or set to mute and do not check your phone while on camera.
<b>Getting Started</b>
Log-on to the meeting 10-15 minutes early to make sure your audio and video are working.
If you are using video, ensure that you can be seen. Try to have light beside or behind your computer to illuminate your head and shoulders. Be cautious with natural light to avoid a silhouette effect. Keep your background clear of distractions.
If using video, adjust your screen for a head and shoulder look and during the meeting do not lean into your computer as viewers may see close ups of your chin. Strange angles can be a distraction.
If you wear glasses, adjust your screen brightness to reduce glare.
<b>During the Meeting</b>
If using video, look straight in the camera when speaking to make eye contact with the viewers. It helps them to know you are engaged in the conversation.
If using video, keep your body movements to a minimum as it can pixelate and degrade the picture.
It is suggested that you mute your microphone unless you are speaking. This reduces any background noise such as pets. You can mute it thru an icon beside your name in the list of attendees.
Please DO NOT share the Zoom Council meeting link on social media or with others – these links have the password integrated and are unique to your email address. These meeting invites and links are to be treated as confidential, especially when associated with confidential sessions of Council.
Any member of Council participating via video conference or telephone shall announce if they wish to leave the meeting prior to adjournment or prior to leaving the meeting for a personal break. In the event of a connection/service interruption with the electronic meeting, the Chair may recess the meeting for up to 15 minutes.

<b>Closed Meetings</b>
Confidentiality <b>MUST</b> be maintained therefore:
Please ensure you are in a closed room/private setting where others in your dwelling cannot hear or see the proceedings of the closed meeting.
Closed Meeting materials are not to be shared with anyone in order to maintain confidentiality.
<b>Technical Tips</b>
If you can't connect, check your internet connection by going to another website (such as CBC.ca) to make sure it's working. If the internet is not working on other sites, you may need to begin rebooting devices such as your laptop, router or modem until you are able to connect to a website.
If your screen freezes, try to refresh or you may need to disconnect from the meeting then reconnect using the link in the original meeting invite. If that does not work, you may need to reboot your device.
If you get disconnected, reboot your computer and re-join the meeting using the link in your meeting request.

Any questions with respect to this Protocol or Best Practices may be directed to the Clerk at [clerk@calvintownship.ca](mailto:clerk@calvintownship.ca).



THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO.2020-012

BEING A BY-LAW TO ESTABLISH SALARY AND HOURLY REMUNERATION GRID FOR OFFICERS AND STAFF OF THE CORPORATION FOR 2020.

WHEREAS, pursuant to the Municipal Act, 2001, c. 25. Part VI, as amended, the Council of the Corporation of the Municipality of Calvin may pass a by-law for fixing the remuneration of its officers and employees of the Corporation.

AND WHEREAS the Council has deemed it desirable to pass such a by-law;

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

1. That the salary and hourly remuneration pay grid for the positions of Officers and Employees of the Corporation be hereby fixed for 2020 as per Schedule "A" which is attached and becomes part of this by-law.
2. That any previous by-laws or resolutions pertaining to the remuneration of Officers and Employees of the Corporation are hereby repealed.

Read a first time this 28<sup>th</sup> day of April 2020.

Read a second time this 28<sup>th</sup> day of April 2020.

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

\_\_\_\_\_  
MAYOR

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

Schedule "A"  
To By-Law No. 2020-012  
Position Rates 2020

	<b>COUNCIL MEMBERS</b>				
1.	Mayor and Deputy Mayor	<i>As per By-law 2018-003</i>		<i>Review every 4 years</i>	<i>Next 2022</i>
2.	Councillor	<i>As per By-law 2018-003</i>		<i>Review every 4 years</i>	<i>Next 2022</i>
	<b>SALARIED EMPLOYEES</b>				
1.	Clerk-Treasurer	\$46,512	to	\$72,034	<i>Annually</i>
	<b>FULL-TIME EMPLOYEES</b>				
1.	Road Superintendent	\$21.25	to	\$32.92	<i>Hourly</i>
2.	Equipment Operator - Roads	\$18.23	to	\$25.37	<i>Hourly</i>
3.	Deputy Clerk-Treasurer	\$18.23	to	\$27.12	<i>Hourly</i>
4.	Administrative Assistant	\$16.32	to	\$23.60	<i>Hourly</i>
	<b>PART-TIME EMPLOYEES</b>				
1.	Fire Chief Building Inspector	\$18.74	to	\$29.68	<i>Hourly</i>
2.	Shared Chief Building Official	\$22.30	to	\$38.32	<i>Hourly</i>
3.	Deputy Clerk-Treasurer	\$18.23	to	\$27.12	<i>Hourly</i>
4.	Municipal Enforcement Officer Animal Control Officer Landfill Superintendent Recreation Superintendent Cemetery Superintendent Deputy Fire Chief	\$18.23	to	\$25.37	<i>Hourly</i>
5.	Equipment Operator - Roads	\$18.23	to	\$25.37	<i>Hourly</i>
6.	Labourer/Custodian – General, all dept.	\$15.56	to	\$21.56	<i>Hourly</i>
7.	Administrative Assistant	\$16.32	to	\$23.60	<i>Hourly</i>
8.	Emergency Management – Primary and Alternate Coordinator Designated Officer	\$16.32	To	\$20.74	<i>Hourly</i>
9.	Student (under 18) /Year Round	Min Wage			<i>Hourly</i>
10.	Student (under 18) /Seasonal	Min Wage			<i>Hourly</i>
11.	Student (over 18)	Min Wage			<i>Hourly</i>

2019 added Deputy Fire Chief and Emergency Management Coordinator(s); 2020 added Designated Officer

## Cindy Pigeau

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**From:** Lucie Viel  
**Sent:** Wednesday, April 15, 2020 8:35 AM  
**To:** Cindy Pigeau  
**Subject:** FW: Distancing enforcement

**From:** councillorHeatherOlmstead@outlook.com [mailto:councillorHeatherOlmstead@outlook.com]  
**Sent:** Wednesday, April 15, 2020 1:29 AM  
**To:** Lucie Viel <administration@calvintownship.ca>  
**Subject:** Distancing enforcement

I just wondered if we could purchase a drone. It would help on many levels. Animal control, parking enforcement, fire ban and social distancing. This reduces costs by remotely observing our bylaws. Sent from my Bell Samsung device over Canada's largest network.

<b>Comparison of Board Costs and OMPF Revenue from 2019 to 2020</b>			
<b>Current Year Board /Fixed 2020</b>			
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>%chg</u></b>
<b><u>Revenues</u></b>			
OMPf	<b>193,400</b>	<b>192,500</b>	-0.47
<b><u>Fixed Costs - Boards</u></b>			
Health Unit	17,747	18,634	5.00
DNSSAB	224,209	237,881	6.10
Cassellholme	46,809	48,228	3.03
Planning Board	2,500	2,500	0.00
MBEDC	0	0	No Longer Exists
Conserv Auth.	9,574	9,913	3.54
MPAC	13,637	13,650	0.10
Policing	98,972	102,430	3.49
<b>Total</b>	<b>413,448</b>	<b>433,236</b>	
<b><u>Cost to Taxpayer</u></b>			
Fixed Costs	413,448	433,236	
Less OMPF Revenues	-193,400	-192,500	
<b>Total Chg to Taxpayer</b>	<b>220,048</b>	<b>240,736</b>	<b>9.40</b>

2020 PRELIMINARY Use of 2019 Surplus

2019 Surplus brought forward to 2020 budget		233,865.00	
Dept.	Detail	Budget Application	2019 rec'd
Fire			13356 MTO Response
			Sale of Used Oil Tank 50 and Hot Water Tanks
			3980 Fire Agreements
	Transfer to Fire Reserves 2020	17,386.00	17386
Roads	Transfer to Road Reserve for future capital costs	30,000.00	
Recreation	Transfer to Recreation Reserves for project not completed last year.	17,000.00	
Admin	Transfer to Working Reserves for Server Replacement	5,000.00	
Landfill	Transfer to Landfill Reserves for Required 2020/21 Reporting Closure Costs of Landfill	2,200.00 ???	
Social Services	2019 Budgeted for Mattawa Seniors Home (In 2018 \$7,712 not spent - \$15,424 put into Reserve Mattawa Seniors for when starting to pay allocation - once it has been determined)	\$ 23,136.00	
<b>Total 2020 Budget from 2019 Surplus</b>		<b>94,722.00</b>	
Balance of Surplus Used to Offset Taxation			<b>139,143.00</b>

CORPORATION OF THE MUNICIPALITY OF CALVIN  
2020 FINAL BUDGET

2020 FINAL		2020 BUDGET	2019 BUDGET	DIFFYr/Yr	
Capital Costs		50,300	909,239	-858,939	
COLA is 2.2% Dec 2018-Dec 2019 as per Stats Can March 2020		Operating Costs	1,689,151	1,716,242	-27,091
REVENUES		Check	1,739,451	1,739,451	
Account		BUDGET	ACTUAL	BUDGET	
		2020	2019	2019	
1	140101110 Taxation General Lev Calculated from Original Returned MPAC Roll PLUS 1% capital specific levy Increase based on previous years levy, dedicated to Increasing funding available for capital assets. As identified in Asset Management Plan. (2018 Levy was \$1,269,846 x1% = \$12,698, 2019 Levy was \$1,331,317 x 1% = \$13,313)		(1,299,068)	(1,331,317)	13,313
2	140101111 Supplementary /Omitted		(10,065)		
3	140101113 Additions and/or CVA Omitted or Added to MPAC Roll During the Year		(5,239)	(5,239)	(5,239)
4	140101115 CPR Taxes - estimated				
5	140101115 Payments Received in Lieu of Tax Included in General Levy (eg. Sam Park/CEC, MTO or MNR Property)		(31,004)	0	
6		(5,239)	(1,345,376)	(1,336,556)	
7	ONTARIO CONDITIONAL GRANTS				
8	140103117 OMPF OMPF is a base grant paid quarterly to eligible municipalities to offset costs of services transferred from the Province under the LSR Initiative (1998). The amounts are determined by a formula set by the Province. Our base OMPF for 2019 was 194,400, 2018 is \$194,900, 2017 was \$201,700. Our 2020 base OMPF has been set by the Province at \$192,500 - 0.47% Reduction.	(192,500)	(193,400)	(193,400)	
9	140103118 Fire Dept. One Time Grant	0	0	0	
10	140104124 Infrastructure Grants OCIF Grant - Formula Based (\$50,000 for 2020) Being collected for future project (ie. Road Resurfacing in 2026) NOTE: Top Up Based - No longer available as of 2019. Replaced by Investing In Canada Infrastructure Program: Rural & Northern Stream, Formula Based is still available	0	(153,230)	(150,000)	
11		(192,500)	(346,630)	(343,400)	
12	14000104120 Fire Grant Provincial Annual estimate for MTO & MNR calls (based on 5 yr history 2012-2016 / 2017 calls were unusually high)	(5,000)	(13,356)	(5,000)	
13	140104121 Livestock Grant Prov Reimbursements under the Wildlife Compensation Program OMAFRA	0	0	0	
14	140104122 Library Provincial Funds which we apply for from the province and then forward to John Dixon Public Library as per our user agreement	(1,177)	(1,177)	(1,177)	
15	140104123 Other Provincial/Federal Grants Gas Tax Top Up of \$36,182.68 plus surplus administrative fee of \$673.88 was received in 2019 and not spent yet. Gas Tax funds available (including the above noted) \$134,277.	0	(253,183)	(253,280)	
16	140104125 Drainage Prov Grants Estimated 50% of Costs to Employ Drainage Superintendent for 2019 (\$3500), plus recovery of Drain Cleanout scheduled 2020 (\$2K)	(5,500)	(12,398)	(8,500)	
17		(11,677)	(280,114)	(267,957)	
18	POA REVENUE				
19	140105126 CEMC Revenue Planning to alternate years hosting mock disaster with Pap-Cam. Calvin Host 2021. No Invoicing between municipalities.	0	0	0	
20	140105127 Provincial Offences Act Calvin's expected portion of POA fines estimated for 2020.	(200)	(1,697)	(650)	
21		(200)	(1,697)	(650)	
22	USER FEES AND SERVICE CHARGES				
23	140106130 Cemetery Revenue Sale of plots, portion of markers etc. Estimated based on avg of 6 yrs.	(800)	(1,310)	(800)	
24	140106131 Recreation Revenue Estimated 2020 Hall rental (\$100). This account to also include Internal revenue for use of Gas (from Rec Gas Tank) to other departments (eg. Fire, Roads), Any monies raised from fundraising, if any.	(800)	(500)	(1,810)	
25		(1,600)	(1,810)	(2,610)	
26	LICENSES, PERMITS, FEES				
27	140107140 Building Permits Expected average demand for permits in 2020. Based on a 5 year average.	(4,000)	(4,525)	(4,000)	
28	140107144 Election Revenue	0	(200)	(200)	
29	140107143 Gen. Govt. Revenue Spectrum annual fee for tower at landfill site. Line Fences Act. NSF cheques etc., Payment out of Court for Tax Sale from 2018 (\$37,238.53)	(39,239)	(7,483)	(2,000)	
30	140107145 911 Revenues Installation of new signs if required	(35)	(70)	(35)	
31	140107146 Fire Dept Revenue Donations to Dept for Services provided.	(3,000)	(4,274)	(3,000)	
32	140107148 Fire Dept. Agreements Lauder Twp residents @ \$92 ea x 23/Canadian Ecology Centre \$2042 (to review and increase by December CPI annually going forward). Increase in annual from \$75 to \$90 per household in 2016 for Lauder (Increased by CPI in 2020).	(4,158)	(4,290)	(4,070)	
33	140107150 Road Dept Revenue 2018 Loader Rate \$18.00/hr, Truck \$29.00/hr, Grader \$20.00/hr based on 3 yr avg. DO NOT USE as of 2018, now included as credit to 150325106				
34	140107151 Road Vehicle Truck Credits	(450)	(2,411)	(2,700)	
35	140107153 Road Vehicle Loader/Hoe Credit	(8,750)	(5,427)	(6,255)	
36	140107155 Aggregates Revenue Funds to municipality from Aggregate Trust generated from Registered gravel pits within the municipality. 2008 was the first year of this Trust. There has also been minimal aggregate activity. Rec'd for 2019 - \$2580, 2018 - \$1800, 2017 - \$1525, 2016 - \$1479, 2015 - \$838, 2014 - \$665, 2013 - \$2445, 2012 - \$2884, 2011 - \$2456. Used average of 6 previous years.	(1,481)	(2,580)	(1,459)	
37					

38	140107156 Road Non-machine Revenue	Outside Revenue - 2019 - \$15,000 was trade In value of old grader	(500)	(15,280)	(880)
39	140107160 Landfill Site	Algonquin Park (\$2000) - to be reviewed before Dec 31, 2021 ( 5 year contract with CPI Increase?), CEC (\$2590.79 to be Increased by December CPI annually), Samuel de Champlain Park (\$50) plus tipping fees (\$3500), 12 bins Columbia F.P. (\$150 ea), plus household tipping fees/fridge disposal/shingles (\$700).	(11,000)	(14,518)	(11,000)
40	140107161 Blue Box Recycling Revenue	Metal, tires, WEEE, Blue Box for 2018 Is \$12,305	(10,000)	(12,305)	(9,000)
41	140107162 Industrial Waste Revenue		0	0	0
42	140107170 Recreation Revenue	Recreation Committee dissolved In 2017			
43	140107172 Tax Cert., Maps, Copies, Faxes	Estimated based on 2018 Actual vs. Budget	(500)	(853)	(500)
44	140107175 Zoning Amendments	Estimating one ZBLA and one Minor Variance	(1,570)		(1,570)
45			(84,683)	(74,215)	(46,669)
46	<b>PENALTIES AND INTEREST</b>				
47	140108180 Penalty and Interest	Estimated amount charged on tax arrears throughout the year. This may be higher or lower due to what we decide to do with interest during pandemic.	(15,000)	(16,045)	(14,900)
48			(15,000)	(16,045)	(14,900)
49	<b>OTHER REVENUE</b>				
51	140109185 Investment Income	Interest rates remain low on GIC's. As of Jan 1, 2019 value was \$124883.23. Interest Rate Is 1.7%. Matures April 23, 2019 - Renewed, Bank Interest.	(7,000)	(13,335)	(7,000)
52	140110191 Bank Loan Proceeds	Remainder of cost for Grader to be paid on a monthly basis. Backhoe paid off In 2019. See account 1-5-0300-404 for payments for 2020	(86,156)	(162,055)	(162,126)
53	140110192 Transfer from Reserves Roads		0	(119,345)	(121,000)
54	140110193 Transfer from Reserves	Drainage Work to be done In 2020.	(12,000)	(12,476)	(14,533)
55	140110194 Transfer from Reserves Fire		0		
56	140110195 Transfer from Reserves Landfill	Reserves for landfill monitoring purposes. Next Report due In 2021.	0	(2,000)	(2,000)
57	140110197 Transfer from Reserves Mattawa Hospital Funds	FINAL payment from reserve 2015. (obligation complete)	0	0	0
58	140110198 Transfer from Reserves-Gas Tax	Gas Tax funds available \$134,277.		(113,383)	(207,413)
59	140110199 Surplus from previous Yr.	Surplus 2018 was \$91,245 (Note - Operating and Capital Budgets will also reflect any surplus applied In 2019 budget)	(233,865)	(91,245)	(91,245)
60	140110203 Transfer from Working Funds Reserves	As of January 1, 2020, balance at \$108,200.15, Transfer \$5000 for new computers including Installation	(5,000)	(11,117)	(21,000)
61	140110204 Transfer from Unexpended Capital	None	0	0	0
62			(344,021)	(574,858)	(626,347)
63		<b>TOTAL REVENUES</b>	(654,420)	(7,590,843)	(7,638,053)
64	<b>EXPENDITURES</b>				
65	<b>COUNCIL</b>				
66	15010100 Council fees	Paid monthly to Mayor and Councillors. Council is paid only for meetings attended. Increase to allow for potentially 6 special Council meetings (4 Strategic Plan Meetings and 2 extra special meetings)	38,100	36,943	36,850
67	150100102 Council Vehicle & Expenses	Travel costs for meetings etc.	200	61	200
68	150100104 EHT	1.95% approx of Total Salary	750	702	525
69	150100106 Integrity Commissioner	NEW ACCOUNT AS OF 2019 - Costs associated with the use of the Integrity Commissioner	15,000	404.77	5000
70	150100113 CPP	New Account Number	770		
70			54,820	38,111	42,575
71	<b>ADMINISTRATION</b>				
72	150101100 Salaries and Benefits	Includes 2 FT. and 26 hrs/yr H&R Rep - No Increase In Salaries for 2020 To Reduce costs (Covid 19)	103,562	119,936	130,922
73	15010101 Materials and Supplies	Office supplies & forms, Alarm System/Answering Service, employee expenses.	5,000	4,643	5,000
74	15010102 Vehicle Expenses	Administration staff estimated use of personal vehicle.	1,000	796	1,300
75	150101103 Telephone and Fax	Monthly costs (\$305 x12 mths = \$3660)	3,660	2,270	3,100
76	150101104 WSIB & EHT	5.28% approx of Total Salary	5,468	6,801	7,095
77	150101105 Seminars, Workshops and Training	2018 Cindy Pigeau enrolled in the MLP Program Unit 1 AMCTO \$500 (online) and to enroll in MLP Program Unit 2 In Fall Session (\$500). Plus \$500 Workshops/Training - Reduced from \$3000 to \$1500 to try to help reduce costs (Covid 19)	1,500	1,377	3,000
78	150101106 Misc. and Memberships	Costs for annual memberships (AMO, FONOM, AMCTO etc), radio license (\$328), ePay License \$14.88/mth for support (ongoing), other misc. advertising or published notices, small misc. expenses.	2,100	2,625	2,100
79	150101110 Services		0		0
80	150101113 CPP & EI	6.66% approx of total salary	6,901	8,509	8,445
81	150101114 Group Ins.	Approx \$985/mth increase received in September - approximately 5% from Sept to Dec - Approximately \$200	12,020	8,628	8,250

82	150101115 Computer Expenses	Total support costs for system (\$8227). Cartridges for printers, paper, antivirus updates, outside services not provided by VADIM, \$3620.52 annual costs for Progressive plus extra \$2400 if required. Includes \$350.30/mth for wireless internet. Software support for CityWide Software (\$2456)	21,000	18,945	17,500	
83	150101116 Auditor	Grant Thornton Auditors , audit planning, prep and onsite testing, general questions re: legislation and accounting. M. Robinson re: accounting assistance for more complex adjustments, FIR, O.REG Report 284/09.	15,000	14,809	15,000	
84	150101117 Copier	5 yr Lease (to Apr 2021) copier/fax/scanner/printer @\$107/mth (\$1284/yr) includes non-refundable portion of HST, plus copy and monthly maintenance/service charges. Size of monthly flyer has increased - requiring more copies. Reduced from \$2000 to \$1700 to try to help reduce costs (Covid 19)	1,700	1,363	2,000	
85	150101118 Office Repairs	Carpet cleaning twice year. Other repairs as required.	250	0	250	
86	150101119 Donations	Reduced from \$500 to \$40 to try to help reduce costs (Covid 19)	40	40	500	
87	150101120 Lawyer Fees	Estimated cost for legal counsel/advice, drafts of new complex By-laws etc.	4,000	3,097	4,000	
88	150101121 Election		0	0	0	
89	150101123 Bank Chg, Interest	Based on past 4 yr avg.	1,900	1,745	1,900	
90	150101125 Tax Registration	Tax Sale Process	5,000	0	5,000	
91	150101126 Tax Write Offs	Estimated adjustments \$400.	4,000	4,117	3,000	
92	150101132 Capital Expenditures	New Computers - 4 computers at \$1150 each	5,000	11,117	21,000	
93	1500101133 Transfer to Reserves - working Funds	Transferred \$69622 here in 2006 for future needs. Used \$10,000 in 2006 due to windstorm emergency costs. Used \$81,027 in 2009 for Columbia settlement. Used \$9657 in 2012 for Nurse Practitioner at Mattawa Hosp. Balance in working funds reserve is \$108,200 opening 2020. NORMALLY ADD \$5,000/YR FOR SERVER FROM SURPLUS REPLACEMENT REQUIRED APPROX. EVERY 5 YRS but reduced to \$3,000 in 2018 to allow the remaining \$2,000 to be used for Succession Planning Senior Management training in 2018. Replaced Server in 2019. Need Computers this year.	5,000	12,698	12,698	
94	150101169 Insurance	MIS Municipal Insurance Services. Re-tendered in 2016 to Feb 2020 (with 2 yr renewal option) Two Year Renewal Option Taken	9,212	8,652	8,652	
95	150101171 Postage	Stamps, mail flyers 1/mth @ \$46/mth, tax billing, courier	2,500	2,209	2,800	
96	150101174 Health and Safety	NEW Account 2012. All expenditures for all departments related to Health and Safety (eg. PPE, Supervisor/Management training course, H & S Rep course if necessary, materials, slenage, safety equipment etc.)	2,000	2,063	2,000	
97	150101187 Employee Pension Expense	All Departments are included here. Pension Plan Initiated July 2009. Includes wage adjustments in this total. Pension Fee 2020 is \$850	8,900	11,529	11,500	
98	150101188 FCM-MAMP		\$ -	56147.24	55,100	
99			226,714	304,117	332,112	
100	<b>FIRE DEPT.</b>					
101	150200100 Salaries and Benefits	Volunteer points asking for Increase \$2500 in 2020. Volunteer points were increased by \$1000 in 2019 (Note at year end calculate HST). 1.0 hours/wk for maintenance of equipment and building	46,797	42,631	44,250	
102	150200101 Materials and Supplies	Medical Supplies, Helmets, Boots, Fuel for Small Engines, Bunker Gear Cleaner, Bunker Gear Repairs, 8 X Hoods, FD Flashes (60), 5 x FF Gloves, 10 X Auto X Gloves, 10 X Barms Socks, Hose Bag, Gas Detector Bump Testing, Poly Tanks, Fire Craft Tracer, Small Misc.	8,200	9,167	10,000	
103	150200102 Vehicle Expense	All expenses related to vehicles within the Fire Dept. Pump tests, fuel & gas, oil and filter, safety inspections (4 trucks /yr), Mileage, Hydraulic Equip servicing (2019-2021), Scott Foam Pack, Minor Repairs/Tools	9,500	15,525	13,500	
104	150200104 WSIB & EHT	approx 5.28% of wages	4,000	3,974	3,900	
105	150200106 Misc	Picnic (\$1500), Awards (4 badges and 1 - 10 yr of service, 1 - 30 yr service) (\$1400), couriers, uniforms, food, water, bunker gear testing and other non-specific items (\$1100)	4,000	2,601	3,700	
106	150200107 Hydro		1,800	1,191	1,800	
107	150200108 Heating Fuel	Heating fuel, repairs and maintenance to heating system	4,800	4,593	3,500	
108	150200109 Equip. Charges Internal	May need other equipment for paving of driveway	0	0	200	
109	150200113 CPP & EI	Approx 2.2% of department salaries	1,000	907	1,000	
110	150200114 Group Insurance					
111	150200132 Capital Expenditures	2 Sets bunker Gear (\$4100). 3 pairs of Coveralls (\$2000), Forestry Hose - 5 Lengths (\$2000)	7,300	20,519	27,700	
112	150200133 Transfer to Reserves	2019 Fire Revenues from 2019 surplus (\$17386)	17,386	22,364	22,364	
113	150200134 Memberships	Mutual aid, Fire fighters Assoc, Fire Chiefs Assoc, etc	720	659	720	
114	150200135 Building Maintenance	Repairs, painting, wiring interior hall, interior hall painting, roof repair	1,600	2,775	1,600	
115	150200136 Breathing Air and Oxygen	Bottle refills, 1/2 share of system modifications & repairs with Pap-Cam. Required hydrostatic testing on cascade system cylinders mandatory every 5 yrs (next 2020), BA bottles hydro testing (varies per year). Service contract BA's approximately \$1000.	4,975	3,182	3,000	
116	150200137 Communications	Paging (\$750), phones, radio license (\$673.52), batteries (\$322.46), dispatcher (\$1440), radios (\$750). Service/maint \$800/yr split 50/50 between fire and roads	5,500	3,230	4,500	
117	150200138 Training	Outside training, workshops and courses. Bringing in outside services to provide specialised training. Training centre at landfill site. NFPA training standards requirements.	5,000	3,268	5,000	
118	150200139 Fire Prevention	Pamphlets, brochures, smoke detectors, CO detectors, public event, advertising etc.	300	0	300	
119	150200140 Payments to Other Fire Dept					
120	150200142 Forest Fire Expense	MNR Forest Fire Agreement. No longer have an expiry date, to be reviewed by Mar 31/20	650	647	650	
121	150200169 Insurance		6,538	6,140	6,140	



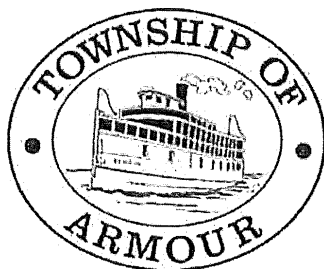
122	150200402	Loan payment	Fire Truck Purchased 2015 (Debenture) Payments 6 & 7 of 20	20,000	20,000	20,000
	150200404	Interest Fire Truck	Fire Truck Interest on Debenture Loan 2020	2,527	2,980	3,000
123	150200187	Fire Pension Exp	Budgeted under Admin			
124				152,593	166,354	176,824
125						
126			<b>Community Emergency Measures</b>			
	150210100	Salaries and Benefits	CEMC \$2000. No Increase In Salaries for 2020 To Reduce costs (Covid 19)	2,000	603	2,000
127	150210101	Materials and Supplies	CEMC Mileage and Services	1,500	69	1,500
128	150210104	WSIB & EHT	Approx 4% of Dept salary	75	33	75
129	150210110	Services		0	0	0
130	150210113	CPP & EI	Approx 7% of Salary for dept.	112	20	112
131	050210138	Training		2,000	430	2,000
132	150210133	Transfer to Reserves	Reserve fund for emergency management from surplus. Has \$3007 opening 2018	0	0	0
133				5,687	1,154	5,687
134						
135			<b>ROAD DEPARTMENT</b>			
136			<b>ROADS OVERHEAD</b>			
	150300100	Salaries and Benefits	All roads wages are included in this G/L account for Budget purposes. No Increase In Salaries for 2020 To Reduce costs (Covid 19)	120,004	113,666	125,200
137	150300101	Material and Supplies	All to Office & Shop Expense			
138	150300102	Vehicle Expense	Approx \$11,500/yr Based on mileage per month submitted to A/P	11,600	11,625	11,500
139	150300103	Telephone, Cell	Garage phone, Cellphone (based on Calls approx \$75/mth) and calls (road super)	1,500	1,397	1,700
140	150300104	WSIB&EHT	All Road dept included here. 5.28% of Total Salaries	6,545	6,640	6,800
141	150300105	Seminars, Workshops, Memberships	Includes training (eg. Propane/every three years beginning 2017 @\$135 approx p.p., wheel end course, grader operator, plow operator)	2,000	757	2,000
142	150300106	Misc				
143	150300107	Hydro		1,800	1,500	1,800
144	150300108	Heating Fuel	Garage and Sand dome (Estimated)	8,600	8,602	8,500
145	150300110	Services Roads				
146	150300113	CPP & EI	All roads Dept included here. Approx 6.51% of department salaries	8,075	7,693	8,200
147	150300114	Group Insurance	Approx \$1004/mth plus \$200 for Increase in Sept	12,250	10,116	10,800
148	150300120	Lawyer Fees	Complex By-law Review and Legal Counsel	5,000	0	5,000
149	150300132	Capital Expenditures			623,947	740,539
150	150300133	Transfer to Reserves	Have been transferring \$30,000 for future road/bridge work from 2018 surplus and \$2000 from 2018 surplus for grader repair. In 2016 Budget this amount was reduced to \$22,000 total to reduce overall levy by 1%, not intended to be ongoing. Bridge study Required In 2020, (\$5000 every two years, raise \$2500 per year, 1st year (2019) transfer to Road Reserve, 2nd year (2020) transfer it out and add an additional \$2500)	30,000	34,500	34,500
151	150300135	Building Maintenance	Roof replacement needed (future? \$12,000) Doors, furnace cleaning, consider new roof	2,000	384	2,000
152	150300149	Small Tools	Wrenches, hoses, tools etc., others under \$1000, \$1000 New Brush Saw	2,200	2,588	1,200
153	150300150	Office and Shop Expense	Supplies, radio license (\$210), paint, oxygen, acetylene, cylinder lease. Service/maint of communication system @\$800/yr split 50/50 with Roads and Fire -Plow Blades, Grader Blades, Nuts and Bolts	10,000	8,289	10,000
154	150300169	Insurance		9,600	9,015	9,015
155	150300182	Water System	Water Use in Garage and maintenance to water system at 40% (Rec has other 60%) Cisterns flushed at 2019 & 2021 at approximately \$1500 - No Longer In Use (Drilled Well Now)		978	2,600
156	150300184	Transfer to Cap fund				
157	150300402	Interest Grader	2019 Grader Interest			
158	150300404	Payment on Grader	Grader Payments 12 x \$3013.83 plus lump sum payment of \$39,733 (HST Refund Amt)	75,899	31,128	37,710
159	150300187	Roads Pension Exp	For budget purposes all Pension expenses are included under Admin.			
160				307,073	872,826	1,019,064
161						
162			<b>HARDTOP MAINTENANCE</b>			
	150310100	Salaries and Benefits				
163	150310101	Materials and Supplies	Resurfacing Aug 2019 - 1 load cold mix required 2019 - New Sweeper Brushes (\$1700)	5,200	3,299	3,500
164	150310104	WSIB&EHT				
165	150310106	Misc. Hardtop				
166	150310110	Services				
167	150310113	CPP&UI				
168				5,200	3,299	3,500
169						
170			<b>DITCHING</b>			
	150311100	Salaries and Benefits				
171						

172	150311101 Materials and Supplies	Straw, Filter Cloth, Wooden Stakes, Paint	500	0	500
173	150311110 Service	Possible Option of Renting Mid Size Excavator (Battlefield) for same value as hiring outside source. Do all Ditching in House NOTE: Landfill site needs cover materials from ditching.	15,000	15,943	15,000
174			15,500	15,943	15,500
175	<b>GRAVEL PATCHING</b>				
176	150312100 Salaries and Benefits				
177	150312101 Materials and Supplies	"A" gravel 1200T @\$10/T (Picked Up) 10-12 loads of gravel for the Fire Truck Access Point	12,000	11,651	12,000
178	150312110 Services				
179			12,000	11,651	12,000
180	<b>GRADING</b>				
181	150313100 Salaries and Benefits				
182	150313101 Materials and Supplies				
183	150313110 Services				
184			0	0	0
185	<b>DUST LAYER</b>				
186	150314100 Salaries and Benefits				
187	150314101 Materials and Supplies	96000 ltrs (extra load) @ 19.5C ltr + tax (to \$18,720), skid of Magneslum Flake (\$1000)	19,720	18,209	19,500
188	150314110 Services				
189			19,720	18,209	19,500
190	<b>GRAVEL RESURFACING</b>				
191	150315100 Salaries and Benefits				
192	150315101 Materials and Supplies	52/km gravel road in twp. 6 yr life span on newly gravelled 2 lane Rd. A Gravel, 3000T @ 10.00(picked up), \$15.00 Delivered	30,000	27,866	30,000
193	150315110 Services				
194			30,000	27,866	30,000
195	<b>SAFETY DEVICES</b>				
196	150316100 Salaries and Benefits				0
197	150316101 Materials and Supplies	New Road Side Municipal Signs, Caution signs, Speed signs, Marker Cones Detour Signs	1,600	1,816	1,600
198	150316110 Services	Railway lights \$825 x4 = \$3300	3,500	3,099	3,500
199			5,100	4,915	5,100
200	<b>BRIDGES AND CULVERTS</b>				
201	150317100 Salaries and Benefits				
202	150317101 Materials and Supplies	327 culverts in tp. Average lifespan is 30-35 years. Misc Culvert Failure replacements average 6-10 new culverts annually	8,000	10,532	8,000
203	150317106 Misc Bridges				
204	150317110 Services	Bridge study Required in 2020. (\$5000 every two years, raise \$2500 per year, 1st year(2019) transferred to Road Reserve, 2nd year (2020) transfer it out and add an additional \$2500). Culvert installation-NBMCA Permit Required \$855	6,000	0	1,000
205			14,000	10,532	9,000
206	<b>ROADSIDE MAINTENANCE</b>				
207	150318100 Salaries and Benefits				
208	150318101 Repairs & maintenance mower				
209	150318106 Materials and Supplies	Mechanical Brushing Roadside - Removed to reduce expenses	0	9,922	10,000
210	150318110 Services	Roadside grass cutting - Removed to reduce expenses	0	2,849	2,600
211			0	12,771	12,600
212	<b>SNOW PLOWING</b>				
213	150319100 Salaries and Benefits				
214	150319101 Materials and Supplies				
215			0	0	0
216	<b>SANDING</b>				
217	150320100 Salaries and Benefits				
218	150320101 Materials and Supplies	Budget should be based on the amount of sand we anticipate to USE in the year, not what we purchase. 3000T @ 10.00 plus 200T of A gravel for ice storms @\$10.00/T	32,000	31,618	32,000
219			32,000	31,618	32,000
220	<b>ICE BLADING</b>				
221	150321100 Salaries and Benefits				
222			0	0	0
223	<b>THAW CULVERTS</b>				
224	150322100 Salaries and Benefits				
225	150322101 Materials and Supplies				
226			0	0	0
227	<b>STAND BY WAGES</b>				

228	150923100	Salaries and Benefits	Nov 1 - Apr 30 weekends only @ \$72 per weekend/per worker on standby, Current Standby Rate is \$4.50.	3,500	2,997	3,500
229				3,500	2,997	3,500
230	<b>MAIN RD. EXPENDITURES</b>					
231	150924100	Salaries and Benefits				
232	150924101	Material & Supplies				
233	150924106	Misc.				
234	150924110	Services				
235				0	0	0
236	<b>TRUCK EXPENDITURES</b>					
237	150925100	Salaries and Benefits				
238	150925101	Repair and Maintenance	Standard Repair, new tires, auger chains, clutch brake, differential Exhaust Gas Cooler, Engine Repairs.	20,000	11,201	20,000
239	150925106	Fuel and Oil	Estimated for two trucks	25,000	23,985	25,000
240				45,000	35,187	45,000
241	<b>GRADER EXPENDITURES</b>					
242	150926100	Salaries and Benefits				
243	150926101	Repair and Maintenance	Trucks are getting older therefore maintenance increases.	4,000	10,085	4,000
244	150926106	Fuel and Oil	DEF fluid Required, Tier E Engine on New Grader	8,000	7,955	10,000
245				12,000	18,040	14,000
246	<b>LOADER/HOE EXPENDITURES</b>					
247	150927100	Salaries and Benefits				
248	150927101	Repair/Maint	Note that covering at landfill is very hard on loader tires. New Set of Tires Annually	3,000	3,140	2,000
249	150927106	Fuel and Oil		5,500	5,324	5,500
250				8,500	8,464	7,500
251	<b>STEAM JENNY</b>					
252	150928100	Salaries and Benefits				
253	150928101	Repair and Maintenance	None anticipated			
254	150928106	Fuel and Oil	Propane 4 x \$124	500	90	500
255				500	90	500
256	<b>PROJECTS AND IMPROVEMENTS</b>					
257	1509292100	Salaries and Benefits				
258	150929101	Materials and Supplies				
259	150929109	Equip. Charges				
260	150929110	Outside Services				
261				0	0	0
262			<b>TOTAL ROADS</b>	<b>510,093</b>	<b>1,074,410</b>	<b>1,228,764</b>
263	<b>ENVIRONMENTAL SERVICES</b>					
264	<b>LANDFILL</b>					
265	150400100	Salaries and Benefits	Staff, including students and costs for Roads to dump and cover (4 hrs/every 2 wks). Rates for Landfill Attendants and Dump and Cover have increased.	42,521	38,998	38,550
266	150400101	Materials and Supplies	Signage, pass cards \$275 etc. Calcium (10 bags stored at quonset \$500), paint and repairs to buildings \$1200, Sand for Load Cover Until Ditching is done (25 loads - \$165 per load) Fridge freon removal \$1600 (did not get done last year), Gravel for Roadway \$250 per load (10 loads) - \$2500	11,000	3,214	5,350
267	150400102	Vehicle Expenses	Mileage for courses, inspections, pick up supplies	700	560	700
268	150400103	Communications	No Cell			
269	150400104	WSIB & EHT	Approx 5.28%	2,317	2,079	3,500
270	150400105	Seminars and Workshops		200	14	200
271	150400106	Misc	Advertising, flyers, legal fees etc.	200	319	200
272	150400109	Internal Equipment charges	Costs for use of public works equipment to cover (increase to dump and cover 4 hours every two weeks) Misc equipment work at site (150 hrs) - New Rates for use of Roads Equipment	6,750	6,038	7,380
273	150400110	Outside Services	Miller Urso Survey of Landfill 2018 - last done 2013 due every 5 yrs (next 2023). Work done to tipping edge.			
274	150400113	CPP & EI	Approx 6.83%	2,998	2,182	2,640
275	1500400114	Group Insurance Landfill				
276	150400126	Tax Write Off for Landfill		775	753	775
277	150400132	Capital Expenditures		0	4,070	5,000
278	150400133	Transfer to Reserves	For 50% of 2020/21 Reporting - 2021 to pull from Reserve \$2000 for Reporting.	2,200		0
279	150400146	Monitoring of Wells	2020/21 monitoring expected to be (\$25,000) Landfill monitoring report is \$4000 of the \$24,000...therefore monitoring costs are \$10,000/yr (\$2000 raised in 2020 placed in reserve to be pulled from reserves in 2021 - see above). Capacity review letter due 2018 (done every 5 yrs - 2023) is \$3000 - \$1000 for required well extension, well cap and extended well that will be covered in garbased at base.	12,000	13,183	18,000

280	150400147 Recycling Other	Includes hazardous waste disposal (\$560), Metal, WEEE, Tires.	1,000	538	1,000
281	150400175 Blue Box Recycling	Miller Waste Recycling - Allows for 2 extra bins due to Resident Sorting during Covid 19	12,000	9,882	10,000
282	150400187 Landfill Pension Exp	All pension is budgeted under Admin.			
283	150400188 Compaction	Operational costs of compactor, fuel, repairs, parts etc.	1,500	1,452	1,500
284			96,162	83,282	94,795
285	<b>HEALTH SERVICES</b>				
286	150500100 Salaries and Benefits Cemetery	Includes gravedigger. Suggestion to take hours from Cemetery for By-Law No Increase In Salaries for 2020 To Reduce costs (Covid 19)	6,200	6,220	6,500
287	150500101 Materials and Supplies Cemetery	Locate/replace caps and pins, Lawntractor repair, Lawntractor gas	500	251	1,000
288	150500102 Vehicle expense		250	207	250
289	150500104 WSIB & EHT	Approx 5.28%	326	337	360
290	150500108 Health Unit	2019 Levy to Calvin was \$17,747. Increase of 4.99%.	18,634	17,747	17,747
291	150500109 Equip. Charges	If needed	450	0	450
292	150500110 Outside Services	Possible tree removal, damage, headstone repair	500	0	500
293	150500113 CPP & UIC	Approx. 6.83%	421	435	460
294			27,281	25,197	27,267
295	<b>SOCIAL SERVICES</b>				
296	150600110 DNSSAB	2019 levy was \$224,209 (increase + 6.1%). To begin budgeting (to start paying pay 2019) funds for 25 year commitment to Seniors Home. Total is \$3,809,500 over 25 years split between 4 local municipalities. Based on 2011 population Calvin's population (568) our annual portion is \$578,400.43/25 yrs = \$23,136.07/yr/12 = \$1928.01/mth x 7 mths beginning in June 2019	237,881	224,209	224,209
297	150600111 Mattawa Seniors Home	THIS IS AN ESTIMATE ONLY as Casselholme has not yet released the 2020 Levy apportionments. 2020 Increase over 2019 is 3.03%. 2019 Levy is \$46,809. 2018 Levy was \$42,739 (Increase of 9.5%)	13,496	0	13,496
298	150600112 Casselholme		48,228	45,891	46,809
299	150600168 Mattawa Hosp Staff Recruitment	\$1250 annually - Dr. Recruitment and \$1250 Dr. Incentive ( 6 yr period to 2020/21)	2,500	2,500	2,500
300	150600181 Transfer to Reserve Mattawa Seniors Home	Annual payments estimated to be \$23,136.07 (calculation made a number of years ago). Raised in advance for 2019 to ease into annual budgets going forward. (\$1928.01/mth) x 4 months as payments estimated to begin in May of 2019 - includes Balance of the MMAH Funding (\$21,800)	23,136	52,648	52,648
301			325,241	325,248	339,662
302	<b>RECREATION EXPENSE</b>				
303	150700100 Salaries and Benefits	Student wages are Included here. No Increase In Salaries for 2020 To Reduce costs (Covid 19)	49,489	60,864	58,605
304	150700101 Materials and Supplies	Janitorial supplies, lawn equip. repair and gas, extinguisher Inspections, tools, maintenance, grounds maintenance, drinking water for hall. Every 5 Yrs replace pads AED pads (if not used next due 2022).	5,600	3,923	7,500
305	150700102 Vehicle Expenses		800	691	800
306	150700104 WSIB & EHT	Approx 5.28%	3,035	3,099	3,180
307	150700105 Seminars and Workshops		200	0	200
308	150700106 Misc		200	90	200
309	150700107 HydroHall		4,000	3,499	4,000
310	150700108 Heating Hall	Fuel and minor repair to heating system. Furnace replaced with propane furnace in 2017, reduced costs.	5,000	3,874	5,000
311	150700109 Internal Equip. Charges Services	Various Rec grounds/rink. Backhoe required for grounds work - Lawn Repairs from Well Water Lines - Carried over from last year.	2,000	1,800	1,125
312	150700110 Outside Service	Electrical Work required for LED Lights and Hall Updates. Carried over from last year.	2,000		
313	150700113 CPP & EI	Approx 6.83%	3,927	3,977	4,500
314	150700114 Group Insurance	955/mth x 12 Plus \$200 for Increase in September	12,000	11,955	12,600
315	150700132 Capital Expenditures	Accessible Doors for Community Centre - Carried over from last year - \$4000 discount b/c of issues.	8,000	47,660	85,000
316	150700133 Transfer to Reserves				
317	150700135 Building Maintenance	Community Centre Entrance Renovations, Bathroom Updating and General Building Maintenance.	3,000	6,214	8,000
318	150700153 Rink and Sportscentre	Hydro (\$2000) - May go down with LED conversion and Propane heating. Other repairs - boards and nets, boom truck rental for light install. Playground Inspection annually (\$750 in 2019).	7,750	3,980	4,750
319	150700155 Smith Lake Boat Launch	Repair and maintenance to dock and area as required. Gravel for the parking area, lumber and foam for docks	1,500	1,685	1,500
320	150700156 Library	\$1177 from Provincial grant applied for. \$500 donation was cancelled 2010 due to budget restraint.	1,177	1,177	1,177
321	150700169 Insurance	Low Risk Insurance added in late 2018, paid up until Feb 2020 (2019 portion is \$848.63, 2020 will be \$134.90 up to Feb 2020 plus renewal)	2,883	3,556	3,556
322	150700171 CRC Postage	Rec Committee Dissolved 2017			
323	150700182 Water system Maintenance	Sampling of Water at Lab Quarterly - 6 test to prove secure, plus two regular tests. Cistern tank removal from building. U/V system maintenance	1,500	3,415	4,700
324	150700186 Rec. Committee Expense	Rec Committee Dissolved 2017			
325	150700187 Recreation Pension Exp	Budgeted In Admin			
326					

327		114,061	161,457	206,393
328	<b>PLANNING AND DEVELOPMENT</b>			
150800100	Salaries and Benefits			
329	150800101 Materials and Supplies			
330	150800104 WSIB & EHT			
331	150800110 Services	14,275	5,770	14,057
332	CGIS GPS contract Includes Calvin portion of shared costs with Pap-Cam for CBO (Cost Is 9275/yr ), Planner annual retainer fee - Unknown at this time - estimated at \$5000, MBEDC is no longer in existence. (Financial support Ski Hill (Committed to \$25,000 paid \$5000/2015 & \$6667/2016) - Pay out balance of \$6666 by Nov 30 2018. Res #2015 186 - DONE)			
333	1500800113 CPP & UIC			
334	150800158 Zoning	3,000	0	3,000
335	150800160 East Nipissing Planning Board	2,500	2,500	2,500
336	150800161 Zoning Amendments	1,570	0	1,570
337	150800162 Assessment Services	13,650	13,543	13,637
338	2018 was \$13,418. Increased to \$13,543 for 2019			
339	150800163 Municipal Drainage	12,000	16,686	12,000
340	Drain costs for drainage superintendent and reporting \$7,000 which is 50% recoverable through OMAFRA, \$3500 to be recorded in Revenues. Clean Out of Drain (Deschamps) potentially in 2020 - Estimated \$K, fully recoverable through grant (see account # 1-4-0104-125 (\$5K Revenue))			
		46,995	38,999	46,764
340	<b>BUILDING</b>			
341	150900100 Salaries and Benefits			
342	150900101 Materials and Supplies			
343	150900102 Vehicle Expenses	500	235	1,000
344	150900104 WSIB & EHT			
345	150900105 Seminars, Courses, Workshops	700	608	700
346	150900106 Misc	300		
347	150900110 Building Services/Papineau Cameron	28,000	20,492	20,000
348	150900113 CPP & UIC			
349	150900120 Lawyer Fees	1,000	715	1,000
350	150900133 Transfer to Reserve			
351	150900169 Insurance	1,486	1,395	1,395
352	MIS Insurance Services			
353		31,986	23,445	24,995
353	<b>ENFORCEMENT</b>			
354	150950100 Salaries and Benefits	1,200	1,119	1,200
355	150950101 Livestock Valuer/ Fence Viewer/ Canine Expense	150	0	150
356	150950102 Vehicle Expense	250	104	250
357	150950104 WSIB & EHT	65	61	65
358	150950106 Misc	2,000	38	450
359	150950113 CPP & UIC	81	78	80
360	150950141 Policing Services	102,430	98,381	98,972
361	150950143 911 Maintenance	500	338	500
362	150950144 Conservation Authority	9,913	9,574	9,574
363	150950145 Animal Control	2,000	395	2,000
364		118,589	110,088	113,241
365	<b>TOTAL EXPENDITURES</b>	<b>1,710,221</b>	<b>2,351,362</b>	<b>2,351,362</b>
366				
367		<b>2020</b>		
368	<b>TOTAL 2020 LEVY</b>	<b>1,055,301</b>		
369	Cindy Plgeau Clerk-Treasurer	<b>19,313</b>	<b>To be transferred to Reserve for future Infrastructure as per AMP</b>	
370	"A"	<b>1,068,614</b>		<b>-19.732536 % Levy change</b>
371	2019 Levy	<b>1,331,317</b>		
372	\$Increase 2020 over 2019	<b>(262,703)</b>		



OFFICE OF THE REEVE

DISTRICT OF PARRY SOUND

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: rmacphail@armourtownship.ca

Website: www.armourtownship.ca

April 16<sup>th</sup>, 2020

Honorable Christine Elliott, Minister of Health  
College Park 5th Floor, 777 Bay St  
Toronto, ON M7A 2J3

Honorable Stephen Lecce, Minister of Education  
5th Floor, 438 University Ave  
Toronto, ON M7A 2A5

**Re: Post-Secondary Education Students in Health Care Placements**

Dear Honorable Christine Elliott & Honorable Stephen Lecce,

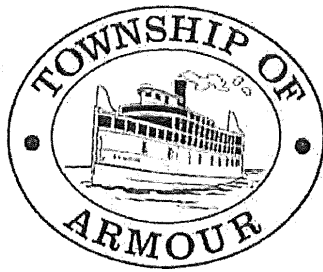
The Township of Armour is a small municipality with a population of 1,414 in rural Parry Sound, Ontario. At this time, during a pandemic, the Township is very concerned that some of our post-secondary education students in health care may lose their school year.

Our concern is that the students in health care, who were in a placement when the pandemic started, were sent home when the schools were closed. Some of these students are now either volunteering or have been asked to assist in hospitals and/or health care centres.

The Township of Armour would like to request that your government assess this matter and return these students to their placements or, as an alternative, credit these students the time there are putting in at hospitals or health centres as a placement so that they may graduate. By doing so, graduating students will be able to start their careers in the health care system and increase the number of front line workers we desperately need to fight this pandemic.

Respectfully yours,

Robert MacPhail, Reeve  
Township of Armour



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DISTRICT OF PARRY SOUND

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Website: [www.armourtownship.ca](http://www.armourtownship.ca)

April 16<sup>th</sup>, 2020

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

**Re: Travel Restrictions to Small Communities**

Dear Premier Ford,

The Township of Armour is a small municipality with a population of 1,414 in rural Parry Sound, Ontario. Although we are a community that relies a great deal upon our seasonal residents, both in terms of municipal revenue and on support for our local businesses, at this time we are asking the province for support in controlling an influx to our area, particularly for citizens who have other options in their primary community.

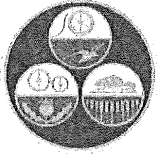
Our concerns are as follows:

1. We do not have the health facilities or equipment to treat a large number of patients if COVID-19 is brought into our area. Our closest hospital is in Huntsville and it only has 9 respirators available.
2. Getting reliable internet access in rural Ontario is a problem. With the influx of people coming into our area and the need for our children to learn on their computers, the internet is even less reliable and it is becoming a problem for everyone.
3. We have ongoing short-term cottage and Air B & B rentals which are operating in our area while our campgrounds and cottage resorts are closed, but the Almaguin OPP informed the municipality that they are only enforcing the no more than five (5) people in a group and isolation orders.
4. With the change of the seasons, it will be difficult to keep people from our parks and recreation facilities. Small municipalities do not have the resources available to enforce the closing of these facilities. We share one By-law Enforcement Officer between three municipalities.
5. The governments are asking us to do our best to flatten the curve and to stay home, but by allowing people to travel from the cities to small rural areas, you are effectively spreading COVID-19 into our communities.

This pandemic highlights the Almaguin Region's longstanding concerns in healthcare, housing, lack of resources and rural internet. Therefore, we are asking your government to implement travel restrictions which will prevent those living in large cities from coming into our small underserved communities, regardless if they own seasonal properties. This will give smaller communities and cottage country a fighting chance against COVID-19.

Respectfully yours,

Robert MacPhail, Reeve  
Township of Armour



*The TOWNSHIP of*  
**NORTH DUMFRIES**

2958 Greenfield Road  
PO Box 1060  
Ayr, ON N0B 1E0

April 17, 2020

**RE: Tourism Orientated Destination Signage Fee Increases**

This letter is to advise that at its meeting of April 14, 2020, the Council of the Township of North Dumfries received a copy of the County of Haliburton resolution (as attached) specific to the Tourism Orientated Destination Signage Fee Increases.

Please be advised that Council of the Township of North Dumfries hereby supports the resolution as presented.

Sincerely,

A handwritten signature in cursive script that reads "Ashley Sage".

Ashley Sage  
Clerk

cc. all Ontario municipalities





## County of Haliburton

P.O. Box 399 - 11 Newcastle Street  
Minden, Ontario K0M 2K0

705-286-1333 phone 705-286-4829 fax

Warden Liz Danielsen

Michael Rutter, CAO  
[mrutter@county.haliburton.on.ca](mailto:mrutter@county.haliburton.on.ca)

February 3, 2020

All Ontario Municipalities

Dear Sir/Madame:

Re: Tourism Oriented Destination Signage Fee Increases

Haliburton County and our local municipalities recently became aware of a significant increase in fees being charged to businesses by Canadian Tourism Oriented Destination Signage Limited. In a time when every effort is being made to remove barriers to prosperity, this change will take money directly from the "bottom line" of small and medium sized businesses and not-for-profits across the Province.

At their most recent meeting, Haliburton County Council passed the following resolution:

***Whereas the Ministry of Heritage, Sport, Tourism, and Culture and the Ministry of Transportation supervise the delivery and maintenance of tourism oriented destination signage through a third party – Canadian TODS Limited;***  
***And Whereas our tourism stakeholders and other enterprises rely heavily on this signage to direct customers to their businesses;***  
***And Whereas Canadian TODS Limited recently advised their customers that fees will be doubling, beginning in 2020;***  
***And Whereas this will result in significant financial hardship for those business owners:***  
***Now therefore, be it resolved that the Haliburton County Tourism Committee and Haliburton County Council request that the Minister of Tourism, Culture and Sport and the Minister of Transportation reconsider or phase in this fee increase, allowing an appropriate amount of time for businesses to adjust;***  
***And finally that those municipalities that support the resolution be requested to advise the Ministers noted above and their local MPP of their support.***

All of the municipalities in the County of Haliburton recognize the value of this signage and the need for cost increases to meet inflation; however, we are asking that this fee increase be reconsidered and phased in to ease the burden on our stakeholders.

Thank you for your consideration of our request.

Yours truly,

Liz Danielsen  
Warden

# OTF INVESTMENT STREAM: CAPITAL



An agency of the Government of Ontario  
Un organisme du gouvernement de l'Ontario

## Purpose:

OTF provides capital funding to improve the infrastructure required for communities to thrive. Funding is delivered through a process that allows OTF to respond flexibly and effectively to the broad and deep need for community-oriented capital funding across Ontario.

The purpose of OTF capital funding is to:

- Enhance access to community spaces, programs, activities and services, and facilitate community members' full participation in the life of the community
- Enhance and build community spaces
- Enhance the efficiency and effectiveness of programs
- Make better use of technological resources

The Capital Investment Stream is for capital-specific projects that align with one of the OTF Priority Outcomes and its related Grant Result. There are nine Grant Results for capital focused projects:

- Active People: Infrastructure for unstructured and structured physical activities
- Active People: Infrastructure is accessible and available for physical activity
- Connected People: Diverse groups work together to improve community life
- Connected People: People who are isolated have connections in their community
- Green People: Conservation and restoration efforts are better planned and more sustainable
- Inspired People: Arts, culture and heritage have appropriate spaces
- Promising Young People: Children and youth who are facing barriers develop strong emotional and social skills
- Promising Young People: Youth are involved in creating solutions for challenges facing their communities
- Prosperous People: People who are economically vulnerable are able to meet their basic needs

## Types of projects funded

- Equipment
- New Construction
- Renovations or repairs to community spaces
- Purchase of land or building

## Amount and term

- **Amount range:** \$5,000 to \$150,000
- **Duration:** Up to 1 year
- **Hold back:** 10% of the funding will be held back, to be paid upon satisfactory review of the final report.

## Types of costs funded

OTF provides capital funding for:

- Construction/Renovation: Repairs, renovations or construction costs, as well as permanent equipment costs.
- Equipment: Capital purchases that are not part of a building, and are directly related to the project.
- Land/Property Purchase: The direct purchase cost of land or property.
- Developmental Costs: Costs associated with construction, such as the development of plans, legal fees or survey costs. These costs can be **up to a maximum of 20% of the total grant request**.

All costs funded by OTF must be eligible and directly attributable to the project.

OTF limits capital funding to \$150,000 for any single eligible project to effectively respond to the broad need for capital funding in Ontario's voluntary sector.

## Types of costs/projects not funded

- Contributions to annual funding drives and capital campaigns
- Activities completed or costs incurred prior to the approval of the request by OTF
- Staff salaries, benefits and wage costs
- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates
- Contingency costs

## Overview of the Application

Applicants will be required to:

- Identify one Priority Outcome and one Grant Result (and the associated Metric, unless your funding request is primarily for equipment, then a Metric is not required). Learn more about the [Priority Outcomes, Grant Results and Metrics](#) associated with all the Action Areas.
- Quantify the impact of the project (e.g. square feet, kilometres of trails) unless the funding request is primarily for equipment
- Explain the purpose of the project and the community need that it will address
- Demonstrate or outline how the project team members have the skills, knowledge or competencies needed to execute the project successfully
- Provide pictures/diagrams to support the request
- Describe the activities required to complete the project
- Complete a [Financial Workbook](#) outlining the request budget

View the [application](#) questions and applicant advice, as well as the [Financial Workbook](#).

## Assessment Criteria

Capital grant applications will be assessed on five criteria: Strategy, Process, People, Infrastructure and Value for Money.

- The project must strongly align with one Grant Result and deliver against the associated Metrics, where applicable
- The idea, challenge and opportunity being explored is evidence-based and well understood
- The type, level and urgency of the community need is described
- The way the project will impact the community is clear (e.g. breadth and depth). There is a link between the community need and how the project will address it to achieve the chosen Grant Result
- It is clear that the project will have a long-term impact for the community. The project considers what resources (e.g. financial, people, infrastructure) need to be in place for long-term success
- Your application demonstrates your organization's capacity to successfully complete the project and achieve the chosen Grant Result
- The competency of the people involved aligns with the project's objectives
- The cost seems reasonable to achieve the identified Grant Result

## Documentation Requirements

Applicants are not required to submit the following items with their application, however, these documents must be in place and available by the application deadline. OTF may request them at any time including during the assessment process or once the grant is approved.

**Quotes:** When you are requesting OTF funds for goods and/or services (including equipment, construction, renovations, land/property purchase, developmental costs) valued above \$10,000, OTF asks your organization to show that it sought the best value for money. The amount requested must be reasonable and supported by competitive bids. OTF requires two or more written quotes for purchases of goods and/or services valued above \$10,000.

Multiple sub-contracts with the same organization/supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$10,000, competitive bids of two or more written quotes are required.

Applicants may be requested to provide copies of quotes at any time after the application is submitted.

**Proof of ownership or a five-year lease agreement** is required for all renovations or improvements. If an existing lease expires prior to the end of the five-year term required, OTF requires a letter from the lessor documenting the commitment to renew the existing lease.

**Collaborative Agreement:** Collaborative applicants must have a formal agreement in place when the application is submitted. The agreement must detail the purpose and nature of the collaborative, and must be signed by all members making a collaborative application for OTF funding. For more information, please read the [Collaborative Applicants Policy](#).

## Reporting on Your Grant

OTF asks for a final report that provides the following information:

- How the project achieved the chosen Grant Result and associated Metric (unless the primary focus of the grant is to purchase equipment)
- The costs that were incurred, in accordance with the approved budget
- What was learned from the results of the project and what will be done with the learnings
- Photographs of the completed work
- Compliance with the terms and conditions of the Grant Contact and full (100%) expenditure of project costs. Please note that 10% of grant will be held back, to be paid upon satisfactory review of the final report. Please refer to the [Payment Release for Grantees Policy](#).

## Definitions

**Capital Expenses:** A capital expenditure is an asset such as a building, machinery, equipment, etc., that has a useful life of more than one year and is subject to depreciation over its useful life.

**Community Spaces:** Includes physical spaces (e.g. buildings or outdoor venues such as community centres, offices, recreational facilities, sports facilities, trails, fields or parks) or virtual (online) spaces for communities to gather and connect (e.g. the equipment, such as servers or computers, required to enable communities to connect and interact online).

**Renovations:** A repair or improvement to an existing structure or building.

**New Construction:** A new building/facility or addition to an existing facility which adds square footage needed to deliver programs/services.

## Related Documents

- [POL-INV-01 Eligibility Policy](#)
- [POL-INV-02 Financial Need and Health of Applicants Policy](#)
- [POL-INV-03 Capital Grants Policy](#)
- [POL-INV-04 Collaborative Applicants Policy](#)
- [POL-INV-09 Recognition Policy](#)
- [POL-INV-10 Payment Release for Grantees Policy](#)
- [POL-INV-11 Reallocation of Grant Funds Policy](#)
- [POL-INV-13 Rescinding Grant Policy](#)
- [POL-INV-15 One Application Per Cycle](#)



April 21, 2020

To: Municipalities of Ontario – by email

**Re: A Resolution to Request the Province of Ontario Review the Farm Property Class Tax Rate Programme in Light of Economic Competitiveness Concerns between Rural and Urban Municipalities**

Please be advised that at its March 10, 2020 meeting, the Council of the Township of Mapleton carried the following Resolution 2020-04-14:

WHEREAS the Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998;  
AND WHEREAS prior to 1998 farm properties were subject to taxation at the base residential tax rate and qualified farmers applied annually to the province to be reimbursed 75% of the farm portion of the taxes paid to the local municipality;  
AND WHEREAS the province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA);  
AND WHEREAS rather than apply annually and wait for property tax rebates, the delivery of the programme shifted to local municipal governments and onto the property tax system;  
AND WHEREAS eligible farmland assessment values are now locally subsidized by 75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes;  
AND WHEREAS the effect of the locally subsidized weighted assessment shifts an increased burden of tax onto all other property classes within the municipality;  
AND WHEREAS these taxation reforms were originally supposed to be revenue neutral and offset by funding from the Ontario Municipal Partnership Fund (OMPF) and its predecessor the Community Reinvestment Fund (CRF);  
AND WHEREAS the province has been reducing support from the Ontario Municipal Partnership Fund while the cost of the farm tax rebate programme is continuously increasing;  
AND WHEREAS an economically competitive agricultural industry provides affordable food and agricultural products to all Ontarians and is a provincial objective that should be cost shared amongst all of its citizens;  
AND WHEREAS the cost of this programme disproportionately falls upon property taxpayers in rural municipalities;  
AND WHEREAS higher property taxes in rural municipalities is creating economic competitiveness issues between rural and urban municipalities;

(over for page two)



Page 2 of 2, Mapleton Resolution

Re: Prov. Review of Farm Property Class Tax Rate Programme

AND WHEREAS the province hasn't undertaken a review of this programme since it was implemented in 1998;

NOW THEREFORE the Council of the Township of Mapleton requests that:

1. The Province of Ontario undertake a review of the Farm Property Tax Class Rate Programme to determine:
  - a. The appropriateness of the cost of the Farm Property Tax Class Rate Programme falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario;
  - b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Programme;
  - c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences;
  - d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities;
  - e. Other methods of delivering the farm tax rebate programme to farmland owners where the cost can be shared province-wide.

AND BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

Attached you will find the County of Wellington Committee Report dated January 16, 2020 regarding the 'Farm Property Class Tax Rate Programme' for review and consideration.

Should you have any questions or concerns, please contact the undersigned.

Sincerely

Larry Wheeler  
Deputy Clerk

Attach. (1)



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Thursday, January 16, 2020  
**Subject:** Farm Property Class Tax Rate Programme

### Background:

The Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998. Prior to this, farm properties were subject to taxation at the base residential tax rate and farmers applied annually to the Minister of Finance to be reimbursed 75% of the farm portion of taxes paid to the local municipality.

As part of assessment reform, the Province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Under the new programme, rather than apply annually and wait for property tax rebates, delivery of the programme shifted to local municipal governments and onto the property tax system. Eligible farmland assessment values are now discounted by -75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes. With residential tax rates being the benchmark ratio of 1.0, farmlands have been set in legislation to have a 0.25 ratio or lower. The effect of the discounted weighted assessment shifts an increased burden of tax onto all other property classes in the County by way of increasing the benchmark tax rate. Doing so has a pronounced effect on the residential sector which comprises 78% of the County's levy base. By comparison, farmland taxes comprise 7% of the total levy base.

	2019 CVA	% raw CVA	WTD CVA	% Wtd CVA	2019 Levy	% of Levy
<b>Residential</b>	<b>12,584,607,345</b>	<b>68.02%</b>	<b>12,584,474,157</b>	<b>77.91%</b>	<b>77,709,877</b>	<b>77.91%</b>
Multi Residential	86,932,592	0.47%	165,171,925	1.02%	1,019,946	1.02%
<b>Farmland</b>	<b>4,499,862,369</b>	<b>24.32%</b>	<b>1,124,965,592</b>	<b>6.96%</b>	<b>6,946,730</b>	<b>6.96%</b>
Commercial	863,761,038	4.67%	1,287,867,708	7.97%	7,952,660	7.97%
Industrial	368,081,028	1.99%	882,959,280	5.47%	5,452,326	5.47%
Pipeline	41,303,954	0.22%	92,933,897	0.58%	573,872	0.58%
Managed Forest	55,959,714	0.30%	13,989,929	0.09%	86,389	0.09%
County Total	18,500,508,040	100.00%	16,152,362,486	100.00%	99,741,800	100.00%

### Challenges facing Rural Municipalities

Shifting of farmland discounted assessment onto residential taxpayers is specific to rural municipalities. Schedule A shows the difference between raw (unweighted) assessment roll values and resulting weighted assessment in Wellington County as compared to a typical urban municipality. In 2019 the residential tax class comprised 68.02% of Wellington County's assessment base, but the residential class pays 77.91% of property taxes once tax ratios are factored in. The farmland ratio of 0.25 has the effect of increasing the residential tax burden by approximately 10% across the County.



Conversely, in an urban municipality with very little farm tax class, the residential assessment base of 78.50% is reduced to 66.27% of total weighted assessment used for tax rate setting purposes. A reduction of more than 12% off the residential tax burden. This causes Wellington County economic competitiveness issues for the County's southern municipalities that border a number of urban municipal centres. Tax policy treatment greatly favours urban municipalities in Ontario.

Since the cost of providing the Farm Property Class Tax Rate Programme was downloaded by the province in 1998; provincial funds have been allocated annually to rural municipalities to offset the tax loss. This was supposed to be a revenue neutral allocation. However, each year transfer amounts from the Ontario Municipal Partnership Fund (OMPF) continue to decline. The Table below shows that a total tax levy of \$34,669,691 was necessary in order to provide the farmland tax incentive rebate benefiting 5,807 farm property owners in Wellington. The OMPF allocation county-wide in 2019 was \$7,065,800 leaving a shortfall of more than \$27 million in levy which is shifted onto every other property owner in Wellington County. This translates to \$754 per property in the County or 15.7% of total taxes for the typical homeowner. This is a significant amount of additional property tax burden that our residents continue to bear annually and which are subject to increase depending on market value of farmlands.

In essence, County residents are providing the -75% rebate instead of the Province for the Farm Property Class Tax Rate Programme, creating significant financial hardship amongst our ratepayers and limiting the County's economic competitiveness with neighbouring jurisdictions.

**WELLINGTON COUNTY - 2019 FARMLAND PROPERTIES  
OMPF FUNDING TO MITIGATE COST OF FARM PROPERTY CLASS TAX REBATE**

<b>Municipality</b>	<b>Municipal Rebates</b>	<b>Municipal OMPF Grant</b>	<b>Municipal Levy Impact</b>	<b>County Rebate* Distribution</b>	<b>Total Additional Levy Required</b>
Puslinch	\$ 232,040	\$ 415,700	\$ (183,660)	\$ 2,846,353	\$ 2,662,693
Guelph/Eramosa	\$ 1,137,235	\$ 490,300	\$ 646,935	\$ 3,120,713	\$ 3,767,649
Erin	\$ 890,468	\$ 593,300	\$ 297,168	\$ 2,852,697	\$ 3,149,866
Centre Wellington	\$ 1,987,127	\$ 319,600	\$ 1,667,527	\$ 5,553,231	\$ 7,220,758
Mapleton	\$ 5,235,570	\$ 837,400	\$ 4,398,170	\$ 1,961,338	\$ 6,359,507
Minto	\$ 1,446,483	\$ 1,604,600	\$ (158,117)	\$ 1,153,001	\$ 994,884
Wellington North	\$ 2,900,554	\$ 1,296,800	\$ 1,603,754	\$ 1,844,780	\$ 3,448,534
Wellington County	\$ 20,840,213	\$ 1,508,100	\$ 19,332,113		
<b>Total</b>	<b>\$ 34,669,691</b>	<b>\$ 7,065,800</b>	<b>\$ 27,603,891</b>	<b>\$ 19,332,113</b>	<b>\$ 27,603,891</b>

**Additional levy required to provide farm rebate after OMPF grant**

<b>Total Properties **</b>	36,607	<b>Tax per property</b>	<b>\$754</b>
<b>Less # of Farms</b>	5,807		
	30,800	<b>Excluding farms</b>	<b>\$896</b>
<b>Population</b>	<b>97,610</b>	<b>Tax per resident</b>	<b>\$283</b>

\* County farm rebate distribution based on local municipal levy % share

\*\* excludes special/exempt properties

### Farm Application Deadline Requirements

Another challenge faced by rural municipalities is how the farm application and deadline requirements are administered by OMAFRA (now by AgriCorp). In any given year, many farm owners do not submit their applications within the specified deadline. The result is that many bona fide farm properties end up 'flipping' out of the discounted farm class and into the full residential tax class upon the next roll return. The assessment of these farm values are no longer discounted when calculating total weighted assessment, which is used for tax rate setting purposes.

This creates two distinct ongoing problems for rural municipalities. One is that the benchmark residential tax rate is lower than it otherwise would be; and two, upon approval of the late applications by OMAFRA, municipalities must refund the -75% difference in farm taxes retroactive to January of the current or sometimes even the preceding taxation year. There is no administrative or monetary penalty for late applications. Each year Wellington County finds approximately \$20,000,000 of farmland valuation excluded from the farmland discount programme due to late applications.

This year staff identified a major anomaly with farmland assessment loss of close to \$90,000,000. Upon enquiry, it was reasoned that the extremely high change in farm CVA was due to administrative changes as programme delivery shifted from OMAFRA to AgriCorp. County staff expect that most of the outstanding farm applications will be approved and revert back to the farm tax rate during 2020. Staff have included an additional \$300,000 in estimated property tax write-offs into the 2020 budget to set aside additional funds in preparation for the County's share of potential write-offs as tabled below:

#### 2019 FARMLAND CVA CHANGE OVER TO RESIDENTIAL RT CLASS

(Between September 25 in-year growth and final November 2019 growth)

Possible write-off amounts IF all properties revert back to AGRICORP approved FTIP

	PUSLINCH	GET	ERIN	CTR WELL	MPLTN	MINTO	WN	COUNTY
Est Prop Count	-20	-24	-26	-18	-22	-19	-28	-157
Farm CVA Loss	8,500,000	17,500,000	13,000,000	10,000,000	19,000,000	5,000,000	16,500,000	89,500,000
Res Tax Rate	0.00167135	0.00260652	0.00295749	0.00321969	0.00476387	0.00544891	0.00481749	0.00617506
Res Taxes	14,206	45,614	38,447	32,197	90,514	27,245	79,489	552,668
Farm Tax Rate	0.00041784	0.00065163	0.00073938	0.00080492	0.00119097	0.00136223	0.00120437	0.00154376
Farm Taxes	3,552	11,404	9,612	8,049	22,628	6,811	19,872	138,167
Potential w/o *	(\$10,655)	(\$34,211)	(\$28,835)	(\$24,148)	(\$67,885)	(\$20,433)	(\$59,616)	(\$414,501)
							<b>Grand Total<sup>1</sup></b>	<b>(\$660,285)</b>

\* excludes Education Tax Component

### Farmland Property Assessment Valuation

The Municipal Property Assessment Corporation (MPAC) is responsible for placing current market value assessment (CVA) on all properties in Ontario. The most recent province-wide reassessment updating the base year to January 1, 2016 was returned for the 2017 tax year. As mandated by the Province, any assessment increases are phased-in over a 4-year cycle. MPAC reported the average farmland increase province-wide was 64% and residential CVA increased by 18%. By comparison, Wellington County CVA has increased by 68% and 13% respectively.

In the 2016 Assessment Update Summary, MPAC reports they have strengthened the accuracy and equity of farm valuations by improved sales verification processes of bona fide farmer-to-farmer sales along with undertaking a comprehensive review of vacant farmland sales as far back as January 2008. They report that upward trends continue to increase provincially as demand for farmland outweighs the supply and non-agricultural buyers continue to purchase farmlands creating competition. Agri-Food Canada reported the net worth of an average farm was expected to reach \$2.8 million in 2017.

Staff conducted a preliminary review of open market farm sales in Wellington County during 2018 and 2019. The data reveals that the current 2016 base year CVA of farm properties sold continue to be under-assessed by 27.43%. Sale prices ranged from \$26,000 to \$4,200,000.

<b>Wellington County</b>	<b>2019 Farm Sales</b>	<b>2018 Farm Sales</b>	<b>Total Sales</b>
Number of valid farm sales	97	108	205
Total CVA of farm sales	90,515,500	89,366,400	179,881,900
Combined sale prices	130,333,790	117,533,356	247,867,146
Difference sales to assessment	39,818,290	28,166,956	67,985,246
As a percentage	30.55%	23.97%	27.43%

\* source MPAC Municipal Connect

### **Assessment Act Considerations**

Current value assessment is defined as “the amount of money the fee simple, if unencumbered, would realize if sold at arm’s length by a willing seller to a willing buyer.” For farm properties, the province has clearly indicated that farm properties are to be treated different from the concept of current value. Section 19(5) of the Assessment Act requires that current value of the land and buildings should only be used when sales are for farm-purposes only and reflect the productivity of the land for farming purposes.

MPAC assessment methods must only consider farmer-to-farmer sales. In this case, the Assessment Act requires MPAC to exclude any sales to persons whose principal occupation is other than farming. This has the effect of excluding any other type of buyer and highest and best-use considerations from current value assessment.

From a land productivity perspective, land classes are adjusted for their productivity. For example, Class 1 farmlands are the most productive for crops, while on the other end of the scale, Class 6 is for swamp and scrublands that are the least productive. Lands in Wellington County and in particular, the southern portion of the County sell for far more per acre than what farms are assessed at for farm purposes. Analysis undertaken with regard to current assessment appeals shows that the best lands (Class 1) are currently being assessed in the \$14,000 to \$16,000 per acre range for farms. Sales of larger land holdings are selling in the range of \$20,000 to \$25,000 per acre range.

The intent of Section 19(5) of the Assessment Act is to limit and protect farm property from current value considerations outside of farming. This means that generally speaking, farms are naturally under-assessed from general market considerations – providing favourable assessments to the farming community in comparison to true market value.

**Other Assessment Considerations**

- Farm owners who reside on the property do pay a residential tax component for their home plus one acre of land at the farmland rate. However, the valuation is based on a replacement cost method that produces a much lower value (\$223,125) than non-farm residences (\$424,187) as shown here on the average (County) property value and tax comparison.

**Average 2019 Farm and Residential Value and Taxes**

2019 farm house CVA	223,125	<b>2019 Average Residential Property CVA</b>	<b>\$424,187</b>
2019 Farmland CVA	901,900		
<b>Average 2019 total farm CVA</b>	<b>\$1,125,025</b>		
2019 farm house taxes	\$2,526		
2019 farmland taxes	\$2,553		
<b>2019 total farm taxes</b>	<b>\$5,079</b>	<b>2019 Average residential taxes</b>	<b>\$4,803</b>

- As seen above, while the average farm value is assessed at over 2.6x the value of the average residential property, overall taxes are comparable.
- According to MPAC’s 2019 Market Change Profile report, of the 6,465 properties classified as farms, 1,892 are owned and/or occupied by non-farmers. Although the property owners are not engaged in farm activity or business, their properties are valued as if they are. These non-farmers benefit from lower residential structure values and lower land values, which translate to lower taxes simply by nature of leasing their land to a bona fide local farmer. This treatment can be perceived as rather unfair to typical residential property owners in Wellington County.
- Many owners of farmland also enjoy other property tax discounts if they are eligible to enter into either the Managed Forest Tax Incentive Programme (0.25 ratio) or the Conservation Land Programme which is fully exempt from property taxes.
- In order to receive the farm class tax discount, the owner must have a Farm License and be in the business of farming. Municipal taxes paid are then able to be written off as a business expense on annual income tax returns. Whereas residential property owners are not able to do so.

**Impacts of Assessment Increases on the Farming Community**

Being predominantly a rural community with strong roots planted in farm trades, Wellington County farmers observed significant increases in their farmland valuation. It is acknowledged that farmland values have increased significantly in the County of Wellington. In the 2012 base year valuation, farmland made up 19.8% of the County’s assessment base and 5.4% of the taxable assessment base. For the 2016 base year valuation, farmland now makes up 25.1% of the Wellington County assessment base and 7.2% of the taxable assessment base.

Recently, groups such as the Christian Farmers Federation of Ontario (see correspondence received on this agenda) and the Ontario Federation of Agriculture began approaching local Councils to lower the farmland ratio below 0.25 in order to help offset property tax increases. Their efforts have been successful in some municipalities. Schedule B lists the municipalities that have implemented farmland ratio reductions in Ontario as reported to BMA Consultants in the 2019 Municipal Study Report.

When reviewing the list of municipalities on Schedule B, the majority of those municipalities have very little farmland valuation. Many of the urban municipalities that have granted farm ratio reductions have a much higher commercial and industrial base and farmland makes up a much lower percentage of their assessment base than Wellington County.

Many of the other Counties and rural municipalities that have granted ratio reductions (Brant, Chatham-Kent, Dufferin, Grey, Lambton and Oxford) are located further away from the GTA. These municipalities generally have lower residential assessment values and are not competing with GTA municipalities for business to the same extent as Wellington County.

### Property Taxes as a Percentage of Income

- OMAFRA reported that in 2018, Wellington County farmers generated \$804,000,000 of revenue at the farm gate. The table below shows farm property taxes as a percentage of farm income to be 1.49%. Average household income in Wellington County for the same period was \$118,474. Average property tax as a percentage of residential income was significantly higher at 4.02%.

<b>Average Farm and Residential Assessment and Taxation</b>	<b>2018</b>
County average residential value	409,368
Total average property taxes *	4,764
Average income	118,474
<b>Portion of residential income devoted to property taxes</b>	<b>4.02%</b>
Total farm taxes paid in Wellington County *	11,971,488
County farmers income **	804,000,000
<b>Portion of farm income devoted to property taxes</b>	<b>1.49%</b>

\* total taxes include County, local and Education

### Closing Comments

Farmland values have been increasing significantly in the County of Wellington, much like other areas of the province. However, there does not appear to be an imbalance in the level of property tax burden shared by the local farming community in comparison to the average residential taxpayer in Wellington County. Under current legislation, farmland benefits from favourable property tax and assessment treatment.

The County's current assessment base cannot bear a further shift from farmland taxes onto other property types and maintain its economic competitiveness. Wellington County does not have a comparable commercial and industrial assessment base to neighbouring urban municipalities that would support such a shift without significantly burdening our residential and business class owners. Provincial grants such as the Ontario Municipal Partnership Fund, which were originally setup to compensate rural municipalities for the loss in farm taxes has been declining, leaving Wellington County taxpayers to support the industry without adequate province-wide cost sharing.

Wellington County is supportive of its local farming community. We recognize the importance of the agricultural industry on the County and in the Province of Ontario. Wellington supports the farming communities' interests in remaining economically competitive. The County is supportive of returning

the responsibility of funding the farm property class tax rebate programme back to the Province where it could be shared province-wide. Residents in urban municipalities, while retaining the benefits of cheap food and agricultural products, are not contributing financially to the economic competitiveness of the industry.

**Recommendation:**

That the Farm Property Class Tax Rate Programme report be received for information; and

That Wellington County support agricultural industry efforts in lobbying the Province to provide adequate funding to rural municipalities; and

That County Council pass a resolution in support of returning the responsibility of administering the Farm Property Class Tax Rate Programme back to the Province.

Respectfully submitted,

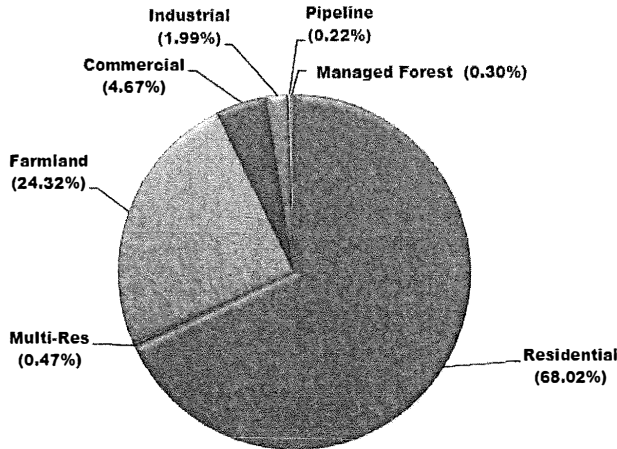
A handwritten signature in black ink, appearing to read 'Ken DeHart', with a long horizontal flourish extending to the right.

Ken DeHart, CPA, CGA  
County Treasurer

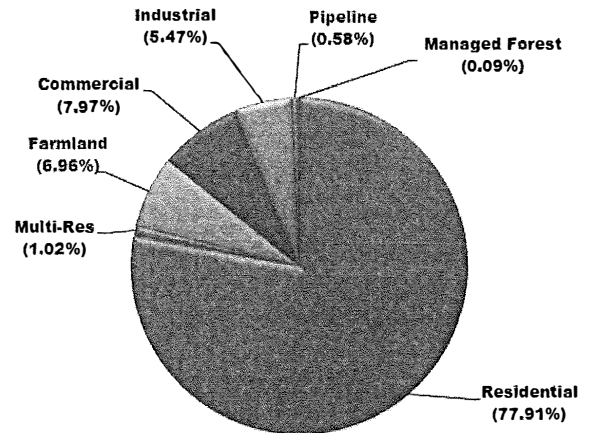
## SCHEDULE A

### Farm Property Class Tax Rate Programme

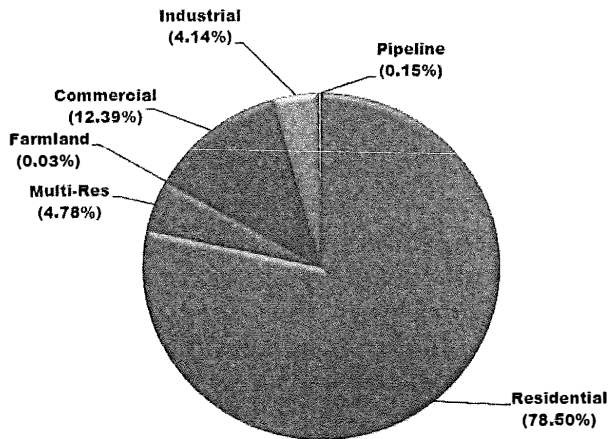
**Unweighted Assessment by Property Tax Class 2019**  
(Share of Property Value - Wellington - Rural)



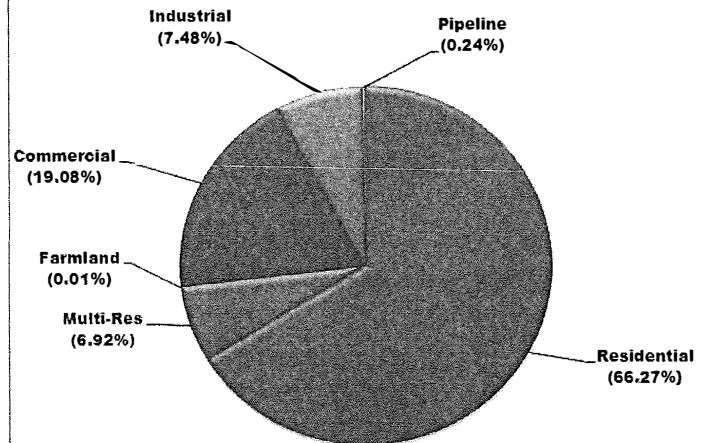
**Weighted Assessment by Property Tax Class 2019**  
(Share of Property Taxes - Wellington - Rural)



**Unweighted Assessment by Property Tax Class 2019**  
(Share of Property Value - Urban)



**Weighted Assessment by Property Tax Class 2019**  
(Share of Property Taxes - Urban)



**SCHEDULE B**  
**Farm Property Class Tax Rate Programme**  
**Municipalities with Farmland Ratio Reductions Implemented - 2019**

Municipality *	Ratio	Farmland CVA **
Brant County	0.2400	1,319,886,818
Caledon	0.1708	998,099,123
Chathan-Kent	0.2200	5,281,633,220
Dufferin County	0.2300	1,174,945,084
Durham Region	0.2000	2,416,491,305
Greater Sudbury	0.2000	30,618,833
Grey County	0.2400	2,659,127,624
Halton Region	0.2000	971,078,709
Hamilton	0.1767	1,390,781,027
Kingston	0.2125	81,575,403
Lambton County	0.2260	4,794,630,528
London	0.1028	425,488,846
North Bay	0.1500	605,465
Ottawa	0.2000	1,561,813,865
Oxford County	0.2350	5,665,102,027
Prince Edward County	0.2319	401,646,726
Sarnia	0.2260	181,579,114
<b>Average Ratio &amp; CVA</b>	<b>0.2036</b>	<b>1,726,770,807</b>
<b>Wellington County</b>	<b>0.2500</b>	<b>4,464,961,956</b>

\* 2019 BMA Study Report - participating municipalities

\*\* from MPAC Provincial Market Change Profile Report





*Transmitted via Email*

April 22, 2020

**RE: TOWN OF GRAVENHURST RESOLUTION – Province of Ontario add Community Gardens, Garden Centres and Nurseries as essential services during the COVID-19 Pandemic**

At the Town of Gravenhurst Committee of the Whole meeting held on April 21, 2020, the following resolution was passed:

Moved by Councillor Cairns  
Seconded by Councillor Morphy

**WHEREAS** the Town of Gravenhurst Council fully understands, upon the direction of the Provincial Government, that only businesses and services deemed to be essential are to remain open during the COVID-19 Pandemic;

**AND WHEREAS** our Not for Profit Community Partners rely on Community Gardens for the ability to grow vegetables that assist in meeting the food related needs as well as providing physical and mental health benefits for our most vulnerable citizens;

**AND WHEREAS** physical distancing measures would still be needed for those working in Community Gardens;

**AND WHEREAS** Garden Centres and Nurseries could be required to provide curbside car drop off service to reduce the risk;

**AND WHEREAS** the Medical Officer of Health for the Simcoe Muskoka District Health Unit, supports the continuation of Community Gardens throughout the COVID-19 Pandemic;

**NOW THEREFORE BE IT RESOLVED THAT** the Town of Gravenhurst Council requests that the Province of Ontario add Community Gardens, Garden Centres and Nurseries as essential services;

**AND FINALLY THAT** this resolution be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka, Premier Ford and all Ontario Municipalities requesting their support.

**CARRIED**

We trust the above to be satisfactory.

Sincerely,

*Melanie Hakl*

Melanie Hakl  
Administrative Clerk 2, Legislative Services

**District Council – Electronic Meeting  
April 20, 2020**

**The District Municipality of Muskoka**

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Moved By: S. Cairns

Seconded By: K. Terziano

WHEREAS Muskoka District Council fully understands, upon the direction of the Provincial Government, that only businesses and services deemed to be essential are to remain open during the COVID-19 Pandemic;

AND WHEREAS our Not for Profit Community Partners rely on Community Gardens for the ability to grow vegetables that assist in meeting the food related needs as well as providing physical and mental health benefits for our most vulnerable citizens;

AND WHEREAS physical distancing measures would still be needed for those working in Community Gardens;

AND WHEREAS Garden Centres and Nurseries could be required to provide curb-side car drop off service only to reduce the risk;

AND WHEREAS the Medical Officer of Health for the Simcoe Muskoka District Health Unit, supports the continuation of Community Gardens throughout the COVID-19 Pandemic;

NOW THEREFORE BE IT RESOLVED THAT Muskoka District Council requests that the Province of Ontario add Community Gardens, Garden Centres and Nurseries as essential services;

AND THAT this resolution be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka, and all Ontario Municipalities requesting their support.

Carried ✓

Defeated \_\_\_\_\_

  
District Clerk

**Tribunals Ontario**  
**Environment and Land**  
**Division**  
Assessment Review Board

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Tel: 1-866-448-2248  
Fax: 416-326-5370  
Website: [www.elto.gov.on.ca](http://www.elto.gov.on.ca)

**Tribunaux décisionnels Ontario**  
**Division de l'environnement et de**  
**l'aménagement du territoire**  
Commission de révision de l'évaluation foncière

655 rue Bay, bureau 1500  
Toronto ON M5G 1E5  
Tél. : 1-866-448-2248  
Télééc. : 416-326-5370  
Site Web : [www.elto.gov.on.ca](http://www.elto.gov.on.ca)



April 21, 2020

TO: ARB Stakeholders  
Counsel of the Assessment Bar  
Property Tax Representatives  
Municipal Property Assessment Corporation (MPAC)  
Municipalities

RE: Declaration of Emergency (O.Reg.50/20) and Board Updates

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On April 14, 2020, the Ontario Legislature extended the Declaration of Emergency under the *Emergency Management and Civil Protection Act (EMCPA)* for 28 days until May 12.

For the duration of the emergency, limitation periods and time periods in which a step must be taken in a proceeding before a tribunal are suspended. These time periods are suspended pursuant to O.Reg 73/20 under the *EMPCA* ("Emergency Order") The suspension of time periods is subject to the discretion of the tribunal in any particular proceeding.

The Assessment Review Board (ARB) is issuing a further memo to clarify the ARB's position on the suspension of time periods in its proceedings. The following three categories set out the ARB's process going forward with respect to our timelines.

#### **A. CONTINUED SUSPENSION:**

The suspension of the Schedule of Events timelines, originally suspended until April 30, 2020, will be extended until further advised. The ARB continues to monitor the impact of the current emergency status on its stakeholder's ability to comply with mandatory due dates for the completion of their work. The ARB will make any necessary scheduling adjustments to ensure the orderly processing of the Board's appeals, and to ensure that the parties can continue to negotiate settlement of their appeals without requiring a hearing.

The ARB's intention is that the Schedule of Events will resume within the next 6-8 weeks, and the expectation is that the parties work towards resolution and/or prepare for the timelines associated with each appeal.

Please ensure that you continue to visit our website for the updated lists of the appeals and their new deadlines.

## **B. TIMELINES/PRACTICES CONTINUING**

### ***March 31, 2020 Deadline***

In accordance with the Emergency Order, the original March 31 filing deadline was extended, at the Board's discretion, for fifteen days, until April 15, 2020. As a result of the extension of the Declaration of Emergency until May 12, 2020, the ARB will now impose a deadline to file an appeal up to and including May 29, 2020.

### ***Dismissal of Appeals***

All requests to dismiss an appeal for failure of a party to serve a Statement of Issues, after March 1, 2020, will not be considered while the Emergency Order of the suspension of time periods is in effect.

### ***Requests for Reviews under Rules 120-123***

All such requests will proceed in accordance with the Rules of Practice and Procedure.

### ***Requests for Late appeals under Rule 26***

All such requests will proceed in accordance with the Rules of Practice and Procedure.

### ***Requests to extend the Request for Reconsideration under section 40(4) of the Assessment Act***

All such requests will proceed in accordance with the Rules of Practice and Procedure.

## **C. HEARING EVENTS BEFORE THE BOARD**

- Any/all hearing events that are scheduled via telephone conference call or by written format will proceed.
- All in-person hearings will be converted to telephone conference calls until further notice.
- Any requests for settlement conferences and hearings through a filing of the mandatory meeting form, or a request by the parties, will be scheduled in accordance with our timelines.

The ARB continues to monitor the impact of the current emergency on the ability to comply with mandatory due dates. The ARB will make any necessary scheduling adjustments to ensure the orderly processing of the appeals, and to ensure that the parties can continue to negotiate settlement without requiring a hearing.

We ask that you review your appeals and if there is an opportunity to have these appeals moved to earlier dates in the process or to a settlement conference and/or hearing event, the ARB is available to meet the needs of the parties.

Further the Government of Ontario announced in its March 2020 Economic and Fiscal Update that it has postponed the valuation date for the 2021 taxation year. We are awaiting further information from the Government to determine next steps.

We understand that this is a difficult time. The ARB is striving to balance the health and safety of our staff and members and is also concerned with the safety of the public and parties, while providing services the public in a fair manner.

The ARB strongly encourages all parties to continue to work and try to maintain timelines established through the schedule of events. If parties are unable to meet a deadline, or require an extension and/or an adjournment, they can submit an Expedited Board Directions form. The ARB will review each request and each case will be determined on its own merits.

Please continue to visit the ARB website for updates.

We appreciate your understanding and commitment to the ARB's processes.

Thank you

Maureen Helt  
A/Associate Chair

Kelly Triantafilou  
Registrar

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



AP5130

Page : 1

Date : Apr 23, 2020

Time : 2:30 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 23-Apr-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 LIABILITIES</b>					
<b>11033</b>	<b>LONDON LIFE INSURANCE</b>				
PP#8 PENSION PP#8 Pension 2020		43	23-Apr-2020	23-Apr-2020	
1-2-0101-320	EMPLOYEE PENSION PAYABLE				664.94
<b>13035</b>	<b>NORTHERN BUSINESS SOLUTIONS</b>				
AR648250	1st QTR 2020 Meter Read for Copier	43	17-Apr-2020	23-Apr-2020	
1-5-0101-117	COPIER EXPENSES				746.73
<b>19020</b>	<b>SELECTCOM INC.</b>				
0004831166	Phone for Admin, Fire & Roads - Apr 2020	43	10-Apr-2020	23-Apr-2020	
1-5-0101-103	TELEPHONE, FAX, CELL PHONE				209.87
<b>22009</b>	<b>VIEL LUCIE</b>				
APR 2020 EXP April 2020 Expenses		43	15-Apr-2020	23-Apr-2020	
1-5-0101-171	POSTAGE				46.85
<b>Department Total :</b>					<b>1,668.39</b>

<b>DEPARTMENT 0200 FIRE PROTECTION</b>					
<b>02019</b>	<b>BATTERY BATTERY</b>				
55212	Batteries	43	08-Apr-2020	23-Apr-2020	
1-5-0200-101	MATERIALS & SUPPLIES-FIRE				226.73
55326	Batteries	43	14-Apr-2020	23-Apr-2020	
1-5-0200-136	BREATHING AIR & OXYGEN				188.48
<b>09010</b>	<b>INSERVUS MANAGEMENT SYSTEMS</b>				
3790	Bunker Gear Repairs	43	07-Apr-2020	23-Apr-2020	
1-5-0200-101	MATERIALS & SUPPLIES-FIRE				358.25
<b>19020</b>	<b>SELECTCOM INC.</b>				
0004831166	Phone for Admin, Fire & Roads - Apr 2020	43	10-Apr-2020	23-Apr-2020	
1-5-0200-137	COMMUNICATIONS - FIRE				41.52
<b>23010</b>	<b>WILSON'S BUILDERS SUPPLIES</b>				
98586	Premixed Fuel	43	22-Apr-2020	23-Apr-2020	
1-5-0200-101	MATERIALS & SUPPLIES-FIRE				76.82
<b>Department Total :</b>					<b>891.80</b>

<b>DEPARTMENT 0300 ROADS</b>					
<b>12004</b>	<b>MATTAWA SPORT &amp; MARINE</b>				
20670	Brushcutter	43	15-Apr-2020	23-Apr-2020	
1-5-0300-149	SMALL TOOLS - ROADS				847.49
<b>15016</b>	<b>OACETT</b>				
1502530	2020 OACETT Membership Dues	43	23-Apr-2020	23-Apr-2020	
1-5-0300-105	SEMINARS, WORKSHOPS, MEMBERSHIPS - ROADS				249.12
<b>19020</b>	<b>SELECTCOM INC.</b>				
0004831166	Phone for Admin, Fire & Roads - Apr 2020	43	10-Apr-2020	23-Apr-2020	
1-5-0300-103	TELEPHONE, CELL PHONE - ROADS				54.79
<b>Department Total :</b>					<b>1,151.40</b>

<b>DEPARTMENT 0325 TRUCK EXPENDITURES</b>					
<b>07011</b>	<b>GRANT FUELS INC.</b>				
206313	Truck Clear Diesel 95.2L @ \$0.83/L	43	21-Apr-2020	23-Apr-2020	
1-5-0325-106	FUEL & OIL - TRUCK EXPEND.				79.17
<b>Department Total :</b>					<b>79.17</b>

<b>DEPARTMENT 0326 GRADER EXPENDITURES</b>					
<b>07011</b>	<b>GRANT FUELS INC.</b>				
206314	35% Loader & 65% Grader Dyed Diesel 395.9L @ \$0.67/L	43	21-Apr-2020	23-Apr-2020	
1-5-0326-106	FUEL & OIL - GRADER EXPEND.				172.44
<b>Department Total :</b>					<b>172.44</b>

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



AP5130

Page : 2

Date : Apr 23, 2020

Time : 2:30 pm

Supplier : 0000000 To PT00000007

Cash Requirement Date : 23-Apr-2020

Batch : All

Bank : 099 To 1

Department : All

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 0327	LOADER/HOE EXPENDITURES								
07011	GRANT FUELS INC.								
206314	35% Loader & 65% Grader Dyed Diesel 395.9L @ \$0.67/L					43	21-Apr-2020	23-Apr-2020	
1-5-0327-106	FUEL & OIL - LOADER/HOE EXP.								92.85
<b>Department Total :</b>									<b>92.85</b>

DEPARTMENT 0500	HEALTH SERVICES								
13010	NORTH BAY PARRY SOUND DIST. HE								
MAY 2020 LEV\	May 2020 Levy					43	23-Apr-2020	23-Apr-2020	
1-5-0500-108	HEALTH UNIT								1,552.83
<b>Department Total :</b>									<b>1,552.83</b>

DEPARTMENT 0600	SOCIAL SERVICES								
13056	DIST. OF NIPISSING SOCIAL SERV								
2020-0074	April 2020 Levy					43	01-Apr-2020	23-Apr-2020	
1-5-0600-110	COMMUNITY & SOCIAL SERVICES								19,823.42
<b>Department Total :</b>									<b>19,823.42</b>

**Unpaid Total : 25,432.30**

Total Unpaid for Approval :	25,432.30
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>25,432.30</b>