

CORPORATION OF THE MUNICIPALITY OF CALVIN

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June 4, 2020

NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held **electronically** at 7 p.m. on Tuesday June 9, 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 June 9th, 2020 at 7:00 p.m.
ELECTRONICALLY

- 1. CALL TO ORDER**
- 2. WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
- 3. PETITIONS AND DELEGATIONS** Accountant – Marjorie Robinson
- 4. REPORTS FROM MUNICIPAL OFFICERS** Chris Whalley, Roads Superintendent
Dean Maxwell, Fire Chief
Jacob Grove, Recreation, Landfill, Cemetery
Shane Conrad, Chief Building Official – Written Report Only
- 5. REPORTS FROM COMMITTEES** **None**
- 6. ACTION LETTERS**
 - A) Minutes of Regular Council Meeting Adopt Minutes of Tuesday, May 26/20
 - B) Municipality of Calvin - Landfill Resume “Normal Summer Hours” at the Municipality of Calvin Landfill
 - C) Municipality of Calvin – Recreation Dept. and Calvin Union Cemetery Closure of Outhouse Style Washrooms on the Municipal Grounds Rink Building and at the Calvin Union Cemetery
 - D) Municipality of Calvin – Fire Dept. Authorization to purchase a variety of items for the Fire Department in Advance of the Approval of the 2020 Budget
 - E) Municipality of Calvin Council/Management Discussion – 2020 Proposed Municipal Budget
 - F) Municipality of Calvin Special Meeting of Council – Tuesday, June 16th, 2020
RE: 2020 Budget
 - G) Report from Clerk-Treasurer Road Use Agreement Template
 - H) Municipality of Calvin – Administration Road Use Agreement Acknowledgement
 - I) Report from Recreation Supervisor Ice Building and Maintenance Manual – Suggested Changes
- 7. INFORMATION LETTERS**
 - A) BlueSky Economic Growth Corporation Update on Broadband Internet – June 3, 2020
 - B) Ministry of Municipal Affairs and Housing Reliable Broadband Access across Ontario
 - C) City of Brantford Essential Workers Day – March 17

- | | | |
|------------|--|--|
| D) | Association of Municipalities of Ontario (AMO) and CUPE/SCFP Ontario | Immediate Financial Assistance for Ontario's Municipal Governments |
| E) | Federation of Canadian Municipalities (FCM) and Public Sector Digest (PSD) | Second Round of Asset Management Grant – Further Information |
| F) | District of Nipissing Social Services Administration Board (DNSSAB) | Letter to Solicitor General regarding OPP Detachment Boards |
| 8. | INFORMATION LETTERS AVAILABLE | None |
| 9. | OLD AND NEW BUSINESS | |
| 10. | ACCOUNTS APPROVAL REPORT | |
| 11. | CLOSED PORTION | |
| 12. | BUSINESS ARISING FROM CLOSED SESSION | |
| 13. | NOTICE OF MOTION | |
| 14. | ADJOURNMENT | |

MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

REPORT DATE: CW06-09-20

PREPARED BY: Roads Superintendent – Chris Whalley

SUBJECT: Roads Report – Roads Department

Council Report:

- **CVOR** (Commercial Vehicle Operators Registration) annual application completed for the 2 township trucks. Total mileage for both trucks last year was 15,886klms.
- We have hand cut the brush along the shoulders of our portion of Boundary rd, including clearing back for site visibility at the railway crossing
- We have received and installed the 2 new Craig Manufactured castor wheels for the grader eliminator. The wheel assemble is a lot bigger and beefier, fatter tires. We will demo the new wheels and provide feed back to Craig Manufacturing
- Load Restriction Signs were removed May 19th
- Beavers are causing a problem in the culvert at the MtPleasant and Peddlers dr intersection. We have cut a log and keep in on site to push through the culvert to unblock the beaver dam. This culvert is failing, and is scheduled to be replaced this year
- All bridges have been cleaned off of winter sand and the shoulders shoveled back and racked to remove excess gravel/sand/grass or debris under the guard rails to allow water to run off.
- New entrance application complete and culvert to be installed off of Latimer rd. The customer supplies the recommended culvert and the Municipality does the installation
- We have started our Gravel Patching Materials. We are hauling A gravel from Calvin Quarry (Miron Pit) to MtPleasant road and will continue to haul as much as we can, throughout the township, until we are ready to apply the annual Dust Control, (Dust Master 20) Mid June.

Chris Whalley
Roads Superintendent
Municipality of Calvin

Municipality of Calvin Fire department monthly report

Report Date:May,2020

Originator: Dean Maxwell-Fire Chief

Responded Alarm's

May,12,20/ Smoke visible at 50 Columbia Rd. 16:19

Meeting nights/Training

May,7,20/ Meeting night:Run trucks and all power units .

May,13,20/ Meeting night:Run forestry pumps and put forestry gear on trucks .

May,14,20/ Meeting night:Run forestry and laid forestry hose training.(Jacob)

May,20,20/ Meeting night:Portable pump training at Smith lake.(Jacob)

May,21,20/Meeting night:Pumper training at Smith lake.

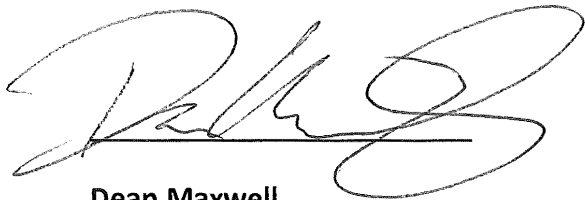
May,27,20/Meeting night:Run power units and go over forestry gear.

May,28,20/Meeting night: Pumper training at Smith lake.(Jacob)

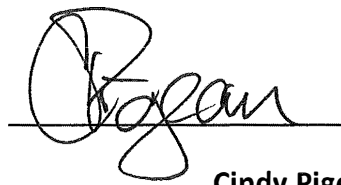
Fleet Status report

Valves on pumper has been changed out.

Tires have been changed out on rescue for the summer.



Dean Maxwell



Cindy Pigeau

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2020-09

REPORT DATE: 03/06/2020

PREPARED BY: Jacob Grove; Landfill, Cemetery, Recreation Superintendent
Municipal Enforcement Officer

SUBJECT: Council Report

Recreation

The dock was installed at the Smith Lake Boat Launch on May 21st. There was four pieces of foam replaced also several straps where replaced.

Landscaping of the yard has begun over the new water lines, and will continue once the ground dries.

Landfill

The spring well sampling was completed May 26th and the necessary parts to complete the repairs to WM#4 & WM#13 were received.

The wood pile was burned on June 2nd with the approval of the Fire Chief and the MNRF.

There was a break in at the Landfill Office shed, a window was pried open. No equipment was taken and the only damage done was to the window which staff was able to repair.

The Datacall Report has been completed for 2019. There were 22.64 metric tonnes shipped out in 2019 compared to 21.68 metric tonnes in 2018. The recycling program cost \$37,334.88 in 2019 compared to \$31,143.71 in 2018. The reasons for the increase in 2019 are due to the purchase of blue boxes to give out to residents, the laminated recycling flyer, an increase in the number of bins being shipped out and the training of several new landfill attendants. This has resulted in a per household cost of recycling rising to \$123.63 per household compared to \$103.12 per household in 2018.


Cemetery

There is no report this month.

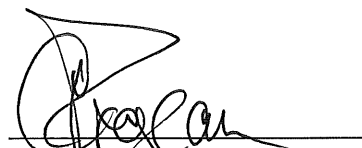
Municipal Enforcement

There are two new cases this month. A previous case has resulted in one un-tagged dog being taken to the North Bay Humane Society this month.

Respectfully submitted;


Jacob Grove

Landfill, Cemetery, Recreation Superintendent
Municipality of Calvin


Cindy Pigeau

Clerk - Treasurer
Municipality of Calvin



MUNICIPALITY OF CALVIN

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BUILDING REPORT

MONTH: May, 2020

1. NUMBER OF PERMITS ISSUED	5
2. TOTAL MONTHLY VALUE	\$316,000
3. TOTAL FEES COLLECTED	\$1,735
4. TOTAL BUILDING VALUE TO DATE	\$398,000
5. TOTAL FEES COLLECTED TO DATE	\$2,280

COMMENTS:

Permit:	Type:	Value:	Fee:
04-2020	Demolition	\$1,000	\$75
05-2020	New Home	\$250,000	\$ 850
06-2020	Garage	\$30,000	\$310
07-2020	Garage	\$1,500	\$160
08-2020	Future Steel Building	\$20,000	\$340

Permit 04-2020 was issued May 06, during the construction ban because it was considered to be a safety concern.

SHANE CONRAD
CHIEF BUILDING OFFICIAL

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, MAY 26, 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, Recreation and Cemetery Supervisor/Landfill Superintendent Jacob Grove and Clerk-Treasurer Cindy Pigeau.

Regrets: 0 Guests: 1

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

PECUNIARY/CONFLICT OF INTEREST: None

PRESENTATIONS/DELEGATIONS: None

2020-103 MINUTES OF REGULAR COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Maxwell that the Minutes of the regular meeting of Council held on Tuesday, May 12, 2020 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea	
Councillor Grant	Yea	
Councillor Maxwell	Yea	
Councillor Olmstead		Nay
Mayor Pennell	Yea	

Carried

2020-104 SUPPORT FOR RESOLUTION #6 FOR THE TOWNSHIP OF ARMOUR RE: HIGH-SPEED INTERNET

Moved by Coun Olmstead and seconded by Cou Grant that the Council of The Corporation of the Municipality of Calvin supports the Resolution #6 dated April 28, 2020 of the Township of Armour and the letter of Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas of Ontario; AND FURTHER that the substantial investments will need to come from the upper levels (Provincial and Federal) of government; AND FURTHER that this resolution and the letter from Councillor Rod Ward be circulated to Vic Fedeli, MPP for Nipissing and Anthony Rota, MP for Nipissing/Timiskaming.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea	
Councillor Grant	Yea	
Councillor Maxwell	Yea	
Councillor Olmstead	Yea	
Mayor Pennell	Yea	

Carried

2020-100 BY-LAW 2020-013- TO SET TAX (TRANSITION) RATIOS FOR MUNICIPAL PURPOSES FOR ELIGIBLE CLASSES IN THE YEAR 2020.

By-law No. 2020-013 being a by-law to set tax (transition) ratios for Municipal Purposes and to adopt new business property tax policy for Eligible Classes in the Year 2020. This By-law received second reading and third and final reading on Tuesday, May 26, 2020 and finally passed before an open Council on this date.

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

Councillor Cross	Yea
Councillor Grant	Yea
Councillor Maxwell	Yea
Councillor Olmstead	Yea
Mayor Pennell	Yea

Carried

Recorded Vote as per Electronic Meeting Best Practices

Third and Final Reading

Councillor Cross	Yea
Councillor Grant	Yea
Councillor Maxwell	Yea
Councillor Olmstead	Yea
Mayor Pennell	Yea

Carried

A discussion of the third review of the 2020 Budget took place.

2020-105 EXAMPLE DRAFT BUDGETS WITH ADDITIONAL \$10K, \$20K AND \$30K IN RESERVES
Moved by Coun Olmstead and seconded by Coun Grant that Council requests that the Clerk-Treasurer draft budgets with an additional \$10,000, \$20,000 and \$30,000 put into reserves does to the bottom line of the budget and tax rate.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Grant	Yea
Councillor Maxwell	Yea
Councillor Olmstead	Yea
Mayor Pennell	Yea

Carried

2020-106 REQUEST FOR ACCOUNTANT TO ATTEND NEXT SCHEDULED COUNCIL MEETING
Moved by Coun Cross and seconded by Coun Olmstead that Council would like to request that our Accountant, Marjorie Robinson come to the next scheduled Council Meeting (special or regular) to further elaborate on the concerns and make suggestions she has regarding the DRAFT budget.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Grant	Yea
Councillor Maxwell	Nay
Councillor Olmstead	Nay
Mayor Pennell	Yea

Carried

2020-107 2020 COMPLIANCE REPORT – ESTIMATE OF EXPENSES EXCLUDED FROM 2020 BUDGET
AS PER O. REG 284/09

Moved by Coun Maxwell and seconded by Coun Grant that the Council of the Municipality of Calvin has received and hereby approves the 2020 Compliance Report – Estimate of Expenses Excluded from 2020 Budget, as required by the Municipal Act 2001, Ontario Regulation 284/09, Budget Matters – Expenses,

Section 2(1)(a)(b) and Section 3.
Deferred to June 23, 2020 Council Meeting

2020-108 REVIEW OF ICE BUILDING MANUAL

This Motion was not Moved or Seconded - 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 June 23, 2020 Council Meeting

2020-109 INTERIM TAX BILL EXTENSION

Moved by Coun Cross and seconded by Coun Grant that Council hereby authorizes the Interim Taxes deadline to be extended a second time to June 30, 2020, from the original deadline of March 31, 2020, due to the Covid-19 outbreak in order to help our community deal with the current circumstances.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Nay
Councillor Grant	Nay
Councillor Maxwell	Nay
Councillor Olmstead	Yea
Mayor Pennell	Nay

Defeated

2020-110 FEDERATION OF CANADIAN MUNICIPALITIES GRANT FUNDING APPLICATION FOR ASSET MANAGEMENT

Moved by Coun Olmstead and seconded by Coun Maxwell that Council requests that the Clerk-Treasurer to further investigate the Federation of Canadian Municipalities grant funding available for Asset Management.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Grant	Yea
Councillor Maxwell	Yea
Councillor Olmstead	Yea
Mayor Pennell	Yea

Carried

2020-111 DISBURSEMENTS

Moved by Coun Maxwell and seconded by Coun Grant that the disbursements dated May 21, 2020 in the amount of \$22,380.98 and May 26, 2020 in the amount of \$8,258.90 be hereby authorized and passed for payment.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Grant	Yea
Councillor Maxwell	Yea

Councillor Olmstead Yea
Mayor Pennell Yea
Carried

2020-112 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Olmstead that this regular meeting of Council now be adjourned at 10:16 p.m.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea
Councillor Grant Yea
Councillor Maxwell Yea
Councillor Olmstead Yea
Mayor Pennell Yea
Carried

Mayor

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: June 9, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes that due to entering Phase one of the Reopening of Ontario after the Covid-19 pandemic and that under Phase One, as of May 19th, 2020, private parks and campgrounds can open to enable preparation for the season and to allow access to stationary seasonable homes (similar to cottages) that have access to both electric and water services as well as, as of June 1, 2020, backcountry camping is now available at Ontario Parks and on Crown Land, the Calvin Landfill will, as of July 1, 2020, resume “Summer Hours” at the Landfill, namely Tuesday from 1pm to 6pm and Saturday from 10am to 3pm.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: June 9, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes the closure of the outdoor outhouse style washrooms at the Municipal grounds rink building (2) and at the Calvin Union Cemetery (1) due to health and safety concerns regarding the spread of Covid 19.

AND FURTHER that the closure of these washrooms will remain in effect until Council has deemed it safe to reopen them.”

CARRIED _____

DIVISION VOTE

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

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

M E M O

TO: Council
FROM: Cindy Pigeau - Clerk-Treasurer
SUBJECT: 2020 Budget Discussions – 4th Review
DATE: Tuesday June 9/20

Budget discussions continue in the **Action Letters** segment of the June 9/20 Council meeting Agenda. This 4th Review Budget information is presented to Council to:

- a) Review the overall budget (Capital and Operating) by Department for consideration as to final numbers.
-

CHANGES REQUESTED FROM SECOND REVIEW OF OVERALL BUDGET 2020:

- To increase the amount transferred to Work Funds Reserves by \$10,000, \$20,000 and \$30,000 from where it is now and provide examples of how it effects the tax rates.

OTHER NOTES – Funding Each of the Capital Projects

- A By-law adopting 2020 Final Budget and **Tax Rates** will be prepared at a later date (expected June 2020) once a Final Budget is approved by Council
- Management is seeking further direction from Council as to next steps of FINAL 2020 Budget

Adding An Extra \$10,000 to Working Funds Reserves:

EXAMPLE #1

2020 Levy decrease is approximately -11.08% over 2019

Overall Residential Tax Rate decrease is approximately -13.71%

Using a Residential Property with a 2019 CVA of \$250,000 for Demonstration

- A ratepayer with a home assessed at \$250,000 **in 2019**, using 2019 tax rates, paid a total of **\$3122.17** in property taxes inclusive of School taxes.

Demonstrating Calculation of 2019 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$250,000 x 0.01087866 = \$2719.67	\$250,000 x 0.00161000 = \$402.50	\$3122.17

- That same ratepayer **in 2020**, with the average CVA increase (6.81%) would now have a home with a CVA of approximately \$267,025 and, applying 2020 tax rates, would pay a total of **\$2877.54**** in property taxes inclusive of school taxes.

Demonstrating Calculation of 2020 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$267,025 x 0.00924628= \$2468.99	\$267,025 x 0.00153000 = \$408.55	\$2877.54

Demonstrates the amount that this particular property owner may expect to pay in 2020. In this case approximately \$244.63 per year **less than in 2019 (\$20.38 **less** per month). Please note that all properties will be effected differently depending on CVA change (+/-) which MPAC determines through property values/sales, along with any improvements or changes to the property since last assessed.

EXAMPLE #2

2020 Levy decrease is approximately -11.08% over 2019

Overall Residential Tax Rate decrease is approximately -13.71%

Using a Residential Property with a 2019 CVA of \$200,000 for Demonstration

- A ratepayer with a home assessed at \$200,000 **in 2019**, using 2019 tax rates, paid a total of **\$2497.73** in property taxes inclusive of School taxes.

Demonstrating Calculation of 2019 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$200,000 x 0.01087866 = \$2175.73	\$200,000 x 0.00161000 = \$322.00	\$2497.73

- That same ratepayer **in 2020**, with the average CVA increase (6.81%) would now have a home with a CVA of approximately \$213,620 and, applying 2020 tax rates, would pay a total of **\$2302.03**** in property taxes inclusive of school taxes.

Demonstrating Calculation of 2020 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$213,620 x 0.00924628= \$1975.19	\$213,620 x 0.00153000= \$326.84	\$2302.03

Demonstrates the amount that this particular property owner may expect to pay in 2020. In this case approximately \$195.70 per year **less than in 2019 (\$16.31 **less** per month). Please note that all properties will be effected differently depending on CVA change (+/-) which MPAC determines through property values/sales, along with any improvements or changes to the property since last assessed.

Adding An Extra \$20,000 to Working Funds Reserves:

EXAMPLE #1

2020 Levy decrease is approximately -10.33% over 2019

Overall Residential Tax Rate decrease is approximately -13.08%

Using a Residential Property with a 2019 CVA of \$250,000 for Demonstration

- A ratepayer with a home assessed at \$250,000 in 2019, using 2019 tax rates, paid a total of \$3122.17 in property taxes inclusive of School taxes.

Demonstrating Calculation of 2019 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
$\$250,000 \times 0.01087866 = \2719.67	$\$250,000 \times 0.00161000 = \402.50	\$3122.17

-
- That same ratepayer in 2020, with the average CVA increase (6.81%) would now have a home with a CVA of approximately \$267,025 and, applying 2020 tax rates, would pay a total of \$2898.40** in property taxes inclusive of school taxes.

Demonstrating Calculation of 2020 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
$\$267,025 \times 0.00932439 = \2489.85	$\$267,025 \times 0.00153000 = \408.55	\$2898.40

**Demonstrates the amount that this particular property owner may expect to pay in 2020. In this case approximately \$223.77 per year less than in 2019 (\$18.65 less per month). Please note that all properties will be effected differently depending on CVA change (+/-) which MPAC determines through property values/sales, along with any improvements or changes to the property since last assessed.

EXAMPLE #2

2020 Levy decrease is approximately -10.33% over 2019

Overall Residential Tax Rate decrease is approximately -13.08%

Using a Residential Property with a 2019 CVA of \$200,000 for Demonstration

- A ratepayer with a home assessed at \$200,000 in 2019, using 2019 tax rates, paid a total of \$2497.73 in property taxes inclusive of School taxes.

Demonstrating Calculation of 2019 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
$\$200,000 \times 0.01087866 = \2175.73	$\$200,000 \times 0.00161000 = \322.00	\$2497.73

-
- That same ratepayer in 2020, with the average CVA increase (6.81%) would now have a home with a CVA of approximately \$213,620 and, applying 2020 tax rates, would pay a total of \$2302.03** in property taxes inclusive of school taxes.

Demonstrating Calculation of 2020 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$213,620 x 0.00932439= \$1991.88	\$213,620 x 0.00153000= \$326.84	\$2318.72

**Demonstrates the amount that this particular property owner may expect to pay in 2020. In this case approximately \$179.01 per year less than in 2019 (\$14.92 less per month). Please note that all properties will be effected differently depending on CVA change (+/-) which MPAC determines through property values/sales, along with any improvements or changes to the property since last assessed.

Adding An Extra \$30,000 to Working Funds Reserves:

EXAMPLE #1

2020 Levy decrease is approximately -9.58% over 2019

Overall Residential Tax Rate decrease is approximately -12.46%

Using a Residential Property with a 2019 CVA of \$250,000 for Demonstration

- A ratepayer with a home assessed at \$250,000 in 2019, using 2019 tax rates, paid a total of \$3122.17 in property taxes inclusive of School taxes.

Demonstrating Calculation of 2019 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$250,000 x 0.01087866 = \$2719.67	\$250,000 x 0.00161000 = \$402.50	\$3122.17

- That same ratepayer in 2020, with the average CVA increase (6.81%) would now have a home with a CVA of approximately \$267,025 and, applying 2020 tax rates, would pay a total of \$2919.25** in property taxes inclusive of school taxes.

Demonstrating Calculation of 2020 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$267,025 x 0.0094025= \$2510.70	\$267,025 x 0.00153000 = \$408.55	\$2919.25

**Demonstrates the amount that this particular property owner may expect to pay in 2020. In this case approximately \$202.92 per year less than in 2019 (\$16.91 less per month). Please note that all properties will be effected differently depending on CVA change (+/-) which MPAC determines through property values/sales, along with any improvements or changes to the property since last assessed.

EXAMPLE #2

2020 Levy decrease is approximately -9.58% over 2019

Overall Residential Tax Rate decrease is approximately -12.46%

Using a Residential Property with a 2019 CVA of \$200,000 for Demonstration

- A ratepayer with a home assessed at \$200,000 in 2019, using 2019 tax rates, paid a total of \$2497.73 in property taxes inclusive of School taxes.

Demonstrating Calculation of 2019 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$200,000 x 0.01087866 = \$2175.73	\$200,000 x 0.00161000 = \$322.00	\$2497.73

-
- That same ratepayer in 2020, with the average CVA increase (6.81%) would now have a home with a CVA of approximately \$213,620 and, applying 2020 tax rates, would pay a total of \$2335.40** in property taxes inclusive of school taxes.

Demonstrating Calculation of 2020 Tax Rates to this property:

<u>Municipal Tax</u>	<u>School Tax</u>	<u>Total Tax</u>
\$213,620 x 0.0094025= \$2008.56	\$213,620 x 0.00153000= \$326.84	\$2335.40

**Demonstrates the amount that this particular property owner may expect to pay in 2020. In this case approximately \$162.33 per year less than in 2019 (\$13.53 less per month). Please note that all properties will be effected differently depending on CVA change (+/-) which MPAC determines through property values/sales, along with any improvements or changes to the property since last assessed.

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer

Prepared: June 2020

VI

June 2/20

PRELIMINARY A 2020 ESTIMATED MUNICIPAL REQUISITION (working sheet with OPTA TAX RATES)											L	M	N	O	P
A	B	C	D	E	F	G	H	I	J	K					
TAXABLE CLASS	CVA	TRANSITION RATIOS	TAX REDUCTION	CVA WEIGHTED BY TRANSITION RATIOS	PERCENT SHARE	TAXES (2019 LEVY 1,331,317)	TAX RATE	TAXES MUNICIPAL PORTION	EDUCATION RATE	EDUCATION PORTION					
						\$1,183,750									
RES/FARM	54,911,500	1.000000		54,911,500	0.42895	\$507,770	0.00924628	\$507,727.10	0.00153000	\$84,014.60	0.01077628	0.01248866	% change Tax Rate	% Change Levy	\$ Levy increase
MULTI-RES	0			0	0.00000	\$0	0	\$0.00	0.00153000	\$0.00					
COMM. OCCUPIED	1,028,500	1.353400		1,391,972	0.01087	\$12,872	0.01251392	\$12,870.57	0.00601963	\$6,191.19	0.01853355	0.02080122	-13.71147905	-11.0842872	-147,567
COMM. VAC. UNITS	0			0	0.00000	\$0	0.00875974	\$0.00	0.00601963	\$0.00					
COMM. VAC. LANDS	12,600	0.094738	.7(30%)	1,194	0.00001	\$11	0.00875974	\$110.37	0.00601963	\$75.85	0.01477937	0.014557858	1.521597477		
SUBTOTAL															
IND. OCCUPIED	2,974,000	2.632964		7,830,435	0.06117	\$72,408	0.02434512	\$72,402.39	0.00980000	\$29,145.20	0.03414512	0.03894312	-12.32053313		
IND. VAC. UNITS	0			0	0.00000	\$0	0.01582433	\$0.00	0.00980000	\$0.00					
IND. VAC. LANDS	5,700	1.711427	.65(35%)	9,755	0.00008	\$90	0.01582433	\$90.20	0.00980000	\$55.86	0.02562433	0.02531302	1.229841402		
SUBTOTAL															
PIPELINES	25,903,000	2.312600		59,903,278	0.46794	\$553,929	0.02138295	\$553,882.55	0.00907364	\$235,034.50	0.03045659	0.03449448	-11.7059019		
FARMLANDS	3,649,700	0.250000		912,425	0.00713	\$8,437	0.00231157	\$8,436.54	0.00038250	\$1,396.01	0.00269407	0.00312216	-13.71134087		
MANAGED FOREST	239,900	0.250000		59,975	0.00047	\$555	0.00231157	\$554.55	0.00038250	\$91.76	0.00269407	0.00312216	-13.71134087		
TOTAL TAXABLE	88,724,900			125,020,533		\$1,156,072									
PAYMENTS IN LIEU															
RES/FARM	257,500	1.000000		257,500	0.00201	\$2,381	0.00924628	\$2,380.92	0.00000000		0.00924628	0.01087866	-15.00534073		
MULTI-RES	0			0	0.00000	\$0	0	\$0.00							
LANDFILL	1,800	1.469615		2,645	0.00002	\$24	0.01358847	\$24.46	0.00584711		0.01943558	0.02145982	-9.432697944		
COMM. OCCUPIED	2,019,400	1.353400		2,733,056	0.02135	\$25,273	0.01251392	\$25,270.61	0.00000000		0.01251392	0.01472318	-15.00531814		
COMM VAC. UNITS	0			0	0.00000	\$0	0.00875974								
COMM. VAC. LANDS	0			0	0.00000	\$0	0.00875974								
SUBTOTAL															
IND. OCCUPIED	0			0	0.00000	\$0									
IND. VAC. UNITS	0			0	0.00000	\$0									
IND. VAC. LANDS	0			0	0.00000	\$0									
SUBTOTAL															
PIPLINES	0			0	0.00000	\$0									
FARMLANDS	0			0	0.00000	\$0									
MANAGED FORESTS	0			0	0.00000	\$0									
TOTAL PIL	2,278,700			2,993,201		\$27,678									
GRAND TOTAL	91,003,600			128,013,735	1.00000	\$1,183,750		\$1,183,750.25		\$356,004.96					
EXEMPT	3,963,700														
	94,967,300														

No longer have Tax Reduction applied to Educational Rate as of 2019

2019 Tax Levy	\$1,331,317.00
DIR	-147,566.75

13.313 1% of 2019 Levy for AMP

Final CVA 2019	86,327,909
Start CVA 2020	91,003,600
Change	4,675,691
% increase in CVA	5.12%

CORPORATION OF THE MUNICIPALITY OF CALVIN
2020 PRELIMINARY BUDGET

VI
(+10,000 Addition)

2020 FINAL		Capital Costs	2020 BUDGET	2019 BUDGET	DIFF Yr/Yr
COLA is 2.2% Dec 2018-Dec 2019 as per Stats Can March 2020		Operating Costs	1,719,151	1,716,242	2,909
REVENUES		Check	1,767,451	1,767,451	
Account		BUDGET	ACTUAL	BUDGET	
		2020	2019	2019	
1	140101110 Taxation General Levy		(1,299,068)	(1,831,817)	
2	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 x 1% = \$12,698, 2019 Levy was \$1,331,317 x 1% = \$13,313)				13,313
3	140101111 Supplementary /Omitted		(10,065)		
4	140101113 Additions and/or CVA Omitted or Added to MPAC Roll During the Year				
5	140101115 CPR Taxes - estimated	(5,239)	(5,239)	(5,239)	
6	140101115 Payments Received In Lieu of Tax Included In General Levy (eg. Sam Park/CEC, MTO or MNR Property)		(31,004)	0	
7	ONTARIO CONDITIONAL GRANTS	(5,239)	(1,345,376)	(1,336,556)	
8	140103117 OMPF	(192,500)	(193,400)	(193,400)	
9	140103118 Fire Dept. One Time Grant	0	0	0	
10	140104124 Infrastructure Grants	0	(153,200)	(150,000)	
11	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				
12		(192,500)	(346,600)	(343,400)	
13	14000104120 Fire Grant Provincial	(5,000)	(13,356)	(5,000)	
14	140104121 Livestock Grant Prov	0	0	0	
15	140104122 Library Provincial	(1,177)	(1,177)	(1,177)	
16	140104123 Other Provincial/Federal Grants	0	(253,183)	(253,280)	
17	140104125 Drainage Prov Grants	(5,500)	(12,398)	(8,500)	
18	POA REVENUE	(11,677)	(280,114)	(267,857)	
19	140105126 CEMC Revenue	0	0	0	
20	140105127 Provincial Offences Act	(200)	(1,697)	(650)	
21	22	(200)	(1,697)	(650)	
23	USER FEES AND SERVICE CHARGES				
24	140106130 Cemetery Revenue	(800)	(1,310)	(800)	
25	140106131 Recreation Revenue	(800)	(500)	(1,810)	
26		(1,600)	(1,810)	(2,610)	
27	LICENSES, PERMITS, FEES				
28	140107140 Building Permits	(4,000)	(4,525)	(4,000)	
29	140107144 Election Revenue	0	(200)	(200)	
30	140107143 Gen. Govt. Revenue	(39,239)	(7,463)	(2,000)	
31	140107145 911 Revenues	(35)	(70)	(35)	
32	140107146 Fire Dept Revenue	(3,000)	(4,274)	(3,000)	
33	140107148 Fire Dept. Agreements	(4,158)	(4,290)	(4,070)	
34	140107150 Road Dept Revenue				
35	140107151 Road Vehicle Truck Credits	(1,350)	(2,411)	(2,700)	
36	140107153 Road Vehicle Loader/Hoe Credit	(8,750)	(5,427)	(6,255)	
37	140107155 Aggregates Revenue	(1,481)	(2,580)	(1,458)	

38	140107156 Road Non-machine Revenue	Outside Revenue - 2019 - \$15,000 was trade in value of old grader, Fire Wood sold.	(500)	(15,283)	(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 (\$0) plus tipping fees (\$3500), 12 bins Columbia F.P. (\$1500ea), 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 2019 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 2019 Actual vs. Budget	(500)	(853)	(500)
44	140107175 Zoning Amendments	Estimating one ZBLA and one Minor Variance	(1,570)		(1,570)
45			(85,583)	(74,215)	(46,669)
46	PENALTIES AND INTEREST				
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	OTHER REVENUE				
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			(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)	(233,855)	(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			(257,855)	(524,956)	(626,317)
63		TOTAL REVENUES	(569,664)	(2,590,843)	(2,639,059)
64	EXPENDITURES				
65	COUNCIL				
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)	37,500	36,943	36,850
67	150100102 Council Vehicle & Expenses	Travel costs for meetings etc., other misc. expenses - Increased from \$200 to \$600 due to Covid 19	800	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 - Increased from \$5000 to \$15,000	15,000	404.77	5000
70	150100113 CPP	New Account Number	770		
71			54,820	38,111	42,575
72	150101100 Salaries and Benefits	Includes 2 FT. and 26 hrs/yr H&S 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

Training Budget for Council was not included in this years budget as planned due to Covid 19

80	15010113 CPP & EI	6.66% approx of total salary	6,901	8,509	8,445	
81	15010114 Group Ins.	Approx \$985/mth Increase received in September - approximately 2% from Sept to Dec - Approximately \$200	12,020	8,628	8,250	
82	15010115 Computer Expenses	Total support costs for system (\$8227). Cartridges for printers, parts, 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	15010116 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, e.w. O.A.G. Report 284/09.	15,000	14,809	15,000	
84	15010117 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	15010118 Office Repairs	Carpet cleaning twice year. Other repairs as required.	250	0	250	
86	15010119 Donations	Reduced from \$500 to \$40 to try to help reduce costs (Covid 19)	40	40	500	
87	15010120 Lawyer Fees	Estimated cost for legal counsel/advice, drafts of new complex By-laws etc.	4,000	3,097	4,000	
88	15010121 Election		0	0	0	
89	15010123 Bank Chg, Interest	Based on past 4 yr avgt.	1,900	1,745	1,900	
90	15010125 Tax Registration	Tax Sale Process	0	0	5,000	
91	15010126 Tax Write Offs	Estimated adjustments \$4000.	4,000	4,117	3,000	
92	15010132 Capital Expenditures	New Computers - 4 computers at approximately \$1150 each	5,000	11,117	21,000	
93	150010133 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. \$30,000 transfer to Reserves for miscellaneous cost (Covid 19)	35,000	12,698	12,698	
94	15010169 Insurance	MIS Municipal Insurance Services. Re-rendered in 2016 to Feb 2020 (with 2 yr renewal option) Two Year Renewal Option Taken	9,212	8,652	8,652	
95	15010171 Postage	Stamps, mail flyers 1/mth @ \$46/mth, tax billing, courier - Reduced from \$2800 to \$2500 to help reduce costs (Covid 19)	2,500	2,209	2,800	
96	15010174 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, signage, safety equipment etc.)	2,000	2,063	2,000	
97	15010187 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	15010188 FCM-MAMP Project	Project Completed in 2019, Funding Received in 2020.	\$ -	56147.24	55,100	
99			251,714	304,117	332,112	
100	FIRE DEPT.					
101	150200100 Salaris and Benefits	Volunteer points 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 Flashers (60), 5 x FF Gloves, 10 X Auto X Gloves, 10 X Bara Socks, Hose Bag, Gas Detector Bump Testing, Poly Tanks, Fire Craft Tracer, Small Misc. - Reduced from \$10000 to \$8200 to help reduce costs (Covid 19), minimal on scene safety equipment purchased.	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 - Reduced from \$13500 to \$8500 to help reduce costs (Covid 19) - any major repairs to equipment will need to come from reserves.	9,500	15,525	13,500	
104	150200104 WSIB & EHT	approx 5.28% of wages	4,000	3,974	3,900	
105	1500200106 Misc	Picnic (\$1000), Awards (4 badges and 1 - 10 yr of service, 1 - 30 yr service) (\$900), couriers, uniforms, food, water and other non-specific items (\$1100), Personal Clothing (\$2000)	5,000	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	Reduced from \$10000 to \$8200 to help reduce costs (Covid 19)	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 (\$1200), No Forestry Hose Purchased to help reduce costs (Covid 19)	5,300	20,519	27,700	
112	150200133 Transfer to Reserves	2019 Fire Revenues from 2019 surplus (\$17386), \$5000 to Reserves for Fire Truck (vs \$10,000) to help reduce costs.	22,386	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. - Only the bottles that require testing this year are being tested. No offsetting of costs for next year has been done. 2021 requires a large number of bottles to be tested.	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, other misc requirements.	5,500	3,230	4,500
117	150200138 Training	Outside training, workshops and courses. Bringing in outside services to provide specialized 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 - Done)	650	647	650
121	150200169 Insurance		6,538	6,140	6,140
122	150200402 Loan payment	Fire Truck Purchased 2015 (Debenture) - to be completed June 2025.	20,000	20,000	20,000
123	150200404 Interest Fire Truck	Fire Truck Interest on Debenture Loan 2020	2,507	2,980	3,000
124	150200187 Fire Pension Exp				
125			156,573	166,354	176,824
126	Community Emergency Measures				
127	150210100 Salaries and Benefits	CEMC\$2000. No Increase in Salaries for 2020 To Reduce costs (Covid 19)	2,000	603	2,000
128	150210101 Materials and Supplies	CEMC Mileage and Services	1,500	69	1,500
129	150210104 WSIB & EHT	Approx 4% of Dept salary	75	33	75
130	150210110 Services		0	0	0
131	150210113 CPP & EI	Approx 7% of Salary for dept.	112	20	112
132	150210138 Training		2,000	430	2,000
133	150210133 Transfer to Reserves	Reserve fund for emergency management from surplus. Has \$3007 opening 2018	0	0	0
134			5,687	1,154	5,687
135	ROAD DEPARTMENT				
136	ROADS OVERHEAD				
137	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
138	150300101 Material and Supplies	All to Office & Shop Expense			
139	150300102 Vehicle Expense	Approx \$11,600/yr Based on mileage per month submitted to A/P	11,600	11,625	11,500
140	150300103 Telephone, Cell	Garage phone, Cell phone (based on Calls approx \$75/mth) and calls (road super) - Reduced from \$1700 to \$1500 to help reduce costs (Covid 19)	1,500	1,397	1,700
141	150300104 WSIB & EHT	All Road dept included here. 5.28% of Total Salaries	6,545	6,640	6,800
142	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
143	150300106 Misc				
144	150300107 Hydro		1,800	1,500	1,800
145	150300108 Heating Fuel	Garage and Sand dome (Estimated)	8,600	8,602	8,500
146	150300110 Services Roads				
147	150300113 CPP & EI	All roads Dept Included here. Approx 6.51% of department salaries	8,075	7,693	8,200
148	150300114 Group Insurance	Approx \$1004/mth plus \$200 for increase in Sept	12,250	10,116	10,800
149	150300120 Lawyer Fees	Complex By-law Review and Legal Counsel	5,000	0	5,000
150	150300132 Capital Expenditures	No Capital Expenditures for this year to help reduce costs (Covid 19)		623,947	740,539
151	150300133 Transfer to Reserves	Transferring \$30,000 for future road/bridge work from 2019 surplus. 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
152	150300135 Building Maintenance	Roof replacement needed (future? \$12,000) Doors, furnace cleaning	2,000	384	2,000
153	150300149 Small Tools	Wrenches, hoses, tools etc., others under \$1000, \$1000 New Brush Saw	2,200	2,588	1,200
154	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
155	150300169 Insurance		9,600	9,015	9,015
156	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
157	150300184 Transfer to Cap fund				
158	150300402 Interest Grader	2019 Grader Interest	5,098		
159	150300404 Payment on Grader	Grader Payments 12 x \$3013.83 plus lump sum payment of \$39,733 (HST Refund Amt)	70,801	31,128	37,710
160	150300187 Roads Pension Exp	For budget purposes all Pension expenses are Included under Admin.			
161			307,073	872,826	1,019,064
162	HARDTOP MAINTENANCE				
163	150310100 Salaries and Benefits				
164	150310101 Materials and Supplies	Resurfacing Aug 2019 - 1 load cold mix required 2019 - New Sweeper Brushes (\$1700)	5,200	3,299	3,500

165	150310104	WSIB&EHT			
166	150310106	Misc. Hardtop			
167	150310110	Services			
168	150310113	CPP&IHC			
169			5,200	3,299	3,500
170	DITCHING				
171	150311100	Salaries and Benefits			
172	150311101	Materials and Supplies	500	0	500
173	150311110	Service	15,000	15,943	15,000
174			15,500	15,943	15,500
175	GRAVEL PATCHING				
176	150312100	Salaries and Benefits			
177	150312101	Materials and Supplies	12,000	11,651	12,000
178	150312110	Services			
179			12,000	11,651	12,000
180	GRADING				
181	150313100	Salaries and Benefits			
182	150313101	Materials and Supplies			
183	150313110	Services			
184			0	0	0
185	DUST LAYER				
186	150314100	Salaries and Benefits			
187	150314101	Materials and Supplies	19,720	18,209	19,500
188	150314110	Services			
189			19,720	18,209	19,500
190	GRAVEL RESURFACING				
191	150315100	Salaries and Benefits			
192	150315101	Materials and Supplies	30,000	27,866	30,000
193	150315110	Services			
194			30,000	27,866	30,000
195	SAFETY DEVICES				
196	150316100	Salaries and Benefits			0
197	150316101	Materials and Supplies	1,600	1,816	1,600
198	150316110	Services	3,500	3,099	3,500
199			5,100	4,915	5,100
200	BRIDGES AND CULVERTS				
201	150317100	Salaries and Benefits			
202	150317101	Materials and Supplies	8,000	10,532	8,000
203	150317106	Misc Bridges			
204	150317110	Services	6,000	0	1,000
205			14,000	10,532	9,000
206	ROADSIDE MAINTENANCE				
207	150318100	Salaries and Benefits			
208	150318101	Repairs & maintenance			
209	150318106	Materials and Supplies	0	9,922	10,000
210	150318110	Services	0	2,849	2,600
211			0	12,771	12,600
212	SNOWPLOWING				
213	150319100	Salaries and Benefits			
214	150319101	Materials and Supplies			
215			0	0	0
216	SANDING				
217	150320100	Salaries and Benefits			
218	150320101	Materials and Supplies	32,000	31,618	32,000
219			32,000	31,618	32,000
220	ICE BLADING				

221	150321100				
222	Salaries and Benefits				
223	THAW CULVERTS		0	0	0
224	150322100				
225	Salaries and Benefits				
226	150322101				
227	Materials and Supplies				
228	STAND BY WAGES		0	0	0
229	150323100	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
230	Salaries and Benefits		3,500	2,997	3,500
231	MAIN RD. EXPENDITURES				
232	150324100				
233	Salaries and Benefits				
234	150324101				
235	Material & Supplies				
236	150324106				
237	Misc.				
238	150324110				
239	Services				
240			0	0	0
241	TRUCK EXPENDITURES				
242	150325100				
243	Salaries and Benefits				
244	150325101	Standard Repair, new tires, auger chains, clutch brake, differential Exhaust Gas Cooler, Engine Repairs.	20,000	11,201	20,000
245	Repair and Maintenance				
246	150325106	Fuel and Oil	25,000	23,985	25,000
247		Estimated for two trucks			
248			45,000	35,187	45,000
249	GRADER EXPENDITURES				
250	150326100				
251	Salaries and Benefits				
252	150326101		4,000	10,085	4,000
253	Repair and Maintenance				
254	150326106	DEF fluid Required, Tier E Engine on New Grader - Reduced from \$10000 to \$8000 to help reduce costs (Covid 19)	8,000	7,955	10,000
255	Fuel and Oil				
256			12,000	18,040	14,000
257	LOADER/HOE EXPENDITURES				
258	150327100				
259	Salaries and Benefits				
260	150327101	Note that covering at landfill is very hard on loader tires. New Set of Tires Annually	3,000	3,140	2,000
261	Repair/Maint				
262	150327106	Fuel and Oil	5,500	5,324	5,500
263			8,500	8,464	7,500
264	STEAM JENNY				
265	150328100				
266	Salaries and Benefits				
267	150328101				
268	Repair and Maintenance	None anticipated			
269	150328106	Fuel and Oil	500	90	500
270			500	90	500
271	PROJECTS AND IMPROVEMENTS				
272	1503292100				
273	Salaries and Benefits				
274	150329101				
275	Materials and Supplies				
276	150329109				
277	Equip. Charges				
278	150329110				
279	Outside Services				
280			0	0	0
281	TOTAL ROADS		510,093	1,074,410	1,228,764
282	ENVIRONMENTAL SERVICES				
283	LANDFILL				
284	150400100				
285	Salaries and Benefits	Staff, including students and costs for Roads to dump and cover (4 hrs/every 2 wks).	42,521	38,998	38,550
286	150400101	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
287	Materials and Supplies				
288	150400102	Mileage for courses, inspections, pick up supplies	700	560	700
289	Vehicle Expenses				
290	150400103	Communications			
291	150400104	No Cell			
292	150400104	WSIB & EHT	2,317	2,079	3,500
293	150400105	Seminars and Workshops	200	14	200
294	150400106	Misc	200	319	200
295	Advertising, fliers, legal fees etc.				
296	150400109	Internal Equipment charges	7,650	6,038	7,380
297	Costs for use of public works equipment to cover (increase to dump and cover 4 hours every two weeks) Misc equipment work at site (170 hrs) - New Rates for use of Roads Equipment				
298	150400110	Miller Urso Survey of Landfill - last done 2018 due every 5 yrs (next 2023).			
299	Outside Services	Work done to tipping edge.			
300	150400113	CPP & EI	2,998	2,182	2,640
301	Approx 6.83%				

No money is being put away for future closure costs.

275	150400114	Group Insurance Landfill				
276	150400126	Tax Write Off for Landfill	775	753	775	
	150400132	Capital Expenditures	0	4,070	5,000	
277	150400133	Removed in 2020 to reduce expenses (Covid 19)				
278	Transfer to Reserves	For 50% of 2020/21 Reporting - 2021 to pull from Reserve \$2200 for Reporting.	2,200		0	
279	150400146	Monitoring of Wells	2020/21 monitoring expected to be (\$24,000 total) Landfill monitoring report is \$4000 of the \$24,000...therefore monitoring costs are \$10,000/yr (\$2200 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 \$4400, \$1000 for required well extension, well cap and extended well that will be covered in garbage 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	150400183	Compaction	Operational costs of compactor, fuel, repairs, parts etc.	1,500	1,452	1,500
284			97,062	83,282	94,795	
285		HEALTH SERVICES				
286	150500100	Salaries and Benefits Cemetery	Includes gravedigger. 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 - Reduce from \$1000 to \$500 to help reduce costs (Covid 19)	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		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		SOCIAL SERVICES				
296	150600110	D/NSAB	2019 levy was \$224,209 (increase + 6.1%)	237,881	224,209	224,209
297	150600111	Mattawa Seniors Home	To begin budgeting funds for 25 year commitment to Seniors Home. Estimated Total from 2016 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 2020	13,496	0	13,496
298	150600112	Casselholme	2020 Levy apportionments. 2020 Increase over 2019 is 3.03%. 2019 Levy is \$46,809. 2018 Levy was \$42,739 (increase of 9.5%)	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 to help reduce the amount to be collected when payment is required.	23,136	52,648	52,648
301			325,241	325,248	339,662	
302		RECREATION EXPENSE				
303	150700100	Salaries and Benefits	No increase in Salaries for 2020 To Reduce costs (Covid 19) plus no students	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). - Reduce number of Projects to help reduce costs due to Covid 19	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	Hydro Hall		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. No other Capital Project planned to help reduce costs (Covid 19)	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. - Reduced to \$3000 from \$6000 to help reduce costs (Covid 19)	3,000	6,214	8,000
318	150700153	Rink and Sportscentre	Hydro (\$2000) - May go down with LED conversion. 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.	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. U/V system maintenance - Reduced to no longer purchasing Water for Cisterns.	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	206,893
328		PLANNING AND DEVELOPMENT			
329	150800100 Salaries and Benefits				
330	150800101 Materials and Supplies				
331	150800104 WSIB & EHT				
332	150800110 Services	CGIS GPS contract includes Calvin portion of shared costs with Pap-Cam for Building Module (Total Cost is 9275/yr), Planner annual retainer fee - Unknown at this time - estimated at \$5000. MBEDC is no longer in existence.	14,275	5,770	14,057
333	150800113 CPP & UIC				
334	150800158 Zoning	Anticipated once OP Review is complete - Unknown at this time due to Planner vet to be determined.	3,000	0	3,000
335	150800160 East Nipissing Planning Board	Estimated \$2500 annual fee to remain constant in order to be able to fulfill our requirement for OP and Zoning review. Currently working on a 10 year OP review 2018-2019.	2,500	2,500	2,500
336	150800161 Zoning Amendments	Minor Variance or Zoning amendment applications. (budgeted 1 Minor variance @ \$520 and 1 ZBLA at \$1050)	1,570	0	1,570
337	150800162 Assessment Services	MPAC - 2018 was \$13,418. increased to \$13,543 for 2019	13,650	13,543	13,637
338	150800163 Municipal Drainage	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 5K, fully recoverable through grant (see account # 1-4-0104-125 (\$5K Revenue))	12,000	16,686	12,000
339			46,995	38,499	46,764
340		BUILDING			
341	150900100 Salaries and Benefits	No Building Staff - Contracted through Papineau Cameron			
342	150900101 Materials and Supplies				
343	150900102 Vehicle Expenses	Reduced due to Covid 19	500	235	1,000
344	150900104 WSIB & EHT				
345	150900105 Seminars, Courses, Workshops	For any new training required	700	608	700
346	150900106 Misc	Updates to Building Code	300		
347	150900110 Building Services/Papineau Cameron	Contract with Papineau Cameron for Shared Services of CBO Shane Conrad, includes services involved by Papineau Cameron on a monthly basis. Numbers based on 2017/2018/2019 percentage of permits plus rate increase	28,000	20,492	20,000
348	150900113 CPP & UIC				
349	150900120 Lawyer Fees	Legal	1,000	715	1,000
350	150900133 Transfer to Reserve	\$9000 in reserve at 2020 prior to budget.			
351	150900169 Insurance	MIS Insurance Services	1,486	1,395	1,395
352			31,986	23,445	24,995
353		ENFORCEMENT			
354	150950100 Salaries and Benefits	By-Law enforcement, (Canine control and all departments). Increased hours due to increased case load and new parking by-law - Suggestion - take hours from Cemetery	1,200	1,119	1,200
355	150950101 Livestock Valuer/ Fence Viewer/ Canine Expense		150	0	150
356	150950102 Vehicle Expense	Mileage animal control	250	104	250
357	150950104 WSIB & EHT	Approx 5.28%	65	61	65
358	150950106 Misc	Vet Charges for Injured Animals \$500 (if not used put into reserves to build up to \$5000 over 10 years) and Signage for Parking by-law \$1000	2,000	38	450
359	150950113 CPP & UIC	Approx. 6.83%	81	78	80
360	150950141 Policing Services	2020 Group of 4 Policing Costs \$101930 (8494.17/mth)+ estimated \$500 for 2020 Operating costs for Police Services Bd. - Court Transportation Revenue is Unknown at this time.	102,430	98,381	98,972
361	150950143 911 Maintenance	CERB Contract (billed annually - \$337,72), Signs and Posts	500	338	500
362	150950144 Conservation Authority	Operating budget \$5555 (+0.03%) + Capital budget \$4358 (+0.04%) = \$9913 (2020 One Time Cap Ask Paymt was not made as per resolution 2020-056)	9,913	9,574	9,574
363	150950145 Animal Control	Vet Unit \$350, dog tags, forms, \$100 per animal to North Bay Humane Society(max 15 per yr)	2,000	395	2,000
364			118,589	110,088	113,241
365		TOTAL EXPENDITURES	1,740,101	2,351,362	2,638,174
366					
367		2020			
368	TOTAL 2020 LEVY	Base levy 2020	1,170,437		

369	Cindy Pigeau	PLUS 1% of previous years Levy - Increase to Reserves for AMP (Infrastructure)	13,313	To be transferred to Reserve for future Infrastructure as per AMP
370	Clerk-Treasurer	2020 Levy	1,183,759	
371	"A"	2019 Levy	1,331,317	-11.084254 % Levy change
372		\$ increase 2020 over 2019	(147,557)	

Next Year Landfill Revenue to go to Landfill Reserves for Closure

Next Year Unused Animal Control Surplus to go to Enforcement Reserves/Working Reserves for Animal Enforcement/Injury

VZ

June 2/20

PRELIMINARY A 2020 ESTIMATED MUNICIPAL REQUISITION (working sheet with OPTA TAX RATES)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
TAXABLE CLASS	CVA	TRANSITION RATIOS	TAX REDUCTION	CVA WEIGHTED BY TRANSITION RATIOS	PERCENT SHARE	TAXES (2019 LEVY 1,331,317)	TAX RATE	TAXES MUNICIPAL PORTION	EDUCATION RATE	EDUCATION PORTION					
						\$1,193,750					2020	2019	% change Tax Rate	% Change Levy	\$ Levy increase
RES/FARM	54,911,500	1.000000		54,911,500	0.42895	\$512,059	0.00932439	\$512,016.24	0.00153000	\$94,014.60	0.01085439	0.01248866	-13.08603165	-10.3331513	-\$137,567
MULTI-RES	0			0	0.00000	\$0	0	\$0.00	0.00153000	\$0.00					
COMM. OCCUPIED	1,028,500	1.353400		1,391,972	0.01087	\$12,980	0.01261963	\$12,979.29	0.00601963	\$6,191.19	0.01863926	0.02080122	-10.39342885		
COMM. VAC. UNITS	0			0	0.00000	\$0	0.00883374	\$0.00	0.00601963	\$0.00					
COMM. VAC. LANDS	12,600	0.094738	.7(30%)	1,194	0.00001	\$11	0.00883374	\$111.31	0.00601963	\$75.85	0.01485337	0.014557858	2.029914016		
SUBTOTAL															
IND. OCCUPIED	2,974,000	2.632964		7,830,435	0.06117	\$73,020	0.02455078	\$73,014.02	0.00980000	\$29,145.20	0.03435078	0.03894312	-11.79242957		
IND. VAC. UNITS	0			0	0.00000	\$0	0.01595801	\$0.00	0.00980000	\$0.00					
IND. VAC. LANDS	5,700	1.711427	.65(35%)	9,755	0.00008	\$91	0.01595801	\$90.96	0.00980000	\$55.86	0.02575801	0.02531302	1.757949071		
SUBTOTAL															
PIPELINES	25,903,000	2.312600		59,903,278	0.46794	\$558,608	0.02156358	\$558,561.41	0.00907364	\$235,034.50	0.03063722	0.03449448	-11.1822529		
FARMLANDS	3,649,700	0.250000		912,425	0.00713	\$8,509	0.0023311	\$8,507.82	0.00038250	\$1,396.01	0.0027136	0.00312216	-13.08581239		
MANAGED FOREST	239,900	0.250000		59,975	0.00047	\$559	0.0023311	\$559.23	0.00038250	\$91.76	0.0027136	0.00312216	-13.08581239		
TOTAL TAXABLE	88,724,900			125,020,533		\$1,165,838									
No longer have Tax Reduction applied to Educational Rate as of 2019															
PAYMENTS IN LIEU															
RES/FARM	257,500	1.000000		257,500	0.00201	\$2,401	0.00932439	\$2,401.03	0.00000000		0.00932439	0.01087866	-14.28732951		
MULTI-RES	0			0	0.00000	\$0	0	\$0.00							
LANDFILL	1,800	1.469615		2,645	0.00002	\$25	0.01370326	\$24.67	0.00584711		0.01955037	0.02145982	-8.897791314		
COMM. OCCUPIED	2,019,400	1.353400		2,733,056	0.02135	\$25,486	0.01261963	\$25,484.08	0.00000000		0.01261963	0.01472318	-14.28733467		
COMM VAC. UNITS	0			0	0.00000	\$0	0.00883374	\$0.00							
COMM. VAC. LANDS	0			0	0.00000	\$0	0.00883374	\$0.00							
SUBTOTAL															
IND. OCCUPIED	0			0	0.00000	\$0		\$0.00							
IND. VAC. UNITS	0			0	0.00000	\$0		\$0.00							
IND. VAC. LANDS	0			0	0.00000	\$0		\$0.00							
SUBTOTAL															
PIPLINES	0			0	0.00000	\$0		\$0.00							
FARMLANDS	0			0	0.00000	\$0		\$0.00							
MANAGED FORESTS	0			0	0.00000	\$0		\$0.00							
TOTAL PIL	2,278,700			2,993,201		\$27,912									
GRAND TOTAL	91,003,600			128,013,735	1.00000	\$1,193,750		\$1,193,750.05		\$356,004.96					
EXEMPT	3,963,700														
	94,967,300														

2019 Tax Levy	\$1,331,317.00
Diff	-\$137,566.95

13,313 1% of 2019 Levy for AMP

Final CVA 2019	86,327,909
Start CVA 2020	91,003,600
Change	4,675,691
% increase in CVA	5.42%

CORPORATION OF THE MUNICIPALITY OF CALVIN
2020 PRELIMINARY BUDGET

V2
(\$20,000 Addition)

		2020 BUDGET	2019 BUDGET	DIFF Yr/Yr	
2020 FINAL		Capital Costs	48,300	909,239	-860,939
	COA is 2.2% Dec 2018-Dec 2019 as per Stats Can March 2020	Operating Costs	1,729,151	1,716,242	12,909
	REVENUES	Check	1,777,451	1,777,451	
	Account	BUDGET	ACTUAL	BUDGET	
		2020	2019	2019	
1	140101110 Taxation General Levy		(1,299,066)	(1,331,317)	
	Calculated from Original Returned MPAC Roll				
2					13,313
	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 x 1% = \$12,698, 2019 Levy was \$1,331,317 x 1% = \$13,313)				
3	140101111 Supplementary Committed		(30,055)		
	Additions and/or CVA Omitted or Added to MPAC Roll During the Year				
4	140101113 Railway Taxation	(5,239)	(5,239)	(5,239)	
	CPR Taxes - estimated				
5	140101115 Payments in Lieu		(31,004)	0	
	Payments Received in Lieu of Tax Included in General Levy (eg. Sam Park/CEC, MTO or MNR Property)				
6		(5,239)	(1,345,376)	(1,336,556)	
7	ONTARIO CONDITIONAL GRANTS				
8	140103117 OMPF	(192,500)	(193,400)	(193,400)	
	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.				
9	140103118 Fire Dept. One Time Grant	0	0	0	
10	140104124 Infrastructure Grants	0	(153,230)	(150,000)	
	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				
11		(192,500)	(346,630)	(343,400)	
12					
13	14000104120 Fire Grant Provincial	(5,000)	(13,356)	(5,000)	
	Annual estimate for MTO & MNR calls (based on 5 yr history 2012-2016 / 2017 calls were unusually high)				
14	140104121 Livestock Grant Prov	0	0	0	
	Reimbursements under the Wildlife Compensation Program OMAFRA				
15	140104122 Library Provincial	(1,177)	(1,177)	(1,177)	
	Funds which we apply for from the province and then forward to John Dixon Public Library as per our user agreement				
16	140104123 Other Provincial/Federal Grants	0	(253,183)	(253,280)	
	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. In 2020, we will receive \$31,306.99				
17	140104125 Drainage Prov Grants	(5,500)	(12,398)	(8,500)	
	Estimated 50% of Costs to Employ Drainage Superintendent for 2019 (\$3500), plus recovery of Drain Cleanout scheduled 2020 (\$2K)				
18		(11,677)	(280,114)	(267,957)	
19	POA REVENUE				
20	140105126 CEMC Revenue	0	0	0	
	Planning to alternate years hosting mock disaster with Pap-Cam. Calvin Host 2021. No Invoicing between municipalities.				
21	140105127 Provincial Offences Act	(200)	(1,697)	(650)	
	Calvin's expected portion of POA fines estimated for 2020.				
22		(200)	(1,697)	(650)	
23	USER FEES AND SERVICE CHARGES				
24	140106130 Cemetery Revenue	(800)	(1,810)	(800)	
	Sale of plots, portion of markers etc. Estimated based on avg of 6 yrs.				
25	140106131 Recreation Revenue	(800)	(500)	(1,810)	
	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.				
26		(1,600)	(1,810)	(2,610)	
27	LICENSES, PERMITS, FEES				
28	140107140 Building Permits	(4,000)	(4,525)	(4,000)	
	Expected average demand for permits in 2020. Based on a 5 year average.				
29	140107144 Election Revenue	0	(200)	(200)	
30	140107143 Gen. Govt. Revenue	(9,239)	(1,483)	(2,000)	
	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)				
31	140107145 911 Revenues	(35)	(70)	(35)	
	Installation of new signs if required				
32	140107146 Fire Dept Revenue	(3,000)	(4,274)	(3,000)	
	Donations to Dept for Services provided.				
33	140107148 Fire Dept. Agreements	(4,158)	(4,290)	(4,070)	
	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).				
34	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				
35	140107151 Road Vehicle/Truck Credits	(1,350)	(2,411)	(2,700)	
36	140107153 Road Vehicle Loader/Hoe Credit	(8,750)	(5,427)	(6,251)	
37	140107155 Aggregates Revenue	(1,481)	(2,580)	(1,459)	
	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				

38	140107156 Road Non-machine Revenue	Outside Revenue - 2019 - \$15,000 was trade in value of old grader, Fire Wood sold.	(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 2019 Is \$12,305	(10,000)	(12,505)	(9,000)	
41	140107162 Industrial Waste Revenue		0	0	0	
42	140107170 Recreation Revenue	Recreation Committee dissolved In 2017				
43	140107172 Tax Cert., Maps, Codes, Faxes	Estimated based on 2019 Actual vs. Budget	(500)	(853)	(500)	
44	140107175 Zoning Amendments	Estimating one ZBLA and one Minor Variance	(1,570)		(1,570)	
45			(85,583)	(74,215)	(46,669)	
46	PENALTIES AND INTEREST					
47	1403108180 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)	(14,300)	
48			(15,000)	(16,045)	(14,300)	
49	OTHER REVENUE					
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)	(15,335)	(7,000)	
52	140110191 Bank Loan Proceeds			(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 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)	(51,245)	(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			(257,865)	(524,956)	(626,317)	
63		TOTAL REVENUES	(569,664)	(2,590,843)	(2,639,059)	
64	EXPENDITURES					
65	COUNCIL					
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)	37,500	36,943	36,850	
67	150100102 Council Vehicle & Expenses	Travel costs for meetings etc, other misc. expenses - Increased from \$200 to \$800 due to Covid 19	800	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 - Increased from \$5000 to \$15,000	15,000	404.77	5000	
70	150100113 CPP	New Account Number	770			
70			54,820	38,111	42,575	
71	ADMINISTRATION					
72	150101100 Salaries and Benefits	Includes 2 FT. and 26 hrs/yr H&S 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	

Training Budget for Council was not included in this years budget as planned due to Covid 19

80	15010113	CPP & EI	6.66% approx of total salary	6,901	8,509	8,445
81	15010114	Group Ins.	Approx \$985/mth Increase received In September - approximately 5% from Sept to Dec - Approximately \$200	12,020	8,628	8,250
82	15010115	Computer Expenses	Total support costs for system (\$8227). Cartridges for printers, parts, 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	15010116	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, C.O REG Report 284/09.	15,000	14,809	15,000
84	15010117	Copier	5 yr Lease (to Apr 2024) 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	15010118	Office Repairs	Carpet cleaning twice year. Other repairs as required.	250	0	250
86	15010119	Donations	Reduced from \$500 to \$40 to try to help reduce costs (Covid 19)	40	40	500
87	15010120	Lawyer Fees	Estimated cost for legal counsel/advice, drafts of new complex By-laws etc.	4,000	3,097	4,000
88	15010121	Election		0	0	0
89	15010123	Bank Chg, Interest	Based on past 4 yr avg.	1,900	1,745	1,900
90	15010125	Tax Registration	Tax Sale Process	0	0	5,000
91	15010126	Tax Write Offs	Estimated adjustments \$4000.	4,000	4,117	3,000
92	15010132	Capital Expenditures	New Computers - 4 computers at approximately \$1150 each	5,000	11,117	21,000
93	150010133	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. \$40,000 transfer to Reserves for miscellaneous cost. (Covid 19)	45,000	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 - Reduced from \$2600 to \$2500 to help reduce costs (Covid 19)	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, signage, 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 Project	Project Completed In 2019, Funding Received In 2020.	\$ -	56147.24	55,100
99				261,714	304,117	332,112
100	FIRE DEPT.					
101	150200100	Salaries and Benefits	Volunteer points 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 Barna Socks, Hose Bag, Gas Detector Bump Testing, Poly Tanks, Fire Craft Tracer, Small Misc. - Reduced from \$10000 to \$8200 to help reduce costs (Covid 19), minimal on scene safety equipment purchased.	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 - Reduced from \$13500 to \$9500 to help reduce costs (Covid 19) - any major repairs to equipment will need to come from reserves.	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 (\$1000), Awards (4 badges and 1 - 10 yr of service, 1 - 30 yr service) (\$900), couriers, uniforms, food, water and other non-specific items (\$1100), Personal Clothing (\$2000)	5,000	2,601	3,700
106	150200107	Hvdro		1,800	1,191	1,800
107	150200108	HeatIn Fuel	Heating fuel, repairs and maintenance to heating system	4,800	4,593	3,500
108	150200109	Equip. Charges Internal	Reduced from \$10000 to \$8200 to help reduce costs (Covid 19)	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 (\$1200), No Forestry Hose Purchased to help reduce costs (Covid 19)	5,300	20,519	27,700
112	150200133	Transfer to Reserves	2019 Fire Revenues from 2019 surplus (\$17386), \$5000 to Reserves for Fire Truck (vs \$10,000) to help reduce costs.	22,386	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), 8A bottles hydro testing (varies per year). Service contract BA's approximately \$1000. - Only the bottles that require testing this year are being tested. No offsetting of costs for next year has been done. 2021 requires a large number of bottles to be tested.	4,975	3,182	3,000

160	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, other misc requirements.	5,500	3,230	4,500
161	150200138	Training	Outside training, workshops and courses. Bringing in outside services to provide specialized training. Training centre at landfill site. NFPA training standards requirements.	5,000	3,268	5,000
162	150200139	Fire Prevention	Pamphlets, brochures, smoke detectors, CO detectors, public event, advertising etc.	300	0	300
163	150200140	Payments to Other Fire Dept				
164	150200142	Forest Fire Expense	MNR Forest Fire Agreement. No longer have an expiry date, to be reviewed by Mar 31/20 - Done)	650	647	650
165	150200169	Insurance		6,538	6,140	6,140
166	150200402	Loan payment	Fire Truck Purchased 2015 (Debenture) - to be completed June 2025.	20,000	20,000	20,000
167	150200404	Interest Fire Truck	Fire Truck Interest on Debenture Loan 2020	2,507	2,980	3,000
168	150200187	Fire Pension Exp				
169				156,573	166,354	176,824
170	Community Emergency Measures					
171	150210100	Salaries and Benefits	CEMC \$2000. No Increase in Salaries for 2020 To Reduce costs (Covid 19)	2,000	603	2,000
172	150210101	Materials and Supplies	CEMC Mileage and Services	1,500	69	1,500
173	150210104	WSIB & EHT	Approx 4% of Dept salary	75	33	75
174	150210110	Services		0	0	0
175	150210113	CPP & EI	Approx 7% of Salary for dept.	112	20	112
176	150210138	Training		2,000	430	2,000
177	150210133	Transfer to Reserves	Reserve fund for emergency management from surplus. Has \$3007 opening 2018	0	0	0
178				5,687	1,154	5,687
179	ROAD DEPARTMENT					
180	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
181	150300101	Material and Supplies	All to Office & Shop Expense			
182	150300102	Vehicle Expense	Approx \$11,600/yr Based on mileage per month submitted to A/P	11,600	11,625	11,500
183	150300103	Telephone, Cell	Garage phone, Cell phone (based on Calls approx \$75/mth) and calls (road super) - Reduced from \$1700 to \$1500 to help reduce costs (Covid 19)	1,500	1,397	1,700
184	150300104	WSIB & EHT	All Road dept Included here. 5.28% of Total Salaries	6,545	6,640	6,800
185	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
186	150300106	Misc				
187	150300107	Hydro		1,800	1,500	1,800
188	150300108	Heating Fuel	Garage and Sand dome (Estimated)	8,600	8,602	8,500
189	150300110	Services				
190	150300113	CPP & EI	All roads Dept Included here. Approx 6.51% of department salaries	8,075	7,693	8,200
191	150300114	Group Insurance	Approx \$1004/mth plus \$200 for increase in Sept	12,250	10,116	10,800
192	150300120	Lawyer Fees	Complex By-law Review and Legal Counsel	5,000	0	5,000
193	150300132	Capital Expenditures	No Capital Expenditures for this year to help reduce costs (Covid 19)		623,947	740,539
194	150300133	Transfer to Reserves	Transferring \$30,000 for future road/bridge work from 2019 surplus. Bridges 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
195	150300135	Building Maintenance	Roof replacement needed (future? \$12,000) Doors, furnace cleaning	2,000	384	2,000
196	150300149	Small Tools	Wrenches, hoses, tools etc., others under \$1000, \$1000 New Brush Saw	2,200	2,588	1,200
197	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
198	150300169	Insurance		9,600	9,015	9,015
199	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
200	150300184	Transfer to Cap fund				
201	150300402	Interest Grader	2019 Grader Interest	5,098		
202	150300404	Payment on Grader	Grader Payments 12 x \$3013.83 plus lump sum payment of \$39,733 (HST Refund Amt)	70,801	31,128	37,710
203	150300187	Roads Pension Exp	For budget purposes all Pension expenses are included under Admin.			
204				307,073	872,826	1,019,064
205	HARDTOP MAINTENANCE					
206	150310100	Salaries and Benefits				
207	150310101	Materials and Supplies	Resurfacing Aug 2019 - 1 load cold mix required 2019 - New Sweeper Brushes (\$1700)	5,200	3,299	3,500

165	150310104				
	WSIB&EHT				
166	150310106				
	Misc. Hardtop				
	150310110				
167	Services				
	150310113				
168	CPP&UIC				
169			5,200	3,299	3,500
170	DITCHING				
	150311100				
	Salaries and				
171	Benefits				
	150311101				
	Materials and				
172	Supplies	Straw, Filter Cloth, Wooden Stakes, Paint	500	0	500
	150311110	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
173	Service				
174			15,500	15,943	15,500
175	GRAVEL PATCHING				
	150312100				
	Salaries and				
176	Benefits				
	150312101				
	Materials and	"A" gravel 1200T@\$10/T (Picked Up) 10-12 loads of gravel for the Fire Truck Access Point	12,000	11,651	12,000
177	Supplies				
	150312110				
178	Services				
179			12,000	11,651	12,000
180	GRADING				
	150313100				
	Salaries and				
181	Benefits				
	150313101				
	Materials and				
182	Supplies				
	150313110				
183	Services				
184			0	0	0
185	DUST LAYER				
	150314100				
	Salaries and				
186	Benefits				
	150314101				
	Materials and	96000 ltrs (extra load) @ 19.5¢ ltr + tax (to \$18,720), skid of Magnesium Flake (\$1000)	19,720	18,209	19,500
187	Supplies				
	150314110				
188	Services				
189			19,720	18,209	19,500
190	GRAVEL RESURFACING				
	150315100				
	Salaries and				
191	Benefits				
	150315101				
	Materials and	52/km gravel road in twp. 6 yr life span on newly gravelled 2 lane Rd. A			
192	Supplies	Gravel, 3000T @ 10.00/picked up, \$15.00 Delivered	30,000	27,866	30,000
	150315110				
193	Services				
194			30,000	27,866	30,000
195	SAFETY DEVICES				
	150316100				
	Salaries and				
196	Benefits				
	150316101				
	Materials and	New Road Side Municipal Signs, Caution signs, Speed signs, Marker Cones	1,600	1,816	1,600
197	Supplies	Detour Signs			
	150316110				
198	Services	Railway lights \$925 x4 = \$3300	3,500	3,099	3,500
199			5,100	4,915	5,100
200	BRIDGES AND CULVERTS				
	150317100				
	Salaries and				
201	Benefits				
	150317101				
	Materials and	327 culverts in tp. Average lifespan is 30-35 years. Misc Culvert Failure	8,000	10,532	8,000
202	Supplies	replacements average 6-10 new culverts annually			
	150317106				
203	Misc Bridges				
	150317110	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-NB MCA Permit Require .45 .85	6,000	0	1,000
204	Services				
205			14,000	10,532	9,000
206	ROADSIDE MAINTENANCE				
	150318100				
	Salaries and				
207	Benefits				
	150318101				
	Repairs &				
208	mower				
	150318106				
	Materials and	Mechanical Brushing Roadside - Removed in 2020 to reduce expenses (Covid 19)	0	9,922	10,000
209	Supplies				
	150318110				
210	Services	Roadside grass cutting - Removed in 2020 to reduce expenses (Covid 19)	0	2,849	2,600
211			0	12,771	12,600
212	SNOWPLOWING				
	150319100				
	Salaries and				
213	Benefits				
	150319101				
	Materials and				
214	Supplies				
215			0	0	0
216	SANDING				
	150320100				
	Salaries and				
217	Benefits				
	150320101	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
218	Supplies				
219			32,000	31,618	32,000
220	ICE BLADING				

221	150321100	Salaris and Benefits				
222			0	0	0	
223	THAW CULVERTS					
224	150322100	Salaris and Benefits				
225	150322101	Materials and Supplies				
226			0	0	0	
227	STAND BY WAGES					
228	150323100	Salaris 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	MAIN RD. EXPENDITURES					
231	150324100	Salaris and Benefits				
232	150324101	Material & Supplies				
233	150324106	Misc.				
234	150324110	Services				
235			0	0	0	
236	TRUCK EXPENDITURES					
237	150325100	Salaris and Benefits				
238	150325101	Repair and Maintenance	Standard Repair, new tires, sugar chains, clutch brake, differential Exhaust Gas Cooler, Engine Repairs.	20,000	11,201	20,000
239	150325106	Fuel and Oil	Estimated for two trucks	25,000	23,985	25,000
240				45,000	35,187	45,000
241	GRADER EXPENDITURES					
242	150326100	Salaris and Benefits				
243	150326101	Repair and Maintenance		4,000	10,085	4,000
244	150326106	Fuel and Oil	DEF fluid Required, Tier E Engine on New Grader - Reduced from \$10000 to \$8000 to help reduce costs (Covid 19)	8,000	7,955	10,000
245				12,000	18,040	14,000
246	LOADER/HOE EXPENDITURES					
247	150327100	Salaris and Benefits				
248	150327101	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	150327106	Fuel and Oil		5,500	5,324	5,500
250				8,500	8,464	7,500
251	STEAM JENNY					
252	150328100	Salaris and Benefits				
253	150328101	Repair and Maintenance	None anticipated			
254	150328106	Fuel and Oil	Propane 4 x \$124	500	90	500
255				500	90	500
256	PROJECTS AND IMPROVEMENTS					
257	1503292100	Salaris and Benefits				
258	150329101	Materials and Supplies				
259	150329109	Equip. Charges				
260	150329110	Outside Services				
261				0	0	0
262		TOTAL ROADS		510,093	1,074,410	1,228,764
263	ENVIRONMENTAL SERVICES					
264	LANDFILL					
265	150400100	Salaris and Benefits	Staff, including students and costs for Roads to dump and cover (4 hrs/every 2 wks).	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 (170 hrs) - New Rates for use of Roads Equipment	7,650	6,038	7,380
273	150400110	Outside Services	Miller Urso Survey of Landfill - last done 2018 due every 5 yrs (next 2023). Work done to tipping edge.			
274	150400113	CPP & EI	Approx 6.83%	2,998	2,182	2,640

No money is being put away for future closure costs.

275	1500400114 Group Insurance Landfill				
276	150400126 Tax Write Off for Landfill		775	753	775
277	150400132 Capital Expenditures	Removed in 2020 to reduce expenses (Covid 19)	0	4,070	5,000
278	150400133 Transfer to Reserves	For 50% of 2020/21 Reporting - 2021 to pull from Reserve \$2200 for Reporting.	2,200		0
279	150400146 Monitoring of Wells	2020/21 monitoring expected to be (\$24,000 total) Landfill monitoring report is \$4000 of the \$24,000...therefore monitoring costs are \$10,000/yr (\$2200 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 \$4400, \$1000 for required well extension, well cap and extended well that will be covered in garbage 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	150400183 Compaction	Operational costs of compactor, fuel, repairs, parts etc.	1,500	1,452	1,500
284			97,062	83,282	94,795
285	HEALTH SERVICES				
286	150500100 Salaries and Benefits Cemetery	Includes gravedigger. 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 - Reduce from \$1000 to \$500 to help reduce costs (Covid 19)	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		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	SOCIAL SERVICES				
296	150600110 DNSSAB	2019 levy was \$224,209 (Increase + 6.1%).	237,881	224,209	224,209
297	150600111 Mattawa Seniors Home	To begin budgeting funds for 25 year commitment to Seniors Home. Estimated Total from 2016 is \$3,809,500 over 25 years split between 4 local municipalities. Based on 2011 population Calvin's population (569) our annual portion is \$578,400.43/25 yrs = \$23,136.07/yr/12 = \$1928.01/mth x 7 mths beginning in June 2020	13,496	0	13,496
298	150600112 Casselholme	2020 Levy apportionments. 2020 Increase over 2019 is 3.03%. 2019 Levy is \$46,809. 2018 Levy was \$42,739 (Increase of 9.5%)	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 to help reduce the amount to be collected when payments received.	23,136	52,648	52,648
301			325,241	325,248	339,662
302	RECREATION EXPENSE				
303	150700100 Salaries and Benefits	No increase in Salaries for 2020 To Reduce costs (Covid 19) plus no students	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). - Reduce number of Projects to help reduce costs due to Covid 19	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/ink. 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. No other Capital Project planned to help reduce costs (Covid 19)	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. - Reduced to \$3000 from \$6000 to help reduce costs (Covid 19)	3,000	6,214	8,000
318	150700153 Rink and Sportscentre	Hydro (\$2000) - May go down with LED conversion. 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.	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. U/V system maintenance - Reduced to no longer purchasing Water for Cisterns.	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	PLANNING AND DEVELOPMENT				
329	150800100 Salaries and Benefits				
330	150800101 Materials and Supplies				
331	150800104 WSIB & EHT				
332	150800110 Services	CGIS GPS contract includes Calvin portion of shared costs with Pap-Cam for Building Module (Total Cost is 9275/yr), Planner annual retainer fee - Unknown at this time - estimated at \$5000. MBEDC is no longer in existence.	14,275	5,770	14,057
333	150800113 CPP & UIC				
334	150800158 Zoning	Anticipated once OP Review is complete - Unknown at this time due to Planner yet to be determined.	3,000	0	3,000
335	150800160 East Nipissing Planning Board	Estimated \$2500 annual fee to remain constant in order to be able to fulfill our requirement for OP and Zoning review. Currently working on a 10 year OP review 2018-2019.	2,500	2,500	2,500
336	150800161 Zoning Amendments	Minor Variance or Zoning amendment applications. (budgeted 1 Minor variance @\$520 and 1 ZBLA at \$1050)	1,570	0	1,570
337	150800162 Assessment Services	MPAC - 2018 was \$13,418. Increased to \$13,543 for 2019	13,650	13,543	13,637
338	150800163 Municipal Drainage	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))	12,000	16,686	12,000
339			46,995	38,499	46,764
340	BUILDING				
341	150900100 Salaries and Benefits	No Building Staff - Contracted through Papineau Cameron			
342	150900101 Materials and Supplies				
343	150900102 Vehicle Expenses	Reduced due to Covid 19	500	235	1,000
344	150900104 WSIB & EHT				
345	150900105 Seminars, Courses, Workshops	For any new training required	700	608	700
346	150900106 Misc	Updates to Building Code	300		
347	150900110 Building Services/Papineau Cameron	Contract with Papineau Cameron for Shared Services of CBO Shane Conrad. Includes services Invoiced by Papineau Cameron on a monthly basis. Numbers based on 2017/2018/2019 percentage of permits plus rate increase	28,000	20,492	20,000
348	150900113 CPP & UIC				
349	150900120 Lawyer Fees	Legal	1,000	715	1,000
350	150900133 Transfer to Reserve	\$9000 In reserve at 2020 prior to budget.			
351	150900169 Insurance	MIS Insurance Services	1,486	1,395	1,395
352			31,086	23,445	24,095
353	ENFORCEMENT				
354	150950100 Salaries and Benefits	By-Law enforcement. (Canine control and all departments). Increased hours due to increased case load and new parking by-law - Suggestion - take hours from Cemetery	1,200	1,119	1,200
355	150950101 Livestock Valuer/Fence Viewer/Canine Expense		150	0	150
356	150950102 Vehicle Expense	Mileage animal control	250	104	250
357	150950104 WSIB & EHT	Approx 5.28%	65	61	65
358	150950106 Misc	Vet Charges for Injured Animals \$500 (if not used put into reserves to build up to \$5000 over 10 years) and Signage for Parking by-law \$1000	2,000	38	450
359	150950113 CPP & UIC	Approx. 6.83%	81	78	80
360	150950141 Policing Services	2020 Group of 4 Policing Costs \$101930 (8494.17/mth) + estimated \$500 for 2020 Operating costs for Police Services Bd. - Court Transportation Revenue is Unknown at this time.	102,430	98,381	98,972
361	150950143 911 Maintenance	CERB Contract billed annually - \$337.72). Signs and Posts	500	338	500
362	150950144 Conservation Authority	Operating budget \$5555 (+0.03%) + Capital budget \$4358 (+0.04%) = \$9913 (2020 One Time Cap Ask Paymt was not made as per resolution 2020-056)	9,913	9,574	9,574
363	150950145 Animal Control	Vet Unit \$350, dog tags, forms, \$100 per animal to North Bay Humane Society (max 15 per yr)	2,000	395	2,000
364			118,589	110,088	113,341
365	TOTAL EXPENDITURES		1,750,101	2,351,362	2,351,362
366					
367	2020				
368	TOTAL 2020 LEVY Base levy 2020		1,180,437		

369	Cindy Pigeau	PLUS 1% of previous years Levy - Increase to Reserves for AMP (Infrastructure)	19,313	To be transferred to Reserve for future Infrastructure as per AMP
370	Clerk-Treasurer	2020 Levy	1,193,750	
371	"A"	2019 Levy	1,331,317	-10,339,118 % Levy change
372		\$ Increase 2020 over 2019	(137,567)	

Next Year Landfill Revenue to go to Landfill Reserves for Closure
 Next Year Unused Animal Control in Surplus to go to Enforcement Reserves/Working Reserves for Animal Enforcement/Injury

V3

PRELIMINARY A 2020 ESTIMATED MUNICIPAL REQUISITION (working sheet with OPTA TAX RATES)

June 2/20

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
TAXABLE CLASS	CVA	TRANSITION RATIOS	TAX REDUCTION	CVA WEIGHTED BY TRANSITION RATIOS	PERCENT SHARE	TAXES (2019 LEVY 1,331,317)	TAX RATE	TAXES MUNICIPAL PORTION	EDUCATION RATE	EDUCATION PORTION					
						\$1,203,750					2020	2019	% change Tax Rate	% Change Levy	\$ Levy increase
RES/FARM	54,911,500	1.000000		54,911,500	0.42895	\$516,349	0.0094025	\$516,305.38	0.00153000	\$84,014.60	0.01093250	0.01248866	-12.46058424	-9.5820154	-\$127,567
MULTI-RES	0			0	0.00000	\$0	0	\$0.00	0.00153000	\$0.00					
COMM. OCCUPIED	1,028,500	1.353400		1,391,972	0.01087	\$13,089	0.01272534	\$13,088.01	0.00601963	\$6,191.19	0.01874497	0.02080122	-9.8852375		
COMM. VAC. UNITS	0			0	0.00000	\$0	0.00890774	\$0.00	0.00601963	\$0.00					
COMM. VAC. LANDS	12,600	0.094738	.7(30%)	1,194	0.00001	\$11	0.00890774	\$112.24	0.00601963	\$75.85	0.01492737	0.014557858	2.538230556		
SUBTOTAL															
IND. OCCUPIED	2,974,000	2.632964		7,830,435	0.06117	\$73,632	0.02475644	\$73,625.65	0.00980000	\$29,145.20	0.03455644	0.03894312	-11.26432602		
IND. VAC. UNITS	0			0	0.00000	\$0	0.01609169	\$0.00	0.00980000	\$0.00					
IND. VAC. LANDS	5,700	1.711427	.65(35%)	9,755	0.00008	\$92	0.01609169	\$91.72	0.00980000	\$55.86	0.02589169	0.02531302	2.286056741		
SUBTOTAL															
PIPELINES	25,903,000	2.312600		59,903,278	0.46794	\$563,288	0.02174422	\$563,240.53	0.00907364	\$235,034.50	0.03081786	0.03449448	-10.6585749		
FARMLANDS	3,649,700	0.250000		912,425	0.00713	\$8,580	0.00235063	\$8,579.09	0.00038250	\$1,396.01	0.00273313	0.00312216	-12.46028391		
MANAGED FOREST	239,900	0.250000		59,975	0.00047	\$564	0.00235063	\$563.92	0.00038250	\$91.76	0.00273313	0.00312216	-12.46028391		
TOTAL TAXABLE	88,724,900			125,020,533		\$1,175,604									
No longer have Tax Reduction applied to Educational Rate as of 2019															
PAYMENTS IN LIEU															
RES/FARM	257,500	1.000000		257,500	0.00201	\$2,421	0.0094025	\$2,421.14	0.00000000		0.0094025	0.01087866	-13.56931828		
MULTI-RES	0			0	0.00000	\$0	0	\$0.00							
LANDFILL	1,800	1.469615		2,645	0.00002	\$25	0.01381806	\$24.87	0.00584711		0.01966517	0.02145982	-8.362838085		
COMM. OCCUPIED	2,019,400	1.353400		2,733,056	0.02135	\$25,700	0.01272534	\$25,697.55	0.00000000		0.01272534	0.01472318	-13.56935119		
COMM VAC. UNITS	0			0	0.00000	\$0	0.00890774	\$0.00							
COMM. VAC. LANDS	0			0	0.00000	\$0	0.00890774	\$0.00							
SUBTOTAL															
IND. OCCUPIED	0			0	0.00000	\$0		\$0.00							
IND. VAC. UNITS	0			0	0.00000	\$0		\$0.00							
IND. VAC. LANDS	0			0	0.00000	\$0		\$0.00							
SUBTOTAL															
PIPLINES	0			0	0.00000	\$0		\$0.00							
FARMLANDS	0			0	0.00000	\$0		\$0.00							
MANAGED FORESTS	0			0	0.00000	\$0		\$0.00							
TOTAL PIL	2,278,700			2,993,201		\$28,146									
GRAND TOTAL	91,003,600			128,013,735	1.00000	\$1,203,750		\$1,203,750.11		\$356,004.96					
EXEMPT	3,963,700														
	94,967,300														

2019 Tax Levy \$1,331,317.00
Diff -\$127,566.89

13,313 1% of 2019 Levy for AMP

Final CVA 2019 86,327,909
Start CVA 2020 91,003,600
Change 4,675,691
% increase in CVA 5.42%

CORPORATION OF THE MUNICIPALITY OF CALVIN
2020 PRELIMINARY BUDGET

√3
(\$30,000 Addition)

		2020 BUDGET	2019 BUDGET	DIFF Yr/Yr	
2020 FINAL		Capital Costs	48,300	909,239	-860,939
	COLA is 2.2% Dec 2018-Dec 2019 as per Stats Can March 2020	Operating Costs	1,739,151	1,716,242	22,909
	REVENUES	Check	1,787,451	1,787,451	
		BUDGET	ACTUAL	BUDGET	
	Account	2020	2019	2019	
1	140101110 Taxation General Levy		(1,299,068)	(1,331,317)	
2	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 x1% = \$13,313)				13,313
3	140101111 Supplementary /Omitted		(10,065)		
4	140101113 Additions and/or CVA Omitted or Added to MPAC Roll During the Year				
4	140101113 Railway Taxation	(5,239)	(5,239)	(5,239)	
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	(192,500)	(193,400)	(193,400)	
9	140103118 Fire Dept. One Time Grant	0	0	0	
10	140104124 Infrastructure Grants	0	(153,200)	(150,000)	
11		(192,500)	(346,600)	(343,400)	
12	14000104120 Fire Grant Provincial	(5,000)	(3,356)	(5,000)	
13	140104121 Livestock Grant Prov	0	0	0	
14	140104122 Library Provincial	(1,177)	(1,177)	(1,177)	
15	140104123 Other Provincial/Federal Grants	0	(253,183)	(253,280)	
16	140104125 Drainage Prov Grants	(5,500)	(12,388)	(9,500)	
17		(11,677)	(280,141)	(267,957)	
18	POA REVENUE				
19	140105126 CEMC Revenue	0	0	0	
20	140105127 Provincial Offences Act	(200)	(1,697)	(650)	
21		(200)	(1,697)	(650)	
22	USER FEES AND SERVICE CHARGES				
23	140106130 Cemetery Revenue	(800)	(1,310)	(800)	
24	140106131 Recreation Revenue	(800)	(500)	(1,810)	
25		(1,600)	(1,810)	(2,610)	
26	LICENSES, PERMITS, FEES				
27	140107140 Building Permits	(4,000)	(4,525)	(4,000)	
28	140107144 Election Revenue	0	(200)	(200)	
29	140107143 Gen. Govt. Revenue	(39,239)	(7,483)	(2,000)	
30	140107145 911 Revenues	(35)	(70)	(35)	
31	140107146 Fire Dept Revenue	(3,000)	(4,274)	(3,000)	
32	140107148 Fire Dept. Agreements	(4,118)	(4,290)	(4,070)	
33	140107150 Road Dept Revenue				
34	140107151 Road Vehicle Truck Credits	(1,350)	(2,411)	(2,700)	
35	140107153 Road Vehicle Loader/Hoe Credit	(8,750)	(5,427)	(6,255)	
36	140107155 Aggregates Revenue	(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, Fire Wood sold.	(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 (\$0) 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 2019 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 2019 Actual vs. Budget	(500)	(853)	(500)
44	140107175 Zoning Amendments	Estimating one ZBLA and one Minor Variance	(1,570)		(1,570)
45			(85,583)	(74,215)	(46,669)

46	PENALTIES AND INTEREST				
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 pandemc.	(15,000)	(15,045)	(14,900)
48			(15,000)	(16,045)	(14,900)

49	OTHER REVENUE				
51	140109185 Investment Income	Interfest 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			(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			(257,865)	(524,956)	(626,317)
63		TOTAL REVENUES	(569,664)	(2,590,843)	(2,639,059)

64 **EXPENDITURES**

65 **COUNCIL**

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 extrajurisdictional meetings)	37,500	36,943	36,850	Training Budget for Council was not included in this years budget as planned due to Covid 19
67	150100102 Council Vehicle & Expenses	Travel costs for meetings etc, other misc. expenses - Increased from \$200 to \$800 due to Covid 19	800	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 - Increased from \$5000 to \$15,000	15,000	404.77	5000	
70	150100113 CPP	New Account Number	770			
70			54,820	38,111	42,575	

71 **ADMINISTRATION**

72	150101100 Salaries and Benefits	Includes 2 FT. and 26 hrs/yr H&S 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	15010113 CPP & EI	6.66% approx of total salary	6,901	8,509	8,445	
81	15010114 Group Ins.	Approx \$985/mth increase received in September - approximately 5% from Sept to Dec - Approximately \$200	12,020	8,628	8,250	
82	15010115 Computer Expenses	Total support costs for system (\$8227). Cartridges for printers, parts, antiviral 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	15010116 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	15010117 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	15010118 Office Repairs	Carpet cleaning twice Year. Other repairs as required.	250	0	250	
86	15010119 Donations	Reduced from \$500 to \$40 to try to help reduce costs (Covid 19)	40	40	500	
87	15010120 Lawyer Fees etc.	Estimated cost for legal counsel/advice, drafts of new complex By-laws etc.	4,000	3,097	4,000	
88	15010121 Election		0	0	0	
89	15010123 Bank Chg, Interest	Based on past 4 yr avg.	1,900	1,745	1,900	
90	15010125 Tax Registration	Tax Sale Process	0	0	5,000	As per Marjorie - Should not be any costs associated with Tax Sales.
91	15010126 Tax Write Offs	Estimated adjustments \$4000.	4,000	4,117	3,000	
92	15010132 Capital Expenditures	New Computers - 4 computers at approximately \$1150 each	5,000	11,117	21,000	
93	150010133 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. \$50,000 transfer to Reserves for miscellaneous cost (Covid 19)	55,000	12,698	12,698	
94	15010169 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	15010171 Postage	Stamps, mail flyers 1/mth @ \$46/mth, tax billing, courier - Reduced from \$2800 to \$2500 to help reduce costs (Covid 19)	2,500	2,209	2,800	
96	15010174 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, signage, safety equipment etc.)	2,000	2,063	2,000	
97	15010187 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	15010188 FCM-MAMP Project	Project Completed in 2019, Funding Received in 2020.	\$ -	56147.24	55,100	
99			271,714	304,117	332,112	
100	FIRE DEPT.					
101	150200100 Salaries and Benefits	Volunteer points 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 Bama Socks, Hose Bag, Gas Detector Bump Testing, Poly Tanks, Fire Craft Tracer, Small Misc. - Reduced from \$10000 to \$8200 to help reduce costs (Covid 19), minimal on scene safety equipment purchased.	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 - Reduced from \$13500 to \$9500 to help reduce costs (Covid 19) - any major repairs to equipment will need to come from reserves.	9,500	15,525	13,500	
104	150200104 WSIB & EHT	approx 5.28% of wages	4,000	3,974	3,900	
105	1500200106 Misc	Picnic (\$1000), Awards (4 badges and 1 - 10 yr of service, 1 - 30 yr service) (\$900), couriers, uniforms, food, water and other non-specific items (\$1100), Personal Clothing (\$2000)	5,000	2,601	3,700	
106	150200107 Hvdro		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	Reduced from \$10000 to \$8200 to help reduce costs (Covid 19)	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 (\$1200), No Forestry Hose Purchased to help reduce costs (Covid 19)	5,300	20,519	27,700	
112	150200133 Transfer to Reserves	2019 Fire Revenues from 2019 surplus (\$17386), \$5000 to Reserves for Fire Truck (vs \$10,000) to help reduce costs.	22,386	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. - Only the bottles that require testing this year are being tested. No offsetting of costs for next year has been done. 2021 requires a large number of bottles to be tested.	4,975	3,182	3,000	

116	150200137 Communications	Paging (\$750), phones, radio license (\$673.52), batteries (\$922.46), dispatcher (\$1440), radios (\$750). Service/maint \$800/yr split 50/50 between fire and roads, other misc requirements.	5,500	3,230	4,500
117	150200138 Training	Outside training, workshops and courses. Bringing in outside services to provide specialized 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 - Done)	650	647	650
121	150200169 Insurance		6,538	6,140	6,140
122	150200402 Loan payment	Fire Truck Purchased 2015 (Debenture) - to be completed June 2025.	20,000	20,000	20,000
123	150200404 Interest Fire Truck	Fire Truck Interest on Debenture Loan 2020	2,507	2,980	3,000
124	150200187 Pension Exp				
125			156,573	166,354	176,824
126	Community Emergency Measures				
127	150210100 Salaries and Benefits	CEMC \$2000. No Increase in Salaries for 2020 To Reduce costs (Covid 19)	2,000	603	2,000
128	150210101 Materials and Supplies	CEMC Mileage and Services	1,500	69	1,500
129	150210104 WSIB & EHT	Approx 4% of Dept salary	75	33	75
130	150210110 Services		0	0	0
131	150210113 CPP & EI	Approx 7% of Salary for dept.	112	20	112
132	050210138 Training		2,000	430	2,000
133	150210133 Transfer to Reserves	Reserve fund for emergency management from surplus. Has \$3007 opening 2018	0	0	0
134			5,687	1,154	5,687
135	ROAD DEPARTMENT				
136	ROADS OVERHEAD				
137	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
138	150300101 Material and Supplies	All to Office & Shop Expense			
139	150300102 Vehicle Expense	Approx \$11,600/yr Based on mileage per month submitted to A/P	11,600	11,625	11,500
140	150300103 Telephone, Cell	Garage phone, Cell phone (based on Calls approx \$75/mth) and calls (road super) - Reduced from \$1700 to \$1500 to help reduce costs (Covid 19)	1,500	1,397	1,700
141	150300104 WSIB & EHT	All Road dept included here. 5.28% of Total Salaries	6,545	6,640	6,800
142	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
143	150300106 Misc				
144	150300107 Hydro		1,800	1,500	1,800
145	150300108 Heating Fuel	Garage and Sand dome (Estimated)	8,600	8,602	8,500
146	150300110 Services Roads				
147	150300113 CPP & EI	All roads Dept included here. Approx 6.51% of department salaries	8,075	7,693	8,200
148	150300114 Group Insurance	Approx \$1004/mth plus \$200 for increase in Sept	12,250	10,116	10,800
149	150300120 Lawyer Fees	Complex By-law Review and Legal Counsel	5,000	0	5,000
150	150300132 Capital Expenditures	No Capital Expenditures for this year to help reduce costs (Covid 19)		623,947	740,539
151	150300133 Transfer to Reserves	Transferring \$30,000 for future road/bridge work from 2019 surplus. 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
152	150300135 Building Maintenance	Roof replacement needed (future? \$12,000) Doors, furnace cleaning	2,000	384	2,000
153	150300149 Small Tools	Wrenches, hoses, tools etc., others under \$1000, \$1000 New Brush Saw	2,200	2,588	1,200
154	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
155	150300169 Insurance		9,600	9,015	9,015
156	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
157	150300184 Transfer to Cap fund				
158	150300402 Interest Grader	2019 Grader Interest	5,098		
159	150300404 Payment on Grader	Grader Payments 12 x \$3013.83 plus lump sum payment of \$39,733 (HST Refund Amt)	70,801	31,128	37,710
160	150300187 Roads Pension Exp	For budget purposes all Pension expenses are included under Admin.			
161			307,073	872,826	1,019,064
162	HARDTOP MAINTENANCE				
163	150310100 Salaries and Benefits				
164	150310101 Materials and Supplies	Resurfacing Aug 2019 - 1 load cold mix required 2019 - New Sweeper Brushes (\$1700)	5,200	3,299	3,500

165	150310104 WSB&EHT				
	150310106				
166	Misc. Hardtop				
	150310110				
167	Services				
	150310113				
168	CPP&UIC				
169			5,200	3,299	3,500
170	DITCHING				
	150311100				
171	Salaries and Benefits				
	150311101				
172	Materials and Supplies	Straw, Filter Cloth, Wooden Stakes, Paint	500	0	500
	150311110	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
173	Services				
174			15,500	15,943	15,500
175	GRAVEL PATCHING				
	150312100				
176	Salaries and Benefits				
	150312101				
177	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	Services				
179			12,000	11,651	12,000
180	GRADING				
	150313100				
181	Salaries and Benefits				
	150313101				
182	Materials and Supplies				
	150313110				
183	Services				
184			0	0	0
185	DUST LAYER				
	150314100				
186	Salaries and Benefits				
	150314101				
187	Materials and Supplies	96000 ltrs (extra load) @ 19.5¢ ltr + tax (to \$18,720), skid of Magnesium Flake (\$1000)	19,720	18,209	19,500
188	Services				
189			19,720	18,209	19,500
190	GRAVEL RESURFACING				
	150315100				
191	Salaries and Benefits				
	150315101				
192	Materials and Supplies	52/km gravel road in twp. 6 yr life span on newly gravelled 2 lane Rd. A Gravel, 3000T @ 10.00(plcked up), \$15.00 Delivered	30,000	27,866	30,000
193	Services				
194			30,000	27,866	30,000
195	SAFETY DEVICES				
	150316100				
196	Salaries and Benefits				0
	150316101				
197	Materials and Supplies	New Road Side Municipal Signs, Caution signs, Speed signs, Marker Cones Detour Signs	1,600	1,816	1,600
	150316110				
198	Services	Railway lights \$825 x4 = \$3300	3,500	3,099	3,500
199			5,100	4,915	5,100
200	BRIDGES AND CULVERTS				
	150317100				
201	Salaries and Benefits				
	150317101				
202	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
	150317106				
203	Misc Bridges				
	150317110	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
204	Services				
205			14,000	10,532	9,000
206	ROADSIDE MAINTENANCE				
	150318100				
207	Salaries and Benefits				
	150318101				
208	Repairs & maintenance mower				
	150318106				
209	Materials and Supplies	Mechanical Brushing Roadside - Removed in 2020 to reduce expenses (Covid 19)	0	9,922	10,000
	150318110				
210	Services	Roadside grass cutting - Removed In 2020 to reduce expenses (Covid 19)	0	2,849	2,600
211			0	12,771	12,600
212	SNOW PLOWING				
	150319100				
213	Salaries and Benefits				
	150319101				
214	Materials and Supplies				
215			0	0	0
216	SANDING				
	150320100				
217	Salaries and Benefits				
	150320101	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
218	Materials and Supplies				
219			32,000	31,618	32,000
220	ICE BLADING				

221	150321100	Salaries and Benefits				
222			0	0	0	
223	THAW CULVERTS					
224	150322100	Salaries and Benefits				
225	150322101	Materials and Supplies				
226			0	0	0	
227	STAND BY WAGES					
228	150323100	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	MAIN RD. EXPENDITURES					
231	150324100	Salaries and Benefits				
232	150324101	Material & Supplies				
233	150324106	Misc.				
234	150324110	Services				
235			0	0	0	
236	TRUCK EXPENDITURES					
237	150325100	Salaries and Benefits				
238	150325101	Repair and Maintenance	Standard Repair, new tires, sugar chains, clutch brake, differential Exhaust Gas Cooler, Engine Repairs.	20,000	11,201	20,000
239	150325106	Fuel and Oil	Estimated for two trucks	25,000	23,985	25,000
240				45,000	35,187	45,000
241	GRADER EXPENDITURES					
242	150326100	Salaries and Benefits				
243	150326101	Repair and Maintenance		4,000	10,085	4,000
244	150326106	Fuel and Oil	DEF fluid Required, Tier E Engine on New Grader - Reduced from \$10000 to \$8000 to help reduce costs (Covid 19)	8,000	7,955	10,000
245				12,000	18,040	14,000
246	LOADER/HOE EXPENDITURES					
247	150327100	Salaries and Benefits				
248	150327101	Repair/Maht	Note that covering at landfill is very hard on loader tires. New Set of Tires Annually	3,000	3,140	2,000
249	150327106	Fuel and Oil		5,500	5,324	5,500
250				8,500	8,464	7,500
251	STEAM HEAVY					
252	150328100	Salaries and Benefits				
253	150328101	Repair and Maintenance	None anticipated			
254	150328106	Fuel and Oil	Propane 4 x \$124	500	90	500
255				500	90	500
256	PROJECTS AND IMPROVEMENTS					
257	150329100	Salaries and Benefits				
258	150329101	Materials and Supplies				
259	150329109	Equip. Charges				
260	150329110	Outside Services				
261				0	0	0
262			TOT AROADS	510,093	1,074,410	1,728,764
263	ENVIRONMENTAL SERVICES					
264	LANDFILL					
265	150400100	Salaries and Benefits	Staff, including students and costs for Roads to dump and cover (4 hrs/every 2 wks).	42,521	38,998	38,550
266	150400101	Materials and Supplies	Signage, pass cards \$275 etc. Calclum (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 (170 hrs) - New Rates for use of Roads Equipment	7,650	6,038	7,380
273	150400110	Outside Services	Miller Urso Survey of Landfill - last done 2018 due every 5 yrs (next 2023). Work done to tipping edge.			
274	150400113	CPP & EI	Approx 6.83%	2,998	2,182	2,640

No money is being put away for future closure costs.

1500400114	Group Insurance				
275	150400126	Tax Write Off for Landfill	775	753	775
	150400132	Capital Expenditures	0	4,070	5,000
277	150400133	Removed in 2020 to reduce expenses (Covid 19)			
278	Transfer to Reserves	For 50% of 2020/21 Reporting - 2021 to pull from Reserve \$2200 for Reporting.	2,200		0
	150400146	Monitoring of Wells	12,000	13,183	18,000
279		2020/21 monitoring expected to be (\$24,000 total) Landfill monitoring report is \$4000 of the \$24,000...therefore monitoring costs are \$10,000/yr (\$2200 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 \$4400, \$1000 for required well extension, well cap and extended well that will be covered in garbaged at base.			
280	150400147	Recycling Other	1,000	538	1,000
	150400175	Blue Box Recycling	12,000	9,882	10,000
281		Miller Waste Recycling - Allows for 2 extra bins due to Resident Sorting during Covid19			
282	150400187	Landfill Pension Exp			
	150400183	Compaction	1,500	1,452	1,500
283		Operational costs of compactor, fuel, repairs, parts etc.			
284			97,062	83,282	94,795
285		HEALTH SERVICES			
	150500100	Salaries and Benefits Cemetery	6,200	6,220	6,500
286		Includes gravedigger. No Increase in Salaries for 2020 To Reduce costs (Covid 19)			
	150500101	Materials and Supplies Cemetery	500	251	1,000
287		Locate/replace caps and pins, Lawntractor repair, Lawntractor gas - Reduce from \$1000 to \$500 to help reduce costs (Covid 19)			
288	150500102	Vehicle expense	250	207	250
	150500104	WSIB & EHT	326	337	360
289		Approx 5.28%			
290	150500108	Health Unit	18,634	17,747	17,747
	150500109	Equula. Charges	450	0	450
291		2019 Levv to Calvin was \$17,747. Increase of 4.99%.			
292	150500110	Outside Services	500	0	500
	150500113	CPP & UIC	421	435	460
293		Possible tree removal, damage, headstone repair			
294		Approx. 6.83%			
295			27,281	25,197	27,267
		SOCIAL SERVICES			
296	150600110	DNSSAB	237,881	224,209	224,209
	150600111	Mattawa Seniors Home	13,496	0	13,496
297		To begin budgeting funds for 25 year commitment to Seniors Home. Estimated Total from 2016 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 2020			
298	150600112	Casselholme	48,228	45,891	46,809
	150600168	Mattawa Hosp Staff Recruitment	2,500	2,500	2,500
299		2020 Levy apportionments. 2020 Increase over 2019 is 3.03%. 2019 Levy is \$46,809. 2018 Levy was \$42,739 (increase of 9.5%)			
300	150600181	Transfer to Reserve Mattawa Seniors Home	23,136	52,648	52,648
301		Annual payments estimated to be \$23,136.07 (calculation made a number of years ago). Raised in advance to help reduce the amount to be collected when payment is required.			
302			325,241	325,248	339,662
		RECREATION EXPENSE			
303	150700100	Salaries and Benefits	49,489	60,864	58,605
	150700101	Materials and Supplies	5,600	3,923	7,500
304		No Increase in Salaries for 2020 To Reduce costs (Covid 19) plus no students			
	150700102	Vehicle Expenses	800	691	800
305		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). - Reduce number of Projects to help reduce costs due to Covid 19			
306	150700104	WSIB & EHT	3,035	3,099	3,180
	150700105	Seminars and Workshops	200	0	200
307		Approx 5.28%			
308	150700106	Misc	200	90	200
	150700107	Hydro Hall	4,000	3,499	4,000
309					
310	150700108	Heating Hall	5,000	3,874	5,000
	150700109	Internal Equip. Charges Services	2,000	1,800	1,125
311		Fuel and minor repair to heating system. Furnace replaced with propane furnace in 2017, reduced costs.			
312	150700110	Outside Service	2,000		
	150700113	CPP & EI	3,927	3,977	4,500
313		Various Rec grounds/rink. Backhoe required for grounds work - Lawn Repairs from Well Water Lines - Carried over from last year.			
314	150700114	Group Insurance	12,000	11,955	12,600
	150700132	Capital Expenditures	8,000	47,660	85,000
315		Electrical Work required for LED Lights and Hall Updates. Carried over from last year.			
316	150700133	Transfer to Reserves			
	150700135	Building Maintenance	3,000	6,214	8,000
317		Community Centre Entrance Renovations, Bathroom Updating and General Building Maintenance. - Reduced to \$3000 from \$8000 to help reduce costs (Covid 19)			
318	150700153	Rink and Sportscentre	7,750	3,980	4,750
	150700155	Smith Lake Boat Launch	1,500	1,685	1,500
319		Hydro (\$2000) - May go down with LED conversion. Other repairs - boards and nets, boom truck rental for light install. Playground inspection annually (\$750 in 2019).			
		Repair and maintenance to dock and area as required. Gravel for the parking area, lumber and foam for docks			

320	150700156 Library	\$1177 from Provincial grant applied for.	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. U/V system maintenance - Reduced to no longer purchasing Water for Cisterns.	1,500	3,415	4,700
324	150700186 Rec. Committee Expense	Rec Committee Dissolved 2017			
325	150700187 Recreation Pension Exp	Budgeted in Admln			
326					
327			114,061	161,457	206,393
328	PLANNING AND DEVELOPMENT				
329	150800100 Salaries and Benefits				
330	150800101 Materials and Supplies				
331	150800104 WSIB & EHT				
332	150800110 Services	CGIS GPS contract includes Calvin portion of shared costs with Pap-Cam for Building Module (Total Cost is 9275/yr), Planner annual retainer fee - Unknown at this time - estimated at \$5000. MBEDC is no longer in existence.	14,275	5,770	14,057
333	150800113 CPP & UIC				
334	150800158 Zoning	Anticipated once OP Review is complete - Unknown at this time due to Planner vet to be determined.	3,000	0	3,000
335	150800160 East Nipissing Planning Board	Estimated \$2500 annual fee to remain constant in order to be able to fulfill our requirement for OP and Zoning review. Currently working on a 10 year OP review 2018-2019.	2,500	2,500	2,500
336	150800161 Zoning Amendments	Minor Variance or Zoning amendment applications. (budgeted 1 Minor variance @\$520 and 1 ZBLA at \$1050)	1,570	0	1,570
337	150800162 Assessment Services	MPAC - 2018 was \$13,418. Increased to \$13,543 for 2019	13,650	13,543	13,637
338	150800163 Municipal Drainage	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))	12,000	16,686	12,000
339			46,995	38,499	46,764
340	BUILDING				
341	150900100 Salaries and Benefits	No Building Staff - Contracted through Papineau Cameron			
342	150900101 Materials and Supplies				
343	150900102 Vehicle Expenses	Reduced due to Covid 19	500	235	1,000
344	150900104 WSIB & EHT				
345	150900105 Seminars, Courses, Workshops	For any new training required	700	608	700
346	150900106 Misc	Updates to Building Code	300		
347	150900110 Building Services/Papineau Cameron	Contract with Papineau Cameron for Shared Services of CBO Shane Conrad. Includes services invoiced by Papineau Cameron on a monthly basis. Numbers based on 2017/2018/2019 percentage of permits plus rate increase	28,000	20,492	20,000
348	150900113 CPP & UIC				
349	150900120 Lawyer Fees	Legal	1,000	715	1,000
350	150900133 Transfer to Reserve	\$9000 in reserve at 2020 prior to budget.			
351	150900169 Insurance	MIS Insurance Services	1,486	1,395	1,395
352			31,986	23,445	24,095
353	ENFORCEMENT				
354	150950100 Salaries and Benefits	By-Law enforcement. (Canine control and all departments). Increased hours due to increased case load and new parking by-law - Suggestion - take hours from Cemetery	1,200	1,119	1,200
355	150950101 Livestock Valuer/ Fence Viewer/ Canine Expense		150	0	150
356	150950102 Vehicle Expense	Mileage animal control	250	104	250
357	1500950104 WSIB & EHT	Approx 5.28%	65	61	65
358	150950106 Misc	Vet Charges for Injured Animals \$500 (if not used put into reserves to build up to \$5000 over 10 years) and Signage for Parking by-law \$1000	2,000	38	450
359	150950113 CPP & UIC	Approx. 6.83%	81	78	80
360	150950141 Policing Services	2020 Group of 4 Policing Costs \$101930 (\$494.17/mth)+ estimated \$500 for 2020 Operating costs for Police Services Bd. - Court Transportation Revenue is Unknown at this time.	102,430	98,381	98,972
361	150950143 911 Maintenance	CERB Contract (billed annually - \$337.72). Signs and Posts	500	338	500
362	150950144 Conservation Authority	Operating budget \$5555 (+0.03%) + Capital budget \$4358 (+0.04%) = \$9913 (2020 One Time Cap Ask Paymt was not made as per resolution 2020-056)	9,913	9,574	9,574
363	150950145 Animal Control	Vet Unit \$350., dog tags, forms, \$100 per animal to North Bay Humane Society(max 15 per yr)	2,000	395	2,000
364			118,589	110,088	113,241
365	TOTAL EXPENDITURES		1,760,101	2,351,362	2,638,174
366					
367	2020				
368	TOTAL 2020 LEVY Base levy 2020		1,190,437		

369	Cindy Pigeau	PLUS 1% of previous years Levy - Increase to Reserves for AMP (Infrastructure)	13,313	To be transferred to Reserve for future Infrastructure as per AMP
370	Clerk-Treasurer	2020 Levy	1,203,750	
371	"A"	2019 Levy	1,331,317	-0.5819024% Levy change
372		\$ Increase 2020 over 2019	(127,567)	

Next Year Landfill Revenue to go to Landfill Reserves for Closure

Next Year Unused Animal Control In-Surplus to go to Enforcement Reserves/Working Reserves for Animal Enforcement/Injury

MUNICIPALITY OF CALVIN
2020CT21 REPORT TO COUNCIL

REPORT DATE: **June 4, 2020**
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**
SUBJECT: **Road Use Agreement**

BACKGROUND

We have had a number of property owners as well as potential property owners express interest in Road Use Agreements. Therefore, please see the attached Road Use Agreement template that has been written and approved by our solicitor for future use.

Respectfully submitted;
Cindy Pigeau
Clerk-Treasurer

DATE

ROAD USE AGREEMENT

THIS AGREEMENT MADE BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

(hereinafter called the "Municipality")

OF THE FIRST PART

- and -

(Insert Name of Property Owner Here)

(hereinafter called the "-----")

OF THE SECOND PART

WHEREAS the Municipality is the registered owner of the **(insert type of road here)** road called "**(Name of Road)**";

AND WHEREAS the **(name of property owner)** have applied to the Municipality for permission to use certain sections of **(name of road)** more particularly described in Schedule "A" attached hereto (the "Premises") as a driveway and to perform maintenance on those sections during the period from October 1st in one year to May 31st in the following year (the "winter period");

AND WHEREAS the Municipality has agreed to permit certain sections of **(Name of Road)** Road to be so used on the understanding that the **(name of property owner)** will assume all responsibility for maintenance of the driveway and for certain liability arising out of its use as specified in this Agreement;

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREINAFTER CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **PERMISSION TO USE**

1.1 The Municipality hereby grants to **(name of property owner)** a non-exclusive permission to use the Premises as a driveway to access their lands and premises as described in Schedule "B" (**(name of property owner)** Lands) including maintenance and snowplowing during the winter period. Notwithstanding the granting of this permission the Municipality shall continue to have the right to use the Premises and the Premises shall continue to be open for public usage. **(Name of property owner)** shall not be permitted to install or erect any barriers, fencing or signage indicating that the Premises are for **(name of property owner)** sole and exclusive use.

2. **TERM**

2.1 Subject to termination for the reasons hereinafter set out, this Agreement shall continue unless and until the Municipality, in its sole and unfettered discretion, determines that the Premises are required for municipal purposes that are inconsistent with this Agreement or that it is in the best interests of the Municipality to terminate this Agreement. In such event, the Municipality shall

give to **(name of property owner)** at least six (6) months' notice in writing of its intention to terminate this Agreement.

- 2.2 In the event that **(name of property owner)** fail to keep, observe or perform any of the terms, conditions, covenants and agreements herein contained which **(name of property owner)** are required to keep, observe or perform for a period of fifteen (15) days after notice in writing of such failure has been given to **(name of property owner)** then, at the option of the Municipality, the Municipality may terminate this Agreement by giving notice in writing to **(name of property owner)**.
- 2.3 In the event that the use of the Premises for the purposes more particularly set out in this Agreement have been discontinued for a period of more than twelve (12) consecutive months then the Municipality may terminate this Agreement by giving notice in writing to **(name of property owner)**.
- 2.4 This Agreement shall terminate in the event that **(name of property owner)** are no longer the registered owner of **(name of property owner)** Lands unless a Transfer of the Agreement has been completed.
- 2.5 Notwithstanding the Municipality's right of termination as set out herein the Municipality may also remedy a default of **(name of property owner)** and **(name of property owner)** agree to be responsible for all costs incurred by the Municipality with respect to correcting the said default.
- 2.6 In the event that the Municipality establishes **(name of road)** as a year round maintained municipal road this Agreement shall terminate without notice.

3. CONDITION OF PREMISES

(Name of property owner) accept the Premises in an "as is" condition and shall not make any improvements or alterations to the Premises, other than snowplowing, without the prior written consent of the Municipality.

4. NO INTEREST IN LAND

(Name of property owner) acknowledge that this Agreement shall in no way create any interest in land or easement rights.

5. MAINTENANCE AND REPAIR

- 5.1 **(Name of property owner)** agree to maintain the Premises, including any permitted improvements or alterations, so that the Premises will at all times be in good repair and safe for use during the winter period. Upon termination of this Agreement **(name of property owner)** agree to leave the Premises in good repair and safe for use and this provision shall survive the termination of this Agreement.
- 5.2 **(Name of property owner)** acknowledge that the Municipality does not have any obligation or responsibility whatsoever for the care and use of the Premises including tree or vegetation removal, sanding during the winter period.

6. INDEMNIFICATION FROM LIABILITY

(Name of property owner) agree and covenant to indemnify and save harmless the Municipality and its employees, officers, directors, agents, servants and invitees (collectively, the "**Indemnified Parties**") from and against any and all loss, liability, damages, costs and expenses of every nature and kind whatsoever that are asserted against or suffered or incurred by the Indemnified Parties or any of them arising from or as a result of the exercise by **(name of property owner)** of the Agreement rights granted herein or arising from or as a result of any act or omission of **(name of property owner)** resulting from or relating to damage to property or injury or death to individuals. If any of the Indemnified Parties, shall, without fault on his, her or its part, be made a party to any action, application or other legal proceeding commenced against any of the Indemnified Parties and **(name of property owner)**, **(name of property owner)** shall indemnify and save harmless the applicable Indemnified Parties, and shall defend such action, application or other legal proceeding in the name of the applicable Indemnified Parties, or, at the option of the applicable Indemnified Parties, pay all costs, expenses and legal fees (on a full indemnity basis) incurred by the applicable Indemnified Parties, to defend any such action, application or other legal proceeding so that the Indemnified Parties shall suffer no loss or harm in connection with such action, application or other legal proceeding.

7. INSURANCE

7.1 **(Name of property owner)** agree to maintain during the term of this Licence insurance coverage insuring against:

(a) liability for bodily injury or death or property damages sustained by third parties with respect to the Premises with a minimum limit of Five Million Dollars (\$5,000,000.00) per occurrence.

7.2 Such insurance coverage shall apply both to the vehicle which **(name of property owner)** will operate for winter maintenance and also be on their personal home/property policy.

7.3 Such insurance coverage shall show the Municipality as an additional insured and the policy shall include a cross-liability endorsement.

7.4 Such policy shall require the insurer to give the Municipality a minimum of fifteen (15) days written notice prior to cancellation or material change; and

7.5 **(Name of property owner)** shall provide a copy of the insurance coverage required herein to the Municipality prior to the execution of this Agreement by the Municipality and proof of continuing coverage on or before the expiration of any policy year.

7.6 The issuance of the insurance policy required by this Agreement shall not be construed to relieve **(name of property owner)** in any way from responsibility for any claim for which **(name of property owner)** are liable or against which **(name of property owner)** have indemnified the Municipality that may exceed the amount of the insurance coverage.

8. TRANSFER OF AGREEMENT

8.1 **(Name of property owner)** shall not assign or transfer this Agreement in whole or in part without the prior written consent of the Municipality which shall not be unreasonably withheld or delayed, but shall be subject to the following conditions:

- (a) the transferee entering into a new Agreement with the Municipality substantially on the same terms as provided for herein;
- (b) the transferee being the registered owner of **(name of property owner)** Lands;
- (c) the transferee being responsible for the reasonable legal and administrative costs incurred by the Municipality with respect to the transfer and the new Agreement.

9. SIGNAGE

9.1 **(Name of property owner)** shall erect signage at the **(direction)** end of the Premises which reads as follows:

(Insert Appropriate Verbiage Here)

9.2 **(Name of property owner)** shall also erect signage at the **(direction)** end of the Premises which reads as follows:

(Insert Appropriate Verbiage Here)

9.3 The signage shall be prior approved in writing by the Municipality before being erected and shall be maintained in good condition by **(name of property owner)**.

10. NOTICE

Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given by personal delivery, by prepaid first class mail or by electronic transmission addressed to the respective parties as follows:

To the Municipality: The Corporation of the Municipality of Calvin
Attention: Municipal Clerk
1355 Peddlers Drive, R.R. #2
MATTAWA, Ontario, P0H 1V0
Email: clerk@calvintownship.ca

To **(Name of Property Owner)**:

or to such other address or email address as either party may from time to time notify the other. Any notice given by personal delivery shall be conclusively deemed to have been received by the party to which it is addressed on the day of actual delivery thereof and if given by email transmission on the same day as the date of sending providing that an email transmission report is generated and retained. Any notice sent by prepaid first class mail as aforesaid shall be deemed to have been given and received on the 5th day (excluding Saturdays, Sundays and Statutory Holidays) following the date of mailing.

11. GENERAL

- 11.1 Time shall in all respects be of the essence hereof.
- 11.2 No condoning, excusing or overlooking by the Municipality of any default, breach or non-observance by **(name of property owner)** at any time or times in respect of any terms, conditions, covenants or agreements contained herein shall operate as a waiver of the Municipality's rights hereunder in respect of any continuing or subsequent default, breach or non-observance so as to defeat or affect such continuing or subsequent default or breach, and no waiver shall be inferred or implied by anything done or omitted by the Municipality, save only an express waiver in writing.
- 11.3 This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of the parties hereto.
- 11.4 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 11.5 This Agreement, including any Schedules attached hereto, shall constitute the entire Agreement between the parties. There are no representations, warranties, collateral agreements or conditions which affect this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.
- 11.6 In the event that this Agreement is granted to more than one person then the obligations of all persons herein shall be joint and several.

SIGNED, SEALED AND DELIVERED BY:

the Municipality this _____ day of _____, 2020.

THE CORPORATION OF THE
MUNICIPALITY OF CALVIN

Per: _____

Name: Ian Pennell

Title: Mayor

Per: _____

Name: Cindy Pigeau

Title: Clerk-Treasurer

I/We have authority to bind the Corporation.

SIGNED, SEALED AND DELIVERED BY:

(name of property owner) this _____ day of _____, 2020.

Witness

(name of property owner)

Witness

(name of property owner)

THIS IS SCHEDULE "A" TO THE AGREEMENT BETWEEN THE CORPORATION OF
THE MUNICIPALITY OF CALVIN AND (name of property owner)

THE PREMISES

(Diagram of the premises)

**THIS IS SCHEDULE "B" TO THE AGREEMENT BETWEEN THE CORPORATION OF
THE MUNICIPALITY OF CALVIN AND (name of property owner)**

(name of property owner)LANDS

(Legal Description of Lands)

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE June 9, 2020

NO. _____

MOVED BY _____

SECONDED BY _____

“THAT the Council of the Corporation of the Municipality of Calvin hereby acknowledges the attached “Municipality of Calvin – Road Use Agreement” template;

AND FURTHER that the attached Road Use Agreement will be used as the template though reviewed on a case by case basis for any requests made by property owners for this type of agreement with the Municipality of Calvin.”

CARRIED _____

DIVISION VOTE

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

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2020-10

REPORT DATE: 03/06/2020
ORIGINATOR: Jacob Grove – Recreation Superintendent
SUBJECT: Rink Maintenance Manual

BACKGROUND

The Rink Maintenance Manual is due for the annual review and at the May 26th Council Meeting a report from staff was requested on staff suggested changes.

Additional Information

Recommendations from Staff and Councillor Olmstead are as follows:

- Remove flooding from Volunteers Responsibilities. Volunteers should not be responsible for flooding the rink but may be asked to assist staff while flooding the rink. Flooding of the rink is a staff responsibility because of the liability that could be associated with an unsafe is condition. If the rink is not flooded properly it creates a significant amount of work for staff to repair resulting in closures of the rink.
- Remove diagrams for flooding as they do not apply due to the use of a rink liner.
- A Volunteer Training section was added to outline the time frame for recruiting and training volunteer(s) to ensure they are in place prior to the opening of the rink.
- Outhouse inspection has been added to Outdoor Skating Rink Log Sheet for Municipal Staff.

Changes in the manual are *italicised and underlined*.

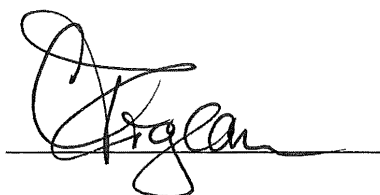
Recommendation

Review the updated version of the Rink Maintenance Manual and make recommendations on any changes Council feel are necessary. Changes to be brought back to the June 23rd Regular Council Meeting for discussion.

Respectfully submitted;



Jacob Grove
Recreation Superintendent



Cindy Pigeau
Clerk – Treasurer



Municipality of Calvin –
Ice Building and
Maintenance Manual

Responsibilities of Staff **and Volunteers**

The Ice Building and Maintenance Manual

Purpose:

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

Municipal Responsibilities

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

Volunteer Responsibilities

1. All volunteers must participate in training by Calvin staff to acknowledge their roles and responsibilities prior to the set-up and operation of an outdoor rink. Training topics will cover such aspects as proper use of equipment, maintenance (~~and flooding techniques~~), managing risk, health and safety procedures and volunteer safety.
2. Volunteers are required to immediately report any serious issues, accidents or medical emergencies that they have personally observed or have been made aware of.
3. It is recommended that volunteers work in pairs throughout the winter season to help keep the ice rink properly maintained.
4. Volunteers will typically be required after 4pm on weekdays and on weekends unless otherwise requested by staff.

Volunteer Training

Volunteer recruiting will be done through advertising in the September, October and November Calvin Monthly Newsletter. Volunteer applications will be accepted until December 1st and training will be completed by December 15th.

Ice Building and Maintenance Procedure

Ice Building Procedure – TO BE COMPLETED BY STAFF

How to lay the first sheet of ice.

1. Snow should be kept off the planned rink area to allow the frost to freeze the ground. This will ensure that there will be level ground for the rink liner to be installed.
2. The temperature must be consistently below freezing. Recommended temperature is between -10°C and -17°C.
3. Install the rink liner and add water to cover the shallowest point with 90 mm of water. It is recommended that the water be added from the fire truck versus a garden hose for a smoother ice surface.
4. Once water is completely frozen which should take approximately 3 – 4 days after initial flooding, install kick plate and cut off liner above kick plate.

Maintaining a Good Ice Surface

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

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

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

1. Sweep or clean the hole of all snow or ice chips.
2. Mix a slush mixture of snow and water.
3. Pack the slush in the hole.
4. Level off the slush with a shovel, trowel, hockey stick or puck, etc.
5. (Optional) Sprinkle with a light flood of water.
6. Keep people from skating on the spot until frozen (see diagram).

- Shell Ice ... During your flooding, whether it be on your initial sheet or ongoing throughout the winter, be aware of shell ice. Shell ice occurs when for some reason or another, an air bubble is frozen into the surface. Shell ice is characterized by a white patch of thin brittle ice that is easily broken. When broken, the layer of ice underneath is exposed.

How do you Deal with Shell Ice?

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

Care of Equipment

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

- Please do not leave any equipment outdoors overnight and return the equipment to the storage room when not in service.
- Please do not leave shovels or brooms lying around.
- To drain the garden hose, please elevate the hose nearest the tap and walk towards the nozzle. Any water remaining within the hose should drain. This will minimize excess water or ice buildup in the hose.
- Please be certain that the water is shut off completely after every use.
- Please keep the storage area clean at all times.
- Please don't leave the storage area unlocked or unattended.
- If straw brooms are used for sweeping around the edges, please monitor when they begin to lose their straw. The presence of large amounts of straw when flooding reduces the quality of the ice. Please request a new broom when this begins to occur.

Ice Problems that May Occur

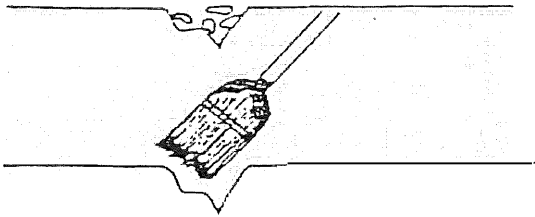
Some of the more common problems are:

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

The Recreation Department will provide training on general use of the equipment.

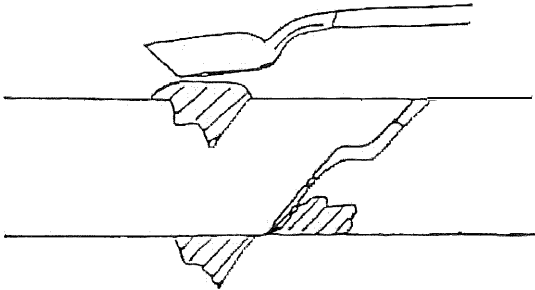
The Municipality is not responsible for the replacement or repair of damaged equipment that does not belong to the Municipality.

How to Repair Holes, Cracks or Shell Ice

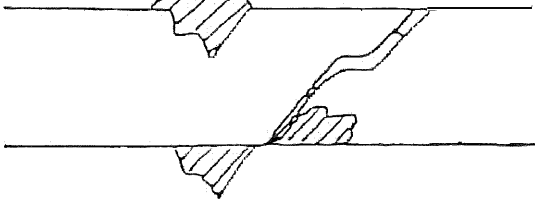


Uh Oh

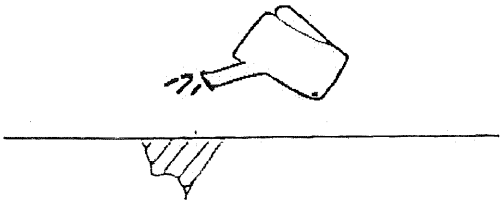
Clean



Pack Slush



Level



Sprinkle



No Skating

Outdoor Skating Rink Log Sheet for Municipal Staff

Location:	Time:	Day of Week:	Year:	Month	Day
Weather Conditions & Temperature:					
Daily Average Attendance: Morning: [] Afternoon :[] Evening: [] Daily Total : []					

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

Notes:

"Daily" Risk Management Report				
Time	AM	PM	Identify Condition & Corrective Action Taken	Operator (Please Print)
:				
:				
:				
:				

Comments: (Describe any extraordinary circumstances and action taken)

What to do in case of Accident or Incident

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

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

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

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

Note: It is important that all persons involved in maintaining, flooding and operating the rink carefully complete the log sheets documenting the work performed. The log sheets you provide to the Recreation Supervisor will be kept in Municipal files. This documentation, along with completed, signed accident/incident report forms will be maintained for reference should any injury become the basis of an inquiry or legal claim.

ATTACHMENT 2

Outdoor Ice Rink Daily Inspection Form for Volunteers

Date/Time: _____ Volunteer Name(s): _____

Signature(s): _____ Hours Worked: _____

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

NOTES:

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

ATTACHMENT 3



Outdoor Ice Skating Rink

Rules and Regulations

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

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

Cindy Pigeau

Subject: FW: East REgional Broadband Steering Committee Update

Good afternoon everyone,

First of all I do surely hope this finds you all well and finding ways to work through what is clearly a most challenging time, professionally and personally.

I wanted to take a moment to update you on what is happening with our project and the funding programs we are looking to participate in.

CRTC

We submitted our application to the CRTC fund in plenty of time (deadline was changed to June 01) , so now we wait to hear who will be chosen for projects in that program.

PROVINCIAL BROADBAND FUND

As I'm sure you have heard by now, there was an announcement today regarding a small Provincial Broadband Fund, (150 Million). News release here: <https://news.ontario.ca/opo/en/2020/06/ontario-improving-broadband-and-cell-service-for-rural-communities.html>

This 150 Million is not new funding, but part of the original 315 Million dollar Provincial Broadband Fund announced last year. The applications are not yet open but as soon as they do, will of course submit an application for our project. We are hoping that more areas will be eligible such as Mattawa and Mattawan and I have already spoken with the vendor who is of course willing to redesign the network to accommodate more eligible hexagons if they open up. We will re-work the applications if they do.

Very soon you will see a new partnership between CIRA and Blue Sky Net. We will be incorporating the CIRA speed test into connectednorth.ca that will allow ISED to view speed tests in real time. I would encourage you all to urge your citizens to go to connectednorth.ca and take the CIRA speed test that should be up by next week. I will let you know when. It is very helpful to support our applications in this way.

FEDERAL BROADBAND FUND

Still no word on when this fund will open. In meetings I have had with the AMO/MOI working group, it is clear that the Province hopes to see the Federal fund open up at the same time as theirs, so we can stack the funding.

That's it for now, but as always, if you have any questions, feel free to reach out!

Stay well,

Susan



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**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



Ontario

234-2020-2264

June 4, 2020

The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development
Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

Dear Ministers:

I am writing today to add my voice, and those of Ontario's municipalities, to the call for urgent federal action to provide immediate funding for reliable broadband access across Ontario.

I have the privilege of meeting regularly with Mayors and council members from across Ontario. From the first day I took office, I have heard that lack of access to reliable high-speed internet service is holding communities, people, and businesses back.

We have worked together to partner with our local governments through our Broadband and Cellular Action Plan to support major investments in under-served areas in Eastern and Southwestern Ontario. To support this commitment, we have targeted \$315 million over five years to expand broadband and cellular infrastructure.

Now, as Ontario and our towns and cities are working together to respond to the COVID-19 outbreak, there is even more urgency to address gaps in service and high costs. However, we cannot do this alone - urgent investment from the federal government is required.

While in more northern and rural parts of Ontario internet availability can be limited at best, gaps in coverage persist in southern and urban parts of our province. For many in Ontario, the costs to access service are also prohibitively high.

.../2

The lack of broadband access in rural Ontario puts everyone in unserved or under-served areas at a disadvantage – students seeking help on homework while learning remotely, seniors and other vulnerable individuals looking to access critical services, and business owners working hard to keep afloat and compete during challenging times.

Broadband limitations also restrict the services that rural and northern municipalities can provide to their residents. Ontario's municipal leaders and the citizens they serve must be able to embrace digital service delivery now to respond to the pandemic and to deliver public services efficiently and equitably over the long term.

I know that Ontario, our local governments and Canada all share the same goal: that we can bring our full potential to the task at hand to recover from the COVID-19 outbreak and the resulting impacts on our economy. Our Mayors, councils, community groups and citizens are already developing recovery plans and strategies. Broadband infrastructure is an essential building block, and we will need your commitment to invest, without delay, in the future of Ontario's towns and cities.

I have taken the liberty of copying the Minister of Families, Children and Social Development as I know Minister Hussen also has a strong interest in supporting and strengthening communities. As well, I have copied my colleague, the Honourable Laurie Scott, Minister of Infrastructure, under whose purview broadband falls.

Sincerely,

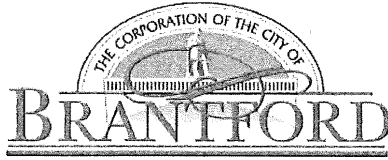
A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
Ontario

c. The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
Ahmed.Hussen@parl.gc.ca

The Honourable Laurie Scott
Minister of Infrastructure, Ontario

Heads of Municipal Council (Ontario)



May 28, 2020

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email will.bouma@pc.ola.org

Phil McColeman, MP
108 St. George Street
Suite 3
Brantford, ON N3R 1V6

Sent via email phil.mccoleman@parl.gc.ca

Re: Essential Workers Day – March 17

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

10.1 Essential Workers Day – Councillor Wall

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc All Ontario municipalities
Association of Municipalities of Ontario (AMO)
Large Urban Mayor's Caucus of Ontario (LUMCO)
Federation of Canadian Municipalities
Rural Ontario Municipal Association (ROMA)

Via e-mail:
premier@ontario.ca
steve.clark@ontario.ca

May 19, 2020

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, Ontario M7A 1A1

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto, Ontario M5G 2E5

Re: Immediate Financial Assistance for Ontario's Municipal Governments

Dear Premier Ford and Minister Clark:

We are writing to you both on behalf of the Association of Municipalities of Ontario (AMO) and the Canadian Union of Public Employees (CUPE) Ontario to urge your government to take immediate investment measures to support the financial stabilization of Ontario's municipalities and the recovery of local economies.

As you both know only too well, these are extraordinary times posing existential challenges to our province and its communities, not the least of which being our municipalities and their employees. But, as the saying goes, 'extraordinary times call for extraordinary measures' and a first ever, joint AMO-CUPE letter to your government must qualify as one of those.

Ontario's municipal governments, and CUPE and its members, are partners in the delivery of many of the services the people of Ontario rely on most, services expected 365 days a year.

Our province is unique in Canada with municipalities being responsible for the delivery of so many key human services including those for the most vulnerable in society.

Today, Ontario's municipal governments are struggling to respond to the COVID-19 emergency, to help community members get through each new day, and to play their indispensable role in rebuilding our damaged economy.

It is not an overstatement to say they cannot succeed without immediate provincial (and federal) financial assistance. Any of the limited fiscal tools currently available to Ontario municipal governments (property tax increases, service cuts and cancelling capital investment) would have the effect of undermining the desired economic recovery.

One tool in particular, which although some may feel inclined to consider, we both must stress would emphatically not be helpful is the expanded use of debt. This tool does not work for municipalities. It would be counterproductive, setting up structural challenges that would be more costly and take an immeasurably long-time to fix and fully recover. Also, it remains AMO and CUPE's shared view that continuing to deliver the vital local services our communities expect means that staff layoffs, in particular, are simply not a desirable option

AMO and CUPE Ontario share many goals. Among them are financially sustainable municipalities, a strong economic recovery in communities in every part of Ontario, and the safe and timely return to work of municipal employees. These goals cannot be achieved without emergency financial assistance.

The Federation of Canadian Municipalities (FCM) proposal for municipal financial assistance and essential support for transit services is comprehensive, equitable, and practical, and warrants immediate attention and a positive response. The recently announced federal-provincial cost-shared (75:25) program to boost wages for low-income essential workers provides an ideal model for Canada to work with Ontario to deploy this essential financial support effectively and immediately.

On behalf of AMO's members and CUPE Ontario's members, we urge the governments of Canada and Ontario to extend your successful collaboration to the immediate provision of financial assistance for municipalities.

At the same time, as provincially based organizations, both AMO and CUPE have a unique obligation to raise thoughtful proposals for provincial action, today, not only to help bridge this pandemic, but to position our municipal governments, as local service providers, to emerge intact and strong as they go forward into the post-pandemic era. As our Premier and Minister of Municipal Affairs and Housing, you know the current funding problem all too well. Municipal governments are burning money at an unprecedented and unexpected rate. AMO and CUPE both want to help municipalities to find solutions that protect public service delivery without laying off workers. There is simply no real resolution to this immediate and longer-term financial crisis without material intervention from the other orders of government.

Set out below, we believe, are potential high-level solutions that are valuable, viable, and vital to the discussions you are already no doubt having on this matter. Together, we ask you to consider these proposals on an urgent basis:

- Establish an appropriate cost share arrangement for mandated municipally operated services such as public health, land ambulance services and public transit. The growth in demand for Public Health and land ambulance services, and in the cost challenge they pose to local communities, should go without saying. Further, and as you know, the province used to support transit operating costs at 50%, not to mention that the pandemic now imposes a need for emergency funding. Additionally, municipal governments and the province could do well to, together, examine operational support needed for other human and social services such as public rent geared to income housing and addressing the rent scales issue.
- Increase funding to the 47 municipal service managers that deliver critical local services and have relationships with community agencies. Today, these services are more important than ever, and as we wait for the federal government to act, another significant investment from the province, like the one in the last financial update, would be a way to lead by example, stimulate local economic activity, and enhance services to those left vulnerable.
- Allow Ontario's municipal governments the ability to have the full range of revenue tools under the *City of Toronto Act* to use after a council deliberation and approval. These tools have a progressive underpinning and can be adjusted further to appeal to those who have the greatest capacity to pay.

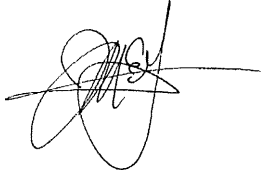
In considering these proposals, it bears repeating that one of the principal impacts of the COVID 19 experience has been to sensitize all Ontarians to the life and death need of public services. AMO and CUPE both strongly believe that our fellow citizens of all political persuasions are more keenly aware of this than at perhaps any time in our post war history.

It is our shared desire to discuss these solutions, and more with you; especially how they could meet short and long-term goals for investment in greening our cities for both physical and social infrastructure.

This pandemic has brought our organizations together to advocate on behalf of our members, the municipal workers and local municipal officials that are stewards of our communities. Just as the pandemic has helped CUPE and AMO to better appreciate the extent of our shared concerns, we are confident that it also true for the province to truly grasp the dire need local governments are in. It was the Great Depression that led to municipalities' restriction on borrowing for operating funds. That period demanded bold moves to lead our communities to recovery. It is not an understatement that this pandemic coupled with a major recession just over a decade ago dictates we renew our daring and take some big steps forward that make long term investments.

We look forward to discussing these critical matters and our joint requests with you soon.

Sincerely,



Jamie McGarvey
President, AMO



Fred Hahn
President, CUPE Ontario

CC:

The Honourable Justin Trudeau, Prime Minister of Canada
The Honourable Bill Morneau, Minister of Finance, Canada
The Honourable Chrystia Freeland, Deputy Prime Minister of Canada
The Honourable Rod Phillips, Minister of Finance, Ontario
The Honourable Peter Bethlenfalvy, President of the Treasury Board, Ontario
The Honourable Monte McNaughton, Minister of Labour, Training and Skills Development, Ontario
President Bill Karsten, Federation of Canadian Municipalities
Mark Hancock, President, Canadian Union of Public Employees
Brian Rosborough, Executive Director, AMO

Municipal Asset Management Program

Grants for Municipalities

Application Guide

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The Municipal Asset Management Program is an eight-year, \$110-million program designed to help municipalities make informed decisions about infrastructure investment. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

Program summary

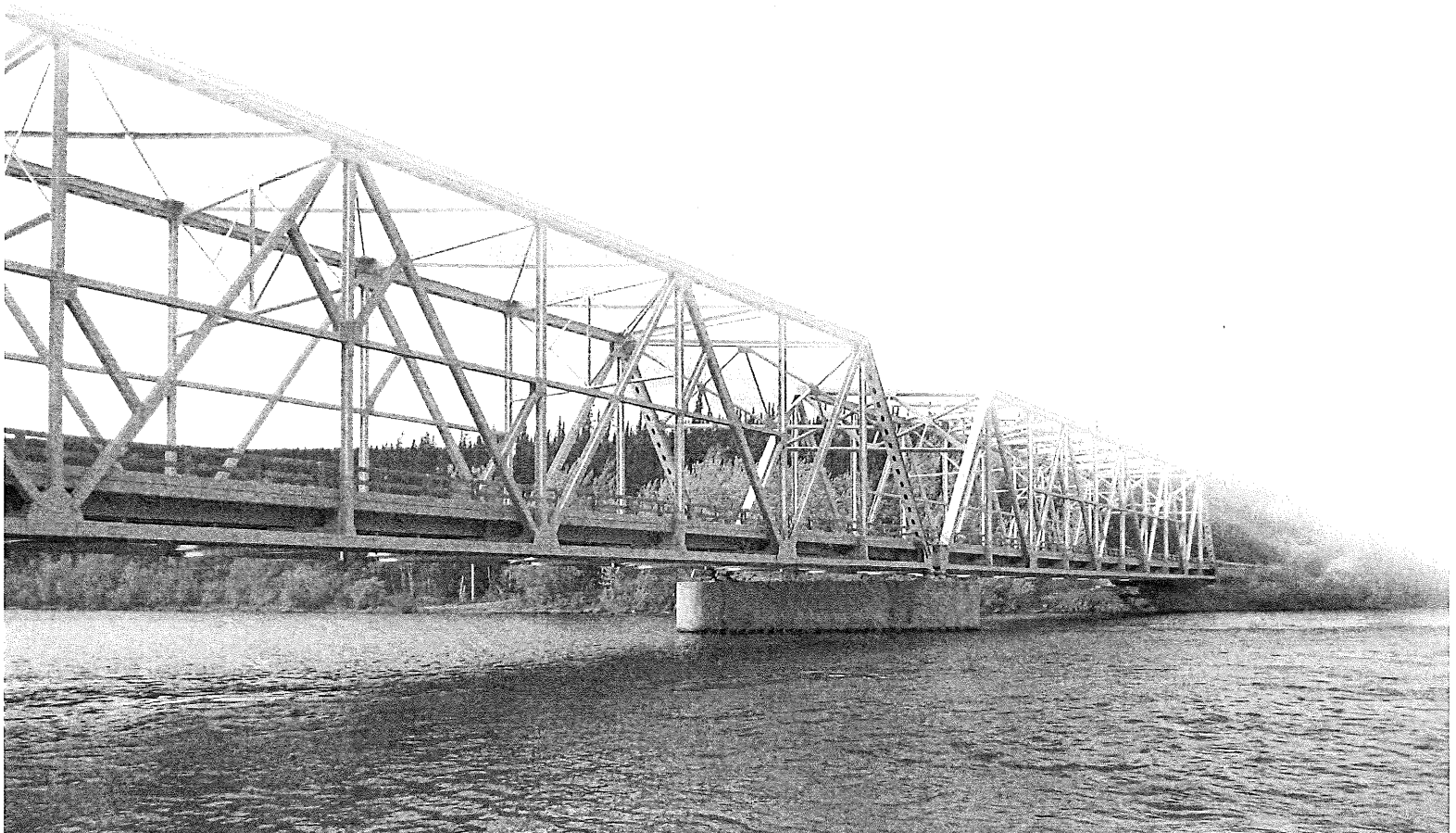
The Municipal Asset Management Program (MAMP) is an eight-year, \$110-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers municipal grant funding (the subject of this guide), as well as grants to partner organizations to provide training and capacity-building activities to increase skills within local governments to sustainably maintain their asset management programs now and in the future.

For more information on MAMP, including partner grants as well as training and capacity-building activities, visit our website: fcm.ca/assetmanagementprogram.

This funding offer is open to all municipal governments in Canada. It focuses on building strong foundations in asset management by supporting activities that incorporate asset management into daily practices. **Subject to funding availability**, applications will be accepted until **October 31, 2022**.

All projects must be completed and final reports submitted by March 31, 2024.

This guide outlines everything you need to know to submit an application. It **should be read in its entirety before completing or submitting an application**. Refer to the **Quick Start Guide** for an overview of the steps required to successfully complete the MAMP Grants for Municipalities application.



Quick Start Guide — MAMP Grants for Municipalities

The Asset Management Readiness Scale

The Asset Management Readiness Scale (AMRS) will be used to evaluate your proposed project. You can also use this scale to help you plan, prioritize, and set milestones to manage the assets in your municipality.

If you have not reviewed the documentation that describes the AMRS, STOP this application process and learn about it and how you can use it to assess your current state of asset management maturity and identify areas for improvement.

Applicant eligibility

The main target group for MAMP Grants for Municipalities program is Canadian municipalities. If you are a Canadian municipality, you are well on your way!

If you are applying in partnership with a Canadian municipality, please read section 2 of this guide for more detailed eligibility criteria.

Project scope

To qualify, your project must lead to improvement of your municipality's asset management practices (progress is measured using the AMRS). This could include a range of practices. Here are a few examples: creating a policy, strategy and roadmap; creating asset class-specific asset management plans; or improving your employees' asset management skills. For more details on which activities can be undertaken, please refer to section 1.1.

Your project must focus on municipally owned infrastructure assets. These can be either constructed or natural assets. Consider adding the impact of climate change to the risk assessment section of your asset management plans; it is best to plan for the impact it will have on your investment decisions.

Capital works do not qualify for this funding.

Project timing

Related approval timelines

MAMP Grants for Municipalities proved to be very popular in the last round of funding, with applications coming in at a much greater rate than we had predicted. Assuming that this second round will be just as popular, it is difficult to predict how long it will take to process and approve your application. For this reason, we recommend that you create your project with flexible timelines. For example, if your project involves activities that are seasonal, be prepared to delay the start date to accommodate the technical review process.

You can reduce processing time by taking the necessary time up front to ensure that your application meets all of the submission criteria. Please read the full text of this guide and refer to it often to ensure that you have adequately covered all requirements.

Summary of application documents

We have created a simplified application process with streamlined reporting needs to meet the requirements of our funding agreement with Infrastructure Canada, while at the same time allowing for an efficient third-party technical review of your application. The following will be required in your application package:

1. Application form

You will need to complete the application form, which includes: identification and contact details; a short project description; clear tangible deliverables for each of your identified activities; and your assessment of your current AMRS maturity and what improvement(s) you expect to see immediately after completing your project. You will also identify in your application the principal outcomes of your project that will improve your AMRS maturity, summarize the resources you will dedicate to the project, and outline how your project fits with your province or territory's approach to asset management in the municipal sector.

2. Asset Management Readiness Scale assessment tool

As a part of your application, you will need to indicate your asset management readiness competency levels by using the AMRS assessment tool (please use the MS Excel worksheet provided) to address each outcome area in the notes section. Every community and organization manages its assets and the tool was designed to help you understand and describe your current asset management practices.

3. Workplan and budget

You will need to identify one to three activities that you will undertake to achieve your project's goals. Then you will need to identify the costs associated with each of those activities (please use the MS Excel worksheet provided).

4. Resolution

Submit a council (or board) resolution authorizing/supporting your asset management project, clearly stating that it commits to the municipality's/organization's portion of project costs. We have created a template that you can use for your resolution.

5. Letter of support

If you are a municipal partner applying for funding in association with a municipal government, you must provide a letter of support from the municipal government.

6. Letter of commitment

If you are submitting an application as part of a group of municipalities that are collaborating to improve knowledge-sharing or achieve economies of scale, you will need to include one letter of commitment signed by each of the participating communities. The letter should identify the expected tangible benefits of working together. Each municipality should include a copy of that letter with their application to MAMP.

Summary

While this quick start guide does not contain all the details you will need to consider in order to successfully complete a funding application, we hope it helps you understand the overall effort required. A thorough understanding of the AMRS resource and this Application Guide will help you prepare an application that meets all requirements, eliminating the need for multiple information exchanges between you and the MAMP team. These exchanges can significantly add to the application processing time.

1 Eligible activities

1.1 What activities are eligible?

The Federation of Canadian Municipalities (FCM) strives to be flexible in funding projects that improve municipal decision-making related to infrastructure. If you do not see your proposed activity on this list, please contact an FCM representative.

Eligible activities	Examples
Asset management assessments	<ul style="list-style-type: none">• Asset management needs assessments or risk assessments
Asset management plans, policies and strategies	<ul style="list-style-type: none">• Development of asset management strategies, policies, or plans; or asset risk management plans
Data collection and reporting	<ul style="list-style-type: none">• Asset condition assessments• Data collection to establish and track levels of service• Inventory of existing assets (e.g., type of asset, asset ID, location, costs to operate and maintain, future costs to replace, remaining useful life)• Long-term financial modelling to support asset management decisions• Improvements to data reporting (e.g., introducing a “state of infrastructure” report)
Training and organizational development	<ul style="list-style-type: none">• Asset management training for employees and/or elected officials• Establishment of an asset management committee (e.g., developing terms of reference, facilitating discussions)• Clarification of asset management roles and responsibilities across the organization (e.g., modifying job descriptions)• Adoption of new asset management systems or processes (e.g., paying for internal or external resources to lead organizational change)
Knowledge transfer	<ul style="list-style-type: none">• Contributions to communities of practice, conferences and peer-to-peer learning opportunities (e.g., time employees spend developing materials to share or giving presentations)• Supporting a peer community in its asset management work (e.g., time employees spend mentoring another municipality)• Developing or adapting frameworks, tools, training or approaches to use in your organization
Ineligible activities	
<ul style="list-style-type: none">• Any activity and/or effort conducted in the normal course of business not related to the improvement of asset management practices (e.g., regular operation, normal repairs and/or maintenance expenses, etc.)• Employee time that is not directly associated with eligible asset management–related deliverables• Employee time spent participating in training or learning events• Collection and organization of data for the sole purpose of meeting PS-3150 requirements• Development of a software program	

1.2 What costs are eligible?

Eligible costs include all costs considered to be direct and necessary for the successful implementation of a project. Please see [Annex A](#) for full details.

2 Who can apply

This funding offer is intended to support Canadian municipal governments and eligible municipal partners. Eligible applicants are defined as follows:

1. Municipal governments*

Individual municipal governments (e.g., towns, cities, regions, districts, etc.; and local boards thereof)

2. Organizations applying in partnership with Municipal governments**

A municipal partner is one of the following entities:

- a. a municipal corporation
- b. a regional, provincial, or territorial organization delivering municipal services
- c. an Indigenous community (*Note: Certain Indigenous communities require a shared service agreement related to infrastructure with a municipal government to be eligible. Contact FCM for additional details.*)
- d. a not-for-profit organization with a focus on municipal services

3. Applying collaboratively***

Applicants for collaborative projects are required to clearly explain and demonstrate the added value and benefit that the collaboration will provide. This could include:

- economies of scale associated with the hiring of other resources;
- holding regular sessions to provide knowledge-sharing among peer communities;
- sharing best approaches for surmounting challenges associated with their asset management projects; and/or
- sharing the group's asset management best practices with other peer communities (i.e., mentoring other municipalities).

4. Applying for funding of an additional project

MAMP seeks to fund as many municipalities as possible and preference may be given to applicants that have not previously received MAMP funding. However, we will consider submissions from second-time applicants who are committed to sharing asset management knowledge best practices and results of their projects with their peers and/or improving asset management knowledge in the municipal sector. These applicants are required to identify the measures they would take to share their newly garnered expertise in order to qualify for a second round of project funding.

Please note that private-sector entities are not eligible as municipal partners; however, such entities may be subcontracted by an eligible recipient to provide services toward eligible activities.

*Quebec municipalities that apply for funding from MAMP must submit their application through Quebec's Ministère des Affaires municipales et de l'Habitation (MAMH) web portal. Follow the steps below to prepare your application. When you are ready to submit your application, refer to section 5 of this guide, which outlines how to apply and gives special instructions for submitting your application through MAMH.

**Municipal partners must apply for funding in association with a municipal government and must demonstrate municipal commitment to the project by providing a letter of support.

***Two or more municipalities can apply for funding using a collaborative approach. You and your co-applicants will need to identify each of the peer communities participating in the collaborative approach and identify specific, tangible benefits that are directly linked to the group approach on your application form. Even if applying using a collaborative approach, each community is expected to submit its own application package.

▶ 3 Funding and project scope

3.1 Contributions

The maximum MAMP contribution to a project is \$50,000. But no funding request is too small. Other (non-FCM) funding sources can be stacked to cover 100 per cent of your project costs (for example, the Gas Tax Fund and/or other government funding).

Applicants may qualify for one of the following funding opportunities:

1. Municipal governments with a population above 1,000*: **80% of eligible costs**
2. Municipal governments with a population of or under 1,000*: **90% of eligible costs**
3. Indigenous communities: **90% of eligible costs**
4. Two or more municipal governments applying as a group for a collaborative application: **90% of eligible costs**

***NOTE:** MAMP uses the municipal population data taken from the Statistics Canada 2016 Census as the only source of data for determining if your municipality is at or under the required 1,000 inhabitants to qualify for this 90% funding ratio.

3.2 Project length

The **maximum project length is 12 months**. The project start date (the date from which FCM recognizes eligible costs) can be on or after the date that FCM confirms eligibility of the proposed project after reviewing the application. It is the applicant's responsibility to ensure that the proposed project is reasonable for the allocated timeline.

All reimbursable costs must only be incurred during the project duration, i.e., between its start and end dates. Costs incurred before the official approval of the proposed project (including eligible costs) are incurred at the applicant's own risk.

Also, please note that receiving confirmation that your application is eligible does not necessarily mean that the application will be approved for funding.

3.3 Project scope of work

The scope of the project must focus on assets owned by the municipality. Both built and natural assets are eligible.

FCM encourages applicants to consider the impact of climate change* as one risk associated with municipal service provision to residents and other stakeholders. The impact of climate change* can be explicitly mentioned in a municipality's asset management policy and flow through to its other asset management business processes.

*Please visit [Learning Journey: Climate resilience and asset management](#) for more information about integrating climate considerations into your business practices.

Applicants must obtain approval from FCM before making any change to their submitted project scope. FCM's approval is not automatically assured, and a request could result in the new scope having to be re-submitted for a third-party technical review.

3.4 Eligibility of costs

Any costs incurred by the applicant before FCM receives the completed application and confirms its eligibility are incurred at the applicant's sole cost and are ineligible.

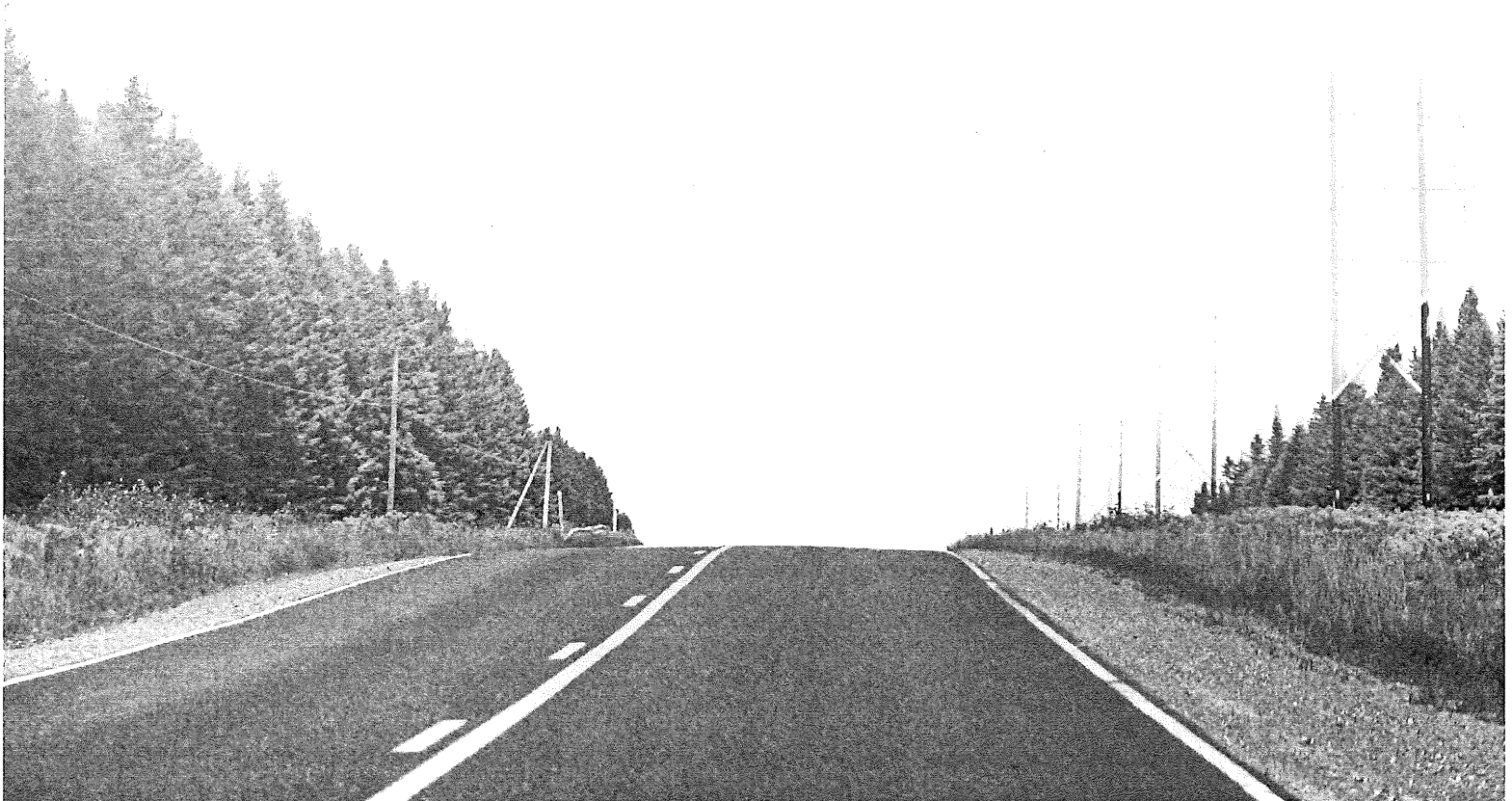
FCM is not legally obligated to fund any costs that may have been incurred until a grant agreement between the applicant and FCM has been signed.

Please refer to **Annex A** for a detailed list of eligible costs.

▶ 4 When to apply

FCM accepts applications for projects on a continuous basis, year-round, until October 31, 2022 at the latest. But please note that Grants for Municipalities is very popular and funding may be fully allocated prior to this date. FCM is under no obligation to support projects once all available funding has been committed.

Second-time applications will be considered only after the applicant's first project has been completed and funds have been disbursed. Each municipality may have only one active project at any given time. Funding is subject to availability.



5 How to apply

5.1 What is required to complete an application?

A completed application comprises four or five documents, depending on the application type:

1. completed application form
2. completed Asset Management Readiness Scale (AMRS) assessment tool (using provided MS Excel worksheet template)
3. completed workplan and budget (using provided MS Excel worksheet template)
4. resolution from council, band council, or board of directors
5. signed letter of support or letter of commitment (if applicable)

We recommend following these steps in the order listed here to ensure that you provide all of the information needed for a complete application:

▶ **Step 1: Verify eligibility**

Ensure that you are an eligible applicant — either a municipal government or a municipal partner. If you are not a municipal government, ensure that you provide a letter of support from your partner municipal government.

If you are submitting an application as part of a group of municipalities that are collaborating to improve knowledge-sharing or achieve economies of scale, you will need to include **one letter** of commitment signed by **each of the participating communities**. The letter should identify the expected tangible benefits of working together. Each municipality should include a copy of that letter with their application.

▶ **Step 2: Download all documents**

Download the following:

1. [application form](#)
2. [AMRS assessment tool](#)
3. [workplan and budget template](#)
4. [sample resolution template](#)
5. [sample letter of support or letter of commitment template \(if applicable\)](#)

Please note that the **Asset Management Readiness Scale (AMRS)** is an essential part of this process. Don't skip downloading it, and make sure you refer to it often.

Save the application form to your computer or other device so that you can edit it and save changes. Open the file using Adobe Acrobat. If you see a dialogue box asking whether you trust the links from FCM, please click "trust."

► **Step 3: Complete the self-assessment using the AMRS**

The Asset Management Readiness Scale (AMRS) is a tool designed to determine the current state of an organization’s asset management practices and progress. The scale is used to track the proposed outcomes and tangible benefits of a project.

To conduct a self-assessment, gather a cross-functional team to assess the current state of your asset management practices. Use the AMRS to evaluate your organization’s status in **each of the five competencies**. Each competency has five levels and each level is further broken down into three outcome areas.

Please use the AMRS assessment tool (the MS Excel worksheet provided) to indicate your level according to the AMRS and address each outcome area in the notes section. Please note that the assessment should represent the asset management practices of the entire organization.



► **Step 4: Identify your proposed activities**

Review the list of eligible activities in section 1.1 of this guide to help you identify **a minimum of one and up to three** activities that you feel are appropriate for your organization. Each activity must include a minimum of one **corresponding deliverable** that you will provide to FCM to demonstrate the completion of each activity. Each deliverable must be in the form of **tangible documents** (e.g., reports, assessments, training materials, before-and-after screenshots displaying improved data, etc.).

Activities should be descriptive enough for reviewers to understand your project and determine if your planned activities will result in the outcomes you have identified. Include a description of *why* the activities selected are a priority at this time and *how* the activities and outcomes of the project will improve your asset management capacity.

Please ensure that the activities can be completed **within 12 months**.

► **Step 5: Identify your target levels**

With your proposed activities in mind, return to the Asset Management Readiness Scale (AMRS). Identify your “expected future state” for each activity. This is the level on the readiness scale that you anticipate achieving by the end of your project. These should reflect the levels you realistically anticipate reaching within the timeframe of your project.

We recognize that improvement of asset management practices is incremental and ongoing. In some cases, the activities that are most important to you may not result in a full level change on the AMRS. As long as you describe the anticipated improvement in detail in the “expected future state” section of the AMRS assessment tool, your project will be considered. Please list the specific outcomes on the scale that are likely to be achieved through your proposed activities.

In addition to immediate outcomes, you should also describe the impact that these activities, as well as other future activities that you plan to undertake, will ultimately have on your municipality or community. Refer to section 9 of the application form.

▶ **Step 6: Answer the remaining questions in the project description section of the application form**

Complete the application form. This includes:

- A working title and a high-level description of the project, which will be used to publicly describe the project should your application be approved.
- Information about the human resources needed to deliver your project. In the workplan and budget template, you will be asked to identify the human resources required for each task. In the application form, please provide specifics about the internal and external human resources to be used and their experience. If you have collected quotes for externally sourced human resources, please provide this information in the application form.
- Information on how your proposed project fits with your province or territory's approach.
- One to three challenges or risks you anticipate during the project and how you plan to mitigate these challenges.

▶ **Step 7: Complete the workplan and budget template**

Input the activities from section 8 of your application form into the workplan and budget template. Be sure to identify the major tasks and costs associated with completing each activity. The activities in the workplan and budget must be **identical** to the activities listed in the application form. Identify a project start date and project end date in the workplan and budget template, ensuring that your proposed project can be completed in a 12-month period.

Clearly identify the funding source(s) in your budget. **You are required to identify funding sources to cover 100 per cent of the total project costs in the "sources of funding" tab.** Non-FCM funding sources can be stacked to cover 100 per cent of your project costs (for example, Gas Tax Fund and/or other government funding).

▶ **Step 8: Pass a resolution in support of your project**

Use the sample resolution provided, or draft your own resolution that meets the criteria identified in the sample resolution document. Demonstrate that it has been passed by your council, band council, or board of directors. Your resolution must also include the specific funding dollar amount committed to any project costs that are not covered by the FCM grant or other identified external sources. The resolution must be supplied as, and certified as, an official excerpt of the minutes of the council or board meeting by the official having the authority to do so. Please ensure that the resolution is signed and dated.

▶ **Step 9: Draft a letter of support or letter of commitment and have it signed (as applicable)**

If you are a municipal partner, use the sample letter of support provided, or draft your own letter that meets the criteria identified in the sample letter of support document. Please ensure that the letter of support is signed by the appropriate individuals and dated.

If you are a municipal government, a letter of support is not required unless you are applying for a collaborative project with other municipalities. In that case, a copy of the **letter of commitment** must be submitted by each municipality that is applying as part of a collaborative application.

► **Step 10: Attach documents and submit the application**

Attach the completed AMRS assessment tool, the completed MS Excel workplan and budget template, the passed resolution, and the signed letter of support or letter of commitment (if applicable) to the application form. Click the green “review” button and ensure your application is complete. When ready, submit the form with the attachments by clicking the green “submit” button on the form. This requires an Internet connection.

If you have any questions about how to complete this application, please call one of our advisors at 1-877-997-9926 or email us at programs@fcm.ca.

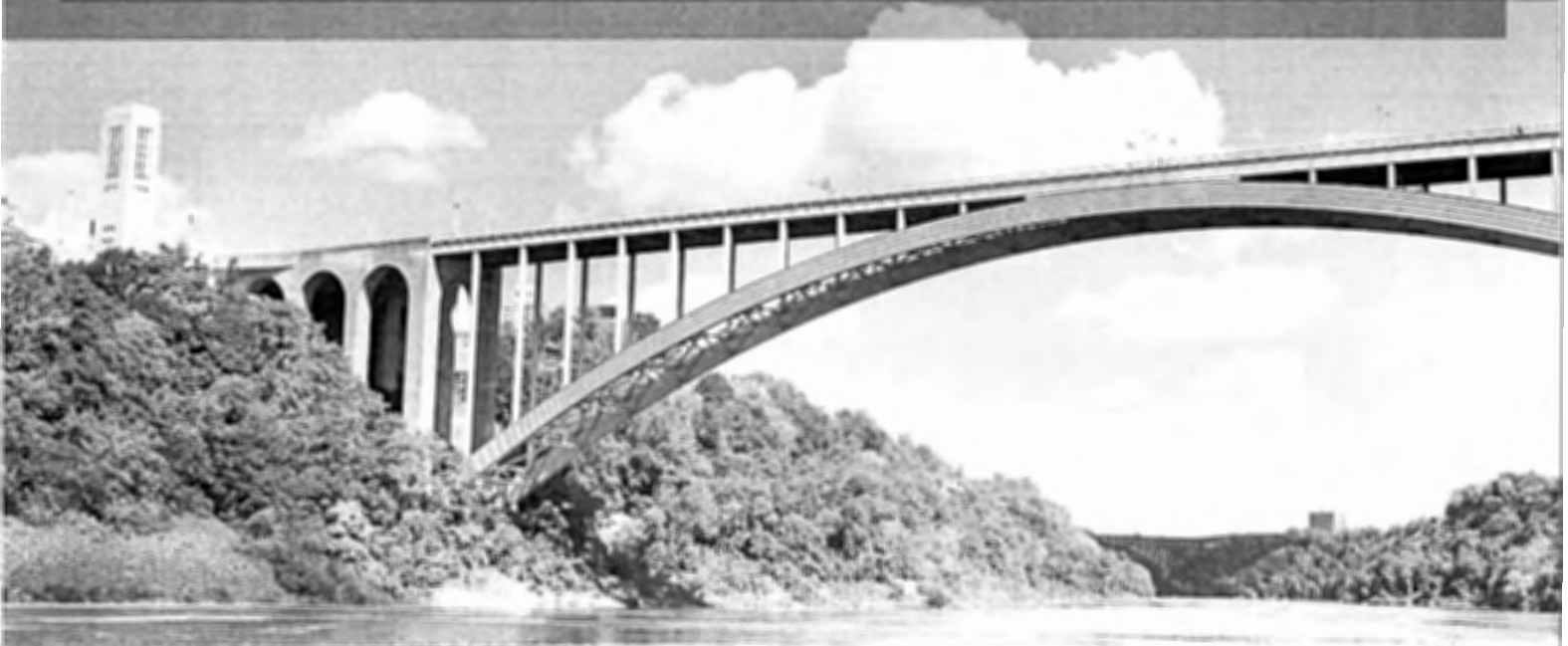
Quebec municipalities

Quebec municipalities applying for funding from MAMP are required to follow the process below to submit their application through the **Ministère des Affaires municipales et de l'Habitation (MAMH)** portal.

Once you have completed the steps in *How to apply* (outlined earlier in this section of the guide), submit your application to MAMH by following the instructions below (note that the content of the links is available in French only):

- Register and log in to the *Portail gouvernemental des Affaires municipales et régionales* using your username and password. Please note that this is a government of Quebec site.
- Select the program: “MAMH – Programme de gestion des actifs municipaux”.
- Upload and submit your completed application form with all attachments.
- MAMH will confirm that it has received your application. Note that MAMH requires 20 working days to review the application.
- MAMH will assess your application to ensure that the projects submitted do not conflict with Quebec government policies and directives.
- Once the assessment has been completed, MAMH will inform the applicant of its decision and send the compliant applications to MAMP for review. MAMP will then complete a review of the application (this is outlined in more detail in the sections below). Note that MAMP will inform the applicant when we have received the application from MAMH and have placed it in the queue for eligibility review.

Please direct any questions regarding MAMH or its government portal to MAMH directly.



6 Application review timeline and approval process

6.1 Application receipt confirmation

Within **five business days** of sending your application to FCM, you will receive an email from MAMP confirming that your application has been received. Please contact FCM at programs@fcm.ca if you have not received a response confirming receipt of your application within five business days.

6.2 Evaluation and scoring process

Evaluation of the application consists of an initial screening and an independent technical review, as described in section 7. FCM will approve or deny applications based on their technical review score, subject to availability of funding.

6.3 Application decision timeline

FCM is committed to informing you of the results of your application. We will provide monthly updates to applicants on our progress in processing their applications. Quebec applicants should add at least **20 business days** to the timeline for review by MAMH.

6.4 Funding process

If your project is approved, you will receive a funding notification letter followed by a grant agreement. The agreement must be signed by the funding recipient and returned to FCM within two weeks. Grant agreements that are not returned signed by the deadline stated in the accompanying email will be considered null and void, and funding may be re-allocated.

7 Application evaluation

7.1 Initial screening (eligibility criteria)

Applications will first be screened for consistency with the following basic criteria:

- applicant is eligible
- AMRS assessment is complete
- documentation is complete, including a resolution in support of the project
- grant amount is appropriate
- other sources of funding are available to cover total project costs
- project activities are eligible
- project start and end dates are appropriate
- letter of support is attached (if applicable)
- letter of commitment for collaborative applications is attached (if applicable)
- knowledge-sharing approaches are identified (for second-time applicants)

If your application passes the initial screening, you will receive confirmation, via email, that it has been accepted for further evaluation by peer reviewers. If your application is not accepted for further evaluation, FCM will contact you to provide feedback on the missing elements and, wherever possible, permit re-submission of the application in a timely manner.

7.2 Peer review evaluation (technical assessment)

A technical committee of peer reviewers will assess applications based on standards outlined for them in an evaluation guide.

In general, peer reviewers will evaluate applications based on the following considerations:

- the appropriateness of the eligible activities selected to improve the state of asset management practices in the organization;
- the reasonableness of the deliverables and outcomes, based on the activities identified;
- the appropriateness of the identified levels of effort, human and financial resources, and value for money, based on the eligible activities proposed; and
- the anticipated impacts of the proposed improvements on the organization's behaviours, relationships, policies and daily practices.

7.3 Evaluation system

The peer reviewers will evaluate the applications using the criteria and point system in the table below.

Evaluation criteria and points

Evaluation criteria	Points
Documentation of self-assessed readiness level	20
Appropriateness of activities	20
Human and financial resources	10
Significance of anticipated asset management improvements	30
Workplan and budget	20
TOTAL	100

7.4 Evaluation criteria

The evaluation criteria will assess the relative impact and proposed benefit of the project. The peer reviewers will evaluate the criteria based on the following considerations:

Documentation of self-assessed readiness level (20%):

- To evaluate the degree of asset management improvement proposed in the application, the peer reviewers require solid baseline information. They are looking for an accurate description of the current level of asset management in the organization. It is critical that the applicant has clearly and thoroughly described the organization's current level of asset management in the notes section of the AMRS assessment tool.
- Specifically, the peer reviewers will confirm that the following information is provided:
 - The rationale for the assessment of the organization's readiness level addresses each of the three outcomes associated with each of the five competencies in the Asset Management Readiness Scale (AMRS).
 - The rationale clearly supports the assessment of your organization's readiness level, so that no interpretation is required.

Appropriateness of activities (20%):

- The application must address an area of asset management with potential for improvement. The peer reviewers will evaluate **the appropriateness of the proposed activities in addressing a priority area for improvement** identified in the self-assessment.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the proposed activities, deliverables, workplan and budget commensurate with the municipality's current state of asset management readiness?
 - Will the activities and deliverables lead to the identified project outcomes, as outlined in the application form?
- The reviewers will give a higher score to municipalities whose activities include mentoring other communities or improving asset management for other municipalities.

Human and financial resources (10%):

- For the proposed activities to be successful, the application must identify sufficient and appropriate human and financial resources. The peer reviewers will consider the appropriateness of the human and financial resources assigned to the project. Human resources can be external (consultants) or internal (employees). In order to ensure good integration of activities completed by external resources and facilitate capacity-building within the organization, it is ideal for municipalities to include employees in the project work to the furthest extent possible.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the resources assigned to the project sufficient for the project's scope and required level of effort?
 - Does the assignment of resources demonstrate a commitment by the municipality to complete the identified activities?
 - Are roles and responsibilities clearly assigned for each of the human resources?
- The reviewers will give a higher score to those applicants leading training sessions or mentoring other communities.

Significance of anticipated improvements (30%):

- The goal of the Municipal Asset Management Program is to support sustained improvement of asset management practices at the municipal level, resulting in better evidence-based decision-making for infrastructure investments. Therefore, the main consideration in the evaluation of applications is **the degree to which the proposed project will improve asset management practices**. Even proposed projects with minor improvements in a single area may be eligible for funding.
- Specifically, the peer reviewers will consider if the proposed activities are likely to lead to the outcomes identified in the application form.
- The reviewers will examine the direct, immediate results of the project.
- Outcomes that also demonstrate leadership in the development or dissemination of asset management knowledge in municipalities will receive a higher score.

The peer reviewers are looking for improvement in the municipality's asset management practices, whether or not that improvement leads to a change in level on the Asset Management Readiness Scale. Peer reviewers are not evaluating applications based on the applicant's current level on the AMRS but are looking for how the proposed activities align with the AMRS and will improve the municipality's asset management practices.

Workplan and budget (20%):

- The evaluation will consider **how complete and appropriate the workplan and budget are, relative to the project scope**. The evaluation will also consider whether other sources of funding needed for the project can be obtained.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the workplan and the budget both well defined, with tasks that support the proposed deliverables and outcomes identified for each activity?
 - Is the workplan sufficiently detailed to give the project a high likelihood of success?
 - Does the budget represent good value?
 - If additional funding is required from other sources, can it be obtained?

7.5 Re-submission of applications

Wherever an application is deemed unsuitable for funding, the applicant will be given the opportunity to receive feedback on the reason(s) why. While decisions are final, FCM will work with the applicant to address gaps in promising applications so that they can be re-submitted—provided that funding was not denied for eligibility reasons. An application that has addressed FCM's feedback may be re-submitted one-time only.

▶ 8 Intellectual property

The Municipal Asset Management Program retains copyrights to the project description and final report. With the recipient's consent, FCM may share other documents developed as a result of this funding program that will benefit the broader municipal asset management community. Intellectual property (IP) developed by the recipient(s) as a result of this funding program will be owned by the recipient(s). Background IP (patents, copyright, software) and any third-party technology rights remain with the original owner(s).

If you are working with a third party who will be producing a document for you that will form part of the deliverables of your project, you are required to:

- a. include in your agreement with the third party (e.g., engineering consultant) statements that the copyright to the materials is assigned to the municipality (a written copyright assignment agreement) ***[Note: in this case the third party must delete their copyright notation on the document];***

or
- b. include in your agreement with the third party (e.g., engineering consultant) statements that the third party grants the municipality a broad copyright license with the ability to give a broad copyright license to FCM (a written copyright license agreement).

▶ 9 Disbursements

Funds will be disbursed when the recipient delivers a completed final report that meets the reporting requirements. This includes the following:

1. A final report document that:

- summarizes the completed project;
- describes the outcomes and knowledge developed;
- describes the impacts of the project on infrastructure-related decision-making on the organization and the broader community; and
- includes lessons learned.

2. The deliverables related to your project activities as specified in the grant agreement.

3. An updated self-assessment using the Asset Management Readiness Scale (AMRS) assessment tool, identifying progress achieved.

4. A summary of the actual eligible project expenditures accompanied by an attestation from an officer of the organization.

Templates for reporting on the requirements noted above are provided in the grant agreement (for reference). Editable templates will be emailed to the grant recipient before the project completion date. **These templates must be used without exception.**

Final reports MUST be satisfactorily received within 30 days of project completion.

▶ 10 Audit requirements

Funding recipients are responsible for maintaining records associated with funded activities until March 31, 2031. All recipients could be subject to audit by FCM or the program funder (Infrastructure Canada), following completion of the MAMP program, until March 31, 2031. Of particular note, labour and consulting costs must be documented in a manner that meets audit standards for verification of eligibility of activity and level of effort (e.g., timesheets).

Annex A — Eligible costs

Cost category	Eligible costs	Ineligible costs
Pre-application	N/A	<ul style="list-style-type: none"> Any expenditure incurred prior to FCM's eligible expenditure date Expenditure of developing this proposal or application
Administrative and overhead expenditures	<p>Administrative expenditures that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> Communication expenditures (e.g., long-distance calls or faxes) Outsourced printing or photocopying Acquisition of documents used exclusively for the project Document translation Transportation, shipping, and courier expenditures for delivery of materials essential for the project Design and production of communication products to promote project outcomes and benefits to the public 	<p>General overhead expenditures incurred in the regular course of business, such as:</p> <ul style="list-style-type: none"> Office space, real estate fees and supplies Financing charges and interest payments Promotional items Permits or certifications Advertising, website development, project education materials, or expenditures to disseminate project communications products Hospitality expenses (food and drink, alcohol, entertainment, etc.)
Capital expenditures	<p>Purchase of software related to asset management</p> <p><i>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project</i></p>	<ul style="list-style-type: none"> Any other capital expenditures or amortization expenses Development of a software program
Equipment rental	<ul style="list-style-type: none"> Rental of tools and equipment Related operating expenditures, such as fuel and maintenance expenditures 	Rental of tools or equipment related to regular business activities
In-kind	N/A	Any goods and services received through donation
Training	<ul style="list-style-type: none"> Expenditures associated with accessing reference materials, such as standards, templates, and toolkits Expenditures associated with attending training sessions, (provided externally) or bringing training in-house Food and drink, to the extent that these costs comply with the Treasury Board of Canada guidelines, and to the extent that they are necessary to conduct the training/workshop sessions. 	<p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> Alcohol Door prizes Entertainment Music Decorations Flowers, centerpieces Etc.
Professional and/or technical services	Fees for professional or technical consultants and contractors, incurred in support of eligible activities	<ul style="list-style-type: none"> Expenditures associated with regular business activities not related to the project Legal fees

Cost category	Eligible costs	Ineligible costs
Employee remuneration	<p><i>Daily rates actually paid by the Eligible Recipient to its employees in Canada for time actually worked on the implementation of the Project.</i></p> <p><i>The daily rate per employee shall include the following costs:</i></p> <ol style="list-style-type: none"> a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to employees in accordance with the Eligible Recipient's pay scales as regular salary excluding overtime pay and bonuses b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows: <ol style="list-style-type: none"> i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project) ii. allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation and paid benefits iii. actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project) iv. the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> • In-kind contribution of services • Participant salaries • Expenditures related to regular business activities • Overtime pay • Bonuses/performance pay • Fringe benefits, such as: <ul style="list-style-type: none"> — sick days — pension plan; or — any other fringe benefits not listed as eligible • Costs related to ongoing or other business activities and not specifically required for the project • Professional membership fees or dues

Cost category	Eligible costs	Ineligible costs
Supplies and materials	Supplies and materials required to undertake the project	Expenditures related to regular business activities
Taxes	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates
Travel and accommodation	<p>For individuals on travel status (individuals travelling more than 16 km from their assigned workplace, using the most direct, safe and practical road):</p> <ul style="list-style-type: none"> Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered. 	Any travel expense that is not paid in accordance with the Treasury Board guidelines



Subscribe to our e-bulletin to receive up-to-date
information on FCM programs:

fcm.ca/fcmconnect

or visit our website: fcm.ca/assetmanagementfunding

FCM's Municipal Asset Management Program

The Federation of Canadian Municipalities (FCM) announced the latest round of intakes for the anticipated Municipal Asset Management Program (MAMP). The second iteration of the program is similar to the first, requiring the same application process and has comparable parameters for activities.

Eligible activities for MAMP's second round of funding have stayed consistent, allowing municipalities to continue to advance their asset management practices or get started with program development. In order to be eligible, organizations must complete the Asset Management Readiness Scale which assesses the current level of the organization's asset management maturity. The proposed activities must move the organization forward in at least one category of the asset management readiness scale. Completing the readiness scale is an opportunity for your organization to receive input from across departments and to better understand where you are with your asset management program development and the areas you should be improving upon.

In addition to the completion of the readiness scale and application form, organizations must obtain a council resolution showcasing council support for the proposed activities. The readiness scale and council resolution are two imperative components of the MAMP application and should be prioritized during the initial stages of completing your application to ensure that both are able to be attained and submitted.

MAMP Parameters

Eligibility

- Canadian municipal governments
- Organizations applying in partnership with municipal governments:
 - A municipal corporation
 - A regional, provincial, or territorial organization delivering municipal services
 - An Indigenous community
 - A not-for-profit organization with a focus on municipal services

Eligible Activities

- Asset management assessments
- Asset management plans, policies and strategies
- Data collection and reporting
- Training and organizational development
- Knowledge transfer

Funding Amount

- Up to 80% of total eligible project costs for municipalities with a population greater than 1,000 and 90% for municipalities with a population less than 1,000, to a maximum of \$50,000. Municipalities can only use 50% of the grant amount for software purchases
- Projects must be completed within 12 months from the funding approval notice

PSD Deliverables

Building strong communities through robust asset management programs

Several of PSD's products and services are eligible for MAMP funding. PSD can collaborate with your community to determine which deliverables would be best suited to reach your organization's asset management priorities.

- Asset Management Software
- Maintenance Management Software
- Condition Assessments
- Lifecycle Management Strategies
- Levels of Service Frameworks
- Risk Assessment Strategies
- Asset Management Plans
- Asset Management Strategies
- Asset Management Training
- Asset Data Work

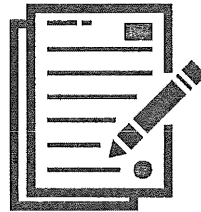
PSD Grant Application Services

PSD's team of policy analysts assists municipalities in completing competitive grant applications. In the first round of MAMP, PSD completed more than 50 grant applications, tailoring organization's asset management objectives to the program parameters and working alongside municipalities during the duration of the application process. PSD assisted municipalities with completing FCM's Asset Management Readiness Scale, as well as the full grant application requirements.



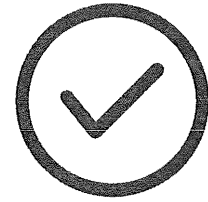
\$2.9mil

Secured in Funding



50+

Applications Completed



100%

Successful Applications

FOR MORE
INFORMATION:

If your organization is interested in applying for the second round of MAMP funding, contact us to discuss your asset management needs and how we can assist with your application.

FEDERATION
OF CANADIAN
MUNICIPALITIESFÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS[HOME](#) > [FUNDING](#) > **ASSET MANAGEMENT GRANTS MUNICIPALITIES**

MUNICIPAL ASSET MANAGEMENT PROGRAM

Asset management grants for municipalities

Municipalities deliver essential services and infrastructure that support Canadians' quality of life. From the roads and bridges that keep people and goods moving, to the treatment plants that make our water safe to drink, local governments are building better lives for residents.

We are offering grants to help your municipality strengthen its asset management practices. This will help you make the most of every

infrastructure dollar. It will help you secure the future of your transportation systems, drinking water and wastewater systems, buildings and other key infrastructure. It will equip you to continue providing your community with reliable services and a high quality of life.

FCM's Municipal Asset Management Program (MAMP) funding will be especially helpful if you are a small or medium-sized community.

Watch this brief video to learn more about this our funding and determine whether your municipality qualifies, then read our application guide below for details on how to apply.

Are you ready to apply for asset management funding?



Transcript

Who do we fund?

Canadian municipal governments

Apply on your own or team up with another municipality to qualify for an increased percentage of funding support. You can apply if you've previously received MAMP funding, but read the application guide for details on second-time applicants. Quebec applicants must submit their application to Quebec's Ministère des Affaires municipales et de l'Habitation first

Municipal partners (applying in association with a municipal government):

- A municipally owned corporation
- A regional, provincial or territorial organization delivering municipal services
- An Indigenous community with an infrastructure-related, shared service agreement with a municipal government
- A not-for-profit organization that focuses on municipal services

Which projects do we fund?

We fund a broad spectrum of asset management-related activities:

- Asset management assessments
- Development of asset management plans, policies and strategies
- Asset-related data collection and reporting
- Asset management training and organizational development
- Knowledge transfer around asset management

Don't see your project listed here? Contact us to discuss the possibilities.

Deadline to apply

We accept applications year-round. Though there is no closing deadline, this call for applications will close when the funding has been allocated.

Projects must be completed within 12 months of receiving your funding approval notice.

How much funding is available?

- 80% of total eligible project costs, to a maximum of \$50,000 for individual applications
- 90% of total eligible project costs, to a maximum of \$50,000 for applicants:
 - With 1,000 citizens or less

- Who are an Indigenous community with a shared service agreement
- Who are one of two or more applicants applying to complete a collaborative project

What's the application process?

1. **Download and read the application guide.**
2. **Then download and read the Asset Management Readiness Scale (PDF), and complete the Asset Management Readiness scale self-assessment tool (excel file).** Your project should help your municipality improve in at least one of the five competencies described in this document.
3. **Next, if you require assistance, contact an FCM advisor.** They can answer any questions you may have about your application:

1-877-997-9926 | 613-907-6208 | programs@fcm.ca
4. **Finally, download and complete your application form, including:**
 - Asset Management Readiness Scale self-assessment (using this template)
 - A Workplan and Budget (using this template)
 - A resolution from your council, band council or board of directors (see a sample resolution)
 - A letter of support from your partner municipality if you're a non-municipal applicant (see a sample letter of support)
 - Evidence of your commitment to cooperate with each partner, if you're a municipality that's applying for a collaborative project with other municipalities (see a sample letter of commitment).



June 4, 2020

Honourable Sylvia Jones, Solicitor General
George Drew Building
18th Floor, 25 Grosvenor St.
Toronto, ON
M7A 1Y6

Via email to: sylvia.jones@pc.ola.org

RE: DNSSAB as OPP Board

Dear Solicitor General,

I am writing on behalf of the District of Nipissing Social Services Administration Board (DNSSAB) regarding the provincial government's consultations on the establishment of new OPP detachment Boards. It has been suggested that District Social Services Administration Boards (DSSABs) could expand their mandate in to policing and also function as OPP detachment boards. This topic was recently discussed by our Board and we would like to convey that **having the Nipissing DSSAB oversee an OPP detachment is not a viable option or solution for consideration at this time**. This view is also consistent with that of the Federation of Northern Ontario Municipalities (FONOM) which indicates that "the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments" (FONOM Media Release, May 14, 2020).

The Board realizes that DSSABs functioning as OPP Detachment Boards may work well in other northern areas based on unique circumstances and on a case-by-case basis. However, in Nipissing District this governance model does not work for the following reasons:

To start, the Nipissing DSSAB Board is comprised of 12 elected officials representing 11 municipalities and two unincorporated areas. Most of our Board members however, represent

.../2



municipalities that operate their own police services – this presents a representation and governance problem with respect to overseeing a local OPP Detachment Board. Next, the OPP Detachment Board boundaries would need to be aligned with the DSSAB district boundaries to avoid additional layers of complexity and governance issues (for example, requiring more than one DSSAB on the OPP Board). Currently, these OPP boundaries are reviewed every five years based on local needs, and our Board believes realigning them to the DSSAB boundaries will be problematic. And finally, both points above have financial implications as the OPP Detachment Board expense would only be apportioned to those member municipalities with an OPP detachment.

Thank you for hearing the Board's concerns. If you have any questions or would like to discuss this in further detail, feel free to contact me at your convenience.

Sincerely,

Mark King,
Chairman of the District of Nipissing Social Services Administration Board

cc: Catherine Matheson, CAO, District of Nipissing Social Services Administration Board

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



AP5130 Page : 1
 Date : Jun 04, 2020 Time : 3:19 pm

Supplier : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 04-Jun-2020
 Bank : 099 To 1
 Class : All

Supplier	Supplier Name	Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0100	COUNCIL				
15058	PENNELL IAN				
APR 21-MAY 23	April 21 - May 23 2020 Expenses	60	04-Jun-2020	04-Jun-2020	
1-5-0100-102	VEHICLE EXPENSES				194.80
Department Total :					194.80

DEPARTMENT 0101	ADMINISTRATION				
07050	GRAND & TOY LIMITED				
P984311	Paper & Office Supplies	60	25-May-2020	04-Jun-2020	
1-5-0101-101	MATERIALS AND SUPPLIES - ADMIN				117.48
13040	NORTHERN COMMUNICATIONS				
20947-0601202	Base Rate for June 2020	60	01-Jun-2020	04-Jun-2020	
1-5-0101-101	MATERIALS AND SUPPLIES - ADMIN				107.49
18011	RECEIVER GENERAL FOR CANADA				
MAY 2020 REM	May 2020 Remittance	60	04-Jun-2020	04-Jun-2020	
1-2-0101-331	RECEIVER GENERAL DEDUCTIONS				6,743.30
19021	SPECTRUM GROUP				
C1135661	June 2020 WIFI	60	01-Jun-2020	04-Jun-2020	
1-5-0101-115	COMPUTER EXPENSES				350.30
22020	VS GROUP				
590	1 Yr Domain Name 2020	60	29-May-2020	04-Jun-2020	
1-5-0101-115	COMPUTER EXPENSES				84.75
Department Total :					7,403.32

DEPARTMENT 0200	FIRE PROTECTION				
04008	DARCH FIRE				
CI30001081	PT#1 Intake Valve	60	02-Jun-2020	04-Jun-2020	
1-5-0200-102	VEHICLE EXPENSE - FIRE				239.90
06079	FERN'S DELIVERY				
2019170	Courier from Trans Canada Safety	60	26-May-2020	04-Jun-2020	
1-5-0200-106	MISCELLANEOUS-FIRE				33.90
07050	GRAND & TOY LIMITED				
P984311	Paper & Office Supplies	60	25-May-2020	04-Jun-2020	
1-5-0200-101	MATERIALS & SUPPLIES-FIRE				35.02
08095	HYDRO ONE NETWORK INC				
200116477971M	Hydro for Firehall - May 2020	60	27-May-2020	04-Jun-2020	
1-5-0200-107	HYDRO - FIRE				103.45
13034	NORTH BAY CACC				
2020-05	Call Taking & Alerting Services - May 2020	60	04-Jun-2020	04-Jun-2020	
1-5-0200-137	COMMUNICATIONS - FIRE				120.00
Department Total :					532.27

DEPARTMENT 0300	ROADS				
08095	HYDRO ONE NETWORK INC				
200009123728N	Hydro 70% REC & 30% Roads - May 2020	60	25-May-2020	04-Jun-2020	
1-5-0300-107	HYDRO - ROADS				99.99
Department Total :					99.99

DEPARTMENT 0316	SAFETY DEVICES				
15083	OTTAWA VALLEY RAILWAY				
FL86526	Gen Maint & Inspection of Flashing Lights - Apr-Jun 2020	60	04-Jun-2020	04-Jun-2020	
1-5-0316-110	SERVICES - SAFETY DEVICES				888.00
Department Total :					888.00

DEPARTMENT 0326	GRADER EXPENDITURES				
07011	GRANT FUELS INC.				

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



AP5130

Page : 2

Date : Jun 04, 2020

Time : 3:19 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 04-Jun-2020

Bank : 099 To 1

Class : All

Supplier	Supplier Name					Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0326 GRADER EXPENDITURES									
206899	35% Loader & 65% Grader Dyed Diesel 217.2L @ \$0.675					60	21-May-2020	04-Jun-2020	
1-5-0326-106				FUEL & OIL - GRADER EXPEND.					95.39
Department Total :									95.39
DEPARTMENT 0327 LOADER/HOE EXPENDITURES									
07011 GRANT FUELS INC.									
206899	35% Loader & 65% Grader Dyed Diesel 217.2L @ \$0.675					60	21-May-2020	04-Jun-2020	
1-5-0327-106				FUEL & OIL - LOADER/HOE EXP.					51.37
Department Total :									51.37
DEPARTMENT 0400 ENVIRONMENTAL									
12913 MILLER WASTE SYSTEMS									
501-000021126	Container Fees - May 2020					60	31-May-2020	04-Jun-2020	
1-5-0400-175				BLUE BOX RECYCLING COSTS					189.84
Department Total :									189.84
DEPARTMENT 0600 SOCIAL SERVICES									
03001 CASSELLHOLME HOME OF AGED									
JUNE 2020 LEV	June 2020 Levy					60	04-Jun-2020	04-Jun-2020	
1-5-0600-112				CASSELLHOLME					4,019.00
Department Total :									4,019.00
DEPARTMENT 0700 RECREATION									
08095 HYDRO ONE NETWORK INC									
200009123728	Hydro 70% REC & 30% Roads - May 2020					60	25-May-2020	04-Jun-2020	
1-5-0700-107				HYDRO - RECREATION					233.31
200073072188	Hydro for Skating Rink - May 2020					60	27-May-2020	04-Jun-2020	
1-5-0700-153				RINK & SPORTSCENTRE					57.99
Department Total :									291.30
DEPARTMENT 0900 BUILDING									
03180 CONRAD SHANE									
JAN-MAY 2020	Building Mileage - Jan-May 2020 @0.50c/km					60	04-Jun-2020	04-Jun-2020	
1-5-0900-102				VEHICLE EXPENSE - BUILDING					69.50
20014 TOWNSHIP OF PAPINEAU/CAMERON									
2020-12	CBO Services - May 2020					60	04-Jun-2020	04-Jun-2020	
1-5-0900-110				CBO/INSPECTION SERVICES - BUILDING					1,750.74
Department Total :									1,820.24
Unpaid Total :									15,585.52

Total Unpaid for Approval :	15,585.52
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	<u>15,585.52</u>