

# CORPORATION OF THE MUNICIPALITY OF CALVIN

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July 24, 2020

## NOTICE OF REGULAR MEETING

To: Mayor and Council

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

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

Thank you.

Best regards;

Cindy Pigeau  
Clerk-Treasurer



- |            |   |   |
|------------|---|---|
| M)         | Municipality of Calvin – All Depts          | DRAFT Covid 19 Pandemic Re-Opening Plan Policy  |
| <b>7.</b>  | <b>INFORMATION LETTERS</b>                  |   |
| A)         | Township of Perth South                     | Farm Property Class Tax Rate Program  |
| B)         | City of Oshawa                              | Covid 19 Funding for Arts & Culture Programs  |
| C)         | BlueSky Economic Growth Corp.               | Update on Regional Broadband Project  |
| D)         | Municipality of Chatham-Kent                | Private Members Bill – Emancipation Day   |
| E)         | Ministry of Municipal Affairs and Housing   | Recent Changes to Municipal Act RE: Electronic Meetings and Proxy Voting  |
| F)         | Tribunals Ontario – Assessment Review Board | July 15 <sup>th</sup> , 2020 Stakeholder Introductory Sessions  |
| G)         | Ministry of Municipal Affairs and Housing   | Bill 184 – Protecting Tenants and Strengthening Community Housing Act, 2020                                     |
| H)         | North Bay Parry Sound District Health Unit  | Stage 3 and Mandatory Face Masks Regulation including Sample Policy   |
| I)         | Ministry of the Attorney General            | Bill 197 – Covid 19 Economic Recovery Act, 2020 and the Provincial Offences Act                                 |
| J)         | Association of Municipalities of Ontario    | Ontario Legislature Recessed, Standing Committee now looking at Infrastructure and Stage 3 Openings Information |
| <b>8.</b>  | <b>INFORMATION LETTERS AVAILABLE</b>        | None  |
| <b>9.</b>  | <b>OLD AND NEW BUSINESS</b>                 |   |
| <b>10.</b> | <b>ACCOUNTS APPROVAL REPORT</b>             |   |
| <b>11.</b> | <b>CLOSED PORTION</b>                       |   |
| <b>12.</b> | <b>BUSINESS ARISING FROM CLOSED SESSION</b> |   |
| <b>13.</b> | <b>NOTICE OF MOTION</b>                     |   |
| <b>14.</b> | <b>ADJOURNMENT</b>                          |   |

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

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

Regrets: 1                      Guests: 2

The meeting was called to order at 7:05 p.m. by Mayor Pennell

PECUNIARY/CONFLICT OF INTEREST:                      Deputy Mayor Sandy Cross declared a conflict of interest on Agenda Item No. 6 L) – Item Title: Security Signage at Municipal Grounds and Donation of 3 Signs, Reason: “I am the one donating items in question and would like to abstain from voting.”

PRESENTATIONS/DELEGATIONS:                      None

2020-236                      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, June 23, 2020 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-237                      MINUTES OF SPECIAL COUNCIL MEETING

Moved by Coun Olmstead and seconded by Coun Grant that the Minutes of the Special meeting of Council held on Tuesday, June 29, 2020 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-238                      BY-LAW 2020-015- TO CONFIRM THE PROCEEDINGS OF COUNCIL

By-law No. 2020-015 being a By-Law to confirm the proceedings of Council. This By-law received 1<sup>st</sup> and 2<sup>nd</sup> readings and will come before Council for the 3<sup>rd</sup> and final reading on Tuesday, July 28, 2020.

Recorded Vote as per Electronic Meeting Best Practices

First Reading

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

Carried

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

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

Carried

Third and Final Reading

Not Yet Carried

2020-239 BY-LAW 2020-016- TO AMEND BY-LAW 2020-011 WHICH IS A BY-LAW TO ADOPT A PROTOCOL AND BEST PRACTICES FOR ELECTRONIC MEETINGS FOR THE MUNICIPALITY OF CALVIN. By-law No. 2020-016 being a By-Law to amend BY-LAW 2020-011 which is a By-Law to adopt a Protocol and Best Practices for Electronic Meetings for the Municipality of Calvin. This By-law received 1<sup>st</sup> and 2<sup>nd</sup> readings and will come before Council for the 3<sup>rd</sup> and final reading on Tuesday, July 28, 2020.

Recorded Vote as per Electronic Meeting Best Practices

First Reading

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

Carried

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

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

Carried

Third and Final Reading

Not Yet Carried

2020-231 COVID 19 COUNCIL, EMPLOYEE DAILY AND WORKPLACE VISITOR QUESTIONNAIRES  
Moved by Coun Maxwell and seconded by Coun Olmstead that Council has received and reviewed the Covid-19 Council Questionnaire, Employee Daily Questionnaire and Workplace Visitor Questionnaire and hereby authorizes that these questionnaires be used as presented.

Recorded Vote as per Electronic Meeting Best Practices

-Vote for Deferring until July 28th, 2020 Meeting ONLY

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Deferred until July 28, 2020 Meeting

2020-118 ROAD USE AGREEMENT ACKNOWLEDGEMENT

Moved by Coun Olmstead and seconded by Coun Grant 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.

Recorded Vote as per Electronic Meeting Best Practices

-Vote for Deferring until July 28<sup>th</sup>, 2020 Meeting ONLY

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Deferred to July 28<sup>th</sup>, 2020 Meeting

2020-240 SUPPORT FOR DNSSAB NOT THE BEST SOLUTION FOR OVERSEEING THE NORTHERN  
OPP DETACHMENTS

Moved by Coun Cross and seconded by Coun Maxwell that WHEREAS Council has received a request for support of a resolution enacted by the Municipality of McDougall regarding the Association of Municipalities of Ontario's (AMO) Discussion Paper "New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance dated May 1, 2020, which proposes that Northern Ontario District Social Services Administration Boards (DSSAB) replace the current OPP Detachment Boards; NOW THEREFORE BE IT RESOLVED that Council for the Municipality of Calvin supports the resolution enacted by the Municipality of McDougall and hereby agrees with the opinion of the Federation of Northern Ontario Municipalities (FONOM), that the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments; BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and Vic Fedeli, MPP for Nipissing.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-241 SUPPORT FOR ESTABLISHMENT OF A MUNICIPAL FINANCIAL ASSISTANCE PROGRAM  
RE: COVID-19

Moved by Coun Cross and seconded by Coun Maxwell that WHEREAS the Federation of Canadian Municipalities (FCM) issued a report titled "Protecting Vital Municipal Services" on April 23, 2020 which included recommendations to the federal government to provide financial assistance for municipalities across the country; AND WHEREAS the Association of Municipalities of Ontario (AMO) recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities and their May 14, 2020 letter to the Prime Minister and the Premier urges Canada and Ontario to extend their successful collaboration through financial support for municipalities; NOW THEREFORE BE IT RESOLVED THAT the Municipality of Calvin supports the FCM recommendation and requests that both the Federal and Provincial Governments establish a municipal financial assistance program to offset the financial impact of the COVID-19 pandemic; AND FURTHER THAT the Municipality of Calvin supports the Association of Municipalities of Ontario (AMO) in lobbying the Provincial Government for financial assistance to support Municipalities in offsetting the financial impact of the COVID-19 pandemic; AND FURTHER THAT this resolution be forwarded to the Honorable Steve Clark, Minister, Municipal Affairs and Housing, local Member of Parliament (MP), Anthony Rota and local Member of the Ontario Legislature (MPP), Vic Fedeli, FCM, AMO and its member municipalities.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-242 DRAFT COVID 19 PANDEMIC RE-OPENING POLICY

Moved by Coun Olmstead and seconded by Coun Grant that That Council hereby authorizes the Clerk-Treasurer to proceed with a DRAFT Covid 19 Pandemic Re-Opening Plan Policy to bring back to the July 28<sup>th</sup>, 2020 Regular Council Meeting.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-243 DIVERTIBLE MATERIALS FEES WAIVED UNTIL EXEMPTION TO SECTIONS 8 AND 9 OF BY-LAW NO. 2019-021 – LANDFILL BY-LAW HAS BEEN REMOVED

Moved by Coun Cross and seconded by Coun Olmstead that WHEREAS due to the State of Emergency for the Covid-19 pandemic; AND WHEREAS the Municipality of Calvin is allowing a temporary exemption to the "Landfill By-Law" 2019-021, Sections 8 and 9 during said State of Emergency which allows for some divertible materials to be included with garbage during the State of Emergency only; THEREFORE BE IT RESOLVED THAT Council hereby authorizes that the fees for "Mixed Load (Divertible materials)" and " Mixed Bags of Recyclables and Garbage" ONLY, that were to be implemented on July 1, 2020, be waived until such time as the exemption has been removed by resolution.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-244 STEPPING DOWN FROM AD HOC COMMITTEE FOR PUBLIC SWIMMING ACCESS TO AMABLE DU FOND RIVER – REPLACEMENT REQUIRED

Moved by Coun Cross and seconded by Coun Grant WHEREAS Councillor Dan Maxwell will be stepping down from Ad Hoc Public Swimming Access to the Amable Du Fond River Committee; THEREFORE Council hereby appoints \_\_\_\_\_ as his replacement on the Ad Hoc Public Swimming Access to the Amable Du Fond River Committee, who will hold this appointment from this date forward or until a replacement has been appointed should any appointee be unable to fulfill this appointment, until recommendations on the plan for the Public Swimming Access to the Amable Du Fond River have been presented to Council and finally adopted by By-law, and sixty (60) days after such plan has been adopted by By-law the Ad Hoc Public Swimming Access to the Amable Du Fond River Committee will automatically be dissolved; and, FURTHER that the first meeting of the Ad Hoc Committee will be held once the Province of Ontario Emergency Order restrictions have been lifted and the Municipality of Calvin has the appropriate policies and procedures in place to help protect the Members of the Ad Hoc Committee from the spread of Covid 19.

Recorded Vote as per Electronic Meeting Best Practices

-Vote for Deferring until July 28<sup>th</sup>, 2020 Meeting ONLY

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

Deferred to July 28<sup>th</sup>, 2020 Meeting

2020-245 SECURITY SIGNAGE AT THE MUNICIPAL GROUNDS AND DONATION OF 3 SIGNS

Moved by Coun Maxwell and seconded by Coun Olmstead that Council hereby approves the installation of signage indicating that the municipal grounds are monitored using camera security systems and gratefully accepts the generous donation from Sandy Cross of three signs indicating as such.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Declared a Conflict of Interest
Councillor Maxwell	Yea
Councillor Olmstead	Yea
Councillor Grant	Yea
Mayor Pennell	Yea

Carried

2020-246 UPDATED TO ONTARIO OFF ROAD VEHICLE ACT AND REQUEST TO UPDATE MUNICIPALITY OF CALVIN OFF ROADS VEHICLES BY-LAW

Moved by Coun Maxwell and seconded by Coun Grant THAT Council hereby authorizes the Clerk-Treasurer to proceed with an amendment to the By-Law No. 2015-015 – Off Road Vehicles to include the expanded definition of Off Road Vehicles in the By-Law; AND FURTHER that Council requests that the amendment to this By-Law be presented to Council for approval at the next regular Council meeting on July 28<sup>th</sup>.



Recorded Vote as per Electronic Meeting Best Practices

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

2020-247        DISBURSEMENTS

Moved by Coun Cross and seconded by Coun Maxwell that the disbursements dated July 9, 2020 in the amount of \$50,494.17 and July 14, 2020 in the amount of \$425.48 be hereby authorized and passed for payment.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-248        EXTENSION PAST 11PM

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

Recorded Vote as per Electronic Meeting Best Practices

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

2020-249        CLOSED PORTION

Moved by Coun Cross and seconded by Coun Maxwell that this portion of the meeting be now closed under the Municipal Act, 2001, as per Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2)(d) labour relations or employee negotiations (RE: Landfill).

Recorded Vote as per Electronic Meeting Best Practices

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

At 10:45pm Council moved to Closed Portion. Members of the Public as well as Dean Maxwell left the electronic meeting. Public Meeting and therefore Live Streaming was discontinued and New Electronic Meeting for Closed Portion was started.

At 11:20pm Council returned to the Open Meeting. The remainder of the Open Portion of the meeting was NOT Live Streamed to You Tube.

2020-250 ADOPTION OF COUNCIL REPORTS FROM CLOSED PORTION

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

C2020-14 Adopt Minutes of Last Closed Portion Held on Tuesday, April 28, 2020 and

C2020-15 Directives to Staff RE: Landfill Employees

C2020-16 Adjourn Closed Portion

be hereby approved and adopted as presented.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-251 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Maxwell that this regular meeting of Council now be adjourned at 11:22 p.m.

Carried

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

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Mayor

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Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-015

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL.**

WHEREAS it is the desire of Council to confirm all proceedings, motions and by-Laws:

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

1. THAT the Confirmatory Period of this By-Law shall be for all Regular and Special Council meetings from April 1, 2020 up to and including June 30, 2020;
2. THAT all By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
3. THAT all resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
4. THAT all other proceedings, decisions and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.

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

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

Read a third time and finally passed in open council this 28th day of July 2020.

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MAYOR

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CLERK-TREASURER

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-016

**BEING A BY-LAW TO AMEND BY-LAW 2020-011 WHICH IS A BY-LAW TO ADOPT A PROTOCOL AND BEST PRACTICES FOR ELECTRONIC MEETINGS FOR THE MUNICIPALITY OF CALVIN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to amend the “Protocol and Best Practices for Electronic Meetings” to include the addition of Live Streaming of all regular and special Council meetings (excluding closed portions of these meetings, if any) to the Scheduling & Participation section of the original By-Law No. 2020-011 under Protocol for Electronic Participation in Meetings of Council on behalf of the Municipality of Calvin.

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

1.

**SCHEDULING & PARTICIPATION:**

1. Municipalities are permitted to hold meetings with Council, Committees and local boards to meet by way of electronic participation during an emergency declared pursuant to the Emergency Management and Civil Protection Act.
2. A Member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the Municipal Act, 2001, as amended.
3. Any Member intending to participate electronically in a meeting shall send a request to do so by email to the Clerk prior to the meeting.
4. The method of participation may be telephone conference calling, or other technology to facilitate electronic participation. The Municipality shall pay the cost of the conference calling or technology option should there be any long distance calling associated with facilitating the call.
5. There shall be no restriction on how often each Member of Council shall be allowed to participate electronically during a declared emergency;
6. There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically during a declared emergency;
7. Members should announce their departure prior to leaving the *meeting*.
8. All Regular and Special Council Meetings (excluding closed portions of these meetings, if any) will be Live Streamed from Zoom to You Tube where the public can view the meetings for up to 18 months after the meeting takes place.

AND

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

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

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

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

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**MAYOR**

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**CLERK-TREASURER**

## Protocol for Electronic Participation in Meetings of Council

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

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

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

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

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

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

## **SCHEDULING & PARTICIPATION:**

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

**8. All Regular and Special Council Meetings (excluding closed portions of these meetings, if any) will be Live Streamed from Zoom to You Tube where the public can view the meetings for up to 18 months after the meeting takes place.**

## **COMMENCING THE MEETING:**

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

## **PROCEDURAL MATTERS:**

1. The Chair shall announce each agenda item and indicate the mover and seconder of each motion.
2. Each Member speaks to Council through the Chair when called upon.

3. Once the speakers have concluded, the discussion on an agenda item is deemed complete and the Chair shall call the vote.

4. All votes will be considered recorded votes, and recorded manually by the Clerk/designate.

5. Once voting has been completed, the Head of Council will announce the results.

6. Where possible amendments to motions should be submitted in writing the Clerk/designate in advance of the meeting.

7. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person;

8. A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.

9. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with Section 239 of the Municipal Act, 2001.

#### **TECHNICAL MATTERS:**

1. If there is a question as to the performance of the meeting technology impacting the proceedings of a meeting, the meeting may be recessed at the direction of the Chair to confirm that the electronic format is performing effectively before proceeding further with the agenda.

2. In the event of connection or service disruption, the Chair may recess the meeting to allow for attempts to reconnect. It is the members' duty to ensure that their equipment and technology are set in advance of the meeting. After 15 minutes of not connecting, the meeting shall resume and no further efforts shall be taken to reconnect the Member.

3. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting and for muting their device when they are not speaking.



# Best Practices for Electronic Meeting Participation

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

a personal break. In the event of a connection/service interruption with the electronic meeting, the Chair may recess the meeting for up to 15 minutes.

### Closed Meetings

Confidentiality **MUST** be maintained therefore:

Please ensure you are in a closed room/private setting where others in your dwelling cannot hear or see the proceedings of the closed meeting.

Closed Meeting materials are not to be shared with anyone in order to maintain confidentiality.

### Technical Tips

If you can't connect, check your internet connection by going to another website (such as CBC.ca) to make sure it's working. If the internet is not working on other sites, you may need to begin rebooting devices such as your laptop, router or modem until you are able to connect to a website.

If your screen freezes, try to refresh or you may need to disconnect from the meeting then reconnect using the link in the original meeting invite. If that does not work, you may need to reboot your device.

If you get disconnected, reboot your computer and re-join the meeting using the link in your meeting request.

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 28, 2020 NO. 2020-231

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

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

“That Council has received and reviewed the Covid-19 Council Questionnaire, Employee Daily Questionnaire and Workplace Visitor Questionnaire and hereby authorizes that these questionnaires be used as presented.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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



COVID-19

# Council Member Fit for Work Questionnaire

The following must be completed by all Members of Council, Committees or Local Boards who are attending meetings on behalf of the Municipality.

NAME [Please Print]: \_\_\_\_\_

- 1 You are not now and have not within the last 14 days exhibited any symptoms of Covid 19, such as but not limited to fever, dry cough, cold/flu like symptoms, tiredness.  Yes  No
- 2 No person residing in your home has not within the last 14 days exhibited any symptoms of Covid 19 such as but not limited to fever, dry cough, cold/flu like symptoms, tiredness.  Yes  No
- 3 You or any person residing in your home have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days.  Yes  No
- 4 You or any person residing in your home has travelled out of the district in the last 14 days.  Yes  No
- 5 You are following all Government of Ontario social distancing guidelines.  Yes  No
- 6 All persons residing in your home are following all Government of Ontario social distancing guidelines.  Yes  No

By my signature below, I confirm my responses are accurate and acknowledge that any false statement is a contravention of Policy # may result in disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



COVID-19

# Daily Fit for Work Employee Questionnaire

The following must be completed by all employees of the Municipality daily.

NAME [Please Print]: \_\_\_\_\_

- 1 You are not now and have not within the last 14 days exhibited any symptoms of Covid 19, such as but not limited to fever, dry cough, cold/flu like symptoms, tiredness.  Yes  No
- 2 No person residing in your home has not within the last 14 days exhibited any symptoms of Covid 19, such as but not limited to fever, dry cough, cold/flu like symptoms, tiredness.  Yes  No
- 3 You or any person residing in your home have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days.  Yes  No
- 4 You or any person residing in your home has travelled out of the district in the last 14 days.  Yes  No
- 5 You are following all Government of Ontario social distancing guidelines.  Yes  No
- 6 All persons residing in your home are following all Government of Ontario social distancing guidelines.  Yes  No

By my signature below, I confirm my responses are accurate and acknowledge that any false statement may result in disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



COVID-19

# Workplace Visitor Questionnaire

All visitors must:

- Sign this Questionnaire
- Be expected by the site by prearranging visits with the facility manager.
- Sign in and out. Document arrival and exit times (if entering the building).
- Complete hand hygiene (wash for 20 sec and/or use hand sanitizer) and wear a mask provided by the site

NAME [Please Print]: \_\_\_\_\_

- 1 You are not now and have not within the last 14 days exhibited any symptoms of Covid 19, such as but not limited to fever, dry cough, cold/flu like symptoms, tiredness.  Yes  No
- 2 No person residing in your home has not within the last 14 days exhibited any symptoms of Covid 19, such as but not limited to fever, dry cough, cold/flu like symptoms, tiredness.  Yes  No
- 3 You have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days.  Yes  No
- 4 No person residing in your home had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days.  Yes  No
- 5 You have not travelled via airplane or cruise ship within the last 14 days.  Yes  No
- 6 You have not travelled out of the district in the last 14 days.  Yes  No
- 7 No person residing in your home has travelled via airplane or cruise ship within the last 14 days.  Yes  No
- 8 No person residing in your home has travelled out of the district in the last 14 days.  Yes  No
- 9 You are following all Government of Ontario social distancing guidelines.  Yes  No
- 10 All persons residing in your home are following all Government of Ontario social distancing guidelines.  Yes  No



COVID-19

By my signature below, I confirm my responses are accurate and acknowledge that any false statement is a contravention of Policy # and may result a penalty as outlined in the Policy.

---

Signature

---

Date

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE July 28, 2020

NO. 2020-118

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



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](mailto: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)**

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**(name of property owner)LANDS**

(Legal Description of Lands)

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE July 28, 2020

NO. 2020-244

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

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

“WHEREAS Councillor Dan Maxwell will be stepping down from Ad Hoc Public Swimming Access to the Amable Du Fond River Committee;

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

FURTHER that the first meeting of the Ad Hoc Committee will be held once the Province of Ontario Emergency Order restrictions have been lifted and the Municipality of Calvin has the appropriate policies and procedures in place to help protect the Members of the Ad Hoc Committee from the spread of Covid 19.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

## Cindy Pigeau

---

**From:** daniel maxwell <dnlmxwll@gmail.com>  
**Sent:** Wednesday, July 8, 2020 10:26 AM  
**To:** Cindy Pigeau  
**Cc:** Ian Pennell; Councillorcross1@gmail.com; Dean Grant; Heather Omstead  
**Subject:** Re: Ad Hoc Committee

Good morning Cindy,

Further to our telephone conversation, I would like to officially have my name removed from the proposed committee looking into the development of the township waterfront property on the Amable de Fond river at the Whalley bridge. Hopefully another councillor will be interested in filling the position.

Thanks,  
Dan

Sent from my iPad

> On Jul 8, 2020, at 9:10 AM, Cindy Pigeau <clerk@calvintownship.ca> wrote:  
>  
> Good Morning Councillor Maxwell,  
>  
> Just a quick reminder that if you would like to step down from the Ad Hoc Committee for the public swimming access to the Amable Du Fond River as per our conversation of June 30th, please send an email confirmation indicating as such, to the Clerk-Treasurer by noon tomorrow.  
>  
> Thank you.  
>  
> Sincerely,  
> Cindy Pigeau  
> Clerk-Treasurer; Corporation of the Municipality of Calvin  
> 1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0  
> Ph: 705-744-2700 Ext. 201 | Fax: 705-744-0309  
> clerk@calvintownship.ca<mailto:clerk@calvintownship.ca>  
> P Please consider the environment before printing this e-mail.  
> DISCLAIMER: This e-mail and any attachments may contain personal information or information that is otherwise confidential. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Municipality of Calvin accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply and delete or destroy any copies of it. The transmission of e-mails between an employee or agent of the Municipality of Calvin and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Municipality of Calvin.  
>  
> <winmail.dat>

**Notice of Motion**

Submitted to Clerk prior to the regular meeting of July 14, 2020

by **Councillor Grant**

Submitted by Email, July 14 at 6:09pm  
Mayor/Councillor

Received by Email at 6:40pm  
Clerk-Treasurer

**CORPORATION OF THE MUNICIPALITY OF CALVIN**

**Resolution**

DATE: July 28, 2020 NO. \_\_\_\_\_

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

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

\_\_ I motion that the staff prepare a letter, looking for support from the municipalities of Nipissing Ontario, that states that Anthony Rota and the Federal government match the funding of the Province of Ontario for Rural high speed internet upgrades in Northern Ontario. It is essential for the federal government to make these funds available immediately. Rural Internet is an essential service in growing the North and improving quality of life for rural Canadians especially during Covid-19 pandemic and in rebuilding the economy following.

CARRIED \_\_\_\_\_

**RECORDED VOTE**

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO. \_\_\_\_\_

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

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

“THAT Council hereby approves the purchase and installation of a dishwasher for the community hall kitchen and gratefully accepts the generous donation from Sandy Cross from the fundraising that she has done as well as from Ron Blay for the donation of his time for the electrical installation and Darren Blay the donation of his time for the plumbing installation of the dishwasher.

AND FURTHER THAT a Member of the Municipal Staff will consult with the North Bay Parry Sound District Health Unit to ensure all regulations are met for the appropriate installation and use of a dishwasher in a community hall kitchen.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

## Cindy Pigeau

---

**From:** Sandy Cross <councillorcross1@gmail.com>  
**Sent:** Tuesday, July 21, 2020 10:36 AM  
**To:** Cindy Pigeau; Dan Maxwell (dnlmxwll@gmail.com); Dean Grant (councillordeangrant@gmail.com); Heather Olmstead (councillorHeatherOlmstead@outlook.com); Ian Pennell (mayorpennell@gmail.com)  
**Subject:** Dishwasher

Hi Cindy

Could you please add dishwasher to the agenda if at all possible

Thank you

Sandy Cross



THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-017

**BEING A BY-LAW TO AMEND BY-LAW 2015-015 WHICH IS A BY-LAW TO  
PERMIT THE OPERATION OF OFF-ROAD VEHICLES  
ON ANY HIGHWAY WITHIN THE MUNICIPALITY THAT IS  
UNDER THE JURISDICTION OF THE MUNICIPALITY**

WHEREAS the Council of the Municipality of Calvin deems it advisable to amend By-Law No. 2015-015 to include the updated definitions of Off-Road Motorcycle and Extreme Terrain Vehicles as per Ontario Regulation 316/03 – Operation of Off-Road Vehicles of the Highway Traffic Act, effective July 1, 2020.

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

1. That Section 1.0 - Definitions of By-law No. 2015-015 shall be amended to include the following definitions as well as those already listed;

1.7 “extreme terrain vehicle” means an off-road vehicle that,

- (a) has six or eight wheels, the tires of which are all in contact with the ground,
- (b) has no tracks that are in contact with the ground,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms;

1.8 “off-road motorcycle” means an off-road vehicle, designed primarily for recreational use, that,

- (a) has steering handlebars,
- (b) has two wheels, the tires of which are all in contact with the ground,
- (c) has a minimum wheel rim diameter of 250 millimetres,
- (d) has a minimum wheelbase of 1,016 millimetres,
- (e) has a seat that is designed to be straddled by the driver,
- (f) is designed to carry a driver only and no passengers, and
- (g) does not have a sidecar;

AND

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

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

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

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

---

**MAYOR**

---

**CLERK-TREASURER**



**From:** [Steve Van Groningen](#)  
**To:** [Ian Peonell](#)  
**Cc:** [Cindy Pigeau](#)  
**Subject:** RE: Xplornet Project in Calvin  
**Date:** Wednesday, July 22, 2020 7:20:31 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image006.png](#)  
[2020.07.22.Slides - Calvin.pdf](#)

---

Hello Ian,

Thank you again for your time this evening. I have attached the information from my presentation. Below is a closeup of the map showing where the other wireless site was proposed – it appears to be at the corner of Trunk Rd and Hwy 17.



In terms of a letter, below are some key points that could be included. I am happy to provide more information if needed.

- Xplornet has a track record of providing broadband access to rural residents in places unserved by others.
- Xplornet is proposing a substantial broadband infrastructure project for central and northern Ontario for submission to the ICON program.
- The project will build 2,650 km of new fibre across the province, with 29 km to be built in Calvin.
- Xplornet's fibre build will allow a direct connection to an existing tower site in Calvin, which will enable Xplornet to provide wireless services of 100 Megabits per second (Mbps) to residents once completed. The project will also add a wireless "small cell" providing 100 Mbps service just to the west of Calvin's municipal boundary.
- This project is important for the municipality as improved broadband access will enable economic development, facilitate access to health care and education and support residents working from home due to the COVID-19 pandemic.

Please let me know if you have any more questions.

All the best,  
Steve

**From:** Ian Pennell <mayorpennell@gmail.com>  
**Sent:** Wednesday, July 22, 2020 9:20 AM  
**To:** Steve Van Groningen <Steve.VanGroningen@corp.xplornet.com>  
**Cc:** clerk@calvintownship.ca  
**Subject:** Re: Xplornet Project in Calvin

Caution! This message was sent from outside your organization.

Hello:

Zoom will work Steve. We'll be waiting for your invitation.

Ian

On Wed, Jul 22, 2020 at 8:43 AM Steve Van Groningen <[Steve.VanGroningen@corp.xplornet.com](mailto:Steve.VanGroningen@corp.xplornet.com)> wrote:

Hello Ian,  
I can speak tonight at 7:00 – let me know if Zoom works for you. If not, I will set up a conference line.

Thanks,  
Steve

**From:** Ian Pennell <[mayorpennell@gmail.com](mailto:mayorpennell@gmail.com)>  
**Sent:** Wednesday, July 22, 2020 8:42 AM  
**To:** Steve Van Groningen <[Steve.VanGroningen@corp.xplornet.com](mailto:Steve.VanGroningen@corp.xplornet.com)>  
**Cc:** [clerk@calvintownship.ca](mailto:clerk@calvintownship.ca)  
**Subject:** Re: Xplornet Project in Calvin

Caution! This message was sent from outside your organization.

Hello Again:

What is your plan for the discussion? If it is a conference call that you want to set up we could do it tonight at 7:00. Would that be OK?

Ian

On Mon, Jul 20, 2020 at 10:22 AM Steve Van Groningen <[Steve.VanGroningen@corp.xplornet.com](mailto:Steve.VanGroningen@corp.xplornet.com)> wrote:

Hello Ian,  
This project is different from Blue Sky. I can be available in the evening to speak – please let me know what would work for you.

Thanks,  
Steve

**From:** Ian Pennell <[mayorpennell@gmail.com](mailto:mayorpennell@gmail.com)>  
**Sent:** Monday, July 20, 2020 10:13 AM  
**To:** Steve Van Groningen <[Steve.VanGroningen@corp.xplornet.com](mailto:Steve.VanGroningen@corp.xplornet.com)>  
**Cc:** [clerk@calvintownship.ca](mailto:clerk@calvintownship.ca)

**Subject:** Re: Xplornet Project in Calvin

Caution! This message was sent from outside your organization.

Hello Steve:

Is this a different project or variation of what Blue Sky is proposing? I work day shift so we will need to discuss some evening if that is possible.

Thanks

Ian

On Mon, Jul 20, 2020 at 8:52 AM Steve Van Groningen <[Steve.VanGroningen@corp.xplornet.com](mailto:Steve.VanGroningen@corp.xplornet.com)> wrote:

Hello Mayor Pennell,

I am reaching out from Xplornet. With the pandemic making broadband critical for rural Ontario residents' work, education and family life, we have developed a network project to bring fibre and wireless sites to a substantial number of communities in Nipissing. The network will deliver speeds up to 100 Megabits per second when completed.

Our intention is to submit our project to the Ontario government's broadband program later this summer.

If you have some time in the coming weeks, I would like to brief you on our plans. Would you let me know when you are available? I will be able to show you the project's specifics for Calvin.

All the best,  
Steve Van Groningen

Steve Van Groningen  
Manager, Corporate Affairs  
Xplornet Communications Inc.  
Direct: (613) 816-7149  
Email: [steve.vangroningen@corp.xplornet.com](mailto:steve.vangroningen@corp.xplornet.com)



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This message has been scanned for viruses and dangerous content by **MailScanner**, and is believed to be clean.

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# XPLORNET

Municipality of Calvin

July 2020



Xplornet Communications Inc.

Steve Van Groningen, Manager, Corporate Affairs  
steve.vangroningen@corp.xplornet.com  
613-816-7149

**CONFIDENTIAL**



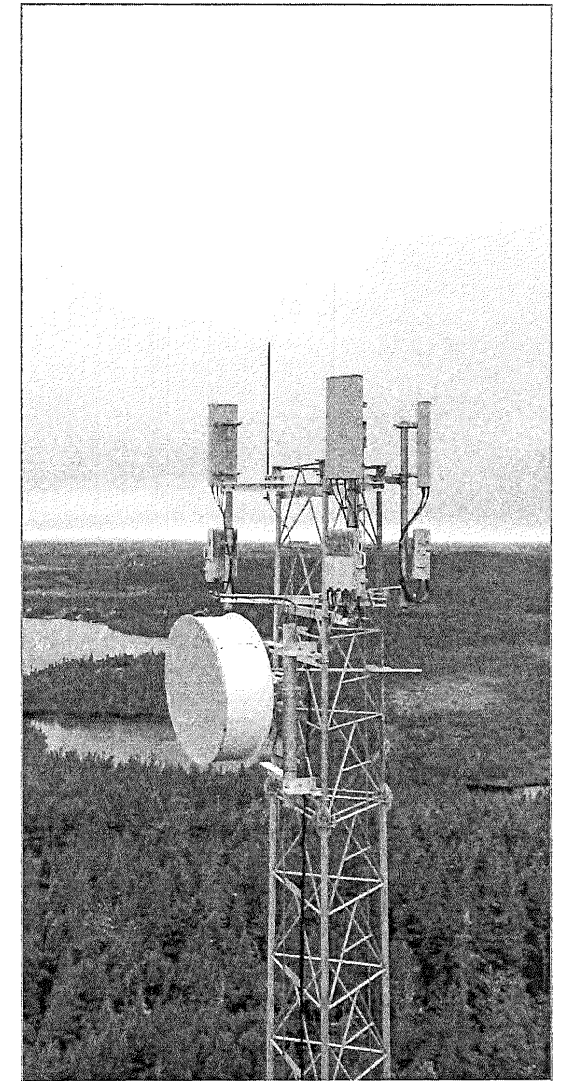
# Xplornet: Canada's Largest Rural-focused Service Provider

## Canada's Leading Rural Broadband Service Provider connecting nearly 1 Million Canadians every day

- Founded over 15 years ago and proudly headquartered in Woodstock, New Brunswick with an office in Markham
- More than 1,000 employees across Canada
- 3 Canadian bilingual care centres offering 24/7/365 support
- Over 400 dealers and 1,000 installers in local communities

## Made in Canada Story

- *#1 rural broadband provider in consumer awareness<sup>1</sup>*
  - More rural Canadians think of Xplornet than Bell or any other provider
- Built with private capital – over \$1.5 billion invested to-date
- 4G LTE network infrastructure includes:
  - Over 2,300 fixed wireless broadcast sites
  - Covers approximately 1.3 million rural households
- Constellation of five 4G satellites in operation today – with Jupiter-3 commercially available by 2022 (\$350 USD investment)



# Xplornet at a Glance: Calvin



LTE customers shown as green dots

Satellite customers shown as red dots

**50 Mbps** service + unlimited data available now

## Improving Connectivity in Ontario (ICON)

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- Ontario's ICON program opened its first intake on July 9.
  - Stage 1 applications are due August 21; Stage 2 applications due November 28.
- \$150 million over four years, with a second intake planned for 2021.
- Projects are aimed at delivering 50/10 service to underserved households across the province.
- Xplornet has identified a significant opportunity to dramatically expand broadband access across central and northern Ontario – to exceed the 50/10 targets and establish a truly scalable high-speed network.

Xplornet is working with fibre and fixed wireless to deploy networks offering **100 Mbps** download speeds in rural Ontario

# Project Proposal



**Total Underserved Homes**  
(defined by CRTC basic service objective:): 171,000

- 2,650 total km of fibre
- 49 new “macro” 4G LTE tower sites
- 192 micro sites

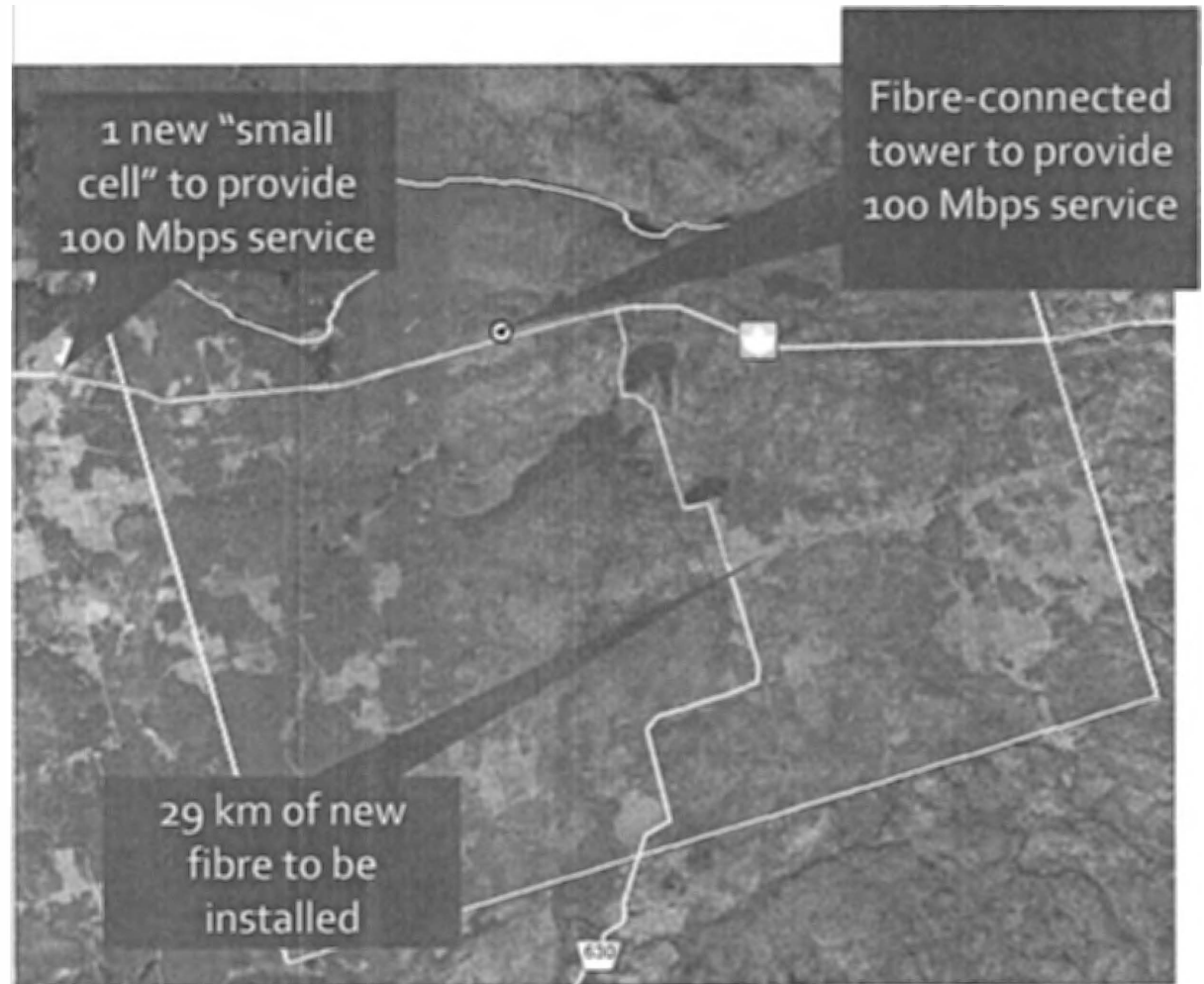
Network will be 5G-ready, and scalable to accommodate future increase in down speed and data consumption.

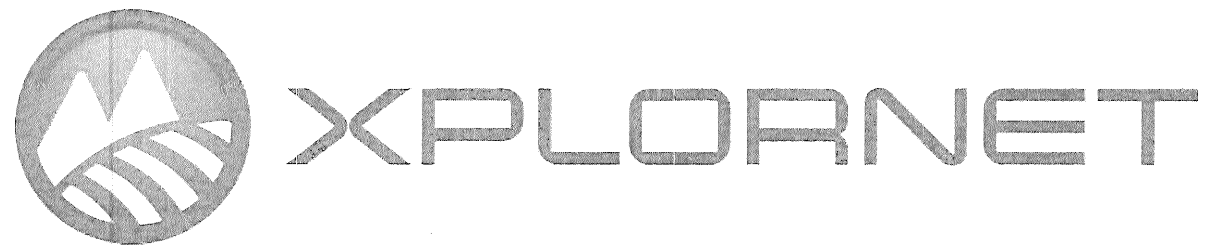
Opportunity to deploy Fibre to the Home (FTTH) for approximately 17,000 homes.

Approximately \$200-220M total capital (financial reviews ongoing to identify additional reductions)

# Project Proposal – Calvin

- Transformative broadband infrastructure project for rural Ontario – enabling remote work and e-learning throughout northern Ontario
- Submission planned to Ontario’s ICON program in August
- Seeking support from municipalities and community leaders





Merci Thank You

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 28, 2020 NO. \_\_\_\_\_

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

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

“That Council hereby authorizes the use of the Community Hall Grounds, the tables and chairs from the community hall for use outdoors, the outdoor electrical outlets and the community hall indoor washrooms for a wedding hosted by Mrs. Anne Lott on August 22, 2020, before the Municipality of Calvin Covid 19 Municipal Operations and Services Re-Opening Plan Policy has been passed by Council.

AND FURTHER that all provincial and North Bay Parry Sound District Health Unit (NBPSDHU) regulations in place at the time of the event, regarding Covid 19 will be followed by the attendees of the event.

AND FURTHER that the Municipality of Calvin will not be held responsible if these provincial and NBPSDHU regulations are not followed by the attendees of the event.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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





## Cindy Pigeau

---

**From:** Francine Desormeau <francine.desormeau@mattawa.ca>  
**Sent:** Thursday, July 16, 2020 11:10 AM  
**To:** Cindy Pigeau; Jason McMartin; Jason Trottier; Jenny Leblond; Mattawan; Peter Johnston  
**Subject:** Fwd: Camera & Mic

----- Forwarded message -----

From: **Dexture Sarrazin** <dexcsarrazin@gmail.com>  
Date: Tue, Jul 14, 2020 at 11:18 AM  
Subject: Camera & Mic  
To: Amy Honen <amy.honen@mattawa.ca>, Francine Desormeau <francine.desormeau@mattawa.ca>

<https://www.cdw.ca/product/jabra-speak-810-uc/3855169?pfm=srh>

[https://www.amazon.ca/Logitech-BRIO-Digital-Recording-Streaming/dp/B01N5UOYC4/ref=sr\\_1\\_3?dchild=1&gclid=CjwKCAjwr7X4BRA4EiwAUXjbt56BGsz7K5TBSFDmtXz8mlMQCFjLeW14QEEgZnj1\\_HJtZ8JskMlxoC0PUQAvD\\_BwE&hvadid=230003996393&hvdev=c&hvlocphy=9001133&hvnetw=g&hvqmt=e&hvrnd=2969185700553601928&hvtargid=kwd-490203717352&hydacr=1530\\_10290132&keywords=logitech+conferencecam&qid=1594739765&sr=8-3&tag=googcana-20](https://www.amazon.ca/Logitech-BRIO-Digital-Recording-Streaming/dp/B01N5UOYC4/ref=sr_1_3?dchild=1&gclid=CjwKCAjwr7X4BRA4EiwAUXjbt56BGsz7K5TBSFDmtXz8mlMQCFjLeW14QEEgZnj1_HJtZ8JskMlxoC0PUQAvD_BwE&hvadid=230003996393&hvdev=c&hvlocphy=9001133&hvnetw=g&hvqmt=e&hvrnd=2969185700553601928&hvtargid=kwd-490203717352&hydacr=1530_10290132&keywords=logitech+conferencecam&qid=1594739765&sr=8-3&tag=googcana-20)

I would also suggest a network cable to the laptop and this usb extension cable to get from the laptop to the conference speaker.

[https://www.amazon.ca/AmazonBasics-Extension-Cable-Male-Female/dp/B00NH12O5I/ref=sr\\_1\\_2\\_sspa?dchild=1&keywords=usb+extension&qid=1594739828&s=electronics&sr=1-2-spons&pse=1&spLa=ZW5jenlwdGVkUXVhbGlmaWVyPUFEOVIBV0ZPTIFCVUkmZW5jenlwdGVkSWQ9QTA2MDMvMDEzNkpOWUdYQkhXQ1FHJmVuY3J5cHRlZEFkSWQ9QTA3Nzk5MzAxVEJKVzRFQ05LR0dOJndpZGdlE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JlZGlyZW90JmRvTm90TG9nQ2xpY2s9dHJlZQ==](https://www.amazon.ca/AmazonBasics-Extension-Cable-Male-Female/dp/B00NH12O5I/ref=sr_1_2_sspa?dchild=1&keywords=usb+extension&qid=1594739828&s=electronics&sr=1-2-spons&pse=1&spLa=ZW5jenlwdGVkUXVhbGlmaWVyPUFEOVIBV0ZPTIFCVUkmZW5jenlwdGVkSWQ9QTA2MDMvMDEzNkpOWUdYQkhXQ1FHJmVuY3J5cHRlZEFkSWQ9QTA3Nzk5MzAxVEJKVzRFQ05LR0dOJndpZGdlE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JlZGlyZW90JmRvTm90TG9nQ2xpY2s9dHJlZQ==)

Hope this helps.

Dexture

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE July 28, 2020

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

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

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

“THAT the Council of The Corporation of the Municipality of Calvin has performed a review of the DRAFT “Municipality of Calvin Covid 19 Municipal Operations and Services Plan Policy and requests that any changes discussed be made to the policy and then the policy be brought forth at the August 11<sup>th</sup> Regular Council Meeting for passing by by-law.”

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>	_____	_____



**COVID-19 Pandemic  
Municipal Operations and  
Services Re-Opening Plan  
Policy**

## **Purpose**

The Municipal Operations and Services Re-Opening Plan outlines the flexible and adaptable strategies of how the Municipality of Calvin will reopen its operations and services safely and affordably for the community. Of paramount importance will be to protect the health, safety, and well-being of the Municipality's employees and the public.

## **Background/Introduction**

On January 30, 2020, the World Health Organization declared the 2019 Novel Coronavirus (COVID-19) a public health emergency of international concern and on March 11, 2020 declared the coronavirus outbreak a global pandemic.

The Government of Ontario enacts a Declaration of Emergency to Protect the Public on Wednesday, March 17. Following the lead of the Province, the Municipality of Calvin made the decision to declare a State of Emergency, effective April 6, 2020.

On April 27, 2020 the Province of Ontario released its framework for reopening the Province, identifying the three key phases of recovery. On May 14, 2020, the Province announced that it had entered "Phase 2: Restart", Stage 1. As a part of Stage 1, the Premier has begun lifting public health restrictions, meaning that some Municipalities operations and services could begin to open when the Municipality was ready. On July 17, 2020, the Province announced that had entered "Stage 3" of the Re-Opening Framework.

## **Overview**

This recovery framework lays out the Municipality's approach to reopening its operations and services as the Province of Ontario moves through its phases of recovery and further eases public health restrictions.

The goals of this framework are:

- To communicate the strategies the Municipality will use to ensure it can safely deliver its operations and services as the Province works through the phases of its reopening strategy.
- To communicate the framework the Municipality will use to determine the costs and capacity requirements of delivering operations and services during the "new normal".

Overall, this framework will produce the information and data that will be required for Council and staff to make service level decisions on whether or not the Municipality opens its various operations and services as Provincial public health restrictions are lifted.

## Key Principles of the Framework

The following key principles will guide the Municipality's approach to reopening operations and services:

***Principle #1 The Municipality will open up its operations and services on its own timeline, when it is confident that the health, safety, and well-being of staff and the public can be maintained.***

***Principle #2 The Municipality will open up its operations and services in a scale appropriate and fiscally responsible fashion.***

## Organizational Recovery – how not when

- How do we bring back employees back into physical workplaces safely?
  - How the public will use our facilities and interact with employees once open such as:
    - Cleaning standards and procedures
    - Hours of operation
    - Physical work locations and distancing requirements
    - Customer service counter
    - Community Center and usage
    - Outdoor Recreation Facilities
    - Landfill - Recycling, Waste Collection, etc.
    - IT requirements
  - How much will it cost to deliver the services in the future state?
    - How much will it cost to deliver the service in the future state?
      - What are the staffing requirements to meet the standards?
      - What is the cost of: PPE, cleaning products, physical barriers, etc?
      - What is the cost impact if physical distancing requires reduced participation numbers?
    - Can the Municipality afford this cost to deliver the service, or are service adjustments required?
- Council decision required because this is a service level question.

The Municipality's approach is to develop a set of minimum health, safety, and infection control standards for its operations and services for when they are opened. The minimum standard will be based on recommendations, guidance and documents from the following sources:

- North Bay Parry Sound District Health Unit;
- The Ministry of Health and Long Term Care;
- Ontario Health;
- Medical Officers of Health;
- Any other agency recommended by any of the above;
- Existing policies from other municipalities

## **The Path to Recovery**

The Municipality of Calvin will reopen its operations and services safely and affordably. The number one goal will be to protect the health, safety, and well-being of the Municipality's employees and the public.

The path to recovery depends on the Municipality and its residents continued efforts in stopping the spread of COVID-19. The Municipality's operations and services recovery approach will continue to be nimble, and will be adjusted to adapt to changing circumstances as needed.

As the Municipality begins its path of recovery, it is more important than ever for the Municipality and its residents to follow public health advice. Everyone will need to take simple yet important steps to reduce exposure and protect each other, such as: staying home when ill, practicing physical distancing, frequent hand washing, mask wearing and covering a cough or a sneeze. These steps will be critical to ensure operations and services can remain open.

## **Three Phase Strategy to Reopening**

### **Phase I**

- Municipal areas open include: general park areas for walk-through purposes.
- Municipal areas closed include: play equipment, public washroom facilities, sports fields, pavilion, and community centre.
- At this stage, all municipal buildings will be closed to the public including the Public Works Garage and Fire Hall.
- The municipal office will be closed to the public with limited staff physically working from the office. The remainder of staff will work from home.
- All meetings will be virtual.
- All appropriate cleaning procedures and precautions such as physical distancing, mask wearing, etc... will be in effect.

### **Phase II**

- Municipal areas open included Phase I plus limited access to sports fields, community centre and pavilion.
- Municipal areas closed include play equipment and public washroom facilities.
- The municipal office will be closed to the public with full staff returning, meetings with members of the public by appointment only.
- All meetings will be virtual.

- All appropriate cleaning procedures and precautions such as physical distancing, mask wearing, etc... will be in effect.

### **Phase III**

- All Municipal facilities and services will reopen to the public with appropriate cleaning procedures and precautions remaining in effect.
- Municipal areas closed: to be determined based on need and timing.
- Municipal office will open to the public initially by appointment only then move to appropriate screening processes in place prior to entering the building.
- Meetings may resume in-person with physical distancing practices in place or remain virtual if the Province allows for it in Bill 197.
- All appropriate cleaning procedures and precautions such as physical distancing, mask wearing, etc... will be in effect.

### **Considerations to the Phased Reopening Plan**

- This plan is not definitive nor is it prescriptive that it will be strictly adhered to. There may be some services identified that are best suited in a different phase than referenced in this plan.
- Staff, along with the Emergency Control Group, will monitor the situation and make adjustments appropriately.
- Both Council and the public will be kept apprised as recovery efforts are underway once the Phased Reopening Plan during COVID-19 is enacted. Our website will be updated to keep the public informed on the progress at [www.calvintownship.ca](http://www.calvintownship.ca)

### **Other Actions Towards Reopening and Recovery**

- Monitoring and adapting to changing of higher-level government for new relief programs and measures to help local businesses
- Continue working with neighboring municipalities sharing efforts and ideas
- Continue using and upgrading technology to move municipal business forward and provide customer service to residents

## **Continue with Enhanced Health and Safety Guidelines**

The following guidelines apply to all staff and all municipal work locations throughout all 3 phases, unless higher level precautions are stated elsewhere within this policy or an associated policy to the work being done.

### **Cleaning/Sanitizing**

- Ensure cleaning, disinfecting and sanitizing products are available at all work locations.
- Ensure soap is provided at all sinks.
- Ensure high touch areas like doors and door handles, photocopier, countertops, keypads, bathroom and sink fixtures, cabinets, kitchen appliances are sanitized on a regular basis (in accordance with guidelines provided by the Provincial regulations or higher) at the main office, fire hall and public works garage, and a record is kept of such.
- Encourage employees to practice good hand hygiene, coughing or sneezing into their sleeves and to avoid touching their face. Wearing masks when meeting others where the required 6 feet (2 meter) physical distancing requirement is not possible.
- As much as possible, assign municipal vehicles to specific staff and sanitize vehicles between change overs.
- Cleaning, disinfecting and sanitizing of outdoor recreational facilities including the playground and outdoor washroom facilities will be cleaned once a week and signs will be appropriately posted cautioning the public to use the facilities at their own risk. See Appendix 2 for an example of the sign to be posted.
- All common surfaces will be sanitized after every meeting or event in the community hall. All guidelines set out by the Province and the North Bay Parry Sound Health Unit for the use of the kitchen at any and all events.

### **Physical Distancing**

- There will be a maximum of one (1) member of the public permitted in the front reception area at any given time. Signs will be posted on the entrance door advising this. The door will be locked and members of the public will be let in one at a time.
- Masks will be worn by all public as per the order from the North Bay Parry Sound Health Unit, with accommodation being made for those who cannot). If a member of the public does not have a mask available then one will be made available to them. Hand Sanitizer will also be made available at the front reception area.
- If a meeting with a member of the public is required, it will take place in the community center and not in the municipal office. Appropriate precautions of mask wearing and/or physical distancing are required.
- Staff and Council are encouraged to avoid in person meetings and to instead provide services online by telephone, virtual meeting software or other remote means.



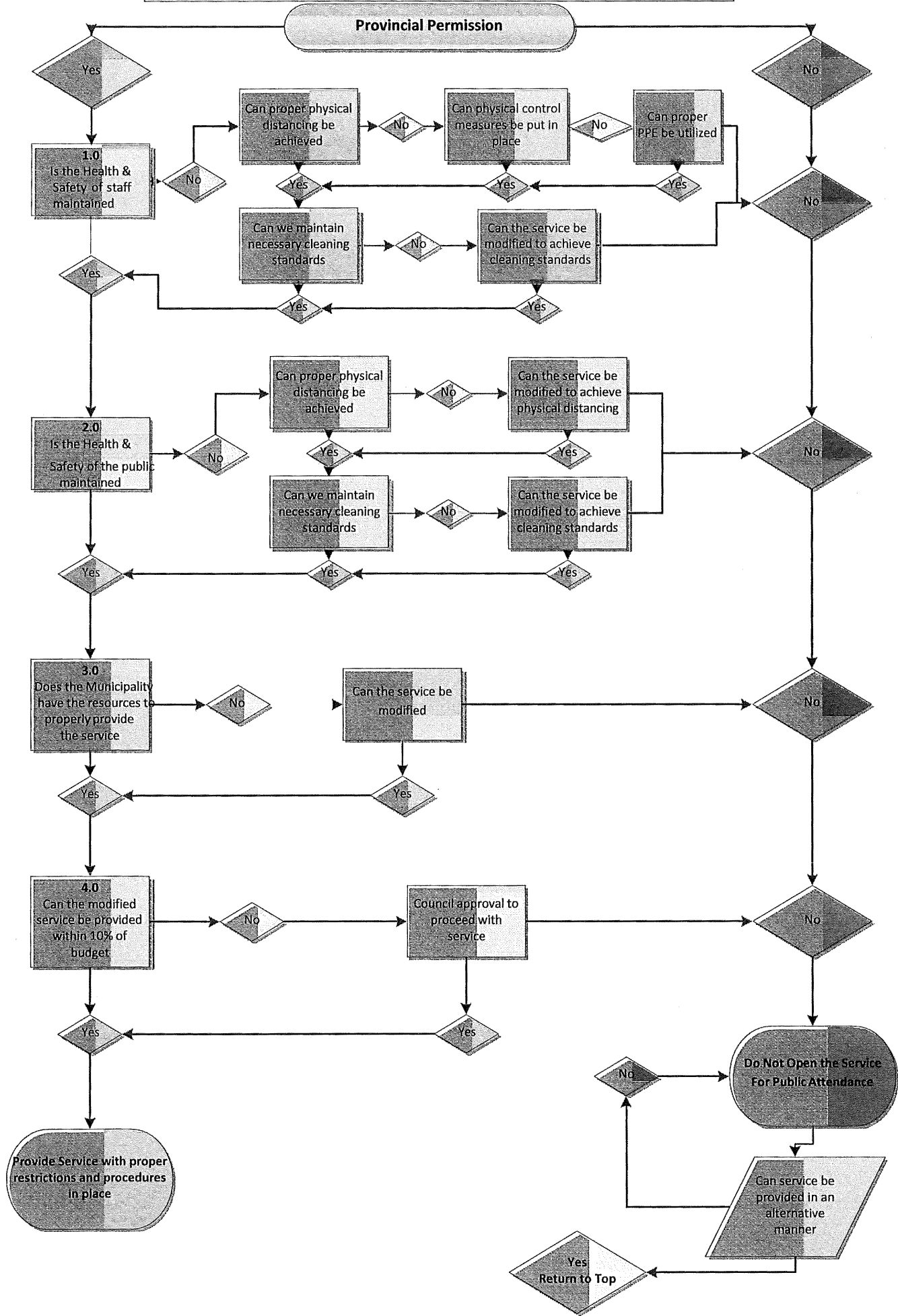
- Staff, Council, and visitors are encouraged to maintain a physical distance of 2 meters from others.
- Staff's workstations are to be separated from each other to ensure a 2 meter or greater distance.
- Managers and supervisors are encouraged to stagger lunch and breaks among staff.
- There will be a limit on the number of people in the council chambers at any one time to ensure the appropriate physical distancing is achieved.
- Services will be offered online wherever possible to avoid face to face interactions.
- Ensure no more than 2 employees travel in a vehicle together and only with both occupants wearing a face mask and the passenger sitting in the back seat furthest from the driver.

### **Safety**

- All reception counters have barriers in place to separate employees from the public. The counter will be sanitized after each transaction.
- A face mask and gloves are required for any staff entering a resident's home along with physical distancing. For example: for building inspections, etc....
- All employees and Councillors are required to self-monitor and not enter any municipal facility should they experience any COVID 19 like symptoms such as but not limited to fever, cold/flu like symptoms, dry cough, tiredness and if they are already at a municipal facility, then should advise their supervisor or manager and go home and to seek testing.
- Any necessary in person meetings shall take place at in the community center. All attendees must be advised of physical distancing requirements. Immediately following such meeting, all touched surfaces must be sanitized.
- All visitors to any municipal facility must be asked if they exhibit symptoms of COVID 19 such as but not limited to fever, cold/flu like symptoms, dry cough, tiredness and will not be allowed to enter if they do.
- All visitors must be advised of mask wearing and physical distancing requirements before entering a municipal facility.
- Employees, Council, and the public will be kept informed with regular updates and information about the COVID 19 Emergency.
- Information will be posted about physical distancing, good hand hygiene and COVID 19 screening.
- If any member of the public is refusing to adhere to the outlined protocols, then staff will ask that member of the public to leave the building and the appropriate supervisor will be notified of the interaction.

**Appendix 1**  
**Municipal Operations and Services Re-  
Opening Decision Making Framework**

Municipality of Calvin – COVID-19 Re-Opening Decision Matrix



## **Appendix 2**

### **Example of Municipal “Use At Own Risk” Signage for Outdoor Recreational Facilities**

**Municipality of Calvin**  
**COVID-19**  
**SAFETY WARNING**

This Facility is NOT Sanitized Regularly.

**Public health officials remind you to:**



Stay home if you're sick



Practice social distancing



Avoid touching surfaces

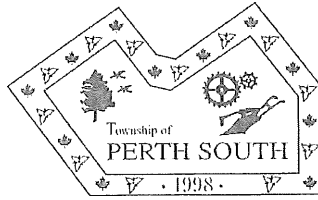


Wash your hands with soap and water frequently

**USE AT YOUR OWN RISK.**



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



Corporation of the Township of Perth South  
3191 Road 122  
St. Pauls, ON N0K 1V0  
Telephone 519-271-0619  
Fax 519-271-0647

July 9, 2020

Agricorp  
Attn: Board of Directors  
1 Stone Road West  
Box 360 Stn Central  
Guelph, ON N1H 8M4

**Re: Farm Property Class Tax Rate Program**

Dear Board of Directors

The Farm Property Class Tax Rate program was developed by the province to support agriculture in Ontario. Through this program, farmland owners receive a reduced property tax rate. Eligible farmland is taxed at no more than 25% of the municipal residential tax rate. This program is administered by Agricorp, the Municipal Property Assessment Corporation (MPAC), and municipalities with farmland assessment within their municipality.

The Assessment Roll is returned by MPAC in December of each year for the following year. It is important that the assessment roll values on the returned roll received from MPAC are accurate as these values are used as the basis for the calculation and distribution of taxes. However, we have found that the 2020 Assessment Roll as returned

by MPAC requires many adjustments in the form of Tax Incentive Adjustments (TIA) for the Farm Property Class Tax Rate Program, each of which result in taxation write-offs for the Township.

The TIAs are required to transfer properties which have become eligible for the Farm Property Class Tax Rate Program from the Residential Class back to the Farmland Class. It is our understanding that the large number of TIAs that are processed by MPAC are necessary due to the number of farm properties that have sold their property, made a change to the ownership of the property, or failed to submit paperwork to Agricorp by the required deadline.

The result is that the Assessment Roll is returned with an overstated Residential Class assessment and an understated Farmland Class assessment and when used in the determination of the Residential Tax Rate at budget time results in a rate that is less than it would otherwise be. In addition, taxation write-offs of 75% of the residential amount must be refunded. These refunds are required for the current year, and in some instances, in the prior year as well, placing a financial burden on municipalities.

While these adjustments are not new, they certainly seem to be increasing in volume in more recent years and we anticipate that they will continue to increase as baby-boomer farmers continue to retire and sell their farmland.

In 2020 Perth South had \$34,606,000 of Farmland Class assessment transferred to Residential Class assessment. As a result of this transfer the total write-off is \$213,550.86 of which \$107,041.20 is Perth South's portion, \$66,799.27 is Perth County's portion and \$39,710.39 is the School Board's portion. While a tax write-off of \$107,041 may not seem like a large amount for many municipalities, in Perth South is it significant and would require a 3% levy increase to offset this amount.

Perth South is also concerned with the impact that these "misclassified" properties may be having on information used by other provincial departments. For example, the classification of Farmland assessment as Residential assessment negatively impacts the

Ontario Municipal Partnership Fund (OMPF) calculation, specifically the Farm Area Measure, which could result in a financial loss in the form of reduced grant funding for the year. Despite the fact that there has been no development on farmland, Perth South's Farm Area Measure decreased from 91.7% to 90.8% in 2020, a decrease attributed to the transferring of property from the Farmland Class to the Residential Class. If the Farm Area Measure were to fall below 90% Perth South would incur a loss in grant funding, a loss we simply cannot afford. And should such a loss occur there does not appear to be a mechanism to allow for the correction of the OMPF allocation following the transfer of assessment back from Residential Class to Farmland Class.

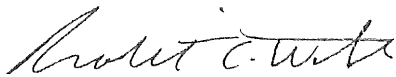
It should also be recognized that the levy costs imposed on municipalities for maintenance and administration costs of conservation authorities is also impacted by this transfer of land from the Farmland Class to the Residential Class. The apportionment of costs is determined by multiplying Current Value Assessment (CVA) in the Residential Property Class by a Factor of 1 and multiplying the CVA in the Farmlands Property Class by a factor of .25. The inclusion of assessment from the Farmland Property Class in the Residential Property Class artificially increases our proportionate share of maintenance and administrative costs and represents another unreconcilable calculation for which we are financially penalized.

The current process places an administrative burden on municipalities and diverts staff time from other administrative work that we simply do not have to spare. In recent years the provincial government has been working with municipalities and other partners to improve service delivery and efficiencies. As part of their review, *Managing Transformations: A Modernization Action Plan*, there was a focus on strong leadership by the government to work with ministries and various partners to strengthen horizontal coordination and establish a renewed focus on improving the efficiency, productivity and outcomes of the Broader Public Sector, while at the same time delivering the most efficient Ontario Public Services possible. A similar review of the delivery of this program may be very beneficial.



Perth South understands that the province and MPAC need to ensure that each farm operation meets the requirements of the Farm Property Class Tax Rate Program, but we feel that there must be a more efficient and effective way for this to be achieved. Perth South would like to be part of the solution and suggests that all stakeholders to the Farm Property Class Tax Rate Program review the current program in an effort to find efficiencies and ultimately, a less disruptive classification process.

Yours Truly,



Mayor Robert Wilhelm  
Township of Perth South

Cc: Hon. Vic Fedeli, Minister of Finance  
Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
Randy Pettapiece, MPP Perth Wellington  
Board of Directors, Municipal Property Assessment Corporation (MPAC)  
Board of Directors, Rural Ontario Municipalities Association (ROMA)  
County of Perth  
Ontario Municipalities



File: A-2100

June 26, 2020

**DELIVERED BY EMAIL**

The Right Honourable Justin Trudeau,  
Prime Minister of Canada  
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,  
Premier of Ontario  
Email: premier@ontario.ca

Re: COVID-19 Funding

---

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,
2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



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Mary Medeiros  
City Clerk

/fb

- c. Association of Municipalities of Ontario  
Federation of Canadian Municipalities  
Members of Parliament and Members of Provincial Parliament  
Ontario Municipalities

**From:** Susan Church  
**To:**

---

**Cc:** Stoppa, Andrea; Anthony Rota; victor.fedeli@ontario.ca  
**Subject:** Regional Broadband Project Update  
**Date:** Friday, July 17, 2020 11:03:09 AM

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Hello everyone,

I am hoping that this little update will find you all well and managing to enjoy the sun of summer! It's not our usual summer, but I do hope you are finding ways to enjoy time with family and friends.

I thought I would just bring you "up-to-speed" regarding our regional Broadband application.

As you know Blue Sky Net applied to the CRTC for a regional broadband project that includes each of your communities. We still have not heard about that application, and I don't expect to anytime soon. These wheels turn very slowly.

We will be applying to the newly announced Provincial ICON Broadband Fund. The application will go into their Intake - Phase One and we will see where it goes. The first Phase of this program will only provide 25% of the total funding and requires that applicants have the rest of the 75% already committed. That is not of course the case in our project, as the total project is \$15,786,512. and we need the Federal portion of funding to come in with the Province and the private sector provider.

I thank you for your past letters of support, but I do wonder if it will be possible to reiterate that support for this application to the province. The deadline for the ICON application is very near, on August 21 and I know that many of your Council meetings are reduced during the summer, but if, anyone is able to provide a letter of support on behalf of the community, that would be very helpful.

I have copied our MPP and MP on this update so that we can keep them in the loop.

Have a wonderful weekend everyone and as always, if you have any questions please feel free to reach out to me.

Stay well,

Susan

--

Susan Church  
Executive Director  
Blue Sky Economic Growth Corporation  
102-150 First Ave. West  
North Bay, ON P1B 3B9  
tel:(705) 476-0874 ext. 211

[www.blueskynet.ca](http://www.blueskynet.ca)  
[susan.church@blueskyregion.ca](mailto:susan.church@blueskyregion.ca)



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July 21, 2020

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

**Re: Emancipation Day Resolution**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on July 20, 2020 passed the following resolution:

That Chatham-Kent Council acknowledges and supports the following Private Members Bill put forward by Majid Jowhari; M-36, *Emancipation Day*, 43rd Parliament, 1<sup>st</sup> Session that reads as follows:

That the House recognizes that:

- a) The British Parliament abolished slavery in the British Empire as of August 1, 1834
- b) Slavery existed in the British North America prior to its abolition in 1834
- c) Abolitionists and others who struggled against slavery, including those who arrived in Upper and Lower Canada by the Underground Railroad, have historically celebrated August 1, as Emancipation Day
- d) The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for People of African Descent to highlight the important contributions that people of African Descent have made to Canadian society, and to provide a platform for confronting anti-black racism; and
- e) The heritage of Canada's people of African descent and the contributions they have made and continue to make to Canada; and that in the opinion of the House, the government should designate August 1 of every year as "Emancipation Day" in Canada

That support for this motion is sent to our Member of Parliament and all House of Commons representatives. And that support for this motion be sent to all Municipalities.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,

A handwritten signature in black ink, appearing to read 'Judy Smith', with a stylized flourish extending to the right.

Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

C

All House of Commons Representatives  
Ottawa, ON K1A 0A6

Majid Jowhari, MP

Hon Wanda Thomas Bernard  
Senator- Nova Scotia (East Preston)

Lianne Rood, MP, Lambton-Kent-Middlesex

Dave Epp MP Chatham-Kent –Leamington

C Ontario Municipalities

**Ministry of  
Municipal Affairs**

**Ministry of Housing**

Municipal Services Office  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Telephone: 705 564-0120  
Toll-Free: 1 800 461-1193  
Facsimile: 705 564-6863

**Ministère des  
Affaires municipales**

**Ministère du Logement**

Bureau des services aux municipalités  
du Nord (Sudbury)  
159, rue Cedar, bureau 401  
Sudbury ON P3E 6A5  
Téléphone : 705 564-0120  
Sans frais : 1 800 461-1193  
Télécopieur : 705 564-6863



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July 22, 2020

Dear CAO and Clerk

I am writing to inform you of recent changes to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

The Government has made changes to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place. Extending the ability for municipalities to hold electronic meetings responds to feedback we have heard from municipalities that the ability to participate electronically in municipal meetings during the past months has been beneficial to continue the important work that municipalities do and has led to increased engagement with members of the public.

In addition, the Government has also passed changes to the legislation to give municipalities the authority to amend their procedure by-law to allow members of council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

For more information on these amendments, please see the attached information sheets.

Both initiatives are optional, and it is up to your municipality to decide whether to provide for electronic participation in meetings and/or proxy appointments and what arrangements are suitable for your municipality.

Kind Regards

A handwritten signature in black ink that reads "K Horgan".

Kathy Horgan  
Manager, Local Government and Housing





# Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

## Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

## What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

## Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

### Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public (subject to certain exceptions)

The *Municipal Act* specifies requirements for open meetings to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

### Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

## Contact

If you have questions regarding how these new provisions might impact your municipality, contact your local Municipal Services Office.

- **Central Municipal Services Office**  
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**  
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**  
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**  
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**  
Telephone: 519-873-4020 or 1-800-265-4736

## Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



# Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

## Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

## Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

## Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
  - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

### Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

### Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**  
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**  
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**  
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**  
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**  
Telephone: 519-873-4020 or 1-800-265-4736

## Additional Resources

- **Municipal Act, 2001:** <https://www.ontario.ca/laws/statute/01m25>
- **The Ontario Municipal Councillor's Guide:** <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



**Tribunals Ontario**  
Assessment Review Board  
  
655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Tel: 1-866-448-2248  
Website: www.arb.gov.on.ca

**Tribunaux décisionnels Ontario**  
Commission de révision de l'évaluation foncière  
  
655 rue Bay, bureau 1500  
Toronto ON M5G 1E5  
Tél. : 1-866-448-2248  
Site Web : www.arb.gov.on.ca



July 23, 2020

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

RE: July 15, 2020 Stakeholder Introductory Sessions

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On July 15, 2020 the ARB held three stakeholder engagement sessions as follows: Statutory Parties, Tax Agents/Representatives and the Assessment Bar. The ARB would like to take this opportunity to thank everyone that participated.

Further to the sessions the ARB heard similar issues from each of the three groups, including the following:

- Engagement with the Stakeholders; ongoing consultations are welcomed
- Resumption of in person/video engagement with the Stakeholders
- Desire to resolve the appeals in a collaborative and efficient manner
- Suggestions/comments on the Rules; dismissal process, expedited schedule of events and legacy appeals

Based on what we heard the ARB is proposing to form a committee similar in scope to the former Appeals Management Advisory Committee and are in the process of developing terms of reference.

We would also like to hear from you as to how you would like to see Stakeholder engagement occur; frequency and format. We ask that you provide your feedback by August 7, 2020 to the [ARB.Registrar@ontario.ca](mailto:ARB.Registrar@ontario.ca) subject line: Stakeholder Feedback

Lastly, as discussed during our stakeholder sessions, the ARB has prepared draft Revised Rules of Practice and, over the next month or so, you will all be receiving an email with a copy of our draft rules. Please take the time to review and if you have any suggestions, please provide the Board with your feedback in the time designated.

Once again, thank you for your time and suggestions, and we look forward to connecting in the near future.

Sincerely,

Maureen Helt, A/Associate Chair  
Kelly Triantafilou, Registrar

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

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

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

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



234-2020-2496

July 22, 2020

Dear Heads of Council and Chairs of District Social Services Administration Boards:

In March, our government introduced the *Protecting Tenants and Strengthening Community Housing Act, 2020* (Bill 184), which supports the government's plan to make life more affordable for Ontarians. Since that time, our government has been focussed on the health and well-being of Ontarians as we navigate through the COVID-19 outbreak.

It is with great pride that I am able to share with you the progress we have made on Bill 184. On July 22, 2020, the *Protecting Tenants and Strengthening Community Housing Act, 2020* received Royal Assent.

The Act contains amendments to the *Residential Tenancies Act, 2006*, *Housing Services Act, 2011*, *Building Code Act, 1992* and includes the *Ontario Mortgage and Housing Corporation Repeal Act, 2020*.

As I highlighted in my March 12, 2020 letter these amendments support the following priorities:

- More Homes, More Choice: Ontario's Housing Supply Action Plan to make it faster and easier to build housing, including rental housing, and to build the right types of homes in the right places;
- Part II of the Community Housing Renewal Strategy – a multi-year strategy to stabilize and grow Ontario's community housing sector; and
- **Transforming the Delivery of Building Code Services** by enabling the future creation of an administrative authority that would help deliver faster and better services to promote the safe construction of buildings in Ontario.

More details on the *Protecting Tenants and Strengthening Community Housing Act, 2020* can be found in the official news release. A copy of the Act will be available on the Ontario e-Laws website shortly ([www.ontario.ca/laws](http://www.ontario.ca/laws)).

On behalf of our government, I would like to extend our thanks for your work with the ministry leading up to the passage of this Act. We look forward to continuing to work with all of our municipal partners and are committed to continuing discussions with you in the coming months.

Sincerely,

A handwritten signature in cursive script that reads "Steve Clark".

Steve Clark  
Minister

July 17, 2020

To Employers in North Bay Parry Sound District:

**RE: North Bay Parry Sound District Health Unit's Instructions to Persons Responsible for a Business, Organization or Service Permitted to Open (under the *Emergency Management and Civil Protection Act, R.S.O. 1990* and related Regulations)**

The region served by North Bay Parry Sound District Health Unit (Health Unit) will be moving into stage 3 on July 17<sup>th</sup>, 2020. To support a continued successful reopening I am writing to all persons responsible for a business, organization or service that is permitted to open per Emergency Management and Civil Protection Act (EMCPA) Ontario Regulation 364/20 – Stage 3 Closures, to highlight your role as a key partner in preventing the spread of COVID-19.

Please be reminded of your responsibilities for **general compliance** per provincial legislation:

4. (1) The owner/operator of a business, organization or service that is open shall ensure that it operates in accordance with all applicable laws, including the Occupational Health and Safety Act (OHSA) and the regulations made under it, as well as best practices and guidelines.
- (2) The owner/operator of a business, organization or service that is open shall operate it in **compliance** with the advice, recommendations, and **instructions of public health officials**.
- (3) The owner/operator of a business, organization or service that is open to the public, or responsible for a facility that is open to the public, shall ensure that it is operated to enable **persons** in premises to, in the fullest extent possible, maintain a physical distance of at least two metres from other persons, and implement other protective measures if this is not possible. (Ontario Regulation 364/20)

As Medical Officer of Health, the following are my instructions, pursuant to O. Reg 364/20, Schedule 1, s2(2) (or as current), to all **employers/owners/operators responsible for businesses, organizations and services** within North Bay Parry Sound District Health Unit service area:

1. To the fullest extent possible, ensure measures are in place to maintain physical distancing amongst all persons who enter the premises.
2. Unless the nature of work requires the use of a medical mask, to the fullest extent possible, ensure all individuals wear a non-medical mask (for example, a homemade cloth face covering) when physical distancing is challenging or not possible.
3. Promote excellent hygiene practices, including hand hygiene, and cough and sneeze etiquette.
4. Consult the Ministry of Labour to explore measures to protect employees (e.g. accommodations under OHSA).

Further, the following are my additional instructions **to employers/owners/operators of businesses,**

**organizations and services with Enclosed Public Spaces<sup>1</sup> including transportation** in the North Bay Parry Sound District Health Unit area, effective 12:01 a.m., July 24, 2020:

1. Have a policy in place to prohibit Persons<sup>ii</sup> from entering or remaining in the Enclosed Public Space of the business, organization or service, including transportation premises if the said Person is not wearing a Face Covering<sup>iii</sup>. **A sample policy** can be found on the Health Unit's website at <http://www.myhealthunit.ca/FaceCoverings>. Best Efforts<sup>iv</sup> shall be made to only allow entry to Persons wearing a Face Covering.
2. The Face Covering must be worn inside the premises at all times, unless it is reasonably required to temporarily remove the Face Covering for services provided by the business, organization or service (i.e. receiving services on areas covered by a Face Covering; actively engaging in an athletic or fitness activity including water-based activities; consuming food or drink; and for any emergency or medical purpose.)
3. A Person shall be exempt from wearing a Face Covering on the premises if:
  - a. The Person is a child under the age of two years; or a child under the age of five years either by birth age or mental development who refuses to wear a Face Covering and cannot be persuaded to do so by their caregiver;
  - b. The Person is unable to remove their Face Covering without assistance;
  - c. Wearing a Face Covering would inhibit the Person's ability to breathe in any way;
  - d. For any other medical reason, the Person cannot safely wear a Face Covering such as, but not limited to: respiratory disease, cognitive difficulties, or difficulties in hearing or processing information;
  - e. officiants (e.g. minister, rabbi, priest, imam) of a religious ceremony if standing in an area of the worship space that is separate and at least two metres apart from the public attending the ceremony; and
  - f. staff working within or performing duties behind a physical barrier (e.g. plexiglass barrier) *provided physical distancing of two metres can be maintained among staff*; or staff working in an area of an Enclosed Public Space that is not designated for public access and where physical distancing of two metres **can** be maintained.
4. The policy should be enacted and enforced in "good faith" and should be used as a means to educate people on Face Covering use in premises where physical distancing can be a challenge.
5. The strength of enforcement is up to the local business, organization, or service. Wearing a Face Covering is an easy way to protect others around you. Although a business, organization, or service has the right to deny entry to their premises, the policy should be enacted and enforced in "good

faith” and should be used as a means to educate people on Face Covering use in premises where physical distancing can be a challenge. We encourage our community to be ‘COVID kind’ and understand that not everyone can wear a Face Covering safely and may need accommodation and understanding.

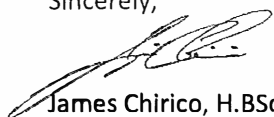
6. Ensure the availability of alcohol-based hand sanitizer (with minimum alcohol concentration of 60%) at all entrances and exits for everyone’s use when entering or exiting the premises.
7. Post clearly visible signage at every public entrance to the premises, indicating that all Persons entering or remaining in these premises must wear a Face Covering that securely covers the nose, mouth and chin. Ensure that all staff are aware of the policy and are trained on expectations and implementation. **Sample signage** can be found on the Health Unit’s website at <http://www.myhealthunit.ca/FaceCoverings>.
8. Provide a verbal reminder to any Person entering the premises without a Face Covering that they should be wearing a Face Covering, if able.
9. Require, for Persons in an Enclosed Public Space removing their Face Covering for extended periods of time, a verbal reminder of the requirement to wear a Face Covering under these instructions.

Accumulating scientific evidence indicates that the widespread use of Face Coverings by all Persons decreases spread of respiratory spit and spray, and expert opinion supports the widespread use of Face Coverings to decrease transmission of COVID-19.

With the right to reopen businesses and public settings in our communities, comes the critical responsibility to do so in a *COVID-safe* way. All of us, businesses and the public alike, share in the responsibility and opportunity to make this initiative successful throughout our district and help reduce the spread of COVID-19 as we move into stage three.

A number of workplace resources are available on [Health Unit’s website](#) including a number of sector specific [guidelines](#). Should you require additional information, please visit [myhealthunit.ca/COVID-19](http://myhealthunit.ca/COVID-19) or call the Health Unit’s call centre at 1-800-563-2808 option 5.

Sincerely,



James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH

Medical Officer of Health/Executive Officer

/sm

Copy: Dr. David Williams, Chief Medical Officer of Health

**i Under this mandate, Enclosed Public Spaces include, but are not limited to:**

- common areas of banks/financial institutions;
- common areas of hospitals and independent health facilities such as lobbies, food courts, and retail establishments;
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- common areas of mechanics' shops, garages, and repair shops;
- common areas of premises under the control of a regulated health professional under the Regulated Health Professions Act, 1991, S.O. 1991, c. 18, as amended, such as waiting rooms;
- convenience stores;
- farmer's markets;
- grocery stores and bakeries;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- organization, government, and business offices (publicly accessible areas) including spaces where training is being provided to the public;
- personal service settings (e.g. spas, hair salons, barbers, nail salons) that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;
- places of worship (e.g. churches, mosques, synagogues, temples);
- private business transportation (e.g. company vehicle)
- private transportation (e.g. taxis, rideshare services);
- public transportation (e.g., bus or train);
- restaurants, cafés, cafeterias, food premises, banquet halls, nightclubs, bars;
- retail establishments and shopping malls; and
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums.

**The Enclosed Public Spaces NOT included:**

- Spaces subject to provincial and/or local public health guidance:
  - child care centres and providers governed by the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, as amended (**except when medical masks are required, as directed**);
  - day camps, and
  - schools under the Education Act, R.S.O. 1990, c. E.2, as amended;  
*\*Parents / guardians are required to wear a Face Covering when entering a common area of these premises.*
- Indoor areas of a business, organizations, or services that are not designated for public access – if staff members can maintain physical distance of two metres from one another; and
- offices not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant) – except waiting room, as applicable, or if physical distancing of two metres is unable to be maintained

ii **A Person** means any customer, client, patron, staff member or visitor, who enters the premises.

iii **A Face Covering** is a cloth face covering, or other face covering with *preferably* two layers of material that securely

covers the nose, mouth, and chin and is in contact with the surrounding face without gapping in order to contain coughs, sneezes and respiratory spit and spray of the person wearing the face covering. Face coverings such as a bandana, scarf, cloth, niqab or burka are not designed to filter air and do not have a number of layers; however they are a better alternative if a face covering is not available. (Where possible, a cloth mask should be worn underneath a head covering to ensure best fit against the face.) Face shields can also be used in situations when an individual is unable to use any other type of Face Covering. Face shields are not acceptable forms of a Face Covering for the purpose of these instructions.

iv **Best Efforts** when restricting entry to Persons wearing Face Coverings are defined as follows:

- Where an establishment has a staff member restricting occupancy into the premises, a verbal reminder that they should be wearing a Face Covering as a result of these instructions shall be given to any Person entering the premises without one. For greater clarity, there is not a need for a business to turn away the individual to achieve the Best Effort standard.
- For Persons in a premises seen removing their Face Covering for extended periods of time, a verbal reminder to that Person of the requirement to wear Face Coverings under these instructions.



---

**From:** Rohan Makdani  
**Sent:** Wednesday, July 15, 2020 2:26 PM  
**Subject:** Provincial Reopening Framework: Stage 3

Hello everyone,

I assume you're all aware of Stage 3 Reopening. I'm writing to you all about the updates that would be applicable in your types of food premises. I've attached both documents for your reference, and the Stage 3 document for your review.

What stays the same:

- When in doubt, **maintain Physical Distancing of 2 metres / 6 feet** between individuals
- **Frequent Handwashing** with soap and water
  - Alcohol-based hand sanitiser can be used if hands are not visibly dirty
- Good Hygiene Practices, e.g. sneezing into your sleeve/arm, don't touch your face, etc.
- Clean high-touch surfaces as often as possible
  - Clean and disinfect at least twice daily, preferably more.
- Stay at home and away from others if you're feeling ill, especially with Signs and Symptoms of COVID-19
  - Get tested if you think you might have been in contact with someone who has COVID-19
- Work from home/remotely as much as possible
- Minimise travel; if you are travelling internationally, upon return you must self-isolate for 14 days
- Social Circles are still limited to 10 people maximum province-wide
- As with Stage 2, all religious rites, services or ceremonies, wedding ceremonies (not receptions), and funeral services can fill up to 30% of maximum occupancy.

-  
Workplace updates / COVID-19 Safety Plan:

- Maintain Physical Distancing by:
  - Redesigning spaces
  - Implement flow management
  - Assigning seating/spaces
- Consider requiring customers to book appointments to ease Physical Distancing, flow management
- Consider recording customer contact information to help contact tracing (if needed).

Changes with Stage 3: General Practices

- When Physical Distancing will be a challenge, wear a face covering, e.g. a mask, in indoor or outdoor spaces

- Servers will still need to wear face coverings due to how close they get to customers.
- Again: assume you have COVID-19 and wear a face covering – face shields protect you from everyone; face coverings protect everyone from you.
- As of July 24, 2020, face coverings will be made mandatory indoors (details pending) in the North Bay Parry Sound District Health Unit.
  - This applies for indoor settings, public transit, receiving essential and close-contact settings, and more.
  - Additional information will arrive on Friday July 17, 2020 in a press release. Please get back to me if you have questions after reading it.
- ‘COVID Alert’ is an app that will be published when ready that, if downloaded, can notify you if you have been in contact with a person with COVID-19.

### Changes with Stage 3: Bars & Restaurants

- Indoor dining areas for restaurants, bars, concession stands and certain food and drink establishments are subject to Physical Distancing rules
  - For premises that wish to host events, see Gathering Limits section of the Framework Document (see below)
  - Note: Gathering Limits do not apply to general operation.
- Physical Distancing measures must permit at least 2 metres between patrons on different tables
  - Exemptions apply if you can put impermeable barriers, e.g. Plexiglas, between each table. If so, Physical Distancing can be reduced between those tables
    - Barrier material should be cleanable on a frequent enough of a basis
    - Barriers should be tall and wide enough to account for people standing and moving near them
- Nightclubs cannot explicitly operate unless strictly as a bar or restaurant.
- All patrons need to be seated when eating or drinking at an establishment
  - Within reason, people can sit at the bar (seats spaced out), but they cannot stand around to drink at the bar
  - Consider either leaving a spot to allow patrons to order at the bar, or simply tell them to order drinks through the wait staff
- No Buffets are allowed at this time
- Singing and music may be performed by people present at a restaurant or bar with restrictions. Dancing may only be performed by persons working at the establishment
  - Restrictions include, but are not limited to, Physical Distancing, and barriers between the performers and the audience.
- Karaoke may be performed with restrictions
  - Restrictions include, but are not limited to, Physical Distancing, barriers between the performers and the audience, and increased cleaning and disinfecting of equipment
  - Private Karaoke rooms are not permitted to operate at this time.

### New: Changes to Gathering Limits

- Indoor Gathering Limits have increased to 50 people maximum
- Outdoor Gathering Limits have increased to 100 people maximum
- Gathering Limits are subject to physical distancing requirements
  - I.e., you cannot squeeze 50 people into a room if they cannot physically distance
- Event hosts, including businesses, services and public spaces, are subject to Gathering Limits and Physical Distancing requirements
- People at their place of work, including performers and crews, do NOT count towards Gathering Limits

### When Do Gathering Limits Apply?

Gathering limits apply to higher risk settings and activities where people congregate, including:

- All organized or spontaneous indoor and outdoor events and social gatherings (e.g., parties, fundraisers, fairs, wedding receptions, funeral receptions)

- Casinos, bingo halls and gaming establishments
- Concerts and live shows, including performing arts
- Convention centres and other meeting or event spaces
- Facilities for sports and recreational fitness activities (e.g., gyms, fitness studios)
- Festivals
- Recreational attractions, courses and instruction (e.g., fitness classes, music lessons, tutoring)
- Movie theatres
- Real estate open houses
- Sporting and racing events
- Tour and guide services (including boat tours)

Indoor gathering limits apply to events that are fully or partially indoors. Indoor events and gatherings cannot be combined with an outdoor event or gathering to increase the applicable gathering size.

-

Resources:

**Ontario Regulation 364/20: RULES FOR AREAS IN STAGE 3**, made under Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 - <https://www.ontario.ca/laws/regulation/200364>

The piece of legislation that this document is based on

**A Framework for Reopening our Province Document – Stage 3:** <https://files.ontario.ca/mof-framework-reopening-province-stage-3-en-2020-07-13.pdf>

**Updates on Regional Reopening** - <https://www.ontario.ca/page/reopening-ontario-stages>

**Developing a COVID-19 Workplace Safety Program** - <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

**Ontario Workplace PPE Supplier Directory** - <https://covid-19.ontario.ca/how-your-organization-can-help-fight-coronavirus/#find-ppe>

-

I apologise for getting to you so late, so if you have any questions, you know how to get in touch with me.

All the best on Friday!

Regards,

**Rohan Makdani, B.ASc, CPHI** | Public Health Inspector | Environmental Health

North Bay Parry Sound District Health Unit

345 Oak Street West | North Bay, Ontario P1B 2T2 | Canada



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



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# Workplaces: What You Need to Know

## North Bay Parry Sound District Health Unit Instructions About Face Coverings<sup>1</sup>

All businesses, organizations, and services are asked to continue to follow best practice for preventing the spread of COVID-19:

- **Physically distance:** To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all persons who enter the premises.
- **Promote hand hygiene:** Practice cough and sneeze etiquette, encourage hand washing and make alcohol-based hand sanitizer (with minimum alcohol concentration of 60%) available at all entrances and exits.
- **Wear face coverings<sup>2</sup>:** To the fullest extent possible and when physical distancing is challenging or not possible, ensure all persons wear a face covering.

Effective Friday, July 24, 2020, the use of face coverings will be required in certain enclosed public spaces (of businesses, organizations, and services) and transportation in our district.

Owners/operators need to:

1. Promote to all persons the use of face coverings to protect others from COVID-19 spread.
2. Post clearly visible signage stating that face coverings are required inside the building.
3. Have a policy in place to prevent all persons<sup>3</sup> who do not have exemption, from entering the premises or transportation if not wearing a face covering. Ensure that all staff are fully aware of the policy and how to implement.
4. Certain exemptions for the face covering requirement apply, such as: age (children under the age of two years or under the age of five years either by birth age or mental development and cannot be persuaded); health or ability; religious officiants; staff working within or behind a physical barrier (e.g. plexiglass barrier) ) *provided physical distancing of two metres can be maintained among staff*; or staff working in an area of an enclosed public space that is not designated for public access and where physical distancing of two metres can be maintained.
5. The strength of enforcement is up to the local business, organization, or service. A business, organization, or service has the right to deny entry to their premises, however implementation of the policy should be enforced in 'good faith' and primarily used as a means to educate people on face covering use in enclosed public spaces.

**No proof of exemption is required.**

**Face coverings protect others. Let's work together to keep safe from COVID-19.**

See Health Unit Website for [Frequently Asked Questions, a Sample Policy & Signage](#)

<sup>1</sup>Emergency Management and Civil Protection Act (EMCPA) and related Regulations: see letter from Medical Officer of Health, dated July 17<sup>th</sup>, 2020

<sup>2</sup> A **face covering** is a cloth face covering, or other face covering with *preferably* two layers of material that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping in order to contain coughs, sneezes and respiratory spit and spray of the person wearing the face covering. Face coverings such as a bandana, scarf, cloth, niqab or burka are not designed to filter air and do not have a number of layers; however they are a better alternative if a face covering is not available. (Where possible, a cloth mask should be worn underneath a head covering to ensure best fit against the face.)

<sup>3</sup> A **person** means any customer, client, patron, staff member or visitor, who enters the premises.



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[myhealthunit.ca](http://myhealthunit.ca)

Call Toll Free: 1-800-363-2808

📍 345 Oak Street West, North Bay, ON P1B 2T2	📍 70 Joseph Street, Unit 302 Parry Sound, ON P2A 2G5
☎ 705-474-1400	☎ 705-746-3801
📠 705-474-8252	📠 705-746-2711

## **Mandatory Use of Face Covering within [Name of Business/Organization/Service]**

Date:

Effective Friday, July 24, 2020, the North Bay Parry Sound District Health Unit (Health Unit) requires the use of face coverings in certain enclosed public spaces<sup>i</sup> (businesses, organizations, and services) and transportation in our district.

All persons entering the business/organization/service, [Name of Business/Organization/Service] are required to wear a face covering<sup>ii</sup> that covers the nose, mouth and chin, unless they meet the criteria for exemption (see below).

All staff who interact with the public or enter public spaces within [Name of Business/Organization/Service] must also wear a face covering, unless they are exempt. Additionally, all staff working within [Name of Business/Organization/Service] who cannot maintain two metres (six feet) from other staff members must also wear a face covering. Staff within or performing duties behind, a physical barrier (e.g. plexiglass barrier) are not required to wear a face covering; however, staff must wear a face covering in a situation where physical distancing cannot be maintained with other staff within or behind a physical barrier.

The face covering must be worn at all times unless it is reasonably required to temporarily remove the face covering for services provided by [Name of Business/Organization/Service].

Best efforts<sup>iii</sup> shall be made to only allow entry to persons wearing a face covering.

A Person shall be exempt from wearing a face covering on the premises if:

- a) children under the age of two years; or a children under the age of five years either by birth age or mental development who refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
- b) individuals who are unable to remove their face covering without assistance under the Accessibility for Ontarians with Disabilities Act (AODA) or who have protections under the Ontario Human Rights Code, R.S.O 1990, c.H.19, as amended;
- c) individuals whose breathing would be inhibited by wearing a face covering;
- d) individuals with medical conditions rendering them unable to safely wear a face covering including but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information;
- e) officiants (e.g. minister, rabbi, priest, imam) of a religious ceremony if standing in an area of the worship space that is separate and at least two metres apart from the public attending the ceremony;
- f) a person who is employed by or is owner/operator of an enclosed public space and:
  - in an area that is not designated for public access and where physical distancing of two metres can be maintained;
  - within or performing duties behind, a physical barrier (e.g. plexiglass barrier); *however, staff must wear a face covering in a situation where physical distancing cannot be maintained with other staff within or behind a physical barrier, or*
  - in an office that is not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant) – except waiting room, as applicable.

## Sample Face Covering Policy

[Name of Business/Organization/Service]'s policy for the mandatory use of a face covering within the business, organization or service, including transportation will be implemented in "good faith" and will be used as a means to educate people on face covering use within our premises. Persons exempted from wearing a face covering will not be required to show proof of exemptions listed above.

Additionally, [Name of Business/Organization/Service] will:

1. To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all persons who enter the premises.
2. Promote excellent hygiene practices including hand hygiene, and cough and sneeze etiquette.
3. Ensure the availability of alcohol-based hand sanitizer (with minimum alcohol concentration of 60%) at all entrances and exits for everyone's use when entering or exiting the premises.
4. Post clearly visible signage at every public entrance to the premises indicating that all persons entering or remaining in these premises must wear a face covering that securely covers the nose, mouth and chin, unless exempt. **Sample signage** can be found on the Health Unit's website [www.myhealthunit.ca/FaceCoverings](http://www.myhealthunit.ca/FaceCoverings).
5. Ensure that all staff are aware of the policy and trained on [Name of Business/Organization/Service]'s expectations and implementation.
6. Provide a verbal reminder to any person entering the premises without a face covering that they should be wearing a face covering, if able.
7. Require, for persons in an enclosed public space removing their face covering for extended periods of time, a verbal reminder of the requirement to wear a face covering under these instructions.
8. Be able to provide a copy of the policy upon request to a public health inspector or other person authorized to enforce the provisions of the Emergency Management and Civil Protection Act (EMCPA).

Additionally, [Name of Business/Organization/Service] will train staff on this policy including how to respond to different situations that could occur, such as:

- How to respond to a person who enters the premises and advises staff that they don't have a face covering
- How to respond to a person who is exempt from wearing a face covering
- What to do if a person is requesting additional information about our policy
- How to respond to an aggressive person
- How to respond if a person is requesting information about the evidence of face covering use
- How to respond to a person who is asking about who is responsible to enforce this policy

---

<sup>i</sup> **Enclosed public spaces** are indoor spaces of businesses, organizations and services which are accessed by the public, including transportation.

<sup>i</sup> **Under this mandate, Enclosed Public Spaces include, but are not limited to:**

- common areas of banks/financial institutions;
- common areas of hospitals and independent health facilities such as lobbies, food courts, and retail establishments;
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- common areas of mechanics' shops, garages, and repair shops;
- common areas of premises under the control of a regulated health professional under the Regulated Health Professions Act, 1991, S.O. 1991, c. 18, as amended, such as waiting rooms;

## Sample Face Covering Policy

- convenience stores;
- farmer's markets;
- grocery stores and bakeries;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- organization, government, and business offices (publicly accessible areas) including spaces where training is being provided to the public;
- personal service settings (e.g. spas, hair salons, barbers, nail salons) that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;
- places of worship (e.g. churches, mosques, synagogues, temples);
- private business transportation (e.g. company vehicle)
- private transportation (e.g. taxis, rideshare services);
- public transportation (e.g., bus or train);
- restaurants, cafés, cafeterias, food premises, banquet halls, nightclubs, bars;
- retail establishments and shopping malls; and
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums.

### The Enclosed Public Spaces NOT included:

- Spaces subject to provincial and/or local public health guidance:
  - child care centres and providers governed by the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, as amended (**except when medical masks are required, as directed**);
  - day camps, and
  - schools under the Education Act, R.S.O. 1990, c. E.2, as amended;  
*\*Parents / guardians are required to wear a Face Covering when entering a common area of these premises.*
- Indoor areas of a business, organizations, or services that are not designated for public access – if staff members can maintain physical distance of two metres from one another; and
- offices not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant) – except waiting room, as applicable, or if physical distancing of two metres is unable to be maintained

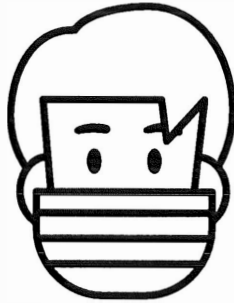
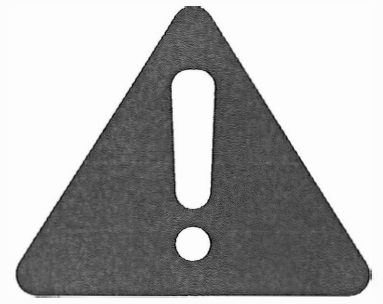
<sup>ii</sup> A **face covering** is a cloth face covering, or other face covering with *preferably* two layers of material that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping in order to contain coughs, sneezes and respiratory spit and spray of the person wearing the face covering. Face coverings such as a bandana, scarf, cloth, niqab or burka are not designed to filter air and do not have a number of layers; however they are a better alternative if a face covering is not available. (Where possible, a cloth mask should be worn underneath a head covering to ensure best fit against the face.) Face shields can also be used in situations when a person is unable to use any other type of face covering. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

<sup>iii</sup> **Best efforts** when restricting entry to persons not wear a face covering are defined as follows:

- Where a business, organization or service has a staff member restricting occupancy into the premises, a verbal reminder that they should be wearing a face covering as a result of these instructions shall be given to any person entering the premises without one. For greater clarity, there is not a need for a business, organization or service to turn away the individual to achieve the best effort standard.
- For persons seen removing their face covering for extended periods of time, a verbal reminder to that person of the requirement to wear face coverings under these instructions.



# STOP

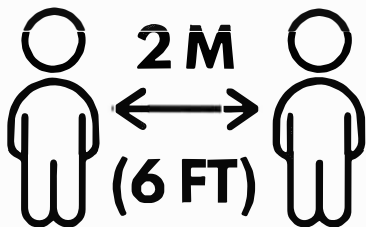


**You must wear a face covering at this site**

Age and medical exemptions apply



**Use hand sanitizer**



**Please keep a distance of two metres from others unless impossible**

**THANK YOU FOR PREVENTING  
THE SPREAD OF COVID-19**

Visit [myhealthunit.ca/COVID-19](https://myhealthunit.ca/COVID-19) for more information

North Bay Pelee Island District  
**Health Unit**



**Bureau de santé**  
du district de North Bay Pelee Island

**Ministry of the Attorney General**

Court Services Division  
Program Management Branch

McMurtry-Scott Building  
720 Bay Street, 2<sup>nd</sup> Floor  
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Telephone: 416 327-1348  
Fax: 416 326-3070

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Division des services aux tribunaux  
Direction de la gestion des programmes

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Toronto ON M7A 2S9

Téléphone : 416 327-1348  
Télécopieur : 416 326-3070

Our Reference #: A-2020-180

July 23, 2020

**Municipal Chief Administrative Officers:**

The Ministry of the Attorney General is pleased to advise that on July 21, 2020, Bill 197, the *COVID-19 Economic Recovery Act, 2020*, received Royal Assent. As a result, the amendments to the *Provincial Offences Act* (POA) that come into force on Royal Assent are now in effect. These include:

- Allowing defendants to request a trial, in early resolution courts and in first attendance municipalities that administer parking, by mail or other electronic method permitted by the court house;
- Allowing defendants and prosecutors to conduct early resolution discussions remotely in all cases;
- Allowing any participant, including a clerk of the court, witness, judge, or justice of the peace, to attend any proceeding remotely by audio or video, unless the presiding judicial official orders otherwise;
- Allowing the judiciary to order in-person attendance where the interests of justice or a fair trial require it;
- Permitting provincial offences officers to seek search warrants remotely in all cases; and
- Allowing defendants to provide credible and trustworthy information upon applying for a re-opening without the need to attend court to have an affidavit commissioned.

Further technical consequential, complementary and housekeeping amendments will come into force on July 21, 2021.

These amendments will enable municipalities, in consultation with the judiciary, to make greater use of technology to deliver justice services remotely.

Thank you, again, for your invaluable support in helping the Ministry modernize the justice sector. The amendments to the POA enable transformational benefits for all Ontarians in every region of our province, making it easier, faster and more affordable to access justice no matter where people live.

Should you have any questions, please contact Wendy Chen, Acting Manager of the Ministry's POA Unit, by email at [JUS.G.MAG.POASupport@ontario.ca](mailto:JUS.G.MAG.POASupport@ontario.ca).

Thank you,

A handwritten signature in cursive script, appearing to read "Jlee".

Jaimie Lee  
A/Director, Program Management Branch  
Court Services Division

**From:** [AMO Communications](#)  
**To:** [Cindy Pigeau](#)  
**Subject:** AMO Policy Update – Ontario Legislature Recessed, Standing Committee Now Looking at Infrastructure, Stage 3 Openings Information  
**Date:** Wednesday, July 22, 2020 4:43:56 PM

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## AMO Policy Update



July 22, 2020

# AMO Policy Update – Ontario Legislature Recessed, Standing Committee Now Looking at Infrastructure, Stage 3 Openings Information

## Ontario Legislature on Summer Recess

The Ontario Legislature had many late evening debates yesterday. The following government bills are now passed (after being time-allocated and clearing second- and third-reading debate and receiving Royal Assent):

- [Bill 184, \*Protecting Tenants and Strengthening Community Housing Act\*](#)

  - AMO's letter and Bill 184 submission can be found [here](#).

- [Bill 195, \*Reopening Ontario \(A Flexible Response to COVID-19\) Act\*](#)

  - AMO's update on Bill 195 can be found [here](#).

- [Bill 197, \*COVID-19 Economic Recovery Act\*](#)

  - Includes changes to the Development Charges (DCs)/Community Benefit Charge (CBC). AMO's update and brief analysis of Bill 197 can be found [here](#).

The Ontario Legislature will resume on Monday, September 14th.

## Standing Committee on Finance and Economic Affairs – Infrastructure Hearings

The Committee is holding public hearings on the Infrastructure sector by videoconference (Zoom) on Thursday, July 30, 2020, Tuesday, August 4, 2020; Wednesday, August 5, 2020; Thursday, August 6, 2020; Monday, August 10, 2020; and Tuesday, August 11, 2020.

If your municipality wants to be considered to make an oral presentation on the

Infrastructure sector by videoconference or teleconference, you are required to register by 5:00 p.m. (EDT) on Friday, July 24, 2020. To simply provide a submission regarding infrastructure, the deadline is 6:00 p.m. (EDT) on Tuesday, August 11, 2020.

To register or send a written submission, please visit the following link:

[●la.org/en/apply-committees](https://www.amo.org/en/apply-committees).

### Stage 3 Reopening Information and Assistance

We have followed up with the Province on some of the Stage 3 questions we have received from members and can provide you with additional information:

- If there are not any specific directions on how to reopen an activity or operations in the Ontario order O. Reg. 364/20, Rules for Areas in Stage 3, then municipalities and their staff are to follow the provincial and local, if provided, public health measures to prevent COVID-19 spread.
  - An example of this is playgrounds. There are no additional specific directions to follow for playgrounds, but they are allowed to open under Stage 3.
- The federal government also has many infection prevention resources that may be of assistance to municipalities to assist in reopening facilities safely during COVID-19.
  - Cleaning and Disinfecting Public Spaces during COVID-19.
- If your municipality is experiencing significant challenges opening with restrictions in Stage 3, there is provincial assistance available to work with you. You can access this assistance by sending in a completed form available here.

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Corporation of the Municipality of Calvin  
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AP5130

Page : 1

Date : Jul 23, 2020

Time : 1:42 pm

Supplier : 0000000 To PT00000007  
 Batch : All  
 Department : All

Cash Requirement Date : 23-Jul-2020  
 Bank : 099 To 1  
 Class : All

Supplier	Supplier Name	Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 0101 LIABILITIES</b>					
11033	LONDON LIFE INSURANCE				
PP#15 PENSIO	PP#15 Pension 2020	80	23-Jul-2020	23-Jul-2020	
1-2-0101-320	EMPLOYEE PENSION PAYABLE				678.76
13035	NORTHERN BUSINESS SOLUTIONS				
AR665086	2nd QTR 2020 Meter Read for Copier	80	20-Jul-2020	23-Jul-2020	
1-5-0101-117	COPIER EXPENSES				510.43
16073	PROGRESSIVE COMPUTING SOLUTION				
1652	Computer Services - June 2020	80	23-Jul-2020	23-Jul-2020	
1-5-0101-115	COMPUTER EXPENSES				511.89
18014	RUSSELL CHRISTIE LLP				
19-108-077(4)	Legal Fees for Stewart's Road Correspondence	80	21-Jul-2020	23-Jul-2020	
1-5-0101-120	LAWYER FEES				516.69
19-108-084(10)	Legal Fees for Correspondence Re: ESA & OHSA	80	21-Jul-2020	23-Jul-2020	
1-5-0101-120	LAWYER FEES				376.35
19-108-091	Legal Fees for Development of Road Use Agreement	80	22-Jul-2020	23-Jul-2020	
1-5-0101-120	LAWYER FEES				1,275.23
18047	MARJORIE ROSE ROBINSON				
2020-24	Accounting Assistance - Jun 20-July 14/20	80	15-Jul-2020	23-Jul-2020	
1-5-0101-116	AUDITOR				29.83
2020-25	Accounting Assistance Apr 15-Jun 20/20	80	15-Jul-2020	23-Jul-2020	
1-5-0101-116	AUDITOR				820.38
20008	THE MATTAWA RECORDER				
59599	1 Yr Subscription August 2020-2021	80	16-Jul-2020	23-Jul-2020	
1-5-0101-106	MISCELLANEOUS & MEMBERSHIPS - ADMIN				57.80
<b>Department Total :</b>					<b>4,777.36</b>

<b>DEPARTMENT 0200 FIRE PROTECTION</b>					
07084	GRAFF GERALD				
JULY 14/20	Radio Repairs	80	14-Jul-2020	23-Jul-2020	
1-5-0200-137	COMMUNICATIONS - FIRE				93.73
08010	BUMPER TO BUMPER - H.E. BROWN				
380967/D	Vehicle Supplies	80	11-Jul-2020	23-Jul-2020	
1-5-0200-102	VEHICLE/MILEAGE EXPENSE - FIRE				637.38
381351/D	Wash & Wax	80	13-Jul-2020	23-Jul-2020	
1-5-0200-102	VEHICLE/MILEAGE EXPENSE - FIRE				26.97
12028	MINISTER OF FINANCE				
1308072010540	2020 MNR Forest Fire Agreement	80	08-Jul-2020	23-Jul-2020	
1-5-0200-142	FOREST FIRE EXPENSE				656.88
16089	PPE SOLUTIONS INC.				
8111	Coveralls	80	23-Jul-2020	23-Jul-2020	
1-5-0200-132	CAPITAL EXPENDITURES - FIRE				1,203.60
<b>Department Total :</b>					<b>2,618.56</b>

<b>DEPARTMENT 0500 HEALTH SERVICES</b>					
13010	NORTH BAY PARRY SOUND DIST. HE				
AUGUST 2020	August 2020 Levy	80	23-Jul-2020	23-Jul-2020	
1-5-0500-108	HEALTH UNIT				1,552.83
<b>Department Total :</b>					<b>1,552.83</b>

<b>DEPARTMENT 0600 SOCIAL SERVICES</b>					
03001	CASSELLHOLME HOME OF AGED				
AUGUST 2020	August 2020 Levy	80	23-Jul-2020	23-Jul-2020	
1-5-0600-112	CASSELLHOLME				4,019.00
13056	DIST. OF NIPISSING SOCIAL SERV				
2020-0131	July 2020 Levy	80	01-Jul-2020	23-Jul-2020	
1-5-0600-110	COMMUNITY & SOCIAL SERVICES				19,826.98

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



AP5130

Page : 2

Date : Jul 23, 2020

Time : 1:42 pm

Supplier : 0000000 To PT00000007  
 Batch : All  
 Department : All

Cash Requirement Date : 23-Jul-2020  
 Bank : 099 To 1  
 Class : All

Supplier	Supplier Name				Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description			GL Account Name				
G.L. Account	CC1	CC2	CC3					
DEPARTMENT 0600		SOCIAL SERVICES						
<b>Department Total :</b>								<b>23,845.98</b>
DEPARTMENT 0700		RECREATION						
03019	CANADIAN SPRINGS							
1899142707192	5 x 18.9L Distilled Water Bottles				80	20-Jul-2020	23-Jul-2020	
1-5-0700-101	MATERIALS AND SUPPLIES (HALL)							53.99
<b>Department Total :</b>								<b>53.99</b>
DEPARTMENT 0800		PLANNING AND DEVELOPMENT						
12915	MUNICIPAL PROPERTY ASSESSMENT							
1800026099	MPAC QTR 3 2020				80	01-Jul-2020	23-Jul-2020	
1-5-0800-162	ASSESSMENT SERVICES							3,411.82
<b>Department Total :</b>								<b>3,411.82</b>
<b>Unpaid Total :</b>								<b>36,260.54</b>

Total Unpaid for Approval :	36,260.54
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>36,260.54</b>