

# CORPORATION OF THE MUNICIPALITY OF CALVIN

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August 21, 2020

## NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held **electronically** at 7 p.m. on Tuesday August 25, 2020.

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

Thank you.

Best regards;

Cindy Pigeau  
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**Tuesday August 25, 2020 at 7:00 p.m.**  
**ELECTRONICALLY**

1. **CALL TO ORDER**
2. **WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **PETITIONS AND DELEGATIONS**                      None
4. **REPORTS FROM MUNICIPAL OFFICERS**                      None
5. **REPORTS FROM COMMITTEES**                      None
6. **ACTION LETTERS**
  - A) Minutes of Regular Council Meeting                      Adopt Minutes of Tuesday, August 11/20
  - B) Report from Clerk-Treasurer                      2020CT31 Report to Council – Covid 19 Update
  - C) Report from Clerk-Treasurer                      2020CT32 Report to Council – Emergency Control Group Meeting Summary – August 12, 2020
  - D) By-Law No. 2020-018                      A By-Law to Adopt a Policy for the Covid 19 Municipal Operations and Services Re-Opening Plan
  - E) Report from Clerk-Treasurer                      2020CT29 Report to Council – Different Ways to Bring Forth Motions at Council Meetings
  - F) Report from Clerk-Treasurer                      2020CT28 Report to Council – Amendment to Procedural By-Law
  - G) Councillor Dean Grant                      In-Camera Material – Timelines to Receive Information
  - H) By-Law 2020-019                      Amendment to By-Law 2008-008 and By-Law 2020-008 – Amendment to Procedural By-Law to include Electronic Meetings
  - I) By-Law 2020-020                      Update to Hall Rental and Equipment Use Policy
  - J) Report from Clerk-Treasurer                      2020CT30 Report to Council – Changing Speed Limits
  - K) Councillor Heather Olmstead                      Explore Options Available to Reduce Speed Limit on Peddlers Drive, specifically around the “Whalley Bridge”
  - L) Municipality of Calvin - Administration                      Commitment of 20% of Total Cost of Public Sector Digest O. Reg 588 Compliant AMP Proposal in 2021 Budget
  - M) Township of Papineau-Cameron                      Suggested Changes to Proposed Official Plan

**7. INFORMATION LETTERS**

- A) North Bay Mattawa Conservation Authority Call for Applications for One North Bay-Mattawa Source Protection Committee Member
- B) Ministry of Municipal Affairs and Housing Federal-Provincial Safe Restart Agreement – Emergency Assistance
- C) Association of Municipalities of Ontario(AMO) AMO Policy Update – Municipal Emergency Fiscal Relief, Quarter 1 Fiscal and Covid 19 Action Plan Updates.
- D) City of Port Colbourne Funding and Inspections for Long Term Care Homes due to Covid 19 Pandemic
- E) Province of Ontario Connecting Links Program – Investing in Roads and Bridges
- F) City of Port Colbourne Endorsement of Bill 164
- G) The Federation of Northern Ontario Municipalities Results of AMO Virtual Conference
- H) Ministry of Transportation New Regulatory Framework to Govern School Bus Stop Arm Camera Programs
- I) Ministry of Natural Resources and Forestry Resuming Aggregate application timelines and public consultation under the Aggregate Resources Act (ARA)
- J) Ministry of the Solicitor General Court Security and Prisoner Transportation
- K) Municipal Property Assessment Corp Quarter 2 Assessment Update
- L) The Town of Gore Bay Support of Covid 19 Funding

**8. INFORMATION LETTERS AVAILABLE** 2020 Proposed Amendments to Technical Rules: Assessment Report – Clean Water Act, 2006

**9. OLD AND NEW BUSINESS**

**10. ACCOUNTS APPROVAL REPORT**

**11. CLOSED PORTION**

**12. BUSINESS ARISING FROM CLOSED SESSION**

**13. NOTICE OF MOTION**

**14. ADJOURNMENT**

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, AUGUST 11, 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, Roads Superintendent, Chris Whalley, Recreation and Cemetery Supervisor/Landfill Superintendent, Jacob Grove and Clerk-Treasurer, Cindy Pigeau.

Regrets: 0                      Guests: 2

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

PECUNIARY/CONFLICT OF INTEREST:                      Deputy Mayor Sandy Cross declared a conflict of interest on Agenda Item No. 6 R) – Item Title: Request to Use the Community Hall Kitchen, Reason: “I am a Member of the C.W.A. and do not want to influence the vote.”

Councillor Heather Olmstead declared a conflict of interest on Agenda Item No. 6 R) – Item Title: Request to Use the Community Hall Kitchen, Reason: “As I am a Member of the C.W.A.”

Councillor Heather Olmstead declared a conflict of interest on Agenda Item No. 6 Q) – Item Title: Notification of Micro Cultivation and Research of Cannabis Facility, Reason: “As he is a neighbor and I have strong opinions.”

PRESENTATIONS/DELEGATIONS:                      Ms. Wannetta Sparks/Calvin Women’s Association – RE: Use of the Community Hall Kitchen for Canning Vegetables to make survival packs for people and have them available at the Fire Department.

2020-262                      MINUTES OF REGULAR COUNCIL MEETING

Moved by Coun Olmstead and seconded by Coun Cross that the Minutes of the regular meeting of Council held on Tuesday, July 28, 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	

2020-255 BY-LAW 2020-017- 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

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. This By-law received the 3<sup>rd</sup> and final reading on Tuesday, August 11, 2020 and finally passed before an open Council on this date.

Third and Final Reading

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

Carried

2020-263 BY-LAW 2020-018- BEING A BY-LAW TO ADOPT A POLICY FOR THE COVID 19 MUNICIPAL OPERATIONS AND SERVICES RE-OPENING PLAN

By-law No. 2020-017 being a By-Law to adopt a policy for the Covid 19 Municipal Operations and Services Re-Opening Plan. 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, August 25, 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

2020-264 AUTHORIZATION TO PROCEED WITH PROPOSED AMENDMENTS TO PROCEDURAL BY-LAW

Moved by Coun Grant and seconded by Coun Maxwell that Council hereby authorizes the Clerk-Treasurer to proceed with the proposed amendments to the Procedural By-Law (2008-008 and amendment 2020-008) to include electronic meetings and/or electronic participation in meeting and bring forth the amended by-law at the next regular council meeting on Tuesday, August 25<sup>th</sup>, 2020.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-265 ROAD USE AGREEMENT TEMPLATE

Moved by Coun Olmstead and seconded by Coun Cross that the Council of the Corporation of the Municipality of Calvin acknowledges the attached "Municipality of Calvin – Road Use Agreement" template to be used as a basis for any future requests made by property owners for road agreements required within the Municipality of Calvin; And Further that each request will be reviewed on a case by case basis and the template could potentially be amended based on the request under review; And Further costs (if any) associated with the request under review will be clearly stated within the agreement and reviewed with the property owner.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-266 COVID-19 RE-OPENING QUESTIONNAIRES FOR COUNCIL, EMPLOYEE DAILY AND WORKPLACE VISITOR

Moved by Coun Maxwell and seconded by Coun Olmstead that Council hereby authorizes that the Covid 19 Council, Employee Daily and Workplace Questionnaires, attached as Schedule A, be implemented to help protect the Municipality of Calvin Council, Staff and Community from Covid 19.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-267 COVID 19 SCREENING TOOL FROM MINISTRY OF HEALTH FOR RE-OPENING QUESTIONNAIRE

Moved by Coun Cross and seconded by Coun Olmstead that Council hereby authorizes that the Covid 19 Screening Tool for Long-Term Care Homes and Retirement Homes, attached as Schedule A, be implemented for all Employees, Council and Visitors entering any of the Municipal Buildings, to help protect the Municipality of Calvin Council, Staff and Community from Covid 19.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-268 RENEWAL OF GROUP INSURANCE POLICY

Moved by Coun Maxwell and seconded by Coun Grant that Council hereby authorizes the Renewal of the Group Insurance Policy with CanadaLife as is, with no change to existing benefits and no change to premiums.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-269 SUPPORT LETTER FOR APPLICATION TO ICON FUNDING

Moved by Coun Cross and seconded by Coun Maxwell that WHEREAS access to affordable and reliable broadband networks is an important part of everyday life and key to economic, education, social and health development, and; WHEREAS communities outside urban centres face challenges in accessing internet service levels comparable to those in cities due to factors such as low population, distance and challenging terrain and; WHEREAS Xplornet has a track record of providing broadband access to rural residents in places unserved by others, and;

WHEREAS Xplornet is proposing a substantial broadband infrastructure project for central and northern Ontario for submission to the Improving Connectivity in Ontario (ICON) program, and; WHEREAS the project will build 2,650 km of new fibre across the province, with 29 km to be built in Calvin, and; WHEREAS 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 and the project will also add wireless "small cell" providing 100 Mbps service just to the west of Calvin's municipal boundary, and; WHEREAS 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; THEREFORE BE IT RESOLVED that The Corporation of the Municipality of Calvin supports the application by Xplornet to the Improving Connectivity in Ontario (ICON) program.

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

2020-270 LETTER TO ANTHONY ROTA, MP AND THE FEDERAL GOVERNMENT RE: MATCH THE FUNDING OF THE PROVINCE OF ONTARIO FOR RURAL HIGH SPEED INTERNET UPGRADES IN NORTHERN ONTARIO

Moved by Coun Grant and seconded by Coun Olmstead WHEREAS access to affordable and reliable broadband networks is an important part of everyday life and key to economic, education, social and health development, and; WHEREAS communities outside urban centres face challenges in accessing internet service levels comparable to those in cities due to factors such as low population, distance and challenging terrain and; WHEREAS since the arrival of Covid 19, the need to improve connectivity in the District of Nipissing has significantly increased due to the number of people working from home, children remotely working on school assignments and people using the internet for entertainment purposes, and; WHEREAS the above has caused connection speeds in the rural areas of the District of Nipissing to deteriorate even further, and; WHEREAS the Provincial government has announced \$150 million for broadband, cellular connectivity funding that will support the implementation of Broadband projects, and; THEREFORE BE IT RESOLVED that The Corporation of the Municipality of Calvin calls on the Federal Government to match or exceed the funding announced by the Provincial government for rural broadband and cellular connectivity, further investing in the economic, education, social and health development of those who live in rural areas of Canada, by improving the connection speeds in these rural areas, and; THEREFORE BE IT FURTHER RESOLVED that, The Corporation of the Municipality of

Calvin requests that our Member of Parliament, Mr. Anthony Rota advocate on the District of Nipissing's behalf to ensure that the Federal Government honour their commitment to invest in the development broadband and cellular connectivity for rural Canada, and; THEREFORE BE IT FURTHER RESOLVED that the Municipality of Calvin will forward this resolution to the Honorable Anthony Rota, Member of Parliament for the District of Nipissing-Timiskaming and the Municipalities of the District of 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

2020-271 LETTER TO PREMIER DOUG FORD RE: LONG TERM CARE FACILITIES

Moved by Coun Olmstead and seconded by Coun Maxwell WHEREAS the Covid 19 pandemic has brought forth some alarming insights on conditions of some facilities and how understaffed our long-term homes really are, and; WHEREAS some Long Term Care (LTC) facilities are so full that those in need of a facility such as this have to be put on waiting lists in other municipalities which can cause difficulties for family members to visit which can then cause difficulties for the LTC facility staff as they do not have the help of family members to care for their loved ones, and; WHEREAS the staff of these LTC facilities are typically part time or casual workers requiring them to work in multiple facilities in order to earn a full time wage which has helped in the spread of Covid 19 cases, and; WHEREAS this domino effect has made it so that the residents have been endangered by personnel moving between infected homes because of the lack of staff or full-time positions; THEREFORE BE IT RESOLVED that the Municipality of Calvin is asking Premier Doug Ford and his ministers to:

- Increase employment opportunities to ensure LTC facilities are appropriately staffed to care for the residents of the facility even during Covid 19 outbreaks
- Increase the number of full time positions at all LTC facilities in order to minimize the requirement for employees to work at multiple facilities
- Perform inspections of LTC facilities on a regular basis
- Ensure ample personal protective and safety equipment is available to staff and residents

THEREFORE BE IT FURTHER RESOLVED that the Municipality of Calvin will forward this resolution to the Honorable Doug Ford, Premier of Ontario and all Ontario 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

2020-272 SIGNAGE FOR FIRE TRUCK FILLING STATION AT THE AMABLE DU FOND RIVER

Moved by Coun Cross and seconded by Coun Grant WHEREAS at the regular meeting of Council on July 14<sup>th</sup>, 2020, it was brought to the attention of Council that there is parking taking place at the Amable du Fond River Fire Truck Filling Station; AND WHEREAS Council deemed it appropriate to pass a by-law (2019-019) to control the use of public lands which the Corporation owns, to regulate such use and protect said lands and to regulate parking on the 12<sup>th</sup> day of November, 2019; AND WHEREAS By-law number 2019-019, 9. Signs – Erection of Signs, Etc., a. The Municipality of Calvin's Recreations Supervisor and/or Roads Superintendent are hereby authorized and directed to erect and maintain such signs, markings, barricades and other structures, plant and equipment as are required to give effect to this By-law and as are required to regulate, direct, warn or guide pedestrian and vehicular traffic for the



safety and convenience of the public; AND WHEREAS per Resolution No. 2019-138, that a Filling Station for the Calvin Fire Department be established at the "Whalley Bridge" to provide another location for the fire trucks to fill up with water in the event of a fire emergency in that area of the community; AND WHEREAS the Corporation of the Municipality of Calvin 2020 budget line 1-5-0950-106 accounts for signage for the Parking By-law in the amount of \$1000.00 as discussed during budget deliberations, as being placed on Peddlers Drive at the Amable du Fond River; THEREFORE BE IT RESOLVED that Council hereby acknowledges that the Recreation Supervisor and/or the Roads Superintendent are authorized and directed under By-law number 2019-019 to erect signs to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety of the public, that the Fire Truck Filling Station has been identified as an area that is unsafe to park, as parking in this area would prevent fire trucks from accessing the Fire Truck Filling Station and that the Recreation Supervisor and/or the Roads Superintendent will erect a Emergency Vehicle Parking Only sign at the Amable du fond River Fire Truck Filling Station.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-273 SIGNAGE FOR NO PARKING ZONES AT THE AMABLE DUE FOND RIVER

Moved by Coun Cross and seconded by Coun Grant WHEREAS at the regular meeting of Council on July 14<sup>th</sup>, 2020, it was brought to the attention of Council that there is illegal and unsafe parking taking place on Peddlers Drive near the Amable du Fond River; AND WHEREAS Council deemed it appropriate to pass a by-law (2019-019) to control the use of public lands which the Corporation owns, to regulate such use and protect said land and to regulate parking on the 12<sup>th</sup> day of November, 2019; AND WHEREAS By-law number 2019-019, 9. Signs – Erection of Signs, Etc., a. The Municipality of Calvin’s Recreations Supervisor and/or Roads Superintendent are hereby authorized and directed to erect and maintain such signs, markings, barricades and other structures, plant and equipment as are required to give effect to this By-law and as are required to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety and convenience of the public; AND WHEREAS the Highway Traffic Act R.R.O. 1990, Parking on roadway 170 (1) No person shall park, stand or stop a vehicle on a roadway, (b) when it is not practicable to park, stand or stop the vehicle off the roadway unless a clear view of the vehicle and of the roadway for at least 125 metres beyond the vehicle may be obtained from a distance of at least 125 metres from the vehicle in each direction upon the highway. *R.S.O. 1990, c. H.8, s. 170 (1)*; AND WHEREAS Ontario Book 5, Ontario Traffic Manual, March 2000, Regulatory Signs, 10. Parking Control Signs, Sign Types, the no parking sign must be used where parking is prohibited at all times. No Parking Sign (Rb-151) should be used where posted speed is 70km/h or greater. Rb-151 is 60cm X 60cm, Font is Highway Gothic C and colour of interdictory symbol is red reflective, legend and border is black and the background is white reflective; AND WHEREAS there are four no parking signs on Peddlers Drive near the Amable du fond River which are undersized for the speed limit; AND WHEREAS the Corporation of the Municipality of Calvin 2020 budget line 1-5-0950-106 accounts for signage for the Parking By-law in the amount of \$1000.00 as discussed during budget deliberations, as being placed on Peddlers Drive at the Amable du Fond River; THEREFORE BE IT RESOLVED that Council hereby acknowledges that the Recreation Supervisor and/or the Roads Superintendent are authorized and directed under By-law number 2019-019 to erect signs to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety of the public, that the area of Peddlers Drive near the Amable du fond River has been identified as an area that is unsafe and illegal to park and that the Recreation Supervisor and/or the Roads Superintendent will erect No Parking signs Rb-151 on Peddlers Drive near the Amable du fond River.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-274        SIGNAGE FOR WATER ACCESS ONLY PARKING ZONE AT SMITH LAKE BOAT LAUNCH  
Moved by Coun Maxwell and seconded by Coun Olmstead WHEREAS Council deemed it appropriate to pass a by-law (2019-019) to control the use of public lands which the Corporation owns, to regulate such use and protect said lands and to regulate parking on the 12<sup>th</sup> day of November, 2019; AND WHEREAS By-law number 2019-019, 4. Boat launches b. THAT no overnight parking be allowed at the Smith Lake boat launch except in the designated spots assigned to water access only property owners with the appropriate permits; AND WHEREAS By-law number 2019-019, 5. Water Access Only Properties c. THAT each Water Access ONLY property owner must park in the designated area for Water Access ONLY properties; AND WHEREAS By-law number 2019-019, 5. Water Access Only Properties d. THAT while parked in the designated parking area, the permit must be prominently displayed on the vehicle; AND WHEREAS By-law number 2019-019, 9. Signs – Erection of Signs, Etc., a. The Municipality of Calvin’s Recreations Supervisor and/or Roads Superintendent are hereby authorized and directed to erect and maintain such signs, markings, barricades and other structures, plant and equipment as are required to give effect to this By-law and as are required to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety and convenience of the public; AND WHEREAS the Corporation of the Municipality of Calvin 2020 budget line 1-5-0700-155 accounts for signage for the Parking By-law at the Municipal Boat Launch as discussed during budget deliberations, as being placed on Suzannes Road at the Smith Lake Boat Launch; THEREFORE BE IT RESOLVED that Council hereby acknowledges that the Recreation Supervisor and/or the Roads Superintendent are authorized and directed under By-law number 2019-019 to erect and maintain such signs, as are required to give effect to this By-law and as are required to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety and convenience of the public.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-275        SIGNAGE FOR EMERGENCY VEHICLE ONLY PARKING ZONE AT SMITH LAKE BOAT LAUNCH  
Moved by Coun Olmstead and seconded by Coun Grant WHEREAS at the regular meeting of Council on July 14<sup>th</sup>, 2020, it was brought to the attention of Council that there is an area on the south side Suzannes Road east of the Smith Lake boat that would be an ideal area to designate as Emergency Vehicle Parking Only; AND WHEREAS establishing an Emergency Vehicle Parking Only area would allow for a fire truck filling area close to Smith Lake in the event that a water source needs to be established for the protection of property in that area of the Municipality; AND WHEREAS establishing an Emergency Vehicle Parking Only area would allow for a parking area designated for an emergency response vehicle in the event of a medical emergency on Smith Lake; AND WHEREAS Council deemed it appropriate to pass a by-law (2019-019) to control the use of public lands which the Corporation owns, to regulate such use and protect said lands and to regulate parking on the 12<sup>th</sup> day of November, 2019; AND WHEREAS By-law number 2019-019, 9. Signs – Erection of Signs, Etc., a. The Municipality of Calvin’s Recreations Supervisor and/or Roads Superintendent are hereby authorized and directed to erect and maintain such signs, markings, barricades and other structures,

plant and equipment as are required to give effect to this By-law and as are required to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety and convenience of the public; THEREFORE BE IT RESOLVED that Council hereby designates a portion of the south side of Suzannes Road east of the Smith Lake boat launch as Emergency Vehicle Parking Only area and that the Recreation Supervisor and/or the Roads Superintendent as authorized and directed under By-law number 2019-019 will erect signs to regulate, direct, warn or guide pedestrian and vehicular traffic for the safety of the public, that this area has be identified as an area that is unsafe to park, as parking in this area would prevent Emergency Vehicles from accessing the Emergency Vehicle Parking Only area and that the Recreation Supervisor and/or the Roads Superintendent will erect a Emergency Vehicle Parking Only sign.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-276 NOTIFICATION OF MICRO CULTIVATION AND RESEARCH OF CANNABIS FACILITY  
Moved by Coun Maxwell and seconded by Coun Cross THAT Council has received notification from Mr. Brandon Pilgrim that application is being made for a micro cultivation license to produce small batch craft cannabis for the recreational market under company number 2700012 Ontario Inc and application is being made for a license to conduct different types of cannabis research under company number 002657383 otherwise known as Pilgrim’s Brand Craft Growing Corporation; AND FURTHER that the Facility will be located at 188 Adams Road; THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Calvin does not have any concerns regarding this facility as long as the appropriate precautions and regulations, as outlined by Health Canada, are followed.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Maxwell	Yea
Councillor Olmstead	CONFLICT OF INTEREST DECLARED
Councillor Grant	Yea
Mayor Pennell	Yea
Carried	

2020-277 REQUEST TO USE THE COMMUNITY HALL KITCHEN  
Moved by Coun Maxwell and seconded by Coun Grant THAT Council hereby authorizes the use of the Community Hall Kitchen and the community hall indoor washrooms by the Calvin Women’s Association for a canning/pickling session on Saturday, August 29<sup>th</sup>, 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 session regarding Covid 19 will be followed by the attendees of the session; 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 session.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	CONFLICT OF INTEREST DECLARED
Councillor Maxwell	Yea
Councillor Olmstead	CONFLICT OF INTEREST DECLARED
Councillor Grant	Yea
Mayor Pennell	Yea
Carried	

2020-278 DISBURSEMENTS

Moved by Coun Olmstead and seconded by Coun Cross that the disbursements dated August 6, 2020 in the amount of \$24,091.78 and August 11, 2020 in the amount of \$13,182.19 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

2020-279 ADJOURNMENT

Moved by Coun Maxwell and seconded by Coun Olmstead that this regular meeting of Council now be adjourned at 9:38 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

## MUNICIPALITY OF CALVIN

### 2020CT31 REPORT TO COUNCIL

REPORT DATE: **August 25, 2020**  
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT: **Covid-19 Update**

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The Province of Ontario officially entered the third stage of its *Framework for Reopening the Province* as of July 17th, 2020. As a result, we are preparing to re-open to the public. The following steps are being investigated:

1. Our Re-Opening Plan Policy will be brought forth for Council 3<sup>rd</sup> and final reading on August 25<sup>th</sup>, 2020. If enacted Staff will do their best to have both indoor and outdoor facilities open as soon as possible. The goal is by the end of the month depending on when signage is received and can be installed.
2. Barriers have been installed at the front counter. Once the Re-Opening Plan Policy has been enacted, as per the North Bay Parry Sound District Health Unit Regulation, face coverings will be required to be worn, with the exception for those who are unable to do so.
3. Once the Re-Opening Plan Policy has been enacted, due to the small size of our front counter area, one member of the public at a time will be allowed into the office at a time. The door will be locked so as to ensure this. A button to automatically open the door has been installed to maintain physical distancing.
4. Checklists for indoor and outdoor cleaning and sanitizing have been developed and already have been or will be put into place once the Re-opening Plan Policy has been enacted. Appropriate supplies have been ordered and received.
5. Appropriate signage has been ordered and should be ready for pick up early next week.
6. The precautions that have been put in place at the Landfill will remain in effect for the foreseeable future.
7. As with all departments, the Public Works Department has been operational during the pandemic. We continue to ask that no one visit the municipal garage unless it is absolutely necessary and that physical distancing is maintained.
8. The Building Department has been issuing building permits since May 19<sup>th</sup>, 2020 under the first stage of the provincial re-opening. For members of the public who would like to meet with the Chief Building Official it is requested that they contact the Chief Building Official by email ([building@calvintownship.ca](mailto:building@calvintownship.ca)), phone (705-744-2700 or 705-218-0899) or fax (705-744-0309) to set up an appointment. Facial Coverings will be required with the exception for those who are unable to.
9. Any issues with By-Law Enforcement may be delayed but we will work on resolving issues as best we can. Please continue to call the office or email [administration@calvintownship.ca](mailto:administration@calvintownship.ca).
10. For any planning issues, please email [East.Nipissing.Planning.Board@gmail.com](mailto:East.Nipissing.Planning.Board@gmail.com).
11. For the most up to date information, please visit our website, Facebook/Twitter page and/or the Citizens Alert application.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

**MUNICIPALITY OF CALVIN**  
**2020CT32 REPORT TO COUNCIL**

REPORT DATE: **August 25, 2020**  
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT: **Emergency Control Group Meeting Summary – August 12, 2020**

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The Emergency Control Group met electronically on Wednesday, August 12, 2020 by Zoom.

In regards to Key Legislation changes there have not been any changes since our last meeting two weeks ago. We are still in Stage 3 of Phase 2 of the Provincial Re-Opening Plan. At this time the orders associated with the Re-Opening Ontario Act will be in place until August 23 but it is anticipated that these orders will be extended.

The Emergency Response Plan is in the process of being amended to include pandemic situations. Once these changes have been made a copy of the revised plan will be brought forth to Council for approval.

The Municipal State of Emergency still remains in effect.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-018

**BEING A BY-LAW TO ADOPT A POLICY FOR THE COVID 19 MUNICIPAL OPERATIONS AND SERVICES RE-OPENING PLAN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a policy for the Covid 19 Municipal Operations and Services Re-Opening Plan under Responsible and Flexible Government regarding a phased approach to re-opening the operations and services the municipality provides during the Covid 19 pandemic.

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

1. That the Covid 19 Municipal Operation and Services Re-Opening Plan regarding the use of a phased approach to re-opening the municipality during the Covid 19 pandemic on behalf of the Municipality of Calvin, be hereto attached as Schedule "A".

And

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

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

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

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

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

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



**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 Procedural By-Law is appropriately changed.
- 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.

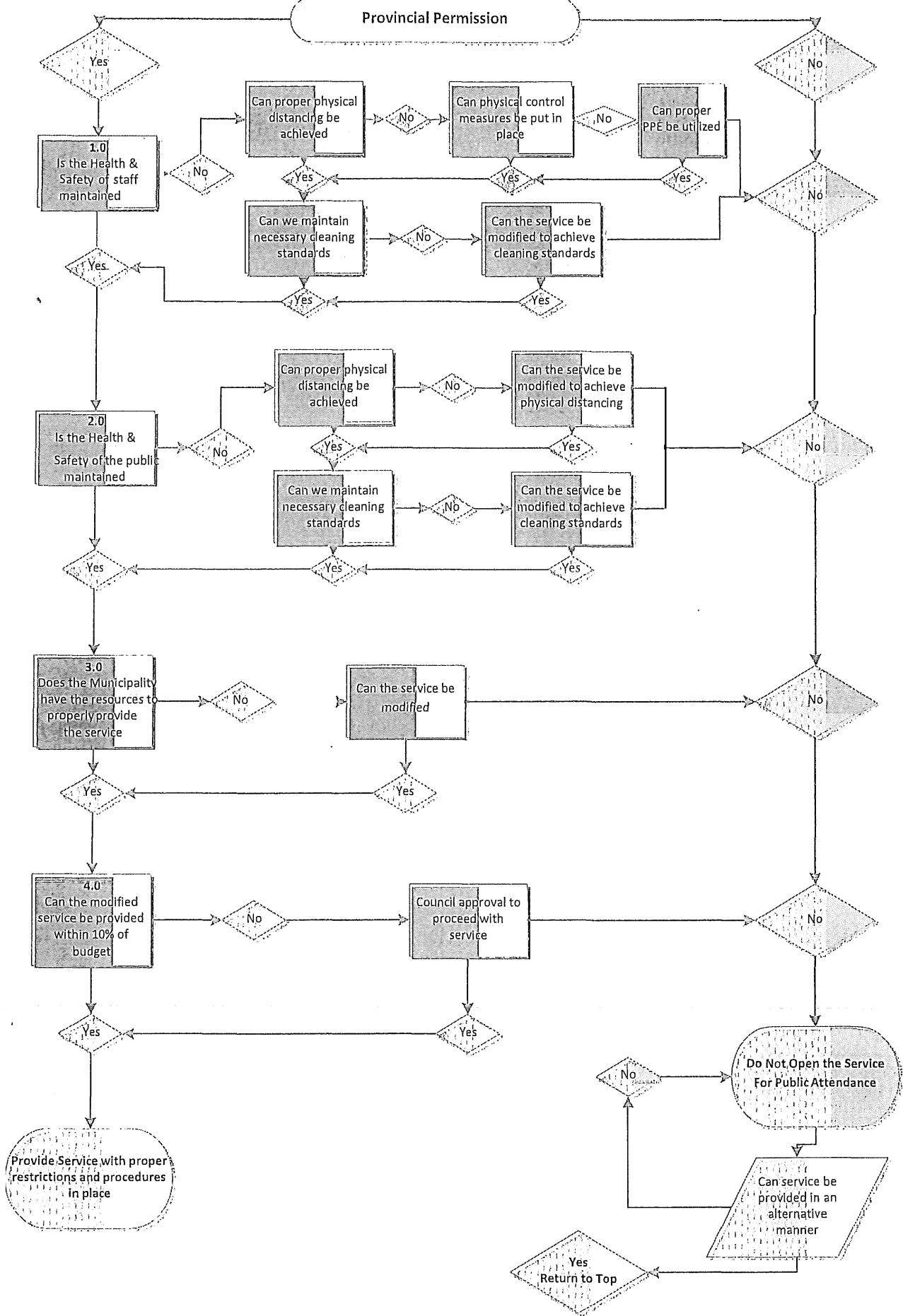
- Staff, Council, and visitors are encouraged to maintain a physical distance of 2 meters from others.
- Staff's workstations are to be separated from each other to ensure a 2 meter or greater distance.
- Managers and supervisors are encouraged to stagger lunch and breaks among staff.
- There will be 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)

**MUNICIPALITY OF CALVIN**  
**2020CT29 REPORT TO COUNCIL**

REPORT DATE: **August 25, 2020**  
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT: **Different Ways to Bring Forth Motions at Council Meetings**

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**BACKGROUND**

There are three different ways in which a motion can be brought forth at a Council Meeting.

1. If you would like to have a motion added to the agenda and it is before noon the Thursday before the Council meeting, then you can provide the Clerk with the content you would like to have in the motion and it will be added to the agenda.
2. If a Councillor would like to present a motion after the deadline of noon Thursday before a Council Meeting, the Councillor would then have to, on the appropriate Notice of Motion form, provide to the Clerk a Notice of Motion, either after the deadline but prior to the Council meeting or at the Council meeting. The Notice of Motion would then be presented under item #13 – Notice of Motion, on the agenda at that Council Meeting. The Notice of Motion will then be deliberated at the next regular Council meeting as per clause 13.2 or 13.3 of the Procedural By-Law. A Notice of Motion does not require a mover and a seconder until it comes before a meeting for debate (see clauses 13.6, 13.7 and 13.8 of the Procedural By-Law).
3. A third option is for Council to Suspend Notice – As per the Procedural By-Law, clause “13.5 Suspend Notice – without prior notice – resolution passed by 2/3 of Council - Notwithstanding section 13.4, any motion may be introduced without notice, if Council/Committee dispenses with such notice by resolution passed by 2/3 of the members present.” It is recommended that this option be used sparingly so as to be as transparent and accountable to the public as possible.

Respectfully submitted;  
Cindy Pigeau  
Clerk Treasurer

**MUNICIPALITY OF CALVIN**  
**2020CT28 REPORT TO COUNCIL**

REPORT DATE: **August 25, 2020**

ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**

SUBJECT: **Amendments to Procedural By-Law**

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**RECOMMENDATION**

That the appropriate amendments to the procedural by-law to include Electronic Council Meetings and/or Electronic Participation in Council Meetings be considered by Council. Further review of the procedural by-law take place at a later date after the training from the Integrity Commissioner is completed.

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**BACKGROUND**

In the fall of 2018, Councillor Cross and I attended a training workshop on updating our Procedural By-Law. Part of the cost of the workshop was for E4M in association with Wishart Law Firm to write a DRAFT version of a new Procedural By-Law. We received this DRAFT version of a new procedural by-law in March/April of 2019. At that time, the municipality was in the middle of budget deliberations and therefore the DRAFT procedural by-law was not brought forth for Council review.

In the months following the budget completion in 2019, there were a number of other items that took priority over the review of the DRAFT procedural by-law, for example, the “Parking By-Law”, the Municipal Alcohol Policy by-law, the “Updated Landfill” by-law, the “Pound Keeper” by-law, the Update to the “Building” By-Law, Agreements with Bonfield for the Dog Pound, Renewal of the Road Agreement with Bonfield, Agreements with the North Bay and District Humane Society, etc.....

Therefore, at the January 28<sup>th</sup>, 2020 meeting, the DRAFT Procedural By-Law (prepared by E4M in association with Wishart Law Firm) was brought forth for review and discussion. At this meeting, it was determined that Council would submit to the Clerk-Treasurer their ideas of what they liked, didn’t like, suggestions for changes, etc..... It was determined that at the second meeting in February these suggestions from Council would be reviewed and discussed.

At the second meeting in February (February 25<sup>th</sup>, 2020), many questions about the clauses were brought up from Council. Therefore, it was determined that it would be prudent to have a training session from our Integrity Commissioner (E4M) before proceeding further with the review of the DRAFT procedural by-law.

With the Covid 19 pandemic, it then became an issue to have a training session and therefore the training session from the Integrity Commissioner (E4M) would have to be postponed until it was safe and provincially allowable to do so. In June, we had tentatively booked something for August. Unfortunately, due to a number of factors such as coordinating the training session with other municipalities so as to cut costs for the training, as well as the backlog of work of the Integrity Commissioner, it does not look like we will be having the training session with the

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

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

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

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

“WHEREAS the proposed change, as per the DRAFT AMENDMENT presented at the August 11, 2020 regular council meeting, to clause 5.10 Agenda – In – Camera – material is the following: All In-Camera material will be circulated to members of Council and/or Committee Members no earlier than 3 hours before the start of the regular meeting that the In-Camera meeting takes place, whether Members are participating physically or electronically. The In-Camera material will be provided electronically with the appropriate precautions in place to protect the confidential nature of the information being provided to Members.

IT IS REQUESTED that Council consider the following changes to said clause: All In-Camera material will be circulated to members of Council and/or Committee Members a minimum of 4 hours but preferably 24 hours before the start of the regular meeting that the In-Camera meeting takes place, whether Members are participating physically or electronically. The In-Camera material will be provided electronically with the appropriate precautions in place to protect the confidential nature of the information being provided to Members.

THEREFORE BE IT RESOLVED Council approves of the requested change and that it replace the proposed change to clause 5.10 in the DRAFT AMENDMENT presented at the August 11, 2020 regular council meeting.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-019

BEING A BY-LAW TO AMEND BY-LAW 2008-008 AND BY-LAW 2020-008 WHICH ARE BY-LAWS TO GOVERN AND REGULATE THE MEETINGS AND PROCEEDINGS OF COUNCIL AND COMMITTEES OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND COMMONLY CALLED “THE PROCEDURAL BY-LAW”.

WHEREAS pursuant to the *Municipal Act*, 2001 c.25, Section 238(2) as amended, every municipality and local board shall pass a Procedural By-law governing the calling, place and proceedings of meetings, including Regular, Special, Committee or other Meetings of a Council;

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to amend the current By-Law and enact such amended By-Law to govern the proceedings of Council, the conduct of its Members and the calling and place of meetings;

BE IT ENACTED as a By-law of the Corporation of the Municipality of Calvin as follows:

1. That Definitions of the Amendment to the Procedural By-Law No. 2020-008 the following definition shall be amended as follows;
  - 1.4 “CHAIR” shall mean the person presiding at the Meeting whether it be the Mayor or any other Member; The Chair will preside over council meetings so that its business can be carried out efficiently and effectively whether the meeting is held in person or electronically;
  - 1.5 “CLERK” means the Clerk-Treasurer of the Corporation or his/her delegate; The clerk will record, without note or comment, all resolutions, decisions and other proceedings of the council and if required by any member present at a vote, to record the name and vote of every member voting on any matter or question whether the meeting is held in person or electronically;
  - 1.31 “ELECTRONIC MEETING” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does count for Quorum. The Member participating electronically can vote. The Member participating electronically may participate in a Closed Meeting;
  - 1.32 “HYBRID MEETING” means a meeting where participants, including members of the public, are a combination of in-person and electronic.
2. That the clauses note below of the Procedural By-Law No. 2008-008 shall be amended as follows:

- 1.27 “QUORUM” means the minimum number of members who must be present, either physically or electronically, for business to be legally transacted and in the case of the Municipality of Calvin shall be three (3) members;
- 2.8 **Meetings – location – Council Chambers - exception**  
All meetings of Council, Standing Committees and Advisory Committees shall take place in the Calvin Community Centre at 1355 Peddlers Dr., by authorized electronic means or as otherwise designated by Council of the Chair of a Committee.
- 2.9 **Use of Audio – Video Equipment**  
The Municipality will use audio and video recording equipment during Meetings for the purpose of Live Streaming meetings to the approved platform for increased transparency to the public. Any and all audio/video recordings recorded other than by the Municipality shall not, under any circumstances, be deemed to be official records.
- 3.2 **Duty of Mayor**  
It is the duty of the Mayor to preside at all meetings of Council, whether they are in person, electronic or a hybrid, and in addition to the requirements in the Municipal Act shall be responsible.....
- 3.5 **Duty of Clerk**  
It is the duty of the Clerk to attend all Council meetings, whether they are in person, electronic or a hybrid, .....
- 11) The Clerk shall, in consultation with the Chair, determine the appropriate technology to provide for electronic means of participation in each Meeting, provided that it allows for the following to occur simultaneously:
- a) each person may hear any person authorized to speak,
  - b) each participant entitled to speak may indicate to the Chair that they desire to speak and,
  - c) provided for public access
- 5.10 **Agenda – In – Camera – material**  
All In-Camera material will be circulated to members of Council and/or Committee Members no earlier than 3 hours before the start of the regular meeting that the In-Camera meeting takes place, whether Members are participating physically or electronically. The In-Camera material will be provided electronically with the appropriate precautions in place to protect the confidential nature of the information being provided to Members.
- 5.11 **Agenda – In Camera – not sent electronically**  
This clause is repealed and no longer in use.
- 14.17 **Electronic Voting**  
The Chair will enact such rules as may be necessary to provide for the conduct of voting in a meeting held in whole or part through electronic means.

This By-law shall come into full force and effect upon the date of the passing thereof.

Read a first time this \_\_\_ day of \_\_\_\_\_ 2020.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ 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



THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-020

BEING A BY-LAW TO ADOPT A POLICY OUTLINING THE TERMS AND CONDITIONS AND FEES FOR THE RENTAL OF THE CALVIN COMMUNITY CENTRE AND ITS EQUIPMENT. (Commonly Known as the Hall Rental and Equipment Use Policy)

WHEREAS the Municipal Act 2001, c.25 Section 10 provides for Broad Authority for single tier municipalities

AND WHEREAS the Council for the Corporation of the Municipality of Calvin deems it desirable to establish the following; Conditions of Rental, Rental Fees and Rental Agreement, Hall Key Agreement for use of the Calvin Community Centre;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin enacts as follows:

1. That the "Calvin Community Centre Hall Rental and Equipment Use Policy" shall become part and parcel of this by-law as Schedule "A" attached;
2. That the "Hall Rental Fees" outlining the set fees for different types of use shall become part and parcel of this by-law as Schedule "B" attached;
3. That the "Community Centre Rental Agreement" and "Key Agreement" shall become part and parcel of this by-law as Schedule "C" and Schedule "D" attached;
4. That the "Checklist #1 for Hall Bookings" shall become part and parcel of this by-law as Schedule "E" attached;
5. That the "Checklist #2 Hall Rental Responsibilities to be Explained to Renter at Key Pickup" shall become part and parcel of this by-law as Schedule "F" attached;
6. That the "Checklist #3 Hall Checklist After Event" shall become part and parcel of this by-law as Schedule "G" attached;
7. That the "Conditions of Using Calvin Community Centre Equipment" shall become part and parcel of this by-law as Schedule "H" attached;
8. That the "Attention Hall Renters (to be posted in Hall)" shall become part and parcel of this by-law as Schedule "I" attached;
9. This By-law shall come into full force and effect upon the date of the passing thereof.
10. All previous versions of By-laws pertaining to the rental of the Hall, rental fees or use of equipment are hereby repealed.

READ A FIRST AND SECOND TIME BEFORE AN OPEN COUNCIL THIS 25<sup>th</sup> DAY OF August, 2020.

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**Corporation of the Municipality of Calvin  
Calvin Community Centre  
Hall Rental & Equipment Use Policy**

**POLICY**

1. INTRODUCTION

The Corporation of the Municipality of Calvin owns and operates the Calvin Community Centre and the Equipment located at this facility. Hall rental and equipment usage at the Calvin Community Centre shall be governed by this Hall Rental & Equipment Use Policy.  
Amendments to this policy may be made from time to time with authorization of Council.

2. HALL CAPACITY

Calculated using Table 3.1.17.1 of the 2006 Ontario Building Code

- a) Maximum capacity of the premises for events with non fixed seating and tables, including all events serving food and/or alcoholic beverages is 131 persons.
- b) Maximum capacity of the premises for events with non-fixed seats only, no tables and no service of food or alcoholic beverages is 192 persons.
- c) Maximum capacity of the premises for an exhibition hall (such as a vendor outlet or yard or garage sale) is 52 persons.
- d) Maximum capacity of the premises for events with non fixed seating, with tables and with no service of food or alcoholic beverages is 152 persons.

3. GENERAL RULES

- a) Rental of the Hall includes use of the TV system. The municipality must be notified at time of booking that the TV system will be required. Provision of any other sound system is the responsibility of the Renter.
- b) No Smoking is permitted in the Hall or the entrances.
- c) No candles or open flame decorations are permitted.
- d) No nails, screws, staples or scotch tape should be used to affix decorations to the walls or tables.
- e) No overnight camping is permitted anywhere on municipal property.
- f) No overnight use of the Hall is permitted with the exception of use as an Emergency Response Centre.
- g) All events must be completed by 1 am. Clean up may take place after the event and the Hall and the grounds must be vacated by 2:30 am. (Clean up may be permitted before NOON the next morning with prior authorization).
- h) Decorating of the Hall the day before the event must be completed during municipal office hours (before 4 pm) otherwise an additional fee shall apply. Decorating may take place the morning or afternoon on the day of the event at no additional charge (eg. for weddings, dances).
- i) Half day rentals typically mean 4 (four) hours (e.g. 8 am – Noon; Noon – 4 pm; 4 pm – 8 pm).
- j) Full day rentals typically mean over 4 hours and up to 8 hours (e.g. 8 am – 4 pm; 5 pm – 1 am)

k) Partial day rentals typically means up to 3 hours per session or up to 3 hours over the period of one week.

4. EVENTS SERVING ALCOHOL

- a) The Municipality of Calvin Municipal Alcohol Policy must be followed. Please see separate document provided.
- b) A copy of the Special Occasion Permit (SOP) is required for all liquor related events and must be submitted to the municipal office prior to the event.
- c) The SOP must be posted on site at all times during the event.
- d) No alcohol is permitted outside of the building except for specifically licensed outdoor events within confined areas.
- e) All alcohol must be removed from the Hall immediately after the event.
- f) Alcohol related events must adhere to the rules of the Alcohol and Gaming Commission of Ontario.
- g) Alcohol related events must provide security (door and floor monitors) and utilize bartenders with their Smart Serve Ontario number. Names and Smart Serve Ontario numbers of those working at the event must be provided to the Municipal office, along with the SOP, prior to a key being issued.

5. INSURANCE

- a) The Renter is responsible for providing Liability insurance required for all private events. Proof of insurance must be provided to the municipal office prior to the event and before a Hall key can be issued. Contact your insurer for details on acquiring this coverage
- b) The Renter is responsible for providing Party Alcohol Liability (PAL) insurance for all events where alcohol is served. Proof of insurance must be provided to the municipal office prior to the event and before a Hall key can be issued. Contact your insurer for details on acquiring this coverage.

6. BOOKING DEPOSIT

- a) At time of booking, a 50% booking deposit is required to guarantee your booking for all events.
- b) The booking deposit is non-refundable unless cancellation is made at least 72 hours prior to the scheduled event.
- c) Full payment is required, along with any required DAMAGE DEPOSIT (see below) before a key to the Hall will be issued.
- d) Should the kitchen be required the day or evening before for preparation, an additional fee shall apply.

7. DAMAGE DEPOSIT

- a) Required for all FULL DAY EVENTS only.
- b) Must be deposited with the municipal office in CASH only before Hall key can be issued.
- c) Refundable upon key return, between Noon and 4 pm the first business day following the event, after Hall inspection providing no damage to facilities or equipment

**By-Law #2020-020**

or overuse of water has occurred during the event. (Normal wear and tear accepted).

8. HALL KEYS

- a) Keys to the Hall are to be picked up the last business day prior to the event during regular municipal office hours (8:30 am – 4:00 pm)
- b) All copies of required Special Occasion Permits, proof of insurance and names of those working at the event, along with their Smart Serve Ontario numbers (if required for event) and Food Handling Certificates must be provided to the office before a hall key can be issued.
- c) Keys must be returned to the municipal office between NOON and 4:00 pm on the first business day following the event to allow staff time to check the facility, check all equipment and calculate water usage. Deposits will not be refunded until staff has completed this check.
- d) Any damage that occurs is the responsibility of the individual whose signature appears on the Rental Agreement.

**PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.**

**MUNICIPALITY OF CALVIN**  
**HALL RENTAL FEES**

**HALF DAY**

*(Additional fee if kitchen is required)*

Showers/Luncheons/Meetings/Seminars.....\$50

**FULL DAY**

*(Additional fee if kitchen is required)*

Events with No Alcohol.....\$100  
*(plus damage deposit)*

Meetings/Seminars/Courses/Lectures/Business Functions.....\$100  
*(plus damage deposit)*

Events with Alcohol.....\$150  
*(plus damage deposit)*

**PARTIAL DAY**

*(Additional fee if kitchen is required)*

Seminars/Workshops/Lectures/Meetings  
Religious or Memorial Services .....\$30  
*( under 3hrs per session or under 3hrs over the period of one week)*

**NO CHARGE EVENTS**

*(Donations gratefully accepted)*

Funeral Luncheon (*Calvin residents only*).....\$FREE

Meetings of Organized Community Groups or Charitable Organizations....\$FREE

Non-Alcohol Low Risk Events for the Betterment of the Community in \$FREE  
General, which are Listed on the Attached List of Insured Low Risk  
Events or Approved at the Discretion of Council"

**ADDITIONAL FEES**

Use of kitchen during event.....\$50

Additional use of kitchen the evening or day before the event.....\$50  
*(Hall must be vacated by 10 pm if using kitchen the evening before the event)*

*Use of kitchen means - use for food preparation and clean up; or use of dishes and dishwashing; or use of stoves and cooking utensils; or a combination of any or all of these. (Leaving food, which has been prepared off premises, in the fridge or on the counter at the Hall; or using paper plates and plastic cutlery does not require a fee for kitchen use.)*

Decorating or set up of Hall after 4 pm the evening before the event.....\$50  
*(Hall must be vacated by 10 pm if decorating the evening before the event)*

**Damage Deposit**

*Required for all FULL DAY events only. Must be paid in cash before key can be issued. Refundable upon key return after hall inspection-(normal wear and tear excepted)*

- a) Full day no alcohol.....\$100 cash
- b) Full day with alcohol.....\$150 cash

**Long term usage of the Hall can be negotiated with the Municipal Office.**

MUNICIPALITY OF CALVIN
COMMUNITY CENTRE (HALL)
RENTAL AGREEMENT

OFFICE USE

NAME: ORGANIZATION:

ADDRESS:

PHONE:

DATE OF EVENT: TYPE OF EVENT:

TIME OF EVENT:

PA SYSTEM REQUIRED (Y/N)

ADDITIONAL USE OF KITCHEN EVENING BEFORE PAID: (amount) (Y/N)

USE OF KITCHEN DURNING EVENT PAID: (amount) (Y/N)

HALL DECORATING REQUIRED EVENING BEFORE PAID: (amount) (Y/N)

LIABILITY INSURANCE POLICY NUMBER:

PAL INSURANCE POLICY NUMBER:

SPECIAL OCCASION PERMIT NUMBER:

SMARTSERVE ONTARIO NAMES/NUMBERS: (alcohol related events only)

DOOR AND FLOOR MONITORS/NAMES (alcohol related events only)

FOOD HANDLERS CERTIFICATES:

BOOKING DEPOSIT PAID: (amount) all events

RENTAL FEE PAID: (amount) all events

DAMAGE DEPOSIT PAID: (amount) Full Day events only

I, have read and fully understand the Calvin Community Centre (Hall) Policy

Signature

Date

Schedule "D"

KEY AGREEMENT

I, have been made aware that should this key be lost or stolen, there is a cost of \$180.00 to re-key the locks and cut new keys and that this cost is to be paid by myself, or my organization. This key is to be returned to the municipal office the first business day after my event or, in the case of long term use, within 7 days upon request.

Table with 4 columns: DATE OF ISSUE, ORGANIZATION, AUTHORIZED PERSON, KEY#. Below it, another table with 4 columns: ISSUED BY, DATE ISSUED, DATE KEY RETURNED, INITIAL.

**CHECKLIST #1  
FOR HALL BOOKINGS**

Renters Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- What type of event \_\_\_\_\_ \$Amount: \_\_\_\_\_
- Date of event \_\_\_\_\_
- 50% deposit required to secure booking \$Amount \_\_\_\_\_
- Will you be using the hall prior to the event to prepare (time, extra cost; decorating of hall must be during office hours (before 4pm) or on the day of event or additional fees will apply) Yes No
- Will you be using the kitchen (extra cost) Yes No \$Amount \_\_\_\_\_
- Will there be alcohol at your event (PAL needed, SOP and Smart Servers and Door/Floor monitor required with names and Smart Serve Ontario numbers) Yes No
- You will be responsible for providing Liability insurance. (non alcohol events)
- TV system in hall included. Will you be using the TV system Yes No
- No overnight camping is permitted anywhere on municipal property.
- Damage deposit for full day events (cash only) Yes No \$Amount \_\_\_\_\_
- Do you have the appropriate people who have their Food Handling Certificates Yes No
- Maximum capacity, Non fixed seating w/tables serving food and/or alcohol 131; Non fixed seating w/ no tables no food or alcohol 192; Exhibition Hall (e.g. Yard or garage sale) 52; Non fixed seating w/ tables and no food or alcohol service 152.
- Do you have special needs (accessibility). Yes No Details \_\_\_\_\_
- Key for hall may be picked up during business hours 8:30-4:00pm. Before a key will be issued you will need to provide **Full Payment and Damage Deposit if required along with copies of the following:**

With Alcohol:           Liability insurance  
                               Special Occasion Permit (SOP)  
                               Party Alcohol Liability Insurance (PAL)  
                               Names of Smart Server/s & numbers  
                               Names of door/floor monitor/s

- In case of cancellation 72 hours notice is required for full refund of booking deposit.

Fees Due	50%Booking Deposit \$ _____	Rec'd Yes No _____
		Date Rec'd

Balance of Rental Fee \$ \_\_\_\_\_

Damage Deposit \$ \_\_\_\_\_

(if applicable for full day events only)

- TOTAL AMOUNT \$ \_\_\_\_\_**

Booking done by: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.**

**CHECKLIST #2**

**HALL RENTAL RESPONSIBILITIES**  
**TO BE EXPLAINED TO RENTER AT KEY PICK-UP**

- Explained key usage to unlock doors
- No smoking permitted in hall. Smoking area outside parking lot door. Ashtray provided
- Explained lights and pot lights usage.
- No candles or open flame decorations permitted
- Larger tables are available and will be left out if needed.
- Explained disposal of garbage and garbage key
- Explained kitchen use, review what is available (dishes, appliances, tea towels etc.)
- Emergency numbers by phone. If the fire alarm sounds please vacate building.
- Hall is on a cistern system and water is limited. Ensure all taps are off and toilets are not running prior to leaving. Explained 500 gallon limit per event.
- No overnight camping is permitted on municipal property.
- Stove fan must be turned on in order for stoves to work.
- Liquor License (SOP) must be posted on site at all times during the event
- All windows and doors must be locked and lights off (both inside & outside) prior to leaving the building.
- Renter has the appropriate people who have their Food Handling Certificates, Copy of Certificates Required.
- Check grounds outside for garbage and debris at end of event.
- All events must be completed by **1 am**. Clean up may take place after the event and the Hall and the grounds must be vacated by **2:30 am**. (Clean up may be permitted before NOON the next morning with prior authorization).
- Wipe down tables and chairs but **do not stack them**
- Keys must be returned to the municipal office between NOON and 4:00 pm on the first business day following the event to allow staff time to check the facility, check all equipment and calculate water usage. Deposits will not be refunded until staff has completed this check.
- All Service Room doors are locked during events (water room, furnace room, electrical room). Should you have problems and require entry into any of these areas, please contact the Urgent Call Line as posted in the Hall (appropriate staff will then be contacted ASAP).
- Video surveillance of grounds 24/7 for safety and security.

I, \_\_\_\_\_ have received full explanation from Staff and fully understand the use, responsibilities and obligations of the hall rental.

Renter: \_\_\_\_\_

Staff member: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.**



**CHECKLIST #3**

**Hall Checklist After Event**

Name of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>Yes</b>	<b>No</b>
1. Are tables and chairs clean	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there stuff hanging off of the walls or ceiling	<input type="checkbox"/>	<input type="checkbox"/>
3. Are floors clean (garbage picked up)	<input type="checkbox"/>	<input type="checkbox"/>
4. Are windows and doors locked	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the entrance and outside lights off	<input type="checkbox"/>	<input type="checkbox"/>
6. Are kitchen counters clean & dishes put away	<input type="checkbox"/>	<input type="checkbox"/>
7. Is stove clean	<input type="checkbox"/>	<input type="checkbox"/>
8. Is microwave clean	<input type="checkbox"/>	<input type="checkbox"/>
9. Is fridge clean	<input type="checkbox"/>	<input type="checkbox"/>
10. Is bar clean	<input type="checkbox"/>	<input type="checkbox"/>
11. Is garbage empty and bags put in the green bin	<input type="checkbox"/>	<input type="checkbox"/>
12. Are there cigarette butts in the parking lot	<input type="checkbox"/>	<input type="checkbox"/>
13. <u>Is there garbage on the grounds</u>		
a. Playground	<input type="checkbox"/>	<input type="checkbox"/>
b. Ballfield	<input type="checkbox"/>	<input type="checkbox"/>
c. Soccer field	<input type="checkbox"/>	<input type="checkbox"/>
d. Yards	<input type="checkbox"/>	<input type="checkbox"/>
e. Rink	<input type="checkbox"/>	<input type="checkbox"/>
f. Parking Lot	<input type="checkbox"/>	<input type="checkbox"/>
14. Are the change room lights off	<input type="checkbox"/>	<input type="checkbox"/>
15. Damage to building or signs	<input type="checkbox"/>	<input type="checkbox"/>
16. Are fire extinguishers in proper location and still charged	<input type="checkbox"/>	<input type="checkbox"/>
17. Are bathrooms clean	<input type="checkbox"/>	<input type="checkbox"/>
18. PA System check	<input type="checkbox"/>	<input type="checkbox"/>
19. Are ceiling tiles and diffusers intact	<input type="checkbox"/>	<input type="checkbox"/>

Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_  
Date : \_\_\_\_\_

Deposit refunded: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

CONDITIONS OF USING CALVIN COMMUNITY CENTRE EQUIPMENT

1. All equipment shall be signed for prior to leaving the community centre premises.
2. Equipment shall be on loan, **free of charge** to the RESIDENTS, BUSINESSES, COUNCIL AND STAFF OF CALVIN ONLY.
3. All equipment shall be returned in the same condition in which it was received
4. Any lost or damaged equipment must be replaced.
5. All equipment must be returned by the agreed upon date.
6. Any loss/damage to equipment is the responsibility of the individual whose signature appears on this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Item/s Borrowed

\_\_\_\_\_  
Date to be Returned

**ATTENTION HALL RENTERS**

To be Posted in Hall

ANY DAMAGE TO THE FACILITY, EQUIPMENT OR OVERUSE OF WATER IS THE RESPONSIBILITY OF THE INDIVIDUAL WHOSE SIGNATURE APPEARS ON THE RENTAL AGREEMENT.

**NO OVERNIGHT CAMPING** is permitted anywhere on municipal property.

**NO OVERNIGHT USE OF THE HALL** is permitted with the exception of use as an Emergency Response Centre.

All events must be completed by **1 am**. Clean up may take place after the event and the Hall and municipal grounds must be **vacated by 2:30 am**. (Clean up may be permitted before NOON the next morning with prior authorization).

**Before leaving the Hall** please ensure that you have done **ALL** of the following:

- a) wash and put away dishes and clean up kitchen
- b) wipe tables and chairs ***do not stack tables and chairs*** staff will take care of that
- c) pick up garbage and remove it to the outside storage bins and place recyclables in appropriate containers
- d) remove all personal belongings immediately following event
- e) ensure all alcohol is removed from the premises immediately after every event
- f) check all water faucets and ensure water is turned off
- g) check toilets to ensure none are running
- h) turn off all lights and lock all doors and windows
- i) check that kitchen stoves and overhead vent are turned off
- j) ensure the parking lot and yard are left clean – no bottles or garbage should be left anywhere on the grounds.

PLEASE RETURN KEY TO MUNICIPAL OFFICE  
**BETWEEN NOON AND 4 PM**  
THE NEXT BUSINESS DAY FOLLOWING YOUR EVENT

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

**PLEASE BE SURE ALL FAUCETS ARE TURNED OFF & TOILETS ARE NOT RUNNING AT THE END OF YOUR EVENT.**

**FOR YOUR SAFETY**

THIS COMMUNITY FACILITY IS PROTECTED BY A "SECURITY TODAY" ALARM SYSTEM and A VIDEO SURVEILLANCE SYSTEM (24/7)

**DO NOT TAMPER WITH THE ALARM SYSTEM**

**SHOULD AN ALARM SOUND WHILE USING THE PREMISES, PLEASE ENSURE THAT THE FACILITY IS VACATED IMMEDIATELY UNTIL FIRE DEPT. OR POLICE ARRIVE.**

**PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.**

IF YOU REQUIRE ASSISTANCE AFTER HOURS

Contact our  
**URGENT CALL LINE**  
**497-6961**

They will contact appropriate staff for you

**MUNICIPALITY OF CALVIN**  
**2020CT30 REPORT TO COUNCIL**

REPORT DATE: **August 25, 2020**  
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT: **Changing Speed Limits**

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**BACKGROUND**

There are many things to consider when investigating changes to a speed limit within the municipality. There are guidelines that are set out by the Transportation Association of Canada. Things such as the number of houses in the area, the curvature of the road, the type of road (gravel vs. hard surface), slope of the road, bridges, G-force calculations, etc.... As this is beyond the expertise of our Roads Superintendent, it is his opinion that a professional survey should be conducted by a qualified person or group. Other municipalities who have changed speed limits in their communities have had professional surveys completed as per the research that staff has done on this subject. Our Municipal Engineer is looking into having a Speed Posting Evaluation (survey) done within a number of local municipalities in 2021 and is asking if we would be interested in being a part of this group.

The following is some background information regarding the Municipality specifically:

- There are cautionary signs (yellow background) around the Whalley Bridge that indicate that people should slow down in this area. The cautionary speed limit posted is 50 km/hr. As they are cautionary only, these speed limits are not enforceable.
- There are No Parking Signs at the Whalley Bridge on both sides.
- There have been no accidents in the recent past in this area.
- In the past, Peddlers Drive had a posted speed limit of 70 km/hr. This was changed because all other roads in the municipality were unposted and therefore the speed limit was 80 km/hr (for Class 4 roads). The 70 km/hr posted speed limit was removed as it was determined by the municipality to be inappropriate to have the paved road within the municipality at a lower speed limit than the other (gravel) roads within the municipality. Also considered in this change was that if the speed limit on all roads was reduced to 70 km/hr, all roads would have to be posted as such. As per the Highway Traffic Act regulations– 2. (1) Subject to section 4, where a maximum rate of speed other than that prescribed by subsection 128 (1) of the Act is prescribed for a highway in a local municipality or built-up area, speed limit signs shall be erected on the highway, in each direction of travel, (a) not more than 600 metres apart where the speed limit prescribed is 60 kilometres per hour or less; and (b) not more than 900 metres apart where the speed limit prescribed is greater than 60 kilometres per hour and not more than 70 kilometres per hour. R.R.O. 1990, Reg. 615, s. 2 (1); O. Reg. 175/08, s.1. This would be very costly for the municipality to put this many signs up around the municipality.

Respectfully submitted;  
Cindy Pigeau  
Clerk Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

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

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

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

**"WHEREAS** the combination of pedestrians, a sharp turn in the road and a single lane bridge in the area around the "Whalley Bridge" on Peddlers Drive, this makes for an extremely dangerous section of Peddlers Drive;

**THEREFORE BE IT RESOLVED** due to concerns brought forth from residents that live on Peddlers Drive, specifically at the "Whalley Bridge", Council would like to explore the options available to reduce the speed limit in this area of Peddlers Drive from 80km/hr to 60km/hr, including the appropriate signage required."

CARRIED \_\_\_\_\_

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: \_\_\_\_\_ NO. \_\_\_\_\_

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

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

“That the Council of the Municipality of Calvin hereby commits to 20% (\$14,100) of the total cost of the O. Reg 588 Compliant AMP Proposal from Public Sector Digest from its 2021 budget to meet the deadline outlined in O. Reg 588 for Asset Management for 2021.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

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

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

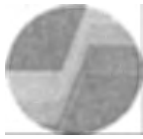
SECONDED BY \_\_\_\_\_

“That Council supports the Papineau-Cameron changes to the proposed Official Plan indicated in Appendix A.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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



NORTH BAY-MATTAWA  
CONSERVATION  
AUTHORITY

DRINKING WATER  
SOURCE PROTECTION  
Our Actions Matter

**Public Notice – Call for Applications  
One (1) North Bay-Mattawa Source Protection Committee Member  
August 10, 2020**

## Notice

Call for applications for local drinking water source protection committee – one (1) Municipal representative. Appointment will be for a term of five years. Applications are to be submitted to your local municipal clerk by Monday, September 14, 2020.

The North Bay-Mattawa Drinking Water Source Protection Committee (SPC) is mandated to reduce risk to five local municipal drinking water sources: Callander, Mattawa, North Bay, Powassan, and South River. The SPC achieves this through implementation of an effective, practical, locally developed, and provincially approved Source Protection Plan.

### Membership:

- Three members represent municipalities
- Three members represent the economic sector
- Three members represent interests other than those previously mentioned, in particular Environmental, Health, and other interests of the general public
- One member may be appointed to reflect the interests of Nipissing First Nation

### Appointed Members:

- Chair, as appointed by the Minister of Environment, Conservation and Parks
- Liaisons appointed by the North Bay-Parry Sound District Health Unit and the Ontario Ministry of the Environment, Conservation and Parks (non-voting members)

As per *Ontario Regulation 288/07* (Source Protection Committees), a committee member must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality located in the source protection area.

- See map of the North Bay-Mattawa Source Protection Area

**If you are interested in applying to be considered for appointment as a Municipal Representative**, contact the Clerk of a municipality located within the North Bay-Mattawa Source Protection Area (see map) and submit a completed application and resume to the Municipality. Municipalities must submit their selections for consideration, together with a copy of the completed application form and resume, to the North Bay-Mattawa Source Protection Authority by Monday, September 14, 2020. A letter from the municipality acknowledging its endorsement of the applicant is also required.

Please visit [actforcleanwater.ca](http://actforcleanwater.ca) to download and review these two files in PDF format:

- [Application Form \(link\)](#)
- [Source Protection Committee Role and Member Responsibilities \(link\)](#)



For more information on the North Bay-Mattawa Source Protection Committee visit [www.actforcleanwater.ca](http://www.actforcleanwater.ca). to view documents which guide the role and function of the Source Protection Committee including:

- [Code of Conduct and Conflict of Interest Policy](#) (link)
- [Rules of Procedure](#) (link)

For additional information, contact:

David Ellingwood, Supervisor, Source Water Protection,  
North Bay-Mattawa Source Protection Authority  
c/o North Bay-Mattawa Conservation Authority  
15 Janey Ave., North Bay, ON P1C 1N1  
(705) 474-5420 [david.ellingwood@nbmca.ca](mailto:david.ellingwood@nbmca.ca)

The Drinking Water Source Protection Program is made possible with funding support from the Province of Ontario.

# MEDIA RELEASE

**For Immediate Release**

**August 10, 2020**

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## One position available on Source Protection Committee

**(North Bay, August 10, 2020)** There is one vacancy for a municipal sector representative on the North Bay-Mattawa Drinking Water Source Protection Committee (SPC), a local multi-stakeholder committee responsible for reducing risks to local municipal drinking water sources in Callander, Mattawa, North Bay, Powassan, and South River.

To be considered for the SPC, an applicant must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality located in the North Bay-Mattawa Source Protection Area. A selection committee composed of Source Protection Authority (SPA) members will interview candidates and make recommendations to the SPA which is responsible for the appointment of SPC members.

Membership on the SPC is evenly allocated between municipal, economic and general public sectors. There is an additional seat on the 10-member committee for a Nipissing First Nations representative. Members are asked to make a five-year commitment to serve on the SPC. SPC members receive a \$200/day per diem.

Source Protection Committee members include Maurice Schlosser, George Stivrins, Lucy Emmott, Peter Murray, John MacLachlan, Bev Hillier, Andrea Labelle, and Randy McLaren. Wayne Belter is Chair, as appointed by the Minister of the Environment, Conservation and Parks. The Nipissing First Nations position on the committee is vacant. The current municipal opening is a result of the death of Mayor Hector Lavigne of Callander in early January 2020. Mayor Lavigne had served as a valued member of the Source Protection Committee since January 2018.

Anyone interested in applying to be considered for appointment as a municipal representative must contact the Clerk of a municipality located within the North Bay-Mattawa Source Protection Area and submit a completed application to the Municipality. Municipalities must submit their selections for consideration to the North Bay-Mattawa Source Protection Authority by Monday, September 14, 2020. A letter from the municipality acknowledging its support for the applicant is also required.

An application form can be found on [www.actforcleanwater.ca](http://www.actforcleanwater.ca) as well as the Notice for Applications and associated information including: Summary of Source Protection Committee Role and SPC Member Obligations; Code of Conduct and Conflict of Interest Policy; and Rules of Procedures.

For additional information, contact:

David Ellingwood, Supervisor, Source Water Protection,  
North Bay-Mattawa Source Protection Authority  
c/o North Bay-Mattawa Conservation Authority  
15 Janey Ave., North Bay, ON P1C 1N1  
(705) 474-5420 [david.ellingwood@nbmca.ca](mailto:david.ellingwood@nbmca.ca)

You can follow NBMCA on [facebook.com/NBMCA](https://www.facebook.com/NBMCA) and twitter [@theNBMCA](https://twitter.com/theNBMCA). Website: [www.nbmca.on.ca](http://www.nbmca.on.ca)

-30-

For information contact:

David Ellingwood, Supervisor, Source Water Protection (705) 474-5420 ext 2018  
Sue Buckle, Manager, Communications and Outreach (705) 474-5420 ext 2010

**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



234-2020-3359

August 12, 2020

Mayor Ian Pennell  
Municipality of Calvin  
1355 Peddlers Drive Rural Road 2  
Mattawa ON P0H 1V0

Dear Mayor Pennell:

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19. I am writing to you today to provide further details on this funding investment.

Municipalities play a key role in delivering critical services that Ontarians rely on and are at the frontlines of a safe reopening of the economy. This investment will provide support to municipalities and public transit operators to help them address financial pressures related to COVID-19, maintain critical services and protect vulnerable people as the province safely and gradually opens. It includes:

- Up to \$2 billion to support municipal operating pressures, and
- Up to \$2 billion to support municipal transit systems.

The Honourable Caroline Mulroney, Minister of Transportation, will provide more information on the transit stream of this funding.

I would also like to acknowledge the Federal government in their role in this historic agreement. As Premier Ford has indicated, "by working together, we have united the country in the face of the immense challenges brought on by COVID-19 and secured a historic deal with the federal government to ensure a strong recovery for Ontario and for Canada".

Under the municipal operating stream, \$1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totalling \$362 million. This is in addition to significant investments made earlier to the SSRF and in support of public health. Details will be outlined in a letter to Service Managers in the coming days.

Municipal Operating Funding Phase 1: Immediate Funding for Municipal Pressures

Phase 1 of this funding will be allocated on a per household basis and I am pleased to share that the **Municipality of Calvin will receive a payment of \$34,700** to support your COVID-19 operating costs and pressures.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding exceeds your municipality's 2020 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess funding into reserves to be accessed to support COVID-19 operating costs and pressures that you may continue to incur in 2021. Your municipality will be expected to report back to the province in March 2021 with details on your 2020 COVID-19 operating costs and pressures, your overall 2020 financial position, and the use of the provincial funds in a template to be provided by the ministry. More details on this reporting will be shared in the coming weeks.

**In the meantime, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email by September 11, 2020 to [Municipal.Programs@ontario.ca](mailto:Municipal.Programs@ontario.ca).** Please note that we must receive this acknowledgement before making a payment to your municipality. We intend to make payments to municipalities in September, subject to finalizing details.

Phase 2: Funding for Additional Municipal Pressures

I anticipate that the funding our government is providing through Phase 1 of the municipal operating stream will be sufficient to address COVID-19 costs and pressures for most municipalities. However, we recognize that some municipalities have experienced greater financial impacts arising from COVID-19 than others. As a result, we are offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs and pressures exceed their Phase 1 per household allocation.

To be considered for this Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template to be provided by the ministry. **These reports will be due by October 30, 2020.** Municipalities that require additional time to submit their report are asked to reach out to their Municipal Services Office contact by October 30, 2020 to request an extension to November 6, 2020. **Please note that the ministry is unable to consider municipal requests for Phase 2 funding if the municipality has not submitted its report by November 6, 2020.**

A template for this municipal report and request for consideration for Phase 2 funding will be provided shortly and will require:

1. Information about measures the municipality has undertaken to reduce financial pressures (e.g. use of reserves, cost saving measures);
2. Explanation of how the municipality applied or plans to spend Phase 1 funding towards COVID-19 operating costs and pressures;
3. A year-end forecast of COVID-19 operating costs and pressures;
4. Actual COVID-related impacts as of the end of Q3 of the municipal fiscal year (September 30, 2020);
5. Treasurer's statement as to accuracy of reporting;
6. Resolution of Council seeking additional funding.

Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

Our government will continue to be a champion for communities as we chart a path to a strong economic recovery. We thank all 444 Ontario municipal heads of council for their support through our negotiations with the federal government. Working together, we will ensure Ontario gets back on track.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the per household allocation of \$34,700 is provided to the Municipality of Calvin for the purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2020 will be put into reserves to support potential COVID-19 costs and pressures in 2021. I further acknowledge that the Municipality of Calvin is expected to report back to the province on 2020 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:

**Cindy Pigeau**

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Wednesday, August 12, 2020 3:09 PM  
**To:** Cindy Pigeau  
**Subject:** AMO Policy Update – Municipal Emergency Fiscal Relief, Quarter 1 Fiscal and COVID-19 Action Plan Updates

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



August 12, 2020

## **AMO Policy Update – Municipal Emergency Fiscal Relief, Quarter 1 Fiscal and COVID-19 Action Plan Updates**

### **1st Round of Municipal Emergency Funding Coming Soon – Safe Restart Agreement**

The Province today announced how up to \$4 billion in federal-provincial financial assistance for municipalities and transit operations will be made available to municipalities. The Province is employing an immediate allocation-based distribution, followed by a distribution based on an assessment of COVID-19-related financial impacts.

“The Province has taken a commonsense approach to the distribution of financial assistance to municipalities”, said AMO President Jamie McGarvey. “A straightforward phase 1 allocation formula will ensure every municipality and municipal transit provider will benefit from immediate assistance, while a later assessment of actual costs will ensure those hardest hit by COVID-19 are able to fulfill their role in the economic recovery.”

### **\$2B in Operational Funding Assistance**

New operational funding assistance of \$1.39 billion will be delivered in two equal phases, and an additional \$212 million will be invested in the \$350 million Social Assistance Relief Fund (SSRF):

#### Phase 1:

**\$695 million** will be distributed immediately on per household basis. All 444

municipalities will receive a letter from the Minister of Municipal Affairs and Housing setting out their Phase 1 allocation. Where there is a two-tier system, the allocation will be shared equally between the lower and upper tier.

Phase 2:

**\$695 million** will be available to all 444 municipalities but will require an assessment of actual COVID-19 related costs and losses.

In addition, **\$212 million** will be added to existing \$350 million Social Services Relief fund, which is available to the 47 Service Managers, i.e. municipalities and DSSABs delivering provincial health and social services programs.

The total new investment listed above is \$1.6 billion. This new funding is in addition to \$350 million already invested in the SSRF (announced March and July) and \$100 million already invested in municipal long-term care, bringing the total to more than \$2 billion.

**\$2B Transit Funding Assistance:**

Up to \$2 billion in financial assistance for transit costs and losses will be provided to transit operating municipalities through two separate investments.

1. An immediate distribution of more than \$660 million to 110 municipalities operating transit based on ridership data plus a base amount that ensures smaller transit operations will receive substantial funding.
2. A second distribution will be provided to municipal transit operators based on an assessment of actual COVID-19 fiscal pressures.

**Ontario 2020-21 First Quarter Finances and Update on Ontario's COVID-19 Action Plan**

The Honourable Rod Phillips, Minister of Finance, has released Ontario's 2020-21 First Quarter Finances and provided an update to *Ontario's Action Plan: Responding to COVID-19*.

The Minister outlined Ontario's direct support to the COVID-19 pandemic and noted a projected budget deficit of \$38.5B – an increase from his March update of \$20.5B. The increased deficit is accounted for through reduced provincial revenues, additional investments, and financial contingency planning.

Highlights from the Minister's update include:

- Total revenues fall to \$150.6 billion for 2020-21. This is \$5.7B lower than projected and expenses are projected to increase by \$13.1B higher than forecasted in March.
- In March, the government outlined a \$17B plan to support Ontario's response to COVID-19. Today, the Minister announced additional investments that will bring the government's COVID-19 response action plan to a projected \$30B. These additional investments include:

- Increased support for health care from \$4.4B to \$7.7B. This will assist hospital capacity, manage COVID-19 in long-term care homes, increased testing, and procuring PPE and medical supplies.
- Increased support from \$7.3B to \$11B for people and jobs, which includes temporary pandemic pay for eligible workers (\$1.5B), up to \$4B in targeted funding for municipalities and transit agencies, and temporary immediate relief for residential, farm, small business, industrial and commercial electricity consumers.
- The government is also extending provincial tax deferrals for businesses to October 1st, 2020. This additional cash flow is estimated to be \$7.5B over a six-month period.

Minister Phillips stressed that fiscal flexibility was prudent and necessary to help guard against potential impacts of a "second wave". To this end, he announced that the government is ensuring \$9.6 billion is available in reserves and several contingency funds.

The Province's next fiscal update will be a multi-year provincial Budget and will be delivered no later than November 15th, 2020.

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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PORT COLBORNE

**CITY OF PORT COLBORNE**

Municipal Offices  
66 Charlotte Street  
Port Colborne, Ontario  
L3K 3C8  
[www.portcolborne.ca](http://www.portcolborne.ca)

Corporate Services Department, Clerk's Division

August 18, 2020

Honourable Doug Ford, Premier  
Legislative Building, Queen's Park  
Toronto, ON M7A 1Y7

Dear Premier Ford:

**Re: Resolution – Funding and Inspections for Long Term Care Homes due to COVID-19  
Pandemic**

Please be advised that, at its meeting of August 10, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the resolution received from the Township of South Glengarry regarding funding and regular inspections for Long Term Care facilities, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe  
City Clerk

Encl.

ec: Hon. Merrilee Fullerton, Minister of Long-term Care  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 229-2020

SECONDED BY *Debyle Warden* DATE July 20, 2020

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care homes in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario long term care homes, and that this resolution be forwarded to Premier Ford, the Minister of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

CARRIED

DEFEATED

POSTPONED

*Frank Prevost*  
\_\_\_\_\_  
Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	___	___
Deputy Mayor Warden	___	___
Councillor Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___

## **Cindy Pigeau**

---

**From:** Stoppa, Andrea <[andrea.stoppa@pc.ola.org](mailto:andrea.stoppa@pc.ola.org)>  
**Sent:** Monday, August 17, 2020 5:54 PM  
**To:** Cindy Pigeau  
**Subject:** FW: Ontario Supports Municipalities by Investing in Local Roads and Bridges

Good evening,

I just wanted to make sure you saw this opportunity.

Have a great night.  
Andrea

*Andrea Stoppa, B. Soc. Sc.*

Executive Assistant, Vic Fedeli, M.P.P. Nipissing  
219 Main St. East  
North Bay, ON P1B 1B2  
T:705-474-8340  
F:705-474-9747  
[andrea.stoppa@pc.ola.org](mailto:andrea.stoppa@pc.ola.org)

**From:** Ontario News <[newsroom@ontario.ca](mailto:newsroom@ontario.ca)>  
**Sent:** August 13, 2020 3:37 PM  
**To:** Stoppa, Andrea <[andrea.stoppa@pc.ola.org](mailto:andrea.stoppa@pc.ola.org)>  
**Subject:** Ontario Supports Municipalities by Investing in Local Roads and Bridges



*News Release*

### **Ontario Supports Municipalities by Investing in Local Roads and Bridges**

August 13, 2020

#### **Connecting Links Program Will Help Create Jobs and Keep People and Goods Moving**

WINDSOR — The Ontario government is providing \$30 million to municipalities through the Connecting Links Program for 2021-22 to build, repair or replace local roads and bridges. This investment will help create jobs and keep people and goods moving as the province continues to recover from COVID-19.

The announcement was made today by Premier Doug Ford, Kinga Surma, Associate Minister of Transportation (GTA), and Monte McNaughton, Minister of Labour, Training and Skills Development.

"The investment we are making today is not just about improving our roads and bridges. It's also about creating good jobs in communities across the province, ensuring businesses can get their goods to market, and getting people to work on time and home sooner so they can spend more time with their families," said Premier Ford. "This investment is another part of our made-in-Ontario plan for growth, renewal and economic recovery."

The Connecting Links Program provides funding to eligible municipalities of up to 90 per cent of eligible project costs, up to a maximum of \$3 million for road projects. In response to municipal feedback, the province is permanently raising the maximum amount of available funding for bridge projects from \$3 million to \$5 million to reflect the higher costs of maintaining and repairing bridges compared to roads.

Eligible costs include the design, construction, renewal, rehabilitation and replacement of municipal roads and bridges that connect two ends of a provincial highway through a community or to a border crossing.

"Local bridges and roads are more important than ever for connecting people to jobs and supporting the movement of goods," said Associate Minister Surma. "By increasing the maximum funding for bridge projects, we are helping municipalities to keep local bridges safe while reducing pressure on local budgets."

Ontario has 77 municipalities eligible to apply for provincial funding through the Connecting Links Program for 2021-22, comprised of 352 kilometres of connecting links and 70 bridges.

Municipalities can apply online until 5:00 p.m. on November 6, 2020, by visiting the Ministry of Transportation's [Connecting Links page](#).

## QUICK FACTS

- The government is investing \$2.6 billion this year to expand and repair Ontario's highways and bridges in communities across Ontario.
- In 2020-21, the province provided \$30 million in Connecting Links funding, plus an additional \$10 million announced as part of Ontario's Action Plan: Responding to COVID-19, to support projects in 33 municipalities across Ontario.
- Connecting Link projects are reviewed based on technical need and safety considerations such as connecting link bridge and road condition, need for repair in the near term and cost effectiveness.

## BACKGROUND INFORMATION

- [Connecting Links Program: Eligible Municipalities](#)

## ADDITIONAL RESOURCES

- [Connecting Links](#)
- [Connecting Links Application Form](#)

## CONTACTS

Ivana Yelich  
Premier's Office  
[Ivana.Yelich@ontario.ca](mailto:Ivana.Yelich@ontario.ca)

Christina Salituro  
Minister Mulroney's Office  
[Christina.Salituro2@ontario.ca](mailto:Christina.Salituro2@ontario.ca)

Michael Fenn  
Communications Branch  
416 327-1158  
[MTO.media@ontario.ca](mailto:MTO.media@ontario.ca)

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PORT COLBORNE

**CITY OF PORT COLBORNE**

Municipal Offices  
66 Charlotte Street  
Port Colborne, Ontario  
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[www.portcolborne.ca](http://www.portcolborne.ca)

Corporate Services Department, Clerk's Division

August 18, 2020

Honourable Doug Ford, Premier  
Legislative Building, Queen's Park  
Toronto, ON M7A 1Y7

Dear Premier Ford:

**Re: Endorsement of Bill 164 – Protecting Vulnerable Persons in Supportive Living  
Accommodation Act, 2019**

Please be advised that, at its meeting of January 27, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

WHEREAS Niagara Centre MPP, Jeff Burch, introduced Private Member's Bill 164: Protecting Vulnerable Persons in Supportive Living Accommodation Act, 2019 (the "Bill") at the Legislative Assembly of Ontario;

AND WHEREAS the Province of Ontario regulates matters under the following statutes:

- a) Child, Youth and Family Services Act, 2017;
- b) Homes for Special Care Act;
- c) Long-Term Care Homes Act, 2007;
- d) Private Hospitals Act;
- e) Public Hospitals Act;
- f) Retirement Homes Act, 2010;
- g) Residential Tenancies Act, 2006;
- h) Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.

AND WHEREAS there is a need for regulating private supportive living accommodations to protect individuals requiring special care;

NOW THEREFORE the City of Port Colborne endorses the Bill and will complete the following:

...2

1. Send a letter to the Premier, the Minister of Government and Consumer Services; the Minister of Health; the Minister of Children, Community, and Social Services; the Minister of Long-Term Care, and carbon copy the Association of Municipalities of Ontario stating the endorsement of the Bill and reasons for its support no later than one (1) month's time from the passing of this resolution; and,
2. Circulate the resolution endorsing the Bill to all municipalities in Ontario.

Your favourable consideration of this request is respectfully requested.

Sincerely,



Amber LaPointe  
City Clerk

ec: Hon. Christine Elliott, Deputy Premier  
Hon. Lisa Thompson, Minister of Government and Consumer Services  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Todd Smith, Minister of Children, Community and Social Services  
Hon. Merrilee Fullerton, Minister of Long-Term Care  
Andrea Horwath, Leader of the New Democratic Party  
Association of Municipalities of Ontario (AMO)  
Local Area Municipalities  
Local Area MPPs

# FONOM

The Federation of Northern Ontario Municipalities

August 19, 2020

## MEDIA RELEASE

The Association of Municipalities of Ontario (AMO) conference just finished, and members of the FONOM board were pleased to participate over the three-day event. It was an opportunity for us to share and learn with our municipal colleagues from across the province. AMO and its partners did a great job in hosting this virtual event, and the plenary and concurrent sessions were varied and of benefit to our membership. We look forward to meeting in person next year with the City of London as our host.

FONOM wishes to thank all that let their name stand for election to the AMO Board of Directors. We congratulate Mayor Roger Sigouin, Councillor Randy Hazlett, Councillor Deb McIntosh and AMO's Past President Mayor Jamie McGarvey.

Some of the FONOM board also had an opportunity to virtually meet with Premier Ford's cabinet members to discuss issues of importance to municipalities in northeastern Ontario. We discussed the governance of OPP Detachments and the current five Health Units in the Northeast and once they transition. We talked about promoting Northern Ontario economic development, with a post-pandemic lens as a healthy place to grow one's business.

We also had a lengthy discussion about broadband. Even with the funding previously disbursed and the currently allocated funding, all agreed more is needed. No one community, association, or province will be able to tackle this issue. It is apparent the FONOM will have to join with others to work tirelessly together, to build a National Broadband Initiative.

We look forward to partnering with municipalities, municipal associations not only in Ontario but across the country. We must work side by side with provincial governments when talking with not only the federal government but the CRTC and telecommunications companies as well. President Danny Whalen stated, "that only together will reliable, strong broadband be provided to communities and citizens across the country" and "we look forward to linking arms with Minister's Scott, Clark & Rickford to get you connected."

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal the government in Northern Ontario and to strive for improved legislation respecting local government in the north. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.



President Danny Whalen  
705-622-2479



Ministry of Transportation  
Safety Program Development Branch  
87 Sir William Hearst Avenue, Room 212  
Toronto, Ontario M3M 0B4

Ministère des Transports  
Direction de l'élaboration des  
programmes de sécurité  
87, avenue Sir William Hearst, bureau 212  
Toronto, Ontario M3M 0B4



August 7<sup>th</sup>, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **September 1, 2020** the province will be introducing a new regulatory framework which sets out evidentiary rules to govern school bus stop arm camera programs. Municipalities who choose to implement school bus stop arm camera programs will be able to use evidence from camera systems in court without requiring a witness to introduce that evidence. The regulation can be found at the following hyperlink: [Ontario Regulation 424/20: School Bus Cameras](#).

The rules under the *Provincial Offences Act* for school bus stop arm camera programs will mirror those currently in place for automated speed enforcement and red-light camera programs.

In support of municipalities interested in setting up school bus stop arm camera programs in their regions, the ministry has developed the attached guidance document. This document provides relevant information to assist municipalities in developing school bus stop-arm camera programs. The Ministry also encourages participating municipalities to engage in public outreach and education when enacting school bus stop-arm camera programs to maximize safety benefits.

The Ministry asks that you please bring this notice and attached guidance material to the attention of municipal staff responsible for traffic safety. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or [erik.thomsen@ontario.ca](mailto:erik.thomsen@ontario.ca).

Thank you for your assistance in communicating this change and for your ongoing efforts to help improve the safety of students travelling on school buses.

Sincerely,

A handwritten signature in black ink that reads "Angela Litrenta".

Angela Litrenta  
A/Director  
Safety Program Development Branch  
Ministry of Transportation

Attachment – Municipal Guidance Materials

## School Bus Stop Arm Camera Programs

Municipalities are responsible for all aspects of school bus stop arm camera program administration and are subject to all relevant rules and procedures included in the *Highway Traffic Act* (HTA), *Provincial Offences Act* (POA) and associated regulations. Additionally, municipalities are responsible for complying with all privacy and data retention rules outlined in the *Municipal Freedom of Information and Protection of Privacy Act*.

The Ministry of Transportation (MTO) has drafted these guidelines to support municipalities in developing safety-oriented school bus stop arm camera programs in their communities by providing information on relevant legislative requirement, processes and responsibilities.

Municipalities are responsible for ensuring that school bus stop arm camera programs are implemented transparently and for the express purpose of promoting road safety, while maintaining public trust.

# Provincial Guidelines

### Ontario's School Bus Stop Arm Camera Regulatory Framework

Effective September 1, 2020, the school bus stopping law has been expanded so that the extension of the school bus stop arm becomes an element of the offence. This change makes it illegal for drivers to pass a stopped school bus that has a stop arm extended, regardless of whether the bus's overhead red lights are activated. This change makes it easier for provincial offences officers to make certified statements about the camera and for Crown prosecutors to demonstrate that an offence has occurred using camera technology. The prosecution of school bus camera offences will no longer require the introduction of evidence by a supporting witness.

With this new program, municipalities will continue to have the choice as to whether they would like to set up a school bus stop arm camera program in their municipality. Some examples of other evidentiary requirements include:

- ▶ State that the system used to take the photograph was an automated school bus stop arm camera system as per the regulation;
- ▶ Set out the manufacturer's name and the model number of the automated school bus stop arm camera system used to take the photograph; and
- ▶ State the name of the municipality in which the school bus was located when the photograph was taken.

For a full list of evidentiary requirements, please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms.

### General Operating Considerations

Municipalities should comply with existing privacy rules in the *Municipal Freedom of Information and Protection of Privacy Act* for storing and transferring sensitive information. MTO recommends that municipalities undertake a privacy assessment before launching a school bus stop arm camera program.

Privacy

The camera technology chosen will need to be able to capture all elements of the offence – such as the stop arm being actuated while the bus is passed by a motor vehicle that has a clearly visible number plate, etc. – and comply with all requirements set out in the future school bus stop arm camera regulation. Video at a minimum of 10fps, or an equivalent for a series of photographs that are taken in very quick succession, is a requirement. Please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms, prior to setting up your school bus stop arm camera program.

Procurement

Sections 175 (19) and 175 (20) of the HTA set out the penalties for the owner-based offences for passing/overtaking a school bus. Under a school bus stop arm camera program, the penalties for these owner liability offences remain unchanged. The set fine for these offence(s) is \$400 with a maximum penalty of \$2,000.

Penalties

Also, being that these are owner-based offences, demerit points and licence suspensions are not imposed upon conviction. Those drivers convicted of a school bus passing offence may be subject to licence plate denial if they default on the fines.

Signage

Signage will be uniform across the province, signage requirements will be outlined as part of the plate registrant data access agreement.

# Provincial Guidelines

## School Bus Stop Arm Camera Programs (continued)

### Public Education

Research demonstrates that public awareness of automated enforcement programs like school bus stop arm cameras, automated speed enforcement cameras, and red-light cameras, is an important element in their success. Municipalities should consider developing a communication/public education plan to inform the public about their school bus stop arm camera programs.

Communications and public education activities, which might take the form of websites, question and answer resources, social marketing and social media campaigns, should be sustained in advance of the program's launch and during its operation.

### Evidence Processing

Under POA section 3(2), only a designated provincial offences officer may issue an offence notice.

Consistent with the province's existing red light camera program and automated speed enforcement program, provincial offences officers will be responsible for reviewing evidence collected by school bus cameras, certifying this evidence and issuing an offence notice by mail, based on vehicle owner address data supplied by the Ministry.

Provincial offences officers are responsible for a range of activities as part of charging and prosecution processes, including:

- ▶ Reviewing evidence (video or photographic) and forming a belief that an offence was committed;
- ▶ Certifying the accuracy of that evidence;
- ▶ Making a request to MTO for plate registrant information to determine vehicle owner address information;
- ▶ Issuing and mailing POA offence notices with a set of images/video of the offence occurring;
- ▶ In cases where the charge is disputed, the provincial offences officer will request MTO provide a certified copy of the plate holder information as evidence.

### Access to Plate Registrant Data

Participating municipalities will be required to enter into a data access agreement with MTO for the purposes of accessing licence plate registrant information. Access to the data for this purpose is restricted to persons who have been designated as a provincial offences officer by the ministry.

This data access agreement will set out the terms, conditions and audit requirements which municipalities must adhere to, including confidentiality clauses that restrict disclosure of licence plate registrant data to only authorized users. For specific questions about the agreement with the ministry, please contact Luc.Spina@ontario.ca.

### Hiring Municipal Provincial Offences Officers

Subsection 1(3) of the POA provides the authority for the appointment of provincial offences officers. MTO will coordinate with municipalities so that the required documentation required to designate these officers can be prepared and approved.

The Ministry of the Solicitor General (SOLGEN) sets Ontario's policy with respect to who can be appointed as a provincial offences officer under the POA. Under this policy only municipal employees and police officers can receive designation and thus lay charges under automated enforcement programs.

Prior to issuing offence notices municipalities should ensure the POA officer is sufficiently trained so that they can make all the certified statements necessary for the certificate of offence.

### Joint and Independent Evidence Processing

The Ministry recognizes that some municipalities may choose to set up their own school bus stop arm camera programs with independent evidence processing, while others may choose to adopt a joint processing approach, similar to the automated speed enforcement and red light camera programs. MTO's framework does not restrict municipalities in joint or independent evidence processing.

Municipalities that issue school bus camera offences must request a series of ticket numbers. Ticket numbers will be issued by the POA Unit, Ministry of the Attorney General and should be included as part of the charging document that is filed with their local Provincial Offences court.

August 19, 2020

**Subject: Resuming aggregate application timelines and public consultation under the Aggregate Resources Act (ARA)**

I am writing today to update you on the Ministry of Natural Resources and Forestry's approach to resume processing aggregate applications that were in process prior to the COVID-19 emergency

In March of this year the province took emergency measures to help control the spread of COVID-19 and focus on the health and well-being of the public.

Under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* ARA regulated timelines related to notification and consultation for new pits and quarries were paused retroactive to March 16, 2020.

The time periods relating to the notification and consultation stages, as well as the overall time periods associated with an aggregate licence or permit applications will resume on September 12, 2020.

The attached program bulletin outlines how impacted components of the ARA application process will resume on September 12, 2020. It outlines the criteria to:

- Resume the licence and permit time-periods listed in the Aggregate Resources of Ontario: Provincial Standards, Version 1.0;
- Conduct public information sessions for new licence and permit applications;
- Ensure the public has access to the application documents;
- Undertake consultation on major site plan amendments.

If you have any questions regarding the attached bulletin please contact Jason Belleghem, Senior Program Advisor – Aggregates in the Integrated Aggregate Operations Section by email at [jason.belleghem@ontario.ca](mailto:jason.belleghem@ontario.ca).

Inquiries related to approvals under the ARA can be directed to [ARAapprovals@ontario.ca](mailto:ARAapprovals@ontario.ca).

Please note that any inquiries related to the continued operation of an existing licence and/or permit (e.g., operating conditions, compliance related matters) should be directed to the responsible MNRF District Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Katie O'Connell", with a long horizontal flourish extending to the right.

Katie O'Connell  
a/Manager  
Integrated Aggregate Operations Section  
Ministry of Natural Resources and Forestry

Att: Aggregate Resources Program Bulletin

**APPROVAL SHEET**

**Final Response Due:**

If applicable

**Prepared By:** Jason Belleghem  
**Position:** Sr. Program Advisor - Aggregates  
**Section:** Integrated Aggregate Operations  
**Telephone Number:** 705-772-9154  
**Date Draft Prepared:** July 23, 2020

**Interim Response Sent:**

<b><i>Approved By</i></b>	<b><i>Name</i></b>	<b><i>Date</i></b>
Katie O'Connell A/Manager Integrated Aggregates Operations Section		
Special Instructions:		

## Aggregate Resources Program Bulletin:

### Resuming aggregate application timelines and public consultation under the Aggregate Resources Act (Post COVID-19)

**Date Issued:** August 2020

**Last Date Reviewed:** New Document

**Applicable Policies, Procedures or Directives:**

[Aggregate Resources of Ontario: Provincial Standards, Version 1.0](#)

#### **Purpose:**

This document advises aggregate applicants, municipalities, Ministries, agencies, Indigenous communities, key stakeholders and the public that aggregate application and consultation processes will resume on September 12, 2020.

It also provides consistent direction about how timelines will resume and how consultation can be undertaken given any restrictions on public gatherings that were put in place to contain the spread of the COVID-19 outbreak.

The Ministry is committed to resuming the timelines for applications in the notification and consultation stage so the process can continue.

#### **Context:**

- The time periods related to applications for new pits and quarries and for major site plan amendments are currently suspended between March 16, 2020 and September 11, 2020 under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.
- This direction to resume the aggregate application processes and associated consultation with the public modifies any existing ministry policy/procedure that deals with the same subject matter, e.g., public information sessions, wording on Form 1 (Notice of Application for a Licence) and Form 2 (Notice of Public Information Session) for any application that has been affected by the suspension of timelines.

**Prescribed time periods under the Aggregate Resources Act will resume on September 12<sup>th</sup>, 2020.**

The following periods will resume, extended by the amount of time left in the prescribed time period prior to March 16<sup>th</sup>, 2020:

- Overall 2-year (licences) or 6-month (permits) period for new aggregate applications.
- 45-day (licences) or 20/30-day (permits) notification/consultation period.
  - It is within this phase applicants provide public notice, hold information sessions for licences and permits (if applicable) and provide the public, agencies and other stakeholders an opportunity to submit written notice of objections/concerns.
- 20-day (licences only) notice of objector response period, required to inquire whether objections have been resolved, and if not obtain objectors recommendations for resolution.

**Example Scenarios:**

- If the 45-day notification/consultation period for a new licence application was paused on day 20, there will be 25 days remaining when the time periods resume on September 12<sup>th</sup>. The resumed 45-day period would end on October 6<sup>th</sup> (calculated counting September 12, 2020 as day one of the remaining 25 days).
- Applications in which the overall notification/consultation period was originally scheduled to end post September 11, 2020 will have 180 days added to the original date.
  - If the overall two-year notification and consultation period for licence application was originally scheduled to end November 1, 2020, the revised date will be April 30, 2021 (calculated counting November 2, 2020 as day 1 of the 180 days).

**If the end of a specific timeline listed above ends on a Saturday, Sunday or Holiday, the timeline will be extended until the next business day.**

**For Aggregate Licence/Permit Applications in process prior to March 16, 2020:**

If a phase of the application was paused on March 16<sup>th</sup>, e.g., 45-day notification/consultation stage or 20-day notice of objector response period, all applicable:

- Correspondence and/or objections/concerns received during the pause (March 16 – September 11) are to be accepted by the applicant.
- Correspondence and/or objections/concerns received before March 16<sup>th</sup> and in the time remaining in the applicable phase when resumed post September 11<sup>th</sup> are to be accepted by the applicant.



For Aggregate Applications that were deemed complete by MNRF prior to March 16, 2020 but have not proceeded to the notification/consultation stage:

If an application was deemed complete prior to March 16<sup>th</sup> but the notification/consultation stage had not yet been initiated (e.g., newspaper notice, circulation to landowners within 120 metres, signage on proposed site) the application may proceed as early as September 12, 2020.

For example: The earliest date that the notice of a new licence application can be posted in the newspaper and shared with landowners within 120 metres is September 12, 2020. This would be the first day of the 45-day notification and consultation stage.

An application that proceeds to the notification/consultation stage on or after September 12, 2020 will proceed under the normal timelines associated with the application process.

Public Information Sessions for New Applications and Major Site Plan Amendments

Applicants for a new licence, and if applicable, permits and some major site plan amendments, are required to hold an information session to share information with the public about the application. The format of these sessions is not specified in regulation, and the practice has been to hold these sessions in person.

Information sessions can be undertaken virtually while restrictions on public gatherings continue to apply. Approaches to a virtual session may include:

- Video and/or telephone conferencing.
- Posting all documents to a public website and notifying the public and agencies of times the applicant will be available to answer questions about proposal, provided there is an opportunity for an active verbal exchange between parties.
- The format of any in-person public information sessions must adhere to all COVID-19 related restrictions or guidelines set by the province and the local Health Unit and municipality in which the session would be held.

Applicants who had to cancel public information sessions due to the COVID-19 emergency are required to notify the public and agencies of the new details pertaining to the re-scheduled information session by:

- Written notice to landowners within 120 metres of the proposed site and technical review agencies by courier/registered mail or personal delivery. Notice can be given prior to September 12, 2020, but the earliest the session could occur is September 12, 2020.
  - The notice will contain a revised copy of Form 1 and Form 2. If a video or teleconference option is set up the location and address information on Form 2 may be substituted with the description of the format and the web address and/or teleconference number.

- Re-advertising notice of the application and details of the updated information session, including details of the session (e.g., video conference) in the same newspaper the original notice was placed.
- Updating the notice of application signage at the site.

#### Public Access to Documents

Applications and supporting technical information that would have been made available for public viewing at a local ministry and/or municipal office may not be available due to office closures.

The ministry requests that applicants submit application documentation (including technical reports and site plans) to the ministry electronically.

Applicants are requested to make information available to the public by posting it on their website, or by providing an email address where the public can request copies.

#### Major Site Plan Amendments

Consultation on major site plan amendments, including the 30-day commenting period in Aggregate Resources Policies and Procedures Manual will recommence on September 12, 2020. If consultation with a municipality on a major site plan amendment was paused on March 16<sup>th</sup> then the remaining days left in the 30-day period will be added starting September 12, 2020.

If you have any questions please contact Jason Belleghem, Senior Program Advisor – Aggregates in the Integrated Aggregate Operations Section by email at [jason.belleghem@ontario.ca](mailto:jason.belleghem@ontario.ca).

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

Telephone: (416) 314-3377  
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037



**August 10, 2020**

**MEMORANDUM TO:** Municipal CAOs

**SUBJECT:** Court Security and Prisoner Transportation

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The Ministry of the Solicitor General (ministry) is committed to keeping communities across Ontario safe, supported and protected. An important pillar of this mandate is the safe care, custody and supervision for those in remand, or for those who are serving a custodial or community sentence.

The *Police Services Act* outlines the responsibilities of police services, including the requirement for police services boards and the Commissioner of the Ontario Provincial Police, to provide court security in premises where court proceedings are conducted. In addition, police services also conduct prisoner transportation.

Under the Court Security and Prisoner Transportation (CSPT) Program, the ministry allocates funding to municipalities to offset costs associated with both court security and prisoner transportation services to and from courts. The ministry's annual investment to help assist municipalities in offsetting their CSPT costs began in 2012 and has gradually grown to a maximum of \$125 million annually since 2018.

As part of the ongoing work to build a more responsive and resilient justice system, the ministry will retain an independent consultant with expertise in public safety and security to review the Court Security and Prisoner Transportation Program. A Request for Services will be issued shortly.

This review will help strengthen best practices, as well as explore ways to improve the delivery of court security and prisoner transportation. This continuous improvement is part of the ministry's ongoing work to reduce court delays, leverage technology, improve public safety and reform the adult correctional system.

It is important to note that there will be no changes to the 2020 CSPT Program as a result of the review.

.../2

**Ministry of the Solicitor General**

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**Ministère du Solliciteur général**

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Page 2

This review will engage ministry stakeholders – including municipalities, police services and other justice sector partners – to help assess and identify improvements to court security and inmate transportation as well as the design of the CSPT Program. Throughout this process, the safety of Ontarians and frontline staff will remain the ministry's top priority.

Be well and stay safe.

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

# Calvin Quarterly Report

Q2 Assessment Update

August 20<sup>th</sup>, 2020



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# Corporate Updates

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## Delivering growth to municipalities

- In May, MPAC mailed approximately 35,000 Property Assessment Change Notices (PACNs) that represented \$10.98 billion in new assessment.

## Worksite enhancements:

- Vacancy Rebate applications
- Building Plans

## Resuming limited field inspection work (exterior inspections with owner permission)

- June 15th – Four office pilot program (Kingston, Hamilton, Barrie and Timmins)
- July 6th – all field offices in Stage 3 Provincial Covid-19 Strategy
- August? – remaining offices?

## Request for Reconsideration (RfR) extended

# Revised Request for Reconsideration (RfR) Deadlines

Notice Type	Issue Date on Notice	RfR Deadline on Notice	Revised RfR Deadline
2019 Amended Property Assessment Notice	December 23, 2019	April 21, 2020	October 19, 2020
2020 Property Assessment Notice	November 2019	March 31, 2020	September 28, 2020
2020 Amended Property Assessment Notice	January 29, 2020	May 28, 2020	November 24, 2020
	March 2, 2020	June 30, 2020	December 29, 2020
	April 29, 2020	August 27, 2020	January 11, 2021
	May 29, 2020	September 28, 2020	January 11, 2021
2020 Property Assessment Change Notice	May 8, 2020	September 8, 2020	January 11, 2021
	June 8, 2020	October 6, 2020	January 11, 2021

As the COVID-19 situation continues to evolve, these deadlines may change. We will update this page regularly to ensure access to the most current information.

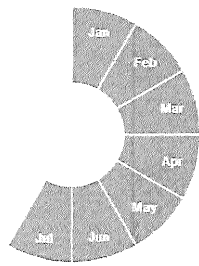
For more information, your local Account Manager.

Note: The applicable law prevails to the extent there is any conflict between this information and the current law. This information is not intended to provide legal advice and should not be relied upon as such.

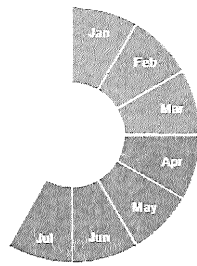
# Q2 Service Level Agreement Results

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PRAN REPORTS



BUILDING PERMITS



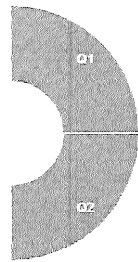
MUNICIPAL ENQUIRIES



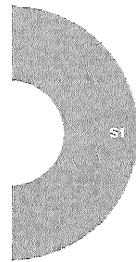
TAX APPLICATIONS



VACANT UNIT REBATE APPLICATIONS



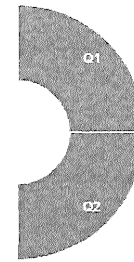
CONDOMINIUM PLAN INFORMATION FORM



SEVERANCE/CONSOLIDATION INFORMATION FORM



QUARTERLY ASSESSMENT FORECAST





# Covid-19 Response

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MPAC paused all property inspections and transitioned to work from home in March

- All offices remain closed to public
- Staff continue to process tax apps, vacancies and answer enquiries
- Limited field inspections have resumed
- Work from home remains default work location until January 2021

Province postponed the 2020 Assessment Update

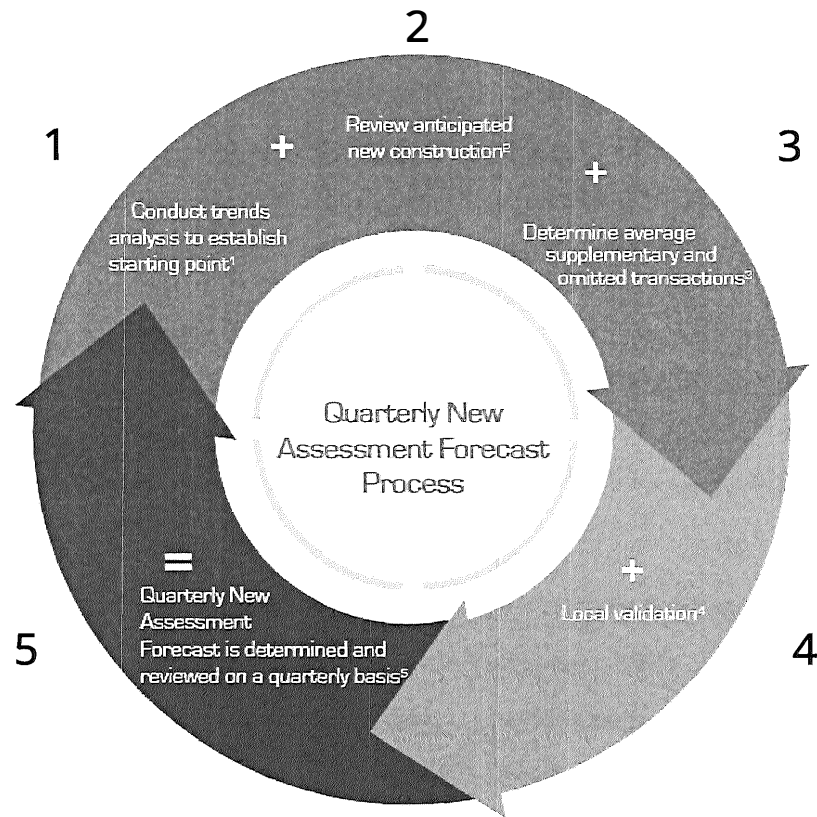
- New reassessment date has not been set
- Request for Reconsideration (RfR) deadline extended.

Municipalities can submit building plans through Municipal Connect WorkSite Portal

- Allows MPAC to add growth during the pandemic
- Functionality designed in consultation with Municipal Liaison Group
- Currently over 150 municipalities have submitted over 10,000 plans through the portal

# Forecast Process

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# New Assessment Forecast Report

Q1 2020 (As of March 31, 2020)



COUNTY OF X	Forecasted Work Unit Range in 2020 <sup>1</sup> (a – a1)		Estimated Value per Work Unit <sup>2</sup> (b)	New Assessment Forecast Range <sup>3</sup> (a*b=c – a1*b=c1)	
	85% <sup>4</sup> (a)	100% (a1)		85% (c)	100% (c1)
New House	327	385	\$230,000	\$75,267,000	\$88,550,000
Residential Additions	73	86	\$26,000	\$1,900,000	\$2,236,000
Other <sup>5</sup>	119	141	\$24,000	\$2,876,000	\$3,384,000
Residential Condominiums	0	0	—	\$0	\$0
M-Plan Registrations <sup>8</sup>	4	5	\$34,000	\$144,000	\$170,000
<b>TOTAL RESIDENTIAL</b>				<b>\$80,187,000</b>	<b>\$94,340,000</b>
<b>PROPERTIES OWNED BY THE PROVINCE OF ONTARIO OR THE GOVERNMENT OF CANADA<sup>6</sup></b>	—	—	—	—	—
New Building	8	10	\$777,000	\$6,604,000	\$7,770,000
Addition	2	3	\$483,000	\$1,231,000	\$1,449,000
<b>TOTAL COMMERCIAL AND INDUSTRIAL<sup>7</sup></b>				<b>\$7,835,000</b>	<b>\$9,219,000</b>
<b>TOTAL NEW ASSESSMENT FORECAST RANGE</b>				<b>\$88,022,000</b>	<b>\$103,559,000</b>

# New Assessment (Growth from permits) as of June 30, 2020

	Approved Transactions	In Progress Transactions	Published Transactions	Total Transactions
4822 - CALVIN MUNICIPALITY	\$73,000	\$185,027	39.45%	\$73,000
Business - V&CR	\$0	\$0	0.00%	\$0
Centralized	\$0	\$0	0.00%	\$0
Condo	\$0	\$0	0.00%	\$0
MPLAN	\$0	\$0	0.00%	\$0
Res/Farm - V&CR	\$73,000	\$185,027	39.45%	\$73,000

	Total Transactions	Forecast	% of Forecast	One Year of Occupancy	% of Occupancy	Exempt	PILT
4822 - CALVIN MUNICIPALITY	\$73,000	\$185,027	39.45%	\$73,000	100.00%	\$0	\$0

# Electronic Building Plan Submissions

---

Limited field inspections mean that electronic building plan submission is critical to meet forecasted new assessment estimates for municipalities.

Plans can be submitted as an enquiry via the Worksite Portal on Municipal Connect

Providing electronic plans will help MPAC achieve lasting efficiencies and:

- Meet projected growth targets, particularly with Covid-19 restrictions in place; and
- Add supplementary and omitted assessment to the roll quicker

# Building Plan Detail – What is MPAC Looking For?

---

## Residential Plans:

- Floor plans for basement and all storeys that include exterior and interior measurements, and notes on finishes and wall construction
- Elevations 2D side views of the exterior, with graphical representation of finishes
- Building Sections – 2D view as if cutting through the interior of the house with more detailed view of how the house is built, roof pitch, ceiling heights, and if there are open spaces.
- Code Matrix – a schedule that shows code related information, floor areas, and number of storeys.
- List of Wall Assemblies – that shows wall types and the material each type is made out of
- Mechanical/Electrical drawings – should show the heating systems and air conditioning

Commercial and Industrial Plans should be fulsome and show comprehensive structure information and construction details.

## Other Plan Submission Options

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Digital building plans remain MPAC's preferred plan submission method. However, MPAC recognizes that providing digital plans may not be possible for all municipalities.

Effective July 28, municipalities can opt for curbside pickup, or to book designated times for MPAC staff to view plans in municipal offices.

MPAC has developed comprehensive guidelines and requirements that ensure the health and safety of all parties remain the top priority.

# Critical Next Steps

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MPAC's keying cut-off for year-end is October 23, 2020

Extremely important MPAC receives plans prior to the keying cut-off to ensure staff have time to add new assessment for 2020.

Your local Account Manager can help by:

- Working with municipalities and MPAC's local Valuation and Customer Relations Manager to identify high-value and priority plans
- Providing training and support to staff who are uploading plans
- Working with municipal staff to identify the best way for MPAC to receive plans; and
- Coordinating plan pickup or in-office plan viewing



Have additional questions? We're here to help.

Please contact:

Customer Contact Centre Toll Free 1 866 296-6722

Steve McArthur, Account Manager | Nipissing District | Municipal & Stakeholder Relations  
1500 Fisher Street, Suite 205 | North Bay ON P1B 2H3 | Tel: 705.223.0435 | Cell: 705.492.8587

*Municipal Office  
15 Water Street  
Telephone (705) 282-2420  
Fax (705) 282-3076*



*Postal Box 590  
Gore Bay, Ontario  
POB 1210*

*Office of the  
Clerk*

---

August 18, 2020

Mary Medeiros  
City Clerk  
The Corporation of the City of Oshawa  
50 Centre Street south  
Oshawa, ON L1H 3Z7

Dear Mary;

**Re: Support of COVID-19 Funding**

Please be advised that at a recent Council meeting held on August 10, 2020 Council reviewed your correspondence regarding COVID-19 Funding.

The Town of Gore Bay is in support of The Corporation of the City of Oshawa requesting support of their motion to request the Federal, Provincial and Regional Government to help municipalities assist their local social cultural, service clubs and children/youth minor sporting organizations with clear and definitive relief funding programs. Please find attached a certified true copy of Resolution No. 14876 indicating the Town of Gore Bay's support.

Yours truly,

Stasia Carr  
Clerk  
SC/cp  
Encl.

cc: Mr. Justin Trudeau, *The Right Honourable Prime Minister of Canada*  
Mr. Douglas Ford, *The Honourable Premier of Ontario*  
*All other Municipalities with the Province of Ontario*

**THE CORPORATION OF THE TOWN OF GORE BAY**

**RESOLUTION NUMBER 14876**

14876

***Moved by Ken Blodgett***

***Seconded by Kevin  
Woestenenk***

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

***AND WHEREAS to date there has been no further indication as to tools, funding measures, or financial support provided;***

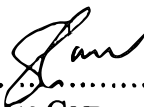
***AND WHEREAS the City of Oshawa is requesting support of their motion to request the Federal, Provincial and Regional Government to help municipalities assist their local social cultural, service clubs and children/youth minor sporting organizations with clear and definitive relief funding programs;***

***THEREFORE BE IT RESOLVED THAT Gore Bay Council support the City of Oshawa's motion and they be so advised.***

***FURTHER A copy of this resolution be sent to the Right Honourable Prime Minister of Canada, the Premier of Ontario, and all municipalities within Ontario.***

***Carried***

THIS IS A CERTIFIED TRUE COPY  
OF RESOLUTION NUMBER 14876  
ADOPTED BY COUNCIL ON  
AUGUST 10, 2020



.....  
Stasia Carr  
Clerk

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



AP5130

Page : 1

Date : Aug 20, 2020

Time : 2:23 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 20-Aug-2020

Bank : 099 To 1

Class : All

Supplier	Supplier Name	Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 0101</b>	<b>ADMINISTRATION</b>				
10095	KINGGLASS LTD.				
32972	Front Counter Plexiglass Barrier/Button to Open Front Door	94	14-Aug-2020	20-Aug-2020	
1-5-0101-101					896.09
11033	LONDON LIFE INSURANCE				
PP#17 PENSIO	PP#17 Pension 2020	94	20-Aug-2020	20-Aug-2020	
1-2-0101-320					667.96
19020	SELECTCOM INC.				
0004866964	Phone for Admin, Fire & Roads - Aug 2020	94	09-Aug-2020	20-Aug-2020	
1-5-0101-103					217.61
22009	VIEL LUCIE				
AUG 2020 EXPI	Postage Expenses	94	20-Aug-2020	20-Aug-2020	
1-5-0101-171					52.90
23022	WISHART LAW FIRM LLP				
149663	COVID-19 Re-Opening Training	94	28-Jul-2020	20-Aug-2020	
1-5-0101-105					55.32
	SEMINARS, WORKSHOPS- ADMIN				
<b>Department Total :</b>					<b>1,889.88</b>

<b>DEPARTMENT 0200</b>	<b>FIRE PROTECTION</b>				
12021	MAXWELL DEAN				
JULY 20 2020 E	July 20 Fire Scene Lunch Expenses	94	20-Aug-2020	20-Aug-2020	
1-5-0200-102					196.62
19020	SELECTCOM INC.				
0004866964	Phone for Admin, Fire & Roads - Aug 2020	94	09-Aug-2020	20-Aug-2020	
1-5-0200-137					41.10
23022	WISHART LAW FIRM LLP				
149663	COVID-19 Re-Opening Training	94	28-Jul-2020	20-Aug-2020	
1-5-0200-138					55.32
	TRAINING - FIRE				
<b>Department Total :</b>					<b>293.04</b>

<b>DEPARTMENT 0300</b>	<b>ROADS</b>				
19020	SELECTCOM INC.				
0004866964	Phone for Admin, Fire & Roads - Aug 2020	94	09-Aug-2020	20-Aug-2020	
1-5-0300-103					54.66
23022	WISHART LAW FIRM LLP				
149663	COVID-19 Re-Opening Training	94	28-Jul-2020	20-Aug-2020	
1-5-0300-105					55.32
	SEMINARS, WORKSHOPS, MEMBERSHIPS - ROADS				
<b>Department Total :</b>					<b>109.98</b>

<b>DEPARTMENT 0325</b>	<b>TRUCK EXPENDITURES</b>				
07011	GRANT FUELS INC.				
208371	Truck Clear Diesel 454.6L @ \$0.935/L	94	12-Aug-2020	20-Aug-2020	
1-5-0325-106					424.83
08010	BUMPER TO BUMPER - H.E. BROWN				
392736/D	Truck Repairs & Maint. 76-15	94	17-Aug-2020	20-Aug-2020	
1-5-0325-101					563.42
K92736/D	Truck Repairs & Maint. 76-05	94	18-Aug-2020	20-Aug-2020	
1-5-0325-101					160.41
	REPAIRS AND MAINTENANCE-TRUCK				
<b>Department Total :</b>					<b>1,148.66</b>

<b>DEPARTMENT 0326</b>	<b>GRADER EXPENDITURES</b>				
07011	GRANT FUELS INC.				
208372	35% Loader & 65% Grader Dyed Diesel 1,002.9L @ \$0.772/L	94	12-Aug-2020	20-Aug-2020	
1-5-0326-106					503.85
	FUEL & OIL - GRADER EXPEND.				
<b>Department Total :</b>					<b>503.85</b>

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



AP5130

Page : 2

Date : Aug 20, 2020

Time : 2:23 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 20-Aug-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 0327</b>	<b>LOADER/HOE EXPENDITURES</b>								
<b>07011</b>	<b>GRANT FUELS INC.</b>								
208372	35% Loader & 65% Grader Dyed Diesel 1,002.9L @ \$0.772/L					94	12-Aug-2020	20-Aug-2020	
1-5-0327-106				FUEL & OIL - LOADER/HOE EXP.					271.31
<b>Department Total :</b>									<b>271.31</b>
<b>DEPARTMENT 0400</b>	<b>ENVIRONMENTAL</b>								
<b>23022</b>	<b>WISHART LAW FIRM LLP</b>								
149663	COVID-19 Re-Opening Training					94	28-Jul-2020	20-Aug-2020	
1-5-0400-105				SEMINARS AND WORKSHOPS - ENVIRONMENT					110.62
<b>Department Total :</b>									<b>110.62</b>
<b>DEPARTMENT 0500</b>	<b>HEALTH SERVICES</b>								
<b>13010</b>	<b>NORTH BAY PARRY SOUND DIST. HE</b>								
SEPT 2020 LEV	September 2020 Levy					94	20-Aug-2020	20-Aug-2020	
1-5-0500-108				HEALTH UNIT					1,552.83
<b>Department Total :</b>									<b>1,552.83</b>
<b>DEPARTMENT 0600</b>	<b>SOCIAL SERVICES</b>								
<b>03001</b>	<b>CASSELLHOLME HOME OF AGED</b>								
SEPT 2020 LEV	September 2020 Levy					94	20-Aug-2020	20-Aug-2020	
1-5-0600-112				CASSELLHOLME					4,019.00
<b>13056</b>	<b>DIST. OF NIPISSING SOCIAL SERV</b>								
2020-0153	August 2020 Levy					94	01-Aug-2020	20-Aug-2020	
1-5-0600-110				COMMUNITY & SOCIAL SERVICES					19,824.13
<b>Department Total :</b>									<b>23,843.13</b>
<b>DEPARTMENT 0700</b>	<b>RECREATION</b>								
<b>20035</b>	<b>TRANS CANADA STORE &amp; RES</b>								
AUG 11/20	50% Deposit for Dishwasher					94	11-Aug-2020	20-Aug-2020	
1-5-0700-135				BUILDING MAINTENANCE					2,278.22
<b>23010</b>	<b>WILSON'S BUILDERS SUPPLIES</b>								
101403	Hall Entrance Supplies					94	11-Aug-2020	20-Aug-2020	
1-5-0700-135				BUILDING MAINTENANCE					210.78
<b>23022</b>	<b>WISHART LAW FIRM LLP</b>								
149663	COVID-19 Re-Opening Training					94	28-Jul-2020	20-Aug-2020	
1-5-0700-105				SEMINARS AND WORKSHOPS - RECREATION					110.62
<b>Department Total :</b>									<b>2,599.62</b>
<b>DEPARTMENT 0900</b>	<b>BUILDING</b>								
<b>23022</b>	<b>WISHART LAW FIRM LLP</b>								
149663	COVID-19 Re-Opening Training					94	28-Jul-2020	20-Aug-2020	
1-5-0900-105				SEMINARS AND WORKSHOPS - BUILDING					55.31
<b>Department Total :</b>									<b>55.31</b>
<b>DEPARTMENT 0950</b>	<b>ENFORCEMENT</b>								
<b>20012</b>	<b>TOWN OF MATTAWA</b>								
IN01392	Police Services - August 2020					94	12-Aug-2020	20-Aug-2020	
1-5-0950-141				POLICING SERVICES					8,494.17
<b>Department Total :</b>									<b>8,494.17</b>

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



AP5130 Page : 3  
 Date : Aug 20, 2020 Time : 2:23 pm

Supplier : 0000000 To PT00000007  
 Batch : All  
 Department : All

Cash Requirement Date : 20-Aug-2020  
 Bank : 099 To 1  
 Class : All

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

Unpaid Total : 40,872.40

Total Unpaid for Approval :	40,872.40
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	<u><u>40,872.40</u></u>