

CORPORATION OF THE MUNICIPALITY OF CALVIN

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

Phone: 705-744-2700
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January 8, 2021

NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held electronically at 7 p.m. on Tuesday January 12, 2021.

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 January 12, 2021 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** Chris Whalley, Roads Superintendent
 Dean Maxwell, Fire Chief
 Jacob Grove, Recreation, Landfill, Cemetery
 Shane Conrad, Chief Building Official – Written Report ONLY
 5. **REPORTS FROM COMMITTEES** None
 6. **ACTION LETTERS**
- | | | |
|----|--|--|
| A) | Minutes of Council Meeting | Adopt Minutes of Tuesday, December 22/20 |
| B) | By-Law No. 2021-001 | A By-Law to Confirm the Proceedings of Council for Fourth Quarter (October 1, 2020 to December 31, 2020) |
| C) | By-Law No. 2021-002 | Annual Borrowing By-Law (\$100,000 pre-approval in case of need) |
| D) | By-Law No. 2021-003 | To Provide for Interim Tax Levy, Penalty and Interest 2021 |
| E) | Liability for Contaminated Sites | Resolution to Confirm No Identified Contaminated Sites |
| F) | By-Law 2020-024 | To Adopt a Formal Complaint Policy |
| G) | Municipality of Calvin Administration | Resolution of Support for Extended Turnaround Times for Grant Applications |
| H) | Municipality of Calvin Administration | Resolution of Support for Financing of Cassellholme Redevelopment Project |
| I) | Municipality of Calvin Fire Department | Motion to purchase Gas Detectors – Majority of the Cost Covered by TC Energy Grant |
| J) | Municipality of Calvin Recreation Dept. | Motion to Purchase Snow Blower |
| K) | Think Best Practice | Proposal for Municipal Modernization/Delivery Service Review |
| L) | Municipality of Calvin – All Departments | Acknowledgements of Updated Job Descriptions |
| M) | Tunnock Consulting Inc. | Email from Mr. Glenn Tunnock regarding Official Plan |
| N) | Municipality of Calvin – Landfill | Discussion of Staffing Levels at the Landfill Site |

- O) Municipality of Calvin – Administration Closed Portion January 26
- P) Municipality of Calvin – Educational MPAC – Ontario Budget and Year End
- Q) Municipality of Calvin – Educational Municipal World Postcast – Stop Doing Stupid Stuff – Part 1
https://www.municipalworld.com/podcasts/stop-doing-stupid-stuff-part-1-ian-mccormack/?utm_source=Podcast+Alerts&utm_campaign=ec223d25ef-MWShares-IanMcCormack-Pt1&utm_medium=email&utm_term=0_518d1d6fe3-ec223d25ef-67338146

7. INFORMATION LETTERS

- A) Association of Municipalities of Ontario (AMO) AMO Policy Update – Long-Term Care Staffing Plan, Conservation Authorities Working Group, Poverty Reduction Strategy and Mental Health and Addiction Services Funding
- B) Municipality of South Huron Unauthorized car rallies
- C) Township of Lake of Bays Bill 229 “Protect, Support and Recover from Covid 19 Act – Schedule 6 – Conservation Authorities Act
- D) Township of Lake of Bays AODA Website Compliance Extension Request
- E) City of Kitchener Cannabis Retail Store Locations
- F) Ministry of Natural Resources and Forestry Approved 3 Month Short Term Forest Management Plan Extension for the Algonquin Forest 2010-2021 Forest Management Plan
- G) Association of Municipalities of Ontario (AMO) AMO Policy Update – Additional Covid 19 Vaccine Sites, ESA Termination and Severance Provisions Extension
- H) Ministry of Agriculture, Food and Rural Affairs Updates to Ontario Wildlife Damage Compensation Program
- I) Town of Kingsville Letter of Support for Small Businesses
- J) Association of Municipalities of Ontario (AMO) AMO Policy Update – Lockdown 2.0: Province –Wide Lockdown Starts December 26, Communities Strategy and Enforcement, New School Protocols, Child care and Small Business Grants
- K) Town of Amherstburg Development Approval Requirements for Landfills (Bill 197)
- L) Township of Black River – Matheson Insurance Renewals
- M) Town of Lincoln Accessibility for Ontarians with Disabilities Act – Website Support
- N) Town of Lincoln Amending the AGCO licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations
- O) Town of Lincoln Funding for Community Groups and Service Clubs Affected by

		Pandemic
P)	Town of Lincoln	Funding for Community Groups and Service Clubs Affected by Pandemic
Q)	Town of Lincoln	Request for Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation
R)	Office of the Solicitor General	Extension to the Community Safety and Well Being Plan – Now July 1, 2021
S)	North Bay Parry Sound Health Unit	Health Unit Issuing Covid-19 Class Order Under Section 22 of the HPPA
T)	Ministry of Municipal Affairs and Housing	Enforcement of Orders under the Reopening Ontario Act, 2020
U)	Ministry of Heritage, Sport, Tourism and Culture Industries	2021 Summer Experience Program
V)	Ministry of Transportation	On-Road Opportunities for Off-Road Vehicles
W)	Township of Huron-Kinloss	Property Tax Exemptions for Veteran Clubs
X)	Municipality of Charlton and Dack	Municipal Insurance
Y)	Association of Municipalities of Ontario (AMO)	AMO Policy Update – Extended Lock Down Measures and New CSWB Plan Deadline
8.	INFORMATION LETTERS AVAILABLE	Ministry of the Environment, Conservation and Parks – Annual Drinking Water Report
9.	OLD AND NEW BUSINESS	
10.	ACCOUNTS APPROVAL REPORT	
11.	CLOSED PORTION	
12.	BUSINESS ARISING FROM CLOSED SESSION	
13.	NOTICE OF MOTION	
14.	ADJOURNMENT	

MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

REPORT DATE: CW 05/01/21

PREPARED BY: Roads Superintendent – Chris Whalley

SUBJECT: Roads Report – Roads Department

January 5, 2021

Council Report

1. An email response was sent to a resident, in regards to a complaint saying the roads dept. is encroaching on private property.
2. On Tuesday Dec 15th Temperature -16°C, the brakes froze up on 76-05 out on truck route #2 on Brule road. The air dryer was not working properly and moisture was getting into the brake system. The rear quick release was frozen in the open position and air would not build up to pressure. After 3 hours of working road side under the truck in the cold, I decided to take the spring brakes out and drive it back to the Municipal garage. We ordered in a new air dryer and D-2 governor. After the new parts were installed, and the quick release valve thawed out, the brakes were working again.
3. On Wednesday Dec 16th, the clutch fan failed, and was causing the truck to run hot again. We replaced the clutch fan with a new part and now is cooling properly.
4. While test driving 76-05 in noticed the rear engine mounts were loose. We removed the rubber mount bolts and ground down the metal spacer and retightened the bolts on the rubber mounts. Engine mounts seem secure now.
5. Sunday Dec 20th at 8pm, I received a call from a residence, that a transport load of hay was stuck on Adams Road, River Hill. Apparently the driver was not familiar with this area and wasn't expecting a big hill like that. Not knowing the road and it being dark at the time, he didn't make it up the hill. The truck ended up jackknifed backwards into the ditch. We had sanded all the roads in the municipality that morning between 8am and 1pm, including the River Hill. There was light snow during the day, with periods of rain and freezing drizzle. I put the 4 tire chains on 76-15, with a full load of sand, and went to re-sand the River Hill and assess the situation. The road was completely blocked off and the truck was in a dangerous position partway down the hill. The options were to close the road for the night, and wait for a tow truck. This would have meant notifying Police, Fire and Ambulance, barricading the road, putting up signs and amber flashing lights. I talked to the driver and decided I would give him a pull with the municipal truck. With the tire chains on, and a full load of sand, it was a

- fairly easy pull, to get him out and up to the top of the hill. The road was open again by 11pm and the trucker very thankful to the Municipality, and was on his way.
6. On Thursday Dec 24th, I received a call at 2:04pm from the Emergency Hot Line. Someone had called in saying Peddlers West and Mt Pleasant rd. was very slushy. The temperature was +4*C with light rain. I dispatched both trucks out to plow any slush off the roads. We had to go very slow, due to the risk of the front plows digging into the soft road surface. We were able to plow a lot wet snow and slush off the roads as the packed snow and ice was breaking up. My plow did dig in on Galston road and luckily I was going very slowly. It broke off all the bolts on the front plow cutting edge, but no further damage. We used 2 chains, to chain the cutting edge to the front plow and carried it back to the garage. We reinstalled the cutting edge with new bolts and checked over the front plow again. 76-15 was back in service shortly after.
 7. On Monday January 5th I scraped the ice and snow off the Whalley Bridge. A complaint was received at the Municipal office shortly afterwards demanding the snow bank in front of the driveway at the North West end of the bridge be removed immediately.

Chris Whalley
Roads Superintendent
Municipality of Calvin

Municipality of Calvin Fire department monthly report

Report Date:Dec,2020

Originator: Dean Maxwell-Fire Chief

Responded Alarm's

Dec,22,20/10:10 fire @ 50 Coulmbia Forest Products.

Meeting nights/Training

Dec,3,20/ Meeting night:Truck checks/Wash vehicles .

Dec,10,20/ Meeting night: Review strut kit /Stabilization of vehicles .

Dec,17,20 / Meeting night:Review winter truck chains and installation .

Rest of meeting were over the holidays and meetings are closed during covid lock down .

Chief's report

BA Flow testing has been done for the 2021.

Dec 5,6,2020/ 8 firefighters did a 2 day first aid course.

Dec,7,20/ CWA gave 2 fire relief Totes.

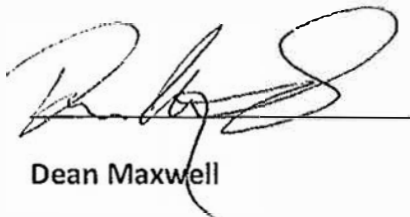
2020 firefighter performance summary

Most meetings/ Liam Maxwell / 41 meeting

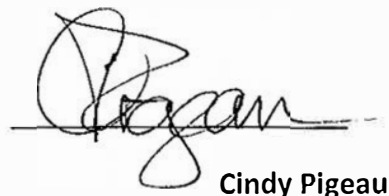
Most Hours/ Liam Maxwell / 138 hrs

Most calls/ Bill Moreton/ 17 calls

8 Firefighters with over a 100 hours of volunteering.



Dean Maxwell



Cindy Pigeau

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2021-01

REPORT DATE: 08/01/2021
 PREPARED BY: Jacob Grove; Landfill, Cemetery, Recreation Superintendent
 Municipal Enforcement Officer
 SUBJECT: Council Report

Rink Report

December 23rd the rink was cleared by volunteers.

December 31st I received a call from the afterhour's service that the rink lights were not working, I attended the rink and checked the time. The timer was off by 2 hours, it appeared a though there was a power outage. As the rink building is not wired into the generator whenever there is a power outage the timer needs to be reset.

January 4th snow that had been shoveled to the boards was removed. During the removal, the snow blower had a hockey puck jam in the auger and sheared off the main drive shaft. While removing the snow a large ridge was discovered approximately 3.5m from the board on the east side. Between the ridge and the boards there was rough ice and water on top of the ice. The backhoe was use to remove most of the rough ice but could not reach the ridge.

January 5th the snow blower was sent out to get an estimate on repair costs.

January 6th a torch and hot water was used to melt the ridge and high spots. The rink was flooded.

January 7th the east side of the rink near the boards was rough and in need of building up the ice to smooth off the surface, with the cold weather forecasted for that night we were able to add 7500 gallons of water.

January 8th all shell ice was removed and the rink received a light flooding to smooth out the surface.

Full 14 Days Overview
 Jan 9 - Jan 22

	Sat 01/09	Sun 01/10	Mon 01/11	Tue 01/12	Wed 01/13	Thu 01/14	Fri 01/15	Sat 01/16	Sun 01/17	Mon 01/18	Tue 01/19	Wed 01/20	Thu 01/21	Fri 01/22
Day														
Day	-6°	-6°	-1°	-1°	-1°	0°	0°	-5°	-4°	-7°	-10°	-8°	-7°	-7°
POP	30%	30%	40%	30%	40%	70%	60%	20%	40%	70%	60%	30%	40%	60%
IGN														
IGN	-10°	-6°	-4°	-4°	-3°	-2°	-9°	-10°	-10°	-15°	-14°	-13°	-13°	-13°
POP	30%	40%	40%	40%	30%	70%	40%	20%	70%	60%	40%	60%	30%	70%

The weather report is included to show the mild temperatures that are forecasted during the next 2 weeks. These mild temperatures could affect the ice conditions and may cause the ice conditions to become unsafe. If the ice is unsafe then the lights will be turned off until the rink is safe for use again.

Recreation

December 4th the floor tiling and trim was completed in the Community Center Entrance.

December 9th the rink liner was installed.

December 17th the rink lights were turned on.

January 4th the rink lights were turned off due to unsafe ice conditions.

Landfill

The landfill ran well during the month of December with no issues to report.

I have no new information to provide on Producer Responsibility Organizations (PROs) about our waste electronics.

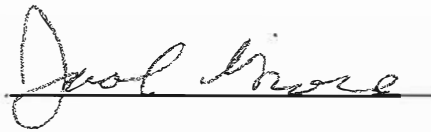
Cemetery

There is no report this month.

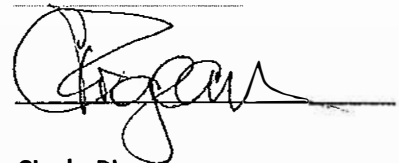
Municipal Enforcement

There were no new cases for the month of December.

Respectfully submitted;



Jacob Grove
Landfill, Cemetery, Recreation Superintendent
Municipal Enforcement Officer
Municipality of Calvin



Cindy Pigeau
Clerk - Treasurer
Municipality of Calvin



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

Tel: (705) 744-2700 • Fax: (705) 744-0309

building@calvintownhsip.ca • www.calvintownship.ca

BUILDING REPORT

MONTH: December, 2020

1. NUMBER OF PERMITS ISSUED	2
2. TOTAL MONTHLY VALUE	\$41,000
3. TOTAL FEES COLLECTED	\$590
4. TOTAL BUILDING VALUE TO DATE	\$1,004,100
5. TOTAL FEES COLLECTED TO DATE	\$6,635

COMMENTS:

Permit: 32-2020 Type: Garage

Value: \$40,000

Fee: \$490

Permit: 33-2020 Deck

\$1,000

\$100

SHANE CONRAD

CHIEF BUILDING OFFICIAL



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

Tel: (705) 744-2700 • Fax: (705) 744-0309

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BUILDING REPORT

MONTH: Year End, 2020

1. NUMBER OF PERMITS ISSUED	31
2. TOTAL MONTHLY VALUE	N/A
3. TOTAL FEES COLLECTED	N/A
4. TOTAL BUILDING VALUE TO DATE	\$1,004,100
5. TOTAL FEES COLLECTED TO DATE	\$6,635

COMMENTS:

There were 32 applications submitted for building permits.

There were 31 building permits issued. Permit 30-2020 has not been issued. Permit 16-2020 was cancelled. The 31 building permits were issued for the following:

- 8 Garages/Carports
- 5 Storage Sheds
- 5 Decks/Porches
- 3 Single Family Dwellings
- 3 Alterations/Improvements
- 3 Demolitions
- 2 Additions
- 2 Camps

SHANE CONRAD
CHIEF BUILDING OFFICIAL

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, DECEMBER 22, 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, and Clerk-Treasurer, Cindy Pigeau.

Regrets: 0 Guests: 0

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

PECUNIARY/CONFLICT OF INTEREST: None

PRESENTATIONS/DELEGATIONS: None

2020-257 MINUTES OF REGULAR COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Grant that the Minutes of the regular meeting of Council held on Tuesday, December 8, 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	

2020-258 TRANSFER TO RESERVES REMAINING COVID 19 FUNDS

Moved by Coun Maxwell and seconded by Coun Olmstead that the municipality has received \$34,700 plus an additional \$20,000 to be received shortly, in Federal-Provincial grant funding through the Safe Restart Agreement and noted that this grant may only be used for Covid 19 related expenditures that are operational in nature; and further, that any unused portion of this Covid 19 grant shall be placed into the Working Fund Reserves account at year end of 2020 to be used for future Covid 19 expenditures that are operational in nature in the 2021 year.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-259 STAND UP RECREATION COMMITTEE

Moved by Coun Maxwell and seconded by Coun Grant that as per By-law No. 2015-019 and the Recreation Committee Mandate contained in Schedule A of By-law No. 2008-008, the Municipality of Calvin Recreation Committee will be stood up and Council hereby appoints the following Members of Council to the newly formed Recreation Committee

- 1) _____
- 2) _____

and the remaining four members of the Recreation Committee (3 voting members and 1 non-voting) will be members of the public; and who will hold this appointment from this date forward or until a replacement has been appointed should any appointee be unable to fulfill this appointment.

Recorded Vote as per Electronic Meeting Best Practices

Vote to Defer this motion

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Deferred Until January 26, 2021 Meeting.

2020-260 LAPTOP PURCHASE FOR CALVIN FIRE DEPARTMENT

Moved by Coun Olmstead and seconded by Coun Cross that Council hereby authorizes the Fire Chief to purchase a laptop for the Fire Department to be used for administration purposes (originally removed from the 2020 budget for cost savings), using funds remaining in the Fire Training 2020 budget as the planned training for this year was unavailable due to the Covid 19 pandemic.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-261 THREE JET PUMPS AND TWO PISTON PUMPS SURPLUS

Moved by Coun Cross and seconded by Coun Olmstead whereas the Municipality no longer requires 3 jet pumps and 2 piston pumps for the cistern system as we now have a drilled well, and; whereas Council hereby declares the used 3 jet pumps and 2 piston pumps to be surplus to the further needs of the Municipality; now be it therefore resolved that staff is hereby authorized to make the used pumps available through a public bidding process and sold to the highest bidder.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-262 PROVINCE WIDE SHUTDOWN - LIMITATIONS ON ICE SKATING RINK

Moved by Coun Maxwell and seconded by Coun Grant WHEREAS Province-wide Shutdown – December 26, 2020 limits the number of people for social gatherings to Zero people indoors and 10 people outdoors, and; WHEREAS the North Bay Parry Sound District Health Unit is currently Province-Wide Shutdown until Saturday, January 9, 2021; NOW BE IT THEREFORE RESOLVED that staff is hereby authorized to post appropriate signage at our outdoor facilities indicating as such; and FURTHER BE IT RESOLVED that if the Provincial regulations and/or North Bay Parry Sound District Health Unit guidelines change then the signage will be updated to reflect these changes.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-263 COMMITMENT TO COMMUNITY SAFETY AND WELL BEING PLAN

Moved by Coun Grant and Coun Maxwell WHEREAS The Corporation of the Municipality of Calvin unanimously resolved in 2020 to treat safety and well-being for all citizens and visitors a priority; AND WHEREAS our Shared Commitment anchors all municipal safety and well-being policies, initiatives and activities and helps guide future municipal planning; AND WHEREAS our Shared Commitment is designed to stimulate higher levels of civic engagement and pride in the creation of a more positive and cohesive community that is thriving and growing; NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Municipality of Calvin does hereby renew for its citizens this Council’s highest commitment to safety and well-being for all who choose to live, work, visit or play in the Municipality; AND THEREFORE BE IT RESOLVED THAT The Corporation of the Municipality of Calvin does hereby expect all agencies, organizations, businesses and residents of The Corporation of the Municipality of Calvin to fully engage in and support, the enterprise of developing and sustaining safety and well-being for all to the fullest extent of their capabilities to do so.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-264 DISBURSEMENTS

Moved by Coun Cross and seconded by Coun Olmstead that the disbursements dated December 17, 2020 in the amount of \$128,619.01 and December 22, 2020 in the amount of \$4,190.64 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

2020-265 ADJOURNMENT

Moved by Coun Grant and seconded by Coun Olmstead that this regular meeting of Council now be adjourned at 9:26 p.m.

Recorded Vote as per Electronic Meeting Best Practices

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

Mayor

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-001

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

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

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

1. THAT the Confirmatory Period of this By-Law shall be for all Regular and Special Council meetings from October 1, 2020 up to and including December 31, 2020;
2. THAT all By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
3. THAT all resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
4. THAT all other proceedings, decisions and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.

Read a first time this 12th day of January, 2021.

Read a second time this 12th day of January, 2021.

Read a third time and finally passed in open council this ____ day of _____, 2021.

MAYOR

CLERK-TREASURER

BORROWING BY-LAW
MUNICIPALITIES

BY-LAW NO. 2021-002

WHEREAS the Council (CORP: 01)

of the The Corporation of the Municipality of Calvin (NAME OF MUNICIPALITY)

(the "Corporation") deems it necessary to borrow the sum of

One Hundred Thousand Dollars

dollars (\$100,000.00) to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year:

BE IT THEREFORE ENACTED as a By-Law of the Corporation as follows:

(INSERT TITLES RATHER THAN NAMES)

1. The Mayor and Clerk-Treasurer is/are hereby authorized to borrow on behalf of the Corporation from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time One Hundred Thousand Dollars dollars (\$100,000.00) to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year 2021.

2. The Mayor and Clerk-Treasurer is/are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.

3. The Mayor and Clerk-Treasurer is/are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

4. All sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that Mayor and Clerk-Treasurer is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.

5. The Mayor and Clerk-Treasurer is/are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

CERTIFICATE

I hereby certify that the foregoing is a true copy of By-Law No. 2021-002 of the Corporation of the The Corporation of the Municipality of Calvin in the District of Nipissing duly passed at a meeting of the Council of the said Corporation duly held on the day of that the said By-Law is under the seal of the said Corporation and signed by its proper officers as required by law and that the said By-Law is in full force and effect.

DATED this day of

(CORPORATE SEAL)

By: Sign Title

By: Sign Title

DATE RECEIVED
RECORDED
APPROVED
E.O. AUDITOR

**SECURITY AGREEMENT
MUNICIPALITIES AND SCHOOL BOARDS**

By-Law 2021-002

To: THE BANK OF NOVA SCOTIA, (the "Bank")

* (DELETE
WHICHEVER IS
INAPPLICABLE)

WHEREAS by a *By-law or Resolution passed by the Council
(COUNCIL OR SCHOOLBOARD, ETC.)

of The Corporation of the Municipality of Calvin
(NAME OF MUNICIPALITY, SCHOOLDISTRICT, ETC.)

on the _____ day of _____, _____ authority was given to the

** (INSERT TITLES
RATHER THAN
NAMES OF
AUTHORIZED
OFFICIALS AS
SET OUT IN THE
BORROWING
BY-LAW OR
RESOLUTION)

** Mayor and Clerk - Treasurer to borrow from
the Bank the sum or sums therein mentioned and this Agreement was authorized.

AND WHEREAS the Corporation desires to borrow the said sum or sums from the Bank.

NOW IT IS HEREBY AGREED by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the moneys so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said *By-law or Resolution created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

*** (FOR MUNICIPALITIES
IN ONTARIO
DELETE THE
PHRASE "ITS
CORPORATE SEAL
TO BE HEREUNTO
AFFIXED UNDER THE
HANDS OF" AND
INSERT INSTEAD
"THIS AGREEMENT TO
BE EXECUTED BY")

IN WITNESS WHEREOF the Corporation has caused *** its corporate seal to be hereunto affixed under the hands of its proper officers as required by law this _____ day of _____.

WITNESS:

) By: Sign _____
) Title _____
)
)
) Sign _____
) Title _____

c/s

DATE RECEIVED _____
RECORDED _____
APPROVED _____
E.O. AUDITOR _____

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-003

BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND TO PROVIDE FOR THE PAYMENT OF TAXES AND TO FURTHER PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT THEREOF FOR 2021

WHEREAS Section 317(1)(3) of the *Municipal Act, S.O. 2001, c.25*, provides that a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 345(2)(3) of the *Municipal Act, S.O. 2001, c.25*, provides that a Municipality may impose penalties and interest on unpaid and overdue taxes;

NOW BE IT ENACTED as a By-law of this Corporation as follows:

1. The interim tax amount levied on a property shall not exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The said interim tax levy shall become due and payable in one installment and shall become due and payable on the 31st day of March, 2021.
3. A penalty charge shall be imposed on due and unpaid taxes at the rate of 1.25% per month (15% per annum) to be effective the first day of default to the last day of the current year.
4. Interest charges at the rate of 1.25% per month (15% per annum) shall be payable on the unpaid taxes after the first year.
5. The treasurer shall mail or cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
6. The taxes are payable by cash, cheque or money order, at the Municipal office located at 1355 Peddlers Dr., or mailed to The Corporation of the Municipality of Calvin, 1355 Peddlers Dr., R.R. #2, Mattawa, Ontario. P0H 1V0, or via online banking deposit through participating banking institutions, or using electronic transfer or on the Municipal website (www.calvintownship.ca) via credit card.

Read a first time this 12th day of January, 2021.

Read a second time this 12th day of January, 2021.

Read a third time and finally passed in open council this ____ day of _____, 2021.

Mayor

Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021 NO. _____

MOVED BY _____

SECONDED BY _____

“ That as of April 1, 2014 the accounting standards, to be applied by municipalities for the preparation of their financial statements, must include a new section, under Section PS 3260 of the Liability for Contaminated Sites, to recognize liability for contaminated sites,

And further that in November 2014 the Clerk-Treasurer met with staff and Council to discuss and identify any known potentially contaminated sites within the Municipality of Calvin,

And further that in support of the 2015 and 2016 year-ends, at the February Council meeting of those subsequent years the contaminated site question was revisited, and resolutions passed confirming the absence of potentially contaminated sites,

And further, that in support of the 2017 year-end, this was again added as an agenda item for the January 2018 Council meeting, and resolution passed confirming the absence of potentially contaminated sites,

And further, that in support of the 2018 year, this was added as an agenda item for November 27, 2018 Council meeting, and resolution passed confirming the absence of potentially contaminated sites,

And further, that in support of the 2019 year, this was again added as an agenda item for the January 14, 2020 Council meeting, and resolution passed confirming the absence of potentially contaminated sites,

And further, that in support of the 2020 year, this was again added as an agenda item for the January 12, 2021 Council meeting, and resolution passed confirming the absence of potentially contaminated sites,

And further that no potentially contaminated sites have been identified since 2014 and to date no contaminated sites have been identified,

Therefore no further action is currently planned or required.”

CARRIED _____

DIVISION VOTE

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

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-024

BEING A BY-LAW TO ADOPT A POLICY FOR THE PROCESS OF RECEIVING AND RESPONDING TO FORMAL PUBLIC COMPLAINTS REGARDING ADMINISTRATIVE ACTIONS AND FUNCTIONS OF THE MUNICIPALITY.

WHEREAS Sections 8, 9 and 10 of the Municipal Act, 2001 authorize the Municipality of Calvin to pass by-laws necessary or desirable for municipal purposes, and in particular, paragraphs 2, 6 and 7 of subsection 10(2) authorize by-laws respecting the accountability and transparency of the municipality and its operations and of its local boards and their operations; the health, safety and well-being of persons within the municipality; and services and things that the municipality is authorized to provide.

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

1. That the Municipality of Calvin Municipal Formal Complaint Policy for the process of receiving and responding to formal complaints from members of the public regarding administrative actions and functions of the Municipality of Calvin, for example – programs, facilities, services, staff and operational procedures, 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 27th day of October 2020.

Read a second time this 27th day of October 2020.

Read a third time and finally passed in open council this ____ day of _____ 2021.

MAYOR

CLERK-TREASURER



Municipal Formal Complaint Policy

1. POLICY STATEMENT AND RATIONALE

The Municipality of Calvin is committed to a fair and uniform process for responding to complaints received from members of the public regarding programs, facilities, Municipal services, staff or operational procedures. This Policy outlines the process to be followed for the filing of, and handling of formal public complaints.

The Municipality of Calvin recognizes the importance of public input and recognizes formal complaints as a valuable form of feedback. This Policy will assist the Municipality in continuing to provide excellent service to the public and will contribute to the continuous improvement of operations.

2. SCOPE

This Policy applies to formal complaints received from members of the public regarding administrative actions and functions of the Municipality of Calvin (i.e. programs, facilities, services, staff, operational procedures etc.), if they cannot be effectively remedied through the respective department head by means of an informal complaint or request for service.

Members of the public are encouraged to seek informal resolution as the fastest way of dealing with issues, by contacting the appropriate Department Manager via the Municipal website at <http://calvintownship.ca/contact-us/>.

This policy has been put in place to assist members of the public with a transparent process for lodging a formal complaint regarding an unresolved municipal operational issue. As well, this Policy will provide staff with guidance on the appropriate process to recognize, investigate and respond to formal complaints from members of the public. The Municipality of Calvin will deal with all formal written complaints promptly, courteously, impartially and professionally. All such complaints will be treated with respect and will not receive adverse treatment or any form of reprisal.

As part of the complaint process, all written complaints filed with the Municipality of Calvin, via the form attached, will receive a response, usually within ten working days.

3. EXCLUSIONS

This complaint policy will not be used to address the following issues:

- Inquiries
- Requests for service
- Feedback
- Compliments
- Requests for accommodation
- Issues addressed by legislation, or an existing Municipal By-law, policy or procedure (i.e. By-law Enforcement Complaints)
- A decision of Council or of a Committee of Council
- Internal employee complaints
- Complaints about Members of Council (See Code of Conduct Policy for Members of Council and Local Boards)
- Matters that are handled by tribunal, courts of law, quasi-judicial boards etc.

4. DEFINITIONS

Complaint – an expression of dissatisfaction related to the Municipality of Calvin's programs, facilities, services, Municipal employee or operational procedures, where it is believed that the Municipality has not provided an experience to the customer's satisfaction at the point of service delivery, and a response or resolution is explicitly or implicitly expected.

Complainant – The person who is dissatisfied and is filing the complaint. Anyone who uses or is affected by Municipal services can make a complaint.

5. TYPES OF COMPLAINTS

Informal Complaints

It is encouraged that individuals and Municipal staff work to resolve issues or concerns in order that they do not become formal complaints. Informal complaints may be made in person, by phone, letter, email or fax and can be dealt with through direct management action.

It is the responsibility of Municipal staff to attempt to resolve issues or concerns before they become formal complaints and identify opportunities to improve Municipal services.

Formal Complaints

A formal complaint is generated when an informal resolution cannot be successfully achieved. This will result in a file being generated, an investigation, and a decision.

6. FORMAL COMPLAINT PROCEDURE

1. Filing a complaint

Where resolution cannot be achieved, complaints should be submitted to the Clerk-Treasurer. The complainant must fill out a complaint form, attached as Schedule "A" to this Policy, and shall include the following information:

- Name and contact details of the complainant (mailing address, telephone number, and email address);
- Type of complaint being submitted;
- Summary of the complaint, including details, location, Municipal employee(s) involved, enclosures;
- Name and contact information of any witnesses;
- Any efforts undertaken (if any) to resolve the concern/issue;
- Type of resolution being sought, and/or suggestions for improvements; and
- Complainant's signature and date the complaint is being submitted.

2. Upon Receipt of the Complaint

The Clerk-Treasurer or designate shall acknowledge receipt of the complaint within 3 days of receipt of the complaint.

The Clerk-Treasurer shall review the issues identified by the complainant and in doing so may:

- a) Review relevant Municipal and Provincial legislation;
- b) Review the Municipality's relevant policies and procedures;
- c) Review any existing file documents;
- d) Interview employees or members of the public involved in the complaint;
- e) Identify actions that may be taken to address the complaint or improve Municipal operations; or
- f) Take other action he/she deems expedient to resolving the matter.

At the discretion of the Clerk-Treasurer, the complaint and the nature thereof may be referred to Council.

If a complaint is made against the Clerk-Treasurer, the complaint shall be submitted to the Mayor of the Municipality. As part of the investigation, the Mayor may consult with senior staff and legal counsel.

3. Decision

A final response, where possible, from the Clerk-Treasurer (or Mayor as per above) shall be sent to the complainant within 15 business days, barring

exceptional circumstances. If it cannot be answered in this time frame, the complainant will be so notified with an explanation. The response shall include:

- a) Whether the complaint was substantiated; or
- b) If the complaint is not substantiated, the Clerk-Treasurer shall provide reason for the decision; and
- c) Any actions the Municipality has or will take as a result of the complaint.

Written records will be kept with respect to details and actions for each formal complaint.

7. APPEALS

Once the Municipality has communicated the decision, there is no appeal process at the municipal level.

In the event a complaint is not resolved through the Municipality's complaint process to the satisfaction of the complainant, it may be submitted to the Office of the Ombudsman of Ontario:

Mail to: 483 Bay Street
10th Floor, South Tower
Toronto, ON M5G 2C9

Online: www.ombudsman.on.ca
Phone: 1-800-263-1830
Fax: 416-586-3485

8. FRIVOLOUS AND/OR VEXATIOUS COMPLAINTS

A complaint may be considered vexatious or frivolous if it is pursued in a manner that is reasonably perceived by the Clerk-Treasurer to be (a) malicious, (b) intended to embarrass or harass, or (c) intended solely to be a nuisance.

Where the complaint is considered vexatious and/or frivolous, or there appears to be a pattern of vexatious and/or frivolous complaints, the Clerk-Treasurer may deem the file closed but will still be included in the report to Council.

9. PRIVACY

The Municipality of Calvin's employees will adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Personal information on the complaint is treated as confidential to protect the privacy of the complainant. However, the complainant should be aware that certain circumstances may directly or indirectly identify him/her during an investigation.

All records relating to the complaint shall be maintained in accordance with the

Municipality's record retention schedule.

10. REPORTING

Reports will be provided to Members of Council on a quarterly basis (April, July, October & December) indicating the number of complaints received during the previous quarter, the number of complaints per department and brief description of the nature of the complaints, the number of complaints meeting service standards, the number of complaints not meeting service standards and the number of complaints outstanding.

Council can review this information and make appropriate adjustments or changes to the level of service or service itself.

Members of the Public can request information regarding the complaints at any time under the confines of MFIPPA and Section 253 of the Municipal Act.

11. ACCESSIBILITY REQUIREMENTS

Assistance will be provided to anyone who requests it as per the Municipality of Calvin Accessibility Standards for Customer Service Policy. Different options can also be made available for those who are unable to fill out a formal complaint form. Please contact the Municipal Office for further details.

Process

Clerks Department:

- Receives written complaint
- Logs complaint
- Forwards to appropriate Department Head
- Acknowledges receipt to complainant within three (3) days



Department Head/Clerk-Treasurer/Mayor:

- Investigate the complaint
- Make a decision
- Notify the complainant of the outcome within fifteen (15) days of the date of the acknowledgement letter
- File a copy of the decision with the Clerk



Clerks Department:

- File a copy of the decision
- Report to Council quarterly



Schedule "A"
Municipality of Calvin
Municipal Complaint Form

COMPLAINANT CONTACT DETAILS

First Name	Last Name
Municipal Civic Address/Property Location	Phone Number
Mailing Address	
Email Address	

COMPLAINT TYPE

- | | |
|--|---|
| <input type="checkbox"/> Access to Services | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Staff Conduct |
| <input type="checkbox"/> Processes or Procedures | <input type="checkbox"/> Timeliness of Services |
| <input type="checkbox"/> Other | |

SUMMARY OF COMPLAINT

Please outline details of your complaint below, including relevant dates, times, location and background information (which should include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs etc.) Be as detailed as possible. Attach a separate page where necessary.

Details
Service area/location of problem
Staff persons involved (if known and applicable)
List of enclosures (include copies of any documentation in support of the complaint)

RESOLVE

How do you suggest the situation be improved or the complaint be resolved?
Complainant's signature
Date complaint submitted (mm/dd/yyyy)

SIGN OFF

OFFICE USE ONLY

Date received:	File No:
Acknowledge receipt of the complaint:	
Investigation Notes:	
Final Response to Complaint:	
Date sent:	

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021

NO. _____

MOVED BY _____

SECONDED BY _____

“WHEREAS there are numerous announcements of available federal and provincial grants for municipalities, and;

WHEREAS The Corporation of the Municipality of Calvin is very appreciative of the opportunity to apply for these grants, however, the turnaround time for applications is very short and restrictive for small municipalities with few employees;

NOW THEREFORE, the Council of The Corporation of the Municipality of Calvin respectfully request that the application deadlines on any further grant opportunities have longer turnaround times, and;

FURTHER THAT a copy of this resolution be forwarded to the Hon. Steve Clark, Minister of Municipal Affairs and Housing, the Association of the Municipalities of Ontario (AMO), the Federation of the Northern Ontario Municipalities and the Corporation of the Township of Matachewan.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021

NO. _____

MOVED BY _____

SECONDED BY _____

“WHEREAS The Corporation of the Municipality of Calvin received report “Redevelopment Update for Municipalities – November 30th, 2020” from Cassellholme on December 10th, 2020;

AND WHEREAS the said report recommends that each member municipality of Cassellholme confirms their preferred method of financing the redevelopment project from two presented financing options:

Option 1 – Cassellholme will obtain financing through Infrastructure Ontario’s Corporate Loan Program, levy member municipalities annually for their share of the capital costs and requires member municipalities to guarantee their share of the entire project value.

Option 2 – Member municipalities pay upfront in cash or obtain their own financing and provide the funds to Cassellholme on completion of the project and requires member municipalities to guarantee their share of the project.

AND WHEREAS upon review of the financing options being recommended by Cassellholme and the request from member municipalities to guarantee Cassellholme’s loan, the Council for The Corporation of the Municipality of Calvin deems that the financing options being recommended are not in line with the understanding that there was to be a request for legislative changes to allow the Cassellholme Board of Management to borrow the necessary funds, on its own, to complete the redevelopment project and repay the debt using a combination of capital subsidy payments by the Ministry of Health and Long-Term Care as well as revenue from operations and the annual levy to the municipalities in proportion;

AND WHEREAS Council of the Municipality of Calvin requests that prior to approval of the redevelopment project, the following information, all of which remains outstanding, be provided by the Cassellholme Board of Management to member municipalities:

- A comprehensive business case;
- The final architectural design;
- A current cost estimate;
- A detailed financing plan which shall include the interest rate, payment schedules or the lump sum payment options for each of the municipalities involved; and

- Confirmation that the Province will advance the funds, up front for the redevelopment of Cassellholme.

BE IT HEREBY RESOLVED that Council of the Municipality of Calvin will support the redevelopment of Cassellholme but rejects the proposed financing options being recommended by Cassellholme; and seeks new financing options that are in line with the original understanding that the Cassellholme Board of Management borrow the necessary funds, on its own, to complete the redevelopment project and excludes member municipalities assuming Cassellholme's long-term debt and/or providing municipal guarantees of any form;

AND FURTHER that a clear outline of the exit strategy of the Municipalities of Calvin and Mattawan, the Township of Papineau-Cameron and the Town of Mattawa to transition the provincially required levies to the Algonquin Nursing Home be provided;

AND FURTHER that Cassellholme provides member municipalities with the said outstanding information;

AND FURTHER that a copy of this resolution be sent to all Cassellholme member municipalities.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes the Fire Chief to purchase 2 Drager XAM 2500 Gas Detectors with a Draeger X charger in advance of the approval of the 2021 Budget with the majority of the cost (\$5,000.00 of the \$6,815.03) being covered by a graciously received grant from TC Energy in December of 2020.

Council also hereby authorizes the Fire Chief to proceed with bunker gear testing for 2021 as well as the purchase 2 sets of bunker gear in advance of the approval of the 2021 Budget in order to receive the bunker gear in a timely fashion.

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes the Recreation Department in conjunction with the Treasurer to repair the existing snow blower OR purchase a new snow blower, if the repairs are too costly, within the confines of the Procurement Policy in advance of the approval of the 2021 Budget as the snow blower is essential in the maintenance of the ice rink.”

CARRIED _____

DIVISION VOTE

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

*Modernization Review for the Corporation of the
Municipality of Calvin*



DELIVERED ON:

January 8th, 2020

SUBMITTED BY:

Matthew Beiler

Account Executive

THINK Best Practice

THiNK Best Practice

Overview & Goals

Dear Cindy,

We all know that people are the foundation of any great organization. The Corporation of the Municipality of Calvin (CMC) would not be where it is today without committed employees and loyal customers. Focusing on being future ready with responsive, secure, business practice transformation and modernization through lean processes is one of the best investments CMC can make - now and for the future.

At THiNK Best Practice, we focus on modernization and transformation strategies that are a best fit for your Municipality. We collect, analyze, interview, and identify gaps and challenges and provide our expert recommendations, which are benchmarked to other Municipalities of a similar in size. We build a roadmap for a positive change and we implement best business practices & technology that lower operational costs, increase staff engagement and are highly responsive to customer demands.

In today's world, many municipal governing bodies are faced with status quo operations, 'out-of-date' legacy systems and processes, and siloed data technologies, which in turn greatly effect their business outcomes.

The desire to retain top talent, the demand to attract millennials into the workforce, the need to have accurate and consolidated data, and most importantly, a Municipality culture that's efficient, productive and thriving, starts with accepting change, preparing for change and supporting change.

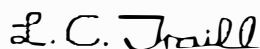
Partnering with THiNK Best Practice will enable our 30-year expert experience to assist CMC in adopting best business practices that can support leadership in addressing current business needs and requirements and achieving Council's objectives. Our partnership will bring optimal business value yielding a strong return on investment.

At THiNK Best Practice, we provide a measured approach to all of the above items which makes our team, and your organization, the perfect fit for a partnership. This will go a long way towards ensuring any solutions or processes implemented will meet the needs identified and support CMC in its endeavours to modernize and transform.

Therefore, keeping up with technological advancements can be overwhelming. You need reliable and trustworthy advice, planning, and implementation management services that you and your people can depend on. You need modernized systems optimized to its full potential, and adopted by your people through a governed change management plan.

THiNK Best Practice focuses on your transformational change, so you can focus on your day-to-day activities. Our experienced Project Managers and Municipal Consultants work with you to guide your technology and business process requirements, helping you align implementation strategies with your business needs.

Sincerely,



Lee Traill
Global President,
THiNK Best Practice

THINK Best Practice

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Think Best Practice

Why Think Best Practice?

At Think Best Practice, we appreciate the trust you put in us when you hand us the responsibility of performing a Modernization Review for the Corporation of the Municipality of Calvin (CMC). We have earned that trust from many Municipalities throughout Canada, and we know we can earn it from you. Our specialty is to modernize organizations with best practice solutions. We think this is important because at the end of the day, our services are about improving your people, culture, and technology.

TBP AS THE TRUSTED ADVISOR

- Think Best Practice will assist and work with CMC to identify efficiency opportunities and provide practical recommendations to achieve them in relation to the review and improvement of services and processes.
- Think Best Practice will set up and jointly manage the Modernization Review Project including governance, performance metrics, schedule and tasks to ensure timely deliverables and milestones are achieved.
- Think Best Practice will conduct a review of the Municipality's services from an internal and external perspective.
- Think Best Practice will work closely with council and key stakeholders to assist in the understanding of what CMC needs to plan and complete. This includes governance structures as well as advice and planning with additional executive advice in the practical assessment of a Modernization Review.
- Think Best Practice can subsequently advise management and staff to ensure a return on investment (ROI) is achieved through careful planning.
- Think Best Practice will work closely with CMC management and staff to ensure the organizational change management (OCM), training, and other implementation needs are achieved to a level that is satisfactory to the Municipality and residents.

In addition, Think Best Practice also provides the following to assist CMC in achieving a successful modernization review:

- Our consultants can work both remotely and onsite.
- Our consultants are residents of Ontario. Our consultants can mobilize quickly and visit any of your facilities or locations as required.

OFFICES

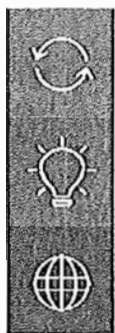
Head Office

Think Best Practice Inc.
16 Harbour Street, Suite 5304
Toronto, ON, M5J 2Z7

PH: 416-735-9216

Also located globally in the USA, Mexico, Australia and the UK.

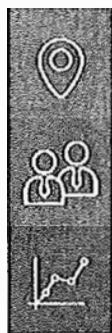
WHO ARE WE?



End-To-End
Business & IT Consulting

HR / Payroll / WFM / ERP
IT Based Solutions

Offices Worldwide
Offices Around the Globe



3 Continents
Large International
Business Transformation
& IT Service Base

Over 120
Skilled & Expert
Professionals

500+
Commercial & Government
Clients



200% Growth
Annual Revenue

Highest
Client Satisfaction



Expanding
Market Cap & Global
Presence

Think Best Practice

CUSTOMIZED PROJECT RESOURCE DEVELOPMENT

Think Best Practice draws from the intellectual capital and management expertise of the Think Best Practice international resource base to provide project and team-based expertise. In consultation with our strategic partners, Think Best Practice seeks to deliver your requirements first time, every time.

OUR TEAM

	<p>LEE TRAILL EXECUTIVE OVERSIGHT</p> <p>Lee Traill is a leading government advisor, ERP & Human Resource / Payroll systems expert, and Company President of TBP. His Delivery Oversight experiences includes implementation of various ERP & HCM SaaS systems including Recruitment, Onboarding, Workforce Management, Payroll, Learning Management Systems, Performance Management, Compensation Management, Document Management & Finance implementation and upgrades. ERP & HR / Payroll projects have included Government of Alberta, Federal Government of Canada, City of Toronto, TTC, Brisbane City Council, Queensland Government etc. Currently providing Project Analysis, Governance, Risk and Compliance for ERP & HR / Payroll development projects to meet stringent time, cost and quality delivery requirements.</p>
	<p>MATTHEW BEILER ACCOUNT MANAGER</p> <p>Matthew Beiler is our Senior Accounts Manager responsible for sales & overlooking all activity to ensure the project, capabilities, relationships, objectives, and stakeholders needs are met. He will act as a liaison between CMC and TBP; responsible for overall customer satisfaction and project delivery. Matt has managed over 50 client implementation & modernization projects and has supported Municipalities such as the Town of Comox, The Municipality of Northern Bruce Peninsula and the Municipality of Leamington.</p>

Think Best Practice



FERMIN PICO

SENIOR MUNICIPAL CONSULTANT

Fermin Pico is an experienced organizational transformation consultant with over 15 years of improving municipal agencies with successful implementations of technology solutions that increase productivity and greater organizational responsiveness to competition and customers' demands. Fermin's expertise includes every phase of a project, including performing strategic reviews to identify gaps between business goals and organization's ability to achieve those goals. As a TOGAF trained professional, Fermin excels at project delivery while simultaneously charting the best path to address identified gaps and to deliver best practices. Organizations across many industries have benefit greatly from Fermin's reviews, as they become a great resource to set priorities and drive a cohesive IT architecture. As required by every project, Fermin captures business goals, documents current processes and practices, applies the appropriate business process redesign and improvement methodology (Lean, Theory of Constraints, FastWorks, BPR) and converts them where appropriate into technical specifications. Every phase of a project is performed with great attention to detail supported by strong technical and business analysis. Projects under Fermin's care benefit greatly from his ability to support technology adoption and transition. Fermin is passionate at achieving client improvement and thanks to his deep understanding of management operations, results are highly successful. His keen ability to process and simplify data, build a comprehensive roadmap to further increase benefits from people, culture and technology, many clients have received a tremendous return on investment.

TEAM AVAILABILITY

Our Think Best Practice team proposed will be available from the requested start date of the week beginning as early as January 18th, 2020.

ASSUMPTIONS

Under the current global circumstances (COVID-19 pandemic) Think Best Practice will provide our services remotely to enable continuity of business and to ensure project timelines are met. Physical on-site presence of contracted Think Best Practice consultants will be provided once the pandemic situation has passed and the physical distancing measures are no longer a requirement with all levels of government.

Corporation of the Municipality of Calvin

- Assigns a leader within the organization to work with Think Best Practice;
- Provides access to senior management and stakeholders as needed;
- Provides access to documents, statements, and computer systems as needed;
- Works collaboratively in a series of weekly meetings to move the project forward;
- Provides all background documentation and understanding of current state workflow of processes and systems as required, in a timely fashion.
- Works with the consultant(s) to identify and coordinate interviews with key staff stakeholders and meeting(s) with both the project team, stakeholders and council including meeting scheduling, room booking and invitation/participation management.
- Prepares any supplementary documentation and briefing notes to project team and/or council.
- Assists with the change management and transformation activities required for success.

Project Work Plan and Methodology

PROJECT REQUIREMENTS

Think Best Practice is a multi-disciplinarian international consulting firm that's focus is on achieving your necessary business outcomes and solutions by merging the critical areas of People, Culture, and Technology. Here at Think Best Practice, we pride ourselves on the uniqueness of our approach. We assist in the development of unique strategies designed to enhance your specific business needs. We totally inform, support, and train management in the requirements needed to introduce and implement business transformation.

Our team is about helping you to achieve improved business outcomes and modernization across all areas. We look at your business strategy, services, and portfolio to determine which proven and emerging technologies will work best to boost your experience, meet your evolving internal requirements, and recommend improvements to services as part of the successful project conclusion.

To identify efficiencies in CMC current services, Think Best Practice will do an analysis of the Municipality's overall business practices, with a focus on modernization, and process standardization. Through a set of structured interviews and process reviews, the following actions will be taken:

- A review of the Municipality's services from an internal and external perspective.
- Conducting an Improvement and Modernization Study.
- Comprehensive analysis and development of an understanding of each service and its associated information flows.
- Determination of where inefficiencies may occur - bottlenecks in service processes, redundancies, and elimination of non-value add activities.
- Recommendations for modernization.
- Provide a framework for the development of RFP requirements for procurement of technology and services that once implemented would achieve CMC organizational transformation objectives.
- Assistance in the selection and implementation of applications as per CMC desired outcomes.
- Helping CMC achieve the savings and sustained change and as a means, transition into a more cost-efficient, flexible, reliable, modernized municipality.

With an understanding of how CMC operates, Think Best Practice can recommend industry leading methods and improvements that will lead to more efficient services. Employees of the Municipality of Calvin will be able to spend more time on value-add assignments, rather than the manual management of services.

PROGRAM APPROACH

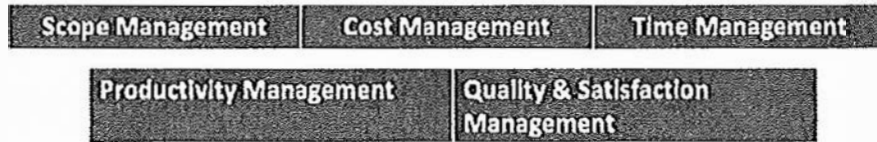
Think Best Practice Program Management typically provides leadership in coordination with the client throughout the project and helps manage the day-to-day activities contributing to the development of each in-scope business capability. This includes, but is not limited to, determining the project approach and timeline, defining team member roles and expectations, and ensuring that resources are used efficiently. The overall responsibility of a program resides within the program's leadership.

Think Best Practice's Program Management methodology aims to create a realistic and an achievable plan that meets stakeholders' expectations. The plan includes tasks for monitoring and controlling actual progress against the plan, balancing scope, quality, effort, schedule, budget, risks, planning and managing the required resources. Think Best Practice will communicate with sponsors and stakeholders, planning and managing iterations, coordinating the effort within an existing program management structure, ensuring that designs are coherent and consistent with an "adopt NOT adapt" philosophy and transferring knowledge to internal teams within the company is simplified.

As illustrated in the following, the Think Best Practice value-add to programs/projects is a well-planned delivery approach that helps mitigate risks and enhances levels of quality, consistency, and predictability. The outcome of this approach is the leveraging of a suite that encompasses methods, tools, architecture, metrics and is the core of all services review work performed.

Think Best Practice

At Think Best Practice we utilise comprehensive program metrics that includes measurable metrics and incorporates project management best practices to ensure quality control is monitored. These include:



At Think Best Practice we always tailor metrics and reporting to the business's unique project needs and with success defined from a business point of view. We incorporate key factors such as:

- Keeping definitions of KPIs and metrics simple and useful.
- Planning for the long term.
- Obtaining senior management's buy-in.
- Ensuring that underlying data is both available and credible.
- Communicating the need to gather metrics, along with goals and project purpose.
- Ensuring the project has the budget and staff needed to support the metrics plan.

Utilizing a top down approach, our consultants obtain a thorough understanding of how a service process currently works in real-time. Through a series of interviews and information gathering, the consultants will uncover the finer details of the service process, as well as the nuances and variances by department. Utilizing their experience, our consultants will summarize their findings and recommendations into a concise gap analysis.

CRITICAL SUCCESS FACTORS

PMO Pillars of Success



At Think Best Practice we utilize the three pillars of success for projects as it increases the productivity and chance for success whilst using the following key factors for a better benefit realization. At Think Best Practice we believe that this is necessary and can be achieved in these types of transformational projects by again using the following key factors:

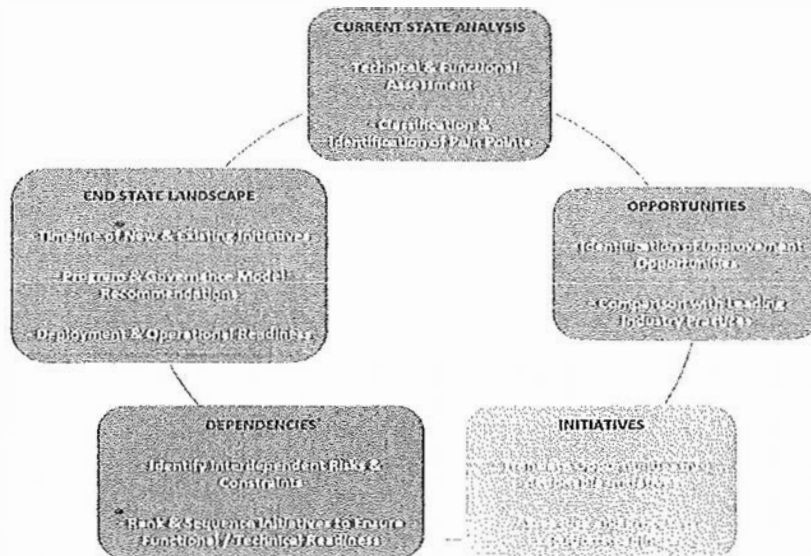
- Standardize to best practice processes.
- Plan your business & technology roadmap with expert assistance.
- Introduce a measurable and achievable project plan & schedule.
- Apply strong governance at all levels including VISIONARY / STRATEGIC / OPERATIONAL which is incorporated into Hybrid Diamond Methodology.
- Ensure measurable controls over the scope / budget / time / resources for the Municipality departments.
- Top down / bottom up transformational approach.
- Ensure business processes are measurable in before and after phases.
- PMO controls including risk / issue management, deliverable & milestone completeness, change management, transformational deliverables, scope control & overall management, training etc.
- Obtain expert assistance with your supplier selection & overall management.
- Plan for professional & expert consultant involvement in your project team in all phases of the project.

T:inK Best Practice

At T:inK Best Practice we like to include areas of our consultancy that could improve your operating efficiency during the project and beyond. We will analyze your capacity for growth and introduce the latest technologies while assessing & recommending strategic project team adjustments to gain further benefits for the overall review and implementation of recommendations. Furthermore, as a bonus and as part of our offering and strategy we will incorporate an evaluation of your current digital strategy / environment and make recommendations for scaling that won't break the bank. Therefore, based on direct experience in conducting thorough analysis of services, systems and numerous solutions for over 30 years, T:inK Best Practice would recommend utilizing the three pillars of success as described on the previous page. We believe this will gain additional efficiencies and ensure the review project team has the right people in critical areas to deliver the required outcomes from the review.

In addition, at T:inK Best Practice we encourage the use of a uniquely developed Transformational Quality Roadmap to assist in delivering transformational success based on the recommendations from the review (see below for details):

TRANSFORMATIONAL QUALITY ROADMAP



PROPOSED STAGED WORKPLAN

Using the Transformational Quality Roadmap T:inK Best Practice has developed a project model that incorporates key areas of success to optimize your organization by assessing, mapping, and defining the current state of your business. Key areas of focus in each stage of a project include understanding of how business processes, people & culture, and technology integrate to ensure the successful completion of the project. Furthermore, T:inK Best Practice can identify the best technologies to assist CMC in its endeavours to modernize through a standard RFP process & where applicable assist with the implementation of the selected application and on-going support.

T:inK Best Practice's strategic consultants will work with you to pinpoint and prioritize your needs throughout the project, whilst ensuring to identify the processes, systems and resources that will best meet your business goals and formulate a smooth plan for subsequent implementation of recommendations.

Think Best Practice

SCHEDULE, TASKS & DELIVERABLES

The core aspects of a Modernization Review include:

- **Realignment of priorities with resources:** Confirm that resource allocation is commensurated to the value derived (as it is possible to under invest in top priorities because resources are consumed by legacy activities that are redundant, manual, and offer little return).
- **Sustainability assessment:** An organizational risk assessment to determine the level of operational maturity, which means to ascertain the degree in which daily delivery of Municipal services are dependent on the expertise of one person or a few individuals vs. by degree in which service delivery relies in systems and standardized processes.
- **Ability to monitor performance:** Periodical, consistent, and meaningful metrics are necessary in any modern organization and most importantly are indispensable for the elimination of decision and communication friction, which are highest inefficiency cost.

Once there is an agreed established common ground with CMC's priorities, Think Best Practice's modernization review methodology will address the three (3) areas of opportunity for cost reduction and higher productivity.

1. **Continuous Improvement – Better Organization:** These are opportunities and recommendations for process simplification, redesign, and standardization. An additional advantage of this step is the codification of organizational knowledge that mostly resides in key people and it may not be documented for easy consultation and improvement.
2. **Frictional costs maps:** This step uses high level process mapping to identify bottlenecks in decision making and flow of information. An adaptation of "Operational Management Theory of Constraints" is used to identify opportunities to improve in decision-making across departments and increase cooperation and where possible integration.
3. **Automation – use of technology:** Building on the processes and standardization of step one, recommendations are prepared in the form of a project improvement program for each area in which commercially available technology and self-service options are favoured.

APPROACH

Stage 1: CMC Modernization Services Review – 6 Weeks

1. Conduct a comprehensive review and analysis of CMC's current state of all services to define a baseline and required outputs per line of business.
2. Conduct interviews with key identified stakeholders to validate current services, costs, and challenges, as well as brainstorm alternative service delivery options and prioritize improvements.
3. Identify potential operating cost savings while ensuring appropriate staffing, resources, and structure to support the required service levels.
4. Analyze internal processes and identify risks, gaps, and determine the ultimate desired state and path to achieve it.
5. Analyze the supporting organization and identify best managerial practice and technology to perform tasks.
6. Design processes and determine organizational resources, particularly after implementation to ensure sustainability of changes and full adoption of new service delivery model.
7. Provide weekly progress updates.
8. Provide a detailed report including a modernization roadmap for staff to recommend to council.

Stage 2: Modernization Review Roadmap Application(s) RFP Development – 4 Weeks

Think Best Practice's strategic consultants will work with CMC staff to pinpoint and prioritize the final requirements for the required RFP stages for the RFP Procurement process as applicable to the identified applications. In addition, we can assist CMC with evaluation criteria and test cases for the final application demonstrations of the short-listed vendors.

Think Best Practice has experience in all facets of an RFP, document preparation, issuance, selection process and vendor contracts having assisted clients such as the Town of Comox, the Municipality of Northern Bruce Peninsula, and the Municipality of Leamington. This translates to understanding your needs better throughout the implementation, whilst ensuring to identify the processes, systems and resources that will best meet your business goals and formulate a smooth plan for implementation. Think Best Practice can work across all stages of the required RFP process to ensure compliance and a project roadmap is clear and achievable.

Think Best Practice

Optional Stage 3: Application(s) Implementation for the Modernization for the Municipality of Calvin - TBD

Think Best Practice uses a hybrid methodology to ensure successful implementation of technology with a goal of organizational transformation and modernization. The key features of this methodology is highlighted below:



Think Best Practice

Your Investment

Our fees are based on the time required and will be invoiced at the rates set out in the table below with the contract period planned for 2021 with a possibility of on-going support. Expenses for travel, meals, lodging are charged at cost and will only occur based on approval. Please note that if printing and report production is electronic no expenses in these areas will be charged, so we recommend that electronic (digital) forms of reporting be incorporated. We are also sensitive to the financial challenges facing in the industry and want to minimize fees to the extent possible within the scope of the project.

Think Best Practice provides the following estimate based on the summary provided with the identified resources required:

Stage 1: Municipality Modernization Services Review – 6 Weeks

DESCRIPTION	PRICE PER HOUR	HOURS PER WEEK	ESTIMATED WEEKS	SUBTOTAL PER WEEK
Municipality Services Project Manager: Fermin Pico ¹ (TBP) ¹ Fermin's rate has been reduced by 30% to achieve the discounted rate of CAD\$180 / hour.	CAD\$180.00	12 Chargeable	6	CAD\$ 2,160.00
GRAND TOTAL FOR STAGE 1:			6	CAD\$17,280.00

Stage 2: Modernization Review Roadmap Application(s) RFP Development – 4 Weeks

DESCRIPTION	PRICE PER HOUR	HOURS PER WEEK	ESTIMATED WEEKS	SUBTOTAL PER WEEK
Municipality Services Project Manager: Fermin Pico ¹ (TBP) ¹ Fermin's rate has been reduced by 30% to achieve the discounted rate of CAD\$180 / hour.	CAD\$180.00	8 Chargeable	4	CAD\$ 1,440.00
GRAND TOTAL FOR STAGE 2:			4	CAD\$5,760.00

Notes:

1. Think Best Practice invoices every two weeks for fees & expenses. Payment is due in 14 days.
2. Quoted rates and prices above do not include the applicable taxes required by state and federal law.
3. Any onsite work required through critical implementation dates and other work required by the Municipality of Calvin, will incur expense charges such as per diems (meals etc.), flights, accommodation and transport (from individual's home location) and is to be covered by the Municipality of Calvin. Note: On-site work is conditional on the current COVID-19 situation and the various countries restrictions.
4. The project working language is assumed to be English.
5. The proposal is a ROM (Rough Order of Magnitude) and is based on information supplied and discussions held with the Municipality of Calvin.

APPENDICES

A. Stage 1: Activities for Modernization Review

Tasks to achieve the required deliverables.

- **Task 1: Kick Off Meeting & Commence Review**
 - Working kick-off meeting with the Municipality of Calvin staff to validate Delivery Improvement and Modernization Study
 - Review available documentation (procedures, policies, customer consultations, master plans and budgets) for
 - Review project schedule and answer any questions pertaining to the successful undertaking of the review.
- **Task 2: Meet Staff / Map in-scope Services Presently Delivered**
 - Initial meetings with key stakeholders to gain an understanding of the Municipality's services for an Improvement and Modernization Study. The Municipality of Calvin shall make available any staff and available existing documentation in its possession to facilitate the Modernization Review.
 - Review current organizational structure of the municipality and the corresponding resources allocated to the departments with regard to operational requirements and service level objectives.
- **Task 3: First Requirements Draft, Review & Analysis for an Improvement and Modernization Study**
 - Conduct an initial requirement gathering, review and analysis of both operational and technical administrative functions of the Municipality's current state as input for recommendations for changes that aim to transform, improve and deliver best practices to assist in potentially reducing costs and achieve technology and process workflow efficiencies.
- **Task 4: Project Details & Schedule**
 - Produce and Publish Project Details and Schedule for an Improvement and Modernization Study.
- **Task 5: Review Continued**
 - Continue comprehensive review and analysis of the Municipality Improvement and Modernization Study as input to recommendations that aim to transform, improve and deliver best practices to assist in potentially reducing costs and achieve technology and process workflow efficiencies.
- **Task 6: Project Progress Updates**
 - Provide regular progress updates to the Municipality of Calvin project team.
- **Task 7: Validate Information & Updates**
 - Conduct additional interviews with key identified stakeholders to validate current operational processes and challenges, as well as, identify opportunities for improvements.
- **Task 8: Formal Project Update #1 Improvement and Modernization Study**
 - Provide Formal Project Update #1 to CMC senior management team.
- **Task 9: Review Continuation & Deliverables**
 - Continue comprehensive review and analysis of both operational and Municipality's functions of the current state to make recommendations for changes that aim to transform, improve and deliver best practices to assist in potentially reducing costs and achieve technology and process workflow efficiencies.
- **Tasks 10: Progress Updates**
 - Provide regular progress updates to the Municipality of Calvin senior management team.
- **Task 11: Second draft & Updates**
 - Conduct additional interviews with key identified stakeholders to validate current operational processes and challenges, as well as, identify opportunities for improvements.
- **Task 12: Formal Project Update #2 Improvement and Modernization Study**
 - Provide Formal Project Update #2 to CMC senior management team.
- **Task 13: Formalize follow-up discussions in Documentation**
 - Provide formalized documentation that incorporates the follow-up discussions.

Think Best Practice

- **Task 14: Formalize Findings & Understandings**
 - Analysis and documentation of results.
- **Task 15: Third Draft CMC Improvement and Modernization Study Report**
 - Prepare Draft 3 Improvement and Modernization Study Report & present the document to project team for review and feedback.
- **Task 16: Final Modernization Review Report of Municipality of Calvin Improvement and Modernization Study Review**
 - Final Report of the Improvement and Modernization Study Report & present the final report to CMC leadership team for approval.

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby acknowledges the updates made to the Job Descriptions of Staff for The Corporation of the Municipality of Calvin.”

CARRIED _____

DIVISION VOTE

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

MUNICIPALITY OF CALVIN

SCHEDULE "A"

CLERK-TREASURER

POSITION DESCRIPTION

REPORTING TO:

Council

GENERAL PURPOSE OF POSITION:

To manage the administrative and financial operations of the Municipality according to legislature and Council policies.

SUPERVISION EXERCISED:

Exercise supervision, training and leadership of staff; assign duties to staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

CLERK

1. Fulfill the statutory duties of the Municipal Clerk and Treasurer as defined in the Municipal Act and in other Provincial legislature.
2. Serve as Council's principal policy advisor and provide guidance on policy matters.
3. Manage and supervise operations to achieve goals within available resources; plan and organize workloads and staff assignments.
4. Represent the Municipality in relations with the public; provide the public with information and guidance regarding Municipal policies.
5. Provide leadership and direction in the development of short and long range plans; gather, interpret and prepare data for studies, reports and recommendations.
6. Assure that areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
7. Attend regular and special Council meetings; prepare and distribute agendas, background materials and reports; perform an accurate recording of the proceedings; prepare the minutes; prepare draft By-Laws and policies, consulting with Municipal solicitor where necessary.
8. Prepare a variety of studies, reports and related information for decision making purposes.
9. Serve as custodian of official Municipal records and public documents; perform certification and recording for the Municipality as required on legal documents and other records requiring such certification; seal and attest by signature to resolutions.
10. Administer the issuance of Municipal licenses and cemetery deeds in accordance with applicable legislature.
11. Administer oath of office to public officials; serve as commissioner of oaths.
12. Respond to correspondence as directed by Council.
13. Remain current in knowledge of Federal, Provincial and Municipal legislature.
14. Manage all aspects of Municipal elections and referendum in the capacity of Returning Officer.

15. Receive ongoing training; attend seminars and workshops related to Clerks' duties/responsibilities and changes to legislation.
16. Supervise all staff members except road department employees.
17. Monitor and Maintain Website, Social Media and Flyer content to keep the public informed.
18. Other duties as assigned by Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TREASURER

1. Manage Municipal funds in accordance with budget, investment policies, goals and local, Provincial and Federal legislature.
2. Supervise the receipt and disbursement of all Municipal funds.
3. Ensure that proper accounting system is maintained.
4. Monitor the Municipality's bonding and insurance programs.
5. Maintain awareness of Federal and Provincial grant programs; prepare business cases for applicable grants.
6. Prepare periodic financial, statistical or operational reports.
7. Current computer skills necessary.
8. Monitor Ontario Municipal Partnership Fund in relation to downloaded services costs.
9. Ensure OPTA, Performance Measurement procedures remain current.
10. Prepare all tax bills and ensure that Municipal taxes are collected.
11. Prepare tax adjustments as decided by settlement of Requests for Reconsideration to MPAC and Appeals through the Assessment Review board.
12. Collect tax arrears using tax registration procedures under the Municipal Act; calculate supplementary taxes; recommend tax write-offs where necessary.
13. Receive ongoing training; attend seminars and workshops related to Treasurers' duties/responsibilities and changes to legislation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date

MUNICIPALITY OF CALVIN
ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

REPORTING TO:

Clerk-Treasurer

GENERAL PURPOSE OF POSITION:

To assist the Clerk-Treasurer with all administrative and financial operations of the Municipality according to legislature and Council policies.

To assist the Clerk-Treasurer in the fulfillment of the statutory duties outlined in the Municipal Act and other Provincial Legislation.

SUPERVISION EXERCISED:

No responsibility for supervision of staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include:

- General reception duties (phones, faxes, municipal emails, reception at front desk, opening & sorting of mail)
- Respond to general inquires referring detailed requests to the Clerk-Treasurer or appropriate Department Head
- Prepare general correspondence as required (eg. Letters and follow up to Council meetings) or as directed
- Maintain the 911 Registry
- Issue Dog Tags & Maintain the Dog Registry
- Maintain Key Registry
- Communicating with Vendors for Price Quotes
- Cash receipting and preparation of bank deposits
- Accounts Payable (communicating with suppliers, EFT process)
- Accounts Receivable (responsible for issuing & manual tracking of all unpaid accounts)
- Bi-weekly Payroll and monthly payroll remittance (Receiver General, Pension)
- Tracking of Life Insurance Benefits
- Issue Records of Employment
- Quarterly WSIB remittance
- Daily & Monthly bank reconciliation and associated journal vouchers to G/L
- Client and mortgage changes to property tax system
- Preparation of Interim and Final Tax Billing for mailing
- Lottery Licencing & Keep track of AGCO Updates
- Assist with all aspects of the Municipal Election process every four (4) years or as required by legislation
- Maintain accurate monthly/annual financial records of all capital projects, all funding programs and energy use/cost tracking for all departments
- Responsible for updates to the municipal GPS including cemetery, fire and roads records
- Maintain accurate records and organized files in all areas of responsibility
- Bookings of hall rentals and ensuring the custodial staff is made aware prior to all dates that the hall is in use
- Prepare monthly Calvin Flyer (and any other information mail-out) for mailing
- Prepare posts for website & social media platforms
- Update Municipal Website as needed
- Assist with general administration for all departments
- Keep a daily journal/log book
- Order & Maintain office supplies inventory
- General cleaning & sanitizing of office area as needed (vacuum and dust)
- Comply with all health and safety practices as it relates to the work, Health and Safety Policy and

Procedures, standard operating guidelines and the Occupational Health & Safety Act

Assist with the following:

- Month end and year end procedures and reports (eg. Balancing A/P, A/R, T4's etc)
- Auditors Annual Audit
- Requests for tax certificates
- Year end clean up and storage of files and records
- Annual Budget preparation
- RFP Process
- Interim, Final and Supplemental tax billings, tax write offs and adjustments
- Collect current taxes and tax arrears
- Preparation of Council meeting agendas, minutes of meetings, background materials and reports needed
- Gathering and preparation of data for studies, reports and recommendations.
- Preparation of financial, statistical and operational reports
- OPTA and Performance Measurement
- Emergency Management Plan
- Asset Management Plan
- Annual Ministry Reports (eg. Data Call, Energy...)
- Preparation of business proposals for grant programs
- Remaining current in knowledge on Federal, Provincial and Municipal legislature
- Managing municipal elections and referenda as an Election Official
- Attending training sessions as necessary
- Attending regular or special Council meetings as required
- Replacing Clerk-Treasurer at regular or special Council meetings after regular hours as necessary
- Other duties relating to the above as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date

MUNICIPALITY OF CALVIN

ROAD SUPERINTENDENT

POSITION DESCRIPTION

REPORTING TO:

Council

GENERAL PURPOSE OF POSITION:

Plan, organize, coordinate, supervise and evaluate: programs, plans, services, staffing, equipment and infrastructure of the roads and road department.
Construct and maintain Township roads as required by Council policy and by Provincial legislation to provide for public safety and convenience.

SUPERVISION EXERCISED:

Exercise supervision, training, and leadership of all road department staff; assigns road staff duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor conditions of municipal roads and implement required maintenance. Required to handle emergency road situations. Exposure to the extremes of summer and winter weather are a required part of the position, as are night and weekend work.
- Required to be properly licensed for and have extensive knowledge of operating all road equipment and ensure timely and adequate equipment maintenance and repair.
- Required to have extensive knowledge of the procedures and equipment required for the construction and repair of municipal roads, ditches, culverts.
- Maintain adequate stock of supplies e.g. sand, salt, gravel, dust control, etc.
- Recommend new equipment purchases and major equipment repairs to Council.
- Determine work procedures, prepare work schedules, and expedite workflow.
- Issue written and oral instructions. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Study and standardize department policies and procedures to improve efficiency and effectiveness of operation.
- Maintain harmony among workers and resolve grievances.
- Prepare composite reports for Council.
- Adjust errors and complaints.
- Prepare and document budget; administer adopted budget for roads.
- Evaluate road works needs and formulate short and long range plans to meet needs in all areas of responsibility and present to Council

ESSENTIAL DUTIES AND RESPONSIBILITIES: (CONTINUED)

- Determine applicable regulations and requirements for projects. Oversee the preparation of engineering plans and specifications, bidding, competency of contractors and the selection criteria for public contracts. Oversee project management for the construction of municipal road projects. Ensure contractor compliance with time and budget parameters for the project.
- Document and maintain road department records as required.
- Respond to public or other inquiries relative to department policies and procedures. Evaluate issues and options regarding municipal road issues and make recommendation.
- Monitor inter-governmental actions affecting roads department area of responsibility.
- Must provide own reliable vehicle for work; compensation is provided at a rate specified by Council.
- Act as public relations officer in roads related matters.
- Attends all Council meetings and other Municipal meetings as required.
- Comply with all health and safety practices as they relate to the work, Health and Safety Policy and Procedures, standard operating guidelines and the Occupational Health & Safety Act.
- Other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date

MUNICIPALITY OF CALVIN

ROADS DEPARTMENT EQUIPMENT OPERATOR

POSITION DESCRIPTION

REPORTING TO:

Road Superintendent

GENERAL PURPOSE OF POSITION:

To assist the Roads Superintendent in all aspects of road construction and maintenance and in the maintenance and repair of equipment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take direction from Road Superintendent
- Assist in maintaining and constructing Township roads, bridges, ditches, culverts
- Proficient operator on all road equipment
- Perform routine inspections on all road equipment
- Assist in repairs and maintenance of all road equipment
- Perform all duties in conformance to appropriate safety and security standards
- Be courteous and exercise tact when dealing with the public
- Provide recommendations and suggestions to Road Superintendent on all aspects of road department functions
- Keep the road department buildings and premises clean and tidy
- Able to work with minimal supervision
- Perform their responsibilities with discretion and in the best interest of the Corporation
- Other duties as assigned by the Road Superintendent

SPECIAL REQUIREMENTS:

Must have DZ license status

Must have chain saw certificate, propane handlers certificate, WHMIS certificate

Other certificates as required

Must be competent in operation of dump truck/sander/snowplow, loader/backhoe and grader

WORKING CONDITIONS:

Exposure to extreme weather conditions is a regular part of this position, as are night and weekend work

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date _____

MUNICIPALITY OF CALVIN

SCHEDULE "A"

RECREATION LANDFILL CEMETERY MANAGER
POSITION DESCRIPTION

REPORTING TO:

Clerk-Treasurer.

GENERAL PURPOSE OF POSITION:

Responsible and accountable for the overall development, implementation and execution of special projects and initiatives associated with the Landfill, Recreation and Cemetery departments as required.

Recreation: To ensure a safe, clean and organized area for the Community Centre, Roads Department grounds, Fire Hall grounds and Smith Lake boat launch area. Make recommendations for hiring of seasonal students. Assuring for supervision and scheduling of seasonal workers.

Landfill: Perform a variety of routine and complex administrative, supervisory and technical work in sanitary landfill operations.

Recycling: Perform administrative, technical and professional work in coordinating the solid waste recycling program of the Municipality.

Cemetery: To organize grave plots and burials and ensure the cemetery is safe, clean and organized.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To provide leadership in the development and management of special projects, assist with the associated budget process and liaise with appropriate consultants.
- Strive to improve operational systems, processes and policies and organizational planning.
- Play a significant role in long-term planning; assist in development of long-range forecasts and maintain long-range financial plans.
- Oversee planning and controls for special projects.
- Assist in the development of individual project budgets
- Assure that all work is accomplished in accordance with sound safety procedures.
- Approval of associated invoices.
- Attend meetings of Council when necessary to report on project status and/or make recommendations to Council.
- Supervise all employees associated with special projects.
- Supervise employees in the Landfill, Cemetery, Recreation departments
- Report all aspects of the job to the Clerk-Treasurer
- Monthly Report to Council.
- Address errors and complaints
- Attend appropriate workshops, webinars and seminars
- Maintain a daily journal

Recreation:

- Check grounds, buildings and all other facilities at the Centre for safety, damage, cleanliness, maintenance problems, etc.
- Ensure all grounds, buildings and all other facilities at the Centre are maintained in a safe manor.
- Organize and ensure general repairs are done to building, picnic tables, bleachers, ballfield & fence, & fence, rink boards & fence, ice surface, playground equipment, etc.

- Ensure completion of maintenance for all equipment and water system, etc.
- General maintenance of buildings, equipment, grounds, etc.
- Assist in developing and administering operating and capital budgets with the Clerk-Treasurer.
- All orders for supplies are to be verified by budget and/or the Clerk.
- Act as contact person for after-hours events in case of need
- Ensure rink and rink building are maintained.
- Organize making of ice and ongoing maintenance of ice surface.
- Other duties as assigned.

Landfill:

- Supervise, train and provide leadership to landfill attendant, technicians, operators and other personnel directly or through subordinate supervisor.
- Determine work procedures, prepare work schedules, and expedite workflow.
- Issue written and oral instructions.
- Assign duties and examine work for exactness, neatness, and conformance to policies and procedures and safety standards.
- Study and standardize procedures to improve efficiency.
- Prepare plans and specifications for landfill operations; solicit proposals, prepare bid documents, negotiate and administer contracts for landfill projects.
- Instruct and train personnel concerning proper landfill operations methodology.
- Assist in developing and administering operating and capital budgets with the Clerk-Treasurer.
- Oversee waste inspection and screening activities, household hazardous waste identification, and related programs.
- Investigate and enforce unacceptable or illegal waste dumping.
- Recommend rules, regulations, policies and procedures for landfill operations to Clerk-Treasurer and Council.
- Obtain or renew any required landfill permits.
- Gather and report information and data required by Federal and Provincial regulatory agencies; prepare notifications to regulatory agencies and the public as required.
- Educate and answer questions regarding landfill operation
- Assist with any landfill survey work.
- Assure an adequate supply of equipment, supplies and materials necessary for ongoing landfill operations.
- Other duties as assigned.

Recycling:

- Coordinate recycling programs and services of the Municipality.
- Negotiate and monitor recycling contracts with recyclers and solid waste handlers.
- Monitor Municipal waste stream; develop, maintain and report a variety of data relating to the waste stream and diversion to recycling programs.
- Assist in developing and administering operating and capital budgets with the Clerk-Treasurer.
- Develop programs to promote and educate the public about recycling and other related resource conservation issues; prepare brochures, flyers, reports, articles, exhibits and other educational and promotional items.
- Research information, prepare presentations and make presentations to various business, civic and government groups.
- Coordinate special recycling activities, such as demonstrations and seasonal cleanups.
- Provide technical support to other departments and the general public on recycling and related solid waste issues.

- Develop, coordinate, promote and administer funding/grant programs to support specialized activities.
- Monitor Federal, Provincial and local legislation dealing with recycling and related resource conservation issues. Prepare local Municipal policies and procedures for Municipal recycling and related resource conservation programs and submit to Council. (Eg. Waste Diversion Ontario/WDO annual reports)
- Other duties as assigned.

Cemetery:

- Supervise the operation of the Municipal cemetery by assisting with scheduling burials, coordinating plot ownership.
- Assist with recording of all burials; receive burial instructions; research old burial records; check lots and grave locations for marking;
- Marking of graves for burials and headstone placement.
- Customer service for site viewing, grave and headstone confirmations and discrepancies.
- Grave excavation and set up prior to burial.
- Ensure quality of work after closing of grave.
- Arrange to have attendance at internments on behalf of municipality; meeting and dealing with the public as required and ensure that the requirements of the Cemeteries Act are adhered to.
- Assist maintaining cemetery records.
- Plan, organize and direct the layout, operation and maintenance of cemetery grounds.
- Other duties as assigned.

WORKING CONDITIONS:

Work is subject to physical hazards, is carried out in all types of weather conditions and is subject to stress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date

MUNICIPALITY OF CALVINRECREATION-LANDFILL-CEMETERY COORDINATOR/OCCASIONAL EQUIPMENT OPERATORPOSITION DESCRIPTIONREPORTING TO:

Recreation/Landfill/Cemetery Manager

GENERAL PURPOSE OF POSITION:

General maintenance and custodial care of all municipal facilities and grounds. Some of the required duties are seasonal. Act on behalf of the Recreation/Landfill/Cemetery Manager in their absence under the direction of the Clerk-Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a daily journal
- Supervision of students and volunteers in absence of Recreation/Landfill/Cemetery Manager
- Oversee contractors in absence of Recreation/Landfill/Cemetery Manager

A) Community Centre

- Maintain Community Centre and grounds in a safe, clean and orderly condition
- Ensure supplies are sufficient; provide a written request for supplies and/or problems
- Be aware of all events scheduled and ensure preparation prior to and cleaning after event
- Ensure lighting and emergency lighting is functioning
- General maintenance of building such as: leaks, ceiling tiles, windows, plumbing, kitchen appliances etc.
- Garbage and debris removal as necessary
- Plant, weed and maintain gardens as required year round
- Keep grounds free of litter
- Cut grass as required and trim grounds regularly with weed eater
- Maintain water system and document; ensure system is reset and functioning after all power outages
- Ensure lawn tractors, snow blower, weed eater, mower, trailer, tools, ballfield maintenance equipment; oil changes are done regularly and that maintenance on all equipment is documented.
- Act as contact person for afterhours events in case of need
- Keep all doorways free of snow, ice and debris
- Ensure cleanliness & maintenance is done for change room at rink.
- Ensure the end of season jobs are organized and completed: Picnic table storage, air conditioner, humidifier and de-humidifier in office; winterize equipment as applicable.

B) Municipal Offices

- Maintain cleanliness of office areas as scheduled by the office staff
- Clean windows inside and out as required
- Shampooing of carpeted areas as required

C) Fire Department

- Cut grass and trim as necessary
- General repair and maintenance of building and grounds

D) Smith Lake Boat Launch

- Cut grass and trim as necessary
- Remove garbage to landfill
- Regularly check safety of boat launch and docking facilities
- Perform repairs and maintenance as needed

E) Skating Rink, Ball field and Change Room

- Ensure safety and cleanliness of rink, ball field and change rooms
- Prepare for and perform rink ice making
- Maintain ice surface throughout the season
- Keep all entrances and exits clear of snow and ice
- Drag and line ball field, soccer field, maintain bleachers/picnic tables/boardwalk and playground area and equipment
- Garbage and debris removal as required

F) Cemetery

- Digging and covering of graves when required
- Cut grass and trim as necessary
- Ensure the cemetery is safe, clean and organized
- Prepare graves for excavations and headstone placement
- Attend at internments on behalf of Municipality as required

G) Landfill

- Assist at the landfill when required
- Replace or assist landfill attendant when necessary
- Repairs and maintenance to structures and equipment (e.g. compactor) as required

H) Roads Department

- Cut grass and trim as necessary
- Assistance with labourer jobs as required with pre-approval from Recreation/ Landfill/Cemetery Manager
- Operation of public works equipment with pre-approval from Recreation/ Landfill/Cemetery Manager

I) General

- Equipment maintenance of lawn tractors, snow blower, weed eater, mower, tools etc.
- Work on special projects as required
- Maintain ongoing communication and coordination with supervisor
- Document all aspects of work done in a journal on a daily basis
- General construction/demolition projects
- Act as lead hand for student workers
- Other duties as assigned

J) Working Conditions

- Work is subject to physical hazards and is carried out in all weather conditions.

The duties listed above are intended only as a guide of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this contract position if the work is similar, related or a logical assignment to the position. Comply with policies and procedures of the Municipality (e.g. Health & Safety Policy)

This job description does not constitute an employment agreement between the municipality and contractor and is subject to change by the municipality as the needs of the municipality and requirements of the position change.

Clerk-Treasurer

Employee

Recreation/ Landfill/Cemetery Manager

Date

MUNICIPALITY OF CALVIN

LANDFILL ATTENDANT

POSITION DESCRIPTION

REPORTING TO:

Landfill Manager

GENERAL PURPOSE OF POSITION:

To ensure a safe, clean and organized area for the disposal of waste materials; receive the public; provide customer assistance, cashiering, hand writing receipts, property management, and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LANDFILL:

1. Responsible for keys to landfill and all documents and records pertaining to his or her work at the landfill.
2. Supervise, train and provide leadership to landfill staff, operators and other personnel directly or through subordinate supervisors.
3. Determine work procedures, prepare work schedules, and expedite workflow. Coordinate daily operations, staff, time sheets and sub-contractors.
4. Issue written and oral instructions.
5. Attend site on hours designated by Council that the site be open. Open and close site. Must provide own vehicle for transportation.
6. Greet landfill customers; direct to appropriate location; answer questions concerning fees, dumping, recycling, and other related matters; refer customers to supervisor as necessary
7. Ensure all structures and grounds are kept to an acceptable and safe standard.
8. Advise supervisor on conditions and suggestions regarding care and maintenance of the landfill site.
9. Advise supervisor in regards to safety of employees and residents at the landfill site.
10. Assure that all work is accomplished in accordance with sound safety procedures.
11. Collect all fees designated by Council to be turned in to Municipal office on a weekly basis.
12. Investigate and enforce unacceptable or illegal waste dumping.
13. Recommend rules, regulations policies and procedures for landfill operations to supervisor.
14. Meet and deal with the public; communicate effectively verbally and in writing, educate and answer questions regarding landfill operations.
15. Handle stressful situations.
16. Educate and encourage ratepayers on recycling.
17. Assure an adequate supply of equipment, supplies and materials necessary for ongoing landfill operations and notify supervisor of repair, malfunctions etc. of site equipment and grounds.
18. Any other duties assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

RECYCLING

1. Coordinate daily operations, staffing and outside contractors.
2. Coordinate recycling programs and services of the Municipality.
3. Assist in development of programs to promote and educate the public about recycling and other related resource conservation issues; prepare brochures, flyers, reports, articles, exhibits and other educational and promotional items.
4. Coordinate special recycling activities, such as seasonal cleanups.

Work is subject to physical hazards and is carried out in all types of weather conditions. Must be able to perform physical work in all weather conditions and occasionally lift and/or move up to 40 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Must comply with all policies and procedures of the Municipality (e.g. Health & Safety Policy).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date

MUNICIPALITY OF CALVIN

MUNICIPAL ENFORCEMENT OFFICER POSITION DESCRIPTION

REPORTING TO

Clerk-Treasurer

GENERAL PURPOSE OF POSITION

To be responsible for orderly and consistent enforcement of certain Municipal By-Laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce the municipal by-laws as required. All statutory operational and advisory duties are done by relevant legislation and municipal management policies.
- Issue notice of fines for by-law infractions. Advise Clerk-Treasurer of continued infractions.
- Take the initiative to warn citizens who may be violating by-laws to give them the opportunity of correcting the situation and to encourage self-compliance through persuasion and public information.
- Respond quickly to complaints made by citizens; check authority to act.
- Conduct thorough investigations of the alleged infraction and perform necessary follow up and reporting procedures.
- Report facts to Clerk-Treasurer, when necessary, for policy decisions on whether or not to press charges in court.
- Co-operate with the Municipal solicitor and court personnel in the preparation of prosecutions.
- Appear as a witness in court actions to present facts regarding alleged infraction.
- Co-operate with police force and other Ministries or agencies in the conduct of their inquiries.
- Assist Clerk-Treasurer in the drafting of necessary by-laws to be enacted for the betterment of the municipality.
- Receive direction and guidance when needed from Clerk-Treasurer; provide information on activities to Clerk-Treasurer and discuss plans, priorities and recommendations for operational changes.
- Exchange information with Ministries; receive amendments to legislation and government programs that relate to statutory duties and ensure the municipality is fulfilling its obligation in By-Law enforcement services.
- Provide information and education regarding policies and programs.
- Comply with all health and safety practices as they relate to the work, Health and Safety Policy and Procedures, standard operating guidelines and the Occupational Health & Safety Act.
- Other duties as assigned.

WORKING CONDITIONS

Work is subject to physical hazards, is carried out in all types of weather conditions and is subject to stress and interruptions. There is some exposure to potentially hostile and unstable situations when family and neighbour disputes are at the root of the complaints.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Must comply with all policies and procedures of the Municipality (e.g. Health & Safety Policy).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date

Date

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 12, 2021 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby approves the recommended changes to the DRAFT Revision of the Official Plan as proposed by Glenn Tunnock of Tunnock Consulting as per the email dated Wednesday, January 6, 2021 12:49PM.”

CARRIED _____

DIVISION VOTE

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

Cindy Pigeau

From: Glenn Tunnock <gtunnock@tunnockconsulting.ca>
Sent: Wednesday, January 6, 2021 12:49 PM
To: Sandra Morin
Cc: Jason McMartin; Cindy Pigeau; Joanne Lucas
Subject: East Nipissing Official Plan

Colleagues

Subsequent to my submission of a final draft of the new official plan to the Planning Board and area municipalities in December 2020, the Township of Papineau-Cameron passed a resolution requesting further changes.

I have reviewed these proposed changes and consulted with the Ministry of Municipal Affairs and Housing with respect to the time period of the official plan. The following is my response and recommendations.

1. Planning Period

Section 1.0, and Section 2.2 of the Plan make references to the time period of the official plan while section 1.0 makes reference to the time period for the review. I have confirmed with MMAH that the planning period is 25 years which in this case would be 2021-2046 and that the first revision of the Plan would be 10 years followed by every 5 years thereafter. The period for review is set out in Section 26 of the Planning Act and I have paraphrased that section. Consequently, the following changes are recommended (changes shown in **bold script**).

Section 1.0 (p. 2)

The Planning Period for this official plan is intended to be a 25 year time horizon (2021-2046), and in accordance with the Planning Act, the Official Plan will be revised no less frequently than 10 years after it comes into effect as a new official plan and every five years thereafter.

Section 2.2 (p. 7)

The intent of the Plan is to plan for a stable population over the planning period (**2021-2046**).

Section 2.2 (p. 8)

Servicing of development will be principally by means of **individual on-site water and sewage systems**. No new municipal water or sewer services are anticipated over the life of the Plan (**2021-2046**).

2. Lot Access

Section 2.6 Lot Access Criteria was requested to be changed to read as follows:

"Frontage on unassumed road allowances and unopened road allowances, subject to a lot having limited service rural zoning and potential road maintenance agreement."

The intent of the change is to allow for development on roads which have not been assumed by the municipality or have not been opened as public roads under the Municipal Act. In East Nipissing, some existing roads in these two categories are privately maintained. Planning Board and area municipalities must recognize that such roads have no prescribed standards for maintenance; therefore they are unreliable for access in emergencies as well as routine usage and in the case of an unassumed private road, the rights and obligations are private – as between the land owner and easement holder where there is no public intervention in disputes.

In my opinion the existing 4th bullet point in section 2.6 addresses the issue of frontage on unassumed road allowances in greater detail than proposed in the resolution with the exception of a reference to zoning. I would recommend a change to the 4th bullet point as follows (noting by the way that this type of policy has been approved in another official plan by the Ministry): (changes shown in **Bold Script**)

“Frontage for infill development on an existing private road or legal right-of-way/easement, **or unassumed road allowance** which meets appropriate maintenance standards right-of-way width, travelled surface width, height clearances and slope required for regular and emergency vehicle use (see diagrams). A Municipality or Planning Board may require a maintenance agreement or may govern any matters under Section 35 of the *Municipal Act* as a condition of development. **Lots on unassumed roads shall be zoned limited service rural in the zoning by-law.**”

Unopened road allowances are a different type of road. Under Section 26 of the Municipal Act, among other examples, road allowances made by the Crown surveyors and road allowances, highways, streets and lanes are highways (roads) unless closed. By virtue of Sections 28 and 30, such highways/roads are under the jurisdiction of a Municipality in which they are located and by virtue of such jurisdiction, they are owned by the Municipality. No formal transfer is required. Under Section 44 of the Municipal Act, the Municipality that has jurisdiction over a highway/road is liable to keep it in a reasonable state of repair. Importantly, by virtue of Section 31(5), Section 44 does not apply to a highway/road laid out or built prior to January 1, 2003 unless it was assumed for public use by the Municipality or opened by by-law. While this means that the Municipality is not obliged to effect repairs and maintain the highway/road for use as such, the Municipality a owner of the land may be liable for injuries sustained by persons thereon. More specifically, the *Occupiers Liability Act* applies which under Section 4 of the Act imposes restrictions on the Common Law right to use such unopened road allowances. This means that people do not have the right to cut trees, remove obstructions, grade, change or upgrade the surface to accommodate travel by vehicles, host social, recreational or sporting events **without the consent of the municipality**. There is no obligation of the Municipality to provide such consent. Section 35 of the Municipal Act provides authority to a Municipality to control activities on unopened road allowances which among other matters might include by-laws to:

1. Prohibit use of the road allowance by persons or by vehicles of specific classifications, whether automobiles, ATVs, snowmobiles, bicycles, etc.;
2. Govern other activities on or use of the allowance for activities such as passage, recreation and social events;
3. Set up a system of permits to allow the use of the road under conditions laid out by the Municipality such as:
 - a) Require the applicant to have liability insurance in place protecting both the applicant and the municipality
 - b) Specify what may physically be done to alter the physical state of the road
 - c) Specify the period during which the permission remains valid

- d) Provide that the permission may be cancelled by the Municipality on breach of the conditions or upon a period of notice
- e) Provide that permission is not assignable
- f) Provide that the applicant assume all risks and the Municipality none with an indemnity from the former to the latter
- g) Impose obligations for safe maintenance of the road
- h) Post an maintain appropriate signage that the road is not assumed by the Municipality and is used at the sole risk of persons thereon
- i) Either grant or withhold the right of exclusive use
- j) Provide for inspection by the Municipality
- k) Provide for input from neighbouring properties or other users of the road prior to granting of a permit
- l) Other stipulations as may be applicable to the particular road allowance

Based on the above, there are a number of matters to be considered in governing the use of unopened road allowances, most notably in my opinion the construction and maintenance. Frontage on an unopened road allowance for the purpose of allowing development conflicts with the first bullet point in Section 2.6 (Frontage on an improved year-round maintained Municipal road). The definitions in both the Calvin (2.0 e) and Papineau-Cameron (2.12) Road Classification by-laws define unopened road allowances as not being maintained and to this extent there is no guarantee that the roads would be adequate for general access let alone for emergency vehicles. Development on unopened road allowances should only be permitted under extraordinary circumstances **and only where there is an enforceable road maintenance agreement in place**, not a "potential agreement." The following policy may be a reasonable option that would not conflict with the first bullet point in section 2.6, or with the provisions of the Calvin and Papineau-Cameron Road Classification By-laws:

"Frontage on a municipally unopened road allowance may be permitted for infill development only where the road meets appropriate maintenance standards right-of-way width, travelled surface width, height clearances and slope required for regular and emergency vehicle use (see diagrams) and only where the abutting property owner(s) have entered into a maintenance agreement under Section 35 of the *Municipal Act* as a condition of development."

3. Site Plan Control

The Official Plan provides for the use of Site Plan Control, a planning tool that regulates development on individual properties. The Plan provides for a 2-step process. Section 7.17 firstly, sets out the authority for a Municipality to designate the municipality as a site plan control area. The suggestion is to make this optional through the use of the word 'may'. In fact, the wording of the Plan does already make this optional, since if a Municipality does not want to apply site plan control, it would not pass a by-law to designate the municipality as a site plan control area. The second step is the application of site plan control to specific properties. The wording of Section 7.17 reads: **"Site plan control shall be used and agreements entered into for the construction and/or maintenance of all of the matters set out in Section 41(7) of the *Planning Act* for land uses or conservation including:"** My

understanding of the Township's concern is that they may not wish to apply site plan control in all circumstances. There may be circumstances where a site plan control agreement is not required and it may therefore be reasonable to exempt the proponent from entering into an agreement. As such the word "shall" could be replaced with "may" with the caution that favoritism should not be used to decide on who and who does not require an agreement. A Municipality must be consistent in the use and application of site plan control to ensure fairness and equitable treatment to all property owners. The recommended change to section 7.17 would read: "Site plan control **may** be used and agreements entered into for the construction and/or maintenance of all of the matters set out in Section 41(7) of the *Planning Act* for land uses or conservation including:"

The municipality has also requested that section 7.17.2 be revised by deleting ***intensification projects*** from site plan control. I do not recommend this deletion. While the application may be rare, an intensification project such as the conversion of a commercial or industrial building that increases the intensity of the use of a property should require a site plan control agreement where, for example, additional parking may be required; a stormwater management or changes to water and sewer services may be required; where an alteration to a driveway access may be required; also new signage and landscaping changes or snow storage. Again, if the municipality decides a site plan control agreement is not required, they may choose this option by virtue of the wording change suggested above without the need to delete intensification projects, which such deletion would compromise the option either of the other two municipalities in the Planning Area would have for intensification projects in their municipalities.

Planning Board and area municipalities are invited to consider this response and I would ask that I be advised of their decision prior to finalizing the official plan for adoption. Please remember that Planning Board must recommend adoption of the Plan to the three municipalities first, and that the three municipalities should adopt the Plan all pursuant to the draft by-laws I sent in December.

Cheers

Glenn

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2021-02

REPORT DATE: 08/01/2021
ORIGINATOR: Jacob Grove – Landfill Superintendent
SUBJECT: Landfill Staffing

BACKGROUND

There have been questions at Council Meetings and an email from a Councillor regarding the level of service versus the level of staffing at the landfill.

Additional Information

Level of staffing before COVID

During the winter months there would be three employees most Saturdays and when needed to catch up tasks a fourth employee would be brought in. On Tuesdays, there would be two employees and when needed a third employee would be brought in to assist with regular duties.

During the summer months three to four employees would be regularly scheduled on Saturday. On Tuesday, there would be three employees and a fourth would be scheduled as needed.

Level of staffing during COVID

During the summer and winter months two employees are scheduled on Tuesday and Saturday and when needed a third employee has been scheduled on Saturday.

Service changes during COVID

Before COVID, we were able to cut landfill passes while residents dropped off recyclables and then employees sorted the recyclable into the appropriate groups. The sorted materials are then loaded into the roll off bin.

During COVID, we assist residents while they self-sort recyclables into bins. Employees write down the resident's information so the landfill pass can be cut. Employees load the sorted material into the roll off bin.

Recommendation

There is no recommendation, this report is to aid in Council discussion on the topic.

Respectfully submitted;



Jacob Grove
Landfill Superintendent



Cindy Pigeau
Clerk - Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE January 12, 2021

NO. _____

MOVED BY _____

SECONDED BY _____

“That as per the Municipal Act Section 239 (2)(b) and (d) a Closed portion of Council shall be held during the regular Council Meeting of Tuesday January 26, 2021 for the purpose of personal matters about an identifiable individual, including municipal and local board employees and labour relations and employee negotiations RE: Performance Review.”

CARRIED _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEAS</u>	<u>NAYS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

MPAC's Post-Ontario Budget Webinar

Carmelo Lipsi, Vice President and COO

Chris Rickett, Director, Municipal and Stakeholder Relations

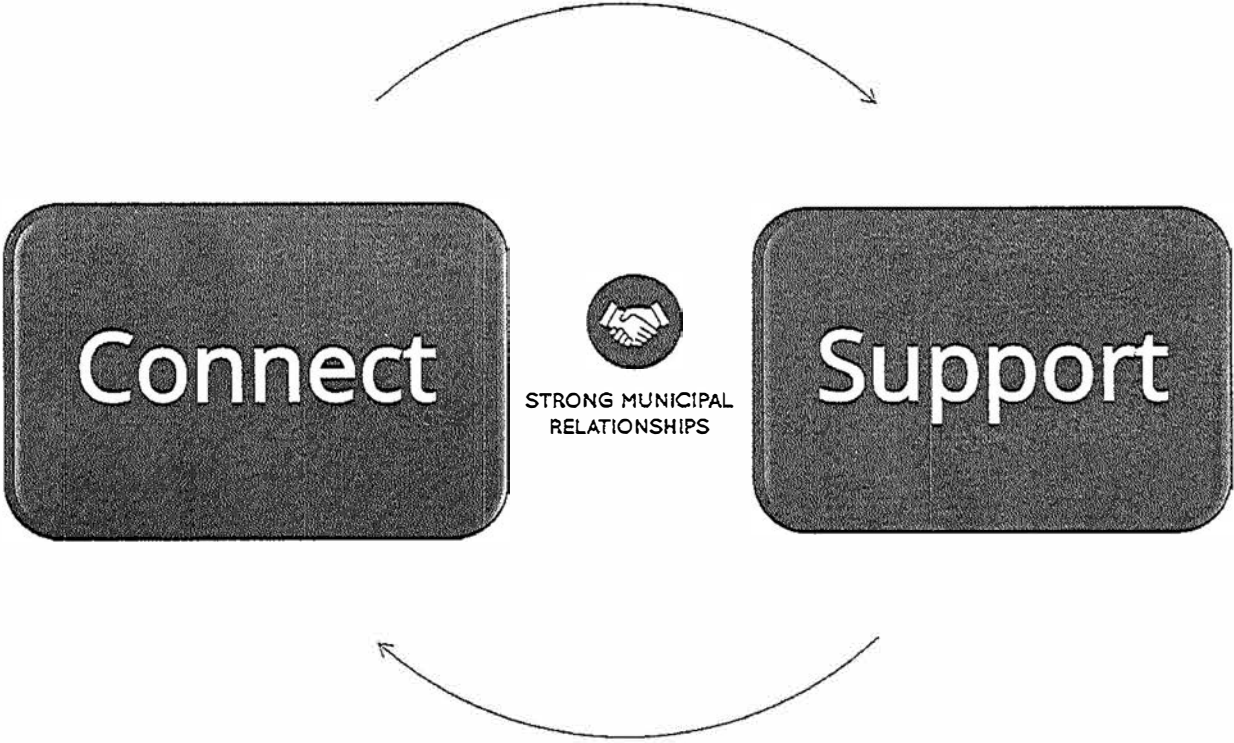
Chris Broughton, Director, Property Tax Policy Branch, Ministry of Finance

Friday, December 11, 2020



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Working together during COVID-19



Ministry of Finance

Overview

- The 2020 Budget, *Ontario's Action Plan: Protect, Support, Recover*, introduced property tax and assessment initiatives to support business competitiveness as the Province recovers from the COVID-19 pandemic.

- These initiatives include:
 - Property Tax and Energy Cost Rebate Grants
 - Reducing Business Education Taxes
 - Municipal flexibility to target tax relief for small businesses
 - Streamlining municipal options for business vacancy programs
 - New assessment tool for redevelopment areas
 - Extending property tax exemptions to Veterans

Property Tax and Energy Cost Rebate Grants

Supporting Jobs

Employers across the province have struggled as a result of COVID-19. Through no fault of their own, people have lost their jobs and businesses have been negatively impacted by the pandemic.

Supporting Employers in COVID-19 Hotspots

The government recognizes that necessary COVID-19-related public health measures, such as temporarily restricting businesses or prohibiting indoor food and drink service at restaurants, come at a cost to Ontario's businesses.

The Province has made \$600 million available to businesses required to temporarily close or significantly restrict services as a result of being located in an area categorized as Control or Lockdown, and previously modified Stage 2 public health restrictions. This program supports eligible businesses with paying their property taxes and energy costs. Most businesses can expect to receive their rebate payments within a few weeks of submitting a complete application.

Continued assistance from the federal government is required to support Ontario's businesses. The Province is closely collaborating with its partners, including the federal government and Ontario's municipalities, on ensuring businesses receive the support they need.

Reducing Business Education Tax Rates

There is currently a wide range of Business Education Tax (BET) rates across the province, reflecting historical assessment and tax inequities. Business and municipal stakeholders have expressed concerns regarding the variation of BET rates and its impact on business competitiveness across the province. The government has heard that, as the province recovers from the COVID-19 pandemic, addressing this variation in BET rates would reduce regional tax inequities and improve business competitiveness.

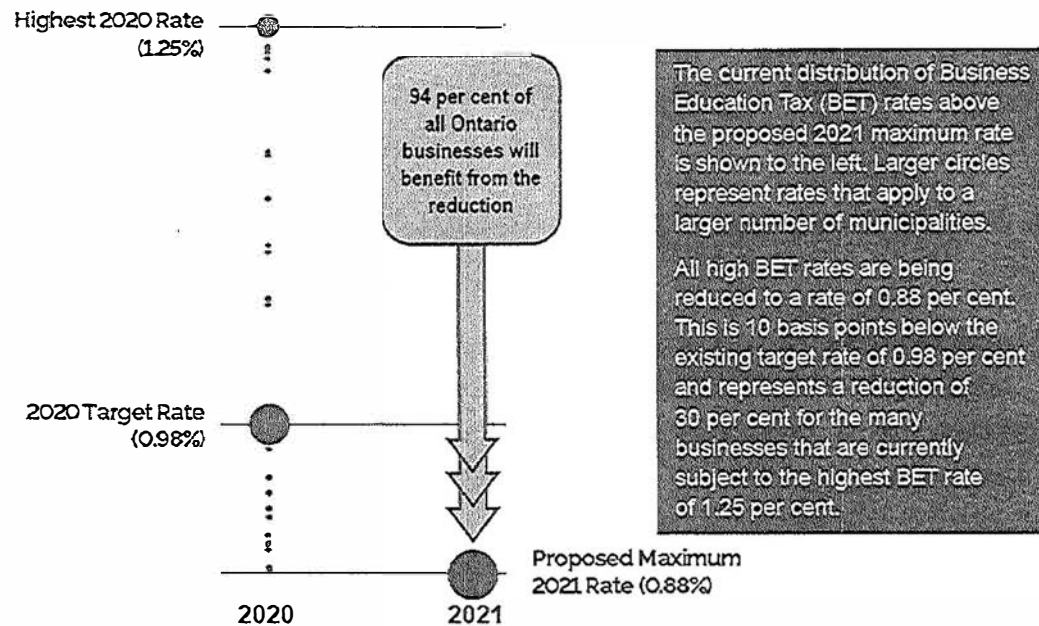
That is why the Province is taking immediate action to reduce high BET rates by \$450 million in 2021.

This tax reduction will reduce high BET rates to a rate of 0.88 per cent. This represents a reduction of 30 per cent for the many businesses that are currently subject to the highest BET rate in the province. These reductions will benefit over 200,000 business properties, or 94 per cent of all business properties in Ontario.

In cases where municipalities are permitted to retain Payments in Lieu of Taxes (PIL) on federal and hydro PIL properties rather than providing them to their local school boards, the Province will maintain the 2020 BET rates. This will ensure that municipalities are not negatively impacted by BET reductions.

Reducing Business Education Tax Rates

Chart A.1
Distribution of Current Business Education Tax Rates above
Proposed 2021 Rate



Note: Chart illustrates all rates above the proposed maximum 2021 rate and does not show rates for the six per cent of businesses with rates that are below that rate.

Source: Ontario Ministry of Finance.

Municipal Flexibility to Target Tax Relief for Small Businesses

The government has heard concerns about the property tax burden that small businesses face, and also understands that some municipalities are seeking additional property tax tools that would provide targeted tax relief to small businesses and increase business competitiveness. These tools would be particularly important as the province recovers from the COVID-19 pandemic.

In response to these concerns, the Province is providing municipalities with the flexibility to target property tax relief to small businesses, in a way that best reflects their local circumstances. Beginning in 2021, municipalities will be able to adopt a new optional property subclass for small business properties. The small business property subclass will allow municipalities to target tax relief by reducing property taxes to eligible small business properties.

The Province will also consider matching these municipal property tax reductions in order to provide further support to small businesses.

Streamlining Municipal Options for Business Vacancy programs

Amendments to the *Municipal Act, 2001* and the *City of Toronto Act, 2006* to streamline processes related to implementing certain municipal property tax options, based on input received during the property assessment and taxation review process.

New Assessment Tools for Redevelopment Areas

One of the concerns that has been identified through the Property Assessment and Taxation Review is the impact of redevelopment pressure on small businesses. In areas that are experiencing high demand for redevelopment, the Province has heard that there is potential for speculative sales to impact property assessments, which in turn can impact property tax burdens. This issue was highlighted earlier this year by the Member of Provincial Parliament (MPP) for Eglinton-Lawrence, Robin Martin, with the proposed Bill 179, Assessment Amendment Act (Areas in Transition), 2020.

To ensure the government is well-positioned to respond to the input that is being received, amendments to the Assessment Act were introduced to support the potential creation of optional new assessment tools to address concerns regarding redevelopment and speculative sales.

These amendments, together with the new optional small business property subclass, will provide municipalities with substantial flexibility to address the concerns of small business.

Extending Property Tax Exemptions to Veterans

Amendments to the *Assessment Act* to apply the existing property tax exemption for Ontario branches of the Royal Canadian Legion, for 2019 and subsequent tax years, to Ontario units of the Army, Navy and Air Force Veterans in Canada

MPAC Perspective



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MPAC Perspective

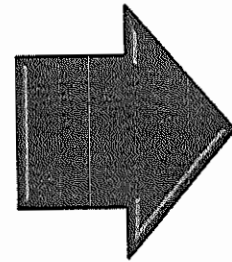
We are committed to supporting our partners during these extraordinary times.

While the Assessment Update may be postponed, we will continue to support municipalities by keeping assessment records up-to-date and adding new residents and businesses to assessment rolls, and by continuing to prepare for the next province-wide assessment update.

Army, Navy and Air Force Veteran Tax Exemption



If passed:
Assessment Act will be amended to exempt land used and occupied by an Ontario unit of the Army, Navy and Air Force Veterans in Canada.



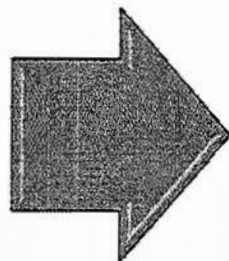
MPAC's role:
To implement the amendment, MPAC will identify, review and update the tax liability of affected properties similar to the approach taken for the Royal Canadian Legion exemption.

New Optional Small Business Subclass



Beginning in 2021:

An amendment to the *Assessment Act* is proposed to allow municipalities to provide property tax relief to small businesses by adopting a new optional property subclass for small business properties.



MPAC's role:

Explore ways to work collaboratively with municipal stakeholders who adopt the new optional subclass in 2021 and future years.

Regulatory Authority – *Assessment Act*

Proposed amendments to the *Assessment Act* include the following:

Due to the 2020 Assessment Update postponement, regulatory flexibility to enable the Minister to specify different phase-in percentages other than the 25% per year currently in place.



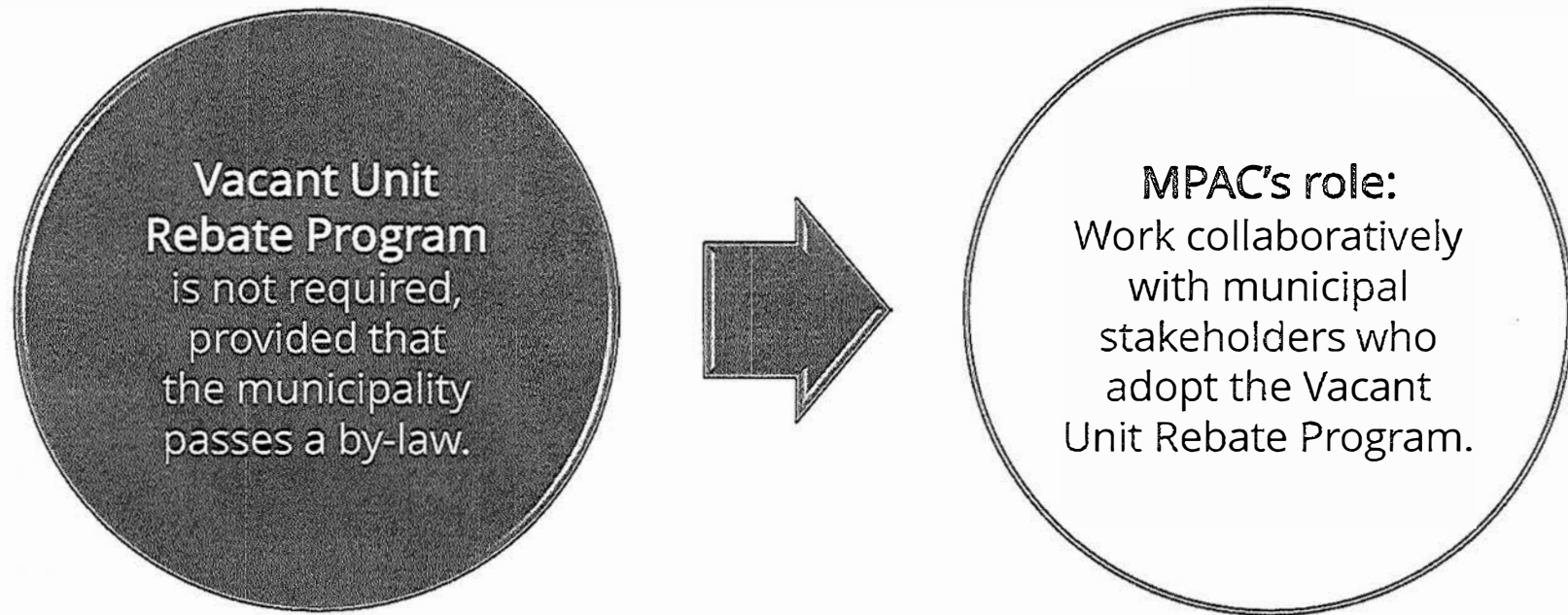
Enable the Minister to prescribe a manner for determining current value and enable a regulation to provide for various degrees of local flexibility to upper- and single-tier municipalities.

Technical Amendments to the *MPAC Act*

- Section 15(1) of the *Municipal Property Assessment Corporation (MPAC) Act* requires MPAC to provide assessment information to designated employees of the Government of Ontario at the request of the Minister.
- An amendment to the *MPAC Act* is proposed that would enable the Minister to also require MPAC to provide information to a designated service provider.
- This amendment would ensure continued administrative efficiency in the provision of assessment information.

Vacant Unit Rebate Program

Proposed amendments to Section 364 of the *Municipal Act, 2001* and Section 331 *City of Toronto Act, 2006* (COTA) will provide local municipalities greater flexibility in administering the Vacant Unit Rebate Program:



In Review: A look back, and what's ahead

Carmelo Lipsi, Vice President and COO
Chris Rickett, Director, Municipal and Stakeholder Relations

Thursday, December 9, 2020

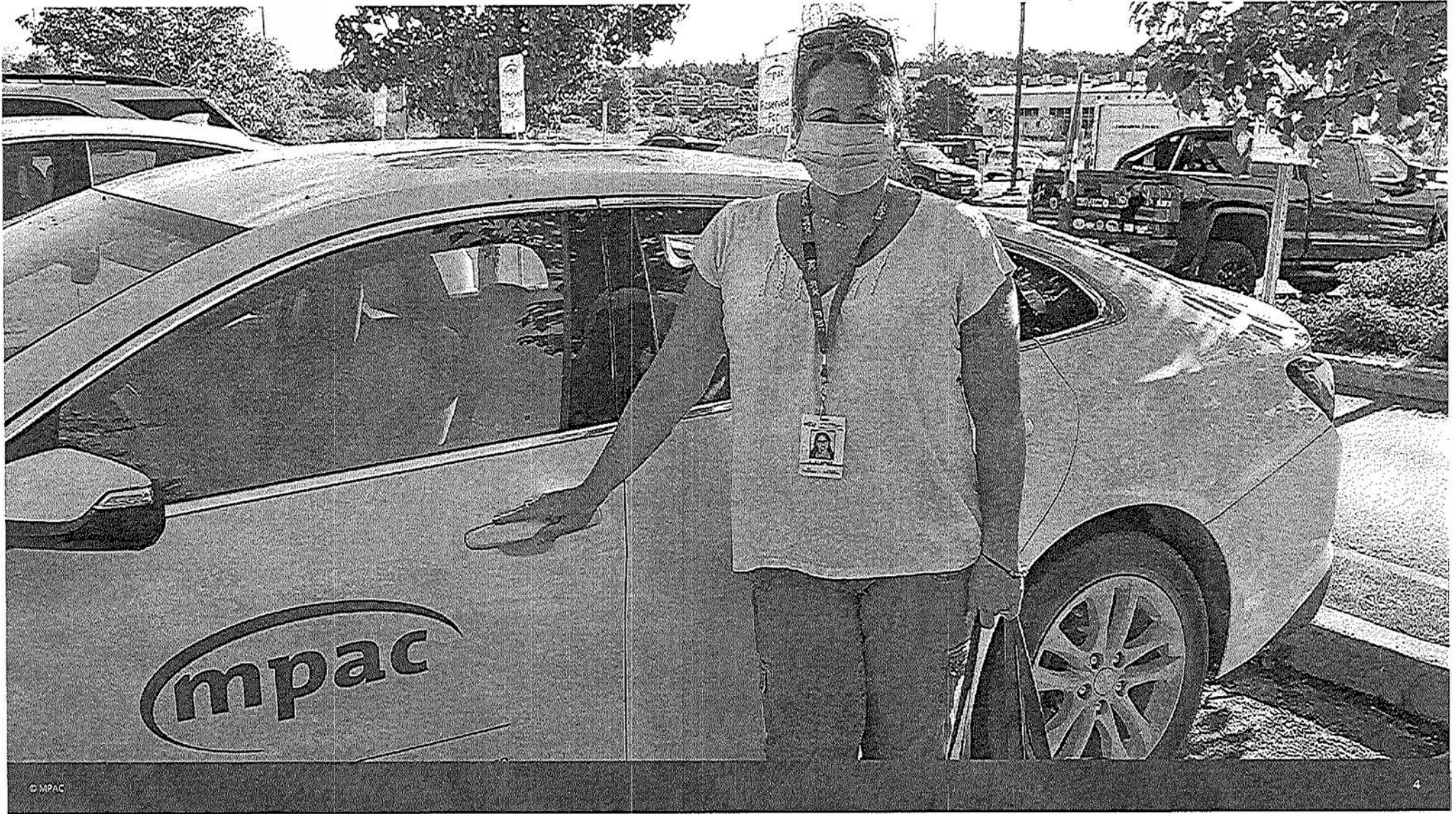


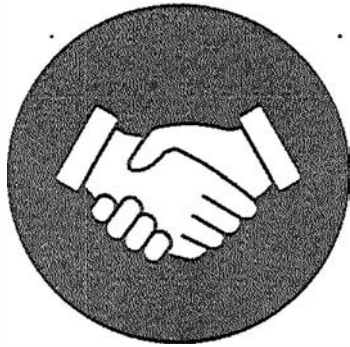
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2020 – A look back

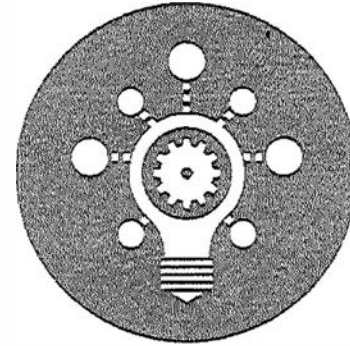


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**STRONG MUNICIPAL
RELATIONSHIPS**



**FINDING NEW WAYS
TO COLLECT DATA**

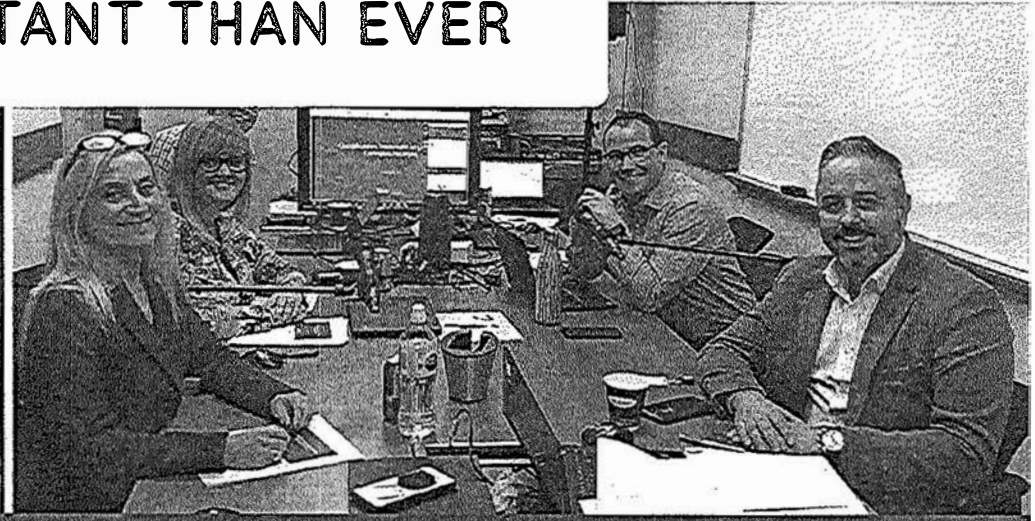
An aerial photograph of a city, likely Los Angeles, showing a dense urban landscape with a river winding through it. A large, dark, semi-transparent rectangular box is centered over the image, containing white text. The text reads "\$37.4 B" in a large, bold font, followed by "in new assessment" and "captured this year" in a smaller font.

\$37.4 B

in new assessment
captured this year



DISCUSSION AND COLLABORATION
IS MORE IMPORTANT THAN EVER



Other ways we have stayed in touch in 2020

- 14 municipal webinars with an average attendance of >300
- Met with our Municipal Liaison Group 4 times in 2020
- Online engagement with municipalities to support planning for our new Municipal Connect platform
- Answered almost 18,000 municipal enquiries through our WorkSight application



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2020 Municipal Partnerships Report

2020 | Shifting priorities | Fiscally responsible | Working differently | New assessment | Connecting with partners | Data sharing | Service Level Agreement | Looking forward | Thank you | Connect with us

2020 Municipal Partnerships Report

[READ MORE](#)

Looking Ahead to 2021...



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Municipal Stakeholder Webinar Series – Q1 2021

January 14, 2021	Introduction: The New Municipal Connect
February 4, 2021	MPAC's Working-from-Home IT Best-Practices Learned from COVID-19
March 4, 2021	Modernizing the Building Permit Process with 'One Ontario'

Redeveloping Municipal Connect



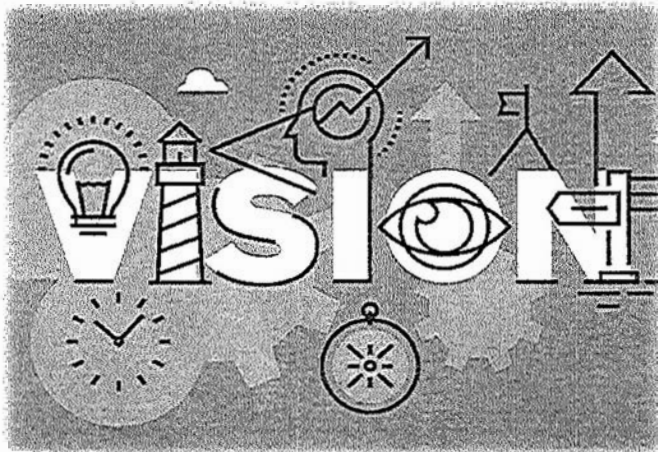
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Redesigning Municipal Connect

- Reboot Municipal Experience with a completely new and different look and feel
- New architecture (modern, secure and cost-effective)
- Cloud based setup from the start
- Spatial aware next-gen search
- Integrate with ISO 27001 security provider

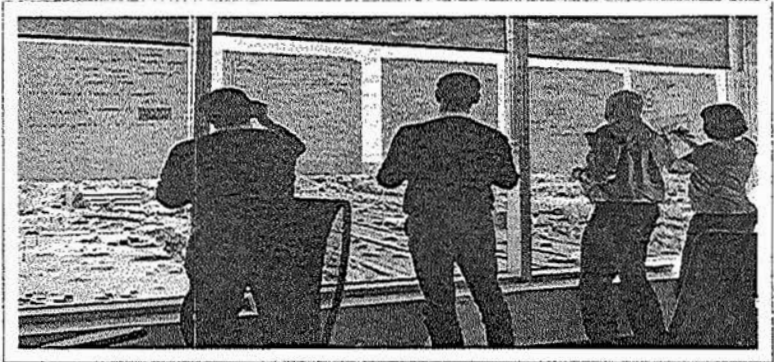
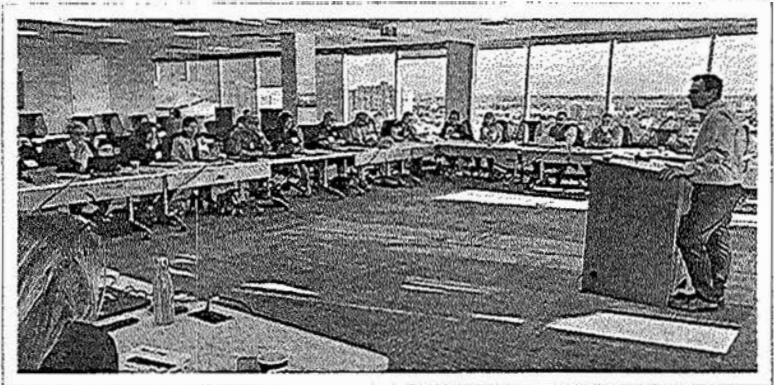


Vision for the Future of Municipal Connect



From a static service to an organic and dynamic growing eco-system that enables the delivery of product, analysis of data and inter-municipal co-creation and collaboration.

Municipal Feedback



Future of Municipal Connect – Three Tools

Service Delivery Tool

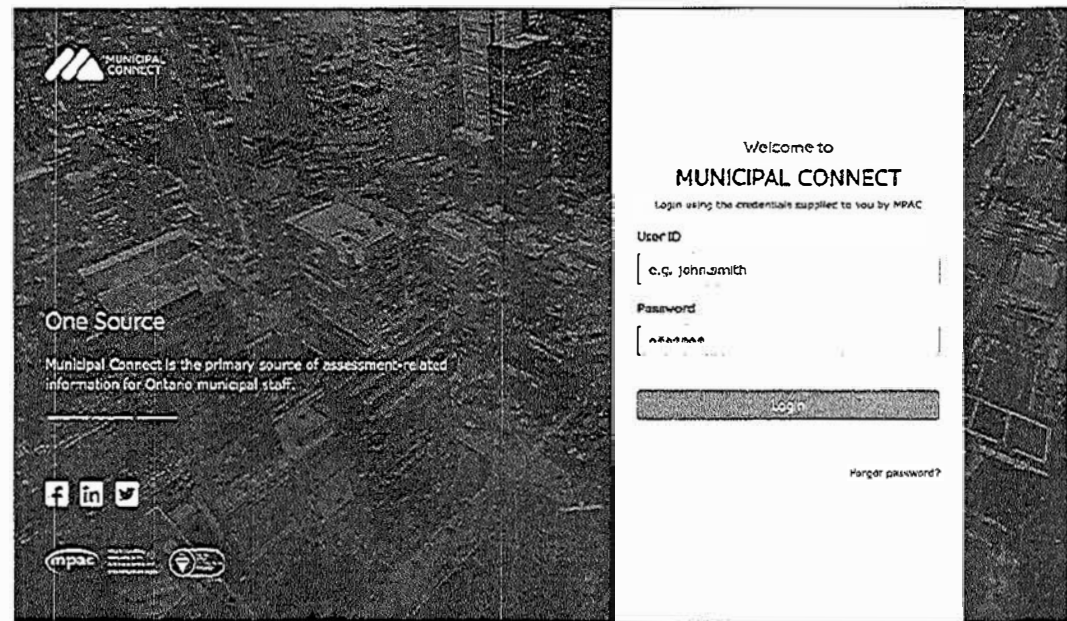
- Maintain Municipal Connect's role as a service delivery platform, while enhancing the usability, interface design, access to data and overall user experience.

Municipal Analysis Tool

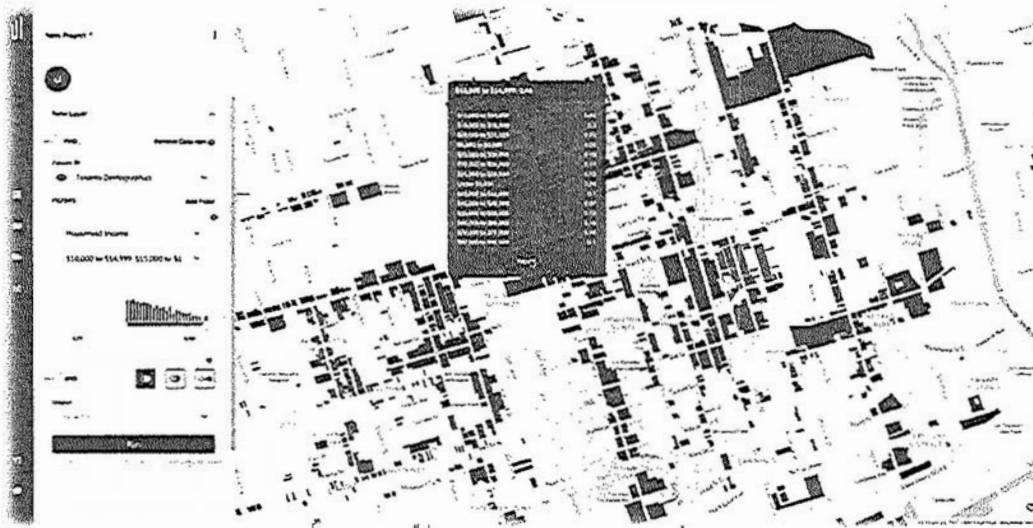
- Incorporate municipal feedback to expand ability to provide municipal data analysis for both planning and operational requirements including the ability to bring in additional data sets.

Collaboration and Innovation Tool

- Develop Municipal Connect to allow municipalities to collaborate with other municipalities, public sector organizations and private sector partners on developing / sharing solutions.



Municipal Analysis Tool



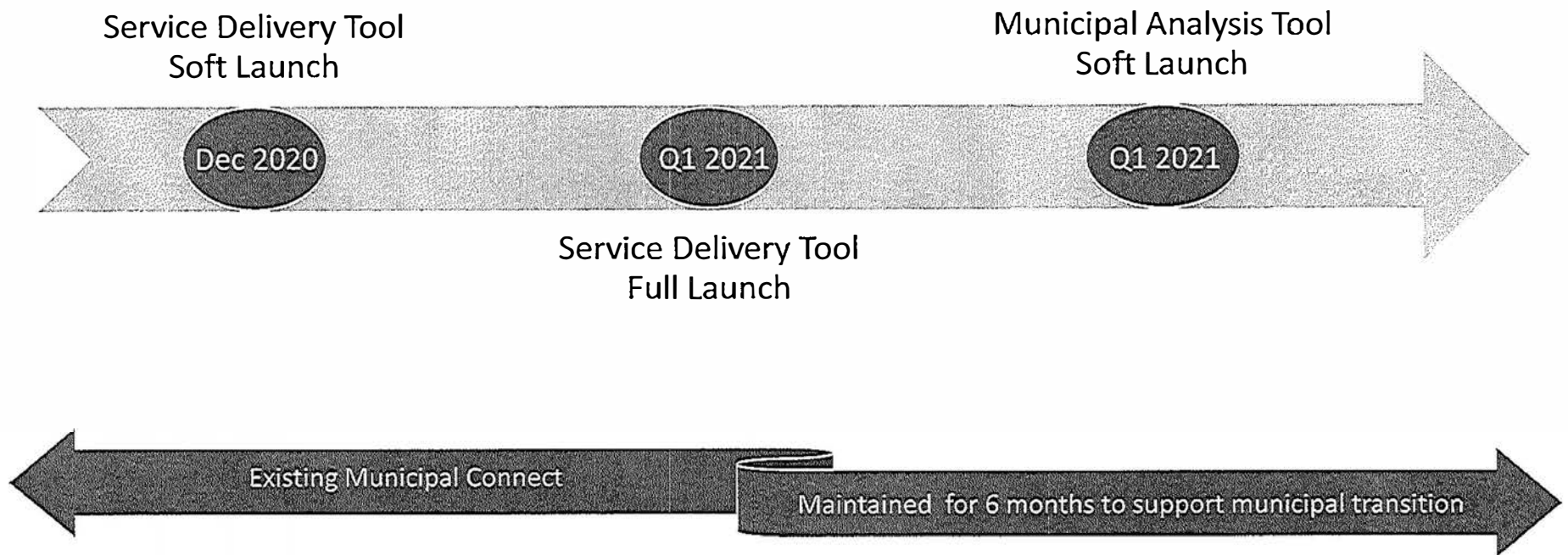
Web-Based Geospatial Tool

- Ability to interact with MPAC data in a geospatial environment, including completing basic and complex analysis.

Self-Service Product Exports

- Ability to identify and export both planning and non-planning data products via self-serve queries.

Launch Timeline



Supporting Ontario's Transition to Digital Building Permits and Plans



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Provincial Policy Direction and Initiatives

More Homes, More Choice Act, 2019 – focused on cutting red tape to encourage more housing construction. Reviewing the development approval process to identify areas of improvement.

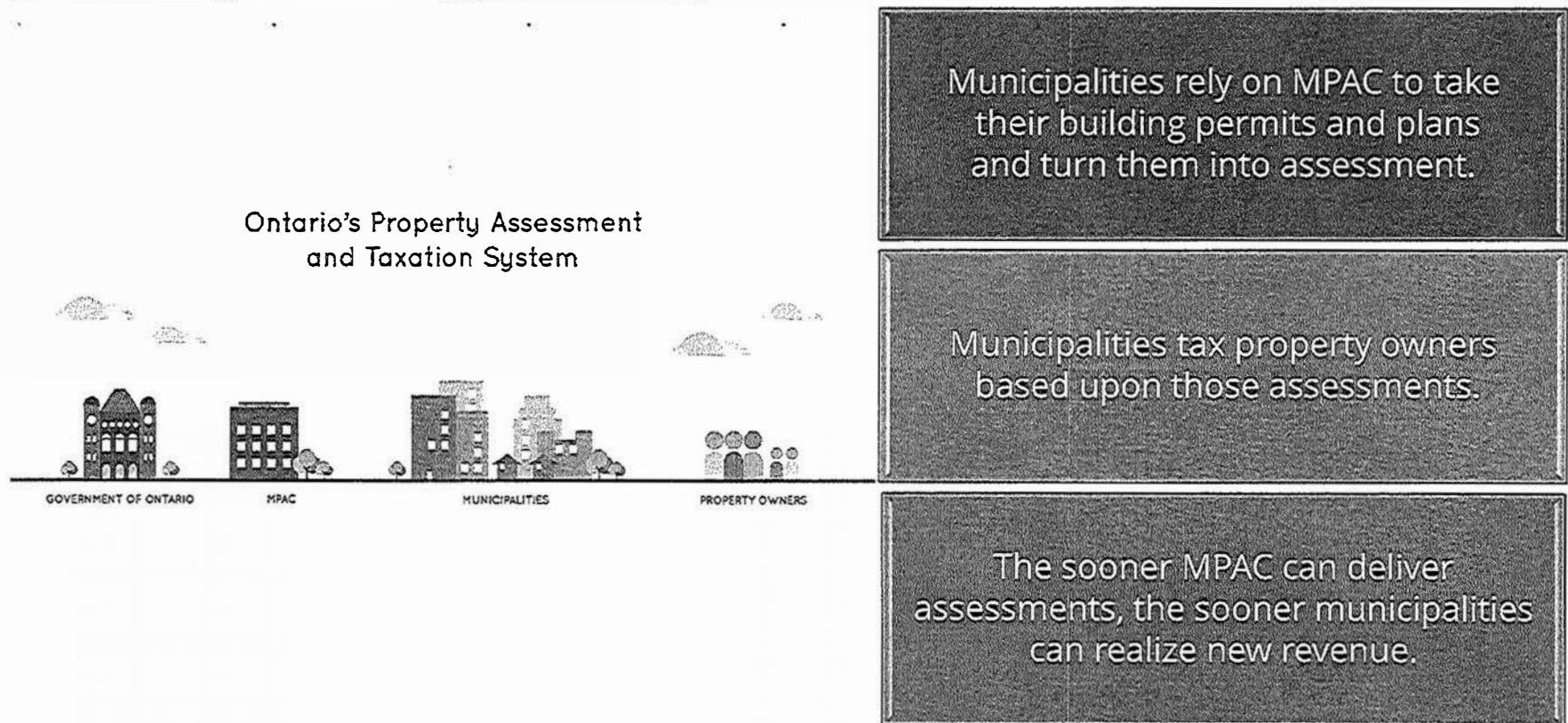
Simpler, Faster, Better Services Act, 2019 – focused on ensuring citizens are at the heart of all services and can receive services digitally.

Streamlining Development Approvals - Technical Reference Group – MAH group focused on reducing red tape and speeding up the approval process.

Building Code Administrative Authority – MAH is currently working on establishing an Administrative Authority to oversee and improve building permit approvals and inspections.

Burden Reduction Report, 2019 – annual report that highlights the government's actions to reduce red tape and its upcoming priorities.

MPAC's Role in the Building Permit Process



One Ontario Initiative

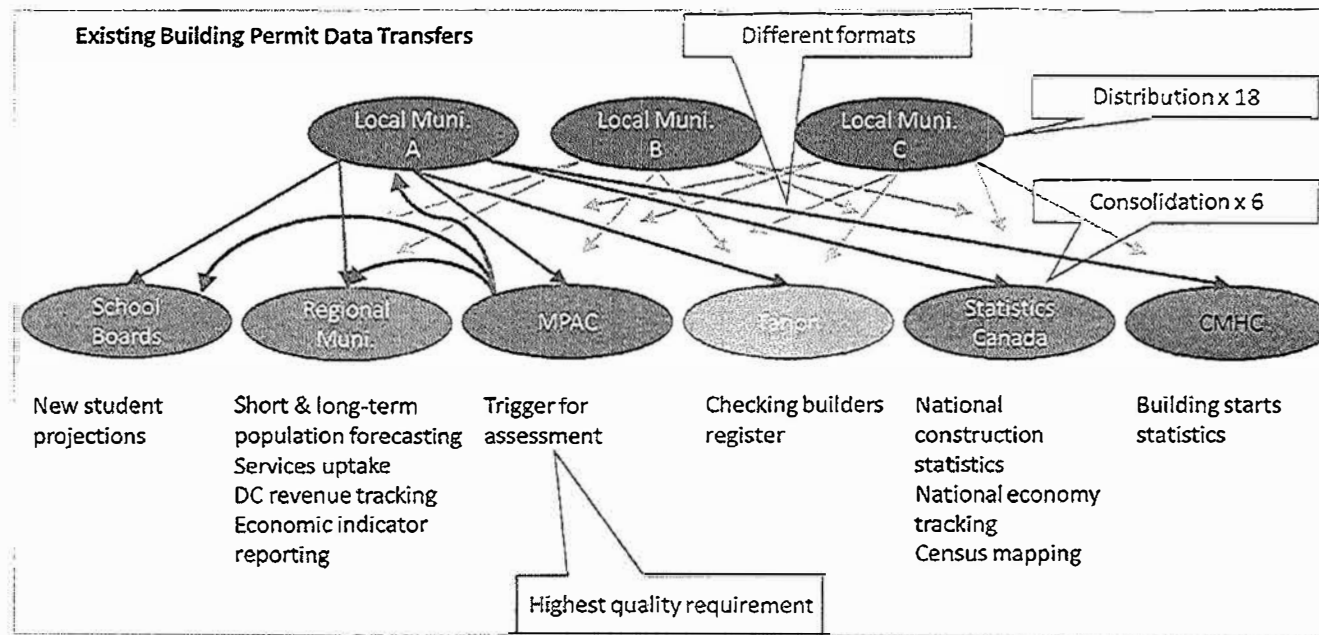
MPAC is collaborating with the ONE Ontario initiative.

The One Ontario collaboration is a highly innovative research and development focused on develop data and exchange standards for the planning and building approval process in Ontario.



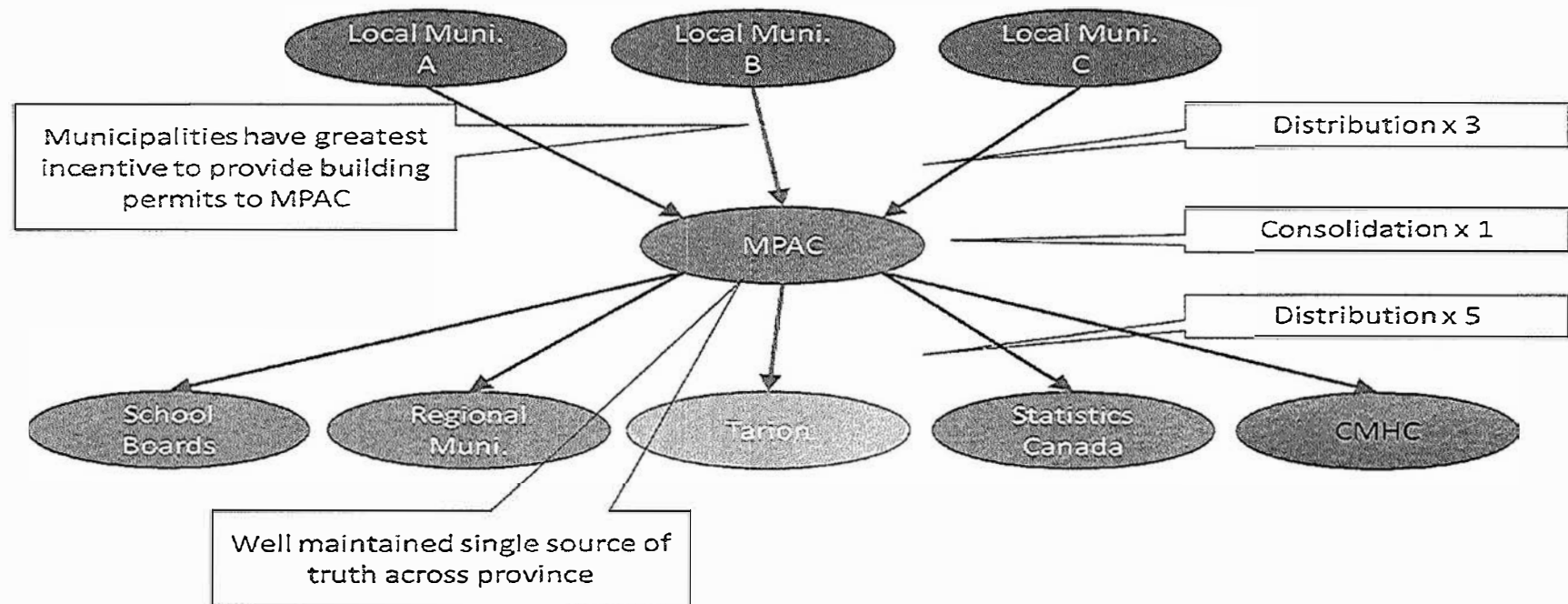
Potential MPAC Initiatives – Provincial Authority

MPAC could act as the information broker for permits and occupancy inspection data in order to relieve burden on municipalities and ensure consistent collection of data.

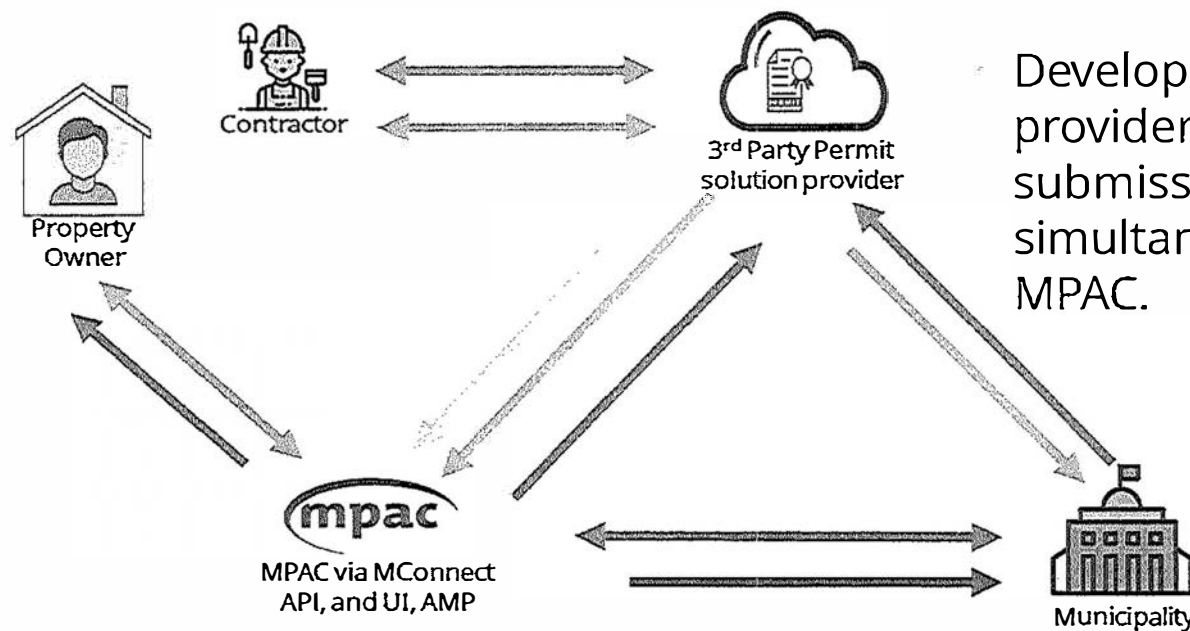


Potential MPAC Initiatives – Provincial Authority Cont'd

More efficient building permit data transfers



Potential MPAC Initiatives – E-Permit Integration

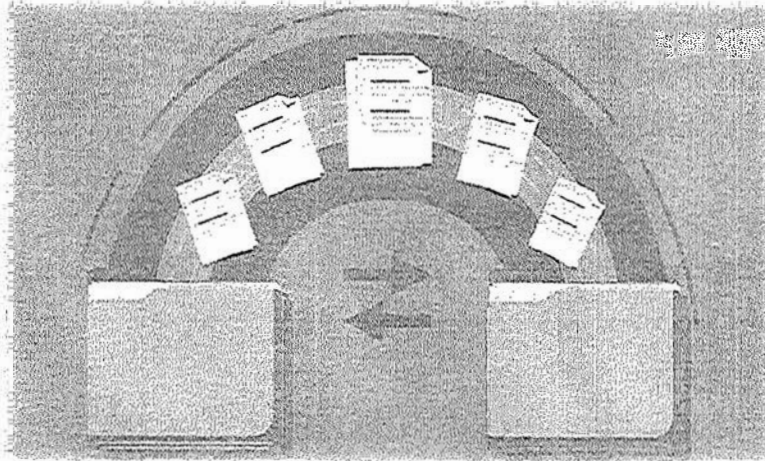


- Aim is to speed up the processing of growth for municipalities.
- Develop API(s) for existing e-permit providers that would allow submissions to municipalities to also simultaneously be submitted to MPAC.

Example – Cloudpermit Collaborative

- MPAC partnered with Cloudpermit in January 2020 after meeting at the 2019 OBOA Conference.
- MPAC first ingested information from Cloudpermit through API in June, 2020 using a standardized MPAC issued template.
- When information is missing or is submitted in the wrong column on building permit submissions, an email is sent to the municipality asking for more information. This is time consuming for both the municipality and MPAC.
- Currently 23 municipalities are using Cloudpermit to submit building permit information through API to MPAC on a monthly basis.
- The building permit information submitted by Cloudpermit to MPAC has resulted in 100% building permit ingestion into MPAC system.

Potential MPAC Initiatives – E-Permit Procurement



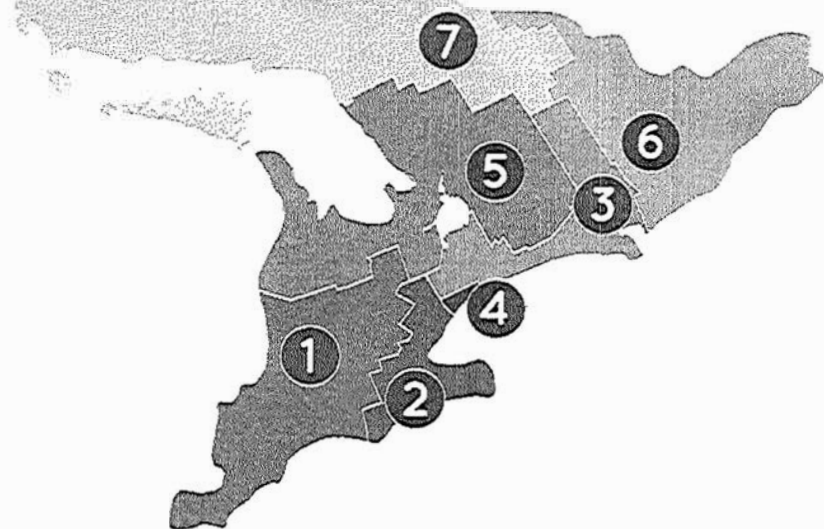
- MPAC knows what each municipality uses for their collection of plans and permits, as well as their volumes.
- MPAC could play a lead role in bulk procuring one or multiple solutions for municipalities.

Standardization Creates New Opportunities

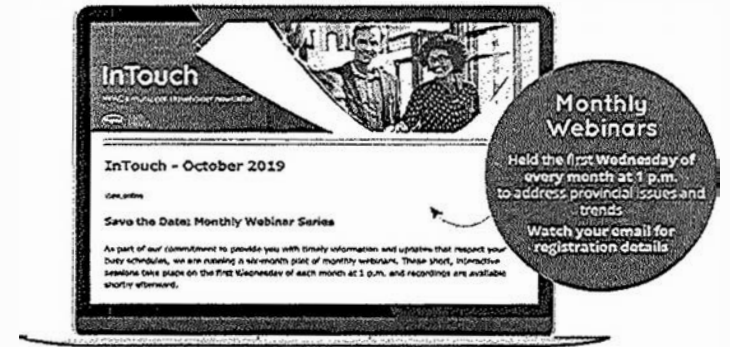
	Outcomes	Benefits
Municipalities	E-Permit Solution	<ul style="list-style-type: none">• Greater efficiencies• Faster approvals• New revenues
E-Permit Vendors	E-Permit Solution Standardization	<ul style="list-style-type: none">• Data integration
MPAC	MPAC API Building Permit Data Authority Procurement of E-Permit Solution(s) for Municipalities	<ul style="list-style-type: none">• Speed up municipal revenue• Greater efficiencies
One Ontario Collaboration	Standardized Data Collection	<ul style="list-style-type: none">• Data standard for Ontario• Collaborative solutions

Our municipal and stakeholder relations teams live and work in your communities and we're here to help.

Go to mpac.ca/municipalities to find your local Account Manager




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Cindy Pigeau

From: AMO Communications <Communicate@amo.on.ca>
Sent: Thursday, December 17, 2020 2:46 PM
To: Cindy Pigeau
Subject: AMO Policy Update – LTC Staffing Plan, CA Working Group, Poverty Reduction Strategy, Mental Health and Addiction Services Funding

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



December 17, 2020

AMO Policy Update – Long-Term Care Staffing Plan, Conservation Authorities Working Group, Poverty Reduction Strategy, and Mental Health and Addiction Services Funding

Long-Term Care Staffing Plan Released

The Province announced the release of its anticipated long-term care staffing plan that sets out actions to hire more staff, improve working conditions for existing staff, drive effective and accountable leadership, and implement retention strategies.

The plan is called, "A Better Place to Live, A Better Place to Work: Ontario's Long-Term Care Staffing Plan". Included in the plan are six key areas of action to be delivered over four years, not least of which is an investment of up to \$1.9 billion annually by 2024-2025 to create more than 27,000 new positions for personal support workers (PSWs), registered nurses (RNs), and registered practical nurses (RPNs) in long-term care to meet the government's 2020 Ontario budget commitment to increase hours of daily direct care to an average of four hours per day for each long-term care resident.

Other actions include accelerating and expanding education and training pathways to train the new staff, supporting continued professional development and growth of long-term care staff, and finding ways to improve working conditions, increasing effective and accountable leadership, and measuring progress on these actions.

AMO staff will be reviewing the staffing plan in its entirety to inform its future work under our Health Task Force to the Long-Term Care Commission as well as consultation on future regulations.

Ontario's Working Group on Conservation Authorities

The Province has announced a Conservation Authorities Working Group. Hassaan Basit, President and CEO of Conservation Halton, will chair this group to provide input on proposed regulations development under the *Conservation Authorities Act*, and on how conservation authorities are governed.

The working group will be formed early in the new year and will provide input to help the Province develop regulations that will focus on:

- the mandatory core programs and services conservation authorities would be required to provide,
- the agreements between municipalities and conservation authorities and the transition period associated with non-mandatory programs and services, and
- how local members of the community can participate in their conservation authorities through community advisory boards.

AMO has been calling for such a group to undertake this work and welcomes this process. AMO has also requested representation on this working group.

Ontario's New Poverty Reduction Strategy

The government released a new Poverty Reduction Strategy to guide cross ministry actions over the next five years. The objective is to help more people get back into employment and participate in the Province's economic recovery.

Key government initiatives are to help connect people experiencing poverty with education, skills training, health, and other supports. In many cases this involves joint efforts with municipalities and District Social Service Administration Boards delivering critical human services in communities such as social assistance, housing, and homelessness prevention programs.

New Mental Health and Addiction Services

As part of the ongoing response to COVID-19, the government is providing \$147 million of funding to increase access to supports. This allocation builds on the provincial Roadmap to Wellness Plan.

This welcome funding will add more staff, accommodations, virtual supports, housing and short-term accommodation, and other supports to continue providing safe in-

person services where appropriate. It will also include supports specifically for Ontario's frontline workers.

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.

*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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before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

NOM 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

December 17, 2020

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

Dear Honourable Doug Ford

Re: Unauthorized car rallies

Please be advised that the Council of South Huron at its regular meeting on December 7, 2020 passed the following resolution:

Resolution 454-2020

Moved: J. Dietrich

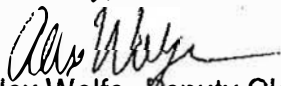
Seconded: B. Willard

That South Huron Council hereby supports the Township of Huron Kinloss and Town of Wasaga Beach resolution in asking that the Provincial Government develop tougher laws with larger financial penalties when dealing with unauthorized car rallies and participants; and

Further directs staff to forward a copy of this resolution to the Premier of Ontario, the Ministry of the Solicitor General, the Ministry of the Attorney General, the local O.P.P Detachment Commander, AMO and all Ontario Municipalities.

Carried

Sincerely,


Alex Wolfe, Deputy Clerk
Municipality of South Huron
awolfe@southhuron.ca
519-235-0310 ext. 224

Cc: Ministry of Solicitor General, Ministry of the Attorney General, local OPP Detachment Commander, AMO and all Ontario Municipalities



**LAKE
OF BAYS**
• MUSKOKA •

T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON POA 1H0

December 16, 2020

Via email: llehr@essatownship.on.ca

Township of Essa
Attention: Lisa Lehr, Clerk
5786 County Road 21
Utopia, ON L0M 1T0

Dear Ms. Lehr:

**RE: Correspondence – Bill 229 “Protect, Support and Recover from COVID-19 Act –
Schedule 6 – Conservation Authorities Act”**

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on December 15, 2020, and the following was passed.

“Resolution #7(e)/12/15/20

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Town of Essa requesting support to Amend Bill 229, Protect, Support and Recover from COVID-19 Act under Schedule 6 - Conservation Authorities Act, dated November 19, 2020;

AND FURTHER THAT this resolution be forwarded to the Town of Essa, Premier Doug Ford, the Minister of Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Minister of Natural Resources and Forestry, Minister of Finance, Conservation Ontario, and all Ontario municipalities.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

Carrie Bykes, *Dipl. M.A., CMO, AOMC,*
Director of Corporate Services/Clerk.

CS/cw

Encl.

Copy to:

Hon. Doug Ford, Premier of Ontario
Hon. Jeff Yurek, Minister of Environment, Conservation and Parks
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. John Yakabuski, Minister of Natural Resources and Forestry
Hon. Rod Phillips, Minister of Finance
Conservation Ontario
All Ontario Municipalities

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
L0M 1T0



Telephone: (705) 424-9917
Fax: (705) 424-2367
Web Site: www.essatownship.on.ca

November 19, 2020

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia, ON
L0M 1T0

Sent by email

Attention: Doug Hevenor, Chief Administrative Officer NVCA
Keith White, NVCA Board Chair
Marlane McLeod, NVCA Vice Chair

Re: Township of Essa Council Resolution No. CR204-2020
Bill 229 "Protect, Support and Recover from COVID19 Act – Schedule 6 –
Conservation Authorities Act"

Please be advised that at its meeting of November 18, 2020, Council of the Township of Essa received a copy of information in relation to Bill 229 in addition to a verbal report from the NVCA Board Chair on the impacts to Conservation Authorities and the trickle effect to municipalities and citizens in Ontario should the Bill pass

As a result of the discussions, Council of the Township of Essa passed the following Resolution:

Resolution No: CR204-2020 Moved by: White Seconded by: Sander

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act; and

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications; and

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act; and

WHEREAS the changes allow the Minister to make decisions without conservation authority watershed data and expertise; and

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs; and

WHEREAS municipalities believe that the appointment of municipal representatives on Conservation Authority Boards should be a municipal decision, and the Chair and Vice Chair of the Conservation Authority Board should be duly elected; and

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a Conservation Authority Board member to represent the best interests of the conservation authority and its responsibility to the watershed; and

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative; and

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process; and

WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

NOW THEREFORE BE IT RESOLVED:

- *THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)*
- *THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth*
- *THAT the Province respect the current conservation authority and municipal relationships; and*
- *THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.*

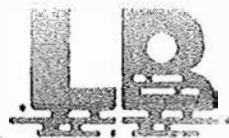
----Carried-----

Sincerely,



per; Lisa Lehr, CMO
Clerk

cc. Conservation Ontario – Kim Gavine, General Manager
Conservation Ontario – Wayne Emmerson, Chair
Honourable Doug Ford, Premier of Ontario
Honourable Rod Phillips, Minister of Finance
Honourable Jeff Yurek, Minister of Environment, Conservation and Parks
Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing



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F 705-635-2132

TOWNSHIP OF LAKE OF BAYS

1012 Dwight Beach Rd

Dwight, ON POA 1H0

December 16, 2020

Via email: tfowkes@amherstburg.ca

Town of Amherstburg
Attention: Tammy Fowkes, Deputy Clerk
271 Sandwich Street South
Amherstburg, ON N9V 2A5

Dear Ms. Fowkes:

RE: Correspondence – AODA Website Compliance Extension Request

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on December 15, 2020, and the following was passed:

“Resolution #7(a)/12/15/20

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the Resolution received by the Township of Amherstburg regarding Support for the AODA Compliance Extension Request, dated September 21, 2020;

AND FURTHER THAT this resolution be forwarded to the Town of Amherstburg, Minister of Seniors and Accessibility, Premier Doug Ford, AMO, and all municipalities in Ontario.

Carried.”

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.

CS/cw

Encl.

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. Raymond Cho, Minister of Seniors and Accessibility
Association of Municipalities of Ontario
All Ontario Municipalities



The Corporation of The Town of Amherstburg

September 21, 2020

VIA EMAIL

The Right Honourable Raymond Cho, Minister for Seniors and Accessibility
College Park 5th Flr, 777 Bay St,
Toronto, ON
M7A 1S5

Re: AODA Website Compliance Extension Request

At its meeting of September 14, 2020, Council passed the following for your consideration:

Resolution # 20200914-281

- "1. **WHEREAS** Section 14(4) of O.Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021;
2. **AND WHEREAS** the municipality remains committed to the provision of accessible goods and services;
3. **AND WHEREAS** the municipality provides accommodations to meet any stated accessibility need, where possible;
4. **AND WHEREAS** the declared pandemic, COVID-19, has impacted the finances and other resources of the municipality;
5. **AND WHEREAS** the Accessibility for Ontarians with Disabilities Act contemplates the need to consider the technical or economic considerations in the implementation of Accessibility Standards;
6. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario extend the compliance deadline stated in Section 14(4) of O.Reg 191/11 to require designated public sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022; **AND**,
7. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario consider providing funding support and training resources to meet these compliance standards."

The impacts of the pandemic on municipal finances and resources affect the ability of municipalities to meet the January 1, 2021 deadline for full compliance with WCAG 2.0 Level AA.

We humbly request the Ontario government consider an extension request, in addition to financial support and training due to the unprecedented impacts of the global pandemic.

Regards,



Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

The Right Honourable Doug Ford, Premier of Ontario
The Association of Municipalities of Ontario
All Ontario Municipalities



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

December 18, 2020

Monika Turner
Director of Policy
Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

Dear Ms. Turner:

This is to advise that City Council, at a meeting held on December 14, 2020, passed the following resolution regarding cannabis retail in Ontario:

"WHEREAS the regulator for private cannabis retail in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) has the authority to license, regulate and enforce the sale of recreational cannabis in privately run stores in Ontario; and

WHEREAS on January 14, 2019 Kitchener City Council agreed to 'opt-in' to the Provincial direction to allow Cannabis Retail to occur in the City of Kitchener; and

WHEREAS the AGCO criteria does not take into consideration radial distance separation from other Licensed Cannabis Stores when considering applications for new Licensed Cannabis Stores; and

WHEREAS the City of Kitchener currently has two open retail locations and 12 active applications for Licensed Cannabis Stores, several within a three block radius; and

WHEREAS Council considers it a matter of public interest to include a 500 metre distance separation from other Licensed Cannabis Stores, as excessive clustering and geographic concentration of cannabis retail outlets may encourage undesirable health outcomes, and over-concentration may cause undesirable impacts on the economic diversity of a retail streetscape including the distortion of lease rates, economic speculation, and the removal of opportunity for other commercial businesses; and

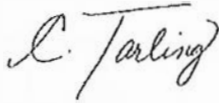
WHEREAS cannabis retail is a new and unproven market, and no studies or precedent exists to determine the number or distribution of stores that

can reasonably be supported by the local economy, and it is therefore prudent to establish the means by which the AGCO, with input from a municipality, can regulate over-concentration as the cannabis retail market evolves;

THEREFORE BE IT RESOLVED THAT Council directs the Mayor, on behalf of Council, to write the Premier of Ontario, the Honourable Rod Phillips, Minister of Finance of Ontario, and the Honourable Doug Downey, Attorney General of Ontario, requesting the Province modify the regulations governing the establishment of cannabis retail stores to consider over-concentration as an evaluation criteria, require a 500 metre distance separation between locations, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores; and

BE IT RESOLVED THAT a copy of this resolution be forwarded to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, and other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Garth Frizzell, Federation of Canadian Municipalities
Berry Vrbanovic, Mayor, City of Kitchener
Helen Fylactou, Manager of Licensing, City of Kitchener
Ontario Municipalities

NOTICE

APPROVED 3 MONTH SHORT-TERM FOREST MANAGEMENT PLAN EXTENSION FOR THE ALGONQUIN PARK FOREST 2010-2021 FOREST MANAGEMENT PLAN

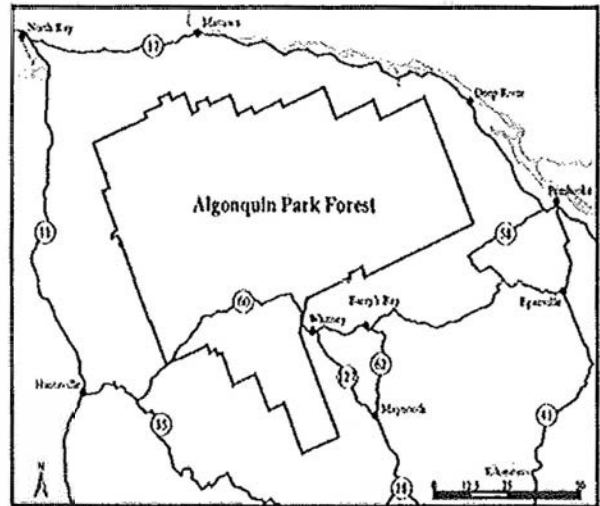
The Ontario Ministry of Natural Resources and Forestry (MNRF), Algonquin Forestry Authority (AFA) and the Algonquin Park Local Citizen Committees (LCC) would like to advise you that a 3 month short-term Forest Management Plan (FMP) extension of the approved 2010 – 2021 FMP for the Algonquin Park Forest has been approved by the Regional Director.

This FMP extension extends the period of the current FMP to June 30th, 2021.

How to Access the Approved FMP Extension:

The FMP extension is available electronically at the following locations:

- on the Natural Resources Information Portal – <https://nrp.mnr.gov.on.ca/s/fmp-online>
- by contacting the AFA office; Gordon Cumming at:
gord.cumming@algonquinforestry.on.ca,
during normal office hours.



Interested and affected persons and organizations can arrange a remote meeting with MNRF staff to discuss the approved FMP extension.

For further information, contact:

MNRF Contact

Joe Yaraskavitch, R.P.F
Management Forester
Joe.yaraskavitch@ontario.ca
613-401-4167

AFA Contact

Gordon Cumming, R.P.F
Plan author
gord.cumming@algonquinforestry.on.ca
705-789-9647 x130

LCC Contact

Tom Ballantine
LCC Chairmen
tomb@bell.net

The Ministry of Natural Resources and Forestry (MNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act*, 1994. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between MNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the MNRF to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Shari MacDonald by e-mail: shari.macdonald@ontario.ca

Renseignements en français : Elizabeth Holmes au tél: 613 258-8210 courriel: elizabeth.holmes@ontario.ca.



Cindy Pigeau

From: AMO Communications <Communicate@amo.on.ca>
Sent: Friday, December 18, 2020 2:47 PM
To: Cindy Pigeau
Subject: AMO Policy Update – Additional COVID-19 Vaccine Sites, ESA Termination and Severance Provisions Extension

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Add Communicate@amo.on.ca to your safe list



December 18, 2020

AMO Policy Update – Additional COVID-19 Vaccine Sites, ESA Termination and Severance Provisions Extension

Additional COVID-19 Vaccine Rolling Out

Ontario will be distributing additional doses of the Pfizer vaccine to 17 more hospital sites throughout the province over the next two weeks, including regions with the highest rates of COVID-19 infection. This is part of the initial phase of the government's three-phase vaccine implementation plan that began on December 14th in Toronto and Ottawa.

Ontario is expecting to receive up to 90,000 Pfizer-BioNTech doses from the federal government before the end of the year to continue vaccinating health care workers and essential caregivers who work in hospitals, long-term care homes, retirement homes, and other congregate settings caring for seniors.

During this initial phase, Ontario is expecting to receive doses of the Moderna vaccine – once approved by Health Canada – which will allow vaccines to be provided at long-term care homes in lockdown areas, followed by retirement homes, other congregate care settings for seniors, and remote Indigenous communities. In early 2021, additional hospital sites across the province will be administering additional Pfizer vaccines to health care workers, as well as essential caregivers, and long-term care home and retirement home residents.

Extension of Temporary Relief from ESA Termination and Severance Provisions

The Ontario government has extended the temporary relief measures from the termination and severance provisions of the *Employment Standards Act, 2000* (ESA) as of December 17, 2020 until **July 3, 2021**. The temporary measures are found in Ontario Regulation 228/20, Infectious Disease Emergency Leave (IDEL Regulation), and had been set to expire January 2, 2021. The IDEL Regulation has been amended to define the "COVID-19 period" as that period beginning on March 1, 2020 and ending on July 3, 2021. Additional Hicks Morley information can be found here.

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

**Season's Greetings from AMO.
Best wishes for a safe and healthy 2021.**

*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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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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Ministry of Agriculture,
Food and Rural Affairs

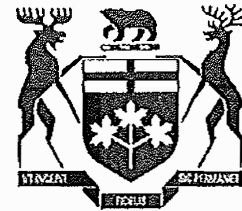
Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



Ontario

December 21, 2020

Cindy Pigeau
Clerk/Treasurer
Municipality of Calvin
clerk@calvintownship.ca

Dear Ms. Pigeau,

I am writing today to let you know about upcoming updates to the Ontario Wildlife Damage Compensation Program (OWDCP). The OWDCP provides financial assistance to owners whose livestock, poultry and honeybees have been damaged or killed by wildlife.

These updates are the result of concerns raised by farmers, their organizations and other stakeholders regarding the timeliness of payments for approved claims. We are also providing administrative flexibility if program timelines cannot be met in exceptional and extenuating circumstances such as COVID-19.

Key program changes will include:

- Notifying municipalities of an applicant's fully approved claim and initiating the payment process when the approval decision is made rather than after the appeal period ends; and,
- providing to the Administrator authority to waive deadlines if there are unforeseen issues or extenuating circumstances affecting program timelines.

OWDCP program updates will take effect for any applications with a kill (or injury) date on or after **January 1st, 2021**.

.../2



Foodland
ONTARIO
ONTARIO
Terre nourricière

Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

By notifying municipalities and initiating the payment process for fully approved claims upon approval rather than at the end of the appeal period, it is estimated that over 80% of successful claims will be paid out up to 20 business days earlier. In the event an issue with the claim approval is discovered, all applicants retain the ability to appeal within 20 business days of the date indicated on their decision letter. These payment process changes will only apply to claims with an injury or kill date on or after January 1, 2021.

In addition, allowing the Administrator to waive certain deadlines in extenuating circumstances is another way the government is providing flexibility in these uncertain times. This change will help ensure that applicants' claims will be considered if deadlines are missed for exceptional reasons outside their control.

Please visit the OWDCP website for details of the program updates at:
www.ontario.ca/predation

For further information, please contact my ministry's [Agricultural Information Contact Centre](#) at 1-877-424-1300.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written over a circular stamp or seal.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

COVID-19 Reminders

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - www.ontario.ca/page/covid-19-stop-spread



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

December 21, 2020

TO:
The Honourable Doug Ford (premier@ontario.ca)
Premier of Ontario

AND TO:
Minister of Health Hon. Christine Elliott (christine.elliott@pc.ola.org)

Board of Health for the Windsor-Essex County Health Unit
Attention: Lee Anne Damphouse, Executive Assistant to the Medical Officer of Health,
CEO, and Board of Health (ldamphouse@wechu.org)

The Windsor-Essex County Health Unit (wahmed@wechu.org)
Attention: Dr. Wajid Ahmed
Medical Officer of Health, Windsor-Essex County Health Unit

Dear Premier:

RE: Letter of Support for Small Businesses

At its Regular Meeting held on December 14, 2020 Kingsville Council passed the following Resolution:

"704-2020

Moved By Councillor Kimberly DeYong
Seconded By Councillor Larry Patterson

Attention: Premier Doug Ford

WHEREAS the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease;

AND WHEREAS many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the COVID-19 pandemic restrictions;

AND WHEREAS closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods;

AND WHEREAS the Town of Kingsville's commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to COVID-19;

AND WHEREAS our small independent businesses have every reason to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curbside and delivery.

NOW THEREFORE BE IT RESOLVED that the Town of Kingsville calls upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales and service with limited capacity and increased safety measures;

AND THAT this resolution be forwarded to: All Ontario municipalities; Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli; Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh Sarkaria; Minister of Health Hon. Christine Elliott; Minister of Finance Hon. Rod Phillips; Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo; MPP Taras Natyshak; the Windsor-Essex County Health Unit Board of Health; and the Windsor-Essex County Health Unit Medical Officer of Health Dr. Wajid Ahmed.

CARRIED"

Yours very truly,



Sandra Kitchen, Deputy Clerk-Council Services
Legislative Services Department
skitchen@kingsville.ca

cc:

Taras Natyshak, MPP - Essex
Email: tnatyshak-qp@ndp.on.ca

Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli
Email vic.fedeli@pc.ola.org

Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh
Sarkaria
Email: prabmeet.sarkaria@pc.ola.org

Minister of Finance Hon. Rod Phillips
Email: rod.phillips@pc.ola.org

Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo
Email: michael.tibolloCO@pc.ola.org

All Ontario Municipalities

Cindy Pigeau

From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, December 21, 2020 3:21 PM
To: Cindy Pigeau
Subject: AMO Policy Update - Lockdown 2.0: Province-Wide Lockdown Starts December 26, Communities Strategy and Enforcement, New School Protocols, Child Care, Small Business Grant

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December 21, 2020

AMO Policy Update – Lockdown 2.0: Province-Wide Lockdown Starts December 26, Communities Strategy and Enforcement, New School Protocols, Child Care, and Small Business Grant

Province-Wide Lockdown Starts December 26

Today, the Province announced an Ontario-wide lockdown starting at 12:01am as of Saturday, December 26, 2020. The current COVID-19 Response Framework will be paused when the Province-Wide Shutdown comes into effect.

Lockdown measures include, but are not limited to:

- **Restricting indoor organized public events and social gatherings, except with members of the same household** (the people you live with). Individuals who live alone may consider having exclusive close contact with one other household.
- **Prohibiting in-person shopping in most retail settings.** Curbside pickup and delivery can continue. Discount and big box retailers selling groceries will be limited to 25 per cent capacity for in-store shopping. Supermarkets, grocery stores and similar stores that primarily sell food, as well as pharmacies, will continue to operate at 50 per cent capacity for in-store shopping.
- **Restricting indoor access to shopping malls.** Patrons may only go to a designated indoor pickup area (by appointment only), essential retail stores that are permitted to be open (e.g. pharmacy, grocery store), or, subject to physical distancing and face covering requirements, to the food court for takeout

purchases. Shopping malls may also establish outdoor designated pickup areas.

- **Prohibiting indoor and outdoor dining.** Restaurants, bars, and other food or drink establishments will be permitted to operate by take out, drive-through, and delivery only.

The impacts of these time-limited measures will be evaluated throughout the 14 days in Northern Ontario and 28 days in Southern Ontario to determine if it is safe to lift any restrictions or if they need to be extended.

Note that the essential business definition has changed based on learning from earlier experience (i.e. regulated health professionals, construction etc.). For more information, call the "Stop the Spread" business information line.

High Priority Communities Strategy and Enforcement

As part of this announcement, the government is providing \$12.5 million to implement a High Priority Communities Strategy to take a tailored, community-based approach to fund community agencies in 15 priority neighbourhoods in Durham, Peel, Toronto, York, and Ottawa.

Additional funding of \$42 million will also be available to establish isolation centres. The Province will work with local municipal partners to establish new isolation centres to help those who may need to isolate following testing.

The Ministry of Labour, Training and Skills Development is leading a multi-ministry COVID-19 Safety Team. The team will partner with local authorities to carry out additional enforcement blitzes in sectors where they are needed most.

New School Protocols and Child Care

All publicly funded and private elementary and secondary schools will move to teacher-led remote learning when students return from the winter break on January 4, 2021. Seven Health Units will resume in-person instruction on January 11, 2021, for both elementary and secondary students.

For schools in all other Public Health Unit regions, elementary school students can return to in-person on January 11, 2021, and secondary school students will continue learning remotely until January 25, 2021, at which point they may resume in-person learning.

During this period child care centres, authorized recreational and skill building programs, and home-based child care services will remain open. From January 4-8, 2021, before and after school programs will be closed and emergency child care for health care and frontline workers will be provided. School boards will be required to make provisions to continued in-person support for students with special education

needs who cannot be accommodated through remote learning from whom remote learning is challenging.

New Ontario Small Business Support Grant

Today the government also announced a new Ontario Small Business Support Grant, which will provide a minimum of \$10,000 and up to \$20,000 for eligible businesses. Further details, including how to apply will be announced in January 2021. The other supports for businesses during COVID-19, including property tax and energy rebate programs for eligible businesses in Control or Lockdown regions (or previously in modified stage 2 regions), will continue.

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.

*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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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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The Corporation of The Town of Amherstburg

December 22, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3
Sent via email: minister.mecp@ontario.ca

RE: Development Approval Requirements for Landfills – (Bill 197)

At its meeting of December 14, 2020, Council passed the following resolution for your consideration:

"That Administration BE DIRECTED to send correspondence in support of the City of St. Catharines request to amend Bill 197, COVID-19 Economic Recovery Act, 2020 to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host' municipality be empowered to render final approval for landfills within their jurisdiction."

Enclosed is a copy of the City of St. Catharines correspondence for convenience and reference purposes.

Regards,

A handwritten signature in black ink, appearing to read "T. Fowkes".

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

CC:

Hon. Premier Doug Ford
Email: premier@ontario.ca

Hon. Steve Clark, Minister of Municipal Affairs,
Email: Housing minister.mah@ontario.ca

Taras Natyshak, MPP, Essex
Email: tnatyshak-qp@mdp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Robert Cook
Email: robertcookconsulting@gmail.com

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca

All Ontario Municipalities



October 7, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3

Sent via email: minister.mecp@ontario.ca

**Re: Development Approval Requirements for Landfills - (Bill 197)
Our File 35.2.2**

Honourable and Dear Sir,

At its meeting held on October 5, 2020, St. Catharines City Council approved the following motion:

WHEREAS Schedule 6 of Bill 197, COVID-19 Economic Recovery Act, 2020 considers amendments to the Environmental Assessment Act relating to municipal autonomy and the principle that municipalities can veto a development outside their municipal boundary in an adjacent municipality; and

WHEREAS Bill 197 empowers multiple municipalities to 'veto' development of a landfilling site within a 3.5 km zone inside the boundary of an adjacent municipality; and

WHEREAS Bill 197 establishes a dangerous precedent that could be expanded to other types of development; and

WHEREAS Bill 197 compromises municipal autonomy and the authority of municipal councils to make informed decisions in the best interest of their communities and municipal taxpayers; and

WHEREAS amendments in Schedule 6 could cause conflict in the effective management of landfill sites, put significant pressure on existing landfill capacity, and threaten the economic activity associated with these sites;

THEREFORE BE IT RESOLVED That the City of St. Catharines calls upon the Government of Ontario (Ministry of the Environment, Conservation and Parks (MOECP) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host' municipality be empowered to render final approval for landfills within their jurisdiction; and



BE IT FURTHER RESOLVED that a copy of this motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, local MPP's., the Association of Ontario Municipalities (AMO) and Ontario's Big City Mayors (formerly Large Urban Mayors Caucus of Ontario-LUMCO)

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Ontario municipalities with a request for supporting motions to be passed by respective Councils and copies of the supporting motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, the local MPP's, the Association of Ontario Municipalities (AMO).

If you have any questions, please contact the Office of the City Clerk at extension 1506.

A handwritten signature in cursive script, appearing to read 'Bonnie Nistico-Dunk'.

Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc. Hon. Premier Doug Ford premier@ontario.ca
Hon. Steve Clark, Minister of Municipal Affairs, Housing minister.mah@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Association of Municipalities of Ontario amo@amo.on.ca
Chair of Ontario's Big City Mayors, Cam Guthrie mayor@queph.ca
All Ontario Municipalities (via email)



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON

CHRIS WRAY AMCT – TOWN MANAGER
429 PARK LANE, P.O. BOX 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313 (EXT. 321) MOBILE (705) 914-0551 EMAIL: townmanager@blackriver-matheson.com
WEBSITE: www.blackriver-matheson.com

The Ministry of Municipal Affairs and Housing
Office of the Deputy Minister
College Park 17th Floor, 777 Bay St
Toronto, ON M7A 2J3

Via Email - kate.manson-smith@ontario.ca

Attention: Ms. Kate Manson-Smith – Deputy Minister

December 22, 2020

Dear Ms. Manson-Smith:

Re: Insurance Renewals

I hope that this letter finds you well.

In November, the Township of Black River-Matheson, like many municipalities, received the annual renewal for its insurance coverage.

What shocked us was the amount of the increase; from \$105,000 in 2020 to \$227,000 in 2021 or 116%. By switching carriers, we were able to reduce our premium to \$217,000 or an increase of 107%. Upon digging into this matter further, we find that the reasoning is a combination of a "hardening" of the insurance market and claims experience in the past ten (10) years.

A small survey of other municipalities shows increases that range from 2% to 53%, many of them, smaller communities that will have great difficulty in managing such increases. Those on the smaller end of the increase likely have renewal dates well into 2021 and will then see increases on the large size upon renewing.

While the Township is trying to deal with a number of negative influences, like everybody else, we also have to deal with the difficulties that have been brought about through COVID-19. We do appreciate the assistance that has been provided by your Ministry and will continue to inform our local Ministry Representatives on any developing issues.

We are very concerned that the factors at play in the insurance market will cause additional increases in the coming years, increases that will need to be passed on to our ratepayers. In 2021 alone, the increase in our premium will result in an increase of about 2.5%. The largest increase was in the area of liability and it is our fear that unless the Province deals with the matter of Joint and Several, rising insurance rates will be an ongoing matter.

We would appreciate whatever assistance that your Ministry might provide in trying to alleviate this issue.

If you require further information, please call.

Best Regards and Safe & Happy Holidays,



**Chris Wray
Town Manager**

Cc: Kathy Horgan – MMAH (kathy.horgan@ontario.ca)
Lise Roy – MMAH (lise.roy@ontario.ca)
C. Child – Clerk-Treasurer
Council

<u>Municipality</u>	<u>Increase 2021 over 2020</u>
French River	21%
Mattice-Val Cote	awaiting quote but told to expect 20-25%
Black River-Matheson	152%
Laird Township	10%
Huron Shores	awaiting quote but told to expect 15-35%
St-Charles	27%
Killarney	renewal in May21
Lake of the Woods	25%
Shuniah	renewal in April21 but told to expect 10-30%
Temiskaming Shores	25%
Chisholm	renewal in April21 but significant increases over past few years
Terrace Bay	53%
Oliver Paipoonge	renewal in March21 but told to expect 15-30%
Ignace	23%
Strong	24%
Callander	20%
Cochrane	renewal in Aug21
Dryden	awaiting quote but told to expect about 11%
Red Lake	42%
West Nipissing	awaiting quote but seen double digit increases last 2 years
Sioux Narrow-Nestor Falls	awaiting renewal
Dubreuilville	11%
Thunder Bay	45%
Joly	renewal in July21. Increase of 11.76% for 2020/2021.
Hearst	told to expect increase of 14% in Jan21
Perry	13%



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

City of Belleville
169 Front Street
Belleville, ON K8N 2Y8

Attention: Matt MacDonald, City Clerk (mtmacdonald@city.belleville.on.ca)

RE: SUPPORT RESOLUTION FROM THE CITY OF BELLEVILLE, ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT – WEBSITE SUPPORT

Please be advised that Council for the Corporation of the Town of Lincoln at Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of City of Belleville's motion (attached) regarding Accessibility for Ontarians with Disabilities Act – Website Support that was passed on October 26, 2020.

Moved by: Councillor Dianne Rintjema; Seconded by: Councillor J.D. Pachereva

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the City of Belleville dated October 26, regarding Accessibility for Ontarians with Disabilities Act – Website Support

CARRIED

Regards,



Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Honourable Doug Ford, Premier of the Province of Ontario
Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



CORPORATE SERVICES DEPARTMENT
TELEPHONE 613-988-6481
FAX 613-967-3208

City of Belleville

169 FRONT STREET
BELLEVILLE, ONTARIO
K8N 2Y8

October 28, 2020

The Honourable Doug Ford
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1.

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support
New Business
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

"WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

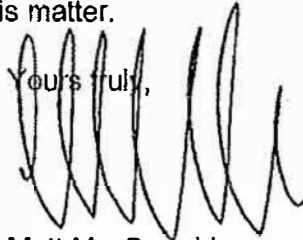
WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'Matt MacDonald', written over the text 'Yours truly,'.

Matt MacDonald
Director of Corporate Services/City Clerk

MMacD/nh
Pc: AMO

Todd Smith, MPP Prince Edward-Hastings
Daryl Kramp, MPP Hastings – Lennox & Addington
Councillor Thompson, City of Belleville
Ontario Municipalities



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

City of Hamilton
71 Main Street West
Hamilton, ON L8P 4Y5

Attention: Andrea Holland, City Clerk (andrea.holland@hamilton.ca)

**RE: SUPPORT RESOLUTION FROM THE CITY OF HAMILTON, AMENDING THE
AGCO LICENSING AND APPLICATION PROCESS FOR CANNABIS RETAIL
STORES TO CONSIDER RADIAL SEPARATION FROM OTHER CANNABIS
LOCATIONS**

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of City of Hamilton's motion (attached) that was passed on August 21, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Adam Russell

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the City of Hamilton, regarding Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca



OFFICE OF THE MAYOR
CITY OF HAMILTON

September 8, 2020

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

Honourable Doug Downey
Attorney General
Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

THEREFORE, BE IT RESOLVED:

.../3

- (a) That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.
- (b) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.
- (c) That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall "clustering" of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,



Fred Eisenberger
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook

Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre

Hon. Paul Miller, MPP, Hamilton East-Stoney Creek

Hon. Monique Taylor, MPP, Hamilton Mountain

Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street
Odessa, ON K0H 2H0

Attention: Brandi Teeple, Deputy Clerk

**RE: SUPPORT RESOLUTION FROM LOYALIST TOWNSHIP RE: FUNDING FOR
COMMUNITY GROUPS AND SERVICE CLUBS AFFECTED BY PANDEMIC**

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of Loyalist Township (attached) that was passed on September 28, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Paul MacPherson

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the Loyalist Township, regarding funding for community groups and service clubs affected by pandemic.

CARRIED

Regards,



Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



October 9, 2020

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

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

Re: Funding for community groups and service clubs affected by pandemic

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

Resolution No. 2020.35.16
Moved by: Deputy Mayor Hegadorn
Seconded by: Councillor Porter

"Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

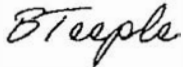
And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,



Brandi Teeple
Deputy Clerk
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington
MPP Daryl Kramp- Hastings- Lennox and Addington
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

November 17, 2020

SENT VIA EMAIL

The Town of Plympton-Wyoming
P.O. Box 70, 263 Main Street
Odessa, ON K0H 2H0

Attention: Erin Kwarciak, Town Clerk

**RE: SUPPORT RESOLUTION FROM TOWN OF PLYMPTON-WYOMING,
FUNDING FOR COMMUNITY GROUPS AND SERVICE CLUBS AFFECTED
BY PANDEMIC**

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on November 16, 2020, endorsed and passed the following motion in support of Town of Plympton-Wyoming (attached) that was passed on September 28, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Paul MacPherson

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the Town of Plympton-Wyoming, regarding funding for community groups and service clubs affected by pandemic.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
All Ontario Municipalities



The Corporation of Loyalist Township (via e-mail)
P.O. Box 70, 263 Main Street,
Odessa, ON K0H 2H0

November 3, 2020

Re: Support of Resolution from Loyalist Township regarding funding for community groups and service clubs affected by pandemic

Please be advised that on October 28th 2020 the Town of Plympton-Wyoming Council passed the following motion to support the Council of Loyalist Township motion (attached) regarding funding for community groups and service clubs affected by pandemic that was passed on September 28th 2020:

Motion #13 – *Moved by Bob Woolvett, Seconded by Netty McEwen that Council supports item 'n' regarding funding for community groups and service clubs affected by pandemic.*

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk
Town of Plympton-Wyoming

Cc: (all sent via e-mail)
MP Marilyn Gladu – Sarnia-Lambton
MPP Bob Bailey- Sarnia-Lambton
Premier of Ontario
Prime Minister of Canada
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

December 22, 2020

SENT VIA EMAIL

City of Hamilton
71 Main Street West
Hamilton, ON L8P 4Y5

Attention: Andrea Holland, City Clerk (andrea.holland@hamilton.ca)

RE: SUPPORT RESOLUTION FROM THE CITY OF HAMILTON, REQUEST FOR INTERIM CAP ON GAS PLANT AND GREENHOUSE GAS POLLUTION AND THE DEVELOPMENT AND IMPLEMENTATION OF A PLAN TO PHASE-OUT GAS-FIRED ELECTRICITY GENERATION

Please be advised that Council for the Corporation of the Town of Lincoln at its Special Council Meeting held on December 21, 2020, endorsed and passed the following motion in support of City of Hamilton's motion (attached) that was passed on November 11, 2020.

Moved by: Councillor Paul MacPherson; Seconded by: Councillor Dianne Rintjema

THAT Council for the Corporation of the Town of Lincoln support the correspondence item as attached from the City of Hamilton, regarding Request for Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Sam Oosterhoff, MPP
Dean Allison, MP
The Honourable Doug Ford, Premier of Ontario

Andrea Horwath, Opposition Party Leader, New Democratic Party of Ontario,
M.P.P Hamilton Centre
Monique Taylor, M.P.P. Hamilton Mountain
Paul Miller, M.P.P. Hamilton East-Stoney Creek
Donna Skelly, M.P.P. Flamborough-Glanbrook
Sandy Shaw, M.P.P. Hamilton West-Ancaster-Dundas
Region of Waterloo
Ontario Municipalities
Association of Municipalities of Ontario

November 24, 2020

The Honourable Greg Rickford
Minister of Energy, Northern Development
& Mines and Minister of Indigenous Affairs
Whitney Block, Room 5630
5th Floor, 99 Wellesley St. W.
Toronto, ON M7A 1W1

Dear Minister Rickford:

At its meeting of November 11, 2020, Hamilton City Council approved Item 10 of the General Issues Committee Report 20-018, which reads as follows:

10. Request for an Interim Cap on Gas Plant and Greenhouse Gas Pollution and the Development and Implementation of a Plan to Phase-Out Gas-Fired Electricity Generation (Item 10.2)

WHEREAS, the Government of Ontario is planning to increase reliance on gas-fired electricity generation from Ontario's gas-fired power plants, which is anticipated to increase greenhouse gas (GHG) pollution by more than 300% by 2025 and by more than 400% by 2040;

WHEREAS, Canada's temperature is rising more than double the rate of the rest of the world (which is in alignment with climate models and projections impacting northern climates most significantly);

WHEREAS, the Province of Ontario will adversely impact more than a third of the greenhouse gas reductions it achieved by phasing-out its dirty coal-fired power plants, due to a power plan built around ramping up gas-fired generation to replace the output of the Pickering Nuclear Station (scheduled to close in 2024);

WHEREAS, alternative options are available to reversing short sighted cuts to energy efficiency programs and stop under-investing in this quick to deploy and low-cost resource, which include maximizing our energy efficiency efforts by paying up to the same price per kilowatt-hour (kWh) for energy efficiency measures as we are currently paying for power from nuclear plants (e.g., up to 9.5 cents per kWh);

WHEREAS, the Province of Ontario should continue to support renewable energy projects that have costs that are below what we are paying for nuclear power and work with communities to make the most of these economic opportunities;

WHEREAS, the Province of Ontario has alternative options to increasing gas-fired electricity generation, such as the Province of Quebec's offer to receive low-cost 24/7 power from its water powered reservoir system as a possible alternative;

WHEREAS, a fossil-free electricity system is critically important to Hamilton's efforts to reduce GHG emissions by replacing fossil fuel use with electric vehicles, electric buses, electric heat pumps, and other steps dependent on a fossil-free electricity supply; and,

WHEREAS, our staff have noted this problem in their report on Updated Timelines and SMART Corporate Goals and Areas of Focus for Climate Mitigation and Adaptation where they warn that "Unless the Province of Ontario changes direction on Ontario's fuel supply mix, it is expected natural gas, and therefore GHG emissions, may continue to increase as the nuclear facilities are refurbished and the Province of Ontario further supplements the electricity grid with natural gas inputs";

THEREFORE, BE IT RESOLVED:

- (a) That the City of Hamilton request the Government of Ontario to place an interim cap of 2.5 mega tonnes per year on our gas plant and greenhouse gas pollution and develop and implement a plan to phase-out all gas-fired electricity generation by 2030 to ensure that Ontario meets its climate targets; and,
- (b) That a copy of this resolution be sent to the Premier of Ontario, to the local MPP's, to the Region of Waterloo and local area municipalities.

Therefore, there City of Hamilton respectfully requests your consideration of this matter and looks forward to your response.

Sincerely,

Fred Eisenberger
Mayor

Copied: The Honourable Doug Ford, Premier of Ontario
Andrea Horwath, Opposition Party Leader, New Democratic Party of Ontario,
M.P.P Hamilton Centre
Monique Taylor, M.P.P. Hamilton Mountain
Paul Miller, M.P.P. Hamilton East-Stoney Creek
Donna Skelly, M.P.P. Flamborough-Glanbrook
Sandy Shaw, M.P.P. Hamilton West-Ancaster-Dundas
Region of Waterloo
Ontario Municipalities
Association of Municipalities of Ontario

Solicitor General

Office of the Solicitor General

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

Solliciteur général

Bureau du solliciteur général

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



132-2020-5553
By email

December 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force which mandate every municipality in Ontario to prepare and adopt a community safety and well-being (CSWB) plan, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services, and children/youth services. As previously communicated, municipalities originally had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021).

The government recognizes that the pandemic has created unprecedented challenges for communities across Ontario. Over the past several months, we have heard from municipal partners that resources have been redirected to the pandemic response and, as a result, some have experienced delays in their CSWB planning and engagement processes.

In an effort to support municipal, policing and community partners during the emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amended the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans post January 1, 2021. This amendment came into force immediately upon Royal Assent.

I would like to inform you that the new deadline for municipalities to prepare and adopt a CSWB plan is now July 1, 2021. This extension provides municipalities with an additional six months to complete their plans.

This change will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to COVID-19, while also providing adequate time to effectively undertake consultations, work collaboratively with multi-sectoral partners, and meet the legislative requirements to develop meaningful and effective CSWB plans.

Community partners continue to underscore the importance and need for this type of holistic planning that addresses crime and complex social issues on a long-term, sustainable basis and improves the safety and well-being of Ontario communities.

.../2

Head of Council/Chief Administrative Officer/Municipal Clerk
Page 2

Despite the unforeseen challenges that the pandemic has created, it is encouraging to see municipalities across the province persevere and make significant progress on their CSWB plans through innovative and forward-thinking approaches.

I greatly appreciate your on-going support as we move forward on this modernized approach to CSWB together. Through collaboration, we will continue to build safer and stronger communities in Ontario.

Lastly, if municipalities have any questions about CSWB planning, please direct them to ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', written in a cursive style.

Sylvia Jones
Solicitor General

NEWS RELEASE

For immediate release: December 24, 2020

Health Unit Issuing COVID-19 Class Order Under Section 22 of the HPPA

NIPISSING & PARRY SOUND, ON - The North Bay Parry Sound District Health Unit's Medical Officer of Health has made the important decision to issue a Class Order under Section 22 of the *Health Protection and Promotion Act*. The Order is effective immediately and will remain in effect until the Medical Officer of Health determines the Order is no longer required. The Order enables North Bay Parry Sound District Health Unit to enforce self-isolation requirements for the group of individuals whom it applies.

"A key role of Public Health in controlling the spread of COVID-19 is to identify, contact and ensure those testing positive for the virus and high risk individuals are isolating as quickly as possible," explains Dr. Jim Chirico, Medical Officer of Health. "It is important that our district follows all public health measures, and when individuals who are required to self-isolate by public health are not following the rules we need to be able to take additional and immediate action."

The Order is different from the provincial shutdown. Where the provincial shutdown asks everyone in Ontario to only leave home for essential purposes and to not be in close contact with anyone outside your home, the Order applies to all persons residing in or present in the North Bay Parry Sound District Health Unit region who are required by public health to self-isolate, including those who:

- a. Are a confirmed case or probable case of COVID-19;
- b. Have new symptoms (even mild symptoms) or worsening symptoms of COVID-19, have been tested for COVID-19 and are awaiting the results of their test;
- c. Have symptoms (even mild symptoms) of COVID-19, or have had such symptoms within the past 10 days;
- d. Are a close contact of a person identified in (a) even if they do not themselves have any symptoms of COVID-19; or
- e. Are a parent, or person with responsibilities of a parent, of a person under sixteen years of age identified in (a), (b), (c) or (d) who resides or is present in the North Bay Parry Sound District Health Unit region.

People in Categories (a), (b), (c) and (d) above must self-isolate and follow other directions in the Order.

The purpose of Category (e) is to require parents and others who have the responsibilities of a parent to ensure compliance with the class order by any person under 16 years of age.

Parents and others must self-isolate only if they themselves also fall within Category (a), (b), (c) or (d).

The North Bay Parry Sound District Health Unit, with support from police services, will enforce the Order. Failure to comply with this Order is an offence for which you may be charged, or liable to a fine of \$880.00 (ticket) to a maximum of \$5,000 for every day or part of each day on which the offence occurs or continues to occur. The Medical Officer of Health may also have individuals taken into custody (in a hospital or other appropriate facility) during their self-isolation period, if they are not in compliance or cannot comply with self-isolation requirements.

Complete information on the COVID-19 Class order can be found at myhealthunit.ca/COVID-19ClassOrder including a Frequently Asked Questions section.

The public is reminded to follow public health measures including the provincial shutdown, which comes into effect on December 26, 2020 at 12:01 a.m. For more information on COVID-19 visit myhealthunit.ca/COVID-19.

-30-

Media Inquiries:

Alex McDermid, Public Relations Specialist

P: [705-474-1400](tel:705-474-1400), ext. 5221 or [1-800-563-2808](tel:1-800-563-2808)

E: communications@healthunit.ca

Ministry of Municipal
Affairs and Housing

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

Ministère des Affaires
Municipales et du Logement

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7100

December 24, 2020

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Enforcement of Orders under the *Reopening Ontario Act, 2020*

I want to thank you again for your sustained efforts in limiting the spread of infection and managing the impact of the pandemic on your communities.

Public Health Measures

As COVID-19 cases continue to rise at an alarming rate, the Ontario government, in consultation with the Chief Medical Officer of Health and other health experts, announced a Provincewide Shutdown effective December 26, 2020 at 12.01 a.m. These additional restrictions reinforce that Ontarians should stay at home as much as possible to minimize transmission of the virus and prevent hospitals from becoming overwhelmed. Municipalities, residents and businesses can find out which regional public measures are in place for their area at <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>. Municipalities and local public health units may have additional restrictions or targeted requirements, on top of any applicable provincial public health measures.

The Ontario government, in consultation with the Chief Medical Officer of Health, has also extended all orders currently in force under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) until January 20, 2021. These can be found online on the Government of Ontario's website at <https://www.ontario.ca/laws/statute/20r17>.

Enforcement

As you are aware, municipal by-law officers are designated to enforce provincial orders under the ROA.

To help support municipal enforcement activities, I am attaching information the Ministry of the Solicitor General has shared with Chiefs of Police regarding additional amendments to orders made under the ROA.

Ontario's municipalities have shown leadership and actively engaged in enforcement and compliance, including enforcement of any local by-laws they may have enacted. To ensure we continue to maximize the impact of enforcement efforts on the ground, and as I mentioned in my previous correspondence to you, I strongly encourage our municipal partners to work closely with provincial enforcement officers and public health officers to coordinate enforcement activities in your communities. To identify opportunities for and to plan coordinated compliance activities in your community, please email Natasha Bartlett at natasha.bartlett@ontario.ca.

To help support enforcement personnel, staff at the Ministry of the Solicitor General continue to respond to inquiries via EssentialWorkplacesSupport.SolGen@ontario.ca. Through this confidential channel, assistance is available to enforcement personnel seven days a week. In addition, a confidential Enforcement Support Phone Line (1-866-389-7638) is operational and available to assist enforcement personnel Monday to Friday (8:30 a.m. – 5:30 p.m.).

Reporting

I would also encourage you again to support the Ministry of the Solicitor General's efforts to collect enforcement data to help monitor and measure the impact of accelerated enforcement and compliance activities province wide. You can find out more on how you may contribute to the Ministry of the Solicitor General's weekly data collection efforts by contacting Jeanette Gorzkowski or Agata Falkowski at Jeanette.Gorzowski@ontario.ca or Agata.Falkowski@ontario.ca, respectively.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

Kate Manson-Smith
Deputy Minister, Ministry of Municipal Affairs and Housing

Enclosure: Correspondence from the Ministry of the Solicitor General to all Chiefs of Police – English version. If a French version is required, please contact Richard.Stubbings@ontario.ca.

Cindy Pigeau

From: Loiselle, Caroline (MHSTCI/MsAA) <Caroline.Loiselle@ontario.ca>
Sent: Wednesday, January 6, 2021 9:39 AM
Cc: Loiselle, Caroline (MHSTCI/MsAA)
Subject: 2021 Summer Experience Program /Programme Expérience Été 2021

I am pleased to provide you with information about the 2021 Summer Experience Program (SEP).

The Summer Experience Program provides funding to not-for-profit organizations, municipalities, Indigenous organizations and First Nation communities to create career-related summer employment opportunities for students.

The summer employment positions must focus on activities supporting key sectors within the Ministry of Heritage, Sport, Tourism and Culture Industries and the Citizenship and Immigration Division of the Ministry of Children, Community and Social Services.

SEP employment opportunities must offer training, work experience and skills transferable to the general workforce and to future careers. The positions must focus on activities that support the key sectors of citizenship and immigration, tourism, culture, heritage and sport and recreation.

Please review the [Summer Experience Program Guidelines](#) and Terms and Conditions for information on the various Ministry priorities, to assess your organization's eligibility and to familiarize yourself with the specific program criteria for hiring a summer student.

All applications must be submitted online, in either English or French through [Transfer Payment Ontario](#).

The deadline to apply for the 2021 Summer Experience Program is Wednesday January 20 at 5:00 p.m. Eastern Standard Time (EST).

Please do not hesitate to contact me Caroline Loiselle, Regional Advisor by phone 705-494-0139 or e-mail caroline.loiselle@ontario.ca if you have any questions or require clarification.

Technical support related to the Transfer Payment Ontario please contact [Transfer Payment Ontario \(TPON\) Client Care](#):

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: (416) 325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: TPONCC@ontario.ca

J'ai le plaisir de vous transmettre des renseignements à propos du Programme Expérience Été (PEÉ) 2021.

Le Programme Expérience Été offre un financement à des organismes sans but lucratif, à des municipalités, à des organismes autochtones et à des communautés des Premières nations afin de créer des emplois d'été préparant à une carrière à l'intention des étudiantes et des étudiants.

Les emplois d'été doivent mettre l'accent sur des activités qui appuient les secteurs clés du ministère des Industries du patrimoine, du sport, du tourisme et de la culture et de la Division des affaires civiques et de l'immigration du ministère des Services à l'enfance et des Services sociaux et communautaires.

Dans le cadre du PEÉ, les postes créés doivent offrir une formation, une expérience professionnelle et la possibilité d'acquérir des compétences transposables au marché du travail en général et à des futures

carrières. Ils doivent mettre l'accent sur des activités qui appuient des secteurs clés, comme les affaires civiques et immigration, le tourisme, le patrimoine, la culture ainsi que les sports et les loisirs

Veillez s.v.p. lire attentivement les lignes directrices et les conditions générales du Programme Expérience Été pour connaître les priorités des différents ministères, pour déterminer l'admissibilité de votre organisme et pour vous familiariser avec les critères particuliers du programme en vue de l'embauche d'une étudiante ou d'un étudiant.

Toutes les demandes doivent être présentées en ligne, en français ou en anglais, sur le site de Paiements de transfert Ontario.

La date limite pour présenter une demande dans le cadre du Programme Expérience Été 2021 est le jeudi 20 janvier 2021 à 17 heures (heure normale de l'Est).

N'hésitez pas à communiquer avec moi Caroline Loiselle, Conseillère en développement régional 705-494-0139 ou à m'envoyer un courriel caroline.loiselle@ontario.ca si vous souhaitez me poser des questions ou obtenir des éclaircissements.

Pour obtenir un soutien technique concernant le portail Web de Paiements de transfert Ontario, veuillez communiquer avec le Service à la clientèle de Paiements de transfert Ontario (PTO) :

- Du lundi au vendredi de 8 h 30 à 17 h, heure normale de l'Est (HNE).
- Toronto : 416 325-6691
- Sans frais : 1 855 216-3090
- ATS/téléscripteur (pour personnes malentendantes) : 416 325-3408 /sans frais : 1 800 268-7095
- Courriel : TPONCC@ontario.ca

Caroline Loiselle

Regional Development Advisor | Conseillère en développement régional

Regional and Corporate Services Division | Division des services régionaux et ministériels

Ministry of Heritage, Sport, Tourism and Culture Industries | Ministère des Industries du patrimoine, du sport, du tourisme et de la culture

Ministry for Seniors and Accessibility | Ministère des services aux aînés et de l'Accessibilité

447 McKeown Avenue, Suite 203, North Bay, ON P1B 9S9

Phone: 705-494-0139 Email | courriel: caroline.loiselle@ontario.ca



Ministry of Transportation

Office of the Director
Highway Operations Management Branch

659 Exeter Road
London, Ontario N6E 1L3
Telephone: 519-200-5219

ministère des Transports

Bureau du directeur
Direction de la gestion des opérations routières

659, rue Exeter
London (Ontario) N6E 1L3
Téléphone: (519) 200-5219



January 4, 2021

Dear Municipal Stakeholder,

I am pleased to announce that effective **January 1, 2021**, the province has expanded the on-road opportunities for off-road vehicle riders in some parts of Ontario. Off-road vehicle riders are expected to experience enhanced trail access resulting from the increased on-road connections to Ontario's off-road vehicle trail network. The changes apply only to municipalities listed in Ontario Regulation 8/03 and amend the way permitted off-road vehicles are allowed on-road access to municipal highways.

In municipalities listed in [Ontario Regulation 8/03](#), permitted off-road vehicles will be allowed by default on municipal highways unless the municipality has an existing by-law that restricts their use or creates a new by-law to prohibit or restrict the use of some or all off-road vehicles. These new provisions replace the previous requirement that municipalities had to enact a by-law to permit off-road vehicles to operate on municipal highways. The updated regulations can be found at [Ontario Regulation 316/03](#), and [Ontario Regulation 863](#).

It is important to note that the on-road access rules for off-road vehicles in municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework under Ontario Regulation 316/03 and these municipalities are not affected by this change.

The equipment configuration and performance requirements for off-road vehicles as set out in Section 10 of Ontario Regulation 316/03 also remain unchanged. The *Highway Traffic Act* prohibition of drivers of any motor vehicles causing the vehicle to make unnecessary noise, for example through modification, also applies and violations are subject to fines.

In order to support municipalities with these changes, the ministry has provided a Municipal Guidance Document (attached) to help municipalities decide whether they need to take action to revoke, update or pass new by-laws related to on-road access by off-road vehicles on the highways under their jurisdiction.

I ask you to kindly forward this notice and the attached Municipal Guidance Document to municipal staff responsible for traffic safety and those responsible for enforcing off-road vehicle laws in your area. Although changes have been previously announced on the Ontario Newsroom site and there will be a communication in the background issued by the Premier's Office, municipalities should ensure that the public and off-road vehicle riders are made aware of the rules in their area.

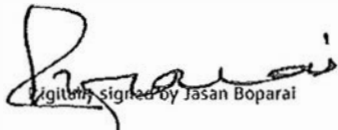
Municipal Stakeholder
Page 2

If there are any questions regarding off-road vehicles licencing, operation or equipment requirements referenced in the attached guidance material, please contact Angela Litrenta, Manager, Road Safety Program Development Office at (416) 235-5130 or Angela.Litrenta@ontario.ca.

If there are any questions regarding amendments to Ontario Regulation 316/03, and Ontario Regulation 863, please contact Ron Turcotte, Head, Safety Information Management Section, Provincial Traffic Office at (289)-407-9880 or Ron.Turcotte@ontario.ca.

Thank you for your assistance in communicating this change.

Sincerely,



Digitally signed by Jasan Boparai

Jasan Boparai
Director

Attachment – Municipal Guidance document

Effective January 1, 2021, the Ministry of Transportation (MTO) is changing the way the province manages how off-road vehicles (ORVs) are allowed on-road in some municipalities.

The use of ORVs on highways is controlled under Section 191.8 of the *Highway Traffic Act* (HTA), *Ontario Regulation 316/03* made under the HTA, and municipal by-laws passed in accordance with the legislation and regulations. Currently, ORVs that meet the requirements in Ontario Regulation 316/03 are allowed on some provincial highways and municipal highways where a municipality has passed a by-law allowing the use of such ORVs on highways under their jurisdiction.

WHAT'S NEW?

Effective January 1, 2021, all ORVs that meet the requirements in Ontario Regulation 316/03 for ORVs permitted on-road, will be allowed by default on municipal highways under the jurisdiction of municipalities listed in *Ontario Regulation 8/03* unless the municipality has a by-law prohibiting or restricting the use of some or all such ORVs.

Municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework and are not affected by this change. In these municipalities, ORVs will continue to be allowed only if the municipality has passed a by-law to allow permitted ORVs on municipal highways under their jurisdiction.

Provincial Requirements

Municipal Considerations

Municipalities listed in Ontario Regulation 8/03 will continue to have the authority and make decisions about ORVs through by-law to:

▶ Prohibit ORVs on some or all highways



▶ Permit only specific ORVs on road



▶ Prohibit ORVs at specific hours of the day



▶ Impose additional lower speed limits



Local municipalities listed in Ontario Regulation 8/03 that wish to prohibit ORVs; or restrict the permitted types of ORVs; or restrict the time of day or the season when permitted types of ORVs are allowed on-road; or establish lower speed limits for these vehicles; may need to pass a new by-law.

Where a local municipality affected by the change has an existing by-law providing a blanket permission for ORVs on all municipal highways, the by-law would not be in conflict with the new regulations. If an existing by-law only permits some ORVs or restricts ORVs to only some highways, the municipality may have to revoke the by-law and pass a new by-law as outlined above if the municipality wishes to continue such restrictions.

There is no change to the enforcement of laws related to the use of ORVs. Any issues with the day-to-day operations of police services and the actions of police officers related to ORVs should be raised with the local chief of police or their designated representatives. All set fines can be found on the [Ontario Court of Justice website](http://OntarioCourtOfJustice.ca).







This document is provided primarily as a guide. For additional information please refer to the *Highway Traffic Act*, associated regulations and visit Ontario.ca/ATV for information and tips related to the operation of ORVs in Ontario.

Off-road Vehicles Allowed On-road

Effective July 1, 2020, MTO made changes to add off-road motorcycles (ORM) and extreme terrain vehicles (XTV) to the existing list of ORVs permitted on-road. These two new ORV types are in addition to the currently permitted 4-wheeled ORV types.

MUNICIPAL BY-LAWS: Effective July 1, 2020, the two new ORV types added to the list of ORVs permitted on-road can be allowed on municipal highways in accordance with the HTA and Ontario Regulation 316/03.

ORV is a general term used to capture several different vehicles designed for off-road use, however, only certain off-road vehicles that meet the requirements in Ontario Regulation 316/03 are permitted on-road:

Provincial Requirements	All-Terrain Vehicles	<p>"A "single-rider" all-terrain vehicle (ATV) is designed to travel on four tires, having a seat designed to be straddled by the operator, handlebars for steering control and it must be designed by the manufacturer to carry a driver only and no passengers.</p> 
		<p>A two-up ATV is designed and intended for use by an operator or an operator and a passenger. It is equipped with straddle-style seating and designed to carry only one passenger.</p> 
	Side-by-Sides	<p>A recreational off-highway vehicle (ROV) has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.</p> 
		<p>A utility terrain vehicle (UTV) has similar characteristics to an ROV but typically also features a box bed. UTVs are generally designed for utility rather than for recreational purposes.</p> 
	New Off-Road Vehicle Types	<p>Extreme Terrain Vehicles (XTVs), commonly referred to as Argos are 6+ wheeled off-road vehicles capable of riding in multiple terrains, including through water. These vehicles sometimes come with tracks, however, tracked versions are not being permitted on road and are restricted to off-road use only.</p> 
		<p>Off-Road Motorcycles (ORMs) are 2 wheeled off-road vehicles that come in varying configurations such as, but not limited to: Recreational ORMs, Trail ORMs or Competition ORM.</p> 



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

Lisa Thompson, MPP
Unit 2, 807 Queen Street
Kincardine, ON N2Z 2Y2
lisa.thompsonco@pc.ola.org

January 6, 2021

Dear Lisa Thompson,

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on December 21, 2020 passed the following resolution;

Re: Copy of Resolution #788

Property Tax Exemptions for Veteran Clubs

Resolution No.: 788

Moved by: Jeff Elliott

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Council support the Region of Peel in their support for Property Tax Exemptions for Veteran Clubs and the proposed amendment to the 2020 budget bill (Bill 229) to amend the Assessment Act that would provide a full property tax exemption to veterans' clubs retroactive to January 1, 2019 AND FURTHER directs staff to forward a copy of this resolution to local members of Parliament and all Ontario Municipalities.

Carried

Sincerely,

Kelly Lush
Deputy Clerk

c.c Ontario Municipalities



November 26, 2020

The Honourable Rod Phillips
Minister of Finance
95 Grosvenor St.
Toronto, ON M7A 1Y8

Dear Minister Phillips:

Re: Motion Regarding Property Tax Exemptions for Veteran Clubs

Each year on November 11th we pause to remember the heroic efforts of Canadians who fought in wars and military conflicts and served in peacekeeping missions around the world to defend our freedoms and secure our peace and prosperity. One way that the Province and Ontario municipalities have recognized veterans and veteran groups is by exempting their properties from property taxation.

In late 2018, your government introduced a change to the *Assessment Act* that exempted Royal Canadian Legion Ontario branches from property taxes effective January 1, 2019. Veterans clubs however were not included under this exemption. While veterans' clubs in Peel are already exempt from Regional and local property taxes, they still pay the education portion of property taxes.

To address this gap, your government has proposed in the 2020 budget bill (*Bill 229*) to amend the *Assessment Act* that would provide a full property tax exemption to veterans' clubs retroactive to January 1, 2019. The Region of Peel thanks you for introducing this change in recognition of our veterans.

At its November 12, 2020 meeting, Peel Regional Council approved the attached resolution regarding this exemption and look forward to this change coming into effect as soon as possible after Bill 229 is passed. This would ensure that veteran clubs benefit from the exemption in a timely way.

I thank your government for moving quickly to address this gap and for your support of veterans.

Kindest personal regards,

Nando Iannicca,
Regional Chair and CEO

CC: Peel-area MPPs
Ontario Municipalities
Stephen Van Ofwegen, Commissioner of Finance and CFO

Nando Iannicca
Regional Chair & CEO

10 Peel Centre Dr.
Suite A, 5th Floor
Brampton, ON L6T 4B9
905-791-7800 ext. 4310

Nando Iannicca
Regional Chair & CEO

10 Peel Centre Dr.
Suite A, 5th Floor
Brampton, ON L6T 4B9
905-791-7800 ext. 4310

Resolution Number 2020-939

Whereas each year on November 11, Canadians pause to remember the heroic efforts of Canadian veterans who fought in wars and military conflicts, and served in peacekeeping missions around the world to defend our freedoms and democracy so that we can live in peace and prosperity;

And whereas, it is important to appreciate and recognize the achievements and sacrifices of those armed forces veterans who served Canada in times of war, military conflict and peace;

And whereas, Section 6.1 of the Assessment Act, R.S.O. 1990, c. A31 as amended, Regional Council may exempt from Regional taxation land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war;

And whereas, through By-Law Number 62-2017 Regional Council has provided an exemption from Regional taxation to Royal Canadian Legions and the Army, Navy and Air Force Veterans Clubs that have qualified properties used and occupied as a memorial home, clubhouse or athletic grounds;

And whereas, local municipal councils in Peel have provided a similar exemption for local property taxes;

And whereas, Royal Canadian Legion branches in Ontario are exempt from all property taxation, including the education portion of property taxes, under Section 3 (1) paragraph 15.1 of the Assessment Act, and that a municipal by-law is not required to provide such an exemption;

And whereas, the 2020 Ontario Budget provides for amendments to the Assessment Act to apply the existing property tax exemption for Ontario branches of the Royal Canadian Legion, for 2019 and subsequent tax years, to Ontario units of the Army, Navy and Air Force Veterans in Canada;

Therefore, be it resolved, that the Regional Chair write to the Minister of Finance, on behalf of Regional Council, to request that upon passage of the 2020 Ontario Budget, the amendment to the Assessment Act be implemented as soon as possible;

And further, that copies of this resolution be sent to Peel-area Members of Provincial Parliament as well as to all Ontario municipalities for consideration and action.



**MUNICIPALITY OF
CHARLTON AND DACK**

TEL: (705)-544-7525
FAX: (705)-544-2369
info@charltonanddack.com
www.charltonanddack.com

January 7th, 2021

**The Honourable Doug Ford
Premier of Ontario**

Sent by email: doug.fordco@pc.ola.org

RE: MOTION REGARDING - Insurance

The following resolution was passed by the Council for the Municipality of Charlton and Dack on December 18th, 2020:

WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021.

AND WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault;

AND WHEREAS these increases are unsustainable and unfair and eat at critical municipal services;

AND WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

- 1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.*
- 2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10 day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.*
- 3. Implement a cap for economic loss awards.*
- 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third party liability coverage to \$2 million in government regulated automobile insurance plans.*
- 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non profit insurance reciprocals.*
- 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its*



and municipal arguments as to the fiscal impact of joint and several liability.

7. *Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.*

THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Charlton and Dack call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities.

AND FURTHER BE IT RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Rod Phillips, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable John Vanthof, MPP for Timiskaming- Cochrane, and all Ontario municipalities.

Yours Truly,

Dan Thibeault
Clerk Treasurer CAO
Municipality of Charlton and Dack

CC: Honourable Peter Bethlenfalvy, Minister of Finance
Honourable Doug Downey, Attorney General of Ontario
Honourable John Vanthof, MPP for Timiskaming- Cochrane
All Ontario Municipalities

Cindy Pigeau

From: AMO Communications <Communicate@amo.on.ca>
Sent: Thursday, January 7, 2021 4:41 PM
To: Cindy Pigeau
Subject: AMO Policy Update – New Lock Down Measures and New CSWB Plan Deadline

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



January 7, 2021

AMO Policy Update – New Lock Down Measures and New CSWB Plan Deadline

New Lock down measures, elementary school closure extension and emergency child care extension

As COVID-19 cases are currently increasing throughout the province, the Ontario government is extending certain public health measures for the safety of students, education staff, and residents of Northern Ontario. This includes extending the shutdown in Northern Ontario for another 14 days, aligning with the shutdown period in Southern Ontario until at least January 23, 2021.

In response to increasing community transmission, in-person learning will be deferred to January 25, 2021 in Southern Ontario, which aligns with the planned return of in-person learning for secondary school students in these regions. Elementary students and secondary students in the seven Northern Ontario public health unit regions will proceed with returning to in-person learning on January 11, 2021. This new timing in Northern Ontario is also trying to be responsive to the fact that Northern Ontario students are not able to learn at home as effectively due to limited access to reliable Internet service.

Since Ontario was moved into a Provincewide Shutdown on December 26th, trends in key public health indicators have continued to worsen in both Northern and Southern Ontario, including concerning trends in health system capacity. Trends show increasing transmission in many Northern Ontario public health regions, with only one region showing a sustained low level of transmission.

To support families during this extended school closure, child care centres, and home-based child care services will remain open. Ontario is also expanding eligibility for the

Ministry of Education's targeted emergency child care program for a broader number of frontline health and safety workers.

The impacts of these time-limited measures throughout the province will be evaluated after 14 days to determine if it is safe to lift any restrictions or if they need to be extended.

New Community Safety and Well-Being Plan (CSWB) Deadline

In April 2020, the Solicitor General delayed the January 1st, 2021 deadline for the completion and adoption of Community Safety and Well-Being (CSWB) plans. This delay acknowledged the impact that the COVID-19 pandemic was placing on municipal governments and restricting their ability to complete these plans by year end.

On December 24th, 2020, the Ministry of the Solicitor General announced a new July 1st, 2021 deadline date for municipal governments to have their CSWB plans adopted. This six-month extension is appreciated but we understand will continue to prove challenging for many municipal governments across Ontario.

AMO has long been concerned that CSWB plans are an unfunded mandate placed on municipal governments including many with limited staffing resources. With managing an aggressive second wave of the pandemic, municipal governments will find it challenging to conduct and coordinate effective community engagement, including required strong participation from local health and education agencies, that is necessary to produce meaningful plans by the middle of 2021.

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.

*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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before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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 higher logic

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



AP5130

Page : 1

Date : Jan 07, 2021

Time : 3:18 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 07-Jan-2021

Bank : 099 To 1

Class : All

Supplier	Supplier Name	Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0101 ADMINISTRATION					
07050	GRAND & TOY LIMITED				
R546165	Office Supplies & Paper	150	14-Dec-2020	07-Jan-2021	
1-5-0101-101					123.26
R566490	Printer Toner Cartridge	150	21-Dec-2020	07-Jan-2021	
1-5-0101-101					152.54
16074	PIGEAU CINDY				
DEC24-26/20 E:	Mileage & Zoom Expenses Dec24-26/20	150	31-Dec-2020	07-Jan-2021	
1-5-0101-106					22.60
1-5-0101-102					21.30
18011	RECEIVER GENERAL FOR CANADA				
DEC 2020 REM	December 2020 Remittance	150	31-Dec-2020	07-Jan-2021	
1-2-0101-331					6,243.02
18047	MARJORIE ROSE ROBINSON				
2020-43	Accounting Assistance- Jul 15-Dec 31/20	150	31-Dec-2020	07-Jan-2021	
1-5-0101-116					728.65
20012	TOWN OF MATTAWA				
IN01607	Community Safety Well Being Plan Payment	150	22-Dec-2020	07-Jan-2021	
1-5-0101-106					675.00
Department Total :					7,966.37

DEPARTMENT 0200 FIRE PROTECTION					
12021	MAXWELL DEAN				
DEC 5-6/20 EXF	Mileage & Meals for Fire/Training	150	31-Dec-2020	07-Jan-2021	
1-5-0200-138					131.08
16073	PROGRESSIVE COMPUTING SOLUTION				
1749	Laptop for Fire Dept.	150	23-Dec-2020	07-Jan-2021	
1-5-0200-138					1,469.00
Department Total :					1,600.08

DEPARTMENT 0300 ROADS					
07081	GROVE JACOB				
DEC17-DEC31/	Mileage Expenses Dec 17-31/20	150	31-Dec-2020	07-Jan-2021	
1-5-0300-102					60.00
23008	WHALLEY CHRIS				
DEC 2020 EXPI	Vehicle Mileage, Cell Phone Usage- Dec 2020	150	31-Dec-2020	07-Jan-2021	
1-5-0300-102					1,271.90
1-5-0300-103					75.00
Department Total :					1,406.90

DEPARTMENT 0325 TRUCK EXPENDITURES					
07011	GRANT FUELS INC.				
211823	Truck Clear Diesel 1,344.7L @ \$1.08/L	150	29-Dec-2020	07-Jan-2021	
1-5-0325-106					1,455.69
Department Total :					1,455.69

DEPARTMENT 0326 GRADER EXPENDITURES					
07011	GRANT FUELS INC.				
211824	35% Loader & 65% Grader Dyed Diesel 347.4L @ \$0.92/L	150	29-Dec-2020	07-Jan-2021	
1-5-0326-106					207.97
Department Total :					207.97

DEPARTMENT 0327 LOADER/HOE EXPENDITURES					
07011	GRANT FUELS INC.				
211824	35% Loader & 65% Grader Dyed Diesel 347.4L @ \$0.92/L	150	29-Dec-2020	07-Jan-2021	

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



AP5130

Page : 2

Date : Jan 07, 2021

Time : 3:18 pm

Supplier : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 07-Jan-2021
 Bank : 099 To 1
 Class : All

Supplier	Supplier Name	Invoice #	Invoice Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 0327			LOADER/HOE EXPENDITURES				
1-5-0327-106			FUEL & OIL - LOADER/HOE EXP.				111.98
Department Total :							111.98

DEPARTMENT 0700			RECREATION				
07081			GROVE JACOB				
DEC17-DEC31/			Mileage Expenses Dec 17-31/20	150	31-Dec-2020	07-Jan-2021	60.00
1-5-0700-102			MILEAGE EXPENSE - RECREATION				60.00
Department Total :							60.00

DEPARTMENT 0900			BUILDING				
03180			CONRAD SHANE				
AUG-DEC 2020			Building Mileage- Aug to Dec 2020	150	31-Dec-2020	07-Jan-2021	148.00
1-5-0900-102			MILEAGE EXPENSE - BUILDING				148.00
20014			TOWNSHIP OF PAPINEAU/CAMERON				
2020-36			CBO Services - Nov 2020	150	31-Dec-2020	07-Jan-2021	1,676.04
1-5-0900-110			CBO/INSPECTION SERVICES - BUILDING				1,676.04
2020-38			CBO Services - Dec 2020	150	31-Dec-2020	07-Jan-2021	1,750.74
1-5-0900-110			CBO/INSPECTION SERVICES - BUILDING				1,750.74
Department Total :							3,574.78

DEPARTMENT 0950			ENFORCEMENT				
03051			CARMICHAEL PAULINE				
DEC13-14/20 E: Wildlife Damage Investigator Mileage				150	31-Dec-2020	07-Jan-2021	24.50
1-5-0950-102			MILEAGE EXPENSES-ENFORCEMENT				24.50
20012			TOWN OF MATTAWA				
IN01579			Police Services - Dec 2020	150	16-Dec-2020	07-Jan-2021	7,319.59
1-5-0950-141			POLICING SERVICES				7,319.59
Department Total :							7,344.09

Unpaid Total : 23,727.86

Total Unpaid for Approval :	23,727.86
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 :	23,727.86