

CORPORATION OF THE MUNICIPALITY OF CALVIN

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**Tuesday December 14, 2021 at 7:00 p.m. - ELECTRONICALLY**

1. **CALL TO ORDER**
2. **WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **PETITIONS AND DELEGATIONS** Mr. Dean Grant – Road Use Agreement  
Expertise for Municipalities (E4M) – HR Policy Update
4. **REPORTS FROM MUNICIPAL OFFICERS** Chris Whalley, Roads Superintendent  
Dean Maxwell, Fire Chief  
Shane Conrad, Chief Building Official – Written Report Only
5. **REPORTS FROM COMMITTEES** None
6. **ACTION LETTERS**
  - A1) Mayor Pennell Opening Remarks
  - A) By-Law No. 2021-035 A By-Law to Appoint Vacancy on Council
  - B) Minutes of Council Meeting Adopt Minutes of Tuesday, November 23, 2021
  - C) Minutes of Council Meeting Adopt Minutes of Tuesday, December 7, 2021
  - D) By-Law #2021-034 Agreement between Townships of Chisholm and Bonfield and the Municipalities of East Ferris and Calvin for By-Law Enforcement
  - E) Township of Papineau-Cameron Appointment of Member of Papineau-Cameron Council to the Cassellholme Board of Management
  - F) District of Nipissing East – Cassellholme Conditional Support of Borrowing Sums Necessary to Meet Capital Costs of Rebuild of Cassellholme – Conditional on Review and Transition of Cassellholme from a Territorial Home to a Municipal Home for the City of North Bay
  - G) Municipality of Calvin – Landfill Results of Request for Quotations for 2022-2023 Well Monitoring at the Calvin Landfill Site
  - H) By-Law No. 2021-037 A By-Law to Adopt a Strategic Plan for the Years 2022-2026
  - I) By-Law No. 2021-036 A By-Law to Amend the Appointed Members to the Committee of Adjustment
  - J) Report from Clerk-Treasurer 2021CT63 Report to Council – Emergency Control Group Meeting Summary
  - K) Report from Clerk-Treasurer 2021CT64 Report to Council – Confirmatory By-Law

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|----|---|---|
| L) | Municipality of Calvin – Administration | Addition to the Agenda – Confirmatory By-Law                  |
| M) | By-Law #2021-038                        | Appoint a Municipal Administrator                             |
| N) | Municipality of Calvin – Educational    | Five Sustainable Procurement Strategies for the Public Sector |

**7. INFORMATION LETTERS**

- |    |   |  |
|----|---|--|
| A) | Cassellholme for the Aged   | Redevelopment Financing Options Update   |
| B) | Ministry of Agriculture and Agri-Food Canada<br>Ministry of Agriculture, Food and Rural Affairs | New Canadian Agricultural Partnership (CAP) Program  |
| C) | Municipality of East Ferris   | Stop-Arm Camera Systems/Let’s Remember Adam Campaign   |
| D) | Ministry of Northern Development, Mines   | Northern Ontario Resource Development Support Fund (NORDS)   |
| E) | Ministry of the Environment, Conservation<br>And Parks  | Environmental Assessment Modernization Initiative  |
| F) | Municipal 3Rs Collaborative   | Open Letter to Rule Making Producer Responsibility Organizations   |
| G) | Town of Georgina  | Lack of Recycling Options – Agricultural Bale Wrap and Twine and Boat Shrink Wrap                                    |
| H) | Association of the Municipalities of Ontario  | AMO Board Approves Indigenous-Municipal Relationship Agreement Guidance Document for Municipalities                  |
| I) | City of Kitchener   | Ontario Fire Marshal’s Office Review of Ontario Fire Code Sentence 9.5.3.3(3)  |
| J) | City of St. Catharines  | National Childcare Program   |
| K) | Ministry of Infrastructure  | Building Broadband Faster Act Guideline and Regulations  |
| L) | Association of the Municipalities of Ontario  | Ontario Broadband Strategy, Excess Soil Regulations (Webinar), Planning Act Delegations                              |
| M) | D.S. Dorland Limited  | Northern Ontario Property Surveying  |
| N) | Federation of Northern Ontario Municipalities   | Concern with Physician, Nurse and Health Care Professionals Shortage in Northern Communities                         |
| O) | Federation of Northern Ontario Municipalities   | Application to Host FONOM Conference in 2023,2024 or 2025  |
| P) | Ontario Land Tribunal   | Online Document Submission   |
| Q) | Ministry of the Environment, Conservation<br>And Parks  | Amendment to Technical Rules for Assessing Source Water Protection Vulnerability and Risk Under the Clean Water Act, |

2006

- R) Alcohol and Gaming Commission of Ontario Ontario Announces a New Progressive Jackpot Raffle Offering and a New Social Gaming License
- S) Ministry of Environment, Conservation And Parks Update to Noise Prediction Methods
- T) Town of Penetanguishene Concerning Rates of Recidivism
- U) Federation of Northern Ontario Municipalities ONTC Northlander Passenger Train Test Run
- V) Near North Crime Stoppers Supporting Crime Stoppers Helps Municipalities to Support their Local Community Safety and Well Being Plans
- W) City of North Bay Cassellholme Financing contingent on Transitioning from a Territorial District Home to a Municipal Home run by the City of North Bay

**8. INFORMATION LETTERS AVAILABLE**

Environmental Assessment Modernization – Moving to a Project List Approach Under the Environmental Assessment Act

Circular Materials – Request for Expressions of Interest to Receive and Manage Residential Blue Box Materials

Building Broadband Faster with Guidelines – November 30 2021

**9. OLD AND NEW BUSINESS**

**10. ACCOUNTS APPROVAL REPORT**

**11. CLOSED PORTION**

As per Section 239 (3.1) for the purpose of education and training RE: Council's Role and legal obligations as an Employer; Section 239 (2)(b) personal matters about an identifiable individual, including a municipal or local board employee and (2)(d) labour relations or employee negotiations RE: to discuss performance expectations, wages and the negotiation of an employment contract for the Clerk-Treasurer.

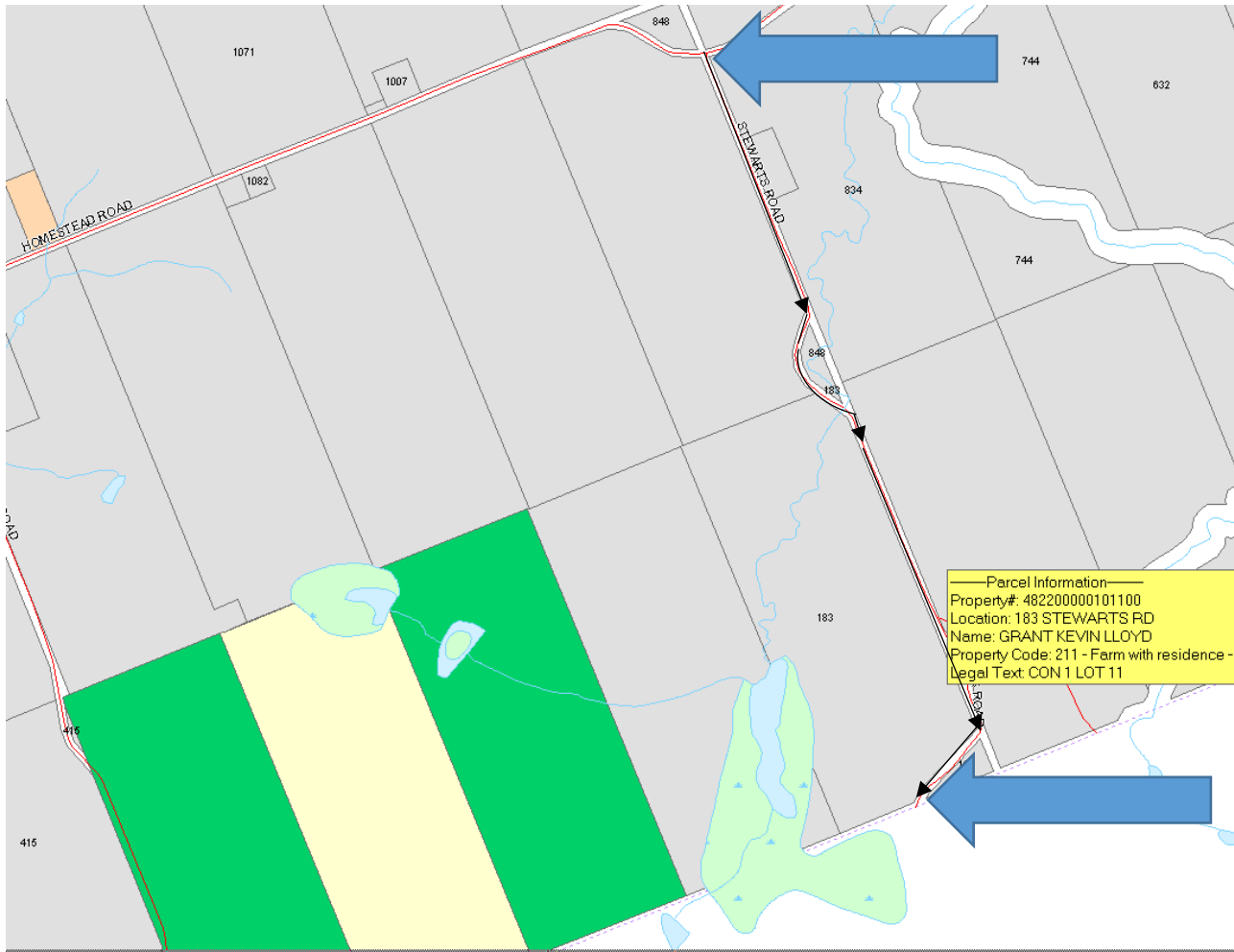
**12. BUSINESS ARISING FROM CLOSED SESSION**

**13. NOTICE OF MOTION**

**14. CONFIRMATORY BY-LAW**

By-Law #2021-039 - Confirmatory By-Law for October 1, 2021 To December 31, 2021

**15. ADJOURNMENT**



Parcel Information  
 Property#: 48220000101100  
 Location: 183 STEWARTS RD  
 Name: GRANT KEVIN LLOYD  
 Property Code: 211 - Farm with residence - v  
 Legal Text: CON 1 LOT 11

els : -----Parcel Information-----Property#: 48220000101100-Location: 183 STEWARTS RD-Name: GRANT KEVIN LLOYD-Property Code: 211 - Farm with residence - w



## MUNICIPALITY OF CALVIN

1355 Peddlers Dr, Mattawa, ON P0H 1V0

Tel: 705-744-2700

Fax: 705-744-0309

clerk@calvintownship.ca

### Delegation Request Form

Due to the COVID-19 pandemic, upcoming Council and Committee meetings will be held using electronic video conference.

To speak at our electronic Council meeting, you must complete this form. Upon receipt of this form, the Clerk will confirm your delegation and provide instructions on how to participate in the electronic video conference.

Council meetings are held the second & fourth Tuesday of each month at 7 pm. The requests to appear before Council must be received in writing by the Clerk NO LATER than 12:00 noon of the THURSDAY immediately preceding the scheduled Council meeting. Only one spokesperson per organization shall speak on behalf of the group at the delegation to Council.

Name & Organization: Kevin and Cindy Grant

Address: 183 Stewarts Road

Email Address: kgrant@hotmail.ca

Contact Telephone: \_\_\_\_\_

Date of Meeting you are requesting for the delegation: December 14, 2021

Please state the purpose of the delegation: (Please attach Presentation if one will be given to Council)

To discuss Road Agreement.  
Dean Grant will be speaking.

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November 3, 2021

**ROAD USE AGREEMENT**

THIS AGREEMENT MADE BETWEEN:

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**

(hereinafter called the "Municipality")

OF THE FIRST PART

- and -

**KEVIN GRANT and CINDY GRANT**

(hereinafter called the Grants)

OF THE SECOND PART

WHEREAS the Municipality is the registered owner of the seasonally maintained road called "Stewart's Road";

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

AND WHEREAS the Municipality has agreed to permit certain sections of Stewart's Road to be so used on the understanding that the Grants will assume all responsibility for maintenance of the driveway and for certain liability arising out of its use as specified in this Agreement;

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

1. **PERMISSION TO USE**

1.1 The Municipality hereby grants to the Grants a non-exclusive permission to use the Premises as a driveway to access their lands and premises as described in Schedule "B" (the Grants' Lands) including maintenance and snowplowing during the winter period. Notwithstanding the granting of this

permission the Municipality shall continue to have the right to use the Premises and the Premises shall continue to be open for public usage. The Grants shall not be permitted to install or erect any barriers, fencing or signage indicating that the Premises are for the Grants' sole and exclusive use.

## 2. TERM

- 2.1 Subject to termination for the reasons hereinafter set out, this Agreement shall continue unless and until the Municipality, in its sole and unfettered discretion, determines that the Premises are required for municipal purposes that are inconsistent with this Agreement or that it is in the best interests of the Municipality to terminate this Agreement. In such event, the Municipality shall give to the Grants at least six (6) months' notice in writing of its intention to terminate this Agreement.
- 2.2 In the event that the Grants fail to keep, observe or perform any of the terms, conditions, covenants and agreements herein contained which the Grants are required to keep, observe or perform for a period of fifteen (15) days after notice in writing of such failure has been given to the Grants then, at the option of the Municipality, the Municipality may terminate this Agreement by giving notice in writing to Grants.
- 2.3 In the event that the use of the Premises for the purposes more particularly set out in this Agreement have been discontinued for a period of more than twelve (12) consecutive months then the Municipality may terminate this Agreement by giving notice in writing to Grants.
- 2.4 This Agreement shall terminate in the event that the Grants are no longer the registered owner of the Grants' Lands unless a Transfer of the Agreement has been completed.
- 2.5 Notwithstanding the Municipality's right of termination as set out herein the Municipality may also remedy a default of the Grants and the Grants agrees to be responsible for all costs incurred by the Municipality with respect to correcting the said default.
- 2.6 In the event that the Municipality establishes Stewart's Road as a year- round maintained municipal road this Agreement shall terminate without notice.

## 3. CONDITION OF PREMISES

The Grants accept the Premises in an “as is” condition and shall not make any improvements or alterations to the Premises, other than snowplowing, without the prior written consent of the Municipality.

Further, the Grants acknowledge and agree that they will not perform any work or maintenance on or of the Premises outside of the winter period. For greater clarity, the Grants shall perform no work or maintenance on the premises between June 1 and September 30 in any year unless the Grants have entered into a separate written agreement with the Municipality which specifically authorizes that work or maintenance in accordance with the Municipality’s Road Maintenance By-Laws 2016-020 and 2017-015.

#### 4. NO INTEREST IN LAND

The Grants acknowledge that this Agreement shall in no way create any interest in land or easement rights.

#### 5. MAINTENANCE AND REPAIR

5.1 The Grants agree to maintain the Premises, including any permitted improvements or alterations, so that the Premises will at all times be in good repair and safe for use during the winter period. Upon termination of this Agreement the Grants agree to leave the Premises in good repair and safe for use and this provision shall survive the termination of this Agreement.

5.2 The Grants acknowledge that the Municipality does not have any obligation or responsibility whatsoever for the care and use of the Premises including tree or vegetation removal, or sanding during the winter period.

5.3 The Grants acknowledge that this Agreement does not increase any local services provided by the Municipality.

#### 6. INDEMNIFICATION FROM LIABILITY

The Grants agree and covenant to indemnify and save harmless the Municipality and its employees, officers, directors, agents, servants and invitees (collectively, the “**Indemnified Parties**”) from and against any and all loss, liability, damages, costs



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

## 7. TRANSFER OF AGREEMENT

7.1 The Grants shall not assign or transfer this Agreement in whole or in part without the prior written consent of the Municipality which shall not be unreasonably withheld or delayed, but shall be subject to the following conditions:

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

## 8. SIGNAGE

The Grants shall erect signage at both the north and south end of the Premises which read as follows:

This is a privately maintained road between October 1st in one year and May 31st in the following year. Use at your own risk.

The signage shall be approved in writing by the Municipality before being erected and shall be maintained in good condition by the Grants.

## 9. NOTICE

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

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

To the Grants: Kevin Grant and Cindy Grant  
183 Stewarts Road,  
Mattawa, ON P0H 1V0  
Email: [kgrant@hotmail.ca](mailto:kgrant@hotmail.ca)

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

## 10. GENERAL

10.1 Time shall in all respects be of the essence hereof.

10.2 No condoning, excusing or overlooking by the Municipality of any default, breach or non-observance by Grants at any time or times in respect of any

terms, conditions, covenants or agreements contained herein shall operate as a waiver of the Municipality's rights hereunder in respect of any continuing or subsequent default, breach or non-observance so as to defeat or affect such continuing or subsequent default or breach, and no waiver shall be inferred or implied by anything done or omitted by the Municipality, save only an express waiver in writing.

- 10.3 This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of the parties hereto.
- 10.4 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 10.5 This Agreement, including any Schedules attached hereto, shall constitute the entire Agreement between the parties. There are no representations, warranties, collateral agreements or conditions which affect this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.
- 10.6 In the event that this Agreement is granted to more than one person then the obligations of all persons herein shall be joint and several.

SIGNED, SEALED AND DELIVERED BY:

the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

THE CORPORATION OF THE  
MUNICIPALITY OF CALVIN

Per: \_\_\_\_\_

Name: Ian Pennell

Title: Mayor

Per: \_\_\_\_\_

Name: Cindy Pigeau

Title: Clerk-Treasurer

I/We have authority to bind the Corporation.

SIGNED, SEALED AND DELIVERED BY:

The Grants this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
KEVIN GRANT

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CINDY GRANT

**THIS IS SCHEDULE "A" TO THE AGREEMENT BETWEEN THE CORPORATION OF  
THE MUNICIPALITY OF CALVIN AND KEVIN GRANT AND CINDY GRANT**

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**THE PREMISES**

See Attached Map.

**THIS IS SCHEDULE "B" TO THE AGREEMENT BETWEEN THE CORPORATION OF  
THE MUNICIPALITY OF CALVIN AND KEVIN GRANT AND CINDY GRANT**

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**GRANT LANDS**

Concession 1 Lot 11

# **MUNICIPALITY OF CALVIN**

## **REPORT TO COUNCIL**

REPORT DATE: CW 09/12/2021

PREPARED BY: Roads Superintendent – Chris Whalley

SUBJECT: Roads Report – Roads Department

**Council Report December 14<sup>th</sup>, 2021**

- 1. The new Siding and Roof project for the Public works garage has been completed. The contractor did an awesome job, replacing all the siding and trim. They replaced 3 new outside ground fault plugins, and 3 new motion detector lights, in front of the big bay doors, and 1 over the main man door. The contractor also did an awesome job installing the new roof. They added 2-½ inches of foam insulation and overlaid that with a fusion polymer layer to make the roof absolutely leak proof. They installed ice jams over the doors to prevent any icicle buildup or overhanging ice at each door and water drains to deflect any water runoff. 100% of the funding for this project was provided by Investing in Canada Infrastructure Program (ICIP), at no cost to the ratepayers. As part of the funding agreement, signs had to be erected on the lawn in front of the garage. I am really happy with the work that was done and it should extend the life of the garage for many years.**
- 2. As part of the garage roof replacement project, one of the old original furnaces, had to be replaced. The old furnace was outdated and had an external flame or pilot light. Not compatible for a garage with fuel and oil fumes. The old venting was up and out through the roof. New vents were installed for both furnaces, one through the end wall and the other through the back wall. Both furnaces are working well and the old furnace has been declared surplus.**
- 3. We finished up our Annual A Gravel Resurfacing and Gravel Patching Material. We hauled 768 tons with our own trucks and 2002 tons with Miller Group North Bay, belly dumps. The gravel was hauled from Miller pit on Line 3 Rutherglen. We spread A gravel on Mt Pleasant Rd, Peddlers Dr, Brule Rd, Adams Rd, Daventry Rd and Suzanne's Rd as needed.**

- 4. The Guide rail replacement project for the Whalley Bridge and Crothers Bridge was completed November 5th, 2021. All of the W beams and wooden posts were removed. They were all replaced with new W beams, and tri beams along with new galvanized steel posts. New up to date end treatment or crash barriers were installed at the approach end of each bridge. All the old material, W beams and wooden posts were saved and brought back to the township yard. This material will be used next year to do any necessary repairs to Crosses Bridge Guide rails.**
  
- 5. Beavers have been very active in the municipality, plugging culvert ends and damming up creeks. Controlling beavers is very time consuming and costly to the municipality. I was contacted by a young resident of Calvin who has just recently got his trapping license. He was looking for areas to trap. I have signed a permission form, allowing him to trap nuisance beavers within the township road right of ways. I understand that he has been somewhat successful and this is helping us out a lot.**

**Chris Whalley**

**Roads Superintendent**

**Municipality of Calvin**





# MUNICIPALITY OF CALVIN FIRE DEPARTMENT MONTHLY REPORT



PROTECTING CALVIN SINCE 1976

**Report Date: November 2021**

**Originator: Dean Maxwell/ Fire Chief**

## **Responded alarms**

**Nov/17/21/17:38 Possible Carbon monoxide leak.**

**Nov/26/21/20:45 MVC Hwy 17 west of Hwy 630.**

## **Meeting nights/Training**

**Nov/4/21 Meeting night: F.F.A Meeting/Cleaned fire hall.**

**Nov/11/21 Meeting night: BA drills/Dawn BA under a minute.**

**Nov/18/21 Meeting night: Run portable pumps at Smith Lake.**

**Nov/25/21 Meeting night: Obstacle course training. Fastest time.**

## **Fleet status report**

**New pumper has been delayed due to waiting for parts for certification.**

**Parts coming in first week in December.**

## **Chief report**

**The Calvin Fire Department would like to thank Mattawa fire department for the invite to the Firefighters parade of lights on Dec/4/21 in Mattawa.**

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**Dean Maxwell**

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**Cindy Pigeau**



## MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, P0H 1V0

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

[building@calvintownhsip.ca](mailto:building@calvintownhsip.ca) • [www.calvintownship.ca](http://www.calvintownship.ca)

### BUILDING REPORT

**MONTH: November, 2021**

1. NUMBER OF PERMITS ISSUED	1
2. TOTAL MONTHLY VALUE	\$ 10,000
3. TOTAL FEES COLLECTED	\$ 330
4. TOTAL BUILDING VALUE TO DATE	\$523,190
5. TOTAL FEES COLLECTED TO DATE	\$3,460

#### COMMENTS:

<b>Permit: 18-2021</b>	<b>Type: Porches and Deck</b>	<b>Value: \$10,000</b>	<b>Fee: \$180</b>
<b>05-2020</b>	<b>Occupancy</b>		<b>\$75</b>
<b>11-2021</b>	<b>Occupancy</b>		<b>\$75</b>

**NOTES:** Permit 16-2021; not picked up and not paid for.

SHANE CONRAD  
CHIEF BUILDING OFFICIAL

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NUMBER 2021-035

**BEING A BY-LAW TO CONFIRM THE APPOINTMENT OF TWO PEOPLE TO FILL  
TWO VACANCIES ON COUNCIL.**

WHEREAS the *Municipal Act 2001*, c. 25, Sections 262, 263 and 264 provide the means by which a Council shall ;

- a) declare an office of a member of council as vacant, and
- b) fill the vacancy, and also that
- c) the person filling the vacancy shall hold office for the remainder of the term

NOW THEREFORE COUNCIL ENACTS AS FOLLOWS THAT:

1. As a result of Councillor Heather Olmstead and Councillor Daniel Maxwell resigning from their positions to hold office as members of council there now exists two vacancies on council, and
2. Resolution No. 2021-266 dated the 9th day of November, 2021, declared the office vacant, and
3. Resolution No. 2021-267 determined that the vacancies on council shall be filled by appointing a person who has consented to accept the office if appointed, and
4. Kim Brooker and Bart Castelijn has consented to accept the appointment as a Members of Council, and
5. This By-law is to confirm that appointment.

**BE IT ENACTED AS A BY-LAW OF THIS CORPORATION AS FOLLOWS:**

1. **Vacancy on Council**

That this Council does confirm the appointment of Kim Brooker and Bart Castelijn to fill the Vacancies on Council for the remainder of this term of Council (to November 30, 2022).

BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS THE 14th DAY OF December, 2021.

\_\_\_\_\_  
Ian Pennell, Mayor

\_\_\_\_\_  
Cindy Pigeau, Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, NOVEMBER 23, 2021

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, Councillor Christine Shippam, Recreation, Landfill and Cemetery Manager, Jacob Grove and Clerk-Treasurer, Cindy Pigeau.

Regrets: 0  
Guests: Tammy Albers (E4M), Chelsea Degagne (E4M), Sean Sparling (ISN), Jim Van Allen (ISN)

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

PECUNIARY/CONFLICT OF INTEREST:                  None

PRESENTATIONS/DELEGATIONS:                  Expertise for Municipalities (E4M) – Go Forward Strategy  
   -Statement of Tammy Albers Role at E4M  
   -Presentation (PowerPoint) on 13 ways to Kill a Community

2021-281          AMENDMENT TO AGENDA

Moved by Coun Cross and seconded by Coun Shippam that Council hereby authorizes the following amendments to the November 23, 2021 agenda:

A1)          Municipality of Calvin                          Amendment to Agenda

11.          That this portion of the meeting be now closed under the Municipal Act, 2001, as per Section 239 (2) (e) – litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards and Section 239 (k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board – RE: Cassellholme Re-development Project and as per Section 239 (3.1) – Educational training session for Council given by Expertise for Municipalities (E4M).

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Shippam	Yea
Mayor Pennell	Yea

Carried

2021-282          ADOPT MINUTES OF TUESDAY, NOVEMBER 9<sup>TH</sup>, 2021 COUNCIL MEETING

Moved by Coun Shippam and seconded by Coun Cross that the minutes of the regular meeting of Council held on Tuesday, November 9, 2021 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross	Yea
Councillor Shippam	Yea
Mayor Pennell	Yea

Carried

2021-283          ADOPT MINUTES OF TUESDAY, NOVEMBER 16<sup>TH</sup>, 2021 COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Shippam that the minutes of the special meeting of Council held on Tuesday, November 16, 2021 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

2021-269        BY-LAW #2021-033 – BEING A BY-LAW TO RENEW AN AGREEMENT BETWEEN THE NORTH BAY AND DISTRICT HUMANE SOCIETY AND THE CORPORATION MUNICIPALITY OF CALVIN FOR THE DURATION OF JANUARY 1, 2022 TO DECEMBER 31, 2022.

Moved by Coun Shippam and seconded by Coun Cross that being a by-law to renew an agreement between the North Bay and District Humane Society and the Corporation of the Municipality of Calvin for the duration of January 1, 2022 to December 31, 2022. This by-law received third and final reading on Tuesday November 23<sup>rd</sup>, 2021 and finally passed before an open Council on this date.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

2021-284        CALL FOR QUOTATIONS FOR WELL MONITORING FOR 2022/23

Moved by Coun Cross and seconded by Coun Shippam that whereas Council deems it necessary to call for Requests for Quotations (RfQ) for the 2022/23 Well Monitoring program at the landfill site; Now be it therefore resolved that the Request for Quotations for 2022/23 Well Monitoring be sent out as prepared to qualified firms, with a closing date and time of Tuesday December 14, 2021 at 3 p.m., and that these RfQ's will be opened and total prices will be released at the regular meeting of the same date and subsequently reviewed by Staff for recommendation to Council on January 11, 2022 based on the merit point evaluation system as outlined in the RfQ.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

2021-285        REGIONAL MUNICIPALITIES ADVERTISING IN OUR NEWSLETTER

Moved by Coun Shippam and seconded by Coun Cross that be it resolved that the Council of the Municipality of Calvin will hereby allow, the regional municipalities and public service groups (Mattawa, Mattawan, Papineau-Cameron and Bonfield) to advertise events in our monthly newsletter; if all requests are fully prepared and provided to the Municipality in an electronic format; All requests must be provided to the Municipality a minimum of 2 weeks prior to the release date of the Newsletter (on or about the 15<sup>th</sup> of every month); Are an 8.5 x 11" page in size; A fee of \$0.30 per page copying costs (currently 250 copies) will be charged until December 2021; A fee of \$10.00 per page plus \$0.30 copying cost (approximately 10-15 copies for those who have requested a mailed copy) will be charged per advertisement once we go electronic in January of 2022. And further requests the Clerk-Treasurer to add these fees to the "Fees and Charges By-Law".

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Amendments

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Motion

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

2021-262        BY-LAW NO. 2021-032 BEING A BY-LAW TO AUTHORIZE ROAD USE AGREEMENT BETWEEN KEVIN AND CINDY GRANT AND THE MUNICIPALITY OF CALVIN.

Moved by Coun Cross and seconded by Coun Shippam (Second Reading), moved by Coun Shippam and seconded by Coun Cross (Third Reading) that being a by-law to authorize road use agreement between Kevin and Cindy Grant and the Municipality of Calvin. This by-law received second, third and final reading on Tuesday November 23<sup>rd</sup>, 2021 and finally passed before an open Council on this date.

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

Recorded Vote as per Electronic Meeting Best Practices

Third Reading

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

2021-286        DECLARATION OF FURNACE AS SURPLUS

Moved by Coun Cross and seconded by Coun Shippam that whereas the Municipality of Calvin recently replaced an old furnace in the Public Works Garage as the venting needed to be changed at the same time as the siding and roof were being replaced and the old furnace no longer met code; And whereas the Olsen Inc, Duo Matic, Model KAS-200, Serial Number 29138KAFP furnace has been taken out of service to the Municipality of Calvin; Now be it resolved that Council hereby declares the Olsen Inc, Duo-Matic, Model KAS-200 to be surplus to the further needs of the Municipality and hereby authorizes the Road Superintendent and the Clerk-Treasurer to then offer up this furnace or any of its' parts for sale at best offer.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell         Yea  
Carried

2021-287        BY-LAW #2021-034 THAT BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN THE TOWNSHIP OF CHISHOLM, TOWNSHIPS OF BONFIELD AND PAPINEAU-CAMERON AND THE MUNICIPALITIES OF CALVIN AND EAST FERRIS FOR THE ENFORCEMENT OF MUNICIPAL BY-LAWS

Moved by Coun Shippam and seconded by Coun Cross (First Reading), moved by Coun Cross and seconded by Coun Shippam (Second Reading) that being a by-law to enter into an agreement between the Township of Chisholm, Townships of Bonfield and Papineau-Cameron and the Municipalities of Calvin and East Ferris for the enforcement of Municipal By-laws. This by-law received 1<sup>st</sup> & 2<sup>nd</sup> reading on Tuesday, November 23, 2021 and will come before Council for a 3<sup>rd</sup> and final reading on Tuesday, December 14, 2021.

Recorded Vote as per Electronic Meeting Best Practices

First Reading

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

2021-288        CLOSED PORTION

Moved by Coun Shippam and seconded by Coun Cross that this portion of the meeting be now closed under the Municipal Act, 2001, as per Section 239 (2) (e) – litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards and Section 239 (k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board – RE: Cassellholme Re-development Project and as per Section 239 (3.1) – Educational training session for Council given by Expertise for Municipalities (E4M).

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

2021-289        OUT OF CLOSED

Moved by Coun Shippam and seconded by Coun Cross that be it resolved that the Council for the Corporation of the Municipality of Calvin arise from Closed Session at 10:21 p.m. and report as follows: That Council has been updated on the Cassellholme Redevelopment Project and was presented with educational information and training from Expertise for Municipalities (E4M) – RE: Go Forward Strategy.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

2021-290        ADJOURNMENT

Moved by Coun Cross and seconded by Coun Shippam that this regular meeting of Council now be adjourned at 10:23p.m.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

---

Mayor

---

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE SPEICAL MEETING OF COUNCIL TUESDAY, DECEMBER 7, 2021

The special 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 Christine Shippam and Clerk-Treasurer; Cindy Pigeau.

Regrets: 0  
Guests: Kim Brooker  
Sarah Homer  
Ken Ferance  
Bart Castelijn  
Richard Gould

The meeting was called to order at 6:30 p.m. by Mayor Ian Pennell

PECUNIARY/CONFLICT OF INTEREST: None  
PRESENTATIONS/DELEGATIONS: None

2021-291 CANDIDATES ACKNOWLEDGEMENT

Move by Coun Shippam and seconded by Coun Cross that "BE IT RESOLVED THAT the following candidates, who have signified in writing their interest in being appointed to a Vacant Councillor Seat, be considered for appointment to fill such vacancy: 1. Kim Brooker, 2. Bart Castelijn, 3. Kenneth Ferance, 4. Richard Gould, 5. Sarah Homer and ~~6. John Richardson~~. (John Richardson withdrew his application on Monday, December 6, 2021 at 7:07 P.M. by email).

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea  
Councillor Shippam Yea  
Mayor Pennell Yea  
Carried

2021-292 MOTION APPOINTING THE SUCCESSFUL CANDIDATE(S), SHOULD ANY BE CHOSEN

Moved by Coun Shippam and seconded by Coun Cross that Kim Brooker and Bart Castelijn be appointed as Councillors for the Corporation of the Municipality of Calvin for the remainder of the (Term of Office) 2018-2022 Term of Council.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea  
Councillor Shippam Yea  
Mayor Pennell Yea  
Carried

2021-293 DIRECTIVES TO STAFF: NEXT STEPS FOR THE STRATEGIC PLAN

Moved by Coun Cross and seconded by Coun Shippam that the next meeting for the development of the Municipality of Calvin's Strategic Plan will be held February 1, 2022, if required, as a Special Meeting of Council. Directives to Clerk-Treasurer – To make the suggested changes to DRAFT Strategic Plan as indicated by Council and bring the revised DRAFT to the Special Regular Meeting of Council on ~~February 1, 2022~~ December 14<sup>th</sup>, 2021. ~~If no changes are required then the Strategic Plan can be brought forth at the next regular Council Meeting for approval.~~ Council requests that the implementation of a Chief Administrative Officer position be added to the Strategic Plan.

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Amendments  
Councillor Cross Yea  
Councillor Shippam Yea



Mayor Pennell            Yea  
Carried

Recorded Vote as per Electronic Meeting Best Practices

Acceptance of Motion

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

Discussion on Property Standards By-Law; was deferred to the January 11th, 2022 Regular Meeting of Council, that way a full council can discuss.

2021-294            ADJOURNMENT

Moved by Coun Shippam and seconded by Coun Cross that this special meeting of Council now be adjourned at 9:13 p.m.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross        Yea  
Councillor Shippam     Yea  
Mayor Pennell           Yea  
Carried

---

Mayor

---

Clerk

**This is Schedule “A” to By-law 2021-034**

Shared Municipal By-law Enforcement Officer services provided by the Township of Chisholm to the Townships of Bonfield and Papineau-Cameron and Municipalities of Calvin and East Ferris.

**AGREEMENT**

**BETWEEN:**

The Corporation of the Township of Chisholm  
having its principal office at  
2847 Chiswick Line, Powassan ON P0H1Z0  
(herein after called “Chisholm”)

OF THE FIRST PART

**AND**

The Corporation of the Township of Bonfield  
having its principal office at  
365 Highway 531, Bonfield ON P0H 1E0  
(herein after called “Bonfield”)

OF THE SECOND PART

**AND**

The Corporation of the Municipality of Calvin  
having its principal office at  
1355 Peddlers Drive, Mattawa, ON P0H 1V0  
(herein after called “Calvin”)

OF THE THIRD PART

**AND**

The Corporation of the Municipality of East Ferris  
having its principal office at  
390 Hwy 94, Corbeil, ON P0H1K0  
(herein after called “East Ferris”)

OF THE FOURTH PART

**AND**

The Corporation of the Township of Papineau-Cameron  
having its principal office at  
4861 Highway 17, P.O. Box 630 Mattawa, ON P0H 1V0  
(herein after called “Papineau-Cameron”)

OF THE FIFTH PART

**THE ABOVE PARTS HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS;**

1. That the enforcement of Municipal By-laws shall be carried out by the Municipal Bylaw Enforcement Officer, who is an employee of the Township of Chisholm. The employee is not part of the bargaining unit.
2. That the Township of Chisholm shall provide an employee, herein called Municipal By-law Enforcement Officer (MLEO) to all other parts of the Agreement to enforce each of their own Municipal By-laws, as well as, but not limited to, assisting with By-Law development and short

descriptions and getting fines approved with the Province. In the event that the Township of Chisholm appoints a new MLEO, the Township of Chisholm will inform all other parts of the change in employee and the agreement shall continue as is.

3. The MLEO will abide by the Township of Chisholm MLEO Job Description and Employee Personnel Policies and Procedures of the Township of Chisholm.

4. That the Council of the Townships of Bonfield and Papineau-Cameron and Municipalities of East Ferris and Calvin shall indemnify and save harmless the Township of Chisholm and their staff from any actions or litigation arising from matters under the *Municipal Act* and the *Planning Act* prior to the effective date of this agreement.

5. That the Townships of Bonfield, Chisholm and Papineau-Cameron and Municipalities of East Ferris and Calvin shall at all times during the term of this Agreement, maintain in force professional and general liability insurance appropriate to the duties of Municipal By-Law enforcement as specified herein.

6. That the Townships of Bonfield and Papineau-Cameron and Municipalities of East Ferris and Calvin shall, during the term of this Agreement, be included as an “additional named insured” under the Township of Chisholm Municipal Liability Insurance, but only in respect of and during the Services performed under this and cross liability insurance is to be provided.

7. That the Townships of Bonfield and Papineau-Cameron and Municipalities of East Ferris and Calvin shall reimburse semi-monthly, as invoiced to the Township of Chisholm the costs of providing municipal by-law enforcement services at the rate of \$37.00 per hour plus a mileage rate of \$0.50 per kilometer rate for travel allowance to and from the municipal office in Chisholm (2847 Chiswick Line) or the employee’s place of residence (Municipality of East Ferris), whichever is shorter.

8. That the Townships of Bonfield and Papineau-Cameron and Municipalities of East Ferris and Calvin agree to an increase in the hourly rate paid for MLEO services annually as per percentage increases negotiated for the unionized employees of the Township of Chisholm (CUPE 4616-01).

9. Expenses not listed in section 7 will be based on a prorated calculation and will be calculated on the actual MLEO hours used by each municipality in the 6-month period prior to invoicing. Municipalities will be invoiced semiannually, in July for the period of January 1 to June 30 and January for the period of July 1 to December 31. Expenses under this item include future training and continuing education and annual membership to the Municipal Law Enforcement Officer’s Association.

10. That the Township of Chisholm shall provide to the MLEO all necessary forms, applications and office supplies necessary to carry out their duties but will be use electronic communication and documentation as much as possible.

11. That each municipality provide administrative support to the MLEO for items such as, typing letters, mailing/couriering, finding contact information, etc., for the occurrences in their own municipalities and that one common occurrence form be used for all occurrences that the MLEO is asked to investigate. All paper and electronic documents, as applicable, will be returned to the proper municipality once the occurrence file is closed.

12. In the event of a complaint involving the MLEO, the CAO of the municipality who received the complaint shall reach out to the CAO of the Township of Chisholm as soon as possible for resolution.

13. The MLEO will provide an annual report to each municipality including items such as number of complaints, summary of infractions/outcomes, recommendations for changes to by-laws, etc.

14. That each municipality reach out directly to the MLEO when services by the by-law enforcement officer are needed in their own municipality.

15. That each municipality be responsible for their own legal counsel and fees associated with any legal dispute involving the MLEO.

16. That this Agreement shall be in effect from January 1, 2022 for a period of three years.

17. That any Council may terminate this agreement upon 60 days written notice.

18. Should this Agreement be terminated, the Townships of Bonfield and Papineau-Cameron and Municipalities of East Ferris and Calvin shall pay to the Township of Chisholm all outstanding costs up to the date of termination and the Township of Chisholm shall return in good order, all municipal files and records relating to by-law enforcement matters within the terminating municipality.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**For the Township of Chisholm:**

**For the Municipality of East Ferris:**

\_\_\_\_\_  
Mayor, Gail Degagne

\_\_\_\_\_  
Mayor,

\_\_\_\_\_  
CAO, Jennistine Leblond

\_\_\_\_\_  
CAO

**For the Township of Bonfield:**

**For the Municipality of Calvin:**

\_\_\_\_\_  
Mayor,

\_\_\_\_\_  
Mayor,

\_\_\_\_\_  
CAO

\_\_\_\_\_  
CAO

**For the Township of Papineau-Cameron:**

\_\_\_\_\_  
Mayor,

\_\_\_\_\_  
CAO

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-034

**Being a By-Law to enter into an agreement with the Township of Chisholm, Townships of Bonfield and Papineau-Cameron and Municipalities of Calvin and East Ferris. for the enforcement of municipal By-Laws.**

WHEREAS THE MUNICIPAL ACT S.O. 2001, c. 25 authorizes municipalities to enter into an agreement,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it advisable to enter into an agreement with the Township of Chisholm, Townships of Bonfield and Papineau-Cameron and the Municipality of East Ferris to provide by-law enforcement services for the municipality.

NOW THEREFORE THE Council of the Municipality of Calvin ratifies the attached agreement as follows:

1. That the Mayor and the Clerk-Treasurer are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
2. That “The Agreement Between the Townships of Chisholm, Bonfield and Municipality of East Ferris and the Corporation of the Municipality of Calvin” be attached hereto and form part and parcel of this by-law as Schedule “A”

This agreement shall be enacted and in effect upon the signing thereof.

Read a first time and second time this \_\_\_\_\_ day of \_\_\_\_\_ 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: December 14th, 2021

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

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

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

“Whereas the Council of the Township of Papineau-Cameron has been requested to represent the Townships of Papineau-Cameron and South Algonquin, the Municipality of Calvin and the Town of Mattawa on the Cassellholme Board of Directors for the remainder of the term by Cassellholme;

Now Therefore Be It Resolved that the Council of the Corporation of the Municipality of Calvin fully supports a member of the Township of Papineau-Cameron Council being appointed to the Cassellholme Board of Directors for the remainder of the term.”

CARRIED \_\_\_\_\_

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEAS</u>	<u>NAYS</u>
Coun Brooker	_____	_____
Coun Cross	_____	_____
Coun Castelijn	_____	_____
Coun Shippam	_____	_____
Mayor Pennell	_____	_____

December 6, 2021

Mr. Jason McMartin  
CAO/Clerk Treasurer  
Township of Papineau Cameron  
4861 Hwy 17 West  
Box 630  
Mattawa, ON P0H 1V0

Dear Mr. McMartin

On September 21, 2021, Mr. Dean Backer submitted his resignation from the Cassellholme Board of Management. Mr. Backer represented Area 2, as a reappointment, beginning January 2019. Mr. Backer was reappointed to replace the historical rotation of a member from the Township of South Algonquin.

South Algonquin was offered to appoint a member to the Cassellholme Board and has declined. As well, the Municipality of Calvin has also declined.

At this time, we would like to offer the Township of Papineau Cameron to select a member to sit on the Cassellholme Board for the remainder of Mr. Backer's appointment, which will expire on December 31, 2022.

A letter of approval from the other municipalities in Area 2 (Mattawa, Calvin and South Algonquin) should be forwarded to Cassellholme.

I would ask that after the selection has been made that Cassellholme be contacted as soon as possible so that we can arrange an orientation to Cassellholme for the new member.

I would be pleased to provide further details or answer any questions that you or any councilors might have on this or any other issue regarding Cassellholme.

Sincerely,



Jamie Lowery  
Chief Executive Officer

c.c. Municipality of Calvin  
Town of Mattawa  
Municipality of South Algonquin

Dec 8, 2021

Mayor Ian Pennell  
Municipality of Calvin  
RR #2  
Mattawa, ON P0H 1V0

Dear Mayor Pennell and Councillors,

Re: Cassellholme Renovation Project Financing Update

Good day, I hope this message finds you all staying well.

I just wanted to ensure that you had heard that Cassellholme received approval to proceed to construction from the MLTC on Monday, November 29<sup>th</sup>, 2021. I have attached the correspondence that we received for your information (Appendix A).

Additionally, the Board at a special meeting on Monday afternoon directed the CEO, Jamie Lowery, to execute the contract with Percon as soon as possible. Motion #117-21 is attached for your reference (Appendix B).

As you will recall, on November 10, 2021 I sent you two letters regarding the East Nipissing District Home for the Aged ("Cassellholme") renovation project.

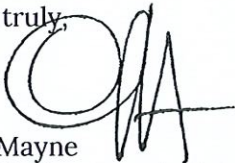
One letter provided three financing options available to the Member Municipalities, which included the Municipalities passing the required motions to allow Cassellholme to borrow the full amount or the provincial portion from IO or Cassellholme levying. The letter set out that levying would occur if the borrowing options did not occur by no later than November 24, 2021.

The other letter notified you that Cassellholme is levying for renovations, alternations, or additions to Cassellholme pursuant to Section 127(1) of the *Long-Term Care Home Act, 2007*, SO 2007, c. 8 ("Levy Letter"). The 2022 Levy Letter and Levy Apportionment Schedule A are attached (Appendix C and Appendix D).

I am confirming that the Member Municipalities have elected to not pass a motion to allow Cassellholme to borrow any amount from IO and therefore the levy communicated to you by the Levy Letter is in full force and effect.

Having identified that the Levy is now in force, I would continue to offer to meet with Municipalities to discuss other financing options outlined in our November 10, 2021 letter.

Yours truly,



Chris Mayne  
Cassellholme Board Chair



Ministry of Long-Term Care  
Assistant Deputy Minister  
Long-Term Care Capital Development

8<sup>th</sup> Floor, 438 University Ave.  
Toronto ON M5G 2K8  
Tel.: (416) 327-7461  
Fax: (416) 327-7603

Ministère des Soins de longue durée

Sous-ministre adjointe  
Optimisation des immobilisations dans le secteur des soins de  
longue durée

438, avenue de University, 8e étage  
Toronto ON M5G 2K8  
Téléphone: (416) 327-7461  
Télécopieur: (416) 327-7603

November 29, 2021

Mr. Jamie Lowery  
Chief Executive Officer  
The Board of Management for the District of Nipissing East  
400 Olive Street  
North Bay ON P1B 6J4

Dear Mr. Lowery:

Re: Approval to Construct for Cassellhome (PROJ- 479)

In accordance with the Development Agreement dated October 13, 2020, I am pleased to approve the selection of Percon Construction Inc. as general contractor for the Construction (the "Contractor") for the Cassellholme project. I am also pleased to approve the Final Estimate of Costs (FEC) received September 27, 2021, and acknowledge receipt of some of the required accompanying documentation. You may commence Construction once the following outstanding documents that are the responsibility of Cassellholme to provide have been submitted:

- Certificates for the following:
  - 50% performance bond and labour and material bond.
  - Builder's risk insurance
  - Wrap up liability
- Building permit from the local municipality
- A letter of confirmation of financing from your lender

In accordance with section 4.3 of the Development Agreement, funding is provided, subject to the requirements set out in that Development Agreement, based on approval of the Final Estimate of Cost form until such time as the Operator provides a Statement of Disbursements for the Project, and satisfactory proof of costs expended by the Operator on the project.

Your scheduled Total Completion date for Phase 1 of this project is November 30, 2023. Once the pre-occupancy review is satisfactorily completed and the first resident has been admitted, the construction funding will be initiated subject to the terms of the Development Agreement.

In accordance with Schedule B, section 5, prior approval is required for all change orders during the Construction that:

- (a) affect the Construction Plans in any material respect, or
- (b) once implemented, would either materially increase or decrease the total cost of the Project set out in the Final Estimate of Cost form approved for the Construction or render it difficult to meet the timelines set out in the Project Schedule.

Mr. Jamie Lowery:

In addition, please submit monthly construction progress reports to your Project Manager, Benedict Menachery in accordance with Section 7.1 of the Development Agreement. A standardized monthly construction reporting form is attached.

Should you have any questions, please contact Benedict Menachery, Project Manager at (437) 338-6454 or via email at [Benedict.Menachery@ontario.ca](mailto:Benedict.Menachery@ontario.ca).

Sincerely,



Brian Pollard  
Assistant Deputy Minister

Enclosure

c: Bill Hatanaka, Board Chair, Ontario Health  
Matthew Anderson, President and Chief Executive Officer, Ontario Health  
Brian Kytör, Chief Regional Office (North Region), Ontario Health

Mr. Jamie Lowery

Author: Benedict Menachery, (437) 338-6454, Capital Program Management Branch

bc: Wendy Ren, Director, Capital Program Management, MLTC  
Hindy Ross, Director (Acting), Capital Planning Branch, MLTC  
Neil VanderKooy, Manager, Long-Term Care Capital Development Division, MLTC  
Rashmi Sharma, Manager, Long-Term Care Capital Development Division, MLTC  
Jim Yuill, Director, Financial Management Branch, MoH  
Chandike Tennakoon, Manager, Financial Management Branch, MoH  
Margaret Allore, Manager, Long-Term Care Operations Division, MLTC  
Dorothy Ginther, A/Manager, Sudbury Service Area Office, LTC Inspections Branch, MLTC  
Vivian Lo, Technical Specialist, Long-Term Care Capital Development Division, MLTC  
Agnes Briones, Licencing Coordinator, Long-Term Care Operations Division,  
MLTC  
Michael Orr, Senior Counsel, Legal Services Branch, MAG  
William Georgas, Counsel, Legal Services Branch, MAG  
Benedict Menachery, Project Manager, Long-Term Care Capital Development Division,  
MLTC

# CASSELLHOLME

*Compassionate care for life's journey.*

EAST NIPISSING DISTRICT HOME FOR THE AGED

SPECIAL REDEVELOPMENT BOARD MEETING

## RESOLUTION

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RESOLUTION NUMBER    117 - 21

November 29, 2021

MOVED BY:            Sherry Culling

SECONDED BY:        Claire Campbell

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"That the Board approve the motion below, as agreed to in-camera."

"That the Board, by unanimous vote, directs the CEO to utilize the services of the Procurement Office to execute the necessary agreements with Percon as soon as practical."

Record Vote:

Sherry Culling        YES

Claire Campbell      YES

Mark King            YES

Chris Mayne          YES

Carried /  Defeated

  
\_\_\_\_\_  
Chairman

December 8<sup>th</sup>, 2021

Ms. Cindy Pigeau  
Clerk Treasurer  
1355 Peddlers Drive  
Municipality of Calvin  
RR #2  
Mattawa, ON P0H 1V0

Dear Ms. Pigeau

Re: Cassellholme 2022 Municipal Levy

On November 25<sup>th</sup>, 2021, the Cassellholme Board of Management approved (a) 2022 Operating Budget and (b) the 2022 apportionment statistics which will apply to both operating and capital levies for Cassellholme East Nipissing District Home for the Aged.

This operating budget includes a 0% increase to the municipal levy over the amount levied for 2021. Note, that while the overall operating levy has not changed, your municipality's apportionment will fluctuate based on its apportionment statistics.

*Resolution No. 114-21*

*"That the Board approve Cassellholme's Proposed 2022 Operating Budget, as presented"*

*Moved by Mark King (City of North Bay)*

*Seconded by Claire Campbell (Province of Ontario Appointee)*

*Resolution No. 115-21*

*"That the Board approve the 2022 apportionment statistics for calculating the Cassellholme municipal levy"*

*Moved by Sherry Culling (Province of Ontario Appointee)*

*Seconded by Claire Campbell (Province of Ontario Appointee)*

Attached is Schedule A - Levy Apportionment noting each municipality's portion.

Sincerely,



Chris Mayne  
Cassellholme Board Chair

CC: Mayor Ian Pennell

## Levy Apportionment Budget Period

2022

Total Levy - 2022

3,444,516

Municipality	Apportionment Rate	2022 Operating Levy	Monthly Payment -		Total Levy Requested
			Jan - Nov 15th, 2022	December 15th, 2022	
North Bay	79.293%	2,731,251	227,604	227,607	2,731,251
East Ferris	7.659%	263,810	21,984	21,986	263,810
South Algonquin	3.305%	113,849	9,487	9,492	113,849
Bonfield	3.216%	110,770	9,231	9,229	110,770
Papineau/Cameron	1.728%	59,525	4,960	4,965	59,525
Chisholm	1.620%	55,787	4,649	4,648	55,787
Calvin	1.488%	51,270	4,273	4,267	51,270
Mattawa	1.363%	46,932	3,911	3,911	46,932
Mattawan	0.329%	11,322	944	938	11,322
<b>Total</b>	<b>100.000%</b>	<b>3,444,516</b>	<b>287,043</b>	<b>287,043</b>	<b>3,444,516</b>

Check

-

3,157,473

287,043

3,444,516

## FIR Information Used

2020

Municipality	2020 Phased-In Taxable Assessment (Wtd. & Disc CVA)		2020 Phased-In PIL Assessment (Wtd. & Disc CVA)		Total	Apportionment	Share of Operating Levy
	Phased-In Taxable Assessment (Wtd. & Disc CVA)	Phased-In Taxable Assessment (Wtd. & Disc CVA)	Phased-In PIL Assessment (Wtd. & Disc CVA)	Phased-In PIL Assessment (Wtd. & Disc CVA)			
North Bay	6,576,762,075	243,304,949	6,820,067,024	79.293%	6,820,067,024	79.293%	2,731,251
East Ferris	657,646,160	1,101,000	658,747,160	7.659%	658,747,160	7.659%	263,810
South Algonquin	274,077,750	10,208,752	284,286,502	3.305%	284,286,502	3.305%	113,849
Bonfield	275,478,787	1,119,093	276,597,880	3.216%	276,597,880	3.216%	110,770
Papineau/Cameron	147,577,568	1,058,855	148,636,424	1.728%	148,636,424	1.728%	59,525
Chisholm	139,256,528	45,204	139,301,732	1.620%	139,301,732	1.620%	55,787
Calvin	125,031,277	2,993,201	128,024,478	1.488%	128,024,478	1.488%	51,270
Mattawa	116,207,758	983,757	117,191,515	1.363%	117,191,515	1.363%	46,932
Mattawan	27,375,061	895,904	28,270,965	0.329%	28,270,965	0.329%	11,322
<b>Total</b>	<b>8,339,412,965</b>	<b>\$ 261,710,714</b>	<b>\$ 8,601,123,679</b>	<b>100.000%</b>	<b>\$ 8,601,123,679</b>	<b>100.000%</b>	<b>\$ 3,444,516</b>

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: December 14th, 2021

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

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

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

**“WHEREAS** the Board of Management for the District of Nipissing East has selected a general contractor for the redevelopment of Cassellholme;

**AND WHEREAS** the Province of Ontario will guarantee the Provincial Construction Fund Subsidy thereby removing this obligation of the member municipalities;

**AND WHEREAS** the Ministry of Long-Term Care, on November 29, 2021 provided conditional approval for the Board of Management for the District of Nipissing East to secure a general contractor and proceed with construction;

**AND WHEREAS** section 127(3) of the *Long-Term Care Homes Act, 2007*, S.O. 2007, c.8 (the “Act”) provides as follows:

**“Power of district homes to borrow for capital costs** 127(3) In circumstances prescribed by regulation and subject to any restrictions or requirements that may be prescribed by regulation, a board that meets the prescribed requirements may borrow such sums as the board considers necessary to meet the capital costs it estimates under subsection (1).

**AND WHEREAS** subsection 294.2 of O.Reg 79/10 to the Act provides as follows:

**“Capital Costs** 294.2 For the purposes of subsection 127(3) of the Act, a board may borrow such sums as the board considers necessary to meet the capital costs it estimates under subsection (1) of that section in either of the following circumstances:

1. Every supporting municipality of the board has passed a resolution that,
  - i. Supports such borrowing by the board, and
  - ii. Acknowledges that any repayments on the borrowed sums that the board is required to make that are not covered by the available current revenues of the board are subject to apportionment to supporting municipalities under subsection 126(1) of the Act.
  
2. The board is refinancing existing debt.”

**AND WHEREAS** The Corporation of the Municipality of Calvin wishes to pass a resolution that supports the borrowing by the Board of Management for the District of Nipissing East; The Corporation of the Municipality of Calvin hereby resolves as follows:

1. Provided that and conditional upon the Board of Management for the District of Nipissing East irrevocably and unconditionally resolving, covenanting and agreeing in writing to execute and deliver such further and other agreements, assurances, undertakings, acknowledgements or documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence and do and perform and cause to be done and performed any further and other acts and things as may be necessary or desirable in order for the review and transition of Cassellholme from a territorial district home established and maintained under a board of management to a municipal home to be maintained by The Corporation of the City of North Bay, then:
  - (a) In accordance with subsection 294.2 of O.Reg 79/10 to the Act, The Corporation of the Municipality of Calvin shall resolve to:
    - (i) support the Board of Management for the District of Nipissing East borrowing such sums as the board considers necessary to meet the capital costs it estimates under subsection 127(1) of the Act for the redevelopment of Cassellholme; and
    - (ii) Acknowledge that any repayments on the borrowed sums that the board is required to make that are not covered by the available current revenues of the board are subject to apportionment to supporting municipalities under subsection 126(1) of the Act.
  - (b) The Corporation of the Municipality of Calvin shall resolve to enter into a guarantee with Ontario Infrastructure and Lands Corporation, on terms and conditions satisfactory to The Corporation of the Municipality of Calvin in its sole and absolute discretion, to undertake and agree to guarantee The Corporation of the Municipality of Calvin's proportionate contribution of the Board of Management for the District of Nipissing East's debts, liabilities and obligations, present, or future, direct or indirect, absolute or contingent, at any time or from time to time due or accruing, due and owing by, or otherwise payable by, the Board of Management for the District of Nipissing East to Ontario Infrastructure and Lands Corporation that relate to the redevelopment of Cassellholme.
2. That a copy of this resolution be sent to the Board of Management for the District of Nipissing East and all member municipalities listed in Schedule 4 on O.Reg. 79/10, Minister of Long-Term Care, Rod Phillips, Minister of Health, Christine Elliott, MPP Vic Fedeli, and MPP John Yakabuski."

CARRIED \_\_\_\_\_

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEAS</u>	<u>NAYS</u>
Coun Brooker	_____	_____
Coun Cross	_____	_____
Coun Castelijn	_____	_____
Coun Shippam	_____	_____
Mayor Pennell	_____	_____



CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE: December 14, 2021 NO. \_\_\_\_\_

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

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

“That Council acknowledged the following bids were received for RfQ (Request for Quote) CAL2021-03 for the 2022-2023 Well Monitoring and Reporting Contract:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

and will be subsequently reviewed by Staff for recommendation to Council on January 11, 2022 based on the merit point evaluation system as outlined in the RfQ.”

CARRIED \_\_\_\_\_

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
Coun Brooker	_____	_____
Coun Cross	_____	_____
Coun Castelijn	_____	_____
Coun Shippam	_____	_____
Mayor Pennell	_____	_____

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-037

**BEING A BY-LAW TO ADOPT A STRATEGIC PLAN FOR THE YEARS 2022 TO 2026**

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, 3, 5 and 7 of subsection 10(2) authorize by-laws respecting accountability and transparency, financial management, economic, social and environmental well-being and services and things that the municipality is authorized to provide under subsection 10(1).

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

1. That the Municipality of Calvin Strategic Plan 2022-2026 which represents the municipality's compass for the future, it captures the significant measures necessary to move on priority goals, taking into account important stakeholder perspectives and considerations from our constituents and will guide the municipal budget over the next 5 years, 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 and second time this 14th day of December 2021.

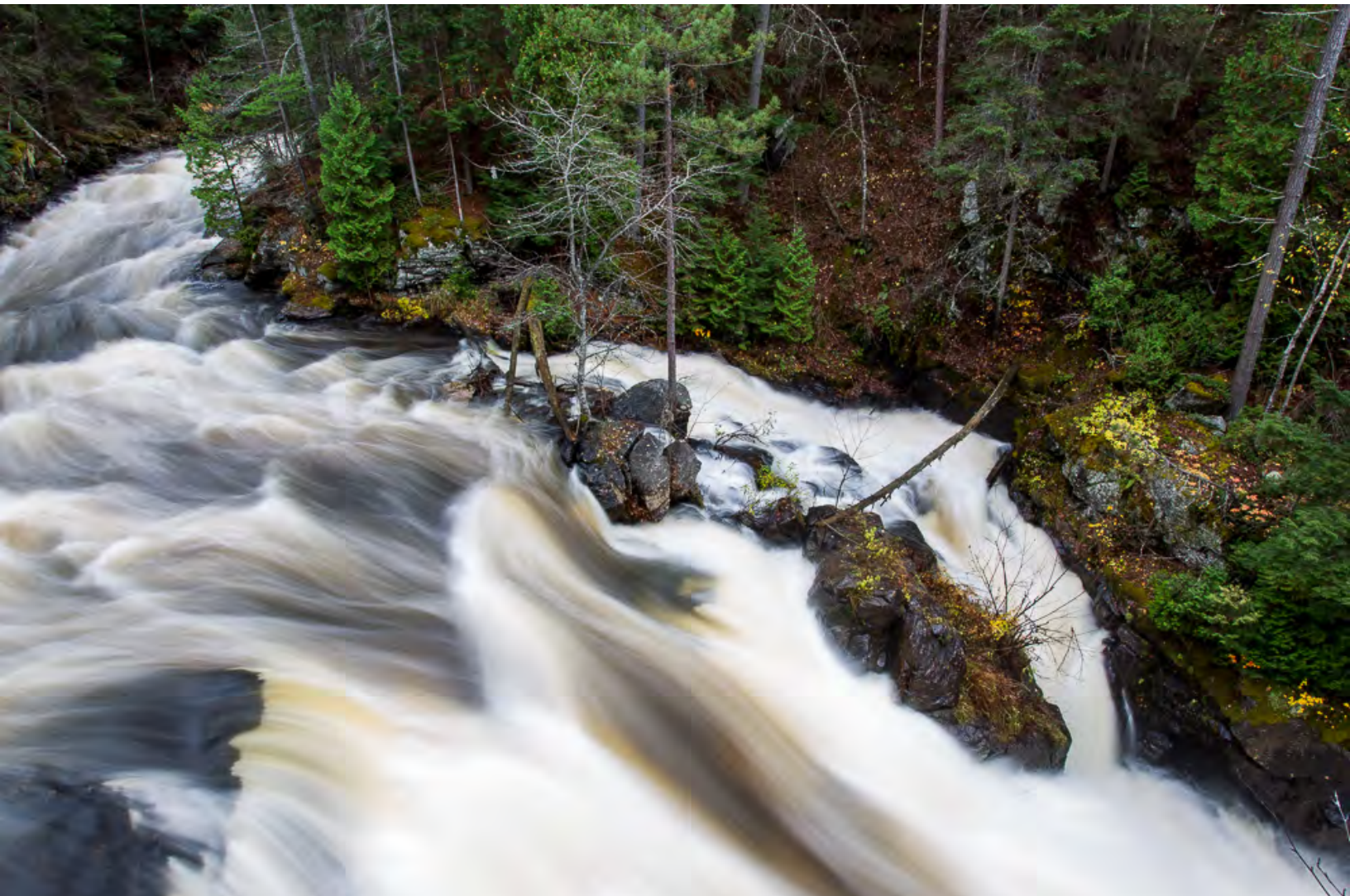
Read a third time and finally passed in open council this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

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



# **Municipality of Calvin Strategic Plan 2022-2026**



# Message from Council

On behalf of the Council and staff of the Municipality of Calvin, we are pleased to present the 2022-2026 Strategic Plan. The Plan articulates goals and objectives for the next five (5) years. It is a communication tool to inform residents of the direction the Municipality would like to take and how it will be achieved.

This document represents our compass to the future. It builds on some of the elements residents were looking for when they elected their new Council including openness and transparency. It continues to focus on building a vibrant, safe and healthy community for the next leg of the Municipality's journey.

The strategic planning process began in late 2019, taking 25 months to formulate. Council has put a lot of thought, time and effort in putting the plan together, attempting to include all the ideas put forth with a direction that would support the Vision and Mission Statement of our community.

The Strategic Plan does not capture everything the Municipality does each day for our citizens. Rather it captures the significant measures necessary to move on priority goals. It also takes into account several important stakeholder perspectives and considerations from constituents identified through the 2018 election campaign, our strategic plan community survey, staff, direction from previous Council and directions received through the Legislative Agenda. This will be our first Strategic Plan and it will be reviewed every five (5) years from this point on for completion of goals and readjustment if necessary.

The Strategic Plan will guide the Municipality's budget over the next five (5) years. It is through the budget process that Council's Strategic Plan will be implemented with details on actions, timing, required resources and accountability. On an annual basis, Council will report to citizens of Calvin on its implementation progress and how the work is impacting our community. In closing, we wish to thank everyone who provided input as we prepared our Strategic Plan. Your voice is valued!

# Strategic Plan

## Vision and Mission Statements

### VISION

Calvin is a rural, family-based community that embraces change while respecting the rich heritage and culture of our area. With the participation of our residents and ongoing partnerships with our neighbouring communities, we will continue to develop the Municipality of Calvin as an affordable, accessible and safe place to live, work and play.

### MISSION

**To build a strong rural and safe community dedicated to the preservation of our heritage and culture as well as the development of our natural and human resources. To promote and cultivate our forward thinking community and to grow our partnerships through collaboration and resource sharing with our neighbouring communities.**



# Strategic Plan

## Strategic Goals & Objectives

Goals	Objectives
<p><b>1. Increase the life of our Landfill</b></p>	<p>1.a) Continue to be proactive with limiting divertible items over the edge.</p> <p>1.b) Investigate a potentially different flow of vehicles at the landfill, to make the flow more efficient and safer.</p> <p>1.c) Purchase of a new compactor truck to increase compaction rates even more.</p> <p>1.d) Enforcement of transparent bag use so employees can educate citizens on divertible materials.</p> <p>1.e) Signage/Educational materials for divertible materials at the landfill.</p>
<p><b>2. Municipal Vehicles</b></p>	<p>2.a) Investigate the purchase/lease of a pickup truck for use by all departments.</p> <p>2.b) Investigate what type of vehicle (4 X 4, ¾ ton), plus appropriate accessories</p> <p>2.c) 3-5 year timeframe</p>
<p><b>3. Animal Control</b></p>	<p>3.a) Educational campaign for dog tags and the importance of them.</p> <p>3.b) Investigate costs associated with microchipping dogs, a chip reader and obtaining access to the appropriate database.</p> <p>3.c) Investigate Shared Services with local Municipalities.</p> <p>3.d) Set up a social media campaign to encourage residents to licence their dogs as well as taking photos of their dogs so they are easier to return to their owners.</p>

<p><b>4. Financing for Future Infrastructure</b></p>	<p>4.a) Reserves need to be built back up for future plans for the Municipality. Funding from the upper levels of government are slowly disappearing and therefore we need to help ourselves.</p> <p>4.b) Future growth projects need to be determined, develop a plan for the Recreation Facilities for the next 5 years and then begin to set aside appropriate funds for them.</p> <p>4.c) Investigate fundraising opportunities.</p> <p>4.d) Support affordable housing initiatives, friendly senior services including Cassellholme expansion.</p> <p>4.e) Investigate the costs associated with a Roads Needs Study, potentially reducing the costs if other Municipalities are done at the same time.</p>
<p><b>6. Training for Council</b></p>	<p>6.a) Establish a training budget for Members of Council especially within the first year on Council. Estimated cost is \$5000 per year.</p>
<p><b>7. Implementation of Chief Administrative Officer Position</b></p>	<p>7. Adopt a by-law to implement a Chief Administrative Officer position at the Municipality of Calvin. Implement the position as soon as possible.</p>

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-036

BEING A BY-LAW TO AMEND THE APPOINTED MEMBERS TO THE COMMITTEE OF ADJUSTMENT FOR THE MUNICIPALITY OF CALVIN.

WHEREAS pursuant to the Planning Act R.S.O.1990, Chapter P.13, Section 44(1), the Council of the Municipality may by by-law constitute and appoint a committee of adjustment for the Municipality;

AND WHEREAS the Council of the Corporation of the Municipality of Calvin is authorized and deems it necessary to appoint members to the committee of adjustment;

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

1. The committee of adjustment for the Corporation of the Municipality of Calvin is hereby constituted and the following persons are hereby appointed as its members **for the remainder of the term of office** for each respective member, or until their successors are appointed:
  - A) Ian Pennell, Mayor
  - B) Sandy Cross, Councillor
  - C) **Kim Brooker, Councillor**
  - D) **Bart Castelijin, Councillor**
  - E) Christine Shippam, Councillor
  - F) Clerk-Treasurer to be Secretary-Treasurer
2. That any previous by-laws or resolutions pertaining to the appointed members to the Committee of Adjustment for the Corporation are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS **14<sup>th</sup>** DAY OF **DECEMBER, 2021.**

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MAYOR

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CLERK-TREASURER



**MUNICIPALITY OF CALVIN**  
**2021CT63 REPORT TO COUNCIL**

REPORT DATE: **December 9, 2021**  
ORIGINATOR: **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT: **Emergency Control Group Meeting Summary – December 8/21**

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The Emergency Control Group met electronically on Wednesday, December 8, 2021 by Zoom.

In regards to Key Legislation changes –No Changes but the Re-Opening Plan is currently on pause until April due to the Omicron variant. There is a limit of 3 family households per gathering and a maximum of 25 people per gathering. Children 5-11 can now be vaccinated.

The Emergency Plan – No Changes to plan. Working on Updates to the Appendices. The updates will be complete by December 31, 2021 in order for us to be compliant. The Annual Table Top Exercise was completed on December 6, 2021.

Discussed the effectiveness of the Vaccination Clinic held at the Community Centre on November 19<sup>th</sup>, 2021. There were approximately 15-20 who attended. Most were first vaccinations so the next clinic is tentatively planned for January to accommodate the now recommended 8 week period between first and second doses.

Discussed that the Johnson and Johnson vaccination is now available. Will this be accepted by our vaccination policy? More research into the vaccination needs to be done.

The Municipal State of Emergency still remains in effect.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

**MUNICIPALITY OF CALVIN**  
**2021CT64 REPORT TO COUNCIL**

REPORT DATE:           **December 9, 2021**  
ORIGINATOR:           **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT:               **Confirmatory By-Law**

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**Recommendation:**

That the Council of the Corporation of the Municipality of Calvin authorize the addition to the agenda of a confirmatory by-law to be placed on the agenda at the end of every meeting.

**Background**

Currently the Municipal Council enacts a confirming by-law on a quarterly basis. It is highly recommended by legal counsel that at the end of every meeting a confirmatory by-law be enacted to confirm all of the decisions made up until the point the by-law is introduced.

Committees and Boards should also enact confirming by-laws to confirm all decisions made under authority delegated to them by Municipal Council.

This ensures that the Municipality complies with the legal requirement that it act by-law.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: December 14, 2021

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

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

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

“That the Council of the Corporation of the Municipality of Calvin authorize the addition to the agenda of a confirmatory by-law to be placed on the agenda at the end of every meeting.”

CARRIED \_\_\_\_\_

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEAS</u>	<u>NAYS</u>
Coun Brooker	_____	_____
Coun Cross	_____	_____
Coun Castelijn	_____	_____
Coun Shippam	_____	_____
Mayor Pennell	_____	_____

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-038

**BEING A BY-LAW TO APPOINT A MUNICIPAL ADMINISTRATOR FOR THE  
MUNICIPALITY OF CALVIN**

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## **Legal Authority**

### **Scope of Powers**

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, (“*Municipal Act*”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

### **Powers of a Natural Person**

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

### **Powers Exercised by Council**

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

### **Powers Exercised by By-law**

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

### **By-laws**

Section 10 (2) of the *Municipal Act* provides that a single-tier municipality may pass by-laws respecting among other things the governance structure of the municipality and its local boards (section 10 (2) 1).

## **Preamble**

Council for the Corporation of the Municipality of Calvin (“Council”) acknowledges that good governance systems and practices are critical for the effective and efficient provision of municipal services.

Further, Council acknowledges that the organizational structure currently in place in the Municipality is not effective and finds it necessary to adopt a new organizational structure in which all officers and employees of the Municipality report to a senior administrator and not directly to Council.

## **Decision**

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to adopt a new organizational structure and create a new senior management position which shall be called “Municipal Administrator”.

## **Direction**

**NOW THEREFORE** the Council of the Corporation of the Municipality of Calvin directs as follows:

1. That the position of Municipal Administrator is hereby created.
2. That the Municipal Administrator shall report directly to Council all other Officers and Employees will report directly or indirectly to the Municipal Administrator.
3. That Schedule “A” – Municipal Administrator Duties and Responsibilities attached hereto form part of this bylaw:
4. That any changes to Schedule “A” may be adopted by resolution.
5. That Council may appoint the Municipal Administrator by resolution.
6. That this by-law shall come into full force and effect immediately upon final passing of same.

Read a first and second time this 14th day of December 2021.

Read a third time and finally passed in open council this 14th day of December 2021.

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**MAYOR**

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**CLERK-TREASURER**

**SCHEDULE “A”**  
**Senior Administrator Duties and Responsibilities**

INITIAL TASK: develop deliverables for the position of the Municipal Administrator.

GENERAL DUTIES & RESPONSIBILITIES:

- a. Promote the Municipality’s mission and values as established by Council.
- b. Establish and maintain an effective working relationship with staff, administration, members of Council, and the public.
- c. Undertake strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
- d. Recruit, select and train staff.
- e. Prepare annual budget; control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized.
- f. Maintain a high profile and public relations function in the community and province.
- g. Serve as an effective liaison with municipal organizations, Provincial and Local Governments.
- h. Maintain a constant awareness of new trends and developments in the municipal leadership field.
- i. Ensure workplace health & safety and perform two (2) recorded inspections annually.
- j. Demonstrate strong self-management skills and further personal development.
- k. Undertake performance management reviews for direct reports (as applicable).
- l. Complete general administrative (special) projects assigned.

# Five sustainable procurement strategies for the public sector

by **Erin Unger** in Procurement



1 Shares k.c. co. din pr

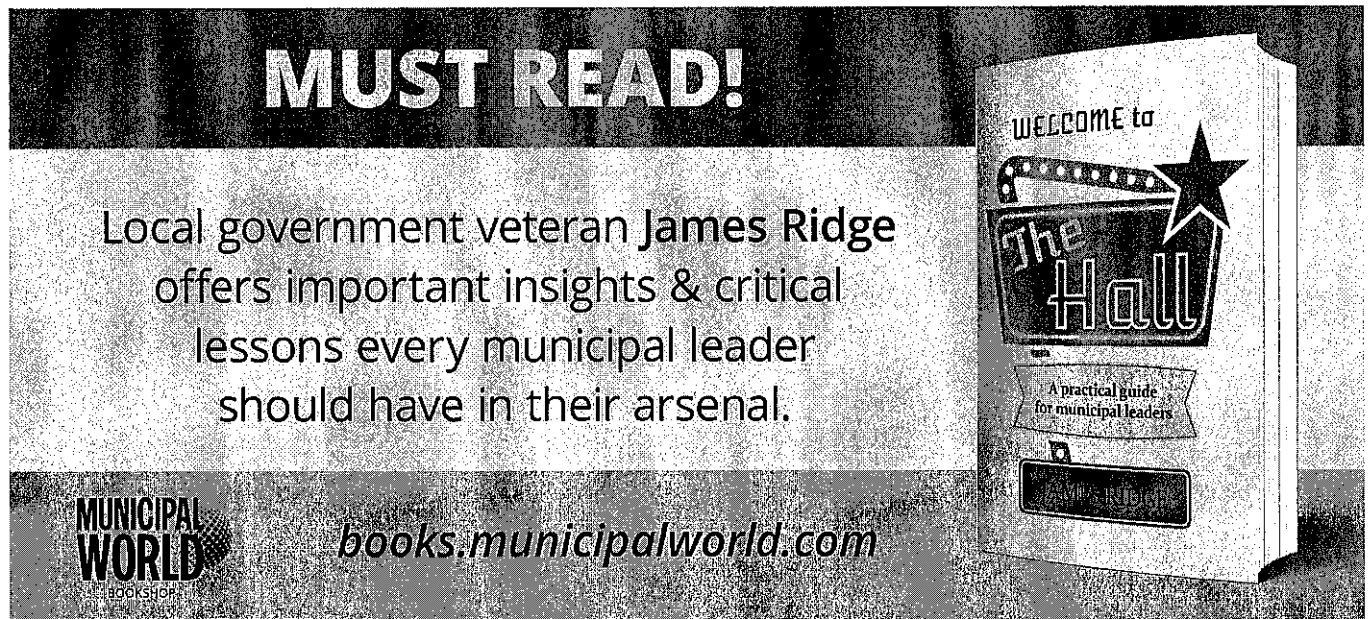
With an optimistic view that COVID-19 cases will fall, restrictions will lift, and employees will return to work, the public sector must start planning to spend in the best interests of their communities. Despite a difficult year, the adage "money talks" remains true. Whether through new employment opportunities, support for small or local businesses, or more environmentally friendly products, the public sector can create lasting positive impact through sustainable procurement.

Sustainable procurement embeds relevant sustainability considerations into processes for selecting goods and services, alongside traditional considerations like price, quality, service, and technical specifications. Sustainable procurement also includes environmental, ethical,

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social, and Indigenous procurement.

The Canadian Collaboration for Sustainable Procurement (CCSP), a leadership group of 38 municipalities, crown corporations, and post-secondary institutions, just released its 11th Annual Report on the State of Sustainable Public Procurement in Canada this year. It highlights the success of sustainable procurement in the public sector despite a year of uncertainty.



**MUST READ!**

Local government veteran **James Ridge** offers important insights & critical lessons every municipal leader should have in their arsenal.

**MUNICIPAL WORLD**  
BOOKSHOP

*books.municipalworld.com*

(<https://www.municipalworld.com/linkout/323596>)

Here are five procurement strategies public organizations are using right now to make a positive impact.

## 1. Mainstream Buying for Good with Social Procurement

Social inequity became even more apparent as COVID drastically affected employment rates. The impact of job loss and a global economic crisis increased inequalities for those with barriers to employment. In response to this crisis, cities responded with stronger social procurement policies and implemented programs to directly benefit their at-risk communities.



The City of Nanaimo developed the Urban Clean-Up program to alleviate the concerns of downtown residents and businesses about the impacts that social issues were having on the urban areas of the city, such as rubbish left behind from the homeless population. The city created a social enterprise business model solution to hire individuals with barriers to employment to participate in the program through a local non-profit, the John Howard Society (JHS).

The program currently employs two part-time JHS staff and contracts six program participants. So far, the program has been widely successful for both the downtown community and the participants. Between 2017 and 2020, a total of 3,064 bags of garbage and 3,843 discarded syringes were collected from the downtown area. Participants are receiving a fair wage, work experience, and have reported an increased sense of self-worth and belonging.

## 2. Turn Policies into Impacts

Policy cannot further sustainable procurement goals without tools to implement it. Tools bake sustainability into regular purchases and processes in an organization. Risk-opportunity assessments, guides, sample clauses, etc. can ensure that staff are fully informed of opportunities in your supply chain and can act on them.

City council at the City of Saskatoon recognized this opportunity for program development in 2018. The City of Saskatoon had many sustainability plans and policies, but had no way to integrate sustainability into everyday activities. In response, the sustainability department formed a team to draft a Triple Bottom Line (TBL) Framework, which considers the four pillars of sustainable procurement, 42 indicators, and 115 corresponding success metrics. This led the team to pilot a TBL decision-making tool to build greater buy-in from staff.



(<https://www.municipalworld.com/linkout/203401>)

The tool has been used over 40 times between May 2019 and January 2021. The tool was used to approve a new library with exciting sustainability features such as Indigenous art, improved accessibility, LEED environmental compliance, and reduced operating and maintenance costs.

### 3. Use Procurement to Further Reconciliation

The Canadian pipeline and attacks on Mi'kmaq fisheries in October 2020 sparked discussions of how public procurement could be used to further Reconciliation. The subsequent advancement of the Government of Canada's Truth and Reconciliation Commission's Call to Action 92, Business and Reconciliation meant the adoption of new policies and practices that promote contracting and subcontracting to Indigenous businesses.

The Government of Yukon saw an opportunity for Indigenous jobs, capacity building, and culture training through their \$79 million investment, the Dempster Fibre Project, to offer better internet and cell services to northern communities. Direct engagement with communities impacted by the project allowed for an open discourse and resulted in increased employment, training, and business opportunities for Yukon people and Indigenous groups.

This project has set new standards for acknowledging and encouraging direct participation of Indigenous citizens impacted by infrastructure projects in their communities.

## 4. Walk the Talk and Prioritize Supplier Diversity

The Black Lives Matter movement spurred the public sector to reassess systemic barriers faced by people of colour and how leveraging sustainable procurement could drive positive change. The Government of Canada's Speech from the Throne in September promised to redouble economic empowerment efforts by increasing diversity in public procurement, including continuing to host their Diversifying the Federal Supply Chain Summit and delivering on recommendations from the Procurement Ombudsman's study on Supplier Diversity and Workforce Development.

Some municipalities adjusted policies to identify supplier diversity as a key priority and have been working more closely with diverse supplier certification councils to align their values. The City of Brampton joined five non-profit diverse supplier certification organizations and the Supplier Diversity Alliance of Canada in 2020. This spring, the city worked on its Certified Diverse Supplier List for Invitational Procurements between \$25,000 to \$100,000 that will ensure that at least one supplier of three invited to bid is a diverse supplier.

Diverse suppliers are identified as being a 51 percent owned small or medium business managed by an equity-seeking community or social purpose enterprise. This program will increase opportunities for equity-seeking groups, including veterans, women, Indigenous people, LGBTQ2S+, among others.

## 5. Invest in IT with Total Cost of Ownership

By assessing the total cost of ownership (TCO) of a product, organizations can ascertain the long-term associated costs. Calculating TCO is a necessary step when estimating the return on investment (ROI) and can help to eliminate unforeseen maintenance and end-of-life costs. With the explosion in IT purchasing in the past two years, many municipalities were left

scrambling to implement sustainable specifications into their bids. This rapid demand for sustainable IT has encouraged suppliers to consider TCO in their products and will have a lasting impact on the IT market.

When the City of Winnipeg recognized that their multi-function printing devices (MFDs) were at their end-of-life, the IT department saw an opportunity to consider TCO in the procurement of a new fleet of printers. A public RFP was drawn up over 11 months that included mandatory sustainability specifications such as Electronic Product Environmental Assessment Tool (EPEAT) Certification, paper reduction capabilities, secure end-of-life recycling, and more. Non-mandatory sustainability specifications were included and valued at 15 percent of the proposal.

## Sustainable Opportunities in Your Supply Chain

Municipalities have seen incredible impact by aligning their organizational values and procurement strategies. Whether it be supporting Reconciliation, social enterprises, or working toward a net-zero circular economy, sustainable procurement can further your organization goals and create a positive ripple effect through your community.

Check out the CCSP 11th Annual Report on the State of Sustainable Public Procurement in Canada (<https://www.municipalworld.com/articles/sustainable-procurement-2020/>) for more procurement strategies and keep an eye out for opportunities in your supply chain. You'll be rewarded with effective and inspiring results. **MW**

★ **Municipal World Insider and Executive Members:** You might also be interested in Chris Chen and Jennifer Court's article: Time to act (<https://www.municipalworld.com/articles/time-to-act/>).

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Erin Unger is the Program Manager for the CCSP.

*Related resource materials:*

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2021-039

**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, 2021 up to and including December 31, 2021;
2. THAT all By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
3. THAT all resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
4. THAT all other proceedings, decisions and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.

Read a first time this 14<sup>th</sup> day of December, 2021.

Read a second time this 14<sup>th</sup> day of December, 2021.

Read a third time and finally passed in open council this 14<sup>th</sup> day of December, 2021.

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MAYOR

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CLERK-TREASURER