

Municipality of Calvin Regular

Meeting Agenda

August 9 2022, at
7:00 P.M.

Electronically

Meeting ID:
891 8079 8463

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Declarations of Disqualifying Interest (Pecuniary)-Nil**
- 4. Approval of the Minutes of the Most Recent Meeting(s)**
July 26, 2022
- 5. Council Direction From the Previous Meeting-July 26, 2022**
 - a) Vacant Council Seat-Verbal Update
 - b) PSW Program
- 6. Delegations-Nil**
- 7. Legislative Matters**
 - a. **Consent Agenda** (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council - matters that are for information purposes only).
 - 1) Building Report-July 2022 Shane Conrad
 - b. **By-Laws for Consideration:**
 - 1) **By-Law: 2022-050:** Amendment to By-Law 2022-040 Delegation of Authority
 - 2) **By-Law: 2022-051:** Codify Human Resource Management Policies for Calvin Fire Department
 - c. **Public Hearings: Planning/Zoning Matters:**
 - 1) Consent Application- Nathan Pearson
 - 2) Consent Application-Shirley Bell & Douglas Doucette
 - d. **Committee (Internal/External Reports) Nil**
- 8. Administrative Matters-Nil**
New Business/Reports from Officers/Employees on Various Issues
(Including reports from Departments which require Council approval)
- 9. Leadership Issues-Nil**
- 10. Closed Session Nil**
- 11. Confirmatory By-law No. 2022-052**
- 12. Adjournment**



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-275

Moved By:

Seconded By:

NOW THEREFORE BE IT RESOLVED THAT:

“BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby approve the agenda as circulated.”

Result: Choose an item.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-276

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby approve the minutes for the Regular Council Meeting July 26, 2022.

Result Choose an item.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Minutes

Regular Meeting of Council

Municipality of Calvin

July 26, 2022

7:00 p.m.

ELECTRONIC MEETING

Meeting ID: 894 4943 2331

The regular meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic).

ATTENDANCE

Council: Mayor Pennell
Councillor Cross
Councillor Castelijns
Councillor Shippam

Staff: Teresa Scroope- Clerk
Mary Stock- Deputy Clerk
Jacob Grove-Landfill & Recreation Manager
Chris Whalley-Roads Superintendent
Barbara Major- Elections Clerk

1.CALL TO ORDER

Chair Mayor Pennell called the meeting to order at "7:02" pm.

2.SUSPEND PROCEDURE BY-LAW

2022-263: Suspend Procedure By-Law

Moved By: Councillor Castelijns

Seconded By: Councillor Cross

NOW THEREFORE BE IT RESOLVED THAT:

"Section 7 of the Procedure By-Law, related to agenda, be suspended until such time when the Procedural By-Law is updated."

"Carried"

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. COUNCIL DIRECTION FROM PREVIOUS MEETINGS

➤ July 12, 2022

1. Mayor Pennell Delay in Person Council Meetings

6. 1. 2022-266: In person Council Delay:

Moved by: Councillor Shippam

Seconded by: Councillor Castelijns

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin Council Meetings In person will not be resumed until further notice from Mayor Pennell in consultation with Council.”

Recorded Vote:

“Carried”

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Council Vacancy: Municipal Elections Clerk provided Council with a verbal report outlining the requirements under the *Municipal Act* to fill vacancies on Council and options available for Council consideration.

3. Appointment to vacant Councillor Position – Council direction.

6.2. 2022-266 6.2 Council to fill the vacant position of Councillor

Moved by: Councillor Cross

Seconded by: Councillor Shippam

NOW THEREFORE BE IT RESOLVED THAT:

“The Municipality of Calvin Council fill the vacant position of Councilor, firstly by means of the applicant listing from December 2021 by contacting applicants #4 and #5, direct staff to determine interest to fill the vacancy and if interested applicants meet eligibility requirements of appointed office as outlined in the *Municipal Act* and the *Municipal Elections Act* and secondly, if no agreement seek applications from qualified residents including previous members of Council, and furthermore that the appointment be undertaken by the Municipality of Calvin Council at the August 9, 2022 regular meeting of Council in accordance with the Council Vacancy Policy.”

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>

c) Public Hearings: Planning Zoning Matters-Nil

d) Committee (Internal/External Reports-Nil

9. Administration Matters:

a) New Business/Reports

i. 2022-268: Micro Soft Billing Update

Moved By: Councillor Cross

Seconded By: Councillor Shippam

"BE IT RESOLVED THAT that the Municipality of Calvin Council agree to the terms of Micro Soft Billing update as recommended by John Janssen IT support"

"Carried"

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ii. 2022-269: PSW Program Support

Moved By: Councillor Castelijns

Seconded By: Councillor Shippam

NOW THEREFORE BE IT RESOLVED THAT:

"Council to agree to support Near North District School Board PSW Program by way of promoting of advertisement on the Municipality of Calvin Township Website, In Office Board and Newsletter."

"Carried"

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Direction: Contact other Municipalities to find out there views bring back to future meeting.

iii.2022-270 Closure of Office:

Moved By: Councillor Shippam

Seconded By: Councillor Castelijns

NOW THEREFORE BE IT RESOLVED THAT:

AND WHEREAS subsequently, Council undertook a comprehensive search to fill the Municipal Administrator position with an individual who would also be designated the Clerk and the Treasurer of the Municipality;

AND WHEREAS The Municipality was unsuccessful in receiving applications from individuals with the required fit and competency;

AND WHEREAS more recently, the Municipality has appointed a Municipal Clerk and a Municipal Treasurer and is still in need of overall administrative oversight as would be provided by the Municipal Administrator position;

AND WHEREAS Mr. Jacob Grove has agreed to assume the added responsibility of the Municipal Administrator.

NOW THEREFORE BE IT RESOLVED that Jacob Grove be appointed as Municipal Administrator, effective immediately and furthermore the Mayor be authorized to execute the employment agreement with Mr. Grove.

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. Closed Session: Nil

12. Confirmatory By-Law 2022-273

Moved By: Councillor Cross

Seconded By: Councillor Shippam

NOW THEREFORE BE IT RESOLVED THAT:

“By-Law No. 2022-049 being a By-Law to confirm the proceedings of the Regular Meeting of Council held Tuesday, July 26, 2022 be read and adopted.”

“Carried”

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-277

Moved by: Choose an item.

Seconded by: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"Council has received and reviewed information from nearby Municipalities in response to how other Municipalities are providing support to the Near North District School Board PSW Program by way financial assistance and agree to pledge \$460 towards the program if it is to proceed"

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Teresa Scroope

From: Teresa Scroope
Sent: Friday, July 29, 2022 9:35 AM
To: 'admin@mattawan.ca'
Subject: FW: PSW Program and Municipality Views
Attachments: Resolution 2022-092 Support PSW Program \$460.pdf

Thank you so much JoAnne, This is very helpful ☺

Teresa Scroope
Municipal Clerk; Corporation of the Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700 Ext. 201 | Fax: 705-744-0309
clerk@calvintownship.ca

From: Joanne Montreuil [mailto:admin@mattawan.ca]
Sent: Friday, July 29, 2022 9:20 AM
To: Teresa Scroope <clerk@calvintownship.ca>
Subject: RE: PSW Program and Municipality Views

Good morning Teresa,

Attached is the resolution that was passed at my Council meeting on July 14. For resolutions that I'm not 100% sure that the Council will support, I make them write it out. So I do know that the Town of Mattawa has pledged \$5000 towards this program & we will send them \$460 if this program is a go. If & when your Council supports this proposal the only person you need to send the resolution to is Amy Morrison at AMorrison@mattawahospital.ca. Make sure that the resolution states that if the program will proceed you will donate \$. Hope this helps.

Thank you,

JoAnne Montreuil
Clerk Treasurer,
Municipality of Mattawan

From: East Nipissing Planning Board <admin@enpb.ca>
Sent: July 28, 2022 8:13 PM
To: Joanne Montreuil <admin@mattawan.ca>
Subject: Fw: PSW Program and Municipality Views

From: Teresa Scroope <clerk@calvintownship.ca>
Sent: Thursday, July 28, 2022 1:33 PM
To: East Nipissing Planning Board <admin@enpb.ca>
Subject: PSW Program and Municipality Views

Hi JoAnne

Hoping you can help your my first point of contact for this ☺, The Municipality of Calvin Council has asked me to reach out to other Municipalities regarding the attached PSW program to seek other Municipality views/idea's on support for the PSW Program. Do you have emails for whom I should circulate this too? Have you already received this in the Municipality of Mattawan and what are your views/idea's? It is a really great opportunity it would be unfortunate if it did not proceed due to lack of students.

Thank you

Teresa Scroope

Municipal Clerk; Corporation of the Municipality of Calvin

1355 Peddlers Dr., R.R.#2, Mattawa, ON. POH 1V0

Ph: 705-744-2700 Ext. 201 | Fax: 705-744-0309

clerk@calvintownship.ca

THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE

July 14, 2022

Resolution No.

2022 - 092

MOVED BY

Councillor McNabb

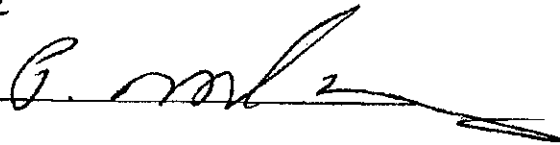
SECONDED BY

Councillor Bell

BE IT RESOLVED that should the ^{PSW} program continue & be successfully implemented, then, based on the group of Municipalities population formula; Mattawan Municipality will provide \$460,500 towards the \$900,00 shortfall

CARRIED

Mayor Murphy



DIVISION VOTE

NAME OF MEMBER OF COUNCIL

YEAS

NAYS

Councillor Bell

Councillor McNabb

Councillor Lemaire

Councillor Lahaye

7a.1)

Council Agenda #7 a. – Consent Agenda

If you wish to separate an Item from the Consent Agenda please contact the Clerk prior to the meeting so a resolution can be prepared.

Items:

- 1) Building Report-Month July 2022-Shane Conrad Chief Building Official



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, P0H 1V0

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

building@calvintownhsip.ca • www.calvintownship.ca

BUILDING REPORT

MONTH: July, 2022

1. NUMBER OF PERMITS ISSUED	3
2. TOTAL MONTHLY VALUE	\$630,000
3. TOTAL FEES COLLECTED	\$790
4. TOTAL BUILDING VALUE TO DATE	\$796,627
5. TOTAL FEES COLLECTED TO DATE	\$2,050

COMMENTS:

Permit: 07-2022	Type: Shop	Value: \$60,000	Fee: \$490
08-2022	Single Family Dwelling	\$470,000	\$685
09-2022	Addition to Dwelling	\$100,000	\$300

Notes: Permit 08-2022 Not picked up or paid for. \$685

SHANE CONRAD
CHIEF BUILDING OFFICIAL



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-278

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

“BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda Items of August 9, 2022 as circulated, less any items requested for separate review and discussion.”

Result: Choose an item.

Recorded Vote: Choose an item.

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-279

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"Municipality of Calvin Council receive the by-law 2022-050 to amend by-law 2022-040 which delegates authority for restricted acts "Lame Duck" restrictions and delegates authority to the Municipal Administrator"

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NUMBER 2022-050

BEING A BY-LAW TO AMEND BY-LAW NO. 2022-040 WHICH DELEGATES AUTHORITY FOR RESTRICTED ACTS "LAME DUCK" RESTRICTIONS OF COUNCIL FOLLOWING NOMINATION DAY.

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.

Preamble

WHEREAS the Council of the Municipality of Calvin delegated authority to the Municipal Clerk for certain duties during that period that Council is restricted in its actions under Section 275;

AND WHEREAS the Council of the Municipality of Calvin appointed Jacob Groves as Municipal Administrator on July 26, 2022 by means of resolution #2022-272;

AND WHEREAS it is deemed expedient to amend By-Law No. 2022-040 to delegate authority to the Municipal Administrator by deleting Sections #1 to and including #5 to reflect the Municipal Administrator and replacing with the following;

Direction

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

1. THAT the Municipal Administrator is hereby delegated authority as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000.
2. THAT the Municipal Administrator is hereby delegated authority, including authority to execute the agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
3. THAT the Municipal Administrator is hereby delegated authority to repeal by-laws appointing Officers of the Municipality of Calvin which have ceased employment with the Corporation and for hiring and removal of any employee of the Corporation.
4. THAT in the extended absence of the Municipal Administrator, the Municipal Clerk shall have the same authority as the Municipal Administrator under this by-law.
5. THAT the Municipal Administrator will report to Council on any actions taken under the restrictions between Nomination Day and the commencement of the Council term.
6. THAT this delegation expires on November 30, 2022.
7. This By-law takes effect on the day of its final passing.

Read a First, Second and Third Time Enacted and passed this 9th day of August 2022.

Adopted by Resolution ____2022-279_____ this 9th Day of August 2022.

MAYOR

CLERK



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-280

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"Municipality of Calvin Council receive the by-law 2022-051 to Codify Human Resource Management Policies for the Municipality of Calvin Fire Department and approve amendments and pass on this day August 9, 2022."

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijns	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NUMBER 2022-051

**BEING A BY-LAW TO CODIFY HUMAN RESOURCE MANAGEMENT POLICIES
FOR THE MUNICIPALITY OF CALVIN FIRE DEPARTMENT**

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 by-law unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

Adoption of Policies

Section 270 of the *Municipal Act* requires the council of a municipality to adopt and maintain policies with respect to, among other things, its hiring of employees and the relationship between members of Council and the officers and employees of the municipality.

Health Benefits

Section 281 and 282 of the *Municipal Act* provide that the council of a municipality may establish a sick leave and benefit program for the municipality.

Employment Standards & Workplace Safety

Municipalities must comply with the *Employment Standards Act* R.S.O. 1990 (the "*Employment Standards Act*"), as amended and the *Occupational Health and Safety Act* R.S.O. 1990 (the "*OHS Act*") as amended.

Related Municipal Policy

By-Law No. 2019-001 - Council Staff Relations Policy

By-Law No. 2010-020 - Workplace Harassment and Violence Policy

Preamble

Council for the Corporation of The Municipality of Calvin has adopted the following mission and vision statements for the Municipality.

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.

Council has adopted an organizational structure in which all officers and employees of the Municipality of Calvin report to the Municipal Administrator, and it is the responsibility of this position to ensure that all officers and employees of the Municipality of Calvin perform their work in a manner that exhibits the fundamental values or principles established by Council and facilitates the achievement of Council's Vision and Mission.

Council is committed to building a workplace in which volunteer Firefighters can feel safe, engaged and productive.

Council will do this by adopting policies that relate specifically to the provision of fire prevention and fire protection services.

Council further acknowledges that this By-law and the attached schedules have been prepared by Expertise for Municipalities Non-profit Association ("E4m") and legally reviewed by Wishart Municipal Law Group/Wishart Law Firm LLP

(WMG) for compliance with all applicable legislation and E4m or WMG are not responsible for the results of any edit to this policy other than as expressly authorized or directed by E4m and WMG.

Council acknowledges and agrees that all rights are reserved by E4m, and no part of this By-law may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping or information and retrieval systems) without the written permission of E4m.

Council acknowledges that E4m has given license to the Municipality to print, copy, save, or post on its official website for its own use only and the Municipality may not repurpose or resell this By-law in any way.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to establish certain policies related to the management of the Fire Department personnel within the municipal operation.

Direction

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

1. That the Municipal Administrator adopt administrative practices and procedures that are compliant with the *ESA*, the *OHSA*, case law and any other applicable Act or Regulation or such successor Acts or Regulations to carry out the direction of Council as expressed in this By-law (hereinafter referred to as guidelines).
2. That these guidelines be submitted to Council for information within ninety (90) days from the passing of this By-law.
3. That the Municipal Administrator cannot unilaterally amend, change, or fail to follow the established guidelines without notification to Council prior to any amendment, change or decision not to follow an established guideline.
4. That the guidelines be reviewed on a bi-annual basis and a report be delivered to Council by June 30, of any given year in which a report is required, regarding adequacy of each of the Schedules attached to this By-law and if there are any recommended changes.
5. That Municipal Administrator be responsible to keep up to date on changes in law affecting the guidelines and that changes in law which require amendments to the guidelines and/or this By-law be delivered to Council in a report within

thirty (30) days of the Municipal Administrator becoming aware of the changes.

6. That the direction outlined in the schedules attached to this By-law applies to all Fire Department personnel of the Municipality ("Volunteer Firefighter personnel"; "fulltime and part-time officers and employees of the Municipality ("Officers and Employees"; "Officers or Employees"). It does not apply to the Municipal Administrator, volunteers, volunteer firefighters or short-term contract positions.
7. That the following schedules attached hereto form part of this by-law:
 - a. Schedule "A" - Attraction
 - b. Schedule "B" - Recruitment
 - c. Schedule "C" - Onboarding
 - d. Schedule "D" - Development
 - e. Schedule "E" - Retention
 - f. Schedule "F" - Separation
 - g. Schedule "G" - Officer & Employee Code of Expected Behavior
8. That any changes to the Schedules may be adopted by resolution.
9. That this By-law supersedes any By-law previously passed that is contrary to this By-law.
10. That this By-law repeals By-Law No. 2011-005 - Hiring, Employment and Progressive Discipline Policy.
11. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution 2022-280 this 9th Day of August, 2022.

MAYOR

CLERK

Schedule "A" – Attraction

PREAMBLE

Council acknowledges that a successful public service requires individuals with the appropriate skillset and personal/professional attributes to provide services and achieve the vision/mission/goals/priorities of Council. Council also recognizes that to attract and retain these individuals they must ensure that they support a workplace culture where Volunteer Firefighter personnel feel valued and respected; are included and consistently engaged; and can perform at their best and be successful as a public servant.

Council is committed to fostering inclusive volunteer opportunities and volunteer management practices for the Fire Department. Council is also committed to a workplace culture that is focused on continuous and proactive improvement to ensure Volunteer Firefighter personnel success in the workplace as well as within role professional development.

Diversity, Equity, and Inclusion

The Municipality of Calvin will aim to foster, cultivate, and preserve a culture of diversity, equity and inclusion.

Council recognizes that human capital is the most valuable asset the Municipality of Calvin has. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our Volunteer Firefighter personnel invest in their work represents a significant part of not only the workplace culture, but also the effective and efficient delivery of Municipal services.

Council will support a workplace that embraces and encourages differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make Volunteer Firefighter personnel unique.

All Volunteer Firefighter personnel have a responsibility to always treat others with dignity and respect and are expected to conduct themselves in a manner that reflects inclusion in the workplace and at work-related functions.

The Municipal Administrator will promote a positive working environment where Officers and Employees collaborate to achieve the Municipality of Calvin's goals while cultivating a culture of diversity, equity, and inclusion.

Safe Workplace

Physical Safety

The Municipal Administrator will promote a positive working environment where management and employees collaborate to achieve the Municipality of Calvin's goals while promoting the physical health and safety of all employees.

Volunteer Firefighter personnel:

- Fully comply with the *Fire Prevention and Protection Act, the Occupational Health and Safety Act* and all other related/applicable legislation.
- Prevent risk of injury and illness arising from the workplace environment.
- Ensure the physical health of all employees is protected.
- Encourage the co-operation of all employees, in complying with the Health & Safety Policy and Procedures.
- Establish and maintain a Health & Safety program in co-operation with the Joint Health & Safety Committee or Health and Safety Representative (Where applicable)

Psychological Safety

Council considers the mental health and psychological safety of its Volunteer Firefighter personnel to be as important as other aspects of health and safety and is committed to supporting a mentally healthy workplace through appropriate policies, programs, and services which will be developed in accordance with the National Standard of Canada for Psychological health and safety in the workplace.

Council recognizes that workplace factors can contribute to psychological health. While it is understood that a certain amount of stress is inherent in work, the Municipality of Calvin aspires to a work environment where continuous improvement in work practices and processes address psychological safety and support mental health.

Further, Council acknowledges that psychologically healthy and safe workplaces:

- Support individuals and departments in creating a respectful, healthy and engaging work and learning environment
- Acknowledge psychological risk factors where they exist
- Provide the tools to positively, effectively and efficiently address any identified issues

The Municipal Administrator will promote a positive working environment where Officers and Employees collaborate to achieve the Municipality of Calvin's goals while promoting a psychologically healthy and safe workplace.

Remuneration

The Municipal Administrator in consultation with the Fire Chief will establish an

equitable, remuneration system for the Fire Department that includes:

- Annual honorarium for the Volunteer Fire Chief;
- Annual honoraria for the Volunteer Firefighters that recognizes/acknowledges commitment to training/continuous improvement as well as attendance during fire calls.

Volunteer Wellness/Volunteer Assistance Program

Council is committed to providing a healthy and psychologically safe work environment for its Volunteer Firefighter personnel at all municipal work sites.

A healthy and psychologically safe workplace leads to improved workplace satisfaction, higher level of volunteer morale, and generally a more effective/productive workplace. The Municipality of Calvin will encourage, support, and offer health related programs that will assist Volunteer Firefighter personnel in improving their own physical, mental, and emotional wellbeing.

The Municipal Administrator will provide Council with an annual or multi-year wellness initiative that at a minimum will include:

- Organizing or permitting time for Volunteer Firefighter personnel to participate or watch wellness education sessions relating to mental, physical, and emotional wellness;
- Improving Firefighter Volunteer access to healthy snack options in the workplace by providing healthy food options during events, meeting, etc.; and
- Encouraging and organizing friendly fitness and wellness competitions.

Voluntary Participation

We encourage Volunteer Firefighter personnel to participate in our wellness program, but their participation is completely voluntary. Any Volunteer Firefighter who chooses not to participate in the wellness initiatives will not be subject to punishment or adverse action.

Council will implement an Firefighter Volunteer Peer Assistance Program.

Leaves of Absence

From time-to-time Volunteer Firefighter personnel may need to take leaves of absence from the Fire Department for various reasons.

The Municipal Administrator shall establish guidelines for Volunteer Firefighter personnel to give notice for leaves. The Municipal Administrator will also establish guidelines for how such leaves will be approved and how Volunteer Firefighter personnel may seek workplace accommodations.

Schedule "B" - Recruitment

PREAMBLE

Council acknowledges that a successful public service requires individuals with the appropriate skillset and personal/professional attributes to provide services and achieve the vision/mission/goals/priorities of Council. Additionally, Council acknowledges that recruitment processes may vary depending upon the position needing to be filled.

Council directs the Municipal Administrator to ensure that all recruitment processes adhere to the requirements of this By-law.

Fire Chief Position Vacancy

The Fire Chief position with the Municipality is a volunteer position and not that of an employee. When the position becomes vacant, the Municipal Administrator shall conduct a position reassessment and report the result to Council prior to starting the process to fill the position. At a minimum the position needs assessment will consider:

- a) The job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;
- b) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- c) If there is still a need for the position or if the position needs to be modified or realigned or changed completely; and
- d) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the workplace.

Volunteer Firefighter Supervisory Position Vacancy

The Municipal Administrator shall establish guidelines for filling supervisory positions internally within the Fire Department which consider competency and fit over years of service.

When a supervisory position becomes vacant, the Municipal Administrator shall in consultation with the Fire Chief conduct a position reassessment to determine if the specific supervisory position is still necessary and then and report the result to Council prior to starting the process to fill the position. At a minimum the position needs assessment will consider:

- a) The job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;

- b) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- c) If there is still a need for the position or if the position needs to be modified or realigned or changed completely; and
- d) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the workplace.

Volunteer Firefighter Recruitment

The Municipal Administrator shall establish guidelines for recruiting Volunteer Firefighters that includes:

- a) A review of the job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;
- b) Methods of advertising for positions.

New Position

From time to time, it may be necessary to create a new position within the Fire Department to achieve a level of service set by Council. The position may be volunteer, permanent full/part time or a short-term, non-permanent or contract, position.

All new positions shall be approved by Council prior to recruiting for/filling the position internally when:

- a) the position is being created to comply with law;
- b) the position has not been included in the salaries/wages established by the budget;
- c) the payroll grid needs to be modified to accommodate the new position;
- d) the position is being created by external funding; and/or
- e) the position is best filled by an individual currently employed by the Municipality.

In the circumstances noted above, the Municipal Administrator will submit to Council a business case that outlines:

- a) The name of the position and the expected duties;
- b) The value of the position and need for the position to the municipal operation/the level of service defined by Council;

- c) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- d) The qualifications and personality type/communication style necessary to be successful in the position; and
- e) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the position, the department and the overall workplace if the position is not being filled from within.

Position Profile

All Volunteer Firefighter personnel of the Municipality will have a Position Profile which at a minimum clearly describes and/or explains:

- a) The title of the position;
- b) The requirement for professional designations or certifications;
- c) The preferred education, skills and professional attributes required to successfully fulfill the obligations of the position;
- d) How the position fits within the operating structure of the Municipality;
- e) Who the position reports to within the municipal operating structure;
- f) The permitted channels of communication (i.e. interdepartmental, committees, external stakeholders etc.);
- g) The internal and external relationships that directly affect the position;
- h) General performance expectations for the position;
- i) Day to day duties and responsibilities; and
- j) Hours of work/work schedule.

Position Profiles will be attached to the Volunteer contract.

Hiring and Selection

The hiring of Volunteer Firefighter personnel shall be carried out in an objective and impartial manner. The relatives of elected officials and Volunteer Firefighter personnel of the Municipality of Calvin may be considered for volunteer positions within the Fire Department.

All vacant, soon to be vacant or new positions with the Municipality of Calvin will be filled in accordance with this By-law.

The hiring and selection of Volunteer Firefighter personnel is the responsibility of the Municipal Administrator who will provide Council with a recruitment strategy ("Recruitment Strategy Report") for the position being filled that will include at a minimum:

- a) How and where the position will be advertised;
- b) The timeframe for recruiting and hiring;
- c) Who will be part of the selection group/committee;
- d) The selection criteria;
- e) How the evaluations of the candidates will be conducted;
- f) Potential obstacles to filling the position; and
- g) Alternatives to ensure adequate service delivery if the position cannot be filled within the expected timeframe.

For clarity, Council will not be part of a hiring committee for Volunteer Firefighter personnel who do not report directly to Council unless requested by the Municipal Administrator and approved by resolution of Council.

When the following position of Volunteer Fire Chief and/or Fire Prevention Officer are being recruited for, the Municipal Administrator shall ensure that the top Candidate be introduced to and interviewed by Council prior to a formal offer being made:

Reference and Internet Checks

All Volunteer Firefighter personnel will be subject to reference and Internet checks. Candidates are required to provide a minimum of three (3) employment related witnesses and sign a form acknowledging that their listed references may be contacted along with other individuals who they have not listed and that they will be subject to an Internet search that will include social media sites.

Reference and Internet checks will be conducted prior to any offer being made to any individual interested in volunteering with the Fire Department. The Municipal Administrator will ensure that all references checks conducted internally are done by two (2) individuals one of whom should be trained in how to conduct reference checks. A minimum of two (2) past employers will be contacted.

The Municipal Administrator shall establish guidelines and applicable forms to be used.

Criminal Records Check

Many positions at the Municipality of Calvin are safety or security sensitive or are otherwise assumed by the Municipality of Calvin by placing a high degree of trust in the integrity of its Volunteer Firefighter personnel.

As a provider of public services, it is incumbent on the Municipality of Calvin to exercise due diligence by ensuring, to the extent reasonably possible, that Volunteer Firefighter personnel who provide such services do not pose a risk to vulnerable individuals or to the Municipality's interest.

To minimize risk to the Municipality of Calvin, Council directs the Municipal Administrator to ensure that police background checks are conducted prior to the hiring of Volunteer Firefighter personnel. Dependent upon the nature of the position and identified risks associated with the position, the Volunteer Firefighter will be required to provide either a criminal record check or a vulnerable sector screening check before commencement of participation as a Fire Department volunteer with the Municipality.

Volunteer Firefighter personnel may be required to provide a renewed police background check if required by law at designated intervals. Additionally, any individual being assigned or promoted into a position requiring vulnerable sector screening check where it was not required or submitted at the start of their employment will be required to provide such prior to starting their new position.

Letter of Acceptance and Volunteer Contracts

An individual who has been successful in any voluntary Fire Department position will be provided a Letter of Acceptance and be required to enter into a volunteer position agreement.

Volunteer Position Agreement

All Volunteer Firefighter personnel of the Municipality will be required to enter into a Volunteer Position Agreement that:

- a) Identifies the position;
- b) The performance requirements of the position;
- c) Information on remuneration for the position;
- d) The length of the probation period;
- e) The requirement to adhere to applicable laws and Council policies as may be amended from time to time;
- f) Identifies how the volunteer relationship may be immediately terminated; and
- g) Progressive discipline guidelines.

Schedule "C" - Onboarding

PREAMBLE

Orientation for new Volunteer Firefighter personnel begins with onboarding. Volunteer Firefighter personnel onboarding is critical to learning position responsibilities, becoming familiar with performance expectations, and building positive working relationships within the Fire Department/municipal Corporation. As such the Municipality of Calvin will provide a Volunteer Firefighter personnel onboarding program.

Definitions

Onboarding: Onboarding is a one-year process focusing on integrating a new volunteer into the organization to facilitate the acquisition of skills, knowledge, and behaviors necessary to be successful in their position. Onboarding begins the moment a candidate is interviewed and ends when a new Fire Department Volunteer is fully integrated and performing as expected.

Orientation: Orientation is a stage of onboarding where a new Fire Department Volunteer learns about the Municipality of Calvin and their position responsibilities. This typically occurs on their first day but could span over several weeks.

Onboarding Program

The Onboarding Program will provide key information needed by Volunteer Firefighter personnel when commencing their position with the Municipality. The Onboarding Program will set out roles and responsibilities to ensure all new Fire Department Volunteers feel welcome at the Municipality of Calvin.

It will include the provision of key information Volunteer Firefighter personnel will need immediately on topics such as:

- Remuneration
- Occupational Health and Safety
- Municipal Policies/Standard Operating Procedures
- Standards of Conduct
- Learning and Development Opportunities

It will also include:

- Orientation; and
- An "onboarding buddy" for the first (3) months. An Onboarding Buddy is a peer coach who assists the new hire to navigate the Municipality of Calvin's systems. An Onboarding Buddy partners with a new Fire Department Volunteer for the first few months of their position to assist them by:
 - Offering encouragement and resources to help introduce them to the Municipality of Calvin's culture;
 - Explaining basic operational issues;

- Supporting their immediate productivity within the department;
- Helping them build confidence; and
- Exemplifying the Municipality of Calvin's values.

The Municipal Administrator is responsible to establish an onboarding program and guidelines that will support the success of any new Volunteer Firefighter personnel.

Schedule "D" - Development

PREAMBLE

Volunteer Firefighter personnel of the Municipality of Calvin are our most important asset in providing fire prevention and protection services to ratepayers. They are responsible to deliver the programs and services of the Fire Department which often requires them to have a professional designation, a special licence, and/or specific technical knowledge all of which require continuous learning. Additionally, it requires Volunteer Firefighter personnel who are committed to their work and professional improvement.

- Learning & Professional Development
- Performance Management
- Succession Planning

Learning and Professional Development

Council is committed to supporting a continuous learning workplace by investing in Volunteer Firefighter personnel professional development opportunities that improve the performance of both the individual and the Municipality of Calvin. Moreover, Council will:

- a) Invest in Volunteer Firefighter personnel development to ensure that volunteers maintain their acquired skills and position qualifications;
- b) Provide opportunities for Volunteer Firefighter personnel to add to and improve their skills to support future advancement with the Fire Department;
- c) Promote shared accountability between Volunteer Firefighter personnel and the Municipality of Calvin for the individual's professional development; and
- d) Ensure fairness and equity in the application of Volunteer Firefighter personnel professional development opportunities.

Council will annually consider Volunteer Firefighter personnel professional development during budget deliberations.

Annually, if applicable, Council will adopt a Volunteer Firefighter personnel Professional Development Plan prior to the adoption of the Municipality of Calvin's budget.

The Municipal Administrator will provide Council with a report by July 31st of any given year that outlines:

- All mandatory professional development required to be budgeted for in the next fiscal year;
- All professional development identified as necessary during the performance evaluation process that will need to be part of the Volunteer Firefighter personnel Professional Development Plan for the next fiscal year including expected outcomes (i.e. improved performance, increased knowledge etc.);
- A proposal for any additional professional development which must include:
 - The nature of the professional development and how the investment will benefit the individual and the Municipality of Calvin;
 - Measurable expected outcomes;
 - Timeframe for completion (can be multi-year); and
 - Cost
- Planned internal development opportunities:
 - Mentoring/Coaching
 - Knowledge sharing
 - Special or temporary work assignments
 - Cross training
- How the Volunteer Firefighter personnel Professional Development Plan fits within the Municipality of Calvin's Succession Plan.

The Municipal Administrator will provide Council with a report by November 30th of any given year that outlines:

- The success of the Volunteer Firefighter personnel Professional Development Plan which at a minimum will include:
 - What were the expected outcomes of the planned opportunities;
 - Who participated in each of the opportunities;
 - An analysis of whether the expected outcomes were achieved.

- What was the total investment in professional development opportunities to date; and
- A report of how the training developed knowledge, skill and/or job proficiency as well as how what has been learned impacts the Municipality of Calvin.

Performance Management

The work of Volunteer Firefighter personnel is critical to the Municipality of Calvin being able to provide the desired levels of fire prevention/protection services and to the achievement of Council's Vision. Council is committed to effective and efficient service delivery which requires the appropriate alignment of human capital, resources, and workplace systems. The most effective way to achieve this is through appropriate human capital management practices.

The Municipal Administrator will adopt a practice of volunteer performance management that includes:

- a) Volunteer Firefighter personnel engagement;
- b) On-going feedback related to work performance;
 - Informal – ongoing communication between supervisor and worker which is not documented
 - Formal – communication between supervisor and worker that is documented i.e. annual performance evaluation, progressive discipline
- c) Learning and professional development opportunities;

Volunteer Firefighter Engagement

Key to a healthy and resilient workplace culture is having engaged volunteers. Engaged volunteers care about the work that they do, their workplace generally and the success of their employer. Most importantly, volunteers who feel engaged also feel that their efforts make a difference. Council is committed to a workplace where Volunteer Firefighter personnel are engaged.

On an annual basis, the Municipal Administrator will carry out a workplace satisfaction survey for all Volunteer Firefighters to complete. The survey will provide feedback on how satisfied the Volunteer Firefighters are with the workplace. The survey will be anonymous, and each Volunteer Firefighter will be required to confirm that they did complete the survey. A report on the findings will be submitted to Council by August 31 of any given year. The report will contain at a minimum:

- The questions asked;
- The response summaries;
- Analysis of the results; and
- Recommendations for policy changes, if any.

Once per term of Council, the workplace satisfaction survey will be conducted by a qualified external party.

Work Performance Feedback

Foundational to Volunteer Firefighter success is work performance feedback. Feedback, whether formal or informal, must be respectful and constructive and for the purpose of improving the individual's ability to be successful in the workplace.

Feedback Principles:

- The supervisor and the volunteer work together to plan, monitor and review a volunteer's work objectives. This includes clear deliverables, deadlines, and feedback
- Volunteer feedback is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting
- Volunteers are encouraged to actively participate in the planning, evaluating, and improving their performance
- Honesty and openness, with effective two-way communication are essential elements of the supervisor/volunteer relationship

Informal Feedback refers to routine communication and may be noted but not documented.

Formal Feedback refers to any feedback that is documented and placed in the personnel file.

Performance Evaluation

Council recognizes the importance of providing job performance related feedback to municipal volunteers in a clear and respectful manner. The Municipality is committed to providing an environment wherein performance is measured in a fair and equitable manner and further that Volunteer Firefighters are aware of why, how, and when their performance will be evaluated.

Performance management is both a system and a process. It requires a consistent method of implementation [system] as well as a clear set of action steps [process]. It provides the necessary framework for each Volunteer Firefighter to be successful in their position and for the overall success of the Municipality. This is accomplished by aligning the performance expectations of each volunteer with the overall goals of Council/the Municipality. Performance management itself is a continuous process.

The Municipal Administrator will ensure that all volunteers receive a formal annual

performance evaluation using a standardized process which includes:

- Establishing clear objective performance measures and performance expectations - actual tasks to be completed.
- Setting subjective performance measures – feedback on task performance (competency) based on preset standards and will include a 360 evaluation for all managers/supervisors. At no time will the subjective measures account for more than thirty-five percent (35%) of the overall performance score.
- Self-assessment conducted by the Volunteer Firefighter
- An Annual Performance Assessment report that outlines how performance was evaluated (including an overall performance score/rating) and reviewed with the individual. The Annual Performance Assessment Report will become part of the individual's personnel record.
- A Success Plan with key learning objectives.
- Semiannual progress review meetings to go over the established performance expectations and consider performance to date.

From time to time, work improvement plans, and progressive discipline may be required to support an volunteer in achieving satisfactory performance.

Performance management information shall be used for decisions related to:

- Selection (promotion or transfer)
- Organizational goal setting and budgeting
- Salary adjustments
- Succession planning
- Training and development requirements
- Restructuring
- Recognition

The Municipal Administrator will adopt guidelines for when work improvement plans or progressive discipline may be required.

Schedule "E" – Retention

PREAMBLE

The Municipality of Calvin relies on the individuals who volunteer with the Fire Department to deliver programs and services as adopted by Council. Volunteer Firefighter personnel retention is important to the effectiveness and efficiency of the municipal operation. It is the responsibility of Council and the Municipal Administrator to create a working environment where Volunteer Firefighter personnel feel valued and remain committed to their position/role in the municipal corporation.

To do so, requires a workplace:

- Where Volunteer Firefighter Personnel are hired for competency and cultural fit;
- Where the Municipality ends the volunteer relationship with Volunteer Firefighter personnel that do not fit the workplace culture;
- That considers the personal wellbeing of Volunteer Firefighter personnel;
- That is open to providing flexible work options;
- Where good performance is rewarded and opportunities for improvement/success are offered to those Volunteer Firefighter personnel whose performance does not meet the expected level;
- Where communication is open and transparent; and
- Where those in a position of leadership actively listen.

Volunteer Firefighter Retention

Council recognizes that to retain Volunteer Firefighter personnel a commitment to a healthy and resilient workplace culture is required. In addition, an innovative retention strategy needs to be adopted. Council acknowledges that this strategy needs to:

- Be based on the overall vision and mission of the Municipality of Calvin;
- Respect the professionalism and loyalty of Volunteer Firefighter personnel;
- Recognize that Volunteer Firefighter personnel are required to provide their professional opinion, and not what Council wants to hear;
- Ensures that Volunteer Firefighter personnel are actively engaged;
- Prioritize Volunteer Firefighter wellbeing; and
- Provide opportunities for professional growth and development.

The Municipal Administrator will adopt guidelines and processes that:

- a) Ensures new Fire Department Volunteers fit the workplace culture;
- b) Continuously monitors workplace culture as well as Volunteer Firefighter personnel position satisfaction/fit;
- c) Fosters inclusivity and professional growth;
- d) Looks at succession planning and internal advancement; and
- e) Allows for continued workplace flexibility and innovation.

Schedule "F" - Separation

PREAMBLE

Council is committed to the retention of valued Volunteer Firefighter personnel until their retirement. However, Council recognizes that from time-to-time Volunteer Firefighter personnel choose to leave the workplace or may be involuntarily required to leave. Of utmost importance is that any time there is a departure of a Volunteer Firefighter from the workplace that the focus should be on helping the exiting Volunteer Firefighter to depart with as much grace, pride, and confidence as possible. This is of the utmost importance when the individual is not an optimal fit for the position or within the workplace culture.

Voluntary Departure

Any Volunteer Firefighter will be considered to have voluntarily left their position with the Municipality of Calvin if they:

1. Have given notice two (2) weeks (unless more notice is required in their volunteer contract) that they are leaving their volunteer position with the Municipality of Calvin;
2. Have failed to attend required training without notice or approved leave for a period of more than three (3) consecutive months; and
3. Have failed to attend Fire Department callouts without notice or approved leave for a period of more than three (3) consecutive months.

The Municipal Administrator will adopt guidelines related to who a Volunteer Firefighter is required to provide notice to in event that they plan to voluntarily leave the Fire Department. Additionally, the guidelines will include circumstances when a Volunteer Firefighter may be excused from the full notice provision required.

Involuntary Departure

Terminations

The Municipality of Calvin may need to end the relationship with a Volunteer Firefighter with or without cause. Every effort will be made to alleviate the negative experience of such an action. The Municipal Administrator will notify Council prior to any Volunteer Firefighter termination. The Municipal Administrator will adopt procedures for with cause and without cause terminations which at a minimum will include that:

- Letters of termination will be given to the Volunteer Firefighter in person and generally not on a Friday;
- The individual will be treated with respect when they are advised of the ending of their volunteer relationship with the Municipality;

- Upon termination of any volunteer position, a Volunteer Firefighter shall promptly deliver to the Municipality of Calvin any and all property, technology, data, manuals, notes, records, plans, or other documents, including any such documents stored on any video or software related medium, held by the Volunteer Firefighter concerning the Municipality's Fire Department services and programs, developments, and equipment. This includes intellectual or other property made or prepared by the Volunteer Firefighter. A Volunteer Firefighter may with written permission, retain samples of their work if such work is already in the public domain; and
- These considerations may be included in all volunteer agreements.

Schedule "G" - Fire Department Code of Expected Behaviour

PREAMBLE

The Municipality of Calvin is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Officers, Employees and Volunteers. In particular, the public is entitled to expect the highest standards of conduct from the Officers, Employees and Volunteers of its local government.

The Municipality of Calvin Fire Department shall be committed to a workplace that maximizes each member's contributions to the success of the organization. This Code of Expected Behavior applies to Fire Department personnel including the Fire Chief (collectively "Volunteer Firefighters" or "Volunteer Firefighter personnel").

The Municipality acknowledges the important contribution volunteers make to providing fire protection services to the Municipality. Also, that the Municipality deems it important to ensure that standards of practice and ethical behavior are established to guide the provision of municipal services.

The Volunteer Firefighter personnel are expected to:

- Perform their duties in a manner that maintains public confidence and trust;
- Not engage in actions which would result in personal gain as a result of their duties with the Municipality of Calvin Fire Department;
- Not engage in actions that would be in conflict with their duties and obligations as a member of the Municipality of Calvin Fire Department; and
- Use good judgment regarding personal and professional conduct.

Volunteer Firefighter personnel shall comply with Federal, Provincial legislation and all law/rules/policies adopted by Council including but not limited to:

- By-Law No. 2019-001 - Council Staff Relations Policy
- By-Law No. 2010-020 - Workplace Harassment and Violence Policy
- By-Law No. 2004-022 - Purchasing and Procurement Policy
- By-Law No. 2008-008 - Procedural By-Law

Volunteer Firefighter personnel shall comply with policies, standard operating procedures and other directives as set out by the Ontario Fire Marshal's Office.

Definitions

Confidential Information

Confidential information includes information Volunteer Firefighters may have access to through their position with the Municipality of Calvin that is not available to the public. This includes but is not limited to:

- Documents, records or other information concerning the Municipality's operation, finances, plans or strategies;
- Documents, records or other information concerning taxpayers, employees, vendors and contractors of the Municipality of Calvin including personal information, employment status, vendor status, contractor status, personnel records, performance information, information related to rates of pay and job history;
- Privileged information including advice received from legal counsel and other advisors; and
- All work related information that is not generally available to the public.

Confidential information also includes but is not limited to information in the possession of the Municipality of Calvin that the Municipality of Calvin is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act* or other legislation, and information concerning matters that are considered in a "closed session" meeting under section 239 of the *Municipal Act, 2001*.

Conflict of Interest

A "Conflict of Interest" refers to a situation in which the Volunteer Firefighter has personal or private interests that may compete with the public interests of the Municipality of Calvin and make to fulfill one's duties impartially. A Conflict of Interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the Municipality of Calvin generally. A conflict exists even if no unethical or improper act results from it. A Conflict of Interest can either be an apparent conflict or a real conflict.

Apparent Conflict

An apparent conflict exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a Conflict of Interest exists, even if, in reality, it may not.

Real Conflict

A real conflict exists where a personal interest exists and that interest:

- a) Is known to the Volunteer Firefighter; and
- b) Has a connection to the Volunteer Firefighter's duties that is sufficient to influence or interfere with the performance of those duties

Dishonesty or Deceit

Dishonesty or deceit includes any array of acts characterized by intentional deception. Dishonest, illegal or fraudulent activities include, but are not limited to:

- forgery or alteration of documents (cheques, time sheets, independent contractor agreements, purchase orders, etc.);
- misrepresentation of information by a Volunteer Firefighter;
- misrepresentation of information on documents;

- misappropriation of funds, securities, supplies or any other asset;
- unauthorized use, disappearance, or destruction of Municipal property, equipment, materials or records;
- improper handling or reporting of money transactions;
- authorization or receipt of payments for goods not received or services not performed;
- authorization or receipt of payments for hours not volunteered;
- any inappropriate expense claim made, which is unrelated or related to the business of the Municipality of Calvin or the Volunteer Firefighter's position responsibilities; and
- any apparent violation of Federal, Provincial or local laws.

Interests

Direct Interests: Direct interests are those interests in which the Volunteer Firefighter, by virtue of a significant social or financial relationship, is likely to gain benefits or losses, advantages, or disadvantages.

Indirect Interests: Indirect interests are those interests in which the Volunteer Firefighter, by virtue of a significant social relationship or a financial relationship, may reasonably appear to gain benefits or losses, advantages, or disadvantages, even though the volunteer may never have a direct interest.

Personal Information:

As defined in s. 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, ("MFIPPA"), is recorded information about an identifiable individual, and includes,

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;
- d) the address, telephone number, fingerprints or blood type of the individual;
- e) the personal opinions or views of the individual except if they relate to another individual;
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the individual; and
- h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other

personal information about the individual.

Expectations

Professionalism

Volunteer Firefighter personnel are representatives of the Municipality and at all times expected to reflect a professional image. To be clear, Volunteer Firefighter personnel are expected to appear professional and act in a professional, courteous and objective manner when interacting with the public who they serve, and with all external stakeholders who may include:

- Provincial and Federal government representatives;
- Agencies and organizations;
- Contractors, suppliers, etc.
- Officers, Employees and volunteers of other municipal corporations

Volunteer Firefighter personnel must also be professional and courteous with members of Council and their co-workers. They must comply with the Council Staff Relations Policy and the Respect in the Workplace Policy.

Personal Interests

Volunteer Firefighter personnel shall not seek to advance a personal interest, directly or indirectly, during the course of their duties.

Examples of advancing a personal interest include but are not limited to:

- a) Influencing or attempting to influence the Municipality of Calvin to contract with a person, partnership or corporation for any purpose in which the Volunteer Firefighter has a personal interest, or for which the Volunteer Firefighter has received or reasonably anticipates receiving some profit, payment, or compensation.
- b) Soliciting or accepting from any person or corporation any profit, commissions or other payments or favours in the way of price or other advantages, such as loans or services, when:
 - i. the person or corporation has had, or may reasonably be expected to have, any business, commerce or trade dealings with the Municipality of Calvin; or
 - ii. the person or corporation is seeking any decision, act, advice, comment, endorsement or anything whatsoever from the Municipality of Calvin.

Financial Integrity

Volunteer Firefighter personnel who maintain the financial and accounting records for the Fire Department shall do so with the utmost integrity. They must show accurately and punctually all transactions, assets and liabilities of the Municipality of Calvin. All financial records, expense accounts, invoices, vouchers, bills, payroll and volunteer records and other reports are to be prepared with care and honesty. False or misleading entries, other false or misleading information, or omissions of entries in the financial

records or reports of the Municipality of Calvin, or any unrecorded bank accounts, are strictly prohibited.

Volunteer Firefighter personnel shall not undertake any fraudulent activities. This includes misrepresenting information on documents, authorizing payment for goods and services not received, unauthorized use, destruction, or disappearance of municipal assets and information, and forgery or alteration of documents.

Volunteer Firefighter personnel shall not establish or maintain secret or unrecorded cash funds or other assets of the Municipality of Calvin for any purpose or conceal any transaction from the auditors.

Volunteer Firefighter personnel shall not use the Municipality of Calvin's funds for any personal use at any time.

Public Criticism of Council and/or the Municipality of Calvin

Volunteer Firefighter personnel are expected to respect and support all decisions of Council and not publicly criticize the Municipality of Calvin or Council as a body or individual members of Council such that the public's perception is adversely affected.

Volunteer Firefighter personnel have a general right to freely express opinions on matters of public policy; however, this right is limited by their relationship with the Municipality of Calvin.

Public criticism may include but is not limited to:

- letters to the editor;
- interviews with the media;
- negative statements to the public; and
- posts on social media sites.

Public Speaking/Appearances & Media Relations

Volunteer Firefighter personnel will not speak as a representative of the Municipality of Calvin unless expressly authorized to do so by Council, by the Municipal Administrator, or by policy. To be clear, Volunteer Firefighter personnel may not:

- speak to members of the press
- post on social media
- cause to have an article/letter to the Editor published related to the Municipality of Calvin

Volunteer Firefighter personnel asked to speak at a professional conference or meeting and are not representing the Municipality of Calvin must clearly state so in their presentation. Additionally, they must inform the Municipal Administrator prior to the event.

External Activities:

Volunteer Firefighter personnel by the nature of their volunteer relationship with the Municipality of Calvin may be seen to represent the Municipality even when participating in activities separate from Fire Department activities. Volunteer Firefighter personnel are required to take steps to ensure their participation in these activities does not negatively affect the Municipality of Calvin.

a) Political Activity

- Volunteer Firefighter personnel may exercise their civic right to run for public office, in accordance with legislative requirements.
- Volunteer Firefighter personnel are entitled to support or be involved in the political campaign of a Municipal, Provincial or Federal candidate or party, provided they do so on personal time and do not present themselves as a representative of the Municipality of Calvin.
- At all times while conducting their Fire Department duties, Volunteer Firefighter personnel must appear to be politically neutral and are to avoid expressing personal views on matters of public controversy, Municipal policy, or the Municipal administration if the comment will negatively affect public opinion of the Municipality of Calvin.
- Where a Volunteer Firefighter is uncertain whether their actions or comments are appropriate, they should seek guidance from their immediate supervisor and if that individual is unavailable, the Municipal Administrator.

b) Memberships on Boards or Committees

Volunteer Firefighter personnel may be allowed to participate on an external board, commission, or agency if such participation does not interfere with their Fire Department duties and otherwise complies with the Expected Behaviour set out herein. Should the Volunteer Firefighter consider such participation, they shall seek approval from the Municipal Administrator.

Use of Municipal Resources

Volunteer Firefighter personnel shall use, or permit the use of, municipal equipment, land, facilities, supplies, services, staff, or other resource, including any municipally owned information, website, or municipal funds for any purpose or activity other than the lawful business of the municipal corporation.

Volunteer Firefighter personnel shall seek or acquire any personal financial gain from the use or sale of Confidential Information, or of any municipally owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the Municipality of Calvin.

Municipal Vehicles and Equipment

Municipal vehicles and equipment are valuable assets. Every operator of municipal vehicles or mobile equipment shall do so safely, responsibly and within the parameters set by legislation and workplace procedures.

Operators' responsibilities

1. Operators share responsibility for vehicle and equipment maintenance and shall ensure maintenance standards are upheld and deficiencies reported.
2. Operators shall at all times lock unattended vehicles and equipment and put the keys in their designated location.

Use of municipal vehicles and mobile equipment

1. Municipal vehicles and mobile equipment are not available for personal use.
2. Municipal vehicles are not available for use by non-profit organizations.
3. Municipal equipment may be used to assist local non-profit organizations by authorization of the supervisor, manager or other most senior member of the municipality responsible for such equipment. All such use shall be recorded and reported in the operational reports given to Council.

Disclosure of Confidential or Personal Information

Volunteer Firefighter personnel shall not disclose, release, sell or publish by any means directly or indirectly, to any person or to the public generally, any Confidential Information acquired during their employment with the Municipality of Calvin, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.

Volunteer Firefighter personnel shall not use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.

Unless required by law, Volunteer Firefighter personnel shall not disclose the substance of deliberations of meetings held *in-camera* and that are authorized to be held *in-camera* under the *Municipal Act, 2001* or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.

Volunteer Firefighter personnel shall not disclose or make personal use of any of the following types of Confidential Information unless required by law:

- a) Information concerning litigation, negotiation or personnel or labour matters;
- b) Information the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);
- c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;
- d) Information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*; and
- e) Any other information or statistical data required by law not to be released.

Receipt/Acceptance of Gifts, Hospitality or Other Benefits

Volunteer Firefighter personnel shall not accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of their Fire Department duties, unless permitted under one or more of the exceptions listed below:

- a) compensation authorized by-law;
- b) Gifts, Benefits and Hospitality of the kind that normally is received as a token of appreciation, has a nominal financial value (less than \$100) and is provided as a common courtesy;
- c) for volunteer work that is normally not otherwise compensated;
- d) a suitable memento of a function honouring the Volunteer Firefighter;
- e) food and beverage consumed at a banquet reception or similar event, if:
 - i. attendance is for a legitimate municipal purpose;
 - ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
 - iii. the value is reasonable; and
- f) a sponsorship or donation for a community event organized that has been authorized by Council or any applicable municipal policy.

Gifts, Benefits and Hospitality provided, with the Volunteer Firefighter's knowledge, to their spouse, child or parent, that is connected directly or indirectly to the performance of their duties, are considered the same as Gifts, Benefits and Hospitality provided directly to that Volunteer Firefighter.

No Volunteer Firefighter shall accept a gift from an anonymous sender. Where the Volunteer Firefighter receives a gift from an anonymous sender, they will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality's approved donation list.

Reporting and Compliance

Volunteer Firefighter personnel aware of any action not compliant with the Fire Department Code of Expected Behaviour shall report their concern promptly. Any violation may result in disciplinary action up to and including termination of their position with the Fire Department.

The Municipal Administrator shall adopt guidelines related to:

- how to report a non-compliant act;
- how and by whom an investigation into the matter will be carried out;
- the responsibilities of the Fire Chief or Fire Department personnel during an investigation;
- the requirement of confidentiality during and after the investigation;
- how and when the parties will be given notice of the outcome; and
- When Council will be advised of the matter.



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-281

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"WHEREAS an application for Consent No. 2022- 15 in the name of Nathan Pearson (agent Michael Bellaire) has been filed with the East Nipissing Planning Board on land known as 445 Galston Rd, Concession 4, Lot 27, Municipality of Calvin for the purposes of creating 2 lots residential lot of approximately 10 acres each;"

NOW THEREFORE the Council of the Municipality of Calvin resolves that:

- 1) It is recommended that the Nipissing Planning Board give provisional consent to this application;
- 2) Two copies of the completed survey for the new residential lot and the retained lot shall be provided to the municipality in 2 hard copies and digital; and
- 3) That the 5% Cash in lieu shall apply to the expanded lot and is payable in full to the municipality as a requirement of consent.

Result: Choose an item.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

1.0 APPLICANT INFORMATION

Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.

1.1 Name of Owner(s). An owner's authorization is required in Section 8, if the applicant is not the owner.

Name of Owner <u>Nathan Eric Pearson</u>	Home Telephone No. <u>705 493 0860</u>	Business Telephone No.
Address <u>445 Galston Rd</u>	Postal Code <u>P0H 1V0</u>	Fax No.
Email	Cell No.	

1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:	Cell No.	

1.3 Indicate to whom correspondence is to be sent (check one please)

☒ Owner ☐ Authorized Agent ☐ Solicitor

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)

2.1 Municipal Address (mailing address) <u>445 Galston Rd</u>			Postal Code <u>P0H 1V0</u>
Concession Number(s) <u>4</u>	Lot Number(s) <u>27</u>	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s) <u>PCL 1421</u>	Former Township:
Assessment Roll No. <u>11600</u>			

3.0 PURPOSE OF APPLICATION	
3.1	Type and Purpose of the proposed transaction (check appropriate space): <input checked="checked" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> Right-of-way <input type="checkbox"/> Easement <input type="checkbox"/> Other purpose (please specify) Sever 2 lots +/- 10 acres each
3.2	Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed:
3.3	If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION	
4.1 Lands to be Severed	
Frontage(m): 1399 ft. Depth (m): Area (hec/acre): +/- 10 acres +/- 10 acres	Existing Use: bush lot Proposed Use: Rural / Residential Existing Buildings/Structures: Proposed Buildings/Structures:
4.2 Lands to be Retained	
Frontage(m): 1356 ft. Depth (m): Area (hec/acre): 80 acres	Existing Use: Rural / Residential Proposed Use: Existing Buildings/Structures: House Proposed Buildings/Structures:

4.3	Are there any easements or restrictive covenants affecting the subject lands? If yes, please describe the easement or covenant and its effect.	Yes <input type="radio"/>	No <input checked="" type="radio"/>
4.4 Type of Access (Check appropriate box and state road name):			
Severed <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Retained <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Provincial Highway (#): Municipal Road, Maintained Year Round: Municipal Road, Seasonally Maintained: County/District Road (#): Private Road: Right-of-way: Water Access:	
4.5 If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? <input type="radio"/> Yes <input checked="" type="radio"/> No If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.			
4.6 If located on water: a) What is the name of the water body? b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private			
4.7 Water Supply for Retained land shall be provided by:			
<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):
4.8 Water Supply for Severed Parcel(s) shall be provided by:			
<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):
4.9 Sewage Disposal for Retained land shall be provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):
If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required. Title and date of servicing options report and/or hydrogeological report:			

4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):
If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.			
Title and date of servicing options report and/or hydrogeological report:			
4.11 Storm Drainage (Indicate the proposed storm drainage system)			
<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	Ditches
<input type="checkbox"/>	Swales	<input type="checkbox"/>	Other (please state)
4.12 Other Services (Check if the service is available)			
<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>	School Bussing
<input type="checkbox"/>	Garbage Collection		

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND	
5.1	Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> If Yes and if known, provide below, the application file number and the decision made on the application.
5.2	Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed. Date of transfer: Name of Transferee: Land use of parcel:
5.3	Has any land been severed from the parcel by the prior owner(s)? Yes <input type="radio"/> No <input type="radio"/> Unknown <input checked="" type="radio"/> If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware:
5.4	Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, prior owner should be noted in 5.3 above.
5.5	Current Zoning (Specify zone symbol): Rural
5.6	Current Official Plan Land Use Designation: Rural / Residential

5.7 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? Yes ☐ No ☒ If yes, specify the file number and status of the application:

5.8 If the subject lands are the subject of any other application under the *Planning Act*, please fill out required fields on page 1.

5.9 Has the property ever been subject to an application under the *Planning Act*? Yes ☐ No ☒
If the answer was yes, please indicate the file number and status of the application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes ☐ No ☒
If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

5.10 Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?
Yes ☒ No ☐ If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:

5.11 Land Use Features

ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application (<i>contact Secretary Treasurer for More Information</i>)	<input type="checkbox"/>	<input type="checkbox"/>
A landfill site (active or non-operating)	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	<input type="checkbox"/>
A Municipal or Federal Airport (including an aerodrome)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal wellhead within 1000 m	<input type="checkbox"/>	<input type="checkbox"/>
An operating mine site within 1000 m (specify mine site)	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated or abandoned mine site or mine hazards	<input type="checkbox"/>	<input type="checkbox"/>
An operating pit within 150 m or quarry within 500 m.	<input type="checkbox"/>	<input type="checkbox"/>
Any industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park or Crown Lands	<input type="checkbox"/>	<input type="checkbox"/>
An active or abandoned rail line and/or trail	<input type="checkbox"/>	<input type="checkbox"/>
A natural gas or petroleum pipeline	<input type="checkbox"/>	<input type="checkbox"/>
A floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	<input type="checkbox"/>	<input type="checkbox"/>
Fish habitat	<input type="checkbox"/>	<input type="checkbox"/>

A contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line, railway yard or Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>

5.12 Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?

Yes ☐ No ☒

5.13 Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes ☐ No ☒ Unknown ☐

5.14 If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes ☐ No ☐ Unknown ☐

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

5.15 a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?

Yes ☐ No ☒ Unknown ☐

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?

Yes ☐ No ☒ Unknown ☐

d) Has a gas station been located on the subject lands or adjacent lands at any time?

Yes ☐ No ☒ Unknown ☐

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

Yes ☐ No ☒ Unknown ☐

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?

Yes ☐ No ☒ Unknown ☐

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?

Yes ☐ No ☐ Unknown ☐

6.0 OTHER INFORMATION

6.1 Is there any other information that you think may be useful to the East Nipissing Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I (we) Nathan Eric Pearson of the municipality of Calvin in the district of Nipissing make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the Town of Mattawa in the District of Nipissing, this 19th day of July, 20 22

Amy Leclerc
Commissioner of Oaths (include stamp below)
Amy Leclerc
Clerk
Corporation of the Town of Mattawa

Nathan Pearson
Signature of Applicant/Solicitor or Authorized Agent

8.0 AUTHORIZATION (if applicable)

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. I _____, am the owner of the land that is the subject of this application for consent and I authorize _____ to make this application on my behalf.

Signature of Owner _____ Date _____

10.0 AGREEMENT TO INDEMNIFY

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless the East Nipissing Planning Board from all costs and expenses that the Board may incur in connection with the processing of the applicant's application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Board to process the application together with all costs and expenses arising from or incurred in connection with the Board being required, or...

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

July 19 / 2022
Date

Nathan Pearson
Signature of Owner

Nathan Pearson
Owner's Name: Printed

11.0 COLLECTION OF INFORMATION

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

Secretary of the East Nipissing Planning Board _____, Ontario _____,

Phone: _____.

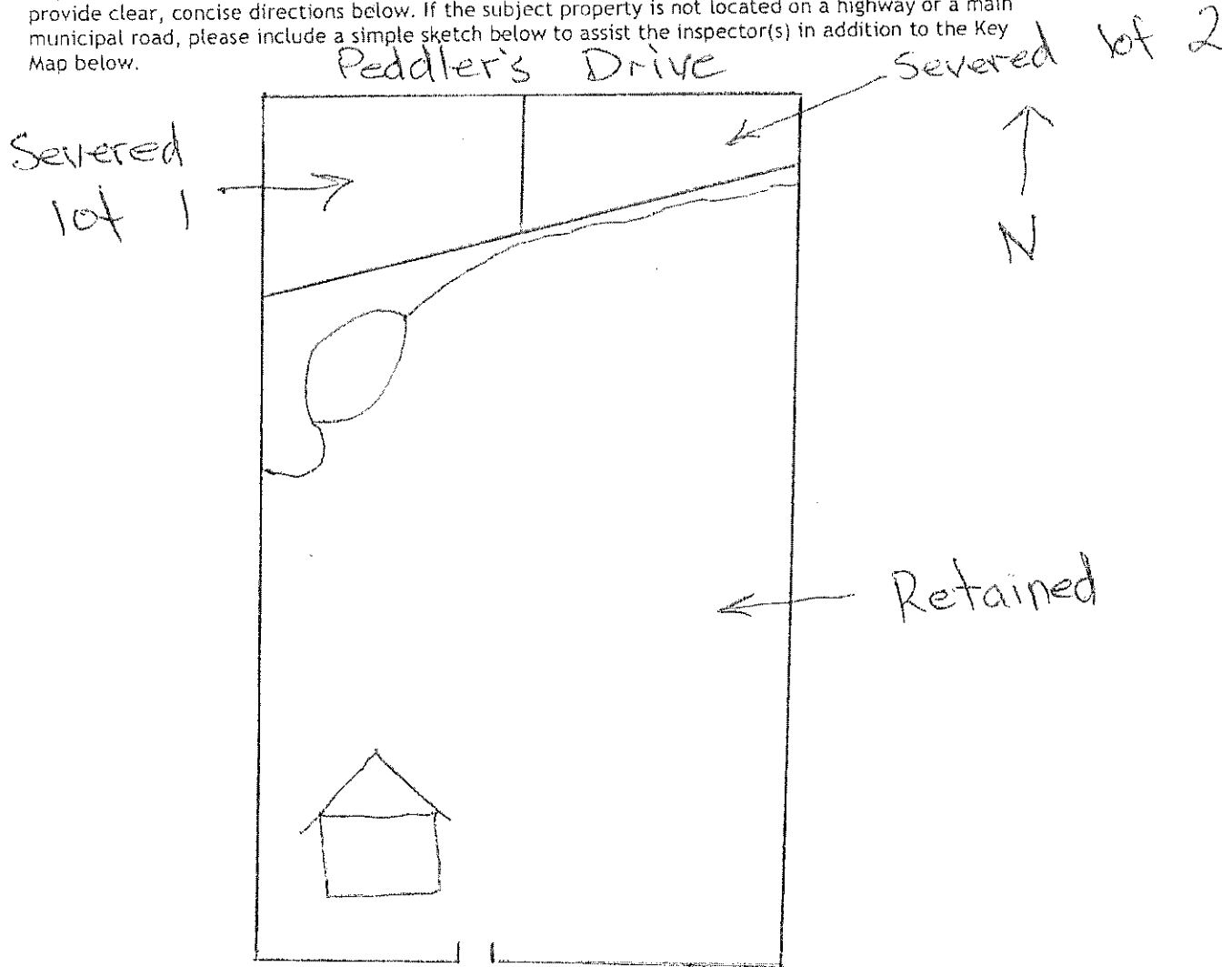
- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the _____ of _____ accompanied by the prescribed fee in cash or by cheque payable to the _____ of _____.

KEY MAP

Below is a key map of the geographic Township of Calverton. Please indicate on this map, where the subject land is located.

Directions to the Site

In order to assess your application, the site must be inspected by the Secretary Treasurer, Building Inspector, and the Public Works Manager; and a representative of the Conservation Authority. Please provide clear, concise directions below. If the subject property is not located on a highway or a main municipal road, please include a simple sketch below to assist the inspector(s) in addition to the Key Map below.



445 Galston Rd



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-282

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"WHEREAS an application for Consent No. 2022-16 in the names of Shirley Bell and Douglas Doucette has been filed with the East Nipissing Planning Board on land known as 386 Adams Rd, Concession 2, Lot 24, Municipality of Calvin for the purposes of creating one (1) residential lot of approximately 3.85 acres;"

NOW THEREFORE the Council of the Municipality of Calvin resolves that:

- 1) It is recommended that the East Parry Sound Planning Board give provisional consent to this application; and
- 2) A copy of the completed survey for the new residential lot and right-of-way shall be provided to the municipality in both digital and hard copy; and
- 3) That the 5% Cash in lieu shall apply to the expanded lot and is payable in full to the municipality as a requirement of consent.

Result: Choose an item.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

East Nipissing Planning Board
APPLICATION FOR CONSENT
Under Section 53 of the Planning Act

Note to Applicants: This application form is to be used if the East Nipissing Planning Board (ENPB) is the consent grantor authority. In this form the term "subject" land means the land to be severed and the land to be retained.

Completeness of the Application

The information that must be provided by the applicant is indicated by black arrows on the left side of the section numbers. This information is prescribed in the Schedule of Ontario Regulation 197/96 made under the Planning Act. This application must be completed and accompany the appropriate fees. The ENPB will return the application or refuse to further consider the application until the information and fees have been provided. The application form also sets out other information that will assist the Planning Board and others in the planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review in a timely manner. As a result, the application may be refused. If you should need assistance in completing or interpreting this application for consent, please contact the ENPB Secretary/Treasurer at 705-744-0908 or east.nipissing.planning.board@gmail.com. The ENPB will assign a File Number for complete applications and this should be used in all communications regarding consent.

Applicant's checklist: Have you remembered to attach:

- 10 copies of the completed application form ☐
- 10 copies of the sketch ☐
- The required fee payable to the East Nipissing Planning Board ☐
- \$800 for consent, right-of-way or easement
- \$300 if right-of-way or easement is applied for at the same time of consent

Please print and Complete or (✓) Appropriate Box(es)

1. Applicant Information			
→ 1.1 Name of Owner(s). An owner's authorization is required in Section 11.1, if the applicant is not the owner.			
Name of Owner(s) SHIRLEY BELL /O DOUGLAS DOUGETTE		Home Telephone 705-200-0076	Business Telephone
Address 386 ADAMS ROAD MATTAU ON		Postal Code R0H 1V0	Cell Phone
→ 1.2 Agent/Applicant: Name of the person who is to be contacted about this application, if different than the owner. (This may be a person or firm acting on behalf of the owner)			
Name of Contact Person MILLER & SONS SURVEYING INC. (RICK MILLER)		Home Telephone	Business Telephone 705-474-1210
Address 1501 SEYMOUR ST. NORTH BAY ON		Postal Code R0H 1V0	Fax Number 705-474-1783

2. Location of the Subject Land (Complete applicable boxes in 2.1)			
→ 2.1 District of Nipissing		Local Municipality CALVIN TOWNSHIP	
Concession Number(s) 2	Lot Number(s) 24	Registered Plan No. Lot(s)/Block(s)	
Reference Plan No.	Part Number(s)	Municipal Address	Parcel Number
2.2 Are there any easements or restrictive covenants affecting the subject land? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, describe the easement or covenant and its effect.			

3. Purpose of this Application			
→ 3.1 Type and purpose of proposed transaction (check appropriate box) Transfer <input checked="" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> An easement <input type="checkbox"/> Other purposes Other Purpose <input type="checkbox"/> A charge <input type="checkbox"/> A lease <input type="checkbox"/> A correction of title			
→ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, lease or charged. <p style="text-align: center;">DOUGLAS DOUCETTE</p>			
3.3 If a lot addition, identify the lands to which the parcel will be added.			
4. Description of Subject Land and Servicing Information (complete each subsection)			
→ 4.1 Description	Front (ft) m	220 Severed 141.0m	556.9 Retained 556.9m
	Depth (ft) m	IRREGULAR	1017.7m
	Area (acres) ha	1.56 1.56 Ha	72.43 71.7 Ha
→ 4.2 Use of Property	Existing Use(s)	VACANT	DWELLING + FARM
	Proposed Use(s)	DWELLING	LOT 25
→ 4.3 Buildings or Structures	Existing Use(s)	NONE	DWELLING +
	Proposed Use(s)	DWELLING	OUT BUILDINGS.
→ 4.4 Access (check appropriate space)	Provincial Highway		
	Municipal road, maintained all year	ADAMS ROAD	ADAMS ROAD
	Municipal road, seasonally maintained		
	Other public road (e.g. LRB)		
	Right of way		
	Water Access (if so, describe below in sec 9)		
	Describe in section 9.1 the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.		
→ 4.5 Water Supply	Publicly owned and operated piped water system		
	Privately owned and operated individual well	✓	✓
	Privately owned and operated communal well		
	Lake or other water body		
	Other means		
→ 4.6 Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system		
	Privately owned and operated individual septic tank	✓	✓
	Privately owned and operated communal septic system		
	Privy		
	Other means		
(1) A certificate of approval from the Mattawa-North Bay conservation Authority or the Ministry of the Environment and Energy Submitted with this application will facilitate the review. Comment from the MNBCA or MOEE per Appendix C.			
→ 4.7 Other services (check if the service is available)	Electricity	✓	✓
	School Bussing	✓	✓
	Waste Collection	✓	✓

4.8 If access to the subject land is by private road, or if other public road or right of way was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

5. Land Use

⇒ 5.1 What is the existing official plan designation(s), if any, of the subject land?
RURAL

⇒ 5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister's zoning order, what is the regulation number? RURAL

⇒ 5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified? Please check the appropriate boxes, if any apply

Use of Feature	On the Subject Land	Within 500 metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agriculture operation including livestock facility or stockyard		<u>FARM LOT 24 550m WEST</u>
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland within 120 metres of the subject land	NA	
Flood Plain		<u>AMABLE DU FOND RIVER</u>
A rehabilitated mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active mine site		
An industrial or commercial use, and specify the use		
An active railway line		
A municipal federal airport		
Utility corridors		

6. History of the Subject Land

⇒ 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? ☒ No ☐ Yes ☐ Unknown
If yes and if known, provide the ENPB/s application file number and the decision made on the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.

⇒ 6.3 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? ☐ No ☒ Yes
If yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

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7. Current Applications

⇒ 7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the ENPB for approval? ☒ No ☐ Yes ☐ Unknown
If yes and if known, specify the ENPB's file number and the status of application.

⇒ 7.2 Is the subject land the subject of an application for a zoning by-law amendment, ENPB/s zoning order amendment, minor variance, consent or approval of a plan of subdivision? ☒ No ☐ Yes ☐ Unknown
If yes and if known, specify the appropriate file number and status of the application.

8. Sketch (use the attached sketch sheet) to help you prepare the sketch, refer to the attached sample sketch

→ The application shall be accompanied by a sketch showing the following:

- The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The boundaries and dimensions of any land owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest township lot line or land mark, such as a railway crossing or bridge
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, well and septic tanks
- The existing use(s) on adjacent lands
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be use
- The location and nature of any easement affecting the subject land

9. Other Information

Is there any other information that you think may be useful to the ENPB or other agencies in reviewing this application? If so, explain below or attach on a separate page.

10. Affidavit or Sworn Declaration

→ I, R.D. MILLER, of the CITY OF NORTH BAY
in the DISTRICT OF NIPESING make oath and say (or solemnly
declare) that the information contained in this application is true and that the information
contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the CITY OF NORTH BAY

in the DISTRICT OF NIPESING

this 10 day of DECEMBER, 2021

Cheryl Label
Commissioner of Oaths

[Signature]
Applicant

Cheryl Anne Label
a Commissioner, etc.,
Province of Ontario
for Miller & Urso Surveying Inc.
Expires March 15, 2024

11. Authorizations

- 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the agent authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF THE OWNER FOR AGENT TO MAKE THE APPLICATION

I, SHIRLEY BELL, am the owner of the land that is the subject of this application for consent and I authorize R. D. MILLER to make this application on my behalf.

Dec. 13 2021

Date

Shirley Bell

Signature of Owner

- 11.2

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information as set out below.

AUTHORIZATION OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION

I, SHIRLEY BELL, am the owner of the land that is the subject of this application for consent and for the purposes of the Freedom of Information and Protection of Privacy Act. I authorize R. D. MILLER as my agent for this application, to provide any of my personal information that will be included in this application or collection during the processing of the application.

Dec. 13 2021

Date

Shirley Bell

Signature of Owner

12. Consent of the Owner

Complete the consent of the owner concerning personal information set out below.

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, SHIRLEY BELL, am the owner of the land that is the subject of this consent application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any personal or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Dec. 13 2021

Date

Shirley Bell

Signature of Owner

The East Nipissing Planning board will assign a file Number for complete applications and this should be used in all communications.

Forward this application to: East Nipissing Planning Board

PO Box 31

Mattawa, ON
POH 1V0

Sketch Sheet

Sketch Accompanying Application. (Please use "feet" units
(See section 8)

Key Plan

N
↑

APPENDIX "C"

(To be attached to all application forms for consent)

NOTICE – PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENTS

Effective August 1, 1996, the East Nipissing Planning Board (ENPB) has instituted administrative changes to streamline the processing of consent applications proposed on private services requiring Part VIII Approvals under the Environmental Protection Act (EPA), consents accessed via or potentially impacting on Provincial Highways for which ENPB is the consent Approval Authority.

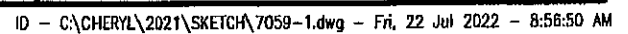
Where ENPB is the consent Approval Authority, applicants are to complete the ENPB's consent application and sketch, submit it to the Part VIII Approval Authority (Health Unit of Ministry of the Environment and Energy) and/or the Ministry of Transportation (MTO) Regional office, pay their inspection fee and complete the instructions of the Part VIII Authority/MTO prior to the inspection of the property (i.e. staking of the lot(s) may be required by a Part VIII Authority/MTO who will forward their comments and the sketch to the applicant/agent and ENPB). At such time, the applicant has the choice to proceed and make application for consent to ENPB, along with our processing fee. If the reports are not favourable, the applicant is saved the expense of a formal consent application. Failure to have Part VIII/MTO comments for ENPB at receipt of the formal consent application may delay or restrict ENPB's ability to make a decision or issue a favourable decision on the consent.

NOTE: ENPB's assessment of the consent is also based on other environmental and land use planning factors. Another major consideration is conformity with local official plans and zoning. Applicants should therefore discuss their proposal with ENPB secretary-treasurer to ensure, prior to obtaining Part VIII/MTO comments that the proposal conforms to the official plan and local zoning standards. Further, should a proposal potentially impact on other Provincial Policy interests or, the ultimate development of the site require a permit/certificate before site alterations are made or certain structures are erected, applicant should discuss the same with the affected Provincial Ministry or, the permitting/certificate Agency/Ministry and the Planning Approval Authority prior to formal application of the Planning Act application. For example, permits may be required from a Conservation Authority or Ministry of Natural Resources for alterations to shorelines or for docks. And, the Ministry of Citizenship, Culture and Recreation advises that an archaeological assessment may be required if a site has archaeological potential.

If you have any questions regarding this procedure, contact ENPB secretary-treasure for your area at east.nipissing.planning.board@gmail.com or calling 705-744-0908.

0 100 200m

ROAD ALLOWANCE BETWEEN CONCESSIONS 2 AND 3 388.85





Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-283

Moved By:

Seconded By: C

NOW THEREFORE BE IT RESOLVED THAT:

"By-Law No. 2022-049 being a By-Law to confirm the proceedings of the Regular Meeting of Council held, August 9, 2022 be read and adopted."

Result Choose an item.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-052

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

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.

Preamble

Council for the Corporation of the Municipality of Calvin ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

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

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of August 9, 2022.
2. 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. 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. 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.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution __2022-283____ this 9th Day of August, 2022.

MAYOR

CLERK



Corporation of the Municipality of Calvin

Council Resolution

Date: August 9, 2022

Resolution Number: 2022-284

Moved By: Choose an item.

Seconded By: Choose an item.

NOW THEREFORE BE IT RESOLVED THAT:

"That Council for the Corporation of the Municipality of Calvin adjourns this meeting at X:XX pm."

Result Choose an item.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>