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**From:** Kristin Pichoskie <[pichoskie7@gmail.com](mailto:pichoskie7@gmail.com)>

**Sent:** June 17, 2026 12:52 AM

**To:** Kristin Pichoskie <[pichoskie7@gmail.com](mailto:pichoskie7@gmail.com)>

**Subject:** Request for Proclamation, Flag Raising and Illumination – Pregnancy and Infant Loss Awareness Day & Month 2026

You don't often get email from [pichoskie7@gmail.com](mailto:pichoskie7@gmail.com). [Learn why this is important](#)

Dear Mayor and Members of Council,

My name is Kristin Pichoskie and I am the founder of Oak's Tree of Love, a Northern Ontario initiative created in memory of my son, Oak Beaudyn Noel.

Oak's Tree of Love respectfully requests that the Municipality proclaim October 15, 2026 as Pregnancy and Infant Loss Awareness Day and proclaim October 2026 as Pregnancy and Infant Loss Awareness Month.

We would also be grateful if the Municipality would consider a flag raising and/or illumination of City Hall, a municipal building, bridge, landmark, sign, or other public feature in pink, blue, and white in recognition of this important awareness initiative.

Pregnancy and infant loss affects thousands of Canadian families each year. This recognition would help raise awareness, honour babies gone too soon, support bereaved families, reduce stigma surrounding grief and loss, and encourage compassionate conversations about pregnancy loss, infant loss, stillbirth, and child loss within our communities.

Oak's Tree of Love provides memory boxes, remembrance projects, awareness initiatives, hospital partnerships, and support resources for families affected by the loss of a baby or child.

Thank you for your time, consideration, and support of bereaved families. We would be grateful to learn if the Municipality plans to participate through a proclamation, flag raising, illumination, or other form of recognition for Pregnancy and Infant Loss Awareness Day and Month in 2026.

Sincerely,

Kristin Pichoskie

Founder, Oak's Tree of Love

[pichoskie7@gmail.com](mailto:pichoskie7@gmail.com)

In loving memory of Oak Beaudyn Noel  





# Calvin Fire Department

1238 Peddlers Dr Calvin Township, Ontario 705-744-2291

Submitted for Council Meeting: July for the month of June 2026

## Department Volunteer Status

# Active Personnel 15	# Resignations since last report to Council	New applicant(s) (application attached for Council approval) Name(s):
Jordan Whalley Chayse Walls OJ Keown Jason Gienow Brandon Apps Steve Meecham Codey Beaumont Tyler Wright Liam Maxwell Bill Moreton Andres Barahona Blair Grove Les Whalley Wayne Brown Steve Walls	0	Chief Deputy Chief Assistant Chief Captain Captain Firefighter FPO Safety Officer Public Relations Officer Dispatch/Station Officer Firefighter Engineer Engineer Engineer Engineer Engineer

# Incidents Attended –

The month of April at the time of this report – 7 calls- 1 medical and 6 Fire/extrication

# What we have been up to –

Each Thursday night meetings from 7-9 consist of a brief meeting and then crews participate in a 2-hour training session on various topics related to Fire Fighter 1&2 with skills testing to evaluate their understanding of each skill.

We are scheduled to go train in the OFM MLFTU - (Mobile Live Fire Training unit) which is free of charge to the municipality, On July 19<sup>th</sup> along with Pap-cam

CFD has been busy with calls and storm clean up and assisting residents with water for agricultural purposes.

Storms put a lot of strain on the department and members, with long calls, large scale clean up and equipment maintenance.

We are still going out on Fridays for our public education handouts.

# Department Training -

Course/Training Name	Who is required to complete (all, specific role etc.)	# of Active Volunteers who have completed	Comments re training plan this calendar year to meet requirements (method of delivery/where/when)
First Aid and CPR/ BLS	All firefighters are required to do recertification every 3 years	15	All up to date.
Fire Fighter 1&2 skills training and testing	All firefighters are required by July 2026	10	In-house training following the NFPA IFST manual, NFPA Skills sheets and vector solutions online training We have now added another means of training through the Ben Hirst perp testing booklets; this allows the members to take practice tests on the information they have been studying and track their progress. Each remaining member will be tested by the AS&E for their final exam.

# Other Training Provided Since Last Report to Council

Specific Training Delivered	Delivery Date	Method of Delivery and Provider (i.e. Chief, FMO etc.)	Number of personnel who completed the training	Comments
NFPA 1001 Training	June regular training nights	Training officer, Deputy Chief, Chief	13	June training was directed at water shuttle and high volume Pumping. Crews tested different types of drafting techniques to have a better understanding of which style would be best in different types of situations. Pump operators also spent time with firefighters to teach pumping basics.
Vector Solutions online Training	Open to Train on FF own time	Online via Vector solutions Training Portal	13	Crews continue to complete FF1 and 2 related modules online, at home, furthering their education towards completing their testing. NFPA 1001 Firefighter 1 and 2 can take over 400 hours to complete.

## Meetings attended by Chief/Deputy Chief

Mutual Aid Meetings (running table – latest meeting first)

Meeting Date	Attended by or indicate "not attended"	Meeting Highlights	Actions Necessary, this Dept	Comments
none				

# Other Meetings/Conferences Attended

Meeting Date	Meeting Name	Attended by:	Comments: such as purpose, benefit etc.
June 20 <sup>th</sup> 2026	Samuel de Champlain return to the park	Fire department	Fire members had a chance to see the park damage I year later and attend a small meeting with the park staff to ask any questions they may have about the future of the park.

# Public Education/Outreach Plan -2025 -Fire Prevention

Event/Activity Name	Date to be completed	Lead (i.e. Chief, Deputy etc.)	Municipal Support Required Y/N If Y, name it	*Results: (once complete)
Fire Prevention packages	ongoing	FPO/chief	Y – Print outs	On going
Facebook Updating	Monthly	PIO Liam Maxwell	N	Updating residents on Fire Safety, current situations/road closures. On going

# Reports Due to Various Ministries in 2025 (running table)

Report Name	Due to	*Due by date & Frequency	Status
Standard Incident Report OFM	OFM	March 30, 2025 Annual	Up to date
SIR reporting per call	OFM	Per call	Up to date
CAS MTO submissions	MTO	Per call	Up to date

*Donna Maitland*

I have received, reviewed and approve of this report submission

Donna Maitland, CAO

Submitted by Fire Chief

Jordan Whalley





# Province of Ontario Mutual Aid Plan

2026 – 2030

## TABLE OF CONTENTS

The Principles of Operation of the Mutual Aid Plan in Ontario .....	4
Authority .....	5
Minimum Conditions for Participation in the Ontario Mutual Aid Plan.....	5
1.0 Resources and Training.....	5
2.0 Command and Communications.....	6
3.0 Response and Documentation.....	6
Roles and Responsibilities .....	8
4.0 Office of the Fire Marshal.....	8
5.0 Fire Co-ordinator.....	9
6.0 Zone Fire Co-ordinator.....	10
7.0 Participants .....	11
8.0 Non-Municipal Participants .....	11
9.0 Participating Fire Departments.....	12
Appointment as a Fire Co-ordinator, Deputy Co-ordinator or Zone Co-ordinator .....	12
10.0 Criteria for Appointment as a Fire Co-ordinator, Deputy Fire Co-ordinator or Zone Fire Co-ordinator .....	12
11.0 Appointment Process for Fire Co-ordinators, Deputy Fire Co-ordinators, and Zone Fire Co-ordinators.....	14
Mutual Aid Plan Components.....	15
Activation of the Mutual Aid Plan.....	16
12.0 Requesting Fire Department.....	16
13.0 First and/or Subsequent Help Call .....	16
14.0 Fire Co-ordinator.....	17
15.0 Termination of the Incident .....	17
Non-Compliance Process.....	18
Provincial Chemical, Biological, Radiological, Nuclear and/or Explosive (CBRNE) and Urban Search and Rescue (USAR) Resources.....	18
Protection from Personal Liability and Indemnification .....	19
Risk Exposure of Non-Municipal Participants.....	19
Contacting the Office of the Fire Marshal .....	20
Submitting Documentation.....	20
Contact Information .....	20
Glossary of Terms.....	22

## Introduction

*Mutual Aid* is a cooperative approach where groups or organizations assist one another by sharing resources and or services. The concept of “neighbours helping neighbours” or others in need has been practiced for centuries. In Ontario, *fire departments* have participated in organized assistance through a formalized Mutual Aid Plan since the 1950’s.

The Province of Ontario *Mutual Aid Plan* hereinafter referred to as the “MAP”, has consistently demonstrated its value to communities over several decades. Large fires, hazardous material incidents, and wind and ice storms, are examples of emergency events that have exceeded the capacity of local fire department resources, necessitating the activation of mutual aid to support response and mitigating efforts.

The size, frequency, complexity and scope of incidents continues to evolve and often requires a coordinated effort to save lives, stabilize the emergencies and protect communities. This often involves municipalities working together to share resources and information, integrate tactics and manage incidents/emergencies together. The MAP sets out the framework for this integrated approach to incident management.

The fire services in Ontario have established themselves as leaders in the provision of mutual aid. The MAP has had a historic impact, and its principles are enshrined in the daily activities and the emergency response approach of firefighters. Moreover, many other provincial emergency plans incorporate components which are directly linked to the MAP.

The MAP is supported by over 100 *fire co-ordinators* situated across the province, who have the responsibility of being the primary point of contact in the coordination of incidents/emergencies. It is important to note that the fire co-ordinators play an integral role in the day-to-day operationalization of the MAP. In addition, fire co-ordinators have significantly informed this iteration of the plan, which seeks to streamline program requirements and reflect the current needs of the fire service sector. The success of the MAP is directly dependent on their collaborative contributions and involvement and is underpinned by a commitment to leadership in community safety.

**Note:** Mutual Aid Associations may be in place across the province. These associations are unrelated fire department duties and have no connection to the operations of municipal fire departments that are participants in the MAP.

## The Principles of Operation of the Mutual Aid Plan in Ontario

The MAP sets out the following principles:

1. To promote and ensure adequate and coordinated efforts to minimize loss of human life and property, as well as damage to the environment, through the efficient utilization of fire department and provincial resources in the event of a mutual aid activation during times of natural or human-made emergencies.
2. To provide the framework to effectively manage mutual aid resources within an *incident management system*.
3. Pursuant to the *Fire Protection and Prevention Act, 1997 (FPPA)* section 7(2), to provide authority and instruction for the coordination of the MAP and associated *fire protection services* activated within the local county, district or region as well as with neighbouring counties, districts, or regions as requested by the Fire Marshal or delegate.
4. To provide advice and guidance for the activation of mutual aid assistance.
5. To ensure all *participants* and *non-municipal participants* adhere to their prescribed roles and responsibilities with respect to mutual aid.
6. To outline roles and responsibilities for fire co-ordinators appointed by the Fire Marshal or delegate, as well as Office of the Fire Marshal (OFM) staff.
7. To provide other emergency management agencies with an understanding of the MAP framework.

**Note:** Terms that appear in italic indicate their first occurrence and are defined in the Glossary of Terms

## **Authority**

Fire department personnel appointed by the Fire Marshal or delegate as fire co-ordinators shall fulfill the duties and responsibilities as instructed by the Fire Marshal in accordance with section 7 of the FPPA.

### **Fire co-ordinators**

*7. (1) The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

### **Duties**

*(2) A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*  
*(a) establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and*  
*(b) perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1*

It is important to note that mutual aid applies to the three lines of defense:

- Public Education and Prevention: Educating the public and preventing fires before they happen.
- Fire Safety Inspections and Enforcement: Additional measures to address fire safety issues, including options to enforce the Ontario Fire Code through the FPPA, and associated standards.
- Emergency Response: The deployment of firefighters and equipment to control and extinguish fires.

## **Minimum Conditions for Participation in the Ontario Mutual Aid Plan**

### **1.0 Resources and Training**

1.1 A participant and non-municipal participant must have sufficient resources to meet the approved level of service within their own jurisdiction. Reference the Emergency Contact Information and MAP Asset Report for Municipal and/or Non-Municipal Participants.

Non-municipal participants may include a fire service in a *territory without municipal organization*, First Nations fire services, federally regulated fire services (i.e. airports and military), industrial fire brigades, and other such organizations as may be approved by the OFM.

1.2 *Fire chiefs* and non-municipal participants shall notify the fire co-ordinator of all significant changes, as they occur, regarding stations, personnel, apparatus, and/or equipment and/or their ability to meet the minimum conditions for participation.

- 1.3 MAP assistance is to be provided to participants and non-municipal participants as requested at no cost.
- 1.4 The training level of participants should be maintained in accordance with the approved level of service as declared annually in the Municipal Profiles submitted to the OFM (see Emergency Contact Information and MAP Asset Report available via the OFM SharePoint site, and the applicable legislated standard, National Fire Protection Association (NFPA) standard and/or equivalent as a minimum). **Note:** The OFM Fire Protection Adviser can provide information from the OFM SharePoint site upon request.
- 1.5 Pursuant to O. Reg 343/22 Firefighter Certification, the *municipality* of the fire department providing resources shall be responsible for ensuring that all firefighters responding to the MAP are adequately trained and certified where required to provide the approved level of service associated with their municipality. For non-municipal participants, the relevant fire department is responsible for ensuring that all firefighters responding to the MAP are adequately trained to provide the approved level of service.

## **2.0 Command and Communications**

- 2.1 The *home fire department* shall maintain responsibility for the overall command of a mutual aid activation throughout the incident; with the exception that the command function, by mutual agreement, may be temporarily assigned to a qualified responding participant.
- 2.2 Participants in the MAP shall adopt and implement the provincial Incident Management System and implement an *Incident Command System* that is fully inter-operable with the response protocols of other participants in the MAP.
- 2.3 Radio communication procedures shall be established to ensure seamless communication between participants during MAP activations.

## **3.0 Response and Documentation**

- 3.1 A request for assistance by a participant in the MAP takes priority over any other non-emergency response except as noted in 3.2.
- 3.2 Despite 3.1, the fire chief, or designate, may refuse to supply a requested response to an incident if such response personnel, apparatus or equipment are required to provide emergency responses in the local municipality or non-municipal community. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is operational at, the scene of a MAP activation if it is required to provide emergency responses in the local municipality or non-municipal community. In such cases the fire chief

must notify the fire co-ordinator or designate overseeing the incident of his/her actions.

- 3.3 A by-law/alternative form of authorization must be passed by *council* authorizing its fire department's participation in the MAP. A by-law/alternative form of authorization is also required after a significant revision or change to the MAP, or as requested by the OFM. Participants must submit the authorization document (most often a by-law) to the OFM for their records. **Note:** Non-municipal participants must submit a Non-Municipal Participant Agreement.

**Note:** Despite 3.3, Northern Fire Protection Program (NFPP) fire departments must be authorized by the Fire Marshal or delegate to participate in the MAP.

- 3.4 The providing and receiving participant or non-municipal participant, and fire co-ordinator must agree to the *help call*, *backfill*, and *stand-by* assignments.
- 3.5 The fire co-ordinator and the participating fire departments must agree to the resources that will form the MAP.

**Note:** For example, this does not mean a municipality with an aerial ladder truck is obligated to make it available to another municipality. Municipalities may enter into *fire protection agreements* or *automatic aid agreements* for apparatus, equipment, staffing, or other service requirements and are best positioned to determine the most appropriate agreement type.

- 3.6 All participants shall comply with all applicable laws.
- 3.7 Fire chiefs shall submit to the fire co-ordinator, copies of all automatic aid and fire protection agreements pertaining to emergency response that their municipality, or governing body, has entered into.
- 3.8 Participants and non-municipal participants that provide fire protection services under a fire protection agreement to a municipality, territory without municipal organization, *First Nations community* or other organization that do not have a fire department, may activate mutual aid.

**Note:** Mutual aid may only be activated when local resources are exceeded. Municipal and non-municipal participants entering into fire protection agreements must ensure they maintain sufficient resources to meet their own approved level of service.

- 3.9 Non-municipal participants that do not have an establishing and regulating by-law/agreement will be required to provide to the OFM a Non-Municipal Participant Agreement confirming an ability to meet the minimum requirements for participation in the MAP.

## **Roles and Responsibilities**

### **4.0 Office of the Fire Marshal**

- 4.1 Develop and monitor the MAP and related supplementary documents in consultation with fire co-ordinators.
- 4.2 Review and update the MAP and related supplementary documents every four (4) years, or as required.
- 4.3 Review submitted mutual aid plans and notify the participants/non-municipal participants when their mutual aid plan has been accepted.
- 4.4 Maintain a centralized inventory of the most recently submitted mutual aid plan from each county, district, and region.
- 4.5 Provide support through specialized resources and equipment (e.g. Emergency Response Unit (ERU) activation), as available.
- 4.6 Appoint fire co-ordinators for such areas as may be designated in the appointment under the FPPA, c.4, s.7(1).
- 4.7 Appoint the fire chief of a fire department established for an unincorporated area that is to participate in the MAP.
- 4.8 Authorize fire departments serving unincorporated areas to participate in the MAP through an agreement signed by the OFM.
- 4.9 Monitor mutual aid activations and identify any known contraventions of the MAP, working with fire service partners to address contraventions as required.
  - 4.9 (a) The OFM may deliver to a participant, or non-municipal participant, a written notice (copying the fire co-ordinator) requesting that they address identified deficiencies. Failure to maintain the established criteria to the satisfaction of the OFM may result in removal from the program. See MAP Non-Compliance Process on page 18 for reference.
- 4.10 Provide regular communications and updates to the fire co-ordinators.
- 4.11 Coordinate and facilitate the fire co-ordinators annual meeting and learning symposium and other such meetings as may be scheduled.
- 4.12 Monitor the operations and performance of the MAP.

- 4.13 As requested, such as during *significant events* or mutual aid activations, provides advice and assistance to the fire co-ordinators or fire departments dealing with the incident.
- 4.14 Provide advice and assistance to the fire co-ordinator or participants and non-municipal participants as it pertains to the MAP, including any roles and responsibilities of the fire co-ordinator, participants, or non-municipal participants.
- 4.15 Attend mutual aid meetings, as requested by the fire co-ordinator when feasible.
- 4.16 Co-ordinate meetings of the *Mutual Aid Advisory Committee* with the OFM on a semi-annual basis or as needed.
- 4.17 Has the ability to coordinate mutual aid activations involving two (2) or more county/district/region mutual aid plans.
- 4.18 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAP.

## **5.0 Fire Co-ordinator**

Fire department personnel appointed as fire co-ordinators by the Fire Marshal or delegate shall fulfill the duties and responsibilities as instructed by the Fire Marshal or delegate in accordance with section 7 of the FPPA.

The role of the fire co-ordinator is to co-ordinate the MAP and to perform related duties. Mutual aid plans are developed between fire departments and non-municipal participants. Fire departments exist only in municipalities, or pursuant to an agreement in a territory without municipal organization.

For the purposes of the MAP, the roles and responsibilities of the fire co-ordinator (and, in the absence of a fire co-ordinator, a deputy fire co-ordinator), include the following:

- 5.1 Develop, review, and maintain an up-to-date mutual aid plan, under the instruction of the Fire Marshal or delegate in consultation with the participants and non-municipal participants.
- 5.2 Submit the county, district, or region mutual aid plan to the OFM for review and acceptance.
- 5.3 Review the mutual aid plan and maintain it as current/accurate/complete with the participants and non-municipal participants, in consultation with OFM as needed and submit updates by April 1st of every year to [OFM.MAP@ontario.ca](mailto:OFM.MAP@ontario.ca). Updates regarding critical changes should be submitted at the time of their implementation.

**Note:** The initial county, district, region mutual aid plan Annual Attestation form and any relevant supplementary documents are to be submitted to the OFM on or before April 1, 2027.

- 5.4 Coordinate/monitor activations of the MAP.
- 5.5 Evaluate and process requests and recommend to the *Provincial Emergency Operations Centre* the deployment of provincial and regional assets and/or resources as per the notification process for requesting provincial resources.
- 5.6 Provide advice and assistance to the Fire Marshal or delegate upon request.
- 5.7 Provide assistance and guidance to participants and non-municipal participants during mutual aid activations.
- 5.8 Submit MAP Activation Reports to the OFM within two (2) business days following a MAP activation.
- 5.9 Attend the fire co-ordinators annual meeting and learning symposium, and other meetings as may be required by the OFM.
- 5.10 If required, request the expense report template and guidelines for the submission of expense claims from the assigned OFM Fire Protection Adviser and submit expense reports to the OFM, *Operations Manager* responsible for the MAP, for approval twice per fiscal year (April 1 to March 31), and more frequently if required.
- 5.11 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 5.12 Conduct other duties as may be assigned by the Fire Marshal or delegate in relation to the support of the MAP.
- 5.13 Maintain confidentiality of the information collected and use only for the intended purpose of administering the MAP.
- 5.14 Notify the OFM when a participant or non-municipal participant fails to maintain the established criteria for participation in the MAP.

It is important to note that in a territory without municipal organization where there are no agreements made pursuant to the FPPA to provide fire protection services, there is generally no role for a fire co-ordinator to play.

## **6.0 Zone Fire Co-ordinator**

A zone fire co-ordinator is appointed to act on behalf of the fire co-ordinator in a defined geographic area of the MAP. Responsibilities include:

- 6.1 Co-ordinate/monitor zone mutual aid activations.
- 6.2 Ensure district plan revisions received from the fire co-ordinator are copied and distributed to zone fire chiefs for updating their fire department plan.
- 6.3 Co-ordinate regular zone meetings each year.
- 6.4 Attend county/district/region MAP meetings to provide zone activation updates and share zone initiatives being implemented.
- 6.5 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 6.6 Attend the annual fire co-ordinators' conferences, zone meetings and such other meetings as may be convened by the OFM.
- 6.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAP.

## **7.0 Participants**

Participants in the MAP are responsible for ensuring there is a by-law, agreement or alternative form of authorization to:

- 7.1 Establish and regulate their fire department.
- 7.2 Appoint the fire chief of the fire department.
- 7.3 Authorize participation in the MAP.
- 7.4 Meet minimum conditions for participation.
- 7.5 Attend meetings as called by the fire co-ordinator or OFM related to the MAP.
- 7.6 Notify the fire co-ordinator of issues which preclude meeting the minimum conditions for participation in the MAP.
- 7.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAP.

## **8.0 Non-Municipal Participants**

In addition to meeting the minimum conditions for participation, non-municipal participants are required to:

- 8.1 Provide and maintain a list of fire protection services as outlined in the FPPA.

- 8.2 Obtain authorization to participate in the MAP from the participating fire chiefs and the OFM.
- 8.3 Provide documents authorizing participation in the MAP.
- 8.4 Submit any information (i.e. asset lists, contact information) that is required in the administration of the MAP or as deemed necessary by the fire co-ordinator.
- 8.5 Ensure that all minimum requirements for participation in the MAP are met.

## **9.0 Participating Fire Departments**

- 9.1 Ensure members of the fire department are aware of the intent and operational components of the MAP.
- 9.2 Notify the fire co-ordinator of all significant changes as they occur, regarding levels of service or modification to their establishing and regulating by-law/alternative authorization and agreements.
- 9.3 Report mutual aid activations to the fire co-ordinator immediately.
- 9.4 Complete and submit all required documentation as prescribed by the MAP.
- 9.5 Attend or ensure there is representation at meetings called by the fire co-ordinator/OFM.
- 9.6 Advise the fire co-ordinator of any municipal re-alignments/amalgamations or any change that may have potential impacts to the MAP.
- 9.7 Provide a copy of the MAP to their municipal council and clerk.
- 9.8 Participate in the submission or updating of the MAP, to be completed by April 1st of every fiscal year.
- 9.9 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAP.

## **Appointment as a Fire Co-ordinator, Deputy Co-ordinator or Zone Co-ordinator**

### **10.0 Criteria for Appointment as a Fire Co-ordinator, Deputy Fire Co-ordinator or Zone Fire Co-ordinator**

While the FPPA only refers to the fire co-ordinator, it is important to note that there are other coordination functions. For example, a deputy fire co-ordinator acts in the absence

of the fire co-ordinator and a zone co-ordinator acts on behalf of the fire co-ordinator in a defined geographic area.

To be appointed as a fire co-ordinator, deputy fire co-ordinator or zone fire co-ordinator, the following criteria shall be met:

- 10.1 Appointees must be a fire chief, deputy fire chief or senior officer with the mandatory training and experience (see 10.2, 10.3) and be willing to take any additional training required by the Fire Marshal to fulfill the duties of fire co-ordinator, deputy fire co-ordinator, and/or zone fire co-ordinator (see 10.4).
- 10.2 Mandatory training includes:
  - (a) Incident Command System (ICS) Training and,
  - (b) NFPA 1021 Fire Officer 1
- 10.3 Required experience includes:
  - (a) Previous participation in local county, district or region MAP meetings, and
  - (b) The individual must be appointed as fire chief or deputy fire chief within their municipality as per the FPPA (or within their community if not within a municipality).
- 10.4 Additional training includes:
  - (a) Successful completion of the OFM's Fire Co-ordinator Online Training upon appointment as a fire co-ordinator, deputy fire co-ordinator or zone fire co-ordinator, and
  - (b) Any other training deemed necessary by the Fire Marshal or delegate.
- 10.5 At the discretion of the Fire Marshal or delegate, candidates who do not fully meet the qualifications may be considered, subject to their participation in training identified by the Fire Marshal or delegate within a prescribed period of time.
- 10.6 Willingness to fulfill the role of fire co-ordinator, deputy fire co-ordinator, or zone fire co-ordinator.
- 10.7 Letter of support from the municipality, or other employer, that the Fire Marshal, or delegate, may request a deputy fire co-ordinator or zone fire co-ordinator temporarily fill the role of fire co-ordinator, if required.
- 10.8 Have the technical ability to communicate with participants and non-municipal participants within the county, district or region and between other counties, districts and/or regions (i.e., radio communications).
- 10.9 Have excellent verbal and written communication skills to communicate with participants and non-municipal participants within the neighbouring counties,

districts or regions, for the purposes of coordinating MAP meetings, amending MAP documents, or any other MAP related task.

#### 10.10 Understand the requirements and implementation of the MAP.

**Note:** The Fire Marshal or delegate has the power to appoint and to revoke any of the above-mentioned appointments.

### **11.0 Appointment Process for Fire Co-ordinators, Deputy Fire Co-ordinators, and Zone Fire Co-ordinators**

- 11.1 For a pending vacancy with an appointed incumbent, the incumbent fire co-ordinator shall notify their assigned OFM Fire Protection Adviser of a pending resignation or vacating of an appointed position in their county, district or region mutual aid plan as soon as they become aware of such a change. In the absence of an assigned OFM Fire Protection Adviser, the fire co-ordinator shall notify the assigned MAP Operations Manager through [OFM.MAP@ontario.ca](mailto:OFM.MAP@ontario.ca).
- 11.2 When a pending vacancy for a fire co-ordinator position has been identified, the fire co-ordinator shall canvas existing MAP deputy/zone fire co-ordinators to identify potential candidates. When there is a pending vacancy for the deputy fire co-ordinator or zone fire co-ordinator positions, the fire co-ordinator will canvas MAP participants to identify potential candidates.
- 11.3 The selection criteria outlined in Section 10 of the Ontario MAP will be used to identify a potential candidate. Once a candidate is identified, the fire co-ordinator shall solicit support for advancing a candidate's nomination to the OFM from the participants of the county, district or region mutual aid plan.
- 11.4 The assigned OFM Fire Protection Adviser shall provide advice and assistance as requested to the fire co-ordinator, supporting the candidate identification and selection process in accordance with the identified selection criteria in the MAP.
- 11.5 The fire co-ordinator shall then complete and submit a Request for Fire Co-ordinator Appointment Form to [OFM.MAP@ontario.ca](mailto:OFM.MAP@ontario.ca) with cc to the OFM Fire Protection Adviser, along with the required supporting documentation for appointment which includes: a letter of support from the municipality/authority, JPEG photo and confirmation of support from the county, district, or region MAP participant.
- 11.6 Where there is a vacant fire co-ordinator position, the assigned OFM Fire Protection Adviser shall canvas existing appointed county, district or region deputy/zone fire co-ordinators to identify potential candidates using the selection criteria outlined in Section 10 of the MAP. In the event of a null response, the assigned OFM Fire Protection Adviser shall solicit interest from other participants from within the county, district or region. The selected candidate will then follow

the process outlined in 11.5 for completing and submitting a Request for Fire Co-ordinator Appointment Form.

**Note:** 11.6 applies only in circumstances where 11.1 does not apply.

- 11.7 Upon appointment from the Fire Marshal, or delegate, the new fire co-ordinator, deputy or zone fire co-ordinator will receive an appointment package containing a badge, wallet, photo ID, letter of appointment and certificate of appointment from the OFM. The newly appointed fire co-ordinator, deputy or zone fire co-ordinator will receive access to the OFM SharePoint website and must complete the mandatory OFM fire co-ordinator training.

### **Mutual Aid Plan Components**

MAP participants shall adopt all supplementary documents. These supporting documents serve as a means to incorporate additional information that will assist local participants in the effective application and implementation of the MAP.

The following supplementary documents are components of the MAP and shall be reviewed on an annual basis by April 1<sup>st</sup> of every year. Participating counties, districts and regions, are responsible for submitting an Annual Mutual Aid Plan Attestation to the OFM, confirming that all MAP related documentation is current and complete by April 1<sup>st</sup> of each fiscal year. **Note:** The initial county, district, region mutual aid plan is to be submitted to the OFM on or before April 1, 2027.

- Deployment Model as agreed to by mutual aid partners – previously Appendix A
- Emergency Contact Information & Mutual Aid Asset Report – previously Appendix B&C
- Emergency Contact Information and Mutual Aid Plan Asset Report for Non-Municipal Participant (as required) – previously Appendix B&C
- Request for Fire Co-ordinator Appointment – previously Appendix P
- Annual Attestation – previously Appendix T
- Non-Municipal Participant Agreement (as required) – previously Appendix V
- Mutual Aid Plan Activation Report – previously Appendices O & W

## **Activation of the Mutual Aid Plan**

### **12.0 Requesting Fire Department**

The incident commander, or the communications facility serving the incident commander, will communicate directly with the first help call or subsequent help call.

- 12.1 Identify who you are.
- 12.2 Briefly describe the nature of the incident/emergency.
- 12.3 Describe what is needed (equipment, staffing, apparatus, etc.).
- 12.4 Provide the status of the mutual aid response (include information regarding departments that have been called to the incident and any fire protection or automatic aid activations that have been initiated).
- 12.5 Provide the location of the incident (coordinates, address and landmarks).
- 12.6 Provide information regarding the best route and approach to the site.
- 12.7 Provide details on command and its designation. Advise who, and on what radio frequency or talk group to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available, direct the responding mutual aid companies to a specific location and advise them whom to contact on arrival.

### **13.0 First and/or Subsequent Help Call**

- 13.1 Evaluate your ability to respond considering local capacity.
- 13.2 If operationally feasible, dispatch resources to respond to the incident.
- 13.3 Contact and notify the fire co-ordinator of the incident, your response, and any other relevant information (such as the nature, size, and extent of the incident) immediately. This could be done by text, phone call or e-mail. A Mutual Aid Plan Activation Report is to be submitted within two (2) business days of the incident to the fire co-ordinator by all responding participants.
- 13.4 The first called fire department shall notify the fire co-ordinator of the incident/emergency.

**Note:** All responding participants and non-municipal participants shall notify the fire co-ordinator of their response and any other relevant information as needed or as requested.

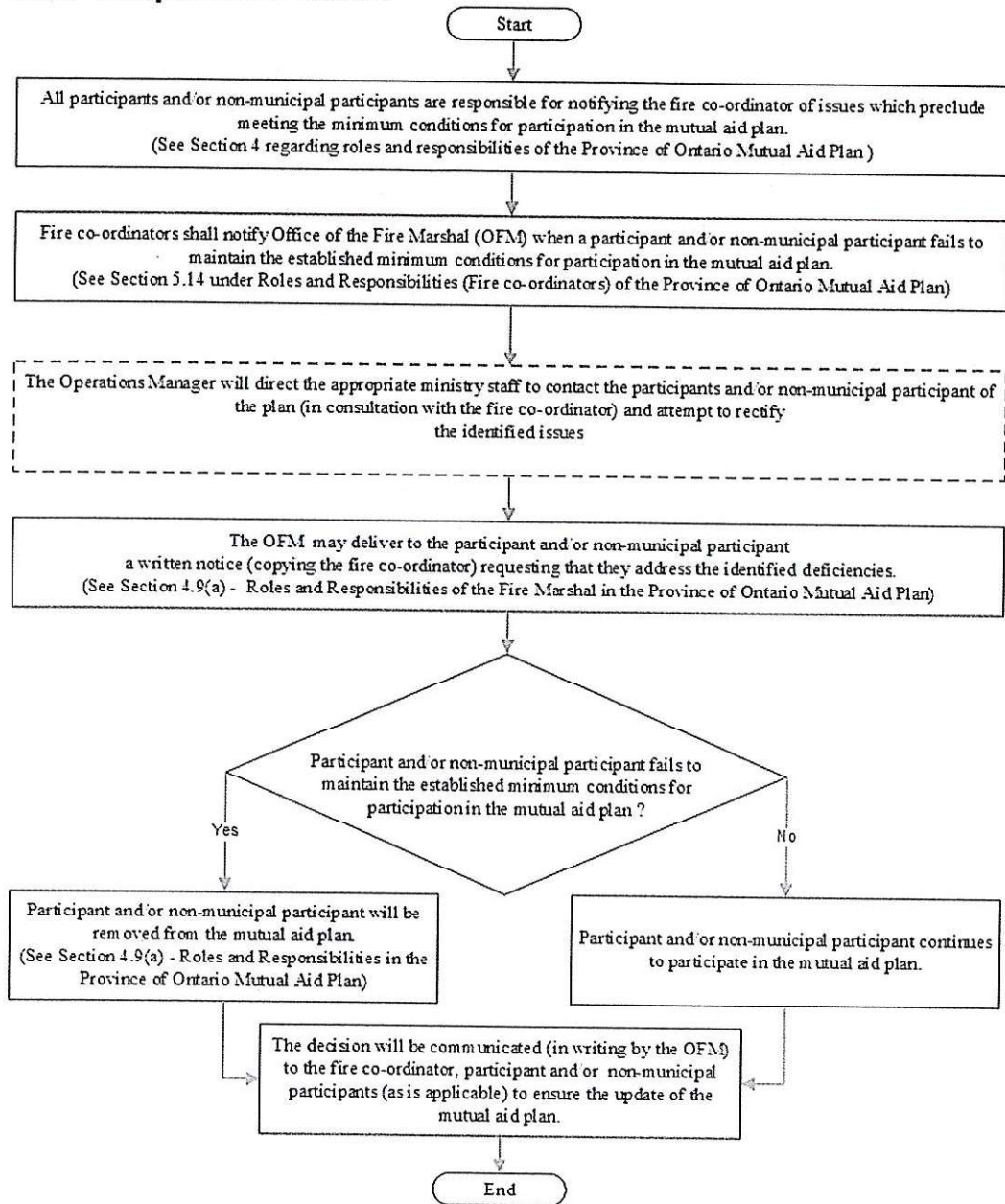
#### **14.0 Fire Co-ordinator**

- 14.1 Arrange for the backfill or standby for home and assisting fire departments as per the *Deployment Model*.
- 14.2 Provide contact information available through the OFM MAP SharePoint to the dispatch centre.

#### **15.0 Termination of the Incident**

- 15.1 The incident commander will determine when assisting resources are no longer required.
- 15.2 The incident commander will release resources as soon as possible.
- 15.3 Assisting fire department(s) and non-municipal participant(s) will notify the fire co-ordinator when they are back in service in their local community.

## Non-Compliance Process



## Provincial Chemical, Biological, Radiological, Nuclear and/or Explosive (CBRNE) and Urban Search and Rescue (USAR) Resources

- It is important to note that initial response to HazMat/CBRNE (chemical, biological, radiological, nuclear, and/or explosive) and USAR (urban search and rescue) emergencies are first a local responsibility. Support may be available locally via contracted support from another municipality through a fire protection agreement or an automatic aid agreement and/or contracted support from a commercial provider.

- In the event that local resources have been exhausted or do not exist, the province operates a system which provides response support for HazMat/CBRNE incidents, and USAR incidents, to local communities. The HazMat/CBRNE teams and the USAR teams, strategically located in designated cities, and operating under a memorandum of understanding with the province of Ontario, can be accessed to support local responders through the Provincial Emergency Operations Centre by calling 1-416-314-0472 or toll free at 1-800-461-2281. Further information on how to activate provincial resources can be obtained through *Communique 2020-01: Provincial Resources for Urban Search and Rescue, Chemical, Biological, Radiological, Nuclear and Explosive, and Hazardous Materials Incidents*.

### **Protection from Personal Liability and Indemnification**

Fire co-ordinators operating in accordance with instructions outlined in the MAP are protected from personal liability and indemnification pursuant to sections 74. (1), (2) and 75. (1) of the FPPA.

### **Risk Exposure of Non-Municipal Participants**

*Non-municipal* participants are encouraged to review all of the conditions for participation, their authorization documentation (internal Policy/Band Council/Federal law/State law, etc.), insurance coverage and seek legal counsel on the level of risk exposure related to participation in the MAP. While the authorization to participate is obtained from the participants and the OFM, the choice to participate remains with the individual organization(s).

## Contacting the Office of the Fire Marshal

### Submitting Documentation

The OFM Operations Manager assigned to the MAP is responsible for reviewing and accepting all county, district or region MAP submissions, annual attestations, appointment requests, and expense claims. Unless otherwise specified through the MAP, the fire co-ordinator will submit the following documents to [OFM.MAP@ontario.ca](mailto:OFM.MAP@ontario.ca) for review:

- Current copies of local county, district, or region mutual aid plan
- Updates to mutual aid plan resources, contact lists, etc.
- Mutual Aid Plan Activation Reports and/or
- Any other MAP document or correspondence that has not been specified throughout the MAP

In those instances when a fire co-ordinator, deputy fire co-ordinator or zone fire co-ordinator has a question about the expected roles and responsibilities, he/she will utilize their assigned OFM Fire Protection Adviser as their first point of contact. In the event there is no assigned Fire Protection Adviser, or the assigned Fire Protection Adviser is absent, the fire co-ordinator may contact the OFM Operations Manager through [OFM.MAP@ontario.ca](mailto:OFM.MAP@ontario.ca) or through the Advice and Assistance phone line: **1-844-638-9560**.

During non-business hours, contact may be arranged through the Provincial Emergency Operations Centre by calling **1-866-314-0472** and asking to be put in contact with the on-call manager for OFM's Field and Advisory Services, who will address the concern directly and/or place you in contact with the appropriate Operations Manager.

Any issues encountered while trying to access provincial resources should be brought to the attention of the Operations Manager responsible for MAP.

### Contact Information

OFM – General Inquiries

<b>OFM</b>	1-647-329-1100 1-800-565-1842 <a href="mailto:askofm@ontario.ca">askofm@ontario.ca</a>
<b>Field and Advisory Services</b>	Toll Free: 1-844-638-9560 <a href="mailto:OFM-FAS-AA@ontario.ca">OFM-FAS-AA@ontario.ca</a>

<b>Public Safety Education</b>	1-647-329-1100 <a href="mailto:ofm.pubed@ontario.ca">ofm.pubed@ontario.ca</a>
<b>Technical Services</b>	1-647-329-1100 <a href="mailto:firesafetystandards@ontario.ca">firesafetystandards@ontario.ca</a>
<b>Ontario Fire College</b>	1-647-329-1100 <a href="mailto:askofc@ontario.ca">askofc@ontario.ca</a>
<b>Academic Standards and Evaluation</b>	1-647-329-1100 <a href="mailto:OFMtestingandcertification@ontario.ca">OFMtestingandcertification@ontario.ca</a>
<b>Administration and Business Services</b>	1-647-329-1100 <a href="mailto:askofm@ontario.ca">askofm@ontario.ca</a>
<b>Emergency Management Ontario</b>	1-866-314-0472 <a href="mailto:askemo@ontario.ca">askemo@ontario.ca</a>
<b>Provincial Emergency Operations</b>	1-416-314-0472 1-800-461-2281 (toll free)
<b>After Hours PEOC:</b>	<a href="mailto:PEOCDO01@ontario.ca">PEOCDO01@ontario.ca</a>

## Glossary of Terms

**Automatic Aid agreements** - For the purposes of the *Fire Protection and Prevention Act*, 1997 an automatic aid agreement means any agreement under which:

(a) a municipality agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of responding more quickly than any fire department situated in the other municipality; or

(b) a municipality agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department situated in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other municipality. 1997, c. 4, s. 1 (4).

A mutual aid plan established under section 7 of the FPPA does not constitute an automatic aid agreement for the purposes of subsection (4) 1997, c. 4, s. 1 (5).

**Backfill** – in large-scale emergencies or incidents, backfill refers to neighboring fire departments sending personnel and equipment to cover for the affected department's reduced capacity.

**Council** – a municipal council is the legislative body of a municipality, responsible for governing and making decisions on behalf of its residents.

**Fire Chief** – a fire chief appointed under subsection 6 (1), (2) or (4) of the FPPA. As it relates to non-municipal participants, a fire chief may also be appointed by other non-municipal governing bodies or via an established appointment process.

**Fire Co-ordinator** - Under section 7(1) of the FPPA, the Fire Marshal or their delegate appoints fire co-ordinators to establish and maintain mutual aid plans and perform other duties as assigned. Supporting roles include the deputy fire co-ordinator, who acts in the absence of the fire co-ordinator and may also co-ordinate a geographic portion of a county, district, or region, and the zone fire co-ordinator, who is responsible for coordinating a specific geographic portion of the mutual aid plan. All three roles are considered equal in status under, however, the specific responsibilities and scope of authority for each role must be clearly articulated within the mutual aid plans of the respective county, district, or region, to ensure operational clarity and effectiveness.

**Fire Department** – a group of firefighters authorized to provide fire protection services by a municipality, group of municipalities or by an agreement made under section 3 of the FPPA.

**Note:** For the purposes of the MAP, includes non-municipal participants.

**Fire Protection Services** - includes:

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e)

**Fire Protection Agreement** - a contract between participating municipalities, clearly defining the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.

**First Nations Community** - a community that is part of, or that is a reserve, as that term is defined in the *Indian Act*, 1985 (Canada).

**Help Call** – the participant or non-municipal participant that is called to assist another participant or non-municipal participant in the event of a MAP activation.

**Home Fire Department** – the *fire department* of the *municipality*, non-municipal community requesting mutual aid assistance.

**Incident Command System (ICS)** - the first and primary organizational component of the Incident Management System (IMS) which is responsible for managing all responses to an incident and to which all other functions report, and which may consist of a single person or a team.

**Incident Management System (IMS)** – a standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out, regardless of the number of persons who are available or involved in the emergency response.

**Municipality** - single-tier or lower-tier municipality.

**Mutual Aid** – to provide/receive assistance in the case of an incident/emergency when incidents exceed the capacity of the community within which the incident/emergency occurs. The provision of assistance between groups, often referred to as “neighbours helping neighbours” is a reciprocal service provided at no cost.

**Mutual Aid Advisory Committee** – a committee that is made up of fire co-ordinators from across Ontario and OFM staff responsible for identifying emerging issues, providing informed advice, expert insight, recommendations and guidance to support decision making specific to the MAP program.

**Mutual Aid Plan (MAP)** – the Province of Ontario Mutual Aid Plan, which incorporates the county, district, and regional mutual aid plans developed under the authority of the FPPA, and under the direction of the Fire Marshal, which facilitates the provision of associated fire protection services to counties, districts and regions under a co-ordinated provincial plan.

**Non-Municipal Participant** - any agency providing fire protection services that does not meet the definition of a fire department as defined in the FPPA and may include a fire service in a territory without municipal organization, First Nations fire services, federally regulated fire services (i.e. airports and military), industrial fire brigades, and other such organizations as may be approved by the OFM.

**Operations Manager** – the person appointed by the Fire Marshal to manage OFM resources within the Field and Advisory Services section under the direction of the Fire Marshal.

**Participant** - a municipality, approved by the Fire Marshal, or delegate, which operates or manages a fire department that meets and maintains the requirements for participation in the MAP.

**Provincial Emergency Operations Centre (PEOC)** - the operations centre that prepares and coordinates Ontario's response to major incidents/emergencies. This includes providing municipalities and First Nation communities with a single point of contact for provincial assistance in times of crisis.

**Deployment Model** - the agreed-upon arrangements to be used as a guideline by the fire co-ordinator when sending resources to assist other participants or non-municipal participants who are requesting help.

**Significant Event** – a mutual aid activation where the home fire department requests the assistance of two (2) or more fire departments for an emergency.

**Stand-by** - when a participant or non-municipal participant is put on notice that they will be the first response to incoming emergency calls for help within another participant's jurisdiction while their resources are committed to an emergency. The department on standby provides coverage without physically moving resources until requested.

**Territory without municipal organization** – a geographic area without *municipal* organization as outlined in section 3(1) of the FPPA.



# Corporation of the Municipality of Calvin

## BY-LAW 2026-32 BEING A BY-LAW TO APPOINT A COMMISSIONER OF OATHS

**Date:** July 14, 2026

**By-Law 2026-32**

**Resolution Number:** 2026-

**Moved By:** Councillor

**Seconded By:** Councillor

WHEREAS Clerks and Deputy Clerks are authorized by the Minister of Justice for Ontario to act as Commissioners of Oaths within the limits of their municipality by virtue of their office;

NOW THEREFORE BE IT RESOLVED that Deputy Clerk Patricia Araujo be appointed as Commissioners of Oaths for the Corporation of the Municipality of Calvin effective immediately and that the CAO Donna Maitland's appointment be removed effective July 16, 2026.

BE IT FURTHER RESOLVED THAT Council for the Corporation of the Municipality of Calvin has received and approves this By-Law being a By-Law to Appoint Commissioner of Oaths.

1. That the Mayor and CAO are designated as the Signing Officers and are authorized to execute on behalf of the Corporation of the Municipality of Calvin
2. That any other By-Law inconsistent with this By-Law is hereby repealed.
3. This By-Law shall be enacted and in effect upon the signing thereof.

Mayor \_\_\_\_\_

CAO \_\_\_\_\_





9.4

**THE MUNICIPALITY OF CALVIN**  
**REPORT TO COUNCIL**  
**PUBLIC WORKS DEPARTMENT**

To: Mayor and Council  
 Subject: Identified Project for Northern Ontario Resource Development Support Fund (NORDS) (2026-2031)  
 Author: Ann Carr, Public Works Superintendent  
 Date: July 14, 2026  
 Report No.: PWS-2026-14

**Purpose:**

To provide Council project information identified, in consultation with the CAO, for the use of the Northern Ontario Resource Development Support Fund 2026-2031 (NORDS).

**Background:**

The Province of Ontario has reissued NORDS funding for the years running from 2026-2031. The Municipality of Calvin will receive \$60,351.00 annually for the next five years for road work only. The criterion of this funding is to mitigate the impacts of resource impacts to roads. Over the five years the Municipality will receive \$301,755.00

**Rationale/Analysis/Financial:**

The Roads Needs Study and Asset Management Plan indicate the need for the resurfacing of Peddlers Drive over the next five years. This funding, including Ontario Community Infrastructure Fund (OCIF) which supports the renewing and rehabilitation of critical infrastructure, would support the resurfacing of Peddlers Drive from Boundary Road to Highway 630 over the next five years.

It is instrumental that the work under the surface be completed to ensure the lifecycle of the surface. The project timeline is indicated below.

**Year 1 (2027)** Purchase the cross culverts and replace, frost heave dig outs, using staff resources.

**Year 2 (2028)** Remove berm from shoulders, rehabilitate ditching.

**Year 3 (2029)** Pulverize existing surface, 6" lift of A gravel, double surface treatment first 2.1 kms (Peddlers from Boundary Road to Daventry Road)

**Year 4 (2030)** Pulverize existing surface, 6" lift of A gravel, double surface treatment from Daventry Road to Donalds Road.

**Year 5 (2031)** Pulverize existing surface, 6" lift of A gravel, double surface treatment remainder of Peddlers Drive to Highway 630.

Total project cost is **\$916,175.00** to be funded by both NORDS and OCIF.

**Recommendation:**

**WHEREAS;** the Province of Ontario has returned the Northern Ontario Resource and Development Support Fund to support infrastructure that is used for resource extraction, AND THAT the Municipality of Calvin will receive \$60,351.00 for five consecutive years for a total of \$301,755.00;

**AND WHEREAS;** the Municipality's Asset Management Plan as well as the Road Needs Study has identified that Peddlers Drive as a priority for capital expenditures over the next five years;

**THEREFORE,** the completed Northern Ontario Resource Development Support Fund application has indicated that the funds be used for the rehabilitation of the culverts, ditches and surface of Peddlers Drive from Boundary Road to Highway 630,

**BE IT HEREBY RESOLVED** that the Council of the Municipality of Calvin supports the application for funding to be utilized for the said project.

Appendix: Application for NORDS

Respectfully yours,

*Ann Carr*  
Ann Carr

Public Works Superintendent

I am in receipt of this report,

*Donna Maitland*  
Donna Maitland  
CAO, Clerk



**APPLICATION**  
**Northern Ontario Resource Development Support**  
**(NORDS) Fund - 2026-2031**

Case No.: 2026-06-1-3886382140

Saved: 06/26/2026 09:50

<b>Instructions</b>	<b>A - Organization Information</b>	<b>B - Organization Address Information</b>
<b>C - Contact Information</b>	<b>D - Grant Payment Information</b>	<b>E - Project Information Form(s)</b>
<b>F - Certification</b>	<b>G - Declaration and Signing</b>	

**E - Project Information Form(s)**

For more information and guidance, hover your cursor over each question below. A pop-up box with helpful tips or additional information will appear to assist you in completing the form

Additional projects can be submitted by clicking the "ADD" button below. A new series of fields will appear, allowing you to enter information on your additional project(s).

Project Name: * Peddlers Drive	Project Type * Road Rehabilitation
-----------------------------------	---------------------------------------

Project Description: \*  
Improvements to 6 km of Peddlers Drive to include: change cross culverts, ditching, pulverize existing surface, resurface.

Resource Development Sector: * Forestry	Type of Resource Development Impact. Mitigate resource impacts
--	---

Resource Development Impacts: \*  
Logging Trucks travel through the municipality to access Crown forests where fibre is extracted and transported through our municipality to its final destination

Is the project aligned with an existing municipal planning document? Planning Documents: Check all that apply

Asset Management Plan <input checked="" type="checkbox"/>	Official Plan <input type="checkbox"/>	Strategic Plan <input type="checkbox"/>	Other Roads Needs Study 2025
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Project Start Date (mm/dd/yyyy) * 06/30/2027	Project End Date (mm/dd/yyyy) * 09/30/2031
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Partnership Type (Select One) \*  
Sole Municipality Lead

Total Project Costs * \$301,755.00	Eligible Project Costs (e.g. capital costs) * \$301,755.00
---------------------------------------	---

**Project Expenditure Forecast**

Year	Expenditure Amount	NORDS Allocation(s) to be utilized towards the project
2026-27 -Year 1	\$64,000.00	\$60,351.00
2027-28 - Year 2	\$70,000.00	\$60,351.00
2028-29 - Year 3	\$260,725.00	\$60,351.00
2029-30 - Year 4	\$260,725.00	\$60,351.00
2030-31 - Year 5	\$250,725.00	\$60,351.00



# Northern Ontario Resource Development Support (NORDS) Fund - 2026-2031

Saved: 06/26/2026 09:50

Expand

Validate

<b>Instructions</b>	<b>A - Organization Information</b>	<b>B - Organization Address Information</b>
<b>C - Contact Information</b>	<b>D - Grant Payment Information</b>	<b>E - Project Information Form(s)</b>
<b>F - Certification</b>	<b>G - Declaration and Signing</b>	

## D - Grant Payment Information

Should your submission be successful, this information will be used to make payments.

### Payment Address

Payment Organization Name (max 100 characters) \*

Scotiabank

Street Address 1 *	Street Address 2	City/Town *
P0Box 4234 Stn A		Toronto
Province *	Postal Code *	
ON	M5W5P6	

Method of Payment \*

Electronic Fund Transfer

**If you selected Electronic Fund Transfer: please ensure that you are registered with the Province to receive Direct Deposit Payments.**

[Register here.](#) (Learn more about [Doing Business with the Government Ontario.](#))

Total

\$916,175

\$301,755

**Other Funding Sources**

Identify all other funding sources related to the proposed project.

**Funding Source Include:**

1. Ontario Community Infrastructure Fund (OCIF)
2. Build Communities Strong Fund (BCSF) Community Stream
3. Investing in Canada Infrastructure Program (ICIP)
4. Connecting Links Program
5. Northern Ontario Heritage Fund Corporation (NOHFC)
6. Municipality,
7. other

Name of Funding Source - 1 OCIF	Funding Amount - 1 \$204,806.00	Status - 1 Pending Approval
Name of Funding Source - 2 OCIF	Funding Amount - 2 \$204,806.00	Status - 2 Pending Approval
Name of Funding Source - 3 OCIF	Funding Amount - 3 \$204,806.00	Status - 3 Pending Approval



# Northern Ontario Resource Development Support (NORDS) Fund - 2026-2031

Saved: 06/26/2026 09:50

Expand

Validate

<b>Instructions</b>	<b>A - Organization Information</b>	<b>B - Organization Address Information</b>
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<b>F - Certification</b>	<b>G - Declaration and Signing</b>	

## F - Certification

Agree by checking this box to confirm that the proposed project and information submitted associated with it meets program requirements including:

The proposed capital project(s) is impacted by, or advances opportunities related to resource development; \*

Project costs funded through NORDS funding are directly related to the proposed project(s) and recorded as a capital expense; \*

Assets associated with the project are owned by the recipient; \*

All projects are in compliance with and satisfy applicable Provincial and Federal laws and requirements, and adhere to required approvals and processes. \*



# Northern Ontario Resource Development Support (NORDS) Fund - 2026-2031

Saved: 06/26/2026 09:50

<b>Instructions</b>	<b>A - Organization Information</b>	<b>B - Organization Address Information</b>
<b>C - Contact Information</b>	<b>D - Grant Payment Information</b>	<b>E - Project Information Form(s)</b>
<b>F - Certification</b>	<b>G - Declaration and Signing</b>	

## G - Declaration and Signing

The municipalities are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the municipality ineligible for funding and, in the event funding is provided, liable to repay the funding in its entirety at the request of the Ministry. The municipality should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this submission may be subject to disclosure in accordance with that Act. The municipality is advised that the names and addresses of organizations receiving funding, the amount of the funding, and the purpose for which funding is awarded is information made available to the public.

### Declaration

The municipality hereby certifies as follows:

- (a) the information provided in this submission is true, correct and complete in every respect;
- (b) the municipality understands any funding commitment will be provided by way of an approval letter signed by the responsible Ministry and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the municipality has read and understands the information contained in the Project Information Form;
- (d) the municipality is aware that the information contained herein can be used for the assessment of funding eligibility and for statistical reporting;
- (e) the municipality understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the municipality understands that the information contained in this submission to the Ministry in connection with the funding is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the municipality is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the municipality.

## Applicant

Ms. Donna Maitland  
 cao clerk treasurer  
 (w): (705) 744-2700  
 (c): (705) 752-1422 x4  
 Email: cao@calvintownship.ca

By clicking the "I Agree" button, I Agree with the Declaration and Statement Above

Signature Donna Maitland

Date/Time 26/06/2026 09:51:20

**To: Mayor and Members of Council**

**From: CAO/Clerk-Treasurer Report No.: 2026-24**

**Date: June 30, 2026**

**Subject: Municipal Disaster Recovery Assistance (MDRA) Program Review – Ministry of Municipal Affairs and Housing**

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### **Recommendation**

That Council receive Report No. 2026-24, respecting the Ministry of Municipal Affairs and Housing's review of the Municipal Disaster Recovery Assistance (MDRA) Program, for information.

### **Background**

The Municipality of Calvin participated in a delegation during the 2026 Rural Ontario Municipal Association (ROMA) Conference held on Jan 18-20 in Toronto with the Minister responsible for Red Tape Reduction.

Recognizing the significant administrative and financial challenges municipalities face in accessing Municipal Disaster Recovery Assistance (MDRA) funding, the Municipality of Calvin organized and led a regional delegation to advocate for improvements to the program. Participating municipalities included the Municipality of Calvin, the Municipality of Strong, the Municipality of Bonfield and the Town of Mattawa. The Mayors and senior staff from Calvin, Strong and Bonfield attended the meeting. Representatives from the Town of Mattawa were unable to attend due to emergency circumstances within their municipality but provided input to the delegation (materials and survey).

During the delegation, municipalities individually and collectively outlined concerns respecting the complexity of the MDRA application process and the length of time required for municipalities to receive funding following disaster events. The delegation emphasized that municipalities responding to emergencies often have limited administrative capacity and financial resources and that the current process places an unnecessary burden on local governments during already difficult circumstances.

Several recommendations were presented to the Province, including simplifying the application process, reducing administrative requirements, and improving the timeliness of funding approvals and payments.

## **Current Status**

The Ministry of Municipal Affairs and Housing (MMAH), which administers the MDRA program, has recently advised municipalities that it is undertaking a review of the program to better understand how it has operated and to identify opportunities for improvement.

As part of this review, municipalities that have previously received MDRA funding were invited to complete a five-question survey outlining their experience with the program.

While the Ministry's correspondence does not specifically reference the delegation made by the Municipality of Calvin and its municipal partners, the timing of this review is encouraging and is consistent with the concerns that were collectively presented during the ROMA Conference. Municipal advocacy is often incremental, with meaningful policy improvements occurring only after municipalities consistently communicate common concerns over time.

## **Discussion**

Staff have completed the Ministry's survey, providing detailed feedback based on the Municipality's experience administering MDRA following recent disaster events. The Municipality's response reiterated the concerns and recommendations presented during the ROMA delegation, including the need to simplify the application process, reduce the administrative burden placed on municipalities, and expedite the review and approval of funding applications.

Council is reminded that the value of attending municipal conferences and participating in ministerial delegations is not always immediately evident. While municipalities may not see instant results, these opportunities provide an important forum for raising issues directly with Provincial decision-makers and contributing to broader policy discussions. This review of the MDRA program serves as a positive example of how sustained municipal advocacy can help influence future program improvements.

## **Financial Implications**

There are no financial implications associated with this report. However, should the Province implement improvements to the MDRA program, municipalities will benefit from a more efficient application process and more timely access to disaster recovery funding in the future.

## **Conclusion**

The Ministry's review of the Municipal Disaster Recovery Assistance Program represents a positive step toward improving provincial support for municipalities affected by natural disasters.

Although it cannot be concluded that this review resulted solely from the delegation led by the Municipality of Calvin, Council should recognize that the concerns presented during the 2026 ROMA Conference are consistent with the issues now being examined by the Province. This reinforces the importance of continued municipal advocacy via delegations to Ministers, available only to participants who pay for entry into said conferences, and demonstrates that meaningful change often results from persistent, collaborative engagement rather than immediate action.

Staff will continue to monitor the Province's review of the MDRA program and will report any proposed changes or program enhancements to Council as information becomes available.

Respectfully submitted,

Donna Maitland

CAO/Clerk-Treasurer

## CAO

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**From:** Municipal Disaster Recovery Assistance (MMAH)  
<municipaldisasterassistance@ontario.ca>  
**Sent:** June 29, 2026 3:27 PM  
**To:** CAO  
**Subject:** Ministry Request for Municipal Feedback - MDRA Survey - Respond by July 24, 2026

Hello,

The Ministry of Municipal Affairs and Housing (MMAH) is undertaking a review of the Municipal Disaster Recovery Assistance (MDRA) program to better understand how the program has worked for municipalities and identify opportunities for improvement. As part of this review, we are asking municipalities that previously received funding under the program to complete a short survey about their experience.

Our records indicate that your municipality has previously participated in MDRA. We are reaching out to you in your role as municipal treasurer, as the primary contact for this survey.

If you were not involved in completing a past MDRA application, please let us know who would be best positioned to provide this input. If no current staff were involved in a previous application, please advise us so we can note that in our review. If you would prefer to provide input by phone, we would be happy to arrange a time to connect.

The survey consists of five questions. Please find the link below:

[Municipal Disaster Recovery Assistance - Survey 2026 – Fill out form](#)

**We would appreciate receiving your feedback by July 24.**

If you have any questions, please contact us at [municipaldisasterassistance@ontario.ca](mailto:municipaldisasterassistance@ontario.ca)

Thank you in advance for your time and valuable input.

This survey is available in French upon request. To obtain a translated copy, please contact [municipaldisasterassistance@ontario.ca](mailto:municipaldisasterassistance@ontario.ca).

Ce sondage est offert en français sur demande. Pour obtenir une version traduite, veuillez communiquer avec [municipaldisasterassistance@ontario.ca](mailto:municipaldisasterassistance@ontario.ca).

9.6

Item 9.6

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9.7

**THE MUNICIPALITY OF CALVIN**  
**REPORT TO COUNCIL**  
**PUBLIC WORKS DEPARTMENT**

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To: Mayor and Council  
Subject: Entrance Permit By-Law  
Author: Ann Carr, Public Works Superintendent  
Date: July 14, 2026  
Report No.: PWS-2026-15

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**Purpose:**

To provide Council the rationale to repeal By-Law 2004-016, "Being a by-law to permit and regulate the size and mode of construction of culverts and bridges that cross any drain or water course situated on a roadway under the jurisdiction of the Corporation of the Municipality of Calvin and to impose fines for the contravention of this By-Law."

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**Background:**

The Council of the Municipality of Calvin amended the fees and charges by-law 2026-24, which permitted to charge for the gravel used at \$500.00 for the construction of an entrance. This fee was not described in By-Law 2004-016. Furthermore, the By-Law did not describe the expectations of the Municipality of Calvin for the purpose of entrance often resulting in several site visits, which delayed the construction of the applicant's entrance being approved. By-Law 2004-016 also did not describe permits that may be required from the Conservation Authority nor who would be financially responsible for the cost of the permit from the Conservation Authority.

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**Rationale/Analysis/Financial:**

The proposed By-Law for Entrance provides property owners the following:

1. Design factors to the placement of the entrance for example sight lines.
2. How many entrances per property type. The entrance is paid for by the property owner for the first one, after that the Municipality is responsible for the maintenance and replacement of entrance culverts. Limiting most properties to one culvert removes the need to replace and maintain culverts that are not necessary to serve the property.
3. Directs property owners to reach out to MTO that require entrances from Provincial Highways.
4. Incorporate 911 application into Entrance Permit application.

Currently the cost to install a culvert for the purpose of entrance is \$491.40 for the gravel and the property owner supplies the culvert. This does not include the cost of labour or ditching for the placement of the entrance. The current user fee by-law was amended to incorporate a \$500.00 fee.

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**Recommendation:**

**WHEREAS;** the Council for the Municipality of Calvin adopted By-Law 2026-24 being a By-Law for the Charges and Fees for the services of the Municipality of Calvin;  
**AND WHEREAS** By-Law 2004-016; "Being a By-Law to Permit and Regulate the size and mode of construction of culverts and bridges that cross any drain or water course situated on a roadway under the jurisdiction of the corporation of the Municipality of Calvin and to impose fines for the contravention of this by-law" required to be repealed;  
**BE IT HEREBY RESOLVED** that the Council of the Municipality of Calvin adopts By-Law 2026-34, being a By-Law to Permit and Regulate the Placement of Entrances onto a Municipal Roadway or Highway Under the Jurisdiction of the Municipality of Calvin".

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Appendix: By-Law 2004-016

Respectfully yours,

Ann Carr   
Public Works Superintendent

I am in receipt of this report,

  
Donna Maitland  
CAO, Clerk

Appendix:

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2004-016

COPY

AMENDMENT TO BY-LAW NO. 99-009

BEING A BY-LAW TO PERMIT AND REGULATE THE SIZE AND MODE OF CONSTRUCTION OF CULVERTS AND BRIDGES THAT CROSS ANY DRAIN OR WATER COURSE SITUATED ON A ROADWAY UNDER THE JURISDICTION OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN AND TO IMPOSE FINES FOR THE CONTRAVENTION OF THIS BY-LAW.

WHEREAS the Municipal Act, 2001, c.25, Section 96 provides that a municipality may, for the purpose of preventing damage to property in the municipality as a result of flooding, exercise its powers under the "drainage and flood control" sphere of jurisdiction in relation to flood control in the municipality, in another municipality or in unorganized territory;

AND WHEREAS the Municipal Act 2001, c.25, Section 425(1) provides that by-laws may be passed by all municipalities and by police services boards for providing that any person who contravenes any by-law of the municipality or of the board, as the case may be, passed under this Act, is guilty of an offence;

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

1. The Corporation of the Municipality of Calvin shall have the authority to install a culvert, if deemed necessary, by the Road Superintendent, under all lanes, roads or other means of access to private property;
2. Every person requiring an entrance shall first obtain an Entrance Approval Permit from the municipal office;
3. The cost of the culvert as set out in paragraph no.1 shall be borne by the owner of the land to which the said land, road or other means of access enters;
4. All culverts installed according to paragraph no. 1 herein shall be of a minimum length of 24 feet and the diameter is to be determined by the Road Superintendent;
5. Every person who contravenes any of the provisions of this by-law is guilty of an offence and shall be subject to a penalty of not more than five hundred dollars (\$500.00), exclusive of costs, for each offence;
6. Any previous by-laws or sections of by-laws conflicting with terms and provisions of this by-law shall be deemed to be and are repealed;
7. This by-law shall apply to the whole Municipality of Calvin in its entirety and shall come into force and effect as of the date of the final reading thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED BEFORE AN  
OPEN COUNCIL THIS 14 DAY OF JUNE 2004.

  
MAYOR

  
CLERK-TREASURER

## CORPORATION OF THE MUNICIPALITY OF CALVIN

### BY-LAW 2026-34

#### BEING A BY-LAW TO PERMIT AND REGULATE THE PLACEMENT OF ENTRANCES ONTO A MUNICIPAL ROADWAY OR HIGHWAY UNDER THE JURISDICTION OF THE MUNICIPALITY OF CALVIN

**WHEREAS** the Municipal Act, 2001. C.25, Section 10(2), “a single tier municipality may pass by-laws respecting the following matters: 6. Health, safety and well-being of persons;

**AND WHEREAS** the Municipal Act, 2001. C.25, Section 27(1) states that “except as otherwise provided in this Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway”;

**AND WHEREAS** the Council for the Corporation of the Municipality of Calvin enacts as follows:

#### 1.0 Definitions

- 1.1 **Entrance** means any alteration of the highway that provides a means of access between the highway and private property.
- 1.2 **Temporary Entrance** provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate staged development.
- 1.3 **Highway** means a road or Highway as defined by the Highway Traffic Act under the jurisdiction of the Municipality of Calvin.
- 1.4 **Permit** means an Entrance permit issued by the Municipality of Calvin.
- 1.5 **Field Entrance** provides access to agricultural fields.
- 1.6 **Farm Entrance** provides access to farm buildings and agricultural lands.
- 1.7 **Residential Entrance** provides access to residential dwellings.
- 1.8 **Commercial/Institutional Entrance** provides access to a business where goods or services are manufactured or sold to the public and includes as well, residential facilities of five or more units.
- 1.9 **Emergency Entrance** provides access to subdivision developments for emergency vehicles only, in the event that the main access to the development is not passable. Adequate measures are to be incorporated in the emergency access to prevent (adequately discouraged) use by private residents or delivery vehicles.
- 1.10 **Public Entrance** provides access onto a municipal road from a registered subdivision by means of a public road or street.

#### 2.0 Property Entrance Guidelines

- 2.1 The Property Entrance Procedure, setting out the requirements for Entrances, are attached as Schedule "A" and forming part of this By-Law;
- 2.2 The Property Entrance Guidelines, setting out the requirements and application for Entrances, attaches as Schedule "B" and forming part of this By-Law;
- 2.3 The 911 Numbering Procedure, setting out the requirements for 911 numbering, attaches as Schedule "C" and forming part of this By-Law;
- 2.4 The Property Entrance Permit Application attaches as Schedule "D" and forming part of this By-Law;
- 2.5 Any item outlined in Schedule "A","B","C" and "D" may be modified by the conditions contained within the Entrance Permit issued. The Public Works Superintendent or designate may make exceptions on a site-specific basis if it is deemed by Public Works Superintendent or designate to be in the best interest of the municipality or in keeping with good engineering practices.
- 2.6 Property Entrances abutting Provincial Highways shall receive permission through the Highway Corridor Management System. Ministry of Transportation provides access management to its Highways.

### **3.0 Entrance Permit**

- 3.1 A person wishing to construct, modify, pave or repave an Entrance shall submit an application on the required form accompanied by a sketch or site plan and that appropriate fee as set out in the Municipality's most recent User Fee and Charges By-Law.
- 3.2 No person shall construct, modify, pave or repave or permit the construction, modification, paving or repaving of an Entrance without a permit issued by the municipality for such Entrance.
- 3.3 Every person issued a permit for the construction, modification, paving or repaving of an Entrance shall complete such construction or alteration in accordance with the terms and conditions of the permit.

### **4.0 Restoration**

- 4.1 Where any person constructs or alters or permits the construction or alteration of an Entrance without a permit or fails to comply with the terms and conditions of the permit, the altered portion of the Highway shall be restored by the municipality at the owner's expense.

### **5.0 Obstruction of Ditch or Culvert**

- 5.1 No person shall obstruct or permit the obstruction of any ditch or culvert upon a Highway.

### **6.0 Penalty**

- 6.1 Any person who contravenes any provision of this By-Law the altered portion of an Entrance without permit or fails to comply with the terms and conditions of this By-Law

will be responsible for the cost to restore municipal property and will have this cost invoiced within 30 days to remit payment. Payments not received shall be applied and collected as taxes.

**7.0 Short Title**

**7.1** The short title of this By-Law shall be the "Entrance By-Law".

**8.0 Severability**

**8.1** It is hereby declared that each and every of the foregoing provisions of this By-Law are severable and that, if any provision of this By-Law should for any reason be declared invalid by any court, it is the intention and desire of Council that each and every of then remaining provisions hereof shall remain in full force and effect.

**9.0 Force and Effect**

**9.1** That the effective date of this By-Law shall be the date of passage thereof.

Enacted and passed this day \_\_\_\_\_ of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO, Clerk

**CORPORATION OF THE MUNICIPALITY OF CALVIN**

**BY-LAW 2026-34**

**BEING A BY-LAW TO PERMIT AND REGULATE THE PLACEMENT OF ENTRANCES ONTO A MUNICIPAL ROADWAY OR HIGHWAY UNDER THE JURISDICTION OF THE MUNICIPALITY OF CALVIN**

**SCHEDULE "A"**

**ENTRANCE PERMIT PROCEDURE**

**Procedure:**

1. Applicant must complete a permit application.

2. Applicant may print the application from the Municipality's website and bring the completed documentation to the Municipal Office, by mail, or email.
3. The applicant shall mark out the placement of the preferred Entrance.
4. The Public Works Superintendent or designate will contact the applicant and conduct a site visit.
5. Once the application has been reviewed, the permit will be executed. The applicant will be notified to purchase the required culvert size and type. The fee for the installation of the culvert as well as any permits required by the Conservation Authority shall be in place and is the responsibility of the applicant.
6. Underground utility locates will be ordered by the Municipality of Calvin.
7. Once locates have been returned and the culvert is on site, the Municipality will install the Entrance as soon as practical.

**CORPORATION OF THE MUNICIPALITY OF CALVIN**

**BY-LAW 2026-34**

**BEING A BY-LAW TO PERMIT AND REGULATE THE PLACEMENT OF ENTRANCES ONTO A MUNICIPAL ROADWAY OR HIGHWAY UNDER THE JURISDICTION OF THE MUNICIPALITY OF CALVIN**

**SCHEDULE "B"**

**PROPERTY ENTRANCE GUIDELINES**

1. The Corporation of the Municipality of Calvin shall consider the following criteria when reviewing all applications for new entrances or alterations to entrances:
  - a) Protection of the public through the orderly control of traffic movements onto and from municipal roads.
  - b) Protection of the public investment in municipal road facilities.
  - c) Minimizing municipal expenditures on maintenance or private entrance ways.
  - d) Providing legal access onto municipal roads from adjacent private property.
  
2. **Location of Entrances**
  - a) The proposed entrance location is to be clearly illustrated on a sketch or site plan which is to accompany the application for an entrance permit.
  - b) The sketch or site plan must provide enough information to enable staff to locate it in the field. Additionally, the applicant shall visibly stake on site the location.
  - c) The Municipality of Calvin may restrict the placement of an entrance onto a municipal road in the interest of public safety. New Entrances must be located to provide:
    - i) No undue interference with the safe movement of public traffic, pedestrians, or other users of the Highway;
    - ii) Favorable vision, grade and alignment conditions for all traffic using the proposed access to the municipal road.
  
3. In general, new entrances will not be permitted at the following locations:
  - a) In close proximity to intersections and bridges.
  - b) On unimproved/non maintained unopened road allowances.
  - c) Where the following minimum distance requirements are not met:

SPEED LIMIT	MINIMUM DISTANCE
40 km/hr	100 meters

50 km/hr	120 meters
60 km/hr	140 meters
70 km/hr	160 meters

**NOTE:** Sight distance shall be measured from eye height of 1.05 meters measured 3.0 meters from outer edge of the traffic land to an object 1.3 meters above the roadway surface.

#### 4. Entrances near bridges

An entrance adjacent to a bridge or other structure which may interfere with the clear vision of traffic using the entrance must be located as follows:

- a) A Commercial Entrance in an area where the speed limit is 70 km/hr. must be located at least 145 meters from the end of the deck of the bridge or from the nearest part of the structure which interferes with the clear vision of traffic using that Entrance.
- b) A Residential, Farm or Field Entrance in an area where the speed limit is 70 km/hr. must be located at least 30 meters from the end of the deck of the bridge or from the nearest part of the structure which interferes with the clear vision of the traffic using that Entrance.
- c) In areas where the speed limit is less than 70 km/hr., the Public Works Superintendent or designate may restrict the location of an entrance to that distance from the bridge or other structure which is deemed advisable.

#### 5. Design Standards

- a) No used culverts or pipes will be permitted for use in a new Entrance. The culvert will be sized by the Public Works Superintendent or designate for the purpose of drainage.
- b) All head walls cannot be extended above the surface of the roadway shoulder. All headwalls are constructed at the sole expense and risk of the applicant.
- c) Property Owners having an Entrance to a Municipal Road are fully responsible for the Entrance including the removal of snow or ice and keeping the portion of the Entrance within the right-of-way in a safe condition for vehicular traffic. Each Entrance to a Municipal Road will be designed, constructed and maintained in a manner that will prevent surface water from the entrance way of the adjoining property being discharged via the Entrance on the travelled portion of the Highway.
- d) The Municipality will install the culvert purchased by the property owner and lay gravel only within the right of way. The Entrance beyond that into the property is the sole responsibility of the property owner.
- e) At a minimum, Entrances will be capped with "A" gravel to prevent mud entering onto the roadway.

- f) Property owners that wish to pave their Entrances will do so at the sole discretion of the property owner. The Municipality of Calvin does not pave Entrances.

**6. Number of Entrances**

It will be the policy of the Municipality to:

- a) Limit the width of Entrances to discourage the construction of Entrances wider than that required for the safe and reasonable use of the Entrance.
- b) Limit the number of Entrances to a property to the number required for the safe and reasonable access to the road, with acknowledgement of any applicable zoning by-laws and in general conformity with the following:

**Residences**

One per property.

**Farm Buildings**

One per farm.

**Farm Entrances**

One Field Entrance per farm with additional Field Entrances where natural obstructions within the field prevent reasonable access across the field.

**Commercial/Industrial Entrances**

Maximum two with minimum spacing of 30 meters between Entrances.

**CORPORATION OF THE MUNICIPALITY OF CALVIN**

**BY-LAW 2026-34**

**BEING A BY-LAW TO PERMIT AND REGULATE THE PLACEMENT OF ENTRANCES ONTO A MUNICIPAL ROADWAY OR HIGHWAY UNDER THE JURISDICTION OF THE MUNICIPALITY OF CALVIN**

**SCHEDULE "C"**

**911 Numbering System Procedures and Guidelines**

1. 911 Numbers shall be assigned to one per residential property.
2. 911 Numbers are assigned by metric distances from intersection to intersection.
3. Properties with additional dwelling units will be assigned the 911 number of the original dwelling unit with an alphabetical letter added. For example, 1234A.
4. Additional dwelling units require additional 911 number signs to be issued by the Municipality to be placed at the roadway/Entrance to the property.
5. The Municipality shall supply and install the 911 numbering sign.
6. A fee will be applied as per the current Fees and Charges By-Law.
7. 911 number applications are part of the Entrance application process.
8. Additional dwelling units require the numbering to be illustrated on the building in a conspicuous place for ease of emergency services.
9. Municipal staff will update MPAC and taxation software to ensure the property has the proper location.

**CORPORATION OF THE MUNICIPALITY OF CALVIN**

**BY-LAW 2026-34**

**BEING A BY-LAW TO PERMIT AND REGULATE THE PLACEMENT OF ENTRANCES ONTO A MUNICIPAL ROADWAY OR HIGHWAY UNDER THE JURISDICTION OF THE MUNICIPALITY OF CALVIN**

**SCHEDULE "D"**

**ENTRANCE PERMIT/911 NUMBER APPLICATION**

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Is this entrance application pending the results of a land severance?  yes  no

Location of Entrance/Legal Description of Property:

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Part \_\_\_\_\_ 36R \_\_\_\_\_

Roll Number 48220000001 \_\_\_\_\_

Road Name: \_\_\_\_\_

Does the property have an existing entrance?  yes  no

If yes has a 911 number been assigned?  yes  no

If yes, please describe why the property requires another entrance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Entrance:  Residential  Farm Building  Field Entrance  Commercial

For residential entrances a 911 number is required. 911 numbers will be assigned 1 per property. Additional dwelling units will be assigned the same number with an alphabetical letter after the assigned 911 number. The Municipality will provide and install the sign.

Sketch/Plan of Area must be included with this form.

Items to include: Approximate Road Frontage, Distance from Utility Poles, Buildings, Other Entrances.

**Office Use Only:**

Entrance Permit Fee Paid

911 Number Fee Paid

Is a Culvert Required?  yes  no

Is a 911 Number Required?  yes  no

Culvert Size Required: Length: \_\_\_\_\_ m Circumference: \_\_\_\_\_ mm Type: \_\_\_\_\_

Date Entrance Installed: \_\_\_\_\_

911 Number Assigned: \_\_\_\_\_ Road Name: \_\_\_\_\_

Culvert added to CGIS

Culvert added to AMP

911 Number entered in: MPAC

TMM Location Changed



THE MUNICIPALITY OF CALVIN  
REPORT TO COUNCIL  
PUBLIC WORKS DEPARTMENT

To: Mayor and Council  
Subject: Repeal and Replace By-Law 2025-04 for Housekeeping  
Author: Ann Carr, Public Works Superintendent  
Date: July 14, 2026  
Report No.: PWS-2026-16

**Purpose:**

To provide Council with the information regarding the repeal of By-Law 2025-04, Being a By-Law to Adopt Policies and Procedures for the Closure and Sale of Original Shoreline/Road Allowances.

**Background/Rationale:**

The Council of the Municipality of Calvin amended the Fees and Charges By-Law. In reviewing By-Laws that may have indicated charges, By-Law 2025-04 indicated a fee instead of directing the applicant to the Fees and Charges By-Law. This is a simple house keeping change which will prevent future amendments to By-Laws that indicate fees instead of referring to the fees and charges by-law. The fee was simply removed for the deposit of legal fees and replaced with "as per the most recent fees and charges by-law."

**Recommendation:**

**WHEREAS;** Council adopted By-Law 2026-24, being a By-Law for fees and charges;  
**AND WHEREAS;** all associated By-Laws were reviewed to ensure that there were no discrepancies of fees and charges;  
**AND WHEREAS;** By-Law 2025-04 being a by-law to adopt policies and procedures for the closure and sale of original shoreline/road allowances, described a fee and was repealed to refer to the fees and charges by-law;  
**BE IT HEREBY RESOLVED** that the Council of the Municipality of Calvin adopt By-Law 2026-35 Being a By-Law to Adopt Policies and Procedures for the Closure of Sale of Original Shoreline/Road Allowances.

Respectfully yours,

Ann Carr  
Public Works Superintendent

I am in receipt of this report,

Donna Maitland  
CAO, Clerk