

# CORPORATION OF THE MUNICIPALITY OF CALVIN

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February 7, 2020

## NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held in the Calvin Community Centre at 7 p.m. on Tuesday February 11, 2020.

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

Thank you.

Best regards;

Cindy Pigeau  
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**Tuesday February 11, 2020 at 7:00 p.m.**  
**Calvin Community Centre**

1. **CALL TO ORDER**
2. **WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **PETITIONS AND DELEGATIONS** **None**
4. **REPORTS FROM MUNICIPAL OFFICERS**  
Chris Whalley, Roads Superintendent  
Dean Maxwell, Fire Chief  
Jacob Grove, Recreation, Landfill, Cemetery  
Shane Conrad, Chief Building Official – Written Report ONLY
5. **REPORTS FROM COMMITTEES** **None**
6. **ACTION LETTERS**
  - A) Minutes of Council Meeting Adopt Minutes of Tuesday, January 28/20
  - B) Minutes of Special Council Meeting Adopt Minutes of Tuesday, February 4/20
  - C) By-Law No. 2020-003 Social Media Policy
  - D) By-Law No. 2020-004 Release of Tax Information Policy
  - E) City of North Bay Resolution to participate in the City of North Bay's Household Hazardous Waste Program
  - F) Association of Municipalities of Ontario Transition to Full Producer Responsibility
  - G) Municipality of Calvin Surplus Printer - HP LaserJet 1020
  - H) Report from Clerk-Treasurer Report to Council 2020CT03 – Policies, By-Laws and Manuals 2019-2020
  - I) Councillor Dean Grant Approval from Council to Create Proposed New Policies
  - J) Report from Clerk-Treasurer Shared Building Services Contributions – Report to Council 2020CT04 – Shared Building Services
  - K) Township of Papineau-Cameron Update Contribution Percentages for Shared Building Services
  - L) By-Law #2020-005 5 Year Agreement for Ministry of Natural Resources and Forestry fire services
  - M) Tunnock Planning Latest Version of Official Plan
  - N) Municipality of Calvin DRAFT Project Plan for the Public Swimming Access to Amable Du Fond River

**7. INFORMATION LETTERS**

A)	Association of Municipalities of Ontario	2020 Pre-Budget Submission
B)	City of Sarnia	Ontario Power Generation's Deep Geologic Repository Project
C)	Ontario Farmland Trust	2020 Farmland Forum
D)	Town of Mattawa	Support for North Bay Mattawa Conservation Authority
E)	North Bay Mattawa Conservation Authority	Changing Rural Landscapes-A Conversation with Agriculture
F)	Ministry of Heritage, Sport, Tourism and Culture	Summer Experience Program
G)	Ministry of Children, Community And Social Services	Poverty Reduction Strategy
H)	Rainy River District Municipal Association	Fair and Equitable Property Taxation Revenue on Railway Right-of-Ways Collected by Municipalities in Ontario
I)	Association of Municipalities of Ontario	OPP Detachment Board Regional Discussions
J)	Village of Merrickville-Wolford	Provincially Significant Wetlands Designation
K)	Mattawa Voyageur Days	Request for Sponsorship and Support
L)	Fred Dean 2020 Webinars	User Friendly Webinars – Basics for New Members of Council
M)	Municipal World	Three Simple Tools for Building Consensus

**8. INFORMATION LETTERS AVAILABLE**

<b>9. OLD AND NEW BUSINESS</b>	-Wildlife Damage Compensation Investigators -Community Well Being and Safety - First Meeting
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**10. ACCOUNTS APPROVAL REPORT**

**11. CLOSED PORTION**

**12. BUSINESS ARISING FROM CLOSED SESSION**

**13. NOTICE OF MOTION**

**14. ADJOURNMENT**

**Municipality of Calvin Fire department monthly report**

**Report Date: Jan ,2020**

**Originator: Dean Maxwell-Fire Chief**

**Responded Alarm's**

**Alarm time 8:03,Down hydro line at hwy 639 and hwy 17.**

**Meeting nights/Training**

**Jan,2,20/ Meeting night:Run all trucks/Clean fire hall .**

**Jan,9,20/ Meeting night:medical /Back boarding.**

**Jan,16,20/ Meeting night:Burn unit training .**

**Jan,23,20/ Meeting night:debrief call/Gas meter training.**

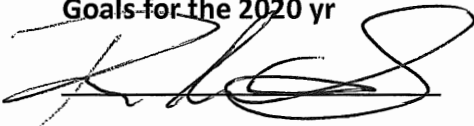
**Fleet Stauts report**

**Pt#2 repainting at sudbury truck and trailers.**

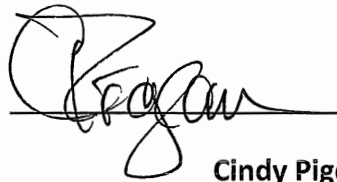
**Chief's report**

**Wayne Brown 30yr of service.**

**Goals-for the 2020 yr**

A handwritten signature in black ink, appearing to read 'D Maxwell', written over a horizontal line.

**Dean Maxwell**

A handwritten signature in black ink, appearing to read 'C Pigeau', written over a horizontal line.

**Cindy Pigeau**

**MUNICIPALITY OF CALVIN**  
**REPORT TO COUNCIL**  
**Recreation, Cemetery, Landfill JG2020-02**

REPORT DATE: 06/02/2020  
PREPARED BY: Jacob Grove; Landfill, Cemetery, Recreation Superintendent,  
Municipal Enforcement Officer  
SUBJECT: Council Report

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**Recreation**

The renovation to the women's washroom have been completed and we expect to start the renovations to the men's washroom the second week of February. As a result of the delayed completion of the women's washroom the stripping of the floors is not expected to start until early March.

The rink ice has remained in good condition over the last month.

The electrical work in the hall has been completed, with the exception of wiring the automatic opener on the exterior door once it is installed. All the required correction to the previous fail inspection have been completed. The electrical work will be inspected once the exterior door is installed.

Member of the public's concern regarding salt in the Rink Outhouse.

On January 21<sup>st</sup> a member of the public (person #1), who is also a councillor, requested that staff member put salt in the rink outhouse as there was ice on the floor.

On February 3<sup>rd</sup> a member of the public (person #2), who is also a councillor brought to the attention of Staff his concerns of salt being on the concrete floor of the rink outhouse.

As a result of this issue staff have been directed to bring all concerns brought to their attention by members of the public to the department head's attention. From there the head of the department will determine the best course of action to address the concern. Should the member of public's concern be of the nature that council needs to be informed the department head will do so.

There has also be concerns regarding the outhouse seat alignment over the outhouse hole and the outhouse toilet paper dispenser being damaged. This concern has be viewed by several different staff members, the toilet paper dispensers and outhouse seat are in good working order.

Converting Rink Outhouse Facility to Flush Washroom with Sink.

It was brought up at the January 14<sup>th</sup> council meeting by Councillor Maxwell that flush toilets and sinks for the rink outhouse should be considered for the 2020 budget. Upon discussing of this project idea with the Chief Building Official it was brought to my attention that there would need to be a septic system installed as the holding tank would not be compliant. There would also be an increased cost to the heating of the rink building as the heating system quoted in the 2019 budget was for the water tank and shop area only.

Given this information I would like to know if council wishes to continue exploring this project.

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**Landfill**

Information regarding AMO "Resolution on Transition to Full Producer Responsibility"

- 1) The Municipality is not in a contract with Miller Waste Systems for the services they provide. This would allow the Municipality to transition at any time without additional cost of breaking a contract.
- 2) The cost of continues to rise year over year: 2016 – 1205.32 per metric tonne, 2017 – 1328.20 per metric tonne and 2018 – 1436.52 per metric tonne.
- 3) There is very little information available to the Municipality at this time about how the transition will happen and what costs the producer will be responsible for.

Given what we have learn from transitioning OTS to Producers I would expect there will still be a cost to the Municipality if we want to provide the level of customer service our residents currently receive.

It would be my recommendation to council that the Municipality transition to full producer as soon as possible but also at the same time as our Municipal Recycling Facility (MRF).

The City of North Bay has asked us if we would like to participate in their Household Hazardous Waste Program. Participating in this program allows Calvin resident to dispose of their household hazardous waste at the North Bay site. I spoke with their Waste Management Coordinator and he informed me that there will be no increase to our cost to participate. Last year we budgeted \$560.00 for participating in this program.

It is my recommendation to council that we continue to participate in this program as our Landfill Site does not accept hazardous waste.

I have include the 2018-19 Well Monitoring Report in this package for council to review.

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**Cemetery**

There is no report this month.

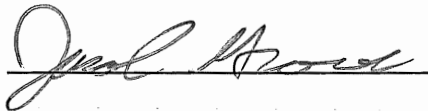
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**Municipal Enforcement**

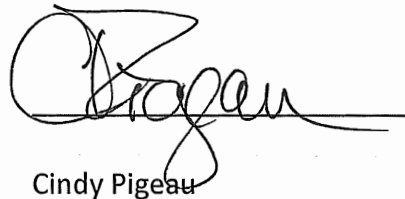
There were three new cases opened in the month of January.

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Respectfully submitted;



Jacob Grove  
Landfill, Cemetery, Recreation Superintendent  
Municipality of Calvin  
1355 Peddlers Drive  
R.R. #2 Mattawa, ON  
POH 1V0  
Phone: 705 744-2700  
Fax: 705 744-0309  
[fire@calvintownship.ca](mailto:fire@calvintownship.ca)



Cindy Pigeau  
Clerk - Treasurer  
Municipality of Calvin

## Update on the CIF: Important News about CIF in 2020 Interim Operations Plan

### 17 Update on the CIF: Important News about CIF in 2020 Interim Operations Plan

Jan

#### CIF 2020 Interim Operations Plan Overview

On August 15, 2019, the Minister of Environment, Conservation and Parks directed RPRA and Stewardship Ontario (SO) to develop a windup plan for the Blue Box Program Plan (BBPP) by June 30, 2020. This direction included instruction that the CIF wind up as soon as practical and no later than December 31, 2025.

Approval by RPRA of SO's windup plan for the BBPP and CIF is not expected until year end 2020. Accordingly, this year's plan is presented as an interim document with potential for change. The plan balances the Minister's directive with the priorities established by CIF stakeholders to focus on efforts that support collective benefits and that emphasize initiatives and services and the current mandate as found in the BBPP.

As the province prepares to begin transitioning the Blue Box Program in 2023, and in accordance with these priorities, the Interim Plan will invest up to \$1,500,000 to:

1. Prepare municipalities for program transition;
2. Aid in stabilizing sustainable markets for Ontario's Blue Box materials;
3. Aid municipalities with day-to-day decision making and longer-term planning; and
4. Seek to continue to improve the effectiveness and efficiency of the existing program at a collective level for those municipalities waiting to transition.

#### "Continuous Intake" of Proposals Replaces REOI Process for 2020

In an effort to expedite approvals of important work stakeholders wish to undertake, the CIF will consider project proposals that address budget priorities on a 'continuous intake' basis throughout the year. This approach will allow proposals to be submitted on a 'first come served basis' until funds are fully committed, or the CIF receives new direction about its operations. This approach is intended to expedite completion of new projects while leaving flexibility to adapt to changes that may occur during the year.

*Further information about the new funding approvals process will be provided when available. In the interim, feel free to contact any of the CIF staff if you have questions about funding for projects you are considering for 2020. It is anticipated that this will be the last year of activity by the CIF, so please also share our [bulletin/blog sign up link](#) with your colleagues who need to be aware of these changes.*

#### 2020 Funding Priorities

The 2020 Interim Plan offers funding for activities designed to provide a collective benefit to municipalities across the Province. Individual programs and their operators will continue to receive program support services and guidance for operational needs through the Centre for Excellence (CofE) as outlined below:

Collective actions for which funding is available include:

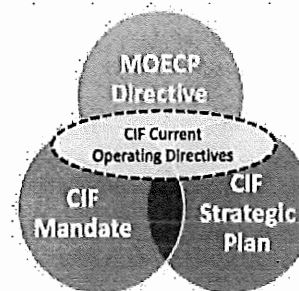
- Market research and support
- Collection and processing initiatives
- Performance analytics and better practices research
- Transitional support
- Waste compositions studies

Program support services will continue to include:

- Procurement and contract management support
- Training initiatives
- Outreach services through ORW and annual Blue Box Outreach sessions

#### Working Groups and Price Sheet

The CIF will continue to support Multi-Residential, Collections and MRF working groups that are providing advice and input to the development of new tools and information available through the CIF CofE. A Promotion and Education (P&E) working group will also focus on reducing contamination through production of effective P&E. For more information about the working groups, please contact [CIF staff](#).



The [CIF Price Sheet](#) will also continue to be made available in 2020 to provide monthly pricing reported from across Ontario on Blue Box commodities.

## Event Planning for 2020

### *Blue Box Outreach Sessions for Municipal Staff*

While the CIF traditionally hosts its annual Blue Box Outreach sessions each spring, this year's events will focus on the development of new regulations and will be scheduled to take place when sufficient information is available.

### *Blue Box Transition Planning Phase 2*

In response to requests from those of you grappling with program transition planning for your municipality, CIF staff is in the process of developing a one-day training session. More details will be made available shortly.

### *Ontario Recycler Workshop (ORW) & CIF Training Sessions Set for Mid May*

This year marks the 25<sup>th</sup> Ontario Recycler Workshop (ORW) and planning is well underway for an excellent session. We plan to distribute invitations for two CIF training courses to be hosted on Wednesday, May 13 (for Municipal and First Nations staff) and for the ORW for CIF stakeholders on Thursday, May 14. Stay tuned for details to come!

### More information

We encourage you to review the [2020 Interim Operations Plan](#) and to reach out to us if you have any questions.

Contact [CIF staff](#)

### Related documents

- [CIF Strategic Plan 2019 to 2021](#)
- [Minister's direction letter to Stewardship Ontario, August 15, 2019](#)
- [Minister's direction letter to RPRA, August 15, 2019](#)
- [CIF Price Sheet](#)
- CIF Centre of Excellence (see second menu item from left)
- [Blue Box Program Plan](#) (BBPP)

### CIF BLOG

**Update on the CIF: Important News about CIF in 2020 Interim Operations Plan**  
January 17, 2020

[See all posts](#)

### MAILING LIST

Are you on the CIF mailing list and/or do we have your correct contact info?

[Subscribe Here](#)



## MUNICIPALITY OF CALVIN

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### BUILDING REPORT

**MONTH: January 2020**

1. NUMBER OF PERMITS ISSUED	0
2. TOTAL MONTHLY VALUE	0
3. TOTAL FEES COLLECTED	0
4. TOTAL BUILDING VALUE TO DATE	0
5. TOTAL FEES COLLECTED TO DATE	0

#### **COMMENTS:**

**No permits to report. Dealing with old open permits and working on active permits.**

  
SHANE CONRAD  
CHIEF BUILDING OFFICIAL

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR MEETING TUESDAY JANUARY 28, 2019

The regular meeting of Council was held this date at the Calvin Community Centre. Present were Mayor Ian Pennell, Deputy Mayor Sandy Cross, Coun Heather Olmstead, Coun Dean Grant and Cindy Pigeau.

Regrets: Coun Dan Maxwell

Guests: 3

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

PECUNIARY/CONFLICT OF INTEREST: None

PRESENTATIONS/DELEGATIONS: None

2020-010 MINUTES OF COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Grant that the Minutes of the regular meeting of Council held on Tuesday, January 14, 2020 be hereby adopted and signed as circulated.

Carried

2020-011 BY-LAW 2020-003-SOCIAL MEDIA POLICY

By-law No. 2020-003 being a by-law to adopt a policy regarding social media for the Municipality of Calvin. This By-law received 1<sup>st</sup> and 2<sup>nd</sup> readings and will come before Council for the 3<sup>rd</sup> and final reading on Tuesday, February 11, 2020.

Not Yet Carried

2020-012 BY-LAW 2020-004-RELEASE OF TAX INFORMATION POLICY

By-law No. 2020-004 being a by-law to adopt a policy regarding the release of tax information by the Municipality of Calvin. This By-law received 1<sup>st</sup> and 2<sup>nd</sup> readings and will come before Council for the 3<sup>rd</sup> and final reading on Tuesday, February 11, 2020. Council requested the statement "or any part of it" be added after the word "roll" in the Guiding Principles Section for items #2, 3 and 4.

Not Yet Carried

2020-013 SINGLE USE PLASTIC HANDLED SHOPPING BAG BAN

Moved by Coun Cross and seconded by Coun Olmstead that the Municipality of Calvin hereby supports the Resolution passed by the City of Woodstock as follows: That Municipality of Calvin Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban; And further that Municipality of Calvin Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario; And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags; And further that this resolution be circulated to the Minister of Environment, Conservation and Parks.

Defeated

2020-014 PRE-BUDGET PURCHASE OF BUNKER GEAR AND COVERALLS FOR CALVIN FIRE DEPT.

Moved by Coun Olmstead and seconded by Coun Cross that Council hereby authorizes the Fire Chief to purchase 2 sets of bunker gear and 5 sets of coveralls in advance of the approval of the 2020 Budget in order to take advantage of 8% cost savings if these items are purchase before April 1, 2020.

Carried

2020-015        DISBURSEMENTS

Moved by Coun Grant and seconded by Coun Olmstead that the disbursements dated January 23, 2020 in the amount of \$13,176.72 and January 28, 2020 in the amount of \$6,801.96 be hereby authorized and passed for payment.

Carried

2020-016        ADJOURNMENT

Moved by Coun Olmstead and seconded by Coun Cross that this regular meeting of Council now be adjourned at 8:12 p.m.

Carried

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Mayor

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Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN  
MINUTES OF THE REGULAR MEETING TUESDAY FEBRUARY 4, 2020

The special meeting of Council was held this date at the Calvin Community Centre. Present were Mayor Ian Pennell, Deputy Mayor Sandy Cross, Coun Dan Maxwell, Coun Heather Olmstead, Coun Dean Grant and Cindy Pigeau.

Regrets: 0

Guests: 1

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

PECUNIARY/CONFLICT OF INTEREST: None

PRESENTATIONS/DELEGATIONS: None

2020-017 STRATEGIC PLAN – SURVEY

Moved by Coun Maxwell and seconded by Coun Olmstead that Council accepts the Survey with the following changes – See attached document; And directs staff to send the survey out to the public with the Interim Tax Bills and returned by March 31, 2020, with the monthly flyer, at the Landfill and online(on our website).

Carried

2020-018 STRATEGIC PLAN – NEXT STEPS

Moved by Coun Cross and seconded by Coun Grant that the next meeting for the development of the Municipality of Calvin's Strategic Plan will be held on Tuesday, April 7, 2020 as a Special Meeting of Council; During that meeting a review of the survey results and a review of the important factors by each Council Member of the Statistical, Financial and Demographic Information already provided to Council will take place.

Carried

2020-019 ADJOURNMENT

Moved by Coun Olmstead and seconded by Coun Maxwell that this special meeting of Council now be adjourned at 8:14 p.m.

Carried

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Mayor

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Clerk

Frank Jones  
@ Tayles  
+ @  
Landfill

# Municipality of Calvin Strategic Planning Survey

Please tell us what you think!

The Municipality of Calvin is developing a Strategic Plan for our community and we need your help in developing it. Please fill out the following survey and return it to us by March 31  
You can return it by email at [clerk@calvintownship.ca](mailto:clerk@calvintownship.ca) or by dropping it off or mailing it to 1355 Peddlers Dr., Mattawa, ON P0H 1V0 or by fax to 705-744-0309 or fill out the form online at

Dropped off @ Dump & Interim Tayles

## Recreation:

1. Is it important to you to have recreational facilities for families? Please rate the following (ranking 1 as very important and 5 as not important at all):

a) Baseball Diamond	1	2	3	4	5
b) Soccer Fields	1	2	3	4	5
c) Play Ground Area	1	2	3	4	5
d) Ice Skating Rink	2	3	4	5	
e) Potential Swimming Area (Peddlers Dr) to access Amable Du Fond River	1	2	3	4	5
f) Smith Lake Boat Launch	1	2	3	4	5
g) Potential <del>Walking</del> Outdoor Track (around Soccer Field)					

2. Would you like to see more programs for kids? Yes No

Suggestions:

3. Should we continue to invest in these community recreation facilities, for example: cover the bleachers, cover the rink, invest in additional activities and/or other items for the playground area? Yes No

Comments:

(off Peddlers Dr.)

4. Would you value having a public access to area water ways and the development of a public swimming area? Yes No

Comments:

Roads:

5. Roads Department has always been a number one priority in terms of resource allocation, Do you think this should be increased even if it means an increase in taxes? ☐ Yes ☐ No

~~Maintained Continued~~  
6. Should we hire additional roads department staff in order to service the roads during nighttime hours during the winter months? ☐ Yes ☐ No

Building and Development:

~~How many homes annually?~~  
7. Would you like to see more housing development in our community? ☐ Yes ☐ No

<sup>annually</sup>  
How many homes would be a good level of development?

8. Would you like to see more business development in our community? ☐ Yes ☐ No

9. Do you think farmlands should be protected from development in our community?  
☐ Yes ☐ No

10. How important is agriculture and farmlands to you (ranking 1 as very important and 5 as not important at all):

1 2 3 4 5

Comments:

Landfill:

~~landfill~~  
11. Do the current dump hours meet your needs? ☐ Yes ☐ No

12. Would you use earlier hours on Saturday if they were available? ☐ Yes ☐ No

13. Should we expand landfill hours to any other days? ☐ Yes ☐ No

If so, what days and what timeframes would you like to see?

Monday	Wednesday	Thursday	Friday	Sunday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

14. Do you recycle? ☐ Yes ☐ No / How much effort do you put into recycling? (ranking 1 as an abundance and 5 as none):

1 2 3 4 5

15. How familiar are you with ~~the~~ <sup>Green's</sup> recycling program?  
Rank

General:

127.  
16 What do you value the most in our community? What do you believe to be Calvin's greatest assets?

18 ~~If you were in charge, what improvements would you make? What might be some improvements the township should consider? What do you think Council should concentrate on over the next 10 years?~~

↓ more space  
194 New services and infrastructure cost money. Would you be willing to pay a tax

\$0 \$50 \$100 \$150 \$200

an increase in your taxes to see new and/or improved services?

yes no

204 Should we be preparing for Climate Change? \_\_\_\_ Yes \_\_\_\_ No

~~Suggestions on how to do so:~~

Comments:

How much?  
~~Yes what~~  
~~increased~~  
~~and would~~  
you be willing  
to pay  
annually

214 How aware are you of our emergency preparedness plan (ranking 1 as very aware and 5 as did not know we had one):

1 2 3 4 5

224 Please suggest one thing you believe would significantly impact our municipality in a positive way.

the men could do that  
community

How far do you travel to your place of employment?

Explanation of Strat Plan on back

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-003

**BEING A BY-LAW TO ADOPT A POLICY REGARDING SOCIAL MEDIA FOR THE MUNICIPALITY OF CALVIN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy under Responsible and Flexible Government regarding the use of Social Media on behalf of the Municipality of Calvin.

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

1. That the Policy regarding the use of Social Media on behalf of the Municipality of Calvin, be hereto attached as Schedule "A".

And

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

Read a first time this 28<sup>th</sup> day of January 2020.

Read a second time this 28<sup>th</sup> day of January 2020.

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

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

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



## **Municipality of Calvin Social Media Policy**

### **PURPOSE**

The Social Media Policy establishes service standards and procedures relating to social media networks used by the Municipality of Calvin for the purpose of:

- ✓ Providing accurate, timely and clear information about Municipal services, programs, events and public safety to Calvin residents, businesses, visitors and other stakeholders;
- ✓ Increasing accessibility to local government in order to encourage greater interest and participation in local affairs;
- ✓ Promoting greater transparency in government; and
- ✓ Assisting Municipal departments and employee site administrators to implement best practices on a consistent basis across the Corporation, and mitigate risks relating to social media usage.
- ✓ The policy also serves to:
  - Protect the Municipality's reputation;
  - Provide employees and members of Council with clear usage guidelines; and
  - Provide protocol around monitoring, administration, acceptable use and privacy.

### **POLICY STATEMENT**

The Corporation of the Municipality of Calvin ("Municipality") is committed to excellence in municipal management with a focus on accountability, transparency, communication and customer service. As a result, the Municipality strives to provide open access to information about its policies, services and initiatives. The Municipality recognizes that social media applications are widely utilized as communication tools with the potential to provide the public and residents with timely information. The Municipality is committed to disbursing media information in a range of formats to reach a variety of stakeholders.

This policy applies to all Municipality of Calvin employees, including permanent, part-time, temporary, casual, contract, students, elected officials, interns and volunteers who use social media networks and/or websites (including personal sites) that discuss, share or comment on Municipal business.

## **DESCRIPTION/DEFINITIONS**

Social media tools are third-party internet-based applications that enable collaboration and sharing of opinions, insights, images, information and experiences through real-time conversations among individuals and groups and include the following:

- Facebook is a social networking site intended to connect friends, family, and business associates.
- Twitter is a website which offers a social networking and micro blogging service, enabling its users to send and read messages called tweets. Tweets are text-based posts of up to 140 characters displayed on the users profile page.
- YouTube is a video-sharing website on which users can upload, share and view videos.

In the municipal setting Facebook and Twitter can be used to communicate public notices, upcoming meetings, special events, public service information etc. Other social media applications, such as YouTube, may be utilized from time to time under appropriate circumstances. Videos posted to YouTube shall follow the same guidelines as all other social media applications as noted below and outlined in this Policy.

## **GENERAL GUIDELINES**

### Administration of Social Media

All Social Media activity shall be approved by the Clerk-Treasurer or respective Department Head. The Clerk-Treasurer or designate, in conjunction with the Municipality's IT service provider (when required) shall maintain and monitor the approved Social Media sites.

Logins and passwords for Social Media sites are confidential information and will be stored under the supervision of the Clerk-Treasurer or designate.

### Content

The following content is appropriate for employees to post to Social Media sites:

- Information pertaining to Municipality sponsored events and activities.
- Information pertaining to Municipal Services.
- Information pertaining to Public Health and Safety (i.e. road closures, inclement weather, etc.).
- Information pertaining to Emergency Services.
- Frequently asked questions.
- Policies and Procedures and By-laws (or a portion thereof).
- Contents of press releases.
- Notices of upcoming meetings and events.

Each department shall be responsible for ensuring the clarity, accuracy and relevance of content posted on Social Media sites. Social Media content generated by employees of the Municipality are records owned by the Corporation and not the individual

employee. In addition to being a record of the Municipality, content maintained in a Social Media format that is related to municipal business is a public record and subject to the rules and requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

### Unsuitable Content

The Clerk-Treasurer or designate, in conjunction with the Municipality's IT service provider (when required), shall monitor all use of social media by employees for work purposes and remove content that is deemed unsuitable. Content may be deemed unsuitable if it includes:

- Commercial endorsement or solicitation.
- Personal political content.
- Confidential information.
- Objectionable material.
- Discriminatory language.
- Violates the terms of this policy or other By-laws, policies and procedures of the Municipality.

For greater certainty and clarity the following definitions are provided with respect to what is considered unsuitable content:

1. Commercial endorsement or solicitation includes endorsement by the Municipality of one product or services over another, as well as statements requiring or requesting receipt of any product, service or asset for personal gain or use.
2. Personal political content includes support of, or opposition of, political campaigns or matters before Municipal Council, personal comments or opinions about Municipal staff and/or elected officials as well as personal views about the municipal political process.
3. Confidential information includes information classified as confidential or proprietary records in the possession of the Municipality, as well as information about members of the public, municipal employees and elected officials.
4. Objectionable material includes matter which may contain, but is not limited to; material promoting hate and/or violence, materials of pornographic, profane or sexually explicit nature. It also includes text that links to sexual or sexually explicit content, content that encourages illegal activity or contains information that may compromise the safety and security of the public or public systems or posting which violate a legal ownership interest of any party including interest in copyright and other intellectual property.
5. Discriminatory language which presents a discriminatory, demeaning or derogatory portrayal of individuals or groups or contains anything which, in light of generally prevailing community standards, is likely to cause deep or

widespread offence. It is also language that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, family status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation.

Violation of this Policy will be subject to disciplinary action in accordance with the Municipal Human Resources Policy, up to and including termination.

### **RESPONSE TO PUBLIC INQUIRIES/COMMENTS**

Site Moderators shall adhere to the Social Media Response Chart, attached to and forming part of this policy. Additionally, considerations shall be made for the following:

- a. Do not share or invite others to share private information;
- b. Cite sources;
- c. Avoid judgment and post only factual information; and
- d. Reflect positively on the Municipality.

### **DISCLAIMER**

All comments or other content posted to Municipal social media sites may be considered public records and subject to disclosure under MFIPPA.

The Municipality reserves the right to remove inappropriate comments/posts including, but not limited to, any of the following:

- Comments not typically related to the particular site or article to be commented on;
- Profane language or content;
- Personal attacks on individuals or specific groups;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Conduct or encouragement of illegal activity;
- Content related to non-municipal related sales, advertising or promotions;
- Content for the purposes of promoting a candidate for municipal, provincial or federal election;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party.

### **REVIEW AND UPDATE**

This Policy shall be reviewed at a minimum of an annual basis and will be updated as needed.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-004

**BEING A BY-LAW TO ADOPT A POLICY REGARDING THE RELEASE OF TAX INFORMATION BY THE MUNICIPALITY OF CALVIN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy under Responsible and Flexible Government regarding the Release of Tax Information by Municipality of Calvin.

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

1. That the Policy regarding the Release of Tax Information by the Municipality of Calvin, be hereto attached as Schedule "A".

And

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

Read a first time this 28<sup>th</sup> day of January 2020.

Read a second time this 28<sup>th</sup> day of January 2020.

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

\_\_\_\_\_  
MAYOR

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



## **Municipality of Calvin Release of Tax Information Policy**

### **Definitions and Interpretation Rules**

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

**"MFIPPA"** shall mean the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56

**"Municipality"** shall mean The Corporation of the Municipality of Calvin.

**"Tax Assessment Roll"** shall mean the record of taxable persons and properties within a jurisdiction.

### **Purpose**

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll for the Municipality.

### **General**

Information available in the Municipality of Calvin Tax Assessment Roll is public information. Municipal Staff are responsible for the protection of privacy respecting government-held personal information.

### **Scope**

The procedures contained in this policy shall apply to the release of information found in the Tax Assessment Roll for the Municipality.

### **Guiding Principles**

1. A member of the public may view the Tax Assessment Roll for the Municipality of Calvin. The information provided in the Tax Assessment Roll provides for:

- Name
  - Address and 9-1-1 address, if applicable
  - Property Roll Number
  - Legal description
  - Assessment
  - Classification
  - Religion
  - Language Education Rights
2. The Tax Assessment Roll for the Municipality shall not be photocopied.
  3. The Tax Assessment Roll for the Municipality shall not be reproduced by means of a scanner of any sort.
  4. The Tax Assessment Roll for the Municipality may not be reproduced by means of a camera.
  5. Staff are not responsible for the correctness of the Tax Assessment Roll for the Municipality.
  6. Staff shall not provide any information additional to the Tax Assessment Roll for the Municipality.
  7. Personal information contained in the Tax Assessment Roll for the Municipality shall not be provided by staff by phone. Property information only shall be provided.
  8. The tax status of a property in the Municipality shall not be released by staff without the written consent of the property owner or their legal representative.

#### **REVIEW AND UPDATE**

This Policy shall be reviewed on an annual basis and will be updated as needed.

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: February 11, 2020 NO.

MOVED BY

SECONDED BY

“That Council would like to accept the generous offer to participate in the City of North Bay’s Household Hazardous Waste Program;

And further agrees to share in the operating and disposal costs associated with running this program at a value of \$560.00.”

CARRIED

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: February 11, 2020

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

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

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

**"WHEREAS** the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

**WHEREAS** reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

**WHEREAS** the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

**WHEREAS** the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

**WHEREAS** the Municipality of Calvin is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

**AND WHEREAS** the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indications of the best date to transition our Blue Box program to full producer responsibility;

**THEREFORE BE IT RESOLVED THAT** the Municipality of Calvin would like to transition their Blue Box program to full producer responsibility by \_\_\_\_\_.

**AND THAT** this decision is based on the following rationale:

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

**AND THAT** the Municipality of Calvin would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms;

**AND FURTHER THAT** any questions regarding this resolution can be directed to Jacob Grove, Landfill Superintendent at 705-744-2700 or fire@calvintownship.ca;

**AND FURTHER THAT** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

CARRIED \_\_\_\_\_

DIVISION VOTE

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: February 11, 2020 NO.

MOVED BY

SECONDED BY

“WHEREAS the Municipality has recently replaced the laser printer at the Municipal Office Counter due to an upgrade in our server, and;

WHEREAS Council hereby declares the used HP 1020 Laserjet printer to be surplus to the further needs of the Municipality;

NOW BE IT THEREFORE RESOLVED that staff is hereby authorized to make the used printer available through a public bidding process and sold to the highest bidder.”

CARRIED

DIVISION VOTE

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

## MUNICIPALITY OF CALVIN

### 2020CT03 - REPORT TO COUNCIL

REPORT DATE: February 11/20

ORIGINATOR: Cindy Pigeau; Clerk-Treasurer

SUBJECT: Policies, By-Laws and Manuals **2019-2020**

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#### RECOMMENDATION

That a policy be developed for the process of producing a Policy, By-Law, Manual or any other Municipal document.

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#### BACKGROUND

The following are the policies that were put into place in 2019-2020:

1. Code of Conduct, Council Staff Relations Policy and Integrity Commissioner Protocol – This was provincially mandated.
2. Tree-Canopy Policy – This was provincially mandated.
3. Pregnancy and/or Parental Leave Policy – This was provincially mandated.
4. Municipal Alcohol Policy – Policy was discussed with Council during the Budget Process regarding use of the community hall as well as after a Health Unit Workshop attended by the Clerk-Treasurer in June of 2019.
5. Social Media Policy (January 2020) – Policy was discussed with Council when determining whether or not to develop a Municipal Social Media Page. A Report to Council was then prepared and a DRAFT policy was presented at the same meeting.
6. Release of Tax Information Policy (January 2020) – A Report to Council was prepared and a DRAFT policy was presented at the same meeting.

The following By-Laws were put into place in 2019-2020:

Provincially Mandated.	Code of Conduct (In effect as of Mar 1/19)
Annual By-Law – Provincially Mandated.	Annual Borrowing By-law
Annual By-Law - required to do Interim Property Taxes.	Provide for 2019 Interim Taxation and Penalties/Interest
Current Clerk-Treasurer was retiring so By-Law is to appoint a new Clerk-Treasurer.	Appoint Cindy Pigeau Clerk & Treasurer as of March 1, 2019
Provincially Mandated.	Tree Canopy By-law
Provincially Mandated.	Maternity Leave By-law
Provincially Mandated.	Appoint an Integrity Commissioner (E4M – 5 year term to Feb 2024)
Annual By-Law for Agreement with CEC for Landfill.	Agreement Between CEC and Mun. of Calvin 1 yr. Landfill (to March 31/20 – 2537.50

Annual By-Law for Agreement with CEC for Fire.	Agreement Between CEC and Mun. of Calvin 1 yr. Fire (to March 31/20 - \$2000 – no change this year)
Required for Emergency Services.	5 Yr Agreement (N. Bay Regional Health Centre) for Call Taking and Alerting CACC
Annual By-Law.	Set 2019 Staff Remuneration Grid
Annual By-Law required to prepare Final Property Taxes.	Adopt 2019 Tax Ratios
Annual By-Law required to prepare Final Property Taxes.	Set 2019 Tax Rates and Budget
Provincially Mandated.	Agreement with OPP for 911 P-PSAP Services
Provincially Mandated.	Corporate Strategic Asset Management By-Law
Existing 10 Year Road Agreement that has been in place for decades – Up for renewal.	Road Agreement with Bonfield for Maintenance and Repair of Boundary Road System between the Townships (Expires Sept 2029)
Discussed with Council prior to putting the By-Law in place due to new terms of agreement with North Bay and Area Humane Society.	Agreement with Bonfield for use of Property and Building as Dog Pound (Expires May 31, 2020)
Provincially Mandated.	Dog Pound Keeper
Discussed with Council prior to putting the By-Law in Place due to situation with Water Access Only property owners.	Parking By-Law
Provincially Mandated.	Agreement with East Ferris for Building Inspector Services
Existing By-Law - Updated with new fees as discussed with Council.	Landfill By Law
See Above	Municipal Alcohol Policy
Existing By-Law - Updated to include Recovery Costs for Additional Expenses as discussed with Council by the Fire Chief.	Amend Establish and Regulate Fire Department
Annual Agreement – We do not have the facilities to care for dogs at large for an extended period of time.	Agreement N. Bay Humane Society – 1 Year (Jan 1/19 to Dec 31/20)
Annual Agreement – We do not have the facilities to care for dogs at large for an extended period of time.	Agreement N. Bay Humane Society – 1 Year (Jan 1/20 to Dec 31/21)
Letter from Solicitor was provided to Council before By-Law brought forth.	Legal Name Change
Discussed with Council prior to putting the By-Law in Place due to concern brought forth from a Member of Council	Building By-law
Provincially Mandated – Report provided to Council on October 22, 2019 Agenda (By-Law Passed Dec 10)	OPP Group of Four Contract Renewal - 4 yrs (Jan 1/20-Dec 31/23)
Annual By-Law – This can be done every meeting, monthly, quarterly or annually.	Confirm the Proceedings of Council – Jan 1/19 to Dec 31/19

A "Manual" was also put into place for Ice Building for the rink. Examples of similar manuals from other municipalities were provided to Council with a staff report that represented the type of manual staff was proposing.

In January of 2020, a draft Procedural By-Law was also brought to Council. The draft Procedural By-Law was written by Wishart Law Firm after Deputy Mayor Cross and the Clerk-Treasurer attended a workshop in November of 2018.

An email to Council was sent out in June of 2019 that it was recommended that the following Policies/By-Laws be reviewed and/or developed in the coming months. It was not an exhaustive list but those that were recommended be looked at sooner than others. Those in bold are those that would be reviewed:

1. **Procedural By-Law**
2. **Landfill By-Law**
3. **Retention By-Law**
4. **Fees and Charges By-Law**
5. **Health & Safety Policy**
6. Parking By-Law
7. Strategic Plan
8. Tax Relief for Eligible Low-Income Seniors and/or Low-Income Person with Disabilities
9. **Hall Rental By-Law**
10. Property Tax Collection Policy

The procedure in which a Policy, By-Law, Manual or any other document currently follows is a best practice and/or historical practice depending on the circumstances surrounding the development of the document in question. It is recommended that a policy be developed for the process of producing a Policy, By-Law, Manual or any other Municipal document so as to provide permanent procedure for staff versus a resolution. A policy can be reviewed at specific intervals (ie. Annually) to incorporate any new regulations, concerns with the process, etc...

If it is decided by Council that a policy be developed it can either be incorporated into the Procedural By-Law that is currently undergoing a review or it can be a stand alone document.

Respectfully submitted;  
Cindy Pigeau  
Clerk Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE February 11, 2020

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

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

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

“THAT Staff of the Municipality of Calvin obtain approval from Council to create any and all proposed new policies. Policies will not be created and presented in draft form without prior approval from Council;

FURTHER that exceptions may be permitted if the policy is of a time sensitive nature or provincially mandated.”

CARRIED \_\_\_\_\_

DIVISION VOTE

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

## Cindy Pigeau

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**From:** Dean Grant <councillordeangrant@gmail.com>  
**Sent:** Tuesday, February 4, 2020 10:09 AM  
**To:** Cindy Pigeau; Dan Maxwell; Heather Olmstead; Ian Pennell; Sandy Cross  
**Subject:** Would like to include on Feb 11 agenda meeting

Hi, Cindy and Mayor Pennell

This year I have a number of items that I anticipate I would like to get on the agendas. Feed back on the procedurally most effective way to convey the ideas and items I will be proposing is welcomed. I would like to include the following in the Feb 11th agenda and determine where there is support from council.

Thanks, Councillor Dean Grant

### Directive for creating Policies

#### Directive;

Staff is to seek approval from council to create a proposed new policy. Policies will not be created and presented in full draft without prior approval. Exceptions are if the policy is time sensitive in nature or provincially mandated.

#### Explanation

There have been a number of examples of policy's being created in full Draft form that have been presented to council for discussion without council having any prior knowledge of their existence. If council has no interest in a policy presented the staff time spent researching and creating the policy could have been wasted. It would be good practice, in an effort to make sure resources are not wasted, that council be given advanced notice and approve the creating of proposed policies. A simple one page explanation for purpose of proposed policy would be sufficient for council to consider how to proceed. Council can also then be aware of what policies are expected to be discussed in advance.

**MUNICIPALITY OF CALVIN**  
**2020CT-04 REPORT TO COUNCIL**

REPORT DATE:           **February 11/20**  
ORIGINATOR:           **Cindy Pigeau – Clerk-Treasurer**  
SUBJECT:               **Shared Building Services**

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**RECOMMENDATION**

**As per Section 2.0 of our Shared Building Services Agreement, that Council approve the update in contribution percentages based on the updated data from the years 2017/2018/2019.**

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**BACKGROUND**

Calvin, Papineau-Cameron and Mattawan currently share a CBO under By-Law 2018-018.

As per section 2.0 of the agreement between the three municipalities “.....the percentages shall be re-analyzed by each parties Council’s at the end of each calendar year December 31, and the new percentages shall apply for the successive calendar year approved by each parties Council Motion/Resolution.”

Using the updated data from the years 2017/2018/2019, the following are the proposed contribution percentages:

53.45% Papineau-Cameron  
33.49% Calvin  
13.06% Mattawan.

The current contribution percentages using data from the years 2015/2016/2017 are:

52.71% Papineau-Cameron  
32.37% Calvin  
14.92% Mattawan

The Municipality of Chisholm is still reviewing the information that was provided to them last November to see if they would be interested in joining our shared building services group.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN  
Resolution

DATE: February 11, 2020 NO.                     

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

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

“THAT as per By-Law 2018-018 to enter into a Shared Chief Building Official/Building Inspector Services Agreement between the Corporation of the Municipality of Calvin, the Corporation of the Township of Papineau-Cameron and the Corporation of the Municipality of Mattawan, Section 2.0, that Council approves the updated contribution percentages based on the updated data from the years 2017/2018/2019.”

CARRIED \_\_\_\_\_

## DIVISION VOTE

NAME OF MEMBER OF COUNCIL	YEA	NAY
---------------------------	-----	-----

Coun Cross			
Coun Grant			
Coun Maxwell			
Coun Olmstead			
Mayor Pennell			

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-005

**BEING A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF NATURAL RESOURCES AND FORESTRY (Forest Fire Management Renewal Agreement)**

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

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it expedient to enter into an agreement as of April 1, 2020 for an agreement period of five (5) years with a review prior to March 31, 2025, with respect to the prevention, control and extinguishment of fires within the limits of the Municipality and the Unincorporated Territory (as defined in the agreement).

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

- 1) That the Mayor/Deputy Mayor and the Clerk-Treasurer are designated as the signing officers and are authorized to execute an agreement on behalf of the Corporation of the Municipality of Calvin.
- 2) That the Agreement be hereto attached and form part and parcel of this by-law as Schedule "A"

This By-law shall, enacted and in effect upon the signing thereof.

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

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

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

\_\_\_\_\_  
MAYOR

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

Ministry of Natural Resources  
and Forestry

Aviation, Forest Fire and  
Emergency Services

40 Voodoo Crescent  
North Bay, ON P1C 0B7  
Tel: (705) 475-5551  
Fax: (705) 475-5559

Ministère des Richesses Naturelles  
et des Forêts

Services d'urgences, d'aviation et de  
lutte contre les feux de forêt

40 Voodoo Crescent  
North Bay, ON P1C 0B7  
Tel: (705) 475-5551  
Fax: (705) 475-5559



Corporation of the Municipality of Calvin  
1355 Peddlers Drive, R.R. #2  
Mattawa, ON  
P0H 1V0

Date: November 5, 2019

Our records indicate the current Forest Fire Management Agreement between your municipality and the Ministry of Natural Resources and Forestry is up for renewal on March 31, 2019.

A new municipal agreement process has been implemented that eliminates the expiry date of municipal agreements. There is now a mandatory review period that must occur based on the cycle for review established by the local fire management headquarters. We recommend an agreement period of 5 years and a review prior to March 31, 2020.

The Municipal Agreement Review Checklist (Appendix F) is an effective tool for MNRF and municipalities to be able to review the existing agreement in order to evaluate whether changes need to be made and must be completed within 60 days or earlier of April 1 of the review year. The review checklist will help determine if there are any areas that should be restructured through environmental or infrastructure changes that may have occurred within the municipality.

**Please complete Appendix F – Municipal Agreement Review Checklist and return it to North Bay FMH at the above address**

Lastly, find attached to this letter a Fire Department Assessment Sheet. **Please have your Fire Chief complete this Fire Department Assessment so we can update our files.**

Fire Fighting Costs will continue to be calculated as per Appendix C.

Please contact Simon Gillespie at 705-475-5556 or [simon.gillespie@ontario.ca](mailto:simon.gillespie@ontario.ca) if you have any questions or if you would like to meet and discuss your agreement.

Thank you for your continued cooperation.

James Zacher  
Fire Management Supervisor  
North Bay Fire Management Headquarters  
(705) 475-5536

Attachment

**Appendix F**  
**Agreement Review Checklist**  
**(To be completed by MNRF)**

**Name of Community**

**Fire Management Area:**

**Date Reviewed:**

**MNRF Person Completing Review:** \_\_\_\_\_

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone?

Has there been any new cottage subdivision areas developed?

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area?

**CPA/MPA/CPZ Zones:**

Will there be changes to the current Appendix A figures? If there is, provide an explanation for the changes.

Has there been a general review of all CPA/MPA/CPZ zones to improve existing boundary lines and reduce the amount of land managed by the MNR.

After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone.

## **2. Risk Analysis:**

### **Forest Fuels:**

Has any storm or insect damage occurred within an MPA/CPZ area that should be reviewed to determine if a boundary change is required?

Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPZ area?

Through the FireSmart program is there an area of CPA that can now be established as an MPA/CPZ area?

## **3. Fire Suppression Resources:**

### **Staffing:**

Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPZ/CPA zones

### **Operations:**

During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPZ zones

**Training Program:**

Has the fire department received the new SP103, Air attack module package and Copyright license? What year did they received the package?

Has the fire department ever sent staff to an SP230 course?

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now?

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area?

**Fire Department Radio System:**

Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency **154.070** to communicate with our Air Tankers?

**4. Fire Education/Prevention:**

**FireSmart:**

Does the community have an existing forest fire prevention plan?

Is the community willing to develop a FireSmart Community Wildfire Plan?

During this renewal review, has the community presented a new FireSmart plan with new mitigation targets established?

**Enforcement:**

Has the community implemented by-laws to regulate burning and provide control measures under the FPPA?

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up?

Does the community have a by-law enforcement officer?

**Media:**

Has the community developed a media program to promote wildfire prevention initiatives? E.g., advertising during high to extreme hazard.

Has the community developed their own wildfire prevention signs or handout items to address common ignition causes?

Does the community conduct school wildfire prevention programs?

**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 20 and must be reviewed every year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures: (Only required when extending the current agreement)**

**Fire Management Supervisor:** \_\_\_\_\_

**Municipal Representative:** \_\_\_\_\_

The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. All scanned records will be available through the File Plan.

The agreement review checklist must still be completed and sent if new agreement package is being submitted.

## Appendix C

### Municipal Fire Agreement Rates to / from Municipalities Valid for 2020

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p>CPI rates are capped to a maximum increase of 4%</p> <p><b>CPC Invoices must be sent in <u>after April 1</u> for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates increase Sept 2018 – Sept 2019 = 1.7%</p> <p>2020 CPC fee = 1.36</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$810.00 per fire or</li> <li>• \$236.99 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with <u>maximum</u> 4 staff, includes suppression gear. Must assign staff to vehicle first before forming personnel units.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2020 Rates</b></p> <p>CL415 Dispatch Fee = \$3,181.12 Hourly rate = \$6,362.24</p> <p>Twin Otter Dispatch Fee = \$1,233.84 Hourly rate = \$2,467.68</p> <p>Birddog Hourly rate = \$1,935.46</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2020</b></p> <p>Light \$As per invoice Intermediate \$1,974.35 per hour, Medium \$2,588.48 per hour, Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>

# APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality

Calvin

Agreement Review Period

Year: 2015 To 2020

Per Hectare CPC Rate

\$1.36

CPC Year: 2020 CPI Increase 1.7

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total
Comprehensive		CROWN PAYS				MUNICIPALITY PAYS				Hectares
Protection Charge		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	By Type
Unalienated Crown Land	Crown does not pay Municipal Taxes	577	\$1.36	100%	784.72	1,168	\$1.36			1,745
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	50	\$1.36	100%	68.00	2,006	\$1.36			2,056
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	9,116	\$1.36			1,110	\$1.36	100%	1,509.60	10,226
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.36				\$1.36	50%		0
Patent Mining Lands (Crown has Full Timber Rights) <u>Patented after March 26, 1918</u>	Unit Class of M.L. (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.36	100%			\$1.36			0
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.36	100%			\$1.36			0
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.36				\$1.36			0
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.36	100%			\$1.36			0
TOTALS		9,743			\$52.72	4,284			\$ 1,509.60	14,027
NOT AN INVOICE		Crown Owes the Municipality				Municipality Owes the Crown				\$656.88

CPC payment invoices must be sent in after April 1 of the current fire year

## Appendix G

## 2019 Municipal Fire Summary

[illegible]

# Fire Department Assessment Sheet

Name of Municipality

Fire Department Information	Fire Stn 1	Fire Stn 2	Fire Stn 3
Wildland Fire Calls - 2020			
Wildland Fire Calls - 10 yr average			
<b>Personnel</b>			
Chiefs			
Captains			
Fire Fighters			
<b>Training</b>			
<b>Availability</b>			
Monday to Friday 11:00 to 18:00 hrs			
Monday to Friday Dispatch Time estimate			
Weekend Daytime Availability			
Weekend Dispatch Time Estimate			
Fire Hall Monitor MNR Indices			
<b>Apparatus</b>			
Specialized Fire Vehicle			
Engines			
Water Tenders			
Off Road 4x4, or light transport vehicle			
ATV			
Fire Boat			
Trailers, IC Command Post			
Vehicle rentals available to support fire services			
<b>Fire Line Equipment</b>			
Forestry Hose - feet			
Portable Fire Pumps			
Port a Tank			
Shovels			
Pulaski			
Back Pack Water Can			

(This section completed by Municipality only)

Address

Zone	Basemap	Block	on
------	---------	-------	----

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Source of ignition	Responsible Group
--------------------	-------------------

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Incident Commander	Phone Number
--------------------	--------------

Revised: Oct. 31, 2020

## 2020 Municipal Fire Agreement Cost Report Form 210

## Part I

Fire Number	MNRF/Municipal	Start Date	Out Date
		yyyy-mm-dd	yyyy-mm-dd
Fire Cause	Municipality		
Zn-Basemap-Block or lot and conc	MPA/CPA or Border Fire	Final Size (ha)	
Enter Ha only if Border Fire	CPA (Ha)	MPA (Ha)	
Assistance Requested by	To		
Invoice Date	Invoice #		
dd/mm/yyyy			

**A. Personnel / Apparatus**

(i.) Flat Rate for Response/False Alarm (min. amount paid out for a response)	\$810.00		
(ii.) Half hour per number of apparatus input max. number of units on fire at one time	# apparatus units	x \$236.99	
Half hour on fire per units of 8 or less people input max. number of units on fire at one time	# personnel units	x \$236.99	
People must be assigned to apparatus prior to forming personnel units (4staff/apparatus)	Sub-total must be >\$810	Sub-total	
Reimbursement claimed (greater of i or ii)		Total	

**B. Aircraft**

Air fees only for time over fire. No helitak fee for delivery, pick up or servicing of fire crews

CL215 / 415	Dispatch Fee	\$3,181.12	x # of Aircraft		=	
	Flying Rate	\$6,362.24	x Total Hours		=	
Twin Otter	Dispatch Fee	\$1,233.84	x # of Aircraft		=	
	Flying Rate	\$2,467.68	x Total Hours		=	
Birdog	Flying Rate	\$1,935.46	x Total Hours		=	
Helicopters	# of Light		x Total Hours		=	
		ACIMS				
	# of Intermediate	\$1,974.35	x Total Hours		=	
	# of Medium	\$2,588.48	x Total Hours		=	
	# of Heavy		x Total Hours		=	
		ACIMS				

See Appendix C in municipal agreement documents for detailed aircraft information or Refer to Guidelines for Fire Information and Costing in Municipalities

Total Aircraft Costs

**C. Other Expenditures Approved in Suppression Plan (Appendix C descriptions)  
(Attach description of expenses and invoices)**

Total Other Expenditures

Municipalities process invoice using total of A,B and C

Grand Total (A+ B + C)

(For joint Fire Operations Enter MNRF + Municipal Costs  
Non-border fire only)

MNRF	Municipal	
------	-----------	--

Person Completing Report and agency (print)

Date yyyy-mm-dd

**Part II MNRF Only****Municipal Fire Agreement Cost Report Form 210**

Border Fires (areas between MPA/CPA) must be completed electronically by MNRF

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 MNRF/Municipal fire cost data must be input using Agency's Grand Total (A+B+C) Costs Part 1.

M.N.R.F USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry C.P.A.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality M.P.A.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
				Amount Re-imbursed to Municipality	<input type="text"/>
				Amount to be Invoiced to Municipality	<input type="text"/>

**Part III MNRF Only****Municipal Fire Agreement Cost Report Form 210**

MNRF Managers to complete Part III

MNRF to assume the cost: Yes ☐ No ☐

Issue invoice to: Municipality ☐ Third Party ☐

Insert Costs to be Billed

Refer to court for cost collection or infractions (MNRF use only) Yes ☐ No ☐

Invoice issued to:

Invoices to MUN will be processed at the end of fire season for the end of the year reconciliation process.  
 Third party invoices are to be processed once the proper signing authority manager has approved this cost report.

Comments: Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. **MNRF use only**

Recommended by FMH Management Rep.

Date

Reviewed by P&I Coordinator

Date

Verified True and Correct by RBMU Rep.

Date

Approver Signature

Date

## Municipal Fire Information Descriptions

## Fire Cause - use the following:

LTG	Lightning	REC	Recreation
RES	Resident	MIS	Miscellaneous
RWY	Railway	IDF	Industrial Forest
IDO	Industrial Other	INC	Incendiary
UNK	Unknown		

## Fuel Type at Point of Attack - use the following

GRA	Grass	SLA	Slash
SHW	Shrubs, Hardwood Bush	CON	Conifer
IKC	Insect Killed Conifer	MIX	Mixed Wood
HWD	Hardwood	BLO	Blowdown
PLA	Plantation	OTH	Other

## Source of Ignition - use the following

LTG	Lightning	SMM	Smoking Materials
CAM	Campfire	GRA	Grass Burn
INC	Incinerator	RUB	Rubbish Burning
MAT	Matches	BRU	Brush Burn
GAR	Garbage Dump Burn	STR	Structural Fires
LOC	Locomotive	SFC	Sparks from Chimney
POW	Power Line Short	SAW	Powersaw
FIR	Fireworks	OME	Operating Mechanical Equipment
VEH	Vehicle Exhaust System	SPA	Spark from Burner
EQU	Equipment Fires	DLC	Dumped Live Coals or Ashes
MIS	Miscellaneous	UNK	Unknown
SPB	Slash Pile Burning		

## Responsible Group - use the following

LTG	Lightning	CAM	Camper
HUN	Hunter	CAN	Canoeist
HIK	Hiker	BER	Berry Picker
CHI	Children	RER	Res Rural
REU	Resident Urban	COT	Private Cottager
TRA	Trapper	CAR	Car Passenger
MIE	Mining Industry Employee	CRO	Commercial Resort Owner
POE	Power Industry Employee	PRO	Prospector
ANG	Angler	RTC	RR Train Crew
MIS	Miscellaneous	UNK	Unknown

**MUNICIPALITY OF CALVIN**  
**2020CT05 REPORT TO COUNCIL**

REPORT DATE: February 11/20  
ORIGINATOR: Cindy Pigeau – Clerk-Treasurer  
SUBJECT: Official Plan

---

**RECOMMENDATION**

**Add the Municipality of Calvin's By-Law 2016-020 – Highway Classifications, Definitions and Signage and for Adopting Min. Maintenance Standards as an appendix to the Official Plan.**

---

**BACKGROUND**

Please find attached copy of the latest version of the Official Plan. Changes have been made to section 7.3.3, 2.6 and 5.3.2.

Respectfully submitted;  
Cindy Pigeau  
Clerk-Treasurer

## **PROJECT MANAGEMENT PLAN**

### ***Public Swimming Access to Amable Du Fond River***



**The Corporation of the Municipality of Calvin**

## **Instructions**

### **Document Purpose**

The Project Management Plan defines the project objective and scope as well as how it is executed, monitored, and controlled during the Delivery Stage.

### **Who Produces This Document**

The Clerk-Treasurer in conjunction with Council produces the Project Management Plan in collaboration with the project team members and in consultation with the functional organizations involved in the managerial and technical processes described herein.

DRAFT

## Revision History

Version Number	Description	Date Modified	Author
1.0			

DRAFT

## Authority Signatures

The Clerk-Treasurer and Council agree to deliver the Delivery Stage of this project in accordance with this Project Management Plan and amend it periodically as project parameters change.

Prepared by:
<u>Signature</u>
<u>Cindy Pigeau, Clerk-Treasurer</u>

Prepared by:
<u>Signature</u>
<u>Ian Pennell, Mayor</u>

DRAFT

## EXECUTIVE SUMMARY

Council would like to look into the development of the “unofficial swimming hole” located on the Amable Du Fond River, off of Peddlers drive. The public is currently using Municipal Property (road/shore allowance) to access the river. There are liability concerns that need to be addressed, a potential water filling station at this location for the Calvin Fire Department as well as Parking issues to be considered. Permits are also required from various ministries and authorities to do any work at the shore.

### 1 Integration Management

Permits are may be required from the following:

- the North Bay Mattawa Conservation Authority (NBMCA) – DIA (Development, Interference & Alteration to Shores) Permit
- Department of Fisheries and Oceans (DFO) – Project Request for Review
- Ministry of Natural Resources (MNR) – Application for Work Permit Pt 1 and Pt 3
- Ontario Parks – Ontario Parks and Protected Areas
- the Ministry of the Environment (MOE) – Working Near Water, Endangered Species and Species at Risk

Whether permits are required will depend on the work to be done to develop the area. Applications have been submitted to the NBMCA, DFO and MNR for the Fire Truck Filling Station. The permits have been approved by the NBMCA. We are waiting for a response from the DFO and MNR. Contact with Ontario Parks had already been confirmed that this this is not their property and verbal information has been obtained from the MOE that there are no endangered species or species at risk within this area. Any permits regarding working near the water still needs to be discussed.

#### 1.1 Roles and Responsibilities

Council – Directs Staff as to what will be done to develop the “unofficial swimming hole”.

Staff – Applies for and obtains the appropriate permits, carries out the physical development of the road/shore allowance. The appropriate manager will oversee the progress and report back to Council.

#### 1.2 Change Management

Major changes from the project plan will require the approval of Council before proceeding.

Minor changes from the project plan will require the approval of the appropriate manager and will be reported back to Council.

##### 1.2.1 Issue Management

Progress on the project plan will be provided to the appropriate manager on a bi-weekly basis and in turn reported to Council. Should an issue arise that could cause a major change to the project plan, it will be brought to Council for a final decision on how to proceed. If the issue does not or the change to the project plan is minimal then the appropriate manager for the work will make the decision so as to not hold up the progress of the project.

#### 1.3 Project Close Out

A final report prepared by the Recreation Supervisor, Roads Superintendent and Clerk-Treasurer will be provided to Council when the project has been completed. Any surplus resources will be distributed appropriately amongst the respective departments as per resolution of Council.

---

## 2 Scope Management

Progress reports will be provided to Council on a monthly basis. Any issues or activities outside the scope of the project will be discussed at that time, a response to the issues will be decided by Council and adopted by resolution.

Activities In Scope	Activities Out of Scope
Parking	Fire Truck Filling Station
Signage	Shoreline Rehabilitation
Waste Management	Private Property Concerns

### 2.1 Requirements Management

The requirements will be determined by Council before the project begins with a resolution.

### 2.2 Project Deliverables

Deliverable	Department	Delivery Date
Signage	Recreation/Administration	TBD
Parking	Roads/Recreation	TBD
Waste Management	Recreation	TBD

## 3 Schedule Management

### 3.1 Milestones

Both the Recreation and Roads Departments will be required to complete this project. A schedule will be determined by the department heads so as to not interfere with the each departments annual required projects.

Description	Forecast Date	Gate / Approval
Appropriate Permits Obtained	TBD	
Entrance to Parking Area Built Up Appropriately off Road (Peddlers Dr.)	TBD	
Parking Area Built	TBD	
Signage Posted	TBD	
Waste Management Implemented	TBD	

## 4 Cost Management

The costs associated with this project will be included in the 2020 Capital Budget.

---

## **Estimation**

A budgeted amount will be determined by obtaining quotations from the appropriate suppliers for signage, waste management and building materials. Time estimates will be determined by the Roads Superintendent and the Recreation Supervisor in consultation with the Clerk-Treasurer. The estimated values and actuals will be tracked throughout the process and will be included in the monthly reports to Council.

## **Budget Control**

Any costs not included in the budgeted amount will need to be approved by Council by resolution.

## **5 Quality Management**

### **5.1 Quality Assurance and Control**

Quality Assurance and Control will be monitored on a weekly basis by the appropriate department head and monthly reports will be provided to Council and the public.

## **6 Human Resource Management**

Both the Recreation and Roads Departments will be required to complete this project. A schedule will be determined by the department heads so as to not interfere with the each departments annual required projects.

## **7 Communications Management**

Progress reports will be provided to Council on a monthly basis. Any issues or activities outside the scope of the project will be discussed at that time, a response to the issues will be decided by Council and adopted by resolution.

### **7.1 Stakeholder Analysis**

<b>Stakeholder Name</b>	<b>How they will impact the project</b>	<b>How they will be impacted by the project</b>	<b>Communication Requirements</b>
The Public	Public Input on the Project will be obtained by Survey and by Discussion at Regular Council Meetings.	Public Access to the Amable Du Fond River	Monthly Progress Reports will be included in Council Agendas
Council	Decisions regarding the project will be made by Council.	Public Access to the Amable Du Fond River	Monthly Progress Reports will be included in Council Agendas

## **8 Risk Management**

The risk involved in this project will be related to unforeseen issues due to obtaining appropriate permits and land issues as well as any time and cost overages needed to correct these issues.

## **9 Procurement Management**

Any procurement required for this project will follow the Procurement By-Law #2004-022

## **11 INFORMATION MANAGEMENT**

Any changes made to the road/shore allowance in this area will be documented in the CityWide software for our asset management plan.

## **12 REFERENCES**

The following documents are attached to this Project Plan for immediate reference.

Appendix	Document Name	Date
A	2019CT-11 Report to Council	Sept 24/19

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Friday, January 24, 2020 11:31 AM  
**To:** Cindy Pigeau  
**Subject:** AMO's 2020 Pre-Budget Submission

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



January 24, 2020

## **AMO's 2020 Pre-Budget Submission**

Earlier today, AMO's Executive Director Brian Rosborough presented the Association's pre-budget submission to the Ontario Legislature's Standing Committee on Finance and Economic Affairs.

The submission illustrates that investing in municipalities is a good investment in the provincial economy. Municipal governments invest revenues of \$50 billion annually in important public services and infrastructure. Municipalities are a major force in the economic well-being of Ontario and the country. Ontario and local governments must work in partnership to build strong and sustainable communities.

The [pre-budget submission](#) is available on the AMO website for your information and distribution. Members are encouraged to reinforce its themes in budget related discussions and submissions to provincial officials.

### **AMO Contact:**

Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 extension 323.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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before printing this.

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**THE CORPORATION OF THE CITY OF SARNIA  
City Clerk's Department**

255 Christina Street N. PO Box 3018  
Sarnia ON Canada N7T 7N2  
519 332-0330 519 332-3995 (fax)  
519 332-2664 (TTY)  
[www.sarnia.ca](http://www.sarnia.ca) [clerks@sarnia.ca](mailto:clerks@sarnia.ca)

January 24, 2020

To: All Ontario Municipalities

**Re: Ontario Power Generation's Deep Geologic Repository Project**

At its meeting held on January 20, 2020, Sarnia City Council considered the attached motion submitted by Councillor Margaret Bird with respect to the proposed Deep Geological Repository Project and adopted the following resolution:

***That Sarnia City Council support the halting of the construction of the Deep Geological Repository, in the Bruce Peninsular, so that less dangerous solutions can be found for the longer storage of nuclear waste; and***

***That Sarnia City Council instruct the Sarnia City Clerk to notify all 444 Ontario Municipalities, through AMO, by January 24th., 2020, of our objective; and***

***That the Sarnia City Clerk send a copy of our resolution to the County of Lambton Clerk, along with all the County Councillors, asking for their endorsement.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Honourable Jonathan Wilkinson, Minister of the Environment and Climate Change  
[ec.ministre-minister.ec@canada.ca](mailto:ec.ministre-minister.ec@canada.ca); and

City of Sarnia, City Clerk's Office  
[clerks@sarnia.ca](mailto:clerks@sarnia.ca)

Sincerely,

A handwritten signature in cursive script that reads "Dianne Gould-Brown".

Dianne Gould-Brown  
City Clerk

Attachment: Motion submitted by Councillor Margaret Bird



# 2020 FARMLAND FORUM

The Shifting Landscapes of Farmland Protection



## FEATURING



**KEVIN EBY**

*On...*

- The potential impact of changing growth forecasts and housing preferences on the need for urban expansions
- The potential impacts on urban land needs and municipal infrastructure financing



**PHILLY MARKOWITZ**

*On...*

- Grey County's efforts to map the local agri-food system to complement federal and provincial data sets and mapping
- How the agri-food system overlaps with the county's economic development priorities

**And panels on...**

- The shifting landscapes of farming and farmland protection
- The Agricultural System in Ontario

**MARCH 26, 2020**  
**THE GRAND BANQUET & EVENT CENTRE**  
**8:30 AM - 4:00 PM**

*A day of sharing, networking, and exploring policy and land-use planning innovation for the changing landscapes of farmland protection in Ontario.*

**TICKETS: [www.ontariofarmlandtrust.ca](http://www.ontariofarmlandtrust.ca), [info@ontariofarmlandtrust.ca](mailto:info@ontariofarmlandtrust.ca)**

**Thank you to our supporters....**



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# Corporation of the Town of Mattawa

☎ (705) 744-5611 • 📠 (705) 744-0104

160 Water Street — P.O. Box 390

MATTAWA, ONTARIO P0H 1V0

✉ info@mattawa.ca

RECEIVED

FEB 03 2020

January 29, 2020

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

Dear Honourable Yurek:

Council of the Town of Mattawa, at their regular meeting of January 27, 2020 approved Page No 11 of Resolution Number 20-06, which stated:

***"WHEREAS** the Corporation of the Town of Mattawa is committed to planning for and protecting the future sustainability of its resources and environment;*

***AND WHEREAS** the Corporation of the Town of Mattawa is within the jurisdiction of the North Bay-Mattawa Conservation Authority;*

***AND WHEREAS** the Province of Ontario is currently reviewing the mandate and operation of Conservation Authorities and;*

***AND WHEREAS** Conservation Authorities provide essential services to municipalities in their watersheds;*

***AND WHEREAS** smaller municipalities do not have capacity or the financial resource to employ staff with the technical expertise that Conservation Authorities provide;*

***AND WHEREAS** development near watercourses can have significant effects both upstream and downstream.*

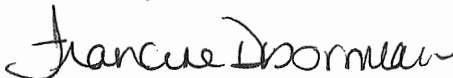
***THEREFORE BE IT RESOLVED** that the Corporation of the Town of Mattawa encourages the province to continue to support the principle of planning on a watershed basis in the on-going review and prioritize the allocation of adequate funding to support the core mandate of Conservation Authorities.*

.../2

***AND FURTHER THAT** this resolution be forwarded to the Minister of Environment, Conservation and Parks, Premier Doug Ford, MPP Vic Fedeli, the Association of Municipalities of Ontario, the North Bay-Mattawa Conservation Authority and all municipalities within the District of Nipissing."*

Trusting this is acceptable.

Sincerely,

A handwritten signature in black ink, appearing to read "Francine Desormeau". The signature is fluid and cursive, with a long horizontal stroke at the end.

Francine Desormeau  
Clerk/Deputy-Treasurer

FD/ah

c.c. Premier Doug Ford  
Vic Fedeli, MPP of Nipissing District  
Association of Municipalities of Ontario  
North Bay-Mattawa Conservation Authority  
Township of Bonfield  
Municipality of Calvin  
Township of Chisholm  
Municipality of East Ferris  
Municipality of Mattawan  
City of North Bay  
Township of Papineau-Cameron  
Township of South Algonquin  
Municipality of Temagami  
Municipality of West Nipissing

# Changing Rural Landscapes A Conversation with Agriculture

We have gathered industry experts  
with hands-on experience and  
technical know-how to share ideas  
on sustainability.

**Charlie Lalonde**, Project Manager Thames River Phosphorus Reduction Collaborative

**Christoph Wand**, Livestock Sustainability Specialist, OMAFRA

**April James**, Associate Professor, Canada Research Chair – Watershed Analysis, Nipissing University

**Jane White**, Master of Science in Environmental Science Candidate, Nipissing University

**Hassan Rouhani**, Climate Change Specialist, Bonfield Township



**Free  
Event**




Thursday, February 13  
From 6pm-8 pm  
Corbeil Park Hall  
392 Highway 94 in Corbeil

To Register please visit  
[tangr.com/event/rurallandscapes](http://tangr.com/event/rurallandscapes)  
or call 705-474-5420

 **SHORING  
STREAMBANKS**  
NORTH BAY-MATTAWA CONSERVATION AUTHORITY

 **NORTH BAY-MATTAWA  
CONSERVATION  
AUTHORITY**



This event is co-sponsored with the following support of:  
 **Government of Canada**  **Environment Canada**  **Climate Change Canada**

## Cindy Pigeau

---

**From:** Loiselle, Caroline (MHSTCI/MSAA) <Caroline.Loiselle@ontario.ca>  
**Sent:** Monday, February 3, 2020 3:00 PM  
**Cc:** Loiselle, Caroline (MHSTCI/MSAA)  
**Subject:** 2020 Summer Experience Program/Programme Expérience Été 2020

I am pleased to provide you with information about the 2020 Summer Experience Program (SEP).

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

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

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

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

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

**The deadline to apply for the 2020 Summer Experience Program is Thursday, February 27 at 5:00 p.m. Eastern Standard Time (EST).**

Please do not hesitate to contact me by phone or e-mail if you have any questions or require clarification.

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

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

---

J'ai le plaisir de vous transmettre des renseignements à propos du Programme Expérience Été (PEÉ) 2020.

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

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

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

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

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

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

**La date limite pour présenter une demande dans le cadre du Programme Expérience Été 2020 est le jeudi 27 février 2020 à 17 heures (heure normale de l'Est).**

N'hésitez pas à communiquer avec moi ou à m'envoyer un courriel si vous souhaitez me poser des questions ou obtenir des éclaircissements.

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

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

Caroline Loiselle

Regional Development Advisor | Conseillère en développement régional

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

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

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

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

Phone: 705-494-0139 Email | courriel: [caroline.loiselle@ontario.ca](mailto:caroline.loiselle@ontario.ca)



**Ministry of Children,  
Community and Social  
Services**

Minister's Office

438 University Avenue  
7<sup>th</sup> Floor  
Toronto, Ontario  
M7A 1N3

Tel.: (416) 325-5225

Fax: (416) 325-5240

**Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**

Bureau du Ministre

438, avenue University  
7<sup>e</sup> étage  
Toronto, Ontario  
M7A 1N3

Tél. : (416) 325-5225

Télec. : (416) 325-5240



127-2020-968

January 30, 2020

Dear Municipal Partner:

First, I want to take the opportunity to wish you a Happy New Year.

Further to the letter I sent you on December 16, 2019, I am pleased to notify you that our survey to inform the development of Ontario's next Poverty Reduction Strategy is now live on [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey) and will be available online until March 30, 2020.

Our government believes that the people of Ontario are the province's greatest asset and when the people of Ontario succeed, our economy and province succeed. It is our shared responsibility to create the best conditions for people to reach their potential. We need and we want to listen to municipalities, Indigenous partners, members of the community, service providers, employers, and local partners to find new and innovative ways to support people during challenging times and create the conditions that will help them build a better life.

To support the development of our new Poverty Reduction Strategy, we are asking residents of Ontario to take 30 minutes and answer our survey as we seek new ideas on how we can:

- Encourage job creation and connect people to employment
- Provide people with the right supports and services
- Lower the cost of living and make life more affordable.

As part of a new strategy, we will set a target for poverty reduction and identify indicators to measure progress to ensure we are achieving results.

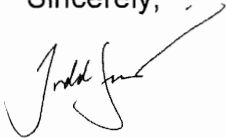
The survey can be accessed at [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey). Please feel free to share the survey link with your community members and colleagues.

.../cont'd

In addition, we are also welcoming written submissions that can be sent by e-mail to [prso@ontario.ca](mailto:prso@ontario.ca) or by mail to Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how any personal information such as names and addresses that are included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by telephone at (647) 308-9963.

I encourage you to share information about this consultation, including the survey link, with service providers, Indigenous partners and businesses in your community. I look forward to receiving input from Ontario residents as we work together to make a difference in reducing poverty in the province.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd Smith', with a long, sweeping horizontal stroke extending to the right.

Todd Smith  
Minister

<b>Fort Frances</b>	<b>RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION</b>	
<b>Atikokan</b>	<b>OFFICE OF THE SECRETARY-TREASURER</b>	<b>Rainy River</b>
<b>Alberton</b>	<b>P.O. BOX 4</b>	<b>Dawson</b>
<b>La Vallee</b>	<b>BARWICK, ONTARIO</b>	<b>Lake of the Woods</b>
<b>Emo</b>	<b>P0W 1A0</b>	<b>Morley</b>
		<b>Chapple</b>

**Phone: (807) 487-2354   Email: [chapple@tbaytel.net](mailto:chapple@tbaytel.net)**

January 28, 2020

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1

Dear Honourable Doug Ford, Premier:

Re: **Resolution to Address Fair and Equitable Property Taxation Revenue on Railway Right-of-Ways Collected by Municipalities in Ontario**

At the recent meeting of the Rainy River District Municipal Association on Saturday, January 25, 2020, the following resolution was approved:

**“WHEREAS** in 2018 the Province of Ontario adjusted the tax rate for acreage for railway right-of-ways throughout Ontario which specifically impacted Rainy River, Kenora and Thunder Bay districts in a positive fashion; and

**WHEREAS** in other provinces and jurisdictions the railway companies remit a more equitable share of taxes to their local tax base by using a per tonne-mile concept; and

**WHEREAS** rail traffic continues to increase and the train length has more than doubled, which results in rail traffic congestion, increased wait times, noise pollution and unknown environmental concerns; and **WHEREAS** the Province of Ontario should review fees based on inflation and current conditions on an annual basis to ensure that Ontario does not continue to fall further behind in their approach to railway property taxation; and

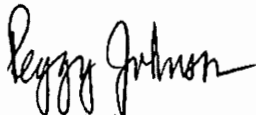
**WHEREAS** fair and equitable taxation revenue on railway property will reduce the financial pressure on the Province to provide financial support to municipalities going forward;

**THEREFORE BE IT RESOLVED THAT** the Rainy River District Municipal Association call upon the Minister of Finance of the Province of Ontario to undertake ongoing consideration of municipal taxation for railroad right-of-way properties based on a per tonne-mile concept; and

**FURTHER BE IT RESOLVED THAT** the Rainy River District Municipal Association send this resolution to every Municipal Council within the Province of Ontario seeking their support, the Premier of Ontario, the Minister of Finance of Ontario, Local MPPs, Local MPs, NOMA, ROMA AND AMO."

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Peggy Johnson". The signature is fluid and cursive, with the first name "Peggy" being more prominent than the last name "Johnson".

Peggy Johnson,  
Secretary Treasurer  
Rainy River District Municipal Association

c.c. (via email)  
Hon. Rod Phillips, Minister of Finance  
Hon. G. Rickford, Minister of Energy, Northern Development and Mines,  
Minister of Indigenous Affairs  
Marcus Powlowski, MP Thunder Bay-Rainy River  
NOMA  
AMO  
ROMA

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Tuesday, February 4, 2020 5:31 PM  
**To:** Cindy Pigeau  
**Subject:** OPP Detachment Board Regional Discussions

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



February 4, 2020

## OPP Detachment Board Regional Discussions

The Ministry of the Solicitor General has announced the dates and times of regional roundtable discussion regarding the re-composition of OPP Detachment Boards. Those details are below:

DATE AND TIME	LOCATION	RSVP DATE
<b>February 10, 2020</b> 9:00 a.m. – 3:00 p.m.	<b>Thunder Bay</b> Valhalla Inn 1 Valhalla Inn Road Scandia Room	February 3, 2020
<b>February 12, 2020</b> 9:00 a.m. – 3:00 p.m.	<b>Kenora</b> Kenora Recreation Centre 18 Mike Richards Way Rotary Room, 1 <sup>st</sup> Fl.	February 5, 2020
<b>February 19, 2020</b> 9:00 a.m. – 3:00 p.m.	<b>London</b> Goodwill Centre 255 Horton Street Community Hall, 3 <sup>rd</sup> Fl.	February 12, 2020
<b>February 20, 2020</b> 9:00 a.m. – 3:00 p.m.	<b>Brockville</b> Brockville Memorial Civic Centre 100 Magedoma Blvd. The Hall	February 13, 2020
<b>February 24, 2020</b> 9:00 a.m. – 3:00 p.m.	<b>Sudbury</b> Northbury Hotel & Conference Centre	February 17, 2020

50 Brady Street  
Aspen Hall

**February 25, 2020**  
9:00 a.m. – 3:00 p.m.

**Timmins**  
McIntyre Community Centre  
85 McIntyre Road  
Hall Facility – Auditorium

February 18, 2020

**February 28, 2020**  
9:00 a.m. – 3:00 p.m.

**Orillia**  
Best Western Plus  
Mariposa Inn & Conference Centre  
400 Memorial Avenue  
Hermitage Ballroom

February 21, 2020

Please email your RSVP to: [SOLGENinput@ontario.ca](mailto:SOLGENinput@ontario.ca). AMO encourages the participation of all elected officials in these discussions.

Please note that the Ministry is seeking input to inform the regulations which will determine the future of democratic oversight and governance of policing. The Ministry has not made any decisions regarding the size and composition of detachment boards. Ideas which can be successfully implemented at a regional or local level are being sought.

Local elected officials with thoughts on the regional composition of OPP detachment boards should put those forward at the roundtable sessions and in the weeks that follow. AMO has impressed upon the Ministry the need for all municipal councils to be represented.

In addition, at the roundtable meetings the Ministry is seeking municipal thoughts related to the composition of a new OPP Governance Advisory Council. This Council's purpose is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP.

The AMO Board has recently adopted a position regarding the Council's composition. With over 300 municipalities using the services of the OPP, AMO seeks the authority to recommend municipal appointees to the Council. AMO's position is that half of Council's composition should be designated municipal appointees. In addition, given the purpose of the Council, no member should be a former or current member of an Ontario police service or police association.

**AMO Contact:**

Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 ext. 323.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

**The Honourable Doug Ford, Premier of Ontario**

Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON, M7A 1A1

Dear Premier Ford:

**Re: Provincially Significant Wetlands Designation**

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson  
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Andy Brown, CAO of the United Counties of Leeds and Grenville  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
All Ontario municipalities

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Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron

Foster

Halpenny

Molloy

Seconded by: Cameron

Foster

Halpenny

Molloy

For Clerk's use only, if required:

**Recorded Vote Requested By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

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Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated

J. Douglas Struthers, Mayor

Calvin Township  
1355 Peddlers Dr.  
Mattawa, Ontario  
P0H 1V0

RECEIVED

FEB 05 2020

February 3, 2020

Dear Mayor Ian Pennell

**July 24 to July 26, 2020.** Your sponsorship and support are very much fundamental to the success of the festival. With your help, the 2020 Mattawa Voyageur Days will offer a positive experience and provide FREE children activities at the Mattawa Island and Timmins Memorial Park/Mattawa Splash Pad.

The entertainment schedule confirmed to date is:

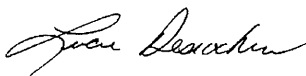
- **Country Friday July 24<sup>th</sup> – Mountain Music – Alabama tribute (7 p.m.), Fresh Horses – Garth Brook tribute (9 p.m.) and with Chicken Fried – Zac Brown tribute (11 p.m.).**
- **Rock Where the Rivers Meet Saturday July 25<sup>th</sup> – Trilogy Classics – Styx, Foreigner and Journey tribute (3 p.m.), Gunz nfn Rosez – Guns N Roses tribute (5 p.m.), Early Elton – Elton John tribute (7 p.m.), Fleetwoodnick – Fleetwood and Tom Petty tribute (9 p.m.) and with Zed Leppard – Led Zeppelin and Def Leppard tributes (11 pm).**
- **Sunday Night Wrap-Up July 26<sup>th</sup> with Roadhouse (5 p.m.), Chuck Labelle sings Paul McCartney (7 p.m.) Abbamania (9 p.m.) and choreographed Fireworks (10 p.m.).**

**You will receive one weekend wristband with every \$500 cash or in-kind sponsorship provided. This is the Voyageur Days way of saying thank you for your support!**

**MATTAWA VOYAGEUR DAYS thank you for your continued support. Do not hesitate to contact Lucie Desrochers at 705-744-2311 or 705-471-7166 should you require more information or wish to set up a meeting regarding the attached sponsorship program. Please respond by using the form provided.**

**It is important to confirm your sponsorship by April 17, 2020 in order to assure you are included in the marketing materials corresponding to your sponsorship level.**

Sincerely,



Lucie Desrochers  
Voyageur Days Team Leader

# ✱ 2020 ✱ **Mattawa Voyageur Days Packages are now Available!**

*Top 100 Festivals and  
 Events in Ontario  
 from 2009 to 2015*

# **MATTAWA VOYAGEUR DAYS**

July 24 to July 26, 2020

www.voyageurdays.com

*Sponsorship Packages are as follows:*

## **Platinum Sponsorship, \$5,000**

- ✱ One FREE weekend wristband for every \$500 cash or in-kind sponsorship.
- ✱ Logo/exposure on Festival full color sponsor's posters
- ✱ Logo prominently displayed in all 2020 Mattawa Voyageur Days print advertisements throughout the region Banner board signage at the event (signage to be provided by sponsor)
- ✱ Logo on voyageurdays.com home page
- ✱ Predominant Logo on voyageurdays.com sponsor page with a link

## **Gold Sponsorship, \$2,500**

- ✱ One FREE weekend wristband for every \$500 cash or in-kind sponsorship.
- ✱ Logo/exposure on Mattawa Voyageur Days full color sponsor's posters
- ✱ Logo prominently displayed in all 2020 Mattawa Voyageur Days print advertisements throughout the region
- ✱ Banner board signage at the event (signage to be provided by sponsor)
- ✱ Logo on voyageurdays.com sponsor page with a link

## **Silver Sponsorship, \$1,000**

- ✱ One FREE weekend wristband for every \$500 cash or in-kind sponsorship.  
 Exposure on Mattawa Voyageur Days full color sponsor's posters
- ✱ Company recognition at the Mattawa Voyageur Days 2020
- ✱ Listed on voyageurdays.com sponsor page

## **'Friends of The Festival' Sponsorship \$100**

- ✱ Listing in the official annual Mattawa Voyageur Days Insert
- ✱ Listed on voyageurdays.com sponsor page

***For more information on partnership opportunities,  
 please contact:***

Mattawa Information Centre

T. 1-800-267-4222

W. [voyageurdays.com](http://voyageurdays.com)

E. [CustomerService@voyageurdays.com](mailto:CustomerService@voyageurdays.com)

*Reserve Your Sponsorship Package by April 17, 2020 to  
 be part of all marketing opportunities.*

***Reserve your sponsorship package today and be part of the success***

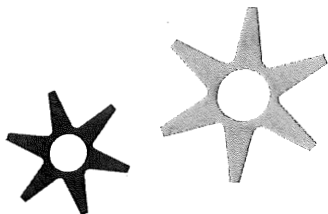
# 23<sup>rd</sup> MATTAWA VOYAGEUR DAYS

July 24 to 26, 2020

## Mattawa Voyageur Days Stats at a Glance

Mattawa Voyageur Days is an event creating significant social and economic benefit to the community and the total region.

- \* Since 1998, our overall attendance is 552,979
- \* The 2019 Voyageur Days program attendance was 15,442 over 3 days
- \* Voyageur Days provides for all musical tastes, including:
  - Country Night Friday
  - 'Rock Where The Rivers Meet' Saturday and
  - Sunday Night Wrap-Up / Fireworks
- \* The festival's budget is based on the contributions and generosity of more than 100 sponsors
- \* Direct Budget Expenditures - \$300,000
- \* Voyageur Days accommodates every age group with a variety of events including Children's Activities.
- \* The whole community is taken into consideration when planning the event and the 3-day Mattawa Voyageur Days will continue to succeed for years to come.



Visit [www.voyageurdays.com](http://www.voyageurdays.com)

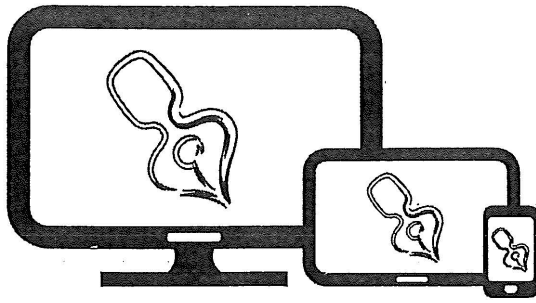


## Mattawa Voyageur Days Fun for all !

In addition to a great music lineup, Mattawa Voyageur Days is pleased to include events such as; Helicopter Tours, Mattawa River Canoe Race, True North Chevrolet Golf Tournament, Fun In the Sun Youth Day, Monster Bingo, Vendors, Kidz Zone, Vehicle Show and more.

The Mattawa Voyageur Days festival events concludes with a Sunday evening choreographed fireworks show at the historic Explorer's Point Park.





# Fred Dean's 2020 "User Friendly" Webinars



## Basics for New Members of Council

This is a unique opportunity to provide a member of council with training on the fundamentals of municipal government. It is also designed to assist committee chairs and local board members. Each session is two hours in length at a time mutually agreed upon. There will be a maximum of 5 participants. It will be interactive with the members being able to have their questions answered. Topics will include –

- Roles and responsibilities of members, the head of council, committee members and the public
- Meeting procedures
- Personal responsibilities
- And more...

Whether a member has recently been appointed or elected to council since the general election or is someone who is looking for assistance in fulfilling their role on council, this programme will enhance their knowledge base.

No hassles or costs of travel. Spend time with Fred Dean; participate and learn in your office or any convenient location with a tablet or phone.



*Fred Dean is a municipal coach and former municipal solicitor with extensive experience. He has delivered numerous orientation and councillor training sessions across Ontario. He has presented workshops and webinars to municipal administrators across the province for years.*

**Register Today! Register by email - [webinar@citysolicitor.net](mailto:webinar@citysolicitor.net)**

### Basics for Members of Council Interactive Webinar

Time and date to be arranged

\$325 + \$42.25 HST = \$367.25

Registration is payable 10 days prior to the Webinar. A full refund is available with cancellation before the due date. No refunds after the due date but a full credit will be given towards future webinars or workshops.

Forward a cheque payable to "FRED DEAN"  
7 Clarendon Ave., Unit B, Toronto, ON M4V 1H8

Questions? Call 416 251 8811 or email: [webinar@citysolicitor.net](mailto:webinar@citysolicitor.net)

**\*\*\* If you are unable to attend one of the sessions, a recording will be available to you. \*\*\***

# Three simple tools for building consensus

by **Tim Hartnett** in Governance



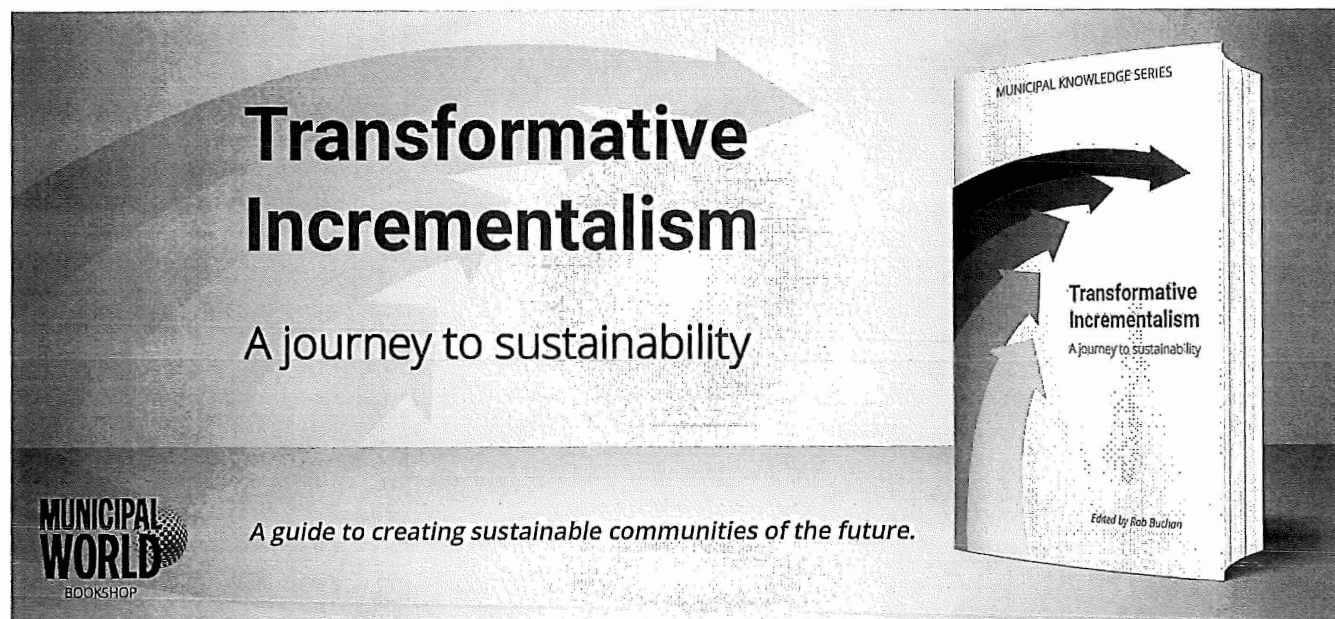
8 Shares **k.c' co' din e s**

You've been to those dreadful meetings, the ones where the debate polarizes and neighbours start acting like enemies. The microphone becomes a weapon. Names are flung across the room. Ground-rules are discarded. Good people storm out of the room, turning their backs on each other. And the facilitators are left to sweep up the pieces of a shattered attempt to bring people together.

If only there were a way to help people stay focused on working together. If only the consciousness of our citizenry could be raised above the lowest common denominator. Perhaps then, positions of leadership would feel more like a privilege, and less like a burden.

## Facilitation: The key to collaborative discussion

The key is in the facilitation. Success in fostering truly collaborative discussion and avoiding antagonistic debate depends on three simple process tools. While these process tools, described below, can make a world of difference, they are rarely employed – even by professional facilitators.



(<https://www.municipalworld.com/linkout/292145>)

## 1. Identify Stakeholder Concerns

Mediators know that the best way to help parties break through an impasse is to get them to stop arguing about their favourite solutions and start identifying the underlying concerns they want their solutions to address. Thus, a collaborative discussion should never start with people declaring their proposed solutions. This only leads to win-lose debates about whose solution is better. Instead, collaborative dialogue begins with identifying the concerns of all stakeholders affected by a particular issue. Only when all these needs and concerns are expressed and understood can meaningful solution-building begin.

## 2. Inspire a “Collaborative Consciousness”

Once all the stakeholder concerns are identified, the facilitator must frame the discussion. In public settings, people often seek to impress each other with their creativity or intelligence. If the task is adversarial debate, then all the intelligence of the participants goes into

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strategically defeating the opposition. If the task is building solutions that meet all the identified concerns, then each person's desire to impress and contribute is channelled toward collaboration. This challenge to participate collaboratively is a real show of community leadership. A facilitator who presents this challenge fosters a cooperative discussion process.

### 3. Take Turns Considering Competing Ideas

The third key to fostering collaboration is the lesson we were supposed to learn in kindergarten. It's about taking turns. Facilitators can structure discussions to focus on one solution idea at a time. The group can be challenged to collaboratively develop each idea into the best solution it can become. All participants are asked to contribute to improving, rather than criticizing, the proposal under consideration. The criteria for improving any proposal is defined as increasing the degree to which it addresses all of the previously articulated concerns as much as possible. Structuring the discussion this way allows the whole group to cooperate on the same task at all stages of the discussion. This is in contrast to meetings where competing ideas are discussed simultaneously. When multiple solutions are on the table, speakers will alternately support one idea and criticize another. This mix can be confusing, and easily becomes adversarial. It inhibits cooperative development of any of the ideas.

## Multiple solutions from collaborative effort

The outcome of a truly collaborative discussion is that participants often realize there are multiple possible solutions to most problems. Solution ideas frequently merge or borrow from each other. The collaborative effort results in each option becoming a product of the whole group, not just a faction or individual. Each participant will have the satisfaction of having contributed. And, at the end of the discussion, the decision makers will have a set of well-developed options from which to choose. **MW**

★ **Municipal World Insider and Executive Members:** You might also be interested in the full version of this article (<https://www.municipalworld.com/articles/building-consensus-in-public-meetings-tips-for-generating-widespread-agreement-and-raising-civic-discourse/>) or

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in Cynthia Goddard's article: Political acumen & public participation (<https://www.municipalworld.com/articles/political-acumen-public-participation/>). Note that you can now access the complete collection of past articles (and more) from your membership dashboard.

Tim Hartnett, Ph.D., is a professional facilitator in Santa Cruz, California.



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### *Related resource materials:*

- ♦ Guide to Good Municipal Governance (<https://www.municipalworld.com/product/guide-to-good-municipal-governance-item-0080/>)
- ♦ Leading: The Real Value of a Mayor and Council (<https://www.municipalworld.com/product/leading-the-real-value-of-a-mayor-and-council/>)
- ♦ Better Decisions, Together (<https://www.municipalworld.com/product/better-decisions-together-item-0016/>)

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



AP5130

Page : 1

Date : Feb 06, 2020

Time : 2:06 pm

Vendor : 0000000 To PT00000007  
 Batch : All  
 Department : All

Cash Requirement Date : 06-Feb-2020  
 Bank : 099 To 1  
 Class : All

Vendor	Vendor Name					Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
<b>DEPARTMENT 0101</b>	<b>LIABILITIES</b>								
<b>11028</b>	<b>LEWIS MOTOR SALES (North Bay)</b>								
330764	Power Steering Gear Box Core Credit					17	06-Feb-2020	06-Feb-2020	
1-2-0101-700				CLEARING/PENNY SUSPENSE					-1,175.20
<b>11033</b>	<b>LONDON LIFE INSURANCE</b>								
PP#2 PENSION	PP#2 Pension 2020					17	06-Feb-2020	06-Feb-2020	
1-2-0101-320				EMPLOYEE PENSION PAYABLE					664.94
PP#3 PENSION	PP#3 Pension 2020					17	06-Feb-2020	06-Feb-2020	
1-2-0101-320				EMPLOYEE PENSION PAYABLE					664.94
<b>13040</b>	<b>NORTHERN COMMUNICATIONS</b>								
20947-02012021	Base Rate, Holiday Premium & Time Charges - Feb 2020					17	01-Feb-2020	06-Feb-2020	
1-5-0101-101				MATERIALS AND SUPPLIES - ADMIN					141.33
<b>16080</b>	<b>PUROLATOR INC.</b>								
443711544	Courier to Grant Thornton					17	31-Jan-2020	06-Feb-2020	
1-5-0101-171				POSTAGE					27.36
<b>18011</b>	<b>RECEIVER GENERAL FOR CANADA</b>								
20200031983	Radio Authorization Renewal 2020					17	06-Feb-2020	06-Feb-2020	
1-5-0101-106				MISCELLANEOUS & MEMBERSHIPS - ADMIN					328.08
<b>19021</b>	<b>SPECTRUM GROUP</b>								
C1122676	February 2020 WIFI					17	01-Feb-2020	06-Feb-2020	
1-5-0101-115				COMPUTER EXPENSES					350.30
<b>Department Total :</b>									<b>1,001.75</b>

<b>DEPARTMENT 0200</b>	<b>FIRE PROTECTION</b>								
<b>08020</b>	<b>HEARTZAP SERVICES INC.</b>								
1597	AED - CFP Donation					17	06-Feb-2020	06-Feb-2020	
1-5-0200-101				MATERIALS & SUPPLIES-FIRE					2,304.07
<b>18011</b>	<b>RECEIVER GENERAL FOR CANADA</b>								
20200031983	Radio Authorization Renewal 2020					17	06-Feb-2020	06-Feb-2020	
1-5-0200-137				COMMUNICATIONS - FIRE					673.52
<b>Department Total :</b>									<b>2,977.59</b>

<b>DEPARTMENT 0300</b>	<b>ROADS</b>								
<b>07014</b>	<b>GRANT ENERGY INC</b>								
183000497	Garage Heat - Jan 2020					17	29-Jan-2020	06-Feb-2020	
1-5-0300-108				HEATING FUEL - ROADS					1,665.47
<b>08010</b>	<b>BUMPER TO BUMPER - H.E. BROWN</b>								
328487/D	Small Tools Credit					17	15-Jan-2020	06-Feb-2020	
1-5-0300-149				SMALL TOOLS - ROADS					-89.01
330127/D	Tool Box for 76-15					17	23-Jan-2020	06-Feb-2020	
1-5-0300-149				SMALL TOOLS - ROADS					47.13
332832/D	Shop Supplies					17	29-Jan-2020	06-Feb-2020	
1-5-0300-150				OFFICE AND SHOP EXPENSE - ROADS					71.76
<b>18011</b>	<b>RECEIVER GENERAL FOR CANADA</b>								
20200031983	Radio Authorization Renewal 2020					17	06-Feb-2020	06-Feb-2020	
1-5-0300-150				OFFICE AND SHOP EXPENSE - ROADS					209.50
<b>23008</b>	<b>WHALLEY CHRIS</b>								
JAN 2020 EXPE	Vehicle Mileage & Cell Phone Usage - Jan 2020					17	06-Feb-2020	06-Feb-2020	
1-5-0300-102				VEHICLE EXPENSE - ROADS					1,019.19
1-5-0300-103				TELEPHONE, CELL PHONE - ROADS					75.00
<b>Department Total :</b>									<b>2,999.04</b>

<b>DEPARTMENT 0325</b>	<b>TRUCK EXPENDITURES</b>								
<b>07011</b>	<b>GRANT FUELS INC.</b>								
204371	Truck Clear Diesel 1,626.8L @ \$1.15/L					17	30-Jan-2020	06-Feb-2020	
1-5-0325-106				FUEL & OIL - TRUCK EXPEND.					1,873.57
<b>08010</b>	<b>BUMPER TO BUMPER - H.E. BROWN</b>								
330123/D	76-05 Water Filter					17	21-Jan-2020	06-Feb-2020	

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



AP5130

Page : 2

Date : Feb 06, 2020

Time : 2:06 pm

Vendor : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 06-Feb-2020

Bank : 099 To 1

Class : All

Vendor	Vendor Name					Batch	Inv Date	Inv Due Date	Amount
Invoice #	Invoice Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
<b>DEPARTMENT 0325</b>	<b>TRUCK EXPENDITURES</b>								
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					31.93
330202/D	76-05 Fan Belt				17	22-Jan-2020	06-Feb-2020		
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					74.77
<b>11028</b>	<b>LEWIS MOTOR SALES (North Bay)</b>								
335503	10 Wheel Stud & Nuts - 76-05				17	08-Jan-2020	06-Feb-2020		
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					120.91
336482	76-05 EGR Cooler				17	28-Jan-2020	06-Feb-2020		
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					1,964.62
336500	Truck Repairs & Maint. Supplies				17	29-Jan-2020	06-Feb-2020		
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					541.16
336545	EGR Core Credit - 76-05				17	29-Jan-2020	06-Feb-2020		
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					-393.69
<b>Department Total :</b>									<b>4,213.27</b>
<b>DEPARTMENT 0326</b>	<b>GRADER EXPENDITURES</b>								
<b>03181</b>	<b>CRD CREIGHTON</b>								
195939	Grader Plow Shoes				17	04-Feb-2020	06-Feb-2020		
1-5-0326-101				REPAIRS AND MAINTENANCE-GRADER					1,363.59
<b>07011</b>	<b>GRANT FUELS INC.</b>								
204372	35% Loader & 65% Grader Dyed Diesel 335.6L @ \$0.99/L				17	30-Jan-2020	06-Feb-2020		
1-5-0326-106				FUEL & OIL - GRADER EXPEND.					215.98
<b>08010</b>	<b>BUMPER TO BUMPER - H.E. BROWN</b>								
330608/D	Fire Extinguisher Bracket				17	22-Jan-2020	06-Feb-2020		
1-5-0326-101				REPAIRS AND MAINTENANCE-GRADER					67.79
<b>Department Total :</b>									<b>1,647.36</b>
<b>DEPARTMENT 0327</b>	<b>LOADER/HOE EXPENDITURES</b>								
<b>07011</b>	<b>GRANT FUELS INC.</b>								
204372	35% Loader & 65% Grader Dyed Diesel 335.6L @ \$0.99/L				17	30-Jan-2020	06-Feb-2020		
1-5-0327-106				FUEL & OIL - LOADER/HOE EXP.					116.30
<b>Department Total :</b>									<b>116.30</b>
<b>Unpaid Total :</b>									<b>12,955.31</b>

Total Unpaid for Approval :	12,955.31
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>12,955.31</b>