

CORPORATION OF THE MUNICIPALITY OF CALVIN

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

Phone: 705-744-2700
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Email: clerk@calvintownship.ca

July 10, 2020

NOTICE OF REGULAR MEETING

To: Mayor and Council

The Regular Meeting of Council will be held **electronically** at 7 p.m. on Tuesday July 14, 2020.

If a member of the public is interested in joining the meeting electronically, please contact the Municipal office for details.

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 July 14th, 2020 at 7:00 p.m.

ELECTRONICALLY

- | | | |
|----|--|---|
| 1. | CALL TO ORDER | |
| 2. | WRITTEN DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST | |
| 3. | PETITIONS AND DELEGATIONS | None |
| 4. | REPORTS FROM MUNICIPAL OFFICERS | Chris Whalley, Roads Superintendent
Dean Maxwell, Fire Chief
Jacob Grove, Recreation, Landfill, Cemetery
Shane Conrad, Chief Building Official – Written Report Only |
| 5. | REPORTS FROM COMMITTEES | None |
| 6. | ACTION LETTERS | |
| A) | Minutes of Regular Council Meeting | Adopt Minutes of Tuesday, June 23/20 |
| B) | Minutes of Special Council Meeting | Adopt Minutes of Tuesday, June 29/20 |
| C) | By-Law No. 2020-015 | A By-Law to Confirm the Proceedings of Council for First Quarter (April 1, 2020 to June 30, 2020) |
| D) | By-Law No. 2020-016 | To Amend the By-Law No. 2020-011- Protocol and Best Practices for Electronic Meetings to Include Live Streaming of Meetings. |
| E) | Municipality of Calvin – Administration | Covid-19 Questionnaires – Council, Employee Daily and Workplace Visitor |
| F) | Municipality of Calvin – Administration | Road Use Agreement Acknowledgement |
| G) | Municipality of McDougall | Support for DNSSSAB not the Best Solution for Overseeing the Northern OPP Detachments |
| H) | Town of Bracebridge | Support for Establishment of a Municipal Financial Assistance Program RE: Covid-19 |
| I) | Municipality of Calvin – All Depts | Discussion and Development of a DRAFT Covid 19 Pandemic Re-Opening Plan Policy |
| J) | Municipality of Calvin – Landfill Dept | Divertible Materials Fees Waived until Exemption to Sections 8 and 9 of By-Law No. 2019-021 – Landfill By-Law has been Removed |
| K) | Councillor Maxwell | Stepping Down from Ad Hoc Committee for Public Swimming Access to Amable Du Fond River – Replacement Required |
| L) | Councillor Cross | Security Signage at Municipal Grounds and Donation of 3 Signs |
| M) | Jeff McGirr | Update to Ontario Off Road Vehicle Act and Request to Update Municipality of Calvin Off Road Vehicles By-Law |

7. INFORMATION LETTERS

A)	Green Economy North/Councillor Grant	Sustainable IT Procurement Project
B)	Tribunals Ontario	Assessment Review Board Fee Increases on July 1, 2020
C)	Town of Renfrew	Request to Upper Levels of Government to Fast Track the Investing in Canada Infrastructure Program Grant Applications
D)	Town of Kingsville	Request that Rent Assistance Program to Include All Businesses In Lease Agreement within All "Residential-Above-Commercial" Properties without a Cap on Commercial/Residential Ratio
E)	Township of Puslinch	Concerns That Revised Criteria does not Fairly Assess the Current Value of the Aggregate Resource Properties
F)	Ministry of Government and Consumer Services	Moving Towards a More Digital-focused Service Model for Land Registration Services
G)	District of Nipissing Social Services Administration Board	Expression of Interest #2020-09 – Affordable Housing Concepts And Potential Development Opportunities
H)	Tribunals Ontario – Assessment Review Board	Frequently Asked Questions
I)	Ministry of Municipal Affairs and Housing	Bill 197 – Covid 19 Economic Recovery Act, 2020
J)	Minister Jeff Yurek, Ministry of the Environment, Conservation and Parks	Environmental Assessment Modernization
K)	Municipality of Calvin	Trial Balance - Dated July 7, 2020

8. INFORMATION LETTERS AVAILABLE None

9. OLD AND NEW BUSINESS

10. ACCOUNTS APPROVAL REPORT

11. CLOSED PORTION As per Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2) (d) labour relations or employee Negotiations (RE: Landfill)

12. BUSINESS ARISING FROM CLOSED SESSION	C2020-14	Adopt Minutes of Last Closed Portion Held on Tuesday, April 28, 2020
	C2020-15	Re: Directives to Staff Regarding Landfill Employees
	C2020-16	Adjourn Closed Portion

13. NOTICE OF MOTION

14. ADJOURNMENT

MUNICIPALITY OF CALVIN

REPORT TO COUNCIL

REPORT DATE: CW07-14-20

PREPARED BY: Roads Superintendent – Chris Whalley

SUBJECT: Roads Report – Roads Department

Council Report;

- On June 8th I ordered 96,000 litres of Dust Master 20. Because of COVID-19 Pollard Hwy Products was way behind in their deliveries throughout Ontario. On Monday June 22nd the trucks arrived. Three tractor trailers, with approx 33,000 litres each. We did a 14ft wide spray at 11mph on all primary roads. We also had a skid of Calcium Flake (70 bags) delivered to the twp garage. We use this to touch up in the areas that we were not able get to with big trucks or in areas where its dusty or where we have complaints of dust
- Installed a new cross culvert on Pratt road south. Beaver keep damming this culvert and caused the road to wash out.
- Installed new entrance culvert off Latimer Lane for a new resident
- Beavers are very active at the Beaver Meadow creek off Peddlers drive. We cut a full length poplar tree to push through the 6ft dia culvert to unblock the beaver dam midway through the culvert. We've done this several times.
- I've installed the 4 Dash Cams we purchased this year. One in each truck, one in the backhoe and one in the grader. They are hardwired in and come on when each vehicle is started.
- We did a major cleanup behind the garages. We hauled 4 loads of old signs, scrap tires and metal to the landfill and levelled up all the grounds from the installation of the new water line and the pumping out of the septic tank last fall.
- We have located all corner pins at the property line for the Fire Truck Access point at the Whalley Bridge. We have since lined the property boundary with large rocks to keep people from trespassing on private property in the area. We are just waiting on the underground cable locates. (UGL's) from Ontario One Call to finish up levelling the grounds and haul in some aggregate to build the Fire Truck Ramp.
- We had went over both truck at the end of May. Removing all the winter equipment, washed down the trucks, sprayed the frame rails with Crown Fluid Film. Checked all

fluid levels, change engine oil and filter and greased in preparation for the summer construction and gravel haul.

- We have not been able to haul much A gravel on Calvin roads this year. Because of COVID-19, and businesses having to shut down in March, April and May. Our annual supplier of crushed gravel has not been able to get a crusher into his pit. So far I have no word on when we will have access to gravel.
- On Monday July 6th, we had a Cat 311L with ditching bucket from Battlefield rentals, delivered to Latimer Lane. We have started our annual ditching and culvert changing. This will last through the month of July. We are delivering some loads of fill upon request to residents, but most of the fill will go to the Landfill for cover material. We are ditching in the areas that are not regulated by the NBMCA until our DIA work permit comes in.

Chris Whalley
Roads Superintendant
Municipality of Calvin

A handwritten signature in black ink, appearing to read "C. Whalley", with a long horizontal flourish extending to the right.

Municipality of Calvin Fire department monthly report

Report Date: June,2020

Originator: Dean Maxwell-Fire Chief

Responded Alarm's

June,7,20 /Smoke seen near Columbia Forest Products 16:45.

June,5,20/MVC hwy 630 near tracks 22:07.

Meeting nights/Training

June,11,20/ Meeting night: Captains Meeting/MTO calls review .

June,18,20/ Meeting night:Gear check/Wash trucks .

June,25,20/ Meeting night:Auto-ex training drill .

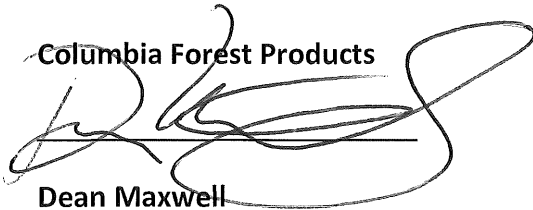
Fleet Status report

Trucks are running good.

Chief's report

Jenny Hero's funding

Columbia Forest Products



Dean Maxwell



Cindy Pigeau

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2020-11

REPORT DATE: 08/07/2020

PREPARED BY: Jacob Grove; Landfill, Cemetery, Recreation Superintendent
Municipal Enforcement Officer

SUBJECT: Council Report

Recreation

The rink liner was removed the beginning of June, there was some damage done to the liner by a dog but it is still good for the under lay.

The exterior door in the Community Center is expected to be installed July 14th.

Signage for the Smith Lake Boat launch has been priced a \$33.50 plus hst and hardware. Six signs are expected to be needed and a picture of the proposed sign locations is attached to the report.

Landfill

An additional student has been brought back on at the landfill because of the anticipated increase in recycling and to allow existing staff to take time off.

Fans were purchased for use at the recycling area, this was to help with the bugs and heat.

There will be no change to the Hazardous Wasted Depot in North Bay for the Calvin residents that use the facility. The Hazardous Waste Depot transitioned to producer responsibility July 1st, 2020.

The Roads Department has begun bringing ditching material to the Landfill for us to use as cover material.

Cemetery

There is no report this month, regular yard maintenance is being performed.

Municipal Enforcement

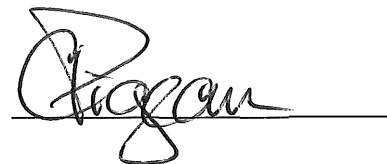
There is one new case this month.

No parking signs have been priced for the Amable Du Fond river bridge on Peddlers Drive and are expected to cost \$1000.00 installed. These will replace the existing under sized ones and also add 2 more signs near the fire truck filling station. An emergency vehicle only parking sign will be installed at the fire truck filling station.

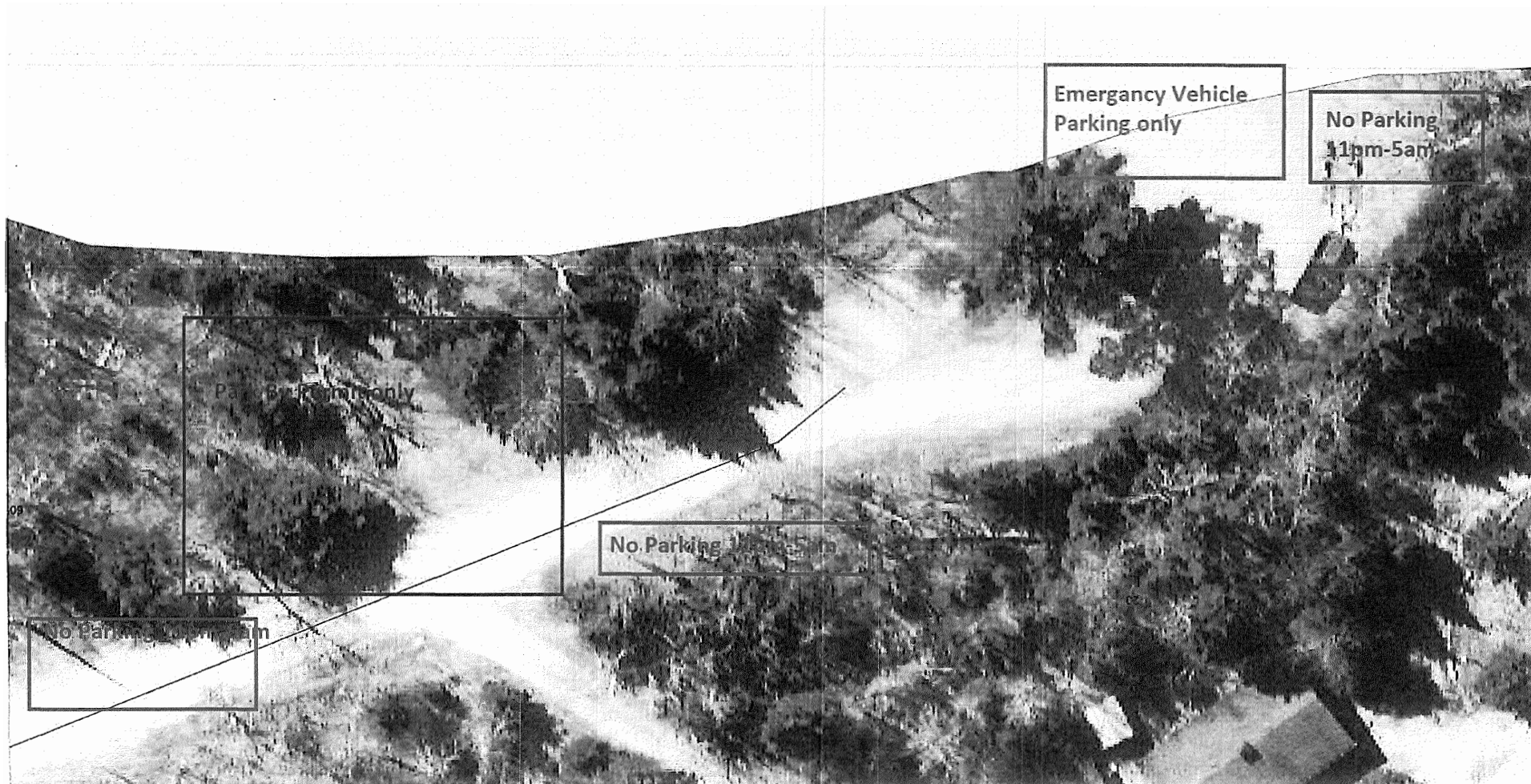
Respectfully submitted;



Jacob Grove
Landfill, Cemetery, Recreation Superintendent
Municipality of Calvin



Cindy Pigeau
Clerk - Treasurer
Municipality of Calvin



Emergency Vehicle
Parking only

No Parking
11pm-5am

No Parking 11pm-5am

No Parking 11pm-5am

No Parking 11pm-5am



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

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

building@calvintownship.ca • www.calvintownship.ca

BUILDING REPORT

MONTH: June, 2020

1. NUMBER OF PERMITS ISSUED	5
2. TOTAL MONTHLY VALUE	\$59,100
3. TOTAL FEES COLLECTED	\$670
4. TOTAL BUILDING VALUE TO DATE	\$457,100
5. TOTAL FEES COLLECTED TO DATE	\$2,950

COMMENTS:

Permit: 09-2020	Type: Garage	Value: \$30,000	Fee: \$250
10-2020	Alterations & Improvements	\$15,000	\$100
11-2020	Deck	\$4,000	\$190
12-2020	Garage	\$5,100	\$130
13-2020	Lean- To	\$5,000	\$100

Permit 13-2020 has not been picked up or paid for.



SHANE CONRAD
CHIEF BUILDING OFFICIAL

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE REGULAR COUNCIL MEETING TUESDAY, JUNE 23, 2020

The regular meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic). Present were Mayor Ian Pennell, Deputy Mayor Sandy Cross, Coun Dan Maxwell, Coun Heather Olmstead, Coun Dean Grant, Recreation and Cemetery Supervisor/Landfill Superintendent Jacob Grove and Clerk-Treasurer 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

2020-224 MINUTES OF REGULAR COUNCIL MEETING

Moved by Coun Cross and seconded by Coun Maxwell that the Minutes of the regular meeting of Council held on Tuesday, June 9, 2020 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-225 MINUTES OF SPECIAL COUNCIL MEETING

Moved by Coun Olmstead and seconded by Coun Grant that the Minutes of the Special meeting of Council held on Tuesday, June 16, 2020 be hereby adopted and signed as circulated.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-226 BY-LAW 2020-014- TO PROVIDE FOR THE ADOPTION OF TAX RATES, ADOPTION OF ANNUAL BUDGET AND PENALTIES AND INTEREST FOR THE YEAR 2020

By-law No. 2020-014 being a By-Law to Provide for the Adoption of Tax Rates, Adoption of Annual Budget and to further Provide for the Penalty and Interest in Default of Payment Thereof for the Year 2020. This By-law received first, second and third and final reading on Tuesday, June 23, 2020 and finally passed before an open Council on this date.

Recorded Vote as per Electronic Meeting Best Practices

First Reading

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

Recorded Vote as per Electronic Meeting Best Practices

Second Reading

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

Recorded Vote as per Electronic Meeting Best Practices

Third and Final Reading

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

2020-107 2020 COMPLIANCE REPORT – ESTIMATE OF EXPENSES EXCLUDED FROM 2020 BUDGET
AS PER O. REG 284/09

Moved by Coun Cross and seconded by Coun Maxwell that the Council of the Municipality of Calvin has received and hereby approves the 2020 Compliance Report – Estimate of Expenses Excluded from 2020 Budget, as required by the Municipal Act 2001, Ontario Regulation 284/09, Budget Matters – Expenses, Section 2(1)(a)(b) and Section 3.

Recorded Vote as per Electronic Meeting Best Practices

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

2020-118 ROAD USE AGREEMENT ACKNOWLEDGEMENT

Moved by Coun Olmstead and seconded by Coun Grant THAT the Council of the Corporation of the Municipality of Calvin hereby acknowledges the attached “Municipality of Calvin – Road Use Agreement” template; and further that the attached Road Use Agreement will be used as the template though reviewed on a case by case basis for any requests made by property owners for this type of agreement with the Municipality of Calvin.

Recorded Vote as per Electronic Meeting Best Practices

-Vote for Deferring until July 14th, 2020 Meeting

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Deferred to July 14th, 2020 Meeting

2020-227 MUNICIPALITY OF CALVIN – ICE BUILDING AND MAINTENANCE MANUAL

Moved by Coun Cross and seconded by Coun Maxwell that the Council of The Corporation of the Municipality of Calvin has performed a review of the “Municipality of Calvin - Ice Building and Maintenance Manual” and enacts the changes made to the attached Municipality of Calvin – Ice Building and Maintenance Manual into practice; and further that the manual shall continue to be reviewed on an annual basis to incorporate any changes that may be required due to changing technology, climate, staff and/or volunteers.”

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

2020-228 TRANSITION TO FULL PRODUCER RESPONSIBILITY - REVISED

Moved by Coun Olmstead and seconded by Coun Grant WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways in Northeastern Ontario 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 a 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; WHEREAS the Municipality of Calvin is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces; AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility; THEREFORE BE IT RESOLVED THAT the Municipality of Calvin strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government’s Blue Box mediation as well as schools and public spaces; THEREFORE BE IT RESOLVED THAT the Municipality of Calvin would like to transition their Blue Box program to full producer responsibility in conjunction with our MRF; AND THAT this decision is based on the following rationale: “there is a growing cost to recycle.” 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; FURTHER BE IT RESOLVED THAT the Municipality of Calvin will

forward this resolution to the Honorable Jeff Yurek, Minister of the Environment, Conservation and Parks, the Association of Municipalities of Ontario, the Federation of Northeastern Ontario Municipalities and the Rural Ontario Municipalities Association.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-229 SECTIONS 8 AND 9 OF "LANDFILL BY-LAW 2019-021" REINSTATED

Moved by Coun Cross and seconded by Coun Maxwell that WHEREAS the North Bay Parry Sound District Health Unit has been approved by the Provincial government to enter into Phase 2 of Re-opening; AND WHEREAS that procedures have been in place at the landfill to help the community sort their own recycling for approximately 2-3 months; AND WHEREAS to help continue to extend the life of our landfill; THEREFORE BE IT RESOLVED THAT as of July 14, 2020, Sections 8 and 9 of the "Landfill By-Law 2019-021" will be reinstated.

Recorded Vote as per Electronic Meeting Best Practices

-Vote for Deferring until Province declares State of Emergency is over.

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

Deferred until Province declares State of Emergency is over.

2020-070 MUNICIPALITY OF CALVIN – COMMUNITY CENTRE ENTRANCE PROJECT PLAN

Moved by Coun Olmstead and seconded by Coun Grant that Council hereby authorizes the Recreation Supervisor to proceed with the Community Centre Entrance Project Plan; AND FURTHER, the costs for this project have been included in the proposed 2020 Municipal Final Budget as outlined in report JG2020-05 dated March 19, 2020.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-230 2018 ANNUAL ENERGY REPORT ON ENERGY CONSUMPTION AND GREENHOUSE GAS EMISSIONS

Moved by Coun Cross and seconded by Coun Maxwell that Council has received and reviewed the 2018 Annual Energy Report on Energy Consumption and Greenhouse Gas Emissions, required to be reported annually on or before July 1st as per Ontario Regulation 397/11 under the Green Energy Act, 2009, and hereby authorizes that the report be released as presented.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-231 COVID 19 COUNCIL, EMPLOYEE DAILY AND WORKPLACE VISITOR QUESTIONNAIRES

Moved by Coun Olmstead and seconded by Coun Grant that Council has received and reviewed the Covid-19 Council Questionnaire, Employee Daily Questionnaire and Workplace Visitor Questionnaire and hereby authorizes that these questionnaires be used as presented.

Recorded Vote as per Electronic Meeting Best Practices

-Vote for Deferring until July 14th, 2020 Meeting

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

Deferred until July 14, 2020 Meeting

2020-232 PROCEED WITH THE GRANT APPLICATION FROM THE FEDERATION OF CANADIAN MUNICIPALITIES ASSET MANAGEMENT PROGRAM

Moved by Coun Cross and seconded by Coun Maxwell that Council has received and reviewed the O.Reg 588 Compliant AMP Proposal for the Municipality of Calvin from Public Sector Digest and would like to proceed with the preparation and submission of an application to receive a \$50,000 grant from the Federation of Canadian Municipalities Municipal Asset Management Program.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-233 DISBURSEMENTS

Moved by Coun Olmstead and seconded by Coun Grant that the disbursements dated June 18, 2020 in the amount of \$125,427.64 and June 23, 2020 in the amount of \$14,829.21 be hereby authorized and passed for payment.

Recorded Vote as per Electronic Meeting Best Practices

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

Carried

2020-234 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Maxwell that this regular meeting of Council now be adjourned at 9:50 p.m.

Recorded Vote as per Electronic Meeting Best Practices

Councillor Cross Yea

Councillor Maxwell Yea

Councillor Olmstead Yea

Councillor Grant Yea

Mayor Pennell Yea

Carried

Mayor

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN
MINUTES OF THE SPECIAL COUNCIL MEETING MONDAY, JUNE 29, 2020

The special meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic). Present were Mayor Ian Pennell, Deputy Mayor Sandy Cross, Coun Dan Maxwell, Coun Heather Olmstead, Coun Dean Grant, Fire Chief Dean Maxwell, Roads Superintendent Chris Whalley and Clerk-Treasurer Cindy Pigeau.

Regrets: 0 Guests: 4

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

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

A discussion of the complaints received from Ms. R. Van Schie and Mr. J. Richardson regarding the Fire Truck Filling Station being established at the Whalley Bridge took place. Resolution #2019-138 was not altered.

2020-235 ADJOURNMENT

Moved by Coun Cross and seconded by Coun Maxwell that this special meeting of Council now be adjourned at 7:49 p.m.

Recorded Vote as per Electronic Meeting Best Practices

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

Mayor

Clerk

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-015

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

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

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

1. THAT the Confirmatory Period of this By-Law shall be for all Regular and Special Council meetings from April 1, 2020 up to and including June 30, 2020;
2. THAT all By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
3. THAT all resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed;
4. THAT all other proceedings, decisions and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS 14th DAY OF JULY, 2020.

MAYOR

CLERK-TREASURER

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-016

BEING A BY-LAW TO AMEND BY-LAW 2020-011 WHICH IS A BY-LAW TO ADOPT A PROTOCOL AND BEST PRACTICES FOR ELECTRONIC MEETINGS FOR THE MUNICIPALITY OF CALVIN.

WHEREAS the Council of the Municipality of Calvin deems it advisable to amend the “Protocol and Best Practices for Electronic Meetings” to include the addition of Live Streaming of all regular and special Council meetings (excluding closed portions of these meetings, if any) to the Scheduling & Participation section of the original By-Law No. 2020-011 under Protocol for Electronic Participation in Meetings of Council on behalf of the Municipality of Calvin.

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

1.

SCHEDULING & PARTICIPATION:

1. Municipalities are permitted to hold meetings with Council, Committees and local boards to meet by way of electronic participation during an emergency declared pursuant to the Emergency Management and Civil Protection Act.
2. A Member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the Municipal Act, 2001, as amended.
3. Any Member intending to participate electronically in a meeting shall send a request to do so by email to the Clerk prior to the meeting.
4. The method of participation may be telephone conference calling, or other technology to facilitate electronic participation. The Municipality shall pay the cost of the conference calling or technology option should there be any long distance calling associated with facilitating the call.
5. There shall be no restriction on how often each Member of Council shall be allowed to participate electronically during a declared emergency;
6. There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically during a declared emergency;
7. Members should announce their departure prior to leaving the meeting.
- 8. All Regular and Special Council Meetings (excluding closed portions of these meetings, if any) will be Live Streamed from Zoom to You Tube where the public can view the meetings for up to 18 months after the meeting takes place.**

AND

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

Read a first time this 14th day of July 2020.

Read a second time this 14th day of July 2020.

Read a third time and finally passed in open council this ____ day of _____ 2020.

MAYOR

CLERK-TREASURER

Protocol for Electronic Participation in Meetings of Council

The Corporation of The Municipality of Calvin has amended its Procedural By-law to allow for electronic participation at Council meetings during a declared emergency. Council meetings will continue as regularly scheduled unless otherwise noted. The Procedural By-law will continue to apply to such Council meetings including how business is conducted as per the agenda, unless modifications are necessary because of limitations to the technology being used.

This Protocol has been established by the Clerk to advise how to participate in the public portions of these meetings. Such procedures may be modified slightly from usual procedures given the use of technology for electronic participation. All agendas will be posted no later than 24 hours before the hour appointed for the holding of such meeting on the Municipality of Calvin website.

Those wishing to participate in **Open Forum** during a Council meeting:

- Submit an email containing your name, address and your comments on the matter to clerk@calvintownship.ca prior to 4:00 pm on the day of the meeting
- Your comment must relate to an item on the agenda. Please note: you are free to contact any member of Council directly with other matters or questions [here](#).
- Ensure your statement will not take longer than five minutes to read (approximately 1 page). Statements that are longer than 1 page will be read at the discretion of the Chair.
- If your statement is received prior to the start of the meeting and otherwise complies with these conditions, your name and statement will be read by the Clerk at the meeting and will form part of the public record
- If your statement duplicates other statements received, or does not relate to an item on the meeting's agenda, it may not be read.

Those wishing to make a **Delegation** before Council:

- Submit a completed [Request for Delegation](#) form, including preferred date
- Ensure any presentation you wish to share with Council during your deputation is received by the Clerk by 12:00pm noon on the Thursday before the Council Meeting
- Ensure you have a computer with internet access to enable you to participate electronically as an 'Attendee' to make your deputation to Council during their meeting
- If you do not want to participate by video, or do not have the necessary technology, you may use a telephone and call in to participate and make your delegation
- Once your delegation request has been received and approved for a Council meeting date, you will receive further detailed instructions on how to participate in the Council meeting

SCHEDULING & PARTICIPATION:

1. Municipalities are permitted to hold meetings with Council, Committees and local boards to meet by way of electronic participation during an emergency declared pursuant to the Emergency Management and Civil Protection Act.
2. A Member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the Municipal Act, 2001, as amended.
3. Any Member intending to participate electronically in a meeting shall send a request to do so by email to the Clerk prior to the meeting.
4. The method of participation may be telephone conference calling, or other technology to facilitate electronic participation. The Municipality shall pay the cost of the conference calling or technology option should there be any long distance calling associated with facilitating the call.
5. There shall be no restriction on how often each Member of Council shall be allowed to participate electronically during a declared emergency;
6. There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically during a declared emergency;
7. Members should announce their departure prior to leaving the meeting.

8. All Regular and Special Council Meetings (excluding closed portions of these meetings, if any) will be Live Streamed from Zoom to YouTube where the public can view the meetings for up to 18 months after the meeting takes place.

COMMENCING THE MEETING:

1. The Chair shall call the meeting to order at the prescribed start time as indicated on the agenda.
2. The Clerk will conduct a roll call by taking attendance of the members present and confirm a quorum of members is present.

PROCEDURAL MATTERS:

1. The Chair shall announce each agenda item and indicate the mover and seconder of each motion.
2. Each Member speaks to Council through the Chair when called upon.

3. Once the speakers have concluded, the discussion on an agenda item is deemed complete and the Chair shall call the vote.
4. All votes will be considered recorded votes, and recorded manually by the Clerk/designate.
5. Once voting has been completed, the Head of Council will announce the results.
6. Where possible amendments to motions should be submitted in writing the Clerk/designate in advance of the meeting.
7. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person;
8. A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
9. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with Section 239 of the Municipal Act, 2001.

TECHNICAL MATTERS:

1. If there is a question as to the performance of the meeting technology impacting the proceedings of a meeting, the meeting may be recessed at the direction of the Chair to confirm that the electronic format is performing effectively before proceeding further with the agenda.
2. In the event of connection or service disruption, the Chair may recess the meeting to allow for attempts to reconnect. It is the members' duty to ensure that their equipment and technology are set in advance of the meeting. After 15 minutes of not connecting, the meeting shall resume and no further efforts shall be taken to reconnect the Member.
3. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting and for muting their device when they are not speaking.

Best Practices for Electronic Meeting Participation

Before the Meeting
Participants are encouraged to use video wherever and whenever possible, unless technical difficulties prevent the use of video.
When you are using video, please make sure you are wearing appropriate attire for a Council Meeting.
Be prepared. Have your agenda package or reference materials ready.
When using video, please ensure there is nothing in view of your camera.
Ensure your workspace is quiet (minimal background noise) and that you will not be interrupted.
Turn off your phone or set to mute and do not check your phone while on camera.
Getting Started
Log-on to the meeting 10-15 minutes early to make sure your audio and video are working.
When you are using video, ensure that you can be seen. Try to have light beside or behind your computer to illuminate your head and shoulders. Be cautious with natural light to avoid a silhouette effect. Keep your background clear of distractions.
When using video, adjust your screen for a head and shoulder look and during the meeting do not lean into your computer as viewers may see close ups of your chin. Strange angles can be a distraction.
If you wear glasses, adjust your screen brightness to reduce glare.
During the Meeting
When using video, look straight in the camera when speaking to make eye contact with the viewers. It helps them to know you are engaged in the conversation.
When using video, keep your body movements to a minimum as it can pixelate and degrade the picture.
It is suggested that you mute your microphone unless you are speaking. This reduces any background noise such as pets. You can mute it thru an icon beside your name in the list of attendees.
Please DO NOT share the Zoom Council meeting link on social media or with others – these links have the password integrated and are unique to your email address. These meeting invites and links are to be treated as confidential, especially when associated with confidential sessions of Council.
Any member of Council participating via video conference or telephone shall announce if they wish to leave the meeting prior to adjournment or prior to leaving the meeting for

a personal break. In the event of a connection/service interruption with the electronic meeting, the Chair may recess the meeting for up to 15 minutes.
Closed Meetings
Confidentiality <u>MUST</u> be maintained therefore:
Please ensure you are in a closed room/private setting where others in your dwelling cannot hear or see the proceedings of the closed meeting.
Closed Meeting materials are not to be shared with anyone in order to maintain confidentiality.
Technical Tips
If you can't connect, check your internet connection by going to another website (such as CBC.ca) to make sure it's working. If the internet is not working on other sites, you may need to begin rebooting devices such as your laptop, router or modem until you are able to connect to a website.
If your screen freezes, try to refresh or you may need to disconnect from the meeting then reconnect using the link in the original meeting invite. If that does not work, you may need to reboot your device.
If you get disconnected, reboot your computer and re-join the meeting using the link in your meeting request.

Any questions with respect to this Protocol or Best Practices may be directed to the Clerk at clerk@calvintownship.ca.

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO. 2020-231

MOVED BY _____

SECONDED BY _____

“That Council has received and reviewed the Covid-19 Council Questionnaire, Employee Daily Questionnaire and Workplace Visitor Questionnaire and hereby authorizes that these questionnaires be used as presented.”

CARRIED _____

DIVISION VOTE

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



COVID-19

Council Member Fit for Work Questionnaire

The following must be completed by all Members of Council, Committees or Local Boards who are attending meetings on behalf of the Municipality.

NAME [Please Print]: _____

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1 | You are not now and have not within the last 14 days exhibited any symptoms of Covid 19 . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | No person residing in your home has not within the last 14 days exhibited any symptoms of a cold or flu. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | You have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | No person residing in your home had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | You have not travelled via airplane or cruise ship within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | You have not travelled out of the province in the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | No person residing in your home has travelled via airplane or cruise ship within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | No person residing in your home has travelled out of the district in the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | You are following all Government of Ontario social distancing guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | All persons residing in your home are following all Government of Ontario social distancing guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

By my signature below, I confirm my responses are accurate and acknowledge that any false statement is a contravention of Policy # may result in disciplinary action.

Signature

Date



COVID-19

Daily Fit for Work Employee Questionnaire

The following must be completed by all employees of the Municipality daily.

NAME [Please Print]: _____

- 1 You are not now and have not within the last 14 days exhibited any symptoms of **Covid 19**. ☐ Yes ☐ No
- 2 No person residing in your home has not within the last 14 days exhibited any symptoms of a cold or flu. ☐ Yes ☐ No
- 3 You have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. ☐ Yes ☐ No
- 4 No person residing in your home had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. ☐ Yes ☐ No
- 5 You have not travelled via airplane or cruise ship within the last 14 days. ☐ Yes ☐ No
- 6 You have not travelled out of the **province** in the last 14 days. ☐ Yes ☐ No
- 7 No person residing in your home has travelled via airplane or cruise ship within the last 14 days. ☐ Yes ☐ No
- 8 No person residing in your home has travelled out of the district in the last 14 days. ☐ Yes ☐ No
- 9 You are following all Government of Ontario social distancing guidelines. ☐ Yes ☐ No
- 10 All persons residing in your home are following all Government of Ontario social distancing guidelines. ☐ Yes ☐ No

By my signature below, I confirm my responses are accurate and acknowledge that any false statement may result in disciplinary action.

Signature

Date



COVID-19

Workplace Visitor Questionnaire

All visitors must:

- Sign this Questionnaire
- Be expected by the site by prearranging visits with the facility manager.
- Sign in and out. Document arrival and exit times (if entering the building).
- Complete hand hygiene (wash for 20 sec and/or use hand sanitizer) and wear a mask provided by the site

NAME [Please Print]: _____

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1 | You are not now and have not within the last 14 days exhibited any symptoms of Covid 19 . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | No person residing in your home has not within the last 14 days exhibited any symptoms of a cold or flu. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | You have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | No person residing in your home had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | You have not travelled via airplane or cruise ship within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | You have not travelled out of the province in the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | No person residing in your home has travelled via airplane or cruise ship within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | No person residing in your home has travelled out of the district in the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | You are following all Government of Ontario social distancing guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | All persons residing in your home are following all Government of Ontario social distancing guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

By my signature below, I confirm my responses are accurate and acknowledge that any false statement is a contravention of Policy # and may result a penalty as outlined in the Policy.

Signature

Date

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE July 14, 2020

NO. 2020-118

MOVED BY _____

SECONDED BY _____

“THAT the Council of the Corporation of the Municipality of Calvin hereby acknowledges the attached “Municipality of Calvin – Road Use Agreement” template;

AND FURTHER that the attached Road Use Agreement will be used as the template though reviewed on a case by case basis for any requests made by property owners for this type of agreement with the Municipality of Calvin.”

CARRIED _____

DIVISION VOTE

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

DATE

ROAD USE AGREEMENT

THIS AGREEMENT MADE BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

(hereinafter called the "Municipality")

OF THE FIRST PART

- and -

(Insert Name of Property Owner Here)

(hereinafter called the "-----")

OF THE SECOND PART

WHEREAS the Municipality is the registered owner of the **(insert type of road here)** road called "**(Name of Road)**";

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

AND WHEREAS the Municipality has agreed to permit certain sections of **(Name of Road)** Road to be so used on the understanding that the **(name of property owner)** will assume all responsibility for maintenance of the driveway and for certain liability arising out of its use as specified in this Agreement;

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

1. **PERMISSION TO USE**

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

Notwithstanding the granting of this permission the Municipality shall continue to have the right to use the Premises and the Premises shall continue to be open for public usage. **(Name of property owner)** shall not be permitted to install or erect any barriers, fencing or signage indicating that the Premises are for **(name of property owner)** sole and exclusive use.

2. TERM

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

3. CONDITION OF PREMISES

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

4. NO INTEREST IN LAND

(Name of property owner) acknowledge that this Agreement shall in no way create any interest in land or easement rights.

5. MAINTENANCE AND REPAIR

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

5.2 **(Name of property owner)** acknowledge that the Municipality does not have any obligation or responsibility whatsoever for the care and use of the Premises including tree or vegetation removal, sanding during the winter period.

6. INDEMNIFICATION FROM LIABILITY

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

7. INSURANCE

7.1 **(Name of property owner)** agree to maintain during the term of this Licence insurance coverage insuring against:

- (a) liability for bodily injury or death or property damages sustained by third parties with respect to the Premises with a minimum limit of Five Million Dollars (\$5,000,000.00) per occurrence.

7.2 Such insurance coverage shall apply both to the vehicle which **(name of property owner)** will operate for winter maintenance and also be on their personal home/property policy.

7.3 Such insurance coverage shall show the Municipality as an additional insured and the policy shall include a cross-liability endorsement.

- 7.4 Such policy shall require the insurer to give the Municipality a minimum of fifteen (15) days written notice prior to cancellation or material change; and
- 7.5 **(Name of property owner)** shall provide a copy of the insurance coverage required herein to the Municipality prior to the execution of this Agreement by the Municipality and proof of continuing coverage on or before the expiration of any policy year.
- 7.6 The issuance of the insurance policy required by this Agreement shall not be construed to relieve **(name of property owner)** in any way from responsibility for any claim for which **(name of property owner)** are liable or against which **(name of property owner)** have indemnified the Municipality that may exceed the amount of the insurance coverage.

8. TRANSFER OF AGREEMENT

8.1 **(Name of property owner)** shall not assign or transfer this Agreement in whole or in part without the prior written consent of the Municipality which shall not be unreasonably withheld or delayed, but shall be subject to the following conditions:

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

9. SIGNAGE

9.1 **(Name of property owner)** shall erect signage at the **(direction)** end of the Premises which reads as follows:

(Insert Appropriate Verbiage Here)

9.2 **(Name of property owner)** shall also erect signage at the **(direction)** end of the Premises which reads as follows:

(Insert Appropriate Verbiage Here)

9.3 The signage shall be prior approved in writing by the Municipality before being erected and shall be maintained in good condition by **(name of property owner)**.

10. NOTICE

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

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

To (Name of Property Owner):

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

11. GENERAL

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

11.2 No condoning, excusing or overlooking by the Municipality of any default, breach or non-observance by **(name of property owner)** at any time or times in respect of any terms, conditions, covenants or agreements contained herein shall operate as a waiver of the Municipality's rights hereunder in respect of any continuing or subsequent default, breach or non-observance so as to defeat or affect such continuing or subsequent default or breach, and no waiver shall be inferred or implied by anything done or omitted by the Municipality, save only an express waiver in writing.

11.3 This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of the parties hereto.

11.4 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

11.5 This Agreement, including any Schedules attached hereto, shall constitute the entire Agreement between the parties. There are no representations, warranties, collateral agreements or conditions which affect this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.

11.6 In the event that this Agreement is granted to more than one person then the obligations of all persons herein shall be joint and several.

SIGNED, SEALED AND DELIVERED BY:

the Municipality this _____ day of _____, 2020.

THE CORPORATION OF THE
MUNICIPALITY OF CALVIN

Per: _____
Name: Ian Pennell
Title: Mayor

Per: _____
Name: Cindy Pigeau
Title: Clerk-Treasurer

I/We have authority to bind the Corporation.

SIGNED, SEALED AND DELIVERED BY:

(name of property owner) this _____ day of _____, 2020.

Witness

(name of property owner)

Witness

(name of property owner)

**THIS IS SCHEDULE “A” TO THE AGREEMENT BETWEEN THE CORPORATION OF
THE MUNICIPALITY OF CALVIN AND (name of property owner)**

THE PREMISES

(Diagram of the premises)

**THIS IS SCHEDULE “B” TO THE AGREEMENT BETWEEN THE CORPORATION OF
THE MUNICIPALITY OF CALVIN AND (name of property owner)**

(name of property owner)LANDS

(Legal Description of Lands)

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO.

MOVED BY

SECONDED BY

“WHEREAS Council has received a request for support of a resolution enacted by the Municipality of McDougall regarding the Association of Municipalities of Ontario’s (AMO) Discussion Paper “New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance dated May 1, 2020, which proposes that Northern Ontario District Social Services Administration Boards (DSSAB) replace the current OPP Detachment Boards;

NOW THEREFORE BE IT RESOLVED that Council for the Municipality of Calvin supports the resolution enacted by the Municipality of McDougall and hereby agrees with the opinion of the Federation of Northern Ontario Municipalities (FONOM), that the current DSSAB’s would not be the best solution for overseeing the Northern OPP Detachments;

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and Vic Fedeli, MPP for Nipissing.”

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 Maxwell</u>	<u></u>	<u></u>
<u>Coun Olmstead</u>	<u></u>	<u></u>
<u>Coun Grant</u>	<u></u>	<u></u>
<u>Mayor Pennell</u>	<u></u>	<u></u>

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“WHEREAS the Federation of Canadian Municipalities (FCM) issued a report titled “Protecting Vital Municipal Services” on April 23, 2020 which included recommendations to the federal government to provide financial assistance for municipalities across the country;

AND WHEREAS the Association of Municipalities of Ontario (AMO) recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities and their May 14, 2020 letter to the Prime Minister and the Premier urges Canada and Ontario to extend their successful collaboration through financial support for municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Calvin supports the FCM recommendation and requests that both the Federal and Provincial Governments establish a municipal financial assistance program to offset the financial impact of the COVID-19 pandemic;

AND FURTHER THAT the Municipality of Calvin supports the Association of Municipalities of Ontario (AMO) in lobbying the Provincial Government for financial assistance to support Municipalities in offsetting the financial impact of the COVID-19 pandemic;

AND FURTHER THAT this resolution be forwarded to the Honorable Steve Clark, Minister, Municipal Affairs and Housing, local Member of Parliament (MP), Anthony Rota and local Member of the Ontario Legislature (MPP), Vic Fedeli, FCM, AMO and its member municipalities.”

CARRIED _____

DIVISION VOTE

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

MUNICIPALITY OF CALVIN

2020CT23 - REPORT TO COUNCIL

REPORT DATE: July 14/20

ORIGINATOR: Cindy Pigeau; Clerk-Treasurer

SUBJECT: Covid 19 Pandemic Re-opening Plan Policy

BACKGROUND

Please find attached the following:

1. Information to Consider for Reopening from our Integrity Commissioner – E4M
2. Reference Material to develop a Re-Opening Plan Policy from the Province of Ontario, the North Bay Parry Sound Health Unit, Public Services Health & Safety Association
3. Example Re-Opening Plans/Policies from other Municipalities.

It is requested that each Member of Council, please prepare for the Council Meeting on July 14, 2020 a list of items they would like to see included or would like to have further discussion on regarding a re-opening Plan Policy.

Thank you.

Respectfully submitted;
Cindy Pigeau
Clerk Treasurer

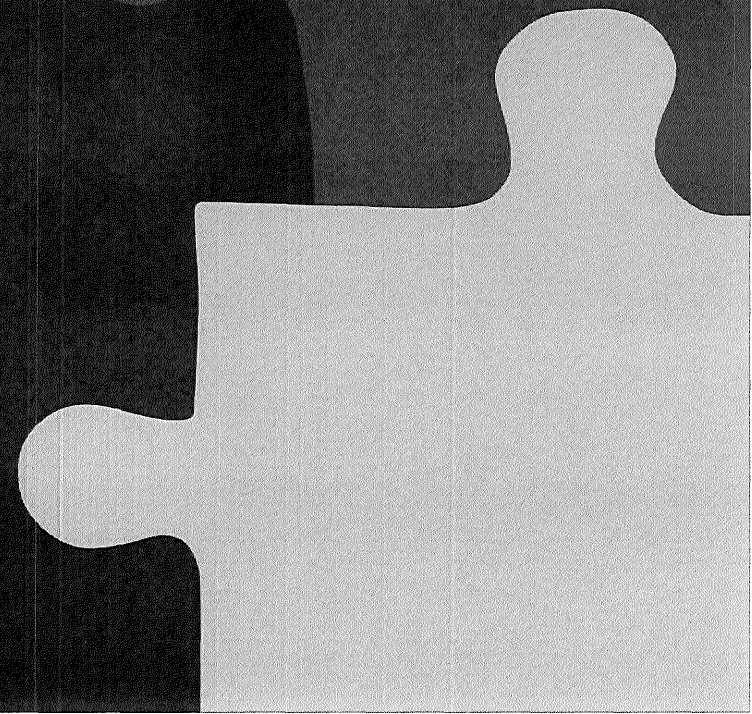
Information to
Consider for
Reopening

Expertise for Municipalities

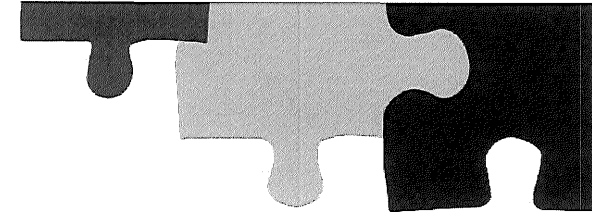
Are you Ready?

Reopening Precautions

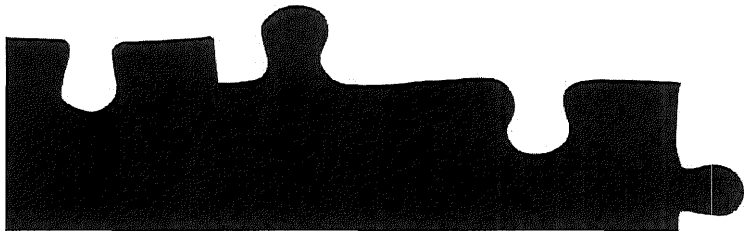
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 - Incorporated July 13, 2017
 - Created for the sole purpose of providing professional support services to small municipalities that they can afford



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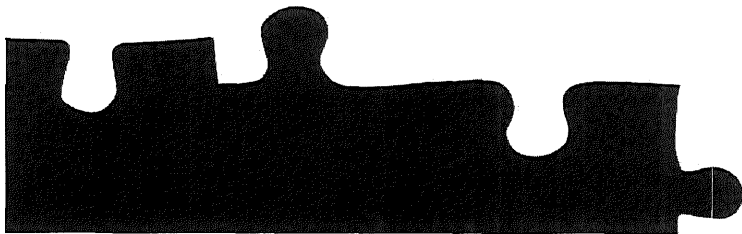
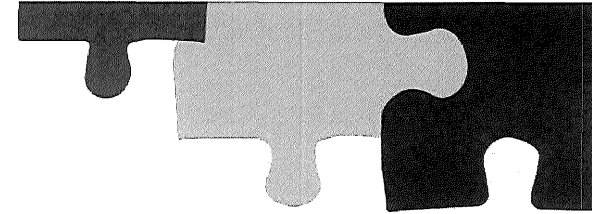


Our Goal?

Our goal is to Empower
Excellence!!!!

&

Give back to the
Municipal Sector

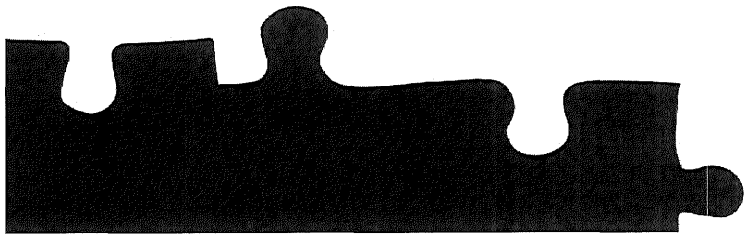
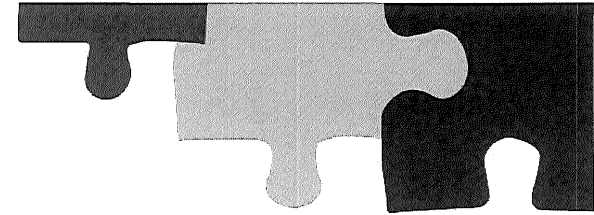


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How we are helping

- Integrity Commissioner
- Closed Meeting Investigator
- Workplace Harassment Investigator
- Policy Drafting Workshops
- Organizational Structure/Service Delivery Audits
- Rent-a-Clerk, Rent-a-Treasurer, Rent-a-CAO
- CAO/Senior Manager Performance Evaluations

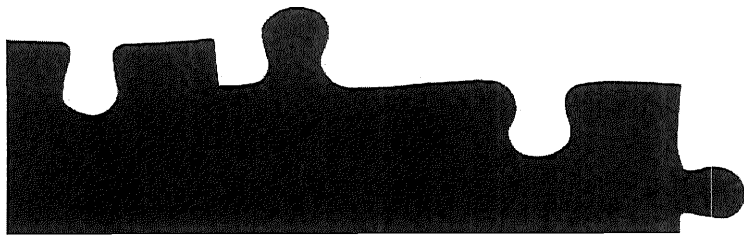
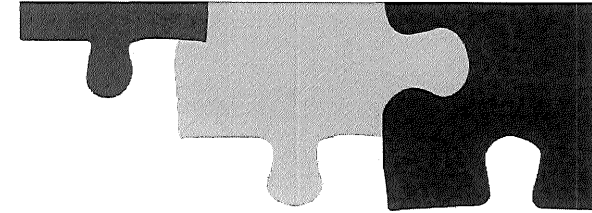


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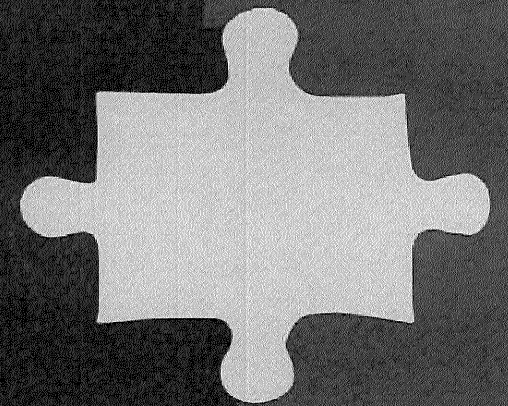
We also help with.....

- Council/Staff Orientation
- Policy & Report Writing
- Organizational Culture Assessment & Change Plans
- Employee Recruitment (prepare job descriptions, interview processes, applicant screening etc.)
- Strategic/Council Term Planning



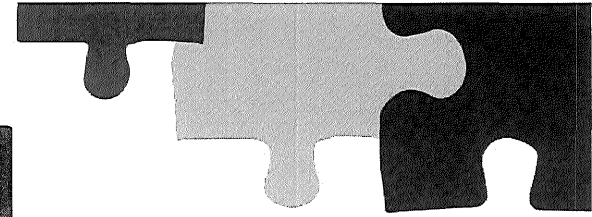
COVID-19.....

“municipal” new normal

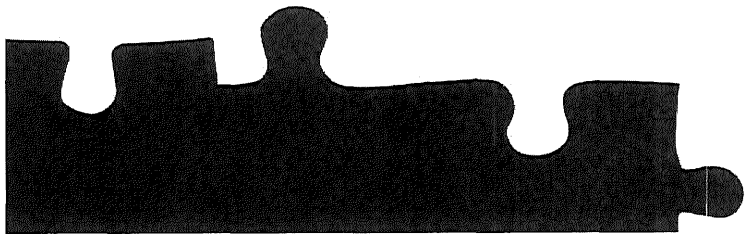


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“Municipal” new normal



- The world has been forever changed due to the experience of the COVID-19 pandemic – this includes municipal governments/services/employees/residents.
- Municipalities cannot go back to “this is how we have always done things” – today is the time to manage the change and not have the change manage the community!
- Councils need to be at the forefront of local change – “lead by example”



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There is no going back.... Life as we know it has forever changed...

<https://nationalpost.com/news/canada/covid19-crisis-new-normal-coronavirus>

The question now is, how are we going to reinvent ourselves as a human species?


"We will not go back to what life was like before January of this year,"

Canada's chief public health officer, Theresa Tam, said this week in releasing updated COVID-19 prognostications. Federal Health Minister Patty Hajdu also summoned our post-pandemic future in a briefing, saying testing is just one layer of the health safety net needed to "arrive at the new normal."

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What does this mean for the municipal sector?



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Change.....



Pre-COVID

Established Service
Levels & Procedures

Known Financial
Impacts

Post COVID

Additional Health &
Safety Precautions

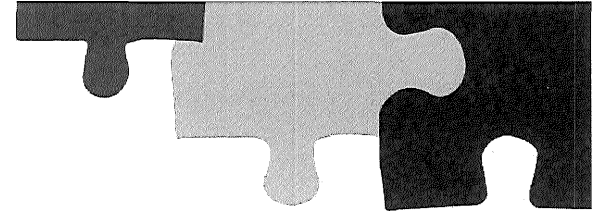
Established
Budgets/Unknown
Financial Impact

Additional On-going
and Undetermined
Future Cost

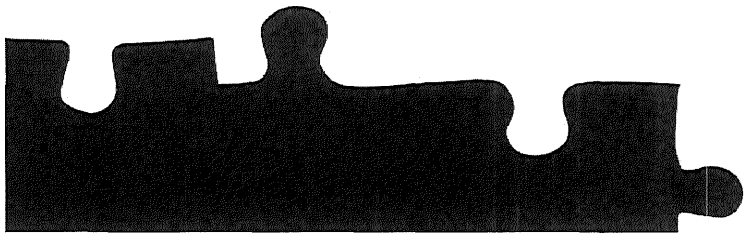
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What's changed....



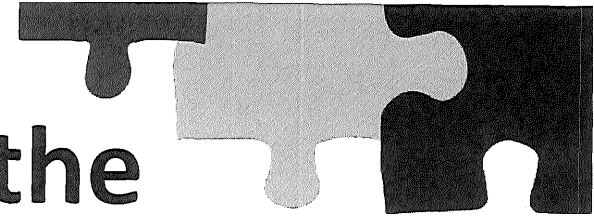
- In a nutshell, human interactions have changed. Consider the following:
 - The impact of “lock down”
 - The impact of Social/Physical distancing
 - The impact of fear
 - The impact of increased workload for those in the front lines
 - The change in expectation by the general populace
 - New and daily changing physical safety requirements



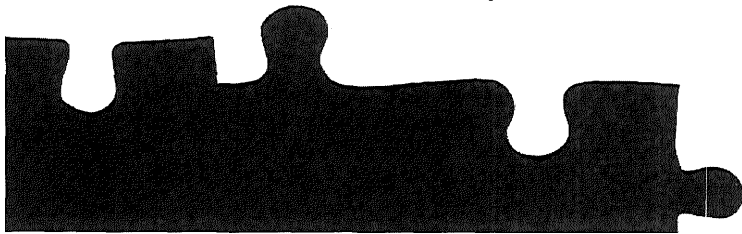
We are small.... Does this apply to us?.... YES!!

- In these circumstances, population, assessment and overall bank balance/approved budgets **do not** matter!
 - What overrides all of these considerations is public health, the safety/wellbeing of employees and residents
 - This includes the continuation of essential services
 - This means that Council will need to consider what precautions must be in place to continue delivering service at the pre-COVID level and whether or not these are financially or otherwise viable [or does the level of service need to be changed].

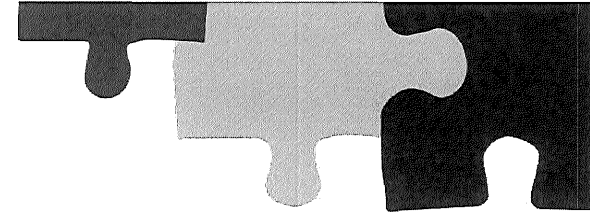
What could this look like for the municipal sector?



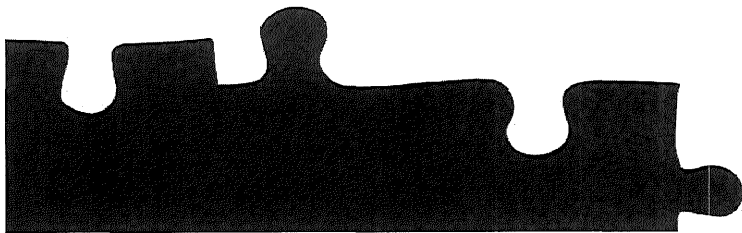
- Increased operating costs [sanitization, PPE, less opportunity to generate revenue etc.]
- Changes/reductions in service levels [municipal offices operating at reduced hours, more shared services etc.]
- Reduced Provincial and Federal Funding – increased user fees and property taxes
- Difficulty collecting taxes as individuals and companies try to recover from loss of income/revenue

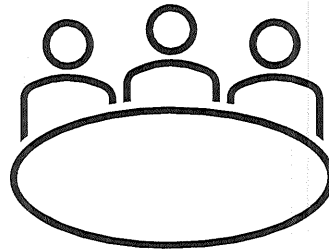


How the sector can respond....



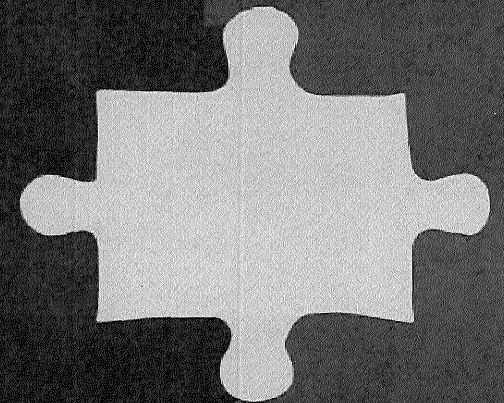
- 1 • By not doing things the way they always have been done
- 2 • By Engaging Community – asking ratepayers and staff about expectations
- 3 • By reviewing how services are delivered and deciding on what needs to change
- 4 • By establishing 'go forward' priorities





What does this mean for our Municipality?

**Recognize the work that has
been done!!**



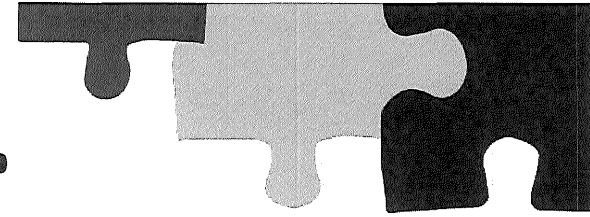
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The Municipal *Front Line*....

- Not all municipal services were deemed 'essential' and most municipal offices closed to the public.
- Municipal employees who normally work in the office, continued to carry out their day to day activities as well as manage the additional tasks required because of Provincial orders and other COVID-19 emergency management.
- Just because they were at home, that doesn't mean they were not working

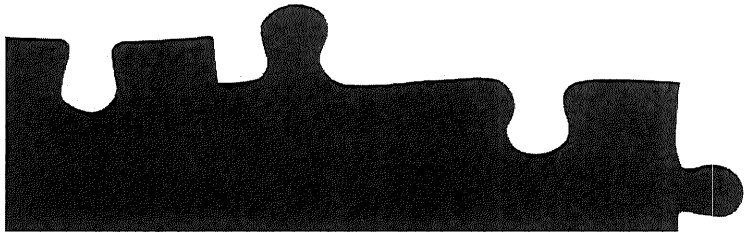
NOTE: it is a good time for Council to check in with employees to see how they are managing the stress of the additional workload

Running on Overload....

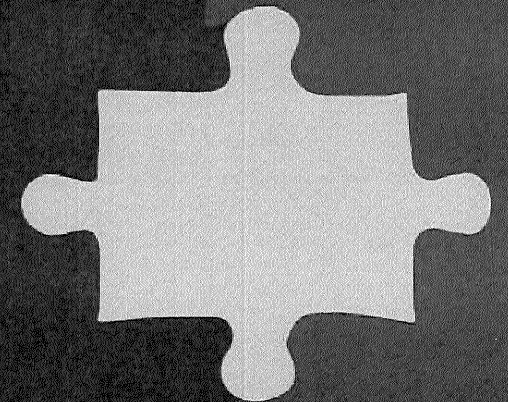


Many Council members have the idea that employees, who are now working at home during the COVID crisis, have in essence '*been on vacation*'. This is not the case.... Staff have been required to attend more meetings than ever before [most of them virtual] and to problem solve on a daily [if not minute by minute] basis.

- Provincial Orders and requirements have been changing dramatically from one day to the next. Municipal employees have had to adapt 'on-the-fly'. We are seeing a surge in the stress level of municipal employees that, if ignored, will lead to loss of productivity and more importantly stress leave/burnout.



Re-Boot... Steps to Re-open



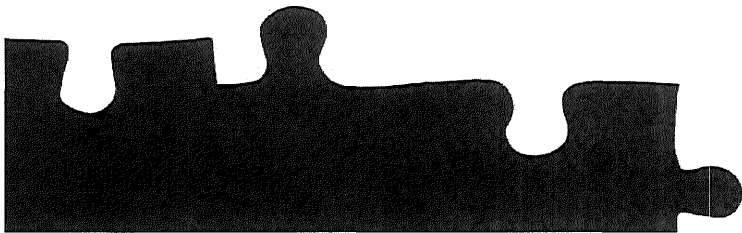
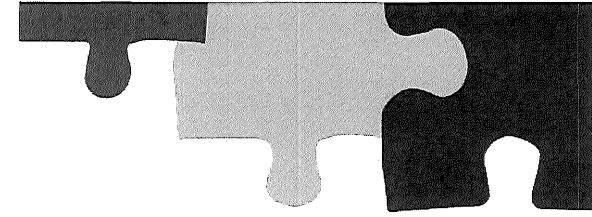
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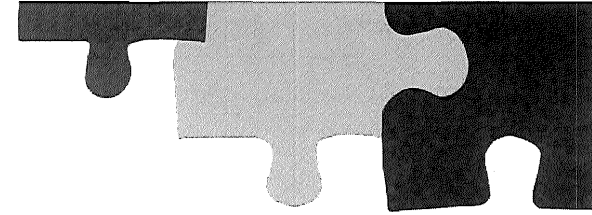
Safety First!!

What needs to be in place before we re-open?

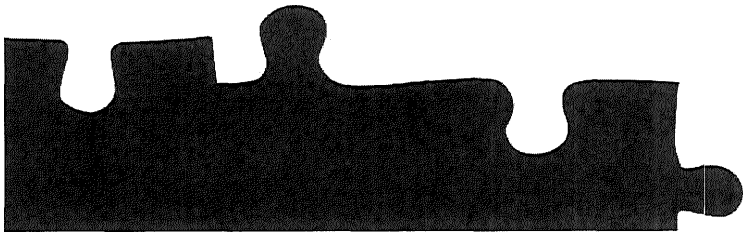
- Know your obligations under the *Occupational Health and Safety Act* regarding the workplace.
 - Ensure health & safety policies/practices/procedures are in place before re-opening.
- Adopt policies to deal with the “new normal” which may include changes in employee job descriptions, contracts and workloads.
 - Monitor ongoing provincial changes, evaluate and adjust policies if necessary.
- Communicate these changes to residents/stakeholders



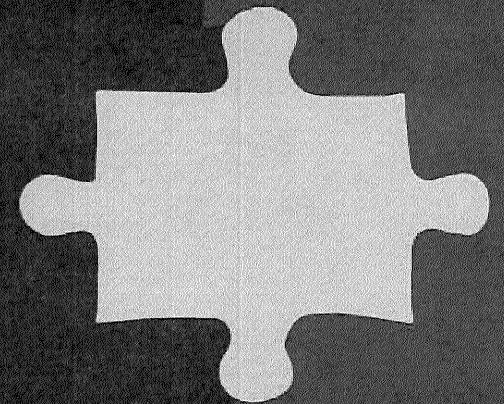
To be specific....



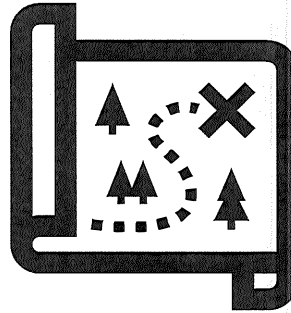
- Adopt all policies prior to re-opening – ensure they comply with current provincial regulations/orders [these should include some flexibility in case provincial orders change rapidly]
- Pick a date that the Municipal Office will re-open
 - Advise staff of expectations on re-open
 - Advise residents/stakeholders of expectations on re-open
- Have a Plan “B”
 - Prepare for going back to “lock down”
 - Prepare for a second wave



Next Steps....

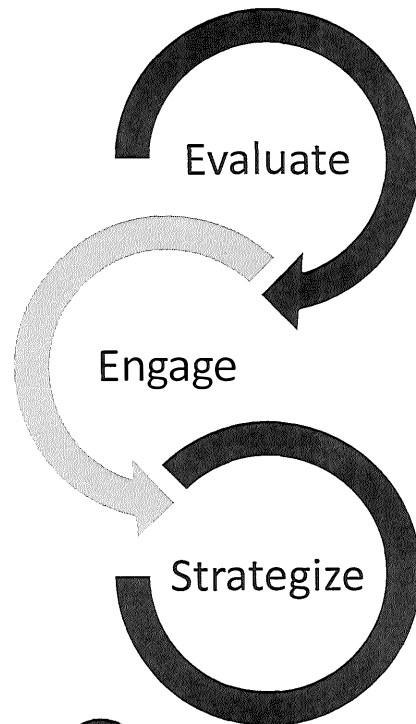


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PLAN to Re-Open First

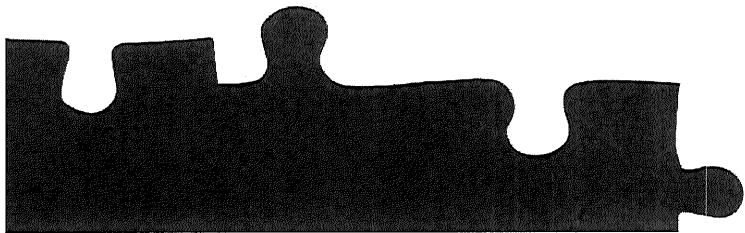
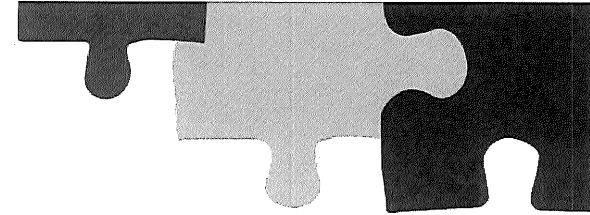
Do the groundwork.....



1. Review existing services & service levels
2. Determine what needs to be changed
3. Evaluate the cost
4. Consider options
5. Engage employees, residents and other stakeholders
6. Prepare a re-opening plan consider all variables and prepare a Plan 'B'.

Conclusion

- Council has the ability and ultimately the responsibility to define the 'new normal' for their municipality.
 - Be cautious
 - Don't overreact
 - Slow down – do things right the first time
 - Engage the public
 - Engage employees/volunteers
 - Build the roadmap

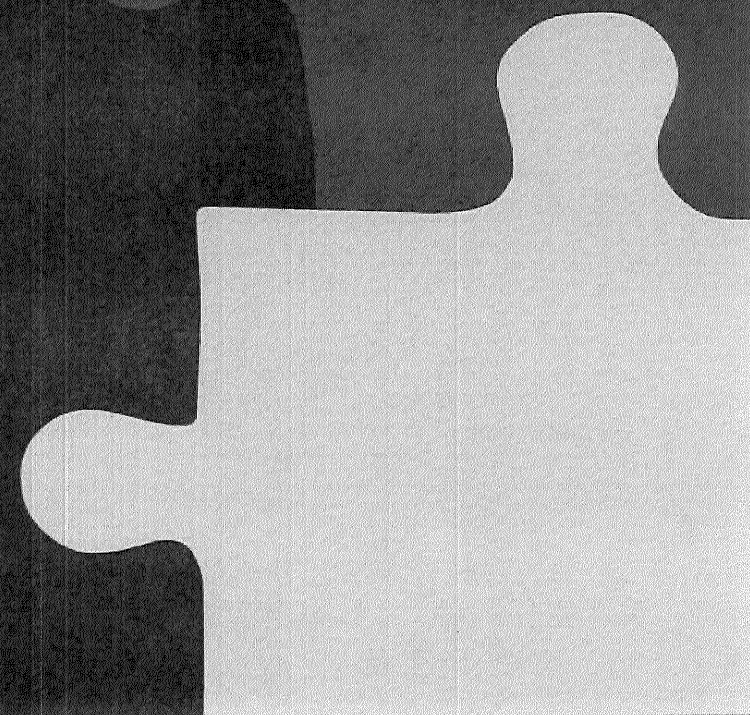


**For More information or to
see how E4m can help,
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Peggy Young-Lovelace
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Reference
Material from
Province, Public
Services Health &
Safety Assoc.,
Local Health Unit

COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name:

Revision date:

Date completed:

Developed by:

Division/group:

Others consulted:

Date distributed:

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- [List your actions here. Note who is responsible for each action.]

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- [List your actions here. Note who is responsible for each action.]

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What engineering and administrative controls will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- [List your actions here. Note who is responsible for each action.]

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

Actions:

- [List your actions here. Note who is responsible for each action.]

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- [List your actions here. Note who is responsible for each action.]

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- [List your actions here. Note who is responsible for each action.]

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:

Division/group:

Date completed:

Revision date:

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- [List your measures here.]

How we're screening for COVID-19

- [List your measures here.]

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- [List your measures here.]

Cleaning

- [List your measures here.]

Other

- [List your measures here.]

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- [List your measures here.]

How we're managing any new risks caused by the changes made to the way we operate our business

- [List your measures here.]

How we're making sure our plan is working

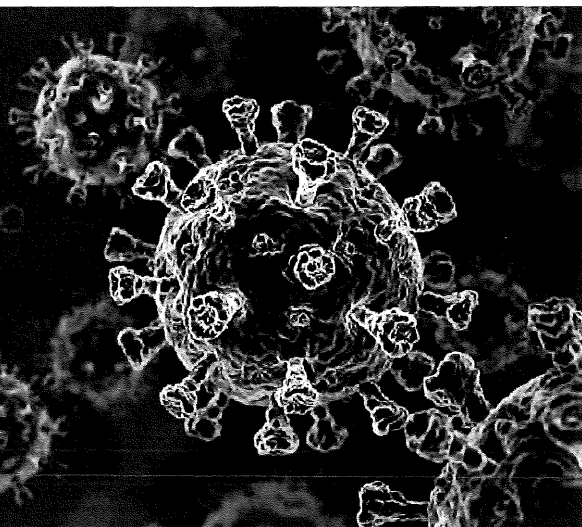
- [List your measures here.]



RTW_p ROADMAP

COVID-19 RETURN TO THE WORKPLACE ROADMAP

The journey for returning to the workplace after COVID-19 will be unique to every business and organization. How a business navigates through the recovery phase of the pandemic will depend on many factors including its workforce, operations and resources. However, the need for preparedness, thoughtful planning, and coordination will be fundamental for achieving and managing a safe and sustainable Return to the Workplace (RTW_p).



THE RTW_p ROADMAP

The *RTW_p Roadmap* is a framework designed to help employers build a dynamic Return to the Workplace plan and provide guidance through the recovery phase of the pandemic. The framework takes a gradual, staged, and constructive approach. Together, careful planning and methodical implementation will drive a safe and sustainable Return to the Workplace.

THREE STAGES OF THE RTW_p ROADMAP

There are three stages to the RTW_p Roadmap:

1. **Planning Stage** – in the planning stage businesses need to understand their legal requirements and consider all necessary public health measures for how to best prepare workers for returning to the workplace. Action planning, reviewing and developing policies, procedures, and training are key components for this stage.
2. **Implementation Stage** – in the implementation stage businesses need to prioritize and implement effective control measures for the protection of workers health and safety. Constant monitoring and evaluation of the effectiveness of the controls are key components for this stage. Identifying gaps and quickly adapting to changes will help to ensure that businesses can remain open and safe.
3. **Operational Stage** – in the operational stage organizations are moving from a reactive state to a proactive state. This can be achieved through validating practices and implementing continuous improvement strategies to ensure the ongoing protection of workers health and safety during the pandemic and moving forward.



At each stage, public health and safety will be at the forefront, while balancing the needs of businesses and organizations. Based on evidence-informed health and safety advice, The *RTWp Roadmap* outlines control measures as *Action Items* to mitigate the risk of infection and reduce the impact of COVID-19 on People, Places, and Things as they relate to the workplace. These recommendations are meant to be used as a general reference. Due to individual circumstances, businesses will need to tailor their Return to the Workplace plan to comply with all applicable laws and requirements, and respond to unique concerns as they arise.

It is best practice to complete all *Action Items* before moving forward to the next stage. However, this may not always be possible as businesses may be coping with many moving parts at once obscuring the distinction between stages. It is important to recognize that *Action Items* are interdependent and can overlap in different stages. A truly sustainable plan is built with fluidity and integration in mind.

Checkpoints are meant to serve as progress indicators. Constant monitoring and evaluation of the effectiveness of the control measures put in place are needed to stay current with emerging information, identify gaps, respond efficiently, and guide future actions. This will ensure your plan remains adaptable and applicable for keeping workplaces open and safe.

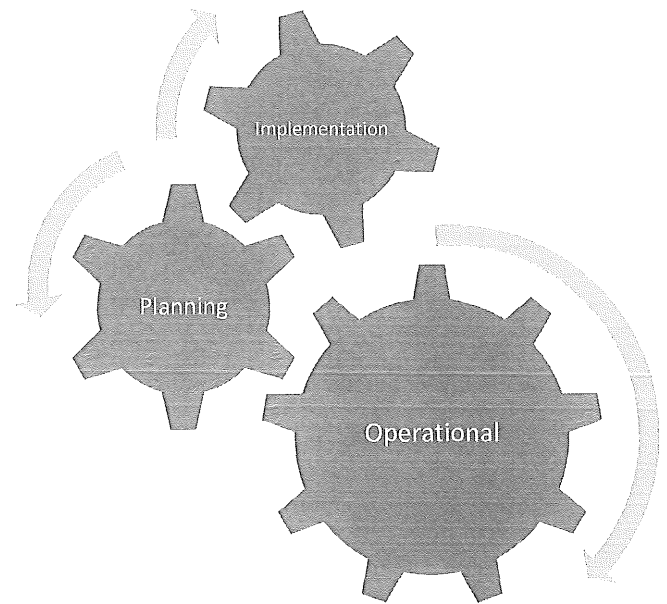


Figure 1: A multi-staged and interdependent process. Together, careful planning and methodical implementation will enable safe business operations leading to a sustainable Return to the Workplace.

STEPS FOR USING THE RTWp ROADMAP

1. Complete the *Readiness Assessment*. This will give you an indication of potential areas of focus when developing your Return to the Workplace plan.
2. Identify the person or workplace parties who will be responsible for completing each *Action Item*. Engage with senior leadership, health and safety professionals, the Joint Health and Safety Committee, human resources, union(s), and others when preparing for business operations during the transition period and following the pandemic.
3. Set target dates for when each *Action Item* should be completed, which will help you track the development of your Return to the Workplace plan.
4. Start to build your plan using the *RTWp Roadmap* framework.

RTWp ROADMAP

PLANNING STAGE

At this stage, businesses need to understand their legal requirements and consider all necessary public health measures for how to best prepare workers for returning to the workplace. Action planning, reviewing and developing policies, procedures, and training are key components for this stage.

ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
PEOPLE				
Identify key individuals/groups and clearly define their roles and responsibilities as they relate to managing Return to the Workplace.	<ul style="list-style-type: none"> Assemble a task force or dedicated team including members from Occupational Health and Safety, Human Resources, Facilities and Maintenance, Management, and Workers. Think about your organization from the top down and define roles and responsibilities. Important workplace parties include: employers; supervisors; workers; the Joint Health and Safety Committee (JHSC) or Health and Safety Representative (HSR); union(s); external stakeholders and partners. 			
Plan a gradual re-opening.	<ul style="list-style-type: none"> Prioritize workers and business operations to be part of re-opening of offices/worksites. Identify tiers of necessity such as people and positions that need to be onsite and when; as well as those who can continue to work remotely. Delineate short term and long term strategies. Implement a methodical and phased-in approach. 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
Engage the JHSC/HSR, workers, and union(s) in planning and procedures for returning to the workplace.	<ul style="list-style-type: none"> Engage the JHSC and HSR early in the process and throughout. The JHSC/HSR may assist in conducting Risk Assessments and Worksite Inspections. Help with disseminating information, education and communications to workers about what controls are being put in place to reduce exposure. Assist with incident investigations and complaints. 			
Develop and provide training for workers and supervisors for new processes, policies and procedures during the transition and beyond.	<ul style="list-style-type: none"> Orientation/education to raise awareness about pandemic emergency response. Onboarding of new workers. Re-introduction of returning workers. New job tasks and work sharing. COVID-19 specific health and safety training (e.g. infection prevention and control, hygiene, PPE, physical distancing, changes in the workplace and to business, limitations to work in one location, etc.) Clarity on who to communicate concerns. 			
Identify communication needs and establish a communications plan to share plan.	<ul style="list-style-type: none"> Establish communications plan which clearly articulates roles and responsibilities to each group. Identify and address additional communications needs. 			
Develop resources and systems to support worker's mental health and resiliency.	<ul style="list-style-type: none"> Some individuals may be suffering from depression, isolation, loneliness as a result of COVID-19. Other mental health concerns include pandemic-echo, burn-out and fatigue. 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
	<ul style="list-style-type: none">▪ Promote healthy coping strategies.▪ Support mental health (EAP, extended health care, psychological support).▪ Support resiliency (e.g. developing a peer support program).			
Mitigate risks for high rates of absence and staff shortage.	<ul style="list-style-type: none">▪ Staff shortages can be a result of personal illness/incapacity or heightened vulnerability; self-isolation; staying at home to care for ill family members; looking after school-aged children in the event of school closures; work refusals; people opting to stay home.▪ Consider the need to hire additional staff on temporary or permanent basis.▪ Consider scaling business operations appropriately.▪ Review and communicate work refusal procedures.▪ Develop strategies for high risk staff.▪ Review policies regarding paid and unpaid leave of absences.			
Account for worker's individual constraints and comfort levels of returning to the workplace.	<ul style="list-style-type: none">▪ Policies should address workers concerns in a non-discriminatory manner.▪ Accommodations for worker's request not to return to work (e.g. underlying health issues, child care, etc.)▪ Consider implementing a self-disclosure policy for higher risk workers.▪ Permit workers to work from home if possible.▪ Consider arranging alternate, safe transportation to and from worksites for those who rely on public transportation.			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
PLACES				
Perform risk assessment for worksite and job hazard analysis.	<ul style="list-style-type: none"> Engage Health and Safety expertise (internal and external sources) Identify high, medium and low risk job tasks/categories. Understand the risk of exposure. Determine need and types of controls required to mitigate the risk. Prioritize risks. 			
THINGS				
Understand legal requirements and guidance, and how they apply to your business.	<ul style="list-style-type: none"> Be informed and understand how laws and directives apply. Consider directives from: the Ministry of Health; Ministry of Labour, Training and Skills Development; government; and public health authorities. Work with union(s); regulatory bodies; and professional associations. 			
Implement systems for screening, testing, and reporting of COVID-19.	<ul style="list-style-type: none"> Have a system for active and passive screening. Familiarize workers with the symptoms of COVID-19 and how to self-monitor. Have a system for informing supervisors if a worker is sick or becomes ill. Inform supervisors and employers of their duty to report to whom and when (e.g. to the Ministry of Labour, Training and Skills Development, the JHSC/HSR, union(s), and the WSIB) 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
	<ul style="list-style-type: none"> Consider confidentiality and privacy; and disclosure of sensitive information. Develop systems for keeping track of workforce so there can be easy contact tracing (e.g. virtual check-in applications). 			
Implement systems for heightened Infection Prevention and Control.	<ul style="list-style-type: none"> Cleaning and disinfecting measures for worksites. Preventative materials inventory (e.g. janitorial and personal protective equipment (PPE) supplies). PPE requirements. HVAC changes. 			
Develop response procedures for potential positive cases or symptomatic workers/individuals.	<ul style="list-style-type: none"> Develop procedures for responding when an employee, customer or other individual present in the workplace becomes ill. Outline steps to take if there was a positive case in the workplace (e.g. obligation to report and to whom, need for shut down or partial closure, environmental cleaning and disinfection). 			
Plan for a second wave.	<ul style="list-style-type: none"> Outline actions required for tightening control measures or a shut down in case of outbreak. Delineate short term and long term strategies. Develop contingency plans and risk management procedures. 			



CHECKPOINT FOR PLANNING STAGE:

- ☐ There is a plan for a gradual re-opening that is informed by government directives and guidelines.
- ☐ There is a system for identifying, tracking and reporting potential cases of COVID-19 at the workplace.
- ☐ Roles and responsibilities of key workplace parties/individuals are identified.
- ☐ Risk assessments and job hazard analyses are performed to identify needs and types of controls required.
- ☐ PPE and other required controls are obtained.
- ☐ COVID-19 related education and training is developed for workers and supervisors.
- ☐ There is a plan in case of a second wave.

IMPLEMENTATION STAGE

At this stage, businesses need to prioritize and implement effective control measures for the protection of workers health and safety. Constant monitoring and evaluation of the effectiveness of the controls are key components for this stage. Identifying gaps and quickly adapting to changes will help to ensure that businesses can remain open and safe.

ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
PEOPLE				
Ongoing support of workers mental health, resiliency and psychological wellbeing.	<ul style="list-style-type: none">▪ Promote healthy coping strategies.▪ Support mental health and resiliency (e.g. developing a peer support program).▪ Review policies regarding access to EAP, extended health care, psychological support, etc.			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
Support workers who were ill.	<ul style="list-style-type: none"> Determine criteria for return to work/fitness for duty if a worker tested positive (e.g. requirement for negative test, mandatory 14 day quarantine period) Develop a return to work program for workers who may have been ill and consider work accommodations to support physical and mental health impacts. 			
Manage workers working from home.	<ul style="list-style-type: none"> Support workers social and psychological needs. Ensure workers are well equipped to do their work (equipment, computer, access to networks and VPN, etc.) Keep workers involved, engaged and productive while working remotely. 			
Facilitate working relationship between returning workers and workers who are remaining remote.	<ul style="list-style-type: none"> Manage working relationships. Manage work load and job sharing. Develop communication systems and protocols between onsite and remote workers. Promote engagement and team work. 			
Implement communication strategies identified in the planning stage.	<ul style="list-style-type: none"> Ensure there is transparency and that staff are informed of new policies, procedures and protocols. Staff know how to access necessary information about the Return to the Workplace plan. Ensure staff know who to they should talk to if they have questions. 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
	<ul style="list-style-type: none"> ▪ Messaging needs to be clear, accurate and consistent across all levels. ▪ Maintain current phone/text/email contact information of all employees and test organization-wide communication periodically. 			
Communicate to customers and external stakeholders about expectations and changes during the transition.	<ul style="list-style-type: none"> ▪ Disseminate information in timely manner. ▪ Inform public, customers, and external stakeholders about enhanced safety measures, new protocols and changes in business operations. 			
PLACES				
Minimize exposure to COVID-19 at work and maintain physical distancing.	<ul style="list-style-type: none"> ▪ Workplace redesign and reconfiguring space. ▪ Installing barriers and partitions. ▪ Posting signage and using visual cues and decals. ▪ Maintaining one-way traffic into/out of work areas. ▪ Spacing seats and work stations. ▪ Limiting number of people on site. ▪ Suspending large meetings and gatherings. ▪ Contact-less payments and deliveries. ▪ Curb side pickup and drop off. ▪ Limit sharing of documents, pens, papers, equipment etc. 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
Promote good hygiene and enhance environmental cleaning.	<ul style="list-style-type: none"> ▪ Inform workers about hygiene protocols (sneeze/cough etiquette and good hand hygiene practices). ▪ Increase workplace cleaning and sanitization. ▪ Provide access to hygiene facilities and hand washing stations with soap and water. ▪ Provide hand sanitizer (at least 60% alcohol-based) and disinfectant wipes. ▪ Use appropriate cleaning/disinfection products and provide education on its proper use and storage. 			
Ensure response procedures for potential positive cases or symptomatic workers/individuals are at the ready.	<ul style="list-style-type: none"> ▪ Designate area to temporarily isolate individual and ensure physical distancing. ▪ Have a plan for how they can be transferred from there to a health care facility or home. ▪ Clean and disinfect employee's work area. ▪ Initiate contact tracing. ▪ Notify stakeholders. 			
THINGS				
Provide necessary personal protection equipment to workers.	<ul style="list-style-type: none"> ▪ Conduct risk assessment to determine which workers need PPE and what type. ▪ Keep track of inventory and usage of PPE. ▪ Have contingency plan for shortages. ▪ Consider use of non-medical and cloth masks when appropriate. ▪ Train workers of use and limitations of PPE. 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
Manage schedules of onsite workers to mitigate risk of infection.	<ul style="list-style-type: none">▪ Separate workers into smaller teams or groups to minimize number of people in one location at any time.▪ Alter work schedules and stagger start times, lunches, breaks.			
Implement and enforce COVID-19 related policies.	<ul style="list-style-type: none">▪ Mandatory masks for workers, customers, visitors.▪ Travel restrictions and business interactions.▪ Encourage workers to stay at home if ill.▪ Sick leave policies.▪ Reporting policies.			
Increase capacity for working remotely or virtually.	<ul style="list-style-type: none">▪ IT support and capacity.▪ Network platforms.▪ IT backup and security.▪ Encryption for data transfer and communication.			
Monitor for second wave.	<ul style="list-style-type: none">▪ Be prepared to tighten control measures or shut down in case of outbreak.▪ Be prepared to activate business continuity and risk management procedures.			

CHECKPOINT FOR IMPLEMENTATION STAGE:

- ☐ There are clear policies and procedures outlining the measures required to prevent the spread of COVID-19 in the workplace.
- ☐ Physical distancing measures are implemented in the workplace.
- ☐ Environmental cleaning and sanitization of the workplace is enhanced.
- ☐ There is a plan for what to do if a worker becomes ill at work.



- ☐ There is enough PPE available for workers.
- ☐ There is a contingency plan in case of PPE shortage.
- ☐ There are support systems for worker's mental health and psychological wellbeing.
- ☐ Workers are equipped to perform their jobs effectively if working remotely and/or onsite.
- ☐ Actions to tighten control measures in case of an outbreak are in place and ready to be activated at any time.

OPERATIONAL STAGE

This stage of the journey is about moving from a reactive state to a proactive state. This can be achieved through validating practices and implementing continuous improvement strategies to ensure the ongoing protection of workers health and safety during the pandemic and moving forward.

ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
PEOPLE				
Accept new norms.	<ul style="list-style-type: none">Facilitate change management to promote awareness, understanding, commitment and adoption among people to accept new norms.Provide ongoing internal communications.			
Provide ongoing support to workers.	<ul style="list-style-type: none">Mental and physical health.Care giving needs – child care, elder care, etc.Financial support.Reducing vulnerabilities.			
Reassess organizational culture.	<ul style="list-style-type: none">Examine cultural strengths.Assess changing attitudes and workplace behaviors.Address concerns (e.g. stigma).			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
Establish external communication plans about direction and changes occurring beyond the transition period.	<ul style="list-style-type: none"> Communications to customers, suppliers, investors and the community. Consider timing and appropriate delivery channels for messaging. 			
PLACES				
Continue enhanced hygiene and cleaning.	<ul style="list-style-type: none"> Increase workplace sanitation and cleaning. Provide access to hygiene facilities and hand washing stations with soap and water. Provide hand sanitizer (at least 60% alcohol-based) and disinfectant wipes. Use appropriate cleaning/disinfection products and provide education on its proper use. 			
Consider permanent changes or modifications to infrastructure and/or facility to support infection prevention and control.	<ul style="list-style-type: none"> Automatic doors (sliding or revolving). No-touch activation. Foot pedal activation. Badge access instead of punch key access. Improved ventilation and air filtration system. 			
THINGS				
Audit compliance.	<ul style="list-style-type: none"> Ensure ongoing compliance to best practices are being followed. Measure success and identify areas of improvement. Consider elements of health and safety, engagement and productivity. 			



ACTION ITEM	CONSIDERATIONS	WHO WILL DO THIS?	BY WHEN?	STATUS
Adjust policies and contracts.	<ul style="list-style-type: none"> ▪ Determine travel restrictions and limitations. ▪ Time-off and sick policies (e.g. to address quarantine periods, paid or unpaid leaves). ▪ Work from home (e.g. to address mandatory and optional work from home arrangements). ▪ Review contracts to address temporary layoffs, termination clauses, changing duties and compensation. 			
Enable technology for collaboration and ongoing remote work.	<ul style="list-style-type: none"> ▪ Software. ▪ Access management. ▪ IT support and capacity. ▪ Virtual platforms. ▪ Networks. ▪ Encryption for data transfer and communication. ▪ Threat detection and security. 			
Improve pandemic and emergency planning for the future.	<ul style="list-style-type: none"> ▪ Emergency preparedness and respond planning. ▪ Contingency planning (business operation continuity, supply chain, procurement of PPE). 			
Assess how COVID-19 has impacted business and customer base.	<ul style="list-style-type: none"> ▪ Modify business model to better fit life after pandemic (e.g. by offering multiple delivery channels for services). ▪ Consider productivity and profitability. 			
Capitalize on innovation.	<ul style="list-style-type: none"> ▪ Integrate ingenuity and innovation. ▪ Adapt to changing customer needs, demands and behaviors. 			



CHECKPOINT FOR OPERATIONAL STAGE:

- ☐ There are ongoing support systems for worker's needs including mental health, physical health, financial support, and caregiving needs (childcare, eldercare, etc.)
- ☐ Refresher training is provided for supervisors and workers about changes to policies and operational procedures to keep current on most up to date information and guidance.
- ☐ There is a plan in case of the need to tighten control measures at work or to shut down in case of an outbreak.
- ☐ Improvements are made to the emergency management and preparedness plan.
- ☐ Proactive measures are implemented for future emergency preparedness and infection control.
- ☐ Organizational culture is supportive of adopting change.
- ☐ There is ongoing compliance with best practices.



RESOURCES

BUSINESS CONTINUITY AND MANAGEMENT

- Canadian Chambers of Commerce [Pandemic Preparedness for Business](#)
- CCOHS [Business Continuity Plan & E-courses](#)
- CCOHS [Work-Life Balance](#)
- [Government of Canada - Resources for Canadian Businesses](#)
- Harvard Business Review [Managing Remote Work](#)
- PSHSA [Tips for Setting Up Your Home Office blog](#)

GOVERNMENT

- [Ministry of Health - Guidance for the Health Sector](#)
- [Government of Ontario – Plans for Reopening and Sector-Specific Guidance](#)
- [Health Canada – Guidance for Employers, Employees and Essential Service Workers](#)

JOINT HEALTH AND SAFETY COMMITTEE

- PSHSA [An Introduction to JHSC](#)
- PSHSA [Effective Multi-Site JHSC webinar](#)
- PSHSA [Effective JHSC: Road to Success webinar](#)
- PSHSA [Maintaining an Effective JHSC During Emergency Situations COVID-19](#)
- PSHSA [Health & Safety Roles & Responsibilities – 5 steps to an effective OHS program](#)
- PSHSA [Health and Safety Resource Manual: Essential Tools and Information](#)

HEALTH AND SAFETY GUIDANCE

- Health Canada [Physical Distancing](#)
- PHO [Take Care of Yourself and Each Other](#)
- PHO [Physical Distancing](#)
- PSHSA [donning/doffing PPE posters](#)
- PSHSA [Infection Prevention and Control](#)
- [Sector-specific guidance](#) to prevent COVID-19 in the workplace
- [WSPS Post-Pandemic Business Playbook](#)

MENTAL HEALTH SUPPORT AND WELLNESS

- Canada Human Rights Commission [Balancing Work and Caregiving Obligations](#)
- Conference Board of Canada [Mental Health and COVID-19](#)
- Mental Health Commission of Canada [Double duty: How COVID-19 is affecting caregivers of persons living with mental illness](#)
- [Mental Health Commission of Canada Self-Care & Resilience Guide](#)



Safe Environments
Healthy Workers

www.pshsa.ca

- Ministry of Health [Resources for Ontarians Experiencing Mental Health and Addictions Issues During the Pandemic](#)
- [Ontario Chamber of Commerce Mental Health Resources](#)

RISK ASSESSMENT AND JOB HAZARD ANALYSIS

- PSHSA [Risk Assessment and Job Hazard Analysis Fast Fact](#)
- PSHSA [Hazard Management Tool](#)

Workplace Safety & Prevention Services

Guidance on Health and Safety for

Office Administration and Secretarial Staff during COVID-19

OVERVIEW

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the *Occupational Health and Safety Act* (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to their:

- supervisor
- joint health and safety committee
- health and safety representative

This will help ensure the employer has taken all reasonable precautions.

Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not.

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

BEST PRACTICES

We know that every workplace is unique. That makes it so important that every workplace assess functions carried out by their workforce to ensure they take action to protect against the hazards presented by COVID-19.

Things like proper hand hygiene, keeping surfaces and objects clean and physical distancing (staying 2 metres apart) to prevent close contact with potentially infected people are all critically important measures. Other information on how you can protect yourself is available on ontario.ca/coronavirus.

We have provided some protection advice below for your consideration. Please keep in mind that introducing any new protective measures should be done as part of a full review of other workplace hazards -- not just COVID 19 alone. Employers should consult with Joint Health and Safety Committees/Health and Safety Representatives in the workplace on measures to protect workers in the workplace. We want to ensure we enhance our safety, not cause other issues.

Some workplaces already have some existing controls in place that may help reduce the risk of exposure to workers as well, so regular 'check-ins' on how controls are helping is highly recommended.

RECOGNIZE HAZARD/ASSESS RISKS

For Office Administration and Secretarial workers, we recognize that you may have contact with surfaces including the keyboard and mouse, printer/photocopier, and shared work desks as you go about your work. You could also potentially come in contact with droplets from these interactions. COVID-19 can travel in respiratory droplets that are released into the environment by laughing, coughing or sneezing.

Take a look at where you might minimize those risks within your workplace. Consult public health information to learn the symptoms of COVID-19 infection. Recognize and report these hazards and use appropriate controls. Ensure that you or your co-workers stay home if you or they have symptoms.

We understand – so it's important to take a look at where you can possibly minimize those risks within your workplace. Take a look at the controls below to see how they may assist you.

CONTROLS

To protect yourself from some of these hazards consider the following options:

- Be sure to keep up with good hand washing and avoid touching your face. Extra handwashing is a good idea for everyone – and when that's not possible, a good hand sanitizer should be used frequently and kept nearby. Consider setting a practice like disinfecting your hands and any surfaces touched after each interaction
- Integrate physical distancing in activities. Are there tasks you can minimize or eliminate? For example, can the work you do be done alone or be done from home?
- Consider job task rotation if it will assist in ensuring physical distancing guidelines are met at all times. For example, staggering breaks and lunches
- Is it possible to control how many people you're interacting with? Physical distancing is recommended, so if you can ensure distance between clients or co-workers and yourself. Consider controlling entry points to designated work areas and limiting the number of people in a work area.
- Is there an opportunity to put barriers in place between yourself and people you have to interact with? For example, a 'window' with open/close capability between interactions.
- Is there an opportunity to improve fresh air intake/air circulation? Increased airflow can help minimize opportunities for these kinds of hazards to build up.
- Increase your cleaning frequency – on everything from keyboards and mouse to photocopiers and commonly shared office items. Be sure to follow safe practices and use an appropriate cleaning agent.
- Keep up with the best. Consider regular times to check in with public health updates and retrain/revise practices as needed.

If the above recommendations are still not enough for your workplace, as a last resort, consider Personal Protective Equipment (PPE). PPE is only effective if people wear it correctly. Ensure PPE training includes the fit, use, care, putting on and taking off, maintenance, cleaning and limitations of the PPE.

Some examples of PPE that may be suited to office administration and secretarial work include:

- Gloves – single use gloves can help limit contact with surfaces, product etc. Be sure you have practices set up for suitable disposal and when gloves should be changed. It's also important, again, to ensure you consider other hazards that may be present in the workplace before introducing gloves – in some cases, gloves can be an 'entanglement' hazard and should not be worn.
- Goggles or face shields – can help with barriers and separation too. They should be assigned to people and not shared and can be used regularly if kept clean. Ensure the goggle or face shield use does not result in workers touching their faces more often because of heat or discomfort.

EVALUATION

COVID 19 has presented all of us with challenges we have never seen before. It's important to consider that any of the adjustments we are making today, may need further adjustment tomorrow.

It is recommended that you take a look at your preventative measures on an ongoing basis, and adjust them if they are not working well enough or causing other issues with your work. For example, if you decided to use goggles, but they are fogging up and making other tasks unnecessarily difficult, you may want to try a face shield instead. Or if you decided you needed a certain kind of disinfectant and it's no longer available, switching to good soap and water practices may be a reasonable substitute.

Bottom line? Plan to make regular check-ins part of *your* COVID 19 prevention plans.

RESOURCES

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

NOTE: This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for Employers in addition to guidance delivered by public health authorities such as the [World Health Organisation \(WHO\)](#), [Ontario Ministry of Health](#), [Public Health Ontario](#) and the [Centres for Disease Control and Prevention \(CDC\)](#). Any use which is made of this document by any Employer, or any reliance on or decisions to be made based on it, are the responsibility of the Employer. WSPS and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any Employer or any third party as a result of use of or reliance on this communication.

July 9, 2020

SENT ELECTRONICALLY

His Worship Jamie McGarvey and Council
Town of Parry Sound
52 Seguin Street
Parry Sound, ON P2A 1B4
jamie@townofparrysound.com

Dear Mayor and Council:

RE: Face Coverings

The North Bay Parry Sound District Health Unit (Health Unit) is in consultation with the Ministry of Health (Ministry) in regards to mandating face coverings across the province. We understand the concerns of the community and yourselves and take the COVID-19 precautions seriously. It is due to the hard work of everyone within our district that we have helped to reduce the spread of COVID-19, which is evident in our case numbers. However, we cannot be complacent with the precautions we take, as COVID-19 is still in our communities. The Health Unit recommends the use of face coverings when physical distancing is a challenge, to continue to physical distance with individuals outside your social circle and to wash or sanitize hands often.

Through consultation with the Ministry, the Health Unit was informed that a provincial statement on face coverings would be shared soon. A provincial approach to face coverings would result in a clear direction that is consistent across Ontario.

In the event that a provincial approach on face covering is not implemented by the Ministry, the Northern Medical Officers of Health are working together to develop a Northern regional approach to mandatory face coverings. A Northern approach would allow for consistent messaging.

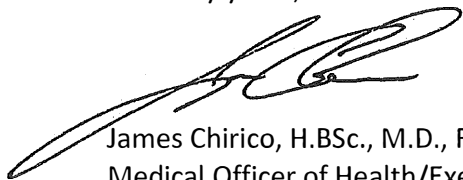
A face covering does not replace physical distancing and other protective health measures such as hand washing, and isolating yourself when you have symptoms, or have come in close contact with someone with COVID-19 or suspected to have COVID-19.

.../2

Currently, there is no specific treatment for COVID-19. It is important to remember that most people with COVID-19 have no symptoms or mild symptoms. People who are mildly ill should isolate and care for themselves at home. Most will recover in one to two weeks by simply treating the symptoms.

Thank you for your commitment to reducing the spread of COVID-19.

Sincerely yours,



James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH
Medical Officer of Health/Executive Officer

/sb

Copy to: Norm Miller, MPP – Parry Sound-Muskoka
Hon. Vic Fedeli, MPP – Nipissing
John Vanthof, MPP – Timiskaming-Cochrane
Donald Sanderson, Chief Executive Officer, West Parry Sound Health Centre
Dr. Wil Smith, President of Medical Staff, West Parry Sound Health Centre
Member Municipalities of the North Bay Parry Sound District Health Unit
Board of Health for the North Bay Parry Sound District Health Unit

Example Plans

**Township of
Fauquier-Strickland
Phased Reopening
Plan for COVID-19**

Township of Fauquier-Strickland



PHASED REOPENING PLAN DURING COVID-19

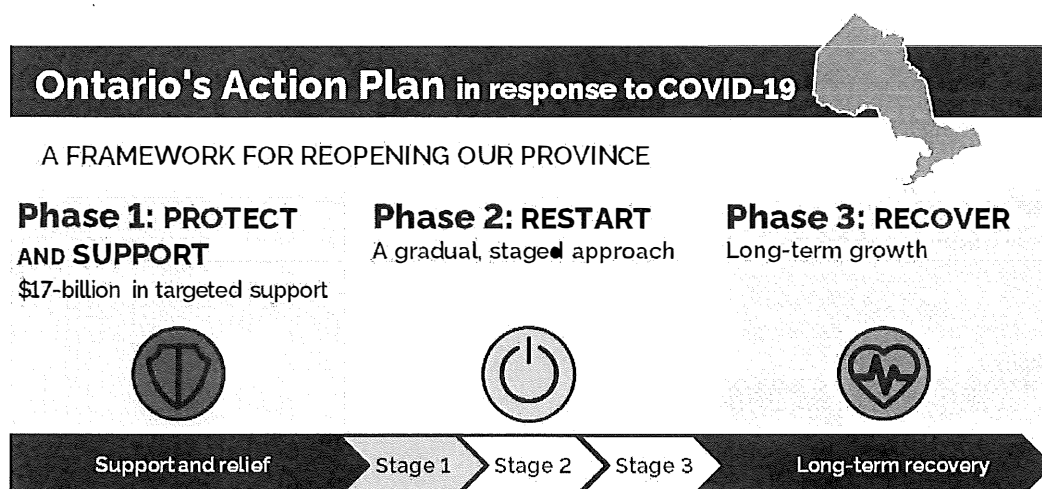
CREATED BY: NATHALIE VACHON, ACTING CLERK TREASURER / MUNICIPAL MANAGER

Phased Reopening Plan for COVID-19

Serving the residents of Fauquier-Strickland during COVID-19

- Since the Emergency Declaration on March 17, 2020, municipal staff as well as Mayor and Council have been meeting regularly to implement restrictions and changes in alignment with the Federal and Provincial Governments in order to ensure the health and well-being of its citizens.
- On April 27th, 2020, the government of Ontario released the Framework for Reopening our Province plan which outlines a stage-by-stage approach to loosening emergency measures and reopening Ontario's economy.
- Municipal Council of the Corporation of the Township of Fauquier-Strickland deems it of utmost importance to create three phased reopening plan for our operations that closely align with the Province, with safety being paramount.
- Municipal staff have been able to adapt to the changing demands all while providing services with little disruption during the pandemic.
- The intent now for a municipal reopening is to plan for the resumption of full operation as the pandemic eases.

Provincial Phases of COVID-19 Emergency



Fauquier-Strickland Reopening Plan Approach

- Similar to the Provincial recovery plan, the municipality has created a three phase reopening plan for our operations and services that have been affected which will closely align with the Province, with safety being paramount.
- The decision to progress from one phase to the next will be based on how the pandemic is managed as we 'flatten-the-curve'. As such, there are no timelines associated with the Plan.
- Similar to the Province, the municipal action plan for an organizational recovery is based on flexibility and adaptability as we resume all of our operations and services.

Fauquier-Strickland Reopening Plan Considerations

- Need to adhere to Provincial Orders
- Need to coordinate with shared services
- Risk tolerance
- Need to ensure adequate staffing resources and safety measures
- Need to ensure adequate and sufficient personal protective equipment is available
- Need to ensure safety protocols, policies and procedures are in place

Organizational Recovery – how not when

- How do we bring back employees back into physical workplaces safely.
- How the public will use our facilities and interact with employees once open such as:
 - Cleaning standards and procedures
 - Staggered hours of operation
 - Physical work locations and distancing requirements
 - Meeting rooms and usage
 - Customer service counters
 - IT requirements

Three Phase Strategy to Reopening

➤ The Fauquier-Strickland Reopening Plan for COVID-19 is based on three phases

- ✦ Phase I - most facilities, operations, public areas will remain closed
- ✦ Phase II - gradual opening of facilities, operations, public areas
- ✦ Phase III - complete opening of facilities, operations, public areas



Phase I

- Municipal areas open include: general park areas for walk-through purposes and walking trails
- Municipal areas closed include: play equipment, courts, public washroom facilities, sports fields, pavilion, sportsplex, community centre
- At this stage, municipal facilities will be closed in addition to such services as the library
- The municipal office will be closed to the public with limited staff physically working from the office
- All meetings will remain virtual

Phase II

- Municipal areas open include Phase I plus limited access to sports field and courts, community centre, library, sportsplex, pavilion and washroom facilities
- Municipal areas closed include play equipment
- At this stage, the municipal office will be open to the public with full staff, by appointment only
- Meetings will remain virtual

Phase III

- At this stage, most municipal facilities and services will reopen to the public
- Municipal areas closed: to be determined based on need and timing
- Municipal office will open to the public with appropriate screening processes in place prior to entering the building
- Meetings may remain virtual or resume in-person with social distancing practices in place

Considerations to the Phased Reopening Plan

- This plan is not defined nor is it prescriptive that it will be strictly adhered to. There may be some services identified that are best suited in a different phase than referenced in this plan.
- Staff, along with the Emergency Control Group, will monitor the situation and make adjustments
- Staff will work diligently on drafting the necessary policies and procedures to facilitate the reopening of facilities, operations and services to ensure that all safety measures are taken into consideration.
- Both Council and the public will be kept apprised as recovery efforts are underway once the Phased Reopening Plan During COVID-19 is enacted. Our website will be updated to keep the public informed on the progress at www.fauquierstrickland.com

Other Actions Towards Reopening and Recovery

- Monitoring and adapting to changing of higher-level government for new relief programs and measures to help local businesses
- Continue working with neighboring municipalities sharing efforts and ideas
- Continue using and upgrading technology to move municipal business forward and provide customer service to residents

The Corporation of the Township of Fauquier-Strickland is committed to the well-being and safety of its employees and in remaining in compliance with the requirements of the *Occupational Health and Safety Act (OHSA)* through the COVID-19 pandemic. As such, the Township felt it to be in the best interest of all employees to have a policy outlining the responsibilities of employees and the employer as well as guidelines and procedures to follow during these unprecedented times.

PURPOSE

The purpose of this policy is to provide guidelines to employees and the employer in regards to working procedures and safety measures associated with COVID-19. The goal is to clearly identify requirements and procedures required to control the possible spread of COVID-19 in the workplace while continuing to ensure a high level of service delivery to our residents.

ROLES AND RESPONSIBILITIES

Employer

- ✓ As per Section 25 of the OHSA, it is the responsibility of every employer to take every reasonable precaution necessary to protect the health and safety of their employees from hazards in the workplace.
- ✓ Ontario is currently in the midst of a global pandemic and while the COVID-19 situation continues to change on a daily basis, the legislation and regulations governing workplaces remain in force.
- ✓ Employers have a responsibility to address any hazards or health and safety concerns that are brought forward by their employees in a timely manner.
- ✓ During a global pandemic, the health and safety of employees becomes top priority. All necessary measures should be taken to prevent the spread of COVID-19 and as such should be done in accordance with requirements under OHSA and its regulations.
- ✓ In addition, every employer must ensure that employees are adhering to measures and procedures put in place, are using the appropriate and required personal protective equipment as required and informs all employees of any existing or potential risks of exposure.

Employee

- ✓ It is the responsibility of every employee to protect their health and safety by working in compliance with the law and with safe work practices and procedures as stated in section 28 of the *OHSA*.
- ✓ It is also the responsibility of every employee to familiarize themselves with the associated symptoms of COVID-19, to inform their Supervisor if they develop any symptoms, to not report to work if any symptoms are present, to follow safe work procedures, to use the appropriate personal protective equipment as required and to practice good hygiene protocols such as frequent hand washing, using sanitizer, not touching the face with unwashed hands and practice physical distancing.

INFECTION PREVENTION AND CONTROL PROCEDURES

The COVID-19 virus typically spreads through coughing and sneezing, personal contact with an infected person or touching an infected surface then touching your face, mouth, nose or eyes.

As a general guidance, the following tips can help prevent the spread of the virus:

- ✚ Wash your hands often with soap and water or use hand sanitizer with greater than 60% alcohol content if hand washing is not possible.
- ✚ Sneeze and cough in your sleeve.
- ✚ If you use a tissue, discard the tissue immediately and wash or sanitize your hands immediately.
- ✚ Avoid touching your eyes, nose or mouth.
- ✚ Avoid touching commonly used areas, whenever possible, or ensure you wash or sanitize your hands immediately after touching an area.
- ✚ Practice regular cleaning and disinfection of utilized tools and equipment.
- ✚ Avoid sharing tools and equipment with other employees unless the said tool or equipment is cleaned and disinfected prior to allowing another employee use that tool or equipment
- ✚ Practice social distancing and minimize contact with people who are sick.
- ✚ Do not report to work if you are experiencing any symptoms associated with COVID-19 as enumerated on Schedule "A" hereby attached.

- ✚ If you experience any symptoms of COVID-19 or you think you might have been exposed to the virus, notify your Supervisor immediately.

To ensure the health and safety of our employees, the following procedures shall be adhered to by every employee:

- ✚ Prior to starting a work shift, every employee shall fill out the set out questionnaire and remit to their Supervisor.
- ✚ No sharing of tools or equipment shall be permitted unless the said tool or equipment has been thoroughly washed and disinfected prior to sharing.
- ✚ Every employee will return to the Public Works garage 15 minutes prior to the end of their shift to clean and disinfect the tools and equipment used.
- ✚ No sharing of vehicles will be permitted unless the said vehicle is cleaned and disinfected prior to sharing.
- ✚ Every vehicle shall be cleaned and disinfected frequently during the work day as well as after the work day. This includes commonly touched surfaces such as the steering wheel, gear shift, dash, radio, door handles (interior and exterior), rearview mirror, armrest and seatbelts.
- ✚ If employees are unable to maintain physical distancing, a non-medical mask shall be worn.
- ✚ While in the Public Works garage, ensure that distancing measures are adhered to and touched surfaces are cleaned and disinfected.
- ✚ Breaks and lunches shall be staggered between employees to avoid having more than one employee in the lunch room at once.
- ✚ Access to the public works garage shall be limited to employees ONLY.

As an employer, the Municipality will ensure that commonly touched areas such as door handles, washrooms, lunch room and office are cleaned and disinfected on a daily basis.

If an employee starts experiencing symptoms during their work shift, the employee will immediately notify their Supervisor. The Supervisor will then advise the employee to go home and remain home until the Municipal Manager has been in contact with him or her with further instructions or recommendations.

As soon as the Supervisor learns of the employees' symptoms, the public works garage or municipal office shall be closed to all

employees until such a time as all tools, equipment and surfaces have been thoroughly cleaned to ensure the health and safety of other employees.

If an employee is found to be non-compliant with this policy, the following actions will be taken:

- ✚ First notice: The immediate Supervisor will have a private conversation with the employee and thereafter a letter shall be sent to the employee reiterating the reasons for non-compliance.
- ✚ Second notice: The immediate Supervisor shall advise the Municipal Manager of the situation and the employee will be sent home for the rest of the day.
- ✚ Third notice: The employee will be sent home for 3 days with no pay.

CONCLUSION

This policy and procedure will be considered as a living document and as such might be amended from time to time to reflect the ever rapidly changing situation with COVID-19. Any amendments made to this policy shall be made available to all employees.

The attached schedules shall form part of this policy and shall be referred to as:

- ✚ Schedule 1: List of symptoms associated with COVID-19
- ✚ Schedule 2: Daily screening - employee checklist

CATEGORY: Occupational Health & Safety
POLICY NUMBER: OHS 3.10
POLICY NAME: Parks and Recreation working guidelines for COVID-19

Employee Signature

Date

Supervisor

Date

ATTESTATION

By signing, I hereby attest to have read and understood the following policy and procedure. I understand that should I have any questions, concerns or comments, that I shall notify my immediate Supervisor.

Municipal Manager

Date

Township of North Frontenac - Standard Operating Policy

Subject: Office Re-opening

Policy Number:
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Procedure

This Policy shall be followed by all Employees of the Township of North Frontenac.

Policy


General

- There will be a maximum of two (2) public members permitted in the front reception area at one time. Signs will be posted on the entrance door advising this and if a member of the public comes inside and there is already two people in the reception area, an Employee will ask the third person to please wait outside.
- Surgical face masks shall be worn by all public (with accommodations being made for accessibility) entering the building and will be made available in the front vestibule, along with hand sanitizer.
- Signs will be posted to advise members of the Public if they are feeling unwell to not enter the building and to please contact the office via phone or e-mail.
- The public washroom by the front reception will be available to the Public only and shall be wiped down during the daily scheduled cleaning routines.
- At no time, will the Public be permitted to go beyond the reception counters for a meeting with staff, unless in the Meeting Room or Council Chambers. The CAO and/or Managers may meet with a member of Council and/or Public in the CAO's office if surgical masks are worn and the area is wiped down after the meeting.
- Employees shall wash their hands or use hand sanitizer before and after each transactions with a member of the public.
- Single use plastic gloves will NOT be used during regular interaction with the public due to the potential to transfer any pathogens from gloves to other surfaces – especially if they are used more than once. Gloves may be used by Employees for cleaning purposes.
- Employees shall ask any members of public to leave the building if they refuse to follow the protocol and/or in the event of inappropriate conduct. Any such incidents shall be reported to the CAO.

Meetings

- To minimize foot traffic, when possible, continue to use remote access for meetings (teleconference or web conference).
- If any member of the Public wish to meet with a specific staff member, an appointment should be made in advance of their arrival, if possible. There will be times when someone shows up at the reception counter without an

Issue Date
June 18, 2020

Approved By:
Cheryl Robson, CAO 

Revision Date:

Approved By:

Township of North Frontenac - Standard Operating Policy

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appointment scheduled and if the staff member is available they will meet with them. However, appointments are preferred to ensure the adequate scheduling of Meeting Rooms and ensuring appropriate cleaning in-between meetings. Public members will be requested to wait in their vehicle or outside until the exact time of their appointment, as our reception area needs to be accessible for other members of the public.


- Surgical face masks shall be worn by all Employees and the Public who are meeting in the Meeting Room, Council Chambers or CAO's Office if social distancing (2 metres (6 feet)) cannot be met. If a member of the public cannot wear a mask, the Employee shall wear a surgical face mask and shield if social distancing cannot be met.
- Face Shields will be made available and can be worn at the discretion of the Employee.

Reception Counters

- All reception counters have glass barriers in place to separate Employees from the Public. Employees whose work area is directly behind the barrier are not mandated to wear masks when behind the glass.
- If utilizing a Cash Handling/Point of Sale POS machine, tap is the preferred method of card payment.
- The POS terminal shall be sanitized after each use by the Employee permitting the Public to use the machine.
- The counter shall be wiped with unscented sanitizing wipes after each transaction.

Messaging will be placed outside the Municipal Office entrance, on our Township's Social Media and Website to advise the public of the current processes.

Issue Date
June 18, 2020

Approved By:
Cheryl Robson, CAO 

Revision Date:

Approved By:



REOPENING PLAN COVID 19 EMERGENCY

**May 26, 2020
(Updated June 23, 2020)**

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List of Amendments

Date	Section	Amendment
June 23, 2020	Continue with Enhanced Health and Safety Guidelines / Physical Distancing (page 7) & Timing and Additional Guidelines for Reopening/Council Chambers (page 9)	Since the Province has increased gathering limits from 5 to 10 people and the Council Chambers are able to accommodate up to 7 people while maintaining a 2 meter physical distance, the limit on the maximum number of people allowed in the Council chambers be increased from 5 to 7 while maintaining physical distancing.

INTRODUCTION

Callander's Reopening Plan provides for the safe and measured reopening of municipal facilities, programs and events that have been closed in response to the COVID 19 emergency.

GUIDING PRINCIPLES

The following principles are intended to guide the reopening plan:

Protect the Health and Wellbeing of Employees and the Public

Our highest priority will be the health and wellbeing of Callander's residents and municipal staff. As such, we will be guided by recommendations from the Province of Ontario, the provincial Chief Medical Officer of Health, the North Bay Parry Sound District Health Unit, and other public health officials.

Phased Approach

Callander's reopening will generally align with the Province's Reopening Framework, which takes a phased approach by ensuring the health and safety remains a top priority prior to moving onto subsequent phases.

Further, Callander's phased approach will ensure that appropriate measures are in place prior to safely reopening.

Community Recovery

We will prioritize services or activities that contribute to the economic, social and cultural well being of our community.

ONTARIO'S FRAMEWORK FOR REOPENING OUR PROVINCE

Provided below is a brief outline of Ontario's [A Framework for Reopening our Province](#)

The Provincial framework comprises 3 key Phases as follows:



Phase 1: Protect and Support

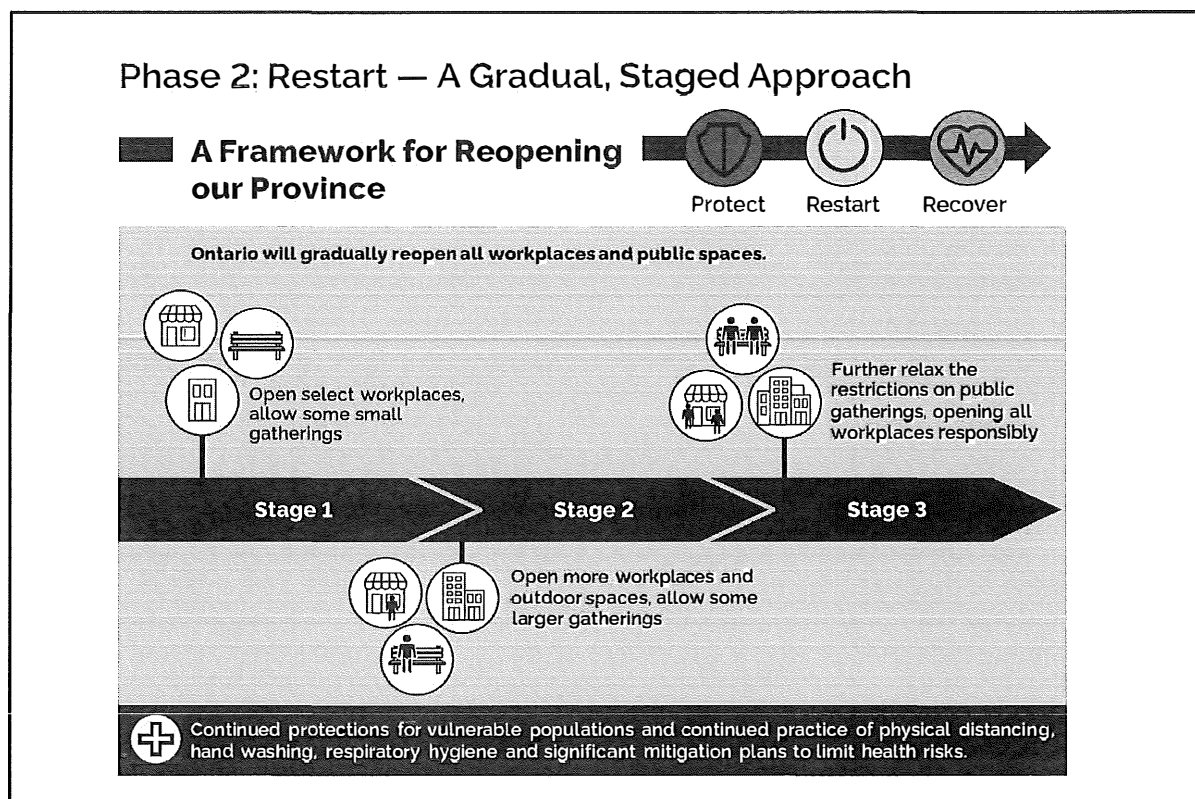
The Province's primary focus is on protecting the health and well-being of individuals and families, supporting frontline health care workers, essential workers and businesses, and providing immediate support to protect people and jobs.

Emergency orders put in place to protect people include: the closure of non-essential workplaces, outdoor amenities in parks, recreational areas and public places, as well as bars

and restaurants; restrictions on social gatherings; and limiting staff from working in more than one retirement home, long-term care home or congregate care setting.

Phase 2: Restart

As of Tuesday, May 19, 2020, the Province commenced with the “Restart” Phase of reopening. As illustrated by the figure below, under Phase 2, the Province will take a careful, stage-by-stage approach to loosening emergency measures and reopening Ontario’s economy. Public health and workplace safety will remain the top priority, while balancing the needs of people and businesses. Public health officials will carefully monitor each stage for two-to-four weeks, as they assess the evolution of the COVID-19 outbreak to determine if it is necessary to change course to maintain public health. The Province will also continue to issue guidelines for workplace safety.



Phase 3: Recover

Ensuring the health and safety of the public and workers will continue to be a top priority as Ontario transitions to a “new normal.” The Province will partner with businesses and other sectors to lead Ontario’s economic recovery. The focus will be on creating jobs and opportunity across the province, while working to restore long-term prosperity for the benefit of every individual and family in Ontario. As public health measures are lifted and as economic activity resumes, the public will need to continue to maintain physical distancing and hand washing, along with self-isolation when experiencing COVID-19 symptoms. Remote work arrangements should continue where feasible.

CALLANDER'S REOPENING PLAN

Callander's Reopening Plan is intended to closely follow the actions and direction the Province takes to reopen Ontario and its economy in accordance with its Framework.

In adopting this Callander's Reopening Plan, the Municipal Council will delegate to the Community Control Group (CCG) the task of monitoring the federal, provincial and local health unit pandemic status and measures and move forward with the reopening of Callander's parks, facilities, events, and programs in accordance with this plan and the provincial plan while ensuring that appropriate measures are in place to reopen safely.

Reopening may need to be reversed should the Province or Callander determine the need to reapply or tighten certain public health measures in response to a surge in cases or outbreaks. Further Callander's reopening plan may need to change and evolve as new information becomes available. Any major changes to the plan shall be brought to Council for approval.

The CAO or designate shall keep Council apprised via emails and the public via the municipal website, Facebook page, and newsletters as reopening efforts are underway.

Phase 1: Protect and Support

On March 16, 2020, in response to COVID 19, Government advisories were issued to practice physical distancing, self-isolate for 14 days if travelled outside Canada, prohibit gatherings of over 50 people and to make virtual work arrangements where possible. On March 17, the Province declared a state of emergency and ordered the closure of public places and establishments.

The municipality responded by:

- closing playgrounds, play structures, outdoor sports amenities, community centres, public access to municipal offices, facilities (including rentals) and council chambers, and allowed some staff to work from home;
- Municipal Parks and trails remained open for walk through access only;
- cancelling or postponing all municipal events and recreational programs, except for the following:
 - Spring clean up postponed until at least July 2020
 - Swimming lessons in collaboration with the Municipality of East Ferris - July (Instructor and details still to be secured/developed)
 - Fitness classes using Centennial Park equipment - July and August (Instructor and details still to be secured/developed)
 - Cranberry Day -September 26, 2020
 - Halloween - October 31, 2020
 - Callander Lights Up Christmas - December 6, 2020;
- putting systems in place to enable the continued delivery of services, such as enhanced health and safety measures at all workplaces, installing a doorbell and utilizing the lock

box and mailbox at the main office, hosting meetings including council meetings virtually;

- delaying, in accordance with emergency measures, the installation of new playground and sunshade structures at Centennial Park and the start of the King Street rehabilitation project.
- communicating through signage, notices, newsletters, staff/Council meetings, media releases, Facebook and through a COVID 19 page on the municipal website.

Phase 2: Restart and Phase 3: Recover

On May 19, 2020, the province commenced with the first stage of the “Phase 2: Restart” plan. For Municipalities, this meant that the following amenities could reopen:

- outdoor sports facilities and multi-use fields (including baseball diamonds, soccer fields, frisbee golf locations, tennis, platform tennis, table tennis and pickleball courts, basketball courts, BMX parks and Skate pads). Where such amenities are used for activities such as non-team sports, such as walking, running, skateboarding, frisbee, kicking a ball and low contact racquet sports like tennis, badminton, pickleball and ping pong.
- Off-leash dog areas; and
- Outdoor picnic sites, benches and shelters in park and recreational areas.

The province also stated that Municipalities should only open these amenities when it is safe to do so.

Continue with Enhanced Health and Safety Guidelines

The following guidelines apply to all staff and all municipal work locations throughout all 3 stages of Phase 2: Restart Phase and phase 3: Recover, unless specified otherwise in accordance with the “Timing and Additional Guidelines for Reopening” section of this plan.

Cleaning/Sanitizing

- Ensure cleaning, disinfecting and sanitizing products are available at all work locations.
- Ensure soap is provided at all sinks.
- Ensure high touch areas like doors and door handles, countertops, keypads, bathroom and sink fixtures, cabinets, kitchen appliances are sanitized on a regular basis (in accordance with guidelines provided by the CCG) at the main office and Operations yard, and a record is kept of such.
- Encourage employees to practice good hand hygiene, coughing or sneezing into their sleeves and to avoid touching their face.
- As much as possible, assign municipal vehicles to specific staff and sanitize vehicles between change overs.

Physical Distancing

- Working from home is the highest level of controls for limiting the spread, as it eliminates exposure and enables a desirable and safe limit on the number of employees at the workplace, while achieving the same levels of productivity. In fact, recent studies

are showing increased levels of productivity associated with those who work from home.

The Province has recommended that remote work locations should continue through to the end of the Recovery (Phase 3), where feasible. As such, those staff who can work from home will continue to do so throughout all 3 phases of the emergency so that there are no more than 5 staff working from the Main office and only the CBO working from the Satellite office.

- Staff and Council are encouraged to avoid in person meetings and to instead provide services online by telephone, virtual meeting software or other remote means.
- Staff, Council, and visitors are encouraged to maintain a physical distance of 2 meters from others.
- Staff's workstations are to be separated from each other to ensure a 2 meter or greater distance.
- Managers and supervisors are encouraged to stagger lunch and breaks among staff.
- There will be a limit on the number of people in the council chambers at any one time to no more than 5 **7** (*amended June 23, 2020*).
- Services will be offered online wherever possible to avoid face to face interactions.
- Ensure no more than 2 employees travel in a vehicle together and only with both occupants wearing a face mask and the passenger sitting in the back seat furthest from the driver.

Safety

- A face mask and gloves are required for any staff entering a resident's home along with physical distancing.
- All employees and Councillors are required to self monitor and not enter any municipal facility should they experience any COVID 19 like symptoms and if they are already at a municipal facility, then should advise their supervisor or manager and go home and to seek testing.
- Any necessary in person meetings shall take place at the Orton Room. All attendees must be advised of physical distancing requirements. Immediately following such meeting, all touched surfaces must be sanitized.
- All visitors to any municipal facility must be asked if they exhibit symptoms of COVID 19 and will not be allowed to enter if they do.
- All visitors must be advised of physical distancing before entering a municipal facility.
- Employees, Council, and the public will be kept informed with regular updates and information about the COVID 19 Emergency.
- Information will be posted about physical distancing, good hand hygiene and COVID 19 screening.

Timing and Additional Guidelines for Reopening

Municipal Services & Work Locations	Phase 2: Restart				Phase 3: Recover
	Stage 1	Stage 2		Stage 3	
Main Hall	<ul style="list-style-type: none"> • Closed to the Public. • Limit number of staff to 5 by having at least 2 administration staff work from home. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue offering online services. • Order and install barrier at service counter as well as other appropriate devices and procedures to enable pre-screening and to limit the number of visitors at one time - all in order to protect the health and safety of staff and the public while conducting business at the office. 	<ul style="list-style-type: none"> • Closed to the Public. • Limit number of staff to 5 by having at least 2 administration staff work from home. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue offering online services. • 		<ul style="list-style-type: none"> • Open to the public under <i>Enhanced Health and Safety Guidelines</i> including a barrier at the service counter, pre-screening, and limiting the number of visitors at any one time. • Washrooms to remain closed to the public. • Limit number of staff to 5 by having at least 2 administration staff work from home. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue offering online services. 	<ul style="list-style-type: none"> • Open to the public in accordance with provincial health and safety guidelines including a barrier at the service counter. • Allow staff to continue working from home. • Continue offering online services.

Council Chambers	<ul style="list-style-type: none"> • Closed to the Public. • Limit number of staff and councillors to no more than 57 (<i>amended June 23, 2020</i>) • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue live streaming Council meetings. 	<ul style="list-style-type: none"> • Open to the public unless province directs otherwise and in accordance with Provincial health and safety guidelines. • Meetings with members of the public allowed in the Council Chambers. • Consider continuing with live streaming council meetings.
Fire and Emergency Services	<ul style="list-style-type: none"> • Continued response to emergencies with <i>Enhanced Health and Safety Guidelines</i>. 	<ul style="list-style-type: none"> • Continued response to emergencies with Modified Health and Safety Guidelines
Satellite Office	<ul style="list-style-type: none"> • Limit occupancy of the satellite office to the CBO only by having the Planning Administrator and the Events, Marketing, and Community Enhancement Coordinator work from home. • Expand CBO services in accordance with applicable provincial guidelines • Committee of Adjustment, Planning Advisory Committee and Statutory Public meetings to be held via virtual meetings. 	<ul style="list-style-type: none"> • Allow staff to continue working from home. • Full CBO services provided. • In person Committee and public meetings allowed unless province directs otherwise. • Meetings with members of the public allowed at the satellite office.

Operations	<ul style="list-style-type: none"> • Operations continuing under <i>Enhanced Health and Safety Guidelines</i>. • Proceed with King Street project. 	<ul style="list-style-type: none"> • Operations continuing under <i>Enhanced Health and Safety Guidelines</i>. • Proceed with the installation of play structure and sun sails at Centennial Park. 	<ul style="list-style-type: none"> • Operations continuing under <i>Enhanced Health and Safety Guidelines</i>. 	<ul style="list-style-type: none"> • Operations continuing under Modified Health and Safety Guidelines.
Community Centres, Museum, and Library	<ul style="list-style-type: none"> • Community Centres and Museum Closed to the public • Museum organizing archives and offering virtual programming including a "COVID 19 Documenting project" • Library closed to the public in accordance with direction from the Library Board. • Limited library service (curb side pickup) may be offered in accordance with provincial guidelines and at the discretion of the Library Board. 	<ul style="list-style-type: none"> • Slowly reopening Community Centre rentals and sports programs in accordance with limits placed on such uses by the Province. • Museum organizing archives and offering virtual programming including a "COVID 19 Documenting project." 	<ul style="list-style-type: none"> • Continue reopening Community Centre rentals and sports programs in accordance with limits placed on such uses by the Province. • Museum open to no more than 10 visitors at a time. • Post signage at Museum indicating maximum number of people and physical distancing requirements. • Control the number of people in the Museum at any one time through maintaining a locked door and doorbell system and use signage, floor stickers, or arrows to direct the flow of traffic. 	<ul style="list-style-type: none"> • Community Centres, Museum and Library open to the public under modified Health and Safety Guidelines.

Cemetery	<ul style="list-style-type: none"> • Funeral Services limited to immediate family of no more than 10 people and in accordance with provincial guidelines for Cemeteries. • Preplanning services handled over the phone or by appointment only 	<ul style="list-style-type: none"> • Gatherings for funeral services limited as per Provincial Orders and in accordance with provincial guidelines for Cemeteries. • Preplanning services handled over the phone or by appointment only. 	<ul style="list-style-type: none"> • Gatherings for funeral services limited as per Provincial Orders and in accordance with provincial guidelines for Cemeteries. • Preplanning services handled over the phone or by appointment only. 	<ul style="list-style-type: none"> • Gatherings for funeral services limited as per Provincial Orders and in accordance with provincial guidelines for Cemeteries.
Parks, playgrounds, play structures, sports fields, Bill Barber, trails, exercise equipment, splash pad, swim platform, dock, benches, gazebos, boat launch, washrooms and change rooms.	<ul style="list-style-type: none"> • All amenities are closed to public except for parks, open spaces, and trails for walkthrough access only while maintaining physical distancing. • As of May 19th, picnic, sites, benches, shelters, outdoor sports facilities, and multi-use fields are allowed to open (including baseball diamonds, soccer fields, tennis courts, basketball courts, and Skate Board parks) for activities such as non-team sports including walking, running, skateboarding, frisbee, kicking a ball and low contact racquet sports 	<ul style="list-style-type: none"> • Reopen additional amenities in accordance with provincial directives and guidelines. 	<ul style="list-style-type: none"> • Reopen additional amenities in accordance with provincial directives and guidelines. 	<ul style="list-style-type: none"> • Open all remaining amenities in accordance with provincial directives and guidelines.

	like tennis, and pickleball. <ul style="list-style-type: none"> • Post appropriate signage regarding physical distancing and limiting groups/ gatherings to no more than 5 people. 			
Municipal Events/Programs	<ul style="list-style-type: none"> • Canceled or postponed in advance of event according to needed lead time to organize it. 	<ul style="list-style-type: none"> • Consider hosting events/programs when province allows gatherings of the size needed to accommodate the event or program and in accordance with applicable provincial guidelines 	<ul style="list-style-type: none"> • Host events/programs when province allows gatherings of the size needed to accommodate the event or program and in accordance with applicable provincial guidelines. 	
Community Recovery	<ul style="list-style-type: none"> • Monitor and communicate potential grant and new relief programs and opportunities to help local businesses and support the local economy. • If available seek funding to help offset Municipal Costs associated with COVID 19 pandemic. • Utilize technology to move municipal business forward and to provide enhanced customer service to residents. • Promote the recovery of local businesses by hosting a virtual meeting to determine needs and explore opportunities such as shop local, or expanded temporary outdoor patios, bulk purchasing for PPE etc. 			



**COVID-19 Pandemic
Municipal Operations and
Services Recovery Framework**

Purpose

The Municipal Operations and Services Recovery Framework outlines the flexible and adaptable strategies of how the Town of St. Marys will reopen its operations and services safely and affordably for the community. Of paramount importance will be to protect the health, safety, and well being of the Town's employees and the public.

Background/Introduction

On January 30, 2020, the World Health Organization declared the 2019 Novel Coronavirus (COVID-19) a public health emergency of international concern and on March 11, 2020 declared the coronavirus outbreak a global pandemic.

Huron Perth District Health Unit confirmed the first case of COVID-19 in Huron and Perth on March 14, 2020 in the Town of St. Marys. Additional cases are updated on the Huron Perth District Health Unit website.

The Government of Ontario enacts a Declaration of Emergency to Protect the Public on Wednesday, March 17. Following the lead of the Province, the Town of St. Marys made the decision to declare a State of Emergency, effective March 19, 2020 at 9:30 a.m.

On April 27, 2020 the Province of Ontario released its framework for reopening the Province, identifying the three key phases of recovery. On May 14, 2020, the Province announced that it had entered "Phase 2: Restart", Stage 1. As a part of Stage 1, the Premier has begun lifting public health restrictions, meaning that some Town operations and services can begin to open when the Town is ready. Moving forward, each stage of the Province's recovery is forecasted to last 2-4 weeks assuming the pandemic does not worsen.

Overview

This recovery framework lays out the Town's approach to reopening its operations and services as the Province of Ontario moves through its phases of recovery and further eases public health restrictions.

The goals of this framework are:

- To communicate the strategies the Town will use to ensure it can safely deliver its operations and services as the Province works through the three phases of its reopening strategy.
- To communicate the framework the Town will use to determine the costs and capacity requirements of delivering operations and services during the "new normal".

Overall, this framework will produce the information and data that will be required for Council and staff to make service level decisions on whether or not the Town opens its various operations and services as Provincial public health restrictions are lifted.

Key Principles of the Framework

The following key principles will guide the Town's approach to reopening operations and services:

Principle #1 The Town will open up its operations and services on its own timeline, when it is confident that the health, safety, and well being of staff and the public can be maintained.

Principle #2 The Town will open up its operations and services in a scale appropriate and fiscally responsible fashion.

Approach

Recovery planning is a complicated task because there are so many unknown variables. There is no precise information on when provincial orders will be lifted, and no information or indication of what restrictions and/or protocols may exist that may affect how the Town delivers services (i.e. limitations on gathering sizes, disinfection standards, et etc.).

The framework that has been produced for the Town is one that will generate an understanding of: the requirements that will need to be in place to deliver operations and services safely; the lead time needed to implement these requirements; and the cost and staffing capacity that will be required to deliver operations and services during the pandemic.

Overall, the approach is a three-step process which attempts to answer the following key questions:

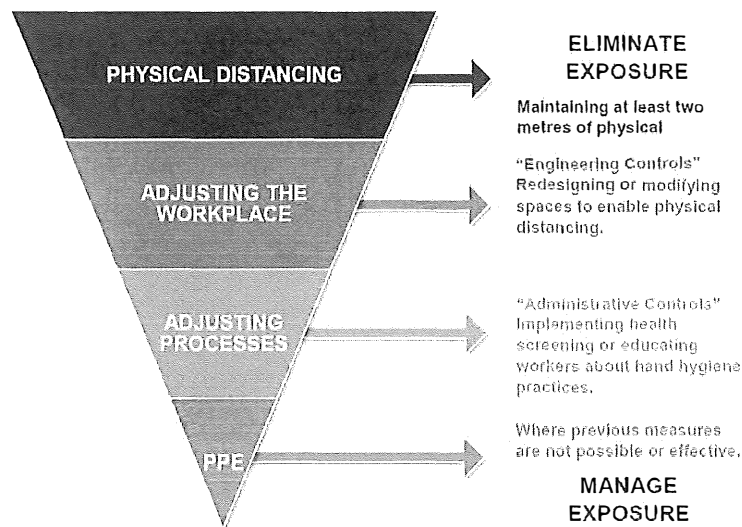
Step 1: Service Inventory

- What services have or may be affected by the pandemic (current state)?

Step 2: Health and Safety Standards Required to Deliver Operations and Services in the Future State?

- How will we deliver this service when orders are lifted (future state):
 - What infection control/sanitization standards need to be in place?
 - Can physical distancing be achieved in service delivery, and how?
 - What PPE requirements need to be in place for staff/the public to deliver the service?
 - What signage needs to be in place at an opened amenity?
- What are the key steps to getting the service operating in the future state?
- What is the total lead time of these key steps?

Represented visually, service delivery in the future state considers the following hierarchy of controls:



Steph 3: Costing of Future State Operations and Services

- How much will it cost to deliver the service in the future state?
 - What are the staffing requirements to meet the standards?
 - What is the cost of: PPE, cleaning products, physical barriers, etc?
 - What is the cost impact if physical distancing requires reduced participation numbers in the program?
 - Can the Town afford this cost to deliver the service, or are service adjustments required?
- ➔ Council decision required because this is a service level question.

This approach has been rendered into a high level decision tree that is attached as Appendix 1 to this framework. The end product of the decision tree is a clearer answer on whether or not an operation or service can be opened up responsibly as public health restrictions are eased. For the decision tree to work, a number of assumptions have to be made to fill in unknown variables and key constraints. These are further discussed below.

Key Constraints & Assumptions in the Approach

To make the reopening framework function, a key action is to eliminate as many of the unknowns that exist by making various assumptions. The key constraints identified, and the assumptions used include:

Standards & Best Practices

Almost no one has delivered municipal programming during a pandemic. This means that the standards and best practices that the Town will have to follow to control the risk mostly don't exist, and have to be created.

The Town's approach is to develop a set of minimum health, safety, and infection control standards for its operations and services for when they are opened. The minimum standard will be based on recommendations, guidance and documents from the following sources:

- Huron Perth Public Health;
- The Ministry of Health and Long Term Care;
- Ontario Health;
- Medical Officers of Health;
- Any other agency recommended by any of the above;
- Existing policies from other municipalities; and
- St. Marys Joint Health and Safety Committee.

Where a standard or best practice does not exist, at this point in time a key assumption that we will make is that the standards and best practices emerging from British Columbia will ultimately serve as the model in Ontario. This assumption comes with an understanding that, when either national or Ontario best practices emerge from the various agencies and associations, the Town will adjust its minimum standards to reflect the recommended approach in Ontario.

Cost

Even if the Town can open up its operations and services safely and responsibly, the cost of opening up safely can quickly become a constraint. In an effort to streamline the reopening process while also containing the overall cost impact of the pandemic, Council has authorized the CAO reopen individual operations and services that will have a total budget impact of no more than +10% of the approved budget allocation (capped at \$10,000), within a total budget cost of \$250,000 for the remainder of 2020. Council approval is required for operations and services where the cost of reopening exceeds these thresholds. Service levels will be re-evaluated during the 2021 budget deliberations

Where reopening operations and services exceed the threshold, a service level decision will be made by Council. In an effort to assist Council in their decision making, staff will present the following at a minimum:

- Total cost to deliver services in the future state
- Options to reduce or recover costs (i.e. reduced operating hours, fee increases, offering through a "use at your own risk" approach, etc.)
- Options for alternate service deliver approaches (i.e. online or virtual services, etc).

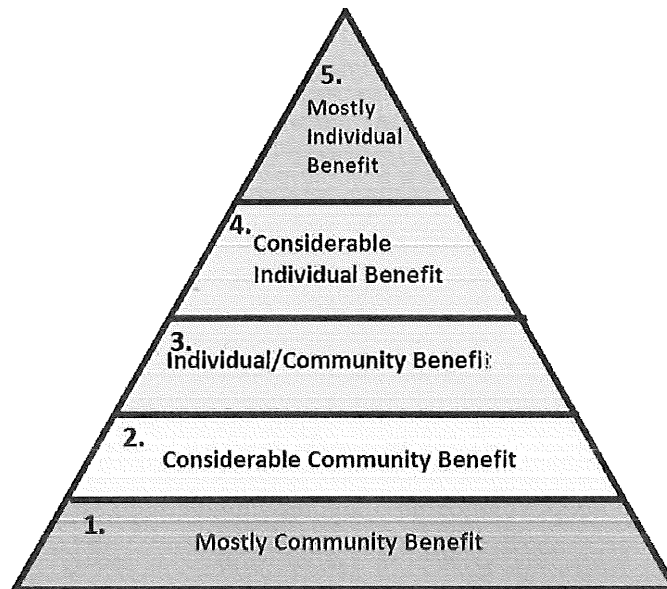
Priorities for Opening Operations and Services

The town does not have infinite resources, and decision may need to be made to open up one aspect of operations/services over another. When making these decisions, operations and services will be opened in the following priority order:

1. **Mandatory Services**—Legislated by other levels of government and/or are governed under a municipal by-law. The service meets a legal or policy mandate.
2. **Traditional Services**—Benefits accrue to the community or general public and are considered a public investment. These services have been offered for a length of time and have become part of the expectations of the citizenry.

3. **Specialized Services**—Benefits accrue to a small group and services are offered to augment traditional services.

Represented visually, operations and services that meet the tests of the lower end of the pyramid will be prioritized and opened over operations and services that only meet the tests of the upper levels of the pyramid:



The Path to Recovery

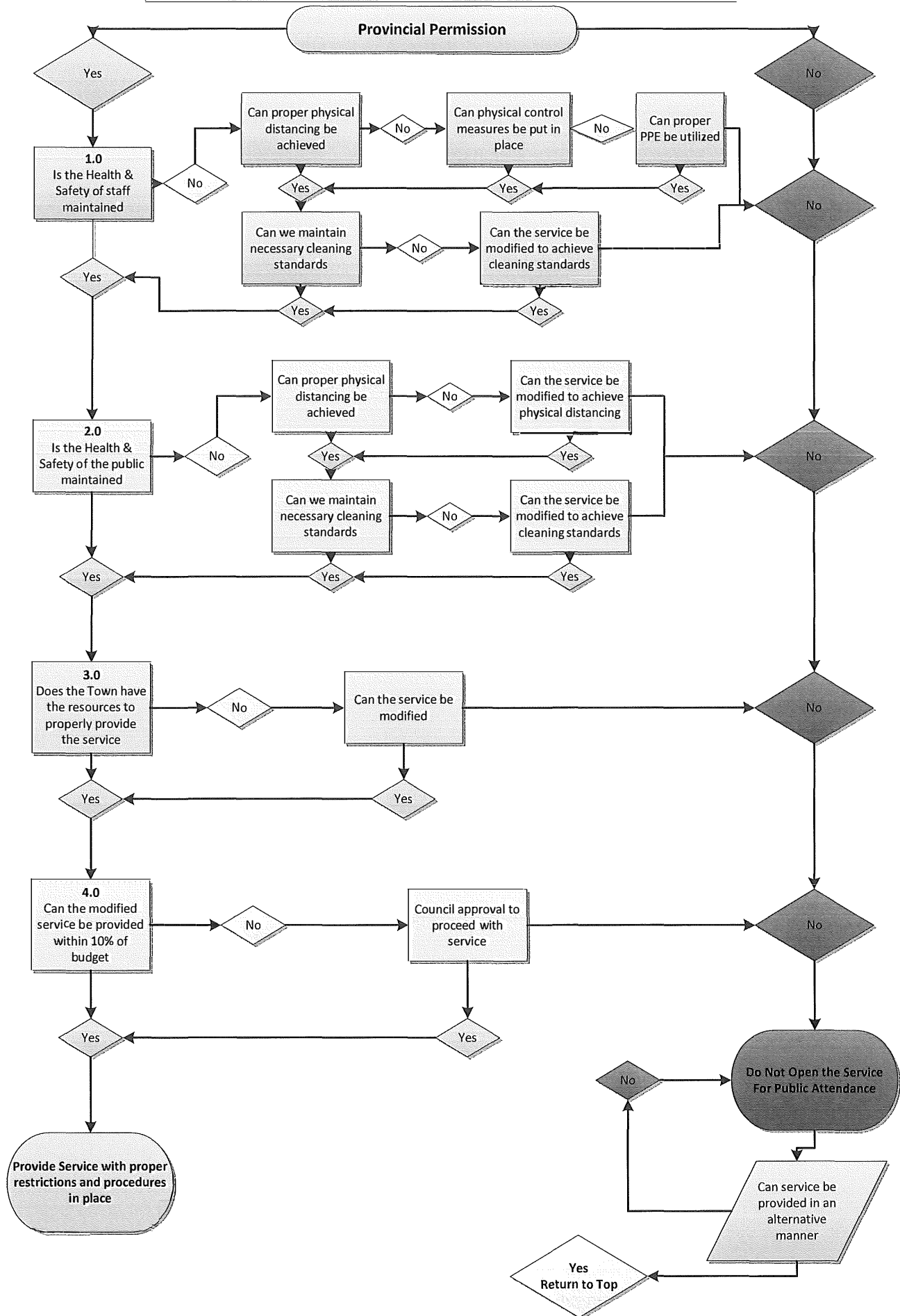
The Town of St. Marys will reopen its operations and services safely and affordably. The number one goal will be to protect the health, safety, and well being of the Town's employees and the public.

The path to recovery depends on the Town and its residents continued efforts in stopping the spread of COVID-19. The Town's operations and services recovery approach will continue to be nimble, and will be adjusted to adapt to changing circumstances as needed.

As the Town begins its path of recovery, it is more important than ever for the Town and its residents to follow public health advice. Everyone will need to take simple yet important steps to reduce exposure and protect each other, such as: staying home when ill, practicing physical distancing, frequent hand washing, and covering a cough or a sneeze. These steps will be critical to ensure operations and services can remain open.

Appendix 1
Municipal Operations and Services Recovery
Decision Making Framework

Town of St. Marys – COVID-19 Re-Opening Decision Matrix



Appendix 2

Municipal Operations and Services Readiness Checklist

Operations and Services Readiness Checklist

The following readiness checklist will be used to compliment the decision making framework presented in Appendix 1 when will evaluating various operational and service offerings to determine the level of readiness to reestablish services.

The following five areas of consideration offer a check-list of considerations:

1. Physical Distancing and Limiting Gatherings

- ☐ Does the space/facility/program allow for physical distancing of the public and employees?
- ☐ Does the space/facility/program allow for controlling maximum gathering requirements?
- ☐ Have you calculated the new capacities for each programmable facility component?
- ☐ Have policies or procedures been developed for the monitoring and educating patrons about physical distancing and gathering requirements?
- ☐ Have employees been trained on proper procedures for monitoring physical distancing?
- ☐ Do you have a communications plan for sharing information on physical distancing, gathering requirements and monitoring procedures?
- ☐ Has signage been posted reminding community members to physically distance, stay home when sick, avoid lingering, and limit gatherings?
- ☐ Do you have a contingency plan in the event that mitigation and gating measures need to be reinforced due to a resurgence in COVID-19 case counts?
- ☐ Have you adjusted our emergency evacuation protocols and mustering arrangements to consider physical distancing (recognizing that physical safety in an emergency is the primary concern)?

2. Cleaning and Disinfection Practices

- ☐ Can the space/facility/program materials be properly cleaned/disinfected regularly?
- ☐ Have maintenance plans/checklists outlining cleaning protocols and frequency been created to prepare employees for implementation?
- ☐ Have you established service levels to maintain the cleaning protocols and frequency your facility has planned?
- ☐ Have you secured cleaning/disinfection supplies and non- medical PPE for employees?
- ☐ Do you have a plan in place for securing additional cleaning/disinfection supplies within the supply chain?
- ☐ Have you trained employees on proper cleaning/disinfection?
- ☐ Do you need to provide hand sanitizer to users?
- ☐ Have you posted information for patrons on your cleaning and disinfection practices (e.g. how often spaces are cleaned?)

- ☐ Have you considered requiring patrons to clean equipment after use? If so, have you provided the required cleaning supplies?

3. Staff Capacity

- ☐ Do you have a staffing plan in place to reopen spaces/facilities/programs?
- ☐ Does your staffing plan include re-orientation of employees who have been off the job for an extended period of time, and overall training of all employees to review all COVID related policies, expectations and opportunities for feedback?
- ☐ Do you need to repurpose employees (e.g. full time to staff seasonal operations; admin shifting to maintenance/sanitization roles, etc.)?
- ☐ Is there a plan in place for protecting vulnerable/high-risk employees?
- ☐ Does the plan include training, supervision and support for any workers expected to monitor compliance with public and/or may encounter disgruntled patrons? Employers should review working alone and harassment policies and procedures.
- ☐ Is there a contingency plan in place in the event of losses in staff capacity?

4. Measures to Protect Employees and the Public

- ☐ Do you have a clearly stated policy that every employee adheres to regarding the absolute need to stay home if sick or experiencing symptoms of COVID-19?
- ☐ Have you identified for your employees when and what PPE is needed?
- ☐ Have you secured a supply chain for the necessary PPE?
- ☐ Have you trained employees on the proper use and disposal of PPE?
- ☐ Is there a clear understanding in place regarding hand washing/sanitizing frequency of employees?
- ☐ Do you have updated emergency contact information for employees?
- ☐ Have you updated your first aid protocols, supplies, and dedicated rooms?
- ☐ Are there any processes required for start-up that might introduce risks? Consider the impact of restarting machinery, tools and equipment, or clearing systems and lines of product that may have been left when your business was closed.

5. Site-Based Questions

- ☐ Based on the specifics of your spaces, facilities and programs, have you created a plan for additional
- ☐ employees and user protective measures that may be required? This may include:
- ☐ Do you need/have updated emergency contact information for patrons?
- ☐ Do you have a plan to offer health screenings for employees? For patrons?

- ☐ Are you able to limit the number of patrons or stagger entry times?
- ☐ Can signage be installed reminding the public to physically distance, limit gatherings, stay home when sick, wear face coverings if necessary, and practice proper personal hygiene per CDC guidance?
- ☐ Will adjustments to equipment or office space be needed to meet physical distancing and/or
- ☐ reduce common touch points?
- ☐ Have you developed a drop-off system for childcare programs?
- ☐ Is there an isolation room on-site in the event someone falls ill during a program?
- ☐ If you are providing food, what policies are in place for food deliveries and distribution?
- ☐ Do you need additional organization vehicles?
- ☐ Will you need to install physical barriers to keep frontline employees safe?
- ☐ Do you have a plan should a case or outbreak occur on your site?

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“That Council hereby authorizes the Clerk-Treasurer to proceed with a DRAFT Covid 19 Pandemic Re-Opening Plan Policy to bring back to the July 28th, 2020 Regular Council Meeting.”

CARRIED _____

DIVISION VOTE

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

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO.

MOVED BY

SECONDED BY

“WHEREAS due to the State of Emergency for the Covid-19 pandemic;

AND WHEREAS the Municipality of Calvin is allowing a temporary exemption to the “Landfill By-Law” 2019-021, Sections 8 and 9 during said State of Emergency which allows for some divertible materials to be included with garbage during the State of Emergency only;

THEREFORE BE IT RESOLVED THAT Council hereby authorizes that the fees for “Mixed Load (Divertible materials)” and ” Mixed Bags of Recyclables and Garbage” ONLY, that were to be implemented on July 1, 2020, be waived until such time as the exemption has been removed by resolution.”

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 Maxwell</u>	<u></u>	<u></u>
<u>Coun Olmstead</u>	<u></u>	<u></u>
<u>Coun Grant</u>	<u></u>	<u></u>
<u>Mayor Pennell</u>	<u></u>	<u></u>

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE July 14, 2020

NO. _____

MOVED BY _____

SECONDED BY _____

“WHEREAS Councillor Dan Maxwell will be stepping down from Ad Hoc Public Swimming Access to the Amable Du Fond River Committee;

THEREFORE Council hereby appoints _____ as his replacement on the Ad Hoc Public Swimming Access to the Amable Du Fond River Committee, who will hold this appointment from this date forward or until a replacement has been appointed should any appointee be unable to fulfill this appointment, until recommendations on the plan for the Public Swimming Access to the Amable Du Fond River have been presented to Council and finally adopted by By-law, and sixty (60) days after such plan has been adopted by By-law the Ad Hoc Public Swimming Access to the Amable Du Fond River Committee will automatically be dissolved; and,

FURTHER that the first meeting of the Ad Hoc Committee will be held once the Province of Ontario Emergency Order restrictions have been lifted and the Municipality of Calvin has the appropriate policies and procedures in place to help protect the Members of the Ad Hoc Committee from the spread of Covid 19.”

CARRIED _____

DIVISION VOTE

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

Cindy Pigeau

From: daniel maxwell <dnlmxwll@gmail.com>
Sent: Wednesday, July 8, 2020 10:26 AM
To: Cindy Pigeau
Cc: Ian Pennell; Councillorcross1@gmail.com; Dean Grant; Heather Omstead
Subject: Re: Ad Hoc Committee

Good morning Cindy,

Further to our telephone conversation, I would like to officially have my name removed from the proposed committee looking into the development of the township waterfront property on the Amable de Fond river at the Whalley bridge. Hopefully another councillor will be interested in filling the position.

Thanks,
Dan

Sent from my iPad

> On Jul 8, 2020, at 9:10 AM, Cindy Pigeau <clerk@calvintownship.ca> wrote:
>
> Good Morning Councillor Maxwell,
>
> Just a quick reminder that if you would like to step down from the Ad Hoc Committee for the public swimming access to the Amable Du Fond River as per our conversation of June 30th, please send an email confirmation indicating as such, to the Clerk-Treasurer by noon tomorrow.
>
> Thank you.
>
> Sincerely,
> Cindy Pigeau
> Clerk-Treasurer; Corporation of the Municipality of Calvin
> 1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
> Ph: 705-744-2700 Ext. 201 | Fax: 705-744-0309
> clerk@calvintownship.ca<mailto:clerk@calvintownship.ca>
> P Please consider the environment before printing this e-mail.
> DISCLAIMER: This e-mail and any attachments may contain personal information or information that is otherwise confidential. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Municipality of Calvin accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply and delete or destroy any copies of it. The transmission of e-mails between an employee or agent of the Municipality of Calvin and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Municipality of Calvin.
>
> <winmail.dat>

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO.

MOVED BY

SECONDED BY

“That Council hereby approves the installation of signage indicating that the municipal grounds are monitored using camera security systems and gratefully accepts the generous donation from Sandy Cross of three signs indicating as such.”

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 Maxwell</u>	<u></u>	<u></u>
<u>Coun Olmstead</u>	<u></u>	<u></u>
<u>Coun Grant</u>	<u></u>	<u></u>
<u>Mayor Pennell</u>	<u></u>	<u></u>

From: Sandy Cross
To: Cindy Pigeau
Subject: Security signs
Date: Thursday, June 18, 2020 2:12:21 PM

Could I have put on the agenda to consider putting up some security signage and the donation of three security signs

Thank you

Councillor Ctoss

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: July 14, 2020 NO. _____

MOVED BY _____

SECONDED BY _____

“THAT Council hereby authorizes the Clerk-Treasurer to proceed with an amendment to the By-Law No. 2015-015 – Off Road Vehicles to include the expanded definition of Off Road Vehicles in the By-Law;

AND FURTHER that Council requests that the amendment to this By-Law be presented to Council for approval at the next regular Council meeting on July 28th.”

CARRIED _____

DIVISION VOTE

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

Cindy Pigeau

Subject: FW: Ontario Off Road Vehicle Act - Updated

From: Ian Pennell [mailto:pennelli@ontera.net]
Sent: Tuesday, July 7, 2020 3:37 AM
To: Cindy Pigeau <clerk@calvintownship.ca>
Subject: Fwd: Ontario Off Road Vehicle Act - Updated

Hello:

Not sure if you remember Jeff. He is asking that we put this on our agenda for discussion and possible addition to our current by-law.

Thanks
Ian

From: J McGirr <jmcgirr@live.ca>
To: Randy McLaren <rcmclaren@sympatico.ca>, Backer, Dean <backerdean@hotmail.com>, Mayor Bob Corriv
Subject: Ontario Off Road Vehicle Act - Updated

Date: Mon, 6 Jul 2020 20:45:19 +0000

Hi Gentlemen

I trust you all are well and are enjoying the heat, I'm sure a few of you are busy with family or hay activities right now.

As you may be aware with your involvement in VMUTS and the municipal news stream the Ontario Government as of July 1st 2020 recently expanded the off-road vehicle act's definitions to include Off-Road Motorcycle and Extreme Terrain Vehicles (Argo.. ATV with 6 Wheels) within the off-road vehicle act, this allows your municipality to permit these vehicles just like ATV's and SXS's on your municipal roads, back in 2015 your group was the 1st "region" in Ontario to permit SXS and two up riding of ATV's on your municipal roads!

Randy et al, this is Bonfield's by-law, back in 2015 i had constructed draft by-laws for each municipality, from my review of the legislation updating your by-law is as simple as updating / adding the expanded "definitions" that are now contained in the act. <https://bonfieldtownship.com/wp-content/uploads/2017/08/2015-18-Off-Road-Vehicles.pdf>

Township of Bonfield

By-Law 2015-18 2.0 General Provisions 2.1 That the operation of off-road vehicles, meaning, an all-terrain vehicle, a multi- purpose off—highway utility vehicle or a recreational off-highway vehicle shall be

bonfieldtownship.com

If you could kindly have this added to your municipal agendas for updating it would be appreciated. I believe being leaders on this front is a strong resident attractant, the great trails and riding opportunities is one of the reason's I've stayed living in this region.

Updated Act.

<https://www.ontario.ca/laws/regulation/030316#BK1>

PART I DEFINITIONS

Definitions

1. In this Regulation,

“all-terrain vehicle” means an off-road vehicle that,

- (a) has four wheels, the tires of which are all in contact with the ground,
- (b) has steering handlebars,
- (c) has a seat that is designed to be straddled by the driver, and
- (d) is designed to carry,
 - (i) a driver only and no passengers, or
 - (ii) a driver and only one passenger, if the vehicle,
- (A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
- (B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver;

“extreme terrain vehicle” means an off-road vehicle that,

- (a) has six or eight wheels, the tires of which are all in contact with the ground,
- (b) has no tracks that are in contact with the ground,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms;

“multi-purpose off-highway utility vehicle” means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and

(d) has a minimum cargo capacity of 159 kilograms;

“off-road motorcycle” means an off-road vehicle, designed primarily for recreational use, that,

(a) has steering handlebars,

(b) has two wheels, the tires of which are all in contact with the ground,

(c) has a minimum wheel rim diameter of 250 millimetres,

(d) has a minimum wheelbase of 1,016 millimetres,

(e) has a seat that is designed to be straddled by the driver,

(f) is designed to carry a driver only and no passengers, and

(g) does not have a sidecar;

“off-road vehicle” has the same meaning as in the *Off-Road Vehicles Act*;

“recreational off-highway vehicle” means an off-road vehicle that,

(a) has four or more wheels, the tires of which are all in contact with the ground,

(b) has a steering wheel for steering control,

(c) has seats that are not designed to be straddled, and

(d) has an engine displacement equal to or less than 1,000 cubic centimetres;

“seat belt assembly” means a device or assembly composed of a strap or straps, webbing or similar material that restrains the movement of a person in order to prevent or mitigate injury to the person. O. Reg. 316/03, s. 1; O. Reg. 135/15, s. 1; O. Reg. 315/20, s. 1.

Sent from Outlook

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2015-015

**BEING A BY-LAW TO PERMIT THE OPERATION OF OFF-ROAD VEHICLES
ON ANY HIGHWAY WITHIN THE MUNICIPALITY THAT IS
UNDER THE JURISDICTION OF THE MUNICIPALITY**

WHEREAS the Highway Traffic Act R.S.O., 1990, Section 191.8, subsections (3) and (4), Chapter H.8, as amended, provides that the council of a municipality may pass by-laws permitting the operation of off-road vehicles; prescribing a lower rate of speed for off-road vehicles than that prescribed by regulation; and regulating the times of operation of off-road vehicles, on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it desirable to enact such a By-law;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin **ENACTS AS FOLLOWS:**

1.0 Definitions

- 1.1 **“all-terrain” vehicle** means an off-road vehicle that,
- a) has four wheels, the tires of which are all in contact with the ground,
 - b) has steering handlebars,
 - c) has a seat that is designed to be straddled by the driver, and
 - d) is designed to carry,
 - i) a driver only and no passengers, or
 - ii) a driver and only one passenger, if the vehicle,
- A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
- B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver
- 1.2 **“multi-purpose off-highway utility vehicle”** means and off-road vehicle that’
- a) has four or more wheels, the tires of which are all in contact with the ground,
 - b) has a steering wheel for steering control,
 - c) has seats that are not designed to be straddled, and
 - d) has a minimum cargo capacity of 159 kilograms

- 1.3 “off road-vehicle” has the same meaning as in the *Off-Road Vehicle Act*, O. Reg. 316/03, s.1
- 1.4 “recreational off-highway vehicle” means an off-road vehicle that,
- a) has four or more wheels, the tires of which are all in contact with the ground,
 - b) has a steering wheel for steering control,
 - c) has seats that are not designed to be straddled, and
 - d) has an engine displacement equal to or less than 1,000 cubic centimetres
- 1.5 “seat belt assembly” means a device or assembly composed of a strap or straps, webbing or similar material that restrains the movement of a person in order to prevent or mitigate injury
- 1.6 And all definitions in accordance with the Ontario Regulation 316/03, Operation of Off-Road Vehicles on Highways, PART 1 Definitions.

2.0 General Provisions

- 2.1 That the operation of off-road vehicles, meaning , an all-terrain vehicle, a multi-purpose off-highway utility vehicle or a recreational off-highway vehicle shall be permitted on any highway within the Municipality of Calvin under the jurisdiction of the Municipality of Calvin in accordance with O. Reg. 316/13 of the Highway Traffic Act and any amendments thereto.

3.0 Repeals

- 3.1 That By-Law No. 2003-026 is hereby repealed as of July 1, 2015.

4.0 Penalties

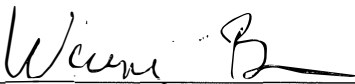
- 4.1 The penalties provided under the Highway Traffic Act shall apply to offenses with respect to this By-Law.

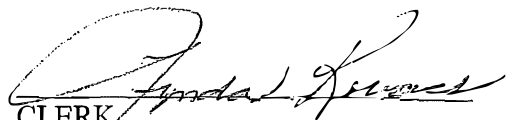
5.0 Full Force and Effect

- 5.1 This By-law shall come into force and take effect as of July 1, 2015 in accordance with the Highway Traffic Act R.S.O., 1990, Section 191.8, Subsection (3), Chapter H.8, as amended

READ A 1st, 2nd TIME BEFORE AN OPEN COUNCIL THIS 23rd DAY OF JUNE 2015.

READ A 3rd TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS 23 DAY OF June, 2015


MAYOR


CLERK



Sustainable IT Procurement Project

An Assessment and Planning Project for Municipalities & Post-Secondary Education

Project Overview

Green Economy Canada is collaborating with **HP Canada** and **Green Economy North** to support their members with sustainable procurement practices, particularly in the broader public sector. We are creating a practical, easy-to-use self-assessment tool to identify and improve sustainable procurement practices focused on Information Technology (IT).

The project will simplify the process of assessing and setting a path towards sustainable procurement. Through Green Economy Hubs, 10 organizations from the post-secondary education and municipal government sectors will have the opportunity to participate.

What is Sustainable Procurement?

Sustainable procurement integrates meaningful environmental and social sustainability criteria into purchasing decision processes for services and goods. As a core operating principle, sustainable procurement which considers the total life cycle of a service or product and its potential for circular use can drive sustainability impact across the organization. Using purchasing power to buy sustainably not only leads to financial savings, but also reduces risk, strengthens reputation, engages employees, drives innovation, and aligns strategic corporate goals.

Key Project Benefits

Understand Your Sustainable Procurement Opportunities

Participants will receive an easy-to-use assessment tool to evaluate current sustainable IT procurement practices. The tool can either be self-administered or completed with Hub support. While this project focuses on IT procurement (ex. printers and PCs), our goal is to broaden the tool so that it can be applied to other areas of procurement for future use.

Access Capacity Building Workshops

Introductory Webinar (summer 2020) to explore the core concepts of sustainable procurement and get started:

- circular economy
- ecolabels
- total cost of ownership (TCO)
- self-assessment tool explanation

Procurement Workshop (fall 2020) to analyze your self-assessment results and identify potential next steps:

- discuss process learnings
- identify areas for improvement
- develop customized action plans

Gain Recognition & Showcase Your Leadership

Contribute to the development of a tool and best practices for advancing sustainable procurement in post-secondary education and municipalities. Receive national recognition for your participation via case studies and a white paper that will be produced as a result of this project to share findings and inspire other organizations to consider sustainable procurement.

Become a Participating Organization:

10 members of the Green Economy Canada network in the post-secondary education or municipal sector will have the opportunity to participate through the invitation of their Green Economy Hub.

Participation will involve the following tasks from Late Spring 2020 through to Spring 2021

PHASE ONE: Sustainable Procurement Self-Assessment (May 2020 - September 2020)

2-4 hour time commitment

- Primary contacts collaborate with the procurement office to participate
- Attend 1-hour webinar (summer)
- Complete the IT procurement self-assessment
- Provide results and feedback on the self-assessment tool

PHASE TWO: Sustainable Procurement Action Plan (September 2020 - March 2021)

8-10 hour time commitment

- Attend 2-hour workshop (expected to be online)
- Work with Hub to develop an initial sustainable procurement action plan
- Provide feedback on the process, including results and any key insights to identify opportunities and barriers for implementation

Get Involved:

Contact your Green Economy Hub Program Manager to sign up.

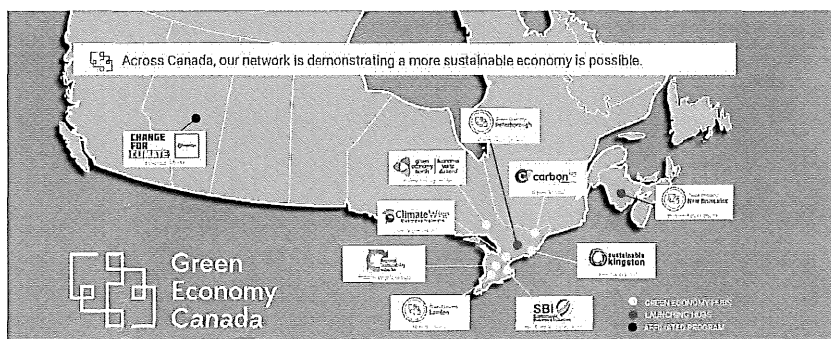
Simon Blakeley
Program Manager, Green Economy North
Simon.Blakeley@rethinkgreen.ca (705) 674-1685 x100



About the Project Team:

- **Project Manager:** Marin Davidson, University of Toronto
- **HP Canada:** Frances Edmonds, Stephane Paquin
- **Green Economy Canada:** Richard Eberhardt & Tyler Plante
- **Green Economy North:** Simon Blakely
- **Volunteer Advisors:** Emma Murphy, Maxime Vanasse

Green Economy Canada is a national not-for-profit organization dedicated to accelerating Canada's transition to a vibrant and sustainable low-carbon economy. This growing network consists of seven Green Economy Hubs and over 300 businesses who are taking action on climate change, building sustainability into their operations, and creating a better future for generations to come.





Tribunals Ontario
Tribunaux décisionnels Ontario

June 22, 2020

TO: Assessment Review Board Stakeholders

FROM: Mira Gamsa, Director of Operations, Tribunals Ontario

RE: **Assessment Review Board Fee Increases on July 1, 2020**

Tribunals Ontario is increasing applications fees by six per cent for the Assessment Review Board (ARB), the Landlord and Tenant Board (LTB) and the Licence Appeal Tribunal (LAT).

The increase in fees is necessary to fulfil Tribunals Ontario's commitment to offset the cost of providing fair, impartial, and high-quality adjudication to Ontarians who have disputes. The fees are still structured so that services are reasonable and accessible.

Effective July 1, 2020, the ARB residential fee is increasing from \$125.00 to \$132.50 per appeal, regardless of taxation year, and the non-residential fee is increasing from \$300.00 to \$318.00 per appeal, regardless of taxation year.

If you have any questions about the new fees, please contact the ARB at ARB.Registrar@ontario.ca.

Thank you,

Mira Gamsa
Director of Operations
Tribunals Ontario



CORPORATION OF THE TOWN OF RENFREW

RESOLUTION NO. 2020 - 06 - 44

Moved By: Reeve Emon
Seconded By: Councillor Jamieson

WHEREAS the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

AND WHEREAS the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in the *Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

AND WHEREAS both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- CARRIED -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23rd day of June 2020.

DATED at Renfrew, Ontario
this 24th day of June 2020.

Jennifer Charkavi

Jennifer Charkavi



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

June 29, 2020

The Honourable Doug Ford (premier@ontario.ca)
Premier of Ontario
Legislative Building, Queen's Park
Toronto, Ontario M7A 1A1

-and to-

The Honourable Rod Phillips (rod.phillips@pc.ola.org)
Minister of Finance
Frost Building South; 7th Floor
7 Queen's Park Crescent
Toronto, Ontario M7A 1Y7

Dear Premier Ford and Minister Phillips:

RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio

At its Regular Meeting of June 22, 2020, Kingsville Council resolved the following:

391-2020

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for "residential-above-commercial" developments, especially in downtown and Main Street corridors;

And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville's newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

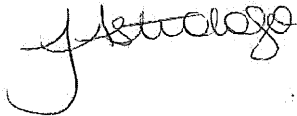
Now Therefore Be It Resolved That the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio;

And Finally, That this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

CARRIED

Thank you for your consideration.

Sincerely,



Jennifer Astrologo, Director of Corporate Services/Clerk
Corporate Services Department
jastrologo@kingsville.ca

/sjk

CC: Taras Natyshak, MPP (tnatyshak-gp@ndp.on.ca)

CC: All Ontario Municipalities



July 7, 2020

RE: TAPMO Executive Meeting Minutes dated May 28, 2020.

Please be advised that Township of Puslinch Council, at its meeting held on June 17, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-166: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That the Intergovernmental Affairs correspondence item 4 listed for JUNE 17, 2020 Council meeting be received; and

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands;

WHEREAS the Council of Puslinch supports a fair and equitable assessment system for all aggregate resource properties;

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Sand, Stone and Gravel Association, revised criteria for assessing aggregate resource properties;

AND WHEREAS the Council of Puslinch has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED:

(a) That the Council of Puslinch does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and

(b) The Council of Puslinch believes there is a need to review the current



assessment scheme for aggregate resource properties to address the inequity of property values;

(c) The Council of Puslinch hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and

(d) The Council of Puslinch directs the Clerk to provide a copy of this motion to the Minister of Finance, Minister of Municipal Affairs and Housing, Minister of Natural Resources and Forestry, AMO, ROMA, and all Ontario municipalities and {the local MPP(s)}

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Deputy Clerk

**Ministry of Government and
Consumer Services**

ServiceOntario

Regulatory Services Branch

20 Dundas Street West, 4th Floor
Toronto ON M5G 2C2

**Ministère des Services gouvernementaux et
des Services aux consommateurs**

ServiceOntario

Direction de la réglementation

20, rue Dundas Ouest, 4^e étage
Toronto ON M5G 2C2



Email to all Municipalities of Ontario

Date: July 6, 2020

To: All Municipalities of Ontario

From: Jeffrey W. Lem, Director of Titles for the Province of Ontario

Subject: Moving Towards a More digital-focused Service Model for Land
Registration Services

I am pleased to share information about how ServiceOntario's land registration services will be delivered effective October 13, 2020, in keeping with our government's approach to move towards digital online services for Ontarians. Effective October 13, 2020, the Ontario government will be discontinuing land registration counter services currently delivered at all 54 Land Registry Offices (LROs).

Land registration is a segment of government services where many of our customers have already adopted the digital channel as its preference. Our data shows that 99% of land registration documents are registered online, 87% of searches are conducted online and 98% of surveyors submit plans for pre-approval via email. Ontario's land registration system was established in 1795 and has undergone several transformations in its 225 years of existence.

Moving toward a more digital-focused service model is part of the evolution of this sector, which is timely and will benefit all customers. For most services, it will no longer be necessary to visit a local LRO. In some cases, where customers need hard copies, ServiceOntario will have processes in place until longer term solutions are developed. Our goal is to ensure that we maintain a modern and efficient organization, focused on the needs and expectations of our staff and customers, while ensuring the integrity of the land registration system.

For many Municipalities this will be a seamless change, as Teraview is already being used to both file documents and search title. For those Municipalities that file

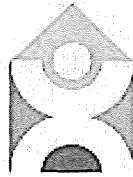
documents in paper, both Teraview and OnLand will be improved to accept digital versions of paper documents.

Please feel free to contact me at director_of_titles@ontario.ca should you have any questions regarding this communication.

Sincerely,

A handwritten signature in black ink, reading "Jeffrey W. Lem". The signature is written in a cursive style with a large, stylized 'J' and 'L'.

Jeffrey W. Lem
Director of Titles for the Province of Ontario



Expression of Interest # 2020-09

Affordable Housing Concepts and Potential Development Opportunities

Date issued: July 7, 2020

Closing Date and Time: September 30, 2020 @ 1:00 p.m. EST

Definitions

Closing Date: shall mean the date and time as set out in section 3.1 Proposal Submission and Closing Date.

Committee: means relevant staff representation of the DNSSAB/NDHC and such other persons as may be selected by the DNSSAB/NDHC to evaluate the Proposals.

DNSSAB: shall mean The District of Nipissing Social Services Administration Board.

DNSSAB Board: means the 12-member Board of the DNSSAB. The Board consists of 11 elected officials who represent various municipalities throughout the District of Nipissing and one representative who represents the district's two unincorporated areas.

May/Should: used in this Expression of Interest (EOI) denote permissive (not mandatory).

Ministry: means the applicable Ontario Ministry.

Must/Shall/Will: used in the EOI denote imperative (mandatory), meaning proposals not satisfying imperative (mandatory) requirements will be deemed to be non-compliant and will not be considered for contract award.

NDHC: shall mean The Nipissing District Housing Corporation.

NDHC Board: means the board of the NDHC who represents various municipalities throughout the District of Nipissing and two unincorporated areas.

Proponent: shall mean a legal entity, being a person, partnership, firm, or corporation that submits a proposal in response to a formal EOI.

Submission: shall mean the response to this Expression of Interest in its entirety, inclusive of all schedules and any Addenda that may be issued by the DNSSAB/NDHC Boards.

Site Authority: shall mean the DNSSAB/NDHC designate specified with authority pertaining to the provision of Services.

1.0 Purpose and Goal

The District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) are seeking expressions of interest regarding concepts and potential affordable housing development opportunities to increase the housing stock for low-income individuals and families within the Nipissing District.

2.0 Background

DNSSAB/NDHC is responsible for the administration and funding of an array of housing programs that assist with the current and future housing needs of residents in the Nipissing District. Of note, this includes providing supports to local Non-Profit Housing Providers, Housing Corporation,

private landlords, and affordable housing proponents who operate rent-geared-to-income (RGI) and affordable housing units. NDHC is the largest Non-Profit housing provider in the district of Nipissing who provides and manages rent-geared-to-income and market rent housing units for singles, families, and senior citizens, as well as commercial units.

In 2019, the District of Nipissing Social Services Administration Board completed a review of its 10-year Housing and Homelessness Plan. The plan's review involved consultation with stakeholders and community organizations that provide or are interested in housing and homelessness. The plan revealed gaps and needs across the housing continuum, including an increase in accessible and affordable housing.

Affordable Housing is defined as having rents for the project that are at or below 80% of CMHC Average Market Rent (AMR) at the time of occupancy. Affordable rent is determined by the actual rents paid by tenants excluding any rent supplements provided by the Service Manager. The current AMR values for the Nipissing District can be found below.

Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
AMR	80%	AMR	80%	AMR	80%	AMR	80%
\$631	\$505	\$791	\$633	\$970	\$776	\$1,121	\$897

Furthermore, there is currently a shortfall of approximately 250 rent-geared-to-income (RGI) units in the district. RGI is defined as financial assistance provided to eligible households to reduce the amount the household pays to occupy a social housing unit. RGI assistance in Ontario is currently based on 30% of a household's gross monthly income, or a rent scale if the household is receiving social assistance.

3.0 Instruction to Proponents

3.1 EOI Submission and Closing Date

Each Proponent shall submit one (1) electronic copy of their Submission by email to the following contact:

Dee Johnson
Interim Contract / Purchasing Specialist
District of Nipissing Social Services Administration Board
dee.johnson@dnssab.ca

The email should be clearly marked "EOI 2020-09" and include the Proponent's name and return address.

The EOI submission shall be received on/or before **1:00 p.m. on Wednesday, September 30, 2020.**

The Proponent shall assume full responsibility for the delivery of the completed EOI Submission. DNSSAB/NDHC accepts no responsibility for any loss or delay with respect to EOI Submission's that are delivered to any email other than that specified.

3.2 Enquiries/Addenda

Questions shall be submitted in writing to the Contract/Purchasing Specialist no later than 5 calendar days prior to the Closing Date.

The Contract/Purchasing Specialist at his/her discretion or in consultation with DNSSAB/NDHC shall determine whether the query requires a response, and such responses will be made available to all registered Proponents by answers provided by email and/or issue of addenda – both of which will become part of the EOI.

No oral conversation will affect or modify the terms of this EOI or may be relied upon by the Proponent.

3.3 Influence

No person, partnership, firm, company, corporation, or organization shall attempt in any way, directly or indirectly either in private or in public, to influence DNSSAB/NDHC's consideration of the expressions of interest provided. Political or other letters of reference will not be accepted or considered as part of the review process.

The EOI Submission of any person, company, corporation, or organization that does attempt to influence the outcome of any DNSSAB/NDHC purchasing process will not be considered.

3.4 No Collusion

No Proponent may discuss or communicate about, directly or indirectly, the preparation or content of its EOI Submission with any other Proponent or the agent or representative of any other Proponent or prospective Proponent. If DNSSAB/NDHC discovers there has been a breach at any time, DNSSAB/NDHC reserves the right to not consider the submitted information.

3.5 Conflict of Interest

In its Submission, the Proponent must disclose to DNSSAB/NDHC any potential conflict of interest that might compromise the performance of the Services. If such conflict of interest does exist, the DNSSAB/NDHC may, at its sole discretion, refuse to consider the Submission.

The Proponent must also disclose whether it is aware of any DNSSAB/NDHC employee, or member of the DNSSAB/NDHC Board having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises, DNSSAB/NDHC may, at its discretion, refuse to consider the Submission.

3.6 Ownership and Disclosure of Proposal Documentation

The documentation comprising any Submission submitted in response to the Expression of Interest, along with all correspondence, documentation, and information provided to the DNSSAB/NDHC by any Proponent in connection with or arising out of this EOI, once received by DNSSAB/NDHC:

3.6.1 shall become the property of DNSSAB/NDHC

3.6.2 shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"), and may be released, pursuant to that Act.

Because of MFIPPA, prospective Proponents are advised to identify in their Submission materials any scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury.

Submissions will be made available to members of the DNSSAB/NDHC Board provided that their requests have been made in accordance with the DNSSAB/NDHC's procedure and may be released to members of the public pursuant to MFIPPA.

3.7 Omission

The DNSSAB/NDHC reserves the right in its sole discretion to accept or reject all or part of any Submission which is non-compliant with the requirements of this request.

3.8 Cost of Submission

Preparation of the Submission to this Expression of Interest is voluntary and any costs associated with the Submission preparation, meetings, negotiations, or discussions with the DNSSAB/NDHC are solely that of the Proponent.

3.9 No Claim

The DNSSAB/NDHC will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing a Submission, or participating in negotiations for a contract, or other activity related to or arising out of this Expression of Interest. By providing a Submission, each Proponent shall be deemed to have agreed that it has no claim.

3.10 No Binding Contract

The DNSSAB/NDHC may, after reviewing the Submissions received, enter into discussions with one or more of the Proponents, without such discussion in any way creating a binding contract. This Expression of Interest, or the Submission, does not create a legal binding agreement.

3.11 Discussions

The DNSSAB/NDHC shall have the right to discuss such matters as it chooses with any Proponent without obligation to communicate with other Proponents. The DNSSAB/NDHC shall incur no liability to any other Proponent as a result of such a discussion.

3.12 Clarifications

As part of the review process, the DNSSAB/NDHC may make requests for further information with respect to the content of any Submission in order to clarify the understanding of the Proponent's response. The DNSSAB/NDHC may request this further information from one or more Proponents and not from others.

3.13 Ownership and Confidentiality of DNSSAB/NDHC Provided Data

All correspondence, documentation, and information provided by DNSSAB/NDHC staff to any Proponent or prospective Proponent in connection with, or arising out of this Expression of Interest, the Services or the acceptance of any Submission:

- 3.13.1 and shall remain the property of the DNSSAB/NDHC;
- 3.13.2 must be treated by Proponents and prospective Proponents as confidential;
- 3.13.3 must not be used for any purpose other than for replying to this Expression of Interest.

3.14 Publicity

The Proponent and its affiliates, associates, third-party service providers, and sub-contractors shall not release for publication any information in connection with this Expression of Interest without prior written permission of the DNSSAB/NDHC.

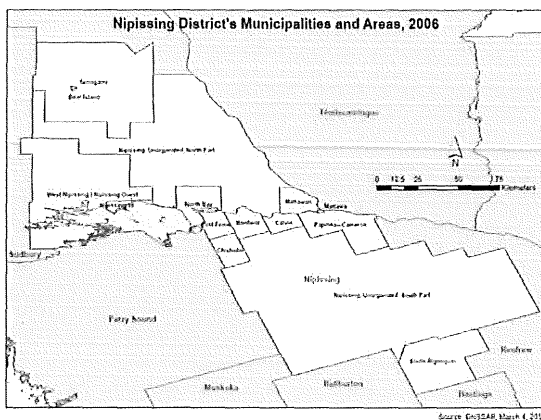
3.15 Expression of Interest Cancellation

DNSSAB/NDHC reserves the right to alter or cancel this Expression of Interest at any time and for any reason determined by the DNSSAB/NDHC.

4.0 Organization Background

The District of Nipissing Social Services Administration Board administers housing and support services on behalf of municipalities and unincorporated territories within the District of Nipissing (shown in Figure 1). The District of Nipissing is approximately 17,000 square kilometers and is comprised of approximately 87,000 residents.

Figure 1 – Map of the District of Nipissing



5.0 Eligibility

Eligible submissions must meet the following requirements:

- Result in a plan for increasing affordable rental units that would rent at or below 80% of the Average Market Rent for the Nipissing District.
- Proposed plans may be achieved through new construction or renovations.
- Conform to current design and building standards established in the Building and Fire Codes.
- Located within the boundaries of the Nipissing District.
- Provide tenancy to tenants from the Housing Access Nipissing – Centralized Waiting List for social and market housing and increase the number of social housing/affordable units in the District.

Ineligible projects include the following:

- residential care facilities
- nursing and retirement homes

6.0 Expression of Interest Requirements

DNSSAB/NDHC is seeking innovative conceptual submissions to construct housing units with the options of either internal operations or in partnership with a service provider.

The DNSSAB/NDHC seeks Proponents to provide the following:

- 6.1 Information on Proponent** – Relevant experience and qualifications of key personnel and funders including names, professional qualifications, years of experience, location, and list of similar projects undertaken by the Proponent.
- 6.2 Conceptual Development Plans** – Outline high-level project development stages (may include architectural drawings if available).
- 6.3 Target Group** – Identify the client group to be served.
- 6.4 Potential Site Selection Consideration** – Identify suitable land available for potential development and the geographical area to be served. Discuss zoning restrictions, if any. If a specific site has yet to be identified, comment on the availability of suitable land in the area. Please note that the DNSSAB/NDHC and partner municipalities own a number of properties throughout the district, some of which are vacant and may be suitable for development.
- 6.5 Concept Proposal** – Identify the potential type of housing to be built/acquired that is most suitable for the target group's needs. Identify the total number of units and unit sizes to be developed.
- 6.6 Estimated Cost and Funding Relationships** - Estimate the total capital cost and operating cost and funding relationships with DNSSAB and/or other partners,
- 6.7 Additional Cost-Effectiveness Considerations** – Comment on potential ways to control or reduce DNSSAB contribution including municipal contributions already secured or required to make the project viable.
- 6.8 Potential Development Schedule** – Outline potential development schedule including construction start date, time to complete, and occupancy.
- 6.9 Potential Requirements of DNSSAB** – Outline what (if any) contribution, either upfront or ongoing, would be required by DNSSAB/NDHC or partner municipalities..

7.0

Timelines

Table 1 below shows the key dates for this Expression of Interest:

Table 1 – Key Dates for EOI 2020-09

Description	Date
Expression of Interest Issued	July 7, 2020
Deadline for Written Questions	September 18, 2020
Release of Final Addendum (if any)	September 24, 2020
EOI Closing Date	September 30, 2020 @ 1:00 p.m.

8.0 Project Submission and Review Process

The Expression of Interest is in accordance with the Municipal Act, 2001 and the DNSSAB Purchasing Policy.

All Submissions will be reviewed by a Committee comprised of DNSSAB and NDHC staff through a review and analysis process. The Submissions will be reviewed by the Committee based on meeting the program objectives and local priorities. The projects of potential interest will be presented to the DNSSAB and NDHC Boards.

This Expression of Interest will not obligate DNSSAB/NDHC to move forward with any further procurement steps nor housing development. If DNSSAB/NDHC chooses to move forward with housing development(s) as a result of the Expression of Interest, a public Request for Proposal or public Tender would be issued.

9.0 Site Authority

The designated authorities for this project are:

Stacey Cyopeck, Manager of Housing Programs
District of Nipissing Social Services Administration Board
200-133 Main Street West
North Bay, ON P1B 8J1
P: 705-474-2151 ext. 3346
E: stacey.cyopeck@dnssab.ca

Pierre Guenette, Manager of Housing Operations
Nipissing District Housing Corporation
200-133 Main Street West
North Bay, ON P1B 8J1
P: 705-474-2151 ext. 3746
E: pierre.guenette@dnssab.ca

EXPRESSION OF INTEREST SUBMISSION FORM
EOI 2020-09

I/We hereby submit my/our response to the Expression of Interest for potential housing development as described within the Expression of Interest document for the above-named project.

I/We have carefully examined the documents and have a clear and comprehensive knowledge of the requirement and have submitted all relevant data.

EOI Submission Submitted by:

PROPONENT (FULL LEGAL NAME) _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL _____

DATE _____

SIGNATURE OF AUTHORIZED OFFICER _____

NAME _____

(I have authority to bind the Corporation, Company, or Partnership)

SIGNATURE OF WITNESS* _____

NAME OF WITNESS* _____

* A witness signature is required only when the tenderer is not a Corporation.

Tribunals Ontario - Assessment Review Board
Frequently Asked Questions
July 8, 2020

As a result of changes to the Assessment Review Board's operations due to COVID-19, the following are answers to frequently asked questions.

Will the Board accept section 40 appeals for the 2020 taxation year after May 29, 2020 since the Provincial Emergency Management Order was extended?

No, the Board will not accept section 40 appeals after May 29, 2020. The Board has accepted appeals filed between April 1, 2020 and May 29, 2020.

Where 2020 deemed appeals remain open due to issues that are specific to 2020, that could not have been addressed during the schedule of events for the prior taxation years, will a new commencement date be set with a corresponding new scheduled of events?

The Board suspended schedules of events from March 16 to May 29, 2020. As posted on the Board's website, the suspension of the schedule of events was lifted effective June 1, 2020.

The Board's practice has been that any deemed appeals will be added to the existing schedule of events. It is the expectation of the Board that the complete property and all the appeals including deemed appeals are managed through this process.

Will the Board send or post an updated Schedule of Events?

The Board has posted the updated master appeals lists for all active appeals, which provide notice of the updated schedule of events.

Will appeals with commencement dates between March 16, 2020 and May 31, 2020 receive new commencement dates?

Yes, any appeals that had a commencement date that began as of April or May 2020, will be re-adjusted as of June 1, 2020.

Will the Board grant Schedule of Events extensions if parties cannot complete a step due to COVID-19 related issues such as, business shutdowns, staffing shortages, inability to inspect a closed property, or similar?

A party must file an Expedited Board Directions Form if seeking an extension. Requests to extend a timeline(s) in the Schedule of Events will be considered on a case by case basis.

Will the Board hear motions, settlement conferences, or other hearing events via video conference? If so, how can a video conference hearing be requested?

All hearing events will be conducted either in writing, by telephone, by videoconference or a combination thereof. If you would prefer a video conference for your hearing, settlement conference, and/or motion, you can request it through our Mandatory Meeting form, or by submitting a request to the Registrar at ARB.Registrar@ontario.ca.

Will the Board accept affidavits that are not signed or commissioned if the affiant and commissioner are unable to meet due to COVID-19 related issues such as physical distancing, closure of physical offices, quarantining, or similar challenges?

No. The Law Society of Ontario has provided guidance for the virtual commissioning of documents during Covid-19. All affidavits must be commissioned to be accepted as an affidavit. Please see the Law Society of Ontario's document, *Best Practices for Virtual Commissioning during COVID-19*

Will the Board continue to hear Section 53 production motions considering that many third-party property owners, who are entitled to notice, may not be receiving mail or other forms of service due to COVID-19? If not, what would trigger a resumption in the Board's established Section 53 production procedure?

The Board will consider any production motions on a case by case basis and if a matter is not heard, the Board will provide directions, again on a case by case basis.

Are hearing events set for June 2020 proceeding as scheduled, or have they been adjourned with new dates to be provided?

Telephone hearings and written hearings will continue as scheduled. All in-person hearings were converted to telephone hearings or were rescheduled. The Board's ongoing expectation is that hearings will continue.

What measures is the Board implementing to ensure that all parties are protected from COVID-19 while preparing for, and conducting, hearings?

The Board has converted all hearings to be conducted in writing, by telephone, by video conference or a combination thereof. At this time there are no in-person hearings.

Please continue to visit [the Board website](#) for updates or contact the Registrar at ARB.Registrar@Ontario.ca

**Ministry of Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000



234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

Head of Council
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: Ontario.ca/alert. I thank you for your continued support and collaboration in these challenging times.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Clark". The signature is fluid and cursive, with the first name "Steve" and last name "Clark" clearly distinguishable.

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
Municipal Clerks
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

Cindy Pigeau

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>
Sent: Wednesday, July 8, 2020 7:10 PM
To: Cindy Pigeau
Subject: Letter from the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks regarding Environmental Assessment modernization

Good evening,

I am writing to inform you about the Ministry of the Environment, Conservation and Parks next steps in our government's Made-in-Ontario Environment Plan commitment to build an environmental assessment (EA) program that ensures strong environmental oversight and a strong economy.

The current process for environmental assessments is slow and ineffective. It can take up to six years for some projects, slowing down important infrastructure projects that help Ontario communities, such as installing electricity infrastructure. Even projects subject to a streamlined process, such as new roads and bridges, can be further delayed by administrative burden, impacting the timely construction of basic infrastructure.

That's why, last year our government released a [discussion paper](https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf>) outlining the challenges with our current framework and introducing our vision for a modernized EA program, as the first step in our plan to update the nearly 50-year-old *Environmental Assessment Act* (EAA).

As we committed in our Made-in-Ontario Environment Plan, we want to improve the environmental assessment program by eliminating duplication and reducing delays on projects that matter most to Ontario communities. To start, we amended the EAA through the *More Homes, More Choice Act, 2019* to exempt low-impact projects, such as constructing roadside parks and adding bike lanes from requiring an environmental assessment. Projects like these are routine activities that have benefits to communities but little to no environmental impacts.

As part of our government's proposed COVID-19 Economic Recovery Act, we are now proposing to move forward with the next phase of environmental assessment modernization, to further reduce delays and focus our resources on projects with a higher potential for environmental impacts so that we can help communities get important infrastructure projects built faster, while maintaining strong environmental oversight.

Building infrastructure projects faster, including transit and highways, will help boost Ontario's economic recovery, create thousands of jobs, put more opportunities within the reach of businesses, create more affordable housing, and ensure a higher standard of living in every community across the province.

The proposal includes the items outlined below:

Proposed amendments to the *Environmental Assessment Act* (EAA)

Through the COVID-19 Economic Recovery Act, our government has proposed amendments to the EAA, which allow us to move forward with our next phase of our modernization plans, while at the

same time supporting the government economic recovery goals by making it possible for us to find efficiencies in the environmental assessment process of important public works.

The legislation would allow us, through subsequent regulations and proclamations, to allow online submissions, reduce the average time by half for the largest projects and match the potential environmental impact of a project to the level of study required.

The proposed changes are aimed at getting important infrastructure projects built faster, while maintaining strong environmental oversight by focusing on projects that have the most potential to impact the environment.

We posted an information notice on the environmental registry to provide information about the proposed legislative changes to the EAA that will be proceeding through the legislative process. Please refer to <https://ero.ontario.ca/notice/019-2051> for more information.

Amendments to Class Environmental Assessments (Class EAs)

My ministry is also seeking input on proposed amendments to 8 Class EAs. These proposed changes would support our modernization initiative as they would exempt low-impact projects from the requirements of the *Environmental Assessment Act*, eliminate duplication and find efficiencies in the planning process. This would speed up projects that are important to communities, such as erosion, repair, or remediation initiatives, or important upgrades to machinery such as waterpower generators.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**. Details of this proposal may be found at <https://ero.ontario.ca/notice/019-1712>.

Exempting Regulations

In addition, my ministry is also proposing regulatory exemptions from the *Environmental Assessment Act* to eliminate duplication and reduce delays for projects and activities related to Indigenous land claim settlements and other agreements with Indigenous communities dealing with land, projects within provincial parks and conservation reserves, and select highway projects being planned by the Ministry of Transportation. Some of these projects and activities are already subject to other legislation or planning processes that would provide the appropriate level of assessment and consultation. Other projects may be exempted from the EAA but would still be subject to conditions such as requirements to post notifications or undertake technical studies as appropriate.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**.

For details of the proposal regarding land claim settlement activities and other agreements with Indigenous communities dealing with land, please refer to <https://ero.ontario.ca/notice/019-1805>.

For details of the proposal regarding projects in provincial parks and conservation reserves please refer to <https://ero.ontario.ca/notice/019-1804>.

For details of the proposals for select Ministry of Transportation projects, please refer to <https://ero.ontario.ca/notice/019-1882> and <https://ero.ontario.ca/notice/019-1883>.

Information about the proposed Class EA amendments can be found on the environmental registry. We ask that you submit any comments that you may have through the instructions provided, and by the deadlines listed above.

Should you have questions about any of the proposals, you can contact us at EAmmodernization.MECP@ontario.ca.

We look forward to your suggestions and comments on our modernization initiatives.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

Corporation of the Municipality of Calvi
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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	1		ASSET			
CATEGORY	101			CASH ON HAND AND IN BANKS		
1-1-0101-100				CASH ON HAND	0.00	0
1-1-0101-120				PETTY CASH	250.00	0
1-1-0101-121				PETTY CASH REC. COMMITTEE	0.00	0
1-1-0101-130				GENERAL BANK ACCOUNT	629,583.80	0
1-1-0101-150				BANK/RESERVE RECREATION	0.00	0
1-1-0101-151				BANK/RESERVE GENERAL	0.00	0
1-1-0101-153				BANK/RESERVE FIRE AUXILIARY	0.00	0
1-1-0101-154				BANK PARKLAND SAVINGS ACCC	14,654.58	0
1-1-0101-155				BANK/RESERVE GAS TAX	166,642.27	0
1-1-0101-160				TERM DEPOSIT	126,877.32	0
Category Total					938,007.97	0
CATEGORY	102			ACCOUNTS RECEIVABLE		
1-1-0102-210				ACCOUNTS RECEIVABLE-TAX SA	0.00	0
1-1-0102-211				HST REFUND	15,799.15	0
1-1-0102-220				ACCOUNTS RECEIVABLE-FED/PF	62,235.27	0
1-1-0102-280				ACCOUNTS RECEIVABLE-SUNDR	7,085.81	0
1-1-0102-290				PREPAID EXPENSES	22,519.97	0
Category Total					107,640.20	0
CATEGORY	103			TAXES RECEIVABLE		
1-1-0103-511				CURRENT TAXES	118,059.85	0
1-1-0103-512				TAX ARREARS PREVIOUS	7,930.16	0
1-1-0103-513				TAXES RECEIVABLE PRIOR	2,629.23	0
1-1-0103-570				PENALTIES & INTEREST	7,727.63	0
1-1-0103-590				DOUBTFUL ACCOUNTS	-2,000.00	0
1-1-0103-999				SUSPENSE ACCT	0.00	0
Category Total					134,346.87	0
CATEGORY	104			CAPITAL ASSETS		
1-1-0104-470				CAPITAL WORKS IN PROGRESS	8,566.05	0
1-1-0104-471				LAND	30,121.00	0
1-1-0104-472				BUILDINGS	526,325.99	0
1-1-0104-473				VEHICLES	1,152,814.38	0
1-1-0104-474				MACH, EQUIP & FURNITURE	327,714.28	0
1-1-0104-475				ROADS	2,567,992.99	0
1-1-0104-476				LAND IMPROVEMENTS	131,250.96	0
1-1-0104-477				LAND-LANDFILL	882.00	0
1-1-0104-478				LANDFILL CLOSURE AMOUNT	350,787.00	0
1-1-0104-479				COMP.HARD & SOFTWARE	82,297.53	0
1-1-0104-480				BRIDGES	2,202,602.56	0
Category Total					7,381,354.74	0

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FUND	1					
CLASS	1		ASSET			
CATEGORY	105		ACCUM. AMORTIZATION CAPITAL ASSETS			
CATEGORY	105		ACCUM. AMORTIZATION CAPITAL ASSETS			
1-1-0105-472			BUILDINGS ACCUM. AMORTIZATI	-270,083.88	0	
1-1-0105-473			VEHICLES ACCUM. AMORTIZATIC	-334,980.99	0	
1-1-0105-474			MACH, EQUIP & FURNITURE ACC	-184,926.51	0	
1-1-0105-475			ROADS ACCUM. AMORTIZATION	-1,923,991.43	0	
1-1-0105-476			LAND IMPROVEMENTS ACCUM. A	-38,959.31	0	
1-1-0105-477			LAND-LANDFILL ACCUM. AMORTI	-882.00	0	
1-1-0105-478			LANDFILL CLOSURE ACCUM. AM	-350,787.00	0	
1-1-0105-479			COMP HARD & SOFTWARE ACCL	-69,588.54	0	
1-1-0105-480			BRIDGES ACCUM. AMORTIZATIOI	-465,416.06	0	
Category Total				-3,639,615.72	0	
CATEGORY	106		INVENTORY			
1-1-0106-301			SALEABLE INVENTORY	0.00	0	
1-1-0106-302			INVENTORY FOR OWN USE	22,420.49	0	
Category Total				22,420.49	0	
ASSET Total				4,944,154.55	0	
CLASS	2		LIABILITIES			
CATEGORY	101		LIABILITIES			
1-2-0101-134			INTERNAL FUNDS TO TRUST & R	-1,200.79	0	
1-2-0101-230			PAYABLE TO GOVT	0.00	0	
1-2-0101-231			COLLECTED HST (payable)	-2,404.76	0	
1-2-0101-240			DUE TO FROM ENGLISH PUBLIC	0.00	0	
1-2-0101-241			DUE TO FROM FRENCH PUBLIC E	0.00	0	
1-2-0101-242			DUE TO FROM ENGLISH SEPARA	0.00	0	
1-2-0101-243			DUE TO FROM FRENCH SEPARA	0.00	0	
1-2-0101-244			DUE TO FROM NO SUPPORT/SCH	0.00	0	
1-2-0101-310			TRADE ACCOUNTS PAYABLE	-27,975.60	0	
1-2-0101-311			DEFERRED REVENUE OTHER	-15,000.00	0	
1-2-0101-312			GENERAL LIABILITY CLEARING	0.00	0	
1-2-0101-313			Accrued Interest	-108.49	0	
1-2-0101-320			EMPLOYEE PENSION PAYABLE	-667.96	0	
1-2-0101-321			SICK LEAVE LIABILITY	-17,870.32	0	
1-2-0101-322			EMPL. BENE.(WSIB & EHT) PAYAE	-9,098.62	0	
1-2-0101-323			LANDFILL CLOSE LIABILITY	-350,787.00	0	
1-2-0101-324			ANTOINE MOUNTAIN COMMITMEI	0.00	0	
1-2-0101-325			MATTAWA HOSP STAFF RECRUIT	0.00	0	
1-2-0101-326			FIRE SAFETY APPARATUS BA'S	0.00	0	
1-2-0101-327			PHOTOCOPIER LEASE	-2,345.12	0	
1-2-0101-331			RECEIVER GENERAL DEDUCTIOI	-7,430.62	0	
1-2-0101-332			WAGES PAYABLE LIABILITY	0.00	0	

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FUND	1					
CLASS	2			LIABILITIES		
CATEGORY	101			LIABILITIES		
1-2-0101-333				ACCRUAL VACATION PAY	-25,942.67	0
1-2-0101-335				GARNISHEE PAYABLE	0.00	0
1-2-0101-336				PREPAID TAXES	0.00	0
1-2-0101-399				TILE DRAINAGE LOAN #2 (GROV	0.00	0
1-2-0101-400				I/O LOAN FIRE TRUCK	-110,000.00	0
1-2-0101-401				BACKHOE LEASE	0.00	0
1-2-0101-404				GRADER LOAN	-159,635.36	0
1-2-0101-500				INTERIM TAXATION	-847,552.44	0
1-2-0101-700				CLEARING/PENNY SUSPENSE	2,265.84	0
1-2-0101-999				SUSPENSE - CR ROUNDING	0.00	0
Category Total					-1,575,753.91	0
CATEGORY	104			TRUST ACCOUNTS AND DEFERRED REVENUE		
1-2-0104-751				LOT AND PARKLAND LEVIES	-14,654.58	0
1-2-0104-752				OCIF Obligatory Reserve	0.00	0
1-2-0104-753				CARE & MAINTENANCE TRUST FI	0.00	0
1-2-0104-758				CEMETERY 30 DAY COOL OFF	-1,100.00	0
1-2-0104-759				DEFERRED REVENUE	0.00	0
Category Total					-15,754.58	0
LIABILITIES Total					-1,591,508.49	0
CLASS	3			EQUITY		
CATEGORY	101			EQUITY		
1-3-0101-310				RESERVES FEDERAL GAS TAX	-166,642.27	0
1-3-0101-311				RESERVE FOR WORKING FUNDS	-108,200.15	0
1-3-0101-312				RESERVE GENERAL SAVINGS AC	0.00	0
1-3-0101-313				RESERVE MUSEUM	0.00	0
1-3-0101-314				RESERVE FIRE DEPARTMENT	-84,351.75	0
1-3-0101-315				RESERVE FIRE AUXILIARY	0.00	0
1-3-0101-316				RESERVE SICK LEAVE	-3,000.00	0
1-3-0101-317				RESERVE FIRE PUMPER	0.00	0
1-3-0101-318				RESERVE N.BAY HOSPITAL	0.00	0
1-3-0101-319				RESERVE MATTAWA SENIORS HO	-68,072.00	0
1-3-0101-322				RESERVE ROAD DEPT.	-86,750.95	0
1-3-0101-323				RESERVES LANDFILL	-102,657.00	0
1-3-0101-324				RESERVES BUILDING DEPARTME	-9,000.00	0
1-3-0101-325				RESERVES COMM. EMERG. MEA	-3,007.00	0
1-3-0101-330				MUNICIPAL EQUITY RESERVE FU	-233,865.40	0
1-3-0101-331				RESERVES RECREATION	-5,507.86	0
1-3-0101-342				UNEXPENDED CAPITAL FINANCI	0.00	0
1-3-0101-343				CAPITAL ASSET SURPLUS	-3,741,739.02	0

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FUND	1					
CLASS	3			EQUITY		
CATEGORY	101			EQUITY		
Category Total					-4,612,793.40	0
CATEGORY	102			AMOUNTS TO BE RECOVERED		
1-3-0102-338				2B RECOVERED (B/S) I/O LOAN F	110,000.00	0
1-3-0102-339				2B RECOV (B/S) BACKHOE LEAS	0.00	0
1-3-0102-340				2B RECOV (B/S) EMPLOYEE BENI	17,870.32	0
1-3-0102-341				2B RECOV (B/S) LANDFILL CLOSI	350,787.00	0
1-3-0102-400				2B RECOV (B/S) ANTOINE MOUN	0.00	0
1-3-0102-401				2B RECOV (B/S) MATTAWA HOSP	0.00	0
1-3-0102-402				2B RECOV(B/S) FIRE DEPT BA'S	0.00	0
1-3-0102-403				2B RECOV (B/S) PHOTOCOPIER	2,345.12	0
1-3-0102-404				2B RECOV (B/S) GRADER	159,635.36	0
Category Total					640,637.80	0
EQUITY Total					-3,972,155.60	0
CLASS	4			REVENUE		
CATEGORY	101			TAXATION REVENUE		
1-4-0101-110				TAXATION-GENERAL LEVY	0.00	0
1-4-0101-111				SUPPLEMENTARY/OMIT	0.00	0
1-4-0101-112				MUNICIPAL DRAINAGE PAYMENT	0.00	0
1-4-0101-113				RAILWAY TAXATION	0.00	0
1-4-0101-115				PAYMENTS-IN-LIEU	0.00	0
Category Total					0.00	0
CATEGORY	103			ONTARIO UNCONDITIONAL GRANTS		
1-4-0103-117				OMPF Ont Mun Funding Program	-96,250.00	0
1-4-0103-118				FIRE GRANT-ONE TIME	0.00	0
Category Total					-96,250.00	0
CATEGORY	104			ONTARIO CONDITIONAL GRANTS		
1-4-0104-120				FIRE GRANT PROVINCIAL	0.00	0
1-4-0104-121				LIVESTOCK GRANT PROVINCIAL	0.00	0
1-4-0104-122				LIBRARY GRANT PROVINCIAL	0.00	0
1-4-0104-123				OTHER PROV/FED GRANTS	-99,903.14	0
1-4-0104-124				INFRASTRUCTURE GRANTS	0.00	0
1-4-0104-125				DRAINAGE PROVINCIAL GRANTS	0.00	0
Category Total					-99,903.14	0
CATEGORY	105			POA REVENUE		
1-4-0105-126				CEMC REVENUE-OTHER MUNICI	0.00	0
1-4-0105-127				PROVINCIAL OFFENCES ACT	-210.51	0
Category Total					-210.51	0

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FUND	1					
CLASS	4			REVENUE		
CATEGORY	106			USER FEES AND SERVICE CHARGES		
CATEGORY	106			USER FEES AND SERVICE CHARGES		
1-4-0106-130				CEMETERY REVENUE	-50.00	0
1-4-0106-131				RECREATION REVENUE	-250.00	0
Category Total					-300.00	0
CATEGORY	107			LICENCES, PERMITS, FEES		
1-4-0107-140				BUILDING DEPT. REVENUES	-2,950.00	0
1-4-0107-141				DOG LICENSES	0.00	0
1-4-0107-142				LOTTERY LICENCES/FEES	0.00	0
1-4-0107-143				GENERAL GOVERNMENT REVEN	-38,895.47	0
1-4-0107-144				ELECTION REVENUE	0.00	0
1-4-0107-145				911 REVENUE	-70.00	0
1-4-0107-146				FIRE DEPARTMENT REVENUE	-513.49	0
1-4-0107-147				FIRE DEPARTMENT AUXILIARY FI	0.00	0
1-4-0107-148				FIRE DEPARTMENT AGREEMENT	-4,222.00	0
1-4-0107-149				NEVADA REVENUES	0.00	0
1-4-0107-150				DO NOT USE	0.00	0
1-4-0107-151				ROAD VEHICLE TRUCK CREDITS	-90.00	0
1-4-0107-152				ROAD VEHICLE GRADER CREDIT	0.00	0
1-4-0107-153				ROAD VEHICLE LOADER/HOE CR	-1,890.00	0
1-4-0107-154				ROAD VEHICLE STEAMER CREDI	0.00	0
1-4-0107-155				AGGREGATES REVENUE	0.00	0
1-4-0107-156				ROAD NON MACH REVENUE	0.00	0
1-4-0107-160				LANDFILL REVENUE	-2,820.00	0
1-4-0107-161				BLUE BOX RECYCLING REVENUE	-4,953.15	0
1-4-0107-162				INDUSTRIAL WASTE REVENUE	0.00	0
1-4-0107-170				RECREATION COMMITTEE REVEI	0.00	0
1-4-0107-171				LOT AND PARKLAND REVENUE	0.00	0
1-4-0107-172				TAX CERT., MAPS AND COPIES	-169.00	0
1-4-0107-175				PLANNING/ZONING FEES	0.00	0
Category Total					-56,573.11	0
CATEGORY	108			PENALTIES AND INTEREST		
1-4-0108-180				PENALTIES AND INTEREST	-2,069.72	0
Category Total					-2,069.72	0
CATEGORY	109			OTHER REVENUE		
1-4-0109-184				HST COLLECTED	0.00	0
1-4-0109-185				INVESTMENT INCOME	-1,836.67	0
1-4-0109-186				CONTRA PROCEEDS OF DISPOS	0.00	0
1-4-0109-187				GAIN/LOSS ON DISPOSALS TCA	0.00	0
Category Total					-1,836.67	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	110			OTHER		
CATEGORY	110			OTHER		
1-4-0110-190				TILE DRAINAGE PAYMENTS	0.00	0
1-4-0110-191				BANK LOAN PROCEEDS	0.00	0
1-4-0110-192				TRANSFERS FROM RESERVES R	0.00	0
1-4-0110-193				TRANSFERS FROM RESERVES	0.00	0
1-4-0110-194				TRANSFERS FROM RESERVES F	0.00	0
1-4-0110-195				TRANSFERS FROM RESERVES L	0.00	0
1-4-0110-196				TRANSFERS FROM RESERVES N	0.00	0
1-4-0110-197				TRANSFERS FROM RESERVES M	0.00	0
1-4-0110-198				TRANSFERS FROM RESERVES G	0.00	0
1-4-0110-199				SURPLUS FROM PREVIOUS YEAI	0.00	0
1-4-0110-203				TRANSF. FROM WORKING FUNDI	0.00	0
1-4-0110-204				TRANSFER FROM UNEXPENDED	0.00	0
Category Total					0.00	0
CATEGORY	111			TRANSFER AND TAXATION SCHOOL BOARDS		
1-4-0111-650				TAXATION ENGLISH PUBLIC	0.00	0
1-4-0111-651				TAXATION FRENCH PUBLIC	0.00	0
1-4-0111-652				TAXATION ENGLISH SEPARATE	0.00	0
1-4-0111-653				TAXATION FRENCH SEPARATE	0.00	0
1-4-0111-654				TAXATION NO SUPPORT	0.00	0
1-4-0111-655				TRANSFER TO ENGLISH PUBLIC	115,399.40	0
1-4-0111-656				TRANSFER TO FRENCH PUBLIC I	11,131.76	0
1-4-0111-657				TRANSFER TO ENGLISH SEPARA	29,191.16	0
1-4-0111-658				TRANSFER TO FRENCH SEPARA	30,342.56	0
Category Total					186,064.88	0
REVENUE Total					-71,078.27	0
CLASS	5			EXPENDITURES		
CATEGORY	100			COUNCIL		
1-5-0100-100				SALARIES AND BENEFITS-COUNI	18,185.19	37,500
1-5-0100-102				MILEAGE AND MISC EXPENSES	452.83	800
1-5-0100-104				WSIB & EHT - COUNCIL	345.22	750
1-5-0100-106				INTEGRITY COMMISSIONER	5,143.62	15,000
Category Total					24,126.86	54,050
CATEGORY	101			ADMINISTRATION		
1-5-0101-100				SALARIES AND BENEFITS - ADMIN	48,987.90	103,562
1-5-0101-101				MATERIALS AND SUPPLIES - ADMIN	2,158.38	5,000
1-5-0101-102				MILEAGE EXPENSE - ADMIN	527.22	1,000
1-5-0101-103				TELEPHONE, FAX, CELL PHONE	1,142.84	3,660
1-5-0101-104				WSIB & EHT - ADMIN	2,732.95	5,468

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	101			ADMINISTRATION		
1-5-0101-105				SEMINARS, WORKSHOPS- ADMIN	670.73	1,500
1-5-0101-106				MISCELLANEOUS & MEMBERSHI	1,744.73	2,100
1-5-0101-110				SERVICES	0.00	0
1-5-0101-113				CPP & UIC - ADMIN	3,710.69	6,901
1-5-0101-114				GROUP INSURANCE/GENERAL D	6,602.32	12,020
1-5-0101-115				COMPUTER EXPENSES	7,275.40	21,000
1-5-0101-116				AUDITOR	12,125.52	15,000
1-5-0101-117				COPIER EXPENSES	1,863.63	1,700
1-5-0101-118				OFFICE REPAIRS	0.00	250
1-5-0101-119				DONATIONS	0.00	40
1-5-0101-120				LAWYER FEES	1,354.02	4,000
1-5-0101-121				ELECTIONS	0.00	0
1-5-0101-122				ELECTION REFUNDS	0.00	0
1-5-0101-123				BANK SERVICE CHG, INTEREST	626.77	1,900
1-5-0101-125				TAX REGISTRATION	1,151.19	0
1-5-0101-126				TAXATION WRITE OFF'S	0.00	4,000
1-5-0101-128				PAYROLL CLEARING ACCOUNT	0.00	0
1-5-0101-129				INTERIM PAYROLL ACCOUNT	0.00	0
1-5-0101-130				EDUCATION TAX/LANDFILL	0.00	0
1-5-0101-131				TRANSFER FUNDS	0.00	0
1-5-0101-132				CAPITAL EXPENDITURES - ADMIN	444.69	5,000
1-5-0101-133				TRANSFER TO RESERVES-workin	0.00	125,000
1-5-0101-152				EMPLOYER HEALTH TAX - ADMIN	0.00	0
1-5-0101-169				INSURANCE-ADMIN	7,748.57	9,212
1-5-0101-171				POSTAGE	917.26	2,500
1-5-0101-172				TRANSFER TO RESERVES-GAS 1	0.00	0
1-5-0101-174				HEALTH AND SAFETY	777.49	2,000
1-5-0101-187				EMPLOYEE PENSION EXPENSE (3,919.24	8,900
1-5-0101-188				FCM-MAMP PROJECT	0.00	0
1-5-0101-189				INTEREST PHOTOCOPIER LEASE	0.00	0
1-5-0101-250				GENERAL GOVT AMORTIZATION	0.00	0
1-5-0101-251				GEN GOVT CONTRA CAPITAL	0.00	0
1-5-0101-700				PENNY ROUNDING	-0.03	0
Category Total					106,481.51	341,713

CATEGORY	200			FIRE PROTECTION		
1-5-0200-100				SALARIES AND BENEFITS - FIRE	21,401.27	46,797
1-5-0200-101				MATERIALS & SUPPLIES-FIRE	6,453.51	8,200
1-5-0200-102				VEHICLE/MILEAGE EXPENSE - FI	2,504.54	9,500
1-5-0200-104				WSIB & EHT - FIRE	1,146.30	4,000
1-5-0200-106				MISCELLANEOUS-FIRE	440.86	5,000
1-5-0200-107				HYDRO - FIRE	480.74	1,800
1-5-0200-108				HEATING FUEL - FIRE	1,471.33	4,800

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FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	200			FIRE PROTECTION		
1-5-0200-109				EQUIPMENT CHARGES - FIRE	0.00	0
1-5-0200-110				SERVICES - FIRE	0.00	0
1-5-0200-113				CPP & UIC - FIRE	432.15	1,000
1-5-0200-114				GROUP INSURANCE-FIRE	0.00	0
1-5-0200-132				CAPITAL EXPENDITURES - FIRE	3,816.00	5,300
1-5-0200-133				TRANSFER TO RESERVES - FIRE	0.00	22,386
1-5-0200-134				MEMBERSHIPS - FIRE	100.00	720
1-5-0200-135				BUILDING MAINTENANCE - FIRE	71.90	1,600
1-5-0200-136				BREATHING AIR & OXYGEN	3,455.32	4,975
1-5-0200-137				COMMUNICATIONS - FIRE	1,666.58	5,500
1-5-0200-138				TRAINING - FIRE	664.42	5,000
1-5-0200-139				FIRE PREVENTION	0.00	300
1-5-0200-140				PAYMENTS TO OTHER FIRE DEP	0.00	0
1-5-0200-142				FOREST FIRE EXPENSE	0.00	650
1-5-0200-152				EMPLOYER HEALTH TAX - FIRE	0.00	0
1-5-0200-169				INSURANCE-FIRE	5,498.99	6,538
1-5-0200-185				TRANSFER TO CAP FUND BALAN	0.00	0
1-5-0200-187				FIRE PENSION EXPENSE	0.00	0
1-5-0200-250				FIRE AMORTIZATION	0.00	0
1-5-0200-251				FIRE CONTRA CAPITAL	0.00	0
1-5-0200-402				FIRE TRUCK LOAN PAYMENT	10,000.00	20,000
1-5-0200-404				FIRE TRUCK LOAN INTEREST	1,323.62	2,507
Category Total					60,927.53	156,573
CATEGORY	210			COMMUNITY EMERGENCY MEASURES		
1-5-0210-100				SALARIES & BENEFITS - CEMC	405.60	2,000
1-5-0210-101				MATERIALS & SUPPLIES - CEMC	59.53	1,500
1-5-0210-104				WSIB & EHT- CEMC	21.43	75
1-5-0210-110				SERVICES - CEMC	0.00	0
1-5-0210-113				CPP & UIC - CEMC	10.66	112
1-5-0210-133				TRANSFERS TO RESERVES - CEI	0.00	0
1-5-0210-138				CEMC TRAINING	183.17	2,000
Category Total					680.39	5,687
CATEGORY	220			NEVADA TICKETS		
1-5-0220-100				NEVADA TICKETS	0.00	0
1-5-0220-170				TRANSFER NEVADAS	0.00	0
Category Total					0.00	0
CATEGORY	300			ROADS		
1-5-0300-100				SALARIES AND BENEFITS - ROAD	22,990.66	120,004
1-5-0300-101				MATERIALS AND SUPPLIES - ROAD	0.00	0
1-5-0300-102				MILEAGE EXPENSE - ROADS	4,798.49	11,600

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FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	300			ROADS		
1-5-0300-103				TELEPHONE, CELL PHONE - ROA	633.25	1,500
1-5-0300-104				WSIB & EHT- ROADS	1,285.24	6,545
1-5-0300-105				SEMINARS, WORKSHOPS, MEMB	654.99	2,000
1-5-0300-106				MISCELLANEOUS - ROADS	0.00	0
1-5-0300-107				HYDRO - ROADS	795.00	1,800
1-5-0300-108				HEATING FUEL - ROADS	5,984.92	8,600
1-5-0300-110				SERVICES - ROADS	0.00	0
1-5-0300-113				CPP & UIC - ROADS	1,759.03	8,075
1-5-0300-114				GROUP INSURANCE-ROADS	6,740.02	12,250
1-5-0300-120				LAWYER FEES - ROADS	0.00	5,000
1-5-0300-132				CAPITAL EXPENDITURES - ROAD	0.00	30,000
1-5-0300-133				TRANSFER TO RESERVES - ROA	0.00	0
1-5-0300-135				BUILDING MAINTENANCE-ROADS	362.14	2,000
1-5-0300-149				SMALL TOOLS - ROADS	1,167.07	2,200
1-5-0300-150				OFFICE AND SHOP EXPENSE - R	3,718.67	10,000
1-5-0300-151				LOAN INTEREST - ROADS	0.00	0
1-5-0300-152				EMPLOYER HEALTH TAX - ROAD	0.00	0
1-5-0300-166				VAC. PAY/SICK LEAVE - ROADS	0.00	0
1-5-0300-169				INSURANCE-ROADS	8,073.51	9,600
1-5-0300-173				BUILDING CAN FUND -PROJECT I	0.00	0
1-5-0300-182				WATER SYSTEM 39%	0.00	0
1-5-0300-184				TO UNEXPENDED CAPITAL	0.00	0
1-5-0300-187				ROADS PENSION EXPENSE	0.00	0
1-5-0300-250				GENERAL ROADS AMORTIZATION	0.00	0
1-5-0300-251				ROADS CONTRA CAPITAL	0.00	0
1-5-0300-402				GRADER INTEREST	0.00	5,098
1-5-0300-404				LOAN PAYMENT - GRADER	57,815.98	70,801
Category Total					116,778.97	307,073
CATEGORY	310			HARDTOP MAINTENENCE		
1-5-0310-100				SALARIES AND BENEFITS - HARC	1,114.75	0
1-5-0310-101				MATERIALS AND SUPPLIES - HAF	1,562.02	5,200
1-5-0310-104				WSIB & EHT - HARDTOP MAINTEI	58.86	0
1-5-0310-106				MISCELLANEOUS - HARDTOP	0.00	0
1-5-0310-109				EQUIPMENT CHARGES - HARDTC	0.00	0
1-5-0310-110				SERVICES - HARDTOP	0.00	0
1-5-0310-113				CPP & UIC - HARDTOP MAINTEN/	79.64	0
1-5-0310-250				ROADS AMORTIZATION	0.00	0
Category Total					2,815.27	5,200
CATEGORY	311			DITCHING		
1-5-0311-100				SALARIES AND BENEFITS - DITCI	0.00	0
1-5-0311-101				MATERIALS AND SUPPLIES - DITC	0.00	500

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FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	311			DITCHING		
1-5-0311-104				WSIB & EHT - DITCHING	0.00	0
1-5-0311-106				MISCELLANEOUS - DITCHING	0.00	0
1-5-0311-109				EQUIPMENT CHARGES - DITCHIN	0.00	0
1-5-0311-110				SERVICES - DITCHING	0.00	15,000
1-5-0311-113				CPP & UIC - DITCHING	0.00	0
Category Total					0.00	15,500
CATEGORY	312			GRAVEL PATCHING		
1-5-0312-100				SALARIES AND BENEFITS - GRAV	637.00	0
1-5-0312-101				MATERIALS AND SUPPLIES - GRAV	476.24	12,000
1-5-0312-104				WSIB & EHT - GRAVEL PATCHING	33.63	0
1-5-0312-106				MISCELLANEOUS - GRAVEL PATC	0.00	0
1-5-0312-109				EQUIPMENT CHARGES - GRAVEL	0.00	0
1-5-0312-110				SERVICES - GRAVEL PATCHING	0.00	0
1-5-0312-113				CPP & UIC - GRAVEL PATCHING	45.46	0
1-5-0312-250				UNPAVED ROADS AMORTIZATION	0.00	0
Category Total					1,192.33	12,000
CATEGORY	313			GRADING		
1-5-0313-100				SALARIES AND BENEFITS - GRAV	5,119.50	0
1-5-0313-101				MATERIALS AND SUPPLIES - GRAV	0.00	0
1-5-0313-104				WSIB & EHT - GRADING	270.30	0
1-5-0313-106				MISCELLANEOUS - GRADING	0.00	0
1-5-0313-109				EQUIPMENT CHARGES - GRADIN	0.00	0
1-5-0313-110				SERVICES - GRADING	0.00	0
1-5-0313-113				CPP & UIC - GRADING	369.53	0
Category Total					5,759.33	0
CATEGORY	314			DUST LAYER/CALCIUM		
1-5-0314-100				SALARIES AND BENEFITS - DUST	0.00	0
1-5-0314-101				MATERIALS AND SUPPLIES - DUS	0.00	19,720
1-5-0314-104				WSIB & EHT - DUST LAYER/CALC	0.00	0
1-5-0314-106				MISCELLANEOUS - DUST LAYER	0.00	0
1-5-0314-109				EQUIPMENT CHARGES - DUST L	0.00	0
1-5-0314-110				SERVICES - DUST LAYER	0.00	0
1-5-0314-113				CPP & UIC - DUST LAYER/CALCIL	0.00	0
Category Total					0.00	19,720
CATEGORY	315			GRAVEL RESURFACING		
1-5-0315-100				SALARIES AND BENEFITS - GRAV	0.00	0
1-5-0315-101				MATERIALS AND SUPPLIES - GRAV	0.00	30,000
1-5-0315-104				WSIB & EHT - GRAVEL RESURFAI	0.00	0
1-5-0315-106				MISCELLANEOUS - GRAVEL RESI	0.00	0

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FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	315			GRAVEL RESURFACING		
1-5-0315-109				EQUIPMENT CHARGES - GRAVEL	0.00	0
1-5-0315-110				SERVICES - GRAVEL RESURF.	0.00	0
1-5-0315-113				CPP & UIC - GRAVEL RESURFACI	0.00	0
Category Total					0.00	30,000
CATEGORY	316			SAFETY DEVICES		
1-5-0316-100				SALARIES AND BENEFITS - SAFE	0.00	0
1-5-0316-101				MATERIALS AND SUPPLIES - SAF	591.30	1,600
1-5-0316-104				WSIB & EHT - SAFETY DEVICES	0.00	0
1-5-0316-106				MISCELLANEOUS - SAFETY DEVI	0.00	0
1-5-0316-109				EQUIPMENT CHARGES - SAFETY	0.00	0
1-5-0316-110				SERVICES - SAFETY DEVICES	1,776.00	3,500
1-5-0316-113				CPP & UIC - SAFETY DEVICES	0.00	0
Category Total					2,367.30	5,100
CATEGORY	317			BRIDGES & CULVERTS		
1-5-0317-100				SALARIES AND BENEFITS - BRID	966.76	0
1-5-0317-101				MATERIALS AND SUPPLIES - BRII	0.00	8,000
1-5-0317-104				WSIB & EHT - BRIDGES & CULVEI	51.06	0
1-5-0317-106				MISCELLANEOUS - BRIDG/CULV	0.00	0
1-5-0317-109				EQUIPMENT CHARGES - BRIDG/C	0.00	0
1-5-0317-110				SERVICES - BRIDG/CULV	0.00	6,000
1-5-0317-113				CPP & UIC - BRIDGES & CULVER	69.20	0
1-5-0317-250				ROAD STRUCTURES AMORTIZAT	0.00	0
Category Total					1,087.02	14,000
CATEGORY	318			ROADSIDE MAINTENANCE		
1-5-0318-100				SALARIES AND BENEFITS - RDSII	4,428.59	0
1-5-0318-101				REPAIRS & MAINT.	0.00	0
1-5-0318-104				WSIB & EHT - ROADSIDE MAINT	233.88	0
1-5-0318-106				MATERIALS & SUPPLIES - RDSIDI	0.00	0
1-5-0318-109				EQUIPMENT CHARGES - RDSIDE	0.00	0
1-5-0318-110				SERVICES - RDSIDE MAIN.	0.00	0
1-5-0318-113				CPP & UIC - ROADSIDE MAINTEN	316.40	0
Category Total					4,978.87	0
CATEGORY	319			SNOWPLOWING		
1-5-0319-100				SALARIES AND BENEFITS - SNOV	5,694.25	0
1-5-0319-101				MATERIALS AND SUPPLIES - SNC	0.00	0
1-5-0319-104				WSIB & EHT - SNOWPLOWING	304.92	0
1-5-0319-106				MISCELLANEOUS - SNOWPLOW	0.00	0
1-5-0319-109				EQUIPMENT CHARGES - SNOWP	0.00	0
1-5-0319-110				SERVICES - SNOWPLOW	0.00	0

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FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	319			SNOWPLOWING		
1-5-0319-113				CPP & UIC - SNOWPLOWING	412.44	0
Category Total					6,411.61	0
CATEGORY	320			SANDING		
1-5-0320-100				SALARIES AND BENEFITS - SANC	7,065.02	0
1-5-0320-101				MATERIALS AND SUPPLIES - SAN	0.00	32,000
1-5-0320-104				WSIB & EHT - SANDING	447.99	0
1-5-0320-106				MISCELLANEOUS - SANDING	0.00	0
1-5-0320-109				EQUIPMENT CHARGES - SANDIN	0.00	0
1-5-0320-110				SERVICES - SANDING	0.00	0
1-5-0320-113				CPP & UIC - SANDING	599.99	0
1-5-0320-250				WINTER CONTROLAMORTIZATIC	0.00	0
Category Total					8,113.00	32,000
CATEGORY	321			ICE BLADING		
1-5-0321-100				SALARIES AND BENEFITS - ICE B	2,753.96	0
1-5-0321-101				MATERIALS AND SUPPLIES - ICE	0.00	0
1-5-0321-104				WSIB & EHT - ICE BLADING	157.31	0
1-5-0321-106				MISCELLANEOUS - ICE BLADING	0.00	0
1-5-0321-109				EQUIPMENT CHARGES - ICE BLA	0.00	0
1-5-0321-110				SERVICES - ICE BLADING	0.00	0
1-5-0321-113				CPP & UIC - ICE BLADING	216.17	0
Category Total					3,127.44	0
CATEGORY	322			THAW CULVERTS		
1-5-0322-100				SALARIES AND BENEFITS - THAV	252.05	0
1-5-0322-101				MATERIALS AND SUPPLIES - THA	0.00	0
1-5-0322-104				WSIB & EHT - THAW CULVERTS	13.30	0
1-5-0322-106				MISCELLANEOUS - THAW CULVE	0.00	0
1-5-0322-109				EQUIPMENT CHARGES - THAW C	0.00	0
1-5-0322-110				SERVICES - THAW CULVERTS	0.00	0
1-5-0322-113				CPP & UIC - THAW CULVERTS	18.19	0
Category Total					283.54	0
CATEGORY	323			STAND BY WAGES		
1-5-0323-100				SALARIES AND BENEFITS - STAN	1,822.86	3,500
1-5-0323-104				WSIB & EHT - STAND BY WAGES	109.15	0
1-5-0323-113				CPP & UIC - STAND BY WAGES	119.83	0
Category Total					2,051.84	3,500
CATEGORY	324			MAIN ROAD EXPENDITURES		
1-5-0324-100				SALARIES AND BENEFITS - MAIN	0.00	0
1-5-0324-101				MATERIALS AND SUPPLIES - MAI	0.00	0

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FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	324			MAIN ROAD EXPENDITURES		
1-5-0324-104				WSIB & EHT - MAIN ROAD EXPEN	0.00	0
1-5-0324-106				MISCELLANEOUS - MAIN ROAD	0.00	0
1-5-0324-109				EQUIPMENT CHARGES - MAIN RC	0.00	0
1-5-0324-110				SERVICES - MAIN ROAD	0.00	0
1-5-0324-113				CPP & UIC - MAIN ROAD EXPEND	0.00	0
Category Total					0.00	0
CATEGORY	325			TRUCK EXPENDITURES		
1-5-0325-100				SALARIES AND BENEFITS - TRUC	1,514.33	0
1-5-0325-101				REPAIRS AND MAINTENANCE-TR	2,637.72	20,000
1-5-0325-104				WSIB & EHT - TRUCK EXPENDITL	79.95	0
1-5-0325-106				FUEL & OIL - TRUCK EXPEND.	8,154.42	25,000
1-5-0325-109				EQUIPMENT CHARGES - TRUCK I	0.00	0
1-5-0325-110				SERVICES - TRUCK EXPEND.	0.00	0
1-5-0325-113				CPP & UIC - TRUCK EXPENDITUR	109.01	0
Category Total					12,495.43	45,000
CATEGORY	326			GRADER EXPENDITURES		
1-5-0326-100				SALARIES AND BENEFITS - GRAI	604.56	0
1-5-0326-101				REPAIRS AND MAINTENANCE-GR	1,289.01	4,000
1-5-0326-104				WSIB & EHT - GRADER EXPENDI	31.95	0
1-5-0326-106				FUEL & OIL - GRADER EXPEND.	3,719.65	8,000
1-5-0326-109				EQUIPMENT CHARGES - GRADEI	0.00	0
1-5-0326-110				SERVICES - GRADER EXPEND.	0.00	0
1-5-0326-113				CPP & UIC - GRADER EXPENDITL	43.56	0
Category Total					5,688.73	12,000
CATEGORY	327			LOADER/HOE EXPENDITURES		
1-5-0327-100				SALARIES AND BENEFITS - LOAC	707.05	0
1-5-0327-101				REPAIRS AND MAINTENANCE-LO	2,945.61	3,000
1-5-0327-104				WSIB & EHT - LOADER/HOE EXPE	37.35	0
1-5-0327-106				FUEL & OIL - LOADER/HOE EXP.	2,951.01	5,500
1-5-0327-109				EQUIPMENT CHARGES - LOADEF	0.00	0
1-5-0327-110				SERVICES - LOADER/HOE EXP.	0.00	0
1-5-0327-113				CPP & UIC - LOADER/HOE EXPEN	50.72	0
Category Total					6,691.74	8,500
CATEGORY	328			STEAMER EXPENDITURES		
1-5-0328-100				SALARIES AND BENEFITS - STEA	0.00	0
1-5-0328-101				REPAIRS AND MAINTENANCE-ST	0.00	0
1-5-0328-104				WSIB & EHT - STEAMER EXPEND	0.00	0
1-5-0328-106				FUEL & OIL - STEAMER EXP.	0.00	500
1-5-0328-109				EQUIPMENT CHARGES - STEAME	0.00	0

Corporation of the Municipality of Calvi
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Fiscal Year : 2020
Account : 1-1-0101-100 To 1-5-1200-405
Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	328			STEAMER EXPENDITURES		
1-5-0328-110				SERVICES - STEAMER EXP.	0.00	0
1-5-0328-113				CPP & UIC - STEAMER EXPENDIT	0.00	0
Category Total					0.00	500
CATEGORY	329			PROJECTS AND ROAD IMPROVEMENTS		
1-5-0329-100				SALARIES AND BENEFITS - ROAD	0.00	0
1-5-0329-101				MATERIALS & SUPPLIES - ROAD	0.00	0
1-5-0329-104				WSIB & EHT - PROJECTS & ROAD	0.00	0
1-5-0329-106				MISCELLANEOUS - ROAD PROJE	0.00	0
1-5-0329-109				EQUIPMENT CHARGE - ROAD PR	0.00	0
1-5-0329-110				SERVICES - ROAD PROJECTS	0.00	0
1-5-0329-113				CPP & UIC - PROJECTS & ROAD I	0.00	0
Category Total					0.00	0
CATEGORY	400			ENVIRONMENTAL		
1-5-0400-100				SALARIES AND BENEFITS - ENVII	16,376.00	42,521
1-5-0400-101				MATERIALS AND SUPPLIES - ENV	248.24	11,000
1-5-0400-102				MILEAGE EXPENSE - ENVIRONMI	135.08	700
1-5-0400-103				COMMUNICATION-ENVIRONMEN	0.00	0
1-5-0400-104				WSIB & EHT- ENVIRONMENT	898.29	2,317
1-5-0400-105				SEMINARS AND WORKSHOPS - E	0.00	200
1-5-0400-106				MISCELLANEOUS - ENVIRONMEN	0.00	200
1-5-0400-107				HYDRO-ENVIRONMENT	0.00	0
1-5-0400-108				HEATING FUEL - ENVIRONMENT	0.00	0
1-5-0400-109				INTERNAL EQUIP CHARGES - EN	1,845.00	7,650
1-5-0400-110				OUTSIDE SERVICES - ENVIRONM	0.00	0
1-5-0400-113				CPP & UIC - ENVIRONMENT	991.06	2,998
1-5-0400-114				GROUP INSURANCE LANDFILL	0.00	0
1-5-0400-126				TAX WRITE OFF FOR LANDFILL T	0.00	775
1-5-0400-132				CAPITAL EXPENDITURES - ENVIF	0.00	0
1-5-0400-133				TRANSFER TO RESERVES - ENVI	0.00	2,200
1-5-0400-146				MONITORING OF WELLS	4,122.14	12,000
1-5-0400-147				RECYCLING	538.00	1,000
1-5-0400-148				LANDFILL CLOSURE EXPENSE	0.00	0
1-5-0400-152				EMPLOYER HEALTH TAX - ENVIR	0.00	0
1-5-0400-169				INSURANCE-ENVIRONMENT	0.00	0
1-5-0400-175				BLUE BOX RECYCLING COSTS	2,866.90	12,000
1-5-0400-183				COMPACTION	372.75	1,500
1-5-0400-187				LANDFILL PENSION EXPENSE	0.00	0
1-5-0400-250				WASTE DISPOSAL AMORTIZATIO	0.00	0
1-5-0400-251				WASTE DISPOSAL CONTRA CAPI	0.00	0
Category Total					28,393.46	97,061

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Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	500			HEALTH SERVICES		
CATEGORY	500			HEALTH SERVICES		
1-5-0500-100				SALARIES & BENEFITS - CEMETE	2,707.92	6,200
1-5-0500-101				MATERIALS & SUPPLIES - CEMET	0.00	500
1-5-0500-102				MILEAGE EXPENSE - CEMETERY	3.60	250
1-5-0500-104				WSIB & EHT - CEMETERY	142.96	326
1-5-0500-108				HEALTH UNIT	10,869.81	18,634
1-5-0500-109				EQUIPMENT CHARGES-CEMETERI	0.00	450
1-5-0500-110				OUTSIDE SERVICES-CEMETERY	0.00	500
1-5-0500-113				CPP & UIC - CEMETERY	191.94	421
1-5-0500-169				INSURANCE-HEALTH SERVICES	0.00	0
1-5-0500-250				CEMETERY AMORTIZATION	0.00	0
1-5-0500-251				CEMETERY CONTRA CAPITAL	0.00	0
Category Total					13,916.23	27,281
CATEGORY	600			SOCIAL SERVICES		
1-5-0600-110				COMMUNITY & SOCIAL SERVICEI	118,941.93	237,881
1-5-0600-111				MATTAWA SENIORS HOME	0.00	13,496
1-5-0600-112				CASSELLHOLME	24,114.00	48,228
1-5-0600-168				MATTAWA HOSP STAFF RECRUIT	0.00	2,500
1-5-0600-180				TRANSFER TO RESERVES N.BAY	0.00	0
1-5-0600-181				TRANSFER TO RESERVES MATT/	0.00	23,136
Category Total					143,055.93	325,241
CATEGORY	700			RECREATION		
1-5-0700-100				SALARIES AND BENEFITS - REC	23,132.76	49,489
1-5-0700-101				MATERIALS AND SUPPLIES (HALI	487.59	5,600
1-5-0700-102				MILEAGE EXPENSE - RECREATIC	303.49	800
1-5-0700-104				WSIB & EHT -REC.	1,338.89	3,035
1-5-0700-105				SEMINARS AND WORKSHOPS - F	0.00	200
1-5-0700-106				MISCELLANEOUS - RECREATION	200.00	200
1-5-0700-107				HYDRO - RECREATION	1,855.03	4,000
1-5-0700-108				HEATING FUEL-HALL	1,764.30	5,000
1-5-0700-109				EQUIPMENT CHARGES - RECRE/	135.00	2,000
1-5-0700-110				SERVICES - RECREATION	0.00	2,000
1-5-0700-113				CPP & UIC - REC	1,787.00	3,927
1-5-0700-114				GROUP INSURANCE	6,428.12	12,000
1-5-0700-124				HERITAGE FUND PROJECT	0.00	0
1-5-0700-132				CAPITAL EXPENDITURES - RECR	1,114.27	8,000
1-5-0700-133				TRANSFER TO RESERVES - RECI	0.00	0
1-5-0700-135				BUILDING MAINTENANCE	1,419.37	3,000
1-5-0700-152				EMPLOYER HEALTH TAX - RECRE	0.00	0
1-5-0700-153				RINK & SPORTSCENTRE	1,313.94	7,750
1-5-0700-154				MATTAWA USER FEE AGREEMEN	0.00	0

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Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	700			RECREATION		
1-5-0700-155				SMITH LK. BOAT LAUNCH	373.80	1,500
1-5-0700-156				LIBRARY	0.00	1,177
1-5-0700-157				RECREATION RESERVES	0.00	0
1-5-0700-169				INSURANCE-RECREATION	2,424.55	2,883
1-5-0700-171				POSTAGE-CRC	0.00	0
1-5-0700-182				WATER SYSTEM MAINTENANCE	53.13	1,500
1-5-0700-186				REC. COMMITTEE EXPENDITURE	0.00	0
1-5-0700-187				RECREATION PENSION EXPENSE	0.00	0
1-5-0700-250				RECREATION FACILITIES AMORT	0.00	0
1-5-0700-251				REC FACILITIES CONTRA CAPITA	0.00	0
Category Total					44,131.24	114,061
CATEGORY	800			PLANNING AND DEVELOPMENT		
1-5-0800-100				SALARIES AND BENEFITS - PLAN	0.00	0
1-5-0800-101				MATERIALS AND SUPPLIES - PLA	0.00	0
1-5-0800-102				MILEAGE EXPENSE - PLANNING	0.00	0
1-5-0800-104				WSIB & EHT - PLANNING	0.00	0
1-5-0800-105				SEMINARS AND WORKSHOPS - F	0.00	0
1-5-0800-110				SERVICES - PLANNING	6,271.81	14,275
1-5-0800-113				CPP & UIC - PLANNING	0.00	0
1-5-0800-158				ZONING	0.00	3,000
1-5-0800-159				OFFICIAL PLAN	0.00	0
1-5-0800-160				EAST NIPISSING PLANNING BOA	0.00	2,500
1-5-0800-161				ZONING AMENDMENTS	0.00	1,570
1-5-0800-162				ASSESSMENT SERVICES	6,823.64	13,650
1-5-0800-163				MUNICIPAL DRAINAGE	628.37	12,000
1-5-0800-164				TILE DRAINAGE	0.00	0
1-5-0800-165				TILE LOAN/GROVE #2	0.00	0
1-5-0800-250				PLANNING & DEVELOPMENT AM	0.00	0
1-5-0800-251				PLAN & DEV CONTRA CAPITAL	0.00	0
Category Total					13,723.82	46,995
CATEGORY	900			BUILDING		
1-5-0900-100				SALARIES AND BENEFITS - BUIL	0.00	0
1-5-0900-101				MATERIALS AND SUPPLIES - BUI	0.00	0
1-5-0900-102				MILEAGE EXPENSE - BUILDING	62.58	500
1-5-0900-104				WSIB & EHT - BUILDING	0.00	0
1-5-0900-105				SEMINARS AND WORKSHOPS - E	0.00	700
1-5-0900-106				MISCELLANEOUS - BUILDING	187.63	300
1-5-0900-110				CBO/INSPECTION SERVICES - BL	9,286.40	28,000
1-5-0900-113				CPP & UIC - BUILDING	0.00	0
1-5-0900-120				LAWYER FEES - BUILDING	0.00	1,000
1-5-0900-133				TRANSFER TO RESERVES-BUILD	0.00	0

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Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURES		
CATEGORY	900			BUILDING		
1-5-0900-152				EMPLOYER HEALTH TAX - BUILDI	0.00	0
1-5-0900-169				INSURANCE-BUILDING	1,249.77	1,486
Category Total					10,786.38	31,986
CATEGORY	950			ENFORCEMENT		
1-5-0950-100				SALARIES AND BENEFITS -ENFO	877.82	1,200
1-5-0950-101				VALUER/FENCEVIEWER/CANINE	1,019.03	150
1-5-0950-102				MILEAGE EXPENSES-ENFORCEM	94.50	250
1-5-0950-104				WSIB & EHT - ENFORCEMENT	46.41	65
1-5-0950-105				SEMINARS&TRAINING-ENFORCE	0.00	0
1-5-0950-106				MISCELLANEOUS-ENFORCEMEN	0.00	2,000
1-5-0950-113				CPP & UIC - ENFORCEMENT	58.77	81
1-5-0950-141				POLICING SERVICES	51,425.02	102,430
1-5-0950-143				911 MAINTENANCE	737.49	500
1-5-0950-144				CONSERVATION AUTHORITY	9,913.00	9,913
1-5-0950-145				ANIMAL CONTROL	350.00	2,000
1-5-0950-169				INSURANCE - ENFORCEMENT	0.00	0
Category Total					64,522.04	118,589
CATEGORY	1200			AMOUNT TO BE RECOVERED (I/S)		
1-5-1200-321				2B RECOV (I/S) - BACKHOE LEAS	0.00	0
1-5-1200-322				2B RECOV (I/S) - EMPLOYEE BEN	0.00	0
1-5-1200-323				2B RECOV (I/S) - LANDFILL CLOS	0.00	0
1-5-1200-399				2B RECOV (I/S)I/O LOAN FIRE TR	0.00	0
1-5-1200-400				2B RECOV (I/S) MATTAWA HOSP.	0.00	0
1-5-1200-401				2B RECOV (I/S)ANTOINE MOUNT/	0.00	0
1-5-1200-402				2B REC (I/S) TILE LOAN #2	0.00	0
1-5-1200-403				2B RECOV (I/S) FIRE DEPT BA'S	0.00	0
1-5-1200-405				2B RECOV (I/S)PHOTOCOPIER LE	0.00	0
Category Total					0.00	0
EXPENDITURES Total					690,587.81	1,829,330
GENERAL OPERATING Total					0.00	1,829,330
REPORT TOTAL					0.00	1,829,330

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Council/Board Report By Dept-(Unpaid)



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Page : 1

Date : Jul 09, 2020

Time : 2:26 pm

Supplier : 0000000 To PT00000007

Batch : All

Department : All

Cash Requirement Date : 09-Jul-2020

Bank : 099 To 1

Class : All

Supplier	Supplier Name								
Invoice #	Invoice Description					Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0101	LIABILITIES								
11033	LONDON LIFE INSURANCE								
PP#13 PENSIO	PP#13 Pension 2020					74	09-Jul-2020	09-Jul-2020	
1-2-0101-320				EMPLOYEE PENSION PAYABLE					667.96
PP#14 PENSIO	PP#14 Pension 2020					74	09-Jul-2020	09-Jul-2020	
1-2-0101-320				EMPLOYEE PENSION PAYABLE					668.22
13040	NORTHERN COMMUNICATIONS								
20947-0701202	Base Rate + Holiday Premium for July 2020					74	01-Jul-2020	09-Jul-2020	
1-5-0101-101				MATERIALS AND SUPPLIES - ADMIN					118.73
18011	RECEIVER GENERAL FOR CANADA								
JUNE 2020 REM	June 2020 Remittance					74	09-Jul-2020	09-Jul-2020	
1-2-0101-331				RECEIVER GENERAL DEDUCTIONS					7,430.62
19021	SPECTRUM GROUP								
C1139062	July 2020 WIFI					74	01-Jul-2020	09-Jul-2020	
1-5-0101-115				COMPUTER EXPENSES					350.30
23031	WSIB ONTARIO								
APR-JUN 2020	April to June 2020 Remittance					74	09-Jul-2020	09-Jul-2020	
1-2-0101-322				EMPL. BENE.(WSIB & EHT) PAYABLE					2,889.96
Department Total :									12,125.79

DEPARTMENT 0200	FIRE PROTECTION								
06079	FERN'S DELIVERY								
2019187	Courier from TransCanada Safety					74	01-Jul-2020	09-Jul-2020	
1-5-0200-106				MISCELLANEOUS-FIRE					45.20
07084	GRAFF GERALD								
JUNE 12/20	2 Kenwood TK 2207 VHF Portable Radios					74	09-Jul-2020	09-Jul-2020	
1-5-0200-137				COMMUNICATIONS - FIRE					791.00
08095	HYDRO ONE NETWORK INC								
200116477971J	Hydro for Firehall - Jun 2020					74	25-Jun-2020	09-Jul-2020	
1-5-0200-107				HYDRO - FIRE					105.85
13034	NORTH BAY CACC								
2020-06	Call Taking & Alerting Services - June 2020					74	09-Jul-2020	09-Jul-2020	
1-5-0200-137				COMMUNICATIONS - FIRE					120.00
20036	TRANS CANADA SAFETY								
15371	BA Cascade Bottle Testing					74	02-Jul-2020	09-Jul-2020	
1-5-0200-136				BREATHING AIR & OXYGEN					327.14
Department Total :									1,389.19

DEPARTMENT 0300	ROADS								
08010	BUMPER TO BUMPER - H.E. BROWN								
374864/D	Shop Supplies					74	22-Jun-2020	09-Jul-2020	
1-5-0300-150				OFFICE AND SHOP EXPENSE - ROADS					189.57
376392/D	Shop Supplies					74	26-Jun-2020	09-Jul-2020	
1-5-0300-150				OFFICE AND SHOP EXPENSE - ROADS					147.27
08095	HYDRO ONE NETWORK INC								
200009123728J	Hydro 70% REC & 30% Roads - June 2020					74	24-Jun-2020	09-Jul-2020	
1-5-0300-107				HYDRO - ROADS					84.92
Department Total :									421.76

DEPARTMENT 0312	GRAVEL PATCHING								
01038	A. MIRON TOPSOIL LTD.								
15711	Gravel Patching Mat - Peddlers Dr.					74	30-Jun-2020	09-Jul-2020	
1-5-0312-101				MATERIALS AND SUPPLIES - GRAVEL PATCHING					233.23
Department Total :									233.23

DEPARTMENT 0314	DUST LAYER/CALCIUM								
07010	GAGNE'S RED & WHITE								

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Date : Jul 09, 2020

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Supplier : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 09-Jul-2020
 Bank : 099 To 1
 Class : All

Supplier	Supplier Name								
Invoice #	Invoice Description					Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0314	DUST LAYER/CALCIUM								
4215	Dust Layer Materials					74	23-Jun-2020	09-Jul-2020	
1-5-0314-101				MATERIALS AND SUPPLIES - DUST LAYER					1,638.50
15060	POLLARD DISTRIBUTION INC.								
3061	Dust Layer					74	24-Jun-2020	09-Jul-2020	
1-5-0314-101				MATERIALS AND SUPPLIES - DUST LAYER					20,328.01
Department Total :									21,966.51

DEPARTMENT 0316	SAFETY DEVICES								
08010	BUMPER TO BUMPER - H.E. BROWN								
359919/D	Railway Crossing Marking Paint					74	29-Jun-2020	09-Jul-2020	
1-5-0316-101				MATERIALS AND SUPPLIES - SAFETY DEVICES					429.38
Department Total :									429.38

DEPARTMENT 0325	TRUCK EXPENDITURES								
08010	BUMPER TO BUMPER - H.E. BROWN								
379346/D	Truck Repairs & Maint. Parts					74	06-Jul-2020	09-Jul-2020	
1-5-0325-101				REPAIRS AND MAINTENANCE-TRUCK					48.85
Department Total :									48.85

DEPARTMENT 0326	GRADER EXPENDITURES								
07011	GRANT FUELS INC.								
207703	35% Loader & 65% Grader Dyed Diesel 633.8L @ \$0.804					74	03-Jul-2020	09-Jul-2020	
1-5-0326-106				FUEL & OIL - GRADER EXPEND.					331.45
Department Total :									331.45

DEPARTMENT 0327	LOADER/HOE EXPENDITURES								
07011	GRANT FUELS INC.								
207703	35% Loader & 65% Grader Dyed Diesel 633.8L @ \$0.804					74	03-Jul-2020	09-Jul-2020	
1-5-0327-106				FUEL & OIL - LOADER/HOE EXP.					178.47
Department Total :									178.47

DEPARTMENT 0400	ENVIRONMENTAL								
12913	MILLER WASTE SYSTEMS								
501-000021205	Dump & Return, Container Fees- Jun 2020					74	30-Jun-2020	09-Jul-2020	
1-5-0400-175				BLUE BOX RECYCLING COSTS					593.66
Department Total :									593.66

DEPARTMENT 0600	SOCIAL SERVICES								
03001	CASSELLHOLME HOME OF AGED								
JULY 2020 LEV July 2020 Levy						74	01-Jul-2020	09-Jul-2020	
1-5-0600-112				CASSELLHOLME					4,019.00
Department Total :									4,019.00

DEPARTMENT 0700	RECREATION								
08095	HYDRO ONE NETWORK INC								
200009123728J	Hydro 70% REC & 30% Roads - June 2020					74	24-Jun-2020	09-Jul-2020	
1-5-0700-107				HYDRO - RECREATION					198.14
200073072188J	Hydro for Skating Rink - June 2020					74	25-Jun-2020	09-Jul-2020	
1-5-0700-153				RINK & SPORTSCENTRE					29.91
23010	WILSON'S BUILDERS SUPPLIES								
102265	Bleach, CLR, Toilet Brush					74	25-Jun-2020	09-Jul-2020	
1-5-0700-101				MATERIALS AND SUPPLIES (HALL)					25.15

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Supplier : 0000000 To PT00000007
 Batch : All
 Department : All

Cash Requirement Date : 09-Jul-2020
 Bank : 099 To 1
 Class : All

Supplier	Supplier Name					Batch	Inv Date	Inv Due Date	
Invoice #	Invoice Description								Amount
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0700	RECREATION								
Department Total :									253.20
DEPARTMENT 0950	ENFORCEMENT								
20012	TOWN OF MATTAWA								
IN01354	Police Services - July 2020					74	02-Jul-2020	09-Jul-2020	
1-5-0950-141	POLICING SERVICES								8,494.17
Department Total :									8,494.17
Unpaid Total :									50,484.66

Total Unpaid for Approval :	50,484.66
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	0.00
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	50,484.66