



**MUNICIPALITY OF EAST FERRIS  
REGULAR MEETING OF COUNCIL  
AGENDA**

**May 26, 2020, 6:00 pm  
Corbeil Park Hall**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Accepting the Minutes of the Previous Meeting(s):**
  - a. Minutes of Special Meeting and Regular Meeting of May 12th, 2020
- 4. Business Arising from the Minutes**
- 5. Declarations of Conflict of Interest**
- 6. Chair's Comments:**
- 7. Delegations to Council:**

*None for this session*
- 8. Committee Reports:**
  - a. Public Works and Infrastructure Committee
    1. Minutes of May 19th, 2020
  - b. Community Emergency Management Committee

*Emergency Management Control Group continue to meet on a weekly basis*
  - c. Fire and Emergency Services Committee

*None for this session*

- d. Planning Advisory Committee

*None for this session*

- e. Committee of Adjustment

*None for this session*

- f. Recreation, Parks and Culture Committee

*None for this session*

- g. Economic Development Committee

*None for this session*

- h. Communications Committee

- 1. Next meeting - May 28th, 2020 at 11:30 a.m.

- i. East Ferris Centennial Celebration Committee

*None for this session*

- j. Municipal Office Project/Technical Advisory Committee

*None for this session*

**9. Board Reports:**

- a. Library Board

- 1. Councillor Lougheed

Re: Draft letter to the Ontario Trillium Foundation

- 2. Minutes of Special Meeting, May 19th, 2020

- b. Police Services Board

*None for this session*

**10. Departmental Reports & Resolutions:**

*None for this session*

**11. Notice of Motions**

- a. Notice of motion prepared by Councillor Kelly

**12. By-laws:**

- a. By-law No. 2020-11, 3rd Reading  
Being a By-law to Establish and Regulate a Fire Department
- b. By-law No. 2020-17, 1st and 2nd Reading  
Being a By-law to govern the proceedings of Council, Local Boards and Committees of either, the conduct of its members, the calling of the meetings and to establish rules of order
- c. By-law No. 2020-18, 1st and 2nd Reading  
Being a By-law to provide for the regulation of Open Air Burning in the Municipality of East Ferris

**13. Correspondence and Information Items:**

- a. Town of Grimsby  
Re: Support of Resolution - Commercial Rent Assistance Program
- b. Township of North Frontenac  
Re: Support of Resolution - Framework for Re-opening our Province - Residential Construction in Rural Areas
- c. AMO Communications  
Communications: May 11th, 14th, 19th and 21st, 2020
- d. Callander Food Bank  
Re: Thank you letter

**14. Action Items:**

- a. Approval of Correspondence and Information
- b. Support of Resolution
  - 1. **Municipality of Callander** - Paved Shoulder for Highway 94 Callander
  - 2. **Town of Midland** - Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19
  - 3. **Town of Armour** - Internet Connectivity in Rural Areas

**15. Approval of Accounts Payable**

**16. Other Business**

- a. Application to FCM - Green Municipal Fund - Feasibility Studies and Pilot Projects Program

**17. In Camera (if required)**

**18. Confirmatory By-Law**

- a. By-law No. 2020-19, 1st, 2nd and 3rd Reading  
Confirmatory By-law (May 12th to May 26th, 2020)

**19. Adjournment**



**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS**  
**SPECIAL COUNCIL MINUTES**

**May 12, 2020**

PRESENT:        Pauline Rochefort, Mayor                                Erika Lougheed, Councillor  
                     Mike Voyer, Deputy Mayor                                Steven Trahan, Councillor  
                     Terry Kelly, Councillor

STAFF            Monica L. Hawkins, Clerk                                Jason Trottier, CAO/Treasurer  
PRESENT:

**1. Adoption of the Agenda**

Council approved the agenda as prepared, and requested a change in the order of the agenda. Council moved the In-Camera session ahead of Correspondence and Information. The reason for the move:

Municipal Solicitor joining the meeting for the In-camera session at 4:00 p.m.

**2020-101**

**Moved by** Councillor Terry Kelly

**Seconded by** Councillor Lougheed

THAT the draft agenda presented to Council for the Special Meeting and dated the 12th day of May be hereby adopted as circulated.

**Carried Mayor Rochefort**

**2. Disclosure of Pecuniary Interest and General Nature Thereof**

None for this session

**3. Correspondence and Information:**

a.        Municipal logo - variations requested by Council

Council reviewed the variations of the new Municipal Logo. Council requested minor changes.

**4. In-Camera Session**

**2020-102**

**Moved by** Councillor Steven Trahan

**Seconded by** Councillor Lougheed

THAT this meeting proceeds In-Camera session at 4:04 p.m. in order to address a matter pertaining to:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**Carried Mayor Rochefort**

**2020-103**

**Moved by** Deputy Mayor Voyer

**Seconded by** Councillor Terry Kelly

THAT we do now adjourn this In-Camera meeting at 5:15 p.m. and return to our regular session of Council.

**Carried Mayor Rochefort**

**5. Resolution as a result of In-Camera Session (if any)**

**6. Adjournment**

**2020-104**

**Moved by** Councillor Lougheed

**Seconded by** Councillor Terry Kelly

THAT we do now adjourn this meeting at 5:35 p.m.

**Carried Mayor Rochefort**

Mayor

Pauline Rochefort

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Clerk

Monica L. Hawkins



**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS  
REGULAR COUNCIL MEETING MINUTES**

**May 12, 2020**

PRESENT:        Pauline Rochefort, Mayor                                Erika Lougheed, Councillor  
                     Mike Voyer, Deputy Mayor                                Steven Trahan, Councillor  
                     Terry Kelly, Councillor

STAFF            Monica L. Hawkins, Clerk                                Jason Trottier, CAO/Treasurer  
PRESENT:

**1.     Call to Order**

Mayor Rochefort called the meeting to order at 6:00 p.m.

**2.     Adoption of Agenda**

**2020-106**

**Moved by** Deputy Mayor Voyer

**Seconded by** Councillor Trahan

THAT the draft agenda presented to Council and dated the 12th day of May, 2020 be adapted as circulated.

**Carried Mayor Rochefort**

**3.     Accepting the Minutes of the Previous Meeting(s):**

a.     Council Minutes of April 28th, 2020

**2020-107**

**Moved by** Councillor Lougheed

**Seconded by** Councillor Trahan

THAT the Minutes of the Regular Council meeting held April 28th, 2020 be approved as circulated.



**4. Business Arising from the Minutes**

None for this session

**5. Declarations of Conflict of Interest**

None for this session

**6. Chair's Comments:**

As the Province is still in a Declaration of Emergency; Council is still meeting virtually. Mayor Rochefort welcomed the residents that was signed into the meeting.

**7. Delegations to Council:**

None for this session

**8. Committee Reports:**

a. Public Works and Infrastructure Committee

1. Minutes of April 27th, 2020 - Next meeting, May 19th, 2020

b. Community Emergency Management Committee

c. Fire and Emergency Services Committee

d. Planning Advisory Committee

e. Committee of Adjustment

f. Recreation, Parks and Culture Committee

g. Economic Development Committee

1. Minutes of meeting held May 6th, 2020

h. Communications Committee

i. East Ferris Centennial Celebration Committee

j. Municipal Office Project/Technical Advisory Committee

**9. Board Reports:**

a. Library Board

1. Minutes of May 5th, 2020

b. Police Services Board

Meeting for Police Services Board scheduled for May 14th, 2020 has been cancelled.

**10. Departmental Reports & Resolutions:**

- a. Report No. PLAN-2020-02

**2020-108**

**Moved by** Deputy Mayor Voyer

**Seconded by** Councillor Kelly

THAT Council of the Municipality of East Ferris accepts the recommendation from the Planning Intern contained in Report No. PLAN-2020-02 and declare the properties in Appendix 'A' of the report surplus and direct staff to prepare a further report with options for the sale and dispersal of these vacant parcels of municipally owned property.

**Carried Mayor Rochefort**

**11. Notice of Motions**

- a. Notice of Motion prepared by Councillor Lougheed

**2020-109**

**Moved by** Councillor Lougheed

**Seconded by** Councillor Trahan

**NOTICE OF MOTION PREPARED BY COUNCILLOR LOUGHEED**

WHEREAS on January 22nd, 2019, Council of the Corporation of the Municipality of East Ferris passed its Procedural By-law No. 2019-03;

AND WHEREAS since the passing of the Procedural By-law No. 2019-03 there has been four amendments made to this By-law;

AND WHEREAS the Procedural By-law should align with the Ontario Human Rights Code with respect to the prohibited grounds, ensuring that the language used in the By-law is as inclusive as possible;

BE IT HEREBY RESOLVED THAT Council approve an amendment to the Procedural By-law to reflect written language does not make presumptions regarding gender by addressing people in the singular 'they/them/those'.

**Carried Mayor Rochefort**

**12. By-laws:**

- a. By-law No. 2020-11, 3rd Reading

Council approved the additional amendments prepared by Deputy Mayor Voyer. 3rd Reading of the By-law will be read at the Regular Meeting of Council of May 26th, 2020.

**13. Correspondence and Information Items:**

- a. Minister of Finance
- b. City of Hamilton
- c. Municipality of Callander  
Council referred for support
- d. Town of Midland  
Council referred for support
- e. Township of Armour  
Council referred for support
- f. AMO
- g. AMO Communications
- h. North Bay Parry Sound District Health Unit

**14. Action Items:**

- a. Approval of Correspondence and Information

**2020-110**

**Moved by** Councillor Lougheed

**Seconded by** Councillor Trahan

THAT Council acknowledge the correspondence and information as circulated with the agenda and dated the 12th day of May, 2020.

**Carried Mayor Rochefort**

- b. Township of Mapleton

**2020-111**

**Moved by** Councillor Kelly

**Seconded by** Deputy Mayor Voyer

THAT the Council of the Municipality of East Ferris supports the resolution from the Town of Mapleton in requesting the Province of Ontario to review the Farm Property Class Tax Rate Program.

**Carried Mayor Rochefort**

- c. Discussion - Committee meetings

Review the Terms of References and bring forward at a later date.

**15. Approval of Accounts Payable**

**2020-112**

**Moved by** Deputy Mayor Voyer

**Seconded by** Councillor Lougheed

THAT Council approve the general accounts for the Municipality of East Ferris as indicated in the cheque register(s) dated May 12th, 2020 in the amount of \$409,375.73.

**Carried Mayor Rochefort**

**16. Other Business**

None for this session

**17. In Camera**

In-Camera session requested by Councillor Trahan.

**2020-113**

**Moved by** Councillor Trahan

**Seconded by** Councillor Kelly

THAT this meeting proceeds In-Camera session at 7:10 p.m. in order to address a matter pertaining to:

- personal matters about an identifiable individual, including municipal or local board employees.

**Carried Mayor Rochefort**

**2020-114**

**Moved by** Councillor Kelly

**Seconded by** Councillor Lougheed

THAT we do now adjourn this In-Camera meeting at 7:26 p.m. and return to our regular session of Council.

**Carried Mayor Rochefort**

**18. Confirmatory By-Law**

- a. By-law No. 2020-16 - 1st, 2nd and 3rd Reading

**2020-115**

**Moved by** Councillor Lougheed

**Seconded by** Deputy Mayor Voyer

WHEREAS Council for the Municipality of East Ferris deems it expedient to pass three readings of the following by-law at this session; BE IT HEREBY RESOLVED THAT a By-law to confirm the proceedings of Council from April 28th, 2020 to May 12th, 2020, BE READ a first, second and third time, passed and numbered 2020-16;

AND THAT said by-law be signed by the Mayor and Clerk and sealed with the Seal of the Corporation.

**Carried Mayor Rochefort**

**19. Adjournment**

**2020-116**

**Moved by** Deputy Mayor Voyer

**Seconded by** Councillor Trahan

THAT we do now adjourn at 7:28 p.m. and meet again on May 26th, 2020.

**Carried Mayor Rochefort**

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Mayor

Pauline Rochefort

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Clerk

Monica L. Hawkins



**THE CORPORATION OF THE  
MUNICIPALITY OF EAST FERRIS**

**PUBLIC WORKS COMMITTEE MEETING**

**Tuesday, May 19<sup>th</sup>, 2020 at 10:00 a.m.**

**PRESENT:** Michel Voyer, Steven Trahan, Antoine Boucher, Marius Robidas, Paul Gervais, Monica Hawkins

1. **Agenda** - approved as prepared
2. **Minutes of previous meeting, April 27<sup>th</sup>, 2020 (circulated on Council agenda of May 12<sup>th</sup>, 2020)** - approved as circulated to Council at the Regular Meeting
3. **Declarations of Conflict of Interest** - None for this session
4. **Correspondence and Information Items:**
  - a) **Data re Speed Sign** - Antoine reviewed the data from the speed sign with the committee
  - b) **Turtle Fencing Project** - Centennial and MacPherson
  - c) **BJ Wilson:** Sweeping and signs - Antoine will reply to Mr. Gibson - Committee discussed regarding the bike path and advised that all sweeping was not all done as of yet
  - d) **Draft By-law: Anti-dumping and Littering By-Law** - Paul Gervais was present at the Public Works meeting regarding this item. This will be very hard to enforce. Paul advised the committee that the landfill by-law does have a section regarding littering and anti-dumping. Councillor Trahan will review the by-laws and comment
  - e) **Capital Project Items** - Antoine advised that the approved Capital Projects will be starting next week. The packer that goes behind the grader that was to be sold to the municipality as a demo is no longer available. The company advised Antoine that they can provide a new packer at the cost of \$25,400.00. This will be brought to the Capital Budget meeting.
  - f) **Deb Yeo** - Repair of Waukegan Road - Public Works will be repairing
5. **Next meeting date** - June 15<sup>th</sup>, 2020 at 10:00 a.m.
6. **Adjournment.**

# MUNICIPALITÉ • EAST FERRIS • MUNICIPALITY

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## **SENT BY EMAIL**

May 27, 2020

Ontario Trillium Foundation  
800 Bay Street, 5<sup>th</sup> Floor  
Toronto, ON  
M5S 3A9  
Attention: Board of Directors

Dear Ontario Trillium Foundation Board of Directors:

Libraries and municipalities have the closest relationships with their residents and are becoming essential to the needs of our seniors, families, students and individuals. Both have faced increasing pressure to reduce costs, find efficiencies, and adapt to downloading of fees into their already stretched budgets and look to alternate funding streams for assistance. Aging infrastructure, adapting to the varying needs of citizens, and moving to digital and creative means to reach individuals are some of the pressing issues facing rural and remote municipalities.

We would like the Ontario Trillium Foundation board of directors to examine how the clauses in the application process create an adversarial situation between a municipality and a library. With only one application per year, per stream, and municipalities and their libraries considered one entity, the clause inadvertently reduces decision making, opportunity, and autonomy within a library board.

We are asking the Ontario Trillium Foundation board to re-examine and review the following clause with respect to its potential negative impacts on local libraries and their relationship with their municipalities:

*“Municipal libraries in a small municipality (defined as having a population of 20,000 or less) are eligible to apply for OTF grants under the Inspired or Active People Action Areas only. The municipality must apply on behalf of the library.”*

We hope there can be an amendment to either the grant cycle to allow for multiple applications per year or acknowledge libraries and municipalities as two separate entities. This way, there would be multiple avenues for both organizations to apply for, and potentially receive, much needed financial support.

Thank you in advance for your consideration.

Sincerely,

*Pauline Rochefort*

Mayor Pauline Rochefort  
Municipality of East Ferris

cc: Hon. Lisa MacLeod, Minister of Heritage, Sport, Tourism, and Culture Industries  
MPP Vic Fedeli  
Association of Municipalities Ontario  
Rural Ontario Municipal Association  
East Ferris Public Library Board of Directors  
Ontario Library Association  
Mellissa D`Onofrio-Jones, Chief Executive Officer, Ontario Library Service - North





**THE CORPORATION OF THE  
MUNICIPALITY OF EAST FERRIS**

**PUBLIC LIBRARY BOARD SPECIAL MEETING**

Minutes of the Virtual Public Library Board Meeting held May 19<sup>th</sup>, 2020

**PRESENT:** Joyce Effinger  
Jennifer Laporte, CEO  
Emily Weiskopf-Ball  
Kari Hanselman, Recording Clerk

Christine Joly  
Elisha Sloan-Keats  
Erika Lougheed, Councillor

**EXCUSED ABSENT:**

**1. Call to Order** – Meeting called to order at 4:01 p.m.

**2. Adoption of the Agenda**

Motion No. 2020-39

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the draft agenda circulated to the Board dated May 19<sup>th</sup>, 2020 be hereby adopted as circulated.

CARRIED

**3. Declarations of Conflicts of Interest** – None for this session

**4. In-Camera**

Motion No. 2020-40

Moved by Christine Joly

Seconded by Erika Lougheed

That this meeting proceeds In-Camera at 4:02 p.m. in order to address a matter pertaining to labour relations or employee negotiations.

CARRIED

The Public Library Board went to an In-Camera meeting to discuss labour relations.

Motion No. 2020-41

Moved by Joyce Effinger

Seconded by Erika Lougheed

That we do now adjourn this In-Camera meeting at 4:33 p.m. and return to our regular session.

CARRIED

The Board passed the following motions after adjourning the In-camera session:

Motion No. 2020-42

Moved by Emily Weiskopf-Ball

Seconded by Elisha Sloan-Keats

Motion to continue staff operations as usual.

CARRIED

Motion No. 2020-43

Moved by Joyce Effinger

Seconded by Christine Joly

Motion that the East Ferris Public Library will pay employees sick time during the pandemic, up until restrictions on public libraries are lifted, and that the Board will revisit this issue at the next regular meeting.

CARRIED

**5. Adjournment**

Motion No. 2020-44

Moved by Erika Lougheed

Seconded by Joyce Effinger

Motion to adjourn the meeting at 4:43 p.m.

CARRIED

Next meeting scheduled for June 2<sup>nd</sup>, 2020 at 4:00 p.m.

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CHAIR

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RECORDING CLERK



**THE CORPORATION OF  
THE MUNICIPALITY OF EAST FERRIS  
NOTICE OF MOTION PREPARED BY COUNCILLOR KELLY**

May 26th, 2020

Resolution No. 2020-\_\_\_\_

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c. 25 Section 224 outlines the role of Council, Section 225 the role of Head of Council, and Section 227 the role of municipal staff;

**AND WHEREAS** Section 227 of the *Municipal Act, 2001*, S.O. 2001, c. 25 states that “It is the role of the officers and employees of the municipality to implement council’s decisions and establish administrative practices and procedures to carry out council’s decisions; to undertake research and provide advice to council on the policies and programs of the municipality; and to carry out other duties required under this or any Act and other duties assigned by the municipality;”

**AND WHEREAS** Section 23.1 to 23.5 of the *Municipal Act, 2001*, S.O. 2001, c. 25 outlines the powers and duties that Council as a whole can delegate to certain persons or bodies;

**AND WHEREAS** the Corporation of the Municipality of East Ferris has a policy that governs the recruitment and selection of individuals for employment which requires prior approval of the Chief Administrative Officer;

**AND WHEREAS** the Corporation of the Municipality of East Ferris Procurement By-Law governs the procurement of goods, services or construction by staff and states that no member of Council shall independently approve the procurement of any goods, services or construction;

**BE IT HEREBY RESOLVED** that Council for the Municipality of East Ferris ensure that individual members of Council are following the said legislation and municipal policies by not independently enlisting the services of individuals to perform work for or represent the municipality without the majority vote of Council.

Carried \_\_\_\_\_

Recorded Vote (Upon Request of Councillor\_\_\_\_\_)

Section 246 (1) Municipal Act

	Yeas	Nays
Deputy Mayor Michel Voyer	_____	_____
Councillor Steve Trahan	_____	_____
Councillor Terry Kelly	_____	_____
Councillor Erika Lougheed	_____	_____
Mayor Pauline Rochefort	_____	_____

**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS**

**BY-LAW NO. 2020-11**

**BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT**

**WHEREAS** the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended requires that Council establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and provide such otherwise protective services as it determines may be necessary in accordance with its needs and circumstances;

**AND WHEREAS** Section 2 of the *Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

**AND WHEREAS** Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

**AND WHEREAS** Sections 8 and 101 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, *inter alia*, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

**AND WHEREAS** Section 391 of the *Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

**AND WHEREAS** Section 425 of the *Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

**AND WHEREAS** Section 446 of the *Municipal Act* provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**AND WHEREAS** the Council of the Municipality of East Ferris deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Corporation of the Municipality of East Ferris;

**NOW THEREFORE**, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS HEREBY ENACTS AS FOLLOWS:

**DEFINITIONS:**

1. In this by-law, unless the context otherwise requires:

(a) "*Approved*" means approved by Council.

(b) "*Automatic Aid*" means an approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.

(c) "*Auxiliary Member*" means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a

nominal consideration.

- (d) "*Battalion Chief*" means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of the Fire Chief.
- (e) "*Corporation*" means the Corporation of the Municipality of East Ferris.
- (f) "*Council*" means the Council of the Corporation of the Municipality of East Ferris.
- (g) "*Emergency Management and Civil Protection Act*" means *Emergency Management and Civil Protection Act*, 1990, S. O.1990, c. E.9, as amended, and any successor legislation.
- (h) "*Fire Chief*" means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council, as set out in the *Fire Protection and Prevention Act*.
- (i) "*Fire Department*" means the fire department for the Corporation of the Municipality of East Ferris.
- (j) "*Fire Code*" means Ontario Regulation 213/07, as amended, and any successor regulation.
- (k) "*Firefighter*" means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services, and shall include a Volunteer Firefighter.
- (l) "*Fire Protection and Prevention Act*" means the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- (m) "*Fire Protection Services*" includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- (n) "*Limited Service*" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- (o) "*Member*" means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Full-time and Part- time Firefighters, Volunteer Firefighters, Auxiliary Members, and administrative staff.
- (p) "*Municipal Act*" means the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- (q) "*Mutual Aid*" means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- (r) "*Officer*" means any member with the rank of Lieutenant or higher and any person designated by the Fire Chief to supervise Firefighters.
- (s) "*Volunteer Firefighter*" means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members.

## **ESTABLISHMENT**

2. A Fire Department for the Corporation of the Municipality of East Ferris to be known as the East Ferris Fire Department is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

## **DEPARTMENT STRUCTURE**

3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer of the Fire Department. In the absence of the Fire Chief due to a leave or vacancy of the position, Council may appoint an interim or acting Fire Chief on the recommendation of the CAO.
4. Fire Chief shall appoint Battalion Chief(s) who shall report to the Fire Chief as the second highest ranking Officer(s) of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief. In the absence of the Fire Chief due to a leave or vacancy of the position, a Battalion Chief may be appointed by Council, on the recommendation of the CAO, on an acting or interim basis.
5. In addition to the Fire Chief and Battalion Chief, the Fire Department shall consist of Fire Prevention Officer(s), Inspector(s), Fire Safety Educator(s), Officers, Volunteer Firefighters, and other Members as deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.
6. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.

## **APPROVED SERVICES AND PROGRAMS**

7. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the *Fire Protection and Prevention Act*, and set out in Schedule "B" attached hereto and forming part of this by-law.

## **LIMITED SERVICE**

8. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.
9. Services to Island properties, by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.
10. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

## **RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY**

11. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
  - (a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
  - (b) In a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;
  - (c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
  - (d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
  - (e) On property beyond the municipal boundary where the Fire Chief or designate

determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

## **FIRE CHIEF RESPONSIBILITIES AND AUTHORITY**

12. The Fire Chief shall be ultimately responsible to Council, through the Chief Administrative Officer, as set out in subsection 6(3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of approved services and programs.
13. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
14. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
  - (a) Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
  - (b) Reporting to Council as required by the Fire Protection and Prevention Act and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
  - (c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - (d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
  - (e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
  - (f) Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
  - (g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
  - (h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
  - (i) The proper care and protection of all Fire Department property.
  - (j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved Fire Protection and Emergency Service agreements between the Municipality of East Ferris and other municipalities/townships.
  - (k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
  - (l) Appointment, subject to Approved hiring policies, of any qualified person as a Member of the Fire Department.
  - (m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.



- (n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by approved records retention policies and statutory requirements.
  - (o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
  - (p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.
  - (q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
  - (r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
15. The Fire Chief shall be responsible for coordinating the Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
16. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

## **POWERS**

17. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
18. Without limiting the generality of the foregoing, the Fire Chief and their designates shall be empowered and authorized to carry out the following:
- (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
  - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
  - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
  - (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
  - (e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.
19. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of their powers or duties to the Battalion Chiefs or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

## **RECOVERY OF COSTS**

20. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire

Chief, their designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the Municipality for taking such actions from the owner of the property on which the fire or other emergency occurred.

21. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
22. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.
23. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

## **VOLUNTEER FIREFIGHTER EMPLOYMENT**

24. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to approved hiring policies.
25. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

## **OBSTRUCTION**

26. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act.

## **OFFENCES**

27. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

## **SEVERABILITY**

28. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

## **REPEAL**

29. By-law No. 2010-38 and By-law No. 2018-44 of the Corporation of the Municipality of East Ferris are hereby repealed.
30. Notwithstanding Section 29, the appointments of the Fire Chief, the Battalion Chief(s), and all other members of the Fire Department who were appointed under separate resolutions

or by-laws that exist and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after the by-law is repealed.

**FORCE AND EFFECT**

31. This By-law shall come into force and effect on the day on which it is passed.

**READ A FIRST TIME AND SECOND TIME** this 10<sup>th</sup> day of March, 2020.

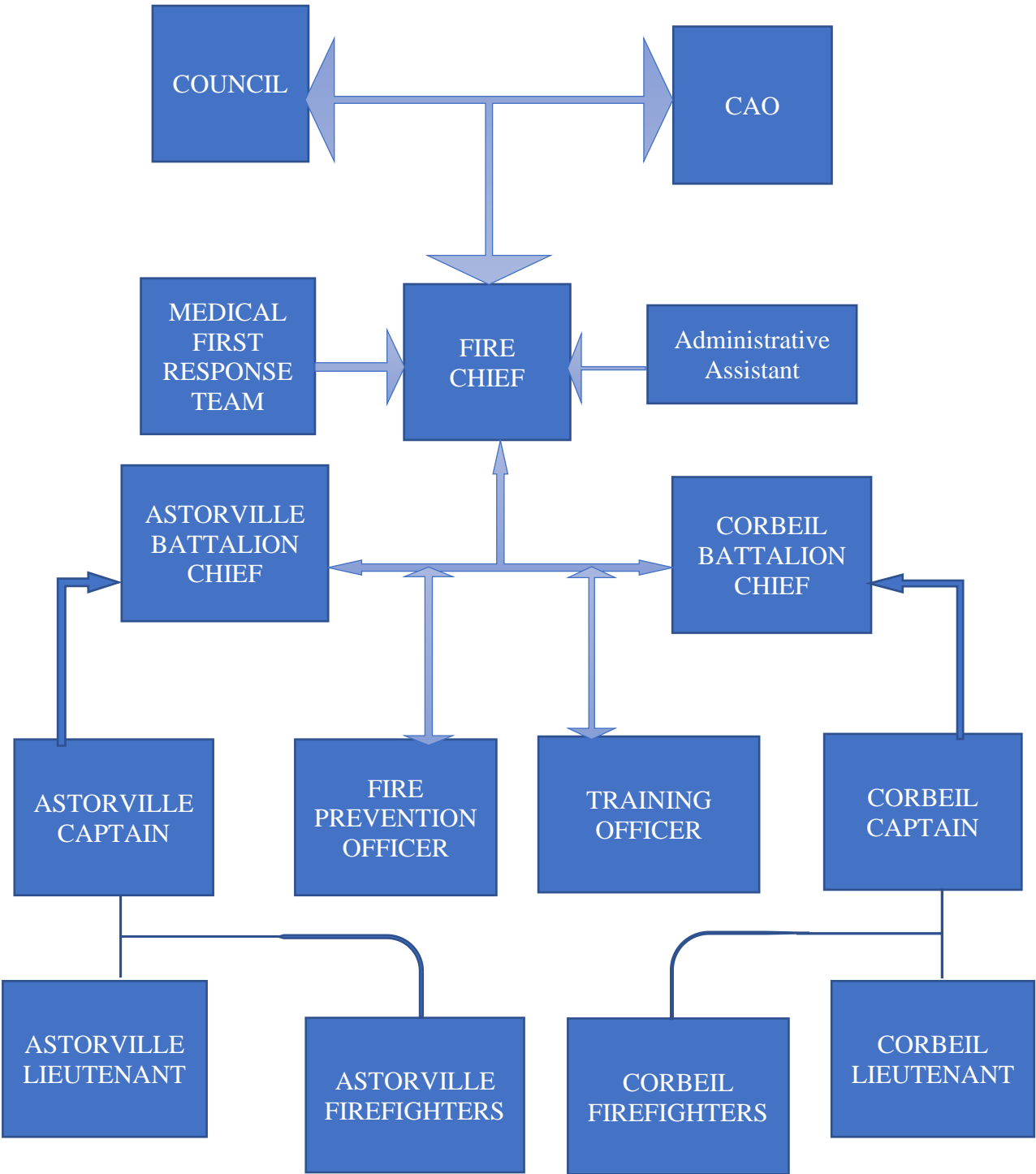
**READ A THIRD TIME AND BE FINALLY PASSED** this 26<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Mayor  
Pauline Rochefort

\_\_\_\_\_  
Clerk  
Monica L. Hawkins

Schedule “A” to By-Law No. 2020-11

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:



## Schedule “B” to By-Law No. 2020-11

### FIRE RESCUE & EMERGENCY SERVICES

#### APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

#### B.1 Emergency Response

##### B.1.1 Basic Firefighting Services:

- The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services on mainland, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time. Firefighting services to island properties, by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.

##### B.1.2 Structural Firefighting Services:

- (a) For the purpose of this Schedule, “Structural Firefighting” shall have the same meaning as Structural Firefighting as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.
- (b) *Interior Search and Rescue* – Shall be provided when possible and as appropriate in accordance with the following:
  - Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
  - Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
    - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
    - ii. Building integrity permits entry into the structure;
    - iii. Sufficient trained Firefighter staffing is deployed at the fireground;
    - iv. Reliable water supply with adequate flow can be sustained.
    - v. Adequate fireground supervision and support is provided.
- (c) *Interior Fire Suppression (Offensive Operations)* – Shall be provided when possible and as appropriate in accordance with the following:
  - Service shall be provided to contain the fire and prevent further loss of property.
  - Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
    - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
    - ii. Building integrity permits entry into the structure;
    - iii. Sufficient trained Firefighter staffing is deployed at the fireground;
    - iv. Reliable water supply with adequate flow can be sustained;
    - v. Adequate fireground supervision and support is provided.
- (d) *Exterior Fire Suppression (Defensive Operations)* – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:
  - There shall be no expected rescue component with this service.
  - Service shall be provided to prevent fire spread to adjacent areas.

- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.
- Services to Island properties, by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.

#### B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

#### B.1.4 Vehicle Firefighting Services:

- Service shall be provided to control and extinguish vehicle fires.

#### B.1.5 Grass, Brush, and Forestry Firefighting Services:

- Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.
- Services to island properties, by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.

#### B.1.6 Marine Firefighting Services:

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

#### B.1.7 Automatic Aid Response Services:

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

#### B.1.8 Mutual Aid Response Services:

- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the County/District/Region pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

#### B.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Nipissing District, Emergency Medical Services and the Municipality of East Ferris.
- Services to island properties, by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.
- Service shall be provided in accordance with the District of Nipissing Social Services Board Volunteer Firefighter Defibrillation Program.

#### B.1.10 Ambulance Assistance Services:

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

#### B.1.11 Police Assistance Services:

- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

#### B.1.12 Public Assistance Services:

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

#### B.1.13 Public Hazard Assistance Services:

- (a) *Carbon monoxide Incidents* – Response shall be provided to carbon monoxide alarms and emergencies.
- (b) *Public Utility Incidents* – Response shall be provided to public utility incidents that pose a public hazard, including:
  - i. Electrical utility emergencies;
  - ii. Natural gas utility emergencies.

#### B.1.14 Vehicle Accident Services:

- The Fire Department shall respond to vehicle accidents to provide the following services:
  - i. Stabilizing the scene of the accident;
  - ii. Stabilizing the vehicles involved in the accident;
  - iii. Providing aid to injured or trapped persons;
  - iv. Mitigating adverse effects to the natural environment.

#### B.1.15 Vehicle Extrication Services:

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

#### B.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

#### B.1.17 Highway Incident Services:

- Fire Protection Services shall be provided to the King's Highway and other provincial highways.
- Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

#### B.1.18 Hazardous Materials Response Services:

- Service shall be provided at the *Awareness Level* in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 472 Technician Level *shall not be provided by the Fire Department*.

#### B.1.19 Water and Ice Rescue Services:

- (a) *Surface Water Rescue* – Service shall be provided at the *Operations Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, as shore-based rescue with no entry.
- (b) *Swift Water Rescue* – Service shall be provided at the *Operations Level* in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, as shore-based rescue with no entry.
- (c) *Ice Rescue* – Service shall be provided at the *Awareness Level* in accordance with NFPA 1670, *Standard for Operations and Training for*

*Technical Search and Rescue Incidents*, as shore-based rescue with no entry or travel on frozen body of water.

(d) *Dive rescue* – Service shall not be provided.

(e) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.

B.1.20 Urban Search and Rescue Services:

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.21 Rope Rescue Services:

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Rope rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.22 Confined Space Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.23 Trench Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.24 Cave, Mine, and Tunnel Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Cave, mine, and tunnel rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.25 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.26 Industrial and Machinery Rescue Services:

- Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.



B.1.27 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the Approved Emergency Management Program.

B.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

**B.2 Fire Prevention and Public Education**

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems checking, testing and approval.
- (g) Enforcing code compliance.
- (h) Enforcing municipal by-laws.
- (i) Issuing permits.
- (j) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

- (a) Determining cause and origin of fires and explosions.
- (b) Assessing code compliance.
- (c) Determining effectiveness of built-in suppression features.
- (d) Determining compliance with building standards.
- (e) Interacting with police, fire investigators, and other agencies.
- (f) Supporting criminal prosecutions, including appearances in court.

B.2.4 Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comment on new construction and renovation plans.
- (c) Reviewing and providing comment on subdivision and development agreements.
- (d) Reviewing and providing comment on site plans.
- (e) Inspecting sites of approved plans to determine compliance.

B.2.5 Risk Assessment Services:

- (a) Conducting community fire risk assessments.
- (b) Compiling, analyzing and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

- (a) Consulting with families, schools, health professionals, and police with

- respect to TAPP-C and other juvenile fire-starting programs.
- (b) Consulting with architects, engineers, planners, and builders.
- (c) Interacting with building departments.
- (d) Interacting with other government agencies.
- (e) Providing input into fire prevention policy development.

#### B.2.7 Assistant to the Fire Marshal Services – Fire Prevention:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

### B.3 Emergency Planning

#### B.3.1 Pre-Incident Planning Services:

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-Incident Planning.

#### B.3.2 Community Emergency Management Planning Services:

- Collaborating with the development, review, revision, and implementation of the Approved Emergency Plan.

### B.4 Fire Department Administration

#### B.4.1 Planning and Development Services:

- (a) Strategic planning.
- (b) Evaluating Fire Department programs and services.
- (c) Projecting station locations and reallocations.
- (d) Determining staffing levels and assignments.
- (e) Developing policies, procedures, operating guidelines.
- (f) Coordinating with other emergency services.
- (g) Coordinating development with other municipal departments.

#### B.4.2 Financial Services:

- (a) Coordinating with the Municipal Finance Department for financial services.
- (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- (c) Providing input into levels of service based on available funding.
- (d) Developing and administering operating and capital budgets.
- (e) Identifying alternative sources of revenue and fees for services.
- (f) Initiating cost recovery measures.
- (g) Purchasing.

#### B.4.3 Records Management Services:

- (a) Documenting Fire Department activities.
- (b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- (c) Complying with all applicable Freedom of Information Legislation, including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.45, as amended, or successor legislation.

#### B.4.4 Department Human Resources Services:

- (a) Recruitment, selection, promotion, and retention of staff.
- (b) Performance evaluation.
- (c) Career development.

- (d) Job classifications.
- (e) Discipline.

#### B.4.5 Customer Relations Services:

- (a) Environmental scanning, anticipating pressures and developing communication strategies.
- (b) Enhancing public image of the Fire Department and its staff.
- (c) Developing and maintaining inter-agency relationships.

#### B.4.6 Health and Safety Services:

- (a) Implementing a Fire Department health and safety program.
- (b) Implementing a joint health and safety committee for the Fire Department.
- (c) Implementing an occupational exposure program.
- (d) Establishing a designated Officer with respect to communicable disease regulations.

#### B.4.7 Legal Services:

- (a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- (b) Prosecuting offences under applicable by-laws and statutes.
- (c) Coordinating the services of solicitors and legal counsel.

### **B.5 Communications**

#### B.5.1 Dispatch Services:

- (a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- (b) Liaising with dispatch centers.
- (c) Providing current municipal information to the dispatch centers, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- (d) Monitoring Fire Department dispatch centre performance and resolving any service issues.

#### B.5.2 Technology Services:

- (a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- (b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
- (c) Arranging for interface capabilities with other data systems.

### **B.6 Training and Education**

#### B.6.1 Training Program Standards:

- (a) Providing a training program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- (b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- (c) Providing a training program for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications.
- (d) Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- (e) Providing a training program for fire inspectors that conforms to NFPA 1031,

Standard for Professional Qualifications for Fire Inspector and Plan Examiners.

- (f) Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- (g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist.
- (h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- (i) Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.

**B.6.2 Providing Access to Training Facilities:**

- (a) Coordinating access to appropriate training facilities.
- (b) Delivering hands-on training to staff.

**B.6.3 Providing Station Training:**

- (a) Delivering curriculum specific to operational and strategic needs.
- (b) Providing supervisory training drills.

**B.6.4 Program Development Services:**

- (a) Developing trainer facilitators.
- (b) Coordinating core curriculum.
- (c) Providing officer training and development.
- (d) Developing specialized staff development programs.

**B.7 Maintenance**

**B.7.1 Fleet and Equipment Maintenance Services:**

- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations.
- (d) Providing annual pump capacity and certification testing.
- (e) Providing annual aerial device certification testing.
- (f) Developing specifications for new apparatus and equipment.
- (g) Acceptance testing of new apparatus and equipment.
- (h) Maintaining, testing, and calibrating specialized equipment.

**B.7.2 Facilities Maintenance Services:**

- (a) Providing routine cleaning and housekeeping of fire stations.
- (b) Arranging for maintenance and repair of fire station infrastructure.
- (c) Providing input regarding design and construction of fire stations.

## Schedule “C” to By-Law No. 2020-11

### FIRE RESCUE & EMERGENCY SERVICES VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of Volunteer Firefighters shall be governed by the following:

#### **C.1 VOLUNTEER FIREFIGHTER EMPLOYMENT**

- C.1.1 The employment of Volunteer Firefighters shall be governed by the *Employment Standards Act, 2000*, S.O. 2000, c.41, as amended, and the *Ontario Human Rights Code*, RSO 1990, c H.19, as amended.
- C.1.2 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:
- (a) Be at least 18 years of age.
  - (b) Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
  - (c) Be physically fit to perform the duties of Firefighter and successfully complete a Candidate Physical Ability Test (CPAT) to the satisfaction of the Fire Chief.
  - (d) Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
  - (e) Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
  - (f) Have the ability to attend 30% of emergency calls on a call-out basis, as determined by the Fire Chief.
  - (g) Have the ability to meet the training attendance requirements of 70% of the Fire Department, as determined by the Fire Chief.
- C.1.3 Every newly appointed Volunteer Firefighter shall complete a term of probation of 6 months, during which time he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.
- C.1.4 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 6 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations, and shall meet all attendance and performance expectations during the additional probationary period.
- C.1.5 Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified Member of the Fire Department in accordance with Approved hiring policies.
- C.1.6 If a probationary Firefighter fails to successfully complete any required training or examinations, or fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person.
- C.1.7 The Fire Chief may promote, from time to time, any qualified Member in order to maintain a sufficient complement of Officers in accordance with the

Approved Fire Department Organizational Chart.

- C.1.8 In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the *Workplace Safety and Insurance Act, 1997* as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
- (a) Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
  - (b) Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Volunteer Firefighter's fitness to perform the duties of Firefighter.
  - (c) Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a Candidate Physical Ability Test (CPAT) beginning at an age determined by the Fire Chief and periodically thereafter.
- C.1.9 Every Member who is required to carry out any approved Emergency Response program or service as set out in Section B.1 of Schedule "B" of the By-Law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the Fire Chief may reasonably require.
- C.1.10 If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporation's duty to accommodate pursuant to the Ontario *Human Rights Code*.
- C.2 REMUNERATION**
- C.2.1 The rate of remuneration (applicable rate) for each rank of Volunteer Firefighter is based on a point system whereas each point is equivalent to a dollar value determined annually based on total points allocated to all Volunteer Firefighters divided by total budget allocated for the point system.
- C.2.2 Volunteer Firefighters shall be paid a minimum of one (1) hour at their applicable rate of pay for responding to emergency calls, attending training, and attending other Fire Department activities approved by the Fire Chief or designate, and shall be paid one-half (1/2) hour for every one-half (1/2) hour or part thereof worked beyond the first hour.
- C.2.3 In accordance with the *Employment Standards Act, 2000*, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.
- C.2.4 In accordance with the regulations enacted under the *Employment Standards Act, 2000*, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/bi-weekly rest periods shall not apply to Volunteer Firefighters.
- C.3 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE**
- C.3.1 For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder, Volunteer Firefighters and Auxiliary Members of the Fire Department shall be considered workers as defined by the Act, and

the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.

- C.3.2 The Corporation shall maintain coverage for Volunteer Firefighters and Auxiliary Members according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

#### **C.4 GENERAL DUTIES AND RESPONSIBILITIES**

- C.4.1 All Members shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

#### **C.5 DISCIPLINE**

- C.5.1 The Fire Chief may reprimand, suspend, or take disciplinary action up to and including dismissal of any Member for an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure operating guideline, order, directive, or rule of the Fire Department.

#### **C.6 LEAVES OF ABSENCE**

- C.6.1 Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the *Employment Standards Act, 2000*.
- C.6.2 A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to twelve (12) months, and such requests shall not be unreasonably denied.
- C.6.3 All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least ten (10) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive this notice period.
- C.6.4 A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case by case basis.

#### **C.7 TERMINATION**

- C.7.1 The employment relationship between a Volunteer Firefighter and the Corporation may be terminated in the following ways:
- (a) *Resignation*: A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or designate.
  - (b) *Termination with Cause*: The Corporation may terminate the employment of a Volunteer Firefighter for cause without notice or payment in lieu of notice at any time during the course of employment.
  - (c) *Termination Without Cause*: The employment of a Volunteer Firefighter may be terminated without cause at any time by the Corporation, at its sole discretion for any reason, by providing the Volunteer Firefighter with the minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which they are entitled under the *Employment Standards Act, 2000*. In addition, the Corporation shall continue to pay its share of the Volunteer Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the *Employment Standards Act, 2000*.



## **CORPORATION OF THE MUNICIPALITY OF EAST FERRIS**

### **BY-LAW NO. 2020-17**

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, LOCAL  
BOARDS AND COMMITTEES OF EITHER, THE CONDUCT OF ITS MEMBERS  
THE CALLING OF THE MEETINGS AND TO ESTABLISH RULES OF ORDER.

**Whereas** pursuant to Section 238(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended that every Municipality and Local Board pass a Procedure By-law for governing the calling place and proceedings of meetings;

**And Whereas** pursuant to Section 238(2.1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended requires public notice of meetings;

**Now Therefore** the Council of the Corporation of the Municipality of East Ferris hereby enacts as follows:



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## **ARTICLE 1 – INTERPRETATION**

### **1.1 Short Title of By-law**

This By-law shall be known as the Municipality of East Ferris Procedural By-law.

### **1.2 Definitions**

In this By-law:

- a) “CAO” means the Chief Administrative Officer reporting to Council, the Chief Administrative Officer (CAO) is the senior administrator providing information, advice, and recommendations to Council on issues that affect the municipality in order to ensure that Council makes informed decisions and to fulfill such duties as may be assigned by the Municipality from time to time. Attending all Council meetings.
- b) “Chair” means the person presiding at a meeting and sees that the rules of procedure are observed whether that person is the regular presiding officer or not.
- c) “Clerk” means that person appointed by the Council of the Municipality of East Ferris to fulfill such duties as may be assigned by the Municipality from time to time.
- d) “Committee” means any advisory or other Committee, Subcommittee or similar entity of which at least 50 percent of the members are also members of one or more Councils or Local Boards. Committees are established by Council and are governed by the Terms of References in the Boards and Committees Policy.
- e) “Council” refers to elected members of Council.
- f) “Head of Council” means the Mayor of the Corporation of the Corporation of East Ferris or in the case of the absence of the Mayor from the Municipality or if they are absent through illness, or their office is vacant, a Councillor shall be appointed to act from time to time in the place and stead of the Mayor and they shall have all the rights, powers and authority of the Head of Council while so doing.
- g) “Local Board” means a municipal service board, transportation commission, board of health, planning board and any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, a conservation authority, a police services board or a public library board.
- h) “Meeting” means any regular, special or other gathering of Council, a Local Board or of a Committee of Council, for which a quorum is required in order to make a decision on any matter over which it has jurisdiction

and does not include participation at workshops, training sessions or conferences;

- i) "Member" as it relates to Council means a member of the Corporation of the Municipality of East Ferris Council and as it relates to Committees as defined in 1.2(d) shall mean a person elected or appointed to the Committee and includes the Head of Council and the Chair of any Committees;
- j) "Municipal Act" means the Municipal Act S.O. 2001, c.25 as amended or replaced.
- k) "Present" means physically in attendance at the meeting.
- l) "Presiding Officer" means the Head of Council or the Chair of a Committee unless otherwise appointed in accordance with the provisions of this By-law.
- m) "Quorum" as it relates to Council means three members of Council and as is it relates to Committees means a majority of the applicable membership.
- n) "Secretary" shall mean the person appointed by Council, a Local Board or a Committee of either of them to record the proceedings of any meeting constituted pursuant to this By-law.
- o) "Corporation" means the Corporation of the Municipality of East Ferris.

### **1.3 Use of gender**

A word in this By-law interpreted in the singular number has a corresponding meaning when used in the plural. Words importing a single gender should be read to inclusive of all genders and/or observations.

## **ARTICLE 2 - GENERAL PROVISIONS**

### **2.1 Rules and Regulations**

Subject to the provisions of the Municipal Act, the rules and regulations contained in this By-law shall be the rules of procedure governing the proceedings of Council, the Local Boards and the Committees thereof.

### **2.2 Rules – suspended by resolution**

Any rules established by this By-law, other than a quorum requirement, may be suspended upon resolution by a quorum of Council, a Local Board or Committee members provided that the suspension of the rules does not result in a contravention of any prescribed statute or law.

### **2.3 Rules of Order – governing proceedings**

Subject to the provisions of the Municipal Act and any other Act and except as expressly provided in this By-law, the Rules of Order of the Parliament of

Canada, shall be the rules governing the proceedings of Council, a Local Board or Committees and the conduct of the members of same.

## **2.4 Rules of Order – Robert’s application**

The most recent edition of Robert’s Rules of Order in existence from time to time shall be referred to and abided by as far as applicable when questions arise respecting the interpretation of the rules contained in this By-law or respecting the Rules of Order of the Parliament of Canada.

## **2.5 Conflict – Rules of procedure**

In the event of any conflict between the provisions of this By-law and those contained in any of the authorities set out previously, the provisions of this By-law shall apply.

# **ARTICLE 3 - ROLE OF HEAD OF COUNCIL**

## **3.1 Role of Mayor**

It is the role of the Mayor as the Head of Council: (Ref. 225)

- a) to Act as Chief Executive Officer of the municipality;
- b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to Council;
- c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224(d) and (d.1) of the Municipal Act
- d) to represent the municipality at official functions; and
- e) to carry out the duties of the Head of Council under the Municipal Act or any other statute or regulation; and

## **3.2 Mayor – Chief Executive Officer**

As Chief Executive Officer for the Corporation, the Head of Council shall: (Ref.226.1)

- a) uphold and promote the purposes of this municipality;
- b) promote public involvement in the Corporation’s activities;
- c) act as the representative of the Corporation both within and outside the municipality and promote the Corporation locally, nationally and internationally; and
- d) participate in and foster activities that enhance the economic, social and environmental well-being of the Corporation and its residents.

## **3.3 Ex-officio – all Committees**

The Head of Council shall be an ex-officio member of all Local Boards or Committees of Council and shall be entitled to vote as a member of such Committees. Notwithstanding the above, the Head of Council is not considered a member of the Committee when determining a quorum.

## **3.4 Mayor – appointed by Council – Member of Board**

Unless otherwise prohibited, whenever the Mayor is appointed by Council as a member of a Local Board or Committee, the Mayor may, from time to time,

appoint a member of Council as a designate to attend a meeting of the Local Board or Committee, as the case may be.

### **3.5 Absence of Mayor**

A Deputy Mayor shall act from time to time in the place and stead of the Mayor while the Mayor is absent from the municipality or is absent through illness or their office is vacant.

### **3.6 Selection Criteria**

The Deputy Mayor when acting in the place and stead of the Mayor shall be a Councillor appointed by Council and they shall have all the rights, powers and authority of the Head of Council while so doing.

### **3.7 Absence of Mayor and Deputy Mayor**

In the absence of both the Mayor and the Deputy Mayor, then an Acting Deputy Mayor shall be appointed by Council from the remaining members of Council to act in the capacity of Head of Council and they shall have all the rights, powers and authority of the Mayor.

## **ARTICLE 4 - ROLE OF COUNCIL**

### **4.1 Role of Council**

It is the role of Council: (Ref. 224)

- a) to represent the public and consider the well-being and interests of the Corporation;
- b) to develop and evaluate the policies and programs of the Corporation;
- c) to determine which services the Corporation provides;
- d) to ensure the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
- e) to maintain the financial integrity of the municipality;
- f) to carry out the duties of Council under the Municipal Act or any other statute or regulation.

### **4.2 Disqualification (Ref 258(2))**

A member of council of a municipality is disqualified from holding office if, at any time during the term of office of that member,

- a) ceases to be a Canadian citizen;
- (b) is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality, in the case of a member of council of a local municipality, or in a lower-tier municipality within the upper-tier municipality, in the case of a member of council of an upper-tier municipality; or

(c) would be prohibited under this or any other Act from voting in an election for the office of member of council of the municipality if an election was held at that time. 2001, c. 25, s. 258 (2); 2005, c. 5, s. 44 (3).

#### **4.3 Vacant seat (Ref 259(1))**

The office of a member of council of a municipality becomes vacant if the member,

- (a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;
- (b) fails to make the declaration of office before the deadline in section 232;
- (c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;
- (d) resigns from their office and the resignation is effective under section 260;
- (e) is appointed or elected to fill any vacancy in any other office on the same council;
- (f) has their office declared vacant in any judicial proceeding;
- (g) forfeits their office under this or any other Act; or
- (h) dies, whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).

#### **Exception**

(1.1) Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member. 2017, c. 10, Sched. 1, s. 30.

### **ARTICLE 5 - LOCATIONS, MEETING TIMES AND NOTICE**

#### **5.1 Inaugural meeting – date – time – location**

The inaugural meeting of Council in an election year shall be held on the 15<sup>th</sup> of November of an election year. If the 15<sup>th</sup> of November falls on a Saturday, Sunday or a Statutory Holiday, the meeting will be held on the next business day. This meeting shall be for the purpose of swearing in the new Council and the appointment of Deputy Mayor.

#### **5.2 Regular meetings of Council – date – time - location**

Regular meetings of Council shall be held in the Council Chambers or other designated location beginning at 6:00 p.m. local time and shall be held on the second and fourth Tuesday of each calendar month. When the day of the regular meeting of Council is a public or civic holiday, Council shall meet at the same hour on the next following day which is not a public or civic holiday.



### **5.3 Council meetings - July, August & December**

Notwithstanding the provisions of Subsection 5.2, during the months of July, August and December there shall be only one regular meeting of Council held on the second Tuesday of each of those months.

### **5.4 Special meeting summoned by Head of Council**

The Head of Council may, at any time call a special meeting of Council to be held on such day, time and location as is chosen by the Head of Council.

### **5.5 Special meeting summoned by majority petition**

Upon receipt of a petition of a majority of Council members, the Clerk shall summon a special meeting of Council for the purpose stated in the said petition and to be held on such day, time and location mentioned in the petition. Once such petition is received by the Clerk, no member may remove their name.

### **5.6 Committee or Local Board meetings – date, time, location**

Committee meetings shall be called by the appointed Chair with notice given by the staff resource person to be held on such day, time and location mentioned in a written or verbal notice to all members of the Committee.

### **5.7 Notice of regular meetings**

Notice to members of Council shall not be required to be given of regular meetings of Council unless the day of the meeting is other than that provided for by this By-law or by Council resolution. It is understood that provision of the Agenda for regular Council meetings by the Clerk will be done in electronic format and shall be considered adequate notice of such regular meetings.

### **5.8 Notice of special meeting**

In either circumstances, the Clerk shall give every member of Council at least 24 hour notice of the special meeting which shall include the date, time, location and purpose of the said meeting. Notice of said meeting shall be either verbal or written and unless otherwise specified on the notice shall be held in the Council Chambers. Notwithstanding the above, the 24 hour notice requirement may be waived with the majority of Council.

### **5.9 Committee meetings – notice of meeting**

The recording secretary for the Committee shall give every member of the Committee at least 48 hours notice of said meeting. Such notice shall be either verbal or written and shall include the agenda for a regular meeting or the purpose for a special meeting. This 48 hour notice requirement may be waived with the majority of Council.

### **5.10 Notice of meetings – Provided to the Public**

Notices of all meetings of Council shall be provided to the public by placing a copy of the Agenda on the front counter of the Corporation office foyer and by posting a notice of the date, time and location of such meetings on the Corporation web site not less than twenty-four (24) hours prior to the said meeting, exclusive of non-business days. Notwithstanding the foregoing, where such meeting is a special meeting called pursuant to this By-law and it is not

possible to provide the aforementioned notice, the Municipal Clerk shall make reasonable efforts to provide notice to those concerned. Public notices of Local Board and Committee meetings shall be given by the recording secretary by posting a notice of the date, time and location of such meetings on the Corporation Web Site as soon as is practicable after notice of the meeting has been given.

#### **5.11 Location of meetings**

Unless otherwise specified in the notice of meetings, all meetings shall be held in at the Corbeil Park Hall.

#### **5.12 Electronic Meetings**

During emergencies declared locally or provincially under the *Emergency Management and Civic Protection Act*, Members of Council, Local Boards and Committee may participate electronically in open and closed meetings and shall be counted for the purposes of quorum.

### **ARTICLE 6 - MEETINGS OF COUNCIL**

#### **6.1 Calling the meeting to order**

At the hour appointed when a quorum is present, the Presiding Officer shall call the Council meeting to order.

#### **6.2 No Quorum**

If a quorum is not present within fifteen (15) minutes after the hour appointed, the meetings shall be considered cancelled and the Clerk or recording secretary shall record the names of those members present and the matters listed on the agenda shall be listed on the agenda at the next regular meeting or special meeting.

Under the Municipal Conflict of Interest Act, where compliance with that Act disables a number of members from participating in a meeting such that the remaining members are not of sufficient number to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum, provided that such number is not fewer than two.

#### **6.3 Curfew**

Council shall adjourn its meeting at the hour of 9:00 p.m., if in session at that hour, save and except with the unanimous consent of members present.

#### **6.4 Meetings open to the public**

All Council meetings, Local Board and Committee meetings shall be open to the public unless otherwise provided for in the Municipal Act or any other statute or regulation.

## **6.5 Closed Session or Meeting**

A meeting or part of a meeting of Council, Local Board or any Committee of either may be closed to the public if the subject matter being considered is set out in Subsection 239(2) or Subsection 239(3) of the Municipal Act, 200 as follows:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

A meeting of Council, Local Board or Committee of either may be closed to the public if the following conditions are both satisfied:

- a) the meeting is held for the purpose of educating and training the members;
- b) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council, Local Board or Committee.

Meetings or sessions which are closed to the public may be referred to as in-camera meeting or sessions.

## **6.6 Closed Session – Resolution**

Before holding a meeting or part of a meeting that is to be closed to the public, Council, a Local Board or a Committee of either of them shall state by resolution:

- a) the fact of the holding of the closed meeting; and
- b) the general nature of the matter to be considered at the closed meeting.

## **6.7 Votes of Council**

All votes of Council, Local Boards and Committees of either shall be open to the public except those decisions taken during a meeting or part thereof that is closed to the public in accordance with Subsection 6.5 of this By-law and if said decision is for a procedural matter, or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract agents of the Municipality, Local Board or Committee or to rise from closed session.

## **6.8 Closed Session – Confidentiality**

All information, documentation or deliberations received, reviewed or provided in a closed session or meeting is confidential. Members of Council, Local Board or Committee shall not release, reproduce, copy or make public any information or material considered at a closed session or meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members present at the closed session or meeting. All closed session or meeting materials shall be returned to the Clerk after each closed session.

## **6.9 Closed Session or Meeting – Release of information**

All materials considered in closed session or meeting shall not be released to the public in advance of the closed session or meeting, and release upon request from the public of such items after the closed session or meeting shall be subject to the Municipal Freedom of Information and Protection of Privacy Act. Notwithstanding the above, members of Council and relevant staff shall release information discussed in a closed session or meeting to an investigator appointed by the municipality under Subsection 293(2)(1) of the Municipal Act, 2001 or the Ombudsman appointed under the Ombudsman Act if the municipality has not appointed an investigator, for the purpose of determining if Council, a Local Board or a Committee has complied with Section 239 of the Municipal Act, 2001 or a Procedure By-law under Subsection 238(2) of the Municipal Act, 2001.

# **ARTICLE 7 - AGENDAS**

## **7.1 Preparation of an Agenda**

The Clerk shall prepare an agenda for all regular meetings of Council in the following format:

Call to Order.

- 1) Adoption of Agenda
- 2) Accepting the minutes of previous meetings
- 3) Business Arising from the Minutes
- 4) Declarations of Conflict of Interest
- 5) Chairs Comments
- 6) Delegations to Council
- 7) Committee Reports

- 8) Board Reports
- 9) Departmental Reports and Resolutions
- 10) Notice of Motion
- 11) By-laws
- 12) Correspondence and Information
- 13) Action Items
- 14) Approval of Accounts Payable.
- 15) Other Business
- 16) In-Camera Session (if required)
- 17) Confirmatory By-law
- 18) Adjournment

## **7.2 Items for Inclusion on the Agenda**

Any member of Council may have an item placed on the agenda by submitting in writing this item to the Clerk no later than 12:00 noon the Thursday preceding the date of the meeting;

## **7.3 Preparation of Agenda – Special Meetings**

The Clerk shall prepare an agenda for all special meetings of Council in the following format:

- 1) Adoption to agenda
- 2) Declaration of Conflict of Interest – Disclosure of Pecuniary Interest
- 3) New business/Unfinished business
- 4) In Camera Session (if required)
- 5) Adjournment

## **7.4 Circulation of Agenda – Council Meetings**

The Clerk shall prepare and forward the agenda and make it available to Council members not less than forty-eight (48) hours before the commencement of a regular meeting of Council and not less than twenty-four (24) hours before the commencement of a special meeting of Council except that Council may waive the circulation requirement with the consent of majority of Council.

## **7.5 Correspondence and Communication**

The Clerk shall list all correspondence and petitions on the agenda with a note as to subject and may append to the agenda copies of the correspondence or communication that the clerk determines is important and should be attached thereto. All other correspondence not attached to the agenda will be made available for review at the municipal offices to members of Council at least 48 hours prior to commencement of the regular meeting of Council. Any correspondence or communication may be, at the discretion of the Clerk, referred to a Committee of Council or Local Board for response thereto rather than directed to Council.

## **7.6 Order of Business**

The business of Council shall be conducted in the order listed on the agenda unless otherwise decided by quorum of Council.

## **7.7 Agenda – Local Board/Committee**

The rules of procedure for the Agendas under Article 7 shall be the same for Local Boards or Committees except where they may be changed by the Local Board or Committee.

# **ARTICLE 8 - MINUTES OF MEETINGS**

## **8.1 Content of Minutes**

The minutes of all Council, Local Board and Committee meetings shall be prepared by the Clerk or the secretary or their designate and shall record without note or comment all resolutions, decisions and other proceedings at the meeting whether it is closed to the public or not. The minutes of each meeting shall also record the date, place and time of the meeting, the name of the Presiding Officer and members present and the adoption correction and any amendments to the minutes of the previous meeting(s).

## **8.2 Language of Minutes**

The minutes of the proceeding of Council, Local Boards and Committees shall be kept in English.

## **8.3 Minutes available for public review**

Minutes of meetings shall be prepared by the Clerk or secretary and shall be made available to the respective members for consideration, revision and adoption at the next meeting following which, they will be made available to the public save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Subsection 6.5 of this By-law and subject to the provisions of any applicable By-law, Act or Statute.

## **8.4 Reading of Minutes**

Minutes of previous meetings that have been circulated to members at least 24 hours before the meeting shall be considered for adoption without reading.

## **8.5 Minutes – Kept in Clerk’s Office**

All minutes of Council, Local Board and Committee following adoption shall be kept in the Clerk’s office and shall be made available for viewing during normal office hours and shall be posted on the Corporation website, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 6.5 of this By-law and subject to the provisions of any applicable By-law, Act or Statute.

# **ARTICLE 9 - DELEGATIONS**

## **9.1 Notice to Clerk/Secretary**

Any delegations that wish to address Council, Local Board or Committee on municipal business shall notify the Clerk or the Secretary of the Local Board or Committee in writing not less than four (4) business days preceding the meeting and by providing the Clerk or Secretary of the Local Board or Committee a written copy of their presentation. There shall not be more than 3 delegations entered on the agenda for the meeting. Requests to be heard at the meeting

without prior notification may be considered by Council, the Local Board or the Committee regarding time sensitive matters or as otherwise deemed appropriate upon unanimous approval of all members present at the meeting. A set time limit for such a delegation shall be limited to 5 minutes.

## **9.2 Further Hearing**

After a delegation has been heard at Council, a Local Board or Committee and Council, a Local Board or Committee feels that a further hearing on the same topic is warranted, it may so recommend and it shall set the time and date of such further hearing.

## **9.3 Length of Delegations**

Persons who are allowed to address Council, a Local Board or Committee shall be limited to 10 minutes in length. It will be the responsibility of the Clerk to measure the time of each presentation and to advise the Presiding Officer when 10 minutes has elapsed.

## **9.4 Repetitive or frivolous topics**

The Presiding Officer has the discretion to limit depositions on repetitive topics, or topics that are deemed frivolous.

## **9.5 Committee Review and Consideration**

The Clerk or designate may direct that a deputation be received by a Local Board or Committee for consideration and recommendation to Council on a particular matter rather than addressing Council directly.

## **9.6 Submissions of Petitions**

Petitions shall be signed by the subscribers and presented to Council, a Local Board or a Committee by an appointed representative who has knowledge of the information stated therein.

## **9.7 Invitation to appear before Council**

A delegation may be invited to appear before Council to speak on a subject matter with an upset presentation time limit of 30 minutes. Any invited delegation shall be filtered through the Clerk's Office not less than four (4) business days preceding the meeting and by providing the Clerk with a written copy of the presentation. There shall not be more than 1 invited delegation entered on the agenda for the meeting.

# **ARTICLE 10 - BY-LAWS AND AGREEMENTS**

## **10.1 Circulation of By-laws and Agreements**

Every proposed By-law and/or Agreement other than Agreements for which signing authority has been delegated by By-law, shall be circulated to members of Council, or a Local Board, and by such circulation to members shall be deemed to have been known to the public.

## **10.2 Introduction of By-laws**

Every proposed By-law and/or Agreement shall be introduced by the Presiding Officer specifying the title of the By-law and in so doing, shall request a motion for the first and second reading of the By-law under consideration.

## **10.3 First and Second Reading**

The First and Second Reading of the By-law shall proceed without amendment or debate.

## **10.4 By-law – Debate or Amendment**

Each By-law may, after its Second Reading, be debated or amended.

## **10.5 By-law – Third Reading**

A Third and Final Reading of a By-law shall direct that the By-law be signed and sealed with the seal of the Corporation.

## **10.6 By-law – Constitutes Reading**

The reading of the title of the By-law under consideration shall constitute the first reading, second reading and third reading of the By-law subject to Subsection 10.7.

## **10.7 By-law – Reading in its entirety**

The By-law shall be read in its entirety on the Second Reading unless copies of the By-law have been circulated to members.

## **10.8 By-law – Number of Readings**

Every By-law shall have three readings prior to being passed by Council. A By-law may be read three times at the same meeting unless otherwise provided by statute or by Council. If any member objects to the third reading being given, a majority vote of all members present is necessary to proceed with the reading.

## **10.9 By-law – Date of readings**

The Clerk shall endorse on all By-laws enacted by Council the date of each of the readings of the By-law.

## **10.10 By-law – Signing – Sealing – Filing**

Every By-law enacted by Council shall be numbered and dated, signed by the Presiding Officer and the Clerk, and sealed with the seal of the Corporation. The Clerk shall be responsible for the classifying, indexing, numbering, filing and custody of all By-laws once they have been passed by Council.

# **ARTICLE 11 - MOTIONS/RESOLUTIONS**

## **11.1 Motion – Possession of Council**

Every motion as herein provided when duly moved and seconded and placed under the direction of the Presiding Officer, shall be considered to be in the possession of Council, Local Board or Committee but may be withdrawn with the consent of the mover and the support of a majority of members.



### **11.2 Motion – Introduction**

Every motion as herein provided when duly moved and seconded shall be read by the Presiding Officer in the precise form in which it was introduced and in which it will be recorded in the minutes and the question shall then be open for discussion and consideration.

### **11.3 Form of Motion**

Any resolution adopted by Council, Local Board or Committee shall be in writing under the signature of the mover and seconder and over the signature of the Presiding Officer.

### **11.4 Priority of Disposition**

A motion properly before Council, a Local Board or a Committee for decision must receive disposition before any other motion can be introduced except a motion to adjourn, to amend, to extend the hour of adjournment or to decide a point of order or privilege.

### **11.5 Motion – Amendment**

A motion to amend when duly moved and seconded:

- a) May be made verbally but when requested by the Presiding Officer shall be confirmed in writing;
- b) Shall receive disposition of Council, Local Board or Committee before the original motion;
- c) Shall not be amended more than twice before voting;
- d) Shall be relevant to the motion to be received;
- e) Shall not be received proposing a direct negative to the motion;
- f) May propose a separate and distinct disposition of a motion;
- g) May propose to separate two or more components contained in the original motion.

### **11.6 Motion – Voting**

After the motion is deemed to be finally put to a vote by the Presiding Officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared. The decision of the Presiding Officer as to whether the motion has been finally put to a vote shall be final except any member may require any motion to be repeated from the Chair prior to voting on such motion.

### **11.7 Motion – Recorded Vote**

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce their vote openly and the Clerk or Secretary shall record each vote (Ref. 246(1) of the Municipal Act, S.O. 2001, c.25) with the Presiding Officer voting last. The call of the recording of the vote shall be in the order as elected with the Presiding Officer voting last.

### **11.8 Motion – Abstention or Failure to Signify Vote**

A failure to vote by a member under section 11.7 of the Procedural By-law or subsection (1) of section 246 of the Municipal Act, S.O. 2001 c. 25 who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

### **11.9 Motion – One member – One Vote**

Every member of Council, Local Board or Committee shall have one vote.

### **11.10 Motion – Open Voting**

No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

### **11.11 Motion – Tie Vote**

Any motion on which there is a tie vote shall be deemed to be lost except where otherwise provided by any Act.

### **11.12 Motion – Declaration of results**

The Presiding Officer shall declare the vote on all motions and should their declaration be stated by any member to be in doubt, the vote shall be retaken in an alternative manner and the results of this vote shall be final.

### **11.13 Motion – Reconsideration**

After any question has been decided a motion of reconsideration may be presented by any two members present including the Presiding Officer. No question shall be considered at the same meeting. Where any question has a motion to reconsider and the decision is upheld, any further reconsideration of the same question is not in order for six months from the time of the first motion for reconsideration.

### **11.14 Motion – Out of Order**

Any motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

### **11.15 Motion – Privilege**

A question on a point of order shall be dealt with immediately upon receipt by Council, Local Board or Committee and when decided upon, Council, Local Board or Committee shall return to the matter before Council, Local Board or Committee when such point of order arose. A question of privilege relates to any matter affecting rights and immunities of the Council, Local Board, or Committee collectively, or to the position, reputation, and conduct of members in their respective character.

## **ARTICLE 12 - RULES OF DEBATE**

### **12.1 Speaking on a Motion**

Every member prior to speaking to any question or motion must first be recognized by the Presiding Officer. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as

to interrupt a member while speaking. The mover of a motion shall have the privilege of being the first speaker in the debate on the motion and shall have the further privilege of speaking once more to conclude the debate.

## **12.2 Points of Order and Privilege**

The Presiding Officer shall preserve order and decide questions of order and points of privilege. When a member rises to a point of order they shall state the point of order to the Presiding Officer and sit down and remain seated until the Presiding Officer shall have stated and decided the point of order or point of privilege. Thereafter, a member shall only address the Presiding Officer for the purpose of appealing to the Council the decision of the Chair. If no member appeals the decision of the Presiding Officer shall be final. The Council, Local Board or Committee if appealed to, shall decide the question without debate and its decision shall be final.

## **12.3 Matters of Personal Privilege**

When a member considers that their integrity has been impugned they may as a matter of personal privilege, rise at any time, with the consent of the Presiding Officer for the purpose of drawing the attention of the Council, a Local Board or a Committee to the matter. If the Presiding Officer determines that the matter is not a point of privilege, such determination shall be final and binding and shall not be subject to appeal. If the Presiding Officer rules that the matter is a point of privilege they shall request the member who made the offending remark to withdraw such remark. If the member fails or refuses to withdraw such remark, the Presiding Officer may deal with such member in accordance with Subsection 3.2 herein. If the Presiding Officer rises on, or is the subject of a point of privilege, the Deputy Mayor or Vice Chair shall deal with the point of privilege involving the Presiding Officer. If the Deputy Mayor or Vice Chair is absent or cannot take the chair, the Presiding Officer shall call for a motion to appoint an Acting Chair to deal with the point of privilege involving the Presiding Officer.

# **ARTICLE 13 - CONDUCT OF MEMBERS**

## **13.1 Code of Conduct**

The Code of Conduct approved under By-law No. 2018-50, November 27<sup>th</sup>, 2018 is applicable to this Procedural By-law.

## **13.2 Ejection of member - disobedience**

Any member who disobeys the rules of Council, Local Board or Committee of either, question of order, or practice or upon the interpretation of such rules; and in the case a member persists in such disobedience after having been called to order by the Presiding Officer, the Presiding Officer shall require such member to vacate their seat and the chambers for the duration of the meeting.

# **ARTICLE 14 - GENERAL**

## **14.1 Notices referred to in this By-law**

Any notice referred to in this By-law shall include a notice in writing personally delivered to the recipient or sent by facsimile transmission, or by electronic mail,

or a telephone call to the member's residence or to the member's place of business.

#### **14.2 Variation from provisions**

The provisions of this By-law are intended to govern the conduct of the meetings of Council, a Local Board or a Committee of either but any variation therefrom shall not vitiate or render void any action taken at a constituted meeting of Council, a Local Board or a Committee of either and Council, a Local Board or a Committee of either can waive any provision of this By-law by a majority vote of members present.

#### **14.3 Severability**

Each and every one of the provisions of this By-law is severable and if any provisions of this By-law should for any reason, be declared invalid by any Court, it is the intention and desire of Council that each and every one of the then remaining provisions hereof shall remain in full force and effect.

#### **14.4 Repeal of previous Procedural By-law and Amendments**

By-law No. 2019-03; By-law No. 2019-13; By-law No. 2019-29; By-law No. 2019-46 and By-law No. 2020-12 are hereby repealed.

#### **14.5 Date of effect**

This By-law shall come into effect on the date it receives third reading by the Council of the Corporation of the Municipality of East Ferris.

#### **14.6 Review**

To proactively manage this By-law review, it is desirable to set a review date. Therefore, a review of this By-law shall be performed in the year of a Municipal Election in order to maintain its accuracy and applicability. Should legislation that governs this Procedural By-law change prior to the year of a Municipal Election, the policy shall be reviewed and revised accordingly.

READ A FIRST AND SECOND TIME in open Council this 26th day of May, 2020.

READ A THIRD TIME AND FINALLY passed this \_\_\_\_ day of \_\_\_\_\_, 2020

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Mayor  
Pauline Rochefort

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Clerk  
Monica L. Hawkins

## THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS

### BY-LAW NO. 2020-18

#### BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF OPEN AIR BURNING IN THE MUNICIPALITY OF EAST FERRIS

**WHEREAS** Council of the Corporation of the Municipality of East Ferris is empowered under section 7.1(1) (a) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, to pass by-laws regulating fire prevention, including the prevention of the spreading of fires;

**AND WHEREAS** Council of the Corporation of the Municipality of East Ferris is empowered under section 7.1(1) (b) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, to pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** O. Reg 213/07: Fire Code, under the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, Division B Part 2 section 2.4.4.4. (1)(a) and (1)(b) defines regulations for Open Air Burning;

**AND WHEREAS** Council of the Municipality of East Ferris is empowered under section 128 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, to pass by-laws to prohibit and regulate With respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to recover the costs incurred in doing any such matter or thing as required by by-law, in default of it not being done by the person directed or required to do it;

**AND WHEREAS** section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to pass by-laws for the imposition and collection of fees or charges for services or activities provided by the municipality;

**NOW THEREFORE** the Council of the Corporation of the Municipality of East Ferris enacts as follows:

**1. Definitions** for the purpose of this By-Law:

**1.0 Adverse Effect** includes:

- a) impairment of the quality of the natural environment for any use that can be made of it,
- b) injury or damage to property or to plant or animal life,
- c) harm or material discomfort to any person,
- d) an adverse effect on the health of any person,
- e) impairment of the safety of any person,
- f) rendering any property or plant or animal life unfit for human use,
- g) loss of enjoyment of normal use of property,
- h) interference with the normal conduct of business, and
- i) nuisances including, but not limited to, excessive smoke, odour, dust, airborne sparks, embers or reduced visibility on roadways, railways.

**1.1 Barbeque** means a portable or fixed device designed and intended solely for the cooking of food in the open air, including a wood burning barbeque, or a smoker, but does not include burn barrels, fire pits, outdoor fireplaces or campfires;

**1.2 Brush Pile Fire** shall mean an Open Air Fire, having a maximum fuel size of 1.8 metres x 1.8 metres x 1.8 metres in height (6' feet x 6' feet x 6' feet), that is set and maintained for the sole purpose of burning piled wood, brush or leaves.

**1.3 Burn Barrel or Solid Waste Barrel Burner** means a steel drum or barrel used for burning wood waste and paper product.

- 1.4 Campfire** shall mean an “Open Air Burn”, where the size of burn area (containing all burning and burnt materials) does not exceed a maximum fuel volume of 1 metre x 1 metre x 1 metre height (3.3 feet x 3.3 feet x 3.3 feet), that is set and maintained solely for the purposes of cooking food, providing warmth or recreational enjoyment and where:
- a) The site of the fire is bare rock or sand or other non-combustible material;
  - b) The fire is at least 4 meters (12’ feet) from any flammable material;
  - c) The space above the fire is at least 4 meters (12’ feet) from vegetation;
  - d) The flame length does not exceed 1 meter (3.3 feet) in height and 1 meter (3.3 feet) in diameter and;
  - e) Supervised by a competent person at all times.
- 1.5 Chief Fire Official** means the local municipal Chief Fire Official as defined in the Ontario Fire Code (O. Reg. 213/07).
- 1.6 Clean Dry Wood** means firewood and wood waste that has been allowed to dry. *Note: “dry” refers to moisture content less than 20 per cent.*
- 1.7 Cooking Fire** shall mean any open air fire that is used for the purpose of cooking food.
- 1.8 Council** shall mean the elected Council of The Corporation of The Municipality of East Ferris.
- 1.9 Dangerous Condition means:**
- a) A lack of precipitation which, in the opinion of the Fire Chief or his/her “Designate”, increases the risk of the spread of fire;
  - b) Winds which in the opinion of the Fire Chief or his/her “Designate” increases the risk of spread of fire;
  - c) The issuance, by the Fire Chief, Fire Marshall, or other fire officials in the exercise of their statutory powers, of a fire ban or prohibition against any and all “Open Air Fires”; or,
  - d) Any other condition declared by the Fire Chief or his/her designate to be a dangerous condition from time to time, which increases the risk of the spread of fire.
- 1.10 Designate** means an individual acting in place of the “Fire Chief” in the event that he/she is unavailable.
- 1.11 Fire Chief** means the Fire Chief of East Ferris Fire & Emergency Services appointed as such by municipal by-law and includes his or her designate.
- 1.12 Fire Department** means East Ferris Fire & Emergency Services or any fire department under contract or agreement to provide service to The Municipality of East Ferris.
- 1.13 Fire Season** means the period from the 1st day of April through the 31st day of October as defined in the Forest Fires Prevention Act.
- 1.14 Household Waste** for the purposes of this by-law means combustible material such as plastics, polyethylene terephthalate (PET), paints, oils, solvents, rubber, insulation, batteries, acids, polystyrenes (Styrofoam), pressure treated or painted lumber, tires, upholstered furniture, synthetic fabrics, diapers, hazardous wastes and other materials as defined in the Environmental Protection Act and all other similar and like materials but ***shall not include*** untreated wood and wood fibre products such as unlaminated paper and cardboard and boxboard, brush and leaves.
- 1.15 Incinerator Fire** shall mean a fire set in a container designed for Incineration purposes and constructed completely of non-combustible material that is placed atop not less than 4 cm. (2 inches) of sand or mineral soil extending not less than 60 cm (24 inches) beyond its perimeter, and having a maximum volume of 202 litres (55 gallon) and an outlet or exhaust opening covered by a screen having a mesh of not more than 7 mm (1/4 inch).

- 1.16 Municipality** shall mean The Corporation of The Municipality of East Ferris.
- 1.17 Municipal Authority** means the local municipality, Municipal By-Law Enforcement Officer, or a person designated by the local municipality to issue permits and authorizations for enforcement of Open Air Burning, Wood-Burning Appliances, or Outdoor Fireplace Units.
- 1.18 Off Season** means that period from the 1st day of November of one year to the 31st day of March the following year with no time restrictions for open air burning, unless designated by the Fire Chief or his/her Designate.
- 1.19 Ontario Fire Code** shall mean O.Reg. 213/07 made under the Fire Protection and Prevention Act, S.O. 1997, C.4, as amended.
- 1.20 Open Burning or Open-Air Burning** means any fire or burning practice that is conducted outside a building including but not limited to bonfires, fires in burn barrels, outdoor recreational fireplaces, construction site and demolition site fires, but does not include the following:
- a) an appliance which is fueled by natural gas, propane, charcoal, briquettes, including but not limited to a manufactured or non-manufactured barbeque, fireplace or fire pit
  - b) campfires for the purpose of essential cooking or warmth;
  - c) burning of materials for fire suppression training, testing of fire fighting equipment or law enforcement purposes.
- 1.21 Outdoor Fireplace Unit or Recreational Fireplace Unit** means a: manufactured wood-burning appliance, site-built masonry fireplace, fire pit, chimeneas, clay or metal fireplaces, portable wood-burning devices used for outdoor recreation or heating, or other enclosed containers that are used outdoors and that are not fueled by natural gas or propane and are designed to hold a small fire, not exceeding one metre (3.2 feet) in any direction; but does not include pellet fuelled barbeques or 'wood-waste' combustors defined under O. Reg. 347/90.
- 1.22 Owner** means the person who owns the property on which an Outdoor Fireplace Unit is installed, or the person who owns the property on which Open Air Burning is conducted or the person responsible for conducting the Open Air Burning.
- 1.23 Permit** shall mean a permit issued by the Municipal office or Municipality selected agencies, the Fire Chief or his/her designates, signifying permission to set, maintain or allow to be set an "Open Air Burn" and establishing the conditions under which the permission is granted from the 1st day of January to the 31st day of December in the same year in the form attached as Schedule "A" hereto.
- 1.24 Person** shall mean any individual, association, firm, partnership, corporation, agent or trustee and their heirs, executors, or other legal representatives thereof.
- 1.25 Prescribed Burning** is the deliberate, planned and knowledgeable application of fire by authorized personnel and only in accordance with Ministry of Natural Resources legislation, policy and guidelines to a specific land area to accomplish pre-determined forest management or other land use objectives.
- 1.26 Prohibited Materials** includes "Household Waste", rubber or rubber products, plastic or plastic products, and waste petroleum products and any material or materials which are prohibited by the Environmental Protection Act, R.S.O. 1990, as amended.
- 1.27 Restricted Fire Zone or RFZ** is an Order made by the Ministry of Natural Resources under the Forest Fires Prevention Act that restricts the use of open air fires in a specific area of the province. It is used when the fire hazard is extreme and/or when firefighting resources are stretched to capacity.
- 1.28 Restricted Fire Zones** are regions defined by O. Reg. 207/96, where the Ontario Ministry of Natural Resources retains the right to restrict all fires.
- 1.29 Sensitive Receptor** may include a childcare facility, healthcare facility, a senior citizens' residence, long-term care facility, educational facility, environmentally sensitive area, or other place where smoke may have a greater risk to health or the environment.



**1.30 Total Burn Ban** shall mean absolutely no open burning within the municipality put in place by the Fire Chief or designate which shall prohibit the setting or maintaining of any type of fire, including open air fires, burn barrels, wood burning barbeques, fire pits, and outdoor fireplaces.

**1.31 Waste** includes garbage or refuse materials from residential, commercial, agricultural, industrial or institutional establishment.

**1.32 Windrow** means “open air burning” where the size of the material to be burned does not exceed 15m in length, 5m in width and 1.5 m in height and that is set and maintained solely for the purposes of burning wood, tree limbs and branches as part of normal farm practices or for clearing land.

**1.33 Wood waste** means, tree trunks, tree branches, brush, or wood products that do not contain:

- a) chromated copper arsenate, ammoniacal copper arsenate, pentachlorophenol, creosote, pesticides, or paint,
- b) easily removable hardware, fittings and attachments, unless they are predominantly wood or cellulose, or
- c) plywood or composite wood products containing varnish or glue;
- d) an upholstered article, or
- e) an article to which a rigid surface treatment is affixed or adhered, unless the rigid surface treatment is predominantly wood or cellulose.

## **2. GENERAL PROVISIONS**

**2.0** No “Person” being the owner or tenant in possession of lands within the “Municipality” shall conduct “Open Air Burning” on such lands unless a “Permit” has been issued in respect of such “Open Air Burning”.

**2.1** Notwithstanding any provisions herein, no “Person” shall set or maintain a fire:

- a) In contravention of the “Ontario Fire Code”, the Environmental Protection Act, the Forest Fire Prevention Act, or any other statutory requirements of the Province of Ontario or the Government of Canada;
- b) Containing “Prohibited Materials”;
- c) In any park owned or operated by the “Municipality” without the written permission of the “Municipality”;
- d) At a distance less than seven and one half (7.5) metres (25 feet) from any building, structure, hedge, fence, vehicular roadway of any kind or nature, or overhead wiring or any property line unless otherwise defined under this section;
- e) At a distance of less than seven and one half (7.5) metres (25 feet) from any object or material which has the potential to ignite unless otherwise defined under this section;
- f) Unless the “Person” to whom the “Permit” has been issued or such other “Person” as may be designated in the “Permit”, is in attendance at the fire in a responsible and supervisory capacity at all times until such fire has been completely extinguished;
- g) In any outdoor fireplace or any other burning appliance or container unless same complies with the requirements contained within Schedule “A” attached hereto;
- h) Burn any allowed material without obtaining and having on their person a valid “Open Air Burning Permit” for those types of “Open Air Burning” requiring one;
- i) Which does not meet the description and distances as defined for a “Campfire” or “Cooking Fire” and without having obtained an “Open Air Burn Permit”; and,
- j) When a “Total Burn Ban” or Restricted Fire Zone” has been declared and put in place by the “Fire Chief” or his/her “Designate” or the Province of Ontario.

- 2.2** No “Open Air Burning” shall be commenced or maintained when the wind is in such a direction or intensity to cause any or all of the following:
- a) The possible spread of the fire beyond the approved burn site;
  - b) A decrease in the visibility on any highway or roadway;
  - c) Any odour to such an extent or degree so as to cause discomfort to the persons in the immediate areas;
  - d) Excessive smoke or any other “Adverse Effect”; or,
  - e) Any “Dangerous Condition” Amendment.
- 2.3** No “Open Air Burning” shall be commenced or maintained when weather conditions prevent the ready dispersion of smoke.
- 2.4** No “Open Air Burning” shall be commenced or maintained without the presence of sufficient suppression or extinguishing equipment.
- 2.5** No “Permit” shall be required for domestic barbeques used for the purpose of cooking food on a grill and extinguished immediately upon completion of its use to cook.
- 2.6** No “Person” shall set fire to, ignite, or otherwise burn any materials in a “Brush Pile Fire” with a combined size of greater than 1.8 metres x 1.8 metres x 1.8 metres (6' wide x 6' long x 6' high) without written approval of the “Fire Chief” or his/her “Designate”.
- 2.7** No “Person” shall set fire or cause to be burned more than one “Open Air Burn” at any one time, without the written approval of the “Fire Chief” or his/her “Designate”.
- 2.8** No “Person” shall burn any grass, hay, straw or standing material where such “Open Air Burning” or “Windrow” has a leading edge greater than 15 metres (49.5 feet) in length, 5m (16 feet) in width and 1.5 m (5 feet) in height and where sufficient persons and other resources are not available to contain the said fire to a leading edge of 15 metres (49.5 feet).
- 2.9** No “Person” shall indemnify and save harmless The Corporation of The Municipality of East Ferris and its employees from any and all claims, demands, causes of action, costs or damages that the Municipality may suffer, incur or be liable for resulting from the “Open Air Burning” as set out in this by-law, whether with or without negligence on the part of the “Permit Holder”, the “Permit Holder’s” employees, directors, contractors and agents.
- 2.10** No “Person” shall burn any “Windrow” during the off season, during any dangerous conditions, or if advised by the “Fire Chief” or his/her “Designate”.

### **3. ISSUANCE OF PERMIT**

- 3.0** The issuance of a “Permit” may require the prior inspection of the proposed burn site by the “Fire Chief” or his/her “Designate”.
- 3.1** In applying for a “Permit”, no “Person” shall furnish false or misleading information.
- 3.2** “Permit(s)” may be obtained from the “Municipality” of East Ferris office or designated Municipality locations or the “Fire Chief”.
- 3.3** No “Permit” shall be considered valid until the “Person” granted the “Permit” has validated the “Permit” by reading the terms and conditions of the permit.
- 3.4** No “Permit” is required for “Open Air Burning” consisting of a “Camp Fire” or “Cooking Fire” as defined and maintained by definition is in an organized campground and only if the campground owner/operator decides it is safe to do so. In these situations, strict campfire rules must be adhered to. Your campground owner/operator will provide you with the rules when campfires are allowed.

- 3.5** It is the responsibility of the “Person” granted a “Permit” to check and monitor burning conditions; this can be done in part by contacting the Fire Department, or the Municipal Office.
- 3.6** It is the responsibility of the “Person” who is burning to have easily accessible to them the “Permit” which they were issued for inspection by the “Fire Chief” or his/her “Designate”, “By-law Enforcement” or the Police.
- 3.7** In any prosecution under a provision of this by-law that requires a “Permit”, the onus is on the “Person” charged to prove that the “Person” had a “Permit” at the time the offense is alleged to have been committed.

#### **4. FIRE SEASON and OFF SEASON**

- 4.0** During the “Fire Season”, “Open Air Burning” shall only be permitted 2 hours before sunset until 2 hours after sunrise, seven (7) days a week, between the 1st day of April to the 31st day of October.
- 4.1** During the “Off Season” all burning shall be in compliance with this by-law with the exception of Section 4.0.
- 4.2** The “Fire Season” and “Off Season” are subject to change at the discretion of the Fire Chief or his/her “Designate” in the event of “Dangerous Conditions”, in the event of “Adverse Effects” or otherwise stated by the Ministry of Natural Resources in the event of a “Total Burn Ban”.
- 4.3** The time indicated for no burning does not apply to a “Cooking Fire” as defined.

#### **5. LEVELS OF FIRE BAN OR RESTRICTED FIRE ZONE**

- 5.0** “Total Burn Ban” or “Restricted Fire Zone” shall mean absolutely no “Open Air Burning” including “Campfires” or “Cooking Fires” or charcoal barbecues, but does not include the use of cooking equipment which is equipped with a shut off mechanism.
- 5.1** “Total Burn Ban” status, the need for a “Total Burn Ban”, will be assessed on a daily basis by the Fire Chief or his/her designate.
- 5.2** When the “Fire Chief” or his/her “Designate” orders a “Total Burn Ban” be put in effect, they will notify the Clerk who will then notify Council and the media.

#### **6. ADMINISTRATION AND ENFORCEMENT**

- 6.0** This by-law shall be administered and enforced by the “By-Law Enforcement Officer” and/or the “Fire Chief” or his/her “Designate” of the “Municipality” of East Ferris.
- 6.1** The “Fire Chief” or his/her “Designate” may, at any time, and in the exercise of his or her sole discretion, issue a “Total Burn Ban”, effective for a specified period of time, prohibiting the setting of any and all “Open Air Burns” within any area of the entire “Municipality”.
- 6.2** Notwithstanding section 2 of this by-law, the “Fire Chief” or his/her “Designate” may revoke any or all “Permits”, or refuse to issue “Permits” where, in the opinion of the “Fire Chief” or his/her “Designate”, that:
- a) The ability to control the fire is hampered by the existence of a “Dangerous Condition”, which exists on or in the proximity of the proposed “Open Air Burning” site; or,
  - b) A “Person” fails to comply with any part of this by-law.

- 6.3** Any “Person” who fails to comply with the provisions of this By-law, or who fails to properly supervise and maintain a fire, or who fails to extinguish a fire once notification to do so has been given to him by the Fire Chief” or his/her “Designate” may, in addition to any penalty provided for herein, be liable to the “Municipality” for all expenses incurred for the purposes of controlling and extinguishing of any fire so set or left to burn and such expenses may be recovered by court action or in a like manner as municipal taxes. The expenses for which the “Person” may be liable to cover the cost of sufficient personnel and equipment required to control a fire, as set out within Schedule “B” hereof.
- 6.4** Such expenses shall be equally chargeable in the event that a deliberately set fire burns out of control, such that the services of East Ferris Fire & Emergency Services are necessary.
- 6.5** Any costs chargeable to any “Person” pursuant to section 6.4 hereof shall be invoiced to the “Person” and paid to the “Municipality” within sixty (60) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes and added by the Clerk of the “Municipality” to the collector’s roll and collected in the same manner and with the same priority as municipal taxes.

## **7. OFFENCES**

- 7.0** In addition to any other penalty prescribed by this by-law, any “Person” who contravenes any provision of this by-law is guilty of an offence and is liable to a fine or penalty for each offence established pursuant to the *Provincial Offences Act* and is set out on Schedule “C” forming an integral part of this by-law.

## **8. SCHEDULES AND SEVERABILITY**

- 8.0** Schedule “A” Permit for “Open Air Burning” attached to this by-law shall form an integral part of this by-law.
- 8.1** Schedule “B” Cost of Fire Department Services, attached to this by-law shall form an integral part of this by-law.
- 8.2** Schedule “C” Set Fines, attached to this by-law shall form an integral part of this by-law upon approval from the Senior Regional Justice of the Ontario Court of Justice.
- 8.3** If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.
- 8.4** Any “Person” billed for services as a result of violation of the provisions of this by-law may make submissions to “Council” with respect to having the costs invoice reduced or rescinded.
- 8.5** This by-law may be referred to as the “Open Air Burning By-Law”.

## **9. REPEALS**

- 9.0** The Council of the Corporation of the Municipality of East Ferris hereby repeals By-law No. 1832.

**10. EFFECTIVE DATE**

**10.0** This by-law shall come into effect upon receipt of approval of Schedule “C”, Short Form Wording/Set Fines by the Ontario Court of Justice.

**READ A FIRST AND SECOND TIME** this 26th day of May, 2020.

**READ A THIRD TIME AND FINALLY PASSED** this \_\_\_\_\_ of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor  
Pauline Rochefort

\_\_\_\_\_  
Clerk  
Monica L. Hawkins

**Schedule “A” to By-Law No. 2020-18**  
**The Corporation of The Municipality of East Ferris**

**CONDITIONAL PERMIT FOR “OPEN AIR BURNING”**

This Permit is valid until the 31<sup>st</sup> Day of December 20\_\_\_\_\_.

Date of Application \_\_\_\_\_

Applicant's Name:			
	First		Last
Applicant's Home Address:			
	Number	Street/Road	Postal Code
Applicant's Phone Numbers:			
	Home	Cell	Other
Property Owner Name:			
(if different from applicant)	First		Last
Property Owner Address:			
(if different from applicant)	Number	Street/Road	Postal Code
Address of Burn Site:			
	Civic No	Street/Road	Postal Code

This permit is issued subject to the following conditions:

1. The applicant acknowledges having read and understood By-Law 2020-18.
2. This Permit shall be in effect from the date of application to the last day of December of the same calendar year.
3. This Permit shall be kept at the site of the Open Air Burning and be produced upon request from the Fire Department or authorized authorities.
4. It is the responsibility of the person issued the permit to check and monitor burning conditions as well as to ensure a “Total Burn Ban” is not in place.
5. The person issued the permit shall have at the location of the open air burning at all times a competent person and enough water and equipment to completely control and extinguish the fire.
6. The person issued the permit shall extinguish the fire until dead out before leaving the open air burn unattended.
7. This Permit may be revoked at any time by the fire chief or his/her “Designate” for failure to comply with the regulations of the by-law or unsafe practices
8. This Permit is granted for the purpose of open air burning, the size of a “Campfire” is to be limited to one 1 meter X 1 meter X 1 meter (3.3’ x 3.3’ x 3.3’) on a non-combustible surface. The fire shall be solely for the purposes of cooking food, providing warmth or recreational enjoyment.
9. This Permit is granted for the purpose of open air burning, the size of a “Brush Pile” is to be limited to one 1.8 meters X 1.8 meters X 1.8 meters (6’ x 6’ x 6’) and solely for the purposes of burning piled wood, brush and leaves.
10. This Permit is granted for the purpose of open air burning, the size of an “Incinerator Fire” is to be limited to one container designed for purposes and constructed completely of non-combustible material placed on a non-combustible surface. A maximum of 202 liters (55 gallons) and an outlet or exhaust opening covered by a screen having a mesh of not more than 7 mm (1/4”).

11. This Permit is granted for the purpose of open air burning, the size of grass, hay, straw or standing material shall not exceed 15 meters (49.5') to the leading edge where sufficient persons and resources are available to contain the leading edge of the fire to within 15 meters (49.5').

12. From April 1st until October 31st burning is permitted from 2 hours before sunset to 2 hours after sunrise only. No Daytime Burning is allowed.

☐ By Checking this box, you agree to the Terms and Conditions of this permit.  
\_\_\_\_\_(Initials)

☐ I understand that this permit is not valid unless I agree to the conditions of this permit.  
\_\_\_\_\_(Initials)

Signature of applicant: \_\_\_\_\_

**IN CASE OF EMERGENCY - CALL 911**

**Schedule “B” to By-Law No. 2020-18**

**The Corporation of The Municipality of East Ferris**

**COST OF FIRE DEPARTMENT SERVICES**

The expenses for which the “Person” may be liable, cover the cost of sufficient personnel and equipment required to control a fire, as referred to within Section 6 of By-Law No. 2020-18 and such costs have been deemed as being:

1. Current MTO rates per vehicle for the first hour or part thereof.
2. Half the current MTO rates per vehicle for each subsequent half hour or part thereof.

Rates shall be calculated from the initial dispatch of the fire department or any fire department under contract or agreement, until such time as each vehicle is back in service (defined as when the vehicle is back at the fire station and has been replenished with the requirements for the unit to respond to the next activation).

These fees are in addition to any fines or penalties established elsewhere, in accordance with this by-law.

Costs will be invoiced by the Municipality of East Ferris and will be due sixty days from the date of invoice.



**Schedule “C” to By-Law No. 2020-18**  
**The Corporation of the Municipality of East Ferris**  
*PART 1/ Provincial Offences Act*

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Creating or Defining Offence</b>	<b>Set Fines</b>
1	Burn prohibited material(s)	Sec. 2.2(b)	\$ 200.00
2	Burn material(s) in a Municipal Park	Sec. 2.2(c)	\$ 125.00
3	Burn material(s) without obtaining or possessing a valid permit	Sec. 2.2(h)	\$ 200.00
4	Set out a Campfire or Cooking Fire that does not meet the defined description.	Sec. 2.2(i)	\$ 125.00
5	Burn material(s) with a size greater than 1.8 metres x 1.8 metres x 1.8 metres (6' wide x 6' long x 6' high)	Sec. 2.7	\$ 200.00
6	Burn more than one Open Air Burn at the same time	Sec. 2.8	\$ 125.00
7	Burn material(s) closer than 7.5 metres (25 feet) to a fence.	Sec. 2.2 (d)	\$ 125.00
8	Burn material(s) closer than 7.5 metres (25 feet) to a building.	Sec. 2.2 (d)	\$ 125.00
9	Burn material(s) closer than 7.5 metres (25 feet) to a structure.	Sec. 2.2 (d)	\$ 125.00

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fines
10	Burn material(s) closer than 7.5 metres (25 feet) to a roadway.	Sec. 2.2 (d)	\$ 125.00
11	Burn material closer than 7.5 metres (25 feet) to overhead wiring.	Sec. 2.2 (d)	\$ 125.00
12	Burn material(s) closer than 10metres (25 feet) from combustible material(s)	Sec. 2.2 (e)	\$ 125.00
13	Permit holder failed to supervise an open fire.	Sec. 2.2 (f)	\$ 100.00
14	Burn material when wind may cause fire to spread.	Sec. 2.3 (a)	\$ 125.00
15	Burn material when wind may cause decreased visibility on a Highway/ Roadway.	Sec. 2.3(b)	\$ 125.00
16	Burn material when wind may cause odour and smoke to cause discomfort to persons in the vicinity.	Sec. 2.3 (c)	\$ 125.00
17	Burn material(s), which produces excessive smoke or adverse effects.	Sec. 2.3 (d)	\$ 125.00
18	Burn material when weather conditions prevent dispersion of smoke.	Sec. 2.4	\$ 125.00
19	Set or maintain an open-air fire or campfire when a Total Burn Ban or Restricted Fire Zone is in place.	Sec. 2.2 (j)	\$ 500.00
20	Burn material(s) with a size greater than 15 metres (49.5 feet) in length, 5m (16 feet) in width and 1.5 m (5 feet)	Sec. 2.9	\$ 125.00

**Note: The general penalty provision for the offences listed above is Section 7 of By-Law No. 2020-18, a certified copy of which has been filed.**



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

**Phone:** 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

**Email:** [skim@grimsby.ca](mailto:skim@grimsby.ca)

May 6, 2020

SENT VIA EMAIL

The Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2

The Honourable William Francis Morneau  
Minister of Finance  
90 Elgin Street  
Ottawa, ON K1A 0G5

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Prime Minister Trudeau, Minister of Finance Morneau and Premier Ford:

**Re: Support for Commercial Rent Assistance Program**

At its meeting of May 4, 2020, the Town of Grimsby Council passed the following resolution:

*Moved by Councillor Ritchie; Seconded by Councillor Vaine;  
Whereas these are unprecedented times that have not been seen in generations;  
and,  
Whereas on April 16, 2020 the Canadian Federal Government announced a new  
program called the Canada Emergency Commercial Rent Assistance; and,  
Whereas this program is to be developed in unison with the Provincial and  
Territorial counterparts; and,*



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk

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**Phone:** 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

**Email:** [skim@grimsby.ca](mailto:skim@grimsby.ca)

*Whereas this program is to provide relief to small business (in Grimsby and throughout Canada) with their rent for the months of April, May, and June; and,  
Whereas many Provincial programs have been announced to date but have generally aimed at the residential, rather than the commercial, rent markets; and,  
Whereas many small businesses in the Town of Grimsby have been affected financially due to COVID-19, thus making rent payments difficult;*

*Therefore be it resolved that the Town of Grimsby endorse this program whole heartedly, and request the Federal Government of Canada to work with its Provincial and Territorial Partners to expedite this program and offer this program as soon as possible; and,*

*Be it further resolved that the Town of Grimsby ask the Federal Government, and Provincial and Territorial Partners look at the possibility of extending this program if the impacts of COVID-19 continue past the month of June; and,*

*Be it further resolved that the Town of Grimsby ask the Federal Government and its Provincial, and Territorial Partners to make this program 100 percent forgiving to the small businesses effected; and,*

*Be it further resolved that this motion be distributed to the Right Honourable Prime Minister of Canada, the Honourable Minister of Finance, the Honourable Premier of Ontario, and all municipalities in Ontario*

Regards,

Sarah Kim  
Town Clerk

SK/dk

Cc: Ontario Municipalities



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk

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[www.northfrontenac.ca](http://www.northfrontenac.ca)

May 13, 2020

Honourable Doug Ford  
Premier of Ontario  
Room 281  
Legislative Building – Queen's Park  
Toronto ON M7A 1A1

Via Email: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Dear Premier Ford,

**Re: Framework for Reopening our Province - Residential Construction in Rural Areas**

Please be advised the Council of the Township of North Frontenac passed the following Resolution at the May 8, 2020 Meeting:

**Moved by Councillor Hermer, Seconded by Councillor Perry #191-20**

**Whereas** on March 17, 2020 the government of Ontario announced that it was declaring a state of emergency under s 7.0.1 (1) of the *Emergency Management and Civil Protection Act* so that the Province could use every power possible to protect the health and safety of all individuals and families during the COVID-19 pandemic;

**And Whereas** on Friday, April 3, 2020, the government of Ontario gave notice of changes to Ontario Regulation 82/20 being the Order for the temporary closure of places of non-essential business made under subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*, which reduced the list of essential businesses permitted to continue operation during the provincial state of emergency;

**And Whereas** Section 30 of the new Schedule 2 of Ontario Regulation 82/20 has been generally interpreted to prohibit residential construction where a building permit had not been issued prior to April 4, 2020;

**And Whereas** residential construction represents a significant number of jobs in rural Ontario and forms an integral part of the rural Ontario economy through considerable direct, indirect and induced impacts;

**And Whereas** on Monday, April 27, 2020 the government of Ontario released A *Framework for Reopening our Province*, which outlines the criteria Ontario's Chief Medical Officer of Health and health experts will use to advise the government on the loosening of emergency measures, as well as guiding principles for the safe, gradual reopening of businesses, services and public spaces;

**And Whereas** Stage 1 of the *Framework* will consider the opening of workplaces that can immediately meet or modify operations to meet public health guidance and occupational health and safety requirements;

**And Whereas** residential construction in rural areas is characterized by single-family dwelling types situated on large lots, which are attended by a very limited number of

tradespersons and contractors at any given time, and are being constructed for specific clientele with planned occupancy dates;

**Now Therefore Be It Resolved That** the Council of the Township of North Frontenac requests that the government of Ontario consider lifting the prohibition on residential construction where no building permit had been issued prior to April 4, 2020, in all instances where such construction can take place in accordance with the principles outlined in the government's *Framework for Reopening our Province* at its earliest opportunity in order to alleviate the economic hardships being experienced by rural Ontario's construction sector and the residents and families which it serves; **And That** this Resolution be forwarded to the Office of the Honourable Doug Ford, Premier of Ontario and the Honourable Steve Clark, Minister of Municipal Affairs and Housing;

**And Further That** a copy of this Resolution be sent to the Association of Municipalities of Ontario (AMO), the Eastern Ontario Warden's Caucus (EOWC), and to all rural Ontario municipalities, requesting their support.

If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,



Tara Mieske  
Clerk/Planning Manager  
TM/bd

c.c. Steve Clark, Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
Eastern Ontario Wardens Caucus (EOWC)  
Rural Ontario Municipalities

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Monday, May 11, 2020 3:32 PM  
**To:** Monica Hawkins  
**Subject:** AMO COVID-19 Update: Child Care, Enforcement Reporting and Provincial Parks

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



May 11, 2020

## **AMO COVID-19 Update: Child Care, Enforcement Reporting and Provincial Parks**

### **Province [Announces](#) Funding Plan to Sustain Child Care and Early Learning Services**

The future viability of many operators in the child care and early learning sector is threatened as a result of the COVID-19 closures. In response, the Ontario government is implementing a plan with municipal service managers that will provide funding support to the licensed child care sector and EarlyON Child and Family Centres. The goal is to ensure that centres remain sustainable and ready to open when parents return to work.

### **EMCPA Enforcement Reporting now required**

For municipal governments that have decided to enforce orders under the *Emergency Measures and Civil Protection Act* (EMCPA), the Ministry of the Solicitor General is now requesting that all provincial offences officers enforcing the emergency orders under the EMCPA, including municipal by-law enforcement officers, submit data weekly to the ministry related to their enforcement of the EMCPA. Data requested includes EMCPA enforcement individual action taken, complaints/calls made to municipality, and the number of individuals who received education from officers related to EMCPA emergency orders. See the Ministry's [memo](#) to municipal by-law enforcement heads for more information.

### **Provincial Parks [reopen](#) for day use**

Today 520 provincial parks and conservation reserves across the province are open, and the remaining 115 will open on the following Friday for limited day-use activities in



time for the long weekend. Currently camping and other activities are not permitted at any provincial park or conservation reserve. All buildings and facilities including washrooms, water taps, all campgrounds, playgrounds, and beaches are closed to use. Park access is free until the end of the month.

## **In Other News:**

### **Ontario Funding 2020-21 Connecting Links Projects in 24 Municipalities**

Ontario Transportation Minister, the Honourable Caroline Mulroney, [announced](#) \$30 million for the 2020-21 Connecting Links [program](#), providing funding to 24 municipalities. Connecting Links are municipal roads that connect provincial highways in a municipality, acting as an important part of the provincial transportation network. The Ministry of Transportation provides up to 90 per cent of project funding to a maximum of \$3 million for the design, construction, renewal, rehabilitation and replacement of connecting links infrastructure. [Eligible municipal governments](#) are encouraged to apply for 2021-22 funds later this year.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

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



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before printing this.

Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Thursday, May 14, 2020 10:01 AM  
**To:** Monica Hawkins  
**Subject:** AMO WatchFile - May 14, 2020

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May 14, 2020

### **In This Issue**

- COVID-19 resources.
- Recording of latest Communicators Series Virtual Meeting available.
- Code for Canada Open Call - Free digital tools and tech support during COVID-19.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- AMO submits feedback to Ontario Poverty Reduction Consultation.
- MTO consulting on school bus cameras and off-road vehicles on municipal roads.
- Reminder to post your #ActONLitter photos.
- AMO's Virtual Conference launched.
- AMO Annual Conference Exhibit Hall.
- BEACON Digital Therapy - Innovative mental health care support.
- AMO's social media webinar series available through Municipal Education.
- Make the most of social distancing - RETScreen Workshop online!
- LAS Blog: The quest continues to full producer responsibility.
- Municipal Group Buying Program: New Gasboy website.

### **COVID-19 Resources**

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

A recording of this week's AMO and Redbrick Communicators Series Virtual Meeting is available [online now](#) under the AMO Podcasts and Webinars tab, along with recordings of all previous calls in this popular series.

Code for Canada's [Open Call](#) is a catalogue of free, open source tools to assist all orders of government serve residents and build digital services during COVID-19. Technical support is provided [free of charge](#) to implement these tools within your municipality.

## **AMO Matters**

Please be advised that in accordance with AMO's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 - 2022 AMO Board of Directors. A completed nomination form and supporting material must be received no later than 12:00 noon, Monday, June 22, 2020.

AMO has responded to the Province's poverty reduction strategy consultation. Recommendations include continuing provincial investments in municipal services that will reduce poverty and promote healthier and more prosperous local communities.

## **Provincial Matters**

The Ministry of Transportation (MTO) is proposing new rules for school bus camera deployment and off-road vehicles on local roads. Comments are due May 26, 2020. Municipal officials are advised to review and provide comments.

The Province's first Day of Action on Litter took place yesterday. Post your photos or videos on social media using the hashtag #ActONLitter. For more information check out the ON Environment website.

## **Eye on Events**

AMO has moved to a virtual platform for the 2020 Conference. From August 17-19, delegates will participate in discussions that include Minister's delegations and forums, sessions on COVID recovery, keynote speakers, AMO's AGM and more will be part of this year's exciting event. Visit the AMO website for details and registration information.

Even though this year's Conference is going virtual, delegates will be able to interact with exhibitors in new and innovative ways that ensures access to resources that will play an important role in your communities the days, weeks and months ahead. We will be sharing this exciting information with you shortly.

AMO's partnership with BEACON provides members with an innovative approach to support the mental health of employees. Join us on May 14 at noon for a webinar where we will demonstrate how you can help your employees and their dependents, easily access effective mental health care.

To help you as responding and adapting to COVID-19 continues to evolve, check out AMO's Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. Register now.

## **LAS**

LAS and Stephen Dixon present a 1-day RETScreen Expert Workshop ONLINE on June 1. Learn how to build a business case and analyze energy efficiency technologies. Cost is \$240 (eligible for 50% IESO training incentive) and space limited - register today!

LAS Blog: Big changes are in the works for Ontario's recycling systems. What does "full producer responsibility" mean, and how will it impact your municipality? Check out the LAS Blog to learn more.

Fuel Management Solutions provider Gasboy/Gilbarco is one of the many vendors available under the Municipal Group Buying Program. They recently launched a webpage made just for Ontario municipalities to learn about their tools for managing fuel distribution.

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## About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

## AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Tuesday, May 19, 2020 3:49 PM  
**To:** Monica Hawkins  
**Subject:** AMO COVID-19 Update - May 19th, 2020

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Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list



May 19, 2020

## **AMO COVID-19 Update – Municipal Fiscal Request, Emergency Orders, Pandemic Pay, LTC Homes Commission, Extended School and Child Care Closures, and Summer Camps**

### **Municipal Fiscal Request**

AMO today signed a [joint letter](#) with CUPE Ontario calling on the Province and the federal government to work together to provide much needed financial assistance to Ontario municipalities to assist with the COVID-19 emergency and recovery. The letter echoes AMO's [May 14<sup>th</sup> letter](#) to Premier Ford and Prime Minister Trudeau.

### **Extension of Emergency Orders**

Today the Ontario government, in consultation with the Chief Medical Officer of Health, has [extended](#) all emergency orders currently in force until May 29, 2020. This includes the closure of bars and restaurants except for takeout and delivery only, restrictions on social gatherings of more than five people, and staff redeployment rules for long-term care homes and congregate settings like retirement homes and women's shelters.

The Province has officially entered the first stage of its [Framework for Reopening the Province](#). Effective today, the government is permitting the reopening of some [outdoor recreational amenities](#), including outdoor sports facilities and multi-use fields, off-leash dog areas, and outdoor picnic sites, benches and shelters in park and recreational

areas. The government is also allowing drive-in [religious gatherings](#), and [public libraries](#) to provide curbside pickup.

Note that outdoor playgrounds, play structures and equipment, fitness equipment, public swimming pools, splash pads and similar outdoor water facilities will remain closed until later stages of the Province's reopening plan. The full list of businesses that can open is listed [here](#). Further details will be shared as they become available.

## **Pandemic Pay Update**

Late on Friday, May 15<sup>th</sup>, the Province updated its [Pandemic Pay website](#) to say that "As of May 15, ministries have contacted all eligible employers, service delivery partners or employer associations".

This raised confusion with many of our members as they, as municipal employers of public health, paramedic services and housing/shelter staff, had not yet been contacted by the Province on this program. We believe that the Province may have been referencing some very initial discussions on the pandemic pay program they have had with AMO staff, the Ontario Municipal Human Resources Association, and the City of Toronto as the above-mentioned contact with municipal employers.

We are awaiting further information on the program design and the eligibility criteria – which, of course, will form the crux of the program. At this point, the AMO update of May 7<sup>th</sup> is still our best understanding of the program, "Under this temporary program, municipal governments have eligible full and part-time front-line staff who work in the following program areas: public health, paramedic services, long-term care homes, and housing and shelters. This will involve three ministries and four program areas".

That said, we are aware of a [May 15th letter](#) from the Deputy Minister, Ministry of Long-Term Care, Richard Steele, to Long-Term Care Home Licensees regarding their temporary pandemic pay programs. This letter indicates that the Ministry's funding will be through the Licensees' Direct Funding Agreements. Further program policy will outline the specific funding program requirements, and the funding will be subject to accountability and reporting requirements. Deputy Minister Steele noted that additional details regarding direct funding allocations and the detailed program policy will be communicated at the beginning of June and that it anticipated that the money would begin flowing as soon as possible.

As noted, we are not aware of any similar program details available yet for public health, paramedic services, long-term care homes, and housing and shelters employers. As this information becomes available, either by program area, ministry, or in an integrated municipal approach, we will update members immediately.

## **Independent Commission into Long-Term Care**

Today the Minister of Long-Term Care, Dr. Fullerton, announced that the Province will be launching an independent non-partisan commission into Ontario's long-term care system to begin in September. Over the next few months, the government will be

finalizing details of the commission including terms of reference, membership, leadership of the commission, and reporting timelines.

The Commission is expected to examine the impact of and the response to COVID-19 in long-term care. Specifically, the government has asked for guidance on how to improve the long-term care system and better protect residents and staff from any future outbreaks. We will provide more information as it becomes available.

### **Updates on Schools, Child Care, and Summer Camps**

The Province announced that [publicly funded schools](#) are closed for the rest of this 2019/20 school year. The government stated that it is planning for the reopening of public schools for the 2020-21 school year, the gradual reopening of child care when the Province is ready to move to Stage 2 of the *Framework for Reopening the Province*, and the opening of summer day camps subject to the continuing progress of key public health indicators. Overnight camps will not be permitted to operate in the summer of 2020.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

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



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## Monica Hawkins

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**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Thursday, May 21, 2020 10:01 AM  
**To:** Monica Hawkins  
**Subject:** AMO WatchFile - May 21, 2020

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May 21, 2020

### In This Issue

- COVID-19 resources.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Apply for an AMO Federal Gas Tax Award!
- BEACON: A digital mental health therapy program for members.
- Regional Relief and Recovery Fund now accepting applications.
- Extension to Natural Gas extension applications.
- Virtual AMO 2020 Conference.
- AMO Annual Conference Exhibit Hall.
- Deliver services efficiently with digital solutions.
- AMO's social media webinar series available through Municipal Education.
- RETScreen Workshop: You don't want to miss it!
- Use FCM funding for your Road & Sidewalk Assessment.
- Municipal Group Buying Program: COVID-19 updates and PPE.
- Career with Transit Windsor.

### COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

### AMO Matters

Please be advised that in accordance with AMO's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 - 2022 AMO Board of Directors. A completed nomination form and supporting material must be received no later than 12:00 noon, Monday, June 22, 2020.

Has your community financed an innovative, exciting, or impactful infrastructure project with the federal Gas Tax Fund? [Apply for an AMO Federal Gas Tax Award](#) to celebrate your municipality's efforts!



On May 14, AMO hosted a [webinar](#) with our latest partner, [BEACON](#), to showcase an innovative approach to support the mental health of your employees and their dependents through the [BEACON platform](#).

### **Provincial Matters**

The Regional Relief and Recovery Fund (RRRF) is accepting applications from small & medium enterprises (SMEs) that have been affected by COVID-19 and are unable to access the government's existing relief measures. More information available on [FedDev Ontario's website](#).

The OEB has extended the deadline to August 4, 2020, for project proponents to file their project information (60 days longer than original deadline). Any questions should be emailed to [IndustryRelations@oeb.ca](mailto:IndustryRelations@oeb.ca) with the subject "Potential Projects to Expand Access to Natural Gas Distribution."

### **Eye on Events**

Going virtual for AMO's Annual Conference still means that you have access to the things that matter the most: relevant and transferable information, Ministers' Forum and delegations, the AMO AGM, networking and much, much more. The AMO AGM and Board Elections for 2020-2022 will be held and registered delegates can vote. Visit the AMO [website](#) for details and [register](#) here today.

Even though this year's Conference is going virtual, delegates will be able to interact with exhibitors in new and innovative ways that ensures access to resources that will play an important role in your communities the days, weeks and months ahead. We will be sharing this exciting information with you shortly.

eSolutionsGroup, AMO's [barrier-free website builder partner](#), offers a range of tools that help municipalities maintain business operations during the current crisis, the recovery, and beyond. These include electronic payments, procurement and contact tracing. [Register for the webinar](#) on May 28 at noon to learn more.

To help you communicate the right message during COVID-19, we are offering AMO's popular Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

### **LAS**

Never before has RETScreen Training been this affordable. Sign up for a 1-day online workshop on June 1 and learn how to use RETScreen to analyze energy projects. Only \$240 AND eligible for 50% IESO training incentive. Space is limited to 20 participants - act now and [register today!](#)

FCM relaunched its popular [Municipal Asset Management Program](#), funding 80-90% of project cost - up to \$50,000. LAS' [Road & Sidewalk Assessment](#) is a perfect fit for this funding. [Contact us](#) to learn how this program will help improve your surface assets and optimize budget dollars.

Our [Municipal Group Buying Program](#) COVID-19 update page has information on securing PPE for your community, as well as notices from other vendors relevant to

our members. Be sure to check back regularly for updates.

## Careers

Executive Director, Transit Windsor. An online application is available and must be completed and submitted by no later than the posting period noted. To apply for this position, click APPLY NOW. If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515. Deadline to apply: Friday, May 29, 2020 at 4:30 p.m.

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## About AMO

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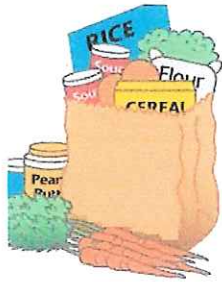
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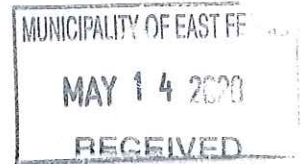


## **Callander and District Food Bank**

78 Lansdowne Street

PO Box 795

Callander ON P0H 1H0



Mayor Pauline Rochefort  
Municipality of East Ferris  
390 Hwy 94  
Corbeil, ON  
P0H 1K0

Thank you on behalf of the Callander and District Food Bank for your donation of \$ 2,500.00 in Freshmart gift cards. Enclosed you will find an official tax receipt.

The volunteers of the Callander and District Food Bank are dedicated to assisting individuals and families in need of assistance by supplementing their food requirements. In addition to providing our clients with fresh produce, dairy, meat, non-perishable personal hygiene items, the Food Bank provides a safe, non-judgmental environment with our caring and compassionate volunteers.

At this time, we are especially vigilant in our mission to provide assistance to those that need an extra helping hand during these difficult times and those yet to come due to COVID-19. We stand firm in our conviction that no individual or family will go without the basic necessities. Thank you for your generous gift to help us in this endeavour, as well as, your assistance in helping to get the word out to the public about our service.

Your donation will go far to help purchase those items necessary to help those in need in our community.

Your truly,

Deborah Hickey  
Treasurer

April 30, 2020

Hon. Caroline Mulroney  
Minister of Transportation  
5th Floor, 777 Bay St.  
Toronto, ON  
M7A 1Z8  
Via email to: caroline.mulroney@pc.ola.org

Dear Minister Mulroney,

**RE: Paved Shoulder for Highway 94, Callander**

It has recently come to the attention of the Council of the Municipality of Callander that there are no plans for a consistent paved shoulder along the section of Highway 94 in Callander that is due to be reconstructed this summer.

In 2015, the Ministry of Transportation worked with the Municipality of Callander to ensure that a paved shoulder on both sides of the road was incorporated into the Design and Engineering for the Rehabilitation of Highway 654 within our Municipality boundaries. This important part of the highway infrastructure has helped to promote active transportation, as supported by the Government of Canada, the Province of Ontario and the Municipality of Callander.

It stands to reason that the same standards would have been incorporated into the plans for Highway 94. Unfortunately, we understand that this was not the case.

At the Municipality of Callander's regular council meeting this week, Council passed Resolution 2020/04/199 to ask you for assurance that they will pave the shoulder of Highway 94 in the same fashion as Hwy 654 from Wasi Corners to the Lansdowne intersection to allow for the safe usage for both bikes and pedestrians traffic. I am enclosing a copy of that resolution with this letter for your reference, as well as a copy of Resolution 2015/03/78 from 20145 outlining the reasons for the request at that time.

We trust that even at this stage in the process, adjustments can be made to ensure that a suitable paved shoulder is provided to support the important need for active transportation routes.

I look forward to an affirmative response to this request. Should you wish to discuss this further, please feel free to contact me at [rnoon@callander.ca](mailto:rnoon@callander.ca) or by phone at 705-845-5010.

Sincerely,

A handwritten signature in black ink, appearing to read "Robb Noon", with a stylized flourish at the end.

Mayor Robb Noon

Enc.

cc. MPP Vic Fedeli  
Municipality of East Ferris  
Township of Nippissing  
Municipality of Powassan  
City of North Bay



MUNICIPALITY OF CALLANDER

Tuesday, April 28, 2020

Moved by Councillor         Alkins         Carr    ☒ Smit         Vaillancourt

Seconded by Councillor    ☒ Alkins         Carr         Smit         Vaillancourt

RESOLUTION NO. 2020/04/ 199

Whereas the Government of Canada, the Province of Ontario and the Municipality of Callander (the Municipality) support active transportation; and

Whereas the Municipality has taken a pro-active approach and adopted an Active Transportation Plan; and

Whereas the Municipality has portions of Hwy 654 and Hwy 94 within it's boundaries as connecting routes for bikers and pedestrians; and

Whereas the Municipality has concerns that the planned reconstruction of Highway 94 this summer by the Ministry of Transportation of Ontario (MTO) may not include a paved shoulder to allow for bike and pedestrian traffic as did the Hwy 654 project, in which the Municipality negotiated with the Ministry to meet the standards requested by the Municipality to accommodate pedestrian and bike traffic;

Now therefore be it resolved that the Municipality of Callander send a letter to the Ministry of Transportation of Ontario to ask for assurance that they will pave the shoulder of Highway 94 in the same fashion as Hwy 654 from Wasi Corners to the Landsdowne intersection to allow for the safe usage for both bikes and pedestrians traffic when they do the reconstruction this summer.

\_\_\_\_\_  
Mayor

CARRIED / DEFEATED / AMENDED / DEFERRED

Recorded Vote (Upon Request of Councillor \_\_\_\_\_)

PECUNIARY INTEREST		RECORDED VOTE	
MEMBER OF COUNCIL	(✓)	YEA	NAY
Mayor Noon			
Councillor Alkins			
Councillor Carr			
Councillor Smit			
Councillor Vaillancourt			

*Four Seasons of Reasons*





March 23, 2020

By Fax to: 613.941.6900 & Twitter @CanadianPM, @JustinTrudeau

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Langevin Block,  
Ottawa, Ontario, K1A 0A2

Dear Prime Minister:

**Re: Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19 Pandemic**

---

It is trite to repeat the human and financial toll of the COVID-19 Pandemic. Similarly, the commitment of the federal, provincial and municipal governments toward alleviating the suffering of Canadians does not require repeating.

We, at the Town of Midland, in the Province of Ontario, are proposing what we believe to be a simple but effective solution to facilitate the delivery of our common and shared commitment to the financial and psychological well-being of all Canadians.

**Proposal:**

**1. Residential Properties (primary residence only)**

- a. Waive 100% of the 2020 property taxes for all residential properties currently assessed at or below \$ 500,000.00 by each governing provincial property assessment body; and
- b. Waive 50% of the 2020 property taxes for all residential properties currently assessed below \$ 1,000,000.00; and
- c. Waive 25% of the 2020 property taxes for all residential properties currently assessed above \$1,000,000.00.

**2. Industrial, Commercial and Farm Properties**

- a. Waive 100% of the 2020 property taxes for all; industrial, commercial and farm properties currently assessed at under \$ 10,000,000.00; and
- b. Waive 50% of the property taxes for the year 2020 for all industrial, commercial and farm properties currently assessed between \$10,000,000.00 and \$ 50,000,000.00; and
- c. Waive 25% of the property taxes for the year 2020 for all industrial, commercial and farm properties assessed above \$50,000,000.00.

### 3. Federal Transfer Payment to Canadian Municipalities

- a. In lieu of the annual municipal property taxes, the Federal Government transfers funds to municipalities across Canada, as a one-time grant.

#### **Advantages of the Proposal:**

1. Quick and timely relief;
2. Direct relief to all Canadian homeowners and the business community;
3. Directly protects Canadians who although may be solvent, are unable to easily meet the financial pressures beyond their personal capacity due to COVID-19;
4. No additional resources required to assess individual need and delivery of the relief;
5. Negligible overhead costs for the disbursement of the relief. In fact, it may cut-down on some of the work for municipal staff; and
6. The financial stimulus received from the federal government will come into circulation immediately and will stay in the community.

There are a multitude of other direct and indirect financial and non-financial benefits that will result from the implementation of this proposal. The biggest non-financial impact is that Canadians will see an immediate financial relief respecting the pressures to make their property tax payments and be better positioned to address other essential needs. In turn, removing this added stress will provide some relief to the already strained financial and health systems.

As you are aware, Canadians are entering this time of crisis with a very high amount of house-hold debt and a great deal of financial fragility. Taking this simple step should alleviate some of those pressures. At the same time, it will keep your municipal governments, and school boards primed for continued productivity and forward momentum to address the fallout from COVID-19.

Thanking you in anticipation of a favourable response.

Sincerely,

**The Corporation of the Town of Midland**



Stewart Strathearn,  
Mayor  
[sstrathearn@midland.ca](mailto:sstrathearn@midland.ca)



Amanpreet Singh Sidhu,  
Chief Administrative Officer  
[asidhu@midland.ca](mailto:asidhu@midland.ca)

- c: Town of Midland Council  
Association of Municipalities of Ontario  
Province of Ontario





---

**DISTRICT OF PARRY SOUND**

---

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [info@armourtownship.ca](mailto:info@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

April 29, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Re: Support Resolution - High Speed Internet Connectivity in Rural Ontario

At its meeting held on April 28, 2020, the Council of the Township of Armour passed Resolution #6 supporting our Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

A copy of Council's Resolution #6 dated April 28, 2020 and Councillor Ward's letter is attached for your consideration.

Sincerely,

Charlene Watt  
Deputy Clerk

Cc: MPP Norm Miller, MP Scott Aitchison and Ontario Municipalities

Enclosures



## CORPORATION OF THE TOWNSHIP OF ARMOUR

### RESOLUTION

**Date:** April 28, 2020

**Motion #** 6.

That the Council of the Township of Armour supports the letter, dated April 15, 2020 from Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas. Furthermore, that this resolution and the letter be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

**Moved by:**

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

**Seconded by:**

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

**Declaration of Pecuniary Interest by:**

**Recorded vote requested by:**

Recorded Vote:

Blakelock, Rod  
Brandt, Jerry  
MacPhail, Bob  
Ward, Rod  
Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

The COVID-19 pandemic in Ontario has highlighted both our positive responses to a crisis, and some definite shortcomings in infrastructure, systems and services which need to be addressed on a long-term basis. Setting priority on solving these issues will be a challenge, given the differing agendas and the strained budgets. Solving fundamental issues should focus on the most basic needs as a starting point. One of the clear needs in a rural community such as the Almaguin Highlands, highlighted further by recent events, is the need for proper high-speed internet connectivity. Healthcare and education are both going down a path where appropriate connectivity is assumed. Like many models that move outward from metropolitan areas, this assumption is lost on rural areas. For the vast majority of households in our community, true high-speed connectivity simply does not exist. For the vast majority of future strategies in healthcare and education, there is an assumption that it does exist.

Even in areas in the Almaguin Highlands which have 'high-speed' internet, the overall infrastructure is still limited. It is certainly not designed to deal with a sudden huge peak in demand. Whereas the capacity in large urban centres is built to handle the added throughput, there are clear limitations here. The best way to explain it is a comparison to hydro. Imagine if everyone went home at the same time and turned their lights on, but because there wasn't enough hydro capacity overall, all lights were 50% dimmer than normal and some appliances simply didn't work. We no longer have to imagine what happens with internet speed during peak usage. Suddenly during the COVID pandemic, people are working from home who have never worked from home. Kids are trying to do courses on-line. People who are not working are turning on-line to stay connected. Video-conferencing, which was a totally foreign concept to many, is now part of daily routine. Any idea how much internet bandwidth video uses? It's no wonder we hit a wall.

The future of healthcare sees patients being monitored and cared for in their own homes, through the use of technology. The future of education sees students doing much of their learning on-line. The future of business and commerce sees the ability to function outside the 'bricks and mortar' of an office location. Malls disappear and on-line shopping is the norm. For some, that future has already arrived. Our area has already been drastically affected by cutbacks in the area of healthcare and education through gradual decreases in budgets and services. Technology offers us the ability to level the playing field to a great extent. High-speed connectivity cannot be seen as a luxury or a nice-to-have, any more than hydro should be seen that way. In order to solve some other problems (i.e. skyrocketing budgets in healthcare and education) the wise investment is in providing connectivity for every resident in the province.

A handwritten signature in dark ink, appearing to read 'Rod Ward', is positioned above the printed name.

Rod Ward  
Councillor  
Armour Township

**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS**

**BY-LAW NO. 2020-19**

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

**WHEREAS** Section 5(3) of The Municipal Act, 2001, c.25, as amended provides that Council's powers shall be exercised by By-Law;

**AND WHEREAS** it is the desire of Council to confirm all Proceedings and By-Laws:

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

1. THAT the Confirmatory Period of this By-Law shall be for all Regular and Special Council Meetings from May 12th, 2020 to the 26th of May, 2020, inclusive;
2. THAT all By-Laws passed by the Council of the Municipality of East Ferris during the period mentioned in Section 1 are hereby ratified and confirmed;
3. THAT all resolutions passed by the Council of the Municipality of East Ferris during the period mentioned in Section 1 are hereby ratified and confirmed;
4. THAT all other proceedings, decisions and directions of the Council of the Municipality of East Ferris during the period mentioned in Section 1 are hereby ratified and confirmed.

**READ A FIRST AND SECOND** time this 26<sup>th</sup>, day of May, 2020.

**READ A THIRD TIME AND FINALLY** passed this 26<sup>th</sup>, day of May, 2020.

---

Mayor  
Pauline Rochefort

---

Clerk  
Monica L. Hawkins