

**THE CORPORATION OF THE MUNICIPALITY OF MCDUGALL
COMMITTEE/COUNCIL MEETING**

TO BE HELD WEDNESDAY APRIL 15, 2020 AT 7:00 P.M.

AGENDA

IMPORTANT NOTE:

As a result of the Order in Council recently issued by the Province of Ontario, and the Municipality of McDougall declaring an emergency for the COVID-19 pandemic, as well as the requirements for social distancing, this Committee/Council meeting will be held electronically in accordance with section 238 of the Municipal Act, 2001.

1. CALL TO ORDER

2. DECLARATIONS OF INTEREST

3. PRIORITIZATION OF AGENDA

- i) The following Items to be considered after Section 3 and before Section 4. **(attachment)**
 - a) Report of the Clerk C-2020-04 ;
Re: Bill 187 to amend the Municipal Act; Electronic Participation by Council During a Declared Emergency.
 - b) By-law 2020-18
Re: Being a by-law to amend By-law No. 2017-75, a by-law Governing the calling, place, and proceedings of meetings of the Municipal Council and Committees of Council for the Corporation of the Municipality of McDougall.

4. ADOPTION OF MINUTES

- i) THAT the minutes of the Committee/Council Meeting held on March 18, 2020 be adopted as circulated. **Rsl.**
- ii) THAT the minutes of the Special Meeting of Council held on March 19, 2020 be adopted as circulated. **Rsl.**

5. DEPUTATIONS

Matters Arising.

6. PLANNING/BUILDING

- i) John Jackson, Parry Sound Area Planning Board. **Rsl.**
Consent Application No. B05/2020 (McD) Mercer. (2 New Lots, and 1 Lot Addition, Haines Lake Road).

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- ii) Chief Building Official's Letter to the Building Industry. **(attachment)**
Re: Essential Services COVID-19 2020-04-08.
- iii) Steve Clark, Minister of Municipal Affairs and Housing. **(attachment)**
Re: Proposed legislation to allow for the suspension of specified timelines associated with the Planning Act during a declared emergency.

Matters Arising.

7. BY-LAW ENFORCEMENT

Matters Arising.

8. FIRE PROTECTION

- i) Report of the Fire Chief. **(attachment)**
Re: Monthly Summary Fire Services 2020.

Matters Arising.

9. EMERGENCY MANAGEMENT

- i) Report of the CAO **(attachment)**
Re: COVID-19 Update.
- ii) Report of the Community Emergency Management Coordinator CEMC-2020-01. **(attachment)**
Re: Re-authorize Mutual Assistance Agreement.
- iii) Chris Cuthbertson, Director, Aviation, Forest Fire and Emergency Services, Ministry of Natural Resources and Forestry. **(attachment)**
Re: Restricted Fire Zone Declaration due to COVID-19.

Matters Arising.

10. RECREATION

Matters Arising.

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11. PUBLIC WORKS

- i) Report of the Public Works Manager. **(attachment) Rsl.**
Re: 2020 550 Truck Tender Recommendation.

Matters Arising.

12. ENVIRONMENT

- i) Waste Management.

Matters Arising.

13. FINANCE

- i) Accounts Payable. **Rsl.**
- ii) Rod Phillips, Minister of Finance. **(attachment)**
Re: Ontario's Action Plan: Responding to COVID-19; Deferral of Education Property Tax Remittance.
- iii) Rod Phillips, Minister of Finance. **(attachment)**
Re: Ontario's Action Plan: Responding to COVID-19; Postponing the property tax reassessment for 2021.
- iv) Allan Doheny, Assistant Deputy. **(attachment)**
Re: Ontario's Action Plan: Responding to COVID-19 (Follow-up to agenda items 13.2 & 13.3).
- v) Report of the Treasurer T-2020-1. **(attachment) Rsl.**
Re: Insurance & Risk Management RFP.
- vi) Report of the Treasurer T-2020-2. **(attachment)**
Re: Interim Property Tax Considerations.

Matters Arising.

14. ADMINISTRATION

- i) Report of the Clerk C-2020-04. **(attachment)**
Re: Bill 187 to amend the Municipal Act; Electronic Participation by Council During a Declared Emergency.

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- ii) Danny Whalen, President, The Federation of Northern Ontario Municipalities (FONOM). **(attachment)**
Re: Cancellation 2020 Annual General Meeting and Conference.
- iii) Association of Municipalities of Ontario (AMO). **(attachment)**
Re: 2020 Annual Conference – In person or online, AMO 2020 will connect municipal leaders to the information they need most.
- iv) Steve Clark, Minister of Municipal Affairs and Housing, Sylvia Jones, Solicitor General. **(attachment)**
Re: Operation of Seasonal Trailer Parks and recreational Campgrounds – Amended Essential Business Order as of April 3, 2020.
- v) Danny Whalen, President, The Federation of Northern Ontario Municipalities (FONOM). **(attachment)**
Re: Appointment of Mac Bain as the New Executive Director.
- vi) The Township of Seguin. **(attachment)**
Re: R-2020-0005 Zoning By-law 2006-125 Housekeeping Update.

Matters Arising.

15. REQUESTS FOR SUPPORT

- i) Town of Parry Sound. **Rsl.**
Re: Public Health Funding.
- ii) Grey County. **(attachment)**
Re: Resolution Supporting 100% Canadian Wines Excise Exemption.
- iii) Town of Midland. **(attachment)**
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.

Matters Arising.

16. MOTIONS OF WHICH NOTICE HAS BEEN PREVIOUSLY GIVEN

17. COMMITTEE REPORTS

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- i) David C. Williams, Chief Medical Officer of Health. **(attachment)**
Re: Emergency Order to Support Public health Units with Human Resource Capacity.
- ii) North Bay Parry Sound District Health Unit. **(attachment)**
Re: Ministry of Health Launches Online Portal for Individuals to Check COVID-19 Test Results.
- iii) North Bay Parry Sound District Health Unit. **(attachment)**
Re: Stay Home Except for Essential Reasons.
- iv) North Bay Parry Sound District Health Unit. **(attachment)**
Re: Health Unit Works With Bars and Restaurants to Continue to Start Take-Out And Delivery.
- v) North Bay Parry Sound District Health Unit. **(attachment)**
Re: Repatriated Travelers Confirmed Positive for COVID-19 in Health Unit District

Matters Arising.

18. REPORT OF THE CAO

19. GENERAL ITEMS AND NEW BUSINESS

20. BY-LAWS

- i) By-law 2020-18. **(attachment)**
Re: Being a by-law to amend By-law No. 2017-75, a by-law Governing the calling, place, and proceedings of meetings of the Municipal Council and Committees of Council for the Corporation of the Municipality of McDougall.
- ii) By-law 2020-19. **(attachment)**
Re: Being a by-law to appoint a Chief Building Official and rescind By-law 2016-08.

21. TRACKING SHEET

Please be advised that items on the tracking sheet may be discussed during scheduled meetings. **No items on the tracking sheet.**

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22. CLOSED SESSION

23. RATIFICATION OF MATTERS FROM CLOSED SESSION

24. CONFIRMATION BY-LAW

i) By-Law No. 2020-20.

Re: To confirm the proceedings of the Special Meeting of Council held on March 19, 2020, and the Committee/Council meeting held on April 15, 2020.

25. ADJOURNMENT

Resolution List for April 15, 2020

THAT the minutes of the Committee/Council Meeting held on March 18, 2020 be adopted as circulated.

THAT the minutes of the Special Meeting held on March 19, 2020 be adopted as circulated.

THAT the Council for the Corporation of the Municipality of McDougall has no objections to the approval of the proposed consents as applied for by Lynn Mercer in Consent Application No. B05/2020 (McD) Lots 11 – 13, Concession 2, Municipality of McDougall, subject to the following conditions;

1. Receiving 911 addressing for the new lots
2. Approval of driveway locations to the satisfaction of the Municipality's Public Works Department
3. That the proposed lot addition merge in title with the benefitting lands.
4. Rezoning the lands to reflect the re-alignment of waterfront lots and rural residential lots to the satisfaction of the Municipality;
5. Payment of cash in lieu of parkland in accordance with the requirements of the Municipality;
6. Conveyance of any portion of Haines Lake Road or Fire Route 309 that is under the control of the applicant 10 metres from the centre line of the travelled road(s);
7. The applicant enters into a 51(26) consent agreement to provide for a number of details applicable to the severed lots including the indemnification of any liability or responsibility for road use not maintained year round by the Municipality, notices that ensure the protection of any relevant natural heritage matters or habitat of endangered or threatened species and entrance permits;
8. Proposed Lot 1 meet the requirements of the Minimum Distance Separation I if applicable; and
9. Payment of any applicable planning fees.

THAT the Council for the Municipality of McDougall approve the Tender for a 2020 Crew Cab Truck with Dump Box Plough and Sander submitted by _____ in the amount of \$_____.

THAT the attached lists of Accounts Payable for March __, 2020 in the amount of \$_____ and payroll for March __, 2020 in the amount of \$_____ be approved for payment.

THAT the Council for the Municipality of McDougall approve the Insurance & Risk Management RFP submitted by _____ in the amount of \$_____.

THAT the Council for the Municipality of McDougall supports the attached resolution of the Town of Parry Sound requesting that public health be funded through regular provincial taxation, not municipal property taxation.

AND FURTHER BE IT RESOLVED THAT a copy of this resolution be sent to all 22 Municipalities in the District of Parry Sound for endorsement with copies forwarded to the Minister of Health, Minister of Long Term Care, MPP Norm Miller, MPP Vic Fedeli, Ontario Health Board Chair, FONOM Chair, NOMA Chair, AMO Chair, and the North Bay Parry Sound District Health Unit.

BE IT RESOLVED that the next portion of the meeting be closed to the public at _____ p.m. in order to address a matter pertaining to:

1. the security of the property of the municipality or local board;
2. personal matters about an identifiable individual, including municipal employees or local board employees;
3. a proposed or pending acquisition or disposition of land by the municipality or local board;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
6. the receiving of advice which is subject to solicitor/client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act;
8. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, or a Municipal Ombudsman;
9. subject matter which relates to consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
10. the meeting is held for the purpose of educating or training the members and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council, Board or Committee.
11. information provided in confidence by another level of government or Crown agency
12. a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence which, if released, could significantly prejudice the competitive position of a person or organization
13. 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
14. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried, or to be carried, on by the municipality or local board

THAT Council reconvene in Open Session at _____ p.m.

THAT we do now adjourn at _____ p.m.

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL
COMMITTEE/COUNCIL MEETING**

HELD WEDNESDAY, MARCH 18, 2020 AT 7:00 P.M.

MINUTES

Present: Mayor D. Robinson (Chairperson)
Councillor J. Constable
Councillor L. Gregory

Regrets: Councillor J. Ryman

And

Draft

CAO	T. Hunt
Clerk	L. West
Treasurer	E. Robinson
Fire Chief	B. Leduc

1. CALL TO ORDER

Mayor Robinson called the meeting to order at 7:00 pm.

2. DECLARATIONS OF INTEREST

Nil.

3. PRIORITIZATION OF AGENDA

- i) Deletion of item 5.1 Deputation Laurie Del Net, executive Director and Dan DiNicolo, President, Parry Sound Area Chamber of Commerce.
- ii) Addition of item 6.3 Planning/Building Plan of Subdivision Application No. S1/2016 (McD) Grandview Estates Limited.
Re: Resolution to accept water services constructed and tested on municipal lands.
- iii) Addition of item 22.1 Closed Session, Labour relations or employee negotiations.
Re: COVID-19
- iv) Item 18 Report of the CAO to be considered under 9.2 Emergency Management.
Re: COVID-19 Municipal Operations
- v) Addition of item 15.4 Municipality of Callander
Re: Request to waive restrictions on electronic participation in Council Meetings.

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4. ADOPTION OF MINUTES

- i) THAT the minutes of the Special Budget Meeting held on March 4, 2020 be adopted as circulated.

Resolution No. 2020-27

Gregory/Constable

THAT the minutes of the Special Budget Meeting held on March 4, 2020 be adopted as circulated.

“Carried”

- ii) THAT the minutes of the Committee/Council Meeting held on March 4, 2020 be adopted as circulated.

Resolution No. 2020-28

Gregory/Constable

THAT the minutes of the Committee/Council Meeting held on March 4, 2020 be adopted as circulated.

“Carried”

5. DEPUTATIONS

Nil.

Matters Arising.

The Clerk recommended that due to COVID-19 in-person deputations be suspended until further notice. This action was agreed upon by Council.

6. PLANNING/BUILDING

- i) Steve Clark, Minister of Municipal Affairs.

Re: Provincial Policy Statement, 2020.

This was reviewed by Council, and received as information.

- ii) John Jackson, Parry Sound Area Planning Board.

Consent Application No. B05/2020 (McD) Mercer. Staff comments (2 New Lots, and 1 Lot Addition, Haines Lake Road).

The Clerk/Planner provided an overview of the application and noted that consideration should be given to the following as well as the conditions outlined in the report prepared by John Jackson Planner Inc.

- Receiving 911 addressing for the new lots.
- Approval of driveway location to the satisfaction of the Municipality's Public Works Department
- That the proposed lot addition merge in title with the benefitting lands
- Complying with the Municipality's zoning by-law.

Proposed Lot 1: may require special exception if the driveway is to be located off of the privately maintained colonization road. The applicant

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may be required to enter into an agreement to use/maintain the colonization road.

• Proposed Lot 1 Meet Minimum Distance Separation I if required.
Council gave Staff direction to proceed as recommended, and bring a resolution forward at a future meeting of Council.

- iii) Plan of Subdivision Application No. S1/2016 (McD) Grandview Estates Limited.

Re: Resolution to accept water services constructed and tested on municipal lands.

Resolution No. 2020-29

Gregory/Constable

WHEREAS the Corporation of the Municipality of McDougall ratified resolution 2016-197 that approved in principal subdivision application No. S1/2016 (McD) Grandview Estates Limited, subject to conditions;

AND WHEREAS among the conditions was a requirement that the lots be serviced by municipal water;

AND WHEREAS it is the responsibility of the owner/developer to construct the municipal water services to the standards, specifications and requirements of the Municipality and all applicable law;

NOW THEREFORE BE IT RESOLVED THAT once accepted by the Municipality, the Water Services constructed and tested on municipal lands, shall be exclusively owned by the Municipality.

“Carried”

Matters Arising.

Nil

7. BY-LAW ENFORCEMENT

- i) Cheryl Ward, Rotary Club of Parry Sound. (attachment)

Re: Rotary Strikes Against Cancer 3 Pitch Tournament (formerly the RACH) Noise Exemption Request.

Resolution No. 2020-30

Constable /Gregory

THAT as per the March 5, 2020 letter (copy attached) from Cheryl Ward, Rotary Club of Parry Sound, requesting a Noise By-law Exemption, regarding The Rotary Strikes Against Cancer 3 Pitch Tournament, and pursuant to By-law No. 97-01, Council of The Corporation of the Municipality of McDougall does hereby grant an exemption to By-law No. 97-01, Being a By-law to prohibit or regulate unusual noises or noises likely to disturb the inhabitants of the Township of McDougall. The said exemption is for The Rotary Strikes Against Cancer 3 Pitch Tournament at

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the Kinsman Park located at 110 Parry Sound Drive, June 19 and 20, 2020 and the exemption is until 1:00 a.m. local time.

“Carried”

Matters Arising.

Nil

8. FIRE PROTECTION

9.

- i) Report of the Fire Chief.
Re: Monthly Summary Fire Services 2020.
This was reviewed by Council, and received as information.
- ii) Report of the Fire Chief FC-2020-03.
Re: Fire Marque By-Law Amendment.
Chief Leduc gave an overview of the report and recommended that Council approve a new By-law dealing with Fire Marque for cost recovery and amend the fees schedule by-law as needed. The proposed by-law would follow later on the agenda for Council's consideration.
- iii) Report of the Fire Chief FC-2020-04.
Re: Naloxone Agreement North Bay Parry Sound District Health Unit.
Chief Leduc gave an overview of the report and recommended that Council authorize the Fire chief to enter into an agreement with North Bay Parry Sound District Health Unit to permit McDougall Fire Department to carry and administer nasal Naloxone kits for pre-hospital care of Firefighters or members of the public in an overdose crisis. Council directed staff to proceed as per the recommendation.

Matters Arising.

Nil

10. EMERGENCY MANAGEMENT

- i) Emergency Management Update.
Re: COVID-19
Chief Leduc provided Council with an update regarding the actions of the area Chief Emergency Management Coordinator's (CEMC's).
- ii) Report of the CAO
Re: COVID-19 Municipal Operations
The CAO provided Council with an update regarding municipal operations. Council agreed that the April 1, 2020 meeting of Council be cancelled to

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reduce the number of gatherings in accordance with the COVID-19 response plan. The CAO noted that as new information from provincial and federal governments becomes available it will be communicated to Council.

Matters Arising.

Nil

11. RECREATION

Nil

Matters Arising.

Nil

12. PUBLIC WORKS

Nil

Matters Arising.

Nil

13. ENVIRONMENT

i) Waste Management.

Nil

Matters Arising.

Nil

14. FINANCE

i) Accounts Payable.

Resolution No. 2020-31

Constable /Gregory

THAT the attached lists of Accounts Payable for March 19, 2020 in the amount of \$450,629.02 and payroll for March 12, 2020 in the amount of \$39,641.58 be approved for payment.

“Carried”

ii) Municipality of McDougall Annual Budget.

Re: 2020 Final Budget.

The Treasurer provided Council a summary of the final changes. This was reviewed by Council, and received as information.

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- iii) Andre Couture, Manager of the Town of Parry Sound POA Court Services.
Re: 2019 Q4 POA Summary of Operations.
The Treasurer provided Council an overview. This was reviewed by Council, and received as information.

Matters Arising.

The Treasurer noted;

- Tax sales will be released as advertised March 19, 2020
- Audit is on schedule
- Interim tax due date is scheduled for the end of the week.

15. **ADMINISTRATION**

- i) Report of the Clerk C-2020-03.
Re: Resignation of Councillor Dixon, Declaration of Council Seat Vacancy
Resolution No. 2020-32 **Gregory/Constable**
THAT Council of the Municipality of McDougall acknowledges receipt of the resignation of Councillor Dixon dated March 5, 2020 from the office of Councillor;
AND THAT in accordance with section 262 of the Municipal Act, 2001, Council of the Municipality of McDougall does hereby declare the office of Councillor to be vacant;
AND THAT Council, in accordance with subsection 263 (1) of the Municipal Act, 2001, hereby fills the vacancy for the office of Councillor by Option 1 – Appointment of the candidate who ran for the position from the 2018 Municipal Election that holds the next greatest amount of votes.
“Carried”
In response to the COVID-19 situation Council directed a Special Meeting be called for March 19, 2020 to make the appointment to office.
- ii) The District of Parry Sound Municipal Association.
Re: Fall 2020 District of Parry Sound Municipal Association Host Municipality Request.
This was reviewed by Council, and received as information.
- iii) Association of Municipalities Ontario (AMO).
Re: Ontario’s Flooding Strategy Released.
This was reviewed by Council, and received as information.

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- iv) Association of Municipalities Ontario (AMO).
Re: Draft Community Benefit Charge/Development Charge Regulatory Proposal and Provincial Policy Statement Posted.
This was reviewed by Council, and received as information.
- v) West Parry Sound Health Centre.
Re: Issues discussed at the West Parry Sound Health Centre Board of Directors meeting held March 9, 2020.
This was reviewed by Council, and received as information.

Matters Arising.

The Clerk provided Council with brief updates regarding;

- Spadzinski Lane Closure, waiting on MTO comments
- Nobel Church purchase is on hold due to the closure of the superior court.

16. REQUESTS FOR SUPPORT

- i) Village of Merrickville-Wolford and Municipality of West Nipissing.
Re: Provincially Significant Wetlands Designation.
This was reviewed by Council with no action indicated.
- ii) Town of Parry Sound.
Re: Public Health Funding.
Council requested a resolution be brought forward.
- iii) Township of Tyendinaga.
Re: Motion of Support for a peaceful conclusion to the ongoing rail disruptions and encouragement for ongoing discussions for a solution to the Costal GasLink Project.
This was reviewed by Council with no action indicated.
- iv) Municipality of Callander.
Re: Request to waive restrictions on electronic participation in Council Meetings.
Council requested a resolution be brought forward.

Matters Arising.

Nil

17. MOTIONS OF WHICH NOTICE HAS BEEN PREVIOUSLY GIVEN

Nil

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18. COMMITTEE REPORTS

- i) North Bay District Health Unit.
Re: Health Unit Preparing For Covid-19.
This was reviewed by Council, and received as information.

- ii) North Bay District Health Unit.
Re: Health Unit update on Covid-19.
This was reviewed by Council, and received as information.

- iii) West Parry Sound Area Recreation and Culture Centre Citizens Advisory Committee.
Re: Public Information Meetings.
The Clerk noted that this has been cancelled until further notice.

Matters Arising.

Councillor Constable updated Council on the DSSAB CAO Position vacancy, advising that the Board is working on filling the position.

19. REPORT OF THE CAO

Nil

20. GENERAL ITEMS AND NEW BUSINESS

21. BY-LAWS

- i) By-law 2020-11. **(attachment)**
Re: Being a by-law to authorize cost recovery (fees) with respect to fire department specific response.
Read a First, Second and Third Time, Passed, Signed and Sealed this 18th day of March 2020.

- ii) By-law 2020-12. **(attachment)**
Re: Being a By-law to adopt the 2020 Budget estimates of all sums required during the year.
Read a First, Second and Third Time, Passed, Signed and Sealed this 18th day of March 2020.

- iii) By-law 2020-13. **(attachment)**
Re: Being a By-law to set tax ratios for municipal purposes for the year 2020.
Read a First, Second and Third Time, Passed, Signed and Sealed this 18th day of March 2020.

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- iv) By-law 2020-14. **(attachment)**
Re: Being a By-law to strike the tax rates for the year 2020.
Read a First, Second and Third Time, Passed, Signed and Sealed this 18th day of March 2020.
- v) By-law 2020-15. **(attachment)**
Re: Being a By-law to authorize the execution of an Ontario Transfer Payment Agreement between Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing, and the Corporation of the Municipality of McDougall for the transfer of Funds for the Municipal Modernization Program.
Read a First, Second and Third Time, Passed, Signed and Sealed this 18th day of March 2020.

22. TRACKING SHEET

Please be advised that items on the tracking sheet may be discussed during scheduled meetings. **No Items on the tracking sheet.**

23. CLOSED SESSION

Resolution No. 2020-33

Gregory/Constable

BE IT RESOLVED that the next portion of the meeting be closed to the public at 7:54 p.m. in order to address a matter pertaining to:

- i) Labour relations or employee negotiations.
Re: COVID-19.

“Carried”

Resolution No. 2020-34

Constable /Gregory

THAT Council reconvene in Open Session at 8:06 p.m.

“Carried”

24. RATIFICATION OF MATTERS FROM CLOSED SESSION

Council accepts the recommendation of the CAO in response to the COVID-19 Pandemic, and directs staff to proceed in accordance with the staffing recommendation.

DECLARATION OF EMERGENCY

In response to COVID-19 pandemic Mayor Robinson Declared an emergency in the Municipality of McDougall in accordance with *The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2006 Section 4(1).*

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25. CONFIRMATION BY-LAW

i) By-Law No. 2020-18.

Re: To confirm the proceedings of the Committee/Council meeting held on March 18, 2020.

Read a First, Second and Third Time, Passed, Signed and Sealed this 18th day of March 2020.

26. ADJOURNMENT

Resolution No. 2020-35

THAT Council reconvene in Open Session at 8:13 p.m.

Gregory/Constable

“Carried”

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

SPECIAL MEETING OF COUNCIL

HELD WEDNESDAY, MARCH 19, 2020 AT 5:00 P.M.

MINUTES

Present: Mayor D. Robinson (Chairperson)
Councillor J. Constable
Councillor L. Gregory
Councillor J. Ryman

And

CAO T. Hunt
Clerk L. West

DRAFT

1. **Call to Order**
Resolution No. 2020-36 Gregory/Ryman
That this Special Meeting of Council be called to order at 4:59 p.m.
"Carried"
2. **Declarations of Interest.**
Nil.
3. **Prioritization of Agenda.**
Nil.
4. **DECLARATION OF OFFICE.(to fill a vacancy in the office of a member of Council).**
 - i) By-Law No. 2020-17
Re: Being a by-law to appoint a Councillor to the Municipality of McDougall.
Read a First, Second and Third Time, Passed, Signed and Sealed this 19th day of March 2020.
 - ii) Lewis Malott Declaration of Office.
The Clerk administered the official declaration for the office Councillor to Lewis Malott.
5. **General Items and New Business.**
Nil
6. **Closed Session.**
7. **Ratification of Matters from Closed Session.**
8. **Adjournment**
9. **Resolution No. 2020-37** Gregory/Ryman
That this special meeting of Council be adjourned at 5:02 p.m.
"Carried"



Letter to the Building Industry

Essential services COVID-19- 2020-04-08

To: All persons or businesses participating in the Construction Industry,

Friday April 3rd, 2020 the Province of Ontario revised the Essential Services list to stop the spread of Covid-19 and as part of that revision "Construction" has been limited to the following specific allowances.

As of 11:59 pm April 4th, 2020 construction sites across Ontario shall be limited to the following parameters:

1. Construction projects and services associated with the healthcare sector, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space.
2. Construction projects and services required to ensure safe and reliable operations of, or to provide new capacity in, critical provincial infrastructure, including transit, transportation, energy and justice sectors beyond the day-to-day maintenance.
3. Critical industrial construction activities required for,
 - a. the maintenance and operations of petrochemical plants and refineries,
 - b. significant industrial petrochemical projects where preliminary work has already commenced,
 - c. industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, and/or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic.
4. Residential construction projects where,
 - a. a footing permit has been granted for single family, semi-detached and townhomes
 - b. an above grade structural permit has been granted for condominiums, mixed use and other buildings, or
 - c. the project involves renovations to residential properties and construction work was started before April 4, 2020.

5. Construction and maintenance activities necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety.

Effective April 5th, 2020 the Municipality of McDougall building department will not be issuing any building permits unless they fall within the above noted categories. Under the provincial mandate, construction cannot be started unless the project falls within the essential list above. Building inspections may not be conducted on sites the province deems as non-essential.

Any inspections that do continue to meet the Province's essential list will continue to be conducted, subject to COVID-19 safe work practices.

Please note the above noted conditions do not exempt an individual from rectifying an unsafe condition during this time. Should the Municipality place an order on a property, it is the responsibility of the property owner to remedy the situation within the timelines and requirements of the municipality. It will be at the municipality's discretion to determine if a permit is available for the work to be carried out at this time.

We know there are many projects in the final stages of design and are ready for submission for application, I will continue to accept applications for review.

Building staff are not responsible for confirming what workplaces are essential and communicating only what inspections we are able to complete. Essential Workplaces information is available by calling the Stop the Spread Business Information Line at 1-888-444-3659 or visit the website <https://www.ontario.ca/page/list-essential-workplaces>.

As with everything, these directions are subject to change based on further direction from the Province of Ontario/Ministry of Municipal Affairs and Housing and/or the Ontario Building Officials Association.

Should you have any questions please contact me for more information.

Kim Dixon, CBO
Municipality of McDougall
kdixon@mcdougall.ca
7053425252

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2020-902

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of all Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of the virus.

Our government knows that an increasing number of municipalities are responding to the COVID-19 outbreak by diverting resources to essential services, instructing non-essential staff to work from home and suspending in-person meetings. We appreciate that the current situation is not “business as usual,” and that meeting statutory timelines associated with decisions on planning applications can be difficult, if not impossible.

In response to requests from municipalities and the Association of Municipalities of Ontario, our government intends to introduce legislation in the coming weeks to allow for the suspension of specified timelines associated with land use planning matters that could be applied retroactively to the date that an emergency was declared. If passed, these changes would provide authority for the Minister of Municipal Affairs and Housing to give municipalities time to focus on the COVID-19 outbreak.

If approved, municipalities and planning boards would still be able to make decisions on land use planning matters during this time if they so desired and can consider using electronic and virtual channels as appropriate to engage and solicit feedback from the public on land use planning matters. It is vital for the economy that we move the administrative process along to the best of our collective ability in order to continue the important job of creating housing and keeping infrastructure projects moving.

Municipalities that instead wish to pause their consideration of planning applications and direct their resources and attention to more immediate priorities would be permitted to do so without the threat of appeal.

We know that such a change could have a significant effect on your municipality’s land use planning matters, but it is necessary to ensure we can all offer our full support to help our health care sector to stop the spread of COVID-19.

.../2

Our government also supports growth paying for growth and ensuring municipalities have the tools to ensure complete communities are built. Therefore, we will also be proposing amendments to the *Development Charges Act* to ensure these important principles would continue during the COVID-19 outbreak.

If passed, our proposed changes would allow municipalities to continue to use their existing development charge bylaw during the COVID-19 outbreak and for a short period thereafter. We know that if a municipality's development charge bylaw is scheduled to expire in the coming months it would be difficult to replace given the current situation. We are taking this measure to ensure municipalities can continue to count on this vital source of revenue for local infrastructure and services.

We have also extended the current Environmental Registry of Ontario posting related to community benefits charges until April 20, 2020. The extension of the Environmental Registry of Ontario posting along with the proposed development charge changes will allow municipalities more time to consider the alignment of future development charge bylaws with the new community benefits tool to support local growth.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Further details and information will be provided once the legislation is introduced.

Sincerely,



Steve Clark
Minister

c. Association of Municipalities of Ontario

MUNICIPALITY OF MCDougall Fire / Emergency Services, 2020

1) FIRE & RESCUE SERVICES	STANDARD ACTIVITY REPORT														
MONTH	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2020	2019	
1) CALL ANALYSIS															
i) Structure Fire/misc fire/chimney fires		1	2										3	5	
ii) Wildland Fire													0	2	
iii) Vehicle Fire													0	0	
iv) Motor Vehicle Collision	1		1										2	15	
v) District MVC Response	1												1	1	
vi) Rescue (including elevator rescues)		1	1										2	2	
vii) Other Public Emergency													0	11	
viii) unauthorized burning	1		1										2	6	
ix) fire / CO/ smoke alarms activated													0	17	
x) call cancelled on route													0	2	
xi) Mutual Aid		2	1										3	13	
xii) Medical VSA or Suspected Cardiac													0	12	
xiii) Tiered Medical	1	1											2	10	
xiv) Railway Line Fire													0	2	
xv) Total Calls	4	5	6	0	0	0	0	0	0	0	0	0	15	98	
xvi) Dollar Save Value		\$275,000	\$225,000										\$500,000	\$12,200,000	
2) STAFF & RESPONSE LEVELS															
Average Dispatch time (sec)	59	48	59										54	51	
Average response time; page to first truck out (min)	5.24	5.17	4.17										5.20	4.45	
Average response time; page to truck onscene (min)	8	9	7.49										8.00	10.28	
Average # of personnel responding	12	9	10										11.00	10.00	
Average total call time per call (min)	59	37	140										48.00	116.00	
Total emergency scene person hours accumulated	17	38	101										156.00	1428.00	
3) EDUCATION															
a) General Training (2.5 hour sessions)	3	4	1										8	48	
b) Attendance at Ontario Fire College hrs		40	0										40	268	
c) Fire Pre/Public Ed/Emergency Preparedness hrs	2		20										22	20	
e) Mutual Aid Training in hours	3	5	4										12	109	
f) Health & Safety training & meetings sessions	1	2	2										5	3	
4) FIRE SAFETY INSPECTIONS															
a) request / safety concern inspection													0	7	
b) in service smoke alarm inspection													0	91	
5) FINANCIAL															
Revenue Fire/Rescue Highway Responses													\$0	\$2,862	
Revenue Fire Marque, Insurance Claim Fire Response		\$17,348											\$17,348	\$21,600	



To: Council

From: CAO/ Director of Public Works

April 9, 2020

Covid Operations

The office continues to operate with a rotating staff in the front office and the treasurer is working from home as much as possible. Currently all accounts payable and receivable are up date. The staff are all in good spirits and happy to come in and help. We are receiving many calls about when people can get access to their cottage, and for the most part people are understanding. This will change if the closures go well into may, they will not be so understanding.

The public works crew is on call and rotating through to keep up with the minimum standards. This week the crew was able to close all water access points very quickly with concrete barriers. So far people have been cautious and understanding with the crew. The crew like the office are quick to respond to any situation.

Environment team is working on reduced hours and alternating days of work. Their main focus is compliance and keeping the plants running with minimum disruption. Currently each operator is assigned to operate one plant.

Landfill operations have been reduced to 3 days a week, and this seems to be working. With the construction industry shut down this was a very good move on McDougall's part. The supervisor accepts garbage Mon, Wed, Friday and covers and compacts on alternate days. The transfer station is operating normal hours with the attendant staying in or as close to the building as possible. I have asked that they stay away from users and to try to remind people that social distancing is in effect there.

We are continuing to work with Grandview Estates to complete the subdivision agreement so when the construction ban is lifted the contractor can start immediately. The hope now is to have them ready for this fall.

Tim Hunt

REPORT TO COUNCIL



Report No.:	CEMC-2020-01
Council Date:	April 15, 2020
From:	Community Emergency Management Coordinator
Subject:	Re-authorize Mutual Assistance Agreement

BACKGROUND

In 2006, the seven West Parry Sound Municipalities passed a mutual assistance agreement to send each other resources (other than fire service resources) on a cost recovery basis. The agreement, although expired, is still viable and required for emergency preparedness.

REPORT

The recent events have caused the area Community Emergency Management Coordinators to reinstate the lapsed 2006 Mutual Assistance Agreement. This agreement governs the sending of equipment and personnel resources to each other on a cost recovery basis. Each Community Emergency Management Coordinator reviewed this original agreement and approved the updates that are required because of age and ministry changes and Incident Command System terminology. The core of the document remains unchanged though from 2006. The agreement is founded on the understanding that each Municipality has different costs for wages and equipment and the invoicing rate will be at each municipality's current rate at time of use.

RECOMMENDATION

It is the recommendation of the Community Emergency Management Coordinator that Council re-enter into an agreement with the other six West Parry Sound Municipalities for sharing municipal resources and personnel on a cost recovery basis for 10 years.

APPENDIX A

THIS MUTUAL ASSISTANCE AGREEMENT made this
15th day of April 2020.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF CARLING

and

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

and

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

and

THE CORPORATION OF THE TOWN OF PARRY SOUND

and

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

and

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

and

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

(collectively, the “parties”)

WHEREAS Section 13.(3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9. (the “Emergency Management and Civil Protection Act”) provides that the council of a municipality may make an agreement with the council of another municipality for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS the parties wish to provide for mutual aid and assistance through the provision of personnel, services, equipment or

material to one or the other within the meaning of the *Emergency Management Act*;

AND WHEREAS each of the parties has an emergency plans pursuant to the *Emergency Management Act*;

NOW THEREFORE in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Definitions

1.1 In this Agreement,

1.1.1 “Assisted Municipality” means the municipality receiving aid or assistance pursuant to this Agreement;

1.1.2 “Assisting Municipality” means the municipality providing aid or assistance pursuant to this Agreement;

1.1.3 “Emergency”, “Emergency Area” and “Emergency Plan” shall have the same meanings as in the *Emergency Management Act*;

1.1.4 “Agreement” means this Mutual Assistance Agreement and the attached Schedule(s) which embody the entire Agreement between the parties;

1.1.5 "Requested Party" means the municipality which has been asked for aid, assistance or both pursuant to this Agreement;

1.1.6 “Requesting Party” means the municipality asking for aid, assistance or both pursuant to this Agreement;

1.1.7 “Emergency Command Group” means the organizational entity, as defined in their respective Emergency Plans, responsible for directing and controlling the Assisted Municipality’s response to an Emergency.

2. Role of the Solicitor General

2.1 The parties acknowledge that pursuant to the *Emergency Management Act* the Minister of the Solicitor General for the

Province of Ontario is responsible for the administration of the Act and is the principal contact for all Emergencies.

- 2.2 The Requesting Party also agrees to notify that as soon as is reasonably practicable, Emergency Management Ontario of any request for assistance made under this Agreement.

3. Authorization to Request/Offer Assistance

- 3.1 Each party hereby authorizes its Chief Administrative Officer/Clerk, or such other senior officer of the party as the Chief Administrative Officer/Clerk has designated (hereinafter "CAO/Clerk") to request assistance, to accept requests for assistance, to offer to provide assistance, or to accept offers to provide assistance pursuant to this Agreement on behalf of that party.

4. Requests for Assistance

- 4.1 The parties agree that in an Emergency, a Requesting Party may request assistance in the form of qualified personnel, services, equipment, or material from any other party.
- 4.2 The request for assistance shall be made by Incident Command or the delegated Command Group member (Logistics) of the Requesting Party to the CAO/Clerk of the Requested Party. The CAO/Clerk may make the initial request for assistance orally; however, a written request should follow as soon as reasonably practicable. The Requested Party may request such reasonable additional information as it considers necessary to confirm the existence of the Emergency and to assess the type, scope, nature and amount of assistance to be provided.
- 4.3 The Requested Party shall respond to the request within 1 day, and may in its sole discretion determine the type and scope, nature and amount of assistance, if any it will provide. The Requested Party may respond to the request orally however a written response should follow as soon as reasonably practicable. (See Section 4.5)
- 4.4 The agreement to provide assistance shall be confirmed in writing as soon as reasonably practicable using the form set out in Schedule "A" attached hereto. Incident Command or the

delegated Command Group member (Logistics) of the Requesting Party shall complete, sign and forward the form to the CAO/Clerk of the Requested Party, who shall then return a signed copy. The written confirmation shall set out in detail the specific personnel, services, equipment or material that has been requested as assistance, and which the Assisting Municipality has agreed to provide.

- 4.5 The parties may by mutual agreement amend the assistance to be provided to the Assisted Municipality under the Agreement. Amendments to the scope, type, nature or amount of assistance shall be confirmed in writing by the parties using the form set out in Schedule "A" attached hereto within three (3) days of being agreed upon.

5. Limitations on Assistance Provided

- 5.1 Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer alternative suggestions to the assistance that has been requested.
- 5.2 No liability shall arise against the Requested Party if it fails, for any reason whatsoever, to respond to a request for assistance made under this Agreement.
- 5.3 When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.
- 5.4 Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, from withdrawing any or all assistance being provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall only be made upon twenty-four (24) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality immediately without notice.

5.5 The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

6. Term, Termination and Withdrawal

6.1 This Agreement shall be in effect for a period of 10 years from the date on which the last party signs the Agreement unless renewed in writing before then.

6.2 Despite any other section of this Agreement, any party may withdraw from and terminate its participation in this Agreement upon sixty (60) days' written notice to the other parties. The effective date of any such withdrawal and termination shall be the end of the notice period. In the event of the withdrawal and termination of any party, this Agreement shall survive and continue among the remaining parties.

7. Costs

7.1 The parties agree that there is no charge to receive assistance from the Emergency Command Group under the West Parry Sound Emergency Response Plan 2018. All other costs will be directed to the Assisted Municipality. Such costs shall include all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable in the circumstances. In addition a flat 10% surcharge of actual wages will be used to offset the costs of benefits.

7.2 The Assisted Municipality shall also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the Assisted Municipality under this Agreement. The Assisted Municipality shall be responsible for the cost of replacing equipment or material furnished by the Assisting Municipality if damaged beyond reasonable repair.

7.3 The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost of providing the assistance.

8. Payment

8.1 Payment by the Assisted Municipality for costs incurred for the Assistance provided, shall be subject to the Assisted Municipality's receipt of an invoice from the Assisting Municipality. Such invoice shall set out in sufficient detail the costs actually incurred by the Assisting Municipality in providing assistance, and where practically available, receipts for disbursements shall be forwarded in support of the invoice.

8.2 The Assisted Municipality shall remit payment of the amount owing for the assistance provided within thirty (30) days of the receipt of the Assisting Municipality's invoice.

8.3 Any amount remaining unpaid and outstanding after the thirty (30) day period referred to in sub-section 8.2 of this Agreement shall bear interest at the rate of 1% per month.

9. Employment Relationship

9.1 Despite the fact that the employees, contractors, servants and agents (collectively "the workers") of the Assisting Municipality may be assigned to perform duties for the Assisted Municipality, and the fact that, for the duration of the Emergency, the Assisted Municipality shall reimburse the Assisting Municipality for the costs of the wages, salaries and expenses of the workers, in all other respects the workers of the Assisting Municipality retain their employment or contractual relationship with the Assisting Municipality. The parties acknowledge and agree that the Assisted Municipality is not to be deemed the employer of the Assisting Municipality's employees, agents, or contractors or servants, under any circumstances or for any purposes whatsoever. The Assisting Municipality shall remain responsible for all statutorily required deductions, contributions and/or payments, such as E.I. CPP, etc.

10. Indemnity

10.1 The Assisted Municipality shall indemnify and save harmless the Assisting Municipality from all claims, costs, all manner of action or actions, cause and causes of action, accounts, covenants, contracts, demands or other proceedings of every kind or nature whatsoever at law or in equity arising out of this Agreement and out of assistance provided pursuant to this Agreement except for damage caused by the negligence of the Assisting municipality or their employees. The indemnity herein provided shall include all costs, including but not limited to duties, dues, accounts, demands, penalties, fines and fees.

11. Insurance

11.1 During the term of this Agreement, each party shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability and property damage. Such policy shall:

11.1.1 have inclusive limits of not less than Five Million Dollars (\$5,000,000) for injury, loss or damage resulting from any one occurrence;

11.1.2 contain a cross-liability clause endorsement and severability of interests clause of standard wording;

11.1.3 name the other parties as an additional insured with respect to any claim arising out of the Assisted Municipality's obligations under this Agreement or the Assisting Municipality's provision of personnel, services, equipment or material pursuant to this Agreement; and

11.1.4 include a Non-Owned Automobile endorsement.

11.2 During the term of this Agreement, each party shall obtain and maintain in full force and effect, automobile liability insurance in the amount of Two Million Dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.

- 11.3 Upon the request of any other party, each party shall provide proof of insurance in a form satisfactory to the requesting party's CAO/Clerk.
- 11.4 In the case of any conflict between the provisions of this document and any other provisions speaking to contractual indemnity or insurance clauses, the provisions of this Agreement will govern.

12. Collective Agreements

- 12.1 Each Party agrees to review the provisions of this Agreement with its appropriate local bargaining units for the purpose of seeking amendments to local agreements, if necessary, to reflect the terms of this Agreement. Each party further agrees to advise the other party as soon as practicable if it becomes aware of any impediments or obstacles to meeting its obligations under this Agreement imposed by its local agreements.

13. Liaison and Supervision

- 13.1 The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent (the "Liaison Officer") of the Assisting Municipality to the Emergency Control Group of the Assisted Municipality. The Liaison Officer shall provide a liaison between the Assisting Municipality and the Emergency Control Group of the Assisted Municipality. The parties acknowledge that the role of the Liaison Officer shall be to permit communication between the Assisted and Assisting Municipalities. Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the Liaison Officer shall be permitted to inform the Assisting Municipality on the status of the Emergency and the actions taken by the Assisted Municipality. The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided in order to report to the Assisting Municipality, during and after the provision of assistance and the Emergency. The Assisting Municipality shall keep confidential and not disclose any information concerning the Emergency or the assistance provided, without the prior written consent of the Assisted Municipality, except as may be legally required.

13.2 The Assisting Municipality shall assign its personnel to perform tasks as requested by the Emergency Control Group of the Assisted Municipality. The Assisting Municipality shall have the right to assign supervisory personnel to operate or supervise the operation of any of the Assisting Municipality's personnel and or equipment furnished as assistance to the Assisted Municipality. Such supervision shall be in accordance with the instructions of the Emergency Control Group.

14. Information Sharing

14.1 If requested, and subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), each party shall respond to the other party's request for information regarding specified types of personnel, services, equipment or material in the possession of each party that may be used in the provision of assistance under this Agreement. All such information shall be provided without any warranty of any kind as to its accuracy, reliability, usefulness or other characteristics.

15. Food and Lodging

15.1 For the duration of the assistance provided under this Agreement, the Assisted Municipality shall be responsible for providing all food, lodging and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided in-kind, the Assisted Municipality shall pay a reasonable *per diem* to personnel for any food and lodging purchased by personnel of the Assisting Municipality. The per diem shall be no less than the Assisted Municipality pays to its own employees as a matter of policy or agreement.

16. Notice

16.1 Any, written notice to be given pursuant to this Agreement shall be addressed,

in the case of notice to the Township of Carling, to:

The Chief Administrative Officer/Clerk
The Township of Carling
2 West Carling Bay Road
R.R. 1
Nobel, Ontario
P0G 1G0
Fax: 705-342-9527

in the case of notice to the Municipality of McDougall, to:

The Chief Administrative Officer
The Municipality of McDougall
5 Barager Boulevard
McDougall, Ontario
P2A 2W9
Fax: 705-342-5573

in the case of notice to the Township of McKellar, to:

The Chief Administrative Officer/Clerk
The Township of McKellar
P.O. Box 69, 701 Highway #124
McKellar, Ontario
P0G 1C0
Clerk: 705-389-2842
Fax: 705-389-1244

in the case of notice to the Town of Parry Sound, to:

The Chief Administrative Officer
The Town of Parry Sound
52 Seguin Street
Parry Sound, Ontario
P2A 1B4
Fax: 705-746-7461

in the case of notice to the Township of Seguin, to:

The Chief Administrative Officer/Clerk
The Township of Seguin
5 Humphrey Dr., R.R.#2
Seguin, Ontario
P2A 2W8
Fax: (705) 732-6347

in the case of notice to the Township of The Archipelago, to:

The Chief Administrative Officer/Clerk
The Township of The Archipelago
9 James Street
Parry Sound, Ontario
P2A 1T4
Fax: 705-746-7301

in the case of notice to the Municipality of Whitestone, to:

The Chief Administrative Officer/Clerk
The Municipality of Whitestone
General Delivery 21 Church Street
Dunchurch, Ontario
P0A 1G0
Fax: 705-389-1855

- 16.2 If hand delivered, the notice is effective on the date of delivery; if faxed, the notice is effective on the date and time the receipt of the fax is confirmed; and if mailed, the notice is deemed to be effective on the fifth business day following the day of mailing.
- 16.3 Any notice given shall be sufficiently given if signed by the CAO/Clerk or by a person authorized by or acting under the direction or control of the CAO/Clerk.

17. Rights and Remedies

- 17.1 Nothing contained in this Agreement shall be construed as restricting or preventing either party from relying on any right or remedy otherwise available to it under this Agreement, at law or in equity in the event of any breach of this Agreement.

18. Binding Effect

18.1 This Agreement shall enure to the benefit of, and be binding upon the parties and their respective successors, administrators and assigns.

18.2 This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any cause whatsoever.

19. Incorporation of Schedules

19.1 This Agreement and the attached Schedule "A" embody the entire Agreement.

20. Provisions Surviving Termination

20.1 Sections 2, 5.2, 7, 8, 9, 10, 11, 16, 17, 20, 21 and 22 of this Agreement shall survive termination of this Agreement.

21. Governing law

21.1 The parties agree to be governed by the laws of the Province of Ontario and Canada.

22. Arbitration

22.1 The parties herein agree that in the event of any dispute arising under or pursuant to this Agreement, which dispute cannot be resolved by the mutual agreement of the parties' CAO/Clerks, the CAO/Clerks shall refer the dispute to the respective Heads of Council of the parties for resolution. In the event that the Heads of Council cannot resolve the dispute, either party may, on providing ninety (90) days' written notice to the other, refer the dispute to a third party arbitrator of their mutual choice for resolution. Such arbitration shall be conducted pursuant to the *Arbitration Act, 1991*, S.O. 1991 c. 17, as amended.

IN WITNESS WHEREOF the parties have executed this Agreement.

)	TOWNSHIP OF CARLING
)	
)	
This day of)	
2020.)	_____
)	Mayor/Reeve
)	
)	
)	_____
)	Chief Administrative Officer/Clerk
)	
)	MUNICIPALITY OF MCDOUGALL
)	
)	
This day of)	
2020.)	_____
)	Mayor/Reeve
)	
)	
)	_____
)	Chief Administrative Officer/Clerk
)	
)	TOWNSHIP OF MCKELLAR
)	
)	
This day of)	
2020.)	_____
)	Mayor/Reeve
)	
)	
)	_____
)	Chief Administrative Officer/Clerk
)	
)	TOWN OF PARRY SOUND
)	
)	
This day of)	
2020.)	_____
)	Mayor/Reeve
)	
)	
)	_____
)	Chief Administrative Officer/Clerk

) **TOWNSHIP OF SEGUIN**

This day of
2020.

)
)
)
)

) Mayor/Reeve

)
)

) Chief Administrative Officer/Clerk

) **TOWNSHIP OF THE**
) **ARCHIPELAGO**

This day of
2020.

)
)
)
)

) Mayor/Reeve

)
)

) Chief Administrative Officer/Clerk

) **MUNICIPALITY OF**
) **WHITESTONE**

This day of
2020.

)
)
)
)

) Mayor/Reeve

)
)

) Chief Administrative Officer/Clerk

SCHEDULE "A"

Mutual Assistance Agreement

I, _____, Chief Administrative Officer/Clerk/Designated Official of _____, duly authorized to do so by the Council of _____, do hereby confirm my request of _____, to provide assistance in the form of

- ___ PERSONNEL
- ___ SERVICES
- ___ EQUIPMENT
- ___ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on _____, and which assistance _____ has agreed to provide.

Dated at _____ this _____ day of _____, _____,

Chief Administrative Officer/Clerk

(Assisted Municipality)

Confirmed at _____ this _____ day of _____, _____

Chief Administrative Officer/Clerk

(Assisting Municipality)

Chris Cuthbertson, Director
Aviation, Forest Fire and
Emergency Services

Chris Cuthbertson, directeur
Services d'urgence, d'aviation et de
lutte contre les feux de forêt

70 Foster Drive, Suite 400
Sault Ste. Marie, ON P6A 6V5
Tel: 705 945 5937
Fax: 705 945 5785

70, Foster Drive, bureau 400
Sault Ste Marie ON P6A 6V5
Tél. : 705 945 5937
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MEMO

To: Ontario Municipalities
Date: April 2, 2020
From: Chris Cuthbertson, Director
Subject: Restricted Fire Zone Declaration due to COVID-19

The Ministry of Natural Resources and Forestry (MNRF) has implemented a Restricted Fire Zone (RFZ) across the entire legislated fire region of Ontario due to impacts related to the COVID-19 outbreak. This is a proactive action by the Ministry to reduce the number of preventable human-caused wildfires to ensure that emergency response capacity is maintained. Minimizing wildfires will ensure the province is able to address any emergency fire situations as well as will reduce necessary contact among staff, and between staff and the public.

This RFZ is effective **April 3, 2020** and will be in effect until such time that the MNRF can determine that emergency response capacity will not be impacted by COVID-19. This RFZ will help reduce demands on the emergency response system while the hiring and training of seasonal fire staff is completed. This is the first time that MNRF has implemented a provincial RFZ at the onset of the fire season (April 1) where heightened wildland fire hazard has not existed.

It is important to note that an RFZ applies to all Crown and private land within a municipality, as well as provincial parks and conservation areas inside the regulated fire region.

Below is a summary of the restrictions that are in place during an RFZ.

- No open fires are allowed unless the fire is for cooking or warmth and is in a stove or installation prescribed in the Outdoor Fires Regulation (O.Reg. 207/96); or a fire permit is issued by a Fire Officer.

- Campfires are not allowed. There are some exceptions to this for organized campgrounds if they meet certain criteria in section 8.4 of O.Reg. 207/96.
- Portable stoves must use liquid or gas fuel and have a shutoff valve.
- A charcoal barbeque can be used if they are permanent structures or portable and within 100 metres of a dwelling you occupy.
- Outdoor wood burning stoves or furnaces must be completely enclosed with solid material and be within 100 metres of a dwelling you occupy.
- During an RFZ, fire permits may be issued by a Fire Officer to allow outdoor fires for a ceremonial event or because of special circumstances.
- If a person is willing to obtain a permit, one can be issued with appropriate conditions in place such as, a responsible person on site, proper tools to extinguish the fire, etc.

For more information on when a restriction is in place, please visit our website:
<https://www.ontario.ca/page/outdoor-fire-restrictions>

The implementation of an RFZ may not dictate a shutdown of forestry or industrial operations. The requirement for work restrictions or modifications for industrial operations is determined by separate protocols and guidelines.

The *Forest Fires Prevention Act* (FFPA) allows municipalities to pass by-laws pertaining to open-air burning. If your municipality has open-air burning by-laws in place, the most restrictive provision (act, regulation, or by-law) prevails. This ensures compliance with all applicable provincial legislation or municipal by-law.

More information can be found in the FFPA and Outdoor Fires Regulation 207/96, or by contacting your local Fire Management Headquarters.



Chris Cuthbertson
Director
Aviation, Forest Fire and Emergency Services



April 01, 2020

TO: Mayor, Council and C.A.O.

2020 Crew Cab Truck with Dump Box Plough and Sander Tender Recommendation:

- Cavalcade Ford:**
- Net Price Gasoline \$97,239.00
 - Price (Incl.HST) \$109,880.07

 - Diesel Engine Upgrade \$11,000.00
 - Price (Incl.HST) \$128,880.07
- (No Trade In)

- Bourgeois Motors:**
- Net Price Gasoline \$92,875.00
 - Price (Incl.HST) \$104,948.75

 - **Net Price Diesel \$101,489.00**
 - **Price (Incl.HST) \$114,682.57**

- Recommendation:**
- That Council accepts the tender from Bourgeois Motors (Diesel)
 - In addition, that Council declare the 2012 Dodge 550 with plough and sander as surplus to sell on Gov Deals.

Nick Thomson CRS-S
Public Works Manager

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Téléphone: 416-325-0400

March 25, 2020

Dear Head of Council:

I want to take this opportunity to thank you for all the work you are doing as local leaders in protecting the health and well-being of your communities. I am also writing to provide an update on the government's plan to respond to COVID-19, and the actions that we will be taking to further protect Ontarians.

Today, I released *Ontario's Action Plan: Responding to COVID-19 (March 2020 Economic and Fiscal Update)*. The government's action plan is a first step in its response to COVID-19, and includes \$7 billion in additional resources for the health care system and direct support for people, jobs and employers. We will also make available \$10 billion in support for people and businesses through tax and other deferrals to improve their cash flow, protecting jobs and household budgets.

This \$17 billion response is a critical first step to ensure our health care system, communities and economy are positioned to weather the challenges ahead.

During this challenging time, I understand that municipal governments need to focus their attention on critical public health initiatives and other efforts to manage the local response to the COVID-19 outbreak.

The government has received input from municipal leaders, including AMO's president, that the reassessment should be delayed to provide much-needed stability to property owners and municipalities. That is why the government will also be postponing the property tax reassessment for 2021. This means that assessments for 2021 will continue to be based on the same valuation date that was in effect for 2020, providing stability for Ontario's property taxpayers and municipalities.

The Province recognizes that many residents and businesses are facing challenges in making their scheduled property tax payments. I understand that many municipalities are considering or have already announced plans to allow their residents and businesses to defer their property tax payments.

.../cont'd

In order to support and encourage these actions, the government is deferring the property tax payments that municipalities make to school boards by 90 days. This is consistent with requests that we have heard from a number of municipalities.

Deferring the upcoming quarterly (June 30) municipal remittance of education property tax to school boards by 90 days will provide municipalities the flexibility to, in turn, provide over \$1.8 billion in property tax deferrals to residents and businesses. In addition, the government is also deferring the following quarterly (September 30) municipal remittance of education property tax to school boards by 90 days.

As we work with our municipal partners to help stop the spread of COVID-19, we are providing nearly \$250 million of direct support that will assist municipalities in their efforts.

Further details on the property tax measures noted above will be provided to your municipal treasurers shortly through a letter from Allan Doheny, Assistant Deputy Minister, Provincial Local Finance Division.

The government is taking steps to lessen the burden for families, businesses and communities. I look forward to continuing to work in partnership with municipalities as we enhance our efforts to contain the spread of COVID-19, protect public health, support Ontario businesses and to weather the challenges ahead.

Sincerely,



Rod Phillips
Minister of Finance

c: The Honourable Steve Clark, Minister, Ministry of Municipal Affairs and Housing
Greg Orenacsak, Deputy Minister, Ministry of Finance
Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing
Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division,
Ministry of Finance



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Rod Phillips
Minister of Finance

c: The Honourable Steve Clark, Minister, Ministry of Municipal Affairs and Housing
Greg Orenacsak, Deputy Minister, Ministry of Finance
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Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division,
Ministry of Finance

Ministry of Finance

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Tél. : 416 327 0264
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March 25, 2020

Dear Municipal Treasurer / Clerk-Treasurer:

I am writing to follow up on the Minister of Finance's letter that was sent to your Head of Council today by providing you with further details on a number of property tax initiatives that were announced in *Ontario's Action Plan: Responding to COVID-19 (March 2020 Economic and Fiscal Update)*.

Deferral of Education Property Tax Remittance

The Province recognizes that many residents and businesses are facing challenges in making their scheduled property tax payments. We have been working closely with municipalities as they introduce measures to provide property tax relief, for example, by allowing taxpayers to defer property tax payments. In particular, we have been having discussions with members of the Property Assessment and Taxation Review Municipal Advisory Committee regarding potential measures.

In order to support and encourage municipal tax relief measures, the government announced that it is deferring the property tax payments that municipalities make to school boards by 90 days. This is consistent with requests that we have received from a number of municipalities and municipal organizations.

The Minister of Finance has announced the deferral of the upcoming quarterly (June 30) municipal remittance of education property taxes to school boards, as well as the deferral of the September 30 quarterly municipal remittance to school boards. Deferring these payments by 90 days each will provide municipalities the flexibility to, in turn, provide property tax deferrals to local residents and businesses.

To ensure this deferral does not have a financial impact on school boards, the Province will **adjust** payments to school boards to offset the deferral.

2021 Reassessment

The government will also be postponing the planned property tax reassessment for 2021, reflecting input that has been received from a number of municipal leaders. This will ensure that municipal governments are able to focus their attention on critical public health initiatives and other efforts to manage the local response to the COVID-19 outbreak. Postponing the reassessment will also provide stability for Ontario's property taxpayers and municipalities.

Postponing the reassessment means that property assessments for the 2021 taxation year will continue to be based on the same valuation date that was in effect for the 2020 taxation year. The Municipal Property Assessment Corporation (MPAC) will continue to maintain the assessment roll and ensure that it is updated to reflect changes such as new construction.

As part of our ongoing consultations with municipalities and taxpayers through the Property Assessment and Taxation Review, we will be discussing potential approaches for the next reassessment. The focus will be on maintaining stability for property owners and municipalities.

Appeal Deadlines

In addition, I want to make you aware that the government has issued a regulation under the *Emergency Measures and Civil Protection Act* which suspends the application of limitation periods and related deadlines under provincial legislation for the duration of the current emergency period. As a result, the deadlines for submitting Requests for Reconsideration (RfRs) to MPAC and appeals to the Assessment Review Board (ARB) will be extended until after the emergency declaration is lifted.

Information on the deadline extension for RfRs is posted on MPAC's website. Property owners who have questions regarding how the deadline extension may apply to the circumstances of their specific RfR or appeal should contact MPAC or the ARB.

Additional Support for Municipalities

As noted in the Minister of Finance's letter to your Head of Council, as we work with our municipal partners to help stop the spread of COVID-19, the government is providing nearly \$250 million of direct support that will assist municipalities in their efforts.

As the COVID-19 outbreak continues to evolve, we will continue to work closely in partnership with municipalities to ensure stability for Ontario's property tax system.

If you have any questions related to the property tax decisions noted above, please contact Chris Broughton, Director of the Property Tax Policy Branch at Chris.Broughton@ontario.ca or 416-455-6307.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allan Doheny', with a stylized flourish at the end.

Allan Doheny
Assistant Deputy Minister

c: Greg Orencsak, Deputy Minister, Ministry of Finance
Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing

REPORT TO COUNCIL



Report No.:	T2020-1
Council Date:	April 15, 2020
From:	Erin Robinson BComm., CPA, CGA Treasurer
Subject:	Insurance & Risk Management RFP

Background:

The Municipality's current insurance policy term expires on April 16, 2020, therefore staff issued a Request for Proposal for General Insurance to secure an agreement for Insurance Brokerage Services for the April 17, 2020 to April 16, 2021 term. A summary of events is noted below.

- Request for Proposal issued on January 24, 2020 for General Insurance with an extended closing date of March 25, 2020, resulting in three prospective proposals received;
- An evaluation of the proposals in regards to product, services, qualifications and pricing was conducted the week of March 23, 2020
- The Request for Proposal was awarded to the successful bidder on March 31, 2020

Discussion:

The responses to the proposal are listed below:

Name of tenderer	Price (not incl HST)	Tender Accepted
BFL Canada	\$100,486	Yes
Marsh Canada Limited	\$180,329	Yes
Frank Cowan	\$99,852	Yes

All proposals were reviewed in detail by the Treasurer. The three proposals appear to comply with the Terms of Reference set out in the RFP. The three proposals were subsequently evaluated on four specific criteria: Product, Services, Qualifications and Pricing. Once this phase of the evaluation was completed, it was deemed appropriate to clarify a few items with the prospective successful bidder.

The CAO and the Treasurer agreed that Frank Cowan is the best suited insurance provider to meet the current insurance needs of the Corporation and that it would be appropriate for the Treasurer to bind the coverage.

Our General Liability limit of \$50,000,000 remains unchanged; a municipality of our size with a limit \$50,000,000 is consistent and comparable with other Ontario municipalities.

The following are some of the reasons to consider maintaining the general liability limit of \$50 million:

- Municipalities are held to a very high standard or “duty of care” which could mean large awards against them;
- Claims are costing more than they used to, with future care costs becoming the largest component of a serious bodily injury claim;
- A class action can result from an incident involving multiple claimants and multiple awards add up quickly; and
- Joint and several liability is still an issue for municipalities. If a municipality is found even 1% responsible for an incident it can become responsible for 100% of the judgement award if no other source of funds is available.

Conclusion

In consideration of the above, it is staff’s recommendation to approve the Municipality’s insurance program for the next one year term with Frank Cowan Canada at a premium amount of \$99,852 plus applicable taxes effective April 17, 2020. Frank Cowan Staff will provide day to day advice on various insurance matters, including client services, claims administration and risk management, with emphasis on the reduction of liability exposure faced by municipalities.

Frank Cowan will become an integral part of the Corporation’s risk management / loss control program by coordinating and hosting semi-annual claims review meetings to discuss outstanding claims / risk management issues, organizing training opportunities for municipal staff on risk management and loss control measures as well as providing functional guidance to managers in the day to day situations as they evolve.

Recommendation:

That Council approve Frank Cowan Canada to provide insurance services for the Municipality for an initial 12-month term from April 17, 2020 to April 16, 2021 with the option to renew on satisfactory performance and service.

REPORT TO COUNCIL



Report No.:	T2020-2
Council Date:	April 15, 2020
From:	Erin Robinson BComm., CPA, CGA Treasurer
Subject:	Interim Property Tax Considerations

Background:

In response to the COVID-19 Pandemic and the potential impact on the Interim Property Taxes due, special provisions may want to be considered by council.

- The potential of changing the due date of the interim property tax (May 15, 2020)
- The potential of waiving penalties and interest on unpaid taxes
- The potential of waiving non-sufficient fund (NSF) charges

Discussion:

At this time the Treasurer believes that changing the tax due date would be a significant challenge as the interim tax bills have been issued and many tax payers have made arrangements for payment of their taxes by the existing due date. Others have signed up for pre-authorized payment programs that have been set up based on the interim deadlines set out in advance and others have sent in post-dated cheques. Given these circumstances, if the due date is changed, this could lead to many tax payers wanting to change when their payments are being made, which would result in a significant amount of administration required to return payments already set up and establish new payment arrangements.

Impacts regards the potential of waiving penalties & interest are listed below:

No Penalty

Maintain existing due date, however, do not charge penalties on amounts not paid on the due date for up to two months (April & May Penalty).

- Amendment to By-law would be required for this change
- Interest would still be applied to existing amounts outstanding (prior years)
- Penalty would be applied to the account if not paid by within two months
- Existing payments plans would be maintained unless a tax payer specifically withdraws

No Penalty or Interest

Maintain existing due date, however, do not charge penalties or interest on amounts outstanding for up to 2 months (April & May Penalty).

- Amendment to By-law would be required for this change
- Accounts that are already in arrears would be getting an advantage over those who have their tax accounts in good standing

- Existing payments plans would be maintained unless a tax payer specifically withdraws

Municipal Act S.357(1)

It should also be noted that the Municipal Act (S.357(1)) allows for the cancellations, reduction or refund of taxes (or a portion thereof) which could be applied to the penalties and interest charged to reduce the amount owing if the tax payer is not able to pay taxes because of sickness or extreme poverty. This mechanism is already available to tax payers and no further changes would be required to existing by-laws. Therefore, only if a ratepayer specifically asks for tax penalty to be waived, would this be done. Should council choose this route; we may want to consider that Covid-19 reasons for requesting a reduction; be only given for a period of two months. And reviewed following that time.

Non-Sufficient Fund Charges

Currently, if a cheque or a pre authorized payment charge does not clear an individual's account; an NSF charge is placed on the tax account in the amount of \$51.30. This fee covers the administrative time required to reverse the payment on the tax account and speak to the individual regarding the missed payment. Council may choose to waive these fees for a period of two months (April & May) due to the current situation.

Operational Impacts

The impact to the Municipality should be minimal if penalty is not imposed on unpaid 2020 Interim taxes after the tax due date for a two-month period ending May 31, 2020. The total amount of penalty on unpaid interim taxes from 2019 was approximately \$250, total amount of interest on prior year's taxes for the two-month period from 2019 was approximately \$7,400. In the event that there is a significant reduction in the amount of taxes collected at the due date, this will reduce the Municipality's cash flow.

Recommendation:

That council receive this report for information and discussion.

REPORT TO COUNCIL



Report No.:	C-2020-04
Council Date:	April 15, 2020
From:	Lori West, Clerk
Subject:	Bill 187 to amend the Municipal Act; Electronic Participation by Council During a Declared Emergency

Background:

Pursuant to section 7.0.1 of the Emergency Management and Civil Protection Act, the Province of Ontario made a Declaration of Emergency on March 17, 2020, in response to the COVID-19 pandemic. At the March 18, 2020 regular meeting of Council, the Municipality of McDougall's Mayor Dale Robinson declared an emergency in accordance with the Emergency Management and Civil Protection Act, 1990. This declaration aligns with the Government of Ontario's Declaration of Emergency, and provides the Head of Council the authority to take actions or make orders to protect the property, health, safety and welfare of the community throughout the Novel Coronavirus outbreak.

On March 19, Bill 187 received Royal Assent, to amend the *Municipal Act, 2001* to allow Electronic Participation for Council and Committee meetings during a municipal or provincial declared state of emergency. This amendment allows for municipal councils to continue with routine operations and make decisions as required during a declared emergency.

The *Municipal Act, 2001* had previously been amended to allow members of Council to participate electronically in meetings of Council and Committee subject to certain restrictions;

- Section 238 (3.1) of the Municipal Act, 2001 allows for members of Council to participate in electronic meetings that are open to the public, but does not provide for them to be counted in quorum. This would require three out of five Council members to be physically present to achieve quorum.
- Section 238 (3.2) of the Municipal Act, 2001 stipulates that members of Council cannot participate electronically in a meeting which is closed to the public.

The new legislation allows a municipal council to make amendments to its procedure by-law that would effectively remove those restrictions during a declared state of emergency. Specifically, councillors participating electronically may be counted for the purposes of quorum and permit electronic participation in a closed meeting. Electronic meeting participation during a declared emergency provides council the ability to make decision to handle critical business and meet the needs of the municipality throughout an emergency.

The Province is allowing municipalities to determine how to implement electronic participation. Staff are recommending video conferencing by zoom meetings, a platform that staff currently utilize to attend virtual meetings as a means of social distancing.

This staff report has been prepared to bring forward recommendations to amend Procedural By-law 2017-75 regarding electronic participation in meetings during emergencies only. A comprehensive review of the procedural by-law may be conducted at a later date.

Staff recognizes that this is a new way of doing business for Council and has developed a protocol for the conduct of electronic meetings during emergencies specifically related to

COVID-19. It is anticipated that the protocol will require changes and therefore the authority to amend the protocol has been delegated to the Head of Council and Clerk, depending on the type and scope of a declared emergency.

Recommendation:

That Council pass By-law 2020-18 to allow for Electronic Participation for Council and Committee meetings during a municipal or provincial declared state of emergency.

Attachments:

Attachment A: Proposed Procedural By-law Amendment – Consolidation Version

Attachment B: Bill 187, An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006

**THE CORPORATION OF THE MUNICIPALITY OF MCDougALL
MEETING PROCEDURES**

1.0 In this by-law

- 1.1. “Clerk” means the Clerk of the Corporation of the Municipality of McDougall,
- 1.2. “Council” means the Council of the Corporation of the Municipality of McDougall,
- 1.3. “Head of Council” means the Mayor of the Corporation of the Municipality of McDougall or the Deputy Mayor when the Mayor is absent.
- 1.4. “Acting Head of Council” shall first mean the Deputy Mayor and secondly another designate who shall act as presiding officer in the absence of the Mayor or Deputy Mayor.
- 1.5. “Closed Meeting/Closed Session” shall mean closed to the public.
- 1.6. “Committee of the Whole” shall mean a meeting of Council in Committee format for discussion purposes,
- 1.7. “Committee” means any advisory or other committee, subcommittee or similar entity composed which 50% of the members of the Corporation of the Municipality of McDougall council alone or together with members of another council or the public, Section 238(1) 2001 Municipal Act.
- 1.8. “Committee Chair” means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member,
- 1.9. “Conflict of Interest” means a pecuniary interest as defined in the Municipal Conflict of Interest Act,
- 1.10. “Local Board” means a local board as defined in the Municipal Act, 2001, Sections 269(1) and 238(1).
- 1.11. “Meeting” shall mean any regular, special, committee or other meeting of Council, of a local board or of a committee of either of them, where,
 - (a) a quorum of members is present, and
 - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 1.12. “Quorum” shall mean a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act the quorum may be less than half plus one of the whole number of members but shall not be less than two.
- 1.13. “Electronic Meeting” shall mean a Meeting where any member of council, or a local board, or a committee is not physically present but participates via electronic means of communication; "electronic means" can include but is not limited to video conference and audio conference but does not include written communication such as e-mail or instant messaging.
- 1.14. “Emergency” Shall mean any period of time during which an emergency has been declared to exist in all or part of The Municipality of McDougall by the Head of Council or all or part of the Province under sections 4 or 7.0.1 of the *Emergency Management Act*;
- ~~4.13.~~1.15. “Emergency Management Act” shall mean the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended;

2.0 INTENT OF THE BY-LAW

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and the Committees thereof, and shall be the rules and regulations for the order and dispatch of business in the Council and the Committees thereof.
- 2.2 All Points of Order of procedure not provided for in these Rules shall be decided in accordance with Robert's Rules of order and the Mayor shall submit the ruling without debate.

3.0 COUNCIL MEETINGS

- 3.1 Council meetings shall be open to the public except where Council goes into a closed meeting.
- 3.2 Meetings of Council shall be held in the Council Chambers in the Municipality of McDougall or any other designated location in the Municipality.
- 3.3 In the case of an emergency, Council may hold meetings and keep public office at any convenient location within or outside the municipality.
- 3.4 In accordance with section 230 of the Municipal Act S.O. 2001, c.25 as amended, the Inaugural Meeting of Council shall take place at 7 p.m. at the first Committee /Council meeting in December following the election or as determined by Council.
- 3.5 The Council shall hold meetings at 7:00 p.m. according to a calendar prepared annually by the Clerk and posted on the Municipal bulletin board and the Municipal web site, or any other designated time as needed and set by Council.
- 3.6 When the day for a meeting is on a public or a civic holiday, the Council shall, unless the Council decides otherwise, meet at the same hour the day following which is not a public or a civic holiday.
- 3.7 The Head of Council may at any time summon a special meeting of Council, and it shall be the duty of the Head of Council to do so when requested in writing by three members; and in the absence of the Head of Council, or the Office of the Head of Council is vacant, or if the Head of Council refuses to act, a special meeting may be called by the Clerk or the Clerk's designate upon a requisition signed by three members of Council.
- 3.8 That such special meetings shall be called by the notification by the Clerk to each member and an agenda posted in the Municipal office and the web site at least twenty-four hours before the time of such meeting; such notice shall specify the business to be considered, and no business other than that mentioned in said notice shall be entertained at such meeting unless by the consent of the majority of the members of Council.
- 3.9 In the absence of the Head of Council from the Municipality, or if the Head of Council is absent through illness, or if the Head of Council refuses to act, or if the Office of the Head of Council is vacant, the Council shall, from among the members, appoint a Councillor to act from time to time in the place and stead of the Head of Council, who shall have all the rights, powers, and authority of the Head of Council, while so doing. This appointment may be done by secret ballot.
- 3.10 Notice of Committee /Council meetings shall be given by publication of a calendar prepared annually by the Clerk and posted on the Municipal bulletin board and the Municipal web site.
- 3.11 Section 239 of the Municipal Act states that a person may request an investigation of whether a municipality or local board has complied with section 239 (meetings open to the public) or a procedural by-law under section 238(2) therefore the Municipality

under Resolution No. 2007/178 authorizes the use of staff to respond to the complaint and if the complaint is not satisfied they be directed to the Provincial Ombudsman to be responsible to investigate any complaints relating to closed meetings and the procedures for such.

3.12 Members of council, a committee or local board shall be physically present at the meeting to participate and shall not be permitted to participate electronically, except where otherwise permitted by Section 25 "Electronic Meetings During a Declared Emergency" of this by-law.

4.0 CALLING OF MEETING TO ORDER AND QUORUM

4.1 At the hour appointed, when a quorum is present, the Mayor/Chair shall call the meeting to order and if a quorum is not present within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

4.2 A quorum of Council shall consist of three members. A quorum of Committee is 50% or more of its members.

5.0 ABSENCE OF HEAD OF COUNCIL

5.1 Subject to the provisions of the Municipal Act, and where no Presiding Officer has been appointed under Clause 3.7 of this by-law, in the case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Clerk shall call the Members to order and a Councillor shall be appointed Acting Head of Council and that Acting Head of Council shall preside until the arrival of the Head of Council and while so presiding the Acting Head of Council shall have the powers of the Head of Council.

6.0 CURFEW

6.1 No items of business may be dealt with at a Council meeting after eleven (11) p.m. Council may, on majority vote of those present, extend the hour of closing.

7.0 ROLE OF THE MAYOR

7.1 It is the role of the Mayor as the Head of Council:

- 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;
- d) to represent the Municipality at official functions;
- e) to carry out the duties of the Head of Council under this or any other Act; and
- f) to provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Municipality of McDougall.

7.2 As Chief Executive Officer of the Municipality of McDougall, the Head of Council shall:

- a) uphold and promote the purposes of the Municipality;
- b) promote public involvement in the Municipality's activities;
- c) act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally; and

- d) participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

8.0 ROLE OF THE DEPUTY MAYOR

With the Mayors approval Council may appoint from among its members a Councillor to the position of Deputy Mayor. This position shall be held for the term of Council or until a new appointment is made.

It is the role of the Deputy Mayor:

- a) to act as Mayor when the Mayor is absent from the community or cannot attend Council meetings.
- b) assist and support the Mayor to carry out civic duties.
- c) act as an alternate for the mayor on all boards and committees to which the mayor is appointed.
- d) in the absences of the Mayor have all the rights, power and authority of the Mayor.

9.0 ROLE OF COUNCIL

It is the role of Council:

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

10.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL:

It shall be the duty of the Head of Council:

- 10.1 to open the meeting of Council by taking the Chair and calling the Members to order;
- 10.2 to announce the business before the Council in order in which it is to be acted upon;
- 10.3 to receive and submit, in the proper manner, all motions presented by members of council;
- 10.4 to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
- 10.5 to decline to put to vote motions which infringe the rules of procedure;
- 10.6 to restrain the Members, within the rules of order, when engaged in debate;
- 10.7 to enforce on all occasions the observance of order and decorum among the Members;

- 10.8 to call by name any Member persisting in breach of the rules of order of the Council, thereby ordering that Member to vacate the Council Chamber;
- 10.9 to receive all messages and other communications and to announce them to Council;
- 10.10 to authenticate, by the signature of the Head of Council when necessary, all by-laws, resolutions, and minutes of Council;
- 10.11 to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
- 10.12 to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;
- 10.13 to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- 10.14 to adjourn the meeting when the business is concluded; and
- 10.15 to adjourn the meeting without question in the case of grave disorder arising in the Council Chambers.

11.0 AGENDAS:

11.1 The Clerk shall have prepared and printed for the use of the members at the scheduled meeting of Council a combined Committee/Council agenda addressing the following topics;

- a) Declarations of Interest.
- b) Prioritization of Agenda.
- c) Adoption of Minutes.
- d) Deputations.
- e) Planning / Building.
- f) By-Law Enforcement.
- g) Fire Protection.
- h) Recreation.
- i) Public Works.
- j) Environment.
- k) Finance.
- l) Administration.
- m) Requests for Support.
- n) Committee Reports.
- o) Report of the CAO or Clerk.
- p) General Items and New Business.
- q) By-Laws.
- r) Tracking Sheet.

Please be advised that items on the tracking sheet may be discussed during scheduled meetings.

- s) Closed Session
- t) Ratification of Matters from Closed Session.
- u) Confirmation By-Law.
- v) Adjournment.

Please Note: If there is no report to be heard under any one of the above topics, the topic itself will not appear on the specific scheduled agenda.

11.2 The business of Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise determined by

a vote of a majority of the Members present and without debate thereon.

- 11.3 An item of business not listed on the agenda shall not be introduced at a meeting without the approval of Committee/Council.
- 11.4 All motions called in pursuance of the agenda and not disposed of shall be placed at the foot of the list of motions unless otherwise decided by Council.
- 11.5 The regular meetings of Council may be adjourned and reconvened in Closed Session at the discretion of Council.

12.0 **MINUTES:**

- 12.1 Minutes shall record:
 - a) The place, date and time of the meeting.
 - b) The names of the Presiding Officer or Officers and the record of attendance of the members and staff.
 - c) The correction and adoption of the minutes of prior meetings.
 - d) A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body;
- 12.2 It shall be the duty of the clerk to ensure that the minutes of the last regular meeting, and all special Council and Committee meetings held more than five (5) working days prior to a regular meeting, together with the agenda prepared according to Clause 11.1 are delivered to each Member not less than twenty-four (24) hours before the hour appointed for the holding of such regular meeting.
- 12.3 Minutes shall be deemed to have been read before adoption by Council.

13.0 **PETITIONS AND COMMUNICATIONS:**

- 13.1 Every item of correspondence, including a petition or deputation designed to be presented to Council, shall not contain any obscene or improper matter or language and shall be signed by at least one person, indicating their address and telephone number, and filed with the Clerk.
- 13.2 Every petition, communication and deputation shall be delivered to the Clerk on or before 9:00 a.m. the Thursday prior to the regularly scheduled Wednesday meeting.
- 13.3 The Clerk shall read the substance thereof to the Council but any member may require the reading of part or all thereof.
- 13.4 All petitions, communications and deputations on any subject shall, unless otherwise disposed of by Council forthwith, be considered as referred to the appropriate committee as the case may be without any motion or debate unless otherwise ordered by Council.

14.0 **DEPUTATIONS:**

- 14.1 **Scheduled Deputations**, persons desiring to present information verbally on matters of fact or make a request of Council shall provide written notice as to the nature of the deputation, to the Clerk on or before 9:00 a.m. the Thursday prior to the regularly scheduled Wednesday meeting.

- 14.2 **Unscheduled Deputations** will be permitted from the gallery, without registration (scheduling) only during a public hearing portion of a meeting under provisions of the Planning Act or other Acts that have a call for public input.
- 14.3 **Emergency Deputation** requests will be received by the Mayor and will be heard at the leave of a majority of Council.
- 14.4 **Deputation General Rules**
- a) Deputations are at the pleasure of Council, and area forum for the public to provide input on a matter being considered by Council. As such they should be factual, stating why one is speaking in favour or against the matter.
 - b) All deputations shall be limited to a maximum of 10 minutes, only on a verbal motion from a member of Council to extend the ten minute limit and adopted by a majority of members shall the ten minute limit be extended.
 - c) Where there are numerous deputations (ie. from an association, a club, a family, a neighbourhood etc.) on the same matter they shall be encouraged to select one spokesperson to present their information. A majority of Council members will decide if more than one spokesperson will be allowed and the amount of time allocated to each will be set by the majority.
 - d) On any given meeting night a maximum of three deputations will be scheduled.
 - e) The meeting Chairperson may curtail any deputation for disorder or any other breach of this by-law. Once the Chair rules that the deputation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behaviour that is inappropriate can result in the Chair requesting the person(s) to vacate the Municipal building. Failure to vacate the building will result in the Chair suspending the meeting until order is restored. If necessary, the Clerk may be called upon to seek appropriate assistance from police officers for this purpose.
 - f) There shall be no debate during any deputation, deputants should be prepared to answer questions from members of Council at the end of the deputation. Deputations are not a question and answer period. Questions to Council should be sent separately in writing for their consideration.
 - g) Subsequent deputations on the same topic by the same person, or groups will be accepted but will be limited to the submission of new information only.
- 14.5 **Conduct of Deputants and Members of the Public, no Deputant or Member of the Public shall:**
- a) Speak without first being recognized by the Chairperson.
 - b) Speak disrespectfully of any person.
 - c) Use offensive words, gestures or make abusive comments.
 - d) Signage, placards or banners are not permitted in the meeting unless previously approved.
 - e) Speak on any subject other than the subject stated in their request for the deputation.
 - f) Enter into cross debate with other deputations, administration, Council members or the Chair or the attending public.
 - g) Disobey the Rules of Procedure or decisions of the Council or Committee.

- h) Engage in any activity or behaviour that would affect the deliberations.
 - i) Bring food into the meeting unless so authorized.
 - j) Allow any electrical/electronic device (ie. Cell phones, ipods etc) to ring, play or operate so as to disrupt the proceedings.
- Inappropriate conduct by the public can result in the Chair asking offenders to leave the building and or to take other action as appropriate to restore order.**

Warning to Deputants and to the Public, you should be aware that the Council and Committee meetings are open to the Public. There is no legal protection or other privilege in relation to any statements that you make in this forum. This means that anything you say would be subject to the normal laws of defamation. Any behaviour or conduct that is disruptive to the public meeting can result in other charges being brought against you. Consequently you should take care in how you make your address and in how you behave.

Notation to Deputants and to the Public: the minutes of the Municipality of McDougall are posted for public viewing on the Municipal website and may be circulated throughout the Municipality and/or to parties requesting a copy of the minutes. Anyone who attends a public meeting of the Municipality of McDougall and enters their name on the attendance list or speaks publicly at the meeting may have their name and any opinions they may express recorded in the minutes of that specific meeting.

15.0 READINGS OF BY-LAWS AND PROCEEDINGS THEREON:

- 15.1 No by-law except a by-law to confirm the proceedings of Council shall be present to Council unless the subject matter thereof has been considered and approved by Council.
- 15.2 Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- 15.3 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any act and shall be complete with the exception of the number and date thereof.
- 15.4 Every by-law shall have three readings prior to it being passed.
- 15.5 A draft by-law shall be presented to Council prior to it receiving first reading, unless the majority of the members consent that it be presented for the first time for consideration and adoption.
- 15.6 The first reading of the by-law shall be decided without amendment or debate.
- 15.7 If Council so determines, a by-law may be taken as read.
- 15.8 The Clerk shall set out on all by-laws enacted by Council the date of the readings thereon.
- 15.9 Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in the Office of the Clerk for safekeeping.

16.0 RULES OF DEBATE:

- 16.1 Every Member prior to speaking to any questions or motion shall be recognized by the Head of Council or Acting Head of Council. When two or more Members wish to speak, the Head of Council or Acting Head of Council shall designate the member who has the floor, who shall be the member who, in the opinion of the Head of Council or Acting Head of Council, first indicated the desire to be recognized. Every member present at a meeting of the Council when a question is put shall vote thereon unless prohibited by statute.
- 16.2 When a recorded vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on any matter or question.
- 16.3 If any Member at a meeting of the Council when a question is and a recorded vote taken does not vote, the Member shall be deemed as voting in the negative except where the Member is prohibited from voting by statute.
- 16.4 If a Member disagrees with the announcement of the Head of Council or the Acting Head of Council that a question is carried or lost the member may, but only immediately after the declaration by the Head of Council or Acting Head of Council, appeal the declaration and request that a recorded vote be taken.
- 16.5 The following matters and motions with respect thereof may be introduced orally without written notice and without leave, except as otherwise provided by these rules of procedure:
 - 16.5.1 a point of order or personal privilege,
 - 16.5.2 presentations or petitions,
 - 16.5.3 to lay on the table,
 - 16.5.4 to refer,
 - 16.5.5 to adjourn,
 - 16.5.6 to amend,
 - 16.5.7 to postpone indefinitely or to a certain day,
 - 16.5.8 to move the previous question,
 - 16.5.9 to suspend the Rules of Procedure.

17.0 POINT OF PERSONAL PRIVILEGE:

- 17.1 The Head of Council or Acting Head of Council shall reserve order and decide questions of order.
- 17.2 The Council, if appealed to, shall decide the question without debate and its decision shall be final.

18.0 CONDUCT OF MEMBERS OF COUNCIL:

- 18.1 No Member shall:
 - 18.1.1 use offensive words or unparliamentary language;
 - 18.1.2 speak on any subject other than the subject in debate;
 - 18.1.3 criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
 - 18.1.4 disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and
- 18.2 Should a Member persist in any such disobedience after having been called to order by the Head of Council or Acting Head of Council, the Head of Council or Acting Head of Council may forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave the Council Chambers for the duration of the meeting of Council" but if

the Member apologizes the Member may, by vote of the Council, be permitted to return to Council.

18.3 No person except Members and Officers of the Council shall be allowed to come within the bar during the sittings of the Council without permission of the head of Council or Acting Head of Council or the Council upon reference.

18.4 When the Chair is putting the question no Member shall leave or make a disturbance.

19.0 STANDING COMMITTEES:

19.1 The Committee/Council meeting shall be held at 7:00 p.m. on the first and third Wednesday of the month.

19.2 When the day for a Committee/Council meeting is a public or a civic holiday, Council shall, unless Council decides otherwise, meet at the same hour on the next following day which is not a public or civic holiday.

19.3 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee so far as they are applicable, except that motions may be moved orally except where the Head of Council or Acting Head of Council requests that the motion be in written form.

20.0 CLOSED SESSION:

20.1 The Council or a Board or Committee of Council may go into Closed Session by the passing of a motion which shall state:

20.1.1 the fact of holding the closed session, and

20.1.2 the general nature of the matters to be considered during the closed session as provided in Section 239 (2), and

20.1.3 the time at which Council constituted themselves in closed session.

20.2 Upon passage of a motion under Section 239, all members of the media and the public shall be required to leave.

20.3 The only subject matters which may be considered in Closed Session are:

20.3.1 The security of the property of the municipality or local board;

20.3.2 Personal matters about an identifiable individual including municipal or local board employees;

20.3.3 A proposed or pending acquisition or disposition of land by the municipality or local board;

20.3.4 Labour relations or employee negotiations;

20.3.5 Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;

20.3.6 advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

20.3.7 a matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act.

20.3.8 subject matter which relates to consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

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

- 20.3.10 an ongoing investigation respecting the Municipality, a local board or a municipally controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, or a Municipal Ombudsman.
- 20.3.11 information provided in confidence by another level of government or Crown agency
- 20.3.12 a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence which, if released, could significantly prejudice the competitive position of a person or organization
- 20.3.13 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
- 20.3.14 a position, plan, procedure, criteria or instruction to be applied to any negotiations carried, or to be carried, on by the municipality or local board

20.4 A municipality or local board or a committee of either of them shall record without note or comment minutes of the closed meeting Section 239(7).

20.5 In general, Council shall not take any votes during the Closed Session. Any motions with respect to the matters considered during Closed Session, shall be brought forward and voted upon when Council arises and reports.

20.6 Notwithstanding Section 239(2), Council may take a vote during Closed Session if such a vote complies with Section 239(6) of the Municipal Act and Council deems that it is in the best interests of the Municipality to do so.

20.7 Closed Session correspondence will be placed in sealed envelopes and placed in Council's mail folders on the Friday prior to any scheduled meeting.

20.8 After adjournment of a Closed Session, Council will report back publicly, and in a general way, of what transpired in the Closed Session.

~~20.8~~20.9 Members of Council, a committee or local board shall be physically present at a closed meeting to participate and shall not be permitted to participate electronically except where otherwise permitted by Section 25 "Electronic Meetings During a Declared Emergency" of this by-law.

21.0 **ADVISORY COMMITTEES:**

21.1 The Council may, at their first regular meeting in each year, appoint such advisory committees as they may deem necessary for such year.

21.2 Membership on Advisory Committees shall be as determined from time-to-time by resolution.

21.3 Recommendations from Advisory Committees shall be presented to a Committee/Council meeting.

22.0 **SUSPENSION OF RULES:**

22.1 Any procedure required by this by-law may be suspended with the consent of a majority of the Members present.

23.0 **AMENDMENT:**

23.1 No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous meeting of the Council and the waiving of this notice is prohibited.

24.0 **GENERAL:**

24.1 Cameras and recording devices in the Council Chambers will be at the discretion of the majority of Council/Committee members.

25.0 ELECTRONIC MEETINGS DURING A DECLARED EMERGENCY

25.1 Quorum and Voting for Electronic Meeting - Members of Council, or a local board, or a committee, can participate electronically in a meeting provided that an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act. Any such member shall be counted in determining whether or not a quorum of members is present at any point in time. The electronic participant may vote on a matter in a Council, board or committee meeting, and may electronically participate and vote in a closed meeting of Council, board or committee as if they were attending the meeting in person.

25.2 Closed Session – An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.

25.3 Public Notice of Electronic Meeting – A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.

25.4 Delegations in Writing – An Electronic Meeting shall not permit public delegations, except by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk's office two (2) days prior to the day of the Electronic Meeting and shall be provided to members at the meeting.

25.5 Invited and Ceremonial Presentations – Persons may attend an Electronic Meeting at the request of and in a matter determined by the Head of Council or CAO.

25.6 Application and Conflict – Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that this Section and any Provincial legislation or order shall prevail to the extent of any conflict.”

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

1ST SESSION, 42ND LEGISLATURE, ONTARIO
69 ELIZABETH II, 2020

Bill 187

(Chapter 4 of the Statutes of Ontario, 2020)

An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006

The Hon. S. Clark

Minister of Municipal Affairs and Housing

1st Reading	March 19, 2020
2nd Reading	March 19, 2020
3rd Reading	March 19, 2020
Royal Assent	March 19, 2020



EXPLANATORY NOTE

This Explanatory Note was written as a reader's aid to Bill 187 and does not form part of the law. Bill 187 has been enacted as Chapter 4 of the Statutes of Ontario, 2020.

The *Municipal Act, 2001* and the *City of Toronto Act, 2006* are amended to provide that, during emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum.

The *Municipal Act, 2001* is also amended to allow the Lieutenant Governor in Council to make regulations imposing limits and conditions on the powers of a municipality under section 129 of the Act.

An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Municipal Act, 2001

1 Section 238 of the *Municipal Act, 2001* is amended by adding the following subsections:

Electronic participation, emergencies

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Same, procedure by-law

(3.4) A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3) during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

2 Subsection 451.1 (1) of the Act is amended by striking out “sections 9, 10 and 11” and substituting “sections 9, 10, 11 and 129”.

City of Toronto Act, 2006

3 Section 189 of the *City of Toronto Act, 2006* is amended by adding the following subsections:

Electronic participation, emergencies

(4.2) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the City under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (4), a member of city council, of a local board of the City or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (4.1), a member of city council, of a local board of the City or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Same, procedure by-law

(4.3) The city council or a local board of the City may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (4.2) during any period where an emergency has been declared to exist in all or part of the City under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (4), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

Role of head of council

(4.4) Despite anything in this or any other Act, only the head of council may call a special meeting of city council for the purposes of subsection (4.3).

Commencement

4 This Act comes into force on the day it receives Royal Assent.

Short title

5 The short title of this Act is the *Municipal Emergency Act, 2020*.

FONOM

The Federation of Northern Ontario Municipalities

March 15, 2020

For Immediate Release

Today, FONOM President Danny Whalen issued the following statement: The Board of Directors for The Federation of Northern Ontario Municipalities (FONOM) is fully aware of the risk to the public by the COVID-19 virus as well as the existing and potential for further burden on our health care services.

After discussions and information provided by the Ministry of Health, the Chief Medical Officer of Health as well as our local northern Public Health Units we feel we must make decisions based on the best interest of our membership and municipal staff.

As such, it is with regret that we announce the cancellation of our 2020 Annual General Meeting (AGM) and Conference planned for May 13-15, 2020 in the City of Timmins.

This decision was not taken lightly, and we feel, is in the best interest of conference delegates, trade show representatives, City of Timmins staff and the employees of the hospitality industry in the City. I am however, pleased to announce the FONOM Board of Directors have awarded the 2021 AGM and annual conference to the City of Timmins.

All municipal representatives, trade show exhibitors and conference sponsors that have registered for this year's conference will be provided with a full refund.

I want to thank the FONOM Directors for this responsible decision and thank Timmins Mayor Pirie and Council and staff member Lacey Rigg who had taken the lead on the conference preparations.

"I fully support the decision of the FONOM Board. As municipal leaders this is the prudent action to take. We look forward to the opportunity to host the FONOM delegates in 2021, in the City of Timmins" said Mayor Pirie.



Danny Whalen
President - Federation of Northern Ontario Municipalities
Councillor - City of Temiskaming Shores
705-622-2479

From: AMO Events <events@amo.on.ca>
Sent: Saturday, April 4, 2020 7:01 AM
To: Lori West
Subject: AMO 2020 Conference

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



April 4, 2020

In person or online, AMO 2020 will connect municipal leaders to the information they need most.

Planning has been underway for the AMO 2020 Conference for months, and the AMO staff and Board are committed to delivering a conference that meets the needs of Ontario's municipal leaders.

To date, AMO 2020 has had remarkable support from delegates, sponsors and exhibitors, with registrations at record numbers. That's because the AMO conference consistently delivers substantive policy and educational content, productive political engagement, and outstanding networking opportunities.

While planning is well underway for a gathering in the beautiful City of Ottawa from August 16-19, we are also planning for a contingency approach that would transform AMO 2020 into a virtual conference.

One way or another, delegates will have access to the most up-to-date information on the issues that matter most, and opportunities to connect with Provincial leaders, key Ministers and municipal colleagues from every part of Ontario. One way or another, AMO is committed to a conference experience that meets the needs of our members and provides value for the sponsors and exhibitors who help make the conference possible.

We are committed to keeping you informed of planning for the AMO 2020 conference. In person or online, AMO 2020 will connect municipal leaders to the information they need most.

In the meantime, there is no need to worry about cancellation deadlines. AMO will ensure you have the information you need to make timely and informed choices about your conference registration, exhibitor or sponsorship arrangements with no financial penalty.

*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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and Housing**

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April 4, 2020

Dear Head of Council:

**Subject: Operation of Seasonal Trailer Parks and Recreational Campgrounds –
Amended Essential Business Order as of April 3, 2020**

Nothing is more important than protecting the health and well-being of Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to contain the spread of this new virus.

Based on the advice of the Chief Medical Officer of Health, the province has declared an emergency so that we can take immediate action to stop the spread of COVID-19 and protect the public. On Tuesday, March 24th, the province ordered the mandatory closure of all non-essential workplaces pursuant to Ontario Regulation 82/20 under the *Emergency Management and Civil Protection Act*. On April 3, 2020 the province released an amended list of essential workplaces and ordered all businesses not covered by the amended emergency order to close their physical locations effective as of Saturday, April 4, 2020 at 11:59 p.m.

Seasonal trailer parks and recreational campgrounds are not listed as essential businesses and, as such, are required to be closed as of 11:59 p.m. today.

We recognize Ontario “snowbirds” are returning to Canada earlier than they normally would. In some instances, seasonal trailer parks and campgrounds may have been opened earlier than usual to permit individuals to take up temporary accommodation in their mobile homes, recreational vehicles or trailers. For Ontarians whose only Canadian residence is at one of these seasonal trailer parks or campgrounds, they are permitted to continue their occupancy and complete their mandatory self-isolation as required by the mandatory isolation order made by the federal government under the *Quarantine Act* which took effect on March 25, 2020.

Everyone has a role to play in stopping the spread of COVID-19 and we are asking that our enforcement partners assist in this effort. We encourage you to assist in enforcement efforts to ensure that seasonal trailer parks and/or campgrounds are not being used for recreational purposes. We encourage you to work with park operators and local public health officials in this regard, including to take into consideration the continued need for accommodation of those individuals outlined above.

Officers are encouraged to undertake a graduated approach to enforcement of the emergency orders, which may include educational messaging to businesses around the emergency order, specific warnings, the issuance of a ticket under Part I of the Provincial Offences Act (POA) or a summons under Part III of the POA. Officers are also encouraged to review the applicable provincial and federal emergency orders, and to continue to monitor [ontario.ca/alert](https://www.ontario.ca/alert) for any updates or changes to provincial orders.

By staying home and avoiding contact with others we can stop the spread of COVID-19.

Thank you for your continued cooperation on this matter.

Sincerely,



Steve Clark
Minister of Municipal Affairs
and Housing



Sylvia Jones
Solicitor General

FONOM

The Federation of Northern Ontario Municipalities

March 17, 2020

The Federation of Northern Ontario Municipalities (FONOM) would like to announce effective immediately, the appointment of Mac Bain as its New Executive Director. Mac has stepped down from the Board and the Executive, and we expect the City of North Bay to appoint a new representative to the Board shortly. As a member of FONOM's Executive for over a decade, President Danny Whalen stated, "Mac's knowledge of the issues facing our Region will continue to be an asset to our Membership." He will fulfill the duties of the Executive Director on a part time bases, under the direction of the Executive. The FONOM Office will now be in North Bay, with the Contact information below.

The Board would like to thank David King for the time and energy he gave the organization over his tenure.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and to strive for improved legislation respecting local government in the north. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11 member board.

New Address: FONOM
615 Hardy Street
North Bay, Ontario P1B 8S2
705-478-7672



President Danny Whalen
705-622-2479



RECEIVED MAR 23 2020

REQUEST FOR COMMENTS

March 17, 2020

Re: Application for Rezoning
Application No.: R-2020-0005
Subject: Township of Seguin Zoning By-law 2006-125 Housekeeping Update

Note: In 2006, Council enacted Zoning By-law 2006-125 to regulate land uses within the geographic Township of Seguin. This by-law has been in effect for approximately 14 years. Through daily use and interpretation of the document, Planning and Building Staff have identified additional corrections and revisions. As such, the proposed housekeeping amendment is to undertake several wording and schedule changes to provide further functionality to the implementation to the Township of Seguin Zoning By-law 2006-125. The proposed revisions have been prepared by Township staff to address several grammatical inconsistencies and regulatory conflicts.

In addition, four (4) site specific map corrections showing the lands to be rezoned from OS to OS1-5 will be undertaken.

The housekeeping amendment applies to the geographic Township of Seguin and, as such, no key map is required.

A summary of the proposed amendments is attached for your review, and additional information will be posted on the Township website www.seguin.ca under Public Notices.

A link to the existing By-law can be found at <https://www.seguin.ca/en/explore-play/resources/zoningby-law2006-125.pdf>

Comments are requested by April 3, 2020.

J. Stephen Stone, MSc, BES, RPP
Director of Planning and Development

Comments:

The _____ has reviewed the above reference file in relation to existing policies and procedures and would comment as follows:

- No objection
- No objection to the conditions identified below being included in any approval.
- Have concerns and/or issues as identified below which are to be addressed prior to further consideration.
- Recommend denial of the application based on the reasons identified below.

Conditions / Issues / Reasons for Denial:

Signed: _____

Date: _____

Circulation:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Canadian National Railway | <input checked="" type="checkbox"/> Transport Canada |
| <input checked="" type="checkbox"/> Canadian Pacific Railway | <input checked="" type="checkbox"/> Wasauksing First Nation |
| <input checked="" type="checkbox"/> North Bay Mattawa Conservations Authority | <input checked="" type="checkbox"/> Surrounding Municipality |
| <input checked="" type="checkbox"/> Ministry of Transportation | <input checked="" type="checkbox"/> MMAH |
| <input checked="" type="checkbox"/> Near North District School Board | |
| <input checked="" type="checkbox"/> Ontario Power Generation Inc. | |
| <input checked="" type="checkbox"/> Union Gas | |
| <input checked="" type="checkbox"/> Ministry of Natural Resources and Forestry | |
| <input checked="" type="checkbox"/> Ministry of Environment | |

	Comment Moved from Section 4.7						
shall be measured from the limit of							
-law to the contrary, the minimum nce with the Ontario Building Code water body shall be 20 metres, or building or structure may be erected	Revised for clarification.						
if an uncovered deck attached to a ing deck shall be 12 square metres.	Revised for clarification.						
or structure or storage nes within the Township on the lot cessary for the work in progress ise of this Section, abandoned shall tive days, or the failure to maintain	Revised for clarification.						
in the calculation of lot area and trolled high water mark shall not be By-law shall be measured from the	Move deleted line to 3.6 vii)						
to the contrary, a deck, porch, or a dwelling shall be included in the ovisions of Column 2 of Table 4.1.	Revised for clarification.						
	Revised for clarification.						
<table border="1"> <tr> <td>Column 2</td> <td>Column 3</td> </tr> <tr> <td>WHICH TION IS TTED</td> <td>MAXIMUM PROJECTION FROM MAIN WALL</td> </tr> <tr> <td></td> <td>0.75m</td> </tr> </table>	Column 2	Column 3	WHICH TION IS TTED	MAXIMUM PROJECTION FROM MAIN WALL		0.75m	
Column 2	Column 3						
WHICH TION IS TTED	MAXIMUM PROJECTION FROM MAIN WALL						
	0.75m						



**THE CORPORATION OF THE TOWNSHIP OF SEGUIN
NOTICE OF PUBLIC MEETING
PROPOSED HOUSEKEEPING AMENDMENT TO THE
ZONING BY-LAW 2006-125**

TAKE NOTICE THAT the Council for The Corporation of the Township of Seguin will be considering the following application to amend Zoning By-law 2006-125, as amended, under Section 34 of the Planning Act, R.S.O. 1990, c. P.13.

Public Meeting Date: April 20, 2020 at 5:30 p.m.
or as soon thereafter as the matter can be heard
Council Chambers, Township of Seguin Municipal Office
5 Humphrey Drive, Seguin, ON P2A 2W8
Corner of Humphrey Drive and Highway #141
Application File No. R-2020-0005
Township of Seguin Housekeeping Amendment

THE PURPOSE and **EFFECT** of the housekeeping amendment is to undertake several wording and schedule changes to provide further functionality to the implementation to the Township of Seguin Zoning By-law 2006-125. The proposed revisions have been prepared by Township staff to address several grammatical inconsistencies and regulatory conflicts. In addition, four (4) site specific map corrections showing the lands to be rezoned from OS to OS1-5 will be undertaken. The housekeeping amendment applies to the geographic Township of Seguin and, as such, no key map is required. Additional information will be posted on the Township website www.seguin.ca under Public Notices. A link to the existing By-law can be found at <https://www.seguin.ca/en/explore-play/resources/zoningby-law2006-125.pdf>

If a person or public body would otherwise have an ability to appeal the decision of Council to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Seguin before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Seguin before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

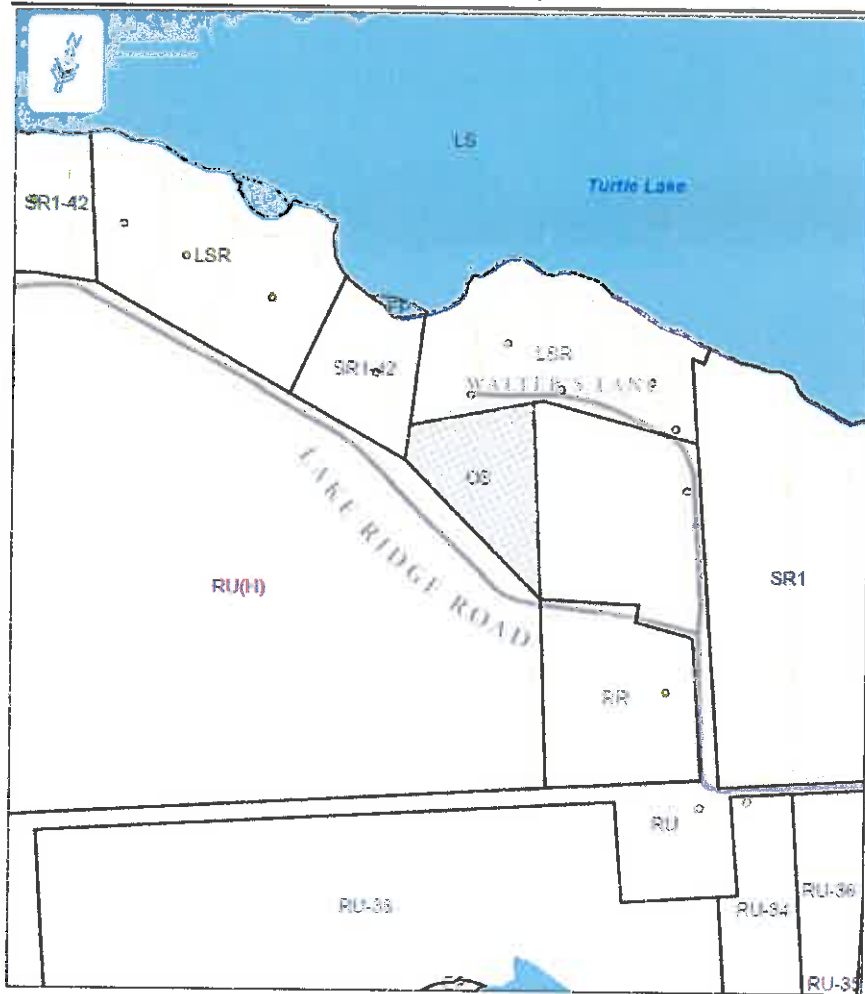
Please be advised that your comments and submissions should be addressed to the Clerk, Township of Seguin and will become part of the public record.

AND FURTHER TAKE NOTICE that pursuant to Section 34 (10.7) of the Planning Act, the Application file is available for public inspection and additional information regarding this Application is available between 8:30 a.m. and 4:30 p.m. on regular weekdays at the Seguin Municipal Office and on the Township website at www.seguin.ca. Please direct inquiries to the Township's Planning Department, Phone: (705) 732-4300 or (877) 4SEGUIN (473-4846), Fax: (705) 732-6347, or E-Mail: sstone@seguin.ca or akozlowski@seguin.ca

	<table border="1"> <tr> <td data-bbox="1185 35 1607 159">Fire escapes and exterior staircase</td> <td data-bbox="1607 35 1946 159">Rear yard Side yard</td> <td data-bbox="1946 35 2287 159">0.9m over a maximum width of 3.0m</td> </tr> <tr> <td data-bbox="1185 159 1607 298">Bay windows</td> <td data-bbox="1607 159 1946 298">Front yard Rear yard Exterior side yard</td> <td data-bbox="1946 159 2287 298">0.75m over a maximum width of 3.6m</td> </tr> <tr> <td data-bbox="1185 298 1607 438">Balconies, decks</td> <td data-bbox="1607 298 1946 438">Front yard Rear yard Exterior side yard</td> <td data-bbox="1946 298 2287 438">1.8m 1.8m 1.8m</td> </tr> <tr> <td data-bbox="1185 438 1607 613">Verandahs, decks, steps, landings, and <u>open</u> porches not exceeding 1.2 metres above finished grade <u>to the finished floor.</u></td> <td data-bbox="1607 438 1946 613">Front yard Rear yard</td> <td data-bbox="1946 438 2287 613">3.0m 3.0m</td> </tr> </table>	Fire escapes and exterior staircase	Rear yard Side yard	0.9m over a maximum width of 3.0m	Bay windows	Front yard Rear yard Exterior side yard	0.75m over a maximum width of 3.6m	Balconies, decks	Front yard Rear yard Exterior side yard	1.8m 1.8m 1.8m	Verandahs, decks, steps, landings, and <u>open</u> porches not exceeding 1.2 metres above finished grade <u>to the finished floor.</u>	Front yard Rear yard	3.0m 3.0m	
Fire escapes and exterior staircase	Rear yard Side yard	0.9m over a maximum width of 3.0m												
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Verandahs, decks, steps, landings, and <u>open</u> porches not exceeding 1.2 metres above finished grade <u>to the finished floor.</u>	Front yard Rear yard	3.0m 3.0m												
4.28.1 Boathouses and Boatports	<p>e) The first 3 metres of a boathouse supporting structure adjacent to the shoreline shall be an open span <u>and in accordance with 4.28.2(b).</u></p> <p>Table 4.4 Notes:</p> <ol style="list-style-type: none"> (1) For an island or water access only lot that has a frontage greater than 30 metres and less than 60 metres, a one storey - one slip boathouse is permitted, having a maximum width of 6.8 metres and maximum length of 11 metres, and subject to the other regulations of this By-law. (2) At least one of the permitted slips shall be a boat port. (3) Where a third slip is constructed, it shall be a boat port. (4) A boatport shall be included in maximum boathouse width. (5) Where an upper level deck <u>or eave overhang</u> on a boathouse extends more than 1 metre from boathouse wall, the deck <u>or eave overhang</u> shall be included in boathouse width and/or length (6) For a lot on a lake listed in Section 4.28.1 j) i) that has a frontage greater than 30 metres and less than 60 metres, 1 boat awning having a maximum area of 24 square metres shall be permitted. A boat awning shall be permitted on a dock that is located within the Environmental Protection (EP) Zone. Boat awnings shall not be included in lot coverage or shoreline width calculations, but shall comply with all other applicable shoreline accessory structure requirements of Zoning By-law 2006-125. (7) <u>Every boathouse shall have a minimum of one boatslip.</u> 	Revised for clarification.												
4.31 Temporary Accommodation	Notwithstanding any other provision of this By-law to the contrary, where a Building Permit for construction of a dwelling has been issued by the Township for the subject lands, the residents may occupy a travel trailer <u>with confirmation of method of sewage disposal</u> on a temporary basis but only during the period which the dwelling is being constructed to a maximum of eighteen months.	Revised for clarification.												

Table 6.4	<p>LSR-110 (By-law 2017-</p> <ul style="list-style-type: none"> • Minimum septic system front yard setback = 50 metres. • <u>Maximum Boathouse width = 14.5 m</u> 	Addition												
10.3 Zone Requirements	<p>Footnotes For Table 10.2</p> <p>(2) Hunt Camps where permitted shall meet the following regulations:</p> <table border="0"> <tr> <td>a)</td> <td>Lot Area (minimum)</td> <td>25 hectares</td> </tr> <tr> <td>b)</td> <td>Street Setback (minimum)</td> <td>100 metres</td> </tr> <tr> <td>c)</td> <td>Lot Line Setback (minimum)</td> <td>50 metres</td> </tr> <tr> <td>d)</td> <td><u>Gross</u> Floor Area (maximum)</td> <td>70 square metres</td> </tr> </table>	a)	Lot Area (minimum)	25 hectares	b)	Street Setback (minimum)	100 metres	c)	Lot Line Setback (minimum)	50 metres	d)	<u>Gross</u> Floor Area (maximum)	70 square metres	Revised for clarification.
a)	Lot Area (minimum)	25 hectares												
b)	Street Setback (minimum)	100 metres												
c)	Lot Line Setback (minimum)	50 metres												
d)	<u>Gross</u> Floor Area (maximum)	70 square metres												
Section 13 Definitions	<p>Boat Slip means the space adjacent to <u>within</u> a dock assigned for the parking <u>mooring</u> of one boat <u>watercraft</u> having a minimum width of 3.0 metres and a minimum length of 6.0 metres.</p>	Revised for clarification.												
Section 13 Definitions	<p>Building Height means the vertical distance between the average finished grade at the front of the lot on which the building is situated and:</p> <ol style="list-style-type: none"> a) the highest point of the roof surface of a flat, or <u>domed roof</u>; or <u>shed roof</u>; b) the deck line of a mansard roof; or c) the median level between eaves and ridge of a gable, gambrel or hip roof. When applied to boathouses and boatports the height shall be measured from the normal or controlled high water mark. 	Revised for clarification.												
Section 13 Definitions	<p>Equipment Storage Building means a building or buildings used for the purpose of equipment storage, <u>and may include washroom facilities.</u></p>	Revised for clarification.												

The Corporation of the Township of Seguin
 By-law No. 2020-XXX
 PLAN 42M665 BLK 15
 Zoning By-law 2006-125
 Schedule A -Map #20



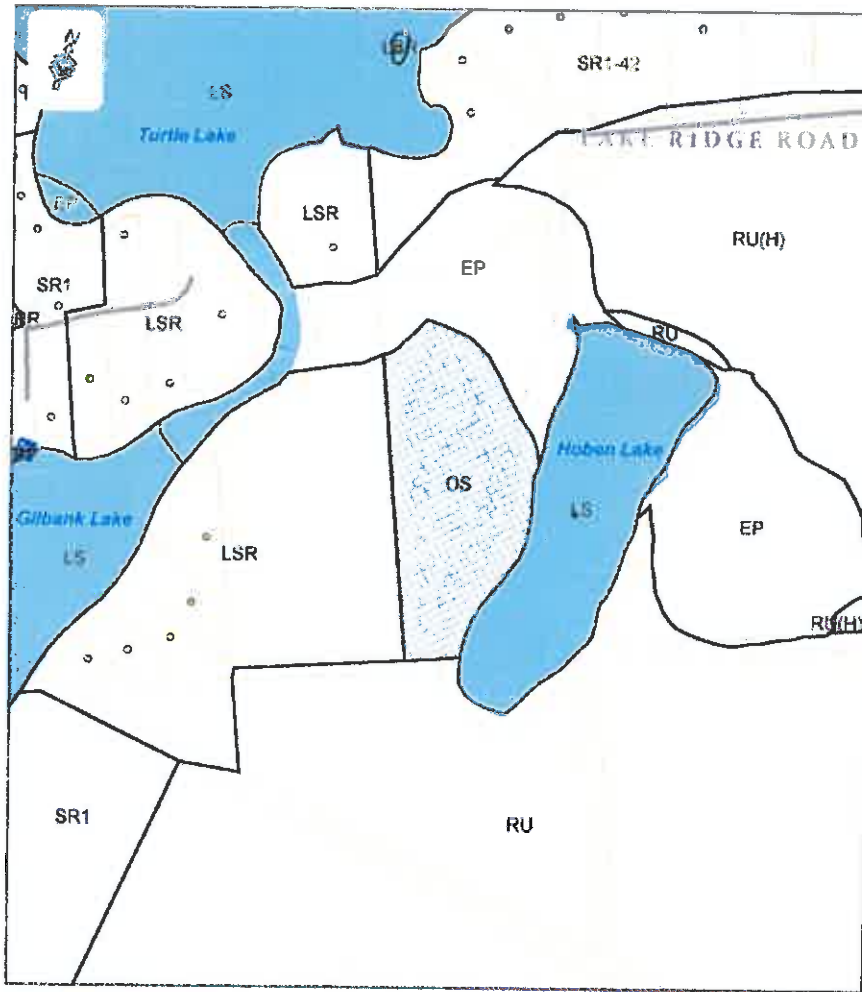
© Seguin Township



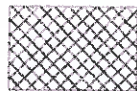
Lands to be rezoned from the Open Space (OS) Zone to the Open Space One Exception Five (OS1-5) Zone. Only uses permitted Conservation uses.



The Corporation of the Township of Seguin
By-law No. 2020-XXX
PLAN 42M665 BLK 11
Zoning By-law 2006-125
Schedule A - Map #20



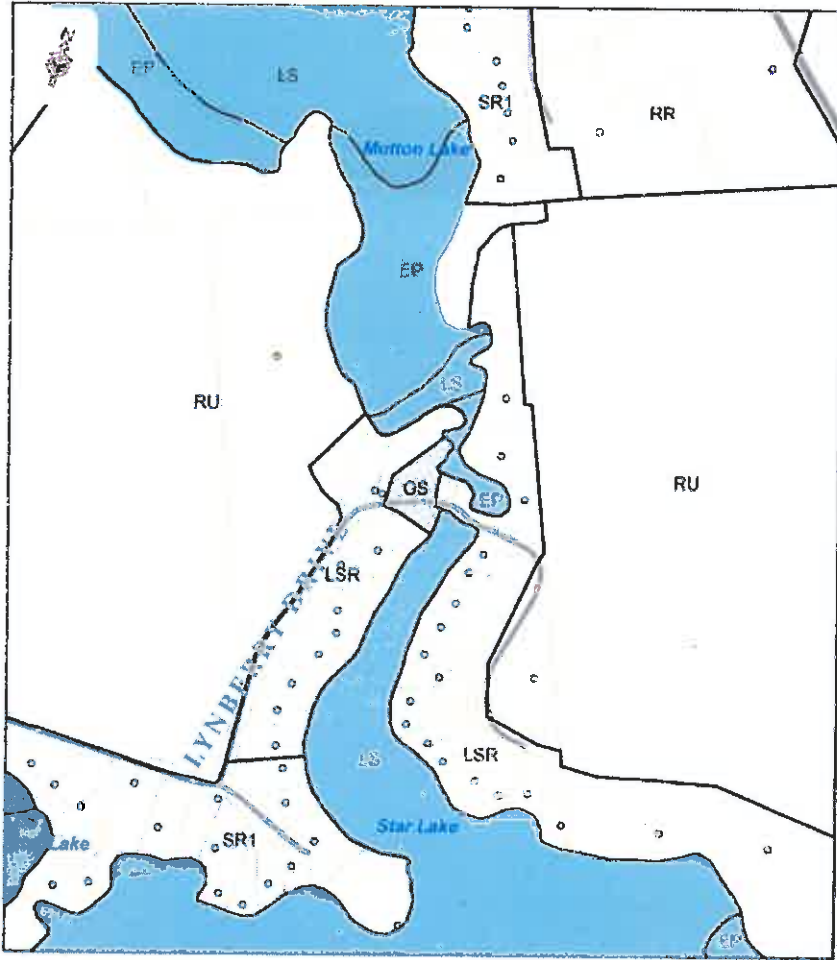
© Seguin Township



Lands to be rezoned from the Open Space (OS) Zone to the Open Space One Exception Five (OS1-5) Zone. Only uses permitted Conservation uses.



**The Corporation of the Township of Seguin
 By-law No. 2020-XXX
 PLAN 267 LOT 29
 and PLAN 267 BLK E
 Zoning By-law 2006-125
 Schedule A-Map #14**



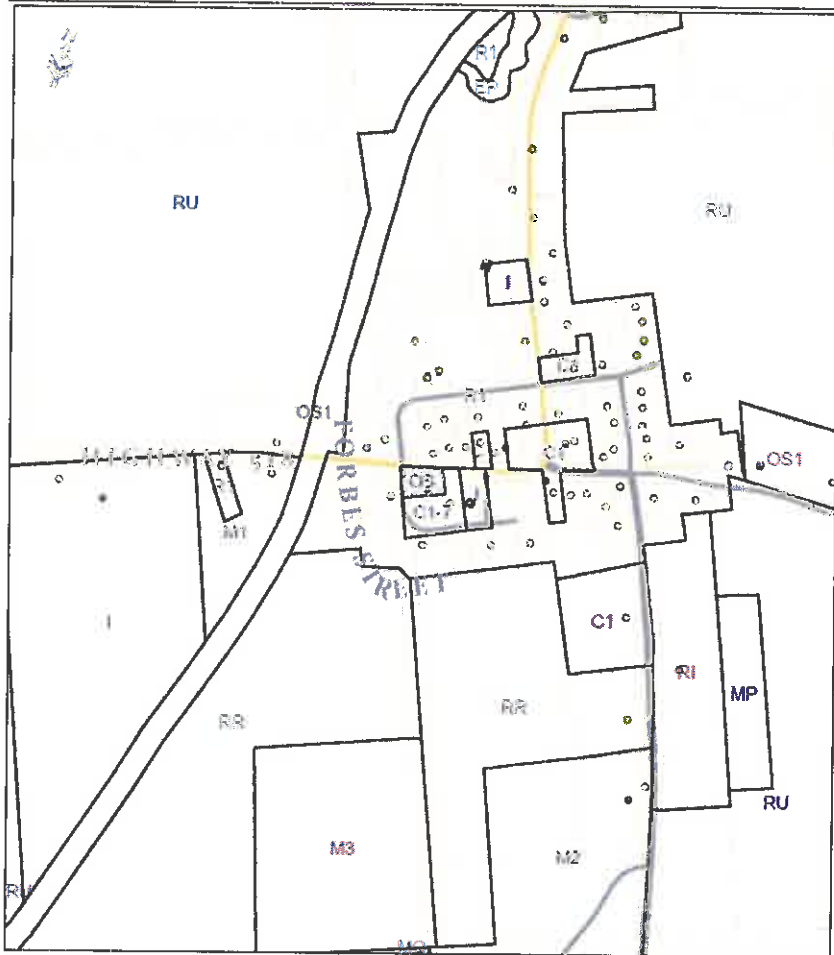
© Seguin Township



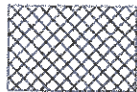
Lands to be rezoned from the Open Space (OS) Zone to the Open Space One Exception Five (OS1-5) Zone. Only uses permitted Conservation uses.



The Corporation of the Township of Seguin
 By-law No. 2020-XXX
 PLAN 82 PT LOTS 6 AND 7 RP
 42R17317 PART 1
 Zoning By-law 2006-125
 Schedule A - Zoning Schedule A-2 Orrville



© Seguin Township



Lands to be rezoned from the Open Space (OS) Zone to the Open Space One Exception Five (OS1-5) Zone. Only uses permitted Conservation uses.





Clerk's Department

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 x 1223 / 1-800-567-GREY / Fax: 519-376-8998

March 16, 2020

The Right Honourable Justin Trudeau
By email only: pm@pm.gc.ca

Dear Prime Minister:

Re: Grey County Council Resolution Supporting 100% Canadian Wines Excise Exemption

At the March 12, 2020 session of Grey County Committee of the Whole, resolution CW60-20 was passed by Grey County Council as follows:

Whereas, Canada's federal excise tax currently exempts 100% Canadian wines; and

Whereas, Australia has asked the World Trade Organization (WTO) to rule that this exemption is discriminatory; and

Whereas, if the WTO were to rule with Australia, Canadian wineries making 100% Canadian wine would no longer be exempt; and

Whereas, the present value of the excise exemption is \$39 million annually across Canada; and

Whereas, in the 13 years since this exemption was created, the production of 100% Canadian wine has increased by almost 30 million litres, representing an additional annual contribution of \$2.7 billion to the Canadian economy; and

Whereas, Grey County, specifically the municipalities of Meaford and Town of Blue Mountains, is home to a number of successful, award winning, boutique wineries;

Now Therefore, Be It Resolved That, the County of Grey supports the excise exemption for 100% Canadian wines; and

That, the County of Grey appeals to the Federal government to ensure the exemption remains in place by reaching an agreement

with Australia prior to the WTO ruling; and

That, this motion be forwarded to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Andrew Scheer, Leader of the Official Opposition; Yves-François Blanchet, Leader of the Bloc Québécois; Jagmeet Singh, Leader of the New Democratic Party of Canada; Jo-Ann Roberts, Interim Leader of the Green Party of Canada; The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade; Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound; AMO Member Municipalities; FCM Member Municipalities; Vintner's Quality Alliance; Ontario Craft Wineries; Ontario Craft Cider Association; and

That this resolution be forwarded prior to County Council approval as per Section 25.6 of Procedural By-law 5003-18.

Yours truly,



Heather Morrison

Clerk

(519) 372-0219 x 1227

heather.morrison@grey.ca

www.grey.ca

/kn

cc.

The Honourable Andrew Scheer, Leader of the Official Opposition: Andrew.scheer@parl.gc.ca

Yves-François Blanchet, Leader of the Bloc Québécois: yves-francois.blachet@parl.gc.ca

Jagmeet Singh, Leader of the New Democratic Party of Canada: jagmeet.singh@parl.gc.ca

Jo-Ann Roberts, Interim Leader of the Green Party of Canada: leader@greenparty.ca

The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade: mary.ng@parl.gc.ca

Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound: alex.ruff@parl.gc.ca

AMO Member Municipalities

FCM Member Municipalities

Vintner's Quality Alliance: info@canadianvintners.com

Ontario Craft Wineries: info@winecouncilofontario.ca; info@ontariocraftwineries.ca

Ontario Craft Cider Association: info@ontariocraftcider.com



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
ssrathearn@midland.ca



Amanpreet Singh Sidhu,
Chief Administrative Officer
asidhu@midland.ca

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

Ministry of Health

Office of Chief Medical Officer of
Health, Public Health
393 University Avenue, 21st Floor
Toronto ON M5G 2M2

Tel.: 416 212-3831
Fax: 416 325-8412

Ministère de la Santé

Bureau du médecin hygiéniste
en chef, santé publique
393 avenue University, 21^e
étage
Toronto ON M5G 2M2

Tél. : 416 212-3831
Télééc. :416 325-8412

April 2, 2020

MEMORANDUM

TO: Board of Health Chairs
Medical Officers of Health
President, Association of Local Public Health Agencies

RE: Emergency Order to Support Public Health Units with Human Resource Capacity

The government has enacted a new Emergency Order (EO) under Section 7.0.2 (4) of the *Emergency Management and Civil Protection Act* (EMCPA) to enhance public health human resources capacity specific to COVID-19. This order is valid for 14 days unless revoked or renewed in accordance with the EMCPA.

The temporary EO gives boards of health the authority and flexibility to make human resource decisions as necessary to respond to, prevent, and alleviate the outbreak of COVID-19, despite any collective agreements in place.

The order includes authority for measures such as: redeploying staff within different locations of the public health unit; employing extra part-time staff, other temporary staff, or contractors, including for the purposes of performing bargaining unit work; and using volunteers to perform work, including to perform bargaining unit work.

The EO can be found here:

- EN: <https://www.ontario.ca/laws/regulation/r20116>
- FR: <https://www.ontario.ca/fr/lois/reglement/r20116>

The order is intended to support adequate resourcing of public health units to respond to COVID-19, by expanding capacity urgently to implement critical public health functions, such as case and contact management.

As the emergency measures in question may involve the temporary suspension of terms set out in your collective agreements, I strongly recommend that you engage in good faith with your bargaining agents in conjunction with the measures. If feasible, engagement could

include advance notice to and consultation with bargaining agents. If advance notice and/or consultation is not feasible in your particular circumstances, bargaining agents should be provided with notice upon adoption of the measures and should be informed that you seek to maintain a dialogue with them for their input and feedback with respect to the measures for your consideration in good faith in so far as the exigencies of the situation permit.

Please contact Chris Harold, A/Manager, Integrated Strategy and Policy Coordination, at chris.harold@ontario.ca or Colleen Kiel, Director, Strategy and Planning at colleen.kiel@ontario.ca if you have any questions or would like additional guidance on implementation of the measures in this order.

The public health sector is undertaking incredible efforts to respond to this emergency in Ontario. Thank you for your action and commitment.

Yours truly,



David C. Williams, MD, MHSc, FRCPC
Chief Medical Officer of Health

cc: Alison Blair, Assistant Deputy Minister, Emergency Health Services and Public Health
Modernization Lead
Association of Municipalities of Ontario
Chief Administrative Officers and Clerks of Ontario's 444 municipalities

NEWS RELEASE

For immediate release: April 7, 2020

MINISTRY OF HEALTH LAUNCHES ONLINE PORTAL FOR INDIVIDUALS TO CHECK COVID-19 TEST RESULTS

NORTH BAY, ON - The province of Ontario has launched an online portal for individuals who have been tested for COVID-19 to access their test result. By offering the online portal individuals can look up their own test result in a secure way on their computer or mobile device.

With the introduction of the online test result portal, the North Bay Parry Sound District Health Unit (Health Unit) now only receives positive COVID-19 lab test results. **The Health Unit will continue to contact and follow-up with individuals who test positive for COVID-19.**

If you have been tested for COVID-19 we recommend that you look up your test result on the Ministry of Health [website](#), using your health card number. It will take two to six business days from your test day until your result is available. If your result is negative, you will not be contacted by the Health Unit.

If you have been tested for COVID-19 and do not have internet access or a health card, please contact the Health Unit for support.

The Health Unit will continue to report on its website the number of individuals who have been tested in the Health Unit's region as well as positive case counts and case status.

If you think you may have COVID-19 symptoms or have been in close contact with someone who has it, first self-isolate and then use [Ontario's Self-Assessment Tool](#) to see if you need to seek further care. If you need further assistance call your health care provider or the Health Unit at [1-800-563-2808](tel:1-800-563-2808). This will help keep the emergency room resources available for trauma and emergent care patients. If you have severe symptoms, such as difficulty breathing, you should call 911 and tell them your travel history and your symptoms.

Visit [Ontario's website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

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Media Inquiries:

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NEWS RELEASE

For immediate release: April 6, 2020

STAY HOME EXCEPT FOR ESSENTIAL REASONS

NORTH BAY, ON – The North Bay Parry Sound District Health Unit (Health Unit) wishes to emphasize the important legal directives by the Canadian government and recommendations by Ontario’s Chief Medical Officer of Health, Dr. David Williams. Please keep the following in mind. These directives and recommendations are intended to keep you, your loved ones and others healthy.

Federal Mandatory Isolation: Emergency Order under the Quarantine Act (March 25, 2020)

- All persons entering Canada **MUST isolate for 14 days** whether or not you have symptoms and **MUST STAY INSIDE** your home and do not leave your place of isolation unless it is to seek medical attention

Provincial Recommendations (for those NOT under Quarantine Orders): Ontario’s Chief Medical Officer of Health strongly recommends you:

- **STAY HOME** except for essential reasons, such as to:
 - Access health care services;
 - Shop for groceries;
 - Pick-up medication at the pharmacy;
 - Walk pets when required; and
 - Support vulnerable community members with meeting the above needs.
- **LIMIT** the number of essential trips
- **PHYSICALLY DISTANCE** yourself when in public by two meters
- **SELF-ISOLATE** if you are elderly or have underlying health conditions

It is important to note that the Canadian government, under the Quarantine Act, mandates that all individuals who are returning from travel outside of Canada must self-isolate for 14 days when they return. You must not go to work, grocery stores or on walks. You should also monitor yourself for symptoms of COVID-19 for 14 days after returning and contact your primary care provider, Health Unit or Telehealth Ontario (1-866-797-0000) if you experience symptoms of COVID-19.

For the rest of Ontarians, to the fullest extent possible, you should limit the number of essential trips. However, when you are out in public you must adhere to physical distancing by reducing your exposure to other people outside of your household by keeping two meters from other people.

For those who are at most risk of severe outcomes, such as the elderly over 70 years of age, or those with weakened immune systems or underlying health conditions, Dr. Williams strongly recommends to self-isolate. This means only leaving home or seeing other people for essential reasons. Where possible, you should seek services over the phone or internet or ask for help from friends, family or neighbours with essential errands.

The Health Unit understands how difficult these COVID-19 recommendations can be on an individual's mental health. People want to know if they are allowed to go outside for a walk, get some fresh air or exercise.

If you are a returning traveller from outside of Canada and fall under the Quarantine Act or if you have tested positive for COVID-19 you are not allowed to go out except to seek medical attention.

All others should use their best judgement. It is strongly recommended you stay home. However, if you need to be out, only do so when you can safely stay two meters from people. Please remember, it is against the law in Ontario to gather in groups of more than five people and you need to maintain physical distancing of two meters.

The public is the first line of defense, by continuing to stay home, regularly washing your hands or using alcohol-based sanitizers, not touching your face and covering your cough or sneeze we can continue to flatten the curve. Everyone has a social responsibility to follow the recommendations and to be kind to each other.

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

If you think you may have COVID-19 symptoms or have been in close contact with someone who has it, first self-isolate and then use [Ontario's Self-Assessment Tool](#) to see if you need to seek further care. If you need further assistance call your health care provider or the Health Unit at [1-800-563-2808](tel:1-800-563-2808). This will help keep the emergency room resources available for trauma and emergent care patients. If you have severe symptoms, such as difficulty breathing, you should call 911 and tell them your travel history and your symptoms.

Visit [Ontario's website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

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NEWS RELEASE

For immediate release: March 19, 2020

HEALTH UNIT WORKS WITH BARS AND RESTAURANTS TO CONTINUE OR START TAKE-OUT AND DELIVERY

NORTH BAY, ON - The North Bay Parry Sound District Health Unit (Health Unit) is proud of the actions taken to-date by all organizations that have been recommended to close in our district, and also the bars and restaurants that have had to close and/or move to take-out and delivery only. Many of these establishments are locally owned and operated and have put the community's well-being over their business.

The Health Unit is committed to helping bars and restaurants to continue or start take-out and delivery services. All establishments throughout our district have been contacted to make sure they have the most up-to-date information about the province's order to close bars and restaurants. Restaurant and bar operators can access more information on the Health Unit's website myhealthunit.ca/COVID-19 or by calling a Public Health Inspector at 1-800-563-2808 ext. 5400.

The public can continue to enjoy local restaurant food via take-out or delivery. Here are some tips to continue to social distance while enjoying take-out or delivery:

- Order food ahead of time (call or order online);
- If ordering in person, place your order and wait outside until ready;
- Practice social distancing;
- Use simple and easy hygiene practices:
 - Regular handwashing or using alcohol-based sanitizer
 - not touching your face
 - covering your cough or sneeze

Individuals who are in self-isolation can order take-out; however, to avoid contact, to reduce your risk the order could be paid in advance and delivered outside the home. If you have questions about self-isolation or self-distancing please visit the Health Unit's website myhealthunit.ca/COVID-19.

Be informed. Be prepared. Be protected.

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NEWS RELEASE

For immediate release: March 28, 2020

REPATRIATED TRAVELLERS CONFIRMED POSITIVE FOR COVID-19

NORTH BAY, ON - Two individuals from the North Bay Parry Sound District Health Unit (Health Unit) region were repatriated from a cruise ship by the Canadian Government. The two individuals, a female and male both in their 70s, were transported to the Canadian Forces Base in Trenton on March 10 where they were in quarantine for 10 days. While in quarantine they developed symptoms and were isolated and tested positive for COVID-19. They are now recovering at home and will continue to isolate until 14 days after their symptoms started. The two individuals are the second and third confirmed positive COVID-19 cases in our Health Unit district.

On March 25, the Federal Minister of Health, announced an Emergency Order under the *Quarantine Act* that requires any person entering Canada by air, sea or land to self-isolate for 14 days whether or not they have symptoms of COVID-19.

“It is expected that there will be more individuals who test positive for COVID-19 within the Health Unit’s district. The public plays an important role in helping to reduce the spread of COVID-19. Physical distancing (two meters) will help to slow the spread of COVID-19 and save lives” said Dr. Jim Chirico, Medical Officer of Health.

Protect yourself and those around you by regularly washing your hands or using alcohol-based sanitizers, not touching your face, covering your cough or sneeze and staying home when sick. Currently, there is no specific treatment for COVID-19. It is important to remember that four out of five people with COVID-19 have no symptoms or mild symptoms. People who are mildly ill should isolate and care for themselves at home. Most will recover in one to two weeks by simply treating the symptoms.

If you think you may have COVID-19 symptoms or have been in close contact with someone who has it, first self-isolate and then use [Ontario's Self-Assessment Tool](#) to see if you need to seek further care. If you need further assistance call your health care provider or the Health Unit at 1-800-563-2808. This will help keep the emergency room resources available for trauma and emergent care patients. If you have severe symptoms, such as difficulty breathing, you should call 911 and mention your travel history and your symptoms.

Visit [Ontario’s website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

For more information please visit myhealthunit.ca/COVID-19.

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THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW NO. 2020-18

Being a by-law to amend by-law No. 2017-75, a by-law
Governing the calling, place, and proceedings of meetings of the
Municipal Council and Committees of Council for the Corporation of
the Municipality of McDougall.

WHEREAS Section 238, of the Municipal Act S.O. 2001, as amended, requires that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Municipality of McDougall passed by-law 2017-75 which is a by-law for governing the calling, place, and proceedings of meetings of the Municipal Council and Committees of Council for the Corporation of the Municipality of McDougall;

AND WHEREAS the Council for the Municipality of McDougall deems it necessary to amend By-Law 2017-75;

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

1. That Council for the Municipality of McDougall approve amendments to by-law No. 2017-75, as follows;
 - a) Section 1.0 *DEFINITIONS* to By-law 2017-75 is hereby amended by adding the following new provisions;
 - 1.13 *“Electronic Meeting” shall mean a Meeting where any member of council, or a local board, or a committee is not physically present but participates via electronic means of communication; “electronic means” can include but is not limited to video conference and audio conference but does not include written communication such as e-mail or instant messaging.*
 - 1.14 *“Emergency” Shall mean any period of time during which an emergency has been declared to exist in all or part of The Municipality of McDougall by the Head of Council or all or part of the Province under sections 4 or 7.0.1 of the Emergency Management Act;*
 - 1.15 *“Emergency Management Act” shall mean the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended;*
 - b) Section 3.0 *COUNCIL MEETINGS* to By-law 2017-75 is hereby amended by adding a new provision;
 - 3.12 *“Members of council, a committee or local board shall be physically present at the meeting to participate and shall not be permitted to participate electronically, except where otherwise permitted by Section 25 “Electronic Meetings During a Declared Emergency” of this by-law.”*
 - c) Section 20.0 *CLOSED SESSION* to By-law 2017-75 is hereby amended by adding a new provision;
 - 20.9 *“Members of Council, a committee or local board shall be physically present at a closed meeting to participate and shall not be permitted to*

participate electronically except where otherwise permitted by Section 25 "Electronic Meetings During a Declared Emergency" of this by-law."

- d) Section 25.0 *Effective Date* is hereby amended as being Section 26.0
- e) Section 25.0 is hereby amended by adding Section 25 Electronic Participation for Emergencies after Section 24 as follows;

25.0 ELECTRONIC MEETINGS DURING A DECLARED EMERGENCY

- 25.1 Quorum and Voting for Electronic Meetings - Members of Council, or a local board, or a committee, can participate electronically in a meeting provided that an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act. Any such member shall be counted in determining whether or not a quorum of members is present at any point in time. The electronic participant may vote on a matter in a Council, board, or committee meeting, and may electronically participate and vote in a closed meeting of Council, board, or committee as if they were attending the meeting in person.
 - 25.2 Closed Session – An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.
 - 25.3 Public Notice of Electronic Meeting – A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.
 - 25.4 Delegations in Writing – An Electronic Meeting shall not permit public delegations, except by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk's office two (2) days prior to the day of the Electronic Meeting and shall be provided to members at the meeting.
 - 25.5 Invited and Ceremonial Presentations – Persons may attend an Electronic Meeting at the request of and in a matter determined by the Head of Council or CAO.
 - 25.6 Application and Conflict – Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that this Section and any Provincial legislation or order shall prevail to the extent of any conflict."
- 2. THAT any notice requirement under Procedure By-law 2017-75, be hereby waived for the purpose of this By-law, on the basis that the COVID-19 emergency and related social distancing and self-isolation constitute and are considered to be on an urgent or time sensitive nature, and affect the health or well-being of the residents or property in the municipality.
 - 3. THAT the Clerk and the Chair be directed to create Emergency Electronic Meeting Protocol to be applied to any Electronic Meeting held in conjunction with the Amendments to Procedure By-law 2017-75, and that amendments to the Emergency Electronic Meeting Protocol be permitted to be made by the Clerk and Chair to accommodate an effective and efficient meeting so long as any such amendments are consistent with the intent of the Procedure By-law and do not directly conflict with the

Procedure By-law or are contrary to prevailing Provincial legislation or orders;

1. THAT this by-law comes into force and effect on March 19, 2020.

READ a **FIRST** and **SECOND** time this _____ day of _____, 2020.

Mayor

Clerk

READ a **THIRD** time, **PASSED, SIGNED** and **SEALED** this _____ day of _____ 2020.

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW 2020-19

Being a By-law to appoint a Chief Building Official and rescind By-law 2016-08.

WHEREAS authority is granted to appoint a Chief Building Official pursuant to subsection 2 of Section 3 of the Ontario Building Code Act, R.S.O. 1992 Chapter 23, s.3(2) as amended;

AND WHEREAS the Council of the Corporation of the Municipality of McDougall deems it necessary and expedient to appoint a Chief Building Official for the purpose of enforcement of the Building Code Act and regulations thereunder, in the areas in which the corporation has jurisdiction;

NOW THEREFORE, the Council of the Corporation of the Municipality of McDougall enacts as follows:

1. That Kim Dixon is hereby appointed as the Chief Building Official for the Corporation of the Municipality of McDougall.
2. That the Chief Building Official shall be responsible for the enforcement of the Building Code Act, the regulations and By-Laws thereunder as amended.
3. That by-law 2016-08 is hereby rescinded.
4. That this by-law comes into force and effect on the 6th day of April 2020.

READ a **FIRST** and **SECOND** time this day of , 2020.

MAYOR

CLERK

READ a **THIRD** time, **PASSED**, **SIGNED** and **SEALED** this day of , 2020.

MAYOR

CLERK

THE CORPORATION OF THE

BY-LAW NO. 2020-020

Being a By-law to authorize the renewal of a Mutual Assistance Agreement between The Corporations of the Township of Carling, Municipality of McDougall, Township of McKellar, Town of Parry Sound, Township of Seguin, Township of The Archipelago and Municipality of Whitestone.

WHEREAS, Section 13.(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS, The Corporations of the Township of Carling, Municipality of McDougall, Township of McKellar, Town of Parry Sound, Township of Seguin, Township of The Archipelago and Municipality of Whitestone (hereinafter referred to as the "Parties") wish to provide for mutual aid and assistance to each other through the provision of personnel, services, equipment or material to one or the other within the meaning of the Emergency Management and Civil Protection Act;

AND WHEREAS, the Parties have common Emergency Plans pursuant to the Emergency Management and Civil Protection Act;

AND WHEREAS, in 2006 the Councils of the Parties, entered into a Mutual Assistance Agreement for mutual assistance through the provision of personnel, services, equipment or material to one or the other;

AND WHEREAS, as per Section 6. Term, Termination and Withdrawal, Subsection 6.1, the Mutual Assistance Agreement had a Term of 10 years unless renewed in writing before the end of the Term;

AND WHEREAS, the Parties wish to renew the Agreement for an additional 10 years;

NOW THEREFORE the Council of The Corporation of the Township of Seguin hereby enacts as follows:

1. **THAT** the Mutual Assistance Agreement between The Corporations of the Township of Carling, Municipality of McDougall, Township of McKellar, Town of Parry Sound, Township of Seguin, Township of The Archipelago and Municipality of Whitestone (attached hereto as Schedule "A") terminated on the 15th day of May, 2016 is hereby renewed for a period of 10 years, thereby resulting in a new termination date of the 15th day of April, 2030 unless renewed in writing before the end of the renewed term.
2. **THAT** the Mayor and Clerk are hereby authorized and directed to execute on behalf of The Corporation and under Seal of The Corporation, any documentation required to effect this renewal.
3. **THAT** this By-law shall come into force and take effect on the final day of passing thereof.

READ a FIRST and SECOND time this day of , 2020.

Mayor

Clerk

READ a THIRD time, **PASSED, SIGNED** and **SEALED** this day of
2020.

Mayor

Clerk

APPENDIX A

THIS MUTUAL ASSISTANCE AGREEMENT made this
15th day of April 2020.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF CARLING

and

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

and

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

and

THE CORPORATION OF THE TOWN OF PARRY SOUND

and

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

and

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

and

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

(collectively, the “parties”)

WHEREAS Section 13.(3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9. (the “Emergency Management and Civil Protection Act”) provides that the council of a municipality may make an agreement with the council of another municipality for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS the parties wish to provide for mutual aid and assistance through the provision of personnel, services, equipment or

material to one or the other within the meaning of the *Emergency Management Act*;

AND WHEREAS each of the parties has an emergency plans pursuant to the *Emergency Management Act*;

NOW THEREFORE in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Definitions

1.1 In this Agreement,

1.1.1 “Assisted Municipality” means the municipality receiving aid or assistance pursuant to this Agreement;

1.1.2 “Assisting Municipality” means the municipality providing aid or assistance pursuant to this Agreement;

1.1.3 “Emergency”, “Emergency Area” and “Emergency Plan” shall have the same meanings as in the *Emergency Management Act*;

1.1.4 “Agreement” means this Mutual Assistance Agreement and the attached Schedule(s) which embody the entire Agreement between the parties;

1.1.5 "Requested Party" means the municipality which has been asked for aid, assistance or both pursuant to this Agreement;

1.1.6 “Requesting Party” means the municipality asking for aid, assistance or both pursuant to this Agreement;

1.1.7 “Emergency Command Group” means the organizational entity, as defined in their respective Emergency Plans, responsible for directing and controlling the Assisted Municipality’s response to an Emergency.

2. Role of the Solicitor General

2.1 The parties acknowledge that pursuant to the *Emergency Management Act* the Minister of the Solicitor General for the

Province of Ontario is responsible for the administration of the Act and is the principal contact for all Emergencies.

- 2.2 The Requesting Party also agrees to notify that as soon as is reasonably practicable, Emergency Management Ontario of any request for assistance made under this Agreement.

3. Authorization to Request/Offer Assistance

- 3.1 Each party hereby authorizes its Chief Administrative Officer/Clerk, or such other senior officer of the party as the Chief Administrative Officer/Clerk has designated (hereinafter "CAO/Clerk") to request assistance, to accept requests for assistance, to offer to provide assistance, or to accept offers to provide assistance pursuant to this Agreement on behalf of that party.

4. Requests for Assistance

- 4.1 The parties agree that in an Emergency, a Requesting Party may request assistance in the form of qualified personnel, services, equipment, or material from any other party.
- 4.2 The request for assistance shall be made by Incident Command or the delegated Command Group member (Logistics) of the Requesting Party to the CAO/Clerk of the Requested Party. The CAO/Clerk may make the initial request for assistance orally; however, a written request should follow as soon as reasonably practicable. The Requested Party may request such reasonable additional information as it considers necessary to confirm the existence of the Emergency and to assess the type, scope, nature and amount of assistance to be provided.
- 4.3 The Requested Party shall respond to the request within 1 day, and may in its sole discretion determine the type and scope, nature and amount of assistance, if any it will provide. The Requested Party may respond to the request orally however a written response should follow as soon as reasonably practicable. (See Section 4.5)
- 4.4 The agreement to provide assistance shall be confirmed in writing as soon as reasonably practicable using the form set out in Schedule "A" attached hereto. Incident Command or the

delegated Command Group member (Logistics) of the Requesting Party shall complete, sign and forward the form to the CAO/Clerk of the Requested Party, who shall then return a signed copy. The written confirmation shall set out in detail the specific personnel, services, equipment or material that has been requested as assistance, and which the Assisting Municipality has agreed to provide.

- 4.5 The parties may by mutual agreement amend the assistance to be provided to the Assisted Municipality under the Agreement. Amendments to the scope, type, nature or amount of assistance shall be confirmed in writing by the parties using the form set out in Schedule "A" attached hereto within three (3) days of being agreed upon.

5. Limitations on Assistance Provided

- 5.1 Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer alternative suggestions to the assistance that has been requested.
- 5.2 No liability shall arise against the Requested Party if it fails, for any reason whatsoever, to respond to a request for assistance made under this Agreement.
- 5.3 When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.
- 5.4 Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, from withdrawing any or all assistance being provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall only be made upon twenty-four (24) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality immediately without notice.

5.5 The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

6. Term, Termination and Withdrawal

6.1 This Agreement shall be in effect for a period of 10 years from the date on which the last party signs the Agreement unless renewed in writing before then.

6.2 Despite any other section of this Agreement, any party may withdraw from and terminate its participation in this Agreement upon sixty (60) days' written notice to the other parties. The effective date of any such withdrawal and termination shall be the end of the notice period. In the event of the withdrawal and termination of any party, this Agreement shall survive and continue among the remaining parties.

7. Costs

7.1 The parties agree that there is no charge to receive assistance from the Emergency Command Group under the West Parry Sound Emergency Response Plan 2018. All other costs will be directed to the Assisted Municipality. Such costs shall include all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable in the circumstances. In addition a flat 10% surcharge of actual wages will be used to offset the costs of benefits.

7.2 The Assisted Municipality shall also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the Assisted Municipality under this Agreement. The Assisted Municipality shall be responsible for the cost of replacing equipment or material furnished by the Assisting Municipality if damaged beyond reasonable repair.

7.3 The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost of providing the assistance.

8. Payment

8.1 Payment by the Assisted Municipality for costs incurred for the Assistance provided, shall be subject to the Assisted Municipality's receipt of an invoice from the Assisting Municipality. Such invoice shall set out in sufficient detail the costs actually incurred by the Assisting Municipality in providing assistance, and where practically available, receipts for disbursements shall be forwarded in support of the invoice.

8.2 The Assisted Municipality shall remit payment of the amount owing for the assistance provided within thirty (30) days of the receipt of the Assisting Municipality's invoice.

8.3 Any amount remaining unpaid and outstanding after the thirty (30) day period referred to in sub-section 8.2 of this Agreement shall bear interest at the rate of 1% per month.

9. Employment Relationship

9.1 Despite the fact that the employees, contractors, servants and agents (collectively "the workers") of the Assisting Municipality may be assigned to perform duties for the Assisted Municipality, and the fact that, for the duration of the Emergency, the Assisted Municipality shall reimburse the Assisting Municipality for the costs of the wages, salaries and expenses of the workers, in all other respects the workers of the Assisting Municipality retain their employment or contractual relationship with the Assisting Municipality. The parties acknowledge and agree that the Assisted Municipality is not to be deemed the employer of the Assisting Municipality's employees, agents, or contractors or servants, under any circumstances or for any purposes whatsoever. The Assisting Municipality shall remain responsible for all statutorily required deductions, contributions and/or payments, such as E.I. CPP, etc.

10. Indemnity

10.1 The Assisted Municipality shall indemnify and save harmless the Assisting Municipality from all claims, costs, all manner of action or actions, cause and causes of action, accounts, covenants, contracts, demands or other proceedings of every kind or nature whatsoever at law or in equity arising out of this Agreement and out of assistance provided pursuant to this Agreement except for damage caused by the negligence of the Assisting municipality or their employees. The indemnity herein provided shall include all costs, including but not limited to duties, dues, accounts, demands, penalties, fines and fees.

11. Insurance

11.1 During the term of this Agreement, each party shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability and property damage. Such policy shall:

11.1.1 have inclusive limits of not less than Five Million Dollars (\$5,000,000) for injury, loss or damage resulting from any one occurrence;

11.1.2 contain a cross-liability clause endorsement and severability of interests clause of standard wording;

11.1.3 name the other parties as an additional insured with respect to any claim arising out of the Assisted Municipality's obligations under this Agreement or the Assisting Municipality's provision of personnel, services, equipment or material pursuant to this Agreement; and

11.1.4 include a Non-Owned Automobile endorsement.

11.2 During the term of this Agreement, each party shall obtain and maintain in full force and effect, automobile liability insurance in the amount of Two Million Dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.

- 11.3 Upon the request of any other party, each party shall provide proof of insurance in a form satisfactory to the requesting party's CAO/Clerk.
- 11.4 In the case of any conflict between the provisions of this document and any other provisions speaking to contractual indemnity or insurance clauses, the provisions of this Agreement will govern.

12. Collective Agreements

- 12.1 Each Party agrees to review the provisions of this Agreement with its appropriate local bargaining units for the purpose of seeking amendments to local agreements, if necessary, to reflect the terms of this Agreement. Each party further agrees to advise the other party as soon as practicable if it becomes aware of any impediments or obstacles to meeting its obligations under this Agreement imposed by its local agreements.

13. Liaison and Supervision

- 13.1 The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent (the "Liaison Officer") of the Assisting Municipality to the Emergency Control Group of the Assisted Municipality. The Liaison Officer shall provide a liaison between the Assisting Municipality and the Emergency Control Group of the Assisted Municipality. The parties acknowledge that the role of the Liaison Officer shall be to permit communication between the Assisted and Assisting Municipalities. Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the Liaison Officer shall be permitted to inform the Assisting Municipality on the status of the Emergency and the actions taken by the Assisted Municipality. The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided in order to report to the Assisting Municipality, during and after the provision of assistance and the Emergency. The Assisting Municipality shall keep confidential and not disclose any information concerning the Emergency or the assistance provided, without the prior written consent of the Assisted Municipality, except as may be legally required.

13.2 The Assisting Municipality shall assign its personnel to perform tasks as requested by the Emergency Control Group of the Assisted Municipality. The Assisting Municipality shall have the right to assign supervisory personnel to operate or supervise the operation of any of the Assisting Municipality's personnel and or equipment furnished as assistance to the Assisted Municipality. Such supervision shall be in accordance with the instructions of the Emergency Control Group.

14. Information Sharing

14.1 If requested, and subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), each party shall respond to the other party's request for information regarding specified types of personnel, services, equipment or material in the possession of each party that may be used in the provision of assistance under this Agreement. All such information shall be provided without any warranty of any kind as to its accuracy, reliability, usefulness or other characteristics.

15. Food and Lodging

15.1 For the duration of the assistance provided under this Agreement, the Assisted Municipality shall be responsible for providing all food, lodging and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided in-kind, the Assisted Municipality shall pay a reasonable *per diem* to personnel for any food and lodging purchased by personnel of the Assisting Municipality. The per diem shall be no less than the Assisted Municipality pays to its own employees as a matter of policy or agreement.

16. Notice

16.1 Any, written notice to be given pursuant to this Agreement shall be addressed,

in the case of notice to the Township of Carling, to:

The Chief Administrative Officer/Clerk
The Township of Carling
2 West Carling Bay Road
R.R. 1
Nobel, Ontario
P0G 1G0
Fax: 705-342-9527

in the case of notice to the Municipality of McDougall, to:

The Chief Administrative Officer
The Municipality of McDougall
5 Barager Boulevard
McDougall, Ontario
P2A 2W9
Fax: 705-342-5573

in the case of notice to the Township of McKellar, to:

The Chief Administrative Officer/Clerk
The Township of McKellar
P.O. Box 69, 701 Highway #124
McKellar, Ontario
P0G 1C0
Clerk: 705-389-2842
Fax: 705-389-1244

in the case of notice to the Town of Parry Sound, to:

The Chief Administrative Officer
The Town of Parry Sound
52 Seguin Street
Parry Sound, Ontario
P2A 1B4
Fax: 705-746-7461

in the case of notice to the Township of Seguin, to:

The Chief Administrative Officer/Clerk
The Township of Seguin
5 Humphrey Dr., R.R.#2
Seguin, Ontario
P2A 2W8
Fax: (705) 732-6347

in the case of notice to the Township of The Archipelago, to:

The Chief Administrative Officer/Clerk
The Township of The Archipelago
9 James Street
Parry Sound, Ontario
P2A 1T4
Fax: 705-746-7301

in the case of notice to the Municipality of Whitestone, to:

The Chief Administrative Officer/Clerk
The Municipality of Whitestone
General Delivery 21 Church Street
Dunchurch, Ontario
P0A 1G0
Fax: 705-389-1855

- 16.2 If hand delivered, the notice is effective on the date of delivery; if faxed, the notice is effective on the date and time the receipt of the fax is confirmed; and if mailed, the notice is deemed to be effective on the fifth business day following the day of mailing.
- 16.3 Any notice given shall be sufficiently given if signed by the CAO/Clerk or by a person authorized by or acting under the direction or control of the CAO/Clerk.

17. Rights and Remedies

- 17.1 Nothing contained in this Agreement shall be construed as restricting or preventing either party from relying on any right or remedy otherwise available to it under this Agreement, at law or in equity in the event of any breach of this Agreement.

18. Binding Effect

18.1 This Agreement shall enure to the benefit of, and be binding upon the parties and their respective successors, administrators and assigns.

18.2 This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any cause whatsoever.

19. Incorporation of Schedules

19.1 This Agreement and the attached Schedule "A" embody the entire Agreement.

20. Provisions Surviving Termination

20.1 Sections 2, 5.2, 7, 8, 9, 10, 11, 16, 17, 20, 21 and 22 of this Agreement shall survive termination of this Agreement.

21. Governing law

21.1 The parties agree to be governed by the laws of the Province of Ontario and Canada.

22. Arbitration

22.1 The parties herein agree that in the event of any dispute arising under or pursuant to this Agreement, which dispute cannot be resolved by the mutual agreement of the parties' CAO/Clerks, the CAO/Clerks shall refer the dispute to the respective Heads of Council of the parties for resolution. In the event that the Heads of Council cannot resolve the dispute, either party may, on providing ninety (90) days' written notice to the other, refer the dispute to a third party arbitrator of their mutual choice for resolution. Such arbitration shall be conducted pursuant to the *Arbitration Act, 1991*, S.O. 1991 c. 17, as amended.

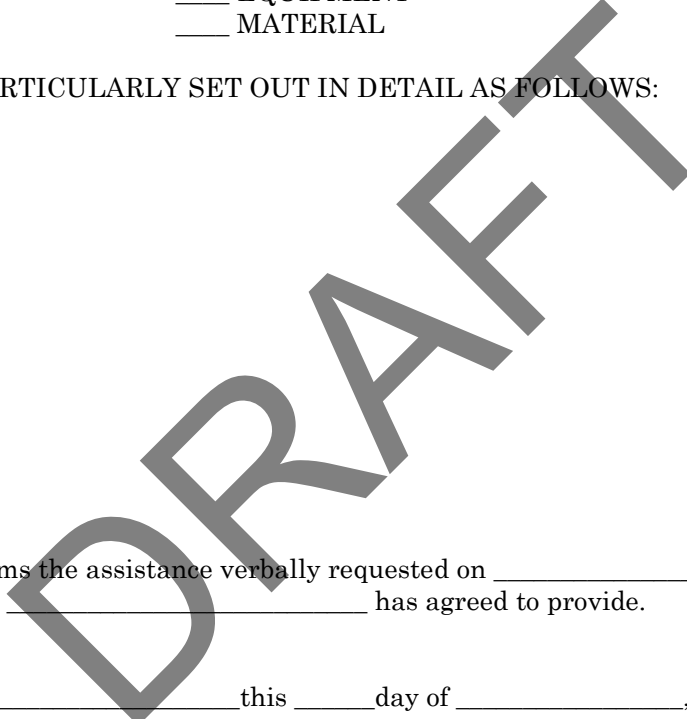
SCHEDULE "A"

Mutual Assistance Agreement

I, _____, Chief Administrative Officer/Clerk/Designated Official of _____, duly authorized to do so by the Council of _____, do hereby confirm my request of _____, to provide assistance in the form of

- ___ PERSONNEL
- ___ SERVICES
- ___ EQUIPMENT
- ___ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:



The above confirms the assistance verbally requested on _____, and which assistance _____ has agreed to provide.

Dated at _____ this _____ day of _____, _____,

Chief Administrative Officer/Clerk

(Assisted Municipality)

Confirmed at _____ this _____ day of _____, _____

Chief Administrative Officer/Clerk

(Assisting Municipality)