



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
REGULAR COUNCIL MEETING
AGENDA**

**Thursday, July 25, 2019, 6:30 P.M.
100A Spruce Drive**

An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government. As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting.

Pages

1. CALL TO ORDER AND ROLL CALL

2. ADOPTION OF THE AGENDA

Draft Motion:

BE IT RESOLVED THAT the Regular Council Agenda dated July 25, 2019 be adopted as presented/amended.

3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. CLOSED SESSION

5. ADOPTION OF MINUTES

5.1 DRAFT Regular Council Meeting - July 11, 2019

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Draft Motion:

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on July 11, 2019 be adopted as presented/amended.

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS/ PRESENTATIONS

7.1 Registered Delegations/ Presentations

7.2 Unregistered Presentations (Maximum 15 Minutes in Total- in accordance with rules in By-law)

** 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations**

8. CONSENT AGENDA ITEMS

Draft Motion:

BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.

8.1 Staff Report(s) for Information:

8.2 Correspondence for Information:

Hard copies of all correspondence for information is available at the Municipal office on request. The information items have been circulated to Council prior to the meeting.

Draft Motion:

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.2 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

1. **Temagami North - Turnaround** 9
2. **Planning Session - July 27, 2019** 13
- 8.3 **Minutes of Local Boards & Committee Meetings**
9. **STAFF REPORTS**
- 9.1 **Items to be Considered Separately from Consent Agenda:**
 1. **Marten River Volunteer Fire Department Report - June 2019** 14

Draft Motion:
BE IT RESOLVED THAT Council receive the monthly reports from the Marten River Volunteer Fire Department for information.
 2. **Temagami Fire Department Monthly Report - June 2019** 19

Draft Motion:
BE IT RESOLVED THAT Council receive the monthly reports from the Temagami Fire Department for information.
 3. **Public Works Department Report - July 2019** 20

Draft Motion:
BE IT RESOLVED THAT Council receive the monthly reports from the Public Works Departments for information.
 4. **Memo-M-114 Council Donations Policy** 23

Draft Motion:
BE IT RESOLVED THAT Council receive Memo No. 2019-M-114;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Council Donation Policy for Council's consideration at their next meeting.
 5. **Memo-M-115 Wishart Municipal Group Agreement Form** 27

Draft Motion:
BE IT RESOLVED THAT Council receive Memo 2019-M-115;

AND FURTHER THAT Council direct Staff to select the _____ package.
 6. **Memo-M-116 Code of Conduct** 30

Draft Motion:
BE IT RESOLVED THAT Council receive Memo No. 2019-116;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Code of Conduct for Council's Consideration at their next meeting.
 7. **Memo-M-117 Procedural By-Law** 48

Draft Motion:
BE IR RESOLVED THAT Council receive Memo-M-117;

AND FURTHER THAT Council, by further resolutions, direct Staff to edit the Draft Procedural By-Law and return the edited version at the next meeting.

8.	Memo-M-119 Chief Building/By-Law Enforcement Officer	94
	Draft Motion: BE IT RESOLVED THAT Council receive Memo No. 2019-M-119	
	AND FURTHER THAT Council direct staff to complete the process to hire a part time Municipal Law Enforcement Officer.	
	AND FURTHER THAT a letter be sent to the city of Temiskaming Shores to request that they provide the Municipality of Temagami with Building inspector services, until such time that we have a fully qualified Chief Building Official hired.	
9.	Memo-M-120 Electronic Waste Recycling Program	96
	Draft Motion: BE IT RESOLVED THAT Council receive Memo No.2019-M-120;	
	AND FURTHER THAT Council direct staff to take the necessary steps to implement an electronic waste recycling program with Electronic Products Recycling Association (EPRA);	
	AND FURTHER THAT a sea container be located at the Strathy Landfill and arrangements be made to make space in the landfill attendant buildings (in the addition), located at the Briggs and the Sisk Landfills to store electronic waste until it can be moved to the sea container at the Strathy location.	
10.	Memo-M-121 International Plowing Match 2019	97
	Draft Motion: BE IT RESOLVED THAT Council receive Memo No. 2019-M-121 and correspondence dated July 8, 2019 from Northeastern Ontario Tourism regarding the 2019 International Plowing Match.	
	AND FURTHER THAT council direct staff to purchase the “Gold Partner” option at a cost of \$5,000 through Northeastern Ontario Tourism for a space in the Tourism Pavilion at the 2019 International Plowing Match.	
	AND FURTHER THAT Council direct staff to develop a team of 3 to create a plan for promoting our area at the plowing match.	
11.	Memo-M-122 Road Assumption Policy	100
	Draft Motion: BE IT RESOLVED THAT Council receive Memo No.2019-M-122;	
	AND FURTHER THAT Council direct staff to draft a policy base on the recommendation in the Memo.	
12.	Memo-M-118 Temagami North Ditches	103
	Draft Motion: BE IT RESOLVED THAT Council receive report Memo-M-118.	
10.	<u>COUNCIL COMMITTEE REPORTS</u>	
10.1	Items to be Considered Separately from Consent Agenda:	
11.	<u>ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS</u>	
12.	<u>CORRESPONDENCE</u>	

- 12.1 **Action Correspondence**
- 12.2 **Resolution from Other Municipalities**
13. **BY-LAWS**
- 13.1 **Items to be Considered Separately from Consent Agenda:**
1. **Memo-M-123 2.4% COLA Increase** 126
- Draft Motion:
- BE IT RESOLVED THAT Council Receive Memo No. 2019-M-123;
- BE IT RESOLVED THAT By-law 19-1470, being a amendment by-law to establish schedule G of the employment & procedure manual, be taken as read a first, second and third time and finally passed this 25th day of July;
- AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.
14. **APPROVED MINUTES OF COMMITTEE MEETINGS**
15. **UNFINISHED BUSINESS**
16. **NEW BUSINESS**
17. **NOTICES OF MOTION**
18. **CONFIRMATION BY-LAW** 131
- Draft Motion:
- BE IT RESOLVED THAT By-law 19-1469, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 25th day of July;
- AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.
19. **ADJOURNMENT**
- Draft Motion:
- THAT This meeting adjourn at p.m.



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

REGULAR COUNCIL MEETING

DRAFT MINUTES

**Thursday, July 11, 2019, 6:30 P.M.
Main Level Chambers**

PRESENT: D. O'Mara, C. Dwyer, J. Harding, J. Shymko, B. Leudke, M. Youngs,
J. Koistinen

STAFF: C. Davidson, S. Fournier, B. Turcotte, J. Sanderson

CALL TO ORDER AND ROLL CALL

Mayor O'Mara called the meeting to order at 6:30 pm.
There were 6 people in the audience. The Mayor called the Roll.

ADOPTION OF THE AGENDA

19-307

MOVED BY: M. Youngs

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the Regular Council Agenda dated July 11, 2019 be adopted as presented.

CARRIED

DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Councillor Leudke declared a conflict of interest regarding section 9.1.7

Councillor Shymko declared a conflict of interest regarding section 12.1.1.

CLOSED SESSION

Municipal Property

A motion to move to closed session under section 239 of the Municipal Act in order to address matters pertaining to subsections: (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board.

19-308

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this regular meeting proceed in camera at 6:32 p.m., under section 239 of the Municipal Act. 2001 as amended, in order to address matters pertaining to: (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

Council rose from the Closed Session:

Mayor O'Mara reported that Council had received an offer to purchase a Municipal vacant lot and that Council provided direction to staff to proceed in the normal manner.

ADOPTION OF MINUTES

DRAFT Regular Council Meeting - June 27, 2019

19-309

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on June 27, 2019 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

It was noted that section 7.1 Road Policy and 7.2 Temagami North Ditches concerns from the 27th June meeting are postponed to the 25th of July meeting.

DELEGATIONS/ PRESENTATIONS

Registered Delegations/ Presentations

Pierre Prim - Director of Operations Electronic Products Recycling Association (EPRA)

RE: Electronic Waste Recycling Proposal www.epra.ca

Presenter; P. Prim, Director of Operations from Electronic Products Recycling Association (EPRA), presented to Council an Electronic Waste Recycling Proposal and answered questions from Council.

19-310

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the presentation from Electronic Products Recycling Association (EPRA).

CARRIED

Unregistered Presentations (Maximum 15 Minutes in Total- in accordance with rules in By-law)

** 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations**

NONE.

CONSENT AGENDA ITEMS

Section 2.1; 2.2 and 2.8 moved under section 9.1.

19-311

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.
CARRIED

Staff Report(s) for Information:

NONE.

Correspondence for Information:

19-311A

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT correspondence items numbered: 8.2.3 to 8.2.7 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

CARRIED

Ministry of the Solicitor General (MSG)

RE: Compliance with the Emergency Management and Civil Protection Act (EMCPA)

District of Nipissing Social Services Administration Board (DNSSAB)

RE: Update on Provincial Budget Implications - June 24 2019

The Labor Market Group (LMG)

RE: Job Report - May 2019 & Newsletter - June 2019

Preferred Planning Arena (PPA)

RE: Gazoduq Project Preliminary Route Update

Ministry of Energy, Northern Development and Mines (MNDM)

RE: Exploration permit Application (PR-19-000150)

Minutes of Local Boards & Committee Meetings

NONE.

STAFF REPORTS

Items to be Considered Separately from Consent Agenda:

Ministry of Transportation of Ontario (MTO)

RE: Speed Limit Follow Up

Richard Smerdon

RE: Temagami Tower

Tribunals Ontario (SJTO)

RE: Upcoming Changes

19-312

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council received and discussed item 9.1.1; 9.1.2 and 9.1.3.

CARRIED

Memo-M-105 Revised Open House

19-313

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo No. 2019-M-105 as revised;

AND FURTHER THAT Council host an Open House on Saturday, July 27th

AND FURTHER THAT Council direct Staff to provide the appropriate notice for this Open House.

CARRIED

Memo-M-106 Council Donation Policy

19-314

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo No. 2019-M-106;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Council Donation Policy for Council's consideration at their next meeting.

AMENDED

Amendment:

19-315

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

TO ADMEND resolution 19-314 by removing "prepare a by-law to entrench the Council Donation Policy for Council's consideration at their next meeting." and replacing it with "to bring amended draft policy to the next regular council meeting."

CARRIED

Motion as Amended:

19-314

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo No. 2019-M-106;

AND FURTHER Council direct staff to bring amended draft policy to the next regular Council meeting.

CARRIED

Memo-M-108 Strategic Plan

19-316

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2019-M-108;

AND FURTHER THAT Council direct Staff to award RFP-SP-2019 to Strexer Harrop on confirmation of the work plan.

DEFEATED

19-317

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

AND FURTHER THAT Council direct Staff to award RFP-SP-2019 to Commerce Management Group on confirmation of the work plan.

RECORDED VOTE

COUNCILLOR DWYER YES

COUNCILLOR HARDING NO

COUNCILLOR KOISTENIN YES

COUNCILLOR LEUDKE YES

COUNCILLOR SHYMKO NO

COUNCILLOR YOUNGS NO

MAYOR O'MARA YES

CARRIED

Memo-M-109 COLA

19-318

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo 2019-M-109;

AND FURTHER THAT Council approve a cost of living adjustment effective January 1, 2019 of 2.4%;

AND FURTHER THAT Council directs Staff to update the appropriate Schedule to the HR Policy to reflect this adjustment.

CARRIED

Memo-M-110 Financial Report

19-319

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2019-M-110 Financial Report.

CARRIED

Memo-M-111 ECA Design and Application

19-320

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2019-M-111 ECA Design and Application;

AMENDED

19-321

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

AND FURTHER THAT Council accept quote from Cambium Inc. in the amount of \$35,000.00 for the required application and design of the disinfection system.

CARRIED

Where Relevant:

Having previously declared a conflict Councillor Leudke vacated their seat and left Council Chamber.

Memo-M-112 Request from TAA

19-322

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo 2019-M-112;

AND FURTHER THAT Council direct PW Superintendent Turcotte to arrange a time with the TAA and our present electrical contractor to review the electrical alterations required to host music events at the Arena.

CARRIED

Councillor Leudke returned to Council Chambers and took their seat.

Memo-M-113 TFD Operational Guideline No.0009

19-323

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2019-M-113;

AND FURTHER THAT Council approve Temagami Fire Department Operational Guideline No.0009.

CARRIED

COUNCIL COMMITTEE REPORTS

NONE.

Items to be Considered Separately from Consent Agenda:

ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS

Councillor Youngs reported on the Temagami North Ditches.

Mayor D. O'Mara would like to thank everyone who volunteers to make July 1st, weekend a success.

Mayor D. O'Mara reported of his attendances to the North Bay Regional Hospital meeting and Spectrum Telecom Group regarding broadband internet services.

Mayor D. O'Mara reported his visit to Temagami North regarding the ditches.

CORRESPONDENCE

Action Correspondence

Where Relevant:

Having previously declared a conflict Councillor Shymko vacated their seat and left Council Chamber.

Memo-M-107 Temagami First Nation Pow Wow

19-324

MOVED BY: C. Dwyer

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council receive Memo 2019-M-107;

AND FURTHER THAT Council receive correspondence from Temagami First Nation received June 25, 2019 regarding a request for donation of the town site ball field, portable sound system and the arena rental fee, for the days of July 13 & 14, 2019;

AND FURTHER THAT Council authorize a donation equivalent to the amount paid for the facility rental, which would be \$1,356.00 including HST for the full weekend.

CARRIED

Councillor Shymko returned to Council Chambers and took their seat.

Resolution from Other Municipalities

BY-LAWS

Items to be Considered Separately from Consent Agenda:

By-Law 19-1465 Cemetery By-Law

19-325

MOVED BY: M. Youngs

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT By-law 19-1465, being a by-law to establish the Cemetery By-Law, be taken as read a first time, this 11th day of July, 2019.

CARRIED

By-Law 19-1466 Traffic and Vehicle Parking

19-326

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 19-1466, being a by-law to establish the Traffic and Vehicle Parking, be taken as read a first time, this 11th day of July.

DEFEATED

By-Law 19-1467 MFOIPPA

By-Law was received and discussed. Council direct staff to bring amended By-Law to next regular Council meeting.

APPROVED MINUTES OF COMMITTEE MEETINGS

UNFINISHED BUSINESS

NEW BUSINESS

NOTICES OF MOTION

CONFIRMATION BY-LAW

19-327

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

BE IT RESOLVED THAT By-law 19-1468, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 11th day of July;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

CARRIED

ADJOURNMENT

19-328

MOVED BY: J. Harding

SECONDED BY: J. Koistinen

THAT This meeting adjourn at 9:05 p.m.

CARRIED

Mayor

Clerk

Suzie Fournier

From: Colbert, Michael (MTO) <Michael.Colbert@ontario.ca>
Sent: Tuesday, July 9, 2019 2:55 PM
To: Suzie Fournier
Cc: Alkins, Andrew (MTO)
Subject: RE: Temagami turnaround waste disposal concerns
Attachments: RE: None identified pull off School Hill Hwy 11 Temagami

Hello Suzie...I didn't forget about you...

Here is a copy of correspondence from last year in regards to the same issue. The property in question does not belong to the Ministry. That being said, I managed to find some money and am having bear bins made to install at the turnaround plus a few other locations along the highway where truckers dump their garbage. Hopefully this makes it neater and easier for people to keep the areas clean.

Mike Colbert
Maintenance Superintendent
704024 Rockley Road,
New Liskeard, Ont..
705-647-1814 Fax: 705-647-4571 Cell: 705-648-0038



From: Suzie Fournier <Suzie.f@temagami.ca>
Sent: May 29, 2019 1:37 PM
To: Colbert, Michael (MTO) <Michael.Colbert@ontario.ca>
Subject: RE: Temagami turnaround waste disposal concerns

Thanks Mike!

Suzie Fournier

Municipal Clerk
Municipality of Temagami
7 Lakeshore Drive P.O. Box 220
Temagami, Ontario P0H 2H0
Tel 705.569.3421 ext.208
Fax 705.569.2834







PLANNING SESSION



Saturday, July 27, 2019

1:00 P.M. - 4:30 P.M.

Topics of discussion:

- **Official Plan Workshop:** Review of Vision, Goals, and Objectives in Official Plan; Identify Issues and Opportunities. (1:00 P.M. - 2:30 P.M.)
- **Current Planning Issues Presentation:** Secondary Units, Home Industries/Home Occupations, and Cannabis Retail. (2:45 P.M. - 3:15 P.M.)
- **Open House:** Secondary Units, Home Industries/Home Occupations, and Cannabis Retail. (3:15 P.M. - 4:00 P.M.)
- **Question Period** (4:00 P.M. - 4:30 P.M.)

**At the Community
Centre/Arena
100 A Spruce Drive**

**Info: 705-569-3421
www.temagami.ca**

Your Comments Matter!

Come learn about the plan that will guide the future growth and development of the Municipality of Temagami.





MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

Fire Chief Paul Elliott
2877 Highway 11 North
Marten River, ON
POH 1T0
705 471 5874
mrfire@temagami.ca

MONTHLY REPORT JUNE 2019

TRAINING

- June 4th 15 members completed certification in **Oxygen Administration**, demonstrating their ability to use and maintain the oxygen tank and regulator with a bag valve mask and non rebreather mask and the v-vacuum system
- June 18th Using discussion, lecture, demonstration and practical Trainer A. Siegner taught the technic of **spinal immobilization and KED Device applications**



INCIDENTS

- June 11 The fire department was dispatched to a MVC (car vs deer) on Highway 11 north of Highway 64. Members were stood down by OPP on route to the fire hall.

FIRE PREVENTION

The Ministry of Natural Resources/ Forestry's "**Fire Smart**" manuals were sent by mail to community residents.

At the **BREAKFAST WITH SPARKY** on June 30th fire prevention information was spread in the following ways:

- The OFM's safety council's "Spring into Summer Kit" was distributed. Beach balls, skipping ropes, tooth brush holders, basting brushes, car deodorizers, coloring and activity books all carried safety and fire safety and prevention messaging.
- Smoke alarms were sold to the community at cost. We featured a talking combination Smoke and Carbon Monoxide Alarm with at 10 year lithium battery for \$38.00 and an inexpensive bedroom smoke alarm for just \$7.00. The purchase of these alarms was again facilitated by the Marten River Volunteer Fire Fighting Team Association.



- 150 Smoke alarm batteries were distributed. This is done in order to keep citizens safe and complaint with the provincial law
- The Ministry of Natural Resources /Forestry's Fire Smart manuals were placed at each place setting. 200 were distributed.
- A power point movie was created showing the history of Sparky and numerous fire prevention tips and projected on the wall throughout the event. .
- The NFPA's Website **Sparky.org** played continuously on the Smart TV
- Mini sticks with The Sparky.org website information were given to children. This website is a great educational resource with fire prevention messages in pictures, stories, games and videos.



OTHER

- June 11th Jaws of life/SCBA etc. were removed from Rescue3 and this vehicle taken to Stockfish Ford, North Bay for oil change and lube. The unit was picked up later that day.
- June 13th Fire fighters, T. Malbrecht, J. Devost, R. Cantin and MJ. Elliott cleaned the fire hall kitchen, washed the walls in the kitchen and meeting room, cleaned all the cupboards and appliances and washed and waxed the floors. A big job done! Thanks ladies.
- June 18 Fire fighters arrived an hour early for the training meeting and cut the grass and did other yard maintenance around the fire hall and helipad
- June 26 Fire Chief Elliott attended the Nipissing East Parry Sound Mutual Aid meeting in Powassan. The guest speaker discussed motor vehicle accidents involving livestock trailers.
- June 30th **Breakfast with Sparky-**
 -Many thanks to all the fire fighters, community members and student volunteers for helping with the setup, food preparation, cooking, serving and the cleanup for this event. You made it an amazing morning. A special thanks to our friend Tyler Hopkins for bringing Sparky to life. 250+ people attended and enjoyed a delicious breakfast



Long Service pins were presented by Mayor Dan O'Mara and Fire Chief Elliott to:

5yr. service	Captain Charles McDougal
	Fire fighter Ivan Seguin
10yr. service	Fire Fighter Joyce Mackenzie
	Fire Fighter Raymond DesRoches
15yr. service	Deputy Chief/Training Officer Anne Siegner
	Captain Mary Jane Elliott
20yr. service	Fire Chief Paul Elliott

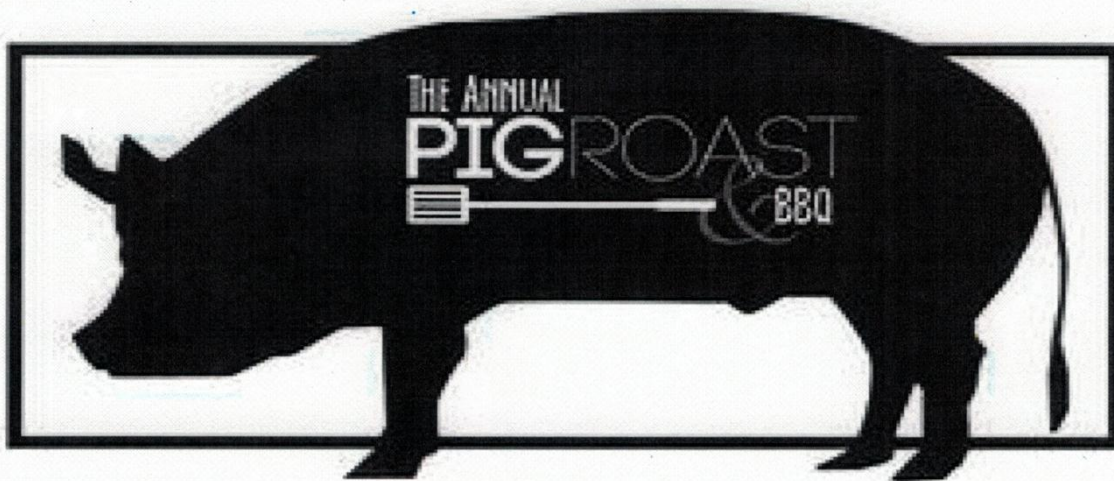
Congratulations to these dedicated fire fighters. Marten River's Fire Department and community are grateful for your dedicated service.

Thank you to the Marten River Volunteer Fire Fighting Team Associations. They provided Fire Department members with **new uniform shirts**. This gift adds a professional look to our professional fire fighters.



Marten River Fire Department made application to the **Jenny's Heroes Canada 2019 Spring/Summer Fire Service Equipment Grant**. The application was made to have bunker gear for Members that are currently wearing mismatched not made to measure, and or out dated gear.

Plans are in full swing for Marten River's **18th Annual Pork Barbecue on July 21st** and for the Marten River **Community Yard and Bake Sale on Aug 4th** (flyers attached).



MARTEN RIVER VOLUNTEER FIRE DEPARTMENT'S

18TH ANNUAL PORK BARBECUE

SUNDAY JULY 21, 2019

MARTEN RIVER FIRE HALL

SOCIAL 3:30

MEAL SERVED 5:00 – 7:00 PM

ADULTS \$15.00 CHILDREN 12 – 5 \$8.00 UNDER 5 FREE

LICENSED LCBO

TICKETS AVAILABLE

At Trapper Trading Post or at the door

COMMUNITY-WIDE GARAGE SALE



MARTEN RIVER COMMUNITY YARD AND BAKE SALE

SUNDAY AUGUST 4, 2019

7:30 AM TO 12:30 PM

MARTEN RIVER FIRE HALL

2877 HWY 11 NORTH

COFFEE AND BREAKFAST ITEMS WILL BE AVAILABLE

RENT A TABLE INSIDE THE FIRE HALL \$25.00

**OR SELL FROM THE TRUNK OF YOUR CAR/BED OF YOUR TRUCK
FOR FREE**

**CONSIDER DONATING YOUR GENTLY USED ITEMS TO THE
FIRE DEPARTEMENT ON SATURDAY AUGUST 3, 8AM TO NOON**

Only 35 minutes from
North Bay & West Nippissing
20 minutes from Temagami

for more info call
Firefighters Tina/Rachel/Jackie
705-892-2154 or 5959



or info@martenriver.ca

Proceeds go to the Marten River Volunteer
Fire Fighting Team Association
martenriver.ca

Temagami Fire Department
Monthly Report of Activities
for the month of: *June 2019*

2 Activations

- June 20th @ 3:49 PM – CO detector alarm, 25 Hillcrest drive – attended scent, swept building with multi-gas detector, all clear, determined to be alarm malfunction (end of date chirp) – 1 vehicle & 5 firefighters responded.
- June 22nd @ 17:40 AM – activated for a reported Dump Truck on fire (south of Latchford) – cancelled off by OPP as incident not located/false alarm - 2 vehicles and 8 firefighters responded

Training:

- 4 meetings – Auto extrication theory & practical, water supply; equipment mtg
- 3 hour joint Forest Fire Pump & hose handling training with MNR fire Crew attended by 7 members
- Chief attended OFMEM webinar on “Inspection Orders”

Fire Prevention:

- Review of Fire Safety plan for Temagami Marine – ongoing
- Several Fire Safety Plans in various stages of review
- Prevention Officer attended Fire Drill at Temagami Public School

Fire Education:

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter
- Fire Extinguisher demonstration / staff training – Temagami Marine
- Prepare display (Fire Smart) for Canada Day town event

Other:

- Chief attended Fire Chief’s meeting in Corbiel, presentation by Chief’s Coroner’s office on mass casualties
- Cascade air system on the rescue truck was refilled
- Donations received from the Kimmy-Tracy Foundation have provided a large multi-media display screen to enhance training presentations/delivery to firefighters
- Chief attended Mutual Aid meeting in Powassan; presentation on handling livestock at collision scenes; resources being developed to assist Fire Departments
- Budget approved, working on obtaining quotations, purchasing of capital items
- 2 members currently suspended from attending activations have made no attempt to schedule their *return to active duty* evaluation(s).
- 2 other members now inactive for over 90 days as of end of June

Jim Sanderson

Fire Chief, Temagami Fire Department

Date: *July 5, 2019*

**PUBLIC WORKS DEPARTMENT
MONTHLY REPORT
July 2019**

ROADS	<ul style="list-style-type: none"> • RFP for gravel closed and was awarded to Lathem Contracting . All gravel has been completed on all our roads. • Calcium (Dust Suppresant) was put down on mine road, railway road, Mountain view road , Spring Garden road and Parkwood Lane on June 28th 2019. • All other roads will have Dust Suppresant put on them in the next 2 weeks • Grass was cut on the side of most of the roads • Put up Delineators on Wildflower • A lot of time was spent putting gravel on roads and getting grading done for long weekend. • Installed MNRF sign's at Temagami North Park road
WATER & SEWER	<ul style="list-style-type: none"> • Completed PO"S for OCWA to complete work • Public Works has had water issues on Popular Street for some time now, OCWA has a bleeder running but the water is still cloudy. Public Works is getting a quote right now to have a new hydrant installed at the end of Popular street so we can flush the complete water line out and see if this helps with the water quality. If in any case it does not work we can reuse this hydrant when our Capital works gets done to install new water and sewer on this street. (this will be a part of the project anyway) Engineering is getting done this year and it will be in next years budget to be completed. Public Works will keep you updated. • Landmark quote came in and they our scheduled to inspect both water towers in mid August. • Rebuilding Grinder Pumps
EQUIPMENT	

	<ul style="list-style-type: none"> • T-3 had airbag blow out on brakes, called Crazy Daves repair service to come and repair in our yard, back on the road again that same day. • Plastic fender parts for T-3 came in today for fender. PW will install.
WASTE MANAGEMENT	<ul style="list-style-type: none"> • Pushed Briggs twice and set up for TFN's commercial garbage • Pushed and covered Strathy
BUILDINGS	<ul style="list-style-type: none"> • Staff swept winter sand from all around Municiple Office building so sweeper can pick it up.
PARKS & REC	<ul style="list-style-type: none"> • Staff doing Maintenance on saws and equipment • Set up and Clean up Arena after POW- WOW, cut all fields and grounds for POW- WOW. • Inspected Trial up at Tower that Power – Tel cleared up to do work on power lines. They planted trees along trail and chipped a lot of the bruch onto trail so its nice for walking. They put big rocks at the beginning so it remain a walking trail. • Set up for Canada day picnic and help lions club with tables • Took down Tee Pee with Staff • Whipper snipped all Temagami North and Temagami South Streets. • Cut grass in Lagoons in Temagami North and South • Set up Tents for Market and Waterfront • Clean up Island for Canoe Festival and whipper snipped grass • Helped put up TEE- PEE poles and canvas.
CAPITAL PROJECTS (2019)	<ul style="list-style-type: none"> • Completed gravel on roads • Public Works is now working on leveling Contractors parking lot at the end of the Lake Temagami Access Road. 2 Vehicles had to be relocated by a towing company because we could not complete this work otherwise. Signs were put

	up in advance. Email was also sent out to contractors.
CEMETERY	<ul style="list-style-type: none"> • PW is awaiting quotes for stone work at Cemetery • PW had 1 burial
BUDGET (Operations 2019)	<ul style="list-style-type: none"> •



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-114



Staff



Committee

Subject:	Council Donation Policy
Agenda Date:	July 11, 2019
Attachments:	Council Donation Policy - Draft

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo No. 2019-M-114;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Council Donation Policy for Council's consideration at their next meeting.

Respectfully Submitted:
Suzie Fournier
Municipal Clerk



MUNICIPALITY OF TEMAGAMI POLICY MANUAL
SECTION: ADMINISTRATION
SUB-SECTION: FINANCE
POLICY TITLE: **COUNCIL DONATION POLICY**
POLICY NO: 1.3.1

PURPOSE

The purpose of this policy is to establish guidelines regarding the process of approval and of remitting of municipal donations to non-profit groups, associations and organizations.

GUIDELINES ELIGIBILITY

Municipal donations are available to groups, associations and organizations that are not for profit.

Preference will be given to non-profit groups, associations or organizations that are based in The Municipality of Temagami and to events that will be held within its boundaries. Council may consider and remit donations to groups or activities that are held outside of his boundaries at their discretion.

Applicants can make only ONE request for the year (either for one event or for the years' events).

INELIGIBILITY

Municipal donations will not be given to the following:

- Individuals;
- Organizations or activities of a political nature;
- Activities benefitting board members only;
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful;
- School bursaries.

FUNDS

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association, organization, nor for the event.

Amounts will be included in the annual budget for cash contributions and "In-Kind" contributions. The total of these two budget amount shall not exceed 1% of the municipal tax levy.

APPLICATION PROCESS

Applicants must fully and legibly complete the application Form – see Annex "B".

The Municipality will accept applications for support twice each calendar year, April 30th and October 31st. Applications received at times other than these two intake periods would either be held to be considered at the next application date or, at Council's sole discretion, be considered by when received.

Past recipients shall report on how the donation was used and the impact the donation had on the organization, event, and ongoing operations. This donation report shall be received prior to the organization's application for support being considered. Organization shall also include a financial statement of their activities where possible.

APPROVAL PROCESS

Requests for Municipal Donations will be received by the Office.

In the month following an application intake period, staff will prepare a report summarizing requests received. Included in this report will be the value of any cash and “in-kind” contributions requested as well as any previously approved requests and the approved budget for donations.

Council will review the report and make their decision in the form of a resolution.

Requests made outside the application intake periods where Council has decided to consider the request as it is received, will be presented to Council through a Staff report. The report will include the value of the contribution requested, other contributions approved by Council in the fiscal year as well as the budget approved for donations. Again, Council will review the report and make their decision in the form of a resolution.

AFTER APPROVAL AND REPORTING

Applicants must recognize the Municipality of Temagami contribution (for example a banner or sign at their event with the Municipality logo.

If a municipal contribution of more than \$500.00 is approved, a report detailing how the funds were spent must be sent to The Municipality Council within 60 days following the event or events.

Staff will track the value of ‘In Kind’ donations and add this amount to the financial donation made.

BUDGET CONSIDERATIONS

If an organization has received funding for three years for the same project, Council will be asked during the budget guideline stage whether this should be included as a line item outside of the Municipal Donations.

At their discretion, Council could provide direction to Staff to include further requests in the Municipal Donation budget, include further requests in a separate area of the budget, or direct Staff to inform the potential applicant that their event will no longer be supported.

REQUIREMENTS

If a donation request is received from the same organization for the same purpose on a yearly basis a secondary review will be done in the fourth year.

CANCELLATION

If your event is cancelled or if the non-profit group, association or organization is disbanded and funds have been received, a full refund must be made to The Municipality of Temagami within 30 days of the notice of cancellation or closure.

Approval Date:	July 11, 2019	Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

ANNEX B

SECTION A – ORGANIZATION'S INFORMATION

Name of organization:

Mailing Address:

Telephone number:

Fax or Email:

Contact Person Name:

Contact Telephone Number:

Email:

SECTION B – APPLICATION SUMMARY

Is your request for: ☐ 1 activity / Event

Note that only one donation will be given per application / organization per year.

Amount Requested: \$

Name of activity or list of activities:

Description of activity / activities' summary:

Start date / End date of activity / List of dates:

Location of activity / activities:

Is admission free? ☐ Yes/☐ No, the admission fee is: \$

Describe how The Nation will be recognized during your event(s):

If the amount given to the organization is more than \$500.00, they are required to submit a report of how the money was spent.

If applicable, the organization consents to sending a report to The Municipality of Temagami Council:

☐ Yes/☐ No,

Signature of applicant

Date



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-115

☒ Staff
☐ Committee

Subject:	Wishart Municipal Group
Agenda Date:	July 25, 2019
Attachments:	Wishart Municipal Group Agreement Form

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2019-M-115;

AND FURTHER THAT Council direct Staff to select the _____ package.

INFORMATION

Recently, communication was received from Wishart Law Firm LLP about the Wishart Municipal Group. There are four packages available for membership as well as a Councillor add-on. Regardless what is selected, there is sufficient budget in our legal fee area to cover this membership. If a three year package is selected, the cost of the package would be spread over the three years covered by that package.

This does not preclude issuance of the Legal RFP scheduled to be completed in September.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator



IN-HOUSE COUNSEL AGREEMENT

The undersigned Municipality hereby becomes a member of the Wishart Municipal Group (WMG) by engaging Wishart Law Firm LLP to provide legal services in accordance with the selected package.

Packages (select only one, Councillor add-on optional)

Silver Package 1	Gold Package 1
<ul style="list-style-type: none"> - 700 Ask a Lawyer Minutes™ - 1% discount on other legal fees - Pooled-Cost Drafting Workshop - Cost sharing opportunities with other members - Member Alert 	<ul style="list-style-type: none"> - 2,175 Ask a Lawyer Minutes™ - 2% discount on other legal fees - Pooled-Cost Drafting Workshop - Cost sharing opportunities with other members - Member Alert
\$6,000.00 +HST for 1-year term	\$15,000.00 +HST for 3-year term
<input type="checkbox"/> Select this package	<input type="checkbox"/> Select this package
Silver Package 2	Gold Package 2
<ul style="list-style-type: none"> - 1,450 Ask a Lawyer Minutes™ - 2% discount on other legal fees - Pool-Cost Drafting Workshop - Cost sharing opportunities with other members - Member Alert 	<ul style="list-style-type: none"> - 4,500 Ask a Lawyer Minutes™ - 5% discount on other legal fees - Pooled-Cost Drafting Workshop - Cost sharing opportunities with other members - Member Alert
\$12,000.00 +HST for 1-year term	\$30,000.00 +HST for 3-year term
<input type="checkbox"/> Select this package	<input type="checkbox"/> Select this package
Councillor Add-on	275 Ask a Lawyer Minutes™ for Councillors to get advice and guidance about their roles, responsibilities, liabilities as Councillors of the Municipality.
\$1,500 +HST per 1 year term	
<input type="checkbox"/> Select councillor add-on	

Members shall receive

<ul style="list-style-type: none"> • A dedicated lead lawyer who oversees the municipality's legal service • Access to periodic pooled-cost drafting workshops • Priority scheduling of meetings both in your office and in ours • Flexible payment terms (Gold packages only) • Regular "checkup call" from legal counsel • Exclusive members only web portal 	<ul style="list-style-type: none"> • Legislation change alert • Discounted travel rates for in-person council meetings • Periodic membership usage reports • Unlike cell phone minutes, membership minutes never expire • Access to Emergency Legal Response Team™ at discounted rates • Immediate access to a team member to help you with your questions
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ask a Lawyer Minutes™ do not expire. Flexible payment terms for the Gold packages are available for municipalities to pay over time.

The Municipality confirms it has passed the applicable bylaws or resolutions to enter into the agreement.

The Additional Terms & Conditions attached hereto are deemed to form an integral part of this agreement.

This agreement shall be governed by the laws of Ontario.

This agreement shall be effective as of the date first signed by the Municipality.

WISHART LAW FIRM LLP

THE MUNICIPALITY OF TEMAGAMI

Per: _____

Per: _____

Name: J. PAUL R. CASSAN

Name: _____

Title: LAWYER

Title: _____

Date: July, 2019

Date: July, 2019

c/s

Per: _____

Name: _____

Title: _____

Date: July, 2019

I/We have authority to bind the corporation

Additional Terms & Conditions

1. Lead Lawyer

1.1. The dedicated lead lawyer for the Municipality:

- (a) shall be as agreed between the Municipality and WMG;
- (b) may be changed, if unable to fulfill the role of lead lawyer, to another WMG lawyer upon receipt of written notice by WMG; and
- (c) may delegate any tasks to other WMG lawyers at the lead lawyer's sole discretion.

2. Pooled Cost Drafting Workshop

2.1. Participation in the pooled-cost drafting workshop is optional.

2.2. The cost associated with participation in the pooled-cost drafting workshop shall be apportioned between the Municipality and any other member participants.

3. Cost Sharing with Other Members

3.1. The Municipality shall have the option to share costs associated with standardized document production, training, and other work product from time-to-time when notified by WMG.

3.2. Cost sharing opportunities will be provided at least once per calendar year.

4. Renewal of Agreement

4.1. 30-days before the expiry of the term of the agreement, WMG shall provide written notice of same to the Municipality. In the event the Municipality does not notify WMG that the Municipality wishes to terminate the agreement on the expiry of the agreement's term, the agreement shall be deemed to be automatically renewed for an additional 1-year or 3-year term as applicable.

5. Discounted Rates

5.1. The Municipality shall receive:

- (a) 20% off any applicable hourly rate(s) for travel to in-person Council meetings; and
- (b) access to the Emergency Legal Response Team™ at the discount rate specified in the Municipality's Gold or Silver package.

6. Councilor Add-on

6.1. The purchase of the Councilor add-on does not change the solicitor-client relationship between the Municipality and WMG. Councillors will only be permitted to ask WMG lawyers about matters pertaining to their role as a Councillor, they will not receive legal advice on any personal matters nor will they, as individuals, become clients of WMG or Wishart Law Firm LLP solely by the Municipality purchasing the Councilor add-on.

7. Member Alerts and Regular "Checkup Calls"

7.1. No Ask a Lawyer Minutes™ shall be used by the Municipality in receiving member alerts or regular "checkup calls" during the term of the agreement.

7.2. Member alerts will be provided from time-to-time as new developments happen that WMG determines are of interest to members.

7.3. Regular checkup calls will be as scheduled with the Municipality, but shall be offered no less than quarterly.

8. Use of Ask a Lawyer Minutes

8.1. Unless otherwise confirmed in writing by the Municipality, any time spent by a WMG lawyer working on matters for the Municipality shall be deemed as Ask a Lawyer Minutes™.

9. Purchase of Additional Minutes

9.1. Once the Municipality has fully used all the Municipality's Ask a Lawyer minutes, the Municipality shall be given the option to purchase additional minutes at a price to be negotiated.

9.2. In the event the Municipality chooses not to purchase additional Ask a Lawyer Minutes™ it shall be invoiced for legal fees at the then current hourly rate for each WMG lawyer.

10. Disbursements

10.1. Disbursements are not included in the Municipality's Gold or Silver package and will be billed to the Municipality at cost and not subject to any mark up or administrative fee of any kind.

11. Disclosure of Membership

11.1. The Municipality acknowledges and agrees that WMG may disclose that the Municipality is member of WMG.



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-116



Staff



Committee

Subject: Draft Code of Conduct

Agenda Date: July 25, 2019

Attachments: Draft Code of Conduct

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo No. 2019-M-116;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Code of Conduct for Council's Consideration at their next meeting.

INFORMATION

Accompanying this report is the Draft Code of Conduct. Please note that the draft was prepared by Wishart Law after a workshop that staff and Councillor Dwyer participated in last December.

Respectfully Submitted:
Suzie Fournier
Municipal Clerk



Code of Conduct

Municipality of Temagami

Important Disclaimer: this protocol complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the “*Act*”). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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1. Principles Upon Which This Code is Based

- 1.1 A municipality is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Members. In particular, the public is entitled to expect the highest standards of conduct from the Members of its local government. In turn, adherence to these standards will protect and promote the Municipality's reputation and integrity.
- 1.2 Key statements of principle that underline this Code of Conduct are as follows:
- a) Council, and its Members are the leaders of the Municipality both inside and outside its geographic boundaries. Especially in an age of social media and electronic messaging, strong positive management of the reputation of the Municipality is needed. The statements and behaviour of Council affect the Municipality's reputation as a place to live and do business. Conflict and inappropriate conduct among Members, staff, officers and members of the public, adversely affects the Municipality's reputation and is to be avoided. Put differently, Council has a strong role to protect and promote the Municipality and its reputation as an excellent place to live, work and do business;
 - b) Members must serve and be seen to serve their constituents in a conscientious and diligent manner;
 - c) Members must be committed to performing their functions with integrity, avoiding the improper use of the influence of their office, and conflicts of interest, both real and perceived;
 - d) Members are expected to conduct themselves and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
 - e) Members must recognize and act upon the principle that democracy is best achieved when the operation of government is as transparent and accountable to the Public as possible;
 - f) Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of Parliament and the Ontario Legislature, as well as the laws and policies adopted by the Municipal Council;

- g) Members must not use the status of their position to inappropriately influence the decision of another individual or body. For example, to obtain a personal advantage for the Member, the Member's parents, children, spouse, staff, friends, associates, business or otherwise; or to disadvantage another party.
- h) Members shall be respectful of the role of staff to provide advice with political neutrality and objectivity and without undue influence from a Member or Members.

2. Application of this Code

2.1 This Code of Conduct applies to every Member.

3. Definitions

3.1 In this Code of Conduct:

- a) "Benefit" means preferential treatment, privileged access, favours or other advantage including, but not necessarily limited to, invitations to sporting, cultural or social events, access to discounts and loyalty programs and promises of a new employment.
- b) "Ceremonial Gift" means official gifts provided as part of the culture or practices of communities or government within Canada or internationally, which although they may be given to a Member, are accepted by a Member on behalf of a municipality and become the property of a municipality.
- c) "Child" means a child born within or outside marriage and includes any adopted child, step child, foster child and a person whom a Member has a demonstrated a settled intention to treat as a child of his or her family;
- d) "Confidential Information" means any information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* or any other law. Confidential Information also includes information of a corporate, commercial, scientific or technical nature received in confidence from third parties; personal information; information that is subject to solicitor-client privilege; information that concerns any confidential matters pertaining to personnel, labour relations, litigation, property acquisition, the security of the property of the Municipality or a Local

Board; and any other information lawfully determined by the Council to be confidential, or required to remain or be kept confidential by legislation or order.

- e) “Council” means the Council of the Municipality of Temagami.
- f) “Gift” means free or discounted items or services and any item or service that would, when viewed in light of all the circumstances, be regarded as a gift by a reasonable Person not including Ceremonial Gifts.
- g) “Hospitality” means the friendly reception and entertainment of guests, which may range from light refreshments at a meeting to expensive restaurant meals and sponsored travel or accommodation.
- h) “In-camera meeting” means a meeting, or part of a meeting, closed to the public pursuant to section 239 of the *Municipal Act, 2001*.
- i) “Information” includes a record or document written or otherwise;
- j) “Integrity Commissioner” means the Person appointed by by-law in accordance with section 223.3 of the *Municipal Act, 2001* and who is responsible for performing, in an independent manner, the functions assigned by the Municipality with respect to the application of the Code of Conduct for Members.
- k) “Local Board” means, for the purpose of this Code of Conduct, a local board other than:
 - i. A society as defined in subsection 2(1) of the *Child, Youth and Family Services Act, 2017*;
 - ii. A board of health as defined in subsection 1(1) of the *Health Protection and Promotion Act*;
 - iii. A committee of management established under the *Long-Term Care Homes Act, 2007*;
 - iv. A police services board established under the *Police Services Act* and/or the *Police Services Act, 2018*;
 - v. A board as defined in section 1 of the *Public Libraries Act*; and
 - vi. A corporation established in accordance with section 203 of the *Municipal Act, 2001*;

- l) “Member” means a member of Council, which shall include the Mayor/Reeve, members of Committees and members of Local Boards, unless, with respect to members of Local Boards, the context requires otherwise, and shall not include staff or ratepayers.
- m) “Officer(s)” means a person who holds a position of responsibility with definite rights and duties prescribed by statute or by-law.
- n) “Parent” means a person who has demonstrated a settled intention to treat a child as a part of his or her family whether or not that person is the natural parent of the child;
- o) “Person” includes a corporation, partnership, association and any other entity, as the context allows; and
- p) “Spouse” means an individual to whom an individual is married or with whom an individual is living in a conjugal relationship outside marriage.
- q) “Transparency” means that the municipality actively encourages and fosters stakeholder participation and openness in its decision-making processes. It means that the municipality’s decision-making process is open and clear to the public.

4. Compliance with Declaration of Office

- 4.1 Every Member shall act in accordance with his or her declaration of office sworn pursuant to section 262 of the *Municipal Act, 2001*. A copy of the Declaration of Office is attached as Schedule “A”.

5. Adherence to Council Policies and Procedures

- 5.1 Every Member shall observe and comply with every provision of this Code of Conduct, as well as all other policies and procedures adopted or established by Council.

6. Conduct at Meetings

- 6.1 Every Member shall conduct himself or herself properly and in a civil and respectful manner at meetings, and in accordance with the provisions of the Procedural By-law, this Code of Conduct, and other applicable law.

- 6.2 Members will respect the decision-making process. Members will attempt to accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with a majority decision of Council.
- 6.3 Members shall strive to attend all Council Meetings. Any Member who is unable to attend a Council Meeting shall advise the clerk as soon as is reasonably possible of the reason for their absence.

7. Conduct Respecting Others

- 7.1 Every Member has the duty and responsibility to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. The Member shall be familiar with, and comply with, the Municipality's Workplace Anti-Violence, Harassment and Sexual Harassment Policy.
- 7.2 A Member shall not use indecent, abusive or insulting words, tone or expressions toward any other Member, any municipal staff or any member of the public.
- 7.3 A Member shall not speak in a manner that is discriminatory to any individual, based on any protected grounds. Protected grounds include: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression¹.

8. Conduct Respecting Staff and Officers

- 8.1 Under the direction of the senior administrative staff, and in accordance with the decisions of Council, staff and Officers are required to serve the municipal corporation as a whole. Every Member shall be respectful of the role of staff and Officers to provide advice based on political neutrality and objectivity and without undue influence from any Member or group of Members. Accordingly, no Member shall maliciously or falsely injure or impugn the professional or ethical reputation of any staff person or Officer.
- 8.2 Members shall acknowledge and respect the fact that staff carry out directions of Council, through senior staff, including but not limited to the Treasurer/Administrator, Clerk, Public Works Superintendent, and Administrators that administer the policies of the Municipality. No Member shall perform, direct or attempt to undermine the duties of any staff person or Officer except in accordance with the Municipality's procedural by-law.

¹ See *Human Rights Code*, R.S.O. 1990, c.H.19

- 8.3 Every Member shall show respect for staff and Officers, and for their professional capacities and responsibilities.
- 8.4 No Member shall direct, instruct or compel any staff member or Officer to engage in partisan political activities or subject any staff member or Officer to threats or discrimination for refusing to engage in any such activity.
- 8.5 No Member shall use or attempt to further his or her authority or influence by intimidating, threatening, coercing, commanding or improperly influencing any staff person or Officer or interfering with that person's duties, including the duty to disclose improper activity.

9. Gifts, Benefits and Hospitality

- 9.1 For the purposes of this Code, Gifts, Benefits and Hospitality provided, with a Member's knowledge, to that Member's spouse, child or parent, or to his or her staff, that is connected directly or indirectly to the performance of the Member's duties, are deemed Gifts, Benefits and Hospitality provided to that Member.
- 9.2 No Member shall accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of his or her duties, unless permitted under one or more of the exceptions listed below:
- 9.3 Each of the following is recognized as an exception:
 - a) compensation authorized by law;
 - b) Gifts, Benefits and Hospitality of the kind that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation;
 - c) a political contribution otherwise authorized and reported as required by law, in the case of a Member running for office;
 - d) services provided without compensation by a Person volunteering their time in a function that would not normally be provided for compensation;
 - e) a suitable memento of a function honouring the Member;

- f) food, lodging, transportation or entertainment lawfully provided by any Provincial, regional or local government or board or political subdivisions of any of them, by the Federal government, a foreign government, or by those organizing a conference, seminar or event where the Member is speaking or attending in an official capacity;
- g) food and beverage consumed at a banquet reception or similar event, if:
 - i. attendance by the Member is for a legitimate municipal purpose;
 - ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
 - iii. the value is reasonable;
- h) communications to the office of a Member, even if such communication would, in the ordinary course, require a subscription; and
- i) a sponsorship or donation for a community event organized or run by a Member, or a third party on behalf of a Member, subject to the limitations set out in any applicable municipal policy.

9.4 Except for exception 9.3 (c) (political contributions allowable by law), these exceptions do not apply where Gifts, Benefits and Hospitality are provided by a lobbyist or a lobbyist's client or employer. In this provision, a lobbyist is an individual, organization or business who or that:

- a) lobbies, or causes the lobbying of, any public office holder of the Municipality, the municipal council or corporation or a Local Board;
- b) the Member knows and is attempting or intending to lobby the Member or any of the public, Persons or bodies listed in paragraph (a); or
- c) is maintaining an active lobbyist registration with the Municipality, whether or not with respect to any specific or current subject matter.

9.5 The exceptions in section 9.3 do not apply to a gift from an anonymous sender. No Member shall accept a gift from an anonymous sender. Where a Member receives a gift from an anonymous sender, the Member will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality's approved donation list.

- 9.6 In the case of any of the recognized exceptions in sections 9.3 (b), (e), (f), (h) and (i), to enhance transparency and accountability with respect to Gifts, Benefits and Hospitality, if the value of the Gift, Benefit or Hospitality is over \$300, or if the total value of Gifts, Benefits and Hospitality received from any one source during the course of a calendar year exceeds \$300, the Member shall file, within 30 days of receipt, or of reaching the annual limit, a disclosure statement with the Municipality or with its Integrity Commissioner.
- 9.7 The disclosure statement must set out:
- a) the nature of all Gifts, Benefits, and Hospitality;
 - b) its source and date of receipt;
 - c) the circumstances under which it was given and received;
 - d) its estimated value or, if determinable, its exact value;
 - e) what the recipient intends to do with any gift; and
 - f) whether any gift will at some point be provided to the Municipality.
- 9.8 Every disclosure statement filed under this Code shall be made a public record and posted in a place available for public review.
- 9.9 Upon receiving a disclosure statement, the Municipality or the Integrity Commissioner, as the case may be, shall examine, or in the case of the Municipality, appoint a Person to examine, the disclosure statement to ascertain whether the receipt of any Gifts, Benefits, or Hospitality, in his or her opinion, acting reasonably, contravenes this Code. Making such determination shall include providing the Member an opportunity to provide an explanation as to why receipt of any Gift, Benefit or Hospitality does not contravene this Code.
- 9.10 Should a determination be made that receipt of any Gift, Benefit or Hospitality contravenes this Code, the Member shall be directed to promptly return, dispose of, or reimburse the person giving the Gift, Benefit or Hospitality, for the full value thereof, as applicable or remit the value of any gift or benefit already consumed to the Municipality.

10. Confidential Information

- 10.1 **No Member shall disclose, release, sell or publish by any means directly or indirectly, to any person or to the public, any Confidential Information acquired by virtue of his or her office**, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.
- 10.2 No Member shall use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.
- 10.3 Unless required by law, no Member shall disclose the substance of deliberations of meetings held *in-camera* and that are authorized to be held *in-camera* under the *Municipal Act, 2001* or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.
- 10.4 Without limiting the generality of the foregoing, no Member shall, without lawful authority, disclose or make personal use of any of the following types of Confidential Information:
- a) Information concerning litigation, negotiation or personnel or labour matters;
 - b) Information and the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);
 - c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;
 - d) Information deemed to be “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act*; and
 - e) Any other information or statistical data required by law not to be released.
- 10.5 No Member shall obtain access, or attempt to gain access, to Confidential Information in the custody of the Municipality, Local Board or Committee except to the extent that such access is necessary for the performance of his or her duties and such access is not prohibited by Council or otherwise by law.

11. Use of Municipal Property, Services and Other Resources

- 11.1 No Member shall use, or permit the use of, municipal equipment, land, facilities, supplies, services, staff or other resource, including any municipally-owned information, website, or funds allocated for Member expenses, for any purpose or activity other than the lawful business of the municipal corporation. No Member shall seek or acquire any personal financial gain from the use or sale of Confidential Information, or of any municipally-owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the Municipality.

12. Conduct of Election Campaign

- 12.1 Every Member shall comply with all applicable requirements of the *Municipal Elections Act, 1996* and with the Municipality's municipal or board resources rules and procedures established pursuant to section 88.18 of the *Municipal Elections Act, 1996*.
- 12.2 No Member shall use Confidential Information, facilities, equipment, supplies, services, or other resources of the Municipality, including any Member newsletter or website linked through the Municipality's website, for any election campaign or campaign-related activity. No Member shall undertake campaign-related activities on municipal property during regular working hours unless authorized by the Municipality.
- 12.3 No Member shall use the services of any person for election-related purposes during hours in which that person receives any compensation from the Municipality.

13. No Improper Use of Influence

- 13.1 No Member shall use the influence of his or her office for any purpose other than for the lawful exercise of his or her official duties and for municipal purposes.
- 13.2 No Member shall use his or her office or position to influence or attempt to influence the decision of any other person, for the Member's private advantage, the private advantage of the Member's parent, child, spouse, staff member, friend or associate, business or otherwise or the disadvantage of others. No Member shall attempt to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties. No Member shall hold out the

prospect or promise of future advantage through the Member's supposed influence within Council in return for any action or inaction.

- 13.3 For the purposes of this provision "private advantage" does not include a matter:
- a) That is an interest in common with electors generally as defined in the *Municipal Conflict of Interest Act*;
 - b) that affects a Member, his or her parents/children or spouse, staff, friends or associates, business or otherwise, as one of a broad class of persons; or
 - c) that concerns the remuneration or benefits of a Member.
- 13.4 This provision does not prevent a Member from requesting that Council grant a lawful exemption from a policy.

14. Non-Compliance with this Code of Conduct – Sanctions

- 14.1 A Member found by the Integrity Commissioner to have contravened any provision of this Code, may be subject to one or more of the following consequences imposed by Council as referred to in the following:
- a) a reprimand;
 - b) suspension of the remuneration paid to the Member in respect of his or her services as a Member of the Council or Local Board, for a period of up to 90 days;
 - c) Other penalties, including, but not necessarily limited to:
 - i. Removal from membership of a Committee or Local Board;
 - ii. Removal as Chair of a Committee or Local Board;
 - iii. Require repayment or reimbursement of moneys received;
 - iv. Return of property or reimbursement of its value;
 - v. A request for an apology;
 - vi. Revocation of travel or another budget;
 - vii. Request for resignation; and

- viii. Trespass order restricting access except for Council Meetings.

15. No Reprisal or Obstruction in the Application or Enforcement of this Code

- 15.1 Every Member must respect the integrity of the Code of Conduct and inquiries and investigations conducted under it and shall co-operate in every way possible in securing compliance with its application and endorsement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner or any other municipal official involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities or pursuing any such objective.
- 15.2 Every Member shall cooperate with the Integrity Commissioner if the Integrity Commissioner conducts an inquiry concerning an alleged contravention of this Code.

16. Statutes and Policies Regulating the Conduct of Members

- 16.1 In addition to this Code of Conduct, the following Ontario legislation also governs the conduct of Members:
 - a) the *Municipal Act, 2001* as amended;
 - b) the *Municipal Conflict of Interest Act*;
 - c) the *Municipal Elections Act, 1996*;
 - d) the *Municipal Freedom of Information and Protection of Privacy Act*;
 - e) the *Ontario Human Rights Code*; and,
 - f) the *Occupational Health and Safety Act*.

16.2 The following policies govern the conduct of Members:

Accountability and Transparency Policy	August 26, 2010	10-939
Audio Recording Policy	August 10, 2017	17-1361
Social Media Policy	July 17, 2014	14-1202
Travel Expense Policy	November 20, 2014	14-1215
Amended by	September 28, 2017	17-1370
Workplace Harassment Policy	June 24, 2010	10-932
Amended by	April 6, 2017	17-1337
Procedural By-Law Currently Under Review	September 28, 2017	17-1365
Amended by	April 17, 2018	18-1393

16.3 The *Criminal Code* also governs the conduct of Members.

16.4 A Member may become disqualified and lose his or her seat by operation of law, including being convicted of an offence under the *Criminal Code* or being found to have failed to comply with the *Municipal Conflict of Interest Act*, whether or not the conduct in question involves contravention of this Code of Conduct. In the case of any inconsistency between this Code and a Federal or Provincial statute or regulation the statute or regulation shall prevail. Should any provision of the Code become or be determined to be invalid, illegal or unenforceable, it shall be considered separate and several from the agreement and the remaining provisions shall remain in force.

17. Complaints Alleging Violation of This Code

17.1 Where a Member, a municipal employee, Officer, or a member of the public has reasonable grounds to believe that a Member(s) has contravened this Code, a complaint may be submitted to the Clerk's Department in the prescribed form which will be forwarded to the Municipality's Integrity Commissioner who will process it in accordance with the Integrity Commissioner Inquiry Protocol attached hereto as Schedule "B". The Complaint may also be submitted directly to the Integrity Commissioner in the event that such office is readily accessible.

17.3 Where a Member is found not to have contravened this Code, the Municipality is authorized to protect that Member against costs or expenses incurred by the Member as a result of the complaint proceedings.

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, _____, having been elected or appointed to the office
(name of person)

of _____
(name of office)

in the municipality of _____
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)

at the)

.....)

.....)

on)

20.....)

Commissioner for taking Affidavits

signature of declarant



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-117



Staff



Committee

Subject: Draft Procedural By-Law

Agenda Date: July 25, 2019

Attachments: Draft Procedural By-Law

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2019-M-117;

AND FURTHER THAT Council, by further resolutions, direct Staff to edit the Draft Procedural By-Law and return the edited version at the next meeting.

INFORMATION

Earlier, the Draft Procedural By-Law was presented for Council's consideration. One area of concern was the removal of unregistered delegations from the draft.

By way of compromise, the one use of addendums to the agenda could deal with the formerly labelled 'unregistered delegations'. If we consider that the agendas for a Thursday meeting are published by the end of business on Monday, then we could receive names and topics from those who wish to address Council by Wednesday at 3:30 allowing for the list to be published as an addendum before the close of business on Wednesday. This would allow the public an opportunity to know what may be discussed and be in attendance should they choose. The Ombudsman notes that it is the public's right to be able to observe the proceedings and without providing any notice we may, in fact, be infringing on the rights of many to service the wants of a few.

By having the names of those who want to address Council and the topic they wish to address published the day before the meeting, people would then have the opportunity to review the agenda and address Council prior to recommendations being considered and decisions made. The other benefit is that Council could engage in a dialogue as notice would have been provided. Presently, Council is limited in their response and, with strict adherence to notice provisions, cannot even direct Staff to place an item on a future agenda.

The other change from the memorandum considered at the April 25th meeting deals with the number of meetings. Presently we are meeting on a bi-weekly basis. The result of this is that often the agenda needs to be prepared (in draft) for the next meeting before we have finished the administrative work from the last meeting. Moving to a three week schedule, as was once the case for the Municipality of Temagami, would allow time for work other than meeting preparation and follow up to be completed.

Please remember that altering the meeting schedule does not preclude the option of holding special meetings as the need arises.

At the meeting of July 25th, changes to the draft Procedural By-Law can be made by Resolution with the changes to be completed and an edited draft By-Law ready for Council's consideration at the first meeting in August. Once the draft has been accepted then the By-Law will be placed on the next agenda for Council's consideration.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator



Council Procedural By-Law

Municipality of Temagami

Important Disclaimer: this protocol complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the “*Municipal Act*”). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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The Corporation of the Municipality of Temagami

By-Law Number _____

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the *Municipal Act*, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

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

Preamble

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act*, 2001
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct, By-Law 13-1138
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Workplace Harassment/Workplace Violence Policy, By-Law No. 15-1226
- Staff Council Relations Policy
- Social Media Policy, By-Law No. 14-1202
- *Planning Act*
- Accountability and Transparency By-Law, No. 10-939
- Travel Expenses Policy, By-Law 14-1215

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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1. Definitions

In this By-Law:

1.1 Ad-Hoc Committee.

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

1.2 Agenda.

“Agenda” means the list of business to be conducted at a Meeting.

1.3 Chair.

“Chair” means the person presiding at a Meeting.

1.4 Clerk.

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

1.5 Committee of the Whole.

“Committee of the Whole” means a Committee of all Members of Council.

1.6 Consent Agenda.

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

1.7 Council.

“Council” means the elected Members of the Municipal Council.

1.8 Council Package.

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

1.9 Closed Meeting.

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

1.10 Deputy Mayor.

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

1.11 Electronic Meeting.

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The Member participating electronically may not participate in a Closed Meeting.

1.12 Emergency Meeting.

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

1.13 Ex Officio.

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

1.14 Head of Council.

“Head of Council” means the Mayor or, in the absence of the Mayor, the Deputy Mayor.

1.15 Local Board.

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

1.16 Meeting.

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and 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 as stated in Section 238 of the *Municipal Act*.

1.17 Member.

“Member” means a Member of Council, Local Board or Committee.

1.18 Motion.

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

1.19 Motion to Amend.

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

1.20 *Municipal Act.*

“*Municipal Act*” means the *Municipal Act*, 2001, S.O. c.25. as amended.

1.21 Municipality.

“Municipality” means the Municipal Corporation of the Municipality of Temagami.

1.22 Notice of Motion

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

1.23 Officers.

“Officer(s)” means a person, such as the Treasurer/Administrator, Clerk, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

1.24 Order of Business.

“Order of Business” means the sequence of business to be introduced and considered in a Meeting.

1.25 Point of Procedure.

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.

1.26 Presentation.

“Presentation” means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

1.27 Quorum.

“Quorum” means a majority of Members of Council or Committee.

1.28 Recorded Vote.

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

1.29 Regular Meeting.

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

1.30 Report.

“Report” means a written or other Report from the Treasurer/Administrator, Clerk, Department Heads, Staff or Committee which is approved by the Treasurer/Administrator or Clerk.

1.31 Resolution.

“Resolution” means a Motion that has been approved by Council.

1.32 Special Meeting.

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

1.33 Standing Committee.

“Standing Committee” means a Committee comprised solely of Members of Council.

1.34 Unfinished Business.

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

1.35 Treasurer/Administrator

“Treasurer/Administrator” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.

1.36 Urgent.

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a. Danger to the life, health or safety of individuals;
- b. Damage to property;
- c. An interruption of the essential services provided by the Municipality;
- d. Immediate and significant loss of revenue by the Municipality;
- e. Legal Issue and/or
- f. Prejudice to the Municipality.

2. General Meeting Rules

2.1 Rules – to be observed at all times

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

2.2 Suspending Procedural By-Law

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

2.3 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

2.4 Absence of Mayor

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

2.5 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

2.6 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Temagami Welcome Centre, located at 7 Lakeshore Dr, Temagami, Ontario, Canada.

2.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

2.8 Quorum

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

2.9 Minutes

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.9.2)

2.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

2.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Treasurer/Administrator or Clerk.

2.12 Declarations of Conflicts of Interest

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

1. Provide a written statement of the interest and its general nature to the Clerk in accordance with **Schedule A**;
2. Will vacate Council Chambers while the issue is considered; and,
3. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.3)

2.13 Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate. (2.13.3)

The Chair or the Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair. (2.13.5)

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken. (2.13.6)

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter. (2.13.8)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a. With permission of Council,
- b. If questioned by another Member;
- c. To explain comments which the Member believes have been misunderstood; or,
- d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken. (2.13.9)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes. (2.13.10)

Motions and amendments to a Motion must be moved and seconded by the mover and seconder. (2.13.11)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a. to refer the matter to a certain body;
- b. to amend the Motion;
- c. to defer the Motion;
- d. to adjourn the Meeting;
- e. that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

2.14 Conduct

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate unless raising a point of privilege or procedure;
- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.14.1)

At a Meeting, no person shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
- e. Make any disruptive noise or disturbance;
- f. Enter the Meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair; and
- h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.14.2)

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting. (2.14.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.14.4)

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair. (2.14.5)

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate.

Members of the Public may not be recognized unless it is to ask a question during Question Period. (2.14.6)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.14.7)

2.15 Questions during Debate

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

2.16 Points of Procedure

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure. (2.16.2)

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

2.17 Voting - General

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request made me made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate. (2.17.8)

2.18 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion.

2.20 Amendments

The following rules shall apply to amendments to Motions:

- a. A “Motion Amendment” is a change to the question asked in the Motion;
- b. an “amendment to an amendment” is a change to the proposed Motion Amendment;
- c. only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d. when an amendment has been decided upon, another may be introduced;
- e. the order of voting shall be:
 - i. an amendment to an amendment shall be voted upon;
 - ii. A Motion Amendment shall be voted upon next, and
 - iii. the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

2.21 Voting - Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the “Motion to Reconsider”. Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council’s approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b. The Chair shall ask the Member to affirm that they voted with the majority;
- c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.

- f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g. No Motion shall be reconsidered more than twice in the same calendar year.
- h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council. (2.21.3)

3. Roles and Responsibilities

3.1 Head of Council. (*Municipal Act*, s.225)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer (“CEO”) of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality’s activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;

3.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

3.3 Deputy Head of Council. (*Municipal Acts.242*)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

3.4 Council. (*Municipal Act, s.224*)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

3.5 Clerk. (*Municipal Act, s.228*)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members.
- f. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

3.6 Staff. (*Municipal Act*, s. 227)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

3.7 Treasurer/Administrator (as Chief Administrative Officer. (*Municipal Act*, s. 229))

It is the duty of the Treasurer/Administrator to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

3.8 Members of the Public.

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

4. Meetings

4.1 First Meeting

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held within the first 31 days of the term and preferably on the second Thursday in December. (4.1.1)

At the First Meeting, the Clerk or shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (4.1.2)

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (4.2.3)

4.2 Regular Meetings

421 Time and Place. Regular Meetings shall be held on the second and fourth Thursdays of each month at 6:30 P.M. Regular Meetings shall be preceded, when required, by a Closed Session starting no earlier than 3:00 P.M. A report of the Closed Session will be made at the appropriate time during the Regular Meeting.

422 Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

423 Summer and December. During the months of July, August and December, there shall only be one Meeting of Council will shall be held on the date and time and in such a location as is chosen by the Clerk.

4.3 Special Meetings

431 A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

432 The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

433 Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

434 The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

435 Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.4 Emergency Meetings

4.4.1 An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

4.4.3 The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

4.4.4. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

4.4.5 Quorum is still required at an Emergency Meeting.

4.4.6 These provisions shall apply, with necessary modifications, to Committees and Local Boards.

4.5 Closed Meetings

4.5.1 A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

4.5.2. No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

4.5.3 After the Closed Meeting is adjourned the Chair shall report to the public:

- a. That the Meeting has resumed open session; and,
- b. The general nature of the matters dealt with in the Closed Meeting.

4.5.4 Permissive Closed Meetings. A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:

- a. The security of the property of the Municipality or Local Board;

- b. Personal matters about an identifiable individual, including municipal or Local Board employees;
- c. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

4.5.5 Mandatory Closed Meeting. A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that *Act*;

- b. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

4.6 Cancelled Meetings

461 A Meeting may be cancelled by the Head of Council, in consultation with the Treasurer/Administrator and/or Clerk, in the following instances:

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event; or,
- d. The Meeting is no longer required.

462 For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

463 The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

5. Notice of Meetings

5.1 Annual Schedule of Meetings

5.1.1 The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

5.1.2. The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

5.1.3 Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

5.1.4 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

5.1.5 The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings.

5.1.6 Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

5.1.7 Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

5.1.8 Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

6. Agenda

6.1 Agenda

6.1.1 It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor and Treasurer/Administrator. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

6.1.2 All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule B**.

613 The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

614 Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under “Unfinished Business” unless set to a subsequent Meeting by Resolution of the Members present.

615 All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than eight (8) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

616 Reports to Council shall be in the standard form set out in **Schedule C**.

617 Members wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

618 Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

619 The Clerk, Mayor and Treasurer/Administrator may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;

- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

6.2 Closed Meeting Agenda

621 In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

6.3 Adjournment

631 A Motion to adjourn does not need a seconding Member.

632 A Motion to adjourn a Meeting will be considered at any time except the following:

- a. When another Member has been recognized by the Chair and is speaking on a matter, or
- b. During the taking of a vote.

633 If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

6.4 Curfew

Meetings shall be automatically adjourned at 10:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

6.5 Committees/Appointments

651 Committees and Appointments will be governed as per **Policy/Schedule D**.

6.6 Electronic Participation
6.6.1 Policy/Schedule E

6.7. Amendment

6.7.1. Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

6.8. Mandatory Review

6.8.1 This By-Law shall have a mandatory review in one year following the date of approval.

6.9. Repeal – Enactment

6.9.1 That By-Law _____ and amendments thereto be and are hereby repealed.

6.9.2 This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this ____ day of _____, 2019.

Read a third and final time and enacted and passed this ____ day of _____ 2019.

7. Schedules to the By-Law

Schedule A – Conflict of Interest

Schedule B – Agenda and Consent Agenda

Schedule C – Reports

Schedule D – List of Committees/Appointments

Schedule E – Electronic Participation

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

DECLARATION OF CONFLICT OR PECUNIARY INTEREST FORM

The declaration is to be read aloud in the meeting and then forwarded to the Clerk

I declare that I have a pecuniary interest in item(s) _____ on this agenda, which is (are)

(description of the item(s) on the agenda)

because

_____.
(general nature of that interest – MUST be included EXCEPT for Closed Session items)

Name of Member _____ *Date of Meeting* _____

Note: When a declaration of interest is made in closed session, for an item on the closed session agenda, the declaration, not including the general nature, shall be recorded in the minutes of the next meeting that is open to the public.

Excerpt from the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50

Duty of Member

When present at meeting at which matter considered

5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

Excerpt from the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50

Duty of Member

When present at meeting at which matter considered

5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

“Schedule B”

Example Agenda

“Schedule C”
Administrative Report Template and Memo to Council



Corporation of the Municipality of Temagami

Report No.

File No.

Subject:

Agenda Date:

Attachments:

RECOMMENDATION

BACKGROUND

ANALYSIS

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☐

No ☐

N/A ☐

This item is within the approved budgeted amount:

Yes ☐

No ☐

N/A ☐

ALTERNATIVES

Prepared By:

Reviewed and
submitted by:

Accepted for Council
consideration by:

Name
Position

Name
Position

Name
Position

Note: The Report should not exceed 2 pages in length. It should contain enough information for Council to base their decision. Additional information should be presented as required in the Attachments and referenced in the report.



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.



Staff



Committee

Subject:

Agenda Date:

Attachments:

RECOMMENDATION

This memorandum is:



To be received for information

INFORMATION

Prepared by:

Reviewed by:

Name, Position

Name, Position

On behalf of:

Name of committee if applicable

“Schedule D”
List of Committees/Appointments



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
Regular Council Meeting

Resolution Number: 19-01
Title: A resolution of the appointment of Council Members
Date: 12/05/2018

MOVED BY: C.Dwyer
SECONDED BY: B.Leudke

BE IT RESOLVED THAT Council of the Municipality of Temagami make the following appointments and direct Staff to prepare By-Laws for Council's consideration where required.

Dan O'Mara	Police Services Board, Nipissing DSSAB, Au Chateau & Memorandum of Understanding Committee.
Cathy Dwyer	Deputy Mayor and Committee of Adjustment
Barret Leudke	CEMC-Emergency Management Committee, Memorandum of Understanding Committee and Lake Temagami Access Point Planning Group
John Harding:	Memorandum of Understanding; and Lake Temagami Access Point Planning Group
Margaret Youngs:	Cemetery Board; and Temagami Family Health Team
Jamie (N.E.) Koistinen:	Administrator Review Committee and Emergency Management Program Committee
John Shymko:	Library Board; and Parks and Recreation Event Planning Committee

ABSTAIN: 0

CARRIED

Declaration of Conflict of Interest:

A true copy of the resolution by the Council of the Municipality of Temagami

“Schedule E”
Electronic Participation

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 17-1330

**Being a by-law to amend By-law 16-1279, being a by-law to regulate the proceedings of the
Council of the Municipality of Temagami.**

WHEREAS under Section 238 (2), the Municipal Act, S.O., 2001, c.25, c.M. 45, as amended, requires every municipality and local board to pass a procedure by-law governing the calling, place and proceedings of meetings;

AND WHEREAS under Sections 238 (3.1) and (3.2), the Municipal Act, S.O., 2001, c.25, c.M. 45, as amended, the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time; however, the applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public;

AND WHEREAS the Municipal Council of the Corporation of the Municipality of Temagami passed Procedure By-law 16-1279 on the 25th day of February 2016;

AND WHEREAS on the 22nd day of March 2018, Council passed Resolution 18-096, to receive Memo 2018-M-012 - Options for remote attendance in Procedure By-law and to direct staff to draft an amendment to the Procedure By-law to provide for electronic participation in meetings from the direction given at the March 13, 2018 Committee of the Whole meeting; and to give notice of intent to consider an amendment to the Procedure By-law as required by section 21 of said by-law;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. **That Procedure By-law 16-1279 is hereby amended by** adding the following definition as subsection 1.14, with the remaining subsections to be renumbered accordingly: *“Electronic Participation” shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet, or other electronic as may be decided upon by Council from time to time.*
2. **That Procedure By-law 16-1279 is hereby amended by** adding as section 2.7: *“Subject to the provisions of the Municipal Act, 2001, as amended, the Municipality of Temagami shall allow electronic participation by Members of Council and Committees in the manner and to the extent set out in section 6 of this by-law.”*
3. **That Procedure By-law 16-1279 is hereby amended by** adding the following as section 6, with the remaining subsections renumbered accordingly:

Initials:

_____ Mayor

_____ Clerk

6. ELECTRONIC PARTICIPATION:

61. Extent:

- a. *Electronic participation shall be allowed at all Regular, Special and Committee of the Whole meetings of Council that are open to the public.*
- b. *There shall be no restriction on how often each Member of Council shall be allowed to participate electronically.*
- c. *There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically.*
- d. *A maximum of three (3) Members of Council may participate electronically at a meeting, provided that a quorum of Council is present in person at the meeting.*
- e. *Council Members shall be permitted to vote when participating electronically.*
- f. *In order to Chair a meeting, a Member of Council shall be present in person at the meeting. When the Head of Council is participating in a meeting electronically, another Member shall chair the meeting as set out in Section 3 of this By-law.*
- g. *Although Members participating electronically are not permitted to participate in a closed session, if following the consideration of a matter in closed session a vote is taken in open session, they shall be permitted to vote on the matter, or they may choose to abstain from voting having not been privy to the closed session discussion.*

62. Manner:

- a. *When the question is called on a motion, a Member or Members participating by telephone may state verbally whether they are for or against, rather than by a show of hands, as required by section 15.8.1.*
- b. *When participating by telephone, a Member may call a point of order or move an amendment verbally. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.*
- c. *A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Municipal Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.*

63. Process:

- a. *Any Member wishing to participate electronically in a meeting shall send a request to do so by email to the Municipal Clerk. The ability to participate electronically shall be allocated on a first-come-first-serve basis.*
- b. *In order for a Member to participate electronically in an afternoon/evening meeting, the request shall be received by 4:30 pm on the business day before the meeting. In order to participate electronically in a morning meeting, the request shall be received by noon on the business day before the meeting. The Municipal Clerk may, at his or her sole discretion, accept a request submitted later than the*

Initials:

_____ Mayor

_____ Clerk

prescribed time due to unanticipated circumstances (including, but not limited to weather or road conditions).

- c. The municipality may use telephone conference calling, or other technology to facilitate electronic participation. The municipality shall pay the cost of the conference calling or technology option and where direct dialing is used the municipality shall initiate the call, so that the cost goes to the municipality.*
 - d. In the event of connection/service interruptions, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes not connected, the meeting shall resume and no more efforts shall be taken to reconnect.*
4. **That Procedure By-law 16-1279 is hereby amended by** adding to the end of section 7.2 *“If the Mayor and/or Deputy Mayor is/are present at the meeting, but is/are participating electronically, this section applies with regard to who will chair the meeting; however, those participating electronically shall be counted as present for the purpose of choosing an alternate Chair.”*
5. **That Procedure By-law 16-1279 is hereby amended by** adding to the end of section 15.8.1: *“Notwithstanding this provision, a Member or Members participating electronically may state verbally whether they are for or against a motion.”*
- 6 **That** this By-law shall take effect upon the final passing thereof.
- 7 **That** the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ a first time on this 17th day of April, 2018.

TAKEN AS READ A SECOND TIME on this 17th day of April, 2018

TAKEN AS READ A THIRD TIME AND FINALLY PASSED on this 17th day of April, 2018.

Mayor

Clerk



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-119

☒ **Staff**

Subject: Chief Building Official / By-Law Enforcement Officer

Agenda Date: July 25, 2019

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo No. 2019-M-119

AND FURTHER THAT Council direct staff to complete the process to hire a part time Municipal Law Enforcement Officer.

AND FURTHER THAT a letter be sent to the city of Temiskaming Shores to request that they provide the Municipality of Temagami with Building inspector services, until such time that we have a fully qualified Chief Building Official hired.

INFORMATION

The Municipalities Chief Building Official (CBO) & Municipal Law Enforcement Officer (MLEO) of approximately 15 years has retired as of May 31, 2019. He has agreed to remain on contract as a part time CBO for a short while.

The Municipality advertised for the position in mid-May and received three applications, both individuals who were qualified for the position were interviewed and the position was offered to one of the applicants, who declined because they had already accepted a job elsewhere. We tried to negotiate with the second applicant, but were not able to come up with terms that were agreeable to both parties, as he had an employment opportunity elsewhere that we could not compete with.

We inquired with The Temiskaming Municipal Services Association (TMSA) to see if we could join their association for building services and were informed that it was not feasible for them at this time. We contacted the CBO at the City of Temiskaming Shores to inquire about training and contracting their service for a period of time until we could have someone qualified in the position. They seemed receptive to the idea and said the request would need to come in from our municipality and they would consider it.

Through some online research and conversations with current CBO's it has become very apparent that qualified individuals are in high demand and are typically offered a significantly greater amount of compensation than what we have budgeted for. It is also difficult to find an individual who is qualified in both Building inspections & Municipal Law enforcement.

For the Municipal Law enforcement & Planning Inspection portion of the job that our former CBO was fulfilling; we have received an application and had discussions with an individual that has a combined 30 years' experience in these fields and would be willing to take on this role. He is currently retired and would be willing to work on a part time basis (2-3 days a week) to fulfill these duties. The discussed hourly rate falls within the current salary grid and the municipality would not be paying into a pension plan. He is available right away and owns a truck and a boat that he is willing to use for the job at the current mileage rate we are paying for these services today.

Other options that were considered for the CBO & MLEO position include:

1. Contract out the service from neighboring Municipalities, which may become difficult because of our geography and access to remote location.
2. Continue to have discussions with the TMSA regarding providing building services and the potential for Law enforcement Services.
3. Increase the salary range to attract qualified individuals to the area.

**Respectfully Submitted,
Sabrina Pandolfo,
Deputy Treasurer**



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-120

☒ **Staff**

Subject: Electronic Waste Recycling Program

Agenda Date: July 25, 2019

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo No.2019-M-120;

AND FURTHER THAT Council direct staff to take the necessary steps to implement an electronic waste recycling program with Electronic Products Recycling Association (EPRA);

AND FURTHER THAT a sea container be located at the Strathy Landfill and arrangements be made to make space in the landfill attendant buildings (in the addition), located at the Briggs and the Sisk Landfills to store electronic waste until it can be moved to the sea container at the Strathy location.

INFORMATION

The Municipalities of Temagami does not currently offer an electronic waste recycling program. Residents are currently asked to make their own arrangements to get their electronic waste to a depot in North Bay.

At the July 11, 2019 Regular Council meeting, the municipality received a presentation from Electronic Products Recycling Association (EPRA) expressing their interest in offering an electronic waste recycling program to the Temagami & Marten River residents.

Through this program, EPRA would install a sea container to use as an electronic waste drop off facility and pick the container up once full. This would be at no cost to the municipality.

Council directed staff to make recommendations on the possible locations for the drop off facility (sea container), please see the recommendation above. This would mitigate the cost of additional staff hours, as these facilities would only be open when the landfills are open. This solution would ensure that only electronic waste was deposited in the facilities. It would also encourage people to recycle their electronic waste, as they no longer need to take their items to two different locations.

Other options that were considered include:

1. Including electronic waste recycling with the regular dump wagon schedule at the Municipal Waterfront in addition to above – There would be additional man hours associated when sorting at the landfill and may require additional trips to the landfill if the trailer fills up.
2. Having a quarterly or bi-yearly pick up (similar to garbage pick-up) in addition to the above – Again, there would be additional staffing cost considerations.

Respectfully Submitted,
Sabrina Pandolfo,
Deputy Treasurer



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019- M-121

☒ **Staff**

☒ **Committee**

Subject: International Plowing Match

Agenda Date: July 25, 2019

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo No. 2019-M-121 and correspondence dated July 8, 2019 from Northeastern Ontario Tourism regarding the 2019 International Plowing Match.

AND FURTHER THAT council direct staff to purchase the “Gold Partner” option at a cost of \$5,000 through Northeastern Ontario Tourism for a space in the Tourism Pavilion at the 2019 International Plowing Match.

AND FURTHER THAT Council direct staff to develop a team of 3 to create a plan for promoting our area at the plowing match.

INFORMATION

The 2019 edition of the International Plowing Match (IPM) is being hosted in Verner Ontario September 17-21, 2019. It is anticipated that upwards of 70,000 visitors will attend the IPM over the 5 days of the event, thus providing great, targeted exposure for our community.

Northeastern Ontario tourism partners are coordinating a significant presence at the event where they will host a Northeastern Ontario Regional Display in the form of a tourism pavilion. The members of the organizing committee have agreed that instead of promoting individual communities they would bring forth products and experiences to help elevate the Northeastern Ontario tourism brand: Outdoors, nature, attractions, dark skies, northern lights, hiking, canoeing, kayaking, motorsports, Canadian / Ontario Signature Experiences, etc.

The sole source of funding for the Regional Display is contributions from community partners. The partner contributions page is attached for more information.

The least expensive option while still being able to have display space available is \$5,000 or “the gold partner”. I believe it would be beneficial to have a presence at the event, to answer questions and promote the area.

It may also be of benefit to develop a local team to come up with a game plan to promote Temagami. What message do we want to get across, what kind of promo items would resonate with the visitors and innovative ways to interest people in the area.

Respectfully Submitted,
Sabrina Pandolfo,
Deputy Treasurer

Northeastern Ontario Regional Display @ IPM 2019

Partner Package

Please review the various partnership levels outlined below and let us know how you would like to help showcase Northeastern Ontario!

Diamond Partner \$10,000+

- Community Name & Logo on large scale visible signage at entrance
- Community Name on Directional sign on Trail
- Featured in Social Media and website promotions
- Display space at the event
- Scheduled time for programmed activities on the Arts, Culture & Heritage Stage
- Event + parking passes tickets for employees **(to be determined)**
- Space in rack card display for collateral materials
- Logo and images of community featured in video / slide deck played over the 5 days
- Free t-shirts for staff, volunteers- Northeastern Ontario Tourism branded

Gold Partner \$5,000

- Community Name & Logo on large scale visible signage at entrance
- Community Name on Directional signage on Trail
- Display space at event
- Event + parking passes tickets for employees **(to be determined)**
- Space in rack card display for collateral materials
- Logo and images of community featured in video / slide deck to be projected at event
- Free t-shirts for staff, volunteers- Northeastern Ontario Tourism branded

Cobalt Partner \$2,500

- Community Name on large scale visible signage at entrance
- Community Name on Directional Signage on Trail
- Event + parking passes tickets for employees **(to be determined)**
- Space in rack card display for collateral materials
- Logo and images of community featured in video / slide deck to be projected at event
- Free t-shirts for staff, volunteers- Northeastern Ontario Tourism branded

Bronze Partner under \$1,000

- Community Name on large scale visible signage at entrance
- Event + parking passes tickets for employees **(to be determined)**
- Space in rack card display for collateral materials
- Community logo featured in video / slide deck to be projected at event
- Free t-shirts for staff, volunteers- Northeastern Ontario Tourism branded

*Partnership contribution to be confirmed by **July 30, 2019** for
space allocation in the Main Tourism Tent*

WE WISH TO BE RECOGNIZED AS A:

☐ **Diamond Partner (\$10,000+)**

☐ **Gold Partner (\$5,000)**

☐ **Cobalt Partner (\$2,500)**

☐ **Bronze Partner (under \$1,000)**

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Anticipated Number of Staff/Volunteers

September 17 _____

If different staff will be volunteering, indicate number not represented in the above:

September 18 _____

September 19 _____

September 20 _____

September 21 _____

Space Requirements and Feature Display

The static and interactive displays will be featured as Northeastern Ontario experiential tourism rather than individual Community displays.

Please indicate below what you will be contributing to the Tourism display which will be inside the tent along the trail. i.e. Outdoors, nature, attractions, hiking, canoeing, kayaking, motorsports, skiing, snowshoeing etc.

Upon completion of this form, you will receive an invoice from the Municipality of West Nipissing along with the required ETF information. The sponsor is to make payment a minimum of 20 days prior to the event. Please note that partnership contributions are non-refundable.



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-122

☒ **Staff**
☐ **Committee**

Subject: Road Assumption Policy

Agenda Date: July 25, 2019

Attachments: Assuming Roads for Municipal Maintenance Purposes

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo No.2019-M-122;

AND FURTHER THAT Council direct staff to draft a policy base on the recommendation in the Memo.

INFORMATION

Resolution No. 19-247 dated May 23, 2019, Council directed Staff to develop a draft policy pertaining to the assumption of private and/or seasonal roads by the Municipality.

There have been requests made to the Municipality regarding the possibility of the Municipality providing maintenance service to private/seasonal roads. The Municipality consists of both municipally owned, maintained roads and privately owned roads. Currently all maintenance road work is the responsibility of the private road owner(s).

The purpose of this policy is to establish the process to be followed and the minimum construction standards required for any unmaintained municipal road, seasonal roads or private roads, prior to Council's consideration of possibly assuming the road for public use and providing maintenance by Municipal resources.

The following roads are present in the Municipality:

1. Year-round maintained roads as part of the Municipal Roads System
2. Seasonally maintained roads as part of the Municipal Roads System
3. Private Roads – not part of the Municipal Roads System
4. Public Roads – typically owned by the Province but not part of the Municipal Roads System

The Municipality of Temagami does not provide maintenance of any kind to roads outside of the Municipal Road System. From time to time, requests are made to include additional roads in the Municipal Roads System.

CONSIDERATION CRITERIA

1. The number of residences/properties served by the road - The properties that would have their access altered by the Municipality assuming the road and the assessed value should be considered as improved access should increase the assessed value of the properties. The increase in tax revenue can be used to offset the increase maintenance cost.
2. The type of maintenance being requested - There is a significant difference between seasonal maintenance (no snowplowing or sanding) and year-round maintenance.
3. The ability to service the road with existing resources – Presently, there are plow routes and equipment used in winter maintenance as well as summer maintenance activities.

The Public Works Department would provide their opinion whether there is present capacity to service these additional roads with the present human and equipment resources or where the gaps may be. The maintenance standards developed for the Municipal operations will be the guide to determining any available capacity in the Department.

4. The standard the road was constructed to – many roads were not constructed to any kind of standard as defined by the Ontario Provincial Standards. If a road is not wide enough, or has sufficient base, drainage and safety then it might not be possible to maintain the road. Roads that have not been constructed to a standard should not be assumed into the road system unless improved.

When a request is received, the road will be reviewed by the Public Works Superintendent. If in his opinion, the Road is not constructed to a sufficient standard, a non-engineered estimate on the cost to “bring the road to standard” will be received and communicated to the property owners. Council may, as noted in the Municipal Act, provide for these improvements to be completed and charged back to the benefiting landowners using the local improvement bill system.

5. If there are non-road related consideration (economic development) that should be considered – If there are terms outside of the road area that are relevant in the circumstances, Council can direct these to be included in the report on assuming roads into the Municipal Road System.

ROAD STANDARDS CONSIDERATIONS

- Minimum cleared width
- Road surface minimum width
- Unless otherwise advised by Council, all topsoil, tree stumps and other vegetation shall be removed from the area directly beneath the proposed road and shoulder surface.
- Sub-grade base
- Granular sub base
- Granular “A” or “M” grade crushed gravel surface coarse.
- Ditch depth below profile grade (crown) of road.
- Culverts
- Turn around required at all dead end roads

ROAD MAINTENANCE CONSIDERATIONS

- Grading & shouldering
- Ditching/brushing
- Maintain Bridges/Engineered inspection every two years
- Beaver Control
- Dust Control
- Road patrol
- Snow plowing
- Sanding
- Signage
- Picking up debris
- Repair washouts
- Resurfacing – gravel
- Thaw culverts

RECOMMENDATION

1. In order for a private road to be transferred to a municipal road it must meet the municipal minimum maintenance standard.
2. The owner(s) of the private road shall be responsible to conduct an assessment of the current state. Whether it be the Public Works Superintendent or an Engineer that conducts the assessment.
3. The assessment report shall provide a cost estimate for any upgrades required to the private road.
4. The assessment report shall be provided to Council for comment and approval.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator

Deb Larochelle
Public Works Clerk



Corporation of the Municipality of Temagami

Memo No.
2019-M-118

Memorandum to Council



Staff



Committee

Subject: Spruce Drive Ditches in Temagami North

Agenda Date: **July 25, 2019**

Attachments: EXP Report/ Resident complaints

RECOMMENDATION

BE IT RESOLVED THAT Council receive report Memo-M-118.

INFORMATION

The Municipality has received several written complaints regarding the Construction of the Temagami North Spruce Drive ditches with concerns of ditches holding water, bulrushes growing in the ditches, rocks in ditches, depths and esthetics of resident's front yards.

I believe the removal of the culvert located at 65 Spruce Drive is the reason why our ditches are the depth that they are. Before the removal of this culvert the water was diverted into Net Lake through a center line culvert and ditch that ran between property 65 Spruce and our Water treatment Plant to the lake. With this culvert in place from 65 Spruce to the arena the ditch depth wouldn't have to be as deep because your profile line is shorter due to a shorter fall on the ditch. (Grade on ditches is a shorter length). Currently the ditches are retaining water with some have bulrushes growing in them causing slow drainage. My opinion is the depth of the ditches are close to the lake level at the end of Spruce Drive, especially when water tables are high. Our Engineers have stated that they have to be that depth for proper road bed drainage.

The ditches in Temagami North are unattractive and have created a huge safety concern for residents. Residents have lost widths of their driveways which has a huge impact when trying to back in a trailer or even just a vehicle into their yards so public works has extended a few to make it safer for the residents.

Residents have lost all the esthetics of their front yards. Residents cannot and will not go into these ditches to do maintenance because of the angles, depth and the sharpness of the rock that was placed in the ditches. Mobility also plays a factor in this because before the project started resident's maintained they yards right to the side of the road.

At this time to keep ditches cleaned, culverts and culvert ends cleared Public Works can rent a vacuum truck to maintain flow through the culverts. Staff will keep repairing any washouts that arise and remove any obstructions in the short term.

Public Works recommendation would be to get a second opinion from another engineering firm to put in the proper storm water drainage system.

Respectfully Submitted,
Barry Turcotte
Public Works Superintendent



August 1st, 2017

The Corporation of the Municipality of Temagami
7 Lakeshore Drive, P.O. Box 220,
Temagami, ON., P0H 2H0

Attention: Mr. Patrick Cormier, CAO

**RE: Letter of Opinion Regarding Filling in the New Ditches Along Spruce Drive
Exp Project No. NWL-01501017-00**

Dear Sir,

On May 18th, 2017, the Municipality of Temagami received written complaints regarding the construction of new ditches, as part of the infrastructure improvement project along Spruce Drive. The residents requested that the Municipality investigate the option to fill in the ditches.

At the time of the Request for Proposal, **exp** was advised not to specify storm sewers in the design, to reduce the overall cost of construction. **Exp** understood that bedrock was present and shallow in this area, and the proposal for deep storm sewers would be a significant cost to avoid. The approved design was cost effective, and comparable with the existing conditions for the watermain, sanitary sewers, and storm ditches.

A preliminary cost estimate had detailed the construction for a separate storm sewer for the length of the project, which would have increased the total project cost by approximately \$1.5 million dollars. A significant portion of that amount would have been from the large quantity of rock blasting required to run a second sewer line along Spruce Drive. The new sanitary sewer was placed within the rock trench previously blasted, for the original Spruce Drive infrastructure installation.

In an effort to modernize the street, and provide a long lasting and solid product, the approved design followed present day guidelines and standard engineering practices - which included the use of ditches to positively drain the base and subbase of the roadway.

This standard practice requires the bottom of the ditch elevation to be lower than the subbase elevation. Depending on the road design, the bottom of the ditch elevation is typically one meter lower than the elevation at the center of the road. The reasoning behind this practice is to prevent pooling of permanent ground water in the base and subbase of the road, which may lead to substandard road durability and frost heave issues during the winter months. This practice is common where storm sewers and storm subdrains are not physically or economically feasible.

Shallow ditches were deemed to be an unfeasible option during the design phase of this project, due to their inability to drain the road base.

Throughout the design and consultation phases of the project, the public was invited to comment on the proposed design and implementation, through the standard Municipal Class Environmental Assessment process. A notice was published in the Weekender on December 11th, 2015 extending an invitation for public to express their concerns, to provide input, and feedback.

Since the road design required deep ditches, the Municipality forecasted possible issues post construction. At the request of the Municipality, **Exp** held an open house at the arena on October 3rd, 2016, to allow the residents fronting on Spruce Drive to bring their concerns forward.

Due to resident concerns, on October 13th, 2016, Council revisited the ditching issue, and considered the following three options presented by **exp**:

- *Option 1:* Installation of a Shallow Storm Water system;
- *Option 2:* Increase the slope of the ditches, and line the ditches with rip-rap at an approximate cost of \$64,000; or
- *Option 3:* Proceed with the original design at no cost.

The recommendation was made to proceed with the original design, utilizing Option 3.

Aside from the additional upfront capital cost, filling in the ditches would have a negative impact on the longevity and durability of the newly constructed roadway. In doing so, drainage issues would likely occur, which would then increase the cost of road maintenance in the future. In conclusion, **exp** recommends against filling in the ditches.

Yours truly,

exp Services Inc

Per:

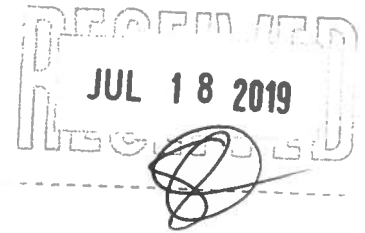


Nolan Dombroski, P.Eng.,
Branch Manager, Infrastructure.

c.c. – exp file

HAND DELIVERED

July 17, 2019



To: Mayor and Council, Municipality of Temagami

Dear Mayor and Council:

Re: Temagami North Ditches

As you are aware, we have a number of concerns regarding the ditches in Temagami North. In the past two weeks approximately 20 written complaint forms were filled out and handed into the municipal office by concerned taxpayers. Also, pictures and other comments have appeared on social media sites. These taxpayers are very concerned and have been trying to deal with the municipality regarding these same issues about the ditches for the last couple of years. At a public meeting that was held at the arena when the ditches were being done, where the taxpayers expressed their concerns, we were told by the council at that time that they would make our property **"as good as or better than"**. This has not happened yet.

We would like to work with our present Mayor and Council to find a solution to the ditch issues to **"make our properties as good as or better than"**.

The following is a list of issues / concerns regarding the Temagami North ditches:

Health

Some ditches seem to be below the water table and have water resting in them. This has created a breeding ground for mosquitoes and the growth of bull rushes. As West Nile virus is carried by mosquitoes and everyone in Ontario who spends time near infected mosquitoes could get West Nile virus this is a health concern to us. We understand that a member from the Department of Health visited Temagami North to inspect the ditches with respect to health issues. We were told that they would send a letter to the municipality regarding their findings. Has the municipality received the letter from the Department of Health yet and will the municipality make it available to the taxpayers?

Safety

Most of the ditches are very deep, wide and contain large hideous rock (not the river stone that we were told was going to line the ditches). We were told that in the last couple of weeks a least one child got hurt in a ditch and one elderly person had a very hard time getting a child's bike out of a ditch. We are concerned that the ditches in their present state pose safety issues and are a law suit waiting to happen. Even though this could cause an expense (insurance deductible, etc) to the municipality and ultimately to the taxpayers, our concern is that no child or adult gets hurt due to any actions or non actions of the municipality. In the past has the municipality incurred costs due to someone being hurt at a function or event?

Property Values

The size and the appearance of the ditches are outrageous. We believe this affects our property values and the ability to sell our homes. We would like to know if MPAC was informed of the changes that the municipality made to our properties so that MPAC could assess if our property values decreased which would then translate into a reduction in our property taxes. We would also like to know how much of our front property belongs to the municipality as we have lost an awful lot of our front footage. We have found out after the fact that some taxpayers were allowed to make their own deal and as a result only have a small partial ditch with no rocks or no ditch. Why was this not offered to all taxpayers involved? As mentioned before this has impacted our ability to sell our homes. What family with small children would buy our property with such ditches?

Again, we would like to work with the present Mayor and Council to look at different alternatives to come up with an appropriate and acceptable solution for the Temagami North ditches.

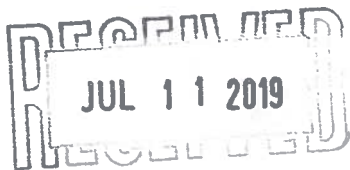
Due to the health and safety issues we believe that this needs immediate attention. Now is the time to "make it right".

We would appreciate hearing from the Mayor and Council regarding these issues.

Regards,

Ronnie and Debra Kitts





Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-029
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Betty Pairier	Email:	
Address:	3 Cedar Ave	Phone:	705-569-3556

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

The ditches in Temagami North are a dis-
ease to the town. The danger mostly to
children. The smell is awful as it
is a breeding ground for maggots.
I'm sure something can be done.

C. Declaration:

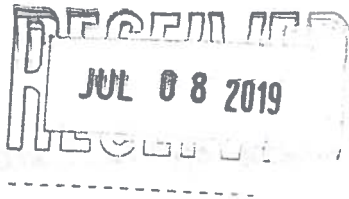
I declare that the information given in this form is true.

Signature:

Date:

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

www.temagami.ca



Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-027
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Gladys de Man-Rennie	Email:	
Address:	18 Hazel Circle, PO Box 353 Temagami	Phone:	705-569-4594

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

I would like to bring your attention to the ditches alongside Spruce Drive in Temagami North. These were re-designed a couple of years ago. Unfortunately, they do not function even as well as they did in the past. They still do not move the water along. The angle is incorrect. Too much land was removed and the river stones promised have not been used (smooth stones). The stones in these ditches are extremely sharp. A hazard for those who need to clean them and a danger to children. This could at some time result in a libel suit for the municipality. The ditches have never
cont'd →

C. Declaration:

I declare that the information given in this form is true.

G. C. de Man-Rennie
Signature:

July 8, 2019.
Date:

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

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been cleaned properly - debris rests on the bottom, plants grow there, stones from the sides have fallen to the bottom inhibiting the free-fall of the water drainage. Mosquitos have an excellent breeding ground and the green algae grows well! The yard area around the sides of the ditches is hard to maintain. The road side of the one bordering my property has been repaired at least twice but keeps caving in. To sum it up - poor design, poor stability & unsafe. Should a child fall in it would be difficult for him or her to climb out. At my house a bush and a small tree have a number of broken branches to attest to this happening. Cuts and abrasions from these stones there would be plenty of bacteria on these dirty stone - could result in infection and cause scarring. Looking at the width of the ditch one might assume we have floods often. I feel that the municipality needs to review the feasibility of these ditches as they are now, and make changes to ensure they function well and look better than they do now. Esthetically, they would probably not appeal to someone looking to buy a property in this area.



RECEIVED
JUL 08 2019

Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-026
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	CARMEN ESKRITT	Email:	cg-eskritt@hotmail.com
Address:	63 Spruce Dr Temagami N	Phone:	905-328-3197

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

- ① I am concerned about the water pooling in the ditches in Temagami North. ① - Stagnant water and breeding ground for mosquitoes.
- ② Concerned that a child will fall into ditch. Hit there head + possibly "drown" Sharp rocks + NOT River Rock - Not that an injury will change it if it is River Rock or the Sharp Stone.
- ③ Concerned these children will lose toys + bikes etc - An adult going into the ditch + slipping + falling + injuring themselves. Surprised this has not happened as yet!
- ④ Concerned that a vehicle will end up in the ditch.
- ⑤ Not safe if your walking home drunk. ⑥ Why are some ditches covered and others NOT *CHECK(ON BACK)*

C. Declaration:

I declare that the information given in this form is true.

* Why are there no ladders on the end of the town docks in Temagami North for safety reasons as well as a life saving ring mounted on a post on the end of EACH dock?

Signature:

Date:

July 5, 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

⑥ When the town comes to trim the weeds in the ditches. They do not trim all the way to the bottom.
... So another eye sore.

⑦ When recycling or garbage pickup days. Many times the bins end up in the bottom of the ditch when the wind blows them in there. This happens when you are not ~~there~~ home to run out to grab it before it falls into the ditch.

⑧ ~~Gravel~~ Gravel from side of road is filling in the ditches.



JUL 08 2019

Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-025
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Patrick Cormier	Email:	cormierp5@gmail.com
Address:	60 Spruce Drive, Box 323	Phone:	705-569-4392

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

Temagami North Ditches - I would like to see Council carry through with a commitment made to seek funding to fix the ditches. Many of them have standing water in them and others now have weeds growing in them. Council previously reviewed options to repair the ditches but had no money to fix them. There was a commitment made that they would seek funding to enact one of the options to fix the ditches.

C. Declaration:

I declare that the information given in this form is true.

Signature:

Date: July 3, 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

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JUL 08 2019

Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-028
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Scott & Lori Poirier	Email:	erb.lpoirier@hotmail.com
Address:	78 Spruce Dr.	Phone:	705-569-2703

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

- Ditches unsafe.
- Never Drains or dries up
- Mosquito breeding ground
- Danger for kids

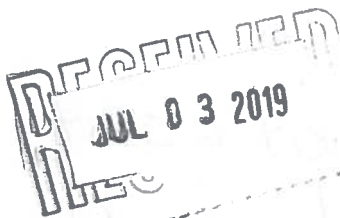
C. Declaration:

I declare that the information given in this form is true.

Signature:

Date: July 7, 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.



Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Carolyn Collins	Email:	
Address:	81 Spruce Dr, Temagami On Box 345 P0H 2H0	Phone:	705-569-2457

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

The problems with the ditches have not yet been resolved as we were promised. The problems are: ① Jagged rock which is very dangerous to scale to clean out garbage ② Not proper flow of water. Water pooling & scum forming promoting mosquito breeding. West Nile is here !!! ③ Very high risk of injury due to children falling in to retrieve something - lawsuits just waiting to begin - and not only children, adults as well. (on back)

C. Declaration:

I declare that the information given in this form is true.

Signature: Carolyn Collins

Date: June 30, 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

④ Town staff doe not want to
whipper snip weeds to bottom doe
to steepness and dangerous footing,
so weeds get high at bottom.



RECEIVED
JUL 03 2019

Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

023

For use by the Municipality of Temagami		Reference # 19-023	
Date Received:		Referred to:	
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Claude Boissonneault	Email:	c.boissonneault5@outlook.com
Address:	67 Spruce Drive, Temagami	Phone:	1-705-569-3202

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

we are concerned about the kids falling into these ditches and being injured by these pointy, jagged rocks, the ditches are super deep and have stagnant water on the bottoms, inviting mosquitos and black flies to populate. There are all kinds of weeds growing rampant. Very dangerous for older people. Sides of the roads are very narrow, no room for parking. Very bad situation for anyone on bikes and walking. Drive ways have become very narrow and dangerous,

C. Declaration:

I declare that the information given in this form is true.

Signature: Claude Boissonneault

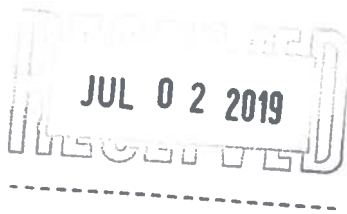
Date: July 2 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

www.temagami.ca

Because the rocks stumbling into the ditch.
unsanitary and a eye sore.

Surprised you have not gotten someone hurt
themselves and put a lawsuit against municipality.



Request Services and Complaints Form We Want to Hear from You

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Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-021
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	DOUG SHANZ	Email:	
Address:	57 SPRUCE DR	Phone:	705 569 2719

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

THEY LOOK LIKE HELL AND VERY DANGEROUS FOR KIDS AND ADULTS, ON IBEY ROAD FOR CARS AND TRUCKS WELCOME TO ROCK ROAD TOWN.

"DITCHES"

C. Declaration:

I declare that the information given in this form is true.

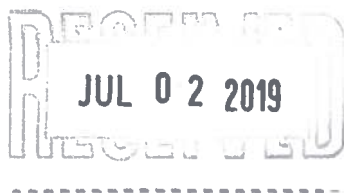
Signature:

Date:

JULY 30 2019.

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

www.temagami.ca



Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-020
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	DERORAH + THOMAS KEITH	Email:	dandtkeith@gmail.com
Address:	71 SPRUCE DRIVE	Phone:	705-569-4393

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

- STAGNANT WATER - IDEAL BREEDING FOR MOSQUITOS & DISEASES BLACKFLYS,
- LOST CURB APPEAL
- DRIVEWAY BANEW PAYMENT FALLING IN
- "WEEDS" NEVER GET TAKEN DOWN OR REMOVED
- EDGING OF LAWN DANGEROUS TO CUT
- VERY UNSAFE FOR <u>CHILDREN</u>

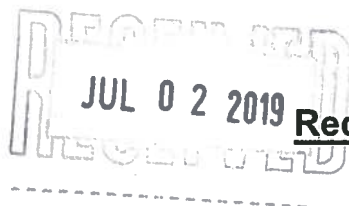
C. Declaration:

I declare that the information given in this form is true.

Deborah Keith
Signature:

June 30th / 19
Date:

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.



Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-018
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

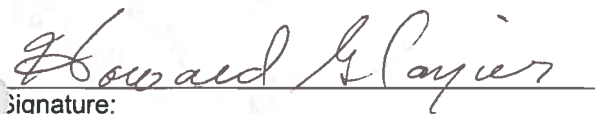
Name:	Howard Glasgow	Email:	N/A
Address:	69 Spruce Dr.	Phone:	105-56-4413

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

Unsafe environment for children playing
Standing water, ideal breeding ground for
mosquitos + other disease
Unsightly, filled with unsafe, unremovable
vegetation + very unsightly
Has narrow driveway
Decreased property value
No possible way to clean up unsightly
mess by average homeowner.

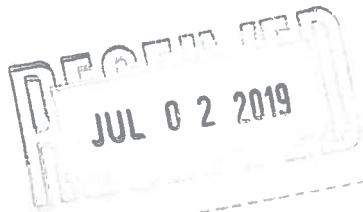
C. Declaration:

I declare that the information given in this form is true.


Signature:


Date:

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.



Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-016
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Daniel Lacroix Belanger	Email:	
Address:	75 spruce drive	Phone:	705-492-9581

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

- Stagnant water, Breeding ground for mosquitos
- unsafe for my <u>kid's</u>
curve ahead all <u>time</u>
looks <u>off</u>

C. Declaration:

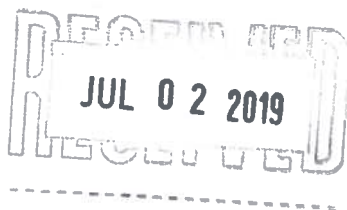
I declare that the information given in this form is true.

Signature: Daniel Lacroix Belanger

Date: June 30 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

www.temagami.ca



Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference #	
Date Received:		Referred to:	19-022
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	RON & DEBRA KITTS	Email:	
Address:	64 SPRUCE DRIVE	Phone:	569-2494

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

WE WOULD LIKE TO FILE A COMPLAINT ABOUT THE DITCHES.
* STAGNANT WATER AND WEEDS AND SHARP ROCKS
* WE LOST SEVERAL FEET OF FRONT YARD - DRIVEWAY IS NOT AS WIDE OR PAVED PROPERLY.
* VERY CONCERNED FOR THE CHILDREN - THESE DITCHES ARE DANGEROUS.
* NO CURB APPEAL - REAL ESTATE VALUE DOWN.
* WE WERE TOLD "AS GOOD AS" IF NOT BETTER THAN WE WOULD BE HAPPY WITH "AS GOOD AS" RIGHT NOW.

C. Declaration:

I declare that the information given in this form is true.

Signature:

Date: JULY 2ND 2019

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.



JUN 21 2019

Request Services and Complaints Form We Want to Hear from You

7 Lakeshore Drive, Temagami, Ontario, P0H 2C0
Email: visit@temagami.ca

Tel.: 705.569.3421 Fax.: 705.569.2834

For use by the Municipality of Temagami		Reference # 19-015	
Date Received:		Referred to:	
Action taken:		Concern Received:	<input type="checkbox"/> Letter <input type="checkbox"/> In Person <input type="checkbox"/> Email <input type="checkbox"/> Phone
Complaint Classification:	<input type="checkbox"/> Admin/Clerical <input type="checkbox"/> Parks & Rec <input type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Tax Dept. <input type="checkbox"/> Building & By-Laws <input type="checkbox"/> Planning Dept.		

A. Contact Information

Name:	Wayne Adair	Email:	Wayne.Mail-Adair@ptera.net
Address:	65 Spruce Dr, Tem. N.	Phone:	705-569-3319

B. Details: Please describe the particulars of your complaint or concern, if more space is needed continue on back of form.

Dangerous ditches, Spruce Dr. Tem. N. Each section in front of lots prior to arena is a swamp and jagged rock will sooner or later injure a child trying to retrieve a toy. In the dirty green slime water laying in the ditches is thick plant growth, even bull rushes. I had to rescue one young child, trying to retrieve her bicycle. There is presently 2 basketballs, other toys and garbage in the ditch. I was told a year ago that the Town would study this to rectify this problem and nothing has been done.

C. Declaration:

I declare that the information given in this form is true.

Signature:

Date:

Notes: In order to investigate your concern fully, any members of staff mentioned will be made aware of the issues you have raised and will have an opportunity to comment on them.

www.temagami.ca



Head Office:

247 Whitewood Avenue, Unit 43
PO Box 1090
New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:

Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

July 8, 2019

The Corporation of the Municipality of Temagami
7 Lakeshore Drive P.O. Box 220
Temagami, ON P0H 2H0
Tel. 705-569-3421

Dear: Craig Davidson, Treasurer/Administrator

Please be advised that our office received a complaint regarding standing water in ditches in the residential area of Temagami North, Spruce Drive.

An inspection was conducted by myself on Saturday, July 6th, 2019. Standing water was observed in the ditches on both sides of the road from approximately #65 to the end of the road leading to the arena. The standing water has also led to the growth of plants and cat tails, further impeding the flow of water in these areas.

As you are aware, standing water can be the site of mosquito breeding, a vector of the West Nile Virus (WNV). Although WNV activity is currently low in the Timiskaming Health Unit area, areas of standing water may become a concern should the virus be detected.

We trust that the Municipality will address these concerns in a timely manner, as you see fit.

Regards,

Renee Duval, CPHI(C),
Public Health Inspector.



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
Memo-M-123

☒ **Staff**

Subject: 2.4 % COLA increase

Agenda Date: July 25, 2019

Attachments: Schedule G of the HR Policy & Increase Comparison

RECOMMENDATION

BE IT RESOLVED THAT Council Receive Memo No. 2019-M-123;

AND FURTHER THAT Council consider a by-law to replace schedule G of the Employment Policy & Procedure Manual as attached to this memo.

INFORMATION

At the July 11, 2019 Regular Council meeting, Council passed resolution no. 19-318 to approve a 2.4% cost of living increase.

This increase will include, all positions listed in the salary grid, Council, volunteer fire fighters, the librarian and the crossing guard.

Please see the attached documents for the increase information.

Respectfully Submitted,
Sabrina Pandolfo
Deputy Treasurer

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 19-1470

Being a by-law to amend Appendix “G” of Bylaw 09-887, a bylaw to establish Human Resources Policies and Procedures for the Municipality of Temagami

WHEREAS under Section 8.1 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS the Municipal Act, 2001, S.O., 2001, c.25, part VI, Section 270, as amended, states that a municipality shall adopt policies with respect to the hiring of employees;

AND WHEREAS Council passed Bylaw 09-887, a bylaw to establish Human Resources Policies and Procedures, on the 10th day of December, 2009, and has subsequently amended schedule G as required;

AND WHEREAS Council passed Resolution 19-318 on the 11th day of July 2019 to authorize and direct a change to Schedule G to include a 2.4% cost of living increase;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That the SALARY SCHEDULE – APPENDIX G of the Human Resources Policy adopted by Bylaw 09-887 be replaced by the SALARY SCHEDULE – APPENDIX G of the Human Resources Policy attached hereto as “Schedule A” and forming part of this by-law.
2. That this bylaw shall come into force and take effect upon final passing thereof.
3. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ A FIRST time on this 25th day of July, 2019.

READ A SECOND AND THIRD time and finally passed on this 25th day of July, 2019.

Mayor

Clerk

Schedule A - SALARY SCHEDULE – APPENDIX G

Salary Scale – Non Management Positions

Position Title	Note	Step 1	Step 2	Step 3	Step 4
Public Works Foreman		\$22.88	\$23.98	\$25.23	\$26.47
Equipment Operator		\$21.30	\$22.33	\$23.46	\$24.68
Equipment Operator with Level 1 Water & Sewer	1	\$22.30	\$23.33	\$24.46	\$25.68
Deputy Treasurer		\$21.47	\$22.57	\$23.65	\$24.74
Planning Technician		\$21.47	\$22.57	\$23.65	\$24.74
Planning Clerk (Assistant with Tech duties)		\$20.58	\$21.47	\$22.57	\$23.65
Planning Assistant		\$19.67	\$20.11	-	-
Office Assistant		\$18.76	\$19.67	\$20.58	\$21.47
Public Works Clerk		\$18.76	\$19.67	\$20.58	\$21.47
Cleaner		\$16.69	\$18.15	\$19.06	\$19.97
Casual Worker	2	\$14.00	\$14.67	\$15.53	\$16.37
Summer Student (18 years and older)	2, 3	minimum wage	min wage \$0.50	min wage \$1.00	min wage \$1.50
Summer Student (under 18 years of age)	2, 3	minimum wage	min wage \$0.50	min wage \$1.00	min wage \$1.50

Notes:

- Public Works Employees can earn \$ 1.00 per hour (in addition to regular rate) for successful completion of Grinder Pump, Operator in Training (OIT) and Level 1 Water & Sewer courses.
- Casual worker and summer student steps are based on consecutive years of service with the municipality and merit. In other words, a casual worker in his second year of service would receive the wage indicated in Step 2 of the applicable Salary Scale if his performance warrants.
- Ontario Ministry of Labour (MOL) minimum wage (as published on the MOL website) is:
As of January 1, 2018: General (18 and older) \$14.00; Student (under 18) \$13.15.

Salary Scale – Management Positions

Position Title	Minimum	Maximum
Treasurer / Administrator	\$99,226	\$125,338
Public Works Superintendent	\$57,499	\$73,307
Municipal Clerk	\$49,115	\$65,981
Municipal Law Enforcement Officer and Chief Building Official	\$47,917	\$61,094
Facility Manager / Recreation Coordinator	\$45,521	\$61,094

26. SALARY SCHEDULE – APPENDIX G

Salary Scale – Non Management Positions

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Planning Clerk (<i>Assistant with Tech duties</i>)		\$20.58	\$21.47	\$22.57	\$23.65
Planning Assistant		\$19.67	\$20.11	-	-
Office Assistant		\$18.76	\$19.67	\$20.58	\$21.47
Public Works Clerk		\$18.76	\$19.67	\$20.58	\$21.47
Cleaner		\$16.69	\$18.15	\$19.06	\$19.97
Casual Worker	2	\$14.00	\$14.67	\$15.53	\$16.37
Summer Student (<i>18 years and older</i>)	2, 3	minimum wage	min wage \$0.50	min wage \$1.00	min wage \$1.50
Summer Student (<i>under 18 years of age</i>)	2, 3	minimum wage	min wage \$0.50	min wage \$1.00	min wage \$1.50

Notes:

- Public Works Employees can earn \$ 1.00 per hour (in addition to regular rate) for successful completion of Grinder Pump, Operator in Training (OIT) and Level 1 Water & Sewer courses.
- Casual worker and summer student steps are based on consecutive years of service with the municipality and merit. In other words, a casual worker in his second year of service would receive the wage indicated in Step 2 of the applicable Salary Scale if his performance warrants.
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As of January 1, 2018: General (18 and older) \$14.00; Student (under 18) \$13.15.

Salary Scale – Management Positions

Position Title	Minimum	Maximum
Treasurer / Administrator	\$99,226	\$125,338
Public Works Superintendent	\$57,499	\$73,307
Municipal Clerk	\$49,115	\$65,981
Municipal Law Enforcement Officer and Chief Building Official	\$47,917	\$61,094
Facility Manager / Recreation Coordinator	\$45,521	\$61,094

2% INCREASE TO WAGE GRID IN EMPLOYMENT POLICY AND PROCEDURE MANUAL AS PER RESOLUTION # 19-318

MUNICIPAL EMPLOYEES									
Position Title	Step 1	Step 2	Step 3	Step 4		Step 1	Step 2	Step 3	Step 4
Public Works Foreman	\$22.35	\$23.42	\$24.64	\$25.85		\$22.88	\$23.98	\$25.23	\$26.47
Equipment Operator	\$20.80	\$21.81	\$22.91	\$24.10		\$21.30	\$22.33	\$23.46	\$24.68
Equipment Operator with Level 1 Water & Sewer	\$21.80	\$22.81	\$23.91	\$25.10		\$22.30	\$23.33	\$24.46	\$25.68
Deputy Treasurer	\$20.97	\$22.04	\$23.09	\$24.16		\$21.47	\$22.57	\$23.65	\$24.74
Planning Technician	\$20.97	\$22.04	\$23.09	\$24.16		\$21.47	\$22.57	\$23.65	\$24.74
Planning Clerk (<i>Assistant with Tech duties</i>)	\$20.09	\$20.97	\$22.04	\$23.09		\$20.58	\$21.47	\$22.57	\$23.65
Planning Assistant	\$19.21	\$19.64	-	-		\$19.67	\$20.11	-	-
Office Assistant	\$18.32	\$19.21	\$20.09	\$20.97		\$18.76	\$19.67	\$20.58	\$21.47
Public Works Clerk	\$18.32	\$19.21	\$20.09	\$20.97		\$18.76	\$19.67	\$20.58	\$21.47
Custodian	\$16.30	\$17.73	\$18.62	\$19.50		\$16.69	\$18.15	\$19.06	\$19.97
Casual Worker	\$13.50	\$14.33	\$15.17	\$15.98		\$14.00	\$14.67	\$15.53	\$16.37
Summer Student (<i>18 years and older</i>)	minimum	min	min	min		minimum	min	min	min
	wage	wage	wage	wage		wage	wage	wage	wage
		\$0.50	\$1.00	\$1.50			\$0.50	\$1.00	\$1.50
Summer Student (<i>under 18 years of age</i>)	minimum	min	min	min		minimum	min	min	min
	wage	wage	wage	wage		wage	wage	wage	wage
		\$0.50	\$1.00	\$1.50			\$0.50	\$1.00	\$1.50

MIDDLE / UPER MANAGEMENT POSITIONS						
Position Title	Minimum	Maximum		Minimum	Maximum	
Treasurer / Administrator	\$96,900	\$122,400		\$99,226	\$125,338	
Public Works Superintendent	\$56,151	\$71,589		\$57,499	\$73,307	
Municipal Clerk	\$47,963	\$64,434		\$49,115	\$65,981	
Municipal Law Enforcement Officer and Chief Building Official	\$46,794	\$59,662		\$47,917	\$61,094	
Facility Manager / Recreation Coordinator	\$44,454	\$59,662		\$45,521	\$61,094	

FIRE / COUNCIL / CROSSING GUARD / LIBRARY POSITIONS				
Position Title	2018 Rate		2019 Rate	
Mayor Honorarium - Bi Weekly	\$625.20		\$640.20	
Council Honorarium- Bi-Weekly	\$366.40		\$375.19	
Fire Chief Honorarium - Bi-Weekly	\$61.08		\$62.55	
Deputy Fire Chief Honorarium - Bi-Weekly	\$40.76		\$41.74	
Fire Captain Honorarium - Bi-Weekly	\$30.53		\$31.26	
Volunteer Fire Fighter - Hourly	\$16.54		\$16.94	
Crossing Guard - Daily	\$33.07		\$33.86	
Librarian	\$18.31		\$18.75	
Library Assistant	\$14.79		\$15.14	

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 19-1469

Being a By-Law to confirm the proceedings of Council of the Corporation of the Municipality of Temagami

WHEREAS pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by By-Law.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the July 25, 2019 Regular meeting of Council are hereby adopted and confirmed, as if the same were expressly embodied in this By-Law.
2. **THAT** the Mayor and proper officials of The Corporation of the Municipality of Temagami are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Municipality of Temagami during the said meetings referred to in paragraph 1 of this By-Law.
3. **THAT** the Mayor and the Treasurer/Administrator or Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-Law and to affix the Corporate Seal of The Corporation of the Municipality of Temagami to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 25th day of July, 2019.

Mayor

Clerk