



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
COUNCIL WORKING SESSION
AGENDA

Thursday, November 28, 2024, 6:30 P.M.
Main Level Chambers

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 Working Session Agenda dated November 28, 2024 be adopted as presented.
3. **DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
4. **DELEGATIONS/PRESENTATIONS**
 - 4.1 **Registered Delegations - With Presentations**
 - 4.2 **Invited Presentations**
 - 4.3 **Registered Delegations - Without Presentations**
5. **DISCUSSION ITEMS AND RELATED REPORTS**
 - 5.1 **2024-M-197 - Municipal Emergency Management Program** 1
Draft Motion:
BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Temagami does hereby receive the Memo 2024-M-197 from the Temagami Fire Chief, regarding Emergency Management and Civil Protection Act Compliance requirements;

AND FURTHER THAT, Council accept the recommendations of the Municipal Emergency Management Program Committee (MEMPC) to repeal and replace the existing Emergency Management Program Bylaws with the proposed all-encompassing By-law and Schedules.
 - 5.2 **2024-M-198 - Recommendation to Repeal and Replace Procedural By-law 23-1659** 2
Draft Motion:
BE IT RESOLVED THAT Council accepts Memo 2024-M-198 (including Schedule A and Schedule B) as presented;

THEREFORE, BE IT RESOLVED THAT Council accepts the recommendations of staff to repeal and replace Procedural By-law 23-1659 with a new by-law that

incorporates the required changes and directs staff to bring the new by-law back to Council for final approval.

5.3 2024-M-199 -Proclamation Request for Christian Heritage Month 58

Draft Motion:

BE IT RESOLVED, THAT Council received Memo 2024-M-197 as presented (including the attachment hereto, forming a part of this report);

AND FURTHER THAT, The Municipality of Temagami declines the request from the Christian Music Festival to proclaim December as Christian Heritage Month, in accordance with By-law No. 24-1772.

AND FURTHER THAT the Municipality may post appropriate content on its social media platforms to acknowledge the event or related matters.

5.4 2024-M-200 - Comparative Review of the Revised Policy on VSC

Draft Motion:

BE IT RESOLVED, THAT Council accepts Memo 2024-M-200 as presented;

THEREFORE, BE IT RESOLVED, THAT the Council accepts the recommendations of staff to adopt the revised policy requiring Vulnerable Sector Checks for individuals and organizations renting municipal facilities for events involving minors and other at-risk groups.

5.5 2024-M-201 - Holiday Season Office Closure 67

Draft Motion:

BE IT RESOLVED, THAT Council accepts Memo 2024-M-201 as presented.

5.6 2024-M-202 - 2025 Council Meeting Schedule 68

Draft Motion:

BE IT RESOLVED, THAT Council accepts Memo 2024-M-202 as presented;

THEREFORE, BE IT RESOLVED, THAT the Council for the Corporation of the Municipality of Temagami does hereby adopt the 2025 Council Meeting Schedule as presented.

5.7 2024-M-203 - Temagami Non Profit Housing Board of Directors 69

Draft Motion:

BE IT RESOLVED, THAT Council accepts Memo 2024-M-203 as presented;

THEREFORE, BE IT RESOLVED, the Council for the Corporation of the Municipality of Temagami does hereby approve the appointments of Katherine Legacy and Sandra Firman as directors on the Board of the Temagami Non-Profit Housing Corporation.

5.8 2024-M-204 - Qualified Donnee Request 72

Draft Motion:

BE IT RESOLVED, THAT Council accepts Memo 2024-M-204 as presented;

THEREFORE, BE IT RESOLVED, Council approve the request from the Temagami Legion and the Temagami Public School to act as a qualified donee on their respective funding applications to the Temagami Community Foundation;

AND FURTHER THAT Each Organization will maintain the responsibility for any record keeping and reporting to ensure compliance with any approval granted.

6. **CORRESPONDENCE**

6.1 **Daki Menan Lands and Resources - 2 Billion Trees initiative** 75

Draft Motion:

BE IT RESOLVED THAT Council approve the draft response letter and directs staff to send the letter to Daki Menan Lands and Resources in support of the 2 Billion Tree Initiative.

7. **UNFINISHED BUSINESS**

7.1 **By-Law 24-1785- Adoption of a Policy on Vulnerable Sector Checks for Facility Rentals** 77

Draft Motion:

BE IT RESOLVED THAT By-law 24-1785, being a by-law to adopt Policy on Vulnerable Sector Checks for Facility Rentals, be taken as read a first, second and third time and finally passed this 28th day of November 2024;

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

8. **NEW BUSINESS**

8.1 **Land Transfer Request - J. Platts** 82

Draft Motion:

WHEREAS Item 8.1 has been presented for preliminary consideration to seek early direction from Council;

AND WHEREAS subsequent actions may be required based on the decision made by Council;

BE IT RESOLVED THAT Council directs staff to conduct all necessary investigations in compliance with applicable regulations and to report back to Council as required for future decisions.

9. **NOTICE OF MOTION**

10. **BY-LAWS**

10.1 **By-Law 24-1785 - Emergency Management Program and Emergency Response Plan** 84

Draft Motion:

BE IT RESOLVED THAT By-law 24-1785, being a by-law to Emergency Management Program and Emergency Response Plan, be taken as read a first, second and third time and finally passed this 28th day of November, 2024;

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

11. **QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**

12. **CONFIRMATION BY-LAW**

12.1 **Confirmation By-Law 24-1786**

112

Draft Motion:

BE IT RESOLVED THAT By-law 24-1786, 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 28 day of November, 2024;

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

13. **ADJOURNMENT**

Draft Motion:

BE IT RESOLVED THAT this Council Working Session dated November 28, 2024, adjourn at XX:XX p.m.



Corporation of the Municipality of Temagami

Memo No.
2024-M-197

Memorandum to Council

Subject:	Municipal Emergency Management Program
Agenda Date:	November 28, 2024
Attachments:	

RECOMMENDATION

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Temagami does hereby receive the Memo 2024-M-197 from the Temagami Fire Chief, regarding Emergency Management and Civil Protection Act Compliance requirements;

AND FURTHER THAT, Council accept the recommendations of the Municipal Emergency Management Program Committee (MEMPC) to repeal and replace the existing Emergency Management Program By-laws with the proposed all-encompassing By-law and Schedules.

INFORMATION

The Emergency Management and Civil Protection Act (EMCPA) and its supporting Regulation 380/04 (O Reg 380/04) provide a number of requirements for both ministries and municipalities to be compliant with on an annual basis.

The last annual compliance report submitted by the Municipality of Temagami was in December 2022. No compliance report was submitted for 2023.

The program committee's goal is working towards compliance, and has currently met twice in the past few weeks to complete the many tasks and requirements by the reporting deadline of December 31st. While it appears to be a monumental task in such a short time, I am proud of the commitment shown by all those involved to achieve municipal compliance, which will help support an application to year 3 of 3 for the Ontario Community Emergency Preparedness Grant (when announced next year)

The proposed By-law is following the format recommended by our EMO Field Officer for an all-encompassing bylaw to replace separate by-laws for Council approval for a Municipal Emergency Management Program, appointing a CEMC, Emergency Management Program Committee Chair, and Emergency Information Officer.

Respectfully Submitted

Jim Sanderson

Temagami Fire Chief



Corporation of the Municipality of Temagami

Memo No.
2024-M-198

Memorandum to Council

Subject:	Recommendation to Repeal and Replace Procedural By-Law 23-1659
Agenda Date:	November 28, 2024
Attachments:	Schedule A: Recommendations for Changes - Summary and Chart Schedule B: Council Procedure By-law 23-1659 - Tracked Changes

RECOMMENDATION

BE IT RESOLVED THAT Council accepts Memo 2024-M-198 (including Schedule A and Schedule B) as presented;

THEREFORE, BE IT RESOLVED THAT Council accepts the recommendations of staff to repeal and replace Procedural By-law 23-1659 with a new by-law that incorporates the required changes and directs staff to bring the new by-law back to Council for final approval.

EXECUTIVE SUMMARY

The Municipality of Temagami's Procedural By-law 23-1659 would benefit from significant updates to address areas of inefficiency, outdated practices, and gaps in its structure and content. This report identifies key issues, integrates previously unaddressed gaps, and provides a detailed plan to modernize the by-law for improved governance. The proposed changes aim to enhance transparency, streamline meeting processes, and align the by-law with best practices in municipal governance.

BACKGROUND

The Municipal Act mandates all municipalities to have a procedural by-law governing council meetings. The current by-law (23-1659) has been identified as needing improvement in several areas, including:

- Inconsistent and unclear procedures.
- Limited transparency for the public.
- Outdated definitions and practices that no longer align with council operations.

This comprehensive review incorporates additional measures to ensure the by-law is robust, accessible, and adaptable to the municipality's evolving needs.

KEY ISSUES AND RECOMMENDATIONS

The identified key issues and recommendations are further detailed in the attached schedules for reference and context:

- Schedule A: Recommendations for Changes - Summary and Chart
- Schedule B: Council Procedure By-law 23-1659 - Tracked Changes

These schedules provide comprehensive insights into the proposed updates, which can be summarized as follows:

1. Alignment with Current Practices

- Issue: Existing procedures do not consistently align with how council meetings are currently conducted.
- Recommendation: Update procedures to reflect current practices while providing flexibility for various meeting formats (e.g., regular, hybrid, and committee-style).

2. Public Participation

- Issue: Public participation rules, including question periods and delegations, lack time limits and clarity.
- Recommendation: Streamline public input rules, setting clear time caps and prioritizing relevant submissions.

3. Accessibility and Inclusion

- Issue: Lack of explicit standards for accessibility in procedural documents and meetings.
- Recommendation: Ensure compliance with accessibility standards such as AODA and conduct regular reviews to maintain accessibility.

4. Decision-Making in Hybrid or Working Sessions

- Issue: Informal sessions like "Committee of the Whole" lack clear protocols for transitioning discussions into actionable decisions.
- Recommendation: Define rules for transitioning between informal deliberations and formal decision-making processes.

5. Agenda Item Submission Deadlines

- Issue: Conflicting submission deadlines create confusion.
- Recommendation: Standardize deadlines for all submissions and define protocols for late submissions.

6. Role of the Clerk and CAO

- Issue: Ambiguity in the roles and responsibilities of key administrative positions.
- Recommendation: Clearly delineate the Clerk's and CAO's responsibilities, particularly for agenda preparation and procedural oversight.

7. Terminology Consistency

- Issue: Inconsistent terminology creates confusion (e.g., "emergency meeting" vs. "urgent meeting").
- Recommendation: Standardize terminology and include a glossary for clarity.

8. Meeting Recording and Documentation

- Issue: Lack of policies for retention and public access to meeting recordings.
- Recommendation: Establish clear protocols for storing, sharing, and accessing recordings, ensuring privacy compliance.

9. Curfew and Meeting Extensions

- Issue: No formal rules for extending meetings beyond the designated curfew.
- Recommendation: Require a vote to extend meetings and establish protocols for deferring agenda items if curfew is reached.

10. Integration of Technology

- Issue: Limited guidance on managing virtual or hybrid meetings.
- Recommendation: Develop comprehensive protocols for technical issues, ensuring equal participation for all members.

CONCLUSION

The revised Procedural By-law addresses all identified gaps and provides a modernized framework for effective governance. It ensures consistency, transparency, and accountability while adapting to technological advancements and accessibility requirements. The adoption of these recommendations will position the Municipality of Temagami to better meet the needs of council members, staff, and residents.

Respectfully Submitted

Laala Jahanshahloo

Schedule A to Memo 2024-198

Recommendations for a New Temagami Procedure By-law – Summary

It is recommended that Council repeal and replace the current Procedural By-law 23-1659 for the reasons explained below.

The Municipal Act requires that every Municipality has a procedure by-law for governing the calling, place and proceedings of meetings. With the exception of a few requirements, it leaves the details of the By-law up to individual Municipalities so that Municipalities are freer to run their meetings the way that best works for each particular Council. From time to time (and at least once per term of Council) the By-law should be reviewed by Council to ensure it is working for them.

It is important that the By-law reflects the way Council meetings are run, because:

- It provides for more efficient conducting of Council business when all of Council and Staff are on the same page with respect to how meetings are run, how and when notice is given, how and when items get on the meeting agenda, and how and when the information package for an agenda is provided to Members of Council.
- It also increases transparency and accountability to the public, so they know what to expect with regard to how meetings are advertised, what will be on the agenda, when the Council information package will be available for them to access, and how they can submit information or requests for Council consideration.

Currently Temagami’s Procedure By-law is not working well. There are sections of the By-law that are not being followed, or that don’t reflect how Council wants to run their meetings. There are gaps in the By-law that leave matters up to interpretation and can be confusing. There are sections in the By-law that do not need to be in it, adding to the complexity of the By-law. There are sections that are duplicated, and at times containing somewhat conflicting information. It is not easy to follow in its flow and layout, which makes it difficult to quickly refer to a section for guidance.

Furthermore, there are alternate options for meetings and rules that Council may wish to consider, which could make it easier for Council to conduct its business and could make Council meetings more efficient. The chart below highlights many of the issues identified.

Recommendations for a new Temagami Procedure By-law – Chart

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
Additional Information Required		
Lack of information regarding “Working Sessions”.	These are listed in Section 4.3, but are not defined in the By-law and there is nothing in the rest of the By-law that gives any other details, or indicates that a different procedure applies to them.	If Council decides to continue with Working Sessions (as separate meetings) a definition and procedures need to be added. See also the recommended change to alternate options recommended below.

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
<p>Lack of information regarding posting Council Packages on the website for the Public to access.</p> <p>It has been the Municipality's practice for many years to publish for the Public the open portion of Council Packages. This is not mentioned in the current By-law.</p>	<p>The current By-law addresses providing packages to Council, but only provides for providing to the public notice of meetings, minutes, recordings of meetings, and in section 2.6 Meeting Location, states: "The access to Members of Council, Staff, and the Public to attend the meeting virtually shall be included with the published notice/agenda for the meeting."</p>	<p>Add: "Agenda Packages Provided to the Public: Council Packages for meetings, or the parts thereof, open to the public shall generally be provided to the public by posting the package to the Municipality's online public portal, no later than three (3) calendar days prior to a Regular Meeting and as soon as practical for a Special Meeting. Inability to access the package or any portion thereof by the public shall not invalidate the proceedings of the meeting.</p> <p><i>[Note: It is current practice to post packages for the public on the Friday before a regular meeting at the same time as for Council. It is recommended that Council consider returning to a previous practice of posting for the Public on the Monday, to give Council a chance to review them before the public does.]</i></p>
<p>Lack of Information on By-laws</p>	<p>Nothing states whether By-laws should be taken as given three (3) readings, and whether one or more readings may be passed in a single motion or at the same meeting. It also does not reference the Provision of Notice By-law for required notice for particular by-laws.</p>	<p>Add: "Motions for adoption of By-laws: Every by-law shall be taken as read three times prior to passage. A By-law may be taken as read more than once in a single motion. By-laws that are administrative in nature (for example: to appoint a statutory officer, or to execute an agreement previously approved by Council) may be taken as read all three times at the same meeting. Other By-laws shall not be taken as read more than twice at the same meeting unless Council deems that sufficient notice has been given to the public prior to that meeting, including any notice required by the Municipality's Provision of Notice By-law, and/or by statute.</p>
<p>Section 2:13 Rules of Debate: Council is not currently following the Rules of Debate in the existing By-law. Some noted issues are noted below:</p>		
<p>Order of Speaking:</p>	<p>The By-law states that the mover of a motion always has the first right of speaking on that Motion after the Chair, followed by the seconder. Then the Chair is supposed to canvas each remaining Member for their opinion on the Motion.</p>	<p>The Chair shall determine the order of the Members to speak on the Motion. Exception: when a Notice of Motion has been given, the mover shall be given the first opportunity to speak on the matter after the Chair.</p>
<p>Speaking a Second Time:</p>	<p>A Member shall not speak a second time on a matter until all Members have had a chance to speak. (By-law gives 4 limited exceptions.)</p>	<p>The Chair shall ensure that each Member is given an opportunity to speak on a Motion.</p>
<p>Acknowledging the Chair before Speaking: (This is often skipped)</p>	<p>After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.</p>	<p>While a polite gesture in a formal meeting, Council may prefer removing this requirement, as the current Council in Temagami seems to prefer less formal procedures.</p>

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
<p>Motions: Change Required to definition to clarify that a “written” motion does not need to be printed, and to correct that a motion when passed becomes a by-law.</p>	<p>1.17 “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.</p>	<p>Correct the definition to add as the 2nd sentence: “A motion does not need to be printed, it may be written electronically.”; and to remove the words “or By-law” from the last sentence.</p> <p><i>NOTE: These changes should also be reflected in the Role of the Chair, which now includes to sign Resolutions.</i></p>
<p>Motions: Friendly Amendments: Motions are not printed, and corrections should not be limited to who requests them. Give clarity to when a “friendly amendment” is allowed.</p>	<p>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.</p>	<p>A Motion containing a typographic error may be corrected by the Clerk or Chair during the reading of the motion, or pointed out by any Member, and agreed to by the mover and seconder. Other “friendly amendments” may be made with the permission of both the mover and seconder without requiring a formal motion to amend, provided that they are of a minor nature and do not alter the purpose or essence of the motion. The Motion shall be recorded in the Minutes of the Meeting in the corrected form as voted upon.</p>
<p>Motions: Moving and Seconding Amendments</p>	<p>Motions and amendments to a Motion must be moved and seconded by the mover and seconder.</p>	<p>Any Member may move and second an amendment to a motion under consideration. Once an amendment is passed, the motion as amended, retains the original mover and seconder unless they have withdrawn their support.</p>
<p>Motions: Discussion prior to moving and seconding (Does not allow for preliminary discussion when formulating an amendment or replacing motion).</p>	<p>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.</p>	<p>During a meeting where an amendment to a motion is proposed, or where a motion has been defeated and a subsequent motion is being proposed on the same matter, preliminary discussion relating only to the wording of the proposed amendment or replacement motion may be discussed prior to the motion being read by the Chair or Clerk, and prior to a Member proposing to second the motion.</p>
<p>2.15 Questions during Debate</p>		
<p>The By-law currently requires that any questions be asked through the chair. This is not current practice.</p> <p>Additionally, questions for staff should be asked through the CAO.</p>	<p>2.15 A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker’s remarks.</p> <p>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.</p>	<p>If Council prefers to be able to direct questions to another Member or staff directly, this section should be removed.</p> <p><i>[Note: Whether or not retaining the section about questions through the Chair is retained, a sentence regarding asking questions of staff through the CAO should be added.]</i></p> <p>Add: “Questions for staff shall be addressed to the CAO, who may then refer the question to a staff member, if present.”</p>

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
Agenda Order		
Order of Business in By-law (Important items, such as By-laws are far down on the Agenda instead of near the beginning).	Bylaws - #11 on Agenda	The order should be rearranged, to address important items sooner. It is recognized that Registered Delegations and Invited Presentations are often put first to accommodate Members of the Public or Other Bodies who may not wish to stay for the remainder of the meeting. Items such as By-laws and Staff Reports requiring action should be addressed earlier in the meeting when Council Members are less tired and there is less chance of them being moved forward to another meeting if curfew becomes an issue.
Changing Item Order at a meeting: There has been some question at meetings if the order of agenda items can be changed during the meeting after the agenda has been adopted as presented.	6.1.3 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.	Add: The order may be changed prior to adopting the Agenda, in which case the Agenda shall be adopted as amended. A motion to change the order may be also considered during a meeting, notwithstanding the earlier adoption of the Agenda as presented or amended. <i>[Note: This is sometimes beneficial if the meeting is lengthy and/or or a desired attendee must arrive late or leave early.]</i>
Conflicting / Duplicate Information in By-law		
Timing of submission of agenda items.	6.1.5: All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than <i>ten (8)</i> 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. 6.1.7: 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. Conflicts with Schedule H – Notice of Motion Procedures (notice given verbally at previous meeting). 6.1.8: 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.	Should clarify that <u>Reports</u> are to be provided to the CAO (ten days – or 8 days??) before the meeting, they are then reviewed by the CAO and finalized with the CAO’s approval no later than 7 days before the meeting. Other items to be submitted by no later than eight (8) calendar days before the meeting at 4:30 p.m. (# of calendar days is preferable to a day of the week, in case a regular meeting is rescheduled to a holiday or other event. Also, recommend including a time, such as 4:30 p.m.)

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
Sections to be Removed		
Preamble list of legislation and other by-laws	Preamble In addition to this By-Law, Members of Council are governed by the following documents and legislation: (list of related Acts and By-laws)	It is recommended that this list should not be included as text in the By-law, but should be referenced and included as a schedule. Again, it is recommended that the Clerk be authorized to change the schedule if the Act changes, or if By-laws are replaced and/or repealed.
Sections of the Municipal Act are quoted in the body of the By-law, mixed in with this Municipality's requirements. This could create confusion as to what is legislated and what is not. Additionally, this means that if the legislation changes, the By-law should be amended to reflect current legislation.	Section 3 of the By-law quotes sections of the Municipal Act regarding Roles & Responsibilities Section 4.6 of the By-law quotes sections of the Municipal Act regarding Open / Closed meetings.	It is recommended that sections of the Act should not be included as text in the body of the By-law, but should be referenced and included as schedules. [Roles and Responsibilities, and Permitted Reasons to Close a Meeting, or a portion of a Meeting}. It is also recommended that the Clerk be authorized to change the schedules if the Act changes. Recommend the following reference regarding Roles and Responsibilities: "The Municipal Act sets out the Roles and Responsibilities of Council, the Head of Council and the officers and employees of the Municipality. These are attached for reference as Schedule X to this By-law. In addition to those set out in Schedule X, the following are roles and responsibilities set out by the Municipality of Temagami: "
Schedule B	Agenda and Consent agenda	It is recommended that Schedule B be removed from the Procedural By-law and transitioned into a separate, independent policy document. This approach facilitates gradual improvements and learning as Council and staff adapt to better agenda structures over time. By establishing Schedule B as a standalone policy, it can be revised more easily to reflect changing procedural needs without requiring formal by-law amendments. This change will also enhance meeting effectiveness and flexibility by allowing agendas to be tailored to suit different types of meetings, such as regular, special, or working sessions. This ensures that processes remain current, effective, and aligned with the Municipality's evolving needs.

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
Sections to be Removed		
Schedule C	Administrative Report & Memo Template to Council	<p>It is recommended that Schedule C (Administrative Report & Memo Template to Council) be removed from the Procedural By-law and transitioned into a separate policy document. This change enhances flexibility, allowing updates to the template without requiring by-law amendments. It also provides an opportunity to improve accessibility compliance, ensuring alignment with standards such as the Accessibility for Ontarians with Disabilities Act (AODA) through features like larger fonts, color contrast, and screen reader compatibility. Separating Schedule C simplifies updates, supports consistent formatting with electronic templates, and aligns with best practices to ensure the template remains practical, accessible, and responsive to the Municipality's needs.</p>
Schedule D	List of Committees/Appointments	<p>It is recommended that Schedule D (List of Committees/Appointments) be removed from the Procedural By-law and transitioned into a separate policy or by-law. This change ensures greater flexibility, as committee structures and appointments often require frequent updates that do not align with the long-term nature of the Procedural By-law. Managing committees in a standalone document allows for quicker updates without requiring formal by-law amendments.</p> <p>This approach aligns with best practices in Ontario municipalities, such as the City of Ottawa, which maintains committee lists and appointments in separate by-laws or policies. This separation ensures procedural governance remains consistent while allowing committees to adapt to evolving priorities. It also simplifies the Procedural By-law by focusing it solely on meeting procedures, making it easier to navigate. A standalone policy or by-law for committees enhances transparency, provides clear guidance on mandates and responsibilities, and reduces administrative complexity. Overall, this change supports a more flexible, responsive, and efficient governance structure.</p>

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
Definitions		
Additional definition recommended for Delegation and change to definition of Presentation.	The term "Presentation" is defined, but Temagami distinguishes between Invited Presentations and Delegations (with or without presentations) as well as between Registered and Unregistered Delegations.	"Delegation" means a member or members of the public who have been granted permission to speak to Council or Committee as an item on the agenda in accordance with the specifications in this by-law. "Presentation" means information for Council or Committee presented by a person or group (including a Member, staff or Public) who was invited to do so by Council or Committee, or by the Clerk / CAO or designate.
Change Required: Treasurer/Administrator	By-law uses previous title: Treasurer/Administrator	Change to current title: CAO or CAO/Treasurer throughout the By-law
Some definitions include additional information that should be part of the by-law body, not part of the definition.	See: Ad-hoc Committee, Consent Agenda, Electronic Meeting, Ex-officio, Motion.	Re-word definitions as appropriate and include additional information in relevant section of the by-law.
Order of By-law Sections:		
<p>The order in which the Procedural By-law lists sections is not well organized, which results in duplication that could make it more difficult to find specific information. For example, rules regarding the Mayor as Chair of meetings and who chairs if the Mayor is absent is included under General Meeting Rules (section 2.3 to 2.5) as well as Roles and Responsibilities (3.1 to 3.3), but different details are included in each section.</p> <p>Main topics are listed for current and recommended order:</p>	<ol style="list-style-type: none"> 1. Definitions 2. General Meeting Rules (includes: a variety of topics from Meeting Location to Rules of Debate to Reconsideration of Motions) 3. Roles and Responsibilities 4. Meetings (includes types of meetings, when held, amount of notice required, etc.) 5. Notice of Meetings (includes annual schedule, how notice is given, time of notice, and lack of notice) 6. Agenda (includes who prepares, items included, deadlines, adjournment/curfew, electronic participation, etc.) 7. Schedules <p>See detailed list attached.</p>	<ol style="list-style-type: none"> 1. Definitions 2. Short Title for By-law 3. Scope 4. Calling of Meetings (includes types) 5. Place/Time of Meetings 6. Notice of Meetings 7. Agendas 8. Agenda Packages 9. Roles and Responsibilities at Meetings 10. General Meeting Rules 11. Conduct at Meetings 12. Electronic Participation / Broadcasting 13. Rules of Debate 14. Voting 15. Adjournment / Curfew 16. Minutes / Recordings 17. Amendment / Review 18. Repeal – Enactment 19. Schedules

ISSUE	BY-LAW 23-1659	RECOMMENDED CHANGE
Other Minor Changes		
There are minor wording issues in terminology and grammar throughout the by-law.	Terminology examples: using the term “will” instead of “shall”; inconsistency of terms (i.e. Emergency Meeting and Urgent Meeting used interchangeably for same meaning).	These changes should be made to improve the by-law. Minor changes will be provided to Council as tracked changes for review.

Recommendation for change to Regular and Working Meeting Format:

Working Meetings, although not defined or specified in the Procedural By-law, are understood to be a format where the Rules of Debate can be more relaxed and Council can function more as a committee. Originally, the intent was that the items on the agenda would be items that would require more fulsome debate than generally had in a Regular Council Meeting. This type of meeting is often referred to as a Committee of the Whole – i.e. the whole of Council sitting as a Committee. Without set parameters in the Procedural By-law, the working meeting has sometimes included other matters on the Agenda, for items that were desirable to be addressed in a more timely manner than at the next Regular Meeting.

Some Municipalities use a Committee of the Whole format, with one Committee of the Whole Meeting per month, followed by one Regular Council Meeting per month. Generally, decisions are not made at the Committee of the Whole meeting. This often means that if items of business require more urgent attention than once per month, a Special Meeting of Council is called.

Another option is to have a type of “hybrid” meeting, where there are two Regular Council Meetings per month, and each contains a Committee of the Whole section. At the appointed section of the Agenda, Council passes a Resolution to “Move to Committee of the Whole”. As per the Procedural By-law, this section of the meeting operates with more relaxed Rules of Debate, and Council can accomplish the function of addressing matters the way a committee would. Motions are not debated during the Committee of the Whole portions. Council passes a Resolution to “return to regular session” at the conclusion of the Committee of the Whole portion. Normally items discussed during the Committee of the Whole are carried forward to the next Regular Meeting for a vote under the consent agenda, items separate from the consent agenda, or further discussion at Committee of the Whole, as needed. Alternately, if Council is ready to make a decision following the debate at Committee of the Whole, upon return to regular session Council may consider a motion to make a decision, or to direct staff to obtain additional information, prepare a report, etc.

With this type of hybrid meeting, regular business can also be addressed in a more timely manner. Because there are two meetings per month instead of one, roughly half the amount of regular business is addressed at each meeting. Similarly, since there are two scheduled Committee of the Whole sessions per month, only half the amount of topics need to be on each Committee of the Whole section of the agenda.

Additionally, if desired, Council could choose to include a Statutory Public Meeting section on a hybrid meeting format, instead of having separate meetings to hear Official Plan or Zoning By-law amendment applications.

Recommendations for change to Agenda Items

Confirmation By-law: The Procedural By-law lists a confirmation by-law on the agenda format, but gives no other details. Current practice -- based on it being listed on the agenda -- is to pass one at every meeting. This frequency is not necessary, especially if no motions have been passed at a special meeting, other than strictly procedural motions (i.e. to adopt the agenda/adjourn). It is recommended that Council consider

one Confirmation By-law per month. This will cut down on the total number of by-laws, but will still serve the purpose to confirm by By-law to all business duly conducted by Council during a specified meeting or meetings.

Unregistered Delegations / Questions from the Public: The Procedural By-law contains conflicting information on hearing from members of the public in a Council Meeting. Schedule F gives parameters for Unregistered Delegations up to 15 minutes per meeting; however, this conflicts with Section 2.14, which states that Members of the Public may not be recognized in a meeting unless it is to ask a question during the Question Period. There is no time limit specified for question period. These two items combined could take up a significant portion of a meeting intended for Council to conduct Council business. Council may wish to reconsider the amount of time devoted to hearing from Members of the Public in Council meetings. The Ontario Ombudsman has pointed out that there is no automatic right for members of the public to speak or participate in a meeting and that the open meeting requirements set out in s. 239 of the Municipal Act, 2001 simply give the public the right to observe the political process. A Municipality may set out in their procedure by-law a process for members of the public to address Council. Temagami's Procedure By-law gives Members of the Public three different opportunities to speak at a meeting (registered and unregistered delegations and question period), plus the opportunity to submit written correspondence to be considered at a Council meeting. It is recommended that Council remove either Unregistered Delegations or Question Period from the agenda, to permit more time for Council to exercise their roles in the time allotted for Council Meetings.

Reconsideration of Motions: The current process for reconsideration of motions (Sections 2.20 to 2.20.10) is awkward and confusing, plus does not address all related issues.

It is recommended that Council consider instead using the following process:

1. Council may reconsider a resolution that was decided during the current or previous term of Council. Revisiting a matter decided prior to the previous term of Council shall be considered New Business.
2. A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.
3. No resolution shall be reconsidered more than once during a twelve (12) month period.
4. A motion to reconsider shall not be reconsidered.
5. A motion to reconsider is not amendable and debate must be confined to reasons for or against reconsideration.
6. The entire resolution must be reconsidered; reconsideration of a portion of a resolution shall not be permitted. When reconsidering the original motion, Council can either amend the previous decision or rescind it.
7. Only a Member of Council who voted with the majority in respect of a previous decision or who was absent from the vote or was not a Member of Council at the time may move or second a motion for reconsideration. The Chair shall ask the Member to affirm that the Member meets the criteria to move or second the Motion.
8. A Motion to Reconsider at the same meeting as the original motion may be introduced following the conclusion of any item on the agenda. It may be made orally, but shall be moved and seconded, and written and read out by the Clerk before it is voted upon. It shall require a simple majority to pass.
9. A motion to reconsider a decision of Council made at a previous meeting shall be introduced by filing a written Motion for Reconsideration with the Municipal Clerk, in accordance with the timing set out for Agenda items in subsection xxx of this Procedure By-law. Said Motion shall be accompanied by a copy of the original motion that Council is being asked to reconsider and may include a brief description of the reason for the request to reconsider. It may be submitted to the Municipal Clerk in hardcopy or by email. The proposed motion shall be

placed on the agenda under the heading "Unfinished Business". The Member requesting the reconsideration must be present at the meeting and the Motion must be seconded for the reconsideration to be considered at that meeting. A 2/3 majority shall be required to pass a motion to reconsider a decision made at a previous meeting.

10. If a motion to reconsider is decided in the affirmative the reconsideration effectively returns Council to just prior to the original Council decision. Reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.
11. If Council passed the original resolution and then adopted the same matter by by-law, only the resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the by-law shall be amended or repealed accordingly.

Schedule B to Memo 2024-198

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI BY-LAW 23-1659

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

Items highlighted in yellow – see recommendations chart.

Items highlighted in blue – recommended minor changes.

SHORT TITLE – This By-Law may be commonly referred to 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 19-1472

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 141215

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 shall 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 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 and are approved by a single Resolution.

1.6 Council.

“Council” means the elected Members of the Council of the Municipality of Temagami.

1.7 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.

1.8 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.

1.9 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.

1.10 Electronic Meeting.

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. **The Member participating electronically can vote.**

1.11 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.

1.12 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.

1.13 Head of Council.

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

1.14 Local Board.

“Local Board” means a Local Board as defined in the Municipal Act, and **shall not include** the Police Services Board, the Public Library Board and any such Board that may be established by Council. *(Note: in Section 238 (1) of the Municipal Act regarding Procedure by-laws, it specifies that in this section “local board” does not include police services boards or public library boards. This by-law should be consistent with the Act.*

1.15 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.

1.16 Member.

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

1.17 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.

1.18 Motion to Amend.

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

1.19 Municipal Act.

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

1.20 Municipality.

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

1.21 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.

1.22 Officers.

“Officer(s)” means a person, such as the Administrator, Clerk, Treasurer, 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 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.

1.25 Presentation.

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

1.26 Quorum.

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

1.27 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.

1.28 Regular Meeting.

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

1.29 Report.

“Report” means a written or oral Report from the Treasurer/Administrator, (these are staff) Staff or Committee which is approved by the Treasurer/Administrator or designate.

1.30 Resolution.

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

1.31 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 Treasurer/Administrator

“Treasurer/Administrator” means the person appointed by the Municipality pursuant to Section 229 and Section 286 of the Municipal Act.

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 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

Any part(s) of 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 their authority to Chair any Meeting.

2.4 Absence of Mayor

In the absence of the Mayor, if they refuse 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. In this case, 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 Municipal Building, located at 7 Lakeshore Drive, Temagami, Ontario, Canada in addition to being hosted virtually through the appropriate virtual meeting site.

The access to Members of Council, Staff, and the Public to attend the meeting virtually shall be included with the published notice/agenda for the meeting.

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.

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting shall 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.

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

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.

2.9 Minutes

Minutes of all Meetings shall be recorded without note or comment.

After approval, minutes of all Meetings, except Closed Meetings, shall be posted in accordance with the applicable municipal policies.

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 shall 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. [Clarification needed – expected to attend on a regular basis, or when required??]

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 shall:

- A. Provide a written statement of the interest and its general nature to the Clerk in accordance with Schedule A;
- B. Vacate the Council Chambers while the issue is considered; and,
- C. 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.

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.

Members shall, at all times, comply with their statutory obligations pursuant to the Municipal Conflict of Interest Act.

2.13 Rules of Debate

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

All Agenda items to be discussed are to proceed by Motion.

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

The Chair or the Clerk shall read the Motion .

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

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

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

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

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.

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

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

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

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.

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

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.

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

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.

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

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, another Member, Staff, or any

- B. Member of the Public;
- C. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- D. Speak on any subject other than the subject in debate unless raising a point of privilege or procedure;
- E. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- F. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- G. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At a Meeting, no person shall:

- A. Speak disrespectfully of the Mayor, Deputy Mayor, another 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 their 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.

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

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

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

All remarks shall be addressed to the Chair. Members of the Public shall 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 the Question Period.

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.

2.15 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.

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.

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.

2.16 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.

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.

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

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.

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

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

If the appeal is upheld by the majority of voting Members, the Chair shall change their ruling accordingly; if the appeal is rejected then the ruling stands.

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.

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.

If the person engaging in misconduct is a Member and the Member apologizes, they may, by vote of the majority Council, be permitted to retake their seat.

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.

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

A Member may request a Recorded Vote on any Motion. Such request may be 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.

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

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

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.

If there is a tie vote, the Motion shall be defeated.

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

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.

2.19 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 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 shall not be permitted.

2.20 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.

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.

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

2.20.1

A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;

2.20.2

The Chair shall ask the Member to affirm that they voted with the majority;

2.20.3

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;

2.20.4

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;

2.20.5

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.

2.20.6

Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions;

2.20.7

No Motion shall be reconsidered more than twice in the same calendar year;

2.20.8

A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter;

2.20.9

Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion;

2.20.10

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.

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 Act s.242)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in their absence and shall have all the rights, powers, and authority as the Head of Council.

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.

3.4 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 polices, 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,
 - a. 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.
 - a. 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.

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

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 Regular Meetings

4.2.1

Time and Place. Regular Meetings shall be held every second Thursday 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 shall be made at the appropriate time during the Regular Meeting.

4.2.2

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.

4.3 Working Sessions

Working Sessions of Council shall be held on the fourth Thursday of each month, except for July, August and December. Working Sessions shall start at 6:30 P.M.

4.4 Special Meetings

4.4.1

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.

4.4.2

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.

4.4.3

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.

4.4.4

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

4.4.5

Once called to order, Special Meetings may move into closed, subject to the same rules contained herein, as provided in the Municipal Act.

4.5 Emergency Meetings

4.5.1

An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter (This is not to be confused with Meetings of the Emergency Control Group as established through the Municipal Emergency Plan).

4.5.2

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

4.5.3.

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

4.5.4

Quorum is still required at an Emergency Meeting.

4.5.5

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

4.6 Closed Meetings

4.6.1

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

4.6.2

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.

4.6.3

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.
- C. This report shall be provided no later than at the next Regular Meeting of Council.

4.6.4

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.

4.6.5

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.

4.7 Cancelled Meetings

4.7.1

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.

4.7.2

For the purposes of section 4.7.1, 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; and/or
- E. The inability of a required participant to attend.

4.7.3

The Clerk shall 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 shall constitute notice to the public of the Meeting.

5.1.3

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 shall be posted on the municipal website as soon as possible after the amendments are made.

5.1.4

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

5.1.5

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

5.1.6

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

5.1.7

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.

6.1.3

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.

6.1.4

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

6.1.5

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

6.1.6

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

6.1.7

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.

6.1.8

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.

6.1.9

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 shall not hear further from this Delegation; or
- L. The issue should be referred to the Administrative Department for action.

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

6.2 Closed Meeting Agenda

6.2.1

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

6.3.1

A Motion to adjourn does not need a seconding Member.

6.3.2

A Motion to adjourn a Meeting shall 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.

6.3.3

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 three hours after commencement unless otherwise determined by Resolution passed by a majority of the Members present and then may be extended for one hour.

6.5 Committees/Appointments

6.5.1

Committees and Appointments shall 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 once per term of Council.

6.9. Repeal – Enactment

6.9.1

That By-Law 20-1522, By-Law 22-1608, 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 9th day of March, 2023.

Read a third and final time and enacted and passed this 9th day of March, 2023.

Mayor

Clerk

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

Schedule F – Delegations/Presentation Schedule G – Audio Recording Policy

Schedule H – Notice of Motion

Schedules A – Conflict of Interest

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).

Schedule B – Agenda and Consent zxc agenda

The Agenda shall be prepared by the Clerk using the following headings:

1. Call to Order and Roll Call, including announcements/statements by Members, if any
2. Adoption of the Agenda
3. Declaration of Conflict of Pecuniary Interest and the General Nature thereof
4. Report from Closed Session
5. Adoption of the Minutes of previous meeting
6. Business Arising from Minutes
7. Delegations/Presentations
 - 7.1 Registered Delegations – With Presentations
 - 7.2 Invited Presentations
 - 7.3 Registered Delegations – Without Presentation
 - 7.4 Unregistered Delegations
8. Consent Agenda Items
 - 8.1 Staff Reports for Information
 - 8.2 Correspondence for Information
 - 8.3 Minutes of Local Boards & Committees
9. Staff and Committee Reports
10. Correspondence
 - 10.1 Action Correspondence
 - 10.2 Resolutions from Other Municipalities
11. Bylaws
12. Unfinished Business
13. New Business
14. Notice of Motion
15. Questions from the Public – Items on the Agenda
16. Confirmation By-Law
17. Adjournment

Schedule C – Administrative Report & Memo Template to Council

	Corporation of the Municipality of Temagami	Report No. File No.
Subject:		
Agenda Date:		
Attachments:		
<p><u>RECOMMENDATION</u></p> <p><u>BACKGROUND</u></p> <p><u>ANALYSIS</u></p> <p><u>FINANCIAL/STAFFING IMPLICATIONS</u></p> <p>This item has been approved in the current budget: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>This item is within the approved budgeted amount: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p><u>ALTERNATIVES</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Prepared By:</p> <p>_____</p> <p>Name Position</p> </div> <div style="width: 30%;"> <p>Reviewed and submitted by:</p> <p>_____</p> <p>Name Position</p> </div> <div style="width: 30%;"> <p>Accepted for Council consideration by:</p> <p>_____</p> <p>Name Position</p> </div> </div> <p>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.</p>		



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.

Staff

Committee

Subject:

Agenda Date:

Attachments:

RECOMMENDATION

This memorandum is:

INFORMATION

Prepared by:

Reviewed by:

Name, Position

Name, Position

On behalf of:

Name of committee if applicable

Schedule D – List of Committees/Appointments

As Adopted by Council Resolution, the following appointments have been made.

Dan O'Mara District of Nipissing Social Services Administration Board
Memorandum of Understanding Committee

Jamie (N.E.) Koistinen Deputy Mayor
Temagami Non-Profit Housing Committee
Committee of Adjustment

Margaret Youngs Temagami Family Health Team
Recreation Event Planning Committee
Committee of Adjustment

Wendell Gustavson Cemetery Board
Recreation Event Planning Committee
Emergency Management Program Committee

Barret Leudke Committee of Adjustment
Memorandum of Understanding Committee
Emergency Management Program Committee
Community Emergency Management Coordinator

Jo-Anne Platts Temagami Police Services Board
Memorandum of Understanding Committee
Administrator Review Committee

Carol Lowery Temagami Public Library Board
Timiskaming Public Health Unit

Schedule E – Electronic Participation

The Municipal Act, under Section 238(2)(3.1), permits electronic participation. Municipalities are able to permit and provide the extent and manner of this participation.

- Members may participate electronically by phone or internet. Other forms of electronic communication may be permitted from time to time by Council resolution. The Municipality shall pay costs associated with conference calling required for electronic participation. In the event there is a service interruption, the Chair may call a recess for up to ten (10) minutes to rectify the situation.
- Members participating through electronic means shall declare any Conflicts as may arise through notice filed with the Clerk's office.
- There is no restriction to the number of meetings that an individual Member of Council may participate through electronic means.
- Electronic participation is permitted for any Session of Council whether it being Open or Closed.
- Members participating electronically in the meeting are included when determining quorum.
- The Chair of the meeting may be physically present or participating electronically. The Chair may make meeting specific requirements to maintain order in the meeting based on the mix of physically and electronically present participants.
- 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 present in Council Chambers.
- All other privileges, rights and obligations contained in the Procedural By-law apply whether a Member is physically present in Council Chambers or is participating through electronic means.

Schedule F – Delegations/Presentation

Delegations/ Presentations

The general rules of conduct shall apply to all delegations and presentations received by Council.

Registered Delegations – With Presentations

1. Council may hear a maximum of two registered delegations at each Regular Council Meeting. Staff may schedule delegations for later meetings with respect to this guideline.
2. Any person wishing to register as a delegation shall submit to the Clerk a written request including their name and contact information by Wednesday at 4:30 p.m., eight days prior to the regular meeting at which the person wishes to be heard. This request should include the full content of the delegation. Staff shall respond in the appropriate format to advise if Council will hear the presentation and outline details that may be necessary.
3. Delegations are not allowed to appear on an issue that has already been heard by Council unless there is new information.
4. Prior to delegation being heard at Council, Staff shall prepare reports that may be necessary.
5. Those addressing Council shall confine their remarks to the business stated in their request.
6. Delegations shall limit their presentations to not more than ten (10) minutes except where delegations consisting of more than two (2) people, delegations shall be limited to two (2) speakers and limited to speaking not more than fifteen (15) minutes in total.
7. Council shall receive the delegation by resolution.
8. Council shall, as a matter of course, defer decisions arising from the delegation until the next regular session of Council.

Registered Delegations – No Presentation

1. Delegations wishing to appear before Council but without a formal presentation shall, within the time prescribed above, make a request to appear with the Clerk.
2. The request shall include the person's name and the general nature of the topic they wish to discuss.
3. The guidelines for Delegations stated above apply.

Invited Presentations

1. Persons or group invited by Council to make a special presentation on a specific subject shall not be constrained by the time limits set out for other delegations. Sufficient time shall be allowed as required to present their information and respond to questions from Council as necessary. In consultation with the Mayor and the Treasurer/Administrator, the Clerk shall determine whether invited presentations will count towards the maximum delegations permitted at any meeting.
2. Council may choose to receive invited presentations at a Special meeting called for that purpose or to alter the start time of the regular session based on the needs and nature of the presentation.

Unregistered Delegations

1. At regular sessions of Council, following Registered Delegations and Invited Presentations, Council shall allow a further fifteen (15) minutes (maximum) to hear unregistered delegations.
2. Unregistered delegations shall confine their remarks to items on the current agenda adopted by Council.
3. The Minutes of the meeting shall list only the name of the presenter and the agenda topic they spoke to.
4. Each presenter shall be limited to a maximum of five (5) minutes and shall be heard in order designated by the Chair.
5. Once the maximum of fifteen (15) minutes in total has been reached, no further unregistered delegations shall be heard.
6. Unregistered delegations shall not be permitted to address matters related to statutory public meetings or items related to hearing or tribunals that may be on the agenda. Those wishing to comment relative to a statutory public meeting will be asked to save their remarks for the appropriate time during the statutory public meeting.

Schedule G – Audio Recording Policy

1. PURPOSE

As stated in the Municipality of Temagami’s Accountability and Transparency Policy: “The Council of the Corporation of the Municipality of Temagami acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner...Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholder.”

A high percentage of Temagami’s taxpaying population outside the physical land base of Temagami, making attendance at council meetings difficult for the majority, therefore Council has decided to provide audio recordings of the public sessions of Council meetings to enhance transparency and accountability by providing an additional means for its residents to be fully aware of council proceedings.

This document is to specify the policy for creating, storing, accessing and disposing of audio recordings of Council meetings.

2. SCOPE

This policy shall apply to the recording of both open and closed sessions Council meetings.

3. DEFINITIONS

For the purpose of this Policy:

- 3.1 Council meeting – means a regular or special meeting of Council as provided for in the Procedural By-law.
- 3.2 Audio recording – means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by digital audio files and stored on a computer, or in any other format.
- 3.3 Official Record of a Meeting – means the written minutes of the proceedings of the meeting as prepared by the Municipal Clerk.
- 3.4 Transitory Record – for the purpose of this policy means a record, that has only a temporary value and is not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt, or provide evidence of legal, financial, operational or other official decisions.

4. OFFICIAL RECORD

In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded by the Clerk and approved minutes are the official record of the Municipality of Temagami meetings. The keeping of

audio recordings of meetings in no way detracts or undermines the position of approved minutes as the official record of decisions and are considered to be transitory records.

5. PURPOSE OF RECORDINGS

Audio recordings of open sessions of Council meetings shall be for the primary purpose of making the recordings available to the public through the municipal website, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

Audio recordings of Closed session meeting of Council shall be for the primary purpose of making the recordings available to an investigator from the Ombudsman's office (or other official closed meeting investigator appointed by Council in accordance with the Municipal Act) in the event of a formal investigation of a closed meeting complaint, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

6. TECHNICAL DIFFICULTIES

The inability to record any meeting due to technical difficulties with recording equipment shall not prohibit the meeting from commencing or continuing.

The Municipality shall not be liable for failing to publish or produce audio recordings of any meeting where recording the meeting was not viable due to technical difficulties.

Due to the nature of technical equipment, it is not guaranteed that audio recordings will be continuous or fault-free.

7. NOTICE

Notice shall be provided to ensure that presenters and members of the public are aware that the meeting proceedings are being audio recorded and made available through the municipal website.

The wording of the notice shall be as follows:

"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".

The Notice shall be displayed/expressed in the following manner:

- On the agenda for the relevant meeting of Council
- On the municipal website
- On the information sheet for delegations
- Verbally to phone-in delegations

8. TERMINATION OR SUSPENSION OF RECORDING

The recoding of Council meetings shall begin at the commencement of the meeting and conclude at the adjournment of the meeting. The Chair has the authority to request termination or suspension of the recording of a meeting if continuing the recoding would prejudice the proceedings of the meeting. This would include:

- Public disturbance or other suspension of the meeting
- Exclusion of the public and press
- Any other reason as agreed by Council.

9. RESPONSIBILITY

1. Municipal Clerk and/or Designate

Shall be responsible for:

- Audio recordings of all open sessions and closed sessions of Council.
- Ensuring that closed sessions are recorded in separate files from open session recordings.
- Publishing the audio recordings of all open sessions so that they are accessible through the municipal website (by means of storage on the municipal website or a link to an outside provider such as SoundCloud) without alterations to the original recording.
- Archiving and storing the audio recordings of Council meetings electronically.
- Ensuring the confidential storage of closed session recordings.

2. Chair

Shall be responsible for:

- Clearly announcing all business before Council
- Maintaining order as outlined within the Procedural By-law, and acknowledging each member by name prior to him or her speaking.

3. Members of Council

Shall be responsible for:

- Ensuring that his or her microphone at the council table is turned on any and every time they have the floor to speak.
- Speaking directly into their microphone at the Council table to ensure that their words are recorded.
- Refraining from speaking at the same time as another member is speaking to ensure that the member who has the floor is clearly recorded.

10. STORAGE AND RETENTION

Storage of audio recordings of Council meetings shall be maintained by the Municipal Clerk. Archived audio meeting files shall be maintained and disposed of in accordance with the Municipal Record Retention Schedule.

11. ACCESS TO RECORDINGS

Audio recordings of Open Council meetings can be accessed through the municipal website.

Audio recordings of Closed Council meetings can be accessed by Members of Council through a request filed with the Clerk. Once requested, a time to attend the Municipal Office and listen to the session shall be arranged through mutual agreement between the Member and the Clerk. Copies of Closed Council meeting recordings shall not be made.

Any costs for reproduction of audio recordings, including the cost of the medium they are recorded on and staff time involved shall be the responsibility of the requester and must be paid before an audio recording is released. These cost shall be included in the annual Municipal User Fees By-law.

Copyright to the records of council meetings made available on the Municipal website is owned by the Municipality. No part of the recorded materials posted on the Municipal Website may be reproduced except in accordance with the provisions of the Copyright Act, as may be amended or replaced from time to time or without the express written permission of the Municipality.

12. POLICY REVIEW

This policy shall be reviewed a minimum once per Council term to ensure its effectiveness.

Schedule H – Notice of Motion Procedures

1. To ensure Members of Council have the ability to place items of interest on Council Meeting Agendas and that the notice provisions contained within the Procedural By-Law and Municipal Policy are respected, a 'Notice of Motion' system **will** be used;
2. At any Regular Meeting, at the appropriate time in the agenda, the Chair shall ask if there are any Notices of Motion to be made;
3. Any Member of Council may, when asked by the Chair, state their intention to bring a motion forward by stating the topic and providing a brief synopsis of their reasoning;
4. After the Regular Meeting of Council, Staff will draft a resolution. This resolution **will** be shared with the Member providing the Notice of Motion to ensure the wording is acceptable;
5. The draft resolution **will** be placed on the next Regular Meeting Agenda for Council's consideration;
6. Based on the results of Council's consideration, Staff **will** either start the necessary research to prepare a report or **will** not proceed further with the matter;
7. While every effort **will** be made to ensure Notices of Motion are tended to in a timely matter, there may be occasions when additional time will be required to complete the process.



Corporation of the Municipality of Temagami

Memo No.
2024-M-199

Memorandum to Council

Subject:	Proclamation Request for Christian Heritage Month
Agenda Date:	November 28, 2024
Attachments:	Christian Music Festival's CEO

RECOMMENDATION

BE IT RESOLVED, THAT Council received Memo 2024-M-197 as presented (including the attachment hereto, forming a part of this report);

AND FURTHER THAT, The Municipality of Temagami declines the request from the Christian Music Festival to proclaim December as Christian Heritage Month, in accordance with By-law No. 24-1772, Section 3.

AND FURTHER THAT the Municipality may post appropriate content on its social media platforms to acknowledge the event or related matters.

EXECUTIVE SUMMARY

The Christian Music Festival has requested the proclamation of December as Christian Heritage Month, as outlined in the attached letter received on October 22, 2024. This request conflicts with the Municipality's Flag and Proclamation Policy (By-law No. 24-1772, Section 3), which prohibits religious endorsements.

BACKGROUND

The Christian Music Festival submitted a formal request for December to be proclaimed as Christian Heritage Month. Their request emphasizes the significant historical and cultural contributions of Christianity to Canada and notes the absence of any formal recognition compared to other religious and cultural groups as per attached letter (date June 24 received October 10, 2024).

The Municipality's Flag and Proclamation Policy, established under By-law No. 24-1772, specifically states in Section 3: *"The Municipality of Temagami will only display flags or issue proclamations that reflect its principles of neutrality, inclusivity, and respect for cultural diversity. The policy strictly excludes political, religious, or commercial endorsements."*

ANALYSIS

- **Policy Conflict:** The request directly violates By-law No. 24-1772, Section 3, which excludes political, religious, or commercial endorsements.
- **Inclusivity:** Recognizing a single religion may undermine the Municipality's commitment to cultural diversity.
- **Precedent Concerns:** Approval may lead to challenges in maintaining neutrality for future requests.

CONCLUSION

The request for the proclamation of December as Christian Heritage Month conflicts with the Municipality's Flag and Proclamation Policy, which prohibits religious endorsements. Respectfully denying the request upholds the Municipality's commitment to neutrality and inclusivity while allowing opportunities to support broader, inclusive initiatives celebrating cultural diversity.

Respectfully Submitted

Laala Jahanshahloo



CHRISTIAN MUSIC FESTIVAL

Celebrating faith and freedom since 1867

June 2024

Good day,

On behalf of the Christian Music Festival, we would like to welcome you to be a part of our campaign to have the month of December recognized across Canada as Christian Heritage Month.

Christianity is the most followed religion in our country, with more than half of the Canadian population identifying as members of the Christian faith. The *Canadian Charter of Rights and Freedoms* even mentions God in its very first sentence. However, despite days, weeks and even months being dedicated to other religions and heritages, there is no such recognition for the Christian faith in Canada. As proud citizens of this diverse and culturally rich nation, we believe it is important to recognize and celebrate the contributions of all religious and cultural groups.

We are seeking the assistance of members of municipal, provincial, and federal governments across Canada to make our dream a reality. Please provide us with information on how proclamations can be made within your jurisdiction, recognizing Christian Heritage Month in December.

If you have any questions, please feel free to reach out to us at the email below. You can also reach us through our consultant, Jeremy Beamer of GTA Strategies, at 416-499-4588 ext. 2 or at jeremy@gtastrategies.com.

Together, we can help further the diverse cultural landscape of this great nation.

Sincerely,

Molly Banerjee

Molly Banerjee
CEO Christian Music Festival
www.ChristianMusicFestival.org

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 24-1772

Being a By-law to adopt a Flag and Proclamation Policy

WHEREAS the Municipality of Temagami is committed to neutrality, inclusivity, and respect for all community members, as reflected in its flag-raising and proclamation activities;

AND WHEREAS the Municipality recognizes the cultural and historical significance of Indigenous Peoples, including First Nations in the district, and seeks to honor their contributions through the respectful raising of flags;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Temagami hereby adopts the attached **Flag and Proclamation Policy** as Schedule A to this bylaw, thereby forming an integral part of the bylaw.

THAT the Clerk's Office is instructed to implement the policy, including making the necessary forms available on the Municipality's website.

AND 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.

READ a first on 10th day of October, 2024.

READ a second, and third time and finally passed this 14th day of November, 2024.

Mayor

Clerk



MUNICIPALITY OF TEMAGAMI POLICY MANUAL
SECTION: ADMINISTRATION
SUB-SECTION: ADMINISTRATION
POLICY TITLE: FLAG and PROCLAMATION
SCHEDULE A TO BY-LAW: 24-1772

1. PURPOSE

The purpose of this policy is to establish clear guidelines for flag raisings, proclamations, and half-mast observances within the Municipality of Temagami. The policy reflects the Municipality's commitment to neutrality, inclusivity, and respect for all community members, while ensuring alignment with national, provincial, and municipal protocols.

2. SCOPE

This policy applies to all flag-related activities, including raising, lowering, and half-mast observances, and to proclamations involving municipal properties, facilities, and events. It ensures that municipal practices remain consistent with principles of neutrality, inclusivity, and respect for community values.

3. POLICY STATEMENT

The Municipality of Temagami will only display flags or issue proclamations that reflect its principles of neutrality, inclusivity, and respect for cultural diversity. No requests for additional flags or proclamations outside of this policy will be considered. The policy strictly excludes political, religious, or commercial endorsements.

4. FLAG POLICY

4.1. Permanent Flag Display

The Municipality of Temagami will exclusively fly the following flags at its properties, in the following order of precedence:

- National Flag of Canada
- Provincial Flag of Ontario
- Municipal Flag of Temagami
- Indigenous and First Nations Flag

The Municipality of Temagami will not accept or process any requests to fly additional flags or flags outside of this established list at municipally-owned properties.

4.2. Half-Mast Policy

Flags will be flown at half-mast to mark solemn occasions as per national, provincial, or municipal guidelines. Notices regarding half-mast observances will be published on the Municipality's official website.

For half-masting of the National Flag of Canada, the Municipality will follow the Rules for Half-Masting the National Flag of Canada as outlined by the Government of Canada. Details about half-masting events in Canada or, in special circumstances, in a foreign country can be found on the Government of Canada's [Half-Masting Notices webpage](#).

5. PROCLAMATION POLICY

Requests for proclamations must:

- Be submitted using the Proclamation Request Form (Appendix A) available on the Municipality's website.
- Be received at least 30 days in advance.

- Align with the Municipality’s values of diversity, inclusivity, and neutrality, and honor the contributions of all community members, including Indigenous and First Nations groups.

5.1. Prohibited Proclamations

Proclamations will not be issued for events or causes that:

- Endorse political, religious, or commercial organizations.
- Conflict with the public interest or the Municipality’s principles of neutrality and inclusivity.

The Municipality retains sole discretion to approve or deny any proclamation requests.

6. REVIEW AND APPROVAL PROCESS

All proclamation requests will be reviewed by municipal staff to ensure alignment with this policy. The Chief Administrative Officer (CAO) will forward the recommendations to Council, which will have the ultimate authority for decision-making.

7. EXCEPTIONS

Exceptions to this policy may only be granted by resolution of the Municipal Council in extraordinary circumstances, provided they uphold the principles of neutrality, inclusivity, and respect.

8. REVIEW AND AMENDMENTS

This policy will be reviewed periodically or at the direction of Council to ensure it remains aligned with the Municipality’s values and adapts to evolving community needs and governmental guidelines.

Approval Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

**The Corporation of the
Municipality of Temagami**

7 Lakeshore Drive
P.O. Box 220
Temagami, Ontario
P0H 2H0

E-MAIL: communicate@temagami.ca
WEBSITE: www.temagami.ca

PHONE: (705) 569-3421
FAX: (705) 569-2834



Proclamation Request Form

Instructions:

Please Complete this form to request an official proclamation. Proclamations must promote inclusivity, community well-being, and respect for Indigenous Peoples, including First Nations. Requests must be submitted at least **30 days prior** to the requested proclamation date.

1. Applicant Information

- **Name of Organization or Individual:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. Proclamation Details

- **Title of Proclamation:** _____

- **Requested Date for Proclamation:** _____
- **Duration** (if different from a single-day event): _____

Continued

Proclamation Request Form (continued)

- **Purpose of Proclamation** (Include background information and how it benefits the community, including recognition of Indigenous or First Nations contributions, if applicable): _____

- **Proposed Wording of Proclamation** (attach a separate page if necessary):

- **Requested Means the method or platform** (e.g., website, social media, posters, etc.):

3. Acknowledgement

I acknowledge that the Municipality of Temagami reserves the right to approve or deny any proclamation requests and will not issue proclamations for political, religious, or commercial purposes.

- **Signature of Applicant:** _____

- **Date:** _____



Corporation of the Municipality of Temagami

Memo No.
2024-M-201

Memorandum to Council

Subject:	Holiday Season Office Closure
Agenda Date:	November 28, 2024
Attachments:	

RECOMMENDATION

BE IT RESOLVED, THAT Council accepts Memo 2024-M-201 as presented.

BACKGROUND

Following the discussion during the October 24, 2024, Council working session, staff will align any Christmas season office closures with statutory and municipal holidays as per the current HR Policy.

STAFF AVAILABILITY

Based on some of the discussions staff recommends that the municipal office be closed only on statutory and municipal holidays during the holiday season, as detailed in the HR Policy to ensures consistency with policy guidelines while maintaining access to services during non-holiday business days. This would include; ½ day for Christmas Eve; Christmas Day, Boxing Day; ½ Day New Years Eve; and New Years Day. This approach.

Based on consultations with the team:

At least two staff members will be available to ensure uninterrupted operations during non-holiday business days.

Employees taking time off during this period will utilize banked or vacation time, as approved by the Chief Administrative Officer (CAO)

CONCLUSION

This office hours balances operational continuity with staff well-being. Maintaining availability ensures that residents and stakeholders continue to receive necessary municipal services during the holiday season, apart from statutory and municipal holidays.

Respectfully Submitted by

Sabrina Pandolfo

Respectfully Reviewed

Laala Jahanshahloo



Corporation of the Municipality of Temagami

Memo No.
2024-M-202

Memorandum to Council

Subject:	2025 Council Meeting Schedule
Agenda Date:	November 28, 2024
Attachments:	

RECOMMENDATION

BE IT RESOLVED, THAT Council accepts Memo 2024-M-202 as presented;

THEREFORE, BE IT RESOLVED, THAT the Council for the Corporation of the Municipality of Temagami does hereby adopt the 2025 Council Meeting Schedule as presented.

INFORMATION

The proposed schedule for Council meetings in 2025 continues the established pattern of meeting on the 2nd and 4th Thursdays of each month, with the 2nd Thursday being the Regular Council Meeting and the 4th Thursday designated as the Working Session Council Meeting. Meetings will commence at 6:30 p.m. unless otherwise noted. For Council's convenience, notable dates for conferences and key municipal events will be included in the finalized schedule.

PROPOSED 2025 COUNCIL MEETING SCHEDULE

Month	Regular Meeting (2nd Thursday)	Working Session (4th Thursday)
January	09-Jan-25	23-Jan-25
February	13-Feb-25	27-Feb-25
March	13-Mar-25	27-Mar-25
April	10-Apr-25	24-Apr-25
May	08-May-25	22-May-25
June	12-Jun-25	26-Jun-25
July	10-Jul-25	24-Jul-25
August	14-Aug-25	28-Aug-25
September	11-Sep-25	25-Sep-25
October	09-Oct-25	23-Oct-25
November	13-Nov-25	27-Nov-25
December	11-Dec-25	N/A

Respectfully Submitted
Sabrina Pandolfo



Corporation of the Municipality of Temagami

Memo No.
2024-M-203

Memorandum to Council

Subject:	Temagami Non-Profit Housing Board of Directors
Agenda Date:	November 28, 2024
Attachments:	Letter from Temagami Non-Profit Housing Corporation' Project Manger

RECOMMENDATION

BE IT RESOLVED, THAT Council accepts Memo 2024-M-203 (including the attachment hereto, forming a part of this report) as presented;

THEREFORE, BE IT RESOLVED, the Council for the Corporation of the Municipality of Temagami does hereby approve the appointments of Katherine Legacy and Sandra Firman as directors on the Board of the Temagami Non-Profit Housing Corporation.

INFORMATION

As outlined in the attached correspondence dated November 14, 2024, from the Temagami Non-Profit Housing Corporation (TNPHC), two recent resignations from its Board of Directors, Carmen Koski and Sandra Elliott, have created vacancies that need to be filled. To address this, the TNPHC has recommended the appointments of Katherine Legacy and Sandra Firman as new board members. These candidates have been identified for their relevant skills, interests, and experience, which will benefit the Board and its operations.

KEY DETAILS SUPPORTING THE APPOINTMENTS

- The TNPHC is a Municipal Non-Profit and thus operates as a local board of the municipality.
- According to its incorporating by-law, any appointment to the TNPHC board requires Council approval.
- The proposed candidates, Katherine Legacy and Sandra Firman, have been carefully vetted and are considered assets to the Board, ensuring continued effective governance and alignment with the TNPHC's mission.

RECOMMENDATION

It is recommended that Council approve the appointments of Katherine Legacy and Sandra Firman as directors on the Board of the Temagami Non-Profit Housing Corporation. Their expertise and dedication will help address the current vacancies while ensuring the Board continues to function effectively and uphold its commitment to the community.

Respectfully Submitted

Sabrina Pandolfo

Temagami Non Profit Housing Corporation

P.O. Box 28, 11 Bayview Lane Temagami, Ontario P0H 2H0

Phone: (705) 569-3544

Fax: (705) 569-3543

November 14, 2024

Municipality of Temagami
PO Box 220
Temagami, ON P0H 2H0

Attention: Municipal Council

Dear Mayor and Councilors:

Re: Recommendation of New Board Members

As a result of the recent resignation of Carmen Koski and Sandra Elliott from the Board of the Temagami Non-Profit Housing Corporation (TNPHC), we have been searching for a community-minded individual to fill this vacancy.

Since the Temagami Non-Profit Housing Corporation is a Municipal Non-Profit, it is considered a local board of the municipality. Our incorporating by-law requires that the Municipal Council approve the appointment of any new board members to the TNPHC.

The Board is recommending that Katherine Legacy and Sandra Firman fill our board vacancies. In reviewing Katherine and Sandra's skills, interests and experience, we feel that their representation on our Board will be an asset.

If the Council approves our recommendation, could you please pass a resolution appointing Katherine Legacy and Sandra Firman as directors on the Board of the Temagami Non-Profit Housing Corporation?

Thank you for your consideration; and, I look forward to hearing from you in the near future.

Yours truly,

Angela St Pierre
Project Manager





Corporation of the Municipality of Temagami

Memo No.
2024-M-204

Memorandum to Council

Subject:	Qualified Donee Request
Agenda Date:	November 28, 2024
Attachments:	

RECOMMENDATION

BE IT RESOLVED, THAT Council accepts Memo 2024-M-204 as presented;

THEREFORE, BE IT RESOLVED, Council approve the request from the Temagami Legion and the Temagami Public School to act as a qualified donee on their respective funding applications to the Temagami Community Foundation;

AND FURTHER THAT Each Organization will maintain the responsibility for any record keeping and reporting to ensure compliance with any approval granted.

INFORMATION

This memorandum recommends that the Municipality of Temagami act as a qualified donee for funding applications submitted by the Temagami Public School and the Temagami Legion to the Temagami Community Foundation. Additionally, two applications submitted by the Municipal Parks and Recreation Department are included for Council's review.

OVERVIEW OF APPLICATIONS AND POLICY ALIGNMENT

Below is an overview of each application and how it aligns with municipal policies:

1. Temagami Public School

- Request: Funding assistance for transportation to facilitate educational field trips.
- Policy Alignment:
 - ✓ Supports local educational opportunities for youth.
 - ✓ Aligns with community development goals.
 - ✓ Consistent with the Municipality's Donation Policy as it provides broad community benefits.

2. Temagami Legion

- Request: Funding for upgrading plumbing infrastructure in the building's lower level.
- Policy Alignment:
 - ✓ Enhances public use and accessibility of the facility.
 - ✓ Recognizes the Legion's role as a vital non-profit organization providing significant community services.
 - ✓ Aligns with the Donation Policy by supporting a project that benefits the broader community.

3. Municipal Parks and Recreation Department Applications

- Requests:
 - ✓ Installation of a new scoreboard at the Temagami Community Centre and Arena.
 - ✓ Funding assistance to facilitate a youth hockey camp/program.
- Policy Alignment:
 - ✓ Promotes recreation, youth engagement, and active lifestyles within the community.
 - ✓ Benefits local residents and aligns with community goals.

RATIONALE AND POLICY COMPLIANCE

Under the Municipality's Donation Policy (Policy No. 1.3.1), the Municipality may act as a sponsor or qualified donee for non-profit groups to access external funding, provided that:

1. The funds are used appropriately and for eligible purposes.
2. The initiatives offer significant benefits to the community.

Both the Temagami Public School and the Temagami Legion requests meet these criteria. Additionally, the Municipal Parks and Recreation Department's applications align with the community's recreational and developmental priorities.

FINANCIAL CONSIDERATIONS

Sponsored applications will flow through the Municipality but will not impact its operating budget. This ensures accessibility to external funding without creating financial risks or obligations for the Municipality.

RECOMMENDATION

Approval of these requests will enable the Temagami Public School, the Temagami Legion, and the Parks and Recreation Department to proceed with their respective projects. These initiatives collectively enhance community well-being, education, and recreational opportunities in Temagami.

Respectfully Submitted

Sabrina Pandolfo

From: [Dan O'Mara](#)
To: [stephen mitchell](#)
Cc: [Sabrina Pandolfo](#); [Chief administrative officer](#)
Subject: Re: 2 Billion Trees initiative
Date: November 18, 2024 6:49:11 PM

On Nov 18, 2024, at 4:24 PM, stephen mitchell <dakimenangm@gmail.com> wrote:

Good day Mr. Mayor,

Daki Menan Lands and Resources Corp is close to signing a contract for a 3 yr planting program to help restore former Mine sites in N.E. Ont. through NRCan's 2 Billion Trees initiative.

Jeff Barton and I were talking things through and Daki is hoping you might be able to write a short letter of support ?

Sincerely,

Stephen Mitchell
G.M.
Daki Menan
Lands & Resources Corp
6167 Hwy 11 N, Temagami, ON
Office: 705-569-2663

**The Corporation of the
Municipality of Temagami**

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WEBSITE: www.temagami.ca

PHONE: (705) 569-3421
FAX: (705) 569-2834



November XX, 2024

Natural Resources Canada
2 Billion Trees Program
Funding Application Review Team

Dear Review Team,

The Municipality of Temagami is pleased to provide this letter of support for Daki Menan Lands and Resources Corporation (DMLRC). Over the past three years, DMLRC has demonstrated a strong commitment to environmental stewardship, land restoration, and capacity building, and the results of their initiatives have been highly encouraging.

The Municipality of Temagami is committed to fostering collaboration with our neighboring First Nations and recognizes the importance of supporting initiatives that benefit both the environment and local communities. This proposed three-year planting program, through Natural Resources Canada's 2 Billion Trees initiative, represents a significant opportunity to restore former mine sites across Northeastern Ontario and further enhance the sustainability and well-being of the region.

We strongly believe in the value of supporting Temagami First Nation's (TFN) community-driven initiatives that build capacity and strengthen our shared commitment to responsible land management. By endorsing this project, we are confident it will contribute meaningfully to the restoration and revitalization of these lands while supporting economic and environmental objectives.

Please accept this letter as an expression of our full support for DMLRC's application to the 2 Billion Trees program. If further information is required, please do not hesitate to contact our office.

Sincerely,

Dan O'Mara
Municipality of Temagami Mayor

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 24-1785

Being a by-law to Adoption of a Policy on Vulnerable Sector Checks for Facility Rentals

WHEREAS pursuant to Section 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, municipalities may pass by-laws regarding the health, safety, and well-being of persons;

AND WHEREAS under Section 8(1) of the Municipal Act, 2001, municipalities have the authority to govern their affairs as they consider appropriate, including implementing policies that protect vulnerable populations;

AND WHEREAS the Municipality of Temagami is committed to ensuring the safety and well-being of minors and other at-risk groups utilizing municipal facilities for activities or events;

AND WHEREAS the Municipality recognizes its duty to reduce risks and liabilities associated with facility rentals by requiring adherence to legal standards, including the Criminal Records Act (RSC 1970, c. 15), the Ontario Police Records Check Reform Act (SO 2015, c. 30), and the Child, Youth and Family Services Act (SO 2017, c. 14);

AND WHEREAS it is deemed necessary to establish clear procedures and requirements for the submission, verification, and auditing of Vulnerable Sector Checks (VSCs) for individuals and organizations renting municipal facilities for events involving minors and other vulnerable populations;

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

1. THAT the Municipality of Temagami adopts the attached "Policy on Vulnerable Sector Checks for Facility Rentals" as Schedule A to this By-law, forming an integral part of this By-law.
2. THAT the Clerk's Office is instructed to implement the policy, including ensuring the necessary forms, resources, and guidelines are made available on the Municipality's website to facilitate compliance by renters.
3. THAT this policy shall be incorporated as part of all municipal property and facility rental agreements, requiring renters to acknowledge and agree to comply as a condition of the rental.

4. THAT the Municipality will not conduct or facilitate Vulnerable Sector Checks (VSCs) for organizations but reserves the right to conduct audits or request compliance documentation, as detailed in the attached Schedule A.
5. THAT individuals renting municipal facilities for activities involving minors or other at-risk groups must submit valid VSCs directly to the Municipality at least 14 days before the rental date, in accordance with the policy.
6. THAT the Municipality reserves the right to deny facility rentals or cancel ongoing events for individuals or organizations found to be non-compliant with the policy.
7. THAT minor modifications or corrections of a grammatical or typographical nature to this By-law or its attached schedule may be made by the Clerk after its passage, provided such modifications do not alter the intent or substance of the By-law.
8. THAT this By-law shall come into force and take effect upon its passing by the Council of the Municipality of Temagami.

READ a first time this 28th day of November, 2024.

READ a second and third time and finally passed this 28th day of November.

.

Mayor

Clerk



MUNICIPALITY OF TEMAGAMI POLICY MANUAL
SECTION: ADMINISTRATION
SUB-SECTION: ADMINISTRATION
POLICY TITLE: **POLICY ON VULNERABLE SECTOR
CHECKS FOR FACILITY RENTALS**
SCHEDULE A TO BY-LAW: 24-1785

1. PURPOSE

The purpose of this policy is to ensure the safety and well-being of minors and other at-risk groups using municipal facilities. This policy mandates that individuals and organizations renting facilities for activities involving these groups comply with Vulnerable Sector Check (VSC) requirements. It aligns with best practices across Ontario municipalities and promotes public safety while minimizing liability.

2. SCOPE

This policy applies to all individuals and organizations renting municipal facilities for events or activities involving vulnerable populations, including but not limited to minors, seniors, individuals with disabilities, and other at-risk groups. Examples of such activities include sports, educational programs, recreational events, and social services.

3. POLICY STATEMENT

3.1. Vulnerable Sector Check Requirements

- 3.1.1. Individuals: Any individual with direct or unsupervised contact with minors or other at-risk groups during facility use must provide a valid VSC.
- 3.1.2. Organizations: Organizations must ensure their staff, volunteers, or representatives with such contact have completed a valid VSC. Organizations must maintain internal compliance records and make them available upon request.

3.2. Submission and Compliance

3.2.1. Individuals requiring a VSC for facility rental purposes must submit their valid VSC directly to the Municipality at least 14 days before the rental date.

3.2.2. VSCs must:

- Be issued within the last 12 months.
- Be submitted in electronic or hard copy format.

3.2.3. Organizations are responsible for verifying and recording compliance internally. These records must be accessible for review during audits if requested by the Municipality.

3.2.4. The Municipality reserves the right to conduct random audits to ensure adherence to this policy.

3.3. Verification Process

3.3.1. The Municipality will review VSCs submitted by individuals for compliance and may request additional information or documentation as required, in alignment with applicable legislation.

3.3.2. Organizations are responsible for self-verification, but the Municipality may conduct routine audits and request confirmation of compliance as needed.

3.4. Non-Compliance

3.4.1. Individuals: Failure to submit valid VSCs or declarations by the deadline will result in denial of the facility rental request.

3.4.2 Organizations: Non-compliant during the rental period may lead to:

- Immediate cancellation of the ongoing event.
- Prohibition from future facility rentals.

3.5. Confidentiality

3.5.1. All records related to VSCs will be handled confidentially, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

3.5.2. Documents will be securely stored and accessible only to authorized personnel.

4. INTEGRATION WITH RENTAL AGREEMENTS

This policy will be an integral part of all municipal property and facility rental agreements. Renters will be required to acknowledge and agree to comply with the terms of this policy as a condition of the rental.

5. POLICY REVIEW AND UPDATES

This policy will be reviewed at least once per council term or when significant legal or regulatory changes occur. Updates will ensure compliance with legal requirements, incorporate best practices from other municipalities, and address community needs.

Approval Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

October 29, 2024

Mayor & Council
Municipality of Temagami
7 Lakeshore Drive
Temagami, Ontario
P0H 2H0

Dear Mayor and Council:

You may be aware that my husband John and I have been engaged in the severance approval process of Block 45 Registered Plan 36M-610 for the last several years. The property is located at the corner of Fox Run and White Bear Court.

We were finally successful in obtaining 'Consent Application' approval and have recently completed surveying the severed properties. Upon survey completion, it was determined that a small portion of White Bear Court road deviates from standard road construction towards the lake shore. In referencing the attached severance document you will see that Part 5, which is 0.09 acres (0.037 hectares), should have been retained by the municipality for the purpose of building the road. Part 5 illustrates the northern boundary of the road, which should have been established 10.058 meters (33 feet) from the centreline of the road grade.

To ensure there are no land dispute issues or challenges if, and when, the road needs repair or any other work in the future, John and I are asking that the Municipality consider purchasing Part 5. Remuneration for this piece of the road would be at the discretion of the Municipality, presuming that the cost is fair and reasonable. Note that, to date, John and I have incurred all costs relating to the planning and surveying of this property. If the Municipality is in agreement, the Part 5 lot would then be sold/transferred to the municipality and a new Property Identification Number (PIN) would be created.

Please feel free to reach out to me should you have any questions.

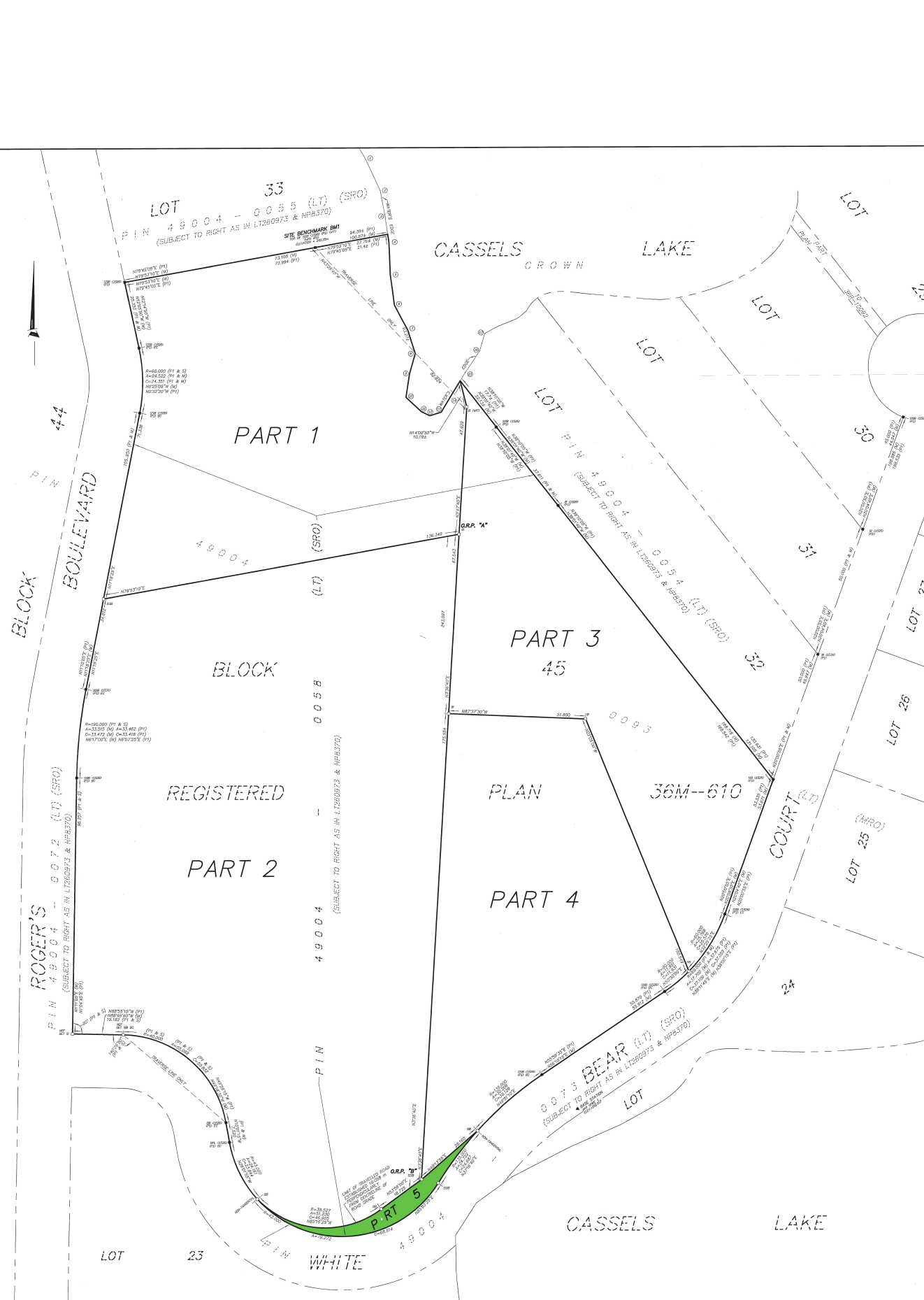
Thank you in advance for your consideration.

Regards,

Jo-Anne Platts

Jo-Anne Platts

cc. L. Jahanshahloo, Chief Administrative Officer



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 36M-15299

RECEIVED AND DEPOSITED

SEPTEMBER 20, 2024
DATE

October 15, 2024
DATE

PAUL GOODRIDGE
ON-TARIO LAND SURVEYOR

PAUL GOODRIDGE
REGISTERED FOR LAND SURVEYING FOR THE LAND TITLES DIVISION OF MINISTRY OF SE

PART	LOT	PLAN	FW	AREA (SQ/AC)
1				2.507 / 3.28
2				2.821 / 7.22
3	FULL OF BLOCK 45	REGISTERED PLAN 36M-610	FULL OF 4000/200 (S17) (S20)	1.096 / 2.63
4				1.021 / 2.58
5				0.027 / 0.09

PARTS 1, 2, 3, 4 & 5 SUBJECT TO RIGHT AS IN L1280973 AND HEREIN.

PLAN OF SURVEY OF
ALL OF BLOCK 45
REGISTERED PLAN 36M-610
GEOGRAPHIC TOWNSHIP OF CASSELS
MUNICIPALITY OF TEMAGAMI
DISTRICT OF NIPESING
PAUL GOODRIDGE, O.L.S.
SCALE 1 : 500

TABLE 1
UTM CO-ORDINATES OF WATER'S EDGE OF CASSELS LAKE

POINT NUMBER	NORTHING	EASTING
1	501428.897	596517.151
2	501428.897	596517.151
3	501428.897	596517.151
4	501428.897	596517.151
5	501428.897	596517.151
6	501428.897	596517.151
7	501428.897	596517.151
8	501428.897	596517.151
9	501428.897	596517.151
10	501428.897	596517.151
11	501428.897	596517.151
12	501428.897	596517.151
13	501428.897	596517.151
14	501428.897	596517.151
15	501428.897	596517.151
16	501428.897	596517.151
17	501428.897	596517.151
18	501428.897	596517.151
19	501428.897	596517.151
20	501428.897	596517.151

BOUNDARY NOTE
BOLD LINES INDICATE BOUNDARIES ILLUSTRATED HEREON WITH BOLD LINES ARE NOT TENDED.

BEARING NOTE
BEARINGS WERE MEASURED FROM THE GRID BEARINGS DERIVED FROM THE GPS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF THE UTM SYSTEM, NAD83 (2011) ZONE 17 NORTH.

A COUNTER-CLOCKWISE SIGNUM HAS BEEN APPLIED TO CONVERT OBSERVING BEARINGS ON INSTRUMENT PLANS TO THE TRUE BEARINGS THAT HAVE BEEN CALCULATED IN ACCORDANCE WITH THE FOLLOWING FORMULA:
ROTATION = (90 - (DISTANCE FROM CENTRAL MERIDIAN (km) x TAN (LATITUDE) / 1000)) / 1000
= (90 - (0.001802 km x 47.47335897) / 1000)
= 0.0851°

METRIC DISTANCES & CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

GRID SCALE CONVERSION
DISTANCES ARE GRID AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999997448.

INTEGRATION DETAILS
OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM PRECISE POINT POSITIONING SERVICE (PPP) UTM ZONE 17 NORTH, NAD 83 (2011) CO-ORDINATES TO BE USED TO ESTABLISH CORNER OR BOUNDARIES SHOWN ON THIS PLAN.

POINT ID	NORTHING	EASTING
O.R.P. "A"	5,214,129.323	596,607.704
O.R.P. "B"	5,213,886.783	596,592.404

CO-ORDINATES CANNOT, IN THEMSELVES, BE USED TO ESTABLISH CORNER OR BOUNDARIES SHOWN ON THIS PLAN.

ELEVATION NOTE
ELEVATIONS SHOWN HEREON ARE OF GEODETIC ORIGIN UG028 (MVD) AND ARE DERIVED FROM STATIC BASE STATION GPS OBSERVATIONS OF DURATION 4-45.15 HOURS POST-PROCESSED USING THE PRECISE POINT POSITIONING (PPP) SERVICE OF ARCAH YIELDING ELEVATION ACCURACIES WITHIN 0.02 METERS.

SITE BENCHMARK BM1 - TOP OF SSB (1526) (PI) (M) ON LINE BETWEEN LOT 33 & BLOCK 45
ELEVATION = 392.25

NOTE
CASSELS LAKE IS ARTIFICIALLY REGULATED TO CONTOUR OF ELEVATION 392.00 MGS. (MAM).
FURTHER NOTICE IS SUBJECT TO A RIGHT TO CROSS THE LINE OF CASSELS LAKE TO AN ELEVATION NOT GREATER THAN 3.0 M IN A ROW AND WATER MARK AS SET OUT IN LICENSE OF OCCUPANCY NO. 1597 DATED THE 10th DAY OF JULY, 1987.
ELEVATIONS ARE REFERRED TO CGRS 83P SPHE 1, HAVING AN ELEVATION OF 288.00M.

LEGEND

- 1538 SIMPSON & GOODRIDGE SURVEYING INC., 1998, O.L.S.
- NEP NO EVIDENCE FOUND
- PI REGISTERED PLAN 36M-610
- W1 WELSHED
- 3P PROPORTIONED
- OT CALCULATED FROM POINT INTERSECTION
- INT POINT INTERSECTION
- AND MANDATORY ONLY
- PROB. POINT ONLY

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYOR ACT AND THE LAND TITLES ACT AND THE REGULATIONS THERE UNDER THEREIN.
2. THE SURVEY WAS COMPLETED ON 15th DAY OF AUGUST, 2024.

NORTH BAY, ONTARIO
SEPTEMBER 20, 2024

PAUL GOODRIDGE
ON-TARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SURVEYOR FORM NUMBER 22(2013)

**GOODRIDGE GOULET
PLANNING & SURVEYING LTD.**
ON-TARIO LAND SURVEYOR - LAND USE PLANNER - DEVELOPMENT CONSULTANTS
UNIT 1 - 400 MAIN STREET EAST, NORTH BAY, ON P1B 1B5
705-681-1702 / 705-681-1703 / 705-681-1704
705-683-7971 / 705-681-1705

PLAN	FEET	INCHES	FEET
1:5000	1:1640	1:400	1:1640
1:1000	1:328	1:800	1:328

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BYLAW NUMBER 24-1785

BEING a by-law to adopt an Emergency Management Program and Emergency Response Plan
and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish a municipal emergency control group;
- Establish an emergency operation centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

- **Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the five core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

- **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. Any significant revision to the body of the Plan shall be presented to Council for approval. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates.

5. When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Town.

- **Emergency Management Program Coordinator (known as CEMC)**

6. The CAO/Treasurer, is hereby appointed as the primary Emergency Management Program Coordinator known also known as the Community Emergency Management Coordinator (CEMC) responsible for the emergency management program for the Municipality, including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Temagami Fire Chief and Temagami Municipal Clerk are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

- **Emergency Management Program Committee**

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program, and which the Committee's Terms of Reference, attached hereto as Schedule B is hereby adopted (EMPC Terms of Reference).

9. The Temagami Fire Chief is hereby appointed as chair of the Emergency Management Program Committee.

10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

- **Municipal Emergency Control Group (MECG)**

11. The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the MECG are:

- a. Mayor
- b. CAO
- c. CEMC

- d. Fire Chiefs
- e. Public Works Superintendent
- f. Emergency Information Officer

12. **The CAO may expand the composition of the MCEG** for assistance/technical information based on the needs and circumstances of the incident, (as required):

- a. OPP Representative
- b. Paramedic /EMS Representative
- c. Medical Officer of Health / Health Unit
- d. Evacuation Coordinator
- e. Municipal Clerk / staff
- f. OFMEM Field Officer
- g. MNRF official
- h. Ontario Clean Water Agency
- i. Other officials, experts or representatives from the public or private sector as deemed necessary by the MCEG.

- **Emergency Operations Centre**

13. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in Appendix L of the Emergency Response Plan (Schedule A).

- **Emergency Information Officer**

14. The Municipality's Economic Development Officer is hereby appointed as the Emergency Information Officer (EIO) for the municipality to act as the primary media and public contact for the municipality in an emergency.

- **Administration**

15. The Plan shall be made available to the public for inspection and copying at the Administration Office, 7 Lakeshore Drive during regular business hours.

16. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
17. By-laws 23-1653, and 23-1694 are hereby repealed.

NOW THEREFORE BE IT RESOLVED THAT By-Law 24-1785 BE TAKEN as Read a first time, read a second time, and read a third time and finally passed this 28th day of November 2024.

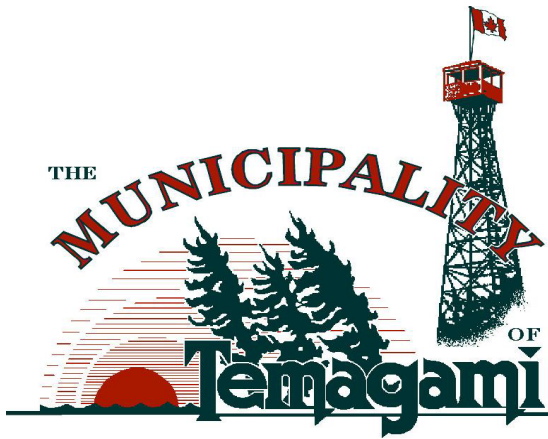
Mayor

Clerk

Schedule A to By-Law 24-1785

Emergency Response Plan

Revised: November 2024



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Introduction

The Emergency Plan for the Municipality of Temagami has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

4.(1) “The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

This Emergency Plan and its elements has been issued under the authority of The Municipality of Temagami By-law No. 24-1785. A copy of the By-law is available for inspection at the Municipal Offices.

Definition of an Emergency

1.0 “emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”)

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the citizens of the Municipality of Temagami.

Requests for Outside Assistance

Assistance may be requested from the Province of Ontario at any time by contacting Emergency Management Ontario. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Appendix A**.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

Plan Maintenance

It is essential that the Plan is kept current and viable by adherence to a maintenance schedule. Responsibility for keeping the plan up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The Municipal Emergency Program Committee (MEPC) will conduct an annual review of the plan, including all appendixes, identify resources and capability gaps and recommend approaches to fill gaps, submit proposed amendments to Council for approval and amend existing plans to reflect changes

The notification system Shall be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices of this emergency plan on an as required basis

Distribution List

Members of both the Municipal Emergency Control Group (MECG) and the Municipal Emergency Program Committee (MEPC) members will be provided electronic copies of the Response Plan; including access the Emergency Plan and appendixes through a secure online portal

Copies at each Emergency Operation Center - 7

It is understood that Municipal Emergency Control Group members are not expected to carry a copy of the Municipality of Temagami Emergency Response Plan with them at all times. Complete copies of the Towns Emergency Response Plan including appendixes will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendixes, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency.

Emergency Response Plan Amendments

Part 2 Emergency Operations and Procedures

Emergency Quick Reference Guide

⇒ Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.

⇒ **Ensure that all Emergency Control Group members have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.**

⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.

⇒ *Appendix I, Checklist in Consideration of a Declaration of Emergency* is for use by municipal heads of council when considering the declaration of an emergency.

An emergency declaration is not required for this Plan to be implemented.

⇒ Should a Declaration of Emergency be made, the Mayor must inform the Emergency Management Ontario, as soon as possible, that the Municipality of Temagami has declared an emergency, and specify the nature of the emergency situation

Verbal notification of the declaration to the Provincial Emergency Operations Centre to be made as soon as possible after declaring the emergency at **(416) 314-0472**. The provision of a return contact number is required for communications purposes.

All declarations should ultimately be made in writing, on municipal letterhead (*Appendix J Declaration of Emergency*)

⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

2.0

Municipal Emergency Control Group (MECG) – Membership

The **Municipal Emergency Control Group (MECG)** is the group that is responsible for the direction and control of the overall emergency response within the community. The **MECG** ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The **Municipal Emergency Control Group (MECG)** is comprised of the following members:

- Mayor
- CAO / Treasurer
- CEMC
- Fire Chiefs
- Public Works Superintendent
- Emergency Information Officer

MECG Support

Based on the needs and circumstances of the incident, **MECG** may expand its composition to include one or more of the following Community Partners, Agencies or individuals for assistance and/or technical information:

- OPP Representative
- Paramedic /EMS Representative
- Medical Officer of Health / Health Unit
- Evacuation Coordinator
- Municipal Clerk / staff
- OFMEM Field Officer
- MNRF official
- Ontario Clean Water Agency
- Other officials, experts or representatives from the public or private sector as deemed necessary by the **MECG**.

IMPLEMENTATION:

Any member of the Municipal Emergency Control Group may request, through the CAO/TREASURER, that the Emergency Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO/Treasurer will immediately notify the Mayor and other members of the Control Group. **Notification lists and procedures are located in Appendix A.**

In the event one of the primary Emergency Control Group members or alternate is unable to physically attend the Emergency Operations Center, the Operations Manager

will coordinate arrangements for the member(s) to attend the meeting remotely (phone/internet).

2.1 **Emergency Operations Centre Procedures (EOC)**

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MCEG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary Emergency Operations Centre immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. **Locations of the Emergency Operations Centers are identified in Appendix L.**

Upon receiving notification, the CAO/Treasurer (Operations Officer) will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MCEG member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MCEG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.
- c. Once the initial response is established, routines are put into place by the Operations Officer. The MCEG functions most efficiently on a system known as an Operations Cycle.

2.2 **Operations Cycle**

An operations cycle is how the Municipal Emergency Control Group manages overall emergency operations. Municipal Emergency Control Group members will come together

usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Municipal Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Municipal Emergency Control Group members use this time to follow up and ensure that Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MCECG meetings. No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Municipal Emergency Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Municipal Emergency Control Group members, supporting agencies and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

12.3

Municipal Emergency Control Group (MCECG)

The Municipal Emergency Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MCECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advise the Head of Council regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.

10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro.
12. Coordination for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4

Mayor

The Head of Council, or designate, is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of Temagami.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP and MP, and neighboring municipalities are advised of the declaration and termination, and kept informed of the emergency situation.
- g. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO/Treasurer & Control Group.
- h. Maintaining a personal log.

2.5

CAO/TREASURER (Operations Officer)

The CAO/Treasurer is referred to as the "Operations Officer" for emergency purposes. The responsibilities of the Operations Officer are:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c. Chairing meetings of the Municipal Emergency Control Group.
- d. Advising the head of council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the MECG.

- f. Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager.
- g. Calling out additional staff as required.
- h. Maintaining a master record of all events and actions taken. (main events board)
- i. Maintaining a personal log.

2.6 Public Works Superintendent

The Public Works Superintendent or alternate is responsible for;

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on Public Works matters.
- c. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- d. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- e. The provision of engineering assistance.
- f. The construction, maintenance and repair of public roads.
- g. Assistance with road closures and/or roadblocks.
- h. Maintenance of sanitation and a safe supply of potable water, as required.
- i. The provision of equipment for emergency pumping operations.
- j. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- k. Liaise with Electrical and Gas utilities.
- l. Providing public works vehicles and resources to any other emergency service, as required.
- m. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n. Providing an Emergency Site Manager if required.
- o. Maintaining a personal log.

2.7 Community Emergency Management Coordinator - CEMC

The Community Emergency Management Coordinator is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Provide information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.
- c. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the Emergency Operations Centre.
- d. Maintain Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the CAO/Treasurer, coordinate a post-emergency debriefing and assist in the development of a final report to the Mayor and Council.

- f. Maintaining a personal log.

2.8 **Fire Chief**

The Fire Chief, or designate, is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.

2.9 **Emergency Information Officer**

The Emergency Information Officer is responsible for;

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- d. Establish and maintain linkages with provincial, municipal and industry media officials as appropriate.
- e. Coordinate interviews and media conferences.
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordination of public inquiries.
- i. Monitoring news coverage.
- j. Maintaining copies of all media releases.**
- k. Maintaining a personal log.

2.10 **OPP representative**

The Ontario Provincial Police Representative or alternate is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.

- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
- k. Maintaining a personal log.

2.11 EMS / Ambulance

The EMS/Ambulance representative is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
- c. Liaise with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log.

2.12 Evacuation Coordinator

The Evacuation Coordinator or alternate is responsible for;

- a. Ensuring or arranging for the care, feeding and temporary shelter of evacuees.
- b. Management of reception and evacuation centers.
- c. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers.
- d. Liaison with the public-school board regarding the use of school facilities for reception and evacuation centers.
- e. Liaison with Canadian Red Cross if required.
- f. Liaison with local volunteer groups regarding care of citizens at local reception or evacuation centers.
- g. Maintaining a personal log.

2.13 Medical Officer of Health

The Medical Officer of Health, or designate, is responsible for:

- a. **Acting as a coordinating link for all emergency health services at the Municipal Emergency Control Group.**
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.

- i.e. Emergency Response Team.
- f. Establishing and maintaining contact with the Evacuation Coordinator in the Emergency Operations Centre to co-ordinate activities.

3.2 Clergy Responsibilities

The local Clergy representative is responsible for:

- a. Providing for multi-denominational religious observances.
- b. Establishing visitations to evacuees in evacuation centers on a scheduled basis.
- c. Providing guidance to the Municipal Emergency Control Group regarding matters of a religious nature.
- d. Providing advice regarding care of the deceased in areas that relate to religious observances.
- e. Liaising with Evacuation Coordinator regarding the use of churches and related facilities for reception and evacuation centres.

3.3 Board of Education - Responsibilities

The local Board of Education representative is responsible for:

- a. Providing schools for reception centers as required and/or applicable.
- b. Providing schools for evacuation centers, as required and/or applicable.
- d. Providing liaison with the Evacuation Coordinator and the Municipal Emergency Control Group.

3.4 Legal Advisor - Responsibilities

The municipal legal advisor is responsible for:

- a. Providing legal opinions and advice to the Municipal Emergency Control Group as required.
- b. Providing legal representation as required.

Part 4 PUBLIC EMERGENCY NOTIFICATIONS

4.1 Public Emergency Notifications

Communications are essential to any emergency operation. Upon implementation of this Plan, it will be necessary for the Municipality to communicate with its residents concerning any aspect of the emergency. This includes:

- Releasing of accurate information
- Issuing authoritative instructions to the public
- Responding / redirecting individual requests for reports on information
- Activation of the Emergency Information Officer to establish a communication link and liaise regularly with the Mayor and EOC Operations Manager.

4.2 Emergency Information Centre

Depending on the scope of the emergency, there will likely be a consideration to establish both physical and virtual Media Information Centres. In situations requiring a multi-agency response, a joint media information centre may be desirable, with the EIO establish a communication link and liaise regularly between the Information Center, Mayor and Emergency Operations Center.

4.3 Public Notification Delivery Mechanisms

Public Notification is the process of informing the community of threatening, imminent or actual emergency situation. The following methods will provide the public with information and updates regarding the emergency situation:

- Website: www.temagami.ca
- Social Media (Facebook – primary) <https://www.facebook.com/visitemagami/>
- Mass E-mail communicate@temagami.ca
- Municipal and/or Police Personnel conducting door to door visits
- Weather watches and warnings
- Ontario interactive Forest Fire map
- Media Partners including print, radio and TV

4.3.1 Website

Information about the emergency will be immediately posted on www.temagami.ca and will include the most up-to-date information, contact details, background information, news releases, etc. about the crisis. This site will act as the primary repository for information and updates for residents, the media, and stakeholders.

4.3.2 Social Media

In the event of an emergency, the Municipality will utilize the following established corporate social media Facebook account: <https://www.facebook.com/visitemagami/>

4.3.3 Mass E-mail notification

Municipal residents and property owners can sign up to receive municipal notifications through directed e-mail blasts from communicate@temagami.ca . Residents interested in joining the group can contact the Municipal office during regular business hours for further information.

4.3.4 Door to Door notification

Depending on the urgency of the emergency, Municipal staff, volunteer firefighters and/or Ontario Provincial Police may canvas / visit areas of the municipality to ensure emergency messaging is received by all households

4.3.5 Weather Watches and Warnings

The public can follow the weather and warnings including impending storms, through weather reporting stations including:

- Environment Canada: www.weather.gc.ca
- The Weather Network: www.theweathernetwork.com

4.3.6 Forest Fire Information

The public can follow Ontario Forest Fires, including interactive fire map, forest fire updates and restricted fire zones across the province:

MNRF Forest Fire map: <https://www.ontario.ca/page/forest-fires>

4.3.7 Media Partners

In case of an emergency, activities can be monitored through social media and traditional media outlets (i.e. radio, TV, print) for ongoing news, updates, and information.

Part 5 EMERGENCY PREPAREDNESS EDUCATION PLAN

5.1 Aim

To foster awareness about individual/family emergency preparedness and public safety risks in the event of an emergency. To inform citizens of the community's emergency management program and providing Emergency Preparedness educational material and resources.

5.2 Objectives

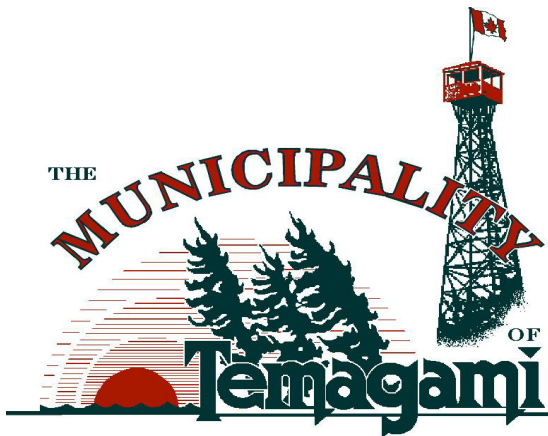
Develop an easily accessible and informative awareness program for residents, businesses and all municipal staff
Increase awareness of the community's emergency response plan, including where it can be viewed by the public, and who to contact for more information about the emergency management programs.

Inform residents and businesses about individual and family emergency preparedness and promote the 3-day (72-hour) survival kit

5.3 Delivery Mechanisms

- Website page
 - Website links to Emergency Preparedness resources / websites
 - Link to electronic copy of the Emergency Response Plan
 - **Posting of MCEG Public Notifications during an emergency**
- Municipal Facebook Page
 - Posting of seasonal Emergency Preparedness messages / reminders
 - **Posting of MCEG Public Notifications during an emergency**
- Municipal Office
 - Brochures related to Emergency Preparedness and local Hazards made available at the municipal office front counter area & Public Library.
 - Emergency Response Plan available for viewing at the Municipal Office.

BE PREPARED, NOT SCARED



Emergency Management Program Committee

Terms of Reference

Schedule B to By-Law 24-1785

Revised: November 2024

Mandate:

To oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

Background:

The Community Emergency Management Program Committee was established on October 13th, 2005, in order to achieve compliance with the *Emergency Management and Civil Protection Act*.

The Emergency Management Program Committee is legislated to annually review the emergency management program to verify compliance with the Emergency Management and Civil Protection Act, RSO 1990 and Regulation 380/04, and to make recommendations for program changes or enhancements to the Council.

Objectives:

- Develop and continuously improve an emergency management program which conforms to legislation and includes the five core components namely: prevention, mitigation preparedness, response and recovery;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Municipality of Temagami that may occur as the result of an emergency;
- To facilitate communication between the Municipal Emergency Control Group and all Support Agencies; and
- To advise Council on the development and implementation of the EM Program

Composition:

The Emergency Management Program Committee shall be composed of the following:

- CEMC
- CAO/Treasurer
- Temagami Fire Chief
- Marten River Fire Chief
- Appointed Municipal Councillor
- Mayor
- Public Works Superintendent
- Municipal Clerk
- Information Officer (EIO)
- Evacuation Coordinator

Other subject matter experts the committee may call upon as required in the development and continuous improvement of the program include representatives from:

- OPP
- EMS Supervisor
- Health & Social Services/ DNSAB
- EMO Field Officer
- Health Unit
- MNRF
- Other Private or Public officials, experts or representatives

Terms of Office:

One Councillor will be appointed by Council for each term of the Council after the Municipal Election to sit on the Committee. The Mayor is a core member of the committee.

Chair:

The Temagami Fire Chief is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the Fire Chief at a given meeting, the CEMC will be the chairperson for that meeting.

The Committee Chair shall be responsible for:

- Establishing a regular meeting schedule
- Preparation of meeting agendas and minutes of meetings
- Facilitate meetings
- Ensure completion of tasks by Committee members

Role of Members

The members of the Emergency Management Program Committee shall:

- Attend regular meetings as scheduled and additional meetings as time permits
- Participate in discussion and planning and share in the workload of the Committee
- Provide expertise in their professional area of responsibility
- Provide regrets to the Chairperson if unable to attend
- Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist

Committee Responsibilities:

1. Assist in the Development, implementation and maintenance of the emergency response plan as required by section 3 (1) of The *Emergency Management and Civil Protection Act*.
2. Provide recommendations for training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.

3. Assist in the preparation and delivery of the annual risk-based exercise to the Municipal Emergency Control Group, support staff & agencies
4. Review the public education on risks to public safety and on public preparedness for emergencies.
5. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.
6. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes
7. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the municipality, and make recommendations for any changes.
8. Address any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.

Sub-Committee:

The Emergency Management Program Committee may from time to time appoint a sub-committee from the Emergency Management Program Committee members for specific purposes. The sub-committee will report back to the Emergency Management Program Committee by a spokesperson or written summary.

Agendas, Meetings & Minutes

The Committee will be governed by the Procedural By-law of the Municipality of Temagami, except as set out in these Terms of Reference. A quorum shall consist of 50 percent plus 1

The Committee Chair shall determine the frequency of meetings, but shall be no less than once (1) per year.

One week prior to the EMPC meeting, the Chair will distribute the agenda and meeting specifics to the Committee members.

The Chair will record meeting proceedings, prepare minutes of each meeting and circulate them to the Committee members within 4 weeks of each meeting.

Minutes will briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion.

Motions shall not be required to be seconded.

Minutes of the Committee shall be forwarded to the Clerk in order to present them to Council for their information.

Budget:

Funds for the Emergency Management Program are included in the budget for Emergency Planning. Budget submission shall be prepared by the program committee.

Program training, including training identified by the program committee, shall be a municipal responsibility and is to be included in the municipal budget.

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 24-1786

**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 November 28, 2024 Working 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.

Taken as read a first, second and third time and finally passed this 28th day of November, 2024.

Mayor

Clerk