

Corporation of the Township of Chisholm

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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

AGENDA

GENERAL GOVERNMENT COMMITTEE MEETING

Wednesday, April 17, 2023–7pm

CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”

DECLARATION OF PECUNIARY INTEREST

APPROVAL OF AGENDA

APPROVAL OF MINUTES – November 15, 2023

OPEN FORUM

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Regulate and License Festivals
2. Review By-Law – Roadway Service Standards
3. Trailer licence by-law
4. Communications Policy (Encl)
5. Establish Speed Limit Guidelines (Encl)
6. David King Recommendation – Code of Conduct Review (Example Encl)
7. David King Recommendation – Complaint process (verbal update)

NEW BUSINESS

8. Media Policy (Example Encl)
9. Service Contract (Encl)
10. Tree Canopy and Natural Vegetation Policy (Encl)
11. Memo Re: Short Term Rental (Encl)

ADJOURNMENT

TOWNSHIP OF CHISHOLM
GENERAL GOVERNMENT COMMITTEE MEETING

DATE: November 15, 2023
TIME: 7pm
LOCATION: Council Chambers

PRESENT:
Mayor Gail Degagne
Councillor Bernadette Kerr
Councillor Paul Sharp
Councillor Claire Riley
Councillor Nunzio Scarfone
CAO Clerk-Treasurer Jenny Leblond

REGRETS:

GUESTS:

1. CALL TO ORDER

Chairperson Gail Degagne called the meeting to order at 7:03 pm. The land acknowledgement was read by Mayor Degagne.

2. DECLARATION OF PECUNIARY INTEREST – None noted.

3. APPROVAL OF AGENDA

Resolution 2023-42 (GGC)

Bernadette Kerr and Nunzio Scarfone: Be it resolved that the *Agenda* for this meeting be approved as amended. **‘Carried’**

4. APPROVAL OF MINUTES

Resolution 2023-43 (GGC)

Claire Riley and Bernadette Kerr: Be it resolved that the Minutes of the October 18th, 2023 General Government Committee meeting be adopted as printed and circulated.

5. OPEN FORUM

6. BUSINESS ARISING FROM MINUTES

1. Regulate and License Festivals – No discussion
2. Review By-Law – Roadway Service Standards – No discussion
3. Licence trailers by-law - No discussion
4. Communications Policy

Resolution 2023-44(GGC)

Nunzio Scarfone and Bernadette Kerr: Be it resolved that General Government Committee recommend to Council to approve the Communications Policy as amended.

‘Carried’

5. Building By-law

Resolution 2023-45(GGC)

Claire Riley and Paul Sharp: Be it resolved that General Government Committee recommend to Council to approve the Building By-law that includes the schedule with the Code of Conduct.

‘Carried’

7. NEW BUSINESS

Review Speed Limit By-law

Resolution 2023-46(GGC)

Claire Riley and Bernadette Kerr: Be it resolved that General Government Committee direct staff to create a policy framework for deciding speed limits on the township roads.

‘Carried’

Council discussed Code of Conduct and Complaint process. Staff will work on and bring back to committee.

Council reviewed Budget Policy – no changes at this time.

8. ADJOURNMENT

Resolution 2023-47 (GGC)

Nunzio Scarfone and Bernadette Kerr: Be it resolved that we do now adjourn to meet again at the call of the Chair.

‘Carried’

Chairperson

CAO Clerk-Treasurer

Policy:	COMMUNICATIONS POLICY	Policy No.
Section:	Communications	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 1 of 6

1.0 PURPOSE

The purpose of the Corporate Communications Policy is to ensure that the municipality's communications practices are consistent, effective, and timely, and meet the needs of the community. The Township of Chisholm recognizes the importance of having open and transparent communications with its citizens, businesses, and other stakeholders, and that each of them has different communication needs. This policy will serve as a guiding document to support corporate communications practices and make information more accessible in order to meet those needs.

2.0 SCOPE

This policy applies to all forms of communications received by the Municipality from the public and all forms of communications sent by the Municipality to the public. Forms of communication include electronic, printed and verbal communications.

3.0 CONTENT

3.1 Introduction

The Township of Chisholm is a vibrant and healthy rural community with steady growth. It is a community where residents and the township work together to promote health and well-being for all. Promoting effective communications with the public aligns with our guiding principle of being transparent, where transparency is defined as having open government decision making and operations, and essential in order to have positive and effective relations with our stakeholders.

The Township of Chisholm provides a range of services to the public and its aim is to provide a high level of quality service to meet the needs of its stakeholders. Lack of effective communications inhibits customer service excellence. This policy will guide the Municipality as it strives for effective communications with stakeholders.

3.2 Background

The Township of Chisholm's Strategic Plan identified the need for developing a communications policy to improve communications and access to municipal information with external stakeholders. This policy was developed by conducting a scan of communications policies being utilized in other municipalities. These plans were identified by availability on municipal websites.

Policy:	COMMUNICATIONS POLICY	Policy No.
Section:	Communications	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 2 of 6

3.3 Desired Outcomes

The main goal of the Corporate Communications Policy is to improve public communications and access to municipal information and aims to achieve several desired outcomes:

- Provide stakeholders with consistent, appropriate, efficient, effective, and timely information about its policies, programs, services and initiatives;
- Employ a variety of ways and means to communicate information;
- Improve access to information;
- Encourage citizens to attend and participate in public meetings; and
- Provide direction to staff and Council on how to disseminate information of interest to citizens and other parties, and how communications received from the public are handled.

3.4 Current Communication Tools and Initiatives

The following table summarizes the communication tools and initiatives currently being used by the Municipality. These tools and initiatives will continue to be used to communicate information to the public.

Communication	Details
Letters	Issued as needed in response to requests and as required by departments to communicate various matters.
E-mail	Issued as needed in response to requests for information and day-to-day operational needs.
Press Releases, Media Advisories and Public Notices	Press releases, media advisories, and public notices are also posted to the Municipal website and social media accounts. Press releases and media advisories will be issued by the CAO.
Social Media	Township of Chisholm has one corporate Facebook page and one Twitter account to communicate information in a timely manner to a wide population in accordance with the Social Media Corporate Policy.
Contact at Municipal Office and other Municipal facilities	Daily in-person contact with members of the public and other stakeholders.

Policy:	COMMUNICATIONS POLICY	Policy No.
Section:	Communications	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 3 of 6

Telephone Interaction	Daily interaction via telephone for different purposes (all departments).
On-site inspections, meetings, by-law enforcement	Chief Building Official visits sites as requested/required to inspect permit projects and/or for consultation and verification of information provided in applications. Municipal Engineer and other Public Works Department staff visit sites as requested/required to perform construction/maintenance or investigate a request for service. By-Law Enforcement Officer and Fire Chief visit residences and businesses to address complaints and perform inspections as authorized through legislation/by-law. Meetings with various members of the public and community groups/organizations by various staff.
Meetings of Council, Advisory Committees and Boards	All Council meetings and meetings of advisory committees and boards provide an opportunity for members of the public to speak with the exception of in-camera sessions. Various committees involve staff and council members. Committee/Board members engage with the public and staff. All meetings shall be open to the public and will be advertised on the municipal website.
Open houses, legislated public meetings (except for Council meetings)	Open houses and other special public meetings may be advertised in local media, the municipal website and social media.
Municipal Website	The primary source for information on municipal departments, services and programs is our township website www.chisholm.ca .
EngagementHQ Portal	EngagementHQ is the world's leading community engagement platform, where robust 21st-century democracies are built through courageous questions and meaningful answers—turning community input into valuable insights, removing barriers to engagement, and reducing the time to a decision.

3.5 External Communications Between Staff and the Public

The following are guidelines for communications between staff and citizens, businesses, and all other stakeholders:

- Staff will endeavor to provide excellent customer service and communications with

Policy:	COMMUNICATIONS POLICY	Policy No.
Section:	Communications	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 4 of 6

- members of the public;
- Staff will respond to telephone and email messages within two (2) business days unless the staff member is away from work due to illness, vacation or other leave. Staff shall indicate their absence by way of a pre-recorded message on their voicemail and by utilizing the automatic reply (out-of-office) feature on their email account. The message should include wording that indicates where the caller or email sender can obtain immediate service if the matter is urgent;
- Staff will respond to written enquiries from members of the public within five (5) business days unless legislation, a municipal by-law, or another extenuating circumstance dictates otherwise. Staff will advise the member of public of the reason for a delay and when they can expect to receive a response should they not be able to provide written responses within this timeframe;
- Staff will deal with enquiries from all members of the public at time of visiting the municipal office, and if not, explain why and provide a written response within five (5) business days;
- Staff will make information resources, such as forms and pamphlets, available on our website and/or at our office; and
- Staff will aim to ensure that our written correspondence and information is easily understood and written.

3.6 External Communications Between Council Members and the Public

The following are guidelines for communications between Council members and citizens, businesses, and all other stakeholders:

- The corporate email address for members of Council will be listed on the municipal website and the public is encouraged to use this method of communication should they wish to communicate with individual members of Council. If email is not an option, the public is encouraged to call the municipal office to leave a message for any member of Council;
- Council members will respond to communications when they deem it appropriate;
- Any member of the public communicating verbally with any single member of Council is considered to be general in nature and will not receive a formal response from the Council member unless specifically requested in writing;
- Any member of the public communicating with any single member of Council in writing is considered to be general in nature and will not receive a formal response from the member of Council unless specifically requested in writing or unless the member of Council puts the matter before Council on a Council meeting agenda. In

Policy:	COMMUNICATIONS POLICY	Policy No.
Section:	Communications	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 5 of 6

the latter case, the member of Council will communicate to the member of the public that the matter has been referred to Council or a Committee;

- Any member of the public that wishes to communicate in writing and be addressed formally by all of Council should send their communication to the Municipal Clerk's office addressed to all of Council and the matter will be put forward to Council on a Council meeting agenda. In this case, Council will address the matter at a Council meeting and the Municipal Clerk will communicate the results of the discussion with the member of the public within three (3) business days following the date of the Council meeting; and
- All requests for service (day-to-day municipal operational issues) or enquiries for information by any member of the public that require township staff or township department action shall be directed to the township office. Any member of the public communicating requests for service or enquiries for information that require township staff or township department action with any member of Council will be directed by the member of Council to contact the township office.

3.7 Requests for Service and Formal Complaints

Requests for Service and Formal Complaints will be treated in accordance with the Township of Chisholm External Complaint policy.

3.8 Plain Language

The Township of Chisholm will use 'plain language' for its external communications wherever possible. 'Plain language' can be broadly described as any writing designed to ensure the reader understands the message as quickly, easily, and completely as possible. Plain language strives to be easy to read, understand, and use. It avoids verbose, convoluted language and jargon and uses document structure and visual aids (such as graphics, charts, tables) to guide the reader.

3.9 Communications with Media

All communications with the media shall be in consultation with the Mayor and/or CAO.

** Needs discussion
Agenda # 8
- Media Policy*

4.0 COMMUNICATION OF POLICY

This policy will be communicated to the Council and staff of the Township of Chisholm. The policy will be communicated to the public through the Township of Chisholm website and Facebook page.

Policy:	COMMUNICATIONS POLICY	Policy No.
Section:	Communications	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 6 of 6

5.0 CONNECTIONS TO OTHER POLICIES AND BY-LAWS

Township of Chisholm Social Media Corporate Policy

Township of Chisholm Procedural By-law

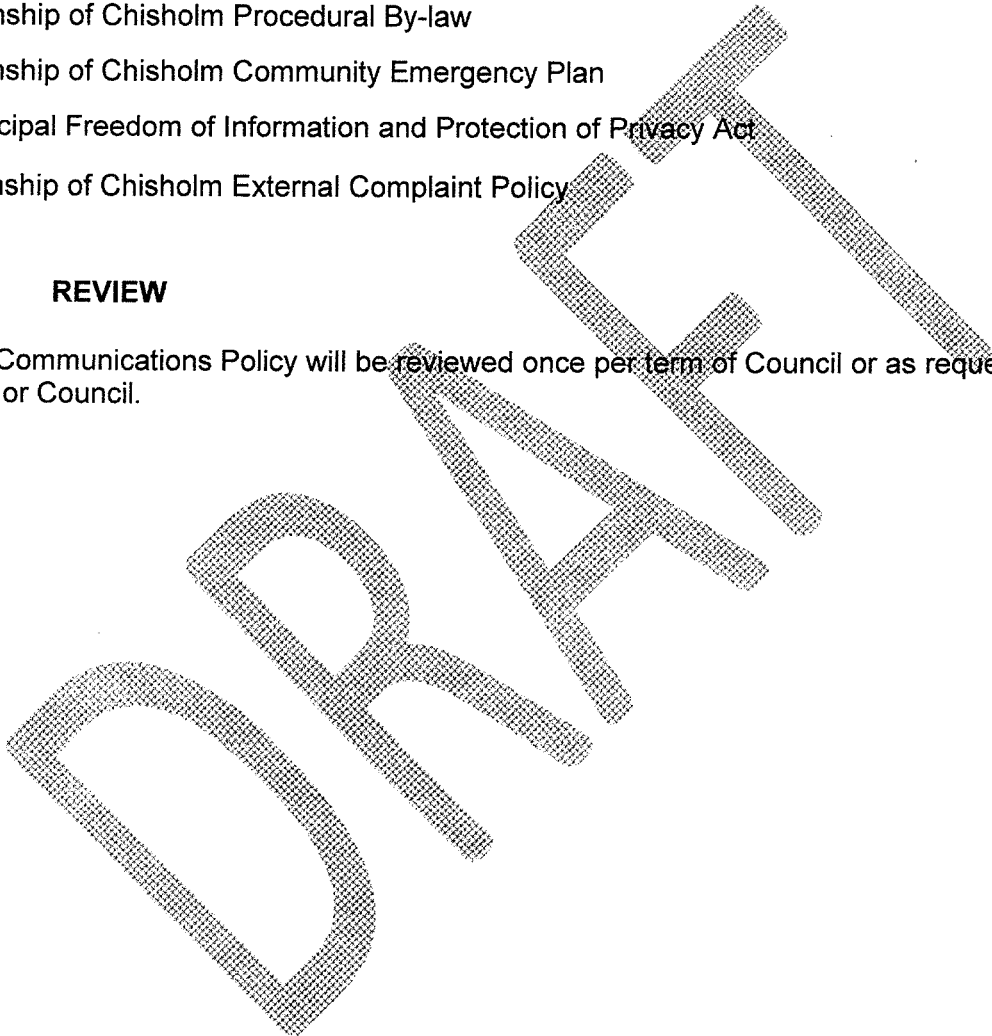
Township of Chisholm Community Emergency Plan

Municipal Freedom of Information and Protection of Privacy Act

Township of Chisholm External Complaint Policy

6.0 REVIEW

This Communications Policy will be reviewed once per term of Council or as requested by the CAO or Council.



Policy:	GUIDELINES FOR ESTABLISHING MUNICIPAL SPEED LIMITS	Policy No.
Section:	Council Policies	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 1 of 2

1.0 PURPOSE

The purpose of the Guidelines for Establishing Municipal Speed Limits Policy is to provide a framework to standardize posted speed limits and guide Council for making decisions on establishing safe and appropriate speed limits within the township.

2.0 SCOPE

This policy applies to Council and will only be used to consider reducing current speed limits, not increasing them.

3.0 CONTENT

3.1 Introduction

The Township of Chisholm is a vibrant and healthy rural community with steady growth. It is a community where residents and the township work together to promote health and well-being for all. Promoting safe and appropriate speed limits aligns with our guiding principle of being transparent, where transparency is defined as having open government decision making and operations, and essential in order to have positive and effective relations with our stakeholders.

To establish speed limits in our township, the methodology from the "Canadian Guidelines for Establishing Posted Speed Limits" published by the Transportation Association of Canada (TAC), has been incorporated into the township's Guidelines. There is also consideration given to the Engineering Approach from the Institute of Transportation Engineers.

3.2 Background

Section 128 of the Highway Traffic Act allows for a maximum speed limit of 80 km/hr in our rural area. The Township of Chisholm standardized the speed limit to be 60 km/hr for the entire township with By-Law 2021-25 and will only consider reducing speeds within designated areas.

With requests coming in from the public to further reduce speed limits in certain areas, Council decided to set up guidelines for handling these requests.

3.3 Establishing Criteria

The following criteria will be considered in deciding to reduce speed limits.

- Length of speed zone and current speed limits abutting the requested change area –

Policy:	GUIDELINES FOR ESTABLISHING MUNICIPAL SPEED LIMITS	Policy No.
Section:	Council Policies	Effective:
Approved by:	Resolution No.	Revised:
		Page: Page 2 of 2

Frequent speed zone changes can result in driver confusion and loss of respect for the posted speed.

- Probability of speed limit enforcement – The township has not historically had success with being able to enforce the lower speed limits.
- Annual Average Daily Traffic Count (AADTC) – There is a direct correlation between speed limits and AADTC in the classification of roads and being able to meet the minimum maintenance standard for each of the classes.
- Speed Limit based on the 85th percentile speed – This is the speed that most drivers are comfortable driving. If the 85th percentile speed is within 10 km/hr of the posted speed limit, it is considered appropriate.
- 40 km/hr be the lowest posted speed – As per TAC guidelines, 40 km/hr is the lowest recommended posted speed.
- Risk Assessment of geographical area – number of curves, hills, bridges, one lane bridges, steep drop offs, etc. within 1 km range.

3.4 Procedure

When staff receive a request to reduce speed from rate payer, the following information will be collected prior to going to Council:

- A geographical description of the area, including curves, hills and other features;
- Traffic data such as average speeds, posted speed, annual average daily traffic count, 85th percentile speed.
- Whether request fits within the guidelines of this policy.

Traffic data will be collected for at least 5 days to a maximum of 14 days.

Staff will prepare a report for Council for consideration. The staff report will be to Council within 8 weeks of the initial request.

4.0 CONNECTIONS TO OTHER POLICIES AND BY-LAWS

Township of Chisholm Speed Limit By-Law

5.0 REVIEW

This Communications Policy will be reviewed once per term of Council or as requested by the CAO or Council.



#6
EXAMPLE

Council Code of Conduct

**Established in accordance with Part V.1 - Accountability and
Transparency of the Municipal Act, 2001, S.O. 2001, c.25.**

BY-LAW NO. 2018-50

TABLE OF CONTENTS

1. AUTHORITY
2. PREAMBLE
3. DEFINITIONS
4. STATUTORY PROVISIONS
5. REGULATING CONDUCT APPLICATION
6. GIFTS AND BENEFITS
7. CONFIDENTIAL INFORMATION
8. USE OF MUNICIPAL PROPERTY, SERVICES AND OTHER RESOURCES
9. ELECTION CAMPAIGN WORK
10. IMPROPER USE OF INFLUENCE
11. BUSINESS RELATIONS
12. CONDUCT REGARDING CURRENT & PROSPECTIVE EMPLOYMENT
13. CONDUCT AT COUNCIL AND COMMITTEE MEETINGS
14. CONDUCT RESPECTING STAFF
15. DISCREDITABLE CONDUCT
16. FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES
17. REPRISALS AND OBSTRUCTION
18. ACTING ON ADVICE OF INTEGRITY COMMISSIONER
19. COMPLIANCE WITH THE CODE OF CONDUCT
20. POLICY REVIEW

1. AUTHORITY

The Corporation of the Municipality of East Ferris has established this Council Code of Conduct in accordance with Part V.1 - Accountability and Transparency of the Municipal Act, 2001, S.O. 2001, c.25.

2. PREAMBLE

It is the goal of the Corporation of the Municipality of East Ferris to improve the quality of public administration and governance by encouraging high standards of conduct on the part of all government officials. In particular, the public is entitled to expect the highest standards of conduct from the members that it elects to local government. In turn, adherence to these standards will protect and maintain the Corporation of the Municipality of East Ferris' reputation and integrity.

Subsection 223.2 of the Municipal Act, 2001 now requires the Municipality to establish a code of conduct for members of Council. In response, the Municipality adopted the following Code of Conduct by By-law No. 2018-50. It is intended to supplement and be compatible with the laws governing the conduct of members.

The key statements of principle that underline the Corporation of the Municipality of East Ferris Code of Conduct are as follows:

- Members of Council shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- Members of Council should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, and conflicts of interest, both apparent and real;
- Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- Members of Council shall seek to serve the public interest by upholding both the letter and the spirit of the laws of the Federal Parliament and Ontario Legislature, and the laws and policies adopted by Council.

3. DEFINITIONS

In the Code of Conduct, the terms "child", "parent" and "spouse" have the same meanings as in the Municipal Conflict of Interest Act:

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; and

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

4. STATUTORY PROVISIONS

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of members. The following provincial legislation governs the conduct of members of Council:

- the Municipal Act, 2001;
- the Municipal Conflict of Interest Act;
- the Municipal Elections Act, 1996; and
- the Municipal Freedom of Information and Protection of Privacy Act.

The Criminal Code of Canada also governs the conduct of members of Council.

5. REGULATING CONDUCT APPLICATION

This Code of Conduct applies to the Mayor and all members of Council.

6. GIFTS AND BENEFITS

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.

For these purposes, a fee or advance paid to or a gift or benefit provided with the member's knowledge to a member's spouse, child, or parent, or to a member's staff that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

The following are recognized as exceptions:

- (a) compensation authorized by law;

- (b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- (c) a political contribution otherwise reported by law, in the case of members running for office;
- (d) services provided without compensation by persons volunteering their time;
- (e) a suitable memento of a function honouring the member;
- (f) food, lodging, transportation and entertainment provided by provincial, and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;
- (g) food and beverages consumed at banquets, receptions or similar events, if:
 - attendance serves a legitimate business purpose;
 - the person extending the invitation, or a representative of the organization is in attendance; and
 - the value is reasonable and the invitations infrequent;

In the case of categories (b), (e), (f), and (g), if the value of the gift or benefit exceeds \$100.00, or if the total value received from any one source during the course of a calendar year exceeds \$100.00, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

The disclosure statement must indicate:

1. the nature of the gift or benefit;
2. the source and date of receipt of the gift or benefit;
3. the circumstances under which the gift or benefit was given or received;
4. the estimated value of the gift or benefit;
5. what the recipient intends to do with any gift; and
6. whether any gift will at any point be turned over to the municipality.

Any disclosure statement will be a matter of public record.

On receiving a disclosure statement, the Integrity Commissioner shall examine it to ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the member. If the Integrity Commissioner makes that preliminary determination, he or she shall call upon the member to justify receipt of the gift or benefit.

Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the member to return the gift, reimburse the donor for the value of any gift or

benefit already consumed, or forfeit the gift or remit the value of any gift or benefit already consumed to the Municipality.

Except in the case of categories (a), (c), and (f), a member may not accept a gift or benefit worth in excess of \$300.00 or gifts and benefits from one source during a calendar year worth in excess of \$300.

7. CONFIDENTIAL INFORMATION

Confidential information includes information in the possession of or received in confidence by the Municipality of East Ferris that the Municipality of East Ferris is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or other legislation.

Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

The Municipal Act, 2001 allows information that concerns personnel, labour relations, litigation, property acquisitions, the security of the property of the Municipality or a local board, and matters authorized in other legislation, to remain confidential. For the purposes of the Code of Conduct, "confidential information" also includes this type of information.

No member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so. Nor shall members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

In accordance with Procedural By-law No. 2215, a matter that has been discussed at an in-camera (closed) meeting remains confidential. No member of Council shall disclose the content of such matter, or the substance of deliberations, of the in-camera meeting until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of information that a member of Council must keep confidential:

- items under litigation, negotiation, or personnel matters;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- price schedules in contract tender or Request for Proposal submissions if so specified;
- information deemed to be "personal information" under MFIPPA; and

- statistical data required by law not to be released (e.g. certain census or assessment data).

Members of Council should not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Council policy.

8. USE OF MUNICIPAL PROPERTY, SERVICES AND OTHER RESOURCES

No member of Council should use, or permit the use of municipal land, facilities, equipment, supplies, services, staff or other resources (for example, municipal-owned materials, websites) for activities other than the business of the Corporation. Nor should any member obtain personal financial gain from the use or sale of municipal-developed intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Municipality.

9. ELECTION CAMPAIGN WORK

Members are required to follow the provisions of the Municipal Elections Act, 1996. No member shall use the facilities, equipment, supplies, services or other resources of the Municipality (including newsletters and websites linked through the municipal website) for any election campaign or campaign-related activities. No member shall undertake campaign-related activities on municipal property during regular working hours unless permitted by policy (e.g., all candidates meetings). No member shall use the services of persons for election-related purposes during hours in which those persons receive any compensation from the Municipality.

10. IMPROPER USE OF INFLUENCE

No member of Council shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.

Examples of prohibited conduct are the use of one's status as a member of Council to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise. Also prohibited is the prospect or promise of future advantage through a member's supposed influence within Council in return for actions or inaction.

For the purposes of this provision, "private advantage" **does not include** a matter:

- (a) that is of general application;
- (b) that affects a member of Council, his or her parents, children or spouse, staff

members, friends, or associates, business or otherwise as one of a broad class of persons; or

(c) that concerns the remuneration or benefits of a member of Council.

11. BUSINESS RELATIONS

No member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Municipality except in compliance with the terms of the Municipal Conflict of Interest Act.

A member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

12. CONDUCT REGARDING CURRENT & PROSPECTIVE EMPLOYMENT

No member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Municipality.

13. CONDUCT AT COUNCIL AND COMMITTEE MEETINGS

Members shall conduct themselves with decorum at Council and committee meetings in accordance with the provisions of By-law No. 2215, A By-law to Govern the Proceedings of Council, Local Boards and Committees of either, the Conduct of its Members, the Calling of the Meetings and to Establish Rules of Order.

14. CONDUCT RESPECTING STAFF

Under the direction of the CAO, staff serve the Council as a whole, and the combined interests of all members as evidenced through the decisions of Council. Council members shall be respectful of the role of staff to provide advice based on political neutrality and objectivity and without undue influence from any individual member or a faction of Council.

Accordingly, no Council member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of staff.

No Council member shall compel staff to engage in political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any Council member use, or attempt to use, their authority or influence for the purpose of

intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties.

15. DISCREDITABLE CONDUCT

All members of Council have a duty to treat members of the public, one another, and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment. The Ontario Human Rights Code applies as well as the Occupational Health and Safety Act.

16. FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES

Several of the provisions of this Council Code of Conduct incorporate policies and procedures adopted by Council. As a result, members of Council are required to observe the terms of all policies and procedures established by the Municipality of East Ferris.

17. REPRISALS AND OBSTRUCTION

Members of Council should respect the integrity of the Council Code of Conduct and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited. It is also a violation of the Council Code of Conduct to obstruct the Integrity Commissioner in the carrying out of her or his responsibilities, as, for example, by the destruction of documents or the erasing of electronic communications.

18. ACTING ON ADVICE OF INTEGRITY COMMISSIONER

Any written advice given by the Integrity Commissioner to a member binds the Integrity Commissioner in any subsequent consideration of the conduct of the member in the same matter if all the relevant facts known to the member were disclosed to the Integrity Commissioner.

19. COMPLIANCE WITH THE COUNCIL CODE OF CONDUCT

Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under the Municipal Conflict of Interest Act.

In addition, subsection of the Municipal Act, 2001, authorizes Council to impose either of two penalties on a member of Council following a report by the Integrity Commissioner that, in her or his opinion, there has been a violation of the Code of Conduct:

1. A reprimand; or
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of Council or a local board for a period of up to 90 days.

Other Actions:

The Integrity Commissioner may also recommend that Council or a local board take the following actions:

1. Removal from membership of a Committee or local board.
2. Removal as Chair of a Committee or local board.
3. Repayment or reimbursement of moneys received.
4. Return of property or reimbursement of its value.
5. A request for an apology to Council, the complainant, or both.

20. REVIEW

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



EXAMPLE

#8

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Media Relations Policy	Policy No:	GOV-002
Section:	Communications	Resolution:	2020-67
Policy Lead:	Chief Administrative Officer	Effective Date:	Mar. 10, 2020
Application:	All Staff and Council	Last Review Date:	-
Approved by:	Council	Page:	Page 1 of 5

1.0 PURPOSE

The Municipality of East Ferris is committed to developing and maintaining professional working relationships with the media to promote public awareness and understanding of initiatives, programs and services, issues facing the municipality, corporate policies and Council decisions.

The purpose of the Media Relations Policy is to ensure professionalism and consistency in how the municipality communicates and collaborates with the media to manage proactive and reactive media relations activities. This policy outlines who can interact with the media in an official capacity on behalf of the Municipality. The Chief Administrative Officer (CAO) and the Mayor lead official media relations activities on behalf of the municipality, but all Council members and departments have a role to play in building cooperative and mutually beneficial relationships between the Municipality and the media.

2.0 SCOPE

This policy applies to all forms of communications between Staff and members of Council with the media.

3.0 DEFINITIONS

Media

Media includes traditional news media (print, radio and television) and online channels such as websites and blogs that publish news, investigative reports, analysis, events and/or general information.

Media Advisory

A media advisory is used to invite reporters to cover an upcoming event such as a press conference, meeting, or open house. The goal of the media advisory is to make the event sound interesting and newsworthy so that the event receives media coverage.



CORPORATE POLICIES AND PROCEDURES MANUAL

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Approved by:	Council	Page:	Page 2 of 5

Press Release

A press release is used to communicate official municipal activities, decisions, projects, or services, or for use as official statements during Emergency Operations.

Spokesperson

A spokesperson is a Municipality of East Ferris employee or Council member who is authorized to make official statements to the media on behalf of the corporation in accordance with Sections 4.3 and 4.4 of this Policy. Unless otherwise authorized, the Municipality's spokespeople are:

- Mayor
- Chief Administrative Officer
- Department Managers
- Fire Chief

A spokesperson may be represented by a delegate as indicated in the Policy.

4.0 CONTENT

4.1 Introduction

The Municipality of East Ferris is a vibrant and healthy rural community with steady growth. It is a community where residents and the municipality work together to promote health and well-being for all. Promoting effective communications and relations with the media aligns with our guiding principle of being transparent, where transparency is defined as having open government decision making and operations, and is essential in order to promote public awareness and understanding of initiatives, programs and services, issues facing the municipality, corporate policies and Council decisions

4.2 Background

The Municipality has never had a Media Relations Policy. This policy was developed by conducting a scan of various media relations policies being utilized in other municipalities. These plans were identified by availability on municipal websites.



CORPORATE POLICIES AND PROCEDURES MANUAL

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Application:	All Staff and Council	Last Review Date:	-
Approved by:	Council	Page:	Page 3 of 5

4.3 Municipal Initiated Communications with Media

Media Advisories and Press Releases

It shall be the policy of the Municipality that all official press releases and media advisories be released by the Chief Administrative Officer (CAO) except for Emergency Operations related releases which will be released in accordance with the Municipality of East Ferris Community Emergency Plan.

All press releases and media advisories shall be posted on the municipal website and Facebook page after releasing the information to the media.

4.4 Media Initiated Communications with Municipality Requests for Information – Authorized Spokespersons

Mayor - The Mayor is the official authorized spokesperson to speak with the media on behalf of Council and the Municipality. In the Mayor's absence, the Deputy Mayor or the Mayor's designate will assume the role of spokesperson.

CAO - The CAO is the official authorized spokesperson for the municipality to speak with the media on administrative, litigation, and human resource matters (non-Council-related). In the CAO's absence, the Municipal Clerk is his/her delegate.

Department Managers - Department Managers may address media inquiries on matters related directly to the day-to-day activities of their department but shall only provide the information after approval of the release of information by the Chief Administrative Officer.

Fire Chief - The Fire Chief is authorized to provide information to the media about public safety and/or specific fire-related incidents. Inquiries that are administrative in nature pertaining to the Fire Department shall be referred to the CAO. During a crisis or major emergency (i.e. flooding, tornado, mass casualty incident, etc.), the procedure for communicating with the media is highlighted in the *Municipality of East Ferris Community Emergency Plan*.

All other media enquiries must be referred to the CAO.

Non-Spokespeople



CORPORATE POLICIES AND PROCEDURES MANUAL

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Approved by:	Council	Page:	Page 4 of 5

Employees - Employees who are not authorized spokespeople must refer media inquiries to the Department Manager. Municipal staff who are not designated spokespeople are not authorized to make statements to the media and/or in public discussion on behalf of the municipality.

Council Members - Council members have been elected to represent the residents of our community and are free to speak to the media on any subject matter but not in the capacity as authorized spokesperson (except for the Mayor). Council members have the right to express personal opinions on any issue but must make it clear that they are speaking for themselves and it is not an official Council position unless they are speaking of a decision made by Council.

Known or Potentially Contentious Issues

All requests for information regarding known or potentially contentious issues must be immediately referred to the CAO.

Emergencies

In the event of an emergency situation, the Public Information Officer will act as the primary media contact in accordance with the *Municipality of East Ferris Community Emergency Plan*.

Personal Point of View

All employees have the right to express personal points of view and, at times, their opinions may conflict with the Municipality's official position. Employees' opinions must not be expressed using Municipal letterhead, email accounts, social media accounts or online accounts.

If an employee expresses his or her personal opinion during a public discussion, he or she must identify himself or herself as a municipal employee, and state that his or her views do not represent the views of the Municipality, but rather, are the employee's personally held opinions.

During public discussions and media interviews, employees acting as authorized spokespeople are expected to convey the official position of the Municipality of East Ferris rather than personal points of view.



CORPORATE POLICIES AND PROCEDURES MANUAL

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4.5 Inaccurate Media Coverage

Inaccurate media coverage should be brought to the CAO's attention.

5.0 COMMUNICATION OF POLICY

This policy will be communicated to Council and staff of the Municipality of East Ferris and will be made available to the public on the municipal website.

6.0 CONNECTIONS TO OTHER POLICIES AND BY-LAWS

Municipality of East Ferris Community Emergency Plan

Municipal Freedom of Information and Protection of Privacy Act

7.0 REVIEW

This Media Relations Policy will be reviewed once per term of Council or as requested by the CAO or Council.

#9

SERVICE CONTRACT

PROJECT: Equipment Rentals

THIS AGREEMENT made in duplicate this ____ day of _____, 20__

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF CHISHOLM

(Hereinafter called "the Owner")

-And-

(PURCHASER OF SERVICE)

(Hereinafter called "Purchaser")

WHEREAS Section 20 (1) of the Municipal Act, 2001, C.25 states a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND FURTHER that Section 23 states a municipality may enter into an agreement with any person to construct, maintain and operate a private road or a private water or sewage works, including fire hydrants;

AND WHEREAS the Township of Chisholm has equipment and operators that can assist neighbouring municipalities and private road associations (within the Township of Chisholm only);

NOW, THEREFORE, in consideration of the covenants, provisions, terms, and conditions otherwise contained herein as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1 OWNER

The Owner shall:

- a) Provide the following equipment rentals which include a Township of Chisholm trained operator:
 - TYM 574 4x4 tractor with disc mower
 - John Deere 870 Grader
 - Doosan dx140W Excavator with mulching head attachment
 - Cat 420 backhoe
 - Rear dump tandem truck
- b) Provide all maintenance for equipment, including Fuel
- c) Work under direction of Purchaser's Public Works Foreman or designate
- d) Use the OPSS rates for hourly equipment rents plus \$40/hr for the operator

ARTICLE 2 PURCHASER

The Purchaser shall:

- a) Direct all work to be carried out by the equipment being rented
- b) Supervise all work to be carried out ensuring work is completed to their satisfaction
- c) Provide all traffic control on an as needed basis as per O.T.M Book 7
- d) Clearly mark any hazards and be responsible for any damage to any property not clearly marked
- e) Provide a location for parking of equipment at days end
- f) Inform the operator of all necessary policies or procedures
- g) Pay for travel at the equipment rental hourly rate on a one way basis

ARTICLE 3 TERM

The term of this Service Contract will be on a per job/project basis.

ARTICLE 4 PAYMENT

Payment shall be due once job/project is complete and no more than 30 days from the date of Invoice from Owner.

ARTICLE 5 TIMING OF WORK

The Owner will work with the Purchaser to get their jobs/projects done as requested. And further, the Owner has the ultimate decision on when the work will commence based on the flexibility of staffing and projects within the Township of Chisholm.

ARTICLE 6 RELEASE AND INDEMNITY

- a. No Claims: The Owner shall not be liable or responsible to any personnel employed by the Purchaser in the event of injury or damage to personal property suffered while completing the project as contemplated by this Service Contract.
- b. Indemnification: Each party covenants and agrees that it shall at all times indemnify and save harmless the subsection Article 6 (a) above from and against all claims, losses, costs, expenses, damages, suits, actions, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by, or attributable to the execution of this Service Contract or any action or things done or maintained by virtue of this Service Contract, or the exercise in any manner of rights arising under this Service Contract, save and except claims for damages resulting from negligence of any officer, servant or agent of the other while acting within the scope of his or her duties or employment.
- c. Insurance throughout the term of this Service Contract; each party shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability and property damage. Such policy shall:
- d. Upon the request of any other party, each party shall provide proof of insurance in a form satisfactory to the requesting party's CAO/Clerk.
- e. In the case of any conflict between the provisions of this document and any other provisions speaking to contractual indemnity or insurance clauses, the provisions of this Service Contract will govern.

By signing below the Purchaser agrees to all terms of the service contract including attached Schedule A.

Township of Chisholm
Signature of CAO or Operations Superintendent

Date

Signature of Purchaser

Date

DRAFT

Schedule A
Service Contract

SC#2024-01

Actual Cost of Service Contract (Invoice)	
Quote only for Service Contract	

(Mark with 'X')

Municipality/Road Association Name:	
Address:	
Contact Name:	
Phone Number:	
Email:	

TYPE OF SERVICE:	2024 Hourly Rate	No. of Hours	Total
TYM 574 4X4 Tractor with Disc Mower	\$ 78.40		\$ -
John Deere 870 Grader	\$ 218.10		\$ -
Doosan DX140W Excavator with mulching head attachment	\$ 185.90		\$ -
CAT 420 Backhoe	\$ 127.80		\$ -
Rear Dump Tandem Truck	\$ 159.05		\$ -

NOTES:

Equipment Rates based on OPSS rates and could change annually.
 All equipment is operated by Township of Chisholm staff only.
 Travel time is one way using the specific rate of the Equipment rented.

Total Cost	\$ -
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Signature of CAO or Operations Superintendent

Policy:	Tree Canopy and Natural Vegetation Policy	Policy No. 7.26
Section:	MISCELLANEOUS	Effective:
Approved by:	Resolution No. 2024-XX	Revised:
		Page: Page 1 of 2

1.0 PURPOSE

The Township of Chisholm is required under section 270(1)(7) of the Municipal Act, shall adopt and maintain a policy for the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.

2.0 SCOPE

This policy applies to staff and Members of Council.

Definitions:

“Natural vegetation” means the native plant life that grows naturally without human intervention in a geographic region.

“Tree canopy” means the layer of tree leaves, branches and stems that cover the ground when viewed from above.

3.0 POLICY

The purpose of this policy is to protect and enhance the natural heritage features and functions, including tree canopy and natural vegetation, in the Township while recognizing that resource industries are important to local and provincial economies.

Objectives include:

- To protect, restore and/or improve its tree canopy and natural vegetation;
- To maintain the Natural Environment and Heritage features as per the Official Plan;
- To prevent negative impacts to the water quality and hydrological and hydrogeological characteristic of watercourse, lakes, aquifers and wetlands;
- To encourage a natural vegetation buffer around all shoreline designations; and
- To promote awareness and education on the benefits of tree canopy and natural vegetation. Benefits could include, but not limited to, reducing heating/cooling costs, better air quality, more privacy, mitigating carbon emissions, erosion control, etc.

4.0 EFFECTIVE DATE

This policy shall become effective on the date of adoption by Council by resolution.

#11

Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0

(705)724-3526 - Fax (705)724-5099

info@chisholm.ca

Gail Degagne, Mayor

Jennistine Leblond, CAO Clerk-Treasurer

MEMO

To: General Government Committee

From: Jenny Leblond, CAO

Date: April 11, 2024

RE: Short Term Rentals

There has been some progress on the short term rental project. The small committee of CAOs met once to go over high level concerns in their municipalities. There was consensus that we like a lot of the language in the East Ferris By-law.

The Ministry of Municipal Affairs and Housing is starting to get involved in this subject matter and there is a virtual municipal exchange called 'Short Term Rental Bylaws: From Creation to Enforcement' scheduled for April 24th, 2024. CAO and Administrative Assistant will be attending.

The goal is to have an updated draft to General Government for the June meeting.