

ORDRE DU JOUR

Agenda

Séance régulière du conseil qui aura lieu
à 19 h, le mercredi 27 mars 2024
*Regular council meeting scheduled for Wednesday,
March 27, 2024 at 7:00 p.m.*

1. OUVERTURE CALL TO ORDER

- Reconnaissance des terres autochtones par la Mairesse / *Indigenous land acknowledgement by the Mayor;*

2. PRÉSENCE ROLL CALL

	In attendance	Absent	With Notice	Without Notice
Mayor Beverly Nantel				
Councillor Hélène Perth				
Councillor Luc Lévesque				
Councillor Julila Hemphill				
Councillor Krystel Lévesque				
CAO-Clerk				
Treasurer/Tax Collector				
Infrastructure Superintendant				
Misc. Municipal Employees				

3. APPEL ET DÉCLARATION D'INTÉRÊT PÉCUNIAIRE DECLARATION OF CONFLICT

4. ADOPTION DE L'ORDRE DU JOUR APPROVAL OF AGENDA

5. ADOPTION DES PROCÈS-VERBAUX
ADOPTION OF MINUTES

- 5.1 Procès-verbal daté du 13 mars 2024 de la réunion régulière du conseil municipal / *Regular Municipal Council meeting minutes dated March 13, 2024; (Resolution)*

6. DÉLÉGATIONS
DELEGATIONS

7. CORRESPONDANCE
CORRESPONDENCE

- 7.1 Procès-verbal de la réunion du Conseil de la Santé publique Algoma du 24 janvier 2024 et du 15 février 2024 / *Algoma Public Health Board of Health meeting minutes dated January 24, 2024 and February 15, 2024; et / and (Information / Resolution)*
- 7.2 Résolution datée du 19 mars 2024 de la Corporation de la Municipalité de Wawa au sujet d'une demande de support concernant la fermeture potentielle de plusieurs laboratoires de santé publique de l'Ontario / *Resolution dated March 19, 2024 from the Corporation of the Municipality of Wawa with regards to a request for support concerning the potential closure of many Public Health Ontario labs; (Support / Resolution)*
- 7.3 *Lettre datée du 8 mars 2024 de la Ville de Goderich au sujet d'une demande de support concernant le retour aux conférences combinées de ROMA et d'OGRA / Letter dated March 8, 2024 from the Town of Goderich with regards to a request for support concerning the return to the combined ROMA and OGRA conferences; et / and (Support / Resolution)*
- 7.4 Lettre datée du 20 mars 2024 du Canton de Chapleau au sujet d'une demande de support concernant le projet proposé du prolongement de l'autoroute 400/69 de Sudbury à Chapleau à White River / *Letter dated March 20, 2024 from the Township of Chapleau with regards to a request for support concerning the proposed Highway 400/69 Extension from Sudbury to Chapleau to White River; et / and (Support / Resolution)*
- 7.5 Courriel daté du 7 mars 2024 du Canton Tay Valley au sujet d'une demande de support concernant la déclaration de crise du changement climatique / *Email dated March 7, 2024 from the Tay Valley Township with regards to a request for support concerning the declaration of a climate change crisis; et / and (Support / Resolution)*

- 7.6 Lettre datée du 6 mars 2024 de la Ville de Aurora au sujet d'une demande de support concernant le partage des commodités avec les conseils scolaires pour l'utilisation des gymnases les soirs et les fins de semaine / *Letter dated March 6, 2024 from the Town of Aurora with regards to a request for support concerning amenity sharing with school boards for evening/weekend gymnasium use*; et / and **(Support / Resolution)**
- 7.7 Résolution datée du 19 mars 2024 de la Corporation de la Municipalité de Wawa au sujet d'une demande de support concernant la suspension de l'avancement du projet d'autoroute 413 proposé / *Resolution dated March 19, 2024 from the Corporation of the Municipality of Wawa with regards to a request for support concerning pausing advancement on proposed highway 413*; **(Support / Resolution)**

8. RAPPORT DES COMITÉS ET DÉPARTEMENTS **REPORTS FROM COMMITTEES AND DEPARTMENTS**

- 8.1 Discussion au sujet de la nomination de deux membres communautaires au Conseil du détachement régional de l'O.P.P. de l'est supérieur / *Discussion with regards to the appointment of two community members to the Superior East Regional O.P.P. Detachment Board*; et / and **(Resolution)**
- 8.2 Discussion au sujet de l'arrêté-municipal relatif à autoriser, régler et régir toute entreprise / *Discussion with regards to the by-law to license, regulate and govern any business*; et / and **(Resolution)**
- 8.3 Discussion au sujet de deux propriétés résidentielles en surplus / *Discussion with regards to two surplus residential properties*; et / and **(Resolution)**
- 8.4 Discussion générale concernant des sujets variés municipaux / *General discussion with regards to various municipal subjects*; **(Information / Resolution)**

9. RÉGLEMENTS **BY-LAWS**

- 9.1 Arrêté-municipal no. 2024-15, étant un règlement visant à confirmer les travaux du Conseil de la Corporation du Canton de Dubreuilville à sa séance régulière tenue le 27 mars 2024 / *By-Law No. 2024-15, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on March 27, 2024*; et / and **(Resolution)**

- 9.2 Arrêté-municipal no. 2024-16, étant un règlement visant à définir les fonctions et les responsabilités du Chef du service d'incendie volontaire de Dubreuilville / *By-Law No. 2024-16, being a By-law to define the duties and responsibilities of the Fire Chief for the Dubreuilville Volunteer Fire Department*; et / and **(Resolution)**
- 9.3 Arrêté-municipal no. 2024-17, étant un règlement visant à définir les fonctions et les responsabilités du Chef adjoint des pompiers volontaires de Dubreuilville / *By-Law No. 2024-17, being a By-law to define the duties and responsibilities of the Deputy Fire Chief for the Dubreuilville Volunteer Fire Department*; et / and **(Resolution)**
- 9.4 Arrêté-municipal no. 2024-18, étant un règlement visant à définir les fonctions et les responsabilités de l'officier de prévention des incendies du service de pompiers volontaires de Dubreuilville / *By-Law No. 2024-18, being a By-law to define the duties and responsibilities of the Fire Prevention Officer for the Dubreuilville Volunteer Fire Department*; et / and **(Resolution)**
- 9.5 Arrêté-municipal no. 2024-19, étant un règlement visant à nommer une agente de prévention des incendies pour les pompiers volontaires du Canton de Dubreuilville / *By-Law No. 2024-19, being a By-law to appoint a Fire Pevention Officer for the Corporation of the Township of Dubreuilville's Volunteer Fire Department*; **(Resolution)**

10. AJOUT
ADDENDUM

11. ASSEMBLÉE A HUIS CLOS
CLOSED SESSION

12. AJOURNEMENT
ADJOURNMENT



THE CORPORATION OF THE TOWNSHIP OF DUBREUILVILLE

-MINUTES-

Regular Council Meeting held on
March 13, 2024, at 7:00 p.m.
Council Chambers

PRESENT: Councillor, H. Perth
Councillor, L. Lévesque (late arrival)
Councillor, J. Hemphill
Councillor, K. Lévesque

ABSENT: Mayor, B. Nantel (with notice)

STAFF: CAO-Clerk, Shelley B. Casey and EDO, Chantal Croft

Deputy -Mayor, Helene Perth called the meeting to order at 7:02 p.m.

24-042 Moved By: Councillor J. Hemphill
Seconded By: Councillor K. Lévesque

Whereas that the agenda for the regular municipal council meeting dated March 13, 2024, be adopted as submitted.

Carried

24-043 Moved By: Councillor J. Hemphill
Seconded By: Councillor K. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the following municipal council meeting minutes as submitted:

- Regular Municipal Council meeting minutes dated February 14, 2024.

Carried

24-044 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the following be received as information only:

7.1 Algoma District Services Administration Board (ADSAB) meeting minutes dated January 25, 2024; and

- 7.2 North Algoma Medical Recruitment and Retention Committee meeting minutes dated January 23, 2024; and
- 7.3 Northeast Superior Mayors Group meeting minutes dated January 10, 2024; and
- 7.4 Letter dated March 5, 2024, from the Algoma Public Health with regards to the potential voluntary merger; and
- 7.5 Dubreuilville Minor Hockey Association Out of Breath Committee thank you to sponsors.

Carried

24-045 Moved By: Councillor L. Lévesque
Seconded By: Councillor K. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated February 26, 2024, from the Township of Perry with regards to a request for support concerning amending the blue box regulation for ineligible sources, as presented.

Carried

24-046 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated March 4, 2024, from the Town of Plympton-Wyoming with regards to a request for support concerning rural and small urban municipalities-affordability of water and wastewater systems, as presented.

Carried

24-047 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated February 28, 2024, from the Town of Lincoln with regards to a request for support concerning urgent need for increased funding for libraries and museums, as presented.

DEFEATED

24-048 Moved By: Councillor K. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated January 20, 2024, from the Algoma Council on Domestic Violence with regards to a request for support concerning declaring Intimate Partner Violence an epidemic, as presented.

Carried

24-049 Moved By: Councillor J. Hemphill
Seconded By: Councillor L. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached email dated February 22, 2024, from Autism Ontario with regards to a request for support concerning proclaiming April 2, 2024, as World Autism Awareness Day, as presented.

Carried

24-050 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated February 6, 2024, with regards to a request for support concerning a new 400/69 hwy extension from Sudbury to White River, as presented.

DEFEATED

24-051 Moved By: Councillor J. Hemphill
Seconded By: Councillor L. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached resolution dated February 21, 2024, from the Corporation of the Municipality of St. Charles with regards to a request for support concerning unnecessary noise-engine brakes, as presented.

DEFEATED

24-052 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached resolution dated February 21, 2024, from the Corporation of the Municipality of St. Charles with regards to a request concerning the municipal equipment operator course, as presented.

DEFEATED

24-053 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated February 2024, from the Ontario Clean Water Agency with regards to the 2023 Annual Summary Report for the Dubreuilville Drinking-water System, as presented.

Carried

24-054 Moved By: Councillor J. Hemphill
Seconded By: Councillor L. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated February 2024 from the Ontario clean Water Agency with regards to the O. Regulation 170 – 2023 Section 11 Annual Report for the Dubreuilville Drinking-Water System, as presented.

Carried

24-055 Moved By: Councillor J. Hemphill
Seconded By: Councillor K. Lévesque

Whereas that By-Law No. 2024-09, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on March 13, 2024, be adopted as presented.

Carried

24-056 Moved By: Councillor J. Hemphill
Seconded By: Councillor L. Lévesque

Whereas that By-Law No. 2024-10, being a By-law to authorize the execution of an Agreement of Purchase and Sale between the Corporation of the Township of Dubreuilville and Huguette Dechamplain, be adopted as presented.

Carried

24-057 Moved By: Councillor J. Hemphill
Seconded By: Councillor L. Lévesque

Whereas that By-Law No. 2024-11, being a By-law to amend By-Law No. 2021-48, being a By-Law to provide for the erection of new additional stop signs at various intersections within the Corporation of the Township of Dubreuilville be adopted as presented.

Carried

24-058 Moved By: Councillor J. Hemphill
Seconded By: Councillor L. Lévesque

Whereas that By-Law No. 2024-12, being a By-law to authorize the execution of an Agreement with the Ministry of Health – Emergency Health Services Branch and SSM CACC for the provision of communication services, be adopted as presented.

Carried

24-059 Moved By: Councillor J. Hemphill
Seconded By: Councillor K. Lévesque

Whereas that By-Law No. 2024-13, being a By-law to regulate and govern Animal Care and Control within the Corporation of the Township of Dubreuilville, be adopted as presented.

Carried

24-060 Moved By: Councillor L. Lévesque
Seconded By: Councillor J. Hemphill

Whereas that By-Law No. 2024-14, being a By-law to authorize Civil Marriage Solemnization Services in the Township of Dubreuilville, be adopted as presented.

Carried

24-061 Moved By: Councillor K. Lévesque
Seconded By: Councillor L. Lévesque

Whereas that this regular municipal council meeting dated March 13, 2024, hereby adjourn at 8:57 p.m.

Carried

Mayor

CAO/Clerk

Board of Health Meeting
MINUTES
Wednesday, January 24, 2024 - 5:00 pm
SSM Algoma Community Room | Videoconference

BOARD MEMBERS

PRESENT: Deborah Graystone
Sally Hagman
Julila Hemphill
Donald McConnell
Luc Morrissette
Loretta O'Neill
Matthew Shoemaker
Sonia Tassone
Suzanne Trivers
Jody Wildman

APH MEMBERS

Dr. Jennifer Loo - Medical Officer of Health & CEO
Dr. John Tuinema - Associate Medical Officer of Health & Director of Health Protection
Rick Webb - Director of Corporate Services
Kristy Harper - Director of Health Promotion & Chief Nursing Officer
Leo Vecchio - Manager of Communications
Leslie Dunseath - Manager of Accounting Services
Tania Caputo - Board Secretary

STAFF GUEST: Nicole Lindahl, Manager of Emergency Preparedness and Response

1.0 Meeting Called to Order

Dr. Loo welcomed the Board of Health members, read the land acknowledgement, completed roll call and declaration of conflict of interest.

a. Land Acknowledgment

b. Roll Call

c. Declaration of Conflict of Interest - a conflict was declared by D. Graystone related to agenda item 9.0 a. Extension of Provincial Appointee

2.0 Election of Officers

a. Appointment of Board of Health Chair for the year 2024.

Dr. Loo called for nominations.

D. Graystone nominated S. Hagman and L. Morrissette seconded the nomination.

Dr. Loo called for any other nominations, and there being none, the nominations were closed.

S. Hagman was acclaimed as Board of Health Chair for the year 2024.

At this point S. Hagman assumed the position of Chair of the Board of Health, and resumed the election of officers.

b. Appointment of Board of Health First Vice-Chair and Chair of the Finance and Audit Committee for the year 2024.

S. Hagman called for nominations.

L. Morrissette put his name forward for 1st Vice-Chair, D. Graystone seconded the nomination.

S. Hagman called for any other nominations, and there being none, the nominations were closed.

L. Morrissette was acclaimed as First Vice-Chair and Chair of the Finance and Audit Committee for the year 2024.

c. Appointment of Board of Health Second Vice-Chair and Chair of the Governance Committee for the year 2024.

S. Hagman called for nominations.

D. McConnell was nominated by S. Hagman, D. Graystone seconded the nomination.

S. Hagman called for any other nominations, and there being none, the nominations were closed.

D. McConnell was acclaimed as Second Vice-Chair and Chair of the Governance Committee for the year 2024.

d. Call for Committee Members for the Finance and Audit Committee and Governance Committee for the year 2024.

S. Hagman called for Finance and Audit Committee members, and Governance Committee members.

e. Slate of officers and committee members.

RESOLUTION **Moved:** D. McConnell
2024-01 **Seconded:** S. Trivers

Be it resolved that the following is the Board of Health slate of officers and committee members for the year 2024.

Board of Health Chair:	Sally Hagman
First Vice-Chair & Chair of the Finance and Audit Committee:	L. Morrissette
Second Vice-Chair & Chair of the Governance Committee:	D. McConnell
Finance and Audit Committee members:	L. Morrissette, J. Wildman, S. Hagman, S. Trivers
Governance Committee members:	D. McConnell, S. Tassone, D. Graystone, L. O'Neill, M. Shoemaker

CARRIED

3.0 Signing Authority

RESOLUTION **Moved:** D. McConnell
2024-02 **Seconded:** S. Trivers

THAT By-Law 95-2 identifies that signing authorities for all accounts shall be restricted to:

- i) the Chair of the Board of Health
- ii) one other Board member, designated by Resolution
- iii) the Medical Officer of Health/Chief Executive Officer
- iv) the Director of Corporate Services

SO BE IT RESOLVED that signing authority is provided to **L. Morrissette** as the one other Board member, designated by resolution until the next election of officers.

CARRIED

4.0 Adoption of Agenda

RESOLUTION **Moved:** L. O'Neill
2024-03 **Seconded:** L. Morrissette

THAT the Board of Health agenda dated January 24, 2024 be approved as presented.

CARRIED

5.0 Delegations / Presentations

After Action Review - COVID-19 Pandemic: Overview of Key Findings and Recommendations

N. Lindahl explained the After Action Review (AAR) process and tie to APH's strategic directions of improving the impact and effectiveness of APH programs and growing and celebrating an organizational culture of learning, innovation and continuous improvement. She presented the key findings, recommendations, and next steps to improve response capacity. The Emergency Management program plan has been updated to reflect the recommendations from the AAR. The presentation is available in the meeting package.

6.0 Adoption of Minutes of Previous Meeting

RESOLUTION **Moved:** D. Graystone
2024-04 **Seconded:** S. Tassone

THAT the Board of Health minutes dated November 22, 2023 be approved as presented.

CARRIED

7.0 Business Arising from Minutes

- a. **Report back from November 2023 aPHa Symposium** - D. Graystone provided an overview of the annual symposium featuring How to use Human Rights Based Framework in the Workplace, and Risk Communication in a Changing World were the focus. The report is saved in the BOH online portal for reference.
- b. **Report back from Merger Feasibility Oversight Committee** - S. Trivers explained the committee's focus to ensure that issues identified, anticipated, or that come up are addressed in the process. The committee will come to each meeting with more details and request feedback from the Board.
- c. **Report back from Merger Feasibility Governance Workgroup** - D. McConnell provided a summary of topics that are being discussed in this committee, including a merged board structure, leadership model, collaboration, and decision-making in the best interest of each board.

8.0 Reports to the Board

a. Medical Officer of Health and Chief Executive Officer Reports

i. MOH Report - January 2024

Dr. Loo recognized the 2023 Public Health Champions that were awarded at a reception before the board meeting:

Individual Category: **Shawna Mornix** is a mental health support specialist whose personal struggles have inspired her in the startup of **Kickstart Mental Health**.

Organization Category: The **Sault Community Career Centre (SCCC)** has been a pillar of support for newcomers to Sault Ste. Marie since 2006.

Youth Category: The **New Northern Mentality** Youth Group is on the cutting edge of youth-led advocacy in Sault Ste. Marie. [Learn more about the Public Health Champions.](#)

Dr. Loo spoke to the first chapter of the Community Health Profile (CHP) provided in the addendum, noting the full CHP will be available later this year. She spoke about the indicators: Health status indicators, indicators of community engagement, indicators of the resources and services we used and provided, and integrators of systems integration and responsiveness. These categories are four quadrants of what's known as a public health balanced scorecard. It's been previously developed and used in Ontario. More details about enhancing our use of indicators and tools, such as the balanced scorecard concept, will be coming to this board to bolster our work in evaluation monitoring and continuous improvement. She highlighted that return on investment was one of the most striking statistics from the presentation, noting that \$50 per person is something we want to continue highlighting as part of the public health return on investment.

Dr. Loo reported that following the approval of the 2024 budget in November, we did manage to implement efficiency. A volunteer retirement program and a limited workforce reduction were completed to ensure we achieved a balanced budget. A total of 6 employees were laid off across all staff groups, and the workforce reduction process is now complete. There's no significant impacts to APH's delivery of programs and services as a result of those layoffs. Our workforce is now comparable to what it was before the pandemic.

RESOLUTION 2024-05

Moved: S. Trivers
Seconded: L. Morrissette

THAT the report of the Medical Officer of Health and CEO for January 2024 be accepted as presented.

CARRIED

i. Financial Statements

RESOLUTION 2024-06

Moved: L. Morrissette
Seconded: S. Trivers

THAT the Board of Health approves the Unaudited Financial Statements for the period ending November 30, 2023, as presented.

CARRIED

D. Graystone left the meeting at this time and returned once resolution 2024-07 was carried.

9.0 New Business/General Business

a. Provincial Appointee Extension

i. Policy 02-05-087 Board Member Terms of Office - for reference

RESOLUTION **Moved:** S. Trivers
2024-07 **Seconded:** L. O'Neill

THAT the Board of Health approve an exception to Policy 02-05-087 Board Member Terms of Office, in support of reappointment of Deborah Graystone as a provincial appointee to strengthen the continuity of the work and governance experience and leadership during this period of exploring a potential merger.

CARRIED

b. Special Meeting of the Board of Health

i. By-Law 95-1 To Regulate the Proceedings of the Board of Health - for reference

RESOLUTION **Moved:** M. Shoemaker
2024-08 **Seconded:** S. Trivers

WHEREAS the Board of Health regularly meets on the fourth Wednesday of the month, and

WHEREAS By-Law 95-1 in the Board of Health Policies and Bylaws stipulates that the Board may, by resolution, alter the time, day, or place of any meeting.

THEREFORE, BE IT RESOLVED THAT this Board of Health agrees:

THAT a Special Board of Health meeting be held at 6:00 pm. Thursday, February 15, to discuss merger planning as set out in the provincial government's Strengthening Public Health plan; and

THAT the regular Board of Health meeting scheduled for 5:00 p.m. Wednesday, February 28, 2024, be rescheduled to 11:00 am. Tuesday, February 20, 2024.

CARRIED

10.0 Correspondence

Not applicable.

11.0 Items for Information

a. ALPHA Information Break - January 2024

12.0 Addendum

a. Collaborative Partnership with Maamwesying Ontario Health Team

- i.** Briefing Note - Collaborative Partnership with Maamwesying Ontario Health Team
- ii.** Draft APH Collaboration Agreement Maamwesying OHT

The board provided direction to proceed with formalizing the partnership with MOHT.

b. Community Health Profile Preview - Item 8.0, a, i.

13.0 In-Camera - 6:40 pm

For discussion of labour relations and employee negotiations, **matters about identifiable individuals, adoption of in camera minutes,** security of the property of the board, litigation or potential litigation.

RESOLUTION **Moved:** L. O'Neill
2024-09 **Seconded:** S. Tassone

THAT the Board of Health go in-camera.

CARRIED

14.0 Open Meeting - 7:00 pm

Resolutions resulting from in-camera meeting.

RESOLUTION **Moved:** M. Shoemaker
2024-13 **Seconded:** S. Trivers

That the Board of Health for the District of Algoma Health Unit appoint Dr. John Harding as a temporary Associate Medical Officer of Health (AMOH), effective March 1, 2024, pending approval of the appointment by the Minister of Health, to provide temporary AMOH coverage for a period of up to 13 months, and temporary Acting Medical Officer of Health coverage during the combined absence of the permanent AMOH and the permanent Medical Officer of Health/CEO; and

That the Board of Health for the District of Algoma Health Unit approve Rick Webb, APH’s current Director of Corporate Services, as Acting CEO during the absence of both the permanent MOH/CEO and the permanent AMOH; and

That the Board of Health for the District of Algoma Health Unit approve Dr. John Tuinema as Acting CEO effective on his return from parental leave and continuing for the duration of his role as Acting Medical Officer of Health in the absence of the permanent Medical Officer of Health.

CARRIED

15.0 Announcements / Next Committee Meetings:

Board of Health Special Meeting

Wednesday, Feb 15, 2024 - 6:00 pm
Video Conference | SSM Algoma Community Room

Board of Health Meeting

Tuesday, February 20, 2024 - 11:00 am
Video Conference | SSM Algoma Community Room

Finance & Audit Committee

Wednesday, February 21, 2024 - 5:00 pm
Video Conference | SSM Algoma Community Room

Governance Committee

Wednesday, March 6, 2024 - 5:00 pm
Video Conference | SSM Algoma Community Room

16.0 Evaluation

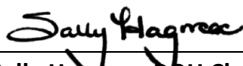
a. November 2023 BOH Evaluation Summary

17.0 Adjournment 7:04 pm

RESOLUTION **Moved:** S. Tassone
2024-14 **Seconded:** M. Shoemaker

THAT the Board of Health meeting adjourns.

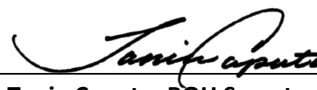
CARRIED



Sally Hagman, BOH Chair

February 20, 2024

Date



Tania Caputo, BOH Secretary

February 20, 2024

Date

Governance Committee

Wednesday, March 6, 2024 - 5:00 pm

Video Conference | SSM Algoma Community Room

6.0 Adjournment - 9:14 pm

S. Hagman


RESOLUTION

2024-19

Moved: D. Graystone

Seconded: M. Shoemaker

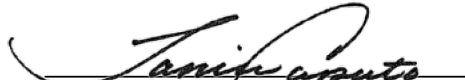
THAT the Board of Health meeting adjourns.



Sally Hagman, BOH Chair

February 20, 2024

Date



Tania Caputo, BOH Secretary

February 20, 2024

Date





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, March 19, 2024

Resolution # RC24066	Meeting Order: 9
Moved by: 	Seconded by: 

WHEREAS the Auditor General's Report and recommendations regarding Public Health Ontario were released on December 6, 2023; and

WHEREAS should the Report's recommendations be accepted by the Ministry of Health, it would lead to the closure of (6) six Public Health Ontario Labs, including the Public Health Lab in Sault Ste. Marie; and

WHEREAS these closures will result in the most northern Public Health Lab being situated in Thunder Bay, which will lead to further inequities in health care for residents in Northern Ontario compared to Southern Ontario and adversely affect Wawa residents who would have to travel six (6) hours to reach Public Health Lab services versus the two (2) hours it takes currently; and

WHEREAS these closures will lead to a significant loss of public health expertise in the Algoma District, Wawa and Northeastern Ontario with the positions from the lab, including four medical laboratory technologists ending, at a time where public health expertise has proven to be a critical asset in assisting with the many public health challenges in Northern Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council of the Municipality of Wawa communicate to Minister of Health, Sylvia Jones that it strongly objects to the closure of the Public Health Lab in Sault Ste. Marie due to the profound impact it will have on the public health of Northern Ontarians and Wawa residents and;

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

FURTHERMORE, THAT a copy of this Resolution be sent to the Minister of Health, M.P.P. Michael Mantha, municipalities in the Algoma District, FONOM and Premier Doug Ford.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

Save the Sault Ste. Marie PHO Lab!

Currently 30,000 citizens of SSM without a Dr. due to lack of diagnostic/clinical testing it is difficult to retain and attract Drs in SSM. Our SSM PHO lab can be a part of improving access to health care for people living in Northern Ontario. We should be increasing the testing done at the SSM PHO lab - not closing it!

We have the expertise, experience and knowledge to perform more testing for Sault Ste. Marie and Northern Ontario and improve the testing turnaround times locally.

If our lab is closed, there will be a loss of 8 full time positions of skilled and experienced Medical Laboratory Technologists (MLTs) and Lab Attendants. Out of the 8 full time jobs there are 4 MLTs with the combined years of 104 years' experience.

During COVID, people in our community were waiting 10+ days for their test results. This could have been avoided if PCR COVID testing to the SSM lab.

Closing the SSM PHO lab will increase health inequities in Northern Ontario.

Types of testing currently done at our lab:

- Community and hospital acquired infections, seasonal respiratory viruses (supporting outbreak management), well and beach water testing (including for provincial parks), sexually transmitted infections, Ticks, etc.

Community safety concerns:

- Lab staff at local hospitals are already overloaded with testing needs from critical care. Adding more testing if the PHO SSM lab is closed could put patients at risk.
- SSM and the Algoma region is a long distance from Toronto. Specimen and sample integrity could be compromised which will result in further delays in getting results.
- Eliminating water testing could result in safety concerns for both drinking water and swimming water (including local beaches, spa/pool at hotels and recreation centres and our provincial parks).

Friday, March 8, 2024

Rural Ontario Municipal Association
ATTN: Board of Directors

SENT VIA EMAIL: roma@roma.on.ca

Ontario Good Roads Association
ATTN: Board of Directors

SENT VIA EMAIL: info@goodroads.ca

RE: Return to Combined ROMA and OGRA Conferences

Dear ROMA & OGRA Board of Directors,

Please be advised of the following motion passed at the Monday, February 26, 2024, Goderich Town Council Meeting:

Moved By: Councillor Kelly
Seconded By: Councillor Petrie

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Goderich call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Ben Lobb and be circulated to Municipalities of Ontario; as amended.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

A handwritten signature in cursive script that reads "Andrea Fisher".

Andrea Fisher
Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
Mandi Pearson, Clerk/Operations Clerk mpearson@petrolia.ca
Ontario Municipalities



March 20, 2024

Re: Township of Chapleau shows support to the proposed Highway 400/69 Extension from Sudbury to Chapleau to White River.

At the March 18, 2024 meeting of the Township of Chapleau, the following resolution was passed.

RESOLUTION 04-62:
P. BERNIER – C. ANSARA

New Road – Sudbury to White River (the Hwy 400/69 extension)

THAT the Council of the Township of Chapleau does hereby support the letter from Gilbert Boland in support of the new Highway 400/69 extension from Sudbury to Chapleau to White River, which would shorten the route to Thunder Bay, Winnipeg, and Western Canada by hundreds of kilometres and hours of travel time.

AND THAT this Highway 400/69 extension would improve economic development throughout Northern Ontario as 700 trucks per day who previously took the route from Windsor going south through Chicago and North to Winnipeg, they will now be travelling the shorter route through Northern Ontario to Thunder Bay, Winnipeg or Western Canada;

AND WHEREAS, northern communities in Ontario are forced to travel treacherous roadways such as Sultan Industrial Road and Highways 129 and 101 to get to medical appointments in Sudbury, these sick or senior persons will now have a safer road to travel for access to health services;

AND FURTHERMORE, THAT the new Canadian route will provide business opportunities in Northern Ontario for motels, stores, gas stations, restaurants while providing a revitalization to northern communities along this route.

Carried.

Yours truly,
TOWNSHIP OF CHAPLEAU

Judith M. Meyntz, AOMC
Chief Administrative Officer

From: [TVT Deputy Clerk](#)
To: [TVT Deputy Clerk](#)
Subject: Council Direction - Declaration of a Climate Change Crisis
Date: March-07-24 10:47:32 AM

Right Honourable Justin Trudeau, Prime Minister of Canada:

The Council of the Corporation of Tay Valley Township at its meeting on February 27th, 2024 adopted the following resolution:

RESOLUTION #C-2024-02-15

MOVED BY: Korrine Jordan

SECONDED BY: Greg Hallam

“WHEREAS, climate change annually contributes to hundreds of billions of dollars in property and infrastructure damage worldwide, stressing local to national and international economies;

WHEREAS, climate change jeopardizes the health and risks the extinction of millions of species worldwide, stressing and weakening the health and integrity of ecosystems everywhere;

WHEREAS, climate change harms the health and security of people through intense wildfires, flooding, storms, droughts, rising sea levels, the spread of invasive insects bearing diseases, negative impacts on agriculture, and food supply interruption, thus further stressing social, economic, and political systems;

WHEREAS, there is now a large body of evidence and climate change risk scenarios which point to the imperative for steep and permanent reductions in greenhouse gas emissions, immediately and in the coming decades, in order to avoid many climate change “tipping points” which, if crossed, will render further and devastating ecological, economic, and societal losses;

AND WHEREAS, a crisis can be defined as "a dangerous situation requiring immediate action";

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township officially declares a climate change crisis for the purposes of naming, framing, and deepening our commitment in our climate action plan to protecting our local ecosystems, local economy, and our community from climate change;

THAT, this resolution be revisited each term of Council and within the first year of the new council;

AND THAT, this resolution be provided to Prime Minister Trudeau and all federal ministers with portfolios related to climate change; to all federal Opposition party leaders; to MP Scott Reid; to Premier Ford and all Ontario ministers with portfolios related to climate change; to MPP John Jordan and all other Ontario MPPs; to all Ontario Municipalities and the local media.”

ADOPTED

Aaron Watt, Deputy Clerk

Tay Valley Township

217 Harper Road, Perth, ON K7H 3C6

T: 613-267-5353 ext. 130 or 1-800-810-0161

F: 613-264-8516

E: deputyclerk@tayvalleytwp.ca

www.tayvalleytwp.ca

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Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

March 6, 2024

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

Delivered by email
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of February 27, 2024
Member Motion 8.2.7 - Mayor Mrakas; Re: Request for Amenity Sharing
Memorandum of Understanding (MOU) with School Boards for Evening/Weekend
Gymnasium Use**

Please be advised that this matter was considered by Council at its meeting held on February 27, 2024, and in this regard, Council adopted the following resolution:

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

- 1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making school board facilities available to local municipalities on a priority, at a cost recovery rate; and**
- 2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and**
- 3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and**

- 4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and**
- 5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and**
- 6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and**
- 7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: York Region District School Board
York Catholic District School Board
Conseil scolaire catholique MonAvenir
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Stephen Lecce, Minister of Education
Marit Stiles, Leader of the Ontario New Democratic Party
Bonnie Crombie, Leader of the Ontario Liberal Party
All Ontario Members of Provincial Parliament (MPPs)
Association of Municipalities of Ontario (AMO)
All Ontario municipalities



8. Standing Committee Reports

Moved by Councillor Thompson

Seconded by Councillor Gaertner

That the Standing Committee Reports, items 8.1 and 8.2, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.1.7, 8.1.8, 8.2.1, 8.2.4, 8.2.6, and 8.2.8, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.2 General Committee Meeting Report of February 20, 2024

8.2.7 Member Motion - Mayor Mrakas; Re: Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making

school board facilities available to local municipalities on a priority, at a cost recovery rate; and

2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and
3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and
4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and
5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and
6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and
7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.

Carried



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, March 19, 2024

Resolution # RC24069	Meeting Order: 12
Moved by: <i>M Hatfield</i>	Seconded by: <i>Cathy Cannon</i>

RESOLVED THAT Council of the Municipality of Wawa does hereby support the Resolution passed by the Township of Amaranth passed on February 23, 2024, regarding pausing advancement on proposed highway 413 and redirect the appropriate \$8 billion cost for Highway 413 to support municipal infrastructure costs and housing construction initiatives, a copy of which is attached hereto and;

FURTHERMORE, BE IT RESOLVED THAT a copy of this Resolution be circulated to Premier Doug Ford, Minister of Infrastructure, Kinga Surma, Association of Municipalities of Ontario (AMO), and all municipalities on Ontario.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>





The Corporation of the Municipality of White River

RESOLUTION

White River, Ontario March 13, 202~~1~~⁴

Resolution No. 202~~4~~⁴ 63


Moved by: 	Seconded by: 
--	--

WHEREAS the Corporation of the Township of White River under the Community Safety Policing Act, 2019 (CSPA) has an been provided an opportunity to participate in a Proposal to form an OPP detachment board;

AND WHEREAS the Joint Proposal for New Superior East OPP Detachment Board supports the flexibility to create a board that reflects each community's local perspectives, needs and priorities;

AND WHEREAS the Corporation of the Township of White River advertised in the community for applications to seek interest for residents to apply for the two community representative board members ;

NOW THEREFORE BE IT RESOLVED that the Council for the Township of White River supports the recommendation to appoint Chris Buckell residing in Wawa and Iren Hughes residing in Chapleau.



MAYOR

RECORDED VOTE	FOR	AGAINST	RESOLUTION RESULT
Mayor Tara Anderson Hart			<input type="checkbox"/> CARRIED
Councillor Dwijen Bharad			<input type="checkbox"/> DEFEATED
Councillor Robert Sedore			<input type="checkbox"/> DEFERRED
Councillor Raymond St Louis			<input type="checkbox"/> WITHDRAWN
Councillor Rodney Swarek			<input type="checkbox"/> PECUNIARY INTEREST

BY-LAW No. 2002-01

Being a By-law to license, regulate and govern any business carried on within the municipality.

WHEREAS the Municipal Act, R.S.O. 1990, Chapter M.45, Section 257.2 (1) provides that subject to the Theaters Act and the Retail Business Holidays Act, a Council of a local municipality may pass by-laws for licensing, regulating and governing any business within the municipality; and

WHEREAS the Municipal Act, R.S.O. 1990, Chapter M.45, Section 236 (17) provides that a local municipality may pass by-laws for licensing, regulating and governing transient traders; and

WHEREAS it is deemed expedient and necessary to implement such licensing for businesses and transient traders within the municipality;

NOW THEREFORE the Council of the Corporation of the Township of Dubreuilville enacts as follows:

1. DEFINITIONS

- (1) "Business" means a trade, business or occupation and includes the sale or hire of goods or services on an intermittent or one-time basis, the showing for the purpose of sale or hire of samples, patterns or specimens of any goods and an activity or thing a local municipality may licence under paragraph 6 or 7 of section 236 of the *Municipal Act* and including but not limited to those businesses defined in paragraph 1.(14)(16)(17), (18) and (19); but does not include,
 - 1) a manufacturing activity or an industry, except the extent that it sells its products or raw material by retail sale;
 - 2) the selling of goods by wholesale; or
 - 3) the generation, exploitation, extraction, harvesting, renewal or transportation of natural resources.
- (2) "Chief Building Official" means the Chief Building Official of the Corporation of the Township Dubreuilville or his designate;
- (3) "Council" means the Council of the Corporation of the Township of Dubreuilville;
- (4) "Fire Chief" means the Fire Chief of the Dubreuilville Volunteer Fire Department of the Corporation of the Township of Dubreuilville or designate;
- (5) "Itinerant" means a person who offers goods, ware or merchandise for sale by going from place to place or door to door within the municipality;

- (6) "Licence" means a licence issued under the authority of this By-Law;
- (7) "Municipality" means the Corporation of the Township of Dubreuilville;
- (8) "The Municipal Act" means the Municipal Act, R.S.O. 1990, Chapter M. 45, as amended and regulations thereto;
- (9) "Municipal Clerk" means the Clerk for the Corporation of the Township of Dubreuilville or his designate;
- (10) "Person" includes any individual, firm or occupation and the successors or other legal representative thereof, unless contents indicates otherwise;
- (11) "Police" means the local detachment of the Ontario Provincial Police having jurisdiction in the Township of Dubreuilville;
- (12) "The Provincial Offences Act" means the Provincial Offences Act, R.S.O. 1990, Chapter P33, as amended, and regulation thereto;
- (13) "Public Health Inspector" means the Public Health Inspector for the Algoma Health Unit who conducts inspections in the Township of Dubreuilville;
- (14) "Resident" means a person who has resided continuously within the Township of Dubreuilville for at least three (3) months prior to the application for a licence hereunder or has the intention of residing in Dubreuilville; and "Non-Resident" means a person who has not resided for a continuous period of three (3) months prior to such application for a licence hereunder;
- (15) "Transient Trader" means a person who offers goods, wares or merchandise for sale in any manner in the municipality:
 - 1) other than on a permanent basis, or
 - 2) on a permanent basis if the total time the person has operated the business on a permanent basis and the time the person continuously resided in the municipality immediately before beginning to operate the business on a permanent basis is less than three months.
- (16) "Zoning Administrator" means the Director of Planning and Development for the Corporation of the Township of Dubreuilville or his designate.
- (17) "Home Based Business" means a business as defined in Subsection 1(1) which is carried out either in a whole or in part from a person's personal residence.
- (18) "Professional Business" means a business providing services to clients and carried on by a person, partnership, or corporation, whereby the said business is licensed by a licensing body established by either Provincial or Federal legislation and/or regulation, including, but not limited to, the following professions; lawyers, doctors, accountants, chiropractors, physiotherapists, massage therapists, funeral homes and funeral directors.

- (19) "Retail Business" means a business that is engaged in the sale or hire of goods in any manner whatsoever, save and except for the selling of goods by wholesale.
- (20) "Service Business" means a business involved in the sale or hire of any and all services whatsoever and in any manner whatsoever, including, but not limited to, the following; auto and/or mechanical, electrical or plumbing repair and service, hair styling, funeral, delivery of goods, contracting of any kind.

2. GENERAL

- (1) No Business shall go from place to place or to a particular place temporarily or permanently within the Township of Dubreuilville with goods, wares, or merchandise, or services, for sale, or carry on exposed samples, patterns, or specimens of any goods, wares, or merchandise that are to be delivered in the Municipality afterwards without first acquiring a licence from the Township of Dubreuilville.
- (2) For the purpose of subsection 257.2(1) of the Municipal Act R.S.O. 1990, a business shall be deemed to be carried on within a municipality if any part of the business is carried on within the municipality even if the business is carried on from a location outside the municipality.
- (3) No such licence is required for a Business for the selling of goods, wares, or merchandise:
 - a) to wholesale or retail dealers in similar goods, wares, or merchandise;
 - b) if the goods, wares, or merchandise are grown, produced, or manufactured in Ontario and sold by the grower, producer, or manufacturer, or an agent or employee of them having written authority to do so in the Municipality in which the grower, producer, or manufacturer resides (grown, produced, manufactured in the Township of Dubreuilville);
 - c) if the goods, wares, or merchandise are grown or produced by a farm or resident in Ontario who offers for sale, or sales only, the produce of the farmer's own farm;
 - d) by persons who sell milk, or cream, or fluid milk products to the customer, or to any person for resale;
 - e) by persons who enter into a written agreement with a non-profit charitable organization to sell their goods, wares, or merchandise at a show or fundraising event organized by the non-profit charitable organization and only during the hours of operation of the non-profit charitable organization's fund raising event or show.
- (4) Every person who is required by the terms of this By-law to obtain a licence shall pay a fee at the time of applying for such licence in an amount fixed by this By-law.

3. APPLICATION

- 1) Every person desiring a licence under this By-Law shall first make application to the Municipal Clerk and to obtain a licence under this By-Law the applicant shall:
 - a) file with the Municipal Clerk an application in writing on forms supplied by the Municipal Clerk for that purpose;

- b) pay to the Municipal Clerk all applicable fees as set out in Schedule "A" attached hereto and forming part of this by-law;
 - c) furnish a statement in writing containing a full description of the trade or business to be performed;
 - d) provide any information as may be deemed necessary by the Police having jurisdiction within the Municipality, the Fire Chief, the Chief Building Official, the Zoning Administrator, and the Public Health Inspector for the municipality in order to protect and serve the best interest of the public;
 - e) Council shall not refuse to grant a licence to carry on or engage in any business by reason only of the location of the business if the business was being legally carried on or engaged at that location at the time the by-law requiring the licence came into force;
- 2) When the provisions of Section 3(1) of this By-Law have been satisfied, the Municipal Clerk shall then issue the required license. No such application is required when a business desires renewal of a license and the facts and conditions in relation thereto are the same as when the original license was issued.
- 3) Every person issued a licence under this By-Law shall cause the licence to be prominently and permanently displayed in the place of business at all times during the full term in which the business is carrying on.

4. APPLICABLE LICENCE FEE

- 1) The licence fee shall be set as per attached schedule

5. APPEALS TO COUNCIL

- 1) In the event that an application for a licence is refused, the applicant may appeal to Council which, after due consideration of the application and such reports from the Municipal Clerk as may be required by Council, and after hearing such representations as the applicant may desire to make, may direct or refuse the issuance of a licence to the applicant notwithstanding any non-conformity with this By-Law.

6. REVOCATION OF LICENCE

- 1) Council may revoke any licence issued under this By-Law where such power to revoke may, pursuant to the Municipal Act or any other Act be exercised by By-Law of Council and Council may revoke any licence where the holder of such is in contravention of any of the provisions of this By-Law or any other relevant By-Law of the municipality.

- 2) Notice of the revocation of any licence may be given by the Council in writing by registered mail, mailed to the address given on the licence application, or by communication to the licensee in any manner whatsoever, and upon such notice, the licence revoked shall cease and terminate and be null and void
- 3) Upon the revocation of a licence issued under this By-Law, the licensee shall return to the Municipal Clerk all licence certificates and any and all other indicia issued by the municipality with reference to such licence.

7. REFUND OF LICENCES FEE

- 1) Where a licence granted is revoked or cancelled, and where a fee has been paid for the granting of the licence, the Municipal Clerk may refund that part of the licence fee that is proportionate to the portion of the term remaining from the date upon which the licence was revoked or cancelled.
- 2) Where a business in respect of which a licence has been granted, cease to operate and where a fee has been paid for the granting of the licence, the Municipal Clerk may, upon the application of the licensee, refund that part of the licence fee that is proportionate to the portion of the term remaining from the date upon which the business ceases to operate.
- 3) Where a licence is revoked or canceled under Paragraph (1) or (2) of this Section, no refund of less than ten dollars (\$10.00) shall be granted.
- 4) In the case where an application for the business license is not approved by Council or the applicant wishes the license to be canceled prior to commencing the business for which the licence was approved, the applicant shall be refunded the licence fee except ten dollars (\$10.00) which amount shall be retained by the municipality.

8. LOST LICENCES

- 1) Upon his being satisfied that a licence has been lost, and that the applicant for new licence has made a diligent search therefore and is making application for a new licence form in good faith, and if such applicant undertakes in writing to the Municipal Clerk to surrender the lost licence form to him if found, the Municipal Clerk may issue a duplicate licence upon which the word "duplicate" is endorsed over the signature of the Municipal Clerk. The fee of \$10.00 shall be charged for any replacement licence issued.

9. TRANSFER OF LICENCE

- 1) No person shall enjoy a vested right in the continuance of a licence and upon the issue, renewal, transfer or suspension thereof, the value of a licence shall be the property of the municipality.

- 2) No license shall be transferred without the prior written approval of the municipality.

10. EXPIRATION OF LICENCE

- 1) All licences granted under this By-Law shall expire on the 31st day of January following the date of issuance after which the licence shall be null and void unless renewed in accordance with the provisions contained herein with the exception of the “Transient Trader” category.
- 2) All annual licences granted to the “Transient Traders” category under this By-Law shall expire 12 months from the date issued.

11. RENEWAL OF LICENCE

- 1) All licences granted under this By-Law may be renewed on an annual basis upon payment of the prescribed fee if the facts and conditions in relation thereto are the same as when the original licence was issued.
- 2) In the event the facts and conditions in relation to the licence requiring renewal have changed, a new application must be submitted as per the provisions of Section 3(1) of this By-Law.

12. ABATEMENT OF NUISANCES

- 1) Every person licensed under this By-Law, in addition to any other requirements contained in this By-Law shall:
 - a) at all times maintain and keep clean and safe and in good condition and repair any vehicle, place or premises for which a licence has been issued under this By-Law.
 - b) not cause, suffer or permit any nuisance to arise in, on or in connection with the vehicle, place or premise for which the licence was issued.
 - c) not cause, suffer or permit any profane, offensive or abusive language or disorderly conduct in, on or in connection with any vehicle, place or premises for which the licence was issued.

13. COMPLIANCE WITH BY-LAW

- 1) Every person applying for or holding a licence under this By-law who is liable to be licenced under this By-law, shall, in such application or in carrying on such business, observe, comply with and be governed by the provisions set out in this By-law including, but not limited to, the schedules hereto, which relate to such business.

14. INSPECTION

- 1) Any person duly authorized by the municipality may at all reasonable times inspect as much of any place or premises on the carrying on of any business in respect of which any person has or is required to have a licence under this By-law.

15. PENALTY

- 1) Every person who contravenes any provision of this By-Law is guilty of an offence and shall be liable upon conviction to a fine exclusive of costs that is consistent with the general penalty provision found under the Provincial Offences Act.
- 2) For the purposes of this Section, a separate violation shall be deemed to have been committed for each and every day during which such violation continues and conviction in respect of a violation shall not operate as a bar to further prosecution if such violation continues.

16. INTERPRETATION

- 1) In this By-law unless the contexts otherwise requires, words importing the singular member shall include the plural and words importing the masculine shall include the feminine or neuter genders.

17. CONFLICT

- 1) In the case of a conflict between the provisions of this by-law and any other municipal by-law, the provisions of this by-law shall prevail.

18. SEVERANCES

- 1) If any section, subsection, sentence, clause, phrase, word or provision of this by-law is for any reason held by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of the by-law. The Municipality hereby declares that it would have passed this by-law and each section, subsection, sentence, clause, phrase, word and provisions hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, words or provisions be declared invalid.

19. EFFECTIVE DATE

That this By-Law shall come into force and take effect on its reading and being passed.

20. EXPIRY DATE

That this By-Law shall expire five years after its enactment or on the day it is repealed.

Passed this 17th day of January, 2002.


MAYOR


CLERK



By-Law No. 2024-15

Being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on March 27, 2024.

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Section 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Section 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Dubreuilville at the March 27, 2024, meeting be confirmed and adopted through a confirmatory by-law;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following as a By-Law:

1. The actions of the Council of the Corporation of the Township of Dubreuilville in respect of each recommendation and in respect of each motion and resolution passed, and other action taken by Council at the March 27, 2024, meeting is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Council in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the CAO-Clerk of the Corporation of the Township of Dubreuilville are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor and the CAO-Clerk are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of Dubreuilville and to affix the Corporate Seal thereto.

4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first, second and third time and be finally passed this 27th day of March 2024.

MAYOR

CAO-CLERK



By-Law No. 2024-16

Being a By-law to define the duties and responsibilities of the Fire Chief for the Dubreuilville Volunteer Fire Department

WHEREAS the Council of the Corporation of the Township of Dubreuilville deems it desirable to define the duties and responsibilities of the Fire Chief.

NOW THEREFORE the Municipal Council of the Corporation of the Township of Dubreuilville enacts as follows:

1. That the duties and responsibilities of the Fire Chief of the Dubreuilville Volunteer Fire Department shall be set out as per Schedule "A" attached to this By-law.
2. That By-Law No. 2009-06 be and is hereby repealed.
3. That this By-law shall come into force and take effect upon its reading and being passed.

READ a first, second and third time and be finally passed this 27th day of March 2024.

MAYOR

CAO-CLERK

The Corporation of the Township of Dubreuilville

POSITION DESCRIPTION

FIRE CHIEF

Reports to and take directions from → CHIEF ADMINISTRATIVE OFFICER - CLERK & COUNCIL

SUMMARY OF DUTIES

The Fire Chief is responsible for the administration and co-ordination of all fire department related operations and activities through the supervision of subordinate officers and auxiliary members. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, fire suppression, code enforcement, investigations, public education, emergency and records management, and emergency services to prevent or minimize the loss of life and property by fire.

The Fire Chief is responsible to perform the statutory duties of Fire Chief under the Fire Protection and Prevention Act, including the duties of an assistant to the Fire Marshal, cause determination and all statutory duties of the position in accordance with the Federal and Provincial statues, including the Occupational Health and Safety Act and the Municipal establishing and regulation by-laws, policies, and procedures.

MAJOR RESPONSIBILITIES

- Plans, coordinates, supervises and evaluates Fire Department operations, by ensuring that all departmental operations and activities are carried out in a safe and professional manner, by capably assuming full command of routine and emergency situations when required.
- Establishes policies and procedures for the Fire Department, in order to implement directives from the CAO-Clerk and/or Municipal Council.
- Plans and implements fire programs for the Township in order to better carry out the policies and goals. Reviews departmental performance and effectiveness, while formulating programs or policies to alleviate deficiencies.
- Supervises, coordinates, and prepares an annual budget for the Fire Department. Directs the implementation of the department's budgets. Plans for and reviews specifications for new or replaced equipment.

- Attends emergencies when necessary and assumes command at emergencies and directs operations during Deputy Fire Chief absence.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Directs the operation of departmental in service training activities, by ensuring that appropriate training programs, standards operating guidelines (SOG's) and equipment maintenance programs are developed, maintained and carried out by members of the Department.
- Plans, installs, and carries out personnel training, fire prevention and educational programs.
- Ensures that required personnel, training, maintenance, and time records are completed and maintained accurately.
- Maintains departmental discipline and the conduct and general behavior of assigned volunteers. Demonstrates, promotes and instills professionalism within the Fire Department, by communicating effectively in writing and verbally at all levels of the organization, the public and other organizations.
- Effectively manages personnel and equipment in training, maintenance, and emergency operations.
- Prepares and submits various reports as required. Ensures that required incident reports and other administrative documents are completed and submitted in a timely manner. Ensures compliance with various Federal, Provincial and Municipal legislation, regulations, policies and guidelines. Deals with confidential materials in a discrete manner.
- Learns, retains, and applies technical information, terminology, equipment, and guidelines.
- Plans departmental operations with respect to equipment, apparatus, and volunteers. Supervises the implementation of such improved effectiveness of the Fire Department.
- Assigns volunteers and equipment to such duties and uses as the service requires.
- Evaluates the need and recommends the purchase of new equipment and supplies, by ensuring that equipment is maintained and kept in a good state of repair.
- Meets with elected or appointed officials, community and business representatives and the public on all aspects of the departments' activities.
- Maintains liaison with outside authorities, as appropriate, including representatives from the Office of the Fire Marshal and neighboring emergency service agencies.
- Ensures adequate personnel, supplies and equipment levels are maintained for firefighting, training, and maintenance activities.
- Delegates to other members of the Fire Department such duties as necessary to ensure that above responsibilities are met.
- Represents the Fire Department in public and media contracts to promote the Fire Department and its activities.
- Maintains knowledge, skill, and expertise at high level by taking advantage of the training opportunities offered through seminars, conferences, briefing sessions, selected reading, etc.
- Perform other related duties as directed by the CAO-Clerk and/or Municipal Council.
- Attend and prepare for the budget meeting each year or as required.

KNOWLEDGE

The incumbent must have proficient knowledge in the following areas:

- Knowledge of current firefighting operations, equipment, principles, and practices.
- Knowledge of Township residential, commercial, industrial and geographical features, including unusual fire risk occupancies, water sources and other relevant features.
- Good judgment and decision-making skills.
- Good communication skills.
- Valid First Aid and CPR certification.

- Thorough knowledge of the principles and practices or organization and management of the Fire Department and the ability to implement them in a volunteer Fire Department setting.
- Familiarity with Federal and Provincial regulations regarding the fire service and safety in the workplace.
- Familiarity with fire building codes and water supply needs for rural fire protection.
- Ability to work harmoniously with other employees, subordinates, and superiors. Make decisions independently in accordance with established policies.
- Ability to use initiative and judgment in planning, organizing and supervising others in the completion of tasks and responsibilities with only general instructions and guidance.
- Ability to use tact and judgment when dealing with the public.
- Ability to communicate effectively orally and writing, both English and French.
- Ability to be decisive and assertive both in routine and emergency situations.
- Ability to effectively manage workloads by delegating duties to the appropriate personnel.
- Mobile equipment maintenance/repair and yearly inspections.
- Applicable by-laws and procedures to the fire department.
- Administration, budgets, and human resources management.

SKILLS AND ABILITIES REQUIRED

- An accomplished team player and decision-maker.
- Supervisory and human resources management skills.
- Client service skills.
- Stress management skills.
- Time management skills.
- Willing to adapt to change, learn and practice new skills.
- Operate maintain, repair and/or coordinate repairs and maintenance on a variety of mobile equipment.
- Must have strong interpersonal, verbal, and written communication skills.
- Must be able to operate in a computerized environment.

EDUCATION, CERTIFICATION AND EXPERIENCE

- Five years of increasingly responsible experience in various Fire Department work.
- Courses in personnel supervisory experience, leadership including staff oversight, preparation of filed notes and records, employee evaluations, work schedules and materials list. Curriculum sign off and trainer facilitator.
- Possess valid Ontario "G" Driver's License being at a minimum and DZ certified.
- Must obtain and maintain a valid standard First Aid & CPR certificate.
- Must obtain and maintain a valid WHMIS certification.
- Must obtain an IMS 100 certification.
- Must obtain and maintain a valid confined spaces certification.

WORKING CONDITIONS

Fire Chief oversees and supervises the scene; however, may be subjected to the following working conditions:

A) Physical Demands

Most of the work requires moderate physical effort in the safe use of tools and parts of moderate weight. The incumbent must be able to work safely in difficult positions, and safely move equipment or such other similar tasks that requires considerable physical exertion.

- Frequent lifting, pushing and/or carrying of a variety of heavy items, such as cement bags, cement blocks, lumber, pipes, tires, etc.
- Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.
- Reaching above the shoulders to place and/or retrieve objects.
- Ability to walk for prolonged periods of time.
- Ability to stand with little movement for prolonged periods of time.
- Ability to move quickly and easily often including the ability to crawl, stoop or bend.
- Your vision must not be less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Ability to work in confined space using appropriate safety equipment and procedures.
- Ability to work on surfaces above 20 feet.
- Be able to operate safely and effectively:
 - Operate power tools or other machinery that are potentially hazardous.
 - Operate a computer, photocopier, facsimile machine, telephone, and printers.

B) Environmental Conditions

Individual must be capable to work outside in all different weather conditions including extreme cold and extreme heat. May be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. May be exposed to unpleasant sights and smells.

- Potential inhalation or contact with smoke, vapors, dust, or gases.
- Ability to work outdoors in all types of weather conditions.
- Ability to work around moving objects, machinery, or vehicles.
- Ability to walk on slippery or uneven surfaces.

C) Mental demands and other working conditions

Individual must be able to work independently and is expected to have to deal with and solve problems or inconveniences that may result in increased stress to complete tasks in a limited time. Stress may be compounded by the requirement to supervise and direct others due to the range of responsibilities for the position.

- Work is primarily self-directed or assigned in accordance with Municipal Council directive and policies.
- Work is subject to stress due to frequent deadlines and interruptions.
- Job responsibilities frequently extend beyond the traditional workday.
- Must be available for on-call duties, as well as work outside normal hours.

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



By-Law No. 2024-17

Being a By-law to define the duties and responsibilities of the Deputy Fire Chief for the Dubreuilville Volunteer Fire Department

WHEREAS the Council of the Corporation of the Township of Dubreuilville deems it desirable to define the duties and responsibilities of the Deputy Fire Chief.

NOW THEREFORE the Municipal Council of the Corporation of the Township of Dubreuilville enacts as follows:

1. That the duties and responsibilities of the Deputy Fire Chief of the Dubreuilville Volunteer Fire Department shall be set out as per Schedule "A" attached to this By-law.
2. That this By-law shall come into force and take effect upon its reading and being passed.

READ a first, second and third time and be finally passed this 27th day of March 2024.

MAYOR

CAO-CLERK

The Corporation of the Township of Dubreuilville

POSITION DESCRIPTION

DEPUTY FIRE CHIEF

Reports to and take directions from →

FIRE CHIEF

SUMMARY OF DUTIES

The Deputy Fire Chief is in charge of assisting the Fire Chief in providing supervisory role, as well as contributing to the strategic direction of the Fire Department through involvement in the planning, management, administration, directing and implementing fire prevention. The above work is performed under the direction of the Fire Chief and all policy matters are referred to the Fire Chief. The Deputy Chief shall assume all responsibilities of the Fire Chief in his/her absence. A high degree of responsibility is involved to prevent and minimize the loss of life and property by fire.

This position holds the responsibility for coordinating and directing the activities of the Fire Department. This person is also responsible to oversee the training and is to maintain discipline within the Fire Department.

MAJOR RESPONSIBILITIES

- Performing the duties of the Fire Chief in his/her absence.
- Meets regularly with the Fire Chief and other Officers to assist in developing and maintaining a progressive and efficient Fire Department.
- Respond to all emergency calls and will assume command until relieved by the Fire Chief.
- Contribute to the planning, development and ensuring that all departmental operations and activities are carried out in a safe and professional manner, by capably assuming full command of routine and emergency situations during the Fire Chief's absence.
- Assists with all public education, fire prevention and fire inspection duties as deemed necessary by the Fire Chief.
- Maintains Departmental discipline and the conduct and general behavior of assigned volunteers. Demonstrates, promotes, and instills professionalism within the Fire Department, by communicating effectively in writing and verbally at all levels of the organization during the Fire Chief's absence.
- Assist in ensuring compliance with various Federal, Provincial and Municipal legislation, regulations, policies, and guidelines. Deals with confidential materials in a discrete manner.
- Learns, retains, and applies technical information, terminology, equipment and guidelines.
- Assist in assigning volunteers and equipment to such duties and uses as the service requires.

- Advise the Fire Chief of any repairs necessary to maintain vehicles, equipment, or fire station.
- Assist in ensuring adequate personnel, supplies and equipment levels are maintained for firefighting, training, and maintenance activities.
- Delegates to other members of the Fire Department such duties as necessary to ensure that above responsibilities are met.
- Represents the Fire Department in public and media contracts to promote the Fire Department and its activities when acting as Deputy Fire Chief.
- Maintains knowledge, skill, and expertise at high level by taking advantage of the training opportunities offered through seminars, conferences, briefing sessions, selected reading, etc.
- Perform other related duties as directed by the Fire Chief.

KNOWLEDGE

The incumbent must have proficient knowledge in the following areas:

- Knowledge of current firefighting operations, equipment, principles, and practices.
- Knowledge of Township residential, commercial, industrial, and geographical features, including unusual fire risk occupancies, water sources and other relevant features.
- Good judgment and decision-making skills.
- Good communication skills.
- Valid First Aid and CPR certification.
- Thorough knowledge of the principles and practices or organization and management of the Fire Department and the ability to implement them in a volunteer Fire Department setting as needed.
- Familiarity with Federal and Provincial regulations regarding the fire service and safety in the workplace.
- Familiarity with fire building codes and water supply needs for rural fire protection.
- Ability to work harmoniously with other employees, subordinates, and superiors. Make decisions independently in accordance with established policies.
- Ability to use initiative and judgment in planning, organizing and supervising others in the completion of tasks and responsibilities with only general instructions and guidance as needed.
- Ability to use tact and judgment when dealing with the public.
- Ability to communicate effectively orally and writing, both English and French.
- Ability to be decisive and assertive both in routine and emergency situations as needed.
- Ability to effectively manage workloads as assigned by the Fire Chief.
- Mobile equipment maintenance/repair and yearly inspections.

SKILLS AND ABILITIES REQUIRED

- An accomplished team player and decision-maker.
- Client service skills.
- Stress management skills.
- Time management skills.
- Willing to adapt to change, learn and practice new skills.
- Operate, maintain, repair and/or coordinate repairs and maintenance on a variety of mobile equipment.
- Must have strong interpersonal, verbal, and written communication skills.
- Must be able to operate in a computerized environment.

EDUCATION, CERTIFICATION AND EXPERIENCE

- Five years of increasingly responsible experience in various Fire Department work.
- Courses in personnel supervisory experience, leadership including staff oversight, preparation of filed notes and records, employee evaluations, work schedules and materials list. Curriculum sign off, trainer facilitator.
- Possess valid Ontario "G" Driver's License being at a minimum and DZ certified.
- Must obtain and maintain a valid standard First Aid & CPR certificate.
- Must obtain and maintain a valid WHMIS certification.

WORKING CONDITIONS

Deputy Fire Chief will assist in overseeing and supervising scenes; however, may be subjected to the following working conditions:

A) Physical Demands

Most of the work requires moderate physical effort in the safe use of tools and parts of moderate weight. The incumbent must be able to work safely in difficult positions, and safely move equipment or such other similar tasks that requires considerable physical exertion.

- Frequent lifting, pushing and/or carrying of a variety of heavy items, such as cement bags, cement blocks, lumber, pipes, tires, etc.
- Ascending or descending ladders, ramps, scaffolding, poles, and the like; using feet and legs and/or hands and arms.
- Reaching above the shoulders to place and/or retrieve objects.
- Ability to walk for prolonged periods of time.
- Ability to stand with little movement for prolonged periods of time.
- Ability to move quickly and easily often including the ability to crawl, stoop or bend.
- Your vision must not be less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Ability to work in confined space using appropriate safety equipment and procedures.
- Ability to work on surfaces above 20 feet.
- Be able to operate safely and effectively:
 - Operate power tools or other machinery that are potentially hazardous.
 - Operate a computer, photocopier, facsimile machine, telephone, and printers.

B) Environmental Conditions

Individual must be capable to work outside in all different weather conditions including extreme cold and extreme heat. May be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. May be exposed to unpleasant sights and smells.

- Potential inhalation or contact with smoke, vapors, dust, or gases.
- Ability to work outdoors in all types of weather conditions.
- Ability to work around moving objects, machinery, or vehicles.
- Ability to walk on slippery or uneven surfaces.

C) Mental demands and other working conditions

Individual must work independently and is expected to have to deal with and solve problems or inconveniences that may result in increased stress to complete tasks in a limited time. Stress may be compounded by the requirement to supervise and direct others due to the range of responsibilities for the position.

- Work is subject to stress due to frequent deadlines and interruptions.
- Job responsibilities frequently extend beyond the traditional workday.
- Must be available for on-call duties as well as work outside normal hours.

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



By-Law No. 2024-18

Being a By-law to define the duties and responsibilities of the Fire Prevention Officer for the Dubreuilville Volunteer Fire Department

WHEREAS the Council of the Corporation of the Township of Dubreuilville deems it desirable to define the duties and responsibilities of the Fire Prevention Officer.

NOW THEREFORE the Municipal Council of the Corporation of the Township of Dubreuilville enacts as follows:

1. That the duties and responsibilities of the Fire Prevention Officer of the Dubreuilville Volunteer Fire Department shall be set out as per Schedule "A" attached to this By-law.
2. That this By-law shall come into force and take effect upon its reading and being passed.

READ a first, second and third time and be finally passed this 27th day of March 2024.

MAYOR

CAO-CLERK

The Corporation of the Township of Dubreuilville

POSITION DESCRIPTION

FIRE PREVENTION OFFICER

Reports to and take directions from →

FIRE CHIEF

SUMMARY OF DUTIES

The Fire Prevention Officer is responsible for all fire prevention and fire safety education activities for the Fire Department, as well as enforcing the Ontario Fire Code and other relevant legislation and standards. The Fire Prevention Officer is an effective team member whose contribution assist in the achievement of organizational and awareness objectives.

MAJOR RESPONSIBILITIES

- Meets regularly with the Fire Chief and other Officers to assist in developing and maintaining a progressive and efficient Fire Department.
- Respond to all emergency calls.
- Develop, implement and evaluate fire prevention and public programs.
- Provide public education with respect to fire safety and certain components of fire prevention.
- Demonstrates, promotes and instills professionalism within the Fire Department, by communicating effectively in writing and verbally at all levels of the organization.
- Represents the Fire Department in public and media contracts to promote the Fire Department and its activities.
- Maintains knowledge, skills and expertise at high level by taking advantage of the training opportunities offered through seminars, conferences, briefing sessions, selected reading, etc.
- Review various Fire safety Plans and site plans, as assigned, with respect to code compliance and fire safety.
- Ensure compliance with and perform all duties in accordance with Provincial legislation and related regulations, as well as municipal policies, procedures and guidelines, established operational work plans, and directives provided by the Fire Chief.
- Attend and participate in scheduled meetings, fire practices and training sessions.
- Perform other related duties as directed by the Fire Chief.

SKILLS AND ABILITIES REQUIRED

- An accomplished team player.
- Ability to deal with the public and respond to inquiries in a tactful and courteous manner.
- Stress management skills.
- Time management skills.
- Willing to adapt to change, learn and practice new skills.
- Presentation skills.
- Must have strong interpersonal, verbal and written communication skills.
- Must be able to operate in a computerized environment.
- Be familiar with and implement all responsibilities, requirements and qualifications as described in the Firefighter job description.

EDUCATION, CERTIFICATION AND EXPERIENCE

- Experience in fire prevention or related fields.
- Possess a valid "G" Ontario Driver's License being at minimum and DZ certified.
- Must obtain and maintain a valid standard First Aid & CPR certificate.
- Must obtain and maintain a valid WHMIS certification.
- Firefighting experience will be considered an asset.
- Criminal Record Check upon hire.

WORKING CONDITIONS

Fire Prevention Officer will be in situations where they will have to perform firefighter tasks such as attending emergencies; therefore, may be subjected to the following working conditions:

A) Physical Demands

Most of the work requires moderate physical effort in the safe use of tools and parts of moderate weight. The incumbent must be able to work safely in difficult positions, and safely move equipment or such other similar tasks that requires considerable physical exertion.

- Frequent lifting, pushing and/or carrying of a variety of heavy items, such as cement bags, cement blocks, lumber, pipes, tires, etc.
- Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.
- Reaching above the shoulders to place and/or retrieve objects.
- Ability to walk for prolonged periods of time.
- Ability to stand with little movement for prolonged periods of time.
- Ability to move quickly and easily often including the ability to crawl, stoop or bend.
- Your vision must not be less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Ability to work in confined space using appropriate safety equipment and procedures.
- Ability to work on surfaces above 20 feet.
- Be able to operate safely and effectively:
 - Operate power tools or other machinery that are potentially hazardous.
 - Operate a computer, photocopier, facsimile machine, telephone and printers.

B) Environmental Conditions

Individual must be capable to work outside in all different weather conditions including extreme cold and extreme heat. May be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. May be exposed to unpleasant sights and smells.

- Potential inhalation or contact with smoke, vapors, dust or gases.
- Ability to work outdoors in all types of weather conditions.
- Ability to work around moving objects, machinery or vehicles.
- Ability to walk on slippery or uneven surfaces.

C) Mental demands and other working conditions

Individual must work independently and is expected to have to deal with and solve problems or inconveniences that may result in increased stress to complete tasks in a limited time. Stress may be compounded by the requirement to supervise and direct others due to the range of responsibilities for the position.

- Work is subject to stress due to frequent deadlines and interruptions.
- Job responsibilities frequently extend beyond the traditional workday.
- Must be available for on-call duties as well as work outside normal hours.

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



By-Law No. 2024-19

Being a By-law to appoint a Fire Prevention Officer for the Corporation of the Township of Dubreuilville's Volunteer Fire Department

WHEREAS the Municipal Act provides authority to the Council of a municipality that may pass by-laws for appointing such Officers as may be necessary for the purpose of the Corporation; and

WHEREAS it is deemed expedient to appoint a Fire Prevention Officer;

NOW THEREFORE be it resolved that the Municipal Council of the Corporation of the Township of Dubreuilville enacts as follows:

1. That Émilyn Lévesque be appointed as Fire Prevention Officer for the Dubreuilville Volunteer Fire Department for the Corporation of the Township of Dubreuilville on a permanent basis effective March 27, 2024; and
2. That By-Law No. 2017-47 be and is hereby repealed.
3. That this By-Law shall come into force and take effect upon its reading and being passed.

READ a first, second and third time and be finally passed this 27th day of March 2024.

MAYOR

CAO-CLERK