

**REGULAR AGENDA – AGENDA 37**  
**CORPORATION OF THE TOWNSHIP OF LAIRD**  
**March 13, 2025, at 6:00 pm**  
**Laird Township Council Chambers**

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**Planning Meeting AGENDA:**

- Open Planning Meeting -

PUBLIC MEETING – 9. a) i) Zoning Amendment 01-25: 91B Maskinonge Bay Road,  
PLAN H763 Lot 17, Laird Township **P. 33-34 P. 41-42**

- Adjournment -

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**1. Call to Order**

**2. Declaration of Pecuniary Interest**

**3. Agenda Approval**

Recommendation: BE IT RESOLVED THAT Council hereby approves the March 13, 2025 agenda as presented.

**4. Delegations and Presentations**

**5. Adoption of Minutes of Previous Meeting**

a. Council Regular Meeting – February 20, 2025 **P. 5-11**

b. Council Special Meeting – February 27, 2025 **P. 12-14**

c. Recreation Committee Meeting – February 25, 2025 **P. 15-16**

Recommendation: BE IT RESOLVED THAT Council approves Council minutes of the Regular Meeting of February 20, 2025, Special Meeting of February 27, 2025, and the Recreation Committee minutes of February 3, 2025.

**6. Adoption of Accounts**

a. General accounts to February 28, 2025 **P. 17**

Recommendation: BE IT RESOLVED THAT Council approves the general accounts to February 28, 2025, in the amount of \$11,802.76.

b. Roads accounts to February 28, 2025 **P. 18**

Recommendation: BE IT RESOLVED THAT Council approves the roads account to February 28, 2025, in the amount of \$60,246.95 as presented.

## 7. Staff and Committee Reports

### a. Road Superintendent (Roads, Waste Disposal & Recycling, and Maintenance)

#### i. Road Superintendent Report

Recommendation: BE IT RESOLVED THAT Council receives the Road Superintendent Report dated March 13, 2025, be received as presented.

#### i. Council Q&A

### b. Clerk Administrator, Deputy Treasurer

#### i. Clerk's Report

Recommendation: BE IT RESOLVED THAT Council receives the Clerk's Report dated March 13, 2025, be received as presented.

#### ii. Task Summary Sheet & Recent Activity Log **P. 19**

#### iii. Concern/Information Log – Updates **P. 20**

Recommendation: BE IT RESOLVED THAT Council receives the March 13, 2025, Task Summary Sheet & Recent Activity Log and the Concern/Information Log as presented.

#### iv. Council Q&A

### c. Treasurer's Report

#### i. Building Permit 2024 Report **P. 21-22**

Recommendation: BE IT RESOLVED THAT Council receives the report on Building Permits 2024.

#### ii. Tax Collection Report – Verbal Report

#### iii. 2025 Budget – Discuss setting up a special meeting date to review the budget.

### d. Recreation Committee & Recreation Sub-Committees

#### i. Finns' Bay Wharf Sub-Committee Minutes – February 19, 2025 **P. 23-24**

#### ii. Heritage Sub-Committee Minutes – March 3, 2025 **P. 25-27**

#### iii. Bar River Sub-Committee Minutes – February 13, 2025 **P. 28-29**

Recommendation: BE IT RESOLVED THAT Council receives the Finns' Bay Wharf Sub-Committee minutes of February 19, 2025, the Heritage Sub-Committee Minutes of March 3, 2025, and the Bar River Sub-Committee Minutes of February 13, 2025.

### e. Cemetery Board

### f. Planning Board

### g. Police Detachment Board

### h. Algoma District Services Administrative Board

### i. Algoma District Municipal Association (ADMA)

**8. Unfinished Business**

a. Memo: Fire Services – Fire Agreement & Firetruck Purchase **P. 30-32**

Recommendation: BE IT RESOLVED THAT Council directs the Clerk to communicate with Macdonald, Meredith, and Aberdeen Additional \_\_\_\_\_.

**9. New Business**

a. Planning: Zoning Amendment 01-25: 91B Maskinonge Bay Road, PLAN H763 Lot 17, Laird Township **P. 33-34 P. 41-42**

Recommendation: BE IT RESOLVED that Council approves the Zoning Amendment 01-25: 91B Maskinonge Bay Road, PLAN H763 Lot 17, Laird Township.

b. Report: Cancellation of Booked Dates - Laird Fairgrounds **P. 35**

Recommendation: BE IT RESOLVED THAT Council directs staff to amend the Laird Fairgrounds rental agreement to include the clause “should a booked date be cancelled by the renter; any security deposit collected would only be returned in the event that another party rents for those dates”.

**10. Notices of Motion**

**11. Closed Session**

Recommendation: BE IT RESOLVED THAT Council proceed into closed session at \_\_\_\_\_ p.m. in accordance with Section 239 (2) (d) labour relations or employee negotiations.

a. Approval of closed meeting minutes of February 20, 2025, and February 24, 2025.

b. Labour relations and Employee Negotiations.

Recommendation: BE IT RESOLVED THAT Council come out of closed meeting session at \_\_\_\_\_ p.m. and continue with the Regular Council Meeting.

**12. Communications and Correspondence**

a. Support Resolution: Carbon Tax, Sarina Ontario, March 6, 2025 **P. 36**

b. Support Resolution: U.S. Tariffs on Canadian Goods, Township of Central Frantenac, March 6, 2025 **P. 37-40**

**13. Mayor and Council Comments**

**14. By-laws**

a. 2046-25 By-Law to Amend Zoning By-law 531 (DRAFT) **P. 41-42**

Recommendation: BE IT RESOLVED THAT Council adopts By-law 2046-25 being a by-law to amend Zoning By-law 531, concerning property designated as Plan H763 Lot 17, in the Township of Laird.

b. 2047-25 Delegation of Powers and Duties By-law **P. 45-52**  
Recommendation: BE IT RESOLVED THAT Council adopts by-law 2047-25 being a by-law to adopt a Delegation of Powers and Duties Policy.

c. 2048-25 Council Staff Relations By-law **P. 53-62**  
Recommendation: BE IT RESOLVED THAT Council adopts by-law 2048-25 being a by-law to adopt a Council Staff Relations Policy.

d. 2049-25 Conformity By-law **P. 63**  
Recommendation: BE IT RESOLVED THAT Council adopts By-law 2049-25 being a by-law to confirm the proceedings of the meeting of Council held on March 13, 2025.

**15. Adjournment**

Recommendation: BE IT RESOLVED THAT this Council shall now adjourn to meet again on April 17, 2025, at 6:00 p.m. or until the call of the chair.

**REGULAR MINUTES – AGENDA 34**  
**CORPORATION OF THE TOWNSHIP OF LAIRD**  
**February 20, 2025, at 6:00 pm**  
**Laird Township Council Chambers**

Present: *Mayor:* Shawn Evoy  
*Councillors:* Matt Frolick, Brad Shewfelt, Todd Rydall,  
Wayne Junor  
*Clerk:* Jennifer Errington  
*Road Superintendent:* David Pollari  
*Treasurer:* Rhonda Crozier  
*Delegates:* David Euler, Nick Larson, JP Stefanizzi

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**1. Call to Order**

Mayor Evoy called the meeting to order at 6:00 p.m.

**2. Declaration of Pecuniary Interest**

Councillor Matt Frolick declared a conflict of interest with agenda item 11. b. as the closed meeting matter is an indirect pecuniary interest.

Councillor Todd Rydall declared a conflict of interest with agenda item 9. e. Blue Nose Drive Road Association Request, as Todd has the contract for the road maintenance on Blue Nose Drive.

**3. Agenda Approval**

#19-25

Moved by: Matt Frolick

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council hereby approves the February 20, 2025 agenda as presented.

Carried.

**4. Delegations and Presentations**

a. Pumpkin Point Bird Watching Platform on Lot 33 - David Euler

- David Euler spoke to his letter to Council.

- Council communicated that Council would like to cooperate, but requires a plan in place.

b. Asset Management Plan – Nick Larson, Agile Infrastructure, and JP Stefanizzi, SVF Advisory

- Asset Management Plan was presented.

- Amendments are required prior to adopting the plan. Staff and Council to review numbers.

**5. Adoption of Minutes of Previous Meeting**

a. Council Regular Meeting – January 16, 2025

b. Recreation Committee Meeting – February 3, 2025

#20-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council approves Council minutes of the Regular Meeting of January 16, 2025, and the Recreation Committee minutes of February 3, 2025.

Carried.

**6. Adoption of Accounts**

a. General accounts to January 31, 2025

#21-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council approves the general accounts to January 31, 2025, in the amount of \$11,802.76.  
Carried.

b. Roads accounts to January 31, 2025  
#22-25

Moved by: Brad Shewfelt

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council approves the roads account to January 31, 2025, in the amount of \$38,497.87 as presented.  
Carried.

## 7. Staff and Committee Reports

a. **Road Superintendent** (Roads, Waste Disposal & Recycling, and Maintenance)

i. Road Superintendent Report

#23-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council receives the Road Superintendent Report dated February 20, 2025, be received as presented.

Carried.

i. Council Q&A

b. **Clerk Administrator, Deputy Treasurer**

i. Clerk's Report

#24-25

Moved by: Brad Shewfelt

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council receives the Clerk's Report dated February 20, 2025, be received as presented; and arising from the report that Council applies for the Ontario Trillium Foundation capital grant for the Laird Hall for renovations to improve the physical space for community use.

Carried.

ii. Task Summary Sheet & Recent Activity Log

iii. Concern/Information Log – Updates

#25-25

Moved by: Wayne Junor

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the February 20, 2025, Task Summary Sheet & Recent Activity Log and the Concern/Information Log as presented.

Carried.

iv. Council Q&A

c. **Treasurer's Report**

i. Report: Financial Investment – Update

#26-25

Moved by: Matt Frolick

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council receives the report on Financial Investment - Update from the Treasurer as information.

Carried.

ii. Report: LIR Lease Agreement – Outstanding Invoices

#27-25

Moved by: Matt Frolick

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the report on LIR Lease Agreement – Invoice Discrepancies from the Treasurer as information and further directs staff to send a letter with invoices for payment and a letter of outstanding issues including parking pads.

Carried.

d. Recreation Committee & Recreation Sub-Committees

i. Pumpkin Point Park Sub-Committee Minutes – February 4, 2025

ii. Laird Hall Sub-Committee Minutes – February 4, 2025

iii. Laird Fairgrounds Sub-Committee Minutes – February 10, 2025  
#28-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the Pumpkin Point Park Sub-Committee minutes of February 4, 2025, the Laird Hall Sub-Committee Minutes of February 4, 2025, and the Laird Fairgrounds Sub-Committee Minutes of February 10, 2025.

Carried.

iv. Report: The Laird Hall Sub-Committee's goal is to obtain more direction (purpose and vision) for the Laird Hall.

#29-25

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council receives the Laird Sub-Committees report and Further That on behalf of Council the Mayor will communicate Councils vision for the Laird Hall to the Laird Hall sub-committee.

Carried.

v. Report: Easter Event

#30-25

Moved by: Wayne Junor

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the Easter Event report from the Recreation Committee Secretary, and Further That Council is not in favour of a charged event for children.

Carried.

e. Cemetery Board

f. Planning Board

**g. Police Detachment Board**

i. Police Board Honorariums

h. Algoma District Services Administrative Board

i. Algoma District Municipal Association (ADMA)

**8. Unfinished Business**

a. Council Term Plan 2025

#31-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council adopts the Council Term Plan 2025.

Carried.

b. Report: Mandatory Policies: Council Staff Relations and Delegation of Authority

#32-25

Moved by: Wayne Junor

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council receives the report on Mandatory Policies: Council Staff Relations and Delegations of Authority; and further that Council requests the Clerk to prepare individual by-laws to adopt each policy.  
Carried.

c. Report: Municipal Drains  
#33-25

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council receives the report on Municipal Drains as information.

Carried.

## 9. New Business

a. Memorandum: Report of the Integrity Commissioner

#34-25

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council receives the report of the integrity Commissioner covering the period from January 1, 2024 to December 31, 2024, as presented.

Carried.

b. Report: Marriage Officiant – Fee Increase

#35-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council amends its agreement with Township of Laird Civil Marriage Officiant to reflect the cost of the fee be increased from \$275.00 to \$300.00, effective January 1, 2026, and include a fee of \$100.00 for situations requiring two ceremonies, “non-legal” and a “legal”; and further that Council request staff to amend the Civil Marriage Service Contract to reflect the fee changes.

Carried.

c. Retro-Ride, Request for donation/previous years \$200.00

#36-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council supports the Sylvan Valley 2025 Retro Ride raising funds for Multiple Myeloma Foundation, Council donates \$200.00 to the Multiple Myeloma Foundation.

Carried.

d. Algoma Fish & Game Club, 2025 Children’s Perch Derby March 9, 2025, request donation/previous years \$300.00

#37-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council supports the Algoma Fish & Game Club 2025 Children’s Perch Derby to be held March 9, 2025, with a donation of \$300.00.

Carried.

e. Blue Nose Drive Road Association Request

#38-25

Moved by: Brad

Seconded by: Wayne

BE IT RESOLVED THAT Council receives the request from Adrian Poll, President of the Blue Nose Drive Road Association; and further directs the Treasurer to defer this decision to be considered during budget deliberations.

Carried.



**Resolution to Extend the Meeting:**

#39-25

Moved by: Brad Shewfelt

Seconded by: Matt Frolick

BE IT RESOLVED that Council extends meeting beyond 9:00 p.m.

Carried.

**10. Notices of Motion****11. Closed Session**

#40-25

Moved by: Wayne Junor

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council proceed into closed session at 8:15 p.m. in accordance with Section 239 (2) (b) to discuss personal matters about an identifiable individual, including municipal or local board employees, Section 239 (2) (d) labour relations or employee negotiations, Section 239 (c) to discuss a proposed or pending acquisition or disposition of land by the municipality or local board, and Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried.

- a. Approval of closed meeting minutes of January 16, 2025.
- b. Personal matters about an identifiable individual, including municipal or local board employees.
- c. Labour relations or employee negotiations
- d. A proposed or pending acquisition or disposition of land by the municipality or local board.
- e. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

#41-25

Moved by: Wayne Junor

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council come out of closed meeting session at 9:49 p.m. and continue with the Regular Council Meeting.

Carried.

**Consideration of and action on matters arising out of the closed meeting.**

#42-25

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council appoints Connor Frolick as the Bar River Hall Caretaker to work in conjunction with Bar River Hall sub-committee member Heather Frolick who will continue to manage bookings for the Bar River Hall Community Centre.

Carried.

**12. Communications and Correspondence**

- a. Rowdy Ranchers – Roundup Show 2025, donation request.  
- Council will review donation request during budget deliberations.
- b. Support Resolution: Town of Newmarket, Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

#43-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council supports the Town of Newmarket resolution to request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

Carried.

- c. Support Resolution: Eastern Ontario Warden's Caucus (EOWC), Re: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs.

#44-25

Moved by: Todd

Seconded by: Wayne

BE IT RESOLVED THAT Council supports the Eastern Ontario Warden's Caucus (EOWC) resolution to support the Canadian and Ontario Government's Negotiations with the United States Government on Trade Tariffs.

Carried.

- d. Intact Insurance, Re: All Risk Municipal Grant.

#45-25

Moved by: Brad Shewfelt

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council requests staff to apply for the All Risk Municipal Grant through LAS and Intact Insurance to apply for dash cam initiatives for municipal fleet safety.

Carried.

### 13. Mayor and Council Comments

#46-25

Moved by: Wayne Junor

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council would like to express its deepest sympathy to the Goertzen Family on the passing of former elected official Henrich "Henry" Goertzen. Henry was a member of Council from 1978 to 2006, during that time Henry was Reeve from 1982 to 1985 and again from 1988 to 1999. Council would like to honour Henrich 'Henry' Goertzen by making a charitable donation of \$300.00 to Echo Bay Elks.

Carried.

#47-25

Moved by: Matt Frolick

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council appoints Katie Hunter to the Bar River Hall sub-committee.

Carried.

### 14. By-laws

- a. 2043-25 Conformity By-law

#48-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council adopts By-law 2043-25 being a by-law to confirm the proceedings of the meeting of Council held on February 20, 2025.

Carried.

### 15. Adjournment

#49-25

Moved by: Brad Shewfelt

Seconded by: Wayne Junor

BE IT RESOLVED THAT this Council shall now adjourn to meet again February 27, 2025 at 6:00 p.m. or until the call of the chair.  
Carried.

Mayor – \_\_\_\_\_  
Shawn Evoy

Clerk – \_\_\_\_\_  
Jennifer Errington

**SPECIAL AGENDA – AGENDA 36  
CORPORATION OF THE TOWNSHIP OF LAIRD  
February 27, 2025, at 7:00 pm  
Bar River Hall Community Center**

Present: *Mayor:* Shawn Evoy  
*Councillors:* Matt Frolick, Brad Shewfelt, Todd Rydall,  
Wayne Junor  
*Staff:* Jennifer Errington, Rhonda Crozier, David Pollari  
*Delegations:* Lynn Watson, Matt Jarrell, Trisha Daynard, Lacey  
Kastikainen, Catie Stevens, Adam Chevis, Cody  
Jarrell, Shelly Bailey, Derek Hansen.

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**1. Call to Order**

Mayor Evoy called the meeting to order at 7:00 p.m.

**2. Declaration of Pecuniary Interest**

**3. Agenda Approval**

#56-25

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council hereby approves the February 27, 2025 agenda as presented.

Carried.

**4. Delegations and Presentations**

**5. Adoption of Minutes of Previous Meeting**

**6. Adoption of Accounts**

**7. Staff and Committee Reports**

**8. Unfinished Business**

**9. New Business**

a. Joint Meeting with Township of Macdonald, Meredith and Aberdeen Additional (MMAA).

1. Joint Projects:

i. Cloudy Lake Road Surface Treatment

- Cloudy Lake Road is not on MMAA radar, they will be concentrating on fixing up McCarrel Lake Road before they are able to focus on Cloudy Lake Road. MMAA asset management has Cloudy Lake Road in poor condition, this road would be a part of their five-year plan to do surface treatment. However, work will need to be done to the hill, big stone removal, and the 5 driveways off of the snow plow turnaround will need to be addressed.

ii. Bar River Bridge Replacement/Rehabilitation

- The Bar River Bridge, according to the OSIM report, requires replacement in 6-10 years. Discussed waterproofing and paving to extend life. MMAA will get a scope of work/quote for the maintenance work required.

- iii. Bar River Road Surface Treatment
    - Bar River Road patching work to be conducted in the spring. Both Road Superintendents will look at problem areas together and come up with a plan for those areas. The tender to do single on the entire stretch was \$65,000 each, based on 10% over last year's pricing.
  - iv. Ditching Work
    - It was discussed that joint ditching work may be problematic, as we would want to do the work at the same time. It would work well when conducting ditching on joint roads. Road Superintendents can further discuss if this would be a viable option to do joint ditching work.
  - v. Recreation Programs
    - MMAA was looking for commitment for summer students, Laird communicated that we have applied for two students and are awaiting grant approval. The soccer program has become very active and popular, they are in need of volunteers. Laird communicated that we would advertise in newsletters and try to encourage volunteer participation.
2. Fire Department:
- i. Firetruck and Pumper Truck Capital Purchases
    - The firetruck purchase is in the preliminary stages. The Fire Chief presented information on two different suppliers for firetrucks. Possibly some value to the old truck. A commitment would be required soon, as it may take a few years to get the final product. It is estimated that it will cost \$800,000. The life expectancy of a new vehicle will be 20 years. The Fire Chief is planning to go and actually view the truck he is interested in prior to purchase.
  - ii. Fire Agreement January 1, 2025 to December 31, 2025
    - Laird Council voiced concerns with the new draft agreement. Both Laird and MMAA discussed working on developing a service agreement, as the current and draft agreements do not truly capture that Laird Township is purchasing a service. It was discussed that we keep the original agreement in place for 2 years while MMAA works on a service agreement.

**10. Notices of Motion****11. Closed Session****12. Communications and Correspondence****13. Mayor and Council Comments****14. By-laws**

- a. 2045-25 Conformity By-law  
#57-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council adopts By-law 2045-25 being a by-law to confirm the proceedings of the Council meeting held on February 27, 2025.

Carried.

**15. Adjournment**

#58-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT this Council shall now adjourn to meet again on March 13, 2025, at 6:00 p.m. or until the call of the chair.

Carried.

Mayor – \_\_\_\_\_  
Shawn Evoy

Clerk – \_\_\_\_\_  
Jennifer Errington

**MINUTES**  
**LAIRD RECREATION COMMITTEE**  
**February 25, 2025, at 7:00 pm**  
**Laird Township Council Chambers**

Present: Shawn Evoy, Matt Frolick, Rhonda Crozier, Suzanne Evoy, Justine Lamming, Jo-Anne Entwistle

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**1. Call to Order**

Chair Matt Frolick called the meeting to order at 7:05 p.m.

**2. Declaration of Pecuniary Interest**

**3. Agenda Approval**

#11-25

Moved by: Justine Lamming

Seconded by: Jo-Anne Entwistle

BE IT RESOLVED THAT Recreation hereby approves the February 25, 2025 agenda as presented.

Carried.

**4. Delegations and Presentations**

**5. Adoption of Minutes of Previous Meeting**

- a. Recreation Meeting – February 3, 2025
- b. Laird Hall Meeting – February 4, 2025
- c. Pumpkin Point Park Meeting – February 4, 2025
- d. Laird Fairgrounds Meeting – February 10, 2025
- e. Finns' Bay Wharf Meeting – February 19, 2025

#12-25

Moved by: Shawn Evoy

Seconded by: Suzanne Evoy

BE IT RESOLVED THAT Recreation approves Recreation Committee minutes of the Regular Meeting of February 3, 2025, the Laird Hall Committee minutes of February 4, 2025, the Pumpkin Point Park Committee minutes of February 4, 2025, the Laird Fairgrounds Committee minutes of February 10, 2025 and the Finns' Bay Wharf Committee minutes of February 19, 2025.

Carried.

**6. Committee Reports**

- a. **Bar River Hall** - Shawn Evoy reported that the hall is just about finished and the hall committee is planning a Grand Opening for March 29, 2025. Katie Hunter has been appointed to the hall committee and Connor Frolick is the new caretaker for the hall.
- b. **Finns Bay Wharf** – Jo-Anne Entwistle reported on the minutes and budget put together for this year.

- c. **G. W. Evoy Rink** – Shawn Evoy reported that the rink is finished due to the warm weather. It was a success this season with cold weather and a good turnout.
- d. **Heritage** - Shawn Evoy reported that the base slab has finally been approved so construction should start this year.
- e. **Laird Fairgrounds** – Rhonda Crozier reported on the arena condition and minutes.
- f. **Laird Hall** – Jo-Anne Entwistle reported on the committee minutes and the committee’s concern about the future plans and vision for the hall and Rhonda Crozier reported on the grant application for the hall.
- g. **Pumpkin Point Park** – Rhonda Crozier reported on the minutes and the plan to hopefully secure grants to install a new aluminum dock and raft.

**7. Adoption of Accounts**

- a. Recreation accounts to January 31, 2025  
#13-25

Moved by: Jo-Anne Entwistle

Seconded by: Justine Lamming

BE IT RESOLVED THAT Recreation approves the accounts to January 31, 2025, in the amount of \$9,115.31.

Carried.

**8. Unfinished Business New Business**

- a. Easter Event with North Shore Agricultural Society – It was reported that council passed a motion that they are not in favour of supporting a charged event for children.
- b. Library Boxes – Jo-Anne Entwistle reported that the box at Finns’ Bay Road has been shovelled out and the committee discussed installation of the box at Bar River Hall.
- c. Food Handling Course – The secretary reported that only staff, committee member or direct volunteers of the municipality will be reimbursed for taking the course.

**9. New Business**

- a. Summer Camps – The secretary presented the Summer Camps Flyer along with the Youth Softball and Soccer Flyer. It was suggested that staff start the process of interviews to hire summer employees.

**10. Adjournment**

#14-25

Moved by: Shawn Evoy

Seconded by: Justine Lamming

BE IT RESOLVED THAT this Recreation Committee shall now adjourn to meet again March 25, 2025 at 7:00 p.m. or until the call of the chair.

Carried.

Chair – \_\_\_\_\_  
Matt Frolick

Secretary – \_\_\_\_\_  
Rhonda Crozier



**Township of Laird  
General Cheques for January 2025**

Name	Description	Cheque No.	Amount
Amazon	Flags	VP7	142.99
Jo-Anne Entwistle	No Parking Signs	VP9	48.81
Starlink	Internet	227055	142.46
AMCTO	Renewal Fees	123414	523.19
Canada Post	By-Law Enforce	"	35.56
Stone's Office Supply	Office Supplies	6635	140.97
			65.08
Bell	Emerg. Man.	6637	95.66
	Office		374.69
Rogers	Dog Catcher	6638	6.91
Algoma Office Equipment	Photocopier	6640	4,268.83
encompassIT.ca	Taxation	6643	1,475.11
			119.06
Algoma District Municipal Ass.	Membership	6647	150.00
Municipal Finance Officers Ass.	Membership	6648	330.72
Ass. Of Municipalities of Ontario	Membership	6649	1,096.04
Cesarin Security Alarms	Office	6650	266.69
Ketchum Manufacturing	Dog Tags	6652	199.22
Stone's Office Supply	Office Supplies	6657	52.91
			81.40
Algoma Power	Office	6659	186.76
	Church		26.93
Royal Canadian Legion	Donation	6660	355.71
The North Shore Sentinel	Subscription	6662	59.52
Heritage Home Hardware	Office	6664	26.95
Minister of Finance	Finance & Admin Forum	6665	300.00
Jess Dorvault	Website	6674	840.00
Co-Op	Office	6678	370.97
Stone's Office Supply	Office Supplies	6679	72.53
			-52.91
<b>TOTAL</b>			<b>\$11,802.76</b>

**ACCOUNTS CERTIFIED CORRECT**

\_\_\_\_\_  
**Motion #**

\_\_\_\_\_  
**(Signed) Mayor**

To Treasurer of Laird Township Authority Herewith To issue Cheques in payment of Accounts Certified by Clerk as listed above.

\_\_\_\_\_  
**(Signed) Clerk**

I hereby certify that Accounts listed above have been paid, and amounts are charged to proper expenditure appropriation.

\_\_\_\_\_  
**Date Passed by Council**

\_\_\_\_\_  
**(Signed) Treasurer**

TOWNSHIP OF LAIRD  
Road Department  
**VOUCHER LISTING**

Voucher No. 1				Date 2/28/25
Name	Description	Journal No.	Amount	
Payroll			14,729.34	
Rogers	Shop Internet	113	51.95	
Bell	Shop Phone	122	103.22	
Fastenal	Shop	121	338.91	
Co-Op	Shop	126	101.72	
	Grader	"	2,311.04	
Superior Propane	Heat	128	589.02	
Toromont	Grader	129	1,569.43	
Karhi	Shop	155	391.22	
Traction	Plow/Dump Truck	158	398.73	
King Mountain	Grader	161	456.90	
Co-Op	Grader	163	2,418.14	
	Plow/Dump Truck	"	2,878.31	
Northern Insurance	Misc.	166	26,524.14	
	Road Equip.	"	7,006.40	
Huron Central	Safety	191	366.00	
Heritage Home Hardware	Shop	193	12.48	
<b>TOTAL</b>			<b><u>\$60,246.95</u></b>	

**ACCOUNTS CERTIFIED CORRECT**

\_\_\_\_\_  
Motion #

\_\_\_\_\_  
(Signed) Road Superintendent

To Treasurer of Laird Township Authority Herewith To issue Cheques in payment of Accounts Certified by Road Superintendent as listed above.

\_\_\_\_\_  
(Signed) Mayor

I hereby certify that Accounts listed above have been paid, and amounts are charged to Road Expenditure Appropriation.

\_\_\_\_\_  
Date Passed by Council

\_\_\_\_\_  
(Signed) Treasurer

**TASK SUMMARY SHEET RECENT ACTIVITY LOG**

DATE	MOTION #	TASK	CATEGORY	CONTACT	STATUS	TARGET DATE
19-Oct-23	231-23	Council receives the draft Unassumed Road Policy and requests the Clerk make amendments as discussed and prepare a by-law <i>Note: Draft Unassumed Road Policy has been reviewed by legal counsel, further review and discussion with legal counsel are required in order to refine policy.</i>	CLERK	JE	IN PROGRESS	May-25
21-Mar-24	39-24	Council requests that the Clerk to investigate the change in the building code related to storage and or C-cans under 161ft2	CLERK	JE	IN PROGRESS	May-25
21-Mar-24	46-24	Council directs the Clerk to draft a By-law to designate the Knox Church as a municipal heritage building.	CLERK	JE	IN PROGRESS	May-25
19-Sep-24	204-24	Council requests staff to investigate a traffic study for areas of Bar River Road, Finns' Bay Road North, and Pumpkin Point Road. <i>Note: Staff have been in consultation with Tulloch Engineering to develop scope of work, awaiting quote.</i>	CLERK	JE	IN PROGRESS	May-25
20-Feb-25	27-25	Council directs staff to send a letter with invoices for payment and a letter of outstanding issues including parking pads	CLERK	JE	IN PROGRESS	Mar-25
20-Feb-25	45-25	Council requests staff to apply for the All Risk Municipal Grant through LAS and Intact Insurance to apply for dash cam initiatives for municipal fleet safety.	CLERK	JE	IN PROGRESS	Apr-25

TOWNSHIP OF LAIRD  
Registered Concern/Information Log

DATE	CONCERN	ACTION	COMMENTS IN RETURN
February 26, 2025	Building Code infraction concern, living in a garage.	Chief Building Official (CBO) and By-law Enforcement Officer to review concerns.	Investigation in progress.
March 6, 2025	By-law infractions and provincial minimum standards infractions of a rental property.	By-law Enforcement Officer to investigate.	Investigation in progress.

**FINE LINE IN THE STAFF-COUNCILLOR RELATIONSHIP**

*Quote from Municipal World*

Dealing with Problems - First of all the councillor should be taking enquiries to the CAO, who should then coordinate a response from staff. This point must be made crystal clear in training and policy should be repeated often. The councillor should be reminded that the identity of the complainant is their personal information and will never be released to someone else.

*Admin, Concern-Information Log*

TOWNSHIP OF LAIRD  
MEMORANDUM

**Date:** March 13, 2025  
**To:** Mayor Evoy and Council  
**From:** Rhonda Crozier, Treasurer  
**Subject:** **Building Permit Annual Report for 2024**

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**PURPOSE:**

The Ontario Building Code Act, SO 1992 C23, as amended, Section 7(4) prescribes that a municipality is required to prepare a report every twelve (12) months that contains information about fees prescribed for the application and issuance of permits, for maintenance inspections and orders and costs of the municipality to administer and enforce the Act in its area of jurisdiction.

There have been no changes to the existing fee schedules in 2024, new fees under By-law 2033-24 came into effect on January 1, 2025.

**BACKGROUND INFORMATION:**

<b>Total Permits Fees Collected</b>	<b>\$14,306.00</b>
<b>Other Township Revenue</b>	<b>\$876.00</b>
<b>TOTAL</b>	<b>\$15,182.00</b>

<b>Direct Costs of Administration and Enforcement of the Act, including review of applications for permits and inspections of buildings</b>
---

Salaries and Benefits	\$13,017.57
Training	\$793.84
Mileage	\$2,506.11
Supplies	\$238.37
<b>Total Direct Costs:</b>	<b>\$16,555.89</b>

<b>Overhead 15% of Direct Cost</b>	<b>2483.38</b>
<b>Indirect Costs of Administration and enforcement of the Act including support</b>	<b>4,026.34</b>
<b>Total</b>	<b>\$23,065.61</b>

<b>Surplus (Deficit) of Revenue over Expenses (Unaudited)</b>	<b>(7,883.61)</b>
---	-------------------

<b>Total Building Permits Issued for this Year:</b>	<b>30</b>
New Single-Family Residences	8
New Sheds & Garages	5
Additions/Renovations	11
Demolitions	3
Gazebo/Bunkie/Decks	
Windows/Siding/Shingles	3

**Recommendation:**

BE IT RESOLVED THAT Council receives the report on Building Permits 2024.

MINUTES  
FINNS' BAY WHARF COMMITTEE MEETING  
February 19, 2025 AT 6:00 PM  
LOCATION; LAIRD TOWNSHIP OFFICE

Present: Todd Rydall (Chair) Jo-Anne Entwistle (Recording Secretary) , Brad Shewfelt, Lee Ranta, (by phone), Karolina Dick.

Regrets: Donna Connolly, Arla Leupkes

**1. CALL TO ORDER/REVIEW THE AGENDA**

(ON MOTION # 01-25) Moved by John Hooper Seconded by Brad Shewfelt  
“That the meeting be called to order by Todd Rydall, chairperson, and that the committee approves the Finns’ Bay Wharf Meeting Sub-Committee Agenda of February 19, 2025” **CARRIED**

**2. MINUTES OF September 25, 2024**

(ON MOTION #02-25) Moved by Brad Shewfelt, Seconded by Karolina Dick  
“That the committee approves the Finns’ Bay Wharf Sub-Committee minutes of September 25, 2024, as presented” **CARRIED**

**3. ELECTION OF CHAIR AND RECORDING SECRETARY-**

( ON MOTION #03-25) Moved by John Hooper, Seconded by Brad Shewfelt  
“That Todd Rydall and Jo-Anne Entwistle remain as Chair and Recording Secretary respectively.” **CARRIED**

**3. DELEGATION AND PRESENTATIOIS**

**BUSINESS ARISING FROM MINUTES**

1) Meet and Great-Centennial Park Committee-

( ON MOTION #04-25) Moved by John Hooper, Seconded by Brad Shewfelt  
“That the Finns’ Bay Wharf Committee will assist in the organization and implementation of the 2025 Meet and Greet at the Centennial Park .” **CARRIED**

**NEW BUSINESS**

1) 2025 Budget-includes the following items-fixed costs and from Year 1 (2025) of the Finns’ Bay Wharf Five Year Plan with the addition of a flag pole and Canadian flag.

Finns’ Bay Wharf Budget 2025:developed as of this meeting

Fixed Costs:

Wages and Mileage-\$1500.

Grant Wages Summer Employment-\$200.

Misc./shared equipment maintenance-\$200.

Insurance-\$500.

Supplies-Recording Secretary Supplies, Office and Events (Meet and Greet)-\$500.

Parking Lot Improvements-\$2500.

Signage (at entrance to the property)-\$1500.

Wharf Committee Requests the following:

1) Flag pole and Canadian flag-16 ft. metal pole attached to the railing on the North West side.

Additionally a Canadian flag, rope, pulley and metal support brackets-\$2000.

2) Outhouse-\$800.

3) 4 tandem loads of gravel-\$2000.

4) Life ring with rope and brackets-\$200.

5) Brushing of upper level-\$400.

Total: \$12,300.

**(ON MOTION #05-25)** Moved by Karolina Dick, Seconded by John Hooper

“That the Wharf Committee 2025 budget be approved.”

**CARRIED**

**6. CORRESPONDENCE**

**7. QUESTIONS AND CONCERNS**

1) Next meeting the Meet and Greet plans will be discussed

**8. DATE OF NEXT MEETING: Wednesday, June 25, 2025 at 6:00PM Location:**

**Laird Township Office**

**ADJOURNMENT**

**(On MOTION # 06 -25)** Moved by John Hooper, Seconded by Karolina Dick

“That the February 19, 2025 meeting be adjourned and the Finns’ Bay Wharf Sub-

committee will meet again on Wednesday, June 25, 2025 at 6:00 PM at the Laird

Township Office.”

**CARRIED**

Chair-\_\_\_\_\_ (Todd Rydall)

Secretary-\_\_\_\_\_ (Jo-Anne Entwistle)



**MINUTES OF THE LAIRD HERITAGE SUB-COMMITTEE MEETING HELD AT THE  
LAIRD TOWNSHIP BOARDROOM ON MONDAY, MARCH 3, 2025**

**MEMBERS PRESENT:** Shawn Evoy, Colleen Orr, Linda MacDonald, Justine Lamming

**SECRETARY:** Jennifer Errington

The meeting was called to order at 5:00 p.m. by Chairperson, Shawn Evoy.

**Routine Matters:**

**ON MOTION (No. 01-25)** Moved by Linda MacDonald, seconded by Colleen Orr  
“That the Heritage sub-committee agenda of March 3, 2025 be approved.” **CARRIED**

**ON MOTION (No. 02-25)** Moved by Colleen Orr, seconded by Linda MacDonald  
“That the Heritage sub-committee minutes of March 13, 2024, be approved as  
presented.” **CARRIED**

**Business Arising out of the Minutes:**

a) **Museum Building**

Chairperson, Shawn Evoy, reported that the foundation drawings have finally been approved. This spring we can move forward with the foundation phase.

**New Business:**

a) **Hiring Summer Student**

- i. **Job Advertisement – Review**
- ii. **Interview process, would anyone like to assist staff with interviews?**  
- Justine Lamming volunteered to assist with interviews.
- iii. **Project for summer student – discussion.**  
- Discussed having summer student continue to copy/digitize documents as well as assist with setting up a “Laird Remembers” Facebook group. Colleen Orr will reach out to Sylvia Stobie to get guidance/assistance to setting up the group. It was discussed that Sylvia would be the administrator and would require another administrator (staff or Heritage Committee member).

**Five-year plan:**

a) **Five-year plan – Discussion**

2025

- Museum Foundation
- Museum Frame and roofing

2026

- Museum Interior
- Sidewalks to the road and Gazebo

2027

- Building additions
- Building entrance
- Foundation for Knox Church
- Move Knox Church to Fairgrounds

2028

- Plant Trees

2029

- Finishes to building interiors and displays

**ON MOTION (No. 03-25)** Moved by Colleen Orr, seconded by Justine Lamming  
 “That the Heritage sub-committee submits the updated Five-year Plan to Council for approval.” **CARRIED**

**Budget:**

Budget was discussed and the following figures were determined:

Operating Budget:

Wages Benefits Church	\$1,554.00
Insurance Church	\$2,201.00
Materials, Power & Mileage Church	\$ 309.00
Heritage Wages Summer Employment	\$2,884.00
Grant Heritage Wages Summer Employment	\$2,379.00
Heritage Admin Salaries & Benefits	\$1,030.00
Insurance Contents	\$1,925.00
Museum Online	\$100.00

Capital Budget:

Capital Heritage Museum Foundation at Fairgrounds	\$15,000.00 (Reserved 2023 Budget)
Capital Heritage Museum Frame Building	\$25,000.00 (Reserved 2024 Budget)
Capital Heritage Museum Insulation/Drywall	\$15,000.00

**ON MOTION (No. 04-25)** Moved by Suzanne Evoy, seconded by Colleen Orr  
 “That the budget for the Heritage Sub-Committee, as discussed, be submitted to Council for approval.” **CARRIED**

**Meetings:**

**ON MOTION (No. 05-25)** Moved by Linda MacDonald, seconded by Colleen Orr  
“That the next Heritage meeting to be held on Monday, June 9, 2025 at 5 p.m.

**CARRIED**

**Adjourn Meeting:**

**ON MOTION (No. 06-25)** Moved by Colleen Orr, seconded by Justine Lamming  
“That the March 3, 2025 meeting be adjourned at 5:51 p.m.”

**CARRIED**

Chair – \_\_\_\_\_  
Shawn Evoy

Secretary – \_\_\_\_\_  
Jennifer Errington

**BAR RIVER COMMUNITY CENTRE COMMITTEE MEETING**

**MINUTES**

**FEB. 13, 2025**

**LOCATION: BAR RIVER COMMUNITY CENTRE**

PRESENT: Shawn Evoy Heather Frolick Marlene Paquette  
Matt Frolick Suzanne Evoy Katie Hunter

The meeting was called to order by Shawn Evoy, Chairperson.

The details of the Hall Renovation Budgets were outlined by Shawn Evoy. While we were under budget in 2 budget areas, we were over budget in the 3<sup>rd</sup> area, which led to an overall budget shortfall of approximately \$20,000. This will go back to council for review.

The Hall Operating Budget for 2025 was discussed, including the need for additional tables and chairs. Heather Frolick will obtain pricing options for these items.

MOVED by Matt Frolick, SECONDED by Suzanne Evoy that the 2025 Operating Budget be approved. CARRIED.

It was discussed and agreed that the kitchen should have 100 sets of dinner plates, bowls, and small plates to support future events. Heather Frolick will investigate the purchase of additional items.

The Food Handlers Course was discussed, and it was agreed that we should have as many people as possible certified to support the Hall becoming a designated Hall. Several members expressed their intent to enrol in the course.

Shawn Evoy confirmed that the water passed Algoma Public Health testing and is safe for drinking.

The need for an emergency contacts list was discussed. Heather Frolick will create.

Items required by Algoma Public Health was discussed and the following items need to be kept in stock: meat thermometers, alcohol wipes, disposable gloves, signage, WHMIS handbook, MSDS sheets and a complete first aid kit.

MOVED by Matt Frolick, SECONDED by Suzanne Evoy that Katie Hunter become a member of the Hall Committee. CARRIED.

The Hall Rental Agreement was discussed, and it was agreed that it should include renters' proof of insurance, and no decorations are to be fastened in any way to the walls. A rental deposit will be included at the discretion of the caretaker.

Hall Inventory was discussed, and it was agreed that renters should know what inventory is available for their use, including items required by Algoma Public Health. Heather Frolick will develop a list to include with the Hall Agreement as needed.

MOVED by Suzanne Evoy, SECONDED by Marlene Paquette that Connor Frolick be assigned the new Hall Caretaker role and Heather Frolick will continue with bookings. CARRIED.  
Heather Frolick and Matt Frolick declared a conflict of interest. Snow removal responsibilities

were discussed, and it was agreed that the rink caretaker should look after the Hall as well, since they have access to a snowblower. Shawn Evoy will follow-up.

The community photos which had hung in the Hall were discussed. It was decided that the cloakroom would be an appropriate area for the photos, after they are copied and placed in new frames. It was decided that additional pictures of more recent community members needed to be obtained and added to the photo wall.

Shawn Evoy reviewed a list of deficiencies in the Hall which will be rectified. The need for floor protectors for the tables and chairs was discussed to protect the new floor. Heather Frolick will research and purchase.

MOVED by Matt Frolick, SECONDED by Katie Hunter that the meeting be adjourned.  
CARRIED.

Meeting adjourned at 8:20pm.

# TOWNSHIP OF LAIRD REPORT TO COUNCIL

**Date:** March 13, 2025  
**To:** Mayor Evoy and Council  
**From:** Brenda Aelick  
**Subject:** Fire Services – Fire Agreement & Firetruck Purchase

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## Background/Overview

At the February 27, 2025 Joint Council meeting with Macdonald, Meredith and Aberdeen Additional (MMAA), the Fire Agreement was a topic of discussion. Lairds Council presented issues they had with the new Fire Agreement and it was discussed that the old agreement should remain in place while working towards a service-only agreement.

MMAA has provided the attached Fire Agreement for 2025 only while working toward a clear, service-only agreement with a flat fee structure beginning in 2026. The goal is to have the new agreement with our current Councils before next year's election. MMAA will need to know if there are any clauses, conditions, or other considerations Lairds Council would like to see incorporated into the current 2025 and new 2026 agreement.

Additionally, MMAA is moving forward with the fire truck purchase as required and would like to confirm where Laird stands on its financial contributions toward this purchase.

Another joint meeting(s) may be required to finalize the details of the 2025 agreement and fire truck purchase, as these are priorities. A new agreement for 2026 has a little more flexibility. MMAA will continue to forecast long-term financial commitments and research a fair pricing model, that discussion can be scheduled further out, as it does not impact this year's budget or purchasing decisions.

## RECOMMENDATION

Therefore, it is recommended that Council discuss the 2025 Fire Agreement provide feedback to MMAA and to confirm where Laird stands on its financial contribution towards the purchase of a new fire truck.

BE IT RESOLVED THAT Council directs the Clerk to communicate with Macdonald, Meredith, and Aberdeen Additional \_\_\_\_\_.

## ATTACHEMENTS

- 2025 Fire Agreement between MMAA and Laird

**THIS AGREEMENT** made  
**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF  
MACDONALD, MEREDITH AND ABERDEEN ADDITIONAL**

herein called Macdonald,

OF THE FIRST PART

- and -

**THE CORPORATION OF THE TOWNSHIP OF LAIRD**

herein called Laird,

OF THE SECOND PART

**WHEREAS** the Council of Laird desires to provide fire suppression in and for the said Township;

**AND WHEREAS** the Council of Macdonald agrees to provide fire suppression for Laird;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements herein contained and, subject to the terms and conditions hereinafter set out, the parties hereto agree as follows:

1. a) For the period of January 1, 2025, to December 31, 2025, Macdonald shall direct its volunteer fire suppression services and equipment to answer fire alarm calls from Laird as soon as reasonably possible after such alarm and with such crews and equipment as may be available in the circumstances. At such time when Macdonald is fighting a fire and the Fire Chief, Deputy Fire or designate feels there is a need to call for backup, whichever Township responds shall be paid directly by Laird for their fire services which they have provided to Laird.
  - b) "Fire suppression services" means and includes the following:
    - fire fighting for structural fires
    - fire department will respond to grass fires and if unable to suppress the Ministry of Natural Resources will be called in
    - fire causes determination and investigations
    - extrication services
    - any other responses or incidents to which the fire suppression services would normally respond in Laird Township
    - administrative functions and services in respect to the provision of the previously mentioned services
    - Fire Chief, Deputy Fire Chief, or designate to ban fire permits under Fire Ban or a Restricted Fire Zone
  - c) Macdonald will not fight forest fires in Laird
2. For the period of January 1, 2025, to December 31, 2025, Laird shall pay to Macdonald the total sum of 50% of approved budget for such fire protection regardless of whether any calls have been made. The budget amount to be determined each year during the budget deliberations. Any capital purchases that are required and agreed to be Laird Township prior to the capital purchase shall be paid 50/50 by both Townships as mutually discussed.

3. Payment for the said fire protection services for the term of this Agreement shall be in two (2) instalments, the first due June 30, 2025, the second on November 30, 2025.
4. Laird will at all times indemnify and hold harmless Macdonald against and from all claims, demands, losses, costs, damages, actions, suits or other proceedings by whosoever made sustained or prosecuted in any manner based upon, related to, occasioned by or attributable to any service provided to Laird under the provisions of the Contract, save and except any negligence on the part of Macdonald.
5. The terms and conditions contained herein shall continue in force and effect until December 31, 2025, and may be renewed each year thereafter for further twelve month periods with such amendments as the parties hereto may agree upon in writing.
6. No change or modification of this Agreement shall be valid unless it be in writing and signed by each party hereto.
7. Either party may terminate this Agreement at any time upon twelve (12) months' notice in writing delivered to the Clerk of the other party.
8. All matters in dispute between the parties hereto in relation to this Agreement shall be referred to the a single arbitrator, if the parties hereto agree, otherwise to three arbitrators, one to be appointed by each party and a third to be chosen by the first two named before they enter upon the business of arbitration. The award and determination of such arbitrator or arbitrators, or any two of such three arbitrators, shall be binding upon the parties hereto and their respective successors and assigns.
9. This Agreement shall ensure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

**IN WITNESS WHEREOF** the parties hereto have hereunto set their hand and seals.

**THE CORPORATION OF THE TOWNSHIP  
OF MACDONALD, MEREDITH AND  
ABERDEEN ADDITIONAL**

**THE CORPORATION OF THE  
TOWNSHIP OF LAIRD**

.....  
(Mayor)

.....  
(Mayor)

.....  
(CAO/Clerk)

.....  
(Clerk Administrator)

.....  
(Date)

.....  
(Date)



## **Application for Amendment to Zoning By-law 531**

**Application No.:** 01-25

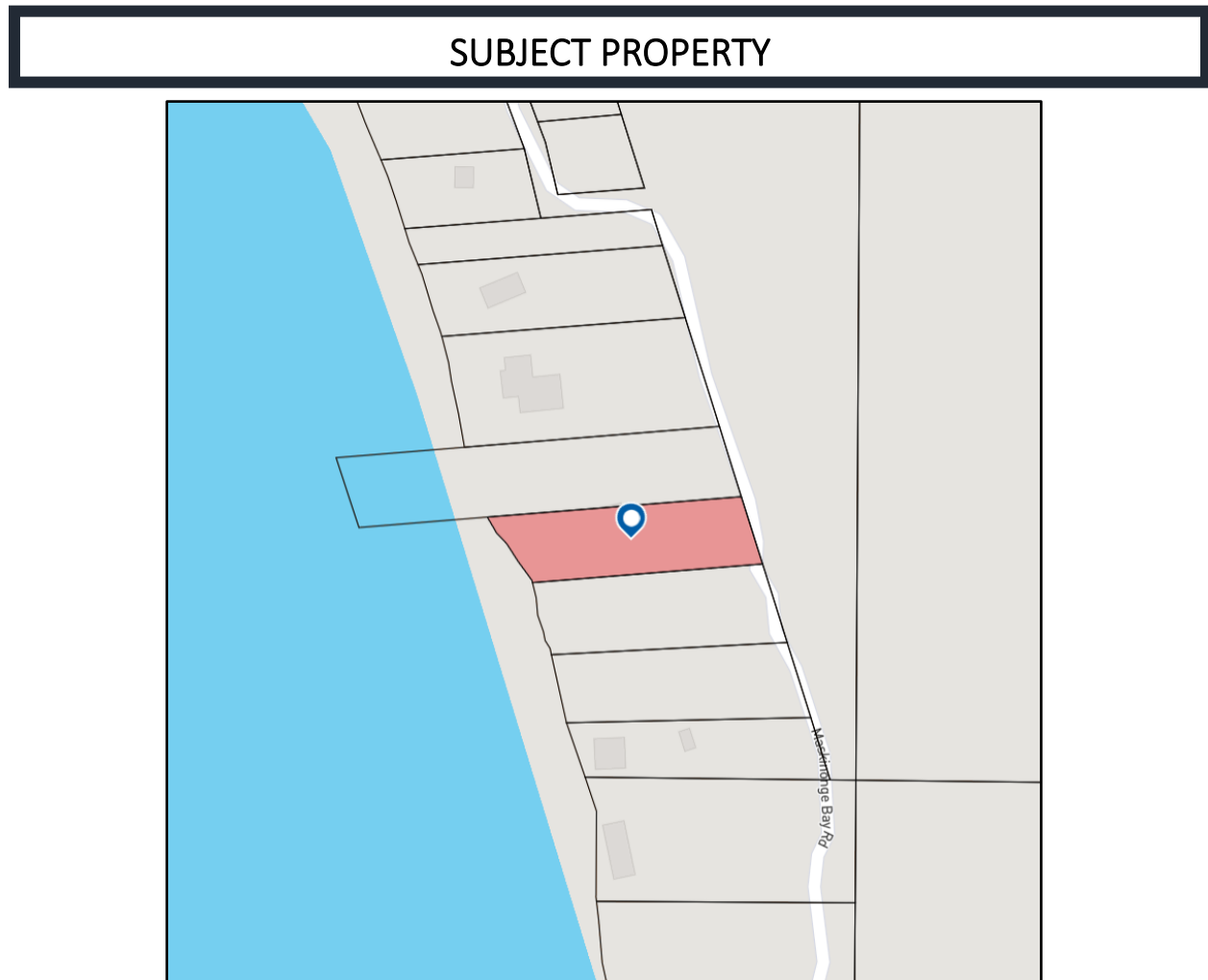
**Owner/Applicant:** Merrill Evoy Agent for owners James and Nancy Melville

**Location of Subject Property:** Township of Laird PLAN H763 RCP LOT 17, 91B Maskinonge Bay Rd, Laird Township

**Zoning:** Summer Cottage

**Purpose of Application:** The subject property is presently zoned Summer Cottage; The owners wish to have it rezoned Summer Cottage with a Special Exception to reduce the side yard setback requirement from 8 meters (26.25 feet) minimum to 2 meters (6.56 feet) on the North side of the lot to allow a bedroom addition. The owners are requesting the amendment to the side yard setback as the slope of the property does not allow for the addition to be on the east side of the existing cottage.

A sketch of the proposed construction site plan is enclosed below.

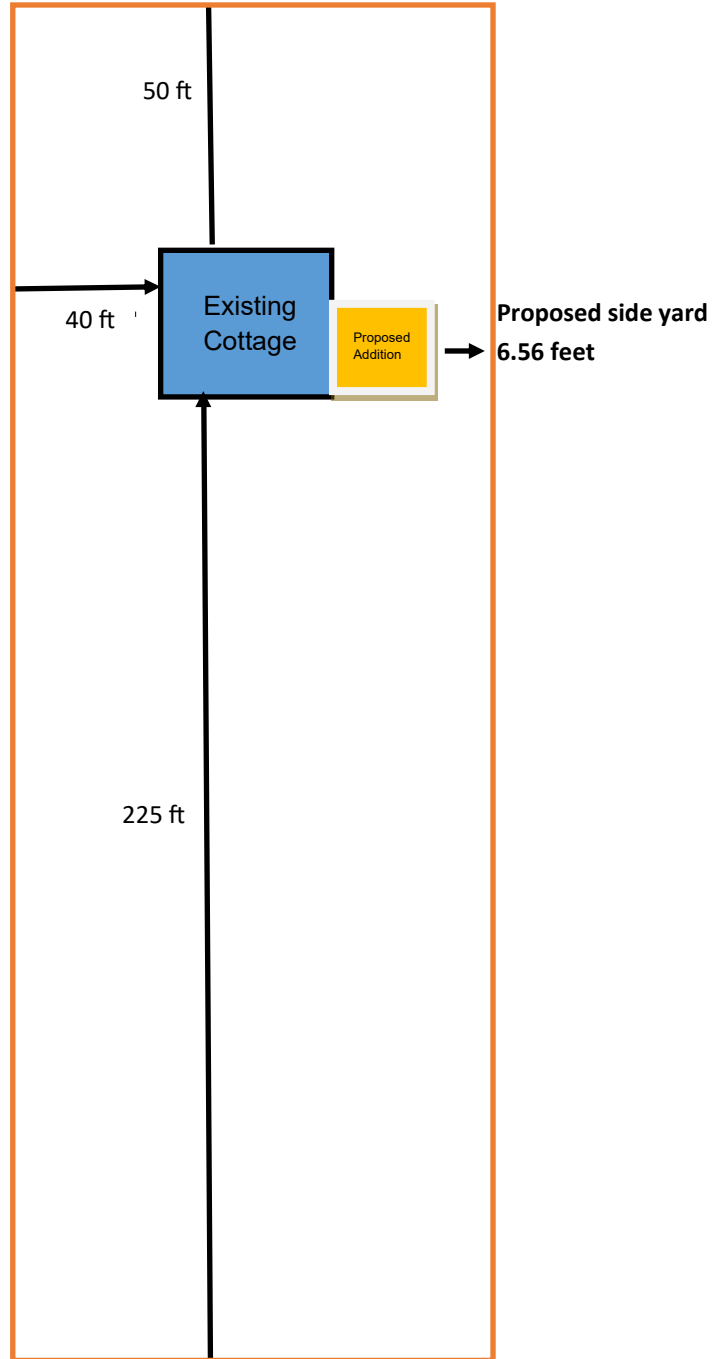


# Sketch to Public Meeting Notification Application

## Township of Laird PLAN H763, Lot 17



Maskinonge Bay



91B Maskinonge Bay Road

TOWNSHIP OF LAIRD  
REPORT TO COUNCIL

**Date:** March 13, 2025  
**To:** Mayor Evoy and Council  
**From:** Brenda Aelick  
**Subject:** Cancellation of Booked Dates – Laird Fairgrounds

---

**Background/Overview**

A situation has occurred where a security deposit was placed on a rental date for Laird Fairgrounds. The renter has had to change plans and is asking if they get the deposit back. Currently, the only mention of returning fees is “*A security deposit of \$175 will be required and refunded should grounds be left in good condition.*” There is no mention with regard to cancellation.

With the popularity of the Laird Fairgrounds increasing and almost all weekends currently booked, renters being turned away, a cancellation such as this one puts us in a position where we may miss out on a potential rental due to this weekend being booked and now cancelled.

**RECOMMENDATION**

Since we do not currently have a cancellation clause in our rental agreement, I believe this should be addressed. Possibly adding the clause “should a booked date be cancelled by the renter; any security deposit collected would only be returned in the event that another party rents for those dates”.

BE IT RESOLVED THAT Council directs staff to amend the Laird Fairgrounds rental agreement to include the clause “should a booked date be cancelled by the renter; any security deposit collected would only be returned in the event that another party rents for those dates”.

March 6, 2025

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2  
[Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

**Re: Carbon Tax**

Dear Prime Minister,

At the meeting of Sarnia City Council held on March 3, 2025, the following resolution was adopted:

***That given the advent of the US tariffs and the economic impact on Canadians it is even more critical at this time to petition our own Federal liberal government to put a stop the 20 percent increase to the carbon tax scheduled to be implemented April 1, 2025. The vast majority of Canadians do not support the carbon tax, and the timing could not be worse for the impact to our citizens; and***

***That the resolution be forwarded to the Prime Minister, his Cabinet, Leaders of Opposition, our MP, and All Ontario Municipalities.***

Your consideration of this matter is respectfully requested.

Yours sincerely,



Amy Burkhart  
City Clerk

Cc: Cabinet Ministers  
The Honourable Pierre Poilievre, M.P.  
The Honourable Marilyn Gladu, M.P.  
All Ontario Municipalities



# Township of Central Frontenac

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0  
Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422  
[www.centralfrontenac.com](http://www.centralfrontenac.com)



**March 6, 2025**

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queens Park,  
Toronto, Ontario, M7A 1A1  
Delivered via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**RE: U.S Tariffs on Canadian Goods.**  
Supporting the letter from Peterborough County dated February 5, 2025.

---

Please be advised that, at its regular meeting of Council held on February 11, 2025, The Corporation of the Township of Central Frontenac supported a resolution from Peterborough County, regarding U.S Tariffs on Canadian Goods.

The correspondence is attached for your consideration.

Motion #: 26-2025

**THAT** Council authorize staff to create a letter of support for the following correspondence received, #14 b;

**AND FURTHER THAT** the letters of support be sent to All Municipalities of Ontario, the Ontario Premier and the associated Provincial Ministers.

Kind Regards,

Cathy MacMunn AMCT ACST  
Chief Administrative Officer/Clerk  
[cmacmunn@centralfrontenac.com](mailto:cmacmunn@centralfrontenac.com)

cc. Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, & All Municipalities of Ontario

CM/am



February 5, 2025

To Whom it May Concern,

**Re: Proposed U.S. tariffs on Canadian Goods**

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

**Resolution No. 19-2025**

Moved by Deputy Warden Senis  
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

**Carried**

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at [kstevenson@ptbocounty.ca](mailto:kstevenson@ptbocounty.ca).

Yours truly,

Holly Salisko  
Administrative Services Assistant – Clerk's Division/Planning  
[hsalisko@ptbocounty.ca](mailto:hsalisko@ptbocounty.ca)



**THE CORPORATION OF THE TOWNSHIP OF LAIRD**

**By-law Number 2046-25**

Being a by-law to amend Laird Zoning By-law 531, concerning property designated as Plan H763 RCP LOT 17, in the Township of Laird.

THE COUNCIL of the Corporation of the Township of Laird, pursuant to Section 34 of The Planning Act, R.S.O 1990, c.P.13 and amendments thereto, ENACTS as follows:

- 1. LOT 17, PLAN H763 IN SAID TOWNSHIP OF LAIRD IS CHANGED FROM "SUMMER COTTAGE" TO "SUMMER COTTAGE WITH A SPECIAL EXCEPTION".

The zone designation of the property in Section 1 of this by-law, which land is shown on Schedule "A" to By-law 2046-25, and is shown outlined and marked "subject property" on the map attached as Schedule "A" hereto is changed from "S.C." (SUMMER COTTAGE) to "S.C.S.", (SUMMER COTTAGE with a SPECIAL EXCEPTION) to reduce the side yard setback requirement from 8 meters (26.25 feet) minimum to 2 meters (6.56 feet).

- 2. SCHEDULE "A".

Schedule "A" hereto forms a part of this by-law.

- 3. EFFECT

The change in zone designation made by Section 1 hereof, does not repeal, alter or amend By-law 531 in respect of any lands other than those lands intended to be rezoned by this by-law.

- 4. BY-LAW 531 CONTINUES TO APPLY

The provisions of By-law 531 as amended hereby, continues to apply to the lands affected by this by-law except insofar as they are inconsistent with this by-law or higher or more restrictive or onerous requirements are imposed hereby.

- 5. LOCAL PLANNING APPEAL TRIBUNAL

This by-law shall come into force on the date of passing thereof, and take effect the day after the last day for filing notice of appeal, where no notice of appeal is received; where notice of appeal is received, upon approval of the Ontario Land Tribunal.

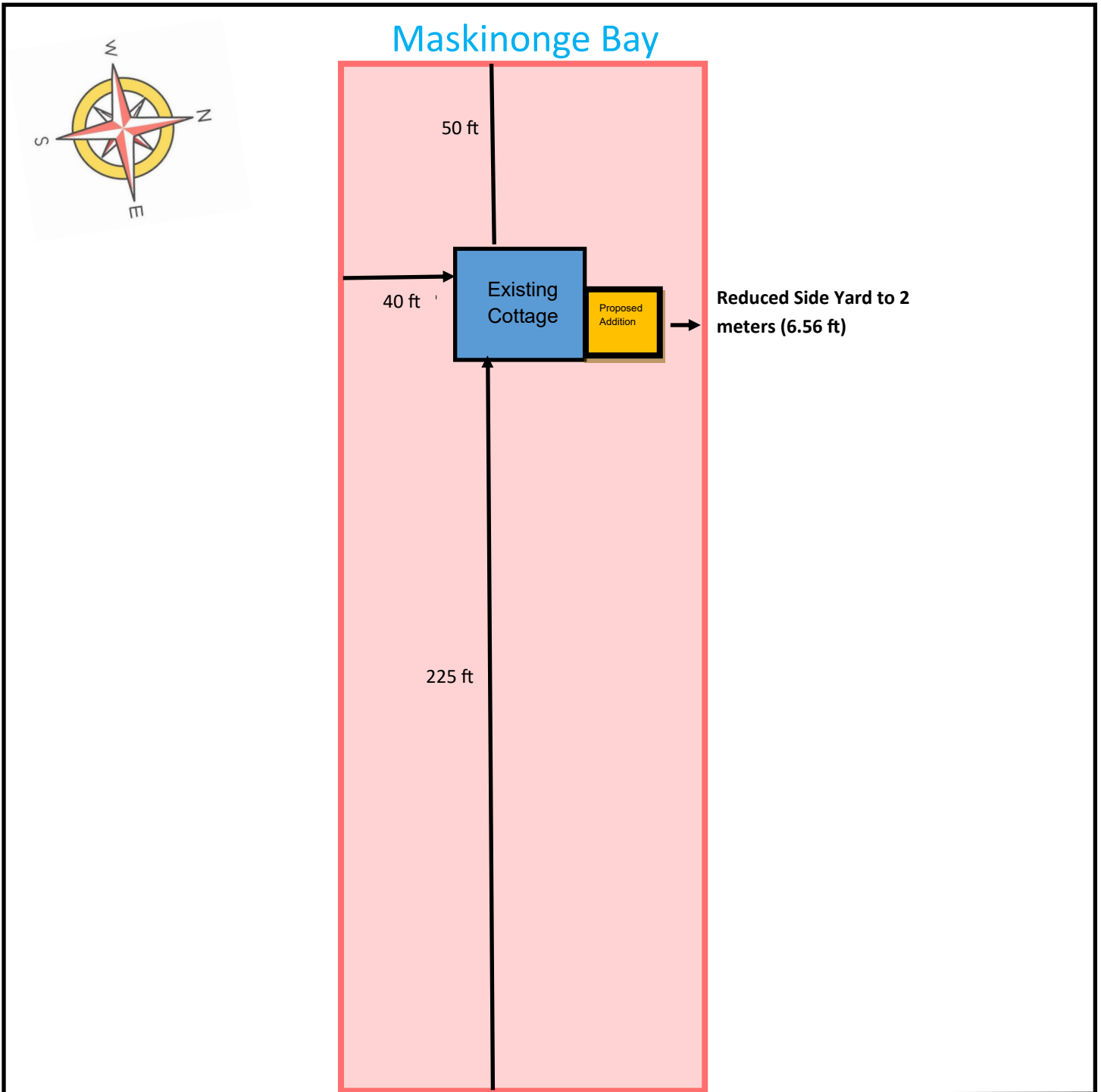
PASSED in Open Council this 13th day of March, 2025.

Mayor \_\_\_\_\_  
Shawn Evoy

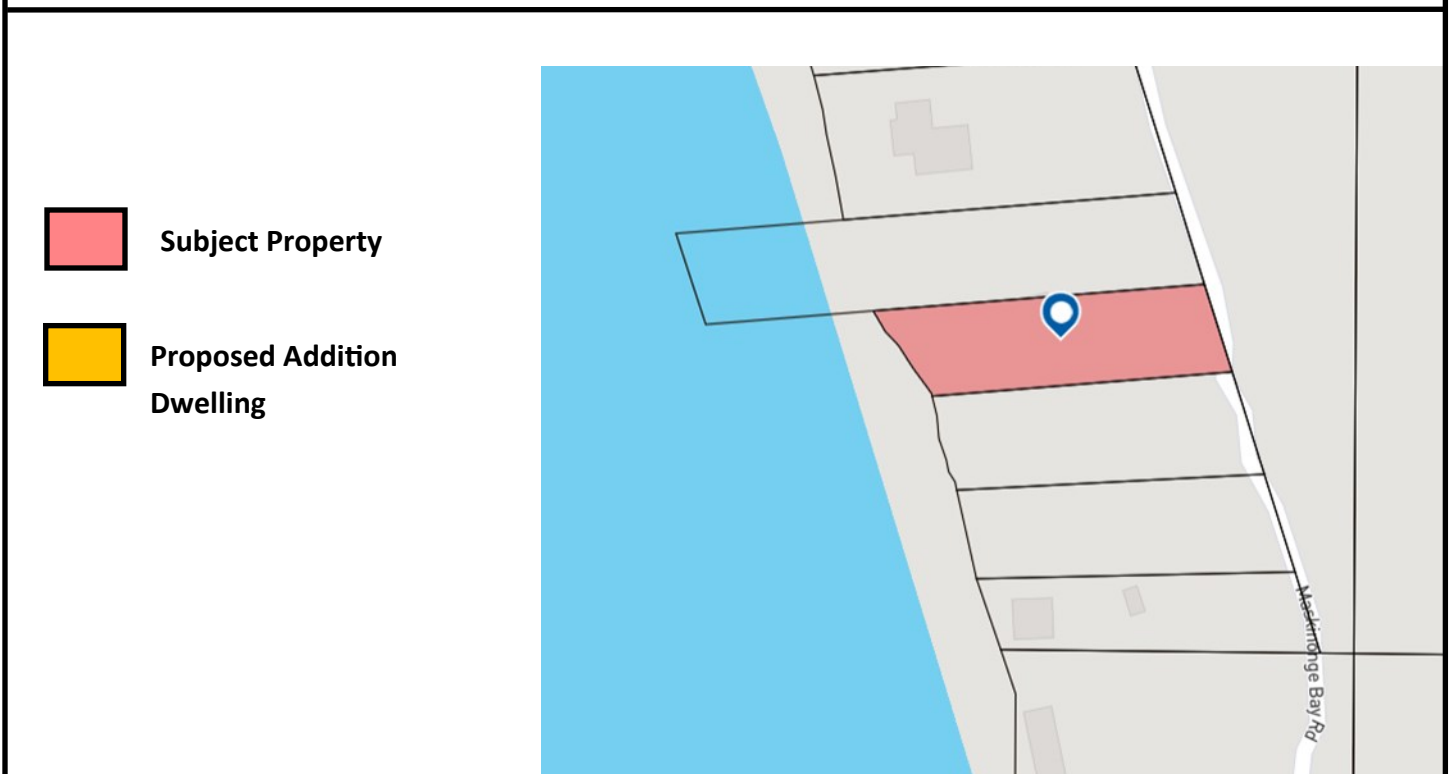
Seal

Clerk \_\_\_\_\_  
Jennifer Errington

# Schedule "A" By-law 2046-25



## 91B Maskinonge Bay Road



**THE CORPORATION OF THE TOWNSHIP OF LAIRD**

**By-law Number 2047-25**

**BEING A BY-LAW TO ADOPT A DELEGATION OF COUNCIL POWERS AND DUTIES POLICY**

**WHEREAS** Section 23 (Delegation of Powers and Duties) of the Municipal Act, 2001, c.25 as amended indicates without limiting section 9, 10, and 11, those sections authorize a municipality to delegate its powers and duties under this or any other ACT to a person or body subject to the restrictions set out in this Part; and

**WHEREAS** Section 23.3(1) of the Municipal Act, 2001, c.25 as amended sets out the powers that cannot be delegated; and

**WHEREAS** Section 270(1.6) of the Municipal Act, 2001, c.25 as amended states a municipality shall adopt and maintain policies with respect to the delegation of powers and duties; and

**WHEREAS** Section 275 (Restricted Acts after Nomination Day) of the Municipal Act, 2001, C. 25 as amended, restricts the action described in subsection (3) after the first day during the election period for a new Council being:

- a. The appointment or removal from office of any officer of the municipality;
- b. The hiring or dismissal of any employee of the municipality;
- c. The disposition of any real or personal property of the municipality that is valued at \$50,000 or more when it was acquired by the municipality;
- d. Making any expenditures or incurring any other liability which exceeds \$50,0000 or more
- e. Section 275.4 states that exemptions for C and D above if the disposition or liability was included in the most recent budget adopted by the Council before nomination day in the election.

**AND WHEREAS** Council deems it expedient to delegate authority.

**NOW THEREFORE BE IT RESOVED THAT the Council for the Township of Laird enacts as follows;**

- 1. The “Delegation of Powers and Duties Policy” is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law.
- 2. This By-law shall take force and effect upon the passage hereof.

**READ and passed on Open Council** this 13<sup>th</sup> day of March 2025.

Mayor \_\_\_\_\_  
Shawn Evoy

Seal

Clerk \_\_\_\_\_  
Jennifer Errington

## **The Corporation of the Township of Laird**

### **Delegation of Council Powers and Duties Policy**

#### **1.0 Policy Statement:**

The Council of the Township of Laird, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the *Municipal Act, 2001* (Act) and will respect the applicable restrictions outlined in the Act.

#### **2.0 Purpose:**

Section 23.1 and 23.2 of the *Municipal Act, 2001*, as amended, permits a municipality to delegate certain powers and duties to a person or body.

The Act requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Section 270 (1) 6. This policy applies to all committees of Council, departments and staff.

#### **3.0 Policy Requirements:**

Council supports the delegation of powers and duties to provide efficient management of municipal operations and to respond to matters in a timely fashion. The following shall be the general rules and guidelines relative to the delegation of Council powers and duties:

- 3.1 All delegation of powers and duties that are made by Council on or after the date of this By-Law comes into force shall be made:
  - a. In accordance with sections 23.1 to 23.5 of the *Municipal Act, 2001* inclusive, or with any other applicable legal requirements;

- b. By resolution confirmed by by-law or by by-law alone;
- 3.2 Notwithstanding the foregoing, Council retains the authority to make or reconsider, at any time and without notice, revoke any delegated power that has been delegated pursuant to this By-Law;
- 3.3 Except as otherwise required by law, should any position identified in this By-Law with delegated powers or duty be vacant, or no longer exist within the Corporation, the powers and duties of that position may be exercised by a person deemed to have authority of the position until such time as the position is either no longer vacant, or a new delegation for the corresponding delegated power or duty is approved;
- 3.4 Where the exercise of a delegated authority requires and expenditure of money, funding for the expenditure shall be included in an approved budget and all relevant requirements of the Township of Laird Procurement By-Law in effect at the time of the expenditure shall be followed;
- 3.5 Where delegated authority includes execution of an agreement, the agreement shall be approved by the Clerk Administrator and/or legal counsel prior to its execution;
- 3.6 All relevant By-Laws and Resolutions of The Corporation of the Township of Laird shall apply to the exercise of delegated authority, as authorized by this By-Law, or any associated stand-alone delegation of authority By-Law;
- 3.7 Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Act;
- 3.8 In accordance with the Act, the following powers and duties cannot be delegated:
- The power to appoint or remove from office or officer of the municipality whose appointment is required by this Act.
  - The power to pass a by-law under Parts VIII, IX and X.
  - The power to pass to incorporate corporations in accordance with section 203.
  - The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
  - The power to pass a zoning by-law under the *Planning Act*.
  - The powers to pass a by-law under sections 108 (1) and (2) and 110 (3), (6) and (7).
  - The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any

power under subsection 28 (6) or (7) of the Planning Act or under section 356.1 of this *Municipal Act*.

- The power to adopt or amend the budget of the municipality.
- Any other power or duty may be prescribed.

#### **4.0 Definitions:**

- 4.1 "Act" means the *Municipal Act, 2001*, S.O, c. 25, as amended;
- 4.2 "Approval" includes the authority to sign for approval and execute an agreement, contract, release, waiver, application or document intended to bind the Corporation and includes any renewal, amendment or termination thereof, and "Approve" has a corresponding meaning;
- 4.3 "By-law" means this by-law and includes its Schedules;
- 4.4 "Chief Building Official" or "CBO" means the Chief Building Official, as duly appointed by By-law;
- 4.5 "Clerk" or "Clerk Administrator" means the Clerk for the Township of Laird, as duly appointed By-Law;
- 4.6 "Corporation" means The Corporation of the Township of Laird;
- 4.7 "Council" means the elected Council of The Corporation of the Township of Laird;
- 4.8 "Delegation of Powers Policy" means a policy that has been approved by Council in accordance with sections 270 (1) 6 of the Act;
- 4.9 "Fire Chief" means the Fire Chief for the Township of Macdonald, Meredith, and Aberdeen Additional, as per Fire Services Agreement.
- 4.10 "Legal Proceedings" means any court of administrative tribunal proceeding commenced by, or against, The Township;

#### **5.0 Nature and Scope of Delegation of Powers and Duties**

- 5.1 The authority to approve a matter as contained in any Schedule hereto appended is hereby delegated to the person or persons set out in Column 3 therein and shall be subject to any conditions or restrictions as contained in Column 5.
- 5.2 Where authority to approve a matter is delegated to any person under this By-Law, the Clerk Administrator may also exercise the authority;

- 5.3 Despite any provision of this By-Law, a delegate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been approved by Council, and shall be deemed to be approved where such transaction or activity:
- a. is included in the annual budget as adopted by Council; or
  - b. is included in a program, project, or activity which has been approved by Council; or
  - c. is reasonably incidental to the authority given to the Clerk Administrator, to carry out their duties and responsibilities on behalf of the Township.
- 5.4 No provision of this By-law shall be construed as waiving any provision of the Procurement By-law, as may be amended from time to time, and the Procurement By-Law shall continue to apply to the procurement of goods and services on behalf of the Township;
- 5.5 Notwithstanding the foregoing, Council retains the authority to make or reconsider, at any time and without notice, revoke any delegated power that has been delegated pursuant to this By-Law.

## **6.0 Appointment of Signing Officers**

- 6.1 The Mayor or Councilor appointed by motion signing authority at the beginning of each term, one required, and the Clerk Administrator or the Treasurer Deputy Clerk, one required, are hereby appointed signing officers of the Township and may jointly execute any document on behalf of the Township, specifically provided for in the Schedules appended.

## **7.0 General**

- 7.1 Any reference to legislation, regulations or by-laws in this By-Law shall be interpreted to include all amendments and any successor legislation thereof;
- 7.2 In the event that any provision or part of this policy is found to be invalid for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the policy and all other provisions or parts thereof shall remain in full force and shall be valid;
- 7.3 In the event of any inconsistency between this policy and any other Township By-law, the more restrictive provision shall prevail to the extent of the inconsistency; and
- 7.4 Throughout this policy (i) the term "including" or phrases "e.g." or "for example" shall be interpreted to mean to "include, without limitation"; (ii) the singular includes the plural and vice-versa; and (iii) any gender includes any other gender, unless context requires otherwise.

Appendix A  
 Delegations of Powers and Duties

#	DELEGATION	DELEGATE(S)	LEGAL AUTHORITY	CONDITIONS/ RESTRICTIONS
1	Authority for the execution of Township minutes, by-laws, agreements, etc.	Mayor and Clerk Administrator, or designates	Municipal Act, 2001, as amended, s. 23.1 (1)	The Mayor and Clerk Administrator are the designated signing authorities for the Township of Laird.
2	Develop, approve, and implement administrative policies, procedures, and practices in the exercise of authority under section 229 of the Act.	Clerk Administrator	Municipal Act, 2001, as amended, s. 23.1 and s. 270	Update and maintain Policy Manual upon Council adoption.
3	Pay Equity Adjustments, Grid Movement Approvals, complete Performance Appraisals	Clerk Administrator	Municipal Act, 2001, as amended, s. 23.1	Budget approvals and approved Performance Appraisals in keeping with the Human Resources Policy and Procedure Manual.
4	Responsible for legislative requirements under the Ontario Health and Safety Act legislation.	Clerk Administrator, Fire Chief, MLEO, CEMC	Occupational Health and Safety Act, RSO. 1990, c. 0.1	
5	Approval of all emergency expenditures deemed essential to mitigate the emergency incident.	Clerk Administrator, Treasurer, Fire Chief, CEMC		With regard to Procurement Policy when possible.
6	Signing Authority for Agreements under By-law and/or Pursuant to Tender Awards	Clerk Administrator, Treasurer, Mayor (as required)		
7	Returning Officer, Responsible for Administration of all Municipal General Elections and All By-Elections for the Township of Laird	Clerk Administrator	Municipal Elections Act, 1996, S.O. 1996, c. 32	Prepare and update forms and written procedures for all components of conducting an election.



#	DELEGATION	DELEGATE(S)	LEGAL AUTHORITY	CONDITIONS/ RESTRICTIONS
8	Issuance of Lottery Licenses	Clerk Administrator, or designate	Criminal Code (Canada) Order-in-Council 1413/08 Gaming Control Act, 1992	Compliance with all applicable AGCO Regulations.
9	Authority to execute letters of Non-Objection to the Alcohol and Gaming Commission of Ontario (AGCO)	Clerk Administrator	Municipal Act, Section 23.1 (1) and Alcohol and Gaming Commission of Ontario (AGCO)	These are usually time-sensitive requests that at times are difficult to match up with Council meeting timelines.
10	Records Management Oversight	Clerk Administrator, or designate	Municipal Act, 2001, S.O. 2001, c. 25, as amended, S. 254	Per Records Retention Policy in effect by by-law.
	Freedom of Information and MFIPPA Co-Ordinator; All powers and duties under said Act.	Clerk Administrator	Municipal Freedom of Information and Protection of Privacy Act	Associated policy.
11	By Virtue of the Office: Commissioner of Oaths	Clerk Administrator, Deputy Clerk	Commissioner for Taking Affidavits Act. R.S.O. 1990,c.17	
12	Mediate and settle proceedings at the Assessment Review Board and Execute Minutes of Settlement (MoS) of the Assessment Review Board	Clerk Administrator		MoS must be in the best interest of the Township, in the opinion of the signing officer.
13	Approval of Tax approvals and corrections relating to gross manifest errors	Clerk Administrator, Treasurer		
14	Authority to enter into agreements with Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Clerk Administrator, or designate		

#	DELEGATION	DELEGATE(S)	LEGAL AUTHORITY	CONDITIONS/ RESTRICTIONS
15	Authority to execute tax sale extension agreements.	Treasurer		
16	Authority to grant the Treasurer vesting after a failed tax sale.	Treasurer	Municipal Act, Section 379 (15 & 16), and; Property Tax Collection Policy	Expedite the administrative functions and to protect owner confidentiality.
17	Oversight of Procurement of Goods and Services	Clerk Administrator, Treasurer	Procurement By-Law	
18	Authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data license agreements, subject to annual review and budget approvals.	Clerk Administrator, Treasurer		Budget approvals.
19	Authority to enter into Client/Supplier agreements for IT professional services or technical support, as required, subject to a project requirement, budget availability and review.	Clerk Administrator, Treasurer		Budget approvals.
20	Authority to issue grant applications in favour of the Township.	Clerk Administrator, Treasurer	Section 23.1 (1) of the Municipal Act, 2001, S. O. 2001, c. 25	Applications for grant deadlines do not always match up with Council meetings this will provide the Clerk Administrator with the authority to sign grant applications.
21	Activate and emergency plan and implement municipal emergency control group notification.	CEMC	Emergency Management Plan	

#	DELEGATION	DELEGATE(S)	LEGAL AUTHORITY	CONDITIONS/ RESTRICTIONS
22	Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation	Fire Chief	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4	
23	Authority to temporarily close Municipal Roads due to fire or emergency requirements	Fire Chief in consultation with the Roads Superintendent		
24	Authority to close municipal parks – outdoor rinks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community.	Roads Superintendent		
25	Authority to manage and perform maintenance, removals, and planting of trees within the Townships right-of-way and property.	Roads Superintendent		
26	Authority to execute applications for new entrance installations, and provide written confirmation to applicant of diameter of culverts required.	Road Superintendent	Culvert Placement By-law	
27	Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Road Superintendent	Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways	
28	Temporary Reduction or Lifting of Load Limits on highways, including designation or alternate routes where applicable.	Road Superintendent		

#	DELEGATION	DELEGATE(S)	LEGAL AUTHORITY	CONDITIONS/ RESTRICTIONS
29	May temporarily close any highway or portion of a highway: a) for construction, repair or improvement of the highway or portion of the highway, or construction or repair or any works, under over, along, across or upon the highway or portion of the highway; b) social, recreational, community, athletic or cinematographic purpose, or a portion or highway; c) for any request under emergency services; d) for construction purposes when public safety may be impacted.	Road Superintendent		
30	Authority to approve the holding special events in Township owned facilities/parks	Clerk Administrator		Upon notification of the Recreation Committee; or special ad-hoc committee created for a municipal purpose.

**THE CORPORATION OF THE TOWNSHIP OF LAIRD**

**By-law Number 2048-25**

**BEING A BY-LAW TO ADOPT A COUNCIL STAFF RELATIONS POLICY**

**WHEREAS** Bill 68, known as the Modernizing Ontario’s Municipal Legislation Act, 2017 amends several Acts including the Municipal Act, 2001; and

**WHEREAS** as a result of the passing of the Modernizing Ontario’s Municipal Legislation Act, 2017, Section 207 (1) of the Municipal Act, 2001, requires municipalities to adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality; and,

**WHEREAS** Council of the Corporation of the Township of Laird deems it expedient to adopt the aforementioned policy;

**NOW THEREFORE** the Council of the Corporation of the Township of Laird enacts as follows:

1. The “Council Staff Relations Policy” is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law.
2. This By-law may be known as the “Council Staff Relations Policy”.
3. This By-law shall take force and effect upon the passage hereof.

**READ and passed on Open Council** this 13<sup>th</sup> day of March 2025.

Mayor \_\_\_\_\_  
Shawn Evoy

Seal

Clerk \_\_\_\_\_  
Jennifer Errington

## **The Corporation of the Township of Laird**

### **Council Staff Relations Policy**

#### **1.0 Policy Statement:**

The Corporation of the Township of Laird ("Township") will promote a respectful and harassment-free relationship and workplace for and between members of Council and the officers and employees of the corporation. To accomplish this, Council and staff are guided by the Code of Conduct of Members of Council, the Code of Conduct of Municipal Employees and volunteers, the Term Plan, the Violence and Harassment in the Workplace Policy and the Procedural By-law, as well as other relevant policies, regulations and statutes.

#### **2.0 Purpose:**

It is essential that the relationship between Council and Staff is one of cooperation and support underpinned by a clear understanding of each other's respective roles and responsibilities. Section 270 of the *Municipal Act, 2001*, requires Councils to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the corporation. This Council Staff Relations Policy identifies the legislation, policies, procedures and practices that the Township complies with in order to promote a respectful, tolerant, harassment-free relationship and workplace for and between Members of Council, officers and employees of the Township. This policy further affirms that all members of Council are "equal" and act as a Council, not as individuals when directing staff.

#### **3.0 Scope:**

This policy applies to all Members of Council, officers and employees of the corporation.

This policy is not intended to restrict any member of Council from speaking to staff about issues or seeking information, but rather to ensure that such interactions are carried out in an effective, controlled and respectful way, in keeping with Council and Staff's respective responsibilities and delegated authority, and more specifically as set out herein.

#### **4.0 Responsibility:**

Members of Council, officers and employees of the corporation are required to adhere to this policy and related policies as list herein.

It is also imperative that Members of Council, officers and staff of the corporation embrace the following principles:

1. There must be a collective understanding of the importance of, and difference between, the political/representative role and the administrative/operational management role necessary for the provision of efficient, responsible, transparent and accountable municipal government; and
2. There is an absolute need for mutual trust and respect between all parties for effective execution of their respective roles.

## **5.0 Application**

The relationship between Members of Council and the officers and employees of the corporation is informed in part by the statutory roles of Council and Staff as set out in the *Municipal Act, 2001*. Municipalities also receive responsibilities and powers from over 100 provincial acts, municipal plans, policies, and by-laws; including but not limited to the following:

### **5.1 Municipal Act, 2001**

The *Municipal Act, 2001* establishes the primary legislative framework for municipalities. It sets out the roles and responsibilities of members of Council, key staff and the Clerk. The *Municipal Act, 2001*, contains no reference to the position of "Councillor"; thereby reinforcing that it is only Council acting as a whole that has authority to instruct staff and make decisions on behalf of its constituents.

The *Municipal Act, 2001* and other legislation include provisions pertaining to openness and transparency in municipal decision making and service delivery. In terms of maintaining proper accountability and ensuring good service delivery council and staff must appreciate their separate roles and responsibilities. The success of the municipality depends on these groups working together, as a team, for the benefit of the community.

### **5.2 Term Plan**

A Term Plan is an important part of municipal governance. Council adopted a Term Plan clearly setting out the strategic goals and priorities. The Term Plan sets priorities and by extension it also determines what are not Council priorities.

### **5.3 Council Code of Conduct**

The Council Code of Conduct outlines the ethical standards for the behaviour of Council Members. The Council Code of Conduct guides Council to work diligently at creating a positive working relationship between Council and staff founded upon an environment of mutual respect, trust and acceptance of different roles.

The Code of Conduct contains specific guidance to Council with respect to the following:

- Transparency and Accountability
- Ethical Standards
- Use of Information
- Relations with employees and other members of Council
- The Role of Council as it relates to the Code

Members of Council are required to familiarize themselves with the Code of Conduct and follow it.

#### **5.4 Employee Code of Conduct**

The Employee Code of Conduct outlines the manner in which employees shall conduct themselves. Employees are expected to project a positive professional image at all times. Employees are further expected to treat everyone fairly, with respect and dignity.

The Code of Conduct contains specific guidance to Employees with respect to the following:

- Honesty and Respect
- Behaviour and Professionalism
- Confidential and Personal Information
- Professional Conduct

Employees are required to familiarize themselves with the Code of Conduct and follow it.

#### **5.5 Workplace Bullying, Harassment, Sexual Harassment and Violence Prevention Policy**

The Workplace Bullying, Harassment, Sexual Harassment and Violence Prevention Policy ("Violence and Harassment Policy") recognizes that violence in the workplace is an occupational health and safety hazard. Furthermore, the Township recognizes that physical and emotional harm can result from violence in the workplace and any form of violence in the workplace is unacceptable. Therefore, the Township is committed to maintaining a zero-tolerance policy towards violence in the workplace and encourages employees and members of Council to take affirmative steps to identify and address potentially violent situations.

The Violence and Harassment Policy recognizes that the Township is committed to providing and maintaining a work environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy, safe, and productive workplace based upon mutual respect and free from any form of harassment or discrimination. In pursuit of this goal, the Township does not condone and will not tolerate acts of harassment or discrimination against or by a Township employee or Member of Council. This Policy prohibits workplace harassment



under any of the categories defined in the *Occupational Health and Safety Act*, the *Ontario Human Rights Code* and/or *Canadian Human Rights Act*.

## **5.6 Procedural By-law**

The Procedural By-law establishes rules and procedures for Council and Committee meetings, including the calling of meetings, the types of meetings that can be held, and the procedures for voting. Council decisions must be implemented through the passing of resolutions and/or by-laws at a duly called meeting of Council, and the *Municipal Act, 2001* requires that minutes be recorded without note or comment.

The Procedural By-law specifically states that "No person shall: use indecent, offensive or insulting language in or against the Council or any Councillor thereof, and/or any other person."

## **6.0 Roles**

### **6.1 Role Clarification**

Role clarification is fundamental to creating a successful working relationship between members of Council and staff.

Clearly defined roles distinguishing between the concepts of 'governance' and 'management' are critical. Council sets the policy direction for the municipality, and staff provides the research and expert advice to help Council in their decision-making process.

The staff, through the Clerk Administrator, receive direction from and are responsible to the whole of Council. Staff shall not be directed by or be responsible to any individual member of the Council who may be acting independent of Council.

Council further recognizes the role of Township staff, through the Clerk Administrator, to discharge their duties and to offer professional recommendations and advice to Council free of undue influence. More specifically, the *Modernizing Ontario's Legislation Act, 2017*, prohibits members from using his or her office to attempt to influence any decision or recommendation being considered by employees and persons who are acting on delegated authority from Council. As such, Council will receive the professional recommendations and advice from staff and direct the Clerk Administrator to implement Council's decisions in an open and transparent manner, free of negativity, criticism or reprisals.

The following roles and principles guide Council and staff throughout their daily interactions:

### **6.2 Role of Council**

- a) To conduct themselves in an ethical, respectful and professional manner at all times;
- b) To effectively and responsibly govern the municipality in a transparent and accountable manner;
- c) To set and clearly articulate strategic goals and objectives for the municipality through consultation with the appropriate members of staff and where applicable, community stakeholders;
- d) To render decisions regarding matters of service level delivery and corporate policy through consultation with the appropriate members of staff and, where applicable, community stakeholders;
- e) To receive the professional recommendations and advice from staff and direct the Clerk Administrator to implement Council's decisions in an open and transparent manner, free from negativity, criticism or reprisals;
- f) To keep staff informed, to be open to discussion and to seek clarification as required; and
- g) To refrain from engaging in matters pertaining to the administrative or managerial role in the day-to-day operations of the municipality.

### **6.3 Role of Staff**

- a) To conduct themselves in an ethical, respectful and professional manner at all times;
- b) To provide timely, well researched, accurate reports to Council based professional expertise and judgment to assist in the decision-making process;
- c) To effectively implement all decisions and directions received from Council in a timely and professional manner;
- d) To manage and identify the means for achieving corporate goals and objectives as set by Council;
- e) To develop and implement administrative policies and procedures to ensure the effective, efficient, transparent and accountable management and operation of the municipality;
- f) To manage and identify effective means for achieving corporate goals;
- g) To ensure that members of Council are kept up-to-date and informed; to be open to discussion; and to seek clarification as required; and

- h) To refrain from engaging in, or assuming, a political role within the discharging of their assigned duties.

#### **6.4 Guiding Principles**

- a) Members of Council and staff shall treat each other with respect and professionalism at all times;
- b) Members of Council and staff shall demonstrate integrity and leadership at all times in the discharging of their respective duties;
- c) The provision of advice and guidance by staff and the rendering of decisions by Council should be based on complete and accurate information for the betterment of the community as a whole;
- d) The Clerk Administrator is responsible for the overall administrative and management of the Township operations and the performance and, where required, the discipline of staff;
- e) Staff shall not be targets of negative or derogatory behavior or conduct on the part of members of Council;
- f) Staff shall refrain from making derogatory or negative comments regarding members of Council and/or Committees of Council;
- g) Council shall not permit staff to be subjected to negative or derogatory behavior or conduct by other members of Council, members of the public or individuals conducting business with the Township;
- h) Complaints or inquiries received by a member(s) of Council about Township operations shall be first referred to the Clerk Administrator, or Department Head for review who shall update the member(s) of Council concerning the findings or outcome of the complaint or inquiry; and
- i) Complaints received by a member(s) of Council about Township staff require a proper, fair and through investigation. Such complaints shall be treated with strict confidentiality and shall be immediately referred to the Clerk Administrator for investigation. The Clerk Administrator will report confirmed matters of serious misconduct to Council where appropriate in closed session only.

#### **7.0 Violations**

When a violation of the Code(s) of Conduct or this policy is suspected or is alleged, a complaint should be submitted in a timely manner in writing:

1. In the case of an Employee of the Clerk Administrator
2. In the case of the Clerk Administrator to Council as a whole
3. In the case of Members of Council to the Integrity Commissioner c/o the Clerk Administrator.

Where there is a discrepancy between the Council Staff Relations Policy and the Code of Conduct the Members of Council or the Employees Code of Conduct, the language of the Code(s) prevails.

## **8.0 Definitions**

"Clerk" or "Clerk Administrator" means the person appointed as the Clerk, or a person appointed as a Deputy Clerk, within the meaning of the *Municipal Act 2001*, S.O. 2001, c. 25, and referred to herein as Clerk.

"Code of Conduct for Municipal Employees and Staff" means the Code of Conduct applicable to employees, contractors and volunteers of the Township of Laird, and may be referred to in the "Employee Code of Conduct".

"Council" means the Council of the Corporation of the Township of Laird.

"Council Code of Conduct" means the Code of Conduct applicable to members of Council and Local Board Members adopted in accordance with the requirements of the *Municipal Act 2001*, S.O. 2001, c. 25.

"Employee" means any person employed by, under contract or acting as a volunteer, for the Township of Laird.

"Integrity Commissioner" means the person appointed as the Township's Integrity Commissioner by Council in accordance with the provisions of the *Municipal Act 2001*, S.O. 2001, c. 25.

"Member" means a member of Council or a Committee of Council.

"Township" means the Corporation of the Township of Laird and is referred to herein as "Township", "Corporation" or "Municipality".

## **9.0 Related Documents**

The Council Staff Relations Policy operates along with and as a supplement to the existing plans, policies, by-laws and legislation governing the relationship between Council and staff as follows;

- Municipal Act, 2001

- Municipal Conflict of Interest Act
- Term Plan
- Council and Employee Code(s) of Conduct
- Workplace Bullying, Harassment, Sexual Harassment and Violence Prevention Policy
- Delegation of Authority By-law
- Clerk Appointment By-law
- Procedure By-law

## Council Staff Relations Policy Notice of Concern or Complaint

Regarding a Member of Council, Officer or Employee  
of the  
Township of Laird

Please submit this form to the **Township of Laird, 3 Pumpkin Point Road West, Echo Bay, ON P0S 1C0**, clearly marked **CONFIDENTIAL** to the individuals noted:

- a) In a matter pertaining to an employee other than the Clerk Administrator to:  
**Clerk Administrator**
- b) In a matter pertaining to the Clerk Administrator to: **Council c/o Mayor**
- c) In a matter pertaining to a member of Council or Committee to: **Integrity Commissioner c/o Clerk Administrator**

Nature of concern/complaint (use additional paper as needed):

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Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Tel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25 and will be used to investigate an alleged breach of the Township's Council-Staff Relations Policy. The disclosure of this information is governed by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. c. M. 56. Inquires may be directed to the Clerk Administrator at (705) 248-2395.

**THE CORPORATION OF THE TOWNSHIP OF LAIRD**

**By-law Number 2049-25**

**BEING A BY-LAW to confirm proceedings of the meeting of Council, March 13, 2025.**

WHEREAS Section 5(3) of the *Municipal Act, R.S.O. 2001*, as amended requires a municipal council to exercise its power by by-law except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LAIRD HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the action of the Council at its meeting on March 13, 2025, in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. **THAT** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

**READ and passed on Open Council** this 13<sup>th</sup> day of March 2025.

Mayor \_\_\_\_\_  
Shawn Evoy

Seal

Clerk \_\_\_\_\_  
Jennifer Errington