

REGULAR AGENDA – AGENDA 48
CORPORATION OF THE TOWNSHIP OF LAIRD
October 16, 2025, at 6:00 pm
Laird Township Council Chambers

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Agenda Approval**
Recommendation: BE IT RESOLVED THAT Council hereby approves the October 16, 2025, agenda as presented.
- 4. Delegations and Presentations**
 - a. Huron North Community Economic Alliance (HNCEA) – Cynthia Campbell, Executive Director
 - i. Community Economic Development (CED) video presentation and workshop discussion.
 - b. Shipping Container – Jessica Dias
- 5. Adoption of Minutes of Previous Meeting**
 - a. Council Regular Meeting – September 18, 2025 **P. 5 - 9**
 - b. Recreation Committee Meeting – September 30, 2025 **P. 10 - 11**Recommendation: BE IT RESOLVED THAT Council approves minutes of the Regular Council meeting of September 18, 2025, and the Recreation Committee Meeting of September 30, 2025,

AND FURTHER THAT Council approves Recreation Committee Motion 36-25, authorizing the donation of all cash revenue and non-perishable food items collected during the Pumpkin Fest to the local food bank. The cash revenue, originally budgeted to offset event costs, will instead be redirected to support this charitable cause.
- 6. Adoption of Accounts**
 - a. General accounts to September 30, 2025 **P. 12**
Recommendation: BE IT RESOLVED THAT Council approves the general accounts to September 30, 2025, in the amount of \$4,623.82.
 - b. Roads accounts to September 30, 2025 **P. 13**
Recommendation: BE IT RESOLVED THAT Council approves the roads account to September 30, 2025, in the amount of \$43,101.93.
- 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 October 16, 2025, as presented.
- ii. Council Q&A
- b. Clerk Administrator, Deputy Treasurer**
 - i. Clerk's Report
Recommendation: BE IT RESOLVED THAT Council receives the Clerk's Report dated October 16, 2025, as presented.
 - ii. Task Summary Sheet & Recent Activity Log **P. 14 - 15**
 - iii. Concern/Information Log – Updates **P. 16**
Recommendation: BE IT RESOLVED THAT Council receives the October 16, 2025, Task Summary Sheet & Recent Activity Log and the Concern/Information Log as presented.
 - iv. Council Q&A
- c. Treasurer's Report
- d. Recreation Committee & Recreation Sub-Committees**
 - i. Finns' Bay Wharf Sub-committee Minutes – September 23, 2025 **P. 17 - 18**
 - ii. Laird Hall Sub-committee Minutes – October 7, 2025 **P. 19 - 22**
Recommendation: BE IT RESOLVED THAT Council receives the Finns' Bay Wharf Sub-committee minutes dated September 23, 2025 and the Laird Hall Sub-committee minutes dated October 7, 2025.
 - iii. 2025 Committee and Board – Additions to the Recreation Committee **P. 23 - 24** and to the Bar River Hall Sub-committee.
Recommendation: BE IT RESOLVED THAT Council approves adding Crystal Wells to the Recreation Committee, adding Joanne North to the Pumpkin Point Park Committee and adding Tianna Alton to the Bar River Hall Sub-committee.
- e. Cemetery Board
- f. Planning Board**
 - i. September 25, 2025 Correspondence RE: Planning Board Response **P. 25** regarding OP Comments.
 - ii. Draft OP to be circulated to Council in November
- g. Police Detachment Board
- h. Algoma District Services Administrative Board

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

- i. Fall ADMA Virtual Meeting – Cancelled due to lack of quorum

8. Unfinished Business

- a. DRAFT Fire Agreement – January 1, 2026 to December 31, 2026 **P. 26 - 34**

Recommendation: BE IT RESOLVED THAT Council receives the draft Fire Agreement – January 1, 2026, to December 31, 2026,

AND FURTHER THAT Council requests staff to communicate with Macdonald Meredith and Aberdeen Additional the following amendments

- b. Memo: Murray Drive **P. 35 - 39**

Recommendation: BE IT RESOLVED THAT Council receives the Murray Drive report dated October 16, 2025,

AND FURTHER THAT Council requests the Road Superintendent to provide a cost estimate and plan to bring Murray Drive up to municipal standards.

- c. Memo: Freight Containers (C-Cans) **P. 40 - 43**

Recommendation: BE IT RESOLVED THAT Council receives the Freight Container (C-Cans) report dated October 16, 2025,

AND FURTHER THAT Council defers consideration of any amendments to the Zoning By-law related to storage containers until the completion of the Official Plan and the subsequent comprehensive review of the Zoning By-law.

9. New Business

- a. Planning: Application for Consent – L2025-10 Haldenby **P. 44**

Recommendation: BE IT RESOLVED that Council approves consent application L2025-10 severance/lot addition.

- b. Planning: Application for Consent – L2025-07 Lanaway to Evoy **P. 45**

Recommendation: BE IT RESOLVED THAT Council approves consent application L2025-07 severance/lot addition.

- c. Policy Review: Health & Safety Policy and Violence and Harassment Policy **P. 46 - 56**

Recommendation: WHEREAS the *Occupational Health and Safety Act* requires that the Health and Safety Policy and the Violence and Harassment Policy be reviewed at least annually;

AND WHEREAS staff have completed the mandatory annual review of both policies to ensure compliance with current legislation and alignment with best practices;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges the completion of the 2025 annual review of the Health and Safety Policy and the Violence and Harassment Policy;

AND THAT the reviewed policies be received for information and remain in effect until the next scheduled review or unless otherwise amended.

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) (c) a proposed or pending acquisition or disposition of land by the municipality.

- a. Approval of closed meeting minutes of September 18, 2025.
- b. A proposed or pending acquisition or disposition of land by the municipality.

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

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

12. Communications and Correspondence

13. Mayor and Council Comments

14. By-laws

- a. 2062-25 Conformity By-law **P. 57**

Recommendation: BE IT RESOLVED THAT Council adopts By-law 2062-25, being a by-law to confirm the proceedings of the meeting of Council held on October 16, 2025.

15. Adjournment

Recommendation: BE IT RESOLVED THAT this Council shall now adjourn to meet again on November 20, 2025, at 6:00 p.m. or until the call of the chair.

**REGULAR AGENDA – AGENDA 47
CORPORATION OF THE TOWNSHIP OF LAIRD
September 18, 2025, at 6:00 pm
Laird Township Council Chambers**

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

1. Call to Order

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

2. Declaration of Pecuniary Interest

3. Agenda Approval

#206-25

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council hereby approves the September 18, 2025, agenda as presented.

Carried.

4. Delegations and Presentations

a. David Euler – Pumpkin Point Bird Viewing Platform – Update

David Euler, representative from the Sault Naturalists, came to Council to provide an update on the Pumpkin Point Bird Watching Platform:

- Sault Naturalists have met with the Ministry of Natural Resources (MNR) to secure approval and permits for a smaller, higher platform.
- Sault Naturalists has received approval from MRN to remove dead Ash trees. The group would like the trees to be taken down and left on the ground. The group has requested the Township to assist with taking down the dead Ash trees that are a hazard. Council will have staff look at the trees to determine if the Township can be of assistance in taking them down.
- Sault Naturalists does have liability insurance on the group.

5. Adoption of Minutes of Previous Meeting

a. Council Regular Meeting – August 21, 2025

b. Recreation Committee Meeting – August 26, 2025

#207-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council approves minutes of the Regular Council meeting of August 21, 2025, and the Recreation Committee Meeting of August 26, 2025.

Carried.

6. Adoption of Accounts

a. General accounts to August 31, 2025

#208-25

Moved by: Brad Shewfelt

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council approves the general accounts to August 31, 2025, in the amount of \$25,851.82.

Carried.

b. Roads accounts to August 31, 2025

#209-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council approves the roads account to August 31, 2025, in the amount of \$176,442.44.

Carried.

7. Staff and Committee Reports

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

i. Road Superintendent Report

#210-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the Road Superintendent Report dated September 18, 2025, as presented.

Carried.

ii. Bar River Bridge – Discuss Quotes and Options

#211-25

Moved by: Brad Shewfelt

Seconded by: Todd Rydall

BE IT RESOLVED THAT Council receives the Bar River Bridge – Discuss Quotes and Options report dated September 18, 2025;

AND THAT the Council of the Township of Laird defer any decisions related to waterproofing or paving the Bar River Bridge until a professional structural engineer reviews the proposed work;

AND THAT the Township seek written confirmation from an engineer verifying the bridge's capacity to support the additional load and that the proposed construction methodology is appropriate for the current condition of the structure;

AND THAT staff be directed to coordinate with the Township of Macdonald, Meredith and Aberdeen Additional to obtain a joint engineering review, if possible, in the interest of cost-sharing and project alignment.

Carried.

b. Clerk Administrator, Deputy Treasurer

i. Clerk's Report

#212-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED THAT the Clerk's Report dated September 18, 2025, be received as presented and arising from the report;

THAT Council sets the Fall Clean-up dates for October 18 and 19, 2025;

THAT Council approves the Christmas acknowledgment as done in past years and requests staff to organize a Holiday Council and Staff dinner;

THAT Council approves the quote of DCR HVAC to repair the furnace at the Laird Hall in the amount of \$1,930 plus HST, and to have Black Fox Electric install a surge protector for the building;

THAT Council approves sending the Clerk Administrator to the AMCTO Fall Meeting on October 9 - 10, 2025, in Elliot Lake;

THAT Council approves the Treasurer to attend the 2025 Northern Finance Workshop in Sudbury on October 15 – 17, 2025; and

THAT Council approves Laird Hall to purchase two new stoves for the kitchen, with funds for the purchase to come out of reserves.

Carried.

ii. Task Summary Sheet & Recent Activity Log

iii. Concern/Information Log – Updates

#213-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the September 18, 2025, Task Summary Sheet & Recent Activity Log and the Concern/Information Log as presented.

Carried.

c. Treasurer's Report

d. Recreation Committee & Recreation Sub-Committees

i. Fairgrounds Sub-committee Minutes – September 9, 2025

#214-25

Moved by: Wayne Junor

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council receives the Fairgrounds Sub-committee minutes dated September 9, 2025;

AND FURTHER THAT Council approves the Sub-committee Motion 38-25 to have a full day rental of the Laird Fairgrounds in the amount of \$280;

AND FURTHER THAT Council approves sub-committee motion 39-25, to require a 50% non-refundable rental fee deposit for large event rentals, including but not limited to weddings and stags at the Gazebo.

Carried.

e. Cemetery Board

f. Planning Board

g. Police Detachment Board

h. Algoma District Services Administrative Board

i. Algoma District Municipal Association (ADMA)

i. ADMA – Thursday, October 9, 2025, at 6:00 p.m. – Virtual Meeting

#215-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT Council receives the ADMA correspondence and further that Council will have Brad Shewfelt and Todd Rydall attend the October 9, 2025, virtual meeting.

Carried.

8. Unfinished Business

a. Laird Fairgrounds Water Meters - ESTIMATE

BE IT RESOLVED THAT Council approve the estimate from Plumbers Plus in the amount of \$3,373.05 plus HST to install two 1" brass water meter and two 1-1/4" brass water meter in water room at the Laird Fairgrounds. This will allow the Township to meter the water use of each distribution point.

AND THAT Council directs the Treasurer to use the remaining budget of the Gazebo man doors towards the water meter installation.

Deferred. – Deferred to next year's budget.

b. Memo: Blue Box Program – Change Notice

#216-25

Moved by: Brad Shewfelt

Seconded by: Matt Frolick

BE IT RESOLVED THAT the report from the Clerk dated September 18, 2025, regarding the Blue Box Program – Change Notice be received;

AND THAT Council authorizes staff to approve the Change Notice as presented; Carried.

c. Memo: Laird Fairgrounds Sewage ECA – Topographical Survey
#217-25

Moved by: Todd Rydall

Seconded by: Brad Shewfelt

BE IT RESOLVED THAT the report from the Clerk dated September 18, 2025, regarding the Laird Fairgrounds Sewage ECA – Topographical Survey be received;

AND THAT Council authorizes Algoma Engineering Co. to proceed with a topographical survey of both the Red and Blue Zones as proposed, at a total cost of \$6,000, to support the Environmental Compliance Approval (ECA) process for the Laird Fairgrounds.

Carried.

9. New Business

a. Memo: Christmas Closure 2025

#218-25

Moved by: Todd Rydall

Seconded by: Matt Frolick

BE IT RESOLVED that the report from the Clerk regarding Christmas Closures be received;

AND THAT Council authorizes the closure of the municipal office on Wednesday, December 24 until 9 a.m. on Friday, January 2, 2026;

AND THAT Council acknowledges the Clerk's vacation request for two weeks from December 22, 2025, to January 3, 2026, inclusive.

Carried.

b. LIR Schedule Approval & Procedure for Curfew Extension

#219-25

Moved by: Matt Frolick

Seconded by: Wayne Junor

BE IT RESOLVED THAT the report from the Clerk Administrator dated September 18, 2025, regarding the Laird International Raceway 2026 Schedule and Procedure for Curfew Extension be received;

AND THAT Council approves the 2026 Laird International Raceway Schedule, including the following exceptions to the lease agreement:

- A Friday race on June 26, 2026, for Opening Weekend;
- A rain date on Friday, July 10, 2026;
- Pre-approved Sunday rain dates on June 28, 2026, and August 22, 2026;

AND THAT Council not approve an extension to the curfew, and that the terms of the lease agreement be upheld.

Carried.

10. Notices of Motion

11. Closed Session

#220-25

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council proceed into closed session at 7:52 p.m. in accordance with Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.

Carried.

a. Approval of closed meeting minutes of August 21, 2025.

b. Personal matters about an identifiable individual, including municipal or local board employees.

#221-25
Moved by: Wayne Junor
Seconded by: Matt Frolick
BE IT RESOLVED THAT Council come out of closed meeting session at 8:10 p.m.
and continue with the Regular Council Meeting.
Carried.

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

12. Communications and Correspondence

13. Mayor and Council Comments

14. By-laws
a. 2061-25 Conformity By-law
#222-25
Moved by: Matt Frolick
Seconded by: Brad Shewfelt
BE IT RESOLVED THAT Council adopts By-law 2061-25, being a by-law to
confirm the proceedings of the meeting of Council held on September 18, 2025.
Carried.

15. Adjournment
#223-35
Moved by: Wayne Junor
Seconded by: Todd Rydall
BE IT RESOLVED THAT this Council shall now adjourn to meet again on October
16, 2025, at 6:00 p.m. or until the call of the chair.
Carried.

Mayor – _____
Shawn Evoy

Clerk – _____
Jennifer Errington

MINUTES
LAIRD RECREATION COMMITTEE
September 30, 2025, at 7:00 pm
Laird Township Council Chambers

Present: Shawn Evoy, Matt Frolick, Rhonda Crozier, JoAnne Entwistle, Justine Lamming,
Noah Crozier, Suzanne Evoy

1. Call to Order

Chair Matt Frolick called the meeting to order at 7:00 p.m.

2. Declaration of Pecuniary Interest

3. Agenda Approval

#33-25

Moved by: Shawn Evoy

Seconded by: Justine Lamming

BE IT RESOLVED THAT Recreation hereby approves the September 30, 2025 agenda as presented. Carried

4. Delegations and Presentations

5. Adoption of Minutes of Previous Meeting

a. Recreation Meeting – August 26, 2025

#34-25

Moved by: Justine Lamming

Seconded by: Suzanne Evoy

BE IT RESOLVED THAT Recreation approves Recreation Committee minutes of the Regular Meeting of August 26, 2025. Carried

6. Committee Reports

a. **Bar River Hall** – Fridge shelves are installed, Turkey Dinner this weekend, Christmas Dance scheduled for Fri. Dec. 17/25 not on Saturday this year.

Water System was over heating so Plumbers Plus installed a relief valve and its fixed.

b. **Heritage** – The plans for the new building have to be redone.

c. **Laird Fairgrounds** – The water will be turned off tomorrow and storage vehicles go in Oct 18/25.

d. **Laird Hall** – Coffee Fundraiser for Sylvan Circle turned out good. The handwash sink is installed along with outdoor plug. The furnace is repairs and the stoves were replaced from two that came from Laird Fairgrounds

e. **G. W. Evoy Rink** – A new chest freezer wash purchased.

f. **Finns' Bay Wharf** – Meeting was held Sept. 23/25. Welcome new member Carole Ranta.

7. Adoption of Accounts

- a. Recreation accounts for August, 2025
#35-25

Moved by: Shawn Evoy

Seconded by: Jo-Anne Entwistle

BE IT RESOLVED that the Recreation Committee approves the accounts for August 2025 in the amount of \$12,949.71. Carried

8. Unfinished Business New Business

- a. **Budget Update** – The treasurer presented a recreation budget update until end of Aug. 2025.
b. **Pumpkin Fest** – The committee discussed the Pumpkin Fest things like revenue cash \$1350 approx. and pie revenue \$420. Lots of coffee and hot chocolate consumed likely because of the rainy weather for an hour. We should consider selling T-Shirts next year.

#36-25

Moved by: Shawn Evoy

Seconded by: Jo-Anne Entwistle

BE IT RESOLVED that the Recreation Committee approves of donating the cash revenue from the Pumpkin Fest to the food bank along with the non-perishable food items. Carried

9. New Business

- a) The donations received in memory of Mike Goertzen was discussed and the committee would like to see something purchased for the fairgrounds with the donated money.

10. Adjournment

#37-25

Moved by: Shawn Evoy

Seconded by: Justine Lamming

BE IT RESOLVED THAT this Recreation Committee shall now adjourn to meet again Sept. 30, 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 August 2025

Name	Description	Journal No.	Amount
Brant Coulter	By-Law Mileage Aug.	J1894	96.32
Algoma Power	Office	J1898	192.56
	Church	"	26.69
De Lage Landen	Postage Meter	J2140	121.96
encompassIT.ca	Tax Program	J2153	119.06
Jennifer Errington	Admin. Mileage Aug.	J2155	91.00
Stone's Office Supply	Office	J2156	96.35
Heritage Home Hardware	Landfill	J2157	85.12
Bell	Office	J2220	395.04
	Emerg. Man.	"	9.72
Macdonald Township	OPP Board	J2297	1,944.00
Heritage Home Hardware	Office	J2252	19.62
Planning Board	Official Plan	J2254	638.32
Starlink	Office Internet	J2256	142.46
Amazon	Office Supplies	J2256	28.48
Rogers	Cell - Dog By-Law	J2259	44.51
Jennifer Errington	Admin. Mileage Sept.	J2298	129.36
Brant Coulter	By-Law Mileage Sept.	J2300	52.75
encompassIT.ca	Tax Program	J2309	119.06
Petty Cash	Office	J2323	46.44
AMCTO Zone 7	Delegate Fee	J2452	225.00
TOTAL			<u><u>\$4,623.82</u></u>

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 9/30/25
Name	Description	Journal No.	Amount
Payroll			23,238.31
K. Smart Associates	Drainage Ditching	J2137	127.20
Huron Central Railway	Safety	J2148	366.00
Canadian Bearings Ed Lapish	Wheeled Excavator	J2154	30.29
Equipment World Ed Lapish	Shop	"	193.34
Heritage Home Hardware	Shop Bathroom New Sinks	J2157	99.17
	"	"	112.93
	"	"	408.05
Traction	Dump/Plow Truck	J2158	381.28
Construction Equipment	Wheeled Excavator	J2159	484.24
Ray's Contracting	Hardtop Patch	J2218	356.16
Bell	Shop	J2220	101.31
Northern Powertrain	Dump/Plow Truck	J2221	3,087.15
Northshore Tractor	Roadside Cutting	J2222	430.97
Macdonald Township	Capital S.T. Gravel Bar River Rd. E.	J2226	4,554.29
Heritage Home Hardware	Shop	J2227	70.52
Algoma Power	Shop	J2248	-26.83
Pioneer Construction	Hardtop Patch	J2257	1,763.36
Co-Op	1/2 Ton	J2258	1,609.33
Rogers	Shop Office	J2259	50.88
Terry's Welding	Brushing	J2260	386.69
Traction	Dump/Plow Truck	J2263	17.50
King Mountain	Dump/Plow Truck	J2293	636.20
	Backhoe	"	424.14
Co-Op	Wheeled Excavator	J2294	278.69
Dan Rowlinson	Beavers	J2295	500.00
Raker Innovative	Dump/Plow Truck	J2296	228.96
Heavy Equipmen Doctors	Track Excavator	J2307	402.00
ANP Office Supply	Shop	J2308	240.87
Heritage Home Hardware	Safety	J2450	107.13
	"	"	18.21
Huron Central Railway	"	J2453	366.00
K. Smart Associates	Drainage Ditching	J2454	714.36
Inverta Corp	Generator Install	J2455	122.11
DCR HVAC	Shop	J2471	1,221.12
TOTAL			<u>\$43,101.93</u>

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 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.	CLERK	JE	IN PROGRESS	Nov-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	Nov-25
30-Apr-25	108-25	Council instructs staff to prepare the following tenders: office computers , cemetery stone straightening, rink playground equipment installation, museum framing, gazebo wall sliding panels, water system upgrades at fairgrounds , new interior washrooms at fairgrounds, and Bar River Road Bridge waterproofing. Note: Cemetery Stone Straightening Tender in the works, all other tenders are on hold.	TREASURER		IN PROGRESS	Sep-25
30-Apr-25	109-25	Council approves submitting a NOHFC application for the Laird Hall.	TREASURER	RC	IN PROGRESS	Oct-25
19-Jun-25	141-25	Council directs staff to: 1) Provide report on Murray Drive.	CLERK	JE	COMPLETE	Oct-25
19-Jun-25	149-25	Council requests staff to investigate acquiring 10-20 feet of property East of the Cemetery from the adjacent property owners and report back to Council.	CLERK	JE	COMPLETE	Oct-25

TASK SUMMARY SHEET RECENT ACTIVITY LOG

DATE	MOTION #	TASK	CATEGORY	CONTACT	STATUS	TARGET DATE
17-Jul-25	174-25	Council directs staff to schedule a formal proposal review with Access2Pay, explore funding options, and to return to Council with a recommendation as to how this system or others like it may free up an equal or better amount of staff labour and make the case that this system pays for itself in offset labour.	CLERK	JE	IN PROGRESS	Nov-25
Note: Clerk has participated in a Access2Pay meeting to explore product, working on preparing report back to Council.						
18-Sep-25	211-25	... AND THAT staff be directed to coordinate with the Township of Macdonald, Meradith and Aberdeen Additional to obtain a joint engineering review, if possible, in the interest of cost-sharing and project alignment. Note: During 2026 OSIM we will have Engrineer recommendations for repairs.	CLERK	JE	IN PROGRESS	May-26

TOWNSHIP OF LAIRD
Registered Concern/Information Log

DATE	CONCERN	ACTION	COMMENTS IN RETURN

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.

MINUTES
FINNS' BAY WHARF COMMITTEE MEETING
September 23, 2025 AT 6:00 PM
LOCATION; Todd Rydall's home

Present: Todd Rydall (Chair) Jo-Anne Entwistle (Recording Secretary), Brad Shewfelt, Lee Ranta, Carol Ranta.

Regrets: Donna Connolly, John Hooper, Karolina Dick.

1. CALL TO ORDER/REVIEW THE AGENDA

(ON MOTION # 13-25) Moved by Brad Shewfelt Seconded by Carol Ranta
"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 September 23, 2025"

CARRIED

2. MINUTES OF June 25, 2025

(ON MOTION #14-25) Moved by Lee Ranta, Seconded by Carol Ranta Ranta
"That the committee approves the Finns' Bay Wharf Sub-Committee minutes of June 25, 2025, as printed"

CARRIED

**3. DELEGATION AND PRESENTATIONS
BUSINESS ARISING FROM MINUTES**

1) Welcome Carol Ranta to the Finns Bay Wharf Committee-Todd Rydall, Chair, welcomed Carol Ranta to the Finns' Bay Wharf Committee

2) Finns' Bay Wharf Budget 2025 update as approved by Laird Township Council-
-accessibility to gazebo-Laird Council has indicated that this modification should be included in the 2026 Wharf Budget
-brushing and spreading gravel will be done by the Laird Township Road Crew
-life ring has been purchased it will be installed in the spring of 2026

3) Finns Bay Wharf Sign update-the sign is here and will be installed by the Laird Township Road Crew

4) Pumpkin Point Park Meet and Greet August 10, 2025-was not as well attended as the Wharf Meet and Greet in 2024. The Pumpkin Point Park Committee will decide if they will offer the event again

5) Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code Training-hard copies were given to Carol and Lee Ranta to read and notify Jennifer Errington, Laird Township Clerk on completion.

5. NEW BUSINESS

Five Year Plan For Finns' Bay Wharf Commencing 2026

Year 1 (2026): Biannual Meet and Greet, make gazebo accessible by widening door and building a ramp, bike rack, wheelchair accessible outhouse with solar lights and windows, flag pole and flag.

Year 2 (2027): 16 ft.x16ft. deck with benches on three sides, use trap rock to fill in the gaps between the wharf steel wall and grass.

Year 3(2028):Biannual Meet and Greet, concrete pad and 24 ft.x36ft. gazebo

Year 4(2029): Investigate building a combined building for an accessible/family washroom with change table and change room.

Year 5 (2030: Biannual Meet and Greet, beach

(ON MOTION #15-25) Moved by Carol Ranta, Seconded by Lee Ranta
"That the Wharf Committee Five Year Plan be accepted as presented commencing with Year one in 2026."

CARRIED

6. CORRESPONDENCE

7. QUESTIONS AND CONCERNS

1) That the gravel be spread, brushing completed and sign installed by the end of 2025.

8. DATE OF NEXT MEETING: Wednesday, January 28, 2026 at the Laird Township Office.

ADJOURNMENT

(On MOTION # 16 -25) Moved by Brad Shewfelt, Seconded by Lee Ranta
"That the September 23, 2025 meeting be adjourned and the Finns' Bay Wharf Sub-committee will meet again on Wednesday, January 28 at 6:00 PM at Laird Township Office."

CARRIED

Chair-_____
(Todd Rydall)

Recording Secretary-_____
(Jo-Anne Entwistle)

LAIRD HALL COMMITTEE MEETING MINUTES

Date: October 7, 2025

Time: 6:30 p.m. **Place:** Laird Township Hall

PRESENT: Cheryl Frenette, Dick Beitz, Wayne Junor, Faye Crozier, Heather Taylor, Linda Kiraly (Chair), Jo-Anne Entwistle(Recording Secretary),

CHAIR: Linda Kiraly

1. CALL TO ORDER/REVIEW AGENDA

(ON MOTION # 12-25) Moved by Heather Taylor, Seconded by Dick Beitz
“That the meeting be called to order by Linda Kiraly, chairperson, and that the committee approve the Laird Hall Meeting Agenda of October 7, 2025.”

CARRIED

2. MINUTES OF May 6, 2025, (printed & circulated)

(ON MOTION # 13-25) Moved by Wayne Junor, Seconded by Faye Crozier
“That the committee approve the Laird Hall Sub-Committee minutes of May 6, 2025.”

CARRIED

3.DELEGATIONS AND PRESENTATIONS

4. BUSINESS ARISING FROM MINUTES

1) Items to offer on Market Place: The organ and encyclopedias were advertised on Marketplace. In spite of some interest, both items remain in the Laird Hall.

(ON MOTION # 14-25) Moved by Heather Taylor, Seconded by Cheryl Frenette
“That Linda Kiraly reboot the ad on Marketplace for the organ and encyclopedias as well as inquire if Habitat for Humanity will take both of the items.”

CARRIED

2) Laird Hall Caretaker Report:

Hand wash Station-installed

-a sign designating “Hand Was Only” will be posted above sink

Stoves-swapped with Laird Fairgrounds, to be in Laird Hall until further notice

Faucet-the kitchen sink faucet is leaking. Plumbers Plus quoted \$284. for faucet and \$98.-\$150 for installation depending how much installation time is required. He will also reinforce underneath until there are new counter tops.

Outside Plug and Surge Protector-installed by Black Fox Electric

Double Doors-A recent group using the hall could not lock double doors on two occasions. The Laird Hall Caretaker requested a Laird Staff member to assist and the doors were locked. Laird Township Clerk has directed the Laird Hall Caretaker to contact Hollow Metal Doors to determine if the mechanism can be replaced or if there is a need for new doors.

Windows and Siding- a quote for the washing of the interior and exterior windows and power wash the siding has been received. The cost is \$550. plus \$100. for travel. This will be submitted to Laird Council for consideration in the Laird Hall 2026 budget

Furnace-Laird Hall Caretaker sought assistance to change the filter and routine maintenance.

Dean Lamming was asked to service but was not the original installer.

North Channel Heating and Cooling installed the furnace in 2020.

Dean Lamming condemned the furnace due to a number of issues.

Mr. Lamming has since repaired it and installed a new thermostat.

A few more repairs and parts are needed to complete the furnace reparations.

(ON MOTION # 15-25) Moved by Heather Taylor, Seconded by Faye Crozier
“That the Laird Hall Committee requests clarification on any warranty from North Channel Heating and Cooling regarding the Laird Hall furnace. The Laird Hall Committee recommends that Laird Township obtain a service plan for annual maintenance of the Laird Hall furnace.”

CARRIED

3)Trillium Grant Application, Rural Enhancement Program Grant Application-Laird Hall was not successful in receiving the Trillium Grant. The time line was too short for Laird Staff to apply for the Rural Enhancement Grant. An application for the NOHFC grant is planned.

4) Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code Training-Everyone on the Laird Hall Committee has completed training.

5) Sylvan Circle Coffee Break-The Coffee Break was successful raising \$185. for future use at Laird Hall.

6) Possibility of pickle ball at Laird Hall-Laird Council does not feel that either Laird Hall or Bar River Hall are suitable for pickle ball. Future plans at the Laird Fairgrounds include a pickle ball court.

7) Resignation from Laird Hall Committee-Shawna Deplonty has resigned from the Laird Hall Committee.

5. OTHER/NEW BUSINESS:

Five Year Plan for the Laird Hall-commencing the year of 2026.

During discussion Heather Taylor volunteered to obtain quotes for the vent replacement and overhang roof. Jo-Anne Entwistle volunteered to obtain painting quotes. This is being done to more effectively and realistically formulate the 2026 Laird Hall Budget.

Year 1 (2026)-listed in order of priority:

- double doors-investigate the repair or replacement
- acoustic tiles-remove, recover and reinstall
- paint- main hall, entrance way, kitchen and bathrooms
- interior and exterior windows and siding-wash
- outside vent replacement and replace shingles with a new metal roof on overhang

Year 2 (2027)-replace island and new counter tops

Year 3 (2028)-strip floor, varnish and repaint lines, new flooring from man door to washrooms

Year 4 (2029)-upgrade washroom sinks and counter tops

Year 5 (2030) Finish year 1-4

(ON MOTION #16-25) Moved by Heather Taylor, Seconded by Dick Beitz
“That the Laird Hall Committee Five Year Plan be accepted as presented commencing with Year One in 2026.”

CARRIED

6. CORRESPONDENCE

7. QUESTIONS AND CONCERNS

1) A concern was expressed that there is nowhere on the Laird Township Website to find a list of activities/events occurring at the Laird Hall. This concern will be brought to the attention of the Laird Township Staff.

9. DATE OF NEXT MEETING: Tuesday, January 20, 2026 at 6:30 p.m. at Laird Hall

ADJOURNMENT

(ON MOTION #17-25) Moved by Dick Beitz, Seconded by Heather Taylor.

‘That the October 7, 2025 meeting be adjourned and the Laird Hall Committee will meet again on Tuesday, January 20, 2026 at 6:30 p.m. at the Laird Hall.’

CARRIED

Chair _____
(Linda Kiraly)

Recording Secretary _____
(Jo-Anne Entwistle)

Main Recreation Committee (maximum 9 members -1 council)

Name	Role
Donna Bos	Member
Jo-Anne Entwistle	Laird Hall Rep & Wharf Rep
Suzanne Evoy	Rink Rep
Matt Follick	Chair & Council Representative
Rhonda Crozier	Secretary-Treasurer PPP Rep
Shawn Evoy	Council Representative & BRH Rep
Noah Crozier	Member
Justine Lamming	Member

Crystal Wells

Recreation Sub-Committees:

Bar River Community Centre - 1 Council

Name	Role
Allen Cook	
Pam Cook	
Shawn Evoy	Chair & Main Rec/Council Rep
Suzanne Evoy	
Marlene Paquette	
Heather Frolick	Caretaker
Matt Frolick	Council Representative
Katie Hunter	

Tianna Alton

G.W. Evoy Memorial Rink - 1 Council

Name	Role
Allen Cook	
Gage Evoy	
Darin Evoy	
Merril Evoy	Chair
Shawn Evoy	

Laird Fairgrounds Committee - 1 Council

Name	Role
Brad Shewfelt	O. F.A. member
Vasco Dias	Grounds manager
Colleen Alloi	
Jim Withers	
Chuck Siddall	
Rhonda Crozier	Secretary
Ashlee Boychuck	
Justine Lamming	
Patrick Connolly	Motion: 195-25

Laird Hall Community Centre - 1 Council

Name	Role
Dick Beitz	
Shawn Deplonty	Motion: 195-25
Heather Taylor	Caretaker
Cheryle Frenette	
Linda Kiraly	
Jo-Anne Entwistle	Rec Representative
Wayne Junor	Council Representative

Faye Crozier

Pumpkin Point Park Committee - 1 Council

Name	Role
Shawna Deplonty	Motion: 195-25
Rhonda Crozier	Secretary
Kathy Sutherland	Chair
Vasco Dias	Grounds Manager
Joanne North	
Todd Rydall	Council Representative

Finns' Bay Wharf Committee - 1 Council

Name	Role
Donna Connolly	
John Ranta	
Todd Rydall	Chair/Council
John Hooper	
Arla Luepkes	Motion: 148-25
Joanne Entwistle	Rec Representative
Karilina Dick	
Brad Shewfelt	
Carol Ranta	Motion: 172-25

Laird Heritage Committee - 1 Council

Name	Role
Linda MacDonald	
Suzanne Evoy	
Colleen Orr	
Jennifer Errington	Secretary/Clerk
Justine Lamming	
Shawn Evoy	Council Representative/Chair

Laird Cemetery Board - 1 Council

Name	Role
Shawn Evoy	Chair/Council Representative
Merril Evoy	
Darin Evoy	
Matt Frolick	Council Representative
Allen Cook	
Brad Shewfelt	
Jennifer Errington	Secretary-Treasurer

Emergency Management Program Committee

Name	Role
E. Shawn Evoy	Chair/Mayor
Jennifer Errington	
Rhonda Crozier	CEMC

From: Jared Brice <Admin@tarbutt.ca>
Sent: September 25, 2025 12:05 PM
To: Jennifer Errington
Cc: Jean Palmer
Subject: RE: Planning Board Response regarding OP Comments

Good Morning Jennifer,

At its meeting on September 23rd, 2025, the Desbarats to Echo Bay Planning Board passed the following resolution.

Resolution 59-2025

Moved by: T. Graham Seconded by: J. Koivisto

*Be it resolved that the Board receives the comments from Mayor Evoy of Laird Township in reference to the Joint Official Plan and authorizes the Secretary-Treasurer to provide a response to Laird Township.
CD.*

It is important to note that the comments provided by Mayor Evoy are in reference to the previous draft version of the Official Plan drafted by Municipal Planning Services. The current draft version of the Official Plan is being drafted by J.L Richards and Associates.

It is recommended that any comments provided be in reference to the current draft version of the Official Plan, which will be circulated shortly with the Planning Board and then the municipalities shortly thereafter. We would respectfully request that any comments be provided to the Planners at J.L. Richards and Associates for consideration once the current draft Official Plan becomes available.

Should you have any questions at this time, please let me know.

Thanks and have a good day!



Jared Brice

Township of Tarbutt:
Deputy Clerk/ Planning
Coordinator
Desbarats to Echo Bay Planning
Board:
Secretary-Treasurer
Tarbutt Fire Department:
Training Officer

Telephone 705-782-6776

Web www.tarbutt.ca

Email admin@tarbutt.ca

27 Barr Road South, R.R. 1
Desbarats, ON P0R 1E0

FIRE PROTECTION SERVICES COST-SHARING AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2025

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MACDONALD, MEREDITH AND ABERDEEN ADDITIONAL, a municipal corporation in the Province of Ontario pursuant to the *Municipal Act, 2001* S.O. 2001 C. 25

(hereinafter referred to as "**Macdonald**")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF LAIRD, a municipal corporation in the Province of Ontario pursuant to the *Municipal Act, 2001* S.O. 2001 C. 25

(hereinafter referred to as "**Laird**")

OF THE SECOND PART

WHEREAS the Council of Laird desires to provide fire suppression in and for the Township of Laird however does not have its own fire department;

AND WHEREAS Section 2(5) of the *Fire Protection and Prevention Act, 1997* S.O. 1997, c. 4 authorizes a municipality to enter fire protection agreements with other municipalities to provide and/or receive fire protection services;

AND WHEREAS the Council of Macdonald has a volunteer fire department and has agreed to provide fire suppression services for Laird within the Township of Laird pursuant to this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES 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. DEFINITIONS

In this Agreement,

- (a) "**Designate**" means a fire officer or fire fighter acting on behalf of the Fire Chief;
- (b) "**Fire Area**" means the geographic area of the Township of Laird;
- (c) "**Fire Chief**" means the Chief of the Fire Department;

- (d) **"Fire Department"** means the Township of Macdonald Meredith and Aberdeen Additional volunteer fire department; and
- (e) **"Fire Protection Services"** means fire suppression, rescue and other emergency services and includes the following:
- a. fire fighting for structural fires;
 - b. fire fighting for grass fires;
 - c. fire causes determination and investigations;
 - d. extrication services;
 - e. any other responses or incidents to which the fire suppression services would normally respond in Macdonald Meredith and Aberdeen Additional Township; and
 - f. administrative functions and services in respect to the provision of the previously mentioned services.

2. FIRE PROTECTION SERVICES

- 2.1 Macdonald shall provide Fire Protection Services within the Fire Area as reasonably possible based on available personnel and equipment and subject to the provisions and any exclusions set out in this Agreement. The Fire Chief or Designate, in their discretion, will determine the level of response provided for any calls received from Laird.
- 2.2 The Fire Protection Services provided under this Agreement shall be provided for the entirety of a call, including necessary reporting. The Fire Chief or Designate shall be in command of all Fire Protection Services provided to a call.
- 2.3 If as a result of a Fire Department response to a fire or emergency incident in the Fire Area, the Fire Chief or Designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (the **"Additional Service"**) in order to suppress or extinguish a fire, preserve real or personal property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Fire Department, or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, Laird shall be charged the full costs to provide the Additional Service including all applicable taxes. Laird shall pay Macdonald for the cost of such Additional Service within 30 days of Macdonald rendering an invoice to Laird in respect of same. Macdonald makes no representation or warranty that the level or degree of Fire Protection Services provided under this Agreement will be maintained or continued to any particular standard. Laird acknowledges and agrees that there may be from time to time interruptions or reductions in the level of Fire Protection Services, and that

Macdonald will not be held liable for any losses, costs, damages, claims or expenses in connection with any temporary reduction or interruption in Fire Protection Services due to emergencies, availability of personnel or resources, or other operational constraints howsoever caused.

- 2.4 Macdonald is not obliged to provide the Fire Protection Services to any occupier or property within the Fire Area if there is an outstanding stop work or fire prevention order in respect of the property that has not been remedied to the satisfaction of the Fire Chief or Designate, or where, in the opinion of the Fire Chief, provision of such Fire Protection Services presents a safety risk to any person including fire department personnel.

3. COST-SHARING AND FEES

- 3.1 In consideration of the provision by Macdonald of the Fire Protection Services, Laird agrees to pay Macdonald 50% of the annual Fire Department operating budget set by Macdonald. The operating budget shall include an annual contribution to the capital reserve fund for fire services. The operating budget shall be set by Macdonald in its sole discretion and shall be binding upon Laird for the purposes of this Agreement.
- 3.2 The payments made by Laird to Macdonald under this Agreement, including Laird's share of the operating budget and contribution to the capital reserve fund, represents payment by Laird for Fire Protection Services only. Any amounts paid by Laird under this Agreement do not confer or vest any ownership interest, legal, beneficial or otherwise, in the Fire Department's assets, equipment, infrastructure, or reserves, which shall remain the sole property of Macdonald. Any interest earned on any capital or other reserve contributions shall also remain the property of Macdonald.
- 3.3 Laird shall make the operating budget payments payable to Macdonald under section 3.1 of this Agreement in two equal installments in each year of the Term of this Agreement or any Renewal Term. The payments shall be made on or before June 30 and November 30 of each year. Any other payments required to be made by Laird under this Agreement shall be made within 30 days of Macdonald rendering an invoice for same.
- 3.4 Any budget surplus at the end of a fiscal year shall be divided equally (50/50) between Laird and Macdonald. Laird's 50% share of any budget surplus will be credited to Laird's payment obligations to Macdonald for Fire Protection Services for the next ensuing fiscal year either pursuant to a renewal of this Agreement or any other agreement. If Laird is not receiving Fire Protection Services from

Macdonald in the next ensuing fiscal year, Laird's 50% share of the surplus shall be refunded to it by Macdonald.

- 3.5 Any budget deficits shall be divided equally (50/50) between Laird and Macdonald. Laird shall pay its 50% share of any budget deficit within 30 days following receipt of written notice and documentation explaining the deficit from Macdonald.
- 3.6 For greater clarity, Macdonald and Laird shall divide the actual costs incurred by the Fire Department during the Term or subsequent Renewal Term equally notwithstanding budgeted amounts and the actual costs shall be reconciled with surpluses and deficits dealt with pursuant to section 3.4 and 3.5 herein.

4. CAPITAL EXPENDITURES & RESERVE FUND

- 4.1 The operating budget prepared by Macdonald pursuant to this Agreement shall include a Fire Department capital reserve fund which will be maintained by and owned by Macdonald. Laird's contribution pursuant to this Agreement shall include a 50% contribution to the Fire Department capital reserve fund. The Fire Department capital reserve fund shall be based on forecasted capital needs determined by Macdonald through its budgeting process.
- 4.2 A "capital item" for the purposes of the Fire Department capital reserve fund is defined as any single asset or item costing \$5,000.00 or more.
- 4.3 All personal protective equipment (PPE), including SCBA units and bunker gear, shall be treated as operating expenses notwithstanding the cost may exceed \$5,000.00 per unit and shall not be capitalized.
- 4.4 If the Fire Department capital reserve fund is insufficient for a required capital purchase, Laird shall pay to Macdonald 50% of such deficiency within 30 days from the provision of an invoice from Macdonald in respect of same.
- 4.5 All capital assets, equipment, and reserves shall be legally and beneficially owned and managed by Macdonald notwithstanding any payment made by Laird under this Agreement.
- 4.6 Contributions by Laird toward any capital costs or Fire Department capital reserve funds are non-refundable to Laird and do not entitle Laird to any ownership interest, legal, beneficial or otherwise, in any Fire Department assets.
- 4.7 Macdonald retains the discretion to make decisions in respect of capital expenditures and the purchase of capital items. The parties acknowledge and agree that there may be exceptional circumstances in which capital expenditures are required and capital items must be purchased that have not been forecasted in the annual operating budget and have not been included in the capital reserve fund. In

such circumstances, Macdonald shall provide as much advance notice and supporting documentation as reasonable possible. Laird shall be responsible for 50% of any unbudgeted capital expenditures notwithstanding same were not included in the budgeted capital reserve fund. In the case of unbudgeted capital expenditures, Macdonald shall invoice Laird in respect of same and Laird shall pay such invoice within 30 days of Macdonald rendering such invoice.

5. PLANNING AND TRANSPARENCY

- 5.1 Macdonald shall share its Fire Department Asset Management Plan with Laird to assist in forecasting and planning.
- 5.2 Macdonald retains the sole discretion and authority to purchase capital assets for the Fire Department, as needed, but will provide Laird with annual capital forecasts and budget documentation for its information and planning purposes.

6. MAINTENANCE PROJECTS

- 6.1 Fire hall maintenance shall be included in the operating budget.
- 6.2 Any single maintenance project exceeding \$5,000.00 shall be considered a capital expense, and may be funded through the Fire Department capital reserve fund or, alternatively divided equally between Macdonald and Laird at the time of expenditure. The determination of whether the expense shall be funded through the Fire Department reserve fund or between the parties shall be made by Macdonald in its sole discretion.

7. LIABILITY AND INDEMNITY

- 7.1 Except as may be caused by the negligence of Macdonald its elected or non-elected officers, employees, agents, contractors or volunteers, Laird agrees to indemnify and to save harmless Macdonald, its elected or nonelected officers, employees, contractors, agents and volunteers from and against all costs, claims, actions, loss, injury, expense, damages, fines, judgments, or recoveries made, brought or recovered against the Macdonald, its elected and non-elected officers, employees contractors, agents and volunteers resulting from any act or omission of Macdonald or its elected and non-elected officers, employees contractors, agents and volunteers arising out of, related to or in connection with Fire Protection Services provided by Macdonald within the Township of Laird pursuant to this Agreement or not provided as permitted by this Agreement; and such indemnity shall include all legal costs incurred by the Macdonald (including fees and disbursements) and any administrative costs incurred by the Macdonald. This Agreement shall survive the termination or expiry of this Agreement. Each party covenants and agrees to maintain Municipal Liability Insurance, with minimum limits of at least \$5,000,000.00 inclusive, per occurrence, protecting against liabilities arising from

acts done in pursuance of this Agreement. Each of the parties shall, at the request of the other, provide evidence of coverage as provided for in this clause.

- 7.2 Macdonald does not warrant or guarantee the continuance or quality of any of the Fire Protection Services provided under this Agreement and shall not be liable for any damages, expenses or losses occurring by reason of suspension or discontinuance of the Fire Protection Services for any reason which is beyond the reasonable control of Macdonald, including without limitation acts of God, forces of nature, soil erosion, landslides, lightning, washouts, floods, storms, serious accidental damage, strikes or lockouts, vandalism, negligence in the design and supervision or construction of the Laird's municipal infrastructure, or in the manufacture of any materials used therein, and other similar circumstances.

8. TERM

- 8.1 This Agreement shall be effective from January 1, 2026, to December 31, 2026 (the "**Term**") and may be renewed for subsequent periods of one year each from January 1 to December 31 (each a "**Renewal Term**") on written mutual agreement by the parties.

9. TERMINATION

- 9.1 This Agreement shall not be terminated prior to the end of the Term or any Renewal Term unless mutually agreed upon by both parties.

10. NOTICES

- 10.1 Any notices to be given under this Agreement shall be in writing and shall be given by personal delivery, prepaid registered mail, facsimile transmission, electronic mail, or courier service, and subject to change by either party with written notice, shall be addressed as follows:

Corporation of the Township of
Macdonald, Meredith and Aberdeen Additional
208 Church Street
PO Box 10
Echo Bay ON P0S 1C0

Attention: Lacey Kastikainen, CAO/Clerk
Phone: 705-248-2441
Fax: 705-248-3091
E-mail: laceyk@ontera.net

Corporation of the Township of Laird
3 Pumpkin Point Road, RR 4
Echo Bay ON P0S 1C0

Attention: Jennifer Errington, Clerk Administrator
Phone: 705-248-2395
Fax: 705-248-1138
E-mail: clerk@lairdtownship.ca

or such other address as either party may advise the other in writing, in accordance with this section

Notices shall be deemed to have been effectively given on the date of personal delivery, facsimile transmission or e-mail if delivered before 4:00 p.m., or the next day if given after 4:00 p.m., or in the case of delivery by courier service, two (2) days after the date of delivery to the courier service, or in the case of service by registered mail, five (5) days after the date of mailing.

11. ARBITRATION

- 11.1 All matters in dispute between the parties hereto in relation to this Agreement shall be referred to 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 procedure to be followed shall be agreed to by the parties hereto or, in default of such agreement, determined by the arbitrator. The arbitration shall proceed in accordance with the provisions of the *Arbitration Act, 1991* (Ontario). 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.

12. ASSIGNMENT

- 12.1 This Agreement shall not be assigned by either party without the express written consent of the other.

13. ENUREMENT

- 13.1 This Agreement shall ensure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.

14. MODIFICATION

- 14.1 No change or modification of this Agreement shall be valid unless it be in writing and signed by each party hereto.

15. HEADINGS

- 15.1 Headings that precede sections are provided for the convenience of the reader only and shall not be used in constructing or interpreting the terms of this Agreement.

16. GOVERNING LAW

- 16.1 The provisions of this Agreement will be governed and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

17. SEVERABILITY

- 17.1 The parties agree that in the event that any provision, clause, Article or attachment herein, or part thereof, which form part of the agreement, are deemed void, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions, clauses, Articles, attachments or parts thereof, shall be and remain in full force and effect.

18. COUNTERPARTS

- 18.1 This Agreement may be executed and delivered in any number of counterparts and all of these counterparts shall for all purposes constitute one Agreement, binding on the parties, notwithstanding that all parties are not signatory to the same counterpart.

19. INDEPENDENT CONTRACTOR

- 19.1 Neither party is considered in any way an employee, representative or agent of the other and each the relationship between the parties constituted by this Agreement is intended and is to be construed as that of independent contracting parties and not that of partnership, joint venture, agency, employment or any other association whatsoever.

20. FURTHER ASSURANCES

- 20.1 Each party shall at any time and from time to time, upon each request by the other party, execute and deliver such further documents and do such further acts or things as the other party may reasonably request to evidence, carry out and give full effect to the terms, conditions, intent and meaning of this Agreement.

[Signatures on Next Page]

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their properly authorized officers in that behalf and have affixed their Corporate Seals.

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

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

We have authority to bind the Corporation.

**THE CORPORATION OF THE
TOWNSHIP OF LAIRD**

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

We have authority to bind the Corporation.

TOWNSHIP OF LAIRD MEMORANDUM

Date: October 16, 2025
To: Mayor Evoy and Council
From: Jennifer Errington, Clerk
Subject: **Murray Drive**

Background/Overview

At the June 19, 2025, Council meeting, Council passed motion 141-25, requesting staff to provide a report on Murray Drive.

Murray Drive is a part of the Caputo Subdivision. The subdivision application process began in 1982, and the lots were created in 1986. However, there is insufficient information on exactly what occurred with the Caputo Subdivision. Based on available records, staff understand that the subdivision collapsed, as the roadways were never constructed in accordance with the subdivision agreement.

According to MPAC data, the lots were created and transferred from James Caputo to the Township of Laird in 1997. Based on Council motions and correspondence with the Planning Board, it appears that Council was working towards opening Murray Drive and assumed responsibility for providing maintenance. In 1998, the Township proceeded to sell three lots on Murray Drive under the premise that the road would be developed.

Council Minutes and Correspondence Regarding Murray Drive

February 21, 1996

"Road superintendent Lapish is to complete a costing of road building for Murray Drive for spring consideration."

February 18, 1998

#45-98

Moved by: Dick Beitz

Seconded by: Wayne Junor

THAT council draft an agreement with Albert Perrault regarding discussions to develop Murray Drive.

Carried.

March 4, 1998

"Albert Perreault appeared before council to discuss the proposed agreement regarding development of Murray Drive. An agreement on terms could not be reached."

April 1, 1998

"Albert Perreault discussed the construction of Murray Drive and the proposed agreement with council."

#81-98

Moved by: Wayne Junor

Seconded by: Todd Rydall

THAT the clerk and reeve be authorized to sign an agreement, as reviewed with Albert Perreault, regarding the opening of Murray Drive.

Carried.

(Signed Agreement Attached)

May 6, 1998

#118-98

Moved by: Fran Donaghue

Seconded by: Wayne Junor

THAT council request Albert Perreault replace the survey stake at the corner of Lot 13, Plan 1M463 on Murray Drive.

Carried.

September 16, 1998

"Albert Perreault appeared before council regarding Lot 25 Plan 1M463, off Murray Drive. Road Superintendent Lapish will estimate requirements regarding building this road to municipal standards."

November 19, 1998

Correspondence with the Planning Board indicated a severance application was submitted for a lot on Murray Drive. The Clerk advised the Planning Board that:

"Please be advised that the Township of Laird will be bringing Murray Drive up to council's standard in the immediate future, and will be maintaining same."

November 17, 1998

#219-98

Moved by: Todd Rydall

Seconded by: Wayne Junor

THAT council approve upgrading of Murray Drive to a maximum expenditure of \$3,000.00.

Carried.

Summary

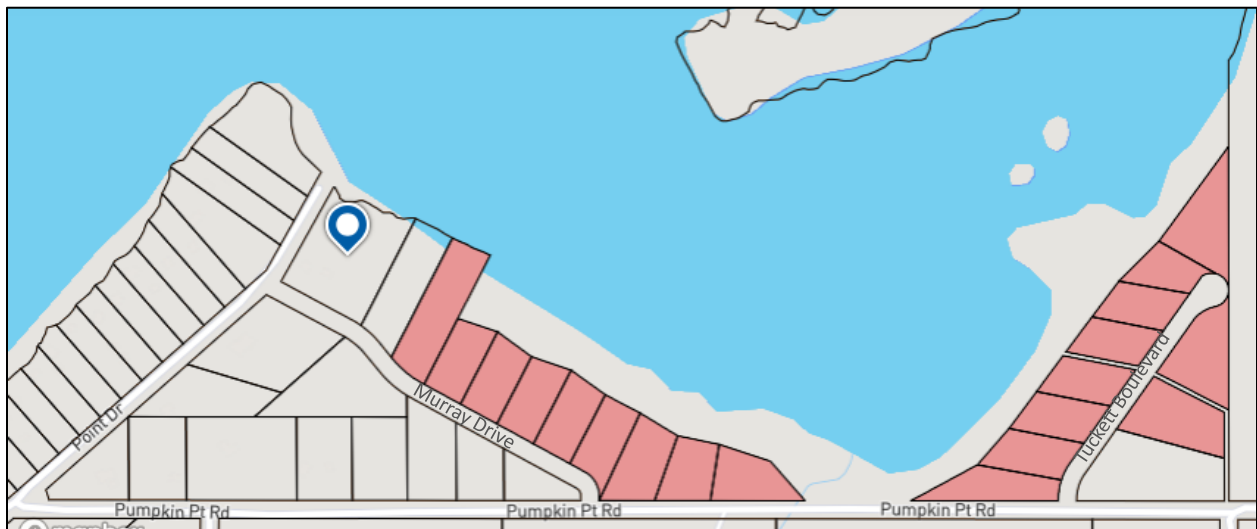
No further Council motions regarding Murray Drive were located. It appears that Albert Perreault agreed to remove and retain trees within the sixty-six (66) foot road allowance, and that the Township intended to upgrade Murray Drive, with Council approving a maximum expenditure of \$3,000.

As noted earlier, there is limited information available on the exact circumstances surrounding the Caputo Subdivision. It is staff's understanding that the subdivision was never completed as planned, and that the Township ended up with many of the lots, some of which were later sold (see map below).

It doesn't appear that any other motions were passed regarding Murray Drive. It appears that Albert Perrault agreed to remove and retain the trees on the sixty-six (66) foot road allowance and that the Township planned on upgrading Murray Drive to a maximum expenditure of \$3,000.00.

According to available data, the lots were created in 1986 and transferred from James Caputo to the Township in 1997. It appears that in 1996, the Township began the process of selling one of these lots. At the February 21, 1996 meeting, Council directed the Road Superintendent to prepare a costing for constructing the road. Based on the motions listed above, it appears that Council intended to complete Murray Drive around the time the subdivision lots were being transferred to the Township.

It is believed that lots along Murray Drive were sold under the premise that the road would be developed.



Map – Properties shown in pink are owned by the Township. Properties along Tuckett Boulevard have been designated as Park Land Lots.

Recent Development – Lot 34

A few years ago, the Township was approached by a person interested in purchasing Lot 34 Plan 1M463 and Council passed the following motion. This motion was passed without knowledge of the history of Murray Drive and the Township's previous efforts to open the road in 1998.

August 24, 2023

#162-23

Moved by: Matt Frolick

Seconded by: Ed Lapish

BE IT RESOLVED THAT Council supports the approval of allowing building on Lot 34 Plan 1M463 Murray Drive. The owner of the lot is responsible for maintaining the road until such time as the Road is brought to acceptable standards and approved by Road Superintendent. The cost to improve the road is to be borne by the owner of the lot/lots. Carried.

RECOMMENDATION

Based on the findings of this report, staff recommend that Council should instruct the Road Superintendent to assess the current condition of Murray Drive and provide a cost estimate to bring the road up the municipal standard.

Recommended Resolution:

BE IT RESOLVED THAT Council receives the Murray Drive report dated October 16, 2025; and

FURTHER THAT Council requests the Road Superintendent to provide a cost estimate and plan to bring Murray Drive up to municipal standard.

ATTACHEMENTS

- Agreement dated 1st day of April, 1998 between The Township of Laird and Albert Perreault

AGREEMENT dated this 1st day of APRIL , 1998.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF LAIRD
Hereinafter referred to as the "Township"

OF THE FIRST PART

and

ALBERT PERREAULT

OF THE SECOND PART

WHEREAS Albert Perreault has requested that the Township open an unopened road in the Caputo Subdivision Plan IM-463, in the Township of Laird and which road is identified on the said Plan of Subdivision as Murray Drive.

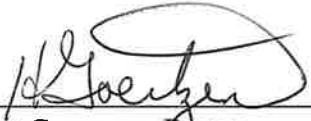
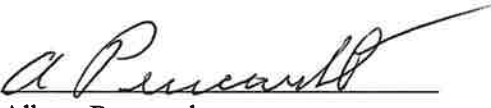
AND WHEREAS the Township and Albert Perreault have agreed to provide labour and equipment to open the said unopened road.

NOW WITNESSETH that in consideration of the mutual covenants hereinafter expressed, the Township and Albert Perreault covenant and agree as follows:

- a) Albert Perreault shall remove and retain the trees on the sixty-six (66) foot road allowance, six hundred and fifty (650) feet south east from Point Drive, to the satisfaction of the Township;
- b) Albert Perreault shall remove all stumps from the road surface of twenty-four (24) feet and level existing material on this road surface to the satisfaction of the Township;
- c) Stumps removed from the road surface shall have earth removed and placed in three (3) piles at side of road surface to the satisfaction of the Township;
- d) In the event that Albert Perreault does not complete the work he has agreed to perform in this contract to the satisfaction of the Township and in a timely manner, the Township may terminate this agreement upon seven (7) days written notice to Albert Perreault.
- e) Albert Perreault releases the Township from all claims for personal injury or property damage which may arise from performance of this agreement, and agrees to indemnify and save harmless the Township from claims of any persons who assist himself in the performance of this contract.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED)
IN THE PRESENCE OF

) THE CORPORATION OF THE
) TOWNSHIP OF LAIRD
) Per:
) 
) Henry Goertzen, Reeve
) 
) Phyllis L. MacKay, Clerk
)
) We have authority to bind the Corporation
)
)
) 
) Albert Perreault


Witness

TOWNSHIP OF LAIRD MEMORANDUM

Date: October 16, 2025
To: Mayor Evoy and Council
From: Jennifer Errington, Clerk
Subject: Freight Containers (C-Cans)

Background/Overview

At the March 21, 2024, Council meeting, Council passed motion 39-24 requesting the Clerk to investigate changes to the Building Code related to storage containers (C-Cans) under 161 ft², and report back to Council on recommendations.

It appears that a formal written report was not submitted to Council, and that only a verbal update had been provided.

By-law 992-18 (Storage Container By-law) was passed on April 18, 2018. It amended the Zoning By-law to restrict the placement of storage containers in all zones except in accordance with the provisions outlined in the by-law. Notably:

- Storage containers are not permitted in the Hamlet Zone and Summer Cottage Zone.
- A maximum of two containers is allowed in the Agricultural and Commercial zones.

The main question raised was whether a storage container now requires a building permit, given recent changes to the Building Code that exempt structures under 161 ft² from requiring permits.

The Chief Building Official reviewed By-law 992-18 and advised that a building permit is still required for a storage container. This is because the permit serves as a tool to ensure compliance with zoning regulations, including:

- Placement within required yard setbacks;
- Prohibiting use for human habitation;
- Prohibiting storage of fuels or hazardous materials;
- Prohibiting use for workspaces, shops, offices or retail sales.

Although the Building Code change exempts small structures under 161 ft², By-law 992-18 still applies, especially regarding zone restrictions. Under the by-law, the size of a storage container only matters insofar as it must not exceed 6 m (20') in length and 2.4 m (8') in height. A 12 m (40') long container shall be allowed after inspection and

approval by the Chief Building Official. No stacking or connecting of storage containers shall be permitted.

Temporary Use During Construction

At the March 21, 2024 Council meeting, it was suggested that property owners actively building homes may require secure temporary storage for materials. In light of this, staff suggest that Council could consider developing a policy similar to the Temporary Trailer Use Policy, which allows trailers on a property during construction with a \$5,000 permit.

A similar approach could allow temporary placement of a freight container during the building process. However, the Township is currently facing frequent requests for freight containers in the Summer Cottage Zone, where they are explicitly prohibited by By-law 992-18. Allowing temporary exceptions in these zones may lead to confusion or inconsistent enforcement — similar to past issues with unauthorized trailer use, where individuals assumed it was acceptable because others had done so.

Municipal Comparisons

Staff conducted a survey of five neighbouring municipalities. Key findings include:

- Four out of five municipalities restrict freight containers based on zoning and do not make exceptions for having them altered, disguised, or “dressed up” to look like a shed.
- Two of those that allow containers permit them temporarily while building.
- By-law 992-18 currently permits the temporary use of freight containers in all zones for:

"A period not to exceed five (5) days and only for the purpose of loading or unloading household items during the process of moving."

RECOMMENDATION

Staff recommend that if Council wishes to consider changes to the regulation of storage containers (C-Cans), any amendments to the Zoning By-law should be deferred until the Township completes its Official Plan. At that time, the Township will also be required to undertake a comprehensive review and update of the Zoning By-law. The issue of temporary use of storage containers during construction can be appropriately addressed as part of that full review process.

Recommended Resolution:

BE IT RESOLVED THAT Council receives the Freight Container (C-Cans) report dated October 16, 2025,

AND FURTHER THAT Council defers consideration of any amendments to the Zoning By-law related to storage containers until the completion of the Official Plan and the subsequent comprehensive review of the Zoning By-law.

ATTACHEMENTS

- By-law 992-18

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-law Number 992-18

BEING A BY-LAW TO AMEND THE TOWNSHIP OF LAIRD COMPREHENSIVE ZONING BY-LAW 531, AS AMENDED, PURSUANT TO SECTION 34 OF THE PLANNING ACT, R.S.O. 1990, C. P.13, AS AMENDED TO INCORPORATE A HOUSEKEEPING AMENDMENT THAT AFFECTS ALL LANDS WITHIN THE TOWNSHIP OF LAIRD.

WHEREAS the Council of the Corporation of the Township of Laird passed By-law 531 on May 7, 1980;

AND WHEREAS the Ontario Municipal Board approved the Township of Laird Comprehensive Zoning By-law 531, as amended, on February 26, 1981;

AND WHEREAS the Council of the Township of Laird deems it appropriate to amend Comprehensive Zoning By-law 531, as amended;

NOW THEREFORE the Council of the Township of Laird hereby enacts as follows:

Article 5.13 shall be added to Section 5 – GENERAL PROVISIONS FOR ALL ZONES.

Storage Containers, also referred to as C-Cans and Freight Containers shall be regulated as follows:

- 1) No person shall place a storage container in any zone except in accordance with the following:
 - a) Hamlet Zone: None allowed
 - b) Agricultural and Commercial Areas: Maximum of two per lot.
 - c) Summer Cottage Zone: None allowed.
- 2) Dimension shall not exceed 6m (20') in length, 2.4m (8') in width or 3m (10') in height. A 12m (40') long container shall be allowed after inspection and approval by the Chief Building Official. No stacking or connecting of storage containers shall be permitted.
- 3) No storage container shall be used for human habitation.
- 4) The storage container shall be located in the rear yard only.
- 5) The minimum separation distance from any other building shall be 4m (13').
- 6) The storage container shall comply with all other yard setbacks in the zone in which the storage container is located.
- 7) A storage container shall not be used for the purpose of display or advertising or as a component of a fence.
- 8) A storage container not exceeding the dimensions in clause 2), shall be permitted in a driveway on a property described in 1) for a period not to exceed five (5) days and only for the purpose of loading or unloading household items during the process of moving, but in no case shall encroach upon a public sidewalk or create a site line obstruction to traffic.
- 9) A storage container shall not be used for the storage of fuels or hazardous materials.

10) A storage container shall not be used to accommodate work areas, shops, office uses, or retail sales

11) All storage containers shall meet the requirements of the *Ontario Building Code*.

12) No storage container shall be located on a designated parking space, aisle or access driveway.

13) A building permit shall be required prior to placing of storage container on any property.

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.

ONTARIO MUNICIPAL BOARD APPROVAL

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 Municipal Board.

READ three times in Open Council this 18th day of April, 2018.

Mayor -



Clerk -



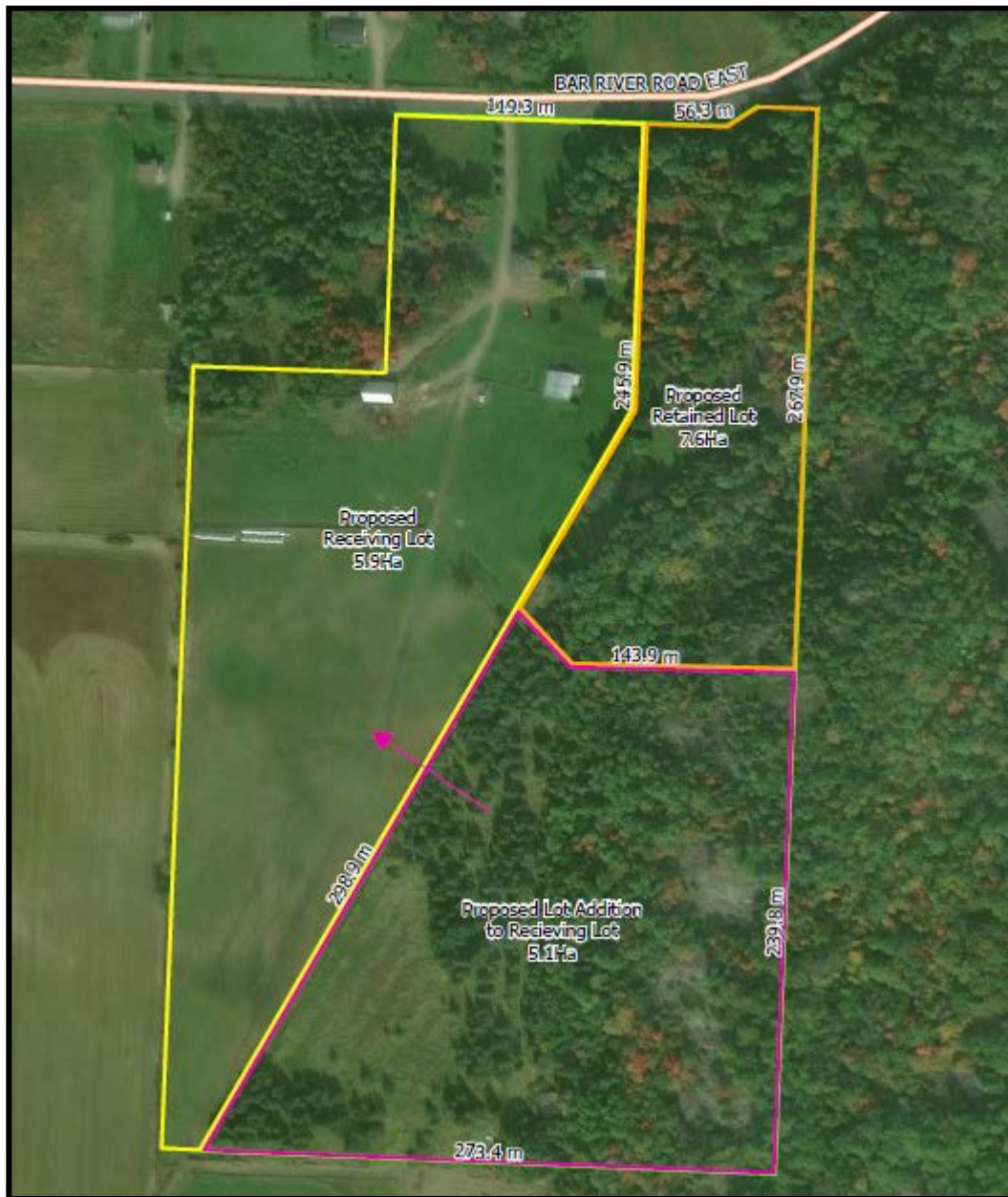
Application for Consent – L2025-10 HALDENBY



Description:

The owner, Kimberly Anne Haldenby, wishes to have 3.20 Hectares severed and consolidated with Ivan Dean Haldenby's property, creating a 4.3-hectare lot. After reviewing the consent application, there appear to be no major issues in relation to the proposal as presented. It is recommended that Council approve consent application L2025-10.

Application for Consent – L2025-07 LANAWAY TO EVOY



Description:

The owners Brent and Carol Lanaway, wish to have 5.1 Hectares severed and consolidated with Shawn Evoy's property, creating a 11 Hectare lot. After reviewing the consent application, there appear to be no major issues in relation to the proposal as presented. Council reviewed this proposed severance and approved it in principle on June 19, 2025. It is recommended that Council approve consent application L2025-07.

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-Law No. 2001-23

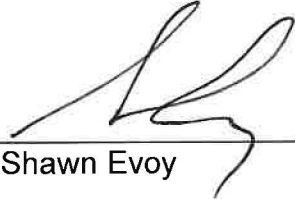
Being a by-law to approve a policy for the Occupational Health and Safety of Employees in the Workplace.

WHEREAS the Township of Laird complies with the *Occupational Health and Safety Act*, R.S.O 1990, Section 9.

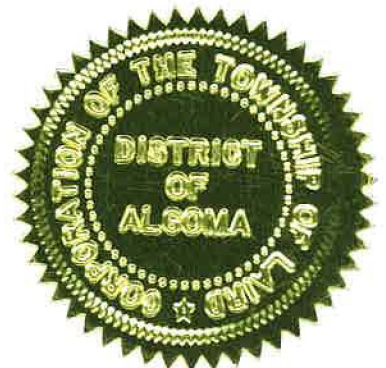
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LAIRD ENACTS AS FOLLOWS:

1. That the aforementioned Policy is attached hereto as "Schedule A" and forms part of by-law Number 942-14.
2. This by-law rescinds by-law 942-14 passed in Open Meeting on February 5, 2014.
3. This by-law shall come into force and take effect immediately upon the final passing of same.

PASSED in open meeting this 19th day of October, 2023.

Mayor 
Shawn Evoy

Clerk 
Jennifer Errington



Schedule A
to By-law Number 2001-23

Health and Safety Policy

Township of Laird is committed to preventing injury or occupational illness in the workplace. We recognize that all workers have the right to work in a safe and healthy workplace; and every reasonable measure will be taken to provide and maintain a safe and healthy work environment for all workers, sub-contractors, and the general public.

The Township shall strive to provide policies, programs and training to address, eliminate, and control hazards which may result in injury, illness, or losses. We are committed to ongoing evaluation and improvement of our program. Through formalized audits and routine inspections, we will strive for continuous improvement to our Health and Safety Management System.

The Township of Laird Management, Supervisory Staff, Employees, Sub-Contractors, and all other workers under the control of the Township of Laird are responsible to work in compliance with established protocols and procedures. This will include as a minimum, the Ontario Occupational Health & Safety Act, Workplace Safety and Insurance Act requirements, all other applicable Regulations, and the Township of Laird Health and Safety Program. It may also include Authority Safety Requirements (Municipal or Owner generated) as well as the Employer's Safety Program.

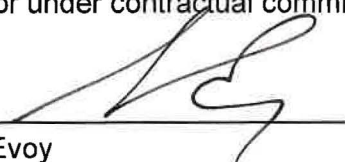
Supervisory staff is responsible for ensuring that their assigned work areas are maintained in safe and healthy work conditions. Supervisors will be provided with the training, tools, and materials to ensure their competency and ability to maintain a healthy and safe working environment. Workers shall be made knowledgeable of the hazards in their workplace so that they uphold their responsibilities of working to all safety standards.

We encourage everyone to take an active, positive position with regard to health and safety, as this is of fundamental importance to the success of Township of Laird's endeavors. We anticipate and expect that all persons involved will reflect our level of commitment directly and indirectly with our Township. Any person who feels that their contribution to the health and safety process would be significant is encouraged to discuss this with Supervision and Management so that together we can make a difference.

Township of Laird is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence and/or harassment.

We realize that achieving these goals is not a light undertaking, and we wish to stress to all persons on, or associated with our Township, that we expect all persons to accept their respective health and safety responsibilities. In fairness to all parties, we must state unequivocally that Township of Laird will not tolerate unsafe practices or conditions, and we will hold the appropriate parties accountable for infractions.

This statement of our commitment and objectives is to be posted in a conspicuous location, where it is most likely to be read by persons attending the office and projects. In addition, all persons in our employ or under contractual commitment with us will be provided a copy for their personal reference.


Shawn Evoy
Mayor

Reviewed:	Next Review:
October 19, 2023 (effective October 2023)	October 2024

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-Law No. 1079-23

Being a By-law to Establish a Workplace Violence and Harassment Policy.

WHEREAS Section 32.0.1 of the Occupational Health and Safety Act, requires Employers to prepare a Policy with respect to workplace violence and a policy with respect to workplace harassment; and

WHEREAS Council deems it necessary to update existing Policies with respect to Workplace Violence, Harassment, and Sexual Harassment in order to be compliant with current statute;

NOW THEREFORE the Council or the Corporation of the Corporation of the Township of Laird hereby enacts as follows;

1. THAT the Council of the Corporation of the Township of Laird approves the Workplace Violence and Harassment Policy, attached hereto as Schedule "A";
2. THAT By-law 900-10, being a By-law to adopt a Workplace Violence and Harassment Policy for the Corporation of the Township of Laird, be rescinded; and
3. THAT this By-law shall take effect on the date of its passage

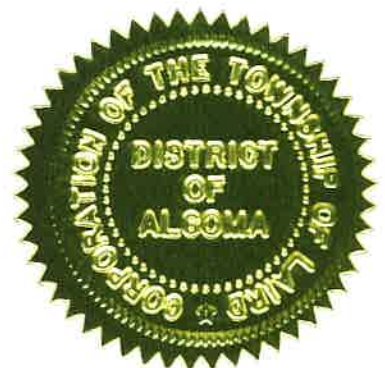
READ and passed on Open Council this 30th day of November 2023.

Mayor

Shawn Evoy

Clerk

Jennifer Errington



Workplace Violence and Harassment Policy
Schedule A of By-law 1079-23

Workplace Sexual Harassment means:

- a) engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- c) sexual harassment may include, but is not limited to, any unwelcome sexual advances (oral, written or physical); requests for sexual favours, sexual and sexist jokes; racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts, or suggestions about a person's body, a person's physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures; and physical or sexual assault.

Workplace violence means unacceptable behaviour and includes any incident in which there is:

- a) the exercise of physical force by a person against an employee, in the workplace, which causes or could cause physical injury to the employee;
- b) an attempt to exercise physical force against an employee, in the workplace, which could cause physical injury to the employee;
- c) a statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against an employee, in the workplace, which could cause physical injury to the employee;
- d) an attempt to threaten or assault a visitor to the workplace; an attempt by an employee to threaten or assault a member of the public or co-worker in circumstances relating to the employee's execution of duties, whether on or off municipal premises.

5. RESPONSIBILITIES OF THE MUNICIPALITY

The Municipality shall prepare a policy with respect to Workplace Violence and Harassment; and shall review the policies annually or as often as is necessary. The policies shall be in written form and shall be posted in the workplace.

5.1 Workplace Violence

In consultation with the Health & Safety Representative, the Municipality maintains a program with respect to **workplace violence**. The program shall:

- include measures and procedures to control the risks identified in the assessment required as likely to expose an employee to physical injury;
- include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
- include measures and procedures for employees to report incidents of workplace violence to their supervisor;
- set out how the employer will investigate and deal with incidents or complaints of workplace violence.

Each department shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. The assessment shall consider circumstances that would be common to similar workplaces and circumstances specific to the workplace as well as possible mitigation that the Municipality can provide. A reassessment of the risks of the workplace violence shall be conducted as often as is necessary to ensure that the policy continues to protect workers from workplace violence.

Clerk Administrator will advise the Health & Safety Representative of the results of the assessment/reassessment and provide a copy of the assessment in writing.

If the Municipality becomes aware that domestic violence would likely expose an employee to physical injury in the workplace, the Municipality will take every precaution reasonable in the circumstances for the protection of the employee. Clerk Administrator has a duty to provide information to employees, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if the employee can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury. Clerk Administrator shall not disclose

Workplace Violence and Harassment Policy
Schedule A of By-law 1079-23

more personal information than is necessary to protect any employee from physical injury.

5.2 Workplace Harassment

The Municipality shall, in consultation with the Health & Safety Representative develop and maintain a written program to implement the policy with respect to workplace harassment. The program shall:

- include measures and procedures for employees to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
- set out how incidents or complaints of workplace harassment will be investigated and dealt with;
- set out how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law;
- set out how an employee who has allegedly experienced workplace harassment and the alleged harasser, if he or she is an employee of the employer will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

The Municipality shall ensure that:

- an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances;
- the employee who has allegedly experienced workplace harassment and the alleged harasser, if he or she is an employee of the employer, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;
- the program developed is reviewed as often as necessary, but at least annually, by the Health & Safety Representative to ensure that it adequately implements the policy with respect to workplace harassment.

5.3 Zero Tolerance

The Municipality values the health, safety and well-being of its employees and expects its workplace to be free of workplace violence, harassment, and inappropriate behaviour.

The Municipality will not tolerate incidents of workplace violence, harassment or inappropriate behaviour perpetrated by or against any employee, member of the public, Representative appointee, elected official, vendor, contractor, visitor or any other person at a Municipal workplace or involved in Municipal business.

Where violations of the policy occur, the Municipality may:

- remove any individual from a Municipal workplace by the police;
- discipline an employee, up to and including termination;
- report physical assaults and threats made by or against an employee occurring at a Municipal workplace to police;
- prohibit a member of the public from entering a Municipal workplace.

5.4 Reprisal

This policy prohibits reprisals against employees who have made good faith complaints, provided information regarding a complaint, incident of workplace violence, harassment and/or inappropriate behaviour, or who have followed the procedures outlined in the policy.

Any employee who must leave the workplace who, in their opinion, perceives an imminent threat of violence will not be penalized with a loss of pay or other penalties.

Employees who engage in reprisals or threats of reprisals may be disciplined up to and including termination.

In order to protect employees from possible reprisals identifying information about any individual shall not be disclosed unless the disclosure is necessary for the purpose of investigation or taking corrective action or is otherwise required by law.

Workplace Violence and Harassment Policy
Schedule A of By-law 1079-23

Reprisal may include:

- any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence, harassment or inappropriate behaviour;
- any act of retaliation, discipline or harassment because a person has followed any of the procedures outlined in the policy;
- intentionally pressuring a person to ignore or not report an incident of workplace violence, harassment or inappropriate behaviour; and
- intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence, harassment or inappropriate behaviour.

Any employee who makes a false complaint or otherwise abuses this policy may be disciplined up to and including termination from employment. Such discipline is not a reprisal or breach of this policy.

6. REPORTING AND INVESTIGATING COMPLAINTS

Any employee witnessing or experiencing workplace violence or harassment who feels in imminent danger shall:

- Ensure they are in a safe location which may include leaving the workplace;
- If, in their opinion, the situation warrants, contact the police by dialing 911.

Employees can report incidents or complaints of workplace violence or harassment verbally or in writing. When submitting a written complaint, employees shall use the Workplace Violence and Harassment Incident Report form attached to this policy and is also available through any member of Senior Management. When reporting verbally, the person receiving the complaint will fill out the form with the complainant.

The report of the incident shall include the following information:

1. Name(s) of the person who has allegedly experienced workplace violence or harassment and contact information.
2. Name of the alleged harasser(s), position, and contact information (if known).

Workplace Violence and Harassment Policy
Schedule A of By-law 1079-23

3. Names of witness(es) (if any) or other person(s) with relevant information to provide about the incident and contact information.
4. Details of what happened including dates, frequency and locations of the alleged incident(s).
 - a. Any supporting documents the complainant may have in his/her possession that is relevant to the complaint.
 - b. List any documents a witness, another person or the alleged harasser may have in their possession that is relevant to the complaint.

An employee shall promptly report acts of workplace violence, harassment or inappropriate behaviour to their immediate Supervisor. If the immediate Supervisor is not available or is the alleged perpetrator of the incident, the employee can report to the Clerk Administrator (clerk@lairdtownship.ca) or 705-248-2395).

If the Clerk Administrator is the alleged perpetrator, the incident shall be reported to the Mayor.

If a member of Council is the alleged perpetrator, the incident shall be reported directly to municipally appointed Legal Counsel.

Depending on the severity and complexity of the allegations, the Municipality may refer the investigation to an external third (3rd) party organization to conduct an impartial investigation.

Confidentiality:

The Municipality recognizes the sensitive nature of harassment complaints and will keep all information related to such complaints or their investigations confidential, to the extent possible. The Municipality will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the Complainant, Respondent, witnesses and anyone else involved in the investigation of a complaint maintain confidentiality with respect to the investigation. Breach of confidentiality may result in discipline up to and including dismissal.

All records related to meetings, interviews or any part of the investigation will be treated as confidential and shall not be disclosed, except as required by law. It must be recognized that information collected and retained is subject to release under the Municipal Freedom of Information and Protection of Individual Privacy Act, the Ontario

Workplace Violence and Harassment Policy
Schedule A of By-law 1079-23

Human Rights Code or the rules governing court proceedings. All records shall be maintained in accordance with the Municipality's Retention By-law.

Should a complainant or respondent choose to retain legal counsel at any stage of a complaint or appeal, it shall be at the complainant's or respondent's own expense.

6.1 Action to be taken

The Clerk Administrator or immediate Supervisor shall start an investigation of the incident to determine merit of the claim within 24 hours of receiving notification of the incident. The investigation may include interviewing the individual filing the report, the individual against whom the report was made and any witnesses to the incident.

The parties who have conducted the investigation shall provide a written report within 7 days of the completion of the investigation to the complainant and the individual against whom the complaint was filed of the outcome of the investigation and any remedial or corrective action that has taken place or will continue to take place.

6.2 Non-compliance by Members of the Public

Members of the public who engage in any type of behaviour, as defined in this policy, may, depending on the severity:

- a) Have the conduct reported to the police;
- b) Be arrested and/or charged;
- c) Be removed immediately from the premises;
- d) Be sent a letter of warning advising them of the inappropriate incident.

If banned from the premises, the length of the ban will be determined by the Clerk Administrator and will depend on the severity of the situation.

In addition to any other measures taken, where any damage to Municipal property has occurred, the individual(s) responsible will be required to reimburse the Municipality for all costs associated with any repairs, administration fees, as well as any lost revenues.

Workplace Violence and Harassment Policy
Schedule A of By-law 1079-23

APPENDIX A – ACKNOWLEDGMENT FORM

THE TOWNSHIP OF LAIRD
Workplace Violence and Harassment Policy
Acknowledgment Form

By signing below, I hereby certify that:

- I have received a copy of this Policy;
- I have read and will comply with this Policy in its entirety;
- I agree to ensure that Workers working under my direction adhere to this Policy;
- I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Please return this signed form no more than 30 days from the date you receive a copy to your direct supervisor.

Office use only

Date: _____

Received by: _____

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-law Number 2062-25

BEING A BY-LAW to confirm proceedings of the meeting of Council, October 16, 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 October 16, 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 16th day of October 2025.

Mayor _____
Shawn Evoy

Seal

Clerk _____
Jennifer Errington