

AGENDA FOR THE ELECTRONIC COUNCIL MEETING OF

THE CORPORATION OF THE TOWNSHIP OF RED ROCK

FOR THE 900th SPECIAL MEETING OF APRIL 9th, 2020 AT 7:00PM

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. Additions to Agenda	
a) By-law 2020-1210 – to govern the proceedings of Council	RES (2)
2. Disclosure of Interest	
3. Presentation	
a) Sage Analytics Preliminary Report	RES
4. Minutes of Previous Council Meeting	
a) Monday, March 2, 2020	RES
5. By-Laws	
a) By-law 2020-1211 – respecting outdoor burning in the Township	RES (2)
b) By-law 2020-1212 – to establish an Environmental Committee	RES (2)
6. Correspondence	
a) Ministry of Municipal Affairs – Provincial Policy Statement	
b) NOMA – 2020 Conference	
c) Ministry of Environment – Provincial Day of Action on Litter	
7. Reports of Municipal Officers	
a) Chief Administrative Officer Monthly Report Vouchers	RES
b) Public Works Superintendent Monthly Report Water Treatment Report Annual Summary Report Safety Meeting Minutes	RES
c) Fire Chief Monthly Report	RES (2)
8. Reports of Committees	
9. Unfinished Business	
10. New Business	
a) Fire Hall Over Head Door Replacement	RES
11. In-Camera	RES
a) Legal	
12. Out of In-Camera	RES
13. Report from In-Camera	
14. Adjournment	RES

**THE CORPORATION OF THE TOWNSHIP OF RED ROCK
BY-LAW NO. 2020-1210**

**A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL
AND ITS APPOINTED COMMITTEES**

WHEREAS Section 238 of the *Municipal Act, S.O. 2001*, as amended, requires that every Council and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the *Municipal Act, S.O. 2001*, Chapter 25, Section 239.(1), provides that all meetings shall be open to the public;

AND WHEREAS the Council of the Township of Red Rock enacted and passed By-law 2012-1054, a by-law to govern the proceedings of meetings of Town Council and its appointed committees;

AND WHEREAS Bill 187, the *Municipal Emergency Act, 2020* was passed by the legislature on March 19, 2020, to authorize Municipal Councils to amend the applicable procedure by-law to allow members participate in meetings electronically where a state of emergency has been declared under the *Emergency Management and Civil Protection Act* and when doing so, be counted in determining whether or not a quorum of members is present at any point in time;

AND WHEREAS Bill 187, the *Municipal Emergency Act, 2020* further authorizes a municipality to hold a Regular, Special, Emergency, meeting to amend the applicable procedure by-law for these purposes;

AND WHEREAS Council deems it expedient and necessary to repeal and replace By-law 2012-1054 to consolidate all approved procedural by-law changes.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RED ROCK ENACTS AS FOLLOWS:

PART 1 – Purpose and Principles

1.01 Purpose

- a) This by-law shall be used to guide the order and dispatch of business of the Council, Committee of the Whole, Council Committees, Advisory Committees and Ad hoc Committees with the necessary modifications, unless otherwise provided.

1.02 Principles

- a) Each member has the right to:
- one vote, subject to the declaration of pecuniary interest
 - information to help make decisions, unless otherwise prevented by-law
 - an efficient meeting; and
 - be treated with respect and courtesy.

PART 2 - DEFINITIONS AND APPLICATION

2.01 Definitions

'Act' means the Municipal Act, 2001, S.O. 2001

'Acting Mayor' means in the absence of the Mayor, the Deputy Mayor or in the absence of the Mayor and Deputy Mayor, those present shall elect amongst themselves, an Acting Mayor for the meeting, or until the Mayor or Deputy Mayor

are present.

'Ad Hoc Committee' means a committee formed by Council for a specific task or objective and dissolved after the completion of the task or achievement of the objective, or upon decision of Council that it is no longer required.

'Advisory Committee' means a special purpose committee established by Council to provide recommendations, advice and information to Council through the delegated Section Committee

'By-Law' means an enactment, in a form approved by Council, passed for the purpose of giving effect to decisions or proceedings of Council.

'CAO' means the Chief Administrative Officer of The Corporation of the Township of Red Rock.

'Chair' means the person appointed to preside over a meeting, and includes the Mayor or Acting Mayor in the case of Council or Committee of the Whole; or any member of a Committee appointed to serve as Chair, Co-Chair (or Vice Chair).

'Clerk' means the Clerk of The Corporation of the Township of Red Rock,

'Closed Session' or **'Closed Meeting'** or **'In-Camera'** means a meeting, or part of a meeting of Council or a Committee, which is closed to the public as permitted by the Municipal Act, 2001, as amended.

'Co-Chair' means the member of a Committee as appointed by the Committee to act as the Chair in absence of the Chair, or when the Chair steps down to act as a member.

'Code of Conduct' means the adopted policy of conduct in force for members of Council and local boards

'Committee' means any advisory committee, ad hoc committee, Council Committee, Committee of the Whole or other committee, subcommittee, board, or similar entity.

'Confirming By-Law' means a by-law passed at the conclusion of Council meetings confirming the actions taken at a meeting in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

'Consent Agenda' means all items listed within a portion of an agenda to be approved by one resolution.

'Council Committee' means the Committee of Council of the Township of Red Rock that may comprised of the sections of General Government, Administration, Public Works, Recreation, Environment, Emergency Services and Planning and such other areas as may be established by Council from time to time.

'Corporation' means The Corporation of the Township of Red Rock.

'Council' means the Council of the Corporation of the Township of Red Rock.

'Defer' means to postpone until later in the same meeting or to the next meeting of the same body, or to a meeting of the same body that is specified in the motion to defer.

'Deputation' or **'Delegation'** means a person or persons intending to address the Council or Committee in a matter under the delegated authority of said body.

'Deputy Clerk' means the appointed by the Township of Red Rock and to act in place at Council meetings in the absence of the Clerk.

'Designate' means to appoint or assign someone to something, or to indicate or signify something.

'Emergency' shall mean a situation or pending situation that presents an urgent or extraordinary matter which is required to be dealt with in the most expedient manner as determined by the Mayor or the majority of Council.

'Local board' means a municipal service board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of the Township, excluding a school board, a conservation authority, a public library board and police services board.

'Majority' means more than 50 percent of the total Members present and not prohibited by statute from voting.

'Mayor' means the elected Head of Council, or in the absence of the Mayor, the Deputy Mayor.

'Municipal Office' shall mean the Municipal Office located at 42 Salls Street, Red Rock, ON.

'Meeting' means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- a) a quorum of members is present, and
- b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision- making of the council, local board or committee

'Member' means a person elected or appointed as a member of Town Council, including the Mayor, or appointed member of a Committee or Board, as it may apply.

'Municipality' means The Corporation of the Township of Red Rock.

'Motion' means a formal proposal that certain actions be taken.

'Notice of Motion' means an advance notice to members of a matter on which Council will be asked to take a position.

'Pecuniary Interest' means a direct or in-direct pecuniary interest within the provisions of the Municipal Conflict of Interest Act, 1990, chapter M.50, as amended.

'Public Consultation' or **'Public Information Session'** means a session held for the purpose of obtaining information from or relaying information to the public on a matter of municipal importance.

'Quorum' means more than 50 percent of the total members of the assembly and not prohibited by statute from voting.

'Recorded Vote' means documenting in the minutes of a Council meeting the name of each member and their vote on a matter or question, in favor, opposed, or absent pursuant to Section 246.1 of the Act.

'Refer' means to refer or assign a specific matter or item to a Committee, Section, staff or member for further consideration and/or action.

'Rules of Procedure' means the rules and regulations provided in this By-Law, and where this By-Law is silent, the rules and regulations provided in Robert's Rules of Order.

'Point of Order' refers to a motion made at a meeting which seeks an immediate ruling on an alleged violation of the rules of procedure.

'Point of Privilege' refers to an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members, or in regard to a negative personal remark.

'Special Meeting' means a meeting of Council or Committee that is arranged outside of the normal meeting schedule to deal with specific item(s) of business,

and includes meetings held for emergency purposes.

'Township' means The Corporation of the Township of Red Rock.

2.02 Application

- a) The Rules of Procedure established in this by-law must be observed in the proceedings of all meetings of Council and Committees and shall be the rules and regulations for the management of business.
- b) Notwithstanding subsection 2.02 a), the rules and regulations contained in this By- Law may be suspended by a two-thirds (2/3) vote of the Council Members present, providing that the suspension does not contravene the requirements of the Municipal Act, 2001 or any other statute. The suspension shall only apply to the procedure(s) or rule(s) which are stated and only during the meeting in which the motion to suspend was introduced.
- c) No amendment or repeal of this By-Law or any part thereof shall be considered at any Meeting unless notice of proposed amendment or repeal has been given at a previous Meeting of Council, Committee of the Whole, or Coordinated Committee.
- d) Despite the provisions of this By-Law, nothing in this By-Law shall be construed as giving authority to any Committee or Council Member to direct or interfere with the performance of any work for the Township and the staff in charge shall be subject only to his or her superior as established in the formal organizational structure of the Township of Red Rock.
- e) In the absence of adopted customized rules of procedure, all advisory, special purpose or sub-committees and local boards under the jurisdiction of the Township of Red Rock may use the rules of order, debate and relevant provisions of this by-law to govern the calling and proceedings of meetings.
- f) The Clerk shall be responsible to interpret the rules of procedure under this by-law in accordance with the principles as set out in Part 1 of this by-law.
- g) All points of order or procedure for which rules have not been provided in this by- law and its appendices shall be decided by the Chair in accordance, as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order.

PART 3 - DUTIES & ROLES

3.01 Duties of the Head of Council (Mayor/Chair)

It is the duty of the Mayor/ Chair to:

- carry out the responsibilities described in the Municipal Act, 2001 and any other statute.
- represent and support the Council and its decisions in all matters.
- authenticate, by signature, all by-laws, and minutes of Council; and
- preside over all Council and Committee of the Whole meetings, unless unavailable, in which case the Acting Mayor shall be the Chair.

3.02 Duties of Members of Council

It is the duty of each member of Council to:

- carry out the responsibilities described in the Municipal Act, 2001 and any other statute.
- come prepared to every meeting by having read all the material supplied, to facilitate discussion and the determination of action at the meeting.
- uphold the by-laws and policies of the Township of Red Rock.

- deliberate on the business submitted to Council.
- vote on all motions unless prohibited from voting by law; and
- observe and respect the Rules of Procedure at all meetings.
- adhere to Part 6 of this by-law pertaining to conduct at all meetings.

3.03 Duties, Authority and Power of the Mayor/Chair

It is the duty of each member assuming the role of Mayor/Chair of any meeting of Council, Committee of the Whole is to:

- open the meeting by taking the Mayor/Chair, calling the members to order as soon as the time fixed for holding the meeting occurs and a quorum is present, and to adjourn the meeting if no quorum exists after 15 minutes past the time fixed for holding a meeting
- announce the business before the assembly in the order in which it is to be acted upon
- ensure that all items of business listed on the agenda are addressed and that the meeting progresses with due efficiency
- receive and put to a vote in the proper manner, all Motions presented, and to announce the result
- decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly
- preserve and enforce the rules of order, and ensure all members abide by the rules of order when engaged in debate
- call by name any member persisting in a breach of the rules of order, thereby ordering such member to vacate the meeting place
- rule on any Points of Order and Points of Privilege raised by members
- maintain on all occasions the observance of order and decorum among the members and members of the public
- where it is not possible to maintain order, adjourn the meeting without the necessity of any Motion being put, to a time named by the Chair
- expel or exclude any person who is guilty of improper conduct at a meeting
- represent and support Council and/or Committee and/or Section of Coordinated Committee, declaring it will, and implicitly obeying its decisions in all things
- receive all messages and other communication and announce them to the assembly if necessary
- ensure that decisions of the assembly are in conformity with the laws governing the activities of the assembly
- authenticate by signature when necessary all resolutions, by-laws and minutes
- adjourn the meeting without question when the business is concluded.

3.04 Mayor/Chair – Absence

- a) In the event of the Mayor's/Chair's absence, illness, or refusal to act as Mayor/Chair, the Deputy Mayor/Vice Chair shall chair the meeting.
- b) In the absence of the Mayor/Chair and the Deputy Mayor/Vice Chair, at the outset of a meeting, the CAO/Clerk/Committee Secretary shall call the meeting to order 15 minutes after the time fixed for the meeting and ask members in attendance to elect a member to chair the meeting. The elected member chairs the meeting until the Mayor/Chair or Deputy Mayor/Vice Chair arrives or the meeting is adjourned.

- c) The Acting Chair shall have all the rights, responsibility and authority of the Mayor/Chair, while so doing.

3.05 Duties of the CAO/Clerk (Deputy Clerk) or designate:

It is the duty of the CAO/Clerk to:

- carry out the responsibilities described in the Municipal Act, 2001.
- record, without note or comment, all resolutions, decisions and other proceedings of the Council.
- record the name and vote of every member voting on any matter or question if required.
- assemble and produce meeting agendas and manage agenda deadlines.
- keep the originals or copies of all by-laws and of all minutes.
- perform the other duties required under this By-Law or under any other Act.
- authenticate, by signature when necessary, all By-Laws and Minutes

3.06 Duties of the CAO & Staff:

It is the role of the staff of the municipality, under the leadership & direction of the Chief Administrative Officer to:

- implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.
- undertake research and provide advice to Council on the policies and programs of the municipality; and
- carry out other duties required under this By-law, or any statute.

PART 4 - MEETINGS

4.01 General Provisions

- a) Except as provided in this by-law and by statute, all Meetings shall be open to the public except identified under declarations of emergency, orders and health recommendations.
- b) The Mayor may, with appropriate notice, postpone or cancel any regular Council or Committee meeting if it has been determined that there are insufficient agenda items for the meeting or if it appears that inclement weather or a like occurrence or emergency situation will prevent the members from attending.
- c) Where an item of business scheduled for an agenda may require extraordinary time provisions, the Mayor may authorize an earlier commencement time for the meeting and the CAO/Clerk designate shall notify all members and provide public notice as soon as possible.
- d) The Mayor/Deputy shall chair each meeting of Council and Committee of the Whole.
- e) Meetings of Advisory Committees, Ad Hoc Committees, and Council Committees shall be chaired by the member appointed as such. The Mayor is ex-officio on all committees.
- f) In the event that agenda material prepared for regular or special meetings of Council, Committee of the Whole, or other Committees of Council, has not been completed prior to the adjournment of the meeting, all unfinished business will be considered at a reconvened session to be held on the date identified by the members prior to the adjournment of the meeting.

4.02 Public Notice of Meetings:

- a) Notice of the date and time of all regular or special meetings of the Council, Committee of the Whole, and Committees may be advertised on social media and shall be advertised on the Township website no less than 48 hours prior to the meeting.
- b) Notwithstanding the above, notice of special meetings held for emergency purposes or meetings held during a time where an emergency has been declared to exist in all or part of the Township of Red Rock, in accordance with the Emergency Management and Civil Protection Act shall be given as soon as practicable.

4.03 Inaugural (First) Meeting of Council:

- a) The Inaugural (First) meeting of the new Council shall be held on the first Monday in December following Election Day in the Council Chambers at the Marina Building.
- b) The agenda of the Inaugural meeting shall be limited to inauguration activities and appointment of members to various boards and committees, and any items the CAO/Clerk determines to be reasonable or necessary.

4.04 Regular Meetings of Council:

- a) Unless otherwise decided by Council, Regular Meetings of Council shall be held in the Council Chambers at the Marina Building, Park Road, Township of Red Rock, generally on the 1st and 3rd Monday of the month at 7:00pm, according to the schedule set annually and approved by Council, except for the months of July & August wherein meetings will be held on the third Monday only.
- b) Notwithstanding the above, the CAO/Clerk in consultation with the Mayor, may schedule the Regular meeting to begin at a time prior to 7:00pm, should the meeting of Council include a Closed Meeting.
- c) When the day for a Regular Meeting of Council is a statutory or civic holiday, Council shall hold the meeting at the designated hour; on the first work day following which is not a statutory or civic holiday.
- d) Council has the authority to amend any Meeting schedule at any time by resolution of Council, as required, without an amendment to this by-law.

4.05 Special Meetings:

- a) The Mayor may at any time call a special meeting of Council or Committee or upon receipt of a petition of the majority of members. The Mayor shall call a special meeting of Council or Committee for the purpose and at the time and date specified in the petition.
- b) No Business may be transacted at a special meeting other than that specified in the notice, petition, and/or agenda.

4.06 Committee of the Whole:

- a) Council members may meet as Committee of the Whole to consider policy and corporate issues not included in the mandate of a section of Council Committees, or any other matter it decides.
- b) Unless otherwise decided by Council, Committee of the Whole meetings may be held at the Marina Building, Park Road, Township of Red Rock, generally on the 3rd Monday of the month at 7:00pm and/or unless otherwise advised.
- c) Committee of the Whole has the authority to amend the meeting schedule at any time by resolution, as required, without amendment to this by-law.

4.07 Committees of Council:

- a) Committee Meetings can be held at the Interpretive Centre, Park Street, Township of Red Rock and or another designated area by the Chair/Vice Chair of the committee.

- b) Meetings, including date and time, of a Committee of Council may also be established by the Chair/Vice Chair in consultation with its members and the Council representative, where necessary, to accommodate corporate operations and meeting schedules.
- c) The Committees of Council could include, but not limited to the following sections:
- General Government - responsible for Administration, Finance, and Municipal Law Enforcement & Licensing, Human Resources/Labor Relations
 - Community Services - responsible for Fire and Emergency Services, Facilities, Recreation and Special Events, Chamber of Commerce, Policing, Ministry of Natural Resources
 - Development Services - responsible for Planning, Building and Development, and Economic Development matters
 - Public Works - responsible for Parks, Public Works, Facilities, Environmental, Water/Wastewater and Transportation matters
- d) Council may appoint a Chair and Vice Chair to each Section of a Committee for the first two years of the four year term, terminating at the last meeting in December at the end of the two year term; the Chair and Co-Chair positions will be reappointed at that time by Council for the remaining two years of the four-year term - the Chair will become the Vice-Chair and the Vice-Chair will become the Chair.
- e) A Committee has the authority to amend its Meeting schedule at any time by resolution, as required, without an amendment to this by-law.
- f) If Council is required by Legislation to hold a Hearing or give interested parties an opportunity to be heard before doing any action, passing a By-Law or making a decision, Council may delegate that responsibility to a Committee of Council. Hearings shall be scheduled at the beginning of said section and shall be chaired by the appointed Chair of the section of the Committee to which the Hearing pertains to.
- g) If the Committee of Council holds a Hearing or gives interested parties an opportunity to be heard, Council is not required to do so.
- h) The Committee shall provide its recommendations to Council after which Council may pass the By-Law or make the decision.
- i) In the case where a matter is urgent and decision or recommendation is required of Committee, a report regarding subject matter categorized under one section may be brought to another section of Committee.

4.08 Call to Order/Quorum:

- a) At the scheduled meeting time, and as soon as there is a quorum present, the Chair shall call the members to order.
- b) Unless there is a quorum present within fifteen minutes after the scheduled meeting time, the Council or Committee shall stand adjourned.
- c) In the absence of the Mayor for Council and Committee of the Whole, the Deputy Mayor shall call the members to order. In the absence of both, the CAO/Clerk shall call the members to order and the members shall choose a Mayor/Chair from those present who shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
- d) In the absence of the Mayor/Chair of any Section of a Committee, the Vice Chair or Deputy Mayor shall call the members to order, In the absence of the Deputy Mayor/or Vice Chair of any section of the Committee, the CAO/Clerk shall call the members to order, and the members shall choose a Deputy Mayor/ Vice Chair from the members present who shall preside over the meeting until the arrival of the Mayor/Chair or Deputy Mayor/Vice Chair.
- e) If during the course of a meeting, quorum is lost, the meeting shall be adjourned.

4.09 Closed Meetings:

- a) In accordance with the provisions of the Municipal Act, 2001, a meeting or part of a meeting of the Council or its Committees may be closed to the public if the subject matter being considered pertains to:
- the security of the property of the municipality or local board.
 - personal matters about an identifiable individual, including municipal or local board employees.
 - a proposed or pending acquisition or disposition of land by the municipality or local board.
 - labor relations or employee negotiations.
 - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
 - advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 - a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
 - information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
 - a trade secret or scientific, technical, commercial, financial or labor relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value
 - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
 - a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act.
 - an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act.
 - educational or training sessions, if the following are both satisfied:
 - The meeting is held for the purpose of educating or training the members
 - At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee
- Prior to holding a closed meeting, Council or Committee shall state by resolution in an open meeting:
- The fact that the Council or Committee is convening into closed session and;
 - The general nature of the matter(s) to be considered.
- b) The CAO/Clerk and/or their designate shall attend all closed meetings.
- c) The CAO/Clerk or designate shall distribute all confidential reports and material for closed meetings in sealed envelopes. All copies of confidential reports and materials are to be returned to the CAO/Clerk or designate immediately following the meeting and then destroyed.

4.10 Livestreaming and Recording:

- a) In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded without note or comment by the CAO/Clerk or designate. The approved written minutes shall be the official record of all meetings.
- b) Meetings of Council, Committee of the Whole, and Committee may be live streamed and/or recorded as directed and approved by the Mayor and published to a Township social media platform as a service to the public, pending technology availability and associated cost.
- c) Notwithstanding subsection 4.10 b), the Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof.
- d) Recordings published to any social media platform are part of the public realm and as such are subject to alteration by individuals that access such recordings with no municipal control over such alterations. The Town assumes no liability associated with any alterations that are made to published recordings.
- e) Closed session Council meetings will not be made available.

PART 5 - AGENDAS

5.01 Council and Committee Agendas:

- a) The CAO/Clerk or designate shall have prepared all Council and Committee agendas, generally using headings as listed in Appendix A.
- b) The business of Council or Committee shall be taken up in the order in which it stands on the agenda, unless otherwise decided by the Mayor/Chair, the Council or Committee.
- c) The CAO/Clerk or designate may prepare an addition to the agenda to deal with urgent matters or provide supplementary information to items of business listed on the agenda.
- d) An item of business not listed on the agenda are not permitted to be introduced at a meeting unless authorized by a two-thirds vote of the members present.

5.02 Submission of Agenda Information:

- a) All information to be included on Agendas shall be delivered to the CAO/Clerk Office, or Administrative Secretary, by 12:00 noon on the Wednesday prior to the scheduled meeting.
- b) Notwithstanding the above Section 5.02 a), visual/verbal presentation that are for information only, or supplemental to a contractual report/project are required to be included on the agenda, and the method of presentation thereof with the approval of the Mayor in consultation with the CAO/Clerk.
- c) It shall be the Clerk's responsibility to ensure Council, Committee of the Whole and Committee agendas are distributed to members of Council and/or Committees and Operating Departments, prior to the scheduled meeting with adequate time to review.
- d) Agendas for meetings of Council, Committee of the Whole, Council Committee, and other Committees and meetings of Council shall be posted as soon as practicable on the Townships website, and no later than 48 hours preceding the scheduled meeting.
- e) Notwithstanding the above, agendas for meetings held for emergency purposes, or for meetings held during a time where an emergency declaration has been declared to exist in all or part of the Township of Red Rock, in accordance with the Emergency Management and Civil Protection Act shall be posted as soon as practicable.

5.03 Disclosure of Interest & General Nature Thereof:

- a) It is the responsibility of each member to identify and disclose any pecuniary

interest on any item or matter before the Council or Committee, in accordance with the provisions of the interest legislation currently in effect.

- b) Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee at which the matter is the subject of consideration, the member shall:
- prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof
 - not take part in the discussion of or vote on any question with respect to the matter
 - not attempt in any way before, during and/or after the meeting to influence the voting on any such question
- c) Where a meeting is not open to the public, in addition to complying with the requirements of subsection 5.03 b), the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- d) Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the member after the particular meeting.
- e) The CAO/Clerk shall record the particulars of any disclosure of pecuniary interest made by the member(s) and such record shall appear in the minutes of that particular meeting.

5.04 Adoption of Minutes:

- a) Minutes shall record:
- the place, date and time of meeting
 - the name of the Chair and the record of the attendance of the members
 - declarations of pecuniary interest
 - the motions considered and votes taken by Council and Committee
 - except as provided elsewhere in this by-law, all the other decisions or authorized actions without note or comment
 - the minutes of each Council and Committee meeting shall be presented to Council at the next regular meeting for confirmation and may be adopted by one main motion

5.05 Deputations, Presentations, Petitions and Public Meetings:

Deputations

- a) The CAO/Clerk or designate shall be empowered to refer requests made of Council for a deputation to the appropriate Committee or Council meeting as he/she deems necessary.
- b) The request for a deputation must be in writing and must describe the subject matter on which the person wishes to address the Council/Committee.
- c) Denial of Deputation Requests: The CAO/Clerk or designate shall deny a request for a Deputation where:
- the subject matter that the person wishes to address or the outcome that the person seeks from the Council/Committee is not within the Township authority
 - the person wishes to address the Council/Committee to request financial support for a purpose which falls within the criteria of the Township established financial assistance policy, unless requested by Council to appear
 - the subject matter involves litigation or potential litigation with the Township or any matter before the court
 - the subject matter has already been presented within the previous twelve (12) months to the Council/Committee by the Deputant or an organization to which they belong, unless new information is being presented
 - the Deputant wishes to have a prior decision of Council reconsidered

- the Council or Committee has made the decision and/or a recommendation of the Mayor and/or CAO/Clerk or designate to deny the request
- the Deputant wishes to address a matter which was the subject of the Township Council (Public Meeting) under the Planning Act

d) When a request for a Deputation has been denied, the CAO/Clerk shall in writing provide the reason(s) to the individual making the request, members of Council/Committee.

Scheduling Deputations:

e) Wherever possible, the Deputation shall be scheduled for the appropriate session of Council or Committee, considering the subject matter of the Deputation.

f) A maximum of two (2) deputations/presentations/public meetings may take place per meeting. The CAO/Clerk or designate and/or Mayor/Chair will determine if additional deputations/presentations/public meetings will be permitted on the Agenda.

Information to Deputant:

h) The CAO/Clerk or designate shall provide the Deputant with information outlining the Deputation process.

Rules for the Deputant:

i) Printed material to be distributed shall be provided to the Clerk's department on the Wednesday prior to the meeting of the Deputation, in accordance with the Clerk's Agenda practices. Power Point or other presentation media are to be provided to the Clerk prior to the meeting in order to ensure arrangements are made for the proper display of the presentation. The material shall be free of statements or any material considered contrary to the Human Rights Code, or any other statute, by-law or policy of the Township of Red Rock.

j) Each deputation shall be limited in speaking to a maximum of ten (10-15) minutes unless otherwise approved by the Mayor/Chair.

k) Each deputation shall be limited to a maximum of two (2) speakers unless additional expertise is required to provide technical advice on subject matter.

l) Deputations shall restrict comments to the subject matter outlined in their request for Deputation, and as stated on the Agenda.

m) Where several Deputations are scheduled on the same topic, the Chair may request that the Deputations subsequent to each preceding Deputation only bring forward new information.

n) All comments from the Deputant shall be directed through the Mayor/Chair without the use of offensive language or behavior, and the Deputant shall comply with all rules of conduct contained in this by-law.

o) In responding to questions from members, the Debutant shall not enter into Debate or question members.

p) Where a Deputant disregards any one or more of the rules of this By-Law, the Mayor/Chair shall advise the Deputant of the error, remind him or her of the rules, and request that he or she adhere to the rules; or if the Deputant repeatedly ignores the rules, the Chair may call an end to the Deputation.

r) Where a Deputant repeatedly disregards any one or more of the rules, the Chair may immediately order the debutant to leave the meeting place.

s) If the Deputant refuses to leave the meeting, he or she may be escorted from the building.

t) Council/Committee may, at its discretion, prohibit anyone from making Deputations for any period of time.

Presentations:

- a) All requests for Presentations to meetings of Council and Committees must be made in writing to the CAO/Clerk or designate prior to the finalization of the Agenda and prior to the scheduled meeting at which the person wishes to appear.
- b) The subject matter of the Presentation must meet the definition of Presentation described in this By-Law.
- c) The CAO/Clerk shall schedule the Presentation and provide the Presenter with the appropriate information.
- d) Rules for Deputations also apply to Presentations

Petitions:

- a) All petitions are to be received by Council.
- b) All petitions must be the original copy, legibly written, typed or printed and signed by at least one person. The CAO/Clerk or designate will list petitions received prior to the finalization of the Agenda. All petitions received after this time will be held over for consideration at a subsequent meeting of Council unless the petition directly relates to items of business on the agenda
- c) Petitions must include the reason for the petition and the individual/group presenting the petition to Council and shall include the lead petitioner's printed name and local address, and written signature.
- d) Once presented with a petition, Council may request by motion, that it be received for information, or referred to a particular staff or Committee.
- e) Debate is not permitted except in the context of a motion already on the Council agenda.

Public Meetings:

- a) Items brought forward under the Municipal Act and/or the Planning Act or any other Act will be dealt with by Council or Committee provided that all advertising and notices have been completed and the holding of the Public Meeting will be in conformity with the said Act(s).
- b) Generally, only two (2) Public Meetings per meeting will be permitted. Rules for Deputations also apply to Public Meetings, with the exception of time limits, and any other applicable legislative provisions.

5.07 Unfinished Business:

All agenda items prepared for a previous meeting agenda that have not been completed at the meeting, will be presented at a future meeting under Unfinished Business. Items may be removed as they are completed, or by the CAO/Clerk, or designate in consultation with the Mayor.

5.08 Correspondence:

The agenda includes those pieces of external correspondence addressed to Council, the Mayor, the CAO/Clerk or designate and any other staff member that are intended to be brought to the formal attention of the Council, may be received for information, or referred.

5.09 Consent Agenda:

- a) Items of business which are, in the opinion of the CAO/Clerk or designate generally routine in nature and would not require debate, shall be listed as consent items and may be approved collectively by a single motion.
- b) A member may make brief comments to a consent item prior to the consideration of the adoption of the matters listed, however, if a member wishes to debate or amend the recommendation of an item; the item shall be removed from the consent agenda list and dealt with as a separate item.

5.10 Committees, Boards & Staff Reports:

- a) Committee/Committee of the Whole Minutes:
- Minutes of Committee and Committee of the Whole meetings and the recommendations contained therein, shall be copied and circulated on the Agenda for Council
 - Upon introduction of the motion to adopt the minutes, the Committee Chair or Co-Chair or council representative will have an opportunity to speak to the minutes
 - Upon adoption, all recommendations contained therein are adopted and are authorized
 - A member of Council may request to amend the motion adopting the minutes of a Committee or Committee of the Whole to separately vote on an item, which is contained in the minutes. The request should be provided to the CAO/Clerk or designate prior to the meeting. The remainder of the minutes and the recommendations contained therein will be voted on, save and except the item voted on separately, and shall be noted on the motion accordingly
- b) Other Committees and Board Minutes
- Minutes from Other Committees and Boards shall be copied and circulated with the applicable Section Agenda and be received and/or adopted.
 - Members of Council may give a report on their attendance at Advisory and other Committees they represent on behalf of Council.
- c) Reports Requested from Municipal Staff
- Requests for reports from Departments, when made at a meeting of Council, shall be by majority decision of the assembly and directed to the CAO/Clerk or designate, who shall give direction to the appropriate Departments
 - Reports to Council – reports may be presented directly to Council if approved by the CAO/Clerk or designate, when the matter contained in the report is of an urgent nature and cannot be delayed by presenting to a regular Committee meeting or Committee of the Whole

5.11 Community Announcements:

At a Regular Council Meeting, Members of Council shall be permitted a maximum of two minutes each in order to make statements which are intended for the purpose of sharing information about events/activities/functions and general work of members and such updates shall be reflected in the minutes of the meeting.

5.12 Notices of Motion:

- a) At a Regular Council Meeting, Members of Council may give notice of their intent to introduce a motion at an upcoming Committee Meeting, Committee of the Whole or Meeting of Council.
- b) Notices of Motion shall be in writing and delivered to the CAO/Clerk's Office before noon on the day of the meeting of Council. The CAO/Clerk shall provide the motion to the Mayor/Chair to be read into the record. No Secunder is required. The Notice is not debatable.
- c) Where it is deemed impractical or not in the best interests of the Township to delay consideration, the notice of motion may be considered by Committee or Council upon its introduction by an affirmative vote of two-thirds of the voting members present.

5.13 By-Laws and Confirmatory By-Law:

- a) Every by-law shall be in writing and shall require only one reading prior to being passed by a majority vote of Council.
- b) Unless separated at the request of a member, all by-laws proposed for adoption shall be passed collectively by 2 single motions.

- c) Every by-law passed by Council shall signify the date of passage and be signed by the Mayor and the CAO/Clerk and sealed with the seal of the Corporation.
- d) A by-law shall be passed for each regular or special Council meeting to confirm the proceedings thereof.
- e) The CAO/Clerk shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.

5.14 Calling of Committee Meetings:

The CAO/Clerk, or designate will announce the date, time and place of any Council Committee, Committee of the Whole or Council meeting currently scheduled to be held prior to the next Regular Meeting of Council.

5.15 Adjournment:

- a) The meeting will be adjourned by the Mayor/Chair.
- b) No item of business may be dealt with at a Council or Committee Meeting after 10:00 p.m., unless the Mayor/Chair presents a Motion to extend the hour. Two-thirds vote required to continue.
- c) If a two-thirds vote is not achieved to extend the meeting, Council or Committee will move to adjournment. The unfinished items will be deferred to the next regularly scheduled meeting to be noted under Unfinished Business.

PART 6 - CONDUCT AT MEETINGS:

6.01 Council and Committee Members:

- a) Council members shall govern themselves according to Council's Code of Conduct.
- b) The Mayor or Chair shall preserve order and rule on points of order and privilege.
- c) Every member desiring to speak shall indicate so in order to be recognized by the Mayor or Chair, and upon being recognized, shall remain seated in his or her place and address themselves to the Mayor or Chair.
- d) A member called to order by the Mayor or Chair shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or Chair shall be final.
- e) No member shall, without leave of the Council or Committee:
 - speak to an issue for more than five (5) minutes
 - use offensive words or speak disrespectfully of the Mayor, Members of Council, Committee, staff or the public
 - speak on any subject other than the subject under debate
 - speak in contempt of any decision of the Council or Committee
 - leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared
 - disobey the rules or decisions of Council or a decision of the Mayor or chair on points of order or privilege, or upon the interpretation of the Rules of Procedure
- f) Where a member has been called to order by the Mayor or chair, for disregarding the rules of procedure, and the member persists such conduct, the Mayor or chair may order such member to vacate the meeting place.
- g) Where a member has been ordered to vacate the meeting place, in case of adequate apology being made by the member, they may be permitted to take their seat by way of majority vote of the members present.

6.02 Points of Order or Privilege:

a) Point of Order

A member may raise a point of order at any time, whereupon the Mayor or Chair shall:

- interrupt the matter under consideration
- ask the member raising the point of order to state the substance of and the basis for the point of order
- rule on the point of order immediately without debate by Council or Committee

A Member of Council or committee may appeal the ruling of the Mayor or Chair to Council or Committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.

b) Point of Privilege:

A member may raise a point of privilege at any time if he or she considers that their integrity, the integrity of Council or the Committee as a Whole or staff has been impugned, whereupon the Mayor or Chair shall:

- interrupt the matter under consideration
- ask the member raising the point of privilege to state the substance of and the basis for the point of privilege
- rule on the point of privilege immediately without debate by Council or Committee

A Member of Council or Committee may appeal the ruling of the Mayor or Chair to Council or Committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or Chair shall be final.

6.03 Conduct of Public:

a) Members of the public in attendance at a meeting, shall not:

- address Council or Committee without permission
- bring food or beverage, with the exception of water, into the meeting room unless so authorized
- engage in any activity or behavior or make any audible noise that could affect the Council or Committee deliberations
- bring any signs or placards into the meeting room unless so authorized

b) No person, except Members of Council and appointed officials of the Township, shall be permitted to come within or behind the Council platform and space during a meeting of the Council or Committee without the permission of Council or Committee.

c) No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, Members of Council or Committee.

d) Where in the opinion of the Chair a person fails to adhere to the rules of conduct in this by-law, the privilege of attending any and/or all meetings of Council or Committee may be revoked, at the discretion of the Mayor and Chair.

6.04 Electronic Devices:

a) Electronic devices by council must be placed on an inaudible setting during any meeting, other than any electronic devices used to facilitate member participation in meetings. The Public is prohibited to video and/or record unless approved by the Mayor/Chair

6.05 Electronic Participation

- a) Members are prohibited from participating in a meeting electronically.
- b) Notwithstanding the above, a Member is permitted to participate in a Meeting remotely via electronic means (e.g. video or audio teleconference), in the event that an emergency has been declared to exist in all or part of the Township of Red Rock, in accordance with the Emergency Management and Civil Protection Act. This shall apply to Regular, Special and Emergency Council meetings, Committee of the Whole and Council Committee Meetings only.
- c) Should a Member attend a Meeting electronically, the Member shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote; and will count towards a quorum of members, and during declaration of emergency will be permitted to participate in any portion of a meeting which is closed to the public.
- d) Any member of Council participating electronically shall notify the CAO/Clerk twenty-four (24) hours in advance of the meeting. Less than 24 hours' notice will be permitted subject to technical capabilities and resources available to implement.
- e) In the event of technical failure during a meeting, a recess may be called of no more than ten (15) minutes to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, it will not affect the validity of the meeting or decisions made.
- f) Should quorum be lost at any time, the meeting will adjourn and be reinstated at the call of the Mayor/Chair, or the business remaining re-scheduled.

6.06 Rules of Debate/Speaking:

- a) Any member desiring to speak to any motion shall signify the intent in such manner as the Mayor/Chair may direct and shall refrain from speaking until the Mayor/Chair has recognized him/her.
- b) When a member has been recognized by the Mayor/Chair to speak, the member shall direct his/her questions or comments to the Mayor/Chair and speak only to the matter under consideration.
- c) The Mayor/Chair shall recognize the members who wish to speak in the order that they come to his/her attention.
- d) When a member is speaking, no other member shall interrupt, except to raise a Point of Privilege or Point of Order.
- e) A member shall not speak more than once to the same motion until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of his/her speech which may have been misunderstood and in doing so he/she shall not introduce new matters. No member shall speak to the same motion more than twice without the leave of Council or Committee.
- f) A member shall not speak to the same motion, or in reply, for longer than five minutes, without leave of Council or Committee.
- g) A member shall be restricted to asking questions related directly to the matter under discussion.
- h) The Mayor/Chair may answer questions and comment in a general manner but if he/she wishes to speak to the matter under discussion, he/she shall withhold his/her comments until the conclusion of the debate after all other members have had an opportunity to speak to the matter.

PART 7 - VOTING AT OPEN MEETINGS

7.01 Motions:

- a) After a motion has been moved and seconded, it shall be deemed to be in the

possession of Council or Committee. Council or Committee may consent to the withdrawal of the motion at any time before amendment or decision.

- b) Council or Committee shall not debate any motion until it has been moved and seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor, Chair or CAO/Clerk at any time during the debate.
- c) Whenever the Mayor or Chair is of the opinion that an amending motion is contrary to the main motion, the Mayor or Chair shall apprise the members thereof immediately. A Member of Council or Committee may appeal the ruling of the Mayor or Chair to Council or Committee. If there is no appeal, the decision of the Mayor or Chair shall be final. The Council or Committee, if appealed to, shall vote on the motion without debate and its decision shall be final.
- d) A motion in respect of a matter which is not within the jurisdiction of the Council or Committee shall not be in order. The Mayor or Chair in consultation with the Clerk will determine if the matter is within the jurisdiction of Council or Committee.
- e) When a motion is under consideration no other motion shall be received unless it is a motion:
 1. to refer the motion to Committee, Council, staff or any other person or body. Such a motion to refer:
 - is open to debate
 - is amendable
 - shall preclude amendment or debate of the preceding motion
 2. to amend the motion. Such a motion to amend:
 - is open to debate
 - shall not propose a direct negative to the main motion
 - shall be relevant to the main motion
 - is subject to only one further amendment, and any amendment more than one must be to the main motion;
 - if more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main motion is put to the vote.
 3. to defer the motion to another time. Such a motion to defer:
 - is not open to debate
 - is not subject to amendment;
 - applies to the main motion and any amendments thereto under debate at the time the motion to defer is made
 4. to adjourn the meeting. Such a motion to adjourn:
 - is not open to debate
 - is not subject to amendment;
 - shall always be in order
 5. to call a vote on the motion. Such a motion to call a vote on the motion:
 - cannot be amended
 - Cannot be proposed when there is an amendment under consideration
 - when resolved in the affirmative, shall be forwarded by voting on the motion, without debate or amendment
 - when resolved in the negative, shall be followed by resumption of debate;
 - shall always be in order.
- f) Once all motions relating to the main motion have been dealt with, and once the main motion is put, there shall be no further discussion or debate and the

motion shall be immediately voted on.

- g) Any motion on which there is a tie vote shall be deemed to be defeated.
- h) A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- i) When a motion under consideration concerns two or more matters, each matter may be voted on separately upon the request of any member, using the original mover and seconder of the motion.

7.02 Recorded Votes:

- a) All votes during meetings of Council, Committee of the Whole and Council Committee shall be recorded in the minutes.
- b) The manner of determining the decision of committee or Council shall be by a show of hands of all members. In the case of remote participation, the member shall state their vote when prompted to do so.
- c) The Mayor/Chair shall call the vote, first calling for those voting in favor of the motion, then for those voting in opposition, and finally for those abstaining, if necessary (refer to 7.01 abstaining when qualified to vote is considered voting in opposition)
- d) The Mayor/Chair shall announce the names of those voting in opposition and the names of those who abstain, and the CAO/Clerk or designate shall record the votes.
- e) Upon the taking of any vote, if all the members present and eligible to vote when the vote is taken vote unanimously, the chair may direct the CAO/Clerk to record the vote accordingly.
- f) When an electronic voting system is in use, all votes shall be entered in accordance with the system procedure.
- g) Members having declared a conflict of interest shall be excluded from the vote and noted as such.

7.03 Reconsideration:

- a) Any proposal to reconsider, amend or rescind a previous decision of Council made within its current term shall require a motion of reconsideration.
- b) A motion to reconsider a previous decision of Council made earlier in the meeting:
 - may be presented at any time prior to the meetings' adjournment by any member who voted on the prevailing side
 - shall not be in order in regard to a decision of indefinite postponement
 - shall require an affirmative vote of the majority of the members present
- c) A motion to reconsider a previous decision of Council at a subsequent meeting:
 - may only be introduced by a member who was present at the meeting and who voted on the prevailing side or who was not present at the meeting when the decision was made
 - shall be introduced as a notice of motion in accordance with this by-law for consideration
 - shall require an affirmative vote of two-thirds vote of the members present
- d) Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
- e) Discussion of the previous decision shall not be in order until the motion to reconsider has been adopted.

- f) Where the motion to reconsider is decided in the affirmative, reconsideration of the previous decision of Council shall become the next order of business unless the motion to reconsider included direction to postpone reconsideration to a definitive date.
- g) During the term of Council, a motion to reconsider shall not be permitted more than once with regard to a previous decision of Council nor shall a vote to reconsider be reconsidered.

PART 8 - EFFECTIVENESS AND INDEMNIFICATION

- a) By-Law 2012-1054 and all amendments to the same are hereby repealed in their entirety, and where the provisions of any other by-law, resolution or action of Council area inconsistent with the provisions of this by-law, the provision of this by-law shall prevail.
- b) Severability: If any article, section, subsection, paragraph, clause or sub-clause, or any of the words contained in this By-Law is held wholly or partially illegal, invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this By-Law shall not be affected by the judicial holding but shall remain in full force and effect.
- c) This By-Law shall come into force and take effect upon passing.

Read a first and second time this

9th day of April, 2020.

Read a third time and finally passed this

9th day of April, 2020.

Mayor

Chief Administrative Officer

APPENDIX A – Agenda Items List:

Deputations/Delegations will submit their request by 12:00 noon on the Wednesday preceding the date of the next Regular Council meeting.

Council agendas are to be made available in:

- June/July/August: 4:00pm the Thursday preceding the meeting
- Remainder of year: 4:00pm the Friday preceding the meeting

Council Agenda Items:

Call to Order
Additions to the Agenda
Disclosure of Interest
Adoption of Council Minutes
Public Hearings/Deputations/Delegations/Presentations
By-laws
Correspondence
Reports from Municipal Officers
Reports of Committees & Community Announcements.
Notice of Motions
Unfinished Business
New Business
In-Camera
Report from In-Camera
Adjournment

THE CORPORATION OF THE TOWNSHIP OF RED ROCK

BY-LAW 2020-1211

A by-law respecting outdoor burning within the boundaries of the Corporation of the Township of Red Rock.

WHEREAS Section 10, of the Municipal Act, 2001, as amended, permits single-tier municipalities to pass by-laws respecting the health, safety and well-being of persons, and by-laws respecting protection of persons and property;

AND WHEREAS the council of the Corporation of the Township of Red Rock feels that it is in the best interest of the health, safety and well-being of persons and property of the municipality to prescribe times during which outdoor fires may be set within municipal boundaries and the precautions to be observed by persons setting outdoor fires;

AND WHEREAS Ontario Regulation 2007/96 Section 1 (1) states "*No person shall start a fire outdoors unless conditions will allow the fire to burn safely from start to extinguishment.*"

NOW THEREFORE the Council of the Corporation of the Township of Red Rock hereby ENACTS AS FOLLOWS:

1. No person shall light a fire on any land within The Corporation of the Township of Red Rock for any purpose other than to cook on a grill or barbecue without the benefit of an approved burning permit as set out in Schedule "B" issued under the provisions of this by-law.
2. The Fire Chief shall have the power to revoke all or any burning permits.
3. Every person burning under the authority of a burning permit shall comply with all provisions of Schedule "B" and Schedule "C" of this by-law.
4. Every person being the holder of a burning permit shall upon request of the Fire Chief, Deputy Fire Chief, Public Works, or Police Officer produce said permit.
5. Every person who contravenes the provisions of this by-law is guilty of an offence and is, upon conviction, subject to a penalty not greater than \$2,000.00 exclusive of costs. All such penalties are recoverable under the provisions of the Provincial Offences Act.
6. By-law 2007-951 is hereby repealed.
7. That this by-law shall come into effect on the day of the final passing thereof.

Read a first and second time

this 9th day of April, 2020.

Read a third time and finally passed

this 9th day of April, 2020.

Mayor

Chief Administrative Officer

SCHEDULE C (to By-law 2020-1211)
THE CORPORATION OF THE TOWNSHIP OF RED ROCK

FIRE PERMIT TERMS AND CONDITIONS

The following are the burning terms and conditions set for allowable burning within the Township of Red Rock:

- The permittee shall keep a valid fire permit and a copy of the terms and conditions at the site of the burning operation conducted under the permit.
- The person in charge of the burning operation conducted under the permit shall produce and show the permit to ANY officer whenever requested by that officer.
- The fire can only be ignited two (2) hours before sunset, or later, and must be extinguished two (2) hours after sunrise, or earlier.
- The fire is tended by a least one (1) responsible adult until out and that person has adequate knowledge, tools and/or water to contain the fire.
- The area to be burned must be less than 0.1 ha.
- No burning shall take place within 2 metres of any wooden structure (shed, house, fence, etc.) or combustibles.
- Permits are issued on an annual basis and must be re-applied for each year.
- At no time will any materials be ignited or allowed to burn if wind conditions are such that burning embers, particles or smoke are, or could pose a threat or inconvenience to any persons or properties.
- No more than .05 litres of any flammable/combustible liquid may be used as an accelerant without specific written permission of the fire department and the ignition of said approved amount of accelerant must be supervised by the fire department.
- No person shall burn or cause to burn any garbage, rubbish, refuse or household waste that will cause noxious fumes.
- The applicant and/or the corporation, company, agency, club or group represented by the applicant assumes full responsibility for: A) Any injuries to persons or damages to properties resulting from the fire or its products, and B) any costs incurred by the municipality, including wear or damages to equipment, to control or extinguish the fire and/or other fires caused by said fire or its products.
- All residual materials not consumed by the fire must be removed within twenty-four (24) hours from the time of extinguishment, stipulated in the permit, to a proper garbage receptacle or to designated dump. Note: It is the permittee's responsibility to ensure all residue/ashes are completely extinguished and cool before removing and discarding.
- Permits may be cancelled or suspended by the Fire Chief or Deputy Fire Chief as a result of legitimate smoke nuisance complaint or unsafe conditions.

During a restricted fire zone as announced by the Ministry of Natural Resources or the Township of Red Rock Fire Chief, any and all fire permits issued become void.

I have read, understand and agree to follow the above terms and conditions of burning within the Township of Red Rock.

Signature of permittee