



## Township of East Hawkesbury Agenda - Regular Meeting

**Meeting #:** 2020-17  
**Date:** August 10, 2020  
**Time:** 6:30 p.m.  
**Location:** Town Hall  
5151 Ch compté 14

Prepared by: Hemi Villeneuve

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Changes and Additions to the Agenda</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Disclosure(s) of Conflict of Interest</b>	
4.1 Richard Sauvé - Disclosure(s) of Conflict of Interest item 12- co owner of GRS sanitation 00040-00041 ( direct deposite)	
4.2 Stéphanie Sabourin - Disclosure(s) of Conflict of Interest item 12 Husbands company 7652,7725	
<b>5. Adoption of Minutes of Previous Meetings</b>	<b>1</b>
5.1 Special meeting of June 22, 2020  With no objection, the minutes of the meeting held, June 22, 2020 as distributed must be received read and filed.	<b>6</b>
<b>6. Delegations</b>	
<b>7. Adoption of the Recommendations of the Municipal Council Committees</b>	
<b>8. Receiving of Monthly Reports from the Appointed Municipal Officials</b>	
8.1 Roads department,	<b>12</b>

8.2	Fire department	16
8.3	Building department	30
9.	<b>Unfinished Business from Previous Meetings</b>	
10.	<b>CLOSED SESSION</b>	
11.	<b>Municipal By-Laws</b>	
11.1	By-Law No. 2020-46 Amend Fire Chief Salary	35
11.2	By-Law No. 2020-47 fees and regulate boat launch	36
11.3	By-Law No. 2020-49 Workplace violence policy	42
11.4	By-Law No. 2020-50 to establish a policy for discrimination, harassment and sexual harassment in the workplace.	59
11.5	By-Law 2020-52 Entrances, culverts, catch basin	71
12.	<b>Approval of the Variance Report and accounts payable</b>	79
13.	<b>Other Business</b>	
13.1	e-business grants	
	<b>Prescott and Russell Region e-Business Grant Program Guidelines</b>	
	The Prescott and Russell e-Business Grants Program has been created to help business owners adapt or improve their business processes.online sales by integrating sustainable e-commerce into their business.Prescott and Russell-based business owners who are looking for an online platform or e-commerce solution for Enhance their digital business operations can apply for up to \$1,000. for the implementation of their chosen e-commerce solution.We invite you to read the attached partnership agreement for a possible collaboration.	
13.2	Donation	83
14.	<b>Various Reports/Discussions</b>	
14.1	Speed limits for East and Ouest of St-Eugene.	87
14.2	Review of By-Law Fees and Charges	89
14.3	Tax sale Questions	

14.4      Parking at the dock at Chute-à-Blondeau.

**15.      Correspondence**

96

**With no objection**, the Correspondence as distributed be received read and filed.

**16.      Coming Events**

None

**17.      Confirming By-law**

**18.      Adjournment**



## Canton de Hawkesbury Est

### Ordre du jour - Réunion Ordinaire

**Meeting #:** 2020-17  
**Date:** le 10 août 2020  
**Heure:** 18 h 30  
**Endroit:** Hôtel de ville  
5151 Ch compté 14

Préparé par: Hemi Villeneuve

	<b>Pages</b>
1. Ouverture de l'assemblée	
2. Modifications et additions à l'ordre du jour	
3. Adoption de l'ordre du jour	
4. Déclaration(s) de conflit d'intérêts	
4.1 Richard Sauvé - Disclosure(s) of Conflict of Interest item 12- co-proprétaire de GRS sanitation 00040-00041 (depot direct)	
4.2 Stéphanie Sabourin - Disclosure(s) of Conflict of Interest item 12 entreprise du conjoint 7652, 7725	
5. Adoption des procès-verbaux des réunions précédentes	1
5.1 Réunion extraordinaire du 22 juin, 2020 Sans objection, le procès-verbal de la réunion du 22 Juin, 2020 tel que distribué doit être reçu lue et classé.	6
6. Délégations	
7. Adoption des recommandations des comités du conseil municipal	
8. Réception des rapports mensuels des membres de l'administration	
8.1 Département de la voirie	12

8.2	Département de Feu	16
8.3	Département de construction	30
9.	<b>Questions en suspens des réunions précédentes</b>	
10.	<b>SESSION A HUIS CLOS</b>	
11.	<b>Ouverture de l'assemblée</b>	
11.1	Règlement No. 2020-46 Modifier le salaire du chef des pompiers	35
11.2	Règlement No. 2020-47 frais et régler la mise à l'eau des bateaux	36
11.3	Règlement No. 2020-49 Politique de violence sur le lieu de travail	42
11.4	Règlement No. 2020-50 établir une politique en matière de discrimination, de harcèlement et de harcèlement sexuel sur le lieu de travail.	59
11.5	Règlement 2020-52 Entrées, ponceaux, puisards	71
12.	<b>Approbation du rapport de variance et comptes fournisseurs</b>	79
13.	<b>Autres Sujets</b>	
13.1	subventions pour les affaires électroniques	
	<b>Lignes directrices du programme de subventions pour les affaires électroniques dans la région de Prescott et Russell</b>	
	Le programme de subventions aux affaires électroniques de Prescott et Russell a été créé pour aider les propriétaires d'entreprise à adapter ou améliorer leur processus de vente en ligne en intégrant un commerce électronique durable dans leur entreprise. Les propriétaires d'entreprises ayant leur siège social dans Prescott et Russell, qui recherchent une solution de plateforme en ligne ou de commerce électronique pour améliorer leurs activités commerciales numériques peuvent demander jusqu'à 1 000 \$ pour la mise en œuvre de leur solution de commerce électronique choisie.	
13.2	Don	83
14.	<b>Rapports/discussions divers</b>	
14.1	Limitations de vitesse pour l'Est et l'Ouest de St-Eugène.	87
14.2	Révision du Règlement de Frais & Charge	89
14.3	Questions relatives à la vente de bien fond.	

14.4 Stationnement au quai à Chute-à-Blondeau.

**15. Correspondance**

96

**Sans objection**, la correspondance soient reçus lue et classé.

**16. Évènements à venir**

Aucun

**17. Règlement pour confirmer les procédures du Conseil**

**18. Ajournement**



# Township of East Hawkesbury

## Minutes

### Special Meeting

**Meeting #:** 2020-15  
**Date:** June 22, 2020  
**Time:** 6:30 p.m.  
**Location:** Town Hall  
5151 Ch compté 14

**Council Present:** Robert Kirby, Mayor  
Richard Sauvé, Deputy Mayo  
Simon Rozon, Councillor  
Stéphanie Sabourin, Councillor  
Karina Sauvé, Councillor

**Staff Present:** Luc Lalonde, CAO, Clerk, Treasurer  
Hemi Villeneuve, Deputy Clerk

Prepared by: Hemi Villeneuve

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3. **Adoption of Agenda**

**Resolution # 2020-106**  
Moved by: Stéphanie Sabourin  
Seconded by: Robert Kirby

**Be it resolved** that the agenda be accepted, including the modifications made forthwith, as applicable.

**Carried**

8. **Unfinished Business from Previous Meetings**

8.1 **Transition to full producer Responsibility**

**Resolution # 2020-107**  
Moved by: Richard Sauvé  
Seconded by: Simon Rozon

**Resolution on Transition to Full Producer Responsibility**

**WHEREAS** the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

**WHEREAS** reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

**WHEREAS** the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes; ,

**WHEREAS** the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

**WHEREAS** the Municipality of East Hawkesbury is supportive of a timely, seamless, and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

**WHEREAS** the Municipality of East Hawkesbury is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

**AND WHEREAS** the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

**THEREFORE BE IT RESOLVED:**

**THAT** the Municipality of East Hawkesbury strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government’s Blue Box mediation as well as schools and public spaces.

**THAT** the Municipality of East Hawkesbury would like to transition their Blue Box program to full producer responsibility January 1, 2023 (between January 1, 2023 and December 31, 2025).

**AND THAT** this decision is based on the following rationale:

1. Insert rationale based on analysis of contracts, assets, integrated waste management system or other considerations (e.g., our collection contract for Blue Box material expires December 31, 2024 and our processing contract for Blue Box material also expires December 31, 2024.)

**AND THAT** the Municipality of East Hawkesbury would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms.

**AND FURTHER THAT** any questions regarding this resolution can be directed to Luc Lalonde, CAO-Clerk/ Tresurer at 613-674-2170 ext 1006 or llalonde@easthawkesbury.ca

**AND FURTHER THAT** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

**9.     Applications for Prescott-Russell Land Division Committee**

**9.1     Land division**

**Resolution # 2020-108**

Moved by: Karina Sauvé

Seconded by: Simon Rozon

**Be it resolved** that Council approves the request for land division, 7170301 Canada inc a/s Carl Villeneuve, affecting lot 19,Concession 2, Part 1,2,3 & 4 subject to the following conditions:

- That administrative fees in the amount of \$100.00 be paid to the Township of East Hawkesbury;
- That application review fees in the amount of \$200.00 be paid to the Township of East Hawkesbury.
- That payment of the balance of any outstanding taxes, including penalties and interest, shall be paid to the municipality.

**Carried**



**Resolution # 2020-109**

Moved by: Stéphanie Sabourin

Seconded by: Richard Sauvé

**Be it resolved** that Council approves the request for land division, 7170301 Canada inc a/s Carl Villeneuve, affecting lot 19,Concession 2, Part 5 subject to the following conditions:

- That administrative fees in the amount of \$100.00 be paid to the Township of East Hawkesbury;
- That application review fees in the amount of \$200.00 be paid to the Township of East Hawkesbury.
- That payment of the balance of any outstanding taxes, including penalties and interest, shall be paid to the municipality.

**Carried**

**Resolution # 2020-110**

Moved by: Simon Rozon

Seconded by: Karina Sauvé

**Be it resolved** that Council approves the request for land division, 7170301 Canada inc a/s Carl Villeneuve, affecting lot 19,Concession 2, Part 6 subject to the following conditions:

- That administrative fees in the amount of \$100.00 be paid to the Township of East Hawkesbury;
- That application review fees in the amount of \$200.00 be paid to the Township of East Hawkesbury.
- That payment of the balance of any outstanding taxes, including penalties and interest, shall be paid to the municipality.

**Carried**

**10. Municipal By-Laws**

**10.1 By-Law No. 2020-42**

**Resolution # 2020-111**

Moved by: Karina Sauvé

Seconded by: Stéphanie Sabourin

**Be it resolved that** by-Law No. 2020-42 being a by-law to amend By-Law No. 2018-26, Fees and Charges and 2018-73, Schedule “A” to Fees and Charges be read a first, second and third time and passed in Open Council.

**Carried**

**10.2 By-Law No.2020-44**

Documents will follow on June 22, 2020

**Resolution # 2020-112**

Moved by: Simon Rozon

Seconded by: Stéphanie Sabourin

**Be it resolved that** by-Law No. 2020-44 being a by-law to sale and confirm the sale of certain lands,to be read a first, second and third time and passed in Open Council.

**Carried**

**10.3 By-Law No. 2020-45**

**Resolution # 2020-113**

Moved by: Karina Sauvé

Seconded by: Richard Sauvé

**Be it resolved that** by-Law No. 2020-45 being a by-law to amend By-Law No. 2007-60, To Authorize the entering into a joint municipal agreement for the purpose of operating and sharing the cost of a common recycling programme.

be read a first, second and third time and passed in Open Council.

**Carried**

**11. Other Business**

**11.1 Street Scan**

**Resolution # 2020-114**

Moved by: Stéphanie Sabourin

Seconded by: Simon Rozon

**Be it resolved** that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Vehicle Based Roads/Sidewalks Assessment and Management Software.

**Be it therefore** resolved that the Municipality of East Hawkesbury commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Activity 1 - Surface condition data collection and processing for 138 km roads and 5 km sidewalks.

Activity 2 - Custom data analysis software and visualization in a secure web-based GIS application. Software hosting and support.

**Be it further resolved** that the Municipality of East Hawkesbury commits \$6,489 from its budget toward the costs of this initiative.

**Carried**

**12. Various Reports/Discussions**

**12.1 Discussions Traffic results**

**13. Closed Session**

**Resolution # 2020-115**

Moved by: Karina Sauvé

Seconded by: Stéphanie Sabourin

Be it resolved that the present meeting be adjourned for a closed session for the following purpose(s):

- personal matters about an identifiable individual, including municipal or local board employees;

**Carried**

**16. Confirming By-law**

**Resolution # 2020-118**

Moved by: Stéphanie Sabourin

Seconded by: Richard Sauvé

Be it resolved that By-Law No. 2020- 43 being a By-law to confirm Council proceedings at its regular meeting of June 22, 2020 be read a first, second and third time and passed in Open Council.

**Carried**

**17. Adjournment**

**Resolution # 2020-119**

Moved by: Richard Sauvé

Seconded by: Karina Sauvé

**Be it resolved** that the present meeting be adjourned at [TIME] p.m.

**Carried**

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Luc Lalonde, Clerk-Treasurer

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Robert Kirby, Mayor



## **Township of East Hawkesbury**

### **Minutes**

### **Special Meeting**

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**Prepared by:** Hemi Villeneuve

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Moved by: Stéphanie Sabourin

Seconded by: Robert Kirby

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Seconded by: Simon Rozon

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**AND FURTHER THAT** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

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**Carried**

**Resolution # 2020-109**

Moved by: Stéphanie Sabourin

Seconded by: Richard Sauvé

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Moved by: Simon Rozon

Seconded by: Karina Sauvé

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Seconded by: Stéphanie Sabourin

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**10.2 By-Law No. 2020-44**

Documents will follow on June 22, 2020

**Resolution # 2020-112**

Moved by: Simon Rozon

Seconded by: Stéphanie Sabourin

**Be it resolved that** by-Law No. 2020-44 being a by-law to sale and confirm the sale of certain lands, to be read a first, second and third time and passed in Open Council.

**Carried**

### **10.3 By-Law No. 2020-45**

**Resolution # 2020-113**

Moved by: Karina Sauvé

Seconded by: Richard Sauvé

**Be it resolved that** by-Law No. 2020-45 being a by-law to amend By-Law No. 2007-60, To Authorize the entering into a joint municipal agreement for the purpose of operating and sharing the cost of a common recycling programme.

be read a first, second and third time and passed in Open Council.

**Carried**

## **11. Other Business**

### **11.1 Street Scan**

**Resolution # 2020-114**

Moved by: Stéphanie Sabourin

Seconded by: Simon Rozon

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**Be it further resolved** that the Municipality of East Hawkesbury commits \$6,489 from its budget toward the costs of this initiative.

**Carried**



**12. Various Reports/Discussions**

**12.1 Discussions Traffic results**

**13. Closed Session**

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Moved by: Karina Sauvé

Seconded by: Stéphanie Sabourin

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**Carried**

**16. Confirming By-law**

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Moved by: Stéphanie Sabourin

Seconded by: Richard Sauvé

Be it resolved that By-Law No. 2020- 43 being a By-law to confirm Council proceedings at its regular meeting of June 22, 2020 be read a first, second and third time and passed in Open Council.

**Carried**

**17. Adjournment**

**Resolution # 2020-119**

Moved by: Richard Sauvé

Seconded by: Karina Sauvé

**Be it resolved** that the present meeting be adjourned at [TIME] p.m.

**Carried**

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Luc Lalonde, Clerk-Treasurer

---

Robert Kirby, Mayor

## **ROAD SUPERINTENDENT**

### **REPORT NO. R-06- 2020**

### **FOR THE MONTH OF JUNE 2020**

#### 1. **LOOSE TOP / GRAVEL ROAD 1320.**

a) Grading of gravel roads.

-Spot grading

b) Dust control.

-June 2<sup>nd</sup>, Cuning N., Conc. 2, Conway

-June 8<sup>th</sup>, Cole, Conc.6, Greenlane, Happy Hallow, Stephen

c) Gravel resurfacing.

-June 1<sup>st</sup>, Greenlane Rd.

-June 2<sup>nd</sup>, McLeanen, Stephen, Happy Hallow Rd.

-June 3<sup>rd</sup>, Cole Ave.

#### 2. **HARD TOP / PAVED RD.**

a) Approximately 5 mt. of cold mix material was use to patch potholes on all paved roads.

#### 3. **CONSTRUCTION**

a) Paving of Grande Montee, Nixon S. and Cuning S. roads is done. The pre-marking for the lines on Nixon S. and Cuning S. is done and we are waiting on the painting . We are still waiting for Blair to fix the line painting on Grande Montee.

b) Some Chevrons signs were installed at Cuning N. and Conc.3

- c) Paving of Lavigne St. is expected for the 3<sup>rd</sup>. week of July
- d) June 19<sup>th</sup>, the trench for the internet tower was dug and waiting for the electrician to install the conduit and wire.

#### 4. ROAD SIDE MAINTENANCE

- a) Flower baskets installed on June 8<sup>th</sup>.
- b) McCaig start mowing the side of the roads.

#### 5. OUTSIDE OF TOWNSHIP TRIP

- June 8<sup>th</sup>, Truck #10, J.F., spreading dust control Greenlane and Happy Hallow
- June 16<sup>th</sup>, Truck #8, Michel, Pickup Civic Post order in Alfred
- June 16<sup>th</sup>, Truck #10, J.F., Return Parts and check 8"X8" post at lumber store
- June 24<sup>th</sup>, Truck #10, J.F. Pickup parts in Hawkesbury and St-Clet
- June 26<sup>th</sup>, Truck #10, J.F. Meeting at Champlain Township

#### 5. MACHINERY MAINTENANCE

- a) See attached sheet...

6. OPEN FOR DISCUSSION

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

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**Jean-Francois Santerre**  
**Road Superintendent**

## Machineries maintenance

June 2020

4<sup>th</sup>, Backhoe: Reinstall rebuilt thumb cylinder

22<sup>nd</sup>, Snow equipment. Paint and replaced Hydraulic couplers

23<sup>rd</sup>, Truck #7: Change engine oil and filter

24<sup>th</sup>, Backhoe: Replaced 2 hydraulic hoses



# TOWNSHIP/CANTON EAST HAWKESBURY EST REPORT/RAPPORT



Missing from May

DATE-CALL OUT/SORTIE : 29 MAI 2020	
EMERGENCY/URGENCE : HYDRO POLE ON FIRE	
LOCATION/LIEU : 3525 FRONT RD	
REQUESTED BY/DEMANDÉ PAR : JACOB GIROUX	
TIME-RESPONSE/RÉPONSE : 2:44	TIME -RETURN/RETOUR: 4:48
EQUIPMENT ON/SUR SCENE : SE-R3, CB -PT5,SE-P1	
EQUIPMENT USED/ UTILISÉ : SE-R3, CB -PT5,SE-P1, SA-P2,	
TOTAL MEN INVOLVED/HOMMES IMPLIQUÉS : 9	TOTAL HOURS/HEURES : 22.5

NAME/NOM	# TAG	# HOURS/ HEURES	FIRST 2 HRS PREM. 2 HRS @26.00\$	# HOURS/ HEURES	AFTER 2 HRS APRÈS 2 HRS @26.00	TOTAL AMOUNT MONTANT TOTAL
Bruce Luckner Chef	1		0.00 \$		0.00 \$	0.00 \$
JF Santerre D. Chef	2		0.00 \$		0.00 \$	0.00 \$
Francis Myre Safety-Officer	4		0.00 \$		0.00 \$	0.00 \$
Fred Ladouceur	6	2.5	65.00 \$		0.00 \$	65.00 \$
Serge Lalancette	7		0.00 \$		0.00 \$	0.00 \$
Dominick Myre	8	2.5	65.00 \$		0.00 \$	65.00 \$
Brendan Wylie	9		0.00 \$		0.00 \$	0.00 \$
Duncan Clatworthy	10		0.00 \$		0.00 \$	0.00 \$
Myriam Kingsbury	11	2.5	65.00 \$		0.00 \$	65.00 \$
Nicholas Duval	12		0.00 \$		0.00 \$	0.00 \$
Eric Lacroix	13		0.00 \$		0.00 \$	0.00 \$
Derrick Duval Cap.	14		0.00 \$		0.00 \$	0.00 \$
Pierre-Luc Sauvé	15		0.00 \$		0.00 \$	0.00 \$
André Ethier	16	2.5	65.00 \$		0.00 \$	65.00 \$
Simon Drouin	17	2.5	65.00 \$		0.00 \$	65.00 \$
François Séguin	18		0.00 \$		0.00 \$	0.00 \$
Patrick Normand Cap.	19		0.00 \$		0.00 \$	0.00 \$
Nicholas Lalonde	20		0.00 \$		0.00 \$	0.00 \$
Daniel Asselin	21	2.5	65.00 \$		0.00 \$	65.00 \$
Leanne Howes	22		0.00 \$		0.00 \$	0.00 \$
Jonathan Leblanc	23		0.00 \$		0.00 \$	0.00 \$
Joël Myre Cap.	24	2.5	65.00 \$		0.00 \$	65.00 \$
Gilles Dupelle	25		0.00 \$		0.00 \$	0.00 \$
Shane Kirby	26		0.00 \$		0.00 \$	0.00 \$
Guillaume Ménard	27	2.5	65.00 \$		0.00 \$	65.00 \$
Alexandré Cardinal	28		0.00 \$		0.00 \$	0.00 \$
Alexandre Gagné	29	2.5	65.00 \$		0.00 \$	65.00 \$
TOTAL COST OF FIRE / COÛT TOTAL DU FEU		22.5	585.00 \$	0	0.00 \$	585.00 \$

OPP

INCIDENT NUMBER / SP

EHAWK20-25

P-1 = PUMPER S-E                      blocked /3235 Front rd  
P-2 = PUMPER S-A-P  
R-3 = RESCUE S-E                      Equipment  
T-4 = TANKER S-E  
PT-5 = TANKER C-A-B                      Blocker water supply

PT-5 P-1 BLOCKED IN FRONT OF  
3235 FRONT RD  
WATER SUPPLY  
R-3 EQUIPMENT



# TOWNSHIP/CANTON EAST HAWKESBURY EST REPORT/RAPPORT

Missing from May



DATE-CALL OUT/SORTIE : 30 MAI 2020							
EMERGENCY/URGENCE : FIRE IN GARAGE							
LOCATION/LIEU : 1841 PRINCIPALE							
REQUESTED BY/DEMANDÉ PAR : OPP							
TIME-RESPONSE/RÉPONSE : 2:03				TIME -RETURN/RETOUR: 9:08+ firewatch 3 men until 16:00			
EQUIPMENT ON/SUR SCENE : SE-R3, CB-PT5,SE-P1, SA-P2, SE-T4							
EQUIPMENT USED/ UTILISÉ :							
TOTAL MEN INVOLVED/HOMMES IMPLIQUÉS :				TOTAL HOURS/HEURES :		132	
NAME/NOM	# TAG	# HOURS/ HEURES	FIRST 2 HRS PREM. 2 HRS @26.00\$	# HOURS/ HEURES	AFTER 2 HRS APRÈS 2 HRS @26.00	TOTAL AMOUNT MONTANT TOTAL	
Bruce Lucker <b>Chef</b>	1	8	208.00 \$		0.00 \$	208.00 \$	
JF Santerre <b>D. Chef</b>	2	8	208.00 \$		0.00 \$	208.00 \$	
Francis Myre <b>Safety-Officer</b>	4		0.00 \$		0.00 \$	0.00 \$	
Fred Ladouceur	6	7	182.00 \$		0.00 \$	182.00 \$	
Serge Lalancette	7		0.00 \$		0.00 \$	0.00 \$	
Dominick Myre	8	14	364.00 \$		0.00 \$	364.00 \$	
Brendan Wylie	9	7	182.00 \$		0.00 \$	182.00 \$	
Duncan Clatworthy	10	7	182.00 \$		0.00 \$	182.00 \$	
Myriam Kingsbury	11		0.00 \$		0.00 \$	0.00 \$	
Nicholas Duval	12		0.00 \$		0.00 \$	0.00 \$	
Eric Lacroix	13	7	182.00 \$		0.00 \$	182.00 \$	
Derrick Duval <b>Cap.</b>	14		0.00 \$		0.00 \$	0.00 \$	
Pierre-Luc Sauv�	15		0.00 \$		0.00 \$	0.00 \$	
Andr� Ethier	16	7	182.00 \$		0.00 \$	182.00 \$	
Simon Drouin	17	7	182.00 \$		0.00 \$	182.00 \$	
Fran�ois S�guin	18		0.00 \$		0.00 \$	0.00 \$	
Patrick Normand <b>Cap.</b>	19	5	130.00 \$		0.00 \$	130.00 \$	
Nicholas Lalonde	20		0.00 \$		0.00 \$	0.00 \$	
Daniel Asselin	21	7	182.00 \$		0.00 \$	182.00 \$	
Leanne Howes	22	13	338.00 \$		0.00 \$	338.00 \$	
Jonathan Leblanc	23		0.00 \$		0.00 \$	0.00 \$	
Jo�l Myre <b>Cap.</b>	24		0.00 \$		0.00 \$	0.00 \$	
Gilles Dupelle	25	7	182.00 \$		0.00 \$	182.00 \$	
Shane Kirby	26		0.00 \$		0.00 \$	0.00 \$	
Guillaume M�nard	27	7	182.00 \$		0.00 \$	182.00 \$	
Alexandr� Cardinal	28	14	364.00 \$		0.00 \$	364.00 \$	
Alexandre Gagn�	29	7	182.00 \$		0.00 \$	182.00 \$	
TOTAL COST OF FIRE / CO�T TOTAL DU FEU		132	3,432.00 \$	0	0.00 \$	3,432.00 \$	

OPP

INCIDENT NUMBER / SP

Ehawk20-26

P-1 = PUMPER S-E

Fire Attack

Commercial building

P-2 = PUMPER S-A-P

Staffing

Welding shop on fire

R-3 = RESCUE S-E

Equipment / rehab

T-4 = TANKER S-E

Water supply

PT-5 = TANKER C-A-B

Water supply



Service des incendies de Hawkesbury-Est  
5151, chemin de comté 14  
St-Eugène, ON K0B 1P0  
Téléphone : 613-674-2170  
Cellulaire : 514-777-6982



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## **Rapport Annuel 2019/2020**

### **Statistiques:**

#### ***Appels en 2019: 102 appels***

- 1) Incendies de bâtiment : A venir*
- 2) Vérifications de feu à ciel ouvert : A venir*
- 3) Désincarcération/Accident de la route : A venir*
- 4) Alarmes en fonction : A venir*
- 5) Médicale : A venir*
- 6) Entraide: A venir*

### **Mes Objectives globale 2020-2021:**

*Répondre, rapidement, efficacement, et en toute sécurité à toute appel d'urgence sur notre territoire, et les territoires avoisinante.*

*Développer, encourager et mettre en place des standards nationaux de formation, qualifications et certifications.*

*Maintenir les compétences déjà en place .*

*Maintenir à jour les inspections NFPA annuelle (échelle portatives, APRIA (SCBA), Pompe, boyaux, partie faciale)*

*Maintenir à jour les Directives (SOG) et les Procédures Opérationnelles (SOP)*

*Avoir une présence positive dans la communauté (Service à la clientèle professionnelle, supporter les initiatives locaux, être disponible pour faire du bénévolat, être présent pour les organisations et événement locaux).*



## **Accomplissement 2019-2020:**

- Agrément de Service rapide de transport d'eau.
- Motivation renouveler en formation (13 membres qui suivent ou on suivie au moins 1 formation/cours de pompier externe).
- Inspections annuelle NFPA (échelles, partie faciales, pompe, APRIA).
- A pris en charge l'entrée des appels dans la plateforme OFM.
- L'achat des lampes de poches individuel pour chaque membre qui n'en avait pas un pour assurer la visibilité et la sécurité sur les lieux d'interventions.
- Développement de registres et documents plus professionnel, détailler et a jour pour un meilleur suivi et direction sur certaines taches (travaux de casernes, inspections d'équipement, inspections mécanique, vérification de véhicule avant départ (loi), inspections et inventaire d'EPI (équipement de protection individuel), etc.).

## **Buts générales à courte et moyenne terme (1 - 5 ans) :**

- Description de poste (Pompier, Capitaine, Député Chef, Chef).
- L'achat d'un Rescue.
- Plan de succession/relève: Identifier les membres qui seront des bons candidats.
- Renforcer constamment l'organisation.
- Établir des objectifs de formation et d'éducation.
- Formation à l'interne sur tout module Pomper I et Operateur de Pompe.
- Développement Professionnel : Tout nouveau membre, et le plus de membres actuel possible, former/certifier NFPA 1001 (Pompier 1) et NFPA 1002 (Operateur de pompe).
- Développer des traits de réussite/succès à l'interne.
- Améliorer la morale et l'attitude à l'interne.
- Identifier, si pas déjà fait, un programme d'aide aux employés.
- Entraide 360 degrés (Québec / Ontario).
- Nouvelle caserne / salle de réunion / centre communautaire.

## Buts personnelles à courte et moyenne terme (1 – 5 ans) :

### **Formation/Cours :**

- NFPA 1021 Fire Officer III (en cours)
- NFPA 1041 Fire Instructeur II (en cours)
- NFPA 1021 Fire Officer IV
- NFPA 1041 Fire Instructor III
- NFPA 1033 Fire Investigator
- NFPA 1521 Fire Incident Safety Officer
- Incident Command System 300
- EM 200 - Basic Emergency Management (BEM)
- EM 300 - Community Emergency Management Coordinator (CEMC)
- Maîtrise en Gestion d'Urgence / Administration Publique
- Designate CFO (Chief Fire Officer) / ECFO (Executive Chief Fire Officer)







Service des incendies de Hawkesbury-Est  
5151, chemin de comté 14  
St-Eugène, ON K0B 1P0  
Téléphone : 613-674-2170  
Cellulaire : 514-777-6982



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## **Mission, Vision, Valeur et Engagement**

### **Mission**

*Le Service des incendies de Hawkesbury-Est protège la vie, les biens et l'environnement des résidents et des visiteurs de Hawkesbury-Est.*

*L'atteinte de cette mission se réalise en intervenant lors de tous types d'urgences, incluant les urgences médicales, les incendies et les mesures d'urgence, et en poursuivant nos actions en prévention, en éducation et en sécurité civile.*

### **Vision**

*Éduquer et prévenir, intervenir et rétablir, et sécuriser, tout en s'améliorant constamment comme service.*

*Le Service des incendies de Hawkesbury-Est vise à réduire, voire à éliminer, les décès et les pertes de biens attribuables aux incendies. Pour atteindre cet objectif, il:*

- Incite la population à adopter une culture de sécurité-incendie et s'emploie à fournir aux membres de la collectivité les connaissances et les outils nécessaires à la prévention des incendies;*
- améliore les interventions en cas d'urgence en assurant la formation continue du personnel, en repérant les possibilités d'amélioration et en gérant les priorités en matière de services.*

## Valeurs

*Les valeurs du SIHE est de se tenir ensemble, travailler ensemble et servir ensemble tout en démontrant le travail d'équipe, l'honneur, l'intégrité, l'engagement et la fierté. La prévue de ceci sera visible par les points qui suivent:*

- *Mettre en œuvre les meilleures pratiques en prévention des risques, à agir avec rapidité et efficience lors de ses interventions et à maintenir les compétences de son personnel pour assurer l'utilisation de procédures sécuritaires.*
- *Le souci constant d'offrir des services de très haute qualité à tous les citoyens, un temps de réponse exemplaire et un professionnalisme à toute épreuve dans tous ses champs d'activités.*
- *Créer et à entretenir des relations professionnelles caractérisées par l'intégrité, la bienveillance, l'établissement de collaborations constructives et à l'ouverture à la diversité.*
- *Exercer une gestion rigoureuse de ses ressources pour assurer une performance optimale dans ses décisions opérationnelles et organisationnelles vers l'atteinte des résultats visés.*

## Notre engagement envers les citoyens

*On s'engage, à tout moment et au mieux de nos capacités de:*

*Anticiper les risques et vous en protéger.*

*Vous servir grâce à nos équipes compétentes, respectueuses, attentionnées et bien outillées.*

*Répondre immédiatement à vos appels de détresse*

*Intervenir avec professionnalisme et faire preuve de combativité et d'agilité pour assurer votre sécurité.*

**TOWNSHIP/CANTON HAWKESBURY EST**  
**MONTHLY REPORT/RAPPORT MENSUEL**  
**FIRE DEPARTMENT/DÉPARTEMENT D'INCENDIE**  
**MONTH/MOIS :    Juin 2020**

<i><b>Date</b></i>	<i><b>Invoice</b></i>	<i><b>Description</b></i>	<i><b>Montant facturé</b></i>
3 Juin 2020	EHAWK20-27	Burning complaint / false alarm	no charge
22 Juin 2020	EHAWK20-28	possible noyage/ medical	no charge

***Total: 0\$***



# TOWNSHIP/CANTON EAST HAWKESBURY EST REPORT/RAPPORT



DATE-CALL OUT/SORTIE : 3 juin 2020	
EMERGENCY/URGENCE : Burning complaint	
LOCATION/LIEU : 726 County Rd 18	
REQUESTED BY/DEMANDÉ PAR : neighbour	
TIME-RESPONSE/RÉPONSE : 21h12	TIME -RETURN/RETOUR: 21h45
EQUIPMENT ON/SUR SCENE : P2	
EQUIPMENT USED/ UTILISÉ : P2	
TOTAL MEN INVOLVED/HOMMES IMPLIQUÉS : 2	TOTAL HOURS/HEURES : 4

NAME/NOM	# TAG	# HOURS/ HEURES	FIRST 2 HRS PREM. 2 HRS @26.00\$	# HOURS/ HEURES	AFTER 2 HRS APRÈS 2 HRS @26.00	TOTAL AMOUNT MONTANT TOTAL
Bruce Lucker Chef	1		0.00 \$		0.00 \$	0.00 \$
JF Santerre D. Chef	2	2	52.00 \$		0.00 \$	52.00 \$
Francis Myre Safety-Officer	4		0.00 \$		0.00 \$	0.00 \$
Fred Ladouceur	6		0.00 \$		0.00 \$	0.00 \$
Serge Lalancette	7		0.00 \$		0.00 \$	0.00 \$
Dominick Myre	8		0.00 \$		0.00 \$	0.00 \$
Brendan Wylie	9		0.00 \$		0.00 \$	0.00 \$
Duncan Clatworthy	10		0.00 \$		0.00 \$	0.00 \$
Myriam Kingsbury	11		0.00 \$		0.00 \$	0.00 \$
Nicholas Duval	12		0.00 \$		0.00 \$	0.00 \$
Eric Lacroix	13		0.00 \$		0.00 \$	0.00 \$
Derrick Duval Cap.	14		0.00 \$		0.00 \$	0.00 \$
Pierre-Luc Sauv�	15		0.00 \$		0.00 \$	0.00 \$
Andr� Ethier	16		0.00 \$		0.00 \$	0.00 \$
Simon Drouin	17		0.00 \$		0.00 \$	0.00 \$
Fran�ois S�guin	18		0.00 \$		0.00 \$	0.00 \$
Patrick Normand Cap.	19		0.00 \$		0.00 \$	0.00 \$
Nicholas Lalonde	20		0.00 \$		0.00 \$	0.00 \$
Daniel Asselin	21		0.00 \$		0.00 \$	0.00 \$
Leanne Howes	22		0.00 \$		0.00 \$	0.00 \$
Jonathan Leblanc	23		0.00 \$		0.00 \$	0.00 \$
Jo�l Myre Cap.	24		0.00 \$		0.00 \$	0.00 \$
Gilles Dupelle	25		0.00 \$		0.00 \$	0.00 \$
Shane Kirby	26		0.00 \$		0.00 \$	0.00 \$
Guillaume M�nard	27		0.00 \$		0.00 \$	0.00 \$
Alexandr� Cardinal	28		0.00 \$		0.00 \$	0.00 \$
Alexandre Gagn�	29	2	52.00 \$		0.00 \$	52.00 \$
<b>TOTAL COST OF FIRE / CO�T TOTAL DU FEU</b>		<b>4</b>	<b>104.00 \$</b>	<b>0</b>	<b>0.00 \$</b>	<b>104.00 \$</b>

OPP

INCIDENT NUMBER / SP

Ehawk20-27

P-1 = PUMPER S-E  
P-2 = PUMPER S-A-P  
R-3 = RESCUE S-E  
T-4 = TANKER S-E  
PT-5 = TANKER C-A-B

Burning complaint false alarm by neighbour  
burning in small metal outdoor fire pit with a very small fire sitting next to it.



# TOWNSHIP/CANTON EAST HAWKESBURY EST REPORT/RAPPORT



DATE-CALL OUT/SORTIE : 22 juin 2020							
EMERGENCY/URGENCE : Enfant VSA, possible noyage							
LOCATION/LIEU : 1313 Front Road, Parc Voyageur							
REQUESTED BY/DEMANDÉ PAR : Ambulance							
TIME-RESPONSE/RÉPONSE : 19h41					TIME -RETURN/RETOUR: 20h34		
EQUIPMENT ON/SUR SCENE : R3 - PT5							
EQUIPMENT USED/ UTILISÉ :							
TOTAL MEN INVOLVED/HOMMES IMPLIQUÉS : 15					TOTAL HOURS/HEURES :		30
NAME/NOM	# TAG	# HOURS/ HEURES	FIRST 2 HRS PREM. 2 HRS @26.00\$	# HOURS/ HEURES	AFTER 2 HRS APRÈS 2 HRS @26.00	TOTAL AMOUNT MONTANT TOTAL	
Bruce Lucker Chef	1		0.00 \$		0.00 \$	0.00 \$	
JF Santerre D. Chef	2		0.00 \$		0.00 \$	0.00 \$	
Francis Myre Safety-Officer	4	2	52.00 \$		0.00 \$	52.00 \$	
Fred Ladouceur	6	2	52.00 \$		0.00 \$	52.00 \$	
Serge Lalancette	7	2	52.00 \$		0.00 \$	52.00 \$	
Dominick Myre	8	2	52.00 \$		0.00 \$	52.00 \$	
Brendan Wylie	9		0.00 \$		0.00 \$	0.00 \$	
Duncan Clatworthy	10		0.00 \$		0.00 \$	0.00 \$	
Myriam Kingsbury	11	2	52.00 \$		0.00 \$	52.00 \$	
Nicholas Duval	12	2	52.00 \$		0.00 \$	52.00 \$	
Eric Lacroix	13	2	52.00 \$		0.00 \$	52.00 \$	
Derrick Duval Cap.	14	2	52.00 \$		0.00 \$	52.00 \$	
Pierre-Luc Sauvé	15		0.00 \$		0.00 \$	0.00 \$	
André Ethier	16		0.00 \$		0.00 \$	0.00 \$	
Simon Drouin	17	2	52.00 \$		0.00 \$	52.00 \$	
François Séguin	18		0.00 \$		0.00 \$	0.00 \$	
Patrick Normand Cap.	19		0.00 \$		0.00 \$	0.00 \$	
Nicholas Lalonde	20	2	52.00 \$		0.00 \$	52.00 \$	
Daniel Asselin	21		0.00 \$		0.00 \$	0.00 \$	
Leanne Howes	22	2	52.00 \$		0.00 \$	52.00 \$	
Jonathan Leblanc	23	2	52.00 \$		0.00 \$	52.00 \$	
Joël Myre Cap.	24		0.00 \$		0.00 \$	0.00 \$	
Gilles Dupelle	25	2	52.00 \$		0.00 \$	52.00 \$	
Shane Kirby	26	2	52.00 \$		0.00 \$	52.00 \$	
Guillaume Ménard	27	2	52.00 \$		0.00 \$	52.00 \$	
Alexandré Cardinal	28		0.00 \$		0.00 \$	0.00 \$	
Alexandre Gagné	29		0.00 \$		0.00 \$	0.00 \$	
TOTAL COST OF FIRE / COÛT TOTAL DU FEU		30	780.00 \$	0	0.00 \$	780.00 \$	

OPP

INCIDENT NUMBER

Ehawk20-28

P-1 = PUMPER S-E  
P-2 = PUMPER S-A-P  
R-3 = RESCUE S-E  
T-4 = TANKER S-E  
PT-5 = TANKER C-A-B

on arrival kid was conscious and with paramedic, kid got transport to HGH with FF #06





Service des incendies de Hawkesbury-Est  
5151, chemin de comté 14  
St-Eugène, ON K0B 1P0  
Telephone: 613-674-2170  
Cellular: 514-777-6982



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### Counsel Meeting-June-2020

#### **Calls:**

- Statistics (# and type of calls)

#### **Staffing changes/ New Hires :**

- Have received 3 emails of interest from individuals wishing to join. Covid-19 has provided certain delays in proceeding with this.

#### **Training /Seminars :**

- Currently have 6 members taking at least one firefighting course via online portals.

#### **Equipment :**

- Pump tests were done on Friday May 8<sup>th</sup> at St-Eugene Hall, by Battelshield. P1, P2, and PT5 were all tested and passed.
- Rescue 3 needs needed new brakes and a fuel pump, as it is leaking. Work was done in house.
- Fuel activation switch has been installed on the inside of the St-Eugene fire hall, for safety purposes.

#### *Recurring points (old):*

N/A

## **Other Purchases**

### ***2020 proposed purchases:***

- Cable decent system for PT5 (CAB) to facilitate lowering the portable pool drawer since right now it takes 3-4 people and is dangerous. Estimate at around 20k. Looking at other companies, and other options. Financing it over 2-3 years could be an option, or installing permanent side boxes (approx. 6k).

## **Pay grade structure/incentive :**

N/A

## **Water shuttle test:**

N/A

## **Bylaw:**

N/A

## **Administration**

### ***Recurring points (old):***

- Would like to propose looking into a Mutual Aid / Fire Service agreements with the Rigaud Fire Department (for Chute-A-Blondeau/St-Eugene), Alexandria Fire Department (for St-Anne) and St-Justine de Newton Fire Department (for St-Anne) due to shared borders with EHAWK and numerous resources within their departments (boat, high angle rescue team, confined space and trench rescue team, Kubota off road vehicle, aerial ladder, water tankers). Please see attached Mutual Aid agreement between Riviere-Beaudette, QC and South Glengarry, ON for reference pertaining to Mutual Aid agreements between departments in different provinces.
- Working on a job description document for each position in the fire services to clarify everyone's roles and responsibilities to facilitate members moving into new positions, as well as better organize requests and tasking through the chain of command.
- Would like to adopt a resolution that would help cover the cost of cancelled or no service required calls on the 417. UCPR and SDG municipalities are currently making a push to have these resolutions created for their districts in an attempt to place some pressure on the MTO to assist with the cost of dispatching our members to the 417 in the event that we are cancelled enroute (since we still need to pay our members for attempting to respond). Please see attached documents.

## **Health & Safety**

- This year's SCBA FIT is scheduled for July 21. May be cancelled due to Covid issues with the contracted company.
- I, Bryce Luker, am interested in the vacant Health and Safety representative position and am looking into the required training.

## **Budget**

### *Recurring points (old):*

- Would like to look into budgeting for a new rescue vehicle when the other vehicles ones are paid off. I have begun collecting some data on the type of rescue that a service like ours could benefit from.
- Would like to look into a New Fire hall budget. I have begun working on a presentation to present that shows the type of fire hall buildings that currently serve communities of our size.
- Would like to propose setting up an emergency / large purchase savings account for the fire department. Every month we could reallocate small amounts (then at years end, larger leftover amounts) from other fire budget categories to place into this account. This would serve as a down deposit on more expensive/larger purchases, or serve as an emergency fund if a large piece of equipment breaks. Under our current budget, we operate very comfortably as long as everything is running smoothly, however if a large piece of equipment breaks and/or unexpectedly needs replacing, then it would be hard to absorb that cost through our budget.

## **Prevention**

N/A

## **Volunteer**

- Saturday June 13<sup>th</sup> Firefighters from CUPR passed/cycled through our community (from Alfred) around 2 pm to raise awareness for Muscular Dystrophy. They requested to stop at the CAB fire hall (enroute to Montreal) to take a picture with PT4 as to be able to document their journey.

**BUILDING PERMITS/ / PERMIS DE CONSTRUCTION**

**ÉMIS / ISSUED – juin 2020**

**PRÉSENTÉ AU CONSEIL A L'ASSEMBLÉE DU août2020**  
**PRESENTED TO COUNCIL AT MEETING OF August 2020**

## 1. PERMITS ISSUED / PERMIS ÉMIS

<u>NO.</u>	<u>NAME/NOM</u>	<u>DESCRIPTION</u>	<u>VALEUR/VALUE</u>	<u>COUT/COST</u>
------------	-----------------	--------------------	---------------------	------------------

See Attached List

**June 2020 Total / Total juin 2020**

		<b>2019</b>
<b>20</b>	Permis Émis en mai 2020 / Permits Issued in May 2020	10
<b>0</b>	Maison Nouvelles à Dates / New Houses to Date	3

	<u>2020</u>	<u>2019</u>
<b>Total Value/Valeur Total</b>	<b>\$470,100.00</b>	<b>\$882,650.00</b>
<b>Revenue - Permis / Permits</b>	<b>\$2,790.00</b>	<b>\$3,888.00</b>

**2. Property Standards By-Law - / Ontario Building Code, Etc**

- 1059 rue Des Pins Verbal Warning Animal control (3 pigs on property)
- 3245 Front Road Written warning property standards (Cedar hedges is too high 2m Max)
- 2942 Pattee Road Verbal Warning Noise control ( Dirt bikes)
- 1841 Principale Road property standards (Grass is too long fishing shacks to be removed)
- 1068 Labrosse Animal Control (dog barking)
- 3465 Pattee Road Animal Control (Dog Barking)
- 2135 Principale Noise Control (motors and tools)

### 3. Open For Discussion / Ouvert Pour Discussion

- Boat Launch by-law at ferry Road
- Clean up of Ferry Road
- Parking for boat Launch at 1841 Principale
- Fence at 1841 Principale

*Jessy Hoffman C.B.O.*  
*Chief building official Property standards officer*  
*Officier en chef des bâtiments et Officier des normes de bienfonds*

Roll Number	Municipal Address	Owner's Name	Legal Description	Permit Number	Issue Date	Application Date	GFA SqFt	Work Proposed	Type	Construction Value	Permit Fee
2010000030300 00	1045 Concession 3	MACDUFF DONALD HOWARD MACDUFF CHRISTOPHE R JAMES	CON 3 E PT LOT 10	2020-0049	20200630	20200625	9580	Construct Coverall for machinery storage	Agricultural	\$ 100,000.00	\$ 344.36
2010000051050 20	3270 County Road 10	GUTH KENNETH BROSSEAU ANN	EAST HAWKESBUR Y CON 5 PT LOT 32 RP 46R2751 PART 1	2020-0050	20200630	20200623	356	Installation of a prefabricated shed	Residential	\$ 8,000.00	\$ 107.86
2010000050270 90	820 Concession 5	Robert Mathurin	HAWKESBUR Y CON 5 PT LOT 8 PLAN R11 PART 5 RP 46R2502 PART 6	2020-0051	20200630	20200626	97	Small shed for gardening tool storage	Recreational	\$ 10,000.00	\$ 95.77
20100000321820 00	5101 County Road 14	Noland Dumond	CON 5 NW QUARTER PT LOT 12 RP 46R6535 PART 1	2020-0047	20200623	20200619	270	Renovate Kitchen to repair water infiltration and solidify foundation	Residential	\$ 10,000.00	\$ 77.72
2010000041580 00	4760 County Road 14	NORMAND DOMINIC VANDERGOT EN VERONIQUE	PLAN 46W82 LOT 4	2020-0044	20200622	20200604	302	House Extension	Residential	\$ 55,000.00	\$ 242.76

2010000040377	705	County road 10	COTE ROBERT COTE NATHALIE	CON 4 S PT LOTS 6, 7, AND PT CLOSED RD ALLOW BETWEEN LOTS 6, 7 RP46R4178 PART 3	2020-0045	20200622	20200617	2196	Installation of Inground pool	Residential	\$	55,000.00		\$	50.00
2010000020881	3736	Pattee Road	LANTHIER PAUL LANTHIER STEPHANIE	CON 2 PT LOT 37 RP46R4214 PART 3	2020-0046	20200622	20200618	1260	New Garage	Residential	\$	45,000.00		\$	252.41
2010000311100	2071	Principale Street	BEDFORD FREDERICK GEORGES BEDFORD SUZANNE	CON 1 BF NW PT LOT 20	2020-0043	20200617	20200609	1518	Adding a bathroom and a small kitchen in basement	Residential	\$	4,500.00		\$	81.50
2010000040370	4829	Moore	CARRIERE PIER-LUC DAVIDSON MELISSA	EAST HAWKESBUR Y CON 4 S PT LOT 6 RP 46R7289 PART 1	2020-0037	20200612	20200605	431	Install new swimming pool and balcony	Residential	\$	2,000.00		\$	50.00
20100000012097	3434	Front Road	WILSON GARY	CON 1 PT LOT 34 RP 46R5301 PART 6 RP 46R6263 PART 1	2020-0039	20200612	20200524	722	Build addition to existing garage	Residential	\$	24,000.00		\$	165.91
20100000320520	1231	Labrosse Street	LACROIX ERIC GUERTIN- SANTERRE MATHIA	PLAN 7 LOT 35	2020-0040	20200612	20200610	646	Build Deck from house to pool	Residential	\$	6,000.00		\$	132.00

2010000040610	4683	County Road 14	HOFFMAN RICKY BERNIER CHAUVIN CAMILLE	CON 4 PT LOT 12 RP46R4473 PART 1	2020-0032	20200611	20200529	259	Install new Swimming pool	Residential	\$	1,000.00	\$	50.00
2010000051080	3365	County Road 10	HALL RALPH GORDON HALL ROBERTA LOUISE	EAST HAWKESBUR Y CON 2 PT LOT 34 RP 46R7832 PART 2	2020-0033	20200611	20200603	1346	Install New vinyl siding on house	Residential	\$	40,000.00	\$	143.75
2010000030375	3030	County Road 14	CARRIERE FRANCIS ROY MARIE- JOSEE	CON 3 N E PT LOT 13 RP 46R715 PART 1	2020-0034	20200611	20200601	227	New Rear Yard Balcony	Residential	\$	1,400.00	\$	78.29
2010000050389	5403	County Road 14	GAUTHIER SERGE GAUTHIER- ROY SYLVIE	CON 5 W PT LOT 12 RP46R5914 PART 1	2020-0035	20200611	20200608	345	Installation of a new swimming pool	Residential	\$	2,000.00	\$	50.00
2010000030340	1175	Concession 3	PERKINS BARRY PERKINS ELAINE	CON 3 W PT LOT 11	2020-0036	20200611	20200529	313	Build New Silo	Agricultural	\$	75,000.00	\$	425.00
2010000310330	1080	Des Pins Street	Roxanne Lapensee	EAST HAWKESBUR Y CON BF PT LOT COMMONS RP 46R7491 PART 1	2020-0038	20200612	20200604	1056	Installation of new vinyl siding	Residential	\$	8,000.00	\$	123.50

2010000010200	3265	Front Road	Gary and Bernice Hekkema	2020-0041	20200617	20200601	192	Installation of portico roofs over Front yard and rear yard decks	Residential	\$	7,000.00	\$	81.84
00													
2010000040377	4830	Moore Road	Jean Sebastian Boucher	2020-0042	20200618	20200617	346	New Rear Yard Balcony and swimming pool	Residential	\$	9,200.00	\$	116.43
60													
2010000030340	2315	Concession 7 Road	Kathryn Klove	2020-0048	20200625	20200623	420	Construct new Balcony	Residential	\$	7,000.00	\$	120.72
00													
				<div> <div>CON 6 PT LOT 23 RP 46R6577 PART 1</div> </div>									
				Total square feet				21881.8	Total \$	\$470,100	\$2,790		



**CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**  
**BY-LAW NO. 2020-46**

**BEING** a By-Law to amend SCHEDULE "C" TO BY-LAW NO. 2018-82 SALARIES

**WHEREAS**, Council deems it appropriate to amend by-laws from time to time.

**THEREFORE**, the Council of the Corporation of the Township of East Hawkesbury enacts as follows:

1)

<p><b>Fire Chief</b></p> <p>NOTE: This salary includes the following duties:</p> <ul style="list-style-type: none"><li>• Practice every 2 weeks</li><li>• Attend monthly Council meeting</li><li>• General administration of fire department</li><li>• Meetings of district Fire Chiefs</li></ul> <p><b>Additional pay applies for attending emergency calls and for half or full day training.</b></p>	<p><b>\$ _____</b> per year plus an allocation of \$500.00 per year for mileage and municipal business</p> <p>At the volunteer firefighter rate listed below.</p>
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2) All other sections of By-Law 2018-82 shall remain in force.

3) This By-Law shall take effect July 1<sup>st</sup> 2020

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 10<sup>TH</sup> DAY OF AUGUST, 2020.**

\_\_\_\_\_  
**Robert Kirby, Mayor**

\_\_\_\_\_  
**Luc Lalonde, Clerk-Treasurer.**

SEAL

**CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

**BY-LAW NO. 2020-47**

**BEING** a By-Law to establish fees and regulate the boat launch facility and parking lot.

**WHEREAS** Township of East Hawkesbury has deemed it advisable to establish a By-Law to regulate and charge fees for the use of the boat launch facility and parking lot.

**AND WHEREAS** Section 9 to 11 of the Municipal Act, 2001, S.O. 2001, c 25, the powers of a municipality to pass By-laws regulating and prohibiting with respect to parking and municipal parking lots and structures;

**AND WHEREAS** Subsection 2 of section 11 of the Municipal Act, 2001, S.O. 2001, c 25, the powers of every Council are to be exercised by By-Law;

**AND WHEREAS** pursuant to Section 425 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that any person who contravenes any by-law of a municipality passed under the authority of the Municipal Act is guilty of an offence;

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

**Definitions**

**“Additional parking pass”** means a pass which entitles the holder to one day of additional parking for each day purchased;

**“Boat”** means any motorized or non-motorized watercraft designed to float, plane, work, or travel on water

**“Boat Launch”** means the ramp and wharf area designated for the launch, retrieval and moorage of a boat

**“Boat Launch Facility”** means the municipal premises and property located on and legally described as CON 1 BF PT LOT 18 & 19 and Ferry Road

**“Day Pass”** means a pass which entitles the holder to the parking of a tow vehicle, boat trailer or a vehicle in the designated boat launch parking lot for one day and to a launch and retrieval of one boat for one day;

**“One day”** for the purpose of this by-Law One day shall mean from sun rise to sun set.

**“Season Pass”** means a parking pass which entitles the holder to the parking of a tow vehicle, boat trailer or a vehicle in the designated boat launch parking lot for the annual season and a pass which entitles the holder to the annual launch and retrieval of one boat;

“Wharf” means the dock where boats may moor to load and unload cargo or passengers.

“Designated boat launch parking lot” means an area of the boat launch facility designated by the Township of East Hawkesbury to be utilized for the parking of a tow vehicle and boat trailer.

### **1. General Regulations**

- a) A Person must comply with all applicable By-Law, Provincial and Federal statutes and regulations when using or occupying the boat launch facility;
- b) Prior to any launch, retrieval of any boat or parking of any tow vehicle, boat trailer or vehicle, an applicant must pay the **applicable fee pursuant to By-Law 2020-48**

### **2. Parking**

- a) A one-day parking pass entitles the holder to park in the designated parking lot for one day, provided parking space is available;
- b) Any day or season parking pass entitles the holder to park one tow vehicle and boat trailer in the designated boat launch parking lot for one day, provided parking space is available for purchase beyond one day;
- c) Additional parking passes are available for purchase beyond one day, provided parking space is available;

### **3. Boat Launch parking passes**

- a) A day pass entitles the holder to launch and retrieve one boat;
- b) A season pass entitles the holder to annual launch and retrieval of one boat;
- c) The day and season pass are non-transferable and must correspond with the tow vehicle plate numbers and boat registration number;
- d) The boat launch parking pass must be clearly visible and displayed for enforcement officers to notice.
- e) Pay the **applicable fee pursuant to By-Law 2020-48**

### **4. Prohibited uses**

- a) No person shall park a vehicle in the designated parking lot without properly displaying a vehicle hanger;
- b) No season pass holder shall launch and retrieve a boat unless a vehicle hanger is displayed;

- c) No person shall cause a boat, tow vehicle, boat trailer or vehicle to be left unattended at the boat launch or on the wharf;
- d) No person shall cause a boat to remain moored on the wharf for a period in excess of 15 minutes unless otherwise authorized by the By-Law enforcement officer.
- e) No person shall park a tow vehicle or boat in an unauthorized parking area.
- f) No person shall park overnight.

Any person who contravenes any of these regulations is admissible to the set fines set out in schedule "A"

#### **5. Enforcement**

- a) Any Bylaw Enforcement Officer may enforce this By-Law in the course of their duties;
- b) Any Bylaw Enforcement Officer may order a person who does anything contrary to this bylaw to leave the boat launch facility area immediately, or within a period of time specified by the By-Law Enforcement Officer, and every person so ordered shall comply with the order and leave the boat launch facility area immediately or within the specified time period;
- c) No person shall hinder, opposed, molest or obstruct a By-Law Enforcement Officer in the discharge of their duties;

#### **6. Penalties**

A person who contravenes this By-law commits an offence and is subject to a fine under the Schedule "A"

#### **7. Schedules**

Schedule "A" Set Fines

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 10<sup>TH</sup> DAY OF AUGUST, 2020.**

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Robert Kirby, Mayor

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Luc Lalonde, Clerk

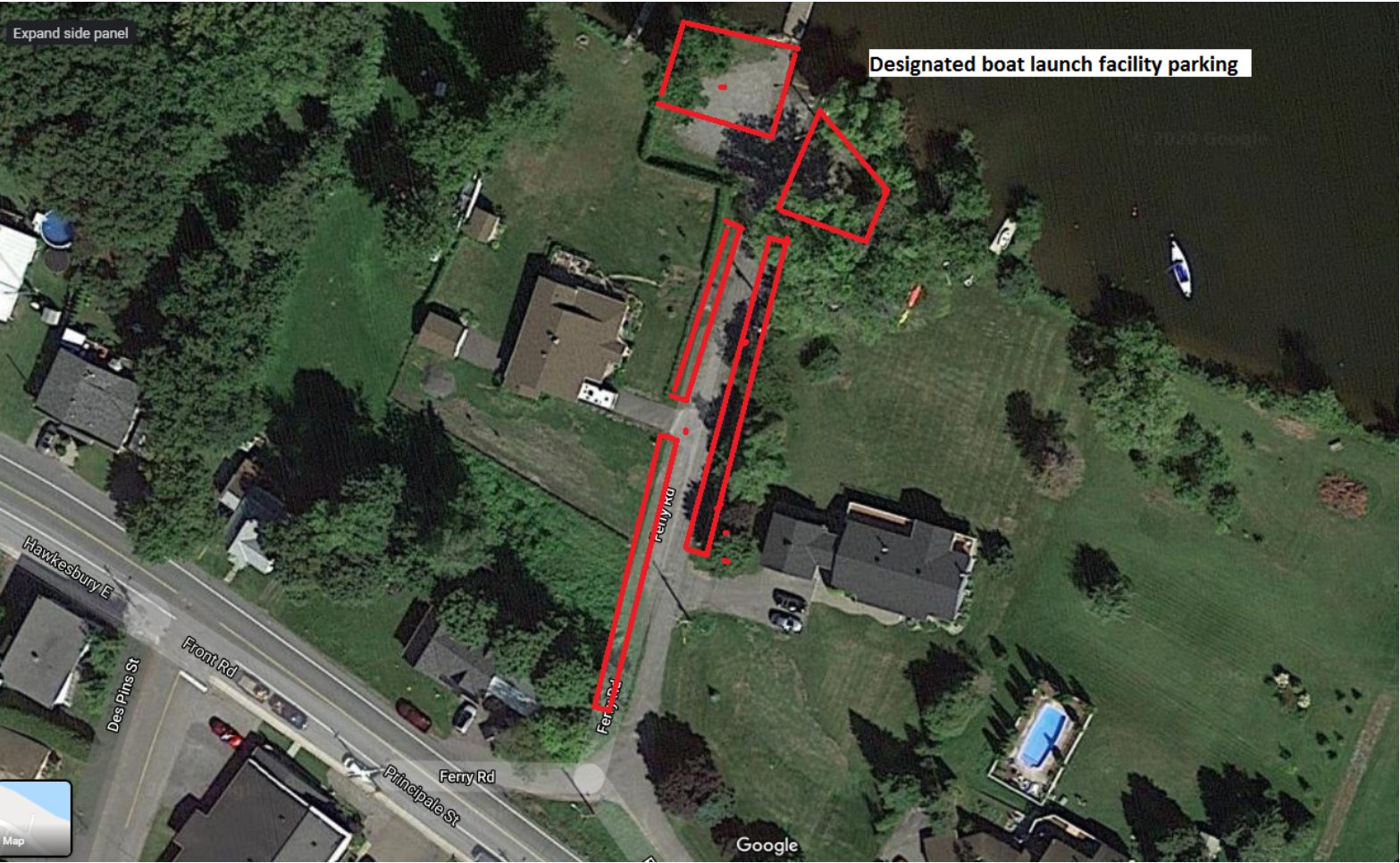
SEAL


**The Corporation of the township of East Hawkesbury**

**Part II Provincial Offences Act**

**Schedule "A" to by-Law #####**

<b><u>Item</u></b>	<b><u>Column 1</u></b> <b><u>Column</u></b>	<b><u>Column 2</u></b>	<b><u>Column3</u></b> <b><u>Set Fines</u></b>
	Short word forming	Provision creating or defining offence	
1	Park a vehicle without vehicle hanger	4. a)	\$150.00
2	vehicle hanger not displayed	4. b	\$150.00
3	Tow vehicle and trailer left unattended on boat launch ramp	4. c)	\$150.00
4	Boat moored at the wharf or dock unattended for more than 15 minutes.	4. d)	\$150.00
5	unauthorized parking area	4. e)	\$150.00
6	Over night parking	4. f)	\$150.00



	<p align="center"><b>Township of East Hawkesbury</b> <b>Season Parking Pass</b></p>	<p align="center"><b>Passe de stationnement saisonnier</b> <b>du Canton de Hawkesbury Est</b></p>
<p>Vehicle plate number: Immatriculation du vehicule :</p>		
<p>Trailer plate number: Immatriculation de la remorque:</p>		
<p>Valid until: Valide jusqu'au:</p>		
<p>Pass number: Numéro de Passe:</p>		

**CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

**BY-LAW NUMBER 2020-49**

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**BEING A BY-LAW TO ESTABLISH A POLICY FOR VIOLENCE IN THE WORKPLACE.**

**REFERENCE:** *Ontario Regulation under the Occupational Health and Safety Act, R.S.O.1990,c.o.1 Part 111.0.1 section 32.0.1*

**WHEREAS** *The Occupational Health and Safety Act Part 111.01 States that an employer shall, prepare a policy with respect to workplace violence; prepare a policy with respect to workplace harassment and review the policy as often as is necessary.*

**WHEREAS** Section 4 of the Occupational Health and Safety Act also states in sections 32.0.2, that (1). An employer 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. 2009, c. 23, s. 3.

**WHEREAS** *The Corporation deems it expedient to adopt a violence in the workplace Policy*

**NOW THEREFORE** the Council of the Corporation of the Township of East Hawkesbury hereby enacts as follows:

1. **THAT** The Corporation of the Township of East Hawkesbury adopts Policy No. 2020-49, a policy for violence in the workplace as identified as Schedule “A” attached hereto and forming part of this By-Law.

2. **THAT** this policy becomes effective on the 10<sup>nd</sup> day of August 2020.

**READ** a First, Second and Third Time and duly enacted this 10<sup>nd</sup> day of August 2020.

**SEAL**

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Robert Kirby, MAYOR

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Luc Lalonde, CLERK





## Workplace Violence Policy

SCHEDULE "A" of  
By-Law: No. 2020-49

Effective  
Date: August 10, 2020

### Workplace Violence Policy

#### 1. POLICY STATEMENT

The Municipality of East Hawkesbury is committed to providing a work environment in which all individuals are treated with respect and dignity. The Municipality recognizes that all employees have a right to work in an environment that is free of any form of violence.

The Municipality also adheres to the *Occupational Health and Safety Act*, which includes the obligation to protect employees and to take reasonable steps to prevent workplace violence.

Violence is unacceptable conduct that will not be tolerated in the workplace. The administration of The Township of East Hawkesbury will take all reasonable and practical measures to prevent and protect employees from acts of violence.

#### 2. DEFINITIONS

##### « Investigator Agent »

The Manager of Municipal Law Enforcement is defined as the Investigator Agent for the purpose of this policy. He may be reached at the central office. In the event that the Manager of Municipal Law Enforcement is absent, the Health & Safety Officer will be the designate.

##### « Respondent »

The individual against whom allegations that could constitute a violation of this policy have been made.

##### « Workplace »

This policy is limited to behaviour that occurs in the workplace. However, under this policy "workplace" is defined broadly and includes, but is not limited to: the actual work site (the office and its premises), at office-related social functions, in the course of work assignments outside the office, at work-related conferences or training sessions, during work-related travel, and, over the telephone.

##### « Complainant »

The person who files a formal complaint in writing pursuant to this policy

##### « Workplace Violence »

Workplace violence includes the threat, exercise, or attempted exercise, of physical force by a person against a worker, in a workplace that causes or could cause physical injury to the worker. Examples of workplace violence include, but are not limited to:

- i. Threatening behaviour such as shaking fists, destroying property or throwing objects;
- ii. Verbal or written threats that express an intent to inflict harm;
- iii. Physical attacks;
- iv. Any other act that would arouse fear in a reasonable person in the circumstances.



## Workplace Violence Policy

SCHEDULE "A" of  
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### 3. Responsibilities

#### 3.1 Employees

- a) Employees are expected to act respectfully towards other individuals while at work and while participating in any work-related activity.
- b) The Municipality believes that all staff members have a moral duty to maintain a work environment free from harassment, discrimination or violence. Accordingly, the Municipality expects all employees to promptly report any incident of harassment, discrimination or violence of which they have knowledge.
- c) Employees are expected to ensure their own immediate physical safety in the event of workplace violence, then report the incident to the police, a supervisor or a manager as the situation warrants.
- d) The Municipality expects employees to comply with this policy and cooperate with any efforts to investigate and resolve matters arising under this policy.
- e) Employees are also expected to participate in education and training programs, as required, in order to be able to respond appropriately to any incident of workplace violence.

#### 3.2 Management

- a) Department Head and Supervisor shall:
  - i. Endeavour to ensure that the workplace within their jurisdiction is free of any violence;
  - ii. Organize yearly employee information sessions or any additional information or training sessions as needed with the assistance of the Human Resources Director;
  - iii. On receipt of a complaint, assure the complainant that an objective examination of the complaint shall take place immediately;
  - iv. Immediately inform of any complaints received or vice-versa;
  - v. Advise the respondent that a complaint has been lodged;
  - vi. Ensure that all complaints regarding violence are investigated promptly while protecting confidentiality for all parties wherever possible.
  - vii. Take all reasonable precautions in the circumstances for the protection of an employee if the employer becomes aware of a domestic violence situation that would likely expose an employee to physical injury in the workplace.
  - viii. Facilitate medical attention and appropriate support for all those either directly or indirectly involved in an incident of workplace violence.

#### 3.3 Human Resources Department

- a) Human Resources will:
  - i. Ensure that the intent and guidelines of this policy are communicated to all existing and future employees;
  - ii. Ensure support is provided to any employee by providing information and referral as required;
  - iii. Organize yearly employee information sessions or any additional information or training sessions as needed;
  - iv. Assist head of department and supervisors in organizing employee information or training sessions;
  - v. Implement the workplace violence prevention program;



## Workplace Violence Policy

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- vi. Assist departments in investigating complaints and determining appropriate administrative response;
- vii. Due to the potentially sensitive nature of the offence, maintain protection of confidentiality for all parties wherever possible;
- viii. Advise complainant of final disposition of complaint.

### 4. Violence Risk Assessment

The employer shall assess the risk of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. The assessment must occur as often as is necessary, but at least annually. The assessment shall take into account circumstances that would be common to similar workplaces and circumstances specific to the workplace. The employer shall advise the Health and Safety Committee of the results of the assessment.

### 5. Risk of Workplace Violence from a Person with a History of Violent Behaviour

The employer will provide employees with information, including personal information, about a person with history of violent behaviour if the employee can be expected to encounter such a person in the course of her or his work and the risk of workplace violence is likely to expose the employee to physical injury. The employer will not disclose more information than is reasonably necessary for the protection of an employee from physical injury.

### 6. Workplace Violence Reporting

#### 6.1 Reporting Process

- a) If the incident is of an urgent and serious nature, employees should first contact 911 and ensure they are in a safe place before following the steps below. Otherwise, employees who believe that they have been subject to, have witnessed, have knowledge of, or have a reason to believe workplace violence may occur, shall:
  - i. Immediately report such information verbally to a supervisor or the Investigator Agent. If there is a serious and immediate threat, employees will receive information and instruction from the employer and, depending on the nature of the workplace violence, the appropriate law enforcement agency may be summoned;
  - ii. Complete the Workplace Violence Incident Report and submit it to the Supervisor or the Investigator Agent once the immediate threat has been addressed. Non-emergencies that may include threats or threatening behaviors must also be reported, and the Workplace Violence Incident Report must be completed as soon as possible and the employee must provide it to the Investigator Agent or Supervisor;
  - iii. Make detailed notes of the incident(s) as soon as possible including the date, time, and nature of incident(s) and names of any witnesses and include this information on the Workplace Violence Incident Report.



## Workplace Violence Policy

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Effective  
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### 6.2 Investigation Process

- a) All reports of workplace violence or potential incidents will be taken seriously and documented. If the allegations constitute a violation of this policy, they will be investigated. The form of investigation will depend on the circumstances and may involve appropriate law enforcement or other competent persons as determined by the Investigation Board, taking into consideration all of the circumstances.
- b) Upon receipt of the completed Complaint Form, the Investigator Agent or designate will assign the investigation to be internal or external.
- c) The investigation may include interviewing the complainant and the respondent as soon as possible, interviewing any witnesses, reviewing relevant documents and other materials and producing a final report detailing findings and recommendations (if any).
- d) Following the investigation, the investigator may make a finding of :
  - i. Sufficient evidence to support a finding of violation of this policy;
  - ii. Insufficient evidence to support a finding of violation of this policy; or
  - iii. No violation of this policy.
- e) Upon being advised of the investigator's findings, the employer will determine whether any action is required, which may include preventive, corrective and/or disciplinary action.
- f) Please note that the appropriate law enforcement agency may conduct its own independent investigation.

### 7.4 Complaint Resolution

#### 7.4.1 Informal Process

- a) This process provides the Department Head or supervisor with an opportunity to resolve relatively straight forward written complaints in an expeditious manner;
- b) The Department Head or Supervisor may discuss the allegation with the complainant, the Respondent and the appropriate supervisory personnel with a view to reaching a solution;
- c) During the informal resolution, either party may be accompanied by another person;
- d) If a resolution acceptable to both the complainant and the respondent is agreed upon, the issue will proceed no further. The Department Head or Supervisor's report of the resolution, signed by both parties, and a copy of the written complaint will be kept in a confidential envelope in the employee's personnel file. A copy of the said documents will also be given to each party;

#### 7.4.2 Formal investigation process involving employees

- a) The complainant may proceed directly to a formal investigation in the following circumstances:
  - i. In lieu of informal resolution;
  - ii. If the respondent does not agree to informal resolution;
  - iii. If informal resolution does not resolve the dispute.
- b) The decision to proceed to a formal investigation shall be indicated in writing to the Department Head who shall then communicate to the Council



## Workplace Violence Policy

SCHEDULE "A" of  
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- c) If any member of council is personally involved in the complaint, he will not be allowed to be part of the Investigation.
- d) At its discretion, the Council may appoint an external investigator in order to conduct the investigation instead of an internal investigation.
- e) Council or the external investigator, as applicable shall discuss the allegation with the complainant, the respondent, witnesses and supervisory personnel. Persons not named in the complaint who may have some personal knowledge about the incidents will also be interviewed. These witnesses, too, may be accompanied by a representative of their choice.
- f) Within fifteen (15) working days after the investigation is completed, the council or the external investigator, as applicable, will prepare a written report summarizing investigation findings and recommending corrective action if necessary. Conclusions about whether a specific incident of violence did or did not occur are based upon the balance of probabilities. If the findings do not support the complaint, the council will recommend that no further action is necessary.
- g) The complainant, and those named in the complaint have the right, within five (5) working days of its distribution, to review and comment on the Investigation council report. Such comments shall be forwarded to the Director of Human Resources or designate.
- h) If it is determined that a form of violence has occurred, disciplinary measures, as appropriate, will be taken following consultation with the council.

### Such disciplinary measures could include:

- i. Counselling
  - ii. Oral reprimand (noted in the employee's file)
  - iii. Written reprimand (copy placed in employee's file)
  - iv. Transfer (if possible)
  - v. Suspension without pay for a period of time
  - vi. Suspension with or without pay pending approval for discharge
  - vii. Termination of employment
  - viii. Whatever action is deemed appropriate
- l) If allegations of a complaint made in good faith are not substantiated, there will be no negative consequences drawn against the complainant, witnesses or alleged offender and no record of the complaint will appear on any employee's personnel file.

### **7.4.3 Process updates**

Any time during the formal investigation process, the complainant or the respondent can inquire to the Director of Human Resources or designate as to the status of the complaint.



## Workplace Violence Policy

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a) The Director of Human Resources or designate will be responsible of communicating the results of the investigation and any disciplinary measures, if any, to the respondent.

### 7.4.5 External Investigator

a) All complaints rejected by the council and any other complaints related to a member of council shall be directed to CAO of the Township. In case a member of council is above-mentioned personally implicated in the complaint, the member will not be authorized to sit on the Investigation.

### 7.4.6 Authority and Duties of the External Investigator

a) The external investigator has the authority to investigate and/or attempt to settle the complaint, and to speak with anyone, examine any documents and enter any work location relevant to the complaint for the purposes of investigation or settlement. These duties shall be carried out in accordance with the preceding provisions of this policy.

b) The Investigator may make interim reports to the council, as required, to address instances of interference, obstruction, or retaliation encountered by the consultant while dealing with a complaint under this policy.

### 7.4.7 Investigation Report

a) The Council shall be presented with a final report outlining the findings, terms of settlement, if any, or recommended corrective actions within ninety (90) calendar days of the making of the complaint. The Executive Committee may grant an extension of time upon the request of the external investigator.

b) The complainant and the respondent will be given thirty (30) calendar days to review and submit comments on the final report presented to the Council.

## 8. Final Decision

The Council will review the final report and any comments received before making any decision on the matter. They may approve, change or reject any proposed terms of settlement or recommended corrective action.

## 9. Confidentiality

a) Confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved: only those on a "need to know" basis will be advised of the complaint and/or investigation. In particular, 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 as otherwise required by law.

b) Employees are advised that gossiping about an incident will not be tolerated. Those with questions or concerns should speak to their supervisor.



## Workplace Violence Policy

SCHEDULE "A" of  
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Effective  
Date: August 10, 2020

### 10. Record Keeping

The document corresponding to any harassment or discrimination matter will be kept on file in a separate and confidential file indefinitely.

### 11. Other Avenues of Redress

Nothing in this section should be interpreted as denying or limiting access to other avenues of redress available under the law. The Council, however, may decide to postpone, suspend or cancel any investigation into a complaint under this policy if it is believed that the investigation would duplicate or prejudice such a proceeding.

	Workplace Violence Policy	SCHEDULE "A" of By-Law: No. 2020-49
		Effective Date: August 10, 2020

### **Complaint Form**

#### **Appendix 'A'**

As defined in The Township of East Hawkesbury Health and Safety Manual an accident or incident is an event that resulted in an injury and/or occupational illness and/or property damage. Types of accidents include, but are not limited to:

- No treatment injuries which occur when there is an injury that does not require any medical treatment (i.e. bruised finger, allergic reaction, etc.);
- First aid injuries which can be treated at the worksite and do not require any treatment (i.e. a cut finger that requires a Band-Aid);
- Medical aid injuries which require medical treatment (i.e. a cut finger that requires stitches);
- Property damage (i.e. while driving a company vehicle, an object is struck causing a dent);
- Near miss incident where there are no injuries ;
- Harassment incident ;
- Violent Act incident;
- Mental Health incident (i.e. stress, burn out).





## Workplace Violence Policy

SCHEDULE "A" of  
By-Law: No. 2020-49

Effective  
Date: August 10, 2020

### Complaint Form Appendix 'A'

<b>1. Employee or Participant/ Name:</b>
<b>2. Job Title or affiliation:</b>
<b>3. Supervisor :</b>
<b>4. Date/ Time of incident:</b>
<b>5. Date/ Time reported:</b>
<b>6. Location of incident:</b>
<b>7. Reported to staff (name):</b>

<b>8. Authority (ies) contacted:</b> <b>Services d'urgences contactés :</b>  <input type="checkbox"/> 911 <input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Other (name); _____	<b>9. Witness/Witnesses:</b>    <b>10. Phone #:</b>
--	---

<b>Is a copy of the work plan attached?</b> <input type="checkbox"/> Yes; <input type="checkbox"/> No; <input type="checkbox"/> N/A
<b>11. Type of accident or incident :</b> <input type="checkbox"/> Physical injury - No treatment <input type="checkbox"/> Physical injury - first aid <input type="checkbox"/> Physical injury - medical aid <input type="checkbox"/> Near miss <input type="checkbox"/> Violent Act <input type="checkbox"/> Mental Health <input checked="" type="checkbox"/> Property/ equipment damage



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### 12. Description of accident or incident

### 13. Name of person(s) directly involved in accident or incident

#### Sketch or Diagram

Photo(s) attached? ☐ Yes ☐ No

### 14. Task or activity being performed at time of accident or incident:

### 15. Describe events leading up to the accident or incident:



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### 16. Factors contributing to accident or incident

- ☐ Lack of training
- ☐ Environmental conditions
- ☐ Equipment breakdown
- ☐ Fatigue or Stress
- ☐ Lack of knowledge
- ☐ Other: \_\_\_\_\_

### 17. Hazardous conditions, methods or other factors that contributed:

***\*If reporting a property/ equipment damage (i.e. no injuries involved) skip to #19 \*If medical attention was received, employee must report information to Supervisor and Director of human resources to ensure WSIB forms are completed by the municipality as required by law.***

### 17. Check all that apply

- ☐ Received first aid
- ☐ Lost time from work
- ☐ Returned to work (Dr. recommendation)
- ☐ Hospital/clinic visit
- ☐ Placed on light duties
- ☐ Received health care (physiotherapy or other)
- ☐ Received medical aid, no lost time
- ☐ Completed WSIB forms

### 18. Name and Address of medical practitioner/ facility:

### 19. Were you given proper instructions on how to do the job safely?

☐ Yes; ☐ No

*If yes, describe the training that was delivered:*

### 20. Was protective equipment being used?

☐ Yes ☐ No



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**21. Were you properly trained on how to use protective equipment?**

☐ Yes ☐ No

**22. Is this your regular job?**

☐ Yes ☐ No

**Total experience:** \_\_ Years; \_\_ Months; \_\_ Weeks;

Employee's name : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### SUPERVISOR USE ONLY

**1. To your knowledge, has this employee or participant ever had a similar accident?**

☐ Yes - *Describe*

**2. Who is responsible for arranging the employee's return to work?** ☐ N/A -

**3. Supervisor's recommendations for preventing a re-occurrence:**

Supervisor's name / Nom du superviseur : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### COUNCIL INVESTIGATION

#### 1. Review date

#### 2. Council members present

#### 3. Recommendations

Chair's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### HUMAN RESOURCES

#### 1. Review date

#### 2. Human resources members present

#### 3. Recommendations

#### 4. Final decision

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Has a copy of this report been circulated to the following?

- ☐ Supervisor
- ☐ J.H.&S.
- ☐ Council



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CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY

BY-LAW NUMBER 2020-50

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**BEING A BY-LAW TO ESTABLISH A POLICY FOR DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT IN THE WORKPLACE.**

**REFERENCE:** *Ontario Regulation under the Occupational Health and Safety Act, R.S.O.1990,c.o.1 Part 111.0.1 section 32.0.1*

**WHEREAS** *The Occupational Health and Safety Act Part 111.01 States that an employer shall, prepare a policy with respect to workplace violence; prepare a policy with respect to workplace harassment and review the policy as often as is necessary.*

**WHEREAS** Section 4 of the Occupational Health and Safety Act also states in sections 32.0.2, that (1). An employer 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. 2009, c. 23, s. 3.

**WHEREAS** *The Corporation deems it expedient to adopt a Discrimination, Harassment and Sexual Harassment in workplace Policy*

**NOW THEREFORE** the Council of the Corporation of the Township of East Hawkesbury hereby enacts as follows:

1. **THAT** The Corporation of the Township of East Hawkesbury adopts Policy No. 2020-50, a policy for Discrimination, Harassment and Sexual Harassment in the workplace as identified as Schedule “A” attached hereto and forming part of this By-Law.
2. **THAT** The Corporation of the Township of East Hawkesbury Policy of Discrimination, harassment and sexual harassment in the workplace 2020-22 are hereby repealed in their entirety.
3. **THAT** this policy becomes effective on the 10<sup>nd</sup> day of August 2020.

**READ** a First, Second and Third Time and duly enacted this 10<sup>nd</sup> day of August 2020.

**SEAL**

---

Robert Kirby, MAYOR

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Luc Lalonde, CLERK



Discrimination, Harassment and Sexual  
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## DISCRIMINATION HARASSMENT AND SEXUAL HARASSMENT IN THE WORKPLACE POLICY

### **1. POLICY STATEMENT**

Workplace discrimination and harassment can undermine a person's dignity. It can prevent workers from doing their jobs effectively. Workplace discrimination and harassment, left unchecked, has the potential to escalate into violent behaviour. All workers are entitled to a safe and healthy workplace.

The Township of East Hawkesbury is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace discrimination and harassment will not be tolerated from any person in the workplace. These include: employees, - part-time, casual/temporary and full-time, elected officials, members of boards and committees, volunteers and any person engaged in business with the Township of East Hawkesbury as well as all visitors to Township properties, in their relations to each other and, between all such employees and elected officials, members of boards and committees and volunteers.

### **PURPOSE**

This document outlines the Township's policy and procedures when dealing with workplace discrimination, harassment and the prevention of it. Management will undertake all reasonable and practical measures to prevent and protect employees from harassment.

Any complaints of harassment in the workplace will be investigated thoroughly in an expeditious and confidential manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person as outlined in the attached Workplace Harassment Program. The accompanying workplace discrimination and harassment program outlines the procedures to be followed by employees who believe they are victims of harassment and for supervisors who are expected to deal with any such complaint.

No worker who reports or participates in a workplace discrimination or harassment investigation shall be subject to any penalty or other form of



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punishment. This also applies to any worker who exercises their rights under the OHSA.

Individuals, regardless of seniority or position found to have engaged in conduct constituting discrimination or harassment in the workplace will be disciplined and/or prosecuted.

Notwithstanding the existence of this policy, every person continues to have the same rights they have for any other health and safety issue, to seek assistance from the Ontario Ministry of Labour, the Ontario Human Rights Commission, Human Rights Legal Support Centre, or any other related agency at any time, regardless of the existence of this policy and the Township respects that right.

Managers and supervisors have specific responsibilities to create and maintain a workplace, which is free from discrimination and harassment. They are responsible for ensuring that discrimination and harassment is not tolerated, condoned or ignored and may be considered party to the harassment if they fail to take corrective actions and may be subject to disciplinary measures.

Note 1:b Section 1 (4) of the Act states that "A reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment."

## **2. DEFINITIONS**

The Occupational Health and Safety Act in Section 1 (1) contains the following definitions:

### Workplace Discrimination means

- a) Distinguishing and treating someone or a group differently from the rest or from another person.

### Workplace Harassment means,

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment;



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Workplace Sexual Harassment means,

- a) engaging in a course of vexatious comment or conduct against a worker 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 worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace

"Workplace means any land, premises, location or thing at, upon, in or near which a worker works."

Township workplaces include all locations where business or social activities of the organization are conducted including off-site venues where work related activities are being conducted. For example:

- Any location and all facilities where the business of the Township is being carried out, e.g., Municipal Office, work yards, meeting rooms, parks, etc.
- Other locations and situations such as during business travel, on the telephone, in Township vehicles, or other locations where the prohibited behaviour may have a subsequent impact on the work relationship, environment or performance

Inspector

"inspector" means an inspector appointed for the purposes of this Act and includes a Director; ("inspector").

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*This policy will be posted in each Township workplace and will be reviewed on an annual basis.



## Discrimination, Harassment and Sexual Harassment in the Workplace Policy

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### 3. WORKPLACE DISCRIMINATION AND HARASSMENT PROGRAM

The Township of East Hawkesbury has developed this workplace discrimination and harassment program to include several strategies and procedures including but not limited to:

- The development of a workplace discrimination and harassment policy and procedures for dealing with workplace harassment;
- Posting of policies and any other pertinent information on health and safety bulletin boards in each workplace;
- Consulted with employee health and safety representatives;
- Conducted awareness training for all employees, managers and elected officials on workplace harassment.

Harassment and discrimination may result from an incident or a series of incidents. It may be directed at specific individuals or groups but may also include any comments or conduct, which creates an environment that is hostile, intimidating or offensive.

Behaviours, which fall within the definition of discrimination and harassment, range in terms of the type or grounds (e.g., racial, sexual, personal, etc.), whether it is directed at an individual or non-directed, or whether it is intentional or unintentional.

### REPORTING HARASSMENT

A person, who believes he or she is being harassed by a person in a position of authority or by a fellow employee, or by any other person affiliated with the Township, should:

- ☐ Make it known to the harasser that his or her action or behaviour is not welcome and is considered a form of harassment and unless stopped will be reported;
- ☐ Keep written notes about what happened and what he or she did about it, including dates, times, places and any possible witnesses;
- ☐ If after this, the offending behaviour continues and the employee wishes to continue with the internal procedure, the employee must report the problem to his or her supervisor or if the supervisor is the cause of the problem, report the problem to the next level of uninvolved management within his or her department;
- ☐ If it is not possible to resolve a complaint within the department, the complaint must be put in writing and a copy of the written complaint, with specific details, must be given by the complainant to:
- ☐ The Chief Administrative Officer or designate, or;
- ☐ The employee may forward his or her written, complaint to the Mayor and/or Council if the alleged harasser is the CAO.



## Discrimination, Harassment and Sexual Harassment in the Workplace Policy

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When reporting an incident of discrimination or harassment the report must include the following information:

- ☐ Name(s) of the complainant(s) and contact information
- ☐ Name of the alleged harasser(s), position and contact information (if known)
- ☐ Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- ☐ Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
- ☐ Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint
- ☐ List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

### INVESTIGATION PROCEDURE

Management has the responsibility to ensure that the acts of supervisors or fellow employees are in no way discriminatory or encroach upon the rights of employees in any workplace.

An employer must ensure an investigation is conducted into workplace discrimination and harassment, whether a worker has formally or informally made a complaint or the employer is otherwise aware of an incident(s) - for example, if a supervisor witnessed it or learned about it from a third party.

The investigation must be objective. The person conducting the investigation, must not be directly involved in the incident or complaint, and must not be under the direct control of the alleged harasser. This person should have knowledge of how to conduct an investigation appropriate in the circumstances.

In the event a lengthy investigation is necessary, both parties to the complaint should be updated periodically on the status of the investigation. An investigation must be completed within 90 calendar days or less unless there are extenuating circumstances warranting a longer investigation.

If a complaint is not resolved within the department, the Chief Administrative Officer or designate will respond immediately to complaints of discrimination or harassment by using the following steps:

1. Inform the complainant and the alleged harasser that an investigation is being conducted;
2. Interview both parties separately as soon as possible;
3. If the complainant and the alleged harasser work in close proximity to each other, attempt to transfer one of them during the period of investigation;
4. Interview any witnesses, if such are available;
5. Advise all parties that the interviews must be kept confidential and that they are not to discuss the complaint, incident or the investigation with other workers or witnesses unless necessary to obtain advice about their rights;



## Discrimination, Harassment and Sexual Harassment in the Workplace Policy

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6. Reassure the parties involved that management will keep all information confidential unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law;
7. If necessary, consult the Ministry of Labour or Human Rights Commission before responding formally to the complaint;
8. Document the situation accurately and completely and then discuss the findings with both concerned parties.
9. Render a decision as soon as possible and advise the complainant and the alleged harasser of the decision.

### **DISCLOSURE OF PERSONAL INFORMATION**

Management will take all necessary measures to protect the privacy and confidentiality of the individual(s) concerned. As per the *Occupational Health and Safety Act*, management will not disclose more personal information than is reasonably necessary for the purposes of conducting a proper investigation, taking appropriate disciplinary measures, or where required by law.

### **RESULTS OF INVESTIGATION**

Results of the investigation and any corrective action will be provided in writing to the worker who allegedly experienced workplace harassment and the alleged harasser, if they are a worker of the employer.

The results of the investigation are a summary of the findings of the investigation. These must be communicated in writing within ten (10) calendar days of the investigation being concluded to the worker who has experienced the alleged harassment. The employer must also ensure that any corrective action taken, or to be taken, is communicated to the worker who allegedly experienced workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. The amount of information provided about the corrective action will depend on the circumstances but must indicate what steps the employer has taken or will take to prevent a similar incident of workplace harassment if workplace harassment was found. The corrective action, if any, must be communicated in writing within ten (10) calendar days of the investigation being concluded.

Where the results of the investigation support a specific complaint of harassment, or where the results suggest the existence of systemic problems in the work environment, which caused or contributed to the incident, the following, without limitation, may be recommended forms of remedial action:



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### Education and training;

- Review and modification of policies, procedures and practices;
- Disciplinary action up to and including dismissal;
- Continuous monitoring.

Where the results of the investigation do not support the allegations of harassment made by the complainant, the complaint shall not proceed further. Both parties will be assured that there will be no recrimination because of the complaint.

## RECORD KEEPING

Records must be kept for all complaints or incidents of workplace discrimination or harassment. Keep any documents or notes including:

- A copy of the complaint or details about the incident;
- A record of the investigation including notes;
- copy of witness statements, if taken;
- A copy of the investigation report, if any;
- A copy of the results of the investigation that were provided to the worker who reported workplace harassment and the alleged harasser; and
- A copy of any corrective action taken to address the complaint or incident of workplace harassment.
- A copy will be placed on the employee's personnel file for the duration of their employment.

The documents associated with a workplace discrimination or harassment complaint, incident and/or investigation must not be disclosed unless necessary to investigate an incident or complaint of workplace discrimination or harassment, take corrective action or otherwise as required by law.

For the OHSA purposes, records must be kept for at least one year from the conclusion of the investigation.

Note: The *Municipal Act* may require that these records be retained for a longer period.

## MALICE

Where, as a result of an investigation, it is determined or concluded that the complaint was made maliciously, with a specific and directed intent to harm, or made in bad faith with reasonable knowledge of intent to harm, formal disciplinary action may be taken against the complainant.

## REPRISALS

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment.

Reprisal is defined as any act of retaliation, either direct or indirect.





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### ONTARIO HUMAN RIGHTS COMMISSION

It is every person's right to make a complaint as they would for any other health and safety issue to the Ontario Ministry of Labour or the Ontario Human Rights Commission at any time, regardless of the existence of this Policy and the Township respects that right.

### TRAINING

Every person who works for the Township of East Hawkesbury in any capacity will receive workplace awareness training on workplace discrimination and harassment. This training will include:

- Review of the workplace discrimination and harassment policy;
- What conduct is considered workplace harassment, including workplace sexual harassment, and how to recognize it;
- How and to whom to report an incident of workplace harassment;
- How the employer will investigate and deal with an incident or complaint of workplace harassment; and
- How the employer will report the results of the investigation to the worker who allegedly experienced workplace harassment and the alleged harasser, if the alleged harasser is a worker of the employer.
- **Health and safety representatives will** receive information and instruction on the employer's workplace harassment program
- supervisors will receive specific instruction and information on how to recognize and handle a workplace harassment incident so that workplace harassment is addressed.

### DUTY TO CONSULT

Management has developed and will maintain this written workplace discrimination and harassment program in consultation with Township health and safety representatives.

These consultations provide an opportunity for health and safety representatives to provide feedback, whether orally or in writing, on the program and the feedback must be considered by the township management.

### REVIEW OF THE WORKPLACE DISCRIMINATION AND HARASSMENT PROGRAM

Township management in conjunction with workplace health and safety representatives will review this program annually or when any gaps or deficiencies in its program are identified as a result of an investigation.



## Discrimination, Harassment and Sexual Harassment in the Workplace Policy

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### Appendix A

#### WHAT TO DO IF YOU ARE ACCUSED OF DISCRIMINATION OR HARASSMENT

If a co-worker to ask you stop behaviours, which constitute discrimination or harassment, assess your behaviour seriously. Understand that even if you did not mean to offend, your behaviour has been perceived as offensive.

Cease the behaviour that the person finds offensive and apologize. Failure to cease in this behaviour will leave you more vulnerable to a formal complaint, which could lead to disciplinary action if the complaint is substantiated.

If you believe the complaint is unfounded and/or made in bad faith, discuss the matter with your Supervisor or Department Head. You are entitled to know the allegations against you and to have an opportunity to respond.

In any event, document your version of the alleged incident, including times, places, what happened and any witnesses.



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**REPORTING DISCRIMINATION OR HERASSMENT**

1. Name(s) of the complainant(s) :
2. contact information:
3. Name of the alleged harasser(s):
4. position:
5. contact information (if known):
6. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
7. Details of what happened including date(s), frequency and location(s) of the alleged incident(s).
8. Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
9. List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

Employee's name : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

**BY-LAW NO. 2020-52**

**BEING** a By-Law to regulate the installation of private entrances, culverts and catch basin for residential front yard drainage. To prohibit the obstruction of ditches, watercourses and other water outlets.

**Whereas** section 8 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, (the “Act”) provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities, a) To enable them to govern their affairs as they consider appropriate; and b) to enhance their ability to respond to municipal issues.

**And whereas** section 11(3) of the Act provides that the Corporation of the Township of East Hawkesbury may pass by-laws with respect to the use of its highway and matters concerning drainage.

**And whereas** section 391(1) of the Act provides that without limiting sections 9, 10 and 11, those sections authorize the Corporation of the Township of East Hawkesbury to impose fees or charges on person, for a) Services or activities provided or done by or on behalf of it; b) Costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and c) The use of its property including property under its control.

**And whereas** section 27 (1) of the Act authorizes the Corporation of the Township of East Hawkesbury to pass by-laws in respect of a highway under its jurisdiction.

**And whereas** Council deems it expedient to regulate the construction of entrances upon any Municipal Road forming part of the Highway system of the Corporation of the Township of East Hawkesbury.

**And whereas** Council deems it expedient to regulate the construction of culverts and catch within the Corporation of the Township of East Hawkesbury.

**And whereas** Council deems it expedient to prohibit the obstruction of drainage ditches, watercourses and other water outlets within the Corporation of the Township of East Hawkesbury.

**The Council of the Corporation of the Township of East Hawkesbury enacts as follows:**

**1. Definitions**

**1.1.** The following definitions apply to this By-Law:

**“entrance”** means any driveway, laneway, private road, entrance or other structure or facility constructed or used as a mean of access and/or egress to and/or from a highway under the jurisdiction of the Corporation,

**“front yard ditch filling”** means the tiling and covering or filling in, of a Municipal roadside ditch, in front, on the side or in the rear of the property for the purpose of improving a lawn or other frontage, side yard or backyard;

**“Corporation”** or **“Municipal”** or **“Municipality”** means the Corporation of The Township of East Hawkesbury;

**“applicant”** means any person, group or corporate body who applies to the Corporation for permission to construct an entrance or a front yard ditch filling;

**“Road Superintendent”** means the responsible of Public Works of the Corporation of the Township of East Hawkesbury appointed to administer and manage the provisions of this by-law and includes his authorized subordinates and assistants.

## **2. Classification of Entrances**

**2.1** The entrances classifications in this By-law are defined as follow:

**“Public Entrance”** means an entrance opening onto a Municipal road from a public road, street or highway or other thoroughfare, maintained by a municipality or other authority;

**“Residential Entrance”** means an entrance opening onto a Municipal Road from one or more residential dwelling units where there is no common parking area;

**“Commercial Entrance”** means an entrance opening onto a Municipal Road from a property used for commercial, industrial or institutional use or a combination thereof and includes residential properties such as apartments, townhouse developments and other multiple dwelling unit developments having common parking areas;

**“Farm Entrance”** means an entrance opening onto a Municipal Road from an active farm or other agricultural use, primarily for access to barns and outbuildings;

**“Field Entrance”** means an opening onto a Municipal Road from a field or bush forming part of a farm or for the purpose of harvesting crops. It shall be used only for agricultural related activities.

**“Temporary Entrance”** means an entrance that will be used for a limited period of time to permit construction or other short-term access.

## **3. General**

**3.1.** No person, group or corporate body shall undertake to construct, alter or change an entrance or the use of an entrance or shall proceed with the filling or alteration of a front yard ditch adjacent to a Municipal Road, until he has obtained a permit issued from the Corporation and paid the prescribed fees.

**3.2.** Each application for a permit shall be made on the form provided by the Road Superintendent.

**3.3.** The installation permit shall be issued on behalf of the Corporation by the Road Superintendent subject to the terms and conditions provided herein and shall be valid only upon the completion of the terms and conditions contained therein.

**3.4.** Each application for a permit shall be accompanied by proof of ownership of the subject property, in a form satisfactory to the Road Superintendent.

**3.5.** The cost of construction or alteration of all entrances or front yard ditch filling, including the construction of catch basins, curbs, gutters, sidewalks, islands, granular, pipes, vegetation or other necessary appurtenances shall be fully covered by the applicant.

**3.6.** The Township Road Superintendent shall determine the location, size and mode of construction of the culvert, bridge or other structure to be used in the construction of an entrance way, and shall state these requirements, and any other special provision he deems necessary, on the permit issued to the applicant(s).

**3.7.** Every application for a permit shall be subject to a fee and shall be accompanied by a security deposit, as set out in By-Law 2020-48 (Fees and Charges). No permit shall be issued until the required security deposit has been deposited and the fee has been paid. No fee paid for a permit shall be refunded. If the Road Superintendent is satisfied that all the requirements of the permits have been met, the applicant's security deposit will be returned. In the event that a permit is not approved by the Municipality for issuance, the security deposit is refundable.

**3.8.** The permit may, at the discretion of the Road Superintendent, designate any further terms or conditions of permit deemed necessary.

**3.9.** In the event that an entrance or front yard ditch filling has not been constructed or installed in accordance with the Permit, it shall be removed by the applicant upon written direction issued by the Municipality. Failure to do so will result in the removal by the Municipality at the expense of the applicant, all subject to the enforcement provisions of this By-Law. All costs incurred by the Municipality shall be paid by the applicant and may be drawn from the security deposit deposited at the time of the permit issuance.

**3.10.** Where the applicant wishes to construct an entrance, the Road Superintendent shall determine the size, location and mode of construction of the culvert, bridge, pipe or other structure to be used in the construction of an entrance and he shall state these requirements and any other special provisions he deems necessary on the permit issued to the applicant.

**3.11.** Where the applicant wishes to construct a front yard ditch filling, the Road Superintendent shall determine the size, location and mode of construction of the culvert, bridge, pipe or other structure to be used in the construction of a front yard ditch filling and he shall state these requirements and any other special provision he deems necessary on the permit issued to the applicant.

**3.12.** Each entrance or front yard ditch filling onto a Municipal Road must be designed, constructed and maintained in a manner that will prevent surface water from adjoining properties being discharged via the entrance onto the travelled portion of the Municipal Road.

**3.13.** No person shall obstruct any ditch, drain, watercourse or culvert either situated on or adjacent to a Municipal road or any ditch, drain, watercourse or culvert providing an outlet for water discharged from a Municipal Road.

**3.14.** Any person found to be obstructing a drain, ditch, watercourse or culvert, shall, when requested by the Road Superintendent to do so, remove the obstruction within such time as is reasonable having regards to all circumstances but, in any event, within twenty-four (24) hours, and in default thereof, same shall be done by the Corporation at the person's expense as provided in Section 446(1) of the *Municipal Act, 2001*, S.O., 2001, Chapter 25, as amended.

#### **4. Location of entrances**

**4.1** An entrance will not be permitted in a location that in the opinion of the Road Superintendent would cause a traffic hazard.

**4.2.** A new entrance may be permitted for an existing lot where no entrance has previously been provided, subject to the provision of this By-Law.

**4.3.** A new entrance may be permitted where such a new entrance would replace an existing entrance and would establish superior entrance standards over existing conditions.

#### **5. Maintenance**

**5.1.** Property owners having access to a Municipal Road are solely responsible for the maintenance and replacement of the access including but not limited to the removal of snow and ice, shoulder gravel and winter sand, keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic. Such property owner shall ensure the replacement of all portions of the access as and when necessary. A culvert pipe or any other structure installed under the terms of this by-law shall be the property of the property owner and all subsequent maintenance, repairs, alterations, replacements, etc., shall be the responsibility of the property owner.

**5.2.** Any existing entrance or any entrance installed under the terms of this by-law shall be the property of the property owner upon acceptance of the work and all subsequent maintenance, repairs, alterations, replacements, surface repairs etc., shall be the responsibility of the property owner. The applicant or his successor shall maintain and replace from time to time, as required, any works installed under the provisions of this By-Law and installed prior to the passing of this By-Law.

**5.3.** Any existing front yard ditch filling or any front yard ditch filling installed under the terms of this by-law shall be the property of the property owner upon acceptance of the work and all subsequent maintenance, repairs, alterations, surface repairs etc., shall be the responsibility of the property owner. The property owner shall maintain and replace from time to time, as required, any works installed under the provisions of this By-Law and works installed prior to the passing of this By-Law.

**5.4.** Where an existing entrance is affected solely by the reconstruction of a Municipal Road or the reconstruction or cleaning of a ditch, the Municipality shall reinstate, at the Municipality's cost, the affected entrance only when the reconstruction of the entrance or the cleaning or reconstruction of the ditch is required by the Municipality or for the Municipality's purposes. Municipality shall reinstate the surface with asphalt or gravel. The property owner shall be responsible for the reinstatement of any other type of material on the surface. Any original materials of construction salvaged, shall remain the property of the Municipality.

**5.5.** The County shall maintain the authority to relocate/close any entrance that does not comply with any section of the by-law.

#### **6. Temporary Entrance**



**6.1.** Notwithstanding the provisions of this by-law, Temporary Entrances may be permitted by the Road Superintendent. The Road Superintendent shall specify the mode of construction, establish the standards and specifications of construction and establish the time period the Temporary Entrance shall be permitted to exist.

**6.2.** If at the end of the specified time period for which a Temporary Entrance installation permit was issued, the said permit is not renewed by the Director, or the structure of the entrance removed, the applicant to which the permit was issued shall be deemed to be causing an obstruction and the provisions of this by-law shall be applied.

## **7. Time Limit**

**7.1** The applicant shall install the entrance within 1 year from the date of the issuance of the permit and 6 months for a Front yard ditch filling. All work shall be supervised and approved by the Road Superintendent. However, the Road Superintendent may

upon application, renew or extend any permit issued under this By-Law, at no charge to the applicant, if it is deemed appropriate by the Road Superintendent, in his sole discretion.

## **8.1 Refusal**

8.1 Entrance applications that do not conform to this by-law shall be denied and the applicant shall be so informed in writing within five days of the Road Superintendent decision. The applicant's security deposit, if received by the Municipality at the time of the application as per Subsection 3.7 of this by-law, will be released within 30 calendar days following the application refusal.

## **9. Schedules**

**9.1.** Schedules attached to this by-law form part of this by-law and have the same force and effects as if the information in them were contained in the body of this by-law.

## **10. Remedial Action**

**10.1.** Every person who fails to comply with the requirements set out in this By-law, shall by the date specified within any notice by the Municipality, take all necessary steps to comply.

**10.2.** A notice issued under Subsection 10.1 shall contain:

**10.2.1** The municipal address and/or the legal description of the property on which the person fails to comply with the requirements set out in this By-law;

**10.2.2.** A description of the By-law and/or the permit provisions that have not been complied with;

**10.2.3.** A statement that the entrance and/or front yard ditch filling must be brought into compliance with the provisions of this By-law and/or the conditions of the permit issued for the entrance and/or front yard ditch filling or to remove the entrance and/or front yard ditch filling within the time specified; and

**10.2.4.** A statement that if the notice is not complied with, the Municipality may do the work at the expense of the owner.

**10.3.** A notice issued under Subsection 10.1 shall be served personally on the property owner or by prepaid registered mail to the last known address of the property owner as shown on the municipal tax roll.

**10.4.** In the event that a person fails to comply with the notice provided by the Municipality, the Municipality may do the work at the expense of the owner by adding the costs incurred by the Municipality to the tax roll for that property and collecting them in the same manner as taxes.

## **11. Offence and Penalty Provisions**

**11.1.** Any person who contravenes the provisions of this by-law is guilty of an offence and, upon conviction, is subject to a fine as provided in the *Provincial Offences Act* and to any other applicable penalties.

**11.2.** If this by-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**11.3.** Each day of default by the owner in complying with any of the provisions of this by-law shall constitute a separate offence. **11.4.** This By-Law is subject to and in furtherance of The Drainage Act, R.S.O., 1990, Chapter D.17 as amended.

## **12. Validity**

**12.1.** If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this bylaw authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

**12.2.** By-Laws Number 2008-29 and 2000-10 and amendments are hereby repealed in their entirety.

**BY-LAW READ A FIRST, SECOND, AND THIRD TIME, AND PASSED ON AUGUST 10, 2020.**

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Rober Kirby, Mayor

Luc Lalonde, Clerk

**SEAL**

**Schedule “A” to By-law 2020-52  
Minimum size and type of pipe**

The diameter, gauge, length and type of culvert to be used to convey surface water drainage either through an entrance or a front yard ditch filling shall be determined by the Municipality with the minimum size of culverts to no less than 450 mm in diameter and 9 meters in length. A larger size culvert may be required depending on the contributing drainage area, as determined by the Road Superintendent.

Only new standard corrugated steel pipe with a minimum wall thickness of 1.6 mm for pipes size up to 1,200 mm or high-density polyethylene (HDPE) materials 320 kpa for entrances and 210 kpa for front yard ditch filling; approved by the Director shall be used. The wall thickness for corrugated steel pipes with a larger diameter than 1,200 mm shall be evaluated on a case by case basis.

Culverts shall be installed at the proper grade so as to provide free and unimpeded flow of water through the culverts.

The culvert shall be centered on the entrance and in the ditch line unless otherwise approved by the Road Superintendent. The invert of the culvert must be set plus or minus 150 mm below the existing ditch grade( if not included otherwise by Road Superintendent)

A front yard fill application could be denied if it implies a connection to a cross-culvert inlet or outlet that would cause restrictions in the maintenance or replacement of that cross-culvert.

The use of water tanks, barrels, concrete blocks, concrete pipe, used corrugated steel pipe or used plastic pipe shall not be permitted.

Applicants shall acknowledge that they may be required to submit a site grading plan depicting the existing topography and the proposed site grades, spot elevations, swales, cross-sections etc., at the discretion of the Road Superintendent.

Applicants shall acknowledge that they may be required to install catch basins, clean-outs, inlet and other structures as may be necessary to facilitate drainage from or alongside the road, at their cost. Only new manufactured components (grills, tees, catch-basins, manholes, couplers, etc.) of the exact same type and size as the pipes shall be used for the construction of the front yard fill and entrance.

**TOWNSHIP OF EAST HAWKESBURY**  
**Cheque Register-Summary-Bank**



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Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
7587	11-Jun-2020	6178871	6178871 CANADA INC.	Cleared	285	C	1,402.33
7551	03-Jun-2020	AJST000	A.J. STONE CO.LTD.	Cleared	273	C	6,953.52
7582	05-Jun-2020	ALAIN000	ALAIN BOLDUC INTRUST	Cleared	279	C	278,729.38
7612	29-Jun-2020	ALBL000	A.L. BLAIR CONSTRUCTION LTD.	Issued	322	C	839,115.58
7553	03-Jun-2020	BATT000	BATTLESHIELD INDUSTRIES LIMITED	Cleared	273	C	2,065.08
7554	03-Jun-2020	BEAC000	BEACON LITE	Cleared	273	C	1,670.14
7596	19-Jun-2020	BELL	BELL canada	Cleared	298	C	618.19
EFT-3	27-Jun-2020	BELL	BELL canada	Issued	271	E	13.50
EFT-34	04-Jun-2020	BELL000	BELL CANADA	Cleared	271	E	30.45
EFT-35	22-Jun-2020	BELL000	BELL CANADA	Cleared	271	E	104.34
EFT-36	22-Jun-2020	BELL000	BELL CANADA	Cleared	271	E	437.23
EFT-37	22-Jun-2020	BELL000	BELL CANADA	Cleared	271	E	184.15
EFT-38	22-Jun-2020	BELL000	BELL CANADA	Cleared	271	E	80.21
EFT-39	22-Jun-2020	BELL000	BELL CANADA	Cleared	271	E	44.16
EFT-8	04-Jun-2020	BELM0000	BELL MOBILITÉ INC.	Cleared	271	E	158.20
7555	03-Jun-2020	BENS000	BENSON AUTO PARTS	Cleared	273	C	221.75
7613	29-Jun-2020	BLA0000	BLAIR ASPHALT PRODUCTS	Issued	323	C	120,414.02
7610	25-Jun-2020	BRUCS000	SMITH, BRUCE W	Issued	320	C	300.00
7556	03-Jun-2020	BRUN000	BRUNET & WYLIE LTD	Cleared	273	C	118.65
EFT-12	01-Jun-2020	BRYC000	LUKER, BRYCE	Cleared	271	E	65.00
7557	03-Jun-2020	CAMP000	CAMPBELL PETROLEUM 2001	Cleared	273	C	1,916.26
EFT-1	04-Jun-2020	CAMP000	CAMPBELL PETROLEUM 2001	Cleared	271	E	662.77
7558	03-Jun-2020	CANA001	CANADIAN TIRE # 157	Cleared	273	C	267.69
7606	25-Jun-2020	CARLL000	LALONDE, CARL	Issued	316	C	300.00
7586	11-Jun-2020	CARLY000	FOLEY, CARLY	Cleared	284	C	200.00
00040-0001	24-Jun-2020	CATH000	CATHOLIC DISTRICT SCHOOL BOARD OF EA	Cleared	303	T	21,323.39
EFT-6	27-Jun-2020	CENT000	CENTRE D'ACTION	Issued	271	E	400.00
7580	04-Jun-2020	CHAM000	CHAMPLAIN PUBLIC LIBRARY BOARD	Cleared	277	C	2,915.12
7560	03-Jun-2020	COMF000	COMFORT WATER TREATMENT LTD.	Cleared	273	C	1,443.13
7604	22-Jun-2020	CONS000	CSDCEO	Issued	311	C	60,032.34
7603	22-Jun-2020	CONS001	CEPEO	Issued	310	C	10,425.14
7593	16-Jun-2020	CONST000	CONSTRUCTION DJL INC.	Cleared	292	C	49,801.25
7561	03-Jun-2020	CORE000	COREY MODE EXCAVATION INC.	Cleared	273	C	791.00
7562	03-Jun-2020	CORN000	CORNWALL FREIGHTLINER MERCEDES-BEN	Cleared	273	C	178.63
7595	19-Jun-2020	CORP000	C.U.P.R.	Issued	297	C	524,888.20
7584	11-Jun-2020	DANI001	DANIEL BOUDRIAS EXCAVATION	Cleared	282	C	423.75
00040-0002	24-Jun-2020	DELO000	DELOITTE	Cleared	303	T	44,465.50
7563	03-Jun-2020	DENC000	DENCHEM LTD.	Issued	273	C	6,864.74
7594	16-Jun-2020	DENC000	DENCHEM LTD.	Issued	294	C	27,115.96
7583	11-Jun-2020	DISTM000	DISTRIBUTION M	Cleared	281	C	359.93
7564	03-Jun-2020	DNAP000	DNA PROMOTIONAL PRODUCTS	Cleared	273	C	1,271.82
7559	03-Jun-2020	DONA0000	CARKNER, DONALD	Issued	273	C	455.00
00040-0003	24-Jun-2020	FCM000	FEDERATION OF CANADIAN MUNICIPALITIES	Cleared	303	T	935.52
7565	03-Jun-2020	FIRE0001	FIRE MARSHAL'S PUBLIC FIRE SAFETY COU	Issued	273	C	668.83
7589	11-Jun-2020	FRED0000	LADOUCEUR, FREDERIC	Issued	287	C	72.40
7566	03-Jun-2020	GATO000	GATOR'S METAL RECYCLING INC.	Cleared	273	C	282.50
7567	03-Jun-2020	GFLE000	GFL ENVIRONMENTAL INC.	Cleared	273	C	6,599.03
7608	25-Jun-2020	GIUSM000	MORENA, GIUSEPPE	Issued	318	C	300.00
7568	03-Jun-2020	GRAF0000	GRAFIK COMMUNICATION	Cleared	273	C	1,954.90
7592	11-Jun-2020	GRAF0000	GRAFIK COMMUNICATION	Cleared	290	C	1,000.05
EFT-6	01-Jun-2020	GREA000	GREAT WEST LIFE	Cleared	271	E	5,013.73
00040-0004	24-Jun-2020	GRSS000	GRS SANITATION INC.	Cleared	303	T	16,862.54
00040-0005	24-Jun-2020	HALP000	HALPENY INSURANCE BROKER LTD.	Cleared	303	T	270.00
7579	04-Jun-2020	HAWK0000	HAWKESBURY PUBLIC LIBRARY	Cleared	276	C	8,280.51

**TOWNSHIP OF EAST HAWKESBURY**  
**Cheque Register-Summary-Bank**



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Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
<b>Bank : 1 GENERAL BANK ACCOUNT</b>							
EFT-202123	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	109.11
EFT-202124	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	28.30
EFT-202125	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	362.48
EFT-202126	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	392.13
EFT-202127	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	28.30
EFT-202128	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	159.51
EFT-202129	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	32.69
EFT-202130	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	196.80
EFT-202131	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	31.57
EFT-202132	14-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	28.30
EFT-202133	11-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	35.07
EFT-202134	11-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	135.25
EFT-202135	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	46.19
EFT-202136	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	4.44
EFT-202137	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	13.42
EFT-202138	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	7.85
EFT-202139	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	362.45
EFT-202140	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	145.03
EFT-202141	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	7.85
EFT-202142	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	246.61
EFT-202143	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	7.85
EFT-202144	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	6.29
EFT-202145	23-Jun-2020	HYDR000	HYDRO ONE	Cleared	271	E	7.85
7605	24-Jun-2020	JACQL000	JACQUES LABRE	Cleared	314	C	300.00
7590	11-Jun-2020	JASOB000	BARRETT, JASON	Cleared	288	C	110.15
7607	25-Jun-2020	JEANB000	BOUCHER, JEAN SEBASTIEN	Issued	317	C	300.00
7601	22-Jun-2020	KARIO000	SAUVÉ, KARINA	Cleared	308	C	300.00
7609	25-Jun-2020	KENM000	MINCHAU, KEN	Issued	319	C	300.00
7569	03-Jun-2020	LASC000	LASCELLES ENGINEERING AND ASSOCIATES	Cleared	273	C	13,079.75
EFT-3	01-Jun-2020	LERO0000	LEROUX CONSULTANT	Cleared	272	E	3,170.38
7570	03-Jun-2020	MARC001	MARCHÉ ST-EUGENE	Issued	273	C	9.00
7585	11-Jun-2020	MINI000	MINISTRY OF FINANCE	Cleared	283	C	960.00
EFT-6	12-Jun-2020	MINISHEALT	MINISTRY OF FINANCE	Cleared	271	E	1,268.58
7571	03-Jun-2020	MULT0000	MULTILINK IT SOLUTIONS	Cleared	273	C	563.59
7572	03-Jun-2020	MUNI000	MUNICIPAL FINANCE OFFICERS' ASSOCIATION	Cleared	273	C	282.50
7581	04-Jun-2020	OMER000	OMERS	Cleared	278	C	10,871.92
EFT-3	10-Jun-2020	ONTA002	ONTARIO CLEAN WATER AGENCY	Cleared	271	E	15,961.05
7573	03-Jun-2020	PAULB	PAUL'S BACKHOE SERVICE	Cleared	273	C	991.58
7574	03-Jun-2020	PROP000	PROPANE LEVAC PROPANE INC.	Cleared	273	C	667.69
EFT-5	12-Jun-2020	RECE0000	RECEIVER GENERAL OF CANADA	Cleared	271	E	17,857.39
7599	22-Jun-2020	RICH0000	SAUVÉ, RICHARD	Cleared	306	C	300.00
7598	22-Jun-2020	ROBE0000	KIRBY, ROBERT	Issued	305	C	600.00
7611	25-Jun-2020	ROBEH000	HAGE, ROBERT	Issued	321	C	300.00
EFT-7	09-Jun-2020	ROGE000	ROGERS	Cleared	271	E	42.53
7588	11-Jun-2020	SERRES	SERRES D.PARISIEN	Cleared	286	C	3,783.24
7602	22-Jun-2020	SIMO0000	ROZON, SIMON	Cleared	309	C	323.05
7600	22-Jun-2020	STEP0000	SABOURIN, STÉPHANIE	Issued	307	C	300.00
7575	03-Jun-2020	STEU000	ST-EUGENE BACKHOE SERVICES INC	Cleared	273	C	949.20
7591	11-Jun-2020	STEW000	STEWART ELECTRIC	Cleared	289	C	602.57
EFT-2024	02-Jun-2020	TELU000	TELUS	Cleared	271	E	242.95
7597	19-Jun-2020	THEGEO	THE GEO H. HEWITT CO.LIMITED	Issued	299	C	250.29
7576	03-Jun-2020	UNIS000	UNISYNC GROUP LIMITED	Cleared	273	C	2,648.70
00040-0006	24-Jun-2020	UPPE000	UPPER CANADA DISTRICT SCHOOL BOARD	Cleared	303	T	117,116.89

TOWNSHIP OF EAST HAWKESBURY  
Cheque Register-Summary-Bank



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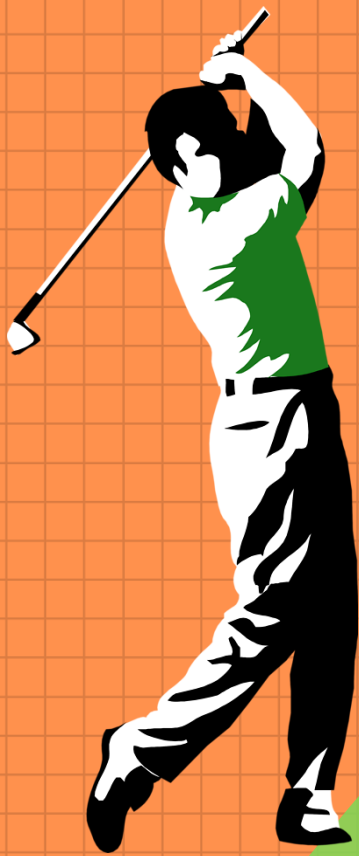
Time : 2:14 pm

Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount	
Bank : 1	GENERAL BANK ACCOUNT							
7577	03-Jun-2020	VILL000	VILLAGE DE POINTE-FORTUNE	Cleared	273	C	215.98	
EFT-4	17-Jun-2020	VISA000	VISA DESJARDINS	Cancelled	271	E	447.31	
7578	03-Jun-2020	WATH000	WATHIER WELDING PRODUCTS	Cleared	273	C	114.02	
7552	03-Jun-2020	ZEP000	ACUITY HOLDINGS INC.	Cleared	273	C	898.41	
Total Computer Paid :		2,000,438.46	Total EFT PAP :		48,579.27	Total Paid :		2,249,991.57
Total Manually Paid :		0.00	Total EFT File :		200,973.84			

111 Total No. Of Cheque(s) ...







# Score a hole in one for the Next generation of farmers

Dear friends of the next generation of farmers,

During this time of Covid-19 pandemic, the organizing committee has made the difficult decision to cancel our annual fundraiser and golf tournament for the benefit of the Fonds de la relève agricole. The profits of this event permitted the allotment of two types of grants: two business project grants of 6000\$ and four agricultural scholarships of 500\$. These grants are awarded annually at the banquet following the golf tournament. Even if a golf tournament is not possible, with your help, and our partnership with la Fondation franco-ontarienne, we could provide some grants.

Our committee believes that it would be unfortunate to not award these grants this year because we all know how much we depend on the next generation of farmers. At the moment and more than ever, consumers are turning toward local producers to fill their grocery baskets because Covid-19 has created a momentum of recognition for agriculture. Now is not the time to give up.

For this reason, we turn to you, dear friends, to help these young entrepreneurs and students who just need a little extra boost. Help us score "a hole in one" by supporting our fundraising campaign. Since we can't offer golf, we'd like to offer some visibility in our promotional campaign instead, so we may celebrate both your support and our successful candidates.

We would appreciate your reply by July 30, at the latest. Thanking you in advance,

The organizing committee  
Fonds de la relève agricole

Information: [communication@ucfo.ca](mailto:communication@ucfo.ca)  
613-488-2929 poste 102



# Score a hole in one for the Next generation of farmers

1000\$

## The Albatros

We are designing animations and mini-videos (6-15 seconds) and infographics to promote our two types of grants. We will insert your logo in exclusivity at the end of a segment. The animations will be shared over our social platforms. Your logo will also be inserted in a one-page advertisement in the Agricom newspaper for the month of September 2020.

500\$

## The birdie

We will design a post with a montage for our sponsors of this level, and we will insert your logo. This montage will be shared on our social networks. The name of your company will also be included in a one page advertisement in the Agricom newspaper for the month of September 2020.

300\$

## The bogey

The name of your company will be included in a one page advertisement in the Agricom newspaper for the month of September 2020, as well as our formal donors list at the end of the campaign.

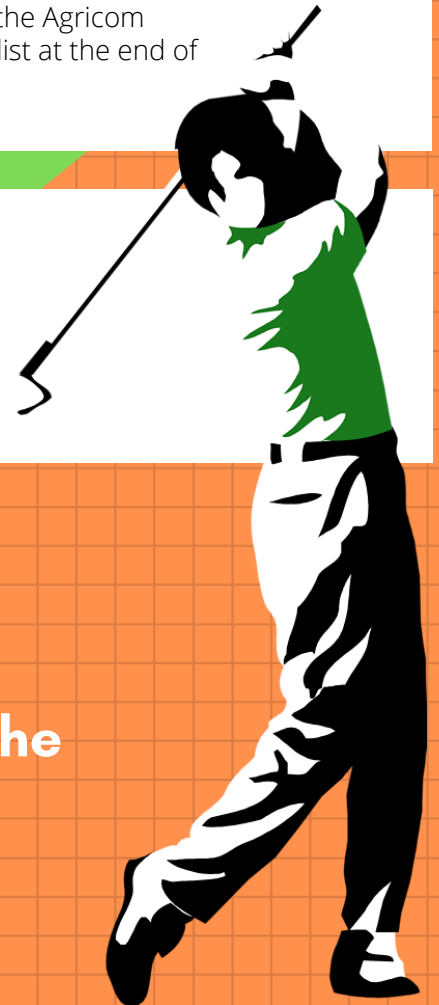
200\$

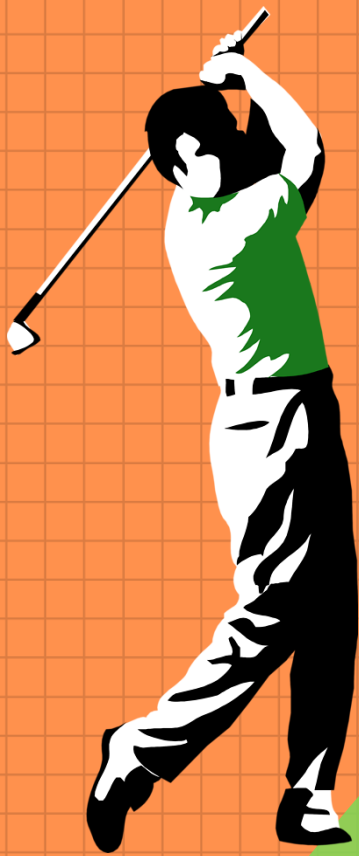
## The mulligan

The name of your company will be included in a one page advertisement in the Agricom newspaper for the month of September 2020.

For each 100\$ pledged ,  
you get a chance to win  
a foursome 18-hole game at the  
Nation Golf Club

Good Luck!





# Faites un trou d'un coup pour le Fonds de la Relève Agricole

Chers amis de la relève agricole,

En ce temps de pandémie de Covid-19, le comité organisateur a pris la décision d'annuler le tournoi de golf annuel au profit du Fonds de la relève agricole. Les profits de cet événement permettaient de défrayer les coûts de deux bourses de démarrage d'entreprise de 6000\$ et de quatre bourses d'études de 500\$. Nous remettons ces bourses annuellement depuis de nombreuses années. Le tournoi de golf ne sera pas possible cette année mais grâce à votre générosité et à notre partenariat avec la Fondation franco-ontarienne, nous pourrions quand même remettre des bourses.

Le comité réalise que ce serait maladroît de ne pas remettre des bourses cette année puisque nous savons que nous avons besoin de notre relève. En ce moment, le consommateur plus que jamais, reconnaît la valeur des produits locaux dans leurs paniers d'épicerie parce que la Covid a créé un momentum appréciable de reconnaissance pour l'agriculture. Ce n'est pas le temps de baisser les bras.

Pour cette raison, on se tourne encore une fois vers vous, chers amis, pour encourager ces étudiants et jeunes entrepreneurs qui ont juste besoin d'un petit coup de pouce. Aidez-nous à faire "Un trou d'un coup" en appuyant financièrement notre campagne promotionnelle de 2020. Faute de golf, nous aimerions vous offrir des plans de visibilité dans notre campagne promotionnelle afin qu'on puisse célébrer à la fois, votre appui et nos jeunes méritants.

Nous aimerions avoir vos réponses au plus tard le 30 juillet 2020. En vous remerciant à l'avance,

Le comité organisateur  
du Fonds de la relève agricole

Renseignements: [communication@ucfo.ca](mailto:communication@ucfo.ca)

613-488-2929 poste 102



# Faites un trou d'un coup pour le Fonds de la Relève Agricole

1000\$

## L'albatros

Nous avons des animations et des mini-vidéos (6-15 secondes) et infographies pour faire la promotion des deux types de bourses. Nous mettrons votre logo en exclusivité à la fin d'un segment. Les animations seront partagées sur tous nos réseaux sociaux. Votre logo se retrouvera également dans une publicité d'une page complète dans le journal Agricom du mois de septembre 2020.

500\$

## Le birdie

Nous ferons un post avec un montage pour les donateurs de ce montant dans lequel nous mettrons votre logo. Ce post sera partagé sur tous nos réseaux sociaux. Le nom de votre entreprise se retrouvera également dans une publicité d'une page complète dans le journal Agricom du mois de septembre 2020.

300\$

## Le bogey

Le nom de votre entreprise sera publié dans une publicité d'une page complète dans le journal Agricom du mois de septembre 2020 ainsi que dans nos remerciements à la clôture de la campagne.

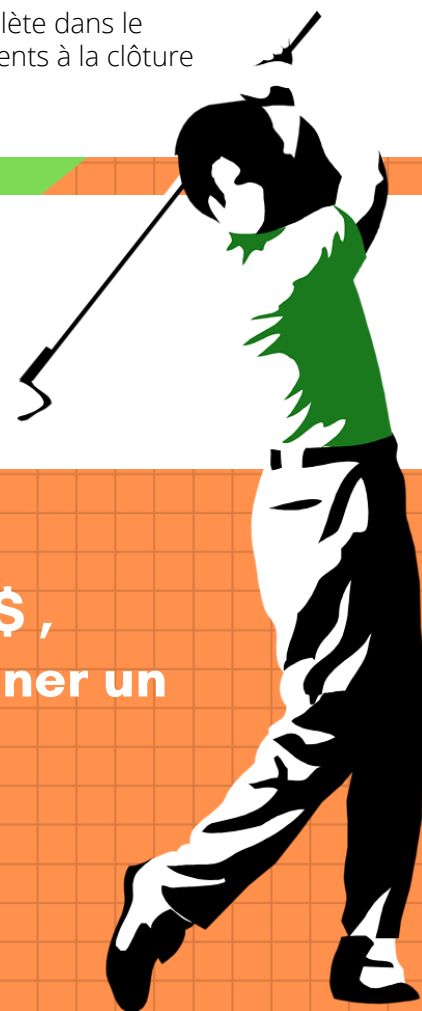
200\$

## Le mulligan

Le nom de votre entreprise sera publié dans une publicité d'une page complète dans le journal Agricom du mois de septembre 2020.

Pour chaque tranche de 100\$,  
vous courrez une chance de gagner un  
quatuor de golf 18-trous au  
Club de Golf Nation

Bonne chance!



## Luc Lalonde

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**From:** Luc Lalonde <llalonde@easthawkesbury.ca>  
**Sent:** July 3, 2020 7:55 AM  
**To:** 'hvilleneuve@easthawkesbury.ca'  
**Subject:** FW: County Road 10 - Speed Limit Change  
**Attachments:** TP0820\_SpeedLimit\_StEugene.pdf

Apporter à la prochaine réunion svp

**From:** Bouchard, Jeremie <JBouchard@prescott-russell.on.ca>  
**Sent:** July 2, 2020 9:55 PM  
**To:** llalonde@easthawkesbury.ca  
**Subject:** County Road 10 - Speed Limit Change

Bonsoir Luc,

Le maire Kirby m'a informé qu'il avait été recommandé par la PPO de faire un changement de vitesse dans le village de St-Eugène sur le chemin de Comté 10 suite à une étude vitesse entreprise par la PPO. Suite à la demande de M.Kirby, j'ai préparé une carte démontrant la position des panneaux de vitesse existant dans le village de St-Eugène. Afin de procéder avec des changements de vitesse sur un chemin de Comté je demande que le conseil municipal fournisse une résolution avec leur position qui supporte un changement de vitesse ou non.

Pour ma part, je serai en mesure de recommander au comité des travaux publics des CUPR de repousser la limite de vitesse de 50km/h sur le côté ouest du village pour une distance d'environ 470m à partir du chemin de comté 14. Pour vous donner un aperçu, ceci relocaliserait la limite de 50km/h environ entre le 1460 et 1420 County Road 10.

En ce qui concerne le côté est du village, je ne pourrais pas vraiment recommander de déplacer la limite de 50km/h puisque selon mon opinion la zone de 50 km/h est déjà longue et n'aidera pas votre situation. Cependant, je serai en mesure de recommander de modifier la zone de 70km/h à une zone de 60 km/h comme vous avez déjà sur le chemin de comté 14 dans le village.

SVP m'informer de la décision du conseil.

SVP notez que je serai en vacance pour les deux prochaines semaines.

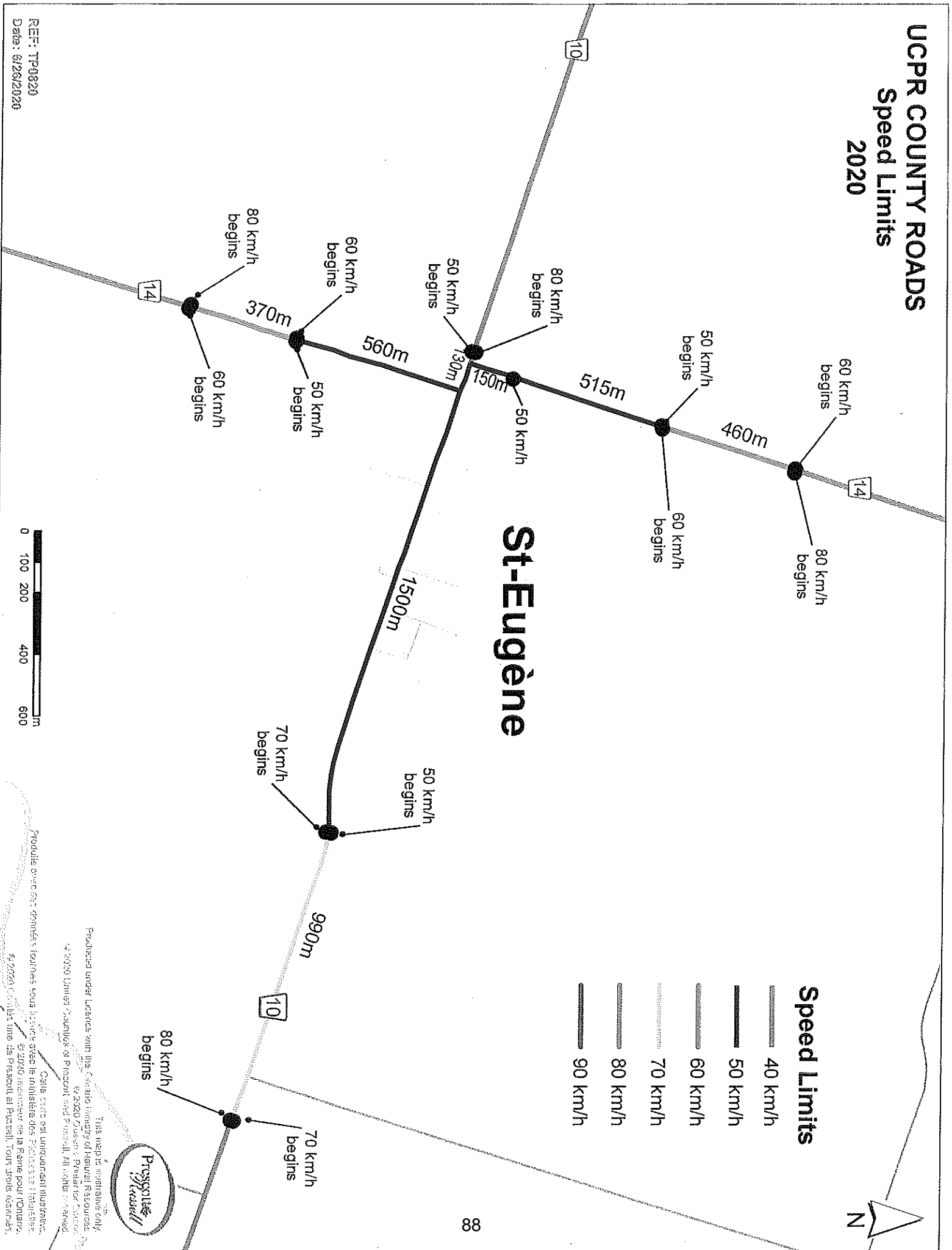
Au plaisir,

**Jérémie Bouchard, P.Eng**  
Ingénieur des Travaux publics  
Public Works Engineer  
613-675-4661 poste / extension 3501  
[JBouchard@prescott-russell.on.ca](mailto:JBouchard@prescott-russell.on.ca)  
[www.prescott-russell.on.ca](http://www.prescott-russell.on.ca)  

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Prescott  
Russell

# UCPR COUNTY ROADS Speed Limits 2020



REF: TP0820  
Date: 6/26/2020

0 100 200 400 600 m

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**SCHEDULE "A"- FEES AND CHARGES  
BY-LAW NO. 2020-48**

DEPARTMENT	DESCRIPTION OF SERVICE	FEES 2020	FEES 2021	FEES 2022	FEES 2023
<b>Administration</b>	Photocopies (per sheet)	\$.25	\$.50	\$.50	\$.50
	Send FAX	\$.50/sheet local \$1.00/sheet long distance	\$.50/sheet local \$1.00/sheet long distance	\$.50/sheet local \$1.00/sheet long distance	\$.50/sheet local \$1.00/sheet long distance
	Copies of policies, books, correspondence (per sheet)	\$1.00	\$1.00	\$1.00	\$1.00
	Tax certificate (per roll number)	\$75.00	\$85	\$90	\$95
	Compliance letter (per roll number)	\$75.00	\$85	\$90	\$95
	Administration fees- Tax arrears certificate	\$500.00	\$500.00	\$500.00	\$500.00
	Lottery license- draw or bingo	3% of value of prize	As per AGCO requirements	As per AGCO requirements	As per AGCO requirements
	Nevada tickets	3% of value of prize	As per AGCO requirements	As per AGCO requirements	As per AGCO requirements
	NSF Cheque	\$45.00	\$45.00	\$45.00	\$45.00
	Marriage License	\$135.00	\$135.00	\$140.00	\$145.00
	Fee for performing marriage ceremony	\$100.00- payable to Twp. of East Hawkesbury \$150.00- payable to person solemnizing ceremony	\$100.00- payable to Twp. of East Hawkesbury \$150.00- payable to person solemnizing ceremony	\$100.00- payable to Twp. of East Hawkesbury \$150.00- payable to person solemnizing ceremony	\$100.00- payable to Twp. of East Hawkesbury \$150.00- payable to person solemnizing ceremony
	Rental of Council Chambers for marriage ceremony	\$125.00	\$125.00	\$125.00	\$125.00
<b>Building</b>	Construction/demolition permit	See By-Law No. 2005-40	See By-Law	See By-Law	See By-Law
<b>By-Law Enforcement</b>	Dog license (per dog)	\$20.00	\$20.00	\$20.00	\$25.00
	Service Dog	N/C			
	Replacement tag	\$1.00	\$1.00	\$2.00	\$2.00
	Dog at large- pick-up 1 <sup>st</sup> occurrence	\$50.00	\$75.00	\$95.00	\$100.00

	Dog at large- pick-up 2 <sup>nd</sup> occurrence in 12 months	\$100.00	\$150.00	\$200.	\$250.00
	Dog at large- pick-up 3 <sup>rd</sup> occurrence in 12 months	\$150.00	\$150.00	\$200.00	\$300.00
	Pound fees (per day)	\$15.00	\$20.00	\$25.00	\$30.00
	Administration fees- animal control	10% of pick- up, maintenanc e and disposal costs (as applicable)	\$10% of pick- up, maintenance and disposal costs (as applicable)	\$10% of pick- up, maintenance and disposal costs (as applicable)	\$10% of pick- up, maintenance and disposal costs (as applicable)
	Kennel license	\$100.00	\$150	\$200	\$250
	Disposal fee	\$35.00	\$40.00	\$40.00	\$40.00
	Adoption fees	\$20.00 plus dog tag	\$20.00 plus dog tag	\$20.00 plus dog tag	\$20.00 plus dog tag
<b>Environmental</b>	Blue box- first	N/C	\$	\$	\$
	Additional blue box	Small\$10.00	\$15.00	\$15.00	\$20.00
<b>Land Division</b>	Application revision fees- severance application	\$200.00	\$300.00	\$400.00	\$450.00
	Administration fees- severance application	\$100.00	\$150.00	\$150.00	\$200.00
<b>Planning and Zoning</b>	Zoning Amendment 1800.00 (\$1500.00 planning costs, \$300.00 non- refundable administration costs. Costs less than \$1500.00 refundable; costs more than \$1500.00 shall be invoiced. HST applicable.	\$1800.00 planning \$300.00 Admin cost	\$2000.00 Planning 400.00 Admin	\$2100.00 Planning \$450.00 Admin	\$2200.00 Planning \$500.00 Admin
	Minor variance 1250.00 (\$1000.00 planning costs, \$250.00 non- refundable administration costs. Costs less than \$1000.00 refundable; costs more than \$1000.00 shall be	\$1000.00 Planning \$250.00 Admin	\$1200.00 Planning \$300.00 Admin	\$1400.00 Planning \$350.00 Admin	\$1600.00 Planning \$400.00 Admin



	invoiced. HST applicable				
	Interim control by-law \$1500.00-nonrefundable. Costs exceeding shall be invoiced	\$1500.00	\$2000.00	\$2100.00	\$2200.00
	Site plan control \$2000.00-nonrefundable. Costs exceeding shall be invoiced	\$2000.00	\$2100.00	\$2200.00	\$2300.00
	Subdivision plan review \$1500.00-nonrefundable. Costs exceeding shall be invoiced	\$1500.00	\$2000.00	\$2100.00	\$2200.00
	Appeal to Ontario Municipal Board \$2500.00-nonrefundable. Costs exceeding shall be invoiced	\$2500.00	\$2600.00	\$2700.00	\$2800.00
	Sale of Zoning by-law	\$30.00	\$45.00	\$55.00	\$65.00
<b>Recreation</b>	Rental of municipal parks	\$100.00 per event	\$120.00	\$140.00	\$150.00
<b>Parking Pass (Boat Launch)</b>	Season Pass for East Hawkesbury residents	\$35.00	\$35.00	\$45.00	\$55.00
	Day Pass: \$10.00 For East Hawkesbury residents	\$10.00	\$10.00	\$15.00	\$20.00
	Season Pass: \$100.00 for non-residents	\$100.00	\$100.00	\$150.00	\$200.00
	Day Pass: \$25.00 for Non resident.	\$25.00	\$25.00	\$30.00	\$35.00
<b>Roads</b>	Relocate Entrance New Entrance Any extension or alteration to entrance	\$50.00	\$100.00	\$150.00	\$200.00
	Remove Entrance	\$ 50.00	\$100.00	\$150.00	\$200.00

	Replace Entrance at same location				
	New Front yard ditch filling Replace front yard ditch filling or a portion thereof Any extension or alteration to a front yard ditch filling	\$ 50.00	\$250.00	\$300.00	\$350.00
<b>Security Deposit</b>	Any relocated, replaced, or new entrance or any extension;	\$1000.00	\$1000.00	\$1300.00	\$1500.00
	New front yard ditch filling Replace front yard ditch filling or a portion thereof Any extension or alteration to a front yard ditch filling,	\$1000.00	\$1500.00	\$1800.00	\$2000.00
	Tile Drain inspection	\$100.00	\$125.00	\$130.00	\$135.00
<b>Fire</b>	Services rendered	\$50.00 per piece of equipment plus cost of firemen present	\$	\$	\$
	Vehicle fire, accident	\$350.00 first hour or part thereof, plus \$175.00 per half hour or part for each piece of equipment. If no services rendered, fixed price of \$350.00	\$	\$	\$

	False alarm- first and second  Third	N/C \$50.00 for each piece of equipment plus cost of firemen to a maximum of \$300.00	\$	\$	\$
	Brush Fire, grass fire By-Law 2016-44	\$450.00 first hour per truck \$225.00 additional ½ hr. per truck \$450.00 flat fee if no service provided but department deployed.	\$	\$	\$
	False alarm- services of OPP- First call Second within 12 months	N/C \$100.00	\$	\$	\$

**CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

**BY-LAW NO. 2020-48**

**BEING** a By-Law to impose fees and charges.

**WHEREAS**, Part XII, Section 390 to 4000 of the Municipal Act, 2001, as amended, provides that a municipality is authorized to impose fees and charges;

**AND WHEREAS**, a “Fee or Charge” is defined as a fee or charge imposed by the municipality under the authority of Sections 9, 10 and 11 of the Municipal Act, 2001, as amended.

**THEREFORE**, the Council of the Corporation of the Township of East Hawkesbury enacts as follows:

- 1) That fees and charges be imposed under the following circumstances:
  - 1.1 For services or activities provided by the municipality or done by or on behalf of a person;
  - 1.2 For costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or local board;
  - 1.3 For the use of property including property under control by the municipality.
- 2) That a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some point later in time.
- 3) That the costs included in a fee or charge shall include the costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.
- 4) A fee or charge may be imposed whether or not it is mandatory for the municipality to provide the service or activity, pay the costs or allow the use of its property.
- 5) Fees and charges imposed by the municipality on a person constitute a debt of the person to the municipality.
- 6) If the debt remains unpaid by the established due date, the Treasurer is empowered to add the fees and charges to the tax roll for the following property and they shall be collected in the same manner as municipal taxes:
  - 6.1 In the case of fees and charges for the supply of a service or thing to a property, the property to which the service or thing was supplied;
  - 6.2 In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
- 7) The fees and charges to be imposed for services or activities provided by the municipality shall be as per Schedule “A” attached to and forming part of this By-Law.
- 8) This By-Law shall replace any previous By-Laws passed in respect of fees and charges.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS xx<sup>RD</sup> DAY OF xxxxx, 2020.**

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Robert Kirby, Mayor

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Luc Lalonde, Clerk-Treasurer

SEAL

DRAFT

July 10, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **July 1, 2020** the province expanded the types of off-road vehicles permitted on-road to two new additional types: off-road motorcycles commonly known as dirt bikes; and, extreme terrain vehicles, which are semi-amphibious vehicles with six or more wheels. This updated regulation can be found at <https://www.ontario.ca/laws/regulation/030316>.

It is important to note that the same on-road access rules for existing off-road vehicles continue to apply for these new vehicles on provincial roadways (Please see Schedule B of *Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways*). Similarly to the previously permitted vehicle types, municipalities may permit the use of off-road motorcycles and extreme terrain vehicles in their local jurisdiction through by-law. However, municipalities with existing by-laws permitting off-road vehicles will need to amend their by-law after July 1, 2020 if they want to allow these the new types of vehicles on their local roads. By-laws created before July 1, 2020 apply only to those classes of off-road vehicle which were permitted to operate on-road at the time: all-terrain vehicles, two-up all-terrain vehicles, and side by sides (utility terrain-vehicles, recreational off highway vehicles).

To support municipalities with these changes, the ministry has developed guidance documents to help municipalities decide whether to permit these new vehicles on their local roadways. These documents also provide guidance for proposed, yet to be proclaimed, changes for municipalities listed in Ontario Regulation 8/03 which will amend the way off-road vehicles are permitted on-road access to municipal roads. In municipalities listed in Ontario Regulation 8/03, off-road vehicles will automatically be allowed on municipal roads unless the municipality creates a by-law to prohibit or restrict their use. These new provisions have a target implementation date of January 1, 2021 and will replace the current requirement that those municipalities listed in Ontario Regulation 8/03 must enact a by-law to permit off-road vehicles to operate on identified municipal roads. If you have any questions regarding these future changes, please contact the general inquiry line for the Safety and Information Management office of the Operations Division at 905-704-2960.

For reference, the guidance documents are attached.

I would ask that you please forward this notice and enclosed guidance material to the attention of municipal staff in charge of traffic safety and those responsible for enforcing off-road vehicle laws in your area. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or [erik.thomsen@ontario.ca](mailto:erik.thomsen@ontario.ca).

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