

Agenda item
9 a)
Sept 8, 2020



**By-law 2020-30 to Amend
Procedural By-law 2019-14**

The Corporation of the Township of Prince

Important Disclaimer: this by-law complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the "*Act*") and the *COVID-19 Economic Recovery Act, 2020*. If you have any questions or concerns about this by-law or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this by-law other than as expressly authorized or directed by Wishart Law Firm LLP.

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THE CORPORATION OF THE TOWNSHIP OF PRINCE

By-law No. 2020-30

Being a By-law to amend Procedural By-law 2019-14 with respect to Electronic Participation in Council Meetings.

WHEREAS Council, pursuant to section 238 of the *Municipal Act, 2001*, has adopted By-law 2019-14 to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings;

AND WHEREAS this by-law is intended to, and may be interpreted to apply to, Council, Committee and Local Board meetings as the case may be;

AND WHEREAS on July 21, 2020, the *COVID-19 Economic Recovery Act, 2020* was passed to amend the *Municipal Act, 2001* such that a Municipality's procedure by-law may permit Councillors to participate electronically in both open and closed meetings and for those Councillors to be counted in determining quorum when participating electronically;

NOW THEREFORE the Council of the Corporation of the Township of Prince hereby enacts as follows:

1. By-Law 2020-14 is repealed;
2. By-Law 2019-14 is amended as follows:
Section 4.7 Electronic Participation is hereby added;
4.7 Schedules D and E relating to Electronic Participation in Council Meetings, form part of this By-Law.
3. This by-law shall be deemed to have come into effect on July 21, 2020.
4. This by-law shall come into force upon final passing.


TAKEN AS READ A FIRST TIME THIS EIGHTH DAY OF SEPTEMBER 2020.

READ A SECOND TIME THIS EIGHTH DAY OF SEPTEMBER 2020.

READ A THIRD TIME AND FINALLY PASSED THIS EIGHTH DAY OF SEPTEMBER 2020.



Ken Lamming, Mayor



Peggy Greco, Municipal Clerk



Schedule D

Electronic Participation in Council Meetings

1. Pursuant to Section 238 (3.3) of the *Municipal Act, 2001* (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. When a Member is participating electronically, they may be counted in determining whether or not a quorum of Members is present at any time during the meeting;
3. Members participating electronically may participate in meetings that are closed to the public;
4. The Head of Council or delegate may chair a meeting electronically;
5. The Clerk may clerk the meeting electronically;
6. Meetings may proceed even though any or all Members and/or the Clerk are participating electronically.

Schedule E
Electronic Public Meetings

1. Pursuant to Section 236(1) of the *Municipal Act, 2001* (as may be amended from time to time), Council may hold its meetings at any convenient location within or outside the municipality. Therefore, Council may hold meetings that are only open to the public by live-streaming those meetings on an appropriate internet based platform that is generally available to members of the public ("Electronic Meetings"). Should internet services not exist, Electronic Meetings may be held by telephone conference or other available electronic means;

2. In deciding to hold an Electronic Meeting, Council shall consider, among other factors, whether health and safety issues dictate that members of the public should not gather together in Council chambers including, but not limited to, cases of epidemic or pandemic. When Council makes this decision, the reasons for the decision not to permit physical attendance of the public shall be recorded in the minutes. Council shall have regard to recommendations and advice from the applicable authority including but not limited to the Provincial Government or Public Health officials;

3. If Council decides to hold an Electronic Meeting, the web link, phone number or other electronic connection data to access the meetings will be published on the Municipality's website and in the meeting agenda. Should circumstances exist that the Municipality's website is not available, notice shall be provided in a manner that will provide access to the largest number of ratepayers possible in the circumstances.

4. If Council holds an Electronic Meeting, the meeting will be recorded and the recording of the open session of the meeting will be posted on the Municipality's website as soon as practical.



Algoma
PUBLIC HEALTH
Santé publique Algoma



**Mandatory Use of Mask or Face Covering Policy
within the Township of Prince**

**Agenda
September 8, 2020
7 d)**

**Emergency Planning – Pandemic
Face Mask Covering Policy – Township
Approval Date: September 8, 2020
Approved by: Resln 2020-**

Under Ontario Regulation 263/20, Section 4(2) (as amended) of the Emergency Management and Civil Protection Act (EMCPA), Dr. Marlene Spruyt, BSc, MD, CCFP, FCFP, MSc-PH Medical Officer of Health has issued the following instructions to all persons responsible for a business or organization that is open within the District of Algoma Health Unit, effective July 17, 2020 at 12:01 AM:

Adopt a policy that requires all members of the public and employees who enter or remain in an enclosed public space of the business or organization to wear a mask or face covering that covers their mouth, nose and chin without gaping. Enclosed public space means indoor spaces of businesses and organizations which are accessed by the public.

Beginning July 17, 2020, all employees, visitors, and customers are required to wear a mask or face covering upon entering and remaining within the Township of Prince Municipal Buildings and Businesses located within the physical boundaries of Prince.

The mask or face covering must cover the nose, mouth, and chin.

1. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
 - i. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask or face covering and cannot be persuaded to do so by their caregiver;
 - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
 - iii. Persons who cannot wear or remove a mask or face covering without assistance, including people who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or are protected under the Ontario Human Rights Code, R.S.O. 1990, c.H. 19 as amended;
 - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier (e.g. Plexiglass).

For those who medically cannot wear a mask, service will be provided to the best of our ability with physical distancing, this may include meeting the ratepayer, or customer in an outdoor space.


Persons attending the Township Office will be required to bring their own face masks. The Township will provide a requirement, the Township will provide face masks to those in need who attend the office.

Temporary removal of the mask or face covering is permitted where necessary for the following purposes:

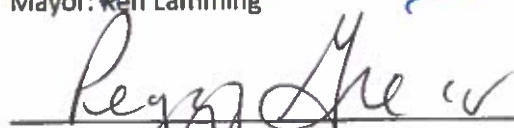
- i. Actively engaging in an athletic or fitness activity including water-based activities;
 - ii. Consuming food or drink;
 - iii. For any emergency or medical purpose.
2. This policy will be implemented and enforced in "good faith" to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.
- a) Persons with exemptions listed under #1 are not required to show proof of exemption.
 - b) Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
 - c) Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy's masking requirement.
 - d) Employees will be trained on the policy, including where and how to properly wear a mask or face covering, and how to help and respond to customers who do not have a mask or face covering.
 - e) A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the EMCPA.

The attached Schedule "A" provides further instructions and information

This policy enacted September 8, 2020 by Resolution #2020-182 and shall remain in effect until further notice.



Mayor: Ken Lamming



Clerk: Peggy Greco

Schedule "A" to Face Mask Policy
(Adapted from Algoma Public Health)

WHAT IS THE GENERAL PUBLIC REQUIRED TO DO FOR MASKING?

Members of public must wear a mask when in enclosed public spaces unless they are exempted. This means any indoor space of a business or organization accessed by the public.

Everyone should also follow any other elements of a business's policy on masks. This may include bringing your own mask to wear. Businesses and organizations may choose to provide masks for customers, but they are not required to do so.

WHERE ARE MASKS OR FACE COVERINGS REQUIRED?

Masks or face coverings must be worn in enclosed public spaces. This means indoor spaces of businesses or organizations which are accessed by the public.

Masks should also be worn in other spaces where physical distancing cannot be maintained.

Examples include:

- Retail stores
- Banks/Financial Institutions
- Convenience Stores
- Malls
- Restaurants and bars
- Personal Service Settings
- Grocery stores and bakeries
- Churches or faith settings
- Farmer's markets
- Areas of mechanics' shops and garages, and repair shops which are open to the public.
- Libraries
- Community centres
- Private transportation (e.g., bus, taxi, or limo)
- Public transportation (e.g., bus or train)
- Business offices open to the public

EMPLOYEE REQUIREMENT TO WEAR MASKS:

Township Employees & Volunteers should wear a mask when they are working in an enclosed public space such as (but not limited to):

- front office, council chambers, hall

Additionally, when physical distancing of 2 metres (6') cannot be maintained masks are to be worn;

- In non-public spaces of Municipal Buildings, and
- In Township vehicles (where two or more people are in one vehicle)
- Around Vendors/Repair persons who are in the Township garage(s)

Employees are exempted if they are working from behind a barrier such as a Plexiglass barrier.

Wearing a face mask is NOT a replacement for physical distancing, hand washing, and monitoring your health.

Wearing of masks under the conditions listed will be considered to be part of your Health & Safety Program required Safety equipment, similar to eye protection, work boots, hard hats etc.

Employees who wear masks help protect each other and customers. Likewise, customers or clients wearing masks will also help to protect employees and fellow patrons.

WHAT KIND OF MASK DO I NEED?

Canadian and Ontario public health officials recommend that medical masks, such as N95 respirators and surgical masks, are conserved for the health care setting.

For the general public, we encourage the use of non-medical cloth masks or face coverings that securely and comfortably cover the nose, mouth and chin without gaping.

Masks or face coverings can be homemade or purchased. Items such as scarfs or bandanas may be used.

The below links are provided by Algoma Public Health (as of August 10, 2020); if the links become inaccessible, call Algoma Public Health (705-942-4646) or go to their website <http://www.algomapublichealth.com/>

- Sew and no-sew instructions to make a homemade face covering are available at the below link:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/sew-no-sew-instructions-non-medical-masks-face-coverings.html>

- More information on non-medical masks or face coverings is available at the below link.

<https://www.ontario.ca/page/face-coverings-and-face-masks>

DO I STILL NEED TO STAY AT LEAST 2 METRES (6 FEET) AWAY FROM PEOPLE IF WEARING A FACE COVERING?

Yes, that is ideal and should be practiced whenever possible.

Wearing a face covering is an important additional measure when physical distancing is not possible.

CAN I REMOVE MY FACE COVERING IF PHYSICAL DISTANCING IS NOT A CONCERN IN THE ESTABLISHMENT?

In an enclosed public space, masks or face coverings must be worn at all times.

Where necessary, masks or face coverings may be temporarily removed for the following purposes:
Actively engaging in an athletic or fitness activity including water-based activities;

- Consuming food or drink;
- For any emergency or medical purpose.