

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

**BYLAW NUMBER 2023-042**

**BEING A BY-LAW TO APPOINT AN DEPUTY CLERK/RECORDS MANAGEMENT  
COORDINATOR**

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**Legal Authority**

**Scope of Powers**

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

**Powers of a Natural Person**

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

**Powers Exercised by Council**

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

**Powers Exercised by By-law**

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

**Municipal Administration**

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

**Deputy Clerk**

Section 228(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended ("*Municipal Act*") provides that Council may by by-law appoint a Deputy Clerk who shall have all the powers and duties of the Clerk under the *Municipal Act* and every other Act.

**Preamble**

The *Municipal Act* allows municipalities to appoint a Deputy Clerk who has the powers and authorities of the Clerk.

It is important for the municipal business to continue in the absence of the Clerk Council for the Corporation of the Municipality of Calvin requires a Deputy Clerk.

**Decision**

Council of the Corporation of the Municipality decides it in the best interest of the Corporation to appoint a Deputy Clerk on an Interim basis.


**Direction**

**NOW THEREFORE** the Council of the Corporation of the Municipality of Calvin directs as follows:

1. That Teresa Scroope is hereby appoints as the Deputy Clerk for the Corporation of the Municipality of Calvin effective hiring date of August 25 2023.
2. That the powers and duties of the Deputy Clerk shall be those powers and duties of the Clerk as set forth in the *Municipal Act* and every other Act.
3. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution 2023-293 this 14<sup>th</sup> Day of November 2023.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

**BUILDING INSPECTOR OFFICER AGREEMENT TO ENFORCE THE BUILDING CODE ACT**

THIS AGREEMENT made in quadruplicate as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**BETWEEN:**

The Corporation of The Township of Papineau-Cameron  
Having its principal office at  
4861 Highway 17, P.O. Box 630, Mattawa, ON P0H 1V0  
(Herein after called "Township of Papineau-Cameron")

OF THE FIRST PART

**AND**

The Corporation of The Municipality of Calvin  
Having its principal office at  
1355 Peddlers Drive, Mattawa, ON P0H 1V0  
(Herein after called "Municipality of Calvin")

OF THE SECOND PART

**AND**

The Corporation of The Municipality of Mattawan  
Having its principal office at  
947 Hwy 533, P.O. Box 610, Mattawa, ON P0H 1V0  
(Herein after called "Municipality of Mattawan")

OF THE THIRD PART

**AND**

The Corporation of The Municipality of East Ferris  
Having its principal office at  
25 Taillefer Road, Corbeil, ON P0H 1K0  
(Herein after called "Municipality of East Ferris")

OF THE FOURTH PART

**THE TOWNSHIP OF PAPINEAU-CAMERON, THE MUNICIPALITY OF CALVIN, THE MUNICIPALITY OF MATTAWAN AND THE MUNICIPALITY OF EAST FERRIS HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS;**

1. That the enforcement of the Building Code and Building Code Act shall be carried out by the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan, and the Municipality of East Ferris.
2. That the Municipality of East Ferris shall, by By-law under Section 3(2) of the Building Code Act, appoint the **Building Inspector Officer**, and shall maintain such By-Laws in effect at all times during the term of this Agreement. In the event that either the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan appoints a new Building Inspector Officer, the municipalities shall pass such amending By-laws as may be necessary during the term of this Agreement.
3. That the duties of those personnel appointed by By-law shall be as set out in the Building Code Act and shall include but not be limited to the review of applications and plans, the issuance of building and demolition permits, the inspection of construction, file management and enforcement of the said Act. The Building Inspector Officer shall at all times, act under the direction of and in accordance with the policies of the Municipality of East Ferris when undertaking duties within the Municipality of East Ferris.
4. That the Municipality of East Ferris shall make available to the Building Inspector Officer all records of past construction activity as may be required and shall provide access to municipal records as may be required for the purposes of enforcement of the said Act.
5. That the Council of the Municipality of East Ferris shall indemnify and save harmless the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan and their staff from any actions or litigation arising from matters under the Building Code Act and the Planning Act prior to the effective date of this agreement.
6. That the Municipality of East Ferris and the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall at all times during the term of this agreement, maintain in force professional and general liability insurance appropriate to the duties of enforcement of the Building Code Act as specified herein.

7. That the Municipality of East Ferris shall, during the term of this Agreement, be included as an "additional named insured" under the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan, Municipal Liability Insurance, but only in respect of and during the Services performed under this and cross liability insurance is to be provided.
8. That the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall, during the term of this Agreement, be included as an "additional named insured" under the Municipality of East Ferris's Municipal Liability Insurance, but only in respect of and during the Services performed under this and cross liability insurance is to be provided.
9. That the Municipality of East Ferris shall reimburse monthly in a timely manner to the Township of Papineau-Cameron the costs of providing Building Inspector Officer enforcement services at the rate of \$80.00 per hour for inspections, plan review, office administration, and the current per kilometer rate as set by the Township of Papineau-Cameron for travel allowance to and from the municipal office in Papineau-Cameron. Building Inspector Officer service priority will be firstly for the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan. Revenue generated for building inspection services will be shared between the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan, based on the agreed shared percentage portions between the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan.
10. That the Municipality of East Ferris shall provide to the Building Inspector Officer all necessary forms, applications and office supplies necessary to carry out their duties.
12. That the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan and the Municipality of East Ferris hereby agree to maintain in force at all times during the term of this agreement, a Building By-Law enacted under Section 5 (2) of the Building Code Act for the administration of building permits.
13. That the Chief Building Official and Building Inspectors shall only perform the roles for which they are qualified for in accordance with Section 1.1(6) (7) of the Ontario Building Code Act.
14. That this agreement shall be in effect for Four (4) years from October 24, 2023 to October 25, 2027.
15. That either Council may terminate or amend this agreement upon 30 days written notice.
16. Should this agreement be terminated, the Municipality of East Ferris shall pay to the Township of Papineau-Cameron all outstanding costs up to the date of termination and both shall return in good order, all municipal files and records relating to building matters in the respective municipality.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the following dates:

By the Township of Papineau-Cameron on the \_\_\_\_\_ day of \_\_\_\_\_, 2023,  
by By-Law No. \_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**


\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK-TREASURER

By the Municipality of Calvin on the 14 day of November, 2023,  
by By-Law No. 2023-045

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CAO/CLERK

By the Municipality of Mattawan on the \_\_\_\_\_ day of \_\_\_\_\_, 2023,  
by By-Law No. \_\_\_\_\_

**THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK-TREASURER

By the Municipality of East Ferris on the \_\_\_\_\_ day of \_\_\_\_\_, 2023,  
by By-Law No. \_\_\_\_\_

**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Schedule "A" to By-Law 2023-045



# Corporation of the Municipality of Calvin

## BY-LAW NO. 2023-041

### Being a by-law to appoint the Fire Chief for the Corporation of the Municipality of Calvin.

**WHEREAS** the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality pursuant to Section 5 of the Fire Prevention and Protection Act, 1997, S.O. 1997 c. 4;

**AND WHEREAS** Section 6 (1) of the Fire Prevention and Protection Act, 1997, S.O. 1997 c. 4 requires that where a fire department has been established, the Council of the municipality appoint a Fire Chief for the Fire Department;

**AND WHEREAS** By-Law No. 2018-009 establishes and regulates a Fire Department in the Corporation of the Municipality of Calvin and Section 2 of By-Law No. 2018-009 designates a Fire Chief as head of Fire Department and Section 1(g) designates the Deputy Fire Chief as the second ranking officer to carry out the duties of the Fire Chief in his absence;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Calvin hereby enacts as follows:

1. That Mariel Labreche be and is hereby appointed as the Fire Chief for the Corporation, and

That any preceding by-laws appointing a Fire Chief and Deputy Fire Chief are hereby repealed, and

That this by-law shall come into full force and effect as of the date of its passing.

**READ A FIRST AND SECOND TIME AND READ A THIRD TIME AND FINALLY passed in open council on this 14\_\_ day of \_\_November \_\_\_\_, 2023.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO/Clerk-Treasurer

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 30th day of December, 2023.

FOR ONTARIO

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

FOR THE Corporation of  
The Town of Mattawa

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
The Municipality of Mattawan

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
The Township of Papineau-  
Cameron

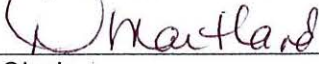
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
The Municipality of Calvin

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

Date signed by Municipality: Nov 14/2023

**THE CORPORATION THE MUNICIPALITY OF CALVIN  
BY-LAW NO. 2023-044  
TO ESTABLISH A HIRING POLICY**

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25 Sec 270 requires a municipality to adopt and maintain policies, one of which is, with respect to its hiring of employees;

**WHEREAS** the Corporation of the Municipality of Calvin deems it desirable to have such policy periodically updated to reflect current conditions;

**WHEREAS** the existing hiring policy contained in Bylaw 2022-007 Being a Bylaw to Codify Human Resource Recruitment and Management Policies is claimed to be under copyright;

**WHEREAS** the Municipality's labour force may in the future become a unionized workforce;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Calvin hereby enacts the following;

1. That hiring policy, as outlined in **Schedule "A"** attached hereto and made part of this By-Law be approved.
2. That this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. That all other by-laws inconsistent with this by-law, and specifically Bylaw 2022-007, are hereby repealed.
4. The Deputy Clerk Records Management Coordinator in consultation with the CAO shall develop a list of needed policies to be revised or established from which Council can determine a priority order for their development.
5. This by-law shall come into force and take effect upon final passing thereof.

**READ A FIRST, SECOND AND THIRD** )

**TIME AND FINALLY PASSED THIS** )

  
\_\_\_\_\_  
**MAYOR**



## Hiring Policy

Version: 01

Schedule A to Bylaw 2023- 044

DAY OF NOVEMBER 2023

) \_\_\_\_\_  
)   
CAO/CLERK

### DOCUMENT CONTROL

Date	Version	Author	Description
Nov 14 <sup>th</sup> , 2023	01		Final

### INTRODUCTION

The Municipality of Calvin "*The Municipality*" is committed to hiring people who are reflective of the community they serve, committed to the service of the community and competent and qualified in the roles they undertake.

### OBJECTIVE

The Municipality of Calvin "*The Municipality*" has adopted the following Hiring Policy to ensure all applicants are fairly treated in this process and to prevent conflicts of interest. This policy will also avoid actions that have the potential to adversely affect safety, security and morale within the Municipality and to ensure the organization meets public expectations of conduct.

Where one exists, The Municipality will honor the Collective Bargaining Agreement (CBA) and Employment Contracts and/or Agreements that have or will be signed by the Municipality.

### SCOPE AND APPLICATION

This policy applies to all employees of the Municipality.

### EQUAL OPPORTUNITY EMPLOYER

The Municipality of Calvin is an equal employment opportunity employer and all persons are entitled to employment opportunity with the Municipality, all individuals must be treated fairly, with respect and dignity, and without regard to Race, Ancestry, Place of Origin, National or Ethnic Origin, Citizenship, Colour, Age, Creed (Religion), Sex, Sexual Orientation, Gender Identity, Gender Expression, Marital Status, Family Status, Disability, Record of Offences, Conviction for which a pardon has been granted and not





Schedule A to Bylaw 2023-044

revoked, or any other basis prohibited by federal, local or provincial law. Unlawful discrimination is not tolerated, and all applicants will be given equal opportunity with respect to recruitment, employment, transfer, promotion, compensation, training, layoff, termination and benefits. Employment opportunities shall be open to all qualified applicants based on merit, ability, competence, experience, education, and satisfactory character, background and employment references. Should the workplace find itself to be a unionized one, as per the Collective Bargaining Agreement (CBA) job postings will take precedence for unionized employees.

Advancement shall be based on an individual's achievements, performance, ability, attitude and potential for promotion and includes length of employment with the Municipality.

It shall be the policy of the Municipality of Calvin to follow the CBA for all unionized employees.

Provisions that are not covered in the CBA are provided for in this policy. All non-union employees will follow this policy. Job vacancies for all non-union positions including new positions or special circumstances will be set by Council.

#### HIRING OF RELATIVES

Definition of Relative: spouse or same sex partner, common-law partner, parent, mother and father in-law, common-law mother and father in-law, same sex partner mother and father in-law, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild, a relative of the employee who is dependent on the employee for care or assistance.

Relative of employees presently in the employ or members of Council or Boards of the Municipality of Calvin shall receive the same consideration as any other applicant. However, there may be situations where it may not be in the best interest of the Municipality and/or the employee to employ a relative in the same department, particularly if there is a reporting relationship. Relatives are expected to declare a conflict of interest, withdraw from the process and shall not make hiring decisions about one another.

#### CONFIDENTIALITY OF THE HIRING PROCESS

Personal information of applicants and successful candidates in the Municipality's custody or control is subject to the Municipal Freedom of Information and Protection of Privacy Act. Should the hiring of a successful candidate be announced in open session of the Municipality's Council, the announcement will include only the successful candidate's name and position title. For greater clarity, the successful candidate's qualifications and other personal information will not be disclosed in such an announcement.

#### EMPLOYMENT CLASSIFICATION/PROBATION

Employment Classification(s) will be as per the CBA and as set by Council. Non-unionized employees hired to be full-time, regular part-time or summer positions are required to complete a 90-calendar day probationary period. If the employee has not been available to work the full probationary period or work performance has not met expectations the length of the probation may be extended solely at the discretion of the Municipality; probation for unionized employees will be as per the CBA.



Schedule A to Bylaw 2023-044

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Either party may terminate the employment relationship at any time during the initial probation period without advance notice, in which case there will be no continuing obligations of the parties to each other, financial or otherwise unless stipulated by The Employment Standards Act.

**STUDENT EMPLOYMENT**

It is the Municipality's policy to only hire one student from any one immediate family until jobs are filled. If insufficient applications are received to fill the available positions, then consideration will be given to hiring more than one person (student) per family.

**INTERVIEWING OF SUPERVISORY STAFF**

It shall be the policy of the Municipality that the interview process for Supervisory Staff will be completed by the Chief Administrative Officer (CAO) with the assistance of Council and this will form the "Interview Committee". The CAO will complete the reference after the interviews. The recommendation from the Interview Committee will then be brought forward to Council for approval.

The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per Council's direction.
2. Interview Committee to short list applicants.
3. Interview Committee to set date and time for interviews.
5. CAO or Deputy Clerk to set up interviews.
6. Interview Committee interviews candidates.
7. Interview Committee makes a decision about preferred applicant.
8. CAO to complete reference checks and report back to the Interview Committee.
9. The applicant(s) chosen by the Interview Committee is to be recommended to Council for approval.
10. All applicants approved by Council will be subject to a Criminal Reference Check as per policy.

**INTERVIEWING AND HIRING OF NON-SUPERVISORY STAFF AND HOURLY EMPLOYEES**

It shall be the policy of the Municipality that the interview and hiring process for non-supervisory staff and hourly employees be completed by the Chief Administrative Officer (CAO) with the assistance of the Deputy Clerk and/or Supervisor of the applicable department, and this will be the "Interview and Hiring Committee". The CAO will complete the reference checks for the preferred applicant coming out of the interview process. The CAO will approve the hiring as per the recommendation from the Interview Committee, with the individuals name being brought forward to Council for their information, at the next scheduled Council Meeting. The following steps will be followed in the interview/hiring process:



Schedule A to Bylaw 2023-044

1. Advertisement(s) to be placed as per the CAO's direction.
2. Interview and Hiring Committee to short list applicants.
3. CAO or Deputy Clerk to set date and time for interviews.
4. CAO or Deputy Clerk to set up interviews.
5. CAO to complete reference checks and report back to the Interview and Hiring Committee.
6. If an applicant is chosen by the Interview and Hiring Committee, the applicant is to be hired by the CAO and Council notified of the successful applicant.
7. The successful applicant will be subject to a Criminal Reference Check as per policy.

**INTERVIEWING AND HIRING OF CASUAL EMPLOYEES INCLUDING STUDENTS**

It shall be the policy of the Municipality that the interview and hiring process for casual employees will be completed by the Chief Administrative Officer (CAO) and/or Department Head of the applicable department, which will be the "Interview and Hiring Committee". The Department Head or CAO will complete the reference checks prior to the interviews and then set up interviews that are to be completed.

The following steps will be followed in the interview/hiring process:

1. Advertisement(s) to be placed as per the CAO's direction.
2. Interview and Hiring Committee to short list applicants.
3. CAO or Department Head complete reference checks and report back to the Interview and Hiring Committee.
4. Interview and Hiring Committee to set date and time for interviews.
5. CAO or Department Head to set up interviews.
6. If applicant is chosen by the Interview and Hiring Committee, the applicant is to be hired by the CAO and Council will be notified of the successful applicant.
7. The successful applicant will be subject to a Criminal Reference Check as per policy.

**INTEGRATED ACCESSIBILITY**

It shall be the policy of the Corporation that the recruitment process for all municipal employees will comply with the Integrated Accessibility Standards.

The following steps will be followed to ensure compliance:

1. The Municipality will notify its employees and the public about availability of accommodations for applicants with disabilities in its recruitment process.



## Hiring Policy

Version: 01

### Schedule A to Bylaw 2023-044

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2. The Municipality will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.
3. If a selected applicant requests an accommodation, the Municipality will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
4. When making offers of employment, the Municipality will notify the successful applicant of its policies for accommodating employee's with disabilities.

# THE CORPORATION OF THE MUNICIPALITY OF CALVIN

## **BYLAW NUMBER 2023-046**

### **BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

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#### **Legal Authority**

##### **Scope of Powers**

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

##### **Powers of a Natural Person**

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

##### **Powers Exercised by Council**

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

##### **Powers Exercised by By-law**

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

#### **Preamble**

Council for the Corporation of the Municipality of Calvin ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

#### **Decision**

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

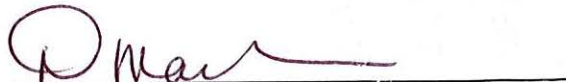
**Direction**

**NOW THEREFORE** the Council of the Corporation of the Municipality of Calvin directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of November 14, 2023.
2. All By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2023-306 this 14<sup>th</sup> Day of November, 2023.

  
MAYOR

  
CAO/ CLERK TREASURER



# Corporation of the Municipality of Calvin

## BY-LAW 2023-043

Being a by-law to repeal by-law 2022-060 a by-law appointing Leanne Crozier as the Treasurer

**WHEREAS** Leanne Crozier has been terminated as Treasurer effective October 23 2023.

**NOW THEREFORE BE IT RESOLVED THAT** a by-law to repeal bylaw 2022-035 a by-law to rescind the section of by-law 2022-060 appointing Leanne Crozier as Treasurer be READ, passed and numbered as 2023-043

**AND THAT** said by-law be signed by the Mayor and Clerk and sealed with the Seal of the Corporation

Deputy Mayor Moreton

Donna Maitland, CAO/Clerk Treasurer

November 14 2023