



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

AGENDA

May 18th, 2023 at 2:00 p.m.

1. Call to Order and Moment of Silence

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. Traditional Land Acknowledgement

As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."

3. Roll Call

4. Recital of the Municipal Mission and Vision Statements

5. Disclosure of Pecuniary Interest & General Nature Thereof

6. Deputations/Presentations

- i. Peter Harrington, Welch LLP – 2022 Municipal Audit

7. Adoption of Minutes of Previous Meeting

- Council Minutes
 - i. April 20th, 2023
 - ii. May 10th, 2023
- Recreation Advisory Committee Minutes
 - i. April 14th, 2023
- Library Board Minutes
 - i. March 2nd, 2023
 - ii. April 4th, 2023

8. Petitions and Correspondence

Information Only – (Please advise if you feel any item warrants further consideration)

- i. Regional Municipality of Waterloo – Privacy of Information Election Forms
- ii. Township of Puslinch – Act of Litter Ontario
- iii. Ontario Provincial Police – 2024 Municipal Billing Statement
- iv. The Federation of Northern Ontario Municipalities – Bail Reform
- v. City of Stratford – Use of Long-Term Care Funding to Support Community Care Services
- vi. Township of The Archipelago – Road Management Action on Invasive Phragmites
- vii. Town of Cochrane – Barriers for Women in Politics
- viii. City of Stratford – Funding and Support for VIA Rail Services
- ix. North Renfrew Family Services – Request for Increase in Funding
- x. Emergency Management Ontario – 2022 Compliance

- xi. MECP – Provincial Day of Action on Litter
 - xii. MNRF – Bear Population Survey Information
 - xiii. City of Cambridge – Municipal Codes of Conduct and Enforcement
 - xiv. Request to Endorse Bill 5 – Stopping Harassment and Abuse by Local Leaders
 - xv. Prince Edward County – Proposed Changes to the Provincial Policy Statement
 - xvi. City of Cambridge – Highway Traffic Act Amendments
 - xvii. Peggy Young-Lovelace, E4M – Peter Kenyon Workshop
9. Mayor's Reports
- i. Report 23/05/18/901 – Mayor's Report
10. Staff Reports
- i. Report 23/05/18/1001 – Municipal Administrator's Report
11. Financial Reports – none
12. Unfinished Business – none
13. Addendum (New Business)
- i. Report 23/05/18/1301 – Ontario Trillium Fund Capital Grant
 - ii. Report 23/05/18/1302 – Change of Fees in Building Permit By-Law
 - iii. Report 23/05/18/1303 – Annual Trailer Licencing for Private Campgrounds
14. Notice of Motion
- i. Councillor Richer – Intimate Partner Violence
 - ii. Councillor Dowser – Lending Hub
15. Policy/By-law Review
- i. By-law 2023-10 - Provision of Notice
16. By-Laws
- i. By-law 2023-11 - To Adopt 2023 Final Municipal Tax Rates
17. Closed Session
- Section 239 (3.2) for Education and Training Purposes
 - To Adopt Minutes of a Previous Meeting – May 10th, 2023
 - Section 239 (2. b) to Discuss Clerk's KPIs
18. Questions and Answers
19. Confirmation of Proceedings By-law
20. Adjournment

Note* Alternate formats and communication supports are available on request.

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens no/w and into the future.

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and becomes part of the public record. Questions with respect to the collection and use of this information should be directed to the Clerk's Office at 613-586-2526 or crystal@headclaramaria.ca



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

Minutes of April 20, 2023

Minutes of a regular meeting of Council held on April 20, 2023 at 2:00 p.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.
2. **TRADITIONAL LAND ACKNOWLEDGEMENT**
As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.
3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer
Staff: Crystal Fischer, Municipal Administrator
Absent/Regrets:
Guests: one member of the public
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor LeClerc
HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.
HCM Vision: Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
Councillor Richer declared a potential deemed pecuniary interest on Council Agenda Item Number 13 ii., Report Number 23/04/20/1302 concerning the 357 Application.

Councillor LeClerc declared a potential pecuniary interest on Council Agenda Item Number 12 i. Report Number 23/04/20/1201 concerning the Grading and Plowing Contract.
6. **DEPUTATIONS/PRESENTATIONS** – none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**
Resolution No.: 23/04/20/001
Moved by Councillor Richer and Seconded by Councillor LeClerc
BE IT RESOLVED THAT the minutes of the regular meeting of November 2, 2022, November 20, 2022 and March 23, 2023 be accepted as presented.
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**
Petitions - none

Correspondence

- i. Township of South Glengarry- Review of Rural Education Funding
Action: Clerk to send letter of support.
- ii. Ministry of the Attorney General - Update on POA Modernization and
- iii. Streamlining Initiatives
- iv. Association of Ontario Road Supervisors - Enbridge Gas Proposed Fee
Resolution No.: 23/04/20/1001
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser
WHEREAS Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;
AND WHEREAS third-party contractors include Ontario municipalities;
AND WHEREAS these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;
AND WHEREAS this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;
AND WHEREAS if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;
THEREFORE BE IT RESOLVED that the Council of the United Townships of Head, Clara and Maria strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;
AND THAT the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;
AND THAT this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, John Yakabuski MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.
Carried Unanimously
- v. Town of Plympton-Wyoming- Reducing Municipal Insurance Costs
- vi. Township of Mulmur - Bill 5-Stopping Harassment and Abuse by Local Leaders
- vii. Act, 2022
- viii. E4M -Notification of a Municipal Conflict of Interest Application and Subsequent
- ix. Withdrawal
- x. Ministry of Municipal Affairs and Housing - Helping Homebuyers, Protecting
- xi. Tenants Act
- xii. Brent Allen - Letter to Council Regarding Campgrounds
- xiii. Cogeco - Request for Letter of Support
Action: Clerk to create letter of support, to be signed by the Mayor.

9. MAYOR'S REPORT

- i. Report 23/04/20/901 –Mayor's Report

10. STAFF REPORTS

- i. Report 23/04/20/1001 –Municipal Administrator's Report

11. FINANCIAL REPORTS

- i. Report 23/04/20/1101 – Revenue and Expense Report
Resolution No.: 23/04/20/002
Moved by Councillor Richer and Seconded by Councillor Dowser

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Treasurer to process a refund of taxes in the amount of \$163.08 for 2021-2022 and approve an estimated reduction in taxes of \$81.47 for 2023.
Carried Unanimously

Councillor Richer re-entered Council Chambers at 2:44 p.m.

iii. Report 23/04/20/1303 – Safety Hub Training

Resolution No.: 23/04/20/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

WHEREAS Staff have received a demonstration of Safety Hub, an online workplace training platform, and see the value in the program;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct Staff to enter into an agreement with Safety Hub to provide access to the online training platform, to be reviewed again in one year.

Carried Unanimously

14. NOTICE OF MOTION – none

15. POLICY/BY-LAW REVIEW

i. By-Law 2023-07 To Adopt HR-19 - Policy on Employee Grievance

Resolution No.: 23/04/20/008

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council received and provided input on HR-19 Policy on Employee Grievances,

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does adopt By-Law 2023-07 to adopt HR-19 Policy on Employee Grievances as presented at the regular meeting of April 20, 2023.

Carried Unanimously

16. BY-LAWS –none

17. CLOSED SESSION

Resolution No.: 23/04/20/009

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS Section 239(b) of the Municipal Act, 2001, allows for an in camera session to discuss personal matters about identifiable individuals, including municipal employees;

THEREFORE BE IT RESOLVED that Council enter into closed session at 2:50 p.m. to discuss the Municipal Administrator's KPIs for 2023.

Resolution No.: 23/04/20/010

Moved by Councillor LeClerc and Seconded by Councillor Richer

WHEREAS Council went into closed session under Section 239(b) of the Municipal Act, 2002 to discuss personal matters about identifiable individuals, including municipal employees;

THEREFORE BE IT RESOLVED that Council comes out of closed session at 3:59 p.m. and the public portion of the meeting continues.

BE IT RESOLVED THAT the Revenue and Expense Report ending March 31, 2023 be accepted as presented.

Carried Unanimously

12. UNFINISHED BUSINESS –

i. Report 23/04/20/1201 – Grading and Plowing Contract

Resolution No.: 23/04/20/003

Moved by Councillor Dowser and seconded by Councillor Richer

WHEREAS the 2023-2026 Grading Tender and Contract Documents have been advertised;

AND WHEREAS two submissions were received and scored;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into an agreement with Bidder #2 for the provision of grading services for 2023-2026.

Carried Unanimously

Resolution No.: 23/04/20/004

Moved by Councillor Dowser and seconded by Councillor Richer

WHEREAS the 2023-2026 Plowing Tender and Contract Documents have been advertised;

AND WHEREAS only one submission was received;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into an agreement with the sole bidder for the provision of plowing services for 2023-2026.

Carried Unanimously

13. NEW BUSINESS –

i. Report 23/04/20/1301 – Smart Serve Training

Resolution No.: 23/04/20/005

Moved by Councillor LeClerc and Seconded by Councillor Richer

WHEREAS the Alcohol Gaming Commission of Ontario introduced a five-year term for all new and existing liquor training certificates;

AND WHEREAS as a liquor licensee, the municipality is responsible to ensure that any person involved in the sale and service of alcohol holds a valid Smart Serve certificate;

AND WHEREAS all current municipal volunteer bartender's certifications will expire on June 30, 2023;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to reimburse Smart Serve certification and recertification costs up to a maximum of \$450 in 2023.

Carried Unanimously

Councillor Richer left Council Chambers at 2:40 p.m.

ii. Report 23/04/20/1302 – Section 357 Property Tax Application

Resolution No.: 23/04/20/006

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

WHEREAS the Treasurer has received an application under Section 357 of the Municipal Act, 2001 for the reduction and refund of property tax;

AND WHEREAS the recommendation from MPAC includes a change in tax class to better reflect its current actual use;

18. QUESTIONS AND ANSWERS –

Councillor Dowser – Should a Facebook page be created for the Recreation Advisory Committee? Will reduce workload of Staff but still provide information and connection of the community. Councillor Richer has volunteered to administrate it, Staff could be co-administrator. Council will leave it for consideration.

Requesting an update and plan regarding beautification including the community garden and planters.

Councillor Dowser and the Clerk will create a plan and seek volunteers for assistance.

Emergency Management Training – June 8 at 10:00 a.m.

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/04/20/011

Moved by Councillor Richer and Seconded by Councillor LeClerc

BE IT RESOLVED THAT By-law 2023-08 being a by-law to confirm proceedings of the meeting of Council of Thursday, April 20, 2023 be read a first time short and passed.

Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/04/20/012

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 4:30 p.m. to meet again on May 18, 2023 at 2:00 p.m.

Carried Unanimously

MAYOR

CLERK



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

Minutes of May 10, 2023

Minutes of a special meeting of Council held on May 10, 2023 at 2:00 p.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.
2. **TRADITIONAL LAND ACKNOWLEDGEMENT**
As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.
3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer
Staff: Crystal Fischer, Municipal Administrator
Absent/Regrets: none
Guests: Peggy Young-Lovelace, E4M
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain
HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.
HCM Vision: Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
7. **CLOSED SESSION**
Resolution No.: 23/05/10/001
Moved by Councillor Richer and Seconded by Councillor LeClerc
WHEREAS Section 239(3.1) of the Municipal Act, 2001, allows for an in-camera session for education and training purposes;
THEREFORE BE IT RESOLVED THAT Council enter into closed session at 2:05 p.m. to discuss DISC Assessments and KPIs.
Carried Unanimously

Resolution No.: 23/05/10/002
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain
WHEREAS Council went into closed session under Section 239 (3.1) of the Municipal Act, 2001, for education and training purposes;
THEREFORE BE IT RESOLVED THAT that Council comes out of closed session at 5:39 p.m. and the public portion of the meeting continues.
Carried Unanimously

8. QUESTIONS AND ANSWERS – none

9. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/05/10/003

Moved by Councillor LeClerc and Seconded by Councillor Richer

BE IT RESOLVED THAT By-law 2023-09 being a by-law to confirm proceedings of the meeting of Council of Wednesday, May 10, 2023 be read a first time short and passed.

Carried Unanimously

10. ADJOURNMENT

Resolution No.: 23/05/10/004

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 5:41 p.m. to meet again on Thursday, May 18, 2023 at 2:00 p.m.

Carried Unanimously

MAYOR

CLERK

**THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HCM RECREATION ADVISORY COMMITTEE**

Minutes

Wednesday April 14th, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Bonnie Stewart, Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councilor Chris Dowser

Staff: Stephany Rauche

Absent: Lexi Rivett

Guests: Paul Sarrazin

Adoption of Agenda:

Moved by: Bonnie Stewart and Seconded by: Deborah Froehlich

Be it resolved that the Agenda for April 14th, 2023 meeting be accepted as presented.

Adoption of Previous Minutes:

Moved by: Glenn Stewart

Be it resolved that the meeting Minutes for March 7th 2023 be accepted as presented.

2. Unfinished Business:

I. St-Patrick's Day

Very successful event, the decorations turned out great. Next year we would assign volunteers for the next day to clean up. Pre-sale tickets only for next year. The committee served 85 people, and had to turn away a few people. The committee would like to reconsider the price of tickets for next year, most of the supplies were donated. The committee believes that if the items were purchases it would cost approximately \$250.00 for food supplies. Tickets sales could go up to \$15.00-\$ 20.00 per ticket for next year.

II. Canada Day Committee

Rachel will ask 86 Bistro if they are available to cater and able to provide pricing. Chris will make some calls about potentially sourcing food trucks. Rachel has some idea of fundraising games. Staff will advertise in search volunteers again, Bonnie will still volunteer to pick up supplies if need be. Glenn and Bonnie will talk about bringing their food truck to Old Mackey Park for Canada Day. Chris has volunteered to set off the fireworks at dusk.

III. Mother's Day Breakfast- Cancel Mother's Day and Father's Day are cancelled.

IV. Dish washer

In the future, we would get members to research this information.

3. New Business

I. Ball Tournament

May 27th, and June 10th 2023 are tentative date. Paul will call back about the date to confirm. 6- 8 teams. They would like to have the bar opened and would like to have the outdoor extension for the bar as well. Would like to use the BBQ's, they would bring their own food, just hot dogs and hamburgers. They will look after the chalk and the balls, would require the line marker from the Township. Will be starting at 8:00 am and will end at 6:00 pm. Will have to move one dug out, have the extra balls out just in case. Paul will send Stephany the advertisement and will ask to have it posted on Facebook. Would like to have coffee and tea provided in the hall rental.

4. Financials –St-Patrick's Karaoke, report attached.

5. Events-

- **April 22nd, 2023 (MLSC)**
Bartender: Roseanne Boudreau
RAC Rep: Rachel Richer
- **May 4th, 2023 (LIBRARY)**
Bartender: Roseanne Boudreau
RAC Rep: Lexi Rivett
- **May 27 or June 10, 2023**
Bartender:
RAC Rep:

6. Questions and Answers:

Chris: wondering if the committee would be interested in setting up a Facebook page just for RAC.

Darts: We have concerns with safety, we would have to think about making portable boards. This should be brought to council's attention. Maybe a game night. Winter games, the committee can think about this for a few months and will bring it back for discussion.

Adjournment: This meeting adjourns on April, 14, 2023

Moved by: Glenn Stewart Seconded by: Deborah Froehlich

Be it resolved that this meeting adjourn at 4:20 p.m. to meet again May 9th, 2023.

**Head, Clara and Maria Public Library
Board Meeting Minutes
March 2nd, 2023**

A Regular Meeting held on March 2nd, 2023 was called to order at 9:30 AM

As we gather this morning, I would like to acknowledge on behalf of The Head Clara & Maria Public Library Board and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

1. Roll Call

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Marlene Gibson	x			Member	Gay Baribeau			x
Member	Catherine Sutherland	x			Member	Fran Kelly-Chamberlain	x		
Member	Nancy Voros	x			CEO	Lexi Rivett	x		

2. Pecuniary Interest: none

3. Approval of agenda:

Resolution #1; Moved by Catherine Sutherland seconded by Fran Kelly-Chamberlain. Be it resolved that the agenda for March 2nd, 2023 be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution # 2; Moved by Catherine Sutherland Seconded by Fran Kelly-Chamberlain. Be it resolved that the minutes of February 10th, 2023 be accepted as presented. CARRIED

5. Business Arising From The Minutes:

- Marlene took the phone into the Rogers store and had it fixed.
- Vendor receipts have been photocopied and handed in to the office so that receipts may be issued
- Council has approved the librarian to make up some of the hours missed due to illness in 2022
- A portable hard drive has been purchased for the library it cost \$158.19 and has 4TB of space
- Catherine will look into finding someone to help with the computers.
- The Clerk will be speaking with the Auditor about what time frame our GST rebate was for.

6. Report of the CEO:

- Sent an email to Jasi about bulk pulling emails but haven't gotten a response yet
- I have been spending lots of time finding all the policies we are required to have.

- I have been going through and trying to sort any papers lying around the library
- I've been continuing to work on the annual survey

7. Report of The Chair:

- Jasi has updated their cataloging system, Marlene emailed them for assistance with installing it.
- New books have been ordered, 5 have already been cataloged.

8. Financial Reports:

Resolution # 3; Moved by Fran Kelly-Chamberlain, Seconded by Catherine Sutherland. Be it resolved that the Revenue & Expense Report be accepted as presented. CARRIED

Resolution #4; Moved by Catherine Sutherland seconded by Nancy Voros. Be it resolved that the 2023 budget be accepted as presented. CARRIED

9. Correspondence:

- OLS has sent an email out offering Governance 101 training for library board members.

10. Policies: Deferred to next meeting

11. New Business:

- The Head, Clara & Maria Public Library Board wishes to congratulate Alexandra Rivett on her acceptance of the position of Library CEO
- Marlene has followed up with other applicants to thank them for their interviews

12. Report of the Projects:

- June Jazaar
 - So far 1 food truck, 2 outdoor and 6 indoor vendors have confirmed their spots
 - The library will have juice, tea, coffee, water and cookies available for purchase
 - The board will make 5 dozen cookies
 - Raffle basket tickets will be for sale by donation
- 3 Vendors have booked spots at the Christmas market
- Volunteer Appreciation
 - Lexi will create a plaque to acknowledge all people who volunteered From May 2020- to December 2022
 - For the volunteer appreciation dinner we will look into ordering delivery from the Rolphton restaurant
 - We will Book the hall for May 2nd at 6:00 p.m.
 - Lexi will look into seeing if the bar would be able to open

13. Questions and Answers:None

14. Adjournment:

Resolution #5;

Be it resolved that this meeting adjourn at 12:07 p.m. to meet again April 4th, 2023 at 10:00 a.m.. in the hall. Moved by Nancy Voros seconded by Catherine Sutherland. CARRIED

History Project Visits

Day Index Users

E-DVD	3
E-FIC	10
E-JEASY	1
E-JFIC	1
E-JNFIC	1
E-NFIC	4
TOTAL	20

01/02/2023	7
02/02/2023	6
03/02/2023	3
04/02/2023	3
05/02/2023	4
06/02/2023	7
07/02/2023	9
08/02/2023	1
09/02/2023	2
10/02/2023	3
11/02/2023	7
12/02/2023	12
13/02/2023	12
14/02/2023	6
15/02/2023	8
16/02/2023	8
17/02/2023	7
18/02/2023	7
19/02/2023	4
20/02/2023	5
21/02/2023	4
22/02/2023	8
23/02/2023	5
24/02/2023	1
25/02/2023	6
26/02/2023	5
27/02/2023	3
28/02/2023	7
	160

**Head, Clara and Maria Public Library
Board Meeting Minutes**

April 4th 2023, 2023

A Regular Meeting held on April 4th, 2023 was called to order at 9:30 AM

As we gather this morning, I would like to acknowledge on behalf of The Head Clara & Maria Public Library Board and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

1. Roll Call

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Marlene Gibson	x			Member	Gay Baribeau	x		
Member	Catherine Sutherland	x			Member	Fran Kelly-Chamberlain			x
Member	Nancy Voros	x		x	CEO	Lexi Rivett	x		

2. Pecuniary Interest: none

3. Approval of agenda:

Resolution #1; Moved by Gay Baribeau seconded by Nancy Voros. Be it resolved that the agenda for April 4th 2023 be accepted as Presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution # 2; Moved by Nancy Voros Seconded by Gay Baribeau. Be it resolved that the minutes of March 2nd 2023 be accepted as Amended. CARRIED

5. Business Arising From The Minutes:

- The vendor receipts are ready to be sent out
- The computer is being sorted onto the hard drive
- Jasi has sent a list of all patron email addresses
- An email will be sent out welcoming patrons back to the library and asking if they want to still use the library

6. Report of the CEO:

- Lexi spoke on the phone with a company called smart apple-they offer competitive pricing on books, free shipping and will send you trial boxes to pick through before purchasing. They offer 30 % discounts to public libraries and they have books for ages KG-YA
- Official start date was March 1st 2023
- Both Workflows/Jasi operating systems have been updated to the computers
- The Information Privacy Commissioner survey has been completed
- A poster advertising that we have park passes to borrow has been created and posted on library bulletin board.
- Hall has been booked for May 2nd but someone from the library will have to fill in the hall rental application and request a bar on it.

7. Report of The Chair:

- Marlene will give Nancy ingredients to make cookies for the June Jazaar
- The receipt printer still is not working we may need to consider buying a new one, but will have it checked out first
- Lots of books and puzzles are being donated to the library
- In regards to the information on the interviews All notes have to be kept for 7 years

8. Financial Reports:

Resolution # 3; Moved by Nancy Voros Seconded by Gay Baribeau. Be it resolved that the Revenue and Expense Report for 23/01/01-23/04/03 be accepted as presented.CARRIED

9. Correspondence: None

10. Policies:

Cathy and Lexi will discuss the policies after the meeting and will bring them to a future meeting to be revised

11. New Business:

- Next Budget we should consider purchasing a fire proof safe
- Adopt an author and June Jazaar will be put into the newsletter.

12. Report of the Projects:

Volunteer Appreciation Dinner

- Gay will be the volunteer to run the bar for the volunteer appreciation dinner
 - The date will be changed to April 28th we will double check with Fran for this date

History Project

- Cathy and David went through what was here March 24th and discovered a lot of interviews are not uploaded to the website.
- There are many portable Hard Drives that they will go through and catalog
- History project computer will not allow the use of google

June Jazaar

- Emails sent out looking for vendors
- 15 vendors total now
- We will look into getting a counter to use to determine how many people attend
- We will ask to temporarily store donations in the exercise cupboard
- 2 tents have been reserved

13. Questions and Answers: None

14. Adjournment:

Resolution #4;

Be it resolved that this meeting adjourn at 12:16 p.m. to meet again May 4th, 2023 at 10:00 a.m. in the hall. Moved by Catherine Sutherland seconded by Gay Baribeau.

CARRIED

Number of History Project Visits

Day Index	Users
01/03/2023	4
02/03/2023	3
03/03/2023	1
04/03/2023	4
05/03/2023	8
06/03/2023	7
07/03/2023	8
08/03/2023	2
09/03/2023	3
10/03/2023	2
11/03/2023	5
12/03/2023	10
13/03/2023	5
14/03/2023	6
15/03/2023	9
16/03/2023	4
17/03/2023	15
18/03/2023	18
19/03/2023	9
20/03/2023	8
21/03/2023	10
22/03/2023	11
23/03/2023	9
24/03/2023	8
25/03/2023	3
26/03/2023	7
27/03/2023	6
28/03/2023	5
29/03/2023	4
30/03/2023	6
31/03/2023	4
Total	204

CIRCULATION: MARCH

E-DVD	2
E-FIC	11
E-JBD_BOOK	1
E-NFIC	2
E-POOL-DVD	1
TOTAL	17



April 24, 2023

Area Members of Provincial Parliament
Sent via email

Dear Area Members of Provincial Parliament:

Re: Councillor J. Erb Notice of Motion

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on April 19, 2023, approved the following motion:

WHEREAS the Municipal Elections Act requires all individuals wishing to be a candidate in a municipal or school board election to file Nomination Paper - Form 1 with the municipal clerk;

AND WHEREAS the Municipal Elections Act requires all candidates who sought election to a municipal council or school board to file Financial Statement – Auditor’s Report Candidate – Form 4 with the municipal clerk;

AND WHEREAS Form 1 requires candidates to provide their qualifying address;

AND WHEREAS Form 4 requires candidates to list the name and home address of any donor contributing over \$100.00

AND WHEREAS the Municipal Elections Act specifies that these documents are not protected by the Municipal Freedom of Information and Protection of Privacy Act, and requires the municipal clerk to make Form 4 available on a website;

AND WHEREAS there has been concern expressed about those who hold public office and those who support them that they have been the subject of unnecessary attention and excessive scrutiny;

AND WHEREAS the requirement to publish the personal home address of donors to specific candidates may discourage individuals from

engaging in the democratic process to elect municipal and school board politicians.

THEREFORE, BE RESOVLED THAT the Regional Municipality of Waterloo calls on the Minister of Municipal Affairs and Housing for the Province of Ontario to protect the privacy of candidates and donors by removing the requirement for their street name, number and postal code to be listed on publicly available forms.

AND FURTHER THAT for verification purposes, the addresses of all candidates and all donors over \$100 be submitted to the municipal clerk on separate forms that are protected by the Municipal Freedom of Information and Protection of Privacy Act and will not be published.

AND FINALLY, that this resolution be forwarded to the Area Members of Provincial Parliament, the Association of Municipalities of Ontario, the Association of Municipal Clerks and Treasurers of Ontario, the Ontario Public School Boards' Association, the Ontario Catholic School Trustees' Association, and all Ontario municipalities.

Please accept this letter for information purposes only. If you have any questions or require additional information, please contact Rebekah Harris, Research/Administrative Assistant to Council, at RHarris@regionofwaterloo.ca or 519-575-4581.

Regards,



William Short

Regional Clerk/Director, Council and Administrative Services

WS/hk

cc: Association of Municipalities of Ontario
Association of Municipal Clerks and Treasurers of Ontario
Ontario Public School Boards' Association
Ontario Catholic School Trustees' Association
Ontario municipalities

2



Hon. David Piccini, MPP
Minister of the Environment
Conservation and Parks
Ministry of the Environment,
Conservation and Parks 5th Floor
777 Bay St.
Toronto, ON, M5B 2H7
VIA EMAIL:
david.piccini@pc.ola.org

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

April 26, 2023

RE: 11.1 Mayor's Updates - 11.1.1 Mayor Seeley gave an update on the upcoming spring clean-up day being the second weekend of May.

Please be advised that Township of Puslinch Council, at its meeting held on April 12, 2023 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2023-127: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That Council receive the Mayors and Council member updates for information; and

That Council direct staff to send notice to the MECP requesting that the litter on the roadside of the 401 be cleaned up in accordance with the Ministry initiative "Act on Litter Ontario"; and

That this resolution be circulated to all municipalities in Ontario.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Courtenay Hoytfox
Municipal Clerk

CC: All Ontario Municipalities

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, ave Memorial
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 4000- GOV

Date: April 18, 2023

The Townships of Head, Clara and Maria
15 Township Hall Road,
Stonecliffe, ON, K0J 2K0

Dear Chief Administrative Officer:

Re: **2024 Municipal Policing Billing Statement Property Count**

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2022 Assessment Roll data delivered by MPAC to municipalities for the 2023 tax year with adjustments based on the requirements defined in O. Reg. 267/14 of the Police Services Act (PSA). The property counts will be used by the OPP to help determine policing costs in the 2024 Annual Billing Statements.

Municipality	Household	Commercial & Industrial	Property Count
The Townships of Head, Clara and Maria	354	15	369

The Household count is reflected in your 2022 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <http://www.opp.ca/billingmodel> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 267/14, and if you continue to have any questions or concerns about your count, please contact your local MPAC Account Manager Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2022 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2024 municipal billing will be adjusted for the applicable changes.

Yours truly,

Phil Whitton, Superintendent
Bureau Commander
Municipal Policing Bureau

Bail Reform Resolution

WHEREAS the cost of Policing and Emergency Services in Northern Communities is harming a community's ability to support local Social and Health issues

WHEREAS a small percentage of those affected by an Addiction in the communities of Northern Ontario are committing crimes

WHEREAS many of those committing crimes are not housed in the correctional system, therefore, remain in our communities, often those that do require treatment for their Addiction issue receive none.

WHEREAS some committing crimes become violent, but are released back into the community, due to the negative impacts Federal Bill C75

WHEREAS the Federation of Northern Ontario Municipalities (FONOM) believes that more must be done by the Federal Government on Bail Reform

THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities (FONOM) requests the Federal Government make these Legislative changes

1. Create a Designation of a chronic persistent offender.
2. Allow community impact statements at bail and at bail hearings.
3. Creating reverse onus in bail for all firearms offences.
4. All bail-related gun charges go to the superior court for bail release.

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister, Federal Justice Minister, Premier of Ontario, The Attorney General, the Solicitor General, Minister of Infrastructure, Minister of Municipal Affairs, Northeastern MPs and MPPs, Leaders of the Opposition, the Association of Municipalities of Ontario, and the Federation of Northern Ontario Municipalities.



City of Stratford
Corporate Services Department
Clerk's Office
City Hall, P. O. Box 818
Stratford, Ontario N5A 6W1
Tel: 519-271-0250, extension 5237
Email: clerks@stratford.ca
Website: www.stratford.ca

April 17, 2023

Via email: ltcminister@ontario.ca

Ministry of Long-Term Care
6th Floor, 400 University Avenue
Toronto, ON M5G 1S5

Dear Hon. Paul Calandra:

Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services

At their April 11, 2023 Regular Council meeting, Stratford City Council adopted the following resolution requesting the provincial government to support community driven home care services through the redirect of ministry beds in abeyance funding:

THAT staff be requested to send a letter to the provincial government to endorse the redirect of current ministry beds in abeyance funding towards the support of community care services.

We kindly request your support and endorsement.

Sincerely,

Chris Bantock

Chris Bantock
Deputy Clerk

cc: Premier Doug Ford
Matthew Rae, MPP
Association of Municipalities of Ontario
All Ontario municipalities



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 15.1.
Resolution Number 23-058
Title: Road Management Action on Invasive Phragmites
Date: Friday, April 21, 2023

Moved by: Councillor Barton
Seconded by: Councillor Lundy

WHEREAS *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes including Georgian Bay; and

WHEREAS *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighboring plant species; and

WHEREAS *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

WHEREAS invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and Agrifood Canada; and

WHEREAS the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

WHEREAS *Phragmites* occupy over 4,800 hectares of land around Lake St. Clair alone, while 212 hectares of *Phragmites* occupy land along the St. Lawrence River. The Georgian Bay Area is particularly affected by *Phragmites australis*, with more than 700 stands along the shorelines and multiple visible stands on the highways and roads that threaten valuable infrastructure and wetland areas; and

(1)

THE CORPORATION OF THE TOWN OF COCHRANE

REGULAR COUNCIL

DATE:

April 11, 2023

RESOLUTION NO.:

204-2023

AGENDA ITEM NO.:

13.4

MOVED BY SUSAN NELSON

SECONDED BY DANIEL BRUNET

WHEREAS Council has received several communications regarding the historical challenge for woman in politics.

AND WHEREAS Council wishes to support the call for action by going beyond making political statements and constructively add to inspiring positive, meaningful change to this instead.

AND WHEREAS Council recognizes and is proud of the Town of Cochrane's historical and inspiring accomplishments toward this important initiative that has seen our community commit to adopting meaningful change by:

- ✓ Adopting employment equity in 2011
- ✓ Making senior positions of control and power available to woman, such as:
 - o Having the one of only of two female CAO's in the region.
 - o Having the fourteen positions in the Town Hall composed of eleven woman.
- ✓ And by having forty-three percent of it's council composed of woman.

THEREFORE BE IT RESOLVE THAT: the Council of the Corporation of the Town of Cochrane, Ontario, wishes to support the call out to recognize the challenges woman face in politics, while also recognizing the efforts made by its municipality, and all other municipalities, to meaningfully create the change being sought through leading by example.

AND THAT: the Council inspire continued meaningful change by encouraging all municipalities to first recognize (thereby validating) the positive changes they have made, while remaining diligent in continuing to make and inspire the kind of actual change that will lead to even more woman becoming actively engaged in politics.



Corporate Services Department
Clerk's Office
CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 5237
Fax: 519-273-5041
www.stratford.ca

November 28, 2022

Right Hon. Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

justin.trudeau@parl.gc.ca

Dear Prime Minister:

Re: Resolution – Funding and Support for VIA Rail Services

At their November 14, 2022, Regular Council meeting, Stratford City Council adopted a resolution petitioning the federal government to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA Rail service.

A copy of the resolution is attached for your consideration. We kindly request your support and endorsement.

Sincerely,

Tatiana Dafoe
Clerk

Encl.
/ja

cc: Premier Doug Ford
MPP Matthew Rae
MP John Nater
Association of Municipalities of Ontario
Federation of Canadian Municipalities
All Ontario municipalities



THE CORPORATION OF THE CITY OF STRATFORD
Resolution: Funding and Support for VIA Rail Service

WHEREAS The Corporation of the City of Stratford supports the National Transportation Policy and Section 5 of the *Canada Transportation Act*, S.C. 1996, c. 10 (as amended), which states in part:

"a competitive, economic and efficient national transportation system that meets the highest practicable safety and security standards and contributes to a sustainable environment, makes best use of all modes of transportation at the lowest cost is essential to serve the needs of its users, advance the well-being of Canadians, enable competitiveness and economic growth in both urban and rural areas throughout Canada. Those objectives are achieved when:

(a) competition and market forces among modes of transportation, are prime agents in providing viable and effective transportation services;

(b) regulation and strategic public intervention are used to achieve economic, safety, security, environmental or social outcomes

(c) rates and conditions do not constitute an undue obstacle to the movement of traffic within Canada or to the export of goods from Canada;

(d) the transportation system is accessible without undue obstacle to the mobility of persons, including persons with disabilities; and

(e) governments and the private sector work together for an integrated transportation system."

WHEREAS the Government of Canada has stated: *"we are serious about climate change" and "smart investments in transit help connection communities We will continue to work with communities and invest in the infrastructure they need today and into the future";*

WHEREAS Abacus data has indicated that Canadians are focused on building transit to reduce congestion and connect communities;



May 1, 2023

Town of Head, Clara & Maria
15 Township Hall Road,
Stonecliffe, K0J 2K0
Attention: Mayor Debbi Grills
d.grills@headclaramaria.ca

Re: Proposal for a Grant to NRFS

North Renfrew Family Services (NRFS) is a mental health agency that has served North Renfrew for over fifty years. NRFS has a large client base - about 1 in 10 people in the community have been helped by NRFS. This includes many residents of Head Clara and Maria. Two NRFS counsellors are available 5 days per week, either by appointment or on a walk-in basis (available to all Renfrew County residents on Wednesdays afternoon).

NRFS annual budget is approximately \$270,000. About 50% of its revenue comes from private donors. Other major sources of revenue are the provincial government (18%), local municipal government (6%), United Way (8%), LINH and Deep River Hospital (14%). Although its client base has been increasing especially after COVID-19, NRFS's revenue has not kept up with the increased demand for its services. Note that NRFS does not charge a counselling fee but encourages its clients to donate.

The counselling services provided by NRFS include crisis intervention, advocacy, and support related to:

- Relationship breakdown
- Family Violence
- Alcohol and Drug addiction
- Violence against Women
- Trauma, Grief and Stress
- Suicide Ideation
- Personal and emotional difficulties
- Past and present sexual abuse
- Youth-Support and Crisis

NRFS respectfully request that you consider joining local municipalities and businesses that annually support NRFS (e.g. Tim Horton's \$8000; Valu-Mart \$7000, Town of Deep River \$20,000, Laurentian hills over \$5000, and Head, Clara Maria \$1500) by providing financial support for our ongoing counselling service . You can contribute by cheque (sent to PO Box 1334 Deep River) or e-transfer (office@nrfs.ca). A tax receipt will be sent to you promptly.

Sincerely,

Dé Groeneveld
Chair, Board of Directors
North Renfrew Family Services Inc.
degroeneveld@gmail.com

Tracy Russell
Executive Director
North Renfrew family Services Inc
tracy.russell@nrfs.ca



Renfrew County United Way



Family Service Ontario

"Strengthening North Renfrew - One Family at a Time"

WHEREAS the Canadian Transport Commission main finding at public hearings in 1977 was that there should be no further reductions to passenger rail services;

WHEREAS the frequency of VIA trains running in Canada has been reduced significantly since 1977, causing a subsequent significant drop in ridership;

WHEREAS there is a need for balanced transportation with more using transit and less using automobiles;

WHEREAS the changing demographic relating to house prices, housing affordability will require further expansions of transit;

WHEREAS there is a need to visit tourist sites located along rail lines;

WHEREAS the annual cost of congestion to the Greater Toronto Hamilton Area economy alone is between \$7.5 and \$11 billion;

WHEREAS there are 10 million more vehicles on the road today than there were in 2000; and

WHEREAS the City of Stratford requests the support of this resolution from all communities served by VIA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of The City of Stratford recommends to the Government of Canada to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA rail service in 2022 and successive years.

Adopted by City Council of The Corporation of the City of Stratford on November 14, 2022

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1
Attention: City Clerk, 519-271-0250 extension 5329, clerks@stratford.ca

Treasury Board Secretariat
Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor
de la gestion des situations d'urgence
Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1200



May 04, 2023

Township of Clara And Maria Head

Dear Crystal Fischer - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2023.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 398 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2022, of which 393 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
 - Not conducting an annual exercise as prescribed;
 - CEMC did not complete training;
 - Not completing the annual MECG training; and/or
 - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Hayston Lam

Email: hayston.lam@ontario.ca

Phone: 437-231-5395

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management
Treasury Board Secretariat

cc: Mayor Debbi Grills

Provincial Day of Action on Litter - (May 9, 2023)

Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Tue 2023-05-02 2:47 PM

To: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Good afternoon,

Below please find an email that was sent to your Head of Council.

Good afternoon,

Ontario is gearing up for the fourth annual Provincial Day of Action on Litter, taking place on Tuesday, May 9, 2023. Ontario's annual Day of Action on Litter encourages individuals, students, municipalities and businesses across the province to work together to raise awareness about the impacts of litter and waste and take part in a litter cleanup.

We hope you received our "save the date" email — we look forward to your participation in the 2023 Day of Action.

To help make this year's Day of Action a success, we are seeking your support with the following activities:

1. Leading up to the Day of Action, promoting public participation in a cleanup on Tuesday, May 9 or on the weekends surrounding the Day of Action on Litter, and educating on the impact of litter and waste using your communications channels. Please see our digital toolkit for sharable content – we will continue to add content leading up to the Day of Action on Litter.
2. Hosting a litter cleanup on Tuesday, May 9, 2023, or on the weekends surrounding the Day of Action, and inviting the public, volunteers, employees, or members to participate.
3. Sharing and promoting use of the Litter Cleanup Guides and Litter Cleanup Reporting Form.
 - Our Litter Cleanup Guides include information on organizing a safe, successful litter cleanup and a form for participants to track what they collect during their cleanup. Please note the cleanup guides notify participants of potential municipal requirements, such as: confirming whether a permit is required to clean up a certain area or seeking a litter disposal method.
 - Our Litter Cleanup Reporting Form is where participants can submit information about their cleanups with us. This information will help us better understand litter in our environment and may help inform future government decision making.
4. On the Day of Action on Litter, posting to your social media accounts to officially recognize the day, using the hashtag #actONlitter.

The Ministry of the Environment, Conservation and Parks digital campaign to promote the 2023 Day of Action on Litter will launch soon — please keep an eye out for sharable social posts on our social media accounts (@ONenvironment on Facebook, Twitter, LinkedIn and Instagram) and follow the #actONlitter hashtag.

We know there is still more to do to reduce waste and litter and keep our land and water clean and healthy, and that Ontarians will do their part to make this happen. In past years our posts reached audiences of up to 3.1 million — help us continue to build awareness and encourage action!

If you have any questions, please reach out to actONLitter@ontario.ca or visit www.ontario.ca/actONLitter for more information.

Thank you for your support in working together to keep our province clean.

David Piccini
Minister of the Environment, Conservation and Parks

Bonjour,

Veillez trouver ci-joint un courriel qui a été envoyé à votre chef de conseil.

Bonjour,

Le gouvernement de l'Ontario se prépare à célébrer pour une quatrième année la Journée provinciale d'action contre les débris, qui aura lieu le mardi 9 mai 2023. La Journée d'action contre les débris est soulignée annuellement en Ontario pour encourager la population, les communautés étudiantes, les municipalités et les entreprises de toute la province à agir ensemble pour sensibiliser leur entourage aux répercussions des débris et des ordures dans les milieux naturels et à participer à une initiative de ramassage des débris.

Nous espérons que vous avez reçu notre invitation à prendre date de l'événement et que vous vous joindrez à nous cette année.

Pour faire de la Journée d'action 2023 un succès, nous sollicitons votre soutien pour les activités suivantes :

1. D'ici la Journée d'action, utiliser vos canaux de communications pour inviter le public à participer à une initiative de ramassage des débris, le mardi 9 mai ou pendant les week-ends entourant la Journée d'action contre les débris, et pour diffuser des messages de sensibilisation aux répercussions des débris dans les milieux naturels. Veuillez consulter notre [boîte à outils numériques](#) pour du contenu à partager – davantage de contenu sera ajouté d'ici la Journée d'action contre les débris.
2. Planifier une initiative de ramassage des débris le mardi 9 mai 2023 ou pendant les week-ends entourant la Journée d'action et inviter le public, des bénévoles, vos employés ou vos membres à y participer.
3. Partager et promouvoir l'utilisation du [Guide pour le ramassage des débris](#) et le [Formulaire de rapport sur le ramassage de débris](#).
 - Le [Guide pour le ramassage des débris](#) présente divers renseignements pour planifier une activité de ramassage de débris sûre et réussie, ainsi qu'un formulaire permettant aux participants de noter ce qu'ils ont collecté au cours de l'activité.

Veillez noter que le Guide rappelle aux participants de tenir compte, le cas échéant,

Ministry of Natural
Resources and Forestry
31 Riverside Drive
Pembroke ON
K8A 8R6

Ministère des
Richesses Naturelles et des
Forêts
31 Riverside Drive
Pembroke ON
K8A 8R6



The United Townships of Head, Clara & Maria
15 Township Hall Road
Stonecliffe, ON
K0J 2K0



April 26, 2023

Dear Sir/Madam:

Barbed wire hair trap surveys for bear population information

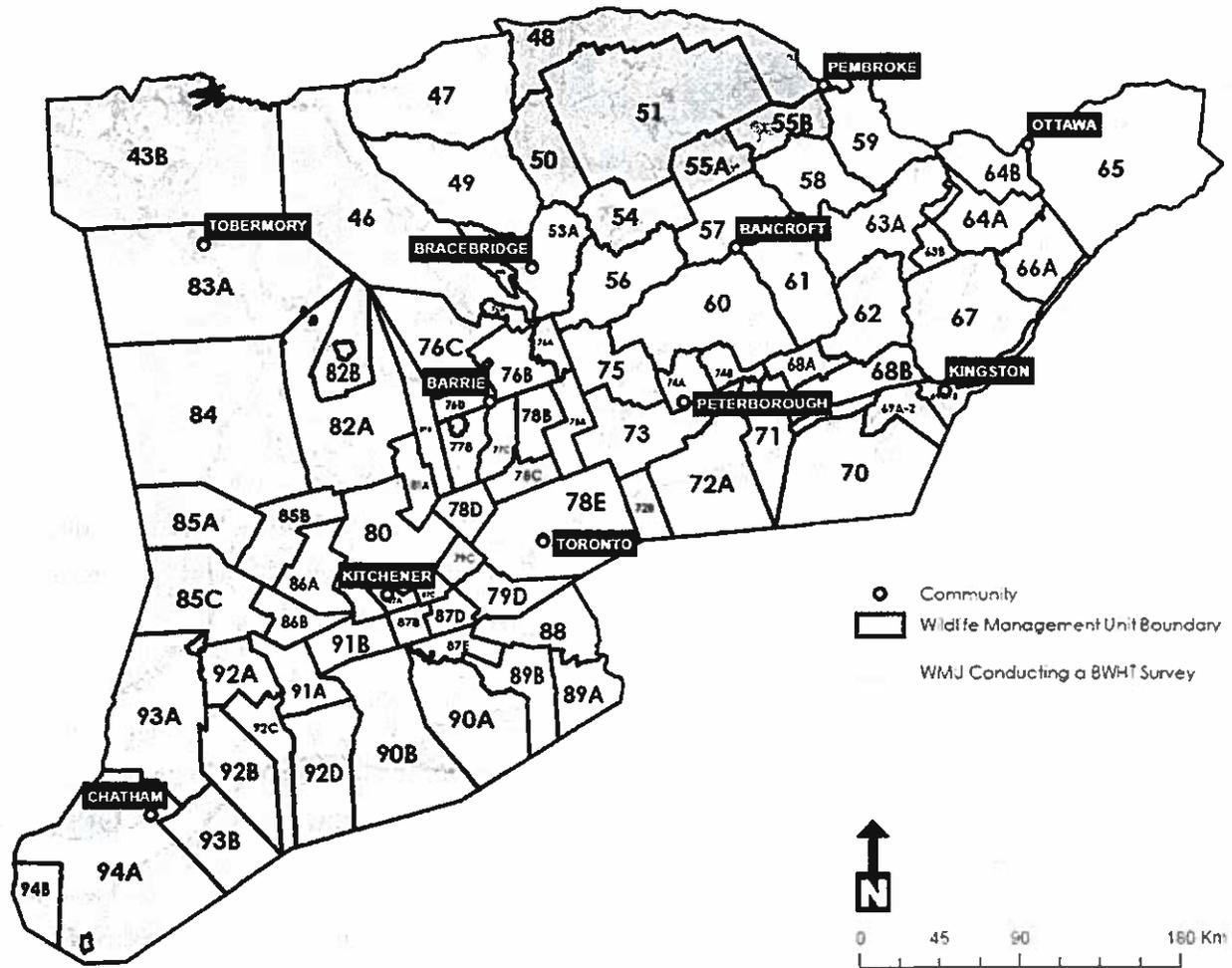
Beginning this year (2023) The Ministry of Natural Resources and Forestry (MNR) will be conducting ongoing barbed wire hair trap (BWHT) surveys to monitor bear populations within Wildlife Management Units (WMU) that have active bear hunts. Your Bear Management Area (BMA) is in or near a WMU selected for a BWHT survey this year.

The bear hair trapping methodology, used broadly across North America, was introduced in Ontario in 2004 and is considered the most robust method for estimating black bear density. Ministry staff will be setting up survey stations with canned sardines to attract black bears. When the bear comes to the station, they brush past a strand of barbed wire, which captures a small hair sample. The bear is not injured during this process.

Ministry staff return to each station to collect the hair samples once a week for five weeks. The hair samples are submitted for DNA analysis to determine the sex and to identify individual bears. From this analysis we can determine how many bears are visiting the site. This data is used to estimate the density of bears in an area surrounding the BWHT survey line. The information is then used to make density estimates at the WMU and more broadly at a landscape level.

Safety

Safety of the public, your clients, and our staff is a priority for MNR. We want to ensure that you, hunters, and members of the public are aware that ministry staff are working in the area. The following are the general locations of our BWHT lines. We want to share this with you, so you are aware of the survey and duration of the sampling being conducted.



The surveys for 2023 are planned for the following WMUs:

- In Southern Ontario, in Wildlife Management Units 48, 50, 51, 54, 55A and 55B.
- In Northeastern Ontario, in Wildlife Management Units 35 and 38.
- In Northwestern Ontario, in Wildlife Management Units 15A and 15B.

Maps of planned areas are available upon request for each region, in English or French.

The beginning and end of survey lines will be marked with large signs, as well as a smaller sign at each sampling station. Ministry staff will be wearing brightly coloured safety clothing while working in the area.

How Can You Help?

Our BWHT project analysis relies on the assumption that bear numbers within the study area don't change during the survey. This is difficult to control in a wild population, and even more so when an active hunt is underway. To help determine which bears from BWHT project trap lines are removed due to hunting, we ask that you continue to submit two premolar teeth from each bear killed during the spring and fall bear hunting seasons.

In addition to using these teeth for aging purposes, we can now extract DNA and determine if these individuals were present in our BWHT surveys. Please see the attached information sheet explaining how teeth can be submitted for analysis.

To age a tooth, a thin section is taken from the root of each tooth. The section is then stained to make it easy to see the rings of the tooth. Just like rings in a tree, the rings visible on the root of the tooth can be counted to indicate the age of the bear.

If you have any questions about this survey, please contact: Katrinna McCann – 613-401-3608

Thank you for your contribution to ongoing efforts in assessing black bear populations in Ontario.



Corrie Bourgoin
A/District Supervisor
Ministry of Natural Resources and Forestry
Pembroke District

Attachment: Information sheet

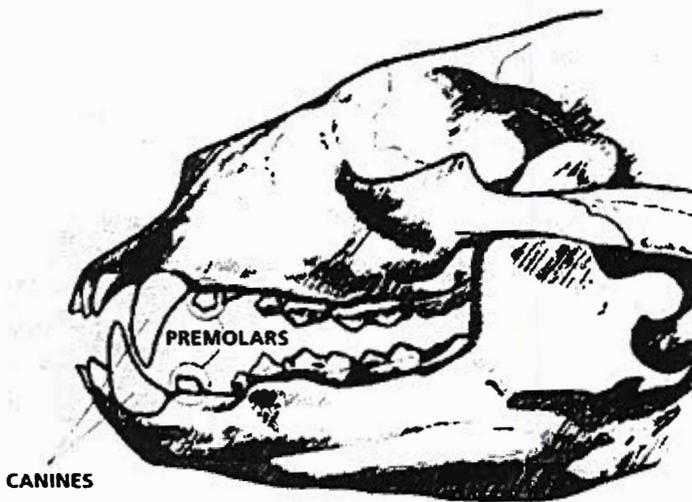
Hunters: You Can Contribute to Ontario's Understanding of the Bear Population

Submit both premolar teeth from each black bear you harvest to provide vital data used by Ontario to make sustainable population management decisions.

Ontario needs your help

Successful black bear hunters can assist the Ministry of Natural Resources and Forestry (MNRF) to determine the age structure of local bear populations. This information provides data to assist the ministry to sustainably manage the species.

How to extract and send us teeth



Both premolar teeth should be extracted shortly after the animal has been harvested, while the jaw is still pliable.

The first premolar is a small, single-rooted, peg-like tooth located just behind the canines, on the top and bottom jaws.

To remove the tooth, push the blade of a knife down along all sides of the tooth between it and the gum.

Gently loosen the tooth by rocking it back and forth using the canine for leverage, then carefully remove the tooth using pliers. Care should be taken when extracting the tooth to ensure the root is not broken.

Please retain a small amount of the flesh around each tooth. Air dry the sample so that it is not wet to the touch and place them in a sealed paper envelope.

To submit teeth to us:

Mail the teeth you collect immediately to:

Big Game Harvest Assessment Program,
Natural Resources Information Section,
Ministry of Natural Resources and Forestry
300 Water Street, 2nd Floor, North Tower,
Peterborough, ON, K9J 3C7

Your mailing envelope should have:

Both premolar teeth sealed in a sealed paper envelope and a note with:

1. Your name;
2. Your mailing address;
3. Your Ontario Outdoors Card number;
4. The date the bear was shot;
5. The sex of the bear; and,
6. The Wildlife Management Unit (WMU) number where the bear was shot.

Ontario Bear Hunter Crest

In return for your support, an Ontario Bear Hunter Crest will be mailed to the home address you have provided. MNRF will also mail you information about the age of the bear(s) you submitted teeth for, usually within six months of receiving their teeth and information.



More information

For more information, please contact the MNRF office in the area you will be hunting, or your black bear hunting service provider.

The annual Ontario Hunting Regulations Summary outlines the rules and regulations for hunting in Ontario and provides information about this program:

www.ontario.ca/document/ontario-hunting-regulations-summary

**The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca**

May 10, 2023

Re: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Dear Mr. Trudeau

At its Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS, Ontario's Big City Mayors (OBCM) have passed a motion that supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments or in the alternative, OBCM has supported the province ordering Bill 5 for second reading to expedite the matter;

AND WHEREAS the legislation encompasses the Association of Municipalities of Ontario's recommendations for:

- a. Updating municipal Codes of Conduct to account for workplace safety and harassment;
- b. Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;
- c. Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;
- d. Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner; and
- e. Prohibiting a member so removed from sitting for election in the term of removal and the subsequent term of office.

AND WHEREAS OBCM's motion requests that municipalities and their respective Integrity Commissioners be consulted on the development of any regulations related to the proposed legislation;

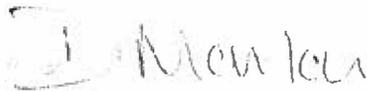
AND WHEREAS OBCM believes that municipal elected officials should be held to account in in this way, it also believes that federal and provincial elected officials should take similar actions to hold themselves to account.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the City of Cambridge supports the Ontario Big City Mayor's motion on legislative amendments to improve municipal Codes of Conduct and enforcement.

AND THAT this motion be circulated to Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Doug Ford, Premier of Ontario, the Honourable David Lametti, Minister of Justice, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing, Scott Pearce, Federation of Canadian Municipalities Acting President, Colin Best, President of the Association of Municipalities of Ontario, and all Ontario municipalities.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



**Danielle Manton
City Clerk**

Cc: (via email)

Hon. Justin Trudeau, Prime Minister of Canada

Hon. Doug Ford, Premier of Ontario

Hon. David Lametti, Minister of Justice

Hon. Steve Clark, Minister of Municipal Affairs and Housing

Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing

Scott Pearce, Federation of Canadian Municipalities Acting President

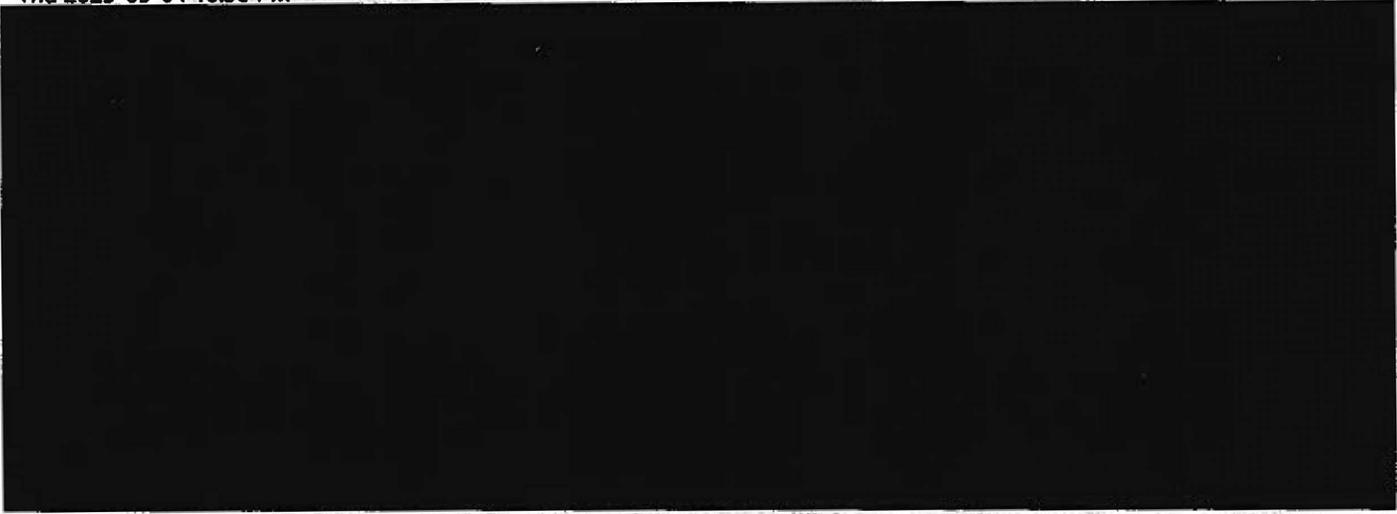
Colin Best, President of the Association of Municipalities of Ontario

All Ontario Municipalities

From Concerned Citizens - Bill 5 The Stopping Harassment and Abuse by Local Leaders Act

diane noble

Thu 2023-05-04 10:30 PM



3 attachments (1 MB)

Support for Bill 5- Sault Ste Marie motion.pdf; Women of Ontario Say No- Info sheet.pdf; Workforce_Psychological_Safety_in_the_Workplace_ENG_0_1.pdf;

***FAO Municipal Clerks: If your municipality has not already formally endorsed Bill 5 with a motion, please add this request to your next council meeting agenda and let us know the outcome.**

Otherwise, please disregard

Bill 5 is now scheduled for a second reading in the Ontario Legislature on May 30, 2023*

Please follow us on Instagram and Facebook: womenofontariosayno

Dear Ontario Mayors and Councillors,

As you are aware, there is growing **non-partisan advocacy** across this province calling for support of Bill 5- The Stopping Harassment and Abuse by Local Leaders Act - 'The Women of Ontario Say No'. This advocacy was borne out of a situation in Barrie, ON where a councillor was in litigation for sexual harassment while also running for Mayor, and Bill 5 itself is a result of the most appalling behaviour from a sitting councillor in Ottawa where council had no resource but to suspend pay for 90 days, four times.

There is an increasing number of municipalities in support (80 and growing DAILY), recognizing that this gap disproportionately affects women- and affects women in the most unconscionable ways. **Bill 5 was endorsed unanimously by the Ontario Big City Mayors a few weeks ago.** A list of current supporting municipalities can be found at the bottom of our home page [The Women of Ontario Support Bill 5 \(squarespace.com\)](#).

Workplace safety is the foundation to supporting diversity of voice at the decision-making tables. **A working environment free of harassment for all is not a big 'ask' - it is a right.** You may recall the names of two Ontario women, Lori Dupont and Theresa Vince, detailed in this article [Ont. workplace harassment laws change | CBC News](#) Both were murdered in the workplace by co-workers. As a result,

Bill 168 was passed to strengthen Occupational Health and Safety legislation. Bill 5 is a natural progression to ensure health & safety in municipal workplaces for both employees and elected officials.

The Canadian Medical Association says this about workplace harassment "Bullying can cause stress, fatigue, presenteeism, anxiety, burnout, depression, substance abuse, broken relationships, early retirement and even suicide. It can affect performance, self-esteem/self-confidence, absenteeism and teamwork." <https://www.cma.ca/bullying-workplace>

Employers have a legal obligation to ensure psychologically safe workplaces. "A perfect legal storm is brewing in the area of mental health protection at work. This storm brings with it a rising tide of liability for employers in connection with failure to provide or maintain a psychologically safe workplace." Dr. Martin Shain see PDF attachment Workforce Psychological Safety in the Workplace prepared for the Mental Health Commission of Canada.

From an article published in the National Post, Sept 2022 Workplace bullying should be treated as a public health issue | National Post "Multiple high profile incidents of workplace bullying have been in the media over the past few years, from the alleged toxic workplace culture created by former Governor General Julie Payette and the suicide of a Canadian Armed Forces reservist linked to constant harassment by co-workers..." "Like other health issues, the impact of workplace bullying has measurable diagnostic implications and the clustering of adverse physical and psychological symptoms of bullying victims is definable. Multiple studies have shown that it can negatively impact a person's mental health and can even lead to long-term psychological trauma."

Multiple Ontario municipalities have learned the hard way about the lack of tools in the Municipal Act for holding councillors accountable for workplace harassment. Currently the most severe penalty that can be imposed on a municipal councillor is suspension of pay for 90 days. There is no process for removing councillors from office. This advocacy is not about upending our most sacred element of healthy societies- our democracy. **It about protecting the most basic of human rights for women, and all Ontarians. It is understood that that removal would only be pursued in the most egregious of circumstances, and even then, the courts would have to review the evidence and agree before removal would be enforced.** In fact, it is precisely the Bill's due process that has facilitated such rapid support.

There is discourse circulating that this legislation needs other elements. To that end, the legislation is in its infancy. Much of the worthy discussion on this will be captured in Committee and incorporated into regulation, if it passes second reading.

We NEED legislation now to address this shortcoming by amending the Municipal Act & City of Toronto Act to ensure (at a minimum): 1) municipally elected officials are accountable to violence and harassment in the workplace policies 2) there is a process for removal and restriction on re-election in cases where egregious acts of harassment are substantiated.

YOU have been elected to lead in our provincial municipalities and to represent the public's best interest. We are asking you to do just that. Human rights and the fundamental rights of women to work in an environment free of harassment can't wait. We are counting on you.

Sincerely,

Emily McIntosh

May 10, 2023

Please be advised that during the Regular Council meeting of May 9, 2023 the following resolution regarding the proposed new Provincial Planning Statement (PPS) was carried:

RESOLUTION NO. 2023-293

DATE: **May 9, 2023**

MOVED BY: **Councillor Hirsch**

SECONDED BY: **Councillor MacNaughton**

WHEREAS the goal of increasing housing supply and reducing barriers in planning processes as set out in the recent legislative, regulatory and policy changes, including new provisions from Bill 23, More Homes Built Faster Act, 2022 is welcomed;

WHEREAS the proposed PPS (sections 2.6 and 4.3) would dramatically remove municipal power and renders aspects of the County's Official Plan, and other official plans throughout Ontario inoperative, terminating some local planning autonomy, and directly interfering with municipalities' ability to meet local variation and unique community needs;

WHEREAS the proposed PPS changes that would allow proliferation of lots with protection restricted to specialty crop areas only diminishes the purpose, uses, and integrity of rural and agricultural lands, thereby removing protection and restricting future uses of those lands;

WHEREAS the proposed PPS changes encourage sprawl and rural roadway strip development, rather than more fiscally and environmentally sustainable practices like intensification in established settlement areas; and

WHEREAS the province has announced changes will be proposed to natural heritage (section 4.1) that have yet to be published;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Prince Edward urges the province to:

- pause proposed changes to the PPS, particularly regarding natural heritage (section 4.1) and agricultural lands (sections 2.6 and 4.3)



The County
PRINCE EDWARD COUNTY • ONTARIO

From the Office of the Clerk
The Corporation of the County of Prince Edward
T: 613.476.2148 x 1021 F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

- reinvest trust in the local planning authority of all 444 municipalities, recognizing that each Ontario municipality has unique landscapes, different housing needs and differing visions for local planning matters;

THAT our fellow municipalities be urged to voice their concerns regarding the proposed undermining of local planning authority;

AND FURTHER THAT a copy of this resolution be sent to all 444 municipalities, The Hon. Doug Ford, Premier of Ontario, The Hon. Steve Clark, Minister of Municipal Affairs and Housing; The Hon. Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs, The Hon. David Piccini, Minister of Environment, Conservation and Parks, Bay of Quinte MPP, Todd Smith, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, and the Eastern Ontario Wardens Caucus.

CARRIED

Yours truly,

Catalina Blumenberg, **CLERK**

cc: Mayor Ferguson, Councillor Hirsch, Councillor MacNaughton & Marcia Wallace, CAO

**The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca**

May 10, 2023

Re: Highway Traffic Act Amendments

Dear Ms. Mulronev,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.



Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

A handwritten signature in black ink that reads 'Danielle Manton'.

Danielle Manton
City Clerk

Cc: (via email)
Steve Clark, Ontario Minister of Municipal Affairs and Housing
Local Area MPPs
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Peter Kenyon

Peggy Young-Lovelace <peggy@e4m.solutions>

Fri 2023-05-12 10:42 AM

To: Debbi Grills <d.grills@headclaramaria.ca>

Cc: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

Good morning, Your Worship

We are very excited about the possibility of us bringing Peter Kenyon back to Ontario! We had the opportunity in 2019, to take Peter on a bit of a tour of some of Northern Ontario.

For us to make the most of Peter's presence and share his message with as many communities as possible we are seeking community partners. We would like to have HCM be one of the host communities. The responsibility of the host community is to assist with logistics and to promote the event to neighbouring communities to encourage participation. We can iron those details out later. Peter will be coming between September 10 and 22, 2023. I have included a link to a video that you can share with Council.

https://vimeo.com/user53615025?embedded=true&source=owner_name&owner=53615025

We would need a letter of support and willingness to be a host community so that we can apply for government funding to assist with the cost of the Peter Kenyon Tour. I sincerely hope your Council will consider participating!

Please let me know before May 30, 2023.

Thank you,



Peggy Young-Lovelace

Consultant – Governance and Community Building

705-863-3306

peggy@e4m.solutions



"We are what we repeatedly do. Excellence, then, is not an act, but a habit." (Aristotle)

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United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, May 18, 2023				Report Date	Thursday, May 11, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/05/18/1001- Municipal Administrator's Report									

Subject: Municipal Administrator Report

Recommendation: That Council receives this report for information in part, and provides direction to staff on the described items below.

Report:

Tax Sale – May 3rd, 2023

The tax sale on May 3rd was successful. The Municipality received six bids with the successful purchaser bidding \$43,300. We are currently completing the process of title and land transfer.

Public Works and Landfill Attendant Recruitment

Bill has been providing training to Kasey, who has been adjusting to the position of Landfill Attendant well. Kasey has also received positive feedback from Public Works in assisting with general maintenance and operations. Bill has offered to assist if needed once he enters into retirement. Kyle Sproule started an eight-week placement with the municipality on May 3rd assisting with public works and landfill duties, and is doing well in his placement.

LaCroix Park

The site prep has been completed for installation of the playground at LaCroix Park, which is expected to be installed mid-June. The area adjacent to the play structure has direct access to the water and should have a barrier installed to prevent vehicles and/or people from accessing the water from that location. Staff would like Council input of the material to be used to install a barrier. There are large rocks at the municipal pit as a result of crushing that could be used to create a barrier. The cost would consist of a contractor hauling and placing them at the site. Another option would be to install fencing which could consist of metal fencing or a wooden post and rope system.

Streetlights

After consulting with MTO, Aultman Rental, Hydro One and a local contractor who may be assisting with concrete base installation for frangible posts, Staff confirmed all project information that MTO requested of the Municipality and requested approval to proceed with issuing permits for all locations except for Dunlop Crescent, on April 17th. On May 5th, Staff finally received a response indicating that additional information regarding the luminaire arms and final pole placement was required as a different engineer had taken over our file and is requesting that information before permitting can be issued. Once again, Staff had to contact Aultman Rental for more information and are trying to work with MTO and Hydro to have the site plans updated. MTO has taken extended periods of time in responding to Staff when requesting clarification or more information on their requests. This has continued to contribute to delays in the project.

On April 5th, Staff requested information from MTO concerning requirements of the Illumination Report that JP2G indicated they may be able to provide. Staff did not receive a response to the inquiry until May 8th and therefore, information regarding the Illumination Report has not been provided from JP2G at this time.

While in discussion with MTO, it was determined that the guiderails near Dunlop Crescent in Deux Rivieres were replaced in late 2022, after the report was provided to Council by McIntosh Perry in consideration of closing the western entrance of Dunlop Crescent.

If MTO deems that the new guiderail system will meet the requirements of being tied into, there is the potential that the entire length of guiderails will not need to be replaced as originally anticipated. Once Staff receives the information from JP2G, detailing the cost and requirements of an Illumination Report, the information will be provided to Council along with confirmation of updated requirements of closing the western entrance of Dunlop Crescent.

Veterans Memorial

Jim Gibson has offered to lead and assist with repairing the grounds surrounding the Veteran's Memorial. Mr. Gibson provided a scope of work to Staff in 2022 for 2023 budgeting purposes which included the following: *"The rock needs to be relevelled as does some of the interlocking brick. The surrounding area needs to be compacted to minimize future settlement. The interlocking brick joints need to be filled with the proper sand and compacted. The joints then need to be treated to prevent weed growth"*. Council committed funds in the 2023 budget for this project and Staff want to ensure Council has had the opportunity for input on the project before it begins. Does Council wish to see anything outside of the scope of work provided by Mr. Gibson?

Miscellaneous Projects

Staff met on May 1st to review all projects and goals for summer. A couple of items that Staff are requesting direction from Council include:

Emergency Management Only Road Signs- would Council like the signs changed back to Minimal Maintenance Only now that the policy has been updated?

Pavillion at Old Mackey Park – Public Works intends on staining the supporting poles of the pavilion this summer as they have worn since installation. There was a bar added onto the structure in the past, would Council like to have it remain as it is or like to have the bar removed?

Signage at Parks and Boat Launches – the large sign coming into Old Mackey Park is weathered and Council may want to consider replacing it. There are multiple signs at all municipal parks and boat launches. Staff recommends removing all signage and replacing it with one uniform sign. Funds were not allocated in the 2023 budget for this project. If Council would like to proceed with removing signage and installing new signage a more detailed report will be brought back to Council with options and costing to be included in the 2024 budget, unless Council would like to proceed with replacement this year, in which case the expense can come from a likely operational surplus.

Outhouses at Stonecliffe

Would Council like to proceed with having an outhouse at the Stonecliffe Boat Launch for the 2023 season?

There was no negative feedback about the trial last year. Funds were allocated in the budget; however, Staff is looking for final approval before proceeding.

Others Consulted:

Jesse Gagnon, Public Works Leader

Jim Gibson, resident

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, May 18, 2023				Report Date	Wednesday, May 10, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/05/18/1301- Ontario Trillium Foundation Capital Grant									

Subject: Ontario Trillium Foundation Capital Grant Funding Opportunity

Recommendation: That Council direct Staff to submit an application for funding under the Ontario Trillium Foundation Capital Grant.

Resolution:

Resolution No.: 23/05/18/002

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the Ontario Trillium Foundation is accepting applications for funding under the Capital Grant Program;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding through the Capital Grant Program to reconfigure the dishwashing area and replace the current dishwashing system.

Background/Executive Summary:

Ontario Trillium Foundation is accepting applications for capital funding starting May 17, 2023.

The program supports projects that:

- Improve access to community spaces, facilities, programs, activities and services, and facilitate community members' full participation in the life of the community;
- Improve and build community spaces;
- Make programs and services better and more efficient; and
- Make better use of technology.

To apply for a capital grant, the Municipality needs to select capital grant outcomes that apply to our project:

- Increase use of their facility or space by expanding functionality, square footage, participation rates and/or usable hours;
- Extend the life of their facility or space through repairs, retrofits or renovations;
- Make their facility or space accessible; and
- Enhance program and service delivery through the purchase of fixed and non-fixed equipment.

The deadline to apply is June 14, 2023. The grant funding may cover the following costs:

- Construction / renovation costs: includes materials and/or contractors.
- Equipment costs: includes fixed and non-fixed equipment.
- Developmental costs: up to 20% of the total grant request can be for developmental costs associated with construction, such as the development of engineering plans, legal fees, or survey costs.

Staff submitted an application for funding under this program last summer to have the dishwasher in the community centre replaced. Our application was not successful due to the high volume of applicants. Staff recommend re-submitting an application this year for the replacement of the dishwasher and re-configuration of the dishwashing area, if required. If Council is interested in such a project, Staff is looking for input on what the outcome should be so that proper quotes can be provided with the funding application.

Any other capital projects that meet the eligibility requirements can be considered as well. Organizations can request funding for multiple capital improvements within one facility or they can request funding for the same capital improvements at multiple facilities.

Please refer to the Ontario Trillium Foundation's website for further information, the link can be found below.

Financial Considerations/Budget Impact:

Applicants can apply for grants of \$10,000 to \$150,000, with no minimum contribution required from the municipality.

Grant term lengths can be 6 or 12 months.

Others Consulted:

Capital Grant | Ontario Trillium Foundation (otf.ca)

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, May 18, 2023				Report Date	Wednesday, May 10, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/05/18/1302- Change of Fees in Building Permit By-law									

Subject: Review and Update of Municipal Building Fee Schedule

Recommendation: That Council pass Resolution No.: 23/05/18/003 to begin the process of increasing the fee for construction and building permits.

Resolution:

Resolution No.: 23/05/18/003

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the Fee Schedule was last reviewed in 2019;

AND WHEREAS the Chief Building Official deems it appropriate to amend the current building permit fee schedule;

AND WHEREAS a public involvement process is required in order to make changes under the Building Code Act; THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to proceed with beginning the process of increasing building permit fees with the fee schedule proposal as presented;

AND FURTHER directs staff to include public consultation on the building fee schedule to take place at the Regular Meeting of Council on June 15th, 2023.

Background/Executive Summary:

The Building Code Act states building department services should generally be self-supporting. Permit application fees can be set at an amount that covers the cost to operate the building department (although the municipality could always choose to set fees at less than full cost recovery of service delivery). Therefore, delivery of building department services should generally not affect the municipal budget. However, the fees are not permitted to exceed the anticipated reasonable costs of the municipality to enforce the Building Code Act.

The current building fee schedule has not been reviewed since 2019, and the cost of living and inflation have significantly increased since that time. In discussion with the Chief Building Official and a comparison of neighbouring municipality's building fee schedule, it was determined that the municipal building fee schedule should be reviewed and increased. A comparison of building permit fees from neighbouring municipalities is shown below. Please note that the Town of Deep River also has a development fee schedule in addition to the building permit fee schedule.

Fee Schedule	HCM	DEEP RIVER	LAURENTIAN HILLS
Residential - New construction	0.45/ft ²	1.01/ft ² MIN \$45	\$500 plus \$0.74/ft ² over \$20 000 value
Residential - additions/ repairs/ renovations	0.45/ft ²	1.01/ft ² MIN \$45	\$150 MIN or \$1.02/ft ² over \$5000 value
Residential - Wood Shed	\$30		
Residential - Accessory Buildings	0.22/ft ²	0.24/ft ² MIN \$45	1.02/ft ²
Residential Decks	\$30	\$45	1.02/ft ²
Roof	\$30	\$45	

Commercial new build	0.60/ft ²	1.05/ft ² MIN \$225	\$150 MIN plus 0.37/ft ²
Commercial accessory	0.55/ft ²	1.05/ft ² MIN \$225	
Demolition permit	\$40	\$60	\$50
Septic Class 1			
Septic Class 2	\$150		\$300
Septic Class 3	\$150		\$300
Septic Class 4	\$300	\$240	\$400
Zoning	\$40	\$40	\$50
Change of Use		\$60	

From the Ontario Building Code Act (OBCA):

1.9.1.2. Change of Fees

(1) Before passing a by-law or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall,

- (a) hold the public meeting required under subsection 7 (6) of the Act,
- (b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the principal authority provide the person or organization with such notice and has provided an address for the notice,
- (c) ensure that the notice under Clause (b),
 - (i) sets out the intention of the principal authority to pass the by-law or resolution or make a regulation under section 7 of the Act and whether the by-law, resolution or regulation would impose any fee that was not in effect on the day the notice is given or would change any fee that was in force on the day the notice is given,
 - (ii) is sent by regular mail to the last address provided by the person or organization that requested the notice in accordance with Clause (b), and
 - (iii) sets out the information described in Clause (d) or states that the information will be made available at no cost to any member of the public upon request, and
- (d) make the following information available to the public:
 - (i) an estimate of the costs of administering and enforcing the Act by the principal authority,
 - (ii) the amount of the fee or of the change to the existing fee, and
 - (iii) the rationale for imposing or changing the fee.

The purpose of this report is to determine if Council would like to proceed with increasing the building fee schedule and if so, at what rate. If Council does wish to proceed, a date for public consultation would need to be set. The Chief Building Official is available to attend the Regular Meeting of Council on June 15th, 2023 if Council would like to have public consultation included on the agenda in consideration of increasing the building fee schedule. A notice will be distributed meeting the requirements for public notice set out under the Ontario Building Code Act.

Once public consultation is completed, Council would meet again and make a final decision in updating the fee schedule considering the public input received.

The proposed increase in building fee schedule is as follows:

Permit Type	Current	Proposed
Residential - New Construction	0.45/ft ²	0.70/ft ²

Residential – Additions, Repairs and Renovations	0.45/ft ²	0.70/ft ²
Residential - Wood Shed	\$30	\$30
Minor Alterations, Repairs and Renovations	\$20	\$30
Residential - Accessory Buildings	0.22/ft ²	0.45/ft ²
Residential Decks	\$30	\$30
Roof	\$30	\$30
Commercial – New Construction	0.60/ft ²	0.80/ft ²
Commercial - Accessory	0.55/ft ²	0.80/ft ²
Demolition Permit	\$40	\$50
Septic Class 1		
Septic Class 2	\$150	\$150
Septic Class 3	\$150	\$150
Septic Class 4	\$300	\$300
Renewal of Lapsed Permit	\$25	\$50
Change of Use	\$100	\$150
Deferral or Revocation of Permit	\$10-30	\$20

Financial Considerations/Budget Impact:

In 2022, permit fees amounted to \$4452.62. The cost of providing building permit and inspection services was approximately \$11,705. This results in an approximate 38% recovery rate. The cost to provide building permit and inspection services is expected to increase in 2023 by 20% at a minimum. These financial considerations would be one justification for increasing the fee schedule as required under the OBCA.

Others Consulted:

Robert Labre, Chief Building Official

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Administrator

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, May 18, 2023				Report Date	Wednesday, May 10, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/05/18/1303- Annual Trailer Licencing for Campgrounds									

Subject: Annual Trailer Licencing Requirement for Private Campgrounds

Recommendation: That Council provide direction to Staff concerning implementing an annual trailer licence for private campgrounds.

Resolution:

Resolution No.: 23/05/18/004

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council received a request to consider implementing a \$200 annual trailer licence fee for private campgrounds in the municipality;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct Staff to research implementation of an annual trailer licence fee for private campgrounds and bring a report back to Council in August 2023.

Resolution No.: 23/05/18/005

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council received a request to consider immediately doubling the bag tag fee from trailer sites and initiate a review of the cost of operating the disposal sites;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct Staff to double the bag tag fee effective _____ and directs Staff to initiate a review of the cost to operate the disposal sites and bring a report back to Council in August 2023.

Background/Executive Summary:

Council received correspondence from Mr. Villeneuve at the regular meeting of March 23, 2023, requesting: That Council consider implementing a \$200 annual trailer licence fee for each of the sites on the three private campgrounds in time for the 2023 season; and

That Council consider immediately doubling the one dollar per bag fee for garbage from the trailer sites and initiate a review of the cost of operating the landfill and whether further increases are warranted.

Council did not make any decisions or provide further direction to Staff regarding the request at the March meeting.

Council reviewed correspondence from Mr. Allen at the regular meeting of April 20, 2023.

Mr. Villeneuve provided a letter to the Clerk dated April 21, 2023. All members of Council and Mr. Allen were copied in the email. It was not included as correspondence for this meeting. If Council directs Staff to further research this request and implications of implementing annual trailer licencing for private campgrounds, all factual and relevant information will be provided in a subsequent report to Council.

It should be noted that Section 3.2 of the current Trailer Licencing By-law 2021-47 states that the annual trailer licencing fees do not apply to camping establishments. If Council would like to proceed with directing Staff to complete research on trailer licencing and/or user fees for private campgrounds, it is Staff recommendation that a report not be due until August to allow sufficient time for research.

The current Waste Management By-law 2022-12 was reviewed in May of 2022 and does not have fees specific to businesses. Previous research of local waste management fee schedules did not show separate fees for residential versus business classes and in particular, private campground fees. If Council would like to proceed with updating the current waste management fee schedule, consideration will need to be given as to a

business class being created in the fee schedules versus a rate that only applies to one type of business in the municipality.

Financial Considerations/Budget Impact:

Implementing a trailer licence or user fee system for private campgrounds would be an additional revenue stream for the municipality. Increasing the waste fees for businesses is also an addition revenue stream for the municipality.

Though these two fee systems have the potential to create increased revenues for the municipality, Council should also consider the extent to which it wishes to support local businesses; whether that is through economic development partnerships, providing grant funding or reducing/mitigating additional user fees.

Options:

Direct Staff to research implementing a trailer licencing fee for private campgrounds;

Direct Staff to research implementing a user fee for private campgrounds;

Do not pass Resolution No.: 23/05/18/004 directing Staff to complete further research.

Direct Staff to update the Waste Management Fee Schedule and bring a report to Council in August of 2023.

Do not pass Resolution No.: 23/05/18/005 directing Staff to update the waste fee schedule.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

Fw: 86 Recommendations of CKW Inquest attached

Rachel Richer <r.richer@headclaramaria.ca>

Mon 2023-05-01 10:53 AM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

 1 attachments (679 KB)

CKW-Inquest-Verdict-Recommendations-SIGNED_Redacted.pdf;

Hello Crystal,

Based on the 86 Recommendations from the CKW Inquest, I would like to discuss the following with Council at the next meeting. Please include on the agenda.

There are 3 requests I think we should consider and implement.

- 1. Formally declare intimate partner violence as an epidemic.**
- 10. Encourage that IPV be integrated into every municipality's community safety and well-being plan.**
- 49. Start grassroots "Safe Spaces" program that businesses can participate in where survivors can feel safe and ask for information (i.e. pamphlets and handouts from women's shelters, VWAP and men's programs).**
 - a. This could be an area where information is available for our community.**

Thank you,

**Councillor Rachel Richer
United Townships of Head, Clara & Maria
226-373-4674
r.richer@headclaramaria.com**



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
COUNCIL MEETING RESOLUTION FORM

Date: Thursday, May 18, 2023

Resolution No.:23/05/18/

Moved by: Dowser, C
 Kelly-Chamberlain, F
 LeClerc, K
 Richer, R

Seconded by: Dowser, C
 Kelly-Chamberlain, F
 LeClerc, K
 Richer, R

Subject: Notice of Motion – Councillor Richer

WHEREAS Councillor Richer presented a Notice of Motion concerning intimate partner violence for Council's consideration;
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby:
Formally declare intimate partner violence as an epidemic;
Encourage that intimate partner violence be integrated into every municipality's Community Safety and Well-Being Plan; and
Create a "Safe Spaces" program where survivors can feel safe and be provided with information.

Carried _____ Defeated _____ Mayor _____

Recorded Vote

Recorded Vote		
Dowser, C	Yes	No
Grills, D	Yes	No
Kelly-Chamberlain, F	Yes	No
LeClerc, K	Yes	No
Richer, R	Yes	No

The United Townships of Head, Clara & Maria
CERTIFIED TRUE COPY
_____ Crystal Fischer, Clerk



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
COUNCIL MEETING RESOLUTION FORM

Date: Thursday, May 18, 2023

Resolution No.:23/05/18/

Moved by: Dowser, C
 Kelly-Chamberlain, F
 LeClerc, K
 Richer, R

Seconded by: Dowser, C
 Kelly-Chamberlain, F
 LeClerc, K
 Richer, R

Subject: Notice of Motion – Councillor Dowser

WHEREAS the Lending Hub is a valuable source of activity and pleasure for our residents; and

WHEREAS valuable information can be taken from the administration and loaning of such equipment; and

WHEREAS some equipment in the lending hub is showing its age and signs of wear and tear; and

WHEREAS Council would like to continue this program into the future;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to determine the inventory adequacy of kayaks and paddleboards and to formulate a plan for rolling replacement to meet the continued demand of our residents; and

FURTHER directs staff to keep statistics on the loaning of each item as follows: frequency, demand vs inventory, number of different individuals, late fees, damages, repair costs and any other information that staff deems important.

Carried _____ Defeated _____ Mayor _____

Recorded Vote

Recorded Vote		
Dowser, C	Yes	No
Grills, D	Yes	No
Kelly-Chamberlain, F	Yes	No
LeClerc, K	Yes	No
Richer, R	Yes	No

The United Townships of Head, Clara & Maria

CERTIFIED TRUE COPY

Crystal Fischer, Clerk

HCM Inventory Number	Make	Model	Size (cm)	Weight (lbs)	Colour
SNOW SHOES					
HCM-SNS-601L	Yanes	4718	43 x 17	60	Red
HCM-SNS-601R	Yanes	4718	43 x 17	60	Red
HCM-SNS-602L	Yanes	4718	43 x 17	60	Red
HCM-SNS-602R	Yanes	4718	43 x 17	60	Red
HCM-SNS-1551L	Yanes	6821	68 x 21	155	Red
HCM-SNS-1551R	Yanes	6821	68 x 21	155	Red
HCM-SNS-1552L	Yanes	6821	68 x 21	155	Red
HCM-SNS-1552R	Yanes	6821	68 x 21	155	Red
HCM-SNS-2001L	Yanes	7821	78 x 21	200	Grey
HCM-SNS-2001R	Yanes	7821	78 x 21	200	Grey
HCM-SNS-2002L	Yanes	7821	78 x 21	200	Blue
HCM-SNS-2002R	Yanes	7821	78 x 21	200	Blue
HCM-SNS-2003L	Yanes	7821	78 x 21	200	Blue
HCM-SNS-2003R	Yanes	7821	78 x 21	200	Blue
HCM-SNS-2501L	Yanes	8623	86 x 23	250	Blue
HCM-SNS-2501R	Yanes	8623	86 x 23	250	Blue
HCM-SNS-2502L	Yanes	8623	86 x 23	250	Blue
HCM-SNS-2502R	Yanes	8623	86 x 23	250	Blue
HCM-SNS-3001L	Yanes	9225	92 x 25	300	Black
HCM-SNS-3001R	Yanes	9225	92X25	300	Black

Poles

HCM-WP-1001	McKinnley		Metallic Blue
HCM-WP-1002	McKinnley		Metallic Blue
HCM-WP-1003	McKinnley		Metallic Blue
HCM-WP-1004	McKinnley		Metallic Blue
HCM-WP-1005	McKinnley		Metallic Blue
HCM-WP-1006	McKinnley		Metallic Blue
HCM-WP-1007	McKinnley		Metallic Blue
HCM-WP-1008	McKinnley		Metallic Blue

HCM Inventory Number	Make	Size	Colour
BICYCLES			
HCM-BYC-1001	Supercycle	14"	Toddler White
HCM-BYC-1002	Supercycle	16"	Kids Pink
HCM-BYC-1003	Supercycle	18"	Kids aqua
HCM-BYC-1004	Supercycle	18"	Kids black/white/red
HCM-BYC-1005	Supercycle	20"	Youth Purple
HCM-BYC-1006	Supercycle	20"	Youth Grey/Blue
HCM-BYC-1007	Supercycle	24"	Youth White/Purple
HCM-BYC-1008	Supercycle	24"	Mountain Black/red
HCM-BYC-1009	Supercycle	26"	Mountain Black
HCM-BYC-1010	Supercycle	26"	Mountain Grey/purple

KAYAKS

HCM Inventory Number	Make	Weight Capacity (lbs)	Colour
HCM-KYK-1001	Pelican	140	Green
HCM-KYK-1002	Pelican	140	Green
HCM-KYK-1003	Pelican	140	Green

HCM-FR-3002	Mickey Mouse
HCM-FR-3003	Mickey Mouse

Tackle Boxes

HCM-TB-1001	Blue/yellow
HCM-TB-1002	Blue/yellow

Nets

HCM-NT-1001	Bauar	Red/White
HCM-NT-1002	Baur	Red/White

HCM-NT-2001	CCM	Red
HCM-NT-2002	CCM	Blue

STICKS

HCM-STK-2001	CCM	Red
HCM-STK-2002	CCM	Blue
HCM1BD-1001	Coleman	Grey w black Orange rackets

Item amount	Item Description	size	colour
Basket Balls			
HCM-BB-1001	Wilson		Orange
HCM-BB-1002	Matrix	6-8lb	Orange
HCM-BB-1003	Matrix	7-9lb	

Soccer Balls

HCM Inventory Number	Make	Size (cm)	Colour
HCM-SB-1001	Adidas	5	Blue
HCM-SB-1002	Adidas	3	Blue
HCM-SB-1003	Adidas	1	White

Volley Balls

HCM Inventory Number	Make	Size (cm)	Colour
HCM-VB-1001	Matrix		Blue/White
HCM-VB-1002	Wilson		Red/White

Footballs

HCM-FB-1001	Wilson	Brown
HCM-FB-1002	Wilson	Black
HCM-FB-1003	Matrix	Blue

Paddles

6 baseball bats in bag
8 badminton set-HCM-BDM-1001
1 small soccer ball HCM-SB- 1003
1 basketball- HCM-BB-1001,1002,1003
3 adult size soccer balls-HCM-SB-1001,1002
2 super man canopy
2 max series sidewall
2 foldable hall tables
14 small square tables
13 baseball bases
3 ball gloves
2 small baseballs
5 softballs (baseball)
32 donation coffee cans
12 sinks
3 foldable picnic tables
2 large wreath
1 mackey park sign
1 kid pool
1 OES sign
1 table umbrellas
3 Canada Day wooden decorations
21 metal bath bucket
1 metal garbage cans with 4 lids
4 BBQ
2 car top carrier foam



**THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA**

BY-LAW NUMBER 2023-10

Provision of Notice Policy

Being a by-law to adopt a policy to establish procedures for the provision of notice.

WHEREAS the Municipal Act, 2001, as amended, requires that the municipality shall adopt and maintain a policy with respect to the provision of notice to the public and, if notice is to be provided, the form, manner, and times notice shall be given;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby adopt #C-04 Provision of Notice Policy as presented at the regular meeting of Council on May 18, 2023;

AND FUTHER By-law 2009-06 and all other previous versions of the by-law be repealed.

READ a first and second time this 18th day of May, 2023.

READ a third time and passed this day of 2023.

MAYOR

CLERK

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Council			POLICY #: C-04
POLICY NAME: Provision of Notice Policy			
DATE: April 2009	REV. DATE: May 2023	APPROVED BY: Council	PAGE #:

PURPOSE

To provide a policy that prescribes the form, manner and time that public notice shall be given.

POLICY

The Townships of Head, Clara and Maria has developed the provision of notice policy pursuant to Section 270 (1)(4) of the Municipal Act, 2001, as amended.

GUIDELINES

1. Definitions

“Act” means the Municipal Act 2001, 2001, as amended;

“Clerk” means the Clerk of the Corporation of the United Townships of Head, Clara & Maria, or designate;

"Electronic" includes created, recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic or optical means or by any other means that has capabilities for creation, recording, transmission or storage similar to those means and "electronically" has a corresponding meaning;

“Publication” means a document that is printed in sheet form, published at regular intervals of a week or less and circulated to the general public, and consists primarily of news of current events of general interest and may be sold to the public and regular subscribers;

“Notice to the Public” or “Public Notice” shall mean notice given to the public generally, but does not include notice given only to specified persons;

“Notice by mail” shall mean notice given to a specified person or persons by pre-paid first class mail and shall be deemed to be completed on the day that the mailing of all required notices is completed.

“Post office box locations” means wherever a large number of Canada Post boxes are located in one area within the municipality.

“Township Hall” means the Township Hall or Community Centre of the United Townships of Head, Clara & Maria at 15 Township Hall Road, Stonecliffe.

“Municipality” shall mean the Corporation of the United Townships of Head, Clara & Maria.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Council			POLICY #: C-04
POLICY NAME: Provision of Notice Policy			
DATE: April 2009	REV. DATE: May 2023	APPROVED BY: Council	PAGE #:

2. Where the municipality is required to give public notice pursuant to a provision of the Municipal Act, 2001, or where Council deems it appropriate to prescribe notice, notice shall be given in a form and manner indicated as shown in Schedule "A" attached.

3. Notwithstanding the provision of this By-Law to the contrary, Section 2 shall not be applicable where:
the Municipal Act, or another Act or regulation prescribe specific notice requirements, or the Municipal Council directs that public notice be given in the manner different from the public notice provision of Section 2.

4. Public notice given under the provision of this By-Law shall contain the following information:
 - a general description of the matter;
 - where the matter relates to a defined location, sufficient particulars of the location such as a key map, municipal address or legal description; and
 - the date, time and location of the Council meeting at which the matter will be considered; and
 - the instructions for obtaining additional information.

5. If a matter is deferred at a Council meeting, or if a matter is considered at a subsequent Council meeting, no additional public notice shall be required, except where the Municipal Act or other Provincial Statute provides otherwise, or if the Municipal Council directs that additional public notice be given.

6. The public notice requirements of this By-Law are minimum requirements and Council or the Clerk are hereby authorized to provide additional public notice if reasonable and necessary in the specific circumstances.

7. The public notice requirements of this By-Law may be waived by the Council in consultation with the Clerk where a matter is considered to be of an urgent or emergent nature as defined under the Municipal Emergency Management Plan as "A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise" and best efforts shall be made to provide as much notice as is reasonable under the circumstances.

Head, Clara & Maria Policies and Procedures

DEPARTMENT: Council		POLICY #: C-04	
POLICY NAME: Provision of Notice Policy			
DATE: April 2009	REV. DATE: May 2023	APPROVED BY: Council	PAGE #:

NOTICE OF INTENTION TO PASS BY-LAWS & NOTICE OF PUBLIC MEETINGS

Manner of Notice

Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted in the following locations:

- In the Municipal (Clerk's) Office;
- In the Township Hall/Community Centre;
- At the post office box locations; and
- On the municipal website.

Time of Notice

Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the Act, its regulations or in the attached Schedule "A" to this By-Law and if not so prescribed, notice shall be given once at least fourteen days prior to the proposed action being taken.

Form of Notice

Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a By-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

- The name of the municipality;
- A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- The time, date and location of the meeting; and
- The Clerk's name and phone number.

ATTACHMENTS

"Schedule A"- Notice Requirements Under the Municipal Act, 2001, 2001

**SCHEDULE "A" TO BY-LAW 2023-10
NOTICE REQUIREMENTS UNDER THE MUNICIPAL ACT, 2001, S.O. 2001**



NOTICE CLASSIFICATION:

Class #1 Personal Notice to Individual or a Limited Number of People – sent by mail (may be sent pre-paid registered mail) to the last known address or hand delivered. Notice of tax related matters will be sent to school boards, MPAC and/or other level of government as appropriate. Included on agenda published prior to the meeting and posted on the web site.

Class #2 Advertisement/Notice published in a newspaper having regular publication and sold to the public and subscribers. **Notice shall be placed once 14 days prior to passing of the By-law and may include a second notice, unless otherwise required by the applicable legislation, whichever is greater.** Included on agenda published prior to the meeting and posted on the website at www.townshipsofheadclaramaria.ca, as well as within the Municipality as per clause 10 of the by-law.

Class #3 Advertisement/Notice published and posted within the Municipality at designated locations, as per clause 10 of the by-law and posted on the Municipality's web site at www.townshipsofheadclaramaria.ca.

Class #4 Advertisement/Notice published on the **municipal website** at www.townshipsofheadclaramaria.ca. No Statutory Requirement associated.

Class #5 Agenda/Notice published on the **municipal website** at www.townshipsofheadclaramaria.ca. No Statutory Requirement associated.

MUNICIPAL ACT PART/SECTION	SUBJECT MATTER	BASIC REQUIREMENT	NOTICE CLASS
34(1) 32(2)	Highway Closing Permanent	No Statutory Requirement for Notice Advertisement/notice published in a local newspaper having a regular publication and sold to the public and subscribers at least 14 days prior to passing of By-law. Included on agenda published prior to the meeting and posted on the website.	# 2 14 days notice
47 deleted from Municipal Act See Section 27(1)	Naming Highways	No Statutory Requirement for Notice. Notice of intent to persons and agencies directly affected by the By-law at least 2 weeks prior to passing of by-law and posted on the Municipal website.	# 2
48	Naming of Private Roads	Statutory Requirement for Notice. Municipality shall give public notice of intent to pass by-law by newspaper advertisement at least 14 days prior to passing the By-law and posted on the Municipal website.	#2
99	Municipal By-law respecting Advertising Devices	No Statutory Requirement for Notice. Notice posted on the Municipality website at least 14 days prior to passing of the By-law.	# 4
110(5)	Capital Facilities Agreements	Statutory Requirement for Notice. Written notice of by-law to Minister of Education.	# 1
110(8)	Tax Exemption By-law	Statutory Requirement. Notice of contents of by-law passed under Subsection (6) to be given to (a) the assessment corporation, (b) the Clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted under the By-law (c) the secretary of any school board if the area includes the land exempted by the by-law.	# 1
Section 151 Part IV	Municipal By-law General Licensing Powers	No Statutory Requirement for Notice. Public notice posted on the Municipality's website at least 14 days prior to passage of By-law.	# 4

Part V, Section 173 (1)	Proposal to restructure	Statutory Requirement. (1) A municipality or local body in a geographic area may, subject to subsection (2), make a restructuring proposal to restructure municipalities and unorganized territory in the geographic area by submitting to the Minister a restructuring report containing the prescribed details as outlined in Section 173(1) of the Act including the required public consultation.	# 3 – and any other Ministerial Regulations. Minimum one public meeting.
173 (3)	Proposal to restructure – Consultation	Statutory Requirement. (3) Before the council of a municipality votes on whether to support or oppose a restructuring proposal, the council shall or may, as applicable, do the following things when the proposal is being developed or after it is developed (1) Council shall consult with the public by giving notice of, and by holding at least one public meeting (2) Council shall consult with such persons or bodies as the Minister may prescribe (3) Council may consult with such persons as the municipality considers appropriate.	# 3 Minimum one public meeting.
187	Change of Name – Notice to Public	No Statutory Requirement for Notice. Municipality shall give public notice of intent to pass by-law by newspaper advertisement at least 14 days prior to passing the By-law and posted on the municipal website. Copy of By-law to be sent to the Director of Titles appointed under the Land Titles Act and to the Minister promptly after passage.	# 1 & # 2
210	Business Improvement Areas - Notice	Statutory Requirement. Before passing a by-law to establish an area as an improvement area – subsection 204(1), to set a levy upon ratable property in the improvement area – clause 208(2) b), subsection 208 (3) or to alter the boundaries of the improvement area – subsection 209, notice of the proposed by-law shall be sent by pre-paid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for ratable property that is in a prescribed business property class which is located (a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area and (b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area.	# 1

211	Business Improvement Areas – Repeal of by-law	Statutory Requirement. (1) Council shall give notice in accordance with subsection 210(1) of a proposed by-law to repeal a by-law under subsection 204(1) if the municipality has received (a) a resolution from the board of management requesting the repeal, or (b) a request for the repeal signed by persons who are responsible for at least one-third of the taxes levied for the purposes of the general local municipal levy on ratable property in all prescribed business property classes in the improvement area.	# 1 within 60 days of receiving the resolution or request.
217	Council composition	No Statutory Requirement for Notice. Before passing a by-law the municipality shall give notice of the intention to pass the by-law at least 14 days prior to passage and post on the Municipality's website and hold at least one public meeting to consider the matter.	# 2 Minimum one public meeting.
222	Wards – Establishment of Wards	No Statutory Requirement for Notice. Before passing a by-law the municipality shall give notice of the intention to pass the by-law at least 14 days prior to passage and hold at least one public meeting to consider the matter and post on the Municipality's website.	# 2 Minimum one public meeting.
222 (3)	Wards – Establishment of Wards By-law	Statutory Requirement. Within 15 days after a by-law is passed under subsection (1), the municipality shall give notice of the passing of the by-law to the public specifying the last day for filing a notice of appeal under subsection (4).	# 3
222 (5)	Notices of Appeal to OMB	Statutory Requirement. Within 15 days after the last day of filing a notice of appeal under subsection (4), the municipality shall forward any notices of appeal to the Ontario Municipal Board.	# 1 Notice to OMB Within 15 days of the last filing date.
Section 238	Procedure By-law	No Statutory Requirement for Notice. Notice of intent to pass By-law posted on the municipality's website at least 14 days prior to the passing of the by-law	# 4 14 days prior to passing by-law.
Section 291 (1) Notice Requirements deleted	Adopt Budget	No Statutory Requirement for Notice. To pass a budget under the provisions of Section 290, the municipality shall give notice of its intention to adopt the budget at a council meeting specified in the notice at least 14 days prior to the meeting and posted on Municipality's website.	# 4

Section 291 (1) Notice requirements deleted	Amend Budget	No Statutory Requirement for Notice. Notice of Budget Amendments shall be indicated on reports published on the agenda prior to the meeting which is posted on the Municipality's website.	# 4
295	Publication of Financial Statement	Statutory Requirement. (1) Within 60 days after receiving the audited financial statements of the municipality for the previous year, the Treasurer of the municipality (a) shall publish in a newspaper having general circulation in the municipality a copy of the audited financial statements, the notes to the financial statements, auditor's report and tax rate information for the current and previous year as contained in the financial review, or a notice that the information described previously will be made available at no cost to any taxpayer or resident of the municipality upon request, and (b) may provide the information described previously to such persons and in such other manner as the Treasurer considers appropriate.	# 3 Publish notice in newspaper at least once within 60 days after receiving audited financial statements. The statements will be published on the website.
297	Auditor's right to attend	Statutory Requirement. The auditor is entitled to receive all notices relating to any meeting of Council or Committees that any member is entitled to receive and to make representations at that meeting on any matter that concerns him or her as an auditor.	#1 As requested.
331 (9)	Tax on Eligible Properties	Statutory Requirement for Notice. The local municipality shall mail to the owner of each eligible property the list of the comparable properties and the determination made under subsection (2) with respect to that eligible property within 60 days after the date the list is received by the local municipality.	# 1 Within 60 days after receipt of list from MPAC.
342 (5)	Alternate Tax Installments Cessation	Statutory Requirement for Notice. The use by a taxpayer of the alternative installments and due dates under the clause (1) (b) ceases if, the taxes of the taxpayer are unpaid after the due date and the Treasurer give written notice to the taxpayer that the alternative installments and due dates may no longer be used.	# 1
343 (1)	Tax Bill	Statutory Requirement. The Treasurer shall send a tax bill to every taxpayer at least 21 days before taxes shown on the tax bill are due.	# 1 21 days written notice before taxes due.

348	Tax Status	Statutory Requirement for Notice. The Treasurer shall by February 28 th in each year determine the position of every tax account as of December 31 st of the preceding year, and on making the determination, the Treasurer shall send to every taxpayer who owes taxes from the preceding year a notice of those taxes and of the related late payment charges and said notice may take the form and be sent with the tax bill.	# 1 by February 28 th in each year.
350	Tenant Obligations	Statutory Requirement for Notice. When taxes are owed in respect of any land occupied by a tenant, the Treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the Treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with this notice.	# 1
351 (8)	Seizure of Assets	Statutory Requirement for Notice. The Treasurer or the Treasurer's agent shall give the public notice of the time and place of the public auction and the name of the person whose personal property is to be sold.	# 1 and # 3 As determined by Treasurer.
357 (5) (6)	Cancel, reduce or refund taxes	Statutory Requirement for Notice. On or before September 30 th of the year following the year in which the application is made, Council shall (a) hold a meeting at which the applicants may make representations to Council (b) notify applicants of the meeting by mail sent at least 14 days before the meeting (c) make its decision (6) Within 14 days after making its decision, Council shall notify the applicants and owners of the decision and specify the last day for appealing the decision.	# 1 (5) Notification 14 days in advance of meeting and (6) within 14 days of making decision and specify the last day for appealing decision.
358	Overcharges caused by a gross or manifest error	Statutory Requirement for Notice. (8) if an application is not valid under subsection (5), the Treasurer shall notify the applicant in writing of the reasons it is not valid (9) on or before September 30 th of the year following the year in which the application is made, council shall (a) hold a meeting at which the applicant may make representation to Council (b) notify the applicant of the meeting by mail sent at least 14 days before the meeting (10) Within 14 days after making its decision Council shall notify the applicant of the decision.	# 1 Notification 14 days in advance of meeting within 14 days of decision.

359	Increase in Taxes (As a result of any undercharge by a gross or manifest error)... but not an error in judgment assessing the land	<p>Statutory Requirement for Notice. An application made on or before December 31st of the year following the year by the Treasurer in respect of which the application is made.</p> <p>(3) Council shall (a) hold a meeting at which the Treasurer and the person in respect of whom the application is made may make representations to Council (b) notify the Treasurer and the person in respect of whom the application is made of the meeting by mail sent at least 14 days before the meeting (4) Within 14 days after making its decision, Council shall notify the Treasurer and the person in respect of whom the application is made of the decision and specify the last day for appealing the decision.</p>	# 1 Notification 14 days in advance of meeting and within 14 days after making its decision and specify the last day for appealing the decision.
359.1	Error in calculating taxes	<p>Statutory Requirement for Notice. (2) Before making a decision under subsection (1), Council shall (a) hold a meeting at which the Treasurer and the person in respect of whom the application is made may make representations to Council (b) notify the Treasurer and the person in respect of whom the application is made of the meeting by mail sent at least 14 days before the meeting (3) Within 14 days after making its decision, the Council shall notify the Treasurer and the person in respect of whom the application is made of the decision and specify the last day for appealing the decision.</p>	# 1 Notification 14 days in advance of meeting within 14 days after making its decision and specify the last day for appealing the decision.
374	Tax Arrears Certificate Notice of Registration	<p>Statutory Requirement for Notice. Notice of Registration of Tax Arrears Certificate (1) Within 60 days after the registration of tax arrears certificate, the treasurer shall send a notice of the registration of the certificate to various specified persons.</p>	# 1 Within 60 days after registration of a tax arrears certificate.
379 (1)	Public Sale (Tax Arrears Certificate) – Final Notice	<p>Statutory Requirement for Notice. If the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered, the Treasurer, within 30 days after the expiry of the 280 – day period, shall send to the persons entitled to receive notice under section 374 a final notice that the land will be advertised for public sale unless the cancellation price is paid before the end of the one-year period following the date of registration of the tax arrears certificate.</p>	# 1 Within 30 days after the expiry of the 280 – day period.

379 (2)	Public Sale Advertisement	<p>Statutory Requirement for Notice. Notice of Public Sale if at the end of the one-year period following the date of the registration of the tax arrears certificate, the cancellation price remains unpaid and there is no subsisting extension agreement, the land shall be offered for public sale by public auction or public tender, as the Treasurer shall decide, and the Treasurer shall immediately (a) make a statutory declaration stating the names and addresses of the persons to whom notice was sent under subsection (1) and (b) advertise the land for sale once in The Ontario Gazette and once a week for four weeks in the newspaper that, in the opinion of the Treasurer, has such circulation within the municipality as to provide reasonable notice of the sale.</p>	# 1 and # 3 Advertise in the Ontario Gazette and once a week for 4 weeks in newspaper.
380 (3)	Application of Proceeds	<p>Statutory Requirement for Notice. Within 60 days after making a payment into court under subsection (2), the Treasurer shall send a copy of the statement to the Public Guardian and Trustee and to the persons to whom the Treasurer sent notice under subsection 379(1).</p>	# 1 Within 60 days.
380.1(1)	Second time offer of land for public sale	<p>Statutory Requirement for Notice. (2) At least 30 days before the land is re-advertised for public sale, the Treasurer shall send to the persons entitled to receive notice under subsection 379(1) a notice that the land will be re-advertised for public sale Subsection 379(2) and sections 380 to 387 apply with necessary.</p>	# 1 Advertise in the Ontario Gazette and once a week for 4 weeks in newspaper.



**THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA
BY-LAW NUMBER 2023-11**

BEING a By-Law to provide for the adoption of the 2023 tax rates and establishing penalty and interest on overdue taxes.

WHEREAS the Municipal Act S.O. 2001, c.25 and amendments, section 312 (2) states that: for the purposes of raising the general local municipal levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS the Municipal Act S.O. 2001, c. 25, section 342 (1)(a) states that a local municipality may pass by-laws providing for, the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due;

AND WHEREAS the Municipal Act S.O. 2001, c.25, section 345 (1) states that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalments by the due date;

AND WHEREAS the Municipal Act S.O. 2001, c.25, section 345 (2) states that a percentage charge, not to exceed 1.25 percent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the 1st day of default or such later date as the by-law specifies;

AND WHEREAS interest may not start to accrue before the first day of default;

AND WHEREAS the County of Renfrew (upper tier) has passed By-Law No. 45-23 to set tax ratios for County purposes and lower-tier purposes for the year 2023, By-Law No. 46-23 to set tax rate reductions for prescribed property subclasses for County purposes and for lower-tier purposes for the year 2023, and By-Law 47-23 to establish the 2023 tax rates for County of Renfrew purposes;

NOW THEREFORE the Council of the United Townships of Head, Clara & Maria does hereby enact:

- **THAT** every property owner in the Municipality of the Corporation of the United Townships of Head, Clara & Maria shall be taxed according to the following tax rates and that such taxes shall become due and payable as follows:

Residential	0.00208325
Res FAD I	0.00072914
New Multi-residential	0.00208325
Multi-residential	0.00404900
Com. Occupied	0.00378047
Com. Exc. Land	0.00378047
Com. Vac. Land	0.00378047
Com. On-Farm Bus.	0.00378047

Com. FAD I	0.00072914
Ind. Occupied	0.00513918
Ind. Exc. Land	0.00513918
Ind. Vac. Land	0.00513918
Large Ind. Occ.	0.00579567
Large Ind. Exc.	0.00579567
Landfills	0.00247712
Pipelines	0.00277656
Farm	0.00052081
Managed Forests	0.00052081

- **THAT** 50% of 2022 tax rates for all classes of property are due February 28th as per by-law 2023-01;
- **THAT** the balance owing is to be split into two payments due July 31st, 2023 and October 31st, 2023;
- **THAT** a penalty of 1.25% per month be payable on all overdue current taxes, calculated on the first day of the month;
- **THAT** interest at 1.25% to be added on all tax arrears monthly on the first day of each month.

READ a first and second time this 18th day of May, 2023.

READ a third time and passed this 18th day of May, 2023.

MAYOR

CLERK