



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

AGENDA

September 21st, 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 and Presentations

i. Public Feedback on Accessibility

The public will have an opportunity to provide input on the Draft Multi-Year Accessibility Plan. Council will also review survey feedback received to date.

7. Adoption of Minutes of Previous Meeting

- Council Minutes
 - i. August 26, 2023
- Recreation Committee Minutes
 - i. August 3, 2023
- Library Board Minutes
 - i. May 4, 2023

8. Petitions and Correspondence

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

- i. Upper Ottawa Valley Seniors Friendship Club – Seniors Active Living Centre Grant
- ii. Ontario Provincial Police – Distribution of Police Record Check Revenue to Municipalities
- iii. Town of Grimsby – Establishing Guaranteed Livable Income
- iv. Renfrew County Regional Science and Technology Fair – Donation
- v. Watson & Associates/ County of Renfrew – Development Charges

9. Council Reports –
 - i. Report 23/09/21/901 – Mayor’s Report
10. Staff Reports – none
 - i. Report 23/09/21/1001 – Clerk’s Report
11. Financial Reports
 - i. Report 23/09/21/1101 – Revenue and Expense Report
 - ii. Report 23/09/21/1102 – 2024 Budget Considerations
12. Unfinished Business
 - i. Report 23/09/21/1201 – 2023-2027 Strategic Plan
13. Addendum (New Business)
 - i. Report 23/09/21/1301 – Waste Disposal Tipping Fee Schedule
14. Notice of Motion - none
15. Policy/By-Law Review
 - i. Report 23/09/21/1501 – By-Law Revisions and Update
16. By-Laws
 - i. Report 23/09/21/1601 – Procurement By-law
 - ii. Report 23/09/21/1602 – Sale and Disposition of Land By-law
17. Closed Session
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 now and into the future.



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

Minutes of August 26, 2023

Minutes of a regular meeting of Council held on Saturday, August 26, 2023 at 1:00 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 (virtually)
Staff: Crystal Fischer, Municipal Administrator
Absent/Regrets: none
Guests: two members 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** - none
6. **DEPUTATIONS AND PRESENTATIONS** - none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**
Resolution No.: 23/08/26/001
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc
BE IT RESOLVED THAT the minutes of the regular meeting of June 15, 2023 and June 17, 2023 be accepted as presented.
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**
Petitions - none
Correspondence
 - i. City of Quinte West – Legislative Amendments to Municipal Codes of Conduct and Enforcement
Action: Clerk to send letter of support.
 - ii. Town of Essex – Local Emergency Response Infrastructure

- iii. Township of Terrace Bay – Municipal Oath of Office to include Aboriginal Treaty Rights
- iv. AMCTO – Strong Mayor Powers Expanding to More Municipalities
- v. Town of Bradford West Gwillimbury – Right-to-Repair Movement
Action: Clerk to send letter of support.
- vi. Ministry of Public and Business Service Directory – Registry Act, Land Titles Act
- vii. Municipality of North Perth – Vacant Building Official Positions
- viii. Ministry of Natural Resources and Forestry – Public Lands
- ix. Municipality of Wawa – OHIP Coverage for Chronic Pain Treatments
Action: Clerk to send letter of support.
- x. Renfrew County District Health Unit – Potential Funding Impacts 2024
- xi. County of Renfrew – County Council Summary
- xii. AMCTO – Assessment Cycle
- xiii. Township of Selwyn – Short -Term Rentals
- xiv. Upper Ottawa Valley Chamber of Commerce – Affordability Housing
- xv. Ministry of Agriculture, Food and Rural Affairs – Provincial Policy Statement Permitted Uses in Prime Agricultural Areas
- xvi. Cheryl Gallant, MP – New Horizons for Seniors Program

Resolution No.: 23/08/26/002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS the New Horizon's for Seniors Program (NHSP) is accepting funding applications for community-based projects until September 14, 2023;

AND WHEREAS Council believes it is important to encourage social, recreational and physical programming;

AND WHEREAS the Municipality has seen success through previous NHSP grant opportunities;

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 for a Seniors/Intergenerational Program through the New Horizons for Seniors Program.

Carried Unanimously

- xvii. Elgin County – Amendment to Legislation to Allow Home-Based Childcare Operators to Increase Allowable Spaces
Action: Clerk to send letter of support.
- xviii. Ministry of Natural Resources and Forestry – Technical Bulletin
- xix. Katherine Hartel – Improving Municipal Codes of Conduct and Enforcement

Resolution No.: 23/08/26/003

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

WHEREAS all Ontarians deserve and expect a safe and respectful workplace;

WHEREAS municipal governments, as the democratic institutions most directly engaged with Ontarians, need respectful discourse;

WHEREAS several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

WHEREAS these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

WHEREAS municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

WHEREAS municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

THEREFORE BE IT RESOLVED THAT the United Townships of Head, Clara and Maria 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;

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

Updating municipal Codes of Conduct to account for workplace safety and harassment;

Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;

Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;

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

Prohibiting a member so removed from sitting for election in the term of removal and the subsequent term of office.

Carried Unanimously

xx. Clarence – Rockland – Ottawa River Study

xxi. Victim Services of Renfrew County – Golf Tournament Sponsorship

Resolution No.: 23/08/26/004

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS Council received a request from the Fundraising Committee of Victim Services of Renfrew County requesting support for their Golf Tournament fundraiser of which proceeds go directly toward the services provided by the Volunteer Crisis Responders and the people they are supporting;

AND WHEREAS Victim Services is a non-profit organization that provides support to those who have been victimized by crime, tragic life events and disaster;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby direct staff to provide corporate sponsorship to the Victim Services of Renfrew County's Golf Tournament at a cost of \$100.00.

Carried Unanimously

Action: Clerk to request additional information from Victim Services to be advertised on the municipal website.

xxii. County of Renfrew – Call to Action on Housing and Homelessness

xxiii. Town of Fort Erie – Controls on Airbnb, VRBO

xxiv. Algonquins of Ontario – Correspondence

xxv. Renfrew County and District Health Unit – Rapid Antigen Testing

Action: Clerk to request more tests to distribute from the municipal office.

xxvi. Town of Deep River – Support of DRDH Long-Term Care Project

Resolution No.: 23/08/26/005

Moved by Councillor LeClerc and Seconded by Councillor Dowser

WHEREAS Council received a letter from the Town of Deep River proposing a proportional grant matching community challenge to offset the cost of development charges;

AND WHEREAS Council understands the importance of the construction of the new health care campus which serves the wider community including residents of Head, Clara & Maria;

AND WHEREAS the service volumes contained in the DRDH's 2021/2022 Annual Report details an average usage of 0.3% for Head, Clara and Maria;

THEREFORE BE IT RESOLVED THAT Council of the United Township of Head, Clara and Maria does hereby direct staff issue a cheque in the amount of \$414.74 to the Deep River and District Hospital to offset the cost of development charges.

Carried Unanimously

xxvii. Chatham-Kent – Time for Change MFIPPA

xxviii. Ministry of Infrastructure – Red Tape Reduction for Broadband Projects

Late Correspondence

- i. North Renfrew Family Services – Thank-you for Support
- ii. Ministry of Municipal Affairs and Housing – Building Faster Fund
- iii. Municipal Property Assessment Corporation – Extending Current Assessment Cycle
- iv. Upper Ottawa Valley Seniors Friendship Club – Seniors Active Living Centre

9. MAYOR'S REPORT

- i. Report 23/08/26/901 –Mayor's Report

10. STAFF REPORT

- i. Report 23/08/26/1001 – Clerk's Report – for information only.
- ii. Report 23/08/26/1002 – Annual Staff Training Report – for information only.
- iii. Report 23/08/26/1003 – Workplace Satisfaction Report

Resolution No.: 23/08/26/006

Moved by Councillor LeClerc and Seconded by Councillor Dowser

WHEREAS Council has received Report #23/08/26/1003 regarding the Workplace Satisfaction Survey which included a request to provide a portable toilet at the landfill site(s), specifically Bissett Creek;

THEREFORE BE IT RESOLVED THAT Council of the United Township of Head, Clara and Maria does hereby direct staff to purchase two portable toilets to be installed at the Bissett Creek and Stonecliffe landfill sites at a cost of \$3000.

Carried Unanimously

11. FINANCIAL REPORTS

- i. Report 23/08/26/1201 – Section 357 Application
Resolution No.: 23/08/26/007

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS the Treasurer has received two applications under Section 357 of the Municipal Act, 2001 for the reduction and refund of property tax;
AND WHEREAS the recommendations from MPAC include reductions in assessed values to better reflect the current property values;
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 \$311.51 for 2021-2022 and \$476.17 for 2023.

Carried Unanimously

12. UNFINISHED BUSINESS

- i. Report 23/08/26/1201 – 2022-2026 Strategic Plan
Action: No changes to be made to the Draft Plan. Clerk to bring presented Plan back to Council in September for final adoption.
- ii. Report 23/08/26/1202 – Building Permit Fee Schedule Amendment
Resolution No.: 23/08/26/008
Moved by Councillor Dowser and Seconded by Councillor LeClerc
WHEREAS Council was presented with a proposed updated building permit fee schedule;
AND WHEREAS the requirements set out under the Ontario Building Code Act to implement a change in the building fee schedule have been met, including public consultation;
AND WHEREAS Council deems it prudent to review and update the existing Building By-law #2007-06;
THEREFORE BE IT RESOLVED THAT By-law #2023-16 being a by-law respecting construction, demolition and change of use permits and inspections be read a first, second and third time passed.

Carried Unanimously

13. NEW BUSINESS – none

14. NOTICE OF MOTION – none

15. POLICY/BY-LAW REVIEW

- i. Report 23/08/26/1501 – Accessibility Policy
Resolution No.: 23/08/26/009
Moved by Councillor LeClerc and Seconded by Councillor Dowser
WHEREAS Council received Report #23/08/26/1501 concerning the Draft Multi-Year Accessibility Plan;
AND WHEREAS Council deems is expedient to update the existing Plan and to incorporate a system of public feedback;
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to publish the survey as presented;
AND FURTHER directs staff to schedule a portion of the regular meeting of September 21st for public consultation concerning the Accessibility Plan.

Carried Unanimously

16. BY-LAWS

i. Report 23/08/26/1601 – Mandatory Pre-Consultation By-Law
Resolution No.: 23/08/26/010

Moved by Councillor LeClerc and Seconded by Councillor Dowser

WHEREAS the Planning Act provides that Council, by by-law, may require applicants or municipalities to consult with the Municipality before submitting requests to amend the Zoning By-law, submitting requests for Site Plan Applications, or submitting requests Minor Variance Applications;

AND WHEREAS revisions to the Planning Act under Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022 requires the Municipality to revise the process to review planning applications to ensure timely decisions;

AND WHEREAS County of Renfrew Official Plan Amendment No. 35 (OPA 35) updated the policies regarding pre-consultation;

THEREFORE BE IT RESOLVED THAT By-law 2023-17 being a by-law to impose mandatory consultation prior to submission of a planning application be read a first, second and third time passed.

Carried Unanimously

ii. Report 23/08/26/1601 – Procurement By-Law
Resolution No.: 23/08/26/011

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Council received Report#23/08/26/1602 in regards to updating the Procurement By-law;

THEREFORE BE IT RESOLVED THAT By-law 2023-17 being a by-law governing the procurement of goods and services be read a first and second time.

Carried Unanimously

17. CLOSED SESSION

Resolution No.: 23/08/26/012

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS the Municipal Act allows for closed meetings under section 239 of the Municipal Act, 2001;

THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at 3:18 p.m. and to discuss the Clerk's Key Performance Indicators and Solicitor-Client Information.

Carried Unanimously

Resolution No.: 23/08/26/012

Moved by Councillor LeClerc and Seconded by Councillor Dowser

WHEREAS Council went into closed session under Section 239 of the Municipal Act, 2001, to discuss the Clerk's Key Performance Indicators and Solicitor-Client Information;

THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 3:57 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 23/08/26/1001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS Council received correspondence dated August 8th from Mr. Sheldon Reiche, representing the Pembroke and Area Airport Commission, who wishes to dispose of a parcel of property to the Town of Petawawa;

AND WHEREAS the United Townships of Head, Clara and Maria is a named municipality in the legislation that is affecting the disposition of the land;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Mayor and Clerk to sign, on behalf of the Municipality, two Consents provided by Reiche Law to proceed with disposition and sale of the land.

Carried Unanimously

Resolution No.: 23/08/26/016

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Council received Report #23/08/26/1702 in regards to the Clerk-Treasurer's Key Performance Indicators;

AND WHEREAS Council has had the opportunity to revise the document;

THEREFORE BE IT RESOLVED THAT the Clerk-Treasurer's Key Performance Indicators be accepted as presented.

Carried Unanimously

18. QUESTIONS AND ANSWERS –

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/08/26/014

Moved by Councillor Dowser and Seconded by Councillor LeClerc

BE IT RESOLVED THAT By-law 2023-18 being a by-law to confirm proceedings of the meeting of the Council of Saturday, August 26 2023 be read a first time short and passed.

Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/08/26/015

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

BE IT RESOLVED THAT this meeting adjourn at 4:05 p.m. to meet again on Thursday, September 21, 2023 at 2:00 p.m.

Carried Unanimously

MAYOR

CLERK

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

Minutes

Thursday August 3rd, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent: Bonnie Stewart (arrived late)

Guests: Paul Sarrazin

Adoption of Agenda:

Moved by Glenn Stewart seconded by Deborah Froehlich

Be it resolved that the agenda for the August 3rd, 2023 meeting be accepted as presented.

Adoption of Previous Minutes:

Moved by Glenn Stewart Seconded by Deborah Froehlich

Be it resolved that the meeting minutes for June 6th, 2023 be accepted as presented.

2. Unfinished Business:

I. Facebook Page

It has been created. Rachel and Bonnie can now add pictures and events.

II. NYE

Stephany has not heard from the caterer. The deposit has been put down for the DJ. The committee would like to have either a dinner or an after-dinner event, depending on volunteer base. The committee will speak to the community as well.

Action: Stephany to create the advertisement in search of volunteers for the New Years Eve event. Send it to the committee for review before posting it on Facebook. The committee is looking for positions for cooking, cleaning, food prep, dish

washing, bartenders, designated drivers as well as baking and cooking donations as well.

3. New Business

I. Winter Games

We will be making a flyer to advertise what the community is looking for.

II. Fall Ball Game

Breakfast support. No attendance at the meeting, the committee will wait to see if we hear anymore about the event.

4. Financials – none

5. Events-

- **DIY Comedy Tour September 20th, 2023**
Bartender:
RAC Rep:

6. Questions and Answers - none

Moved by Glenn Stewart and Seconded by Deborah Froehlich

Be it resolved that this meeting adjourn at 4:21 p.m. to meet again September 1th, 2023.

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

May 4th, 2023

A Regular Meeting held on May 4th, 2023 was called to order at 10:00 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 Nancy Voros seconded by Gay Baribeau. Be it resolved that the agenda for May 4th, 2023 be accepted as amended. 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 April 4th 2023 be accepted as amended. CARRIED

5. Business Arising From The Minutes:

- Vendor receipts have been sent out
- Progress is being made on moving documents to the hard drive
 - Lexi will look into why the computer is still slow
 - Catherine will find out for the next meeting how much it will cost to have the computer looked at

- An email was sent out to all library users, next time BCC will be used as well as a larger font
- The thermal printer is working for now but it is getting older so next year it should be budgeted for a new one.
- All invites for the volunteer dinner were sent out but next time we will send them to individual people instead of one group email.

6. Report of the CEO:

- The annual survey has been completed and signed off on
- The volunteer poster has been ordered

7. Report of The Chair:

- Marlene and Catherine had a discussion with Lexi and have decided her dedicated day in the library will be Tuesdays.
- Marlene would like to thank all board members for helping get the volunteer appreciation dinner together

8. Financial Reports:

Resolution # 3: Moved by Fran Kelly-Chamberlain Seconded by Catherine Sutherland. Be it resolved that the Revenue and Expense Report for Period ending May 31st 2023 be accepted as presented.CARRIED

9. Correspondence: None

10. Policies:

Policies are deferred until next meeting so supporting policies can also be adopted

11. New Business:

- Office supplies is needed and is to be purchased using the petty cash.
- Marlene has researched what to do with excess books and 2 ideas are
 - Donate them to prisons or;
 - Donate to the Bernadette McCann house

12. Report of the Projects:

- Volunteer appreciation dinner
 - The food ordered was; 5 Large Pizzas, 75 Wings, 2 Salads and 1 Cake with "Thank You" printed on it
 - Rosanne will be running the bar
 - \$20 will be used from the petty cash to tip the delivery driver
 - Marlene will give a speech at the dinner
- June Jazaar
 - 4 Outdoor vendors so far and 16 indoors
 - A Counter has been ordered to track the attendance (sue Elliot will be assigned this job)
 - Nancy Voros will be in charge of the baked goods and drinks
 - For drinks we will serve; tea, coffee, juice and water
 - Board members will each make 2 dozen cookies

- Gay will run the flea market outside
- Student volunteers will be contacted to see if they are interested in helping out
- Set up for indoors will be June 2nd the library will set up from 10-12 and vendors can set up from 12-3. Saturday set up will start at 8 a.m.
- Lexi will ask about closing the road way and getting barriers
- All receipts will be given to Gay and she will make a statement.
- We will keep a list of volunteers
- 4 floats will be needed
- June Vaughan will be in charge of the silent auction
- Old tables will be needed from the garage

13. Questions and Answers: None

14. Adjournment:

Resolution #4;

Be it resolved that this meeting adjourn at 12:05 p.m. to meet again June 6th 2023 at 10:00 a.m. in the hall. Moved by Catherine Sutherland seconded by Fran Kelly Chamberlain
CARRIED

Circulation Stats

E-DVD	3
E-FIC	20
E-JEASY	1
E-JFIC	1
E-NFIC	4
TOTAL	29

Date Users

01/04/2023	3
02/04/2023	7
03/04/2023	6
04/04/2023	6
05/04/2023	4
06/04/2023	4
07/04/2023	2
08/04/2023	14
09/04/2023	10
10/04/2023	6
11/04/2023	8
12/04/2023	6
13/04/2023	6
14/04/2023	8
15/04/2023	3
16/04/2023	5
17/04/2023	2
18/04/2023	9
19/04/2023	13
20/04/2023	8
21/04/2023	8
22/04/2023	1
23/04/2023	5
24/04/2023	5
25/04/2023	6
26/04/2023	1
27/04/2023	7
28/04/2023	3
29/04/2023	9
30/04/2023	13
Total	188

Website Views



1

Upper Ottawa Valley Seniors Friendship Club
1 Ridge Road, Box 1142
Deep River, ON K0J 1P0

Friday, September 1, 2023

Honourable Raymond Cho
Minister for Seniors and Accessibility
5th Floor, 777 Bay St.
Toronto, ON M7A 1S5

Dear Minister Cho,

I would like to thank you for the recent opportunity to apply for Seniors Active Living Centre grant. Programs like this strengthen our communities and help enhance conditions for our seniors, and we are grateful that you provide this support.

Our organization, the Upper Ottawa Valley Seniors Friendship Club, was excited by this grant opportunity and was preparing to make an application. We believe that we are a prime candidate for a SALC as our service area covers a large, relatively remote, rural area having few services and a high percentage population of seniors. Our club consisting of 281 members has been successful over the past 10 years in providing social, cultural, educational, and physical activities for seniors, and the funding that would come with a SALC would help us reach out and include more seniors from across our area. It seems like a natural fit for us to grow to this next level.

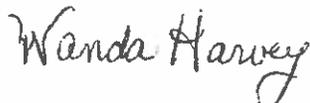
However, as we began to reach out to our partners and organize our application, we realized that we needed more time and resources to develop a strategic plan of how a SALC would fit within our unique circumstances. As a small, rural organization we found the timeline for the application process was too short. We operate a small, lean organization with a frugal budget and very low overheads. We were also concerned that the SALC program requirements to provide detailed programming budgeting line items a year in advance, the approval process required for changes and amendments to the ongoing program, and the extensive end of year reporting requirements would add a layer of bureaucracy and inefficiency that our club is unfamiliar with. We could have submitted an application this year, but strongly feel that there are issues that need to be investigated, discussed and resolved, and this work should best be done prior to starting a SALC. Consequently, we did not submit an application for this funding round.

The service area of our Seniors Friendship Club includes three municipalities: The Town of Deep River, The Town of Laurentian Hills, and the United Townships of Head, Clara and Maria. We also have the North Renfrew Long Term Care Centre, the Four Seasons Lodge, and soon the new 96-bed long term care centre at the Deep River and District Hospital. In addition, there are doctors, pharmacists, paramedics, and places of worship in our area that contribute to supporting seniors living in our community. Besides our club, there are other formal and informal groups that cater to seniors. There are many puzzle pieces, and we need time and resources to come up with an excellent plan to best develop our age friendly community.

At this time, we would like to ask your ministry to assist us with the resources we need to undertake the education, consultation, and planning that is required to develop a strategic plan. We recognize that the goal of developing a strategic plan is more than just to end up with a document, but it is a vital process to bring all of our partners together to build a common vision. This essential process is beyond the means of our club and our volunteers to carry out and yet it falls between the cracks of all of our partner organizations. Having a community developed strategic plan will prepare us to apply for a SALC if the opportunity should come around again.

It is our hope that we will be able to obtain funding from your ministry either directly, or through a funding program such as the infrastructure grants.

Yours sincerely,



Wanda Harvey, President
Upper Ottawa Valley Seniors Friendship Club

Cc:

John Yakabuski, MPP for Renfrew-Nipissing-Pembroke
Sue D'Eon, Mayor of Deep River
Debbi Grills, Mayor of Head, Clara Maria
Anne Giradini, Mayor of Laurentian Hills
Janna Hotson, President & CEO, Deep River & District Hospital
Shelley Yantha, Executive Director North Renfrew Long Term Care
Carmen Goold – Regional Development Advisor

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, avenue Memorial
Orillia ON L3V 7V3

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Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024. Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at OPP.Financial.Services.Unit@opp.ca.

Respectfully,



Phil Whitton Superintendent
Commander,
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins
OPP Provincial Commander Mary Silverthorn
A/Inspector Kirsten Buligan, Community Safety Services
OPP Detachment Commanders



**The Corporation of the Town of Grimsby
Administration**
Office of the Town Clerk
160 Livingston Avenue, Grimsby, ON L3M 0J5
Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010
Email: bdunk@grimsby.ca

September 8, 2023

SENT VIA E-MAIL

Office of the Prime Minister
80 Wellington St.
Ottawa, ON, K1A

Attention: The Right Honourable Justin Trudeau

RE: Establishing a Guaranteed Livable Income

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on September 5, 2023 passed the following resolution:

Moved by: Councillor Korstanje

Seconded by: Councillor Freake

Whereas the Canadian livable wage for Niagara Region, two years ago was determined to be \$19.80. This was \$6000 below the annual income of a minimum wage employee; and

Whereas our residents on programs such as Ontario Works, receive targeted fixed monthly incomes of \$733, and ODSP recipients receive \$1376; and

Whereas at the current Ontario minimum wage rate, a person working 37.5 hours per week will earn approximately \$2,500 monthly (before tax); and

Whereas the median rent for one bedroom in Grimsby as of August 2023 is now \$2000 a month; and

Whereas rent is considered affordable, when it is less than 30% of income. In Niagara west, rent is approximately 272% of Ontario Works, 145% of Ontario Disability Support Services, 75% of minimum wage full-time, and 150% of minimum wage part time; and

Whereas an annual 2.5% allowable rent increase can be combined with an additional 3-6.5% capital investment increase, raising the cost of rental housing another minimum of \$110 monthly; and

Whereas there are no housing units under Niagara Regional Housing for single adults or families with dependents, including 2,3,4 or five bedrooms in our community; and

Whereas the Grimsby Benevolent Fund reported that in 2022:

- 70+ households received monthly rental supplement totaling \$237,744
- \$79,500 was invested into one time emergency housing support as of June 7, 2023
- 78 households are receiving monthly financial benefits to make rental housing more affordable; and

Whereas food inflation was 8.3% and groceries rose by 9.1%; and

Whereas the Grimsby Food Bank numbers from June 2023 reported:

- 19 new households
- 447 served households
- 1055 served individuals
- 7 emergency visits; and

Whereas the Grimsby Economic Strategic Plan identified the general high cost of living and housing affordability as primary obstacles in our workforce attraction.

Therefore be it resolved that The Corporation of the Town of Grimsby circulate correspondence to Ontario municipalities encouraging them not only to collect data of their housing and poverty statistics, but also to examine their pending economic vulnerability as a result.

Be it further resolved that The Corporation of the Town of Grimsby encourage these same municipalities to join us in advocating on behalf of our communities with this data, and by writing a letter to the Prime Minister, Premier, and local politicians calling for a united effort in establishing a Guaranteed Livable Income program.

Be it further resolved the Town of Grimsby Clerks Department circulates this resolution to Niagara West MP Dean Allison and Niagara West MPP Sam Oosterhoff, requesting a response on this matter within 30 days of receipt.

Be it further resolved that The Corporation of the Town of Grimsby, through its Finance and Human Resources departments, undertake a comprehensive assessment to explore the feasibility and implementation of a living wage policy for all Town of Grimsby employees, with the aim of ensuring that all municipal workers receive fair compensation that aligns with the principles of a living wage and that staff be directed to explore becoming a living wage employer.

If you require any additional information, please let me know.

Regards,



Bonnie Nistico-Dunk
Town Clerk

cc. Hon. Doug Ford, Premier of Ontario
Ontario Municipalities
Dean Allison, MP Niagara West
Sam Oosterhoff, MPP Niagara West



August 29, 2023

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



Good day,

I am writing on behalf of the Renfrew County Regional Science Fair (RCRSF) to request a donation to support the 2024 fair so that we can continue to bring this wonderful opportunity to students across Renfrew County.

Each year we host the Renfrew County Regional Science Fair where students present science and technology-based projects. Those projects are judged, and prizes are awarded for innovation, experiment, demonstration-based projects. Students with the most innovative, creative, scientifically rigorous and well-presented projects are then selected by a judging panel of community members to represent Renfrew County at the Canada Wide Science Fair. We are grateful to have sponsors that reward scientific thought in our students throughout the science fair journey, which starts every year with the school fairs that we support, to the regional fair we organize and to the Canada Wide Science Fair that we prepare and take winning students to. Thank you for the role you play in that support.

In addition to exhibiting the great science projects of the youth of Renfrew County, the fair also has interactive, educational exhibits for the students, including building activities hosted by Professional Engineers Ontario and hands-on experiments hosted by Let's Talk Science.

After three tough years due to the COVID-19 pandemic, we were proud to return with a vibrant in-person fair in 2023 and Renfrew County sent 4 student finalists to the Canada Wide Science Fair in Edmonton, Alberta this past May. We are proud to say that two of our students won awards:

- Maggie Alexander (Grade 7, Petawawa)'s project "Whose Cell Phone is the Grossest?" taught us all to keep our ever-present phones cleaner, and won a bronze medal!
- Mark Wendland (Grade 7, Deep River)'s "Tanks Battles in 2D and 3D" was an exciting game with a well-thought-out and documented design process, winning a bronze medal!



RENFREW COUNTY REGIONAL
science+technology fair

36 Edith Street
Petawawa, ON K8H 0B5
Tel: (613) 602 3789
info@rcrsf.ca www.rcrsf.ca

The 2024 fair is planned to be held April 6th at the Petawawa Civic Centre and is open to Grades 5 to 12 for projects. Anyone with an interest in seeing the future scientists of Renfrew County is welcome to attend!

We would like to invite you to become a sponsor of the 2024 RCRSF and have enclosed a funding schedule of sponsorship levels to assist you in your consideration.

We welcome the opportunity to speak with you at any time. Please feel free to contact us if you have any questions or would like more information on the Renfrew County Regional Science and Technology Fair and the ways in which you can help make it a success in 2024. You can also view our website at www.youthscience.ca/Renfrew-county/, contact the fair organizers directly at renfrew.county@youthscience.ca or call me at 613-602-3789.

Respectfully,

Aidan Leach

Chair, Renfrew County Science & Technology Fair Committee

renfrew.county@youthscience.ca

613-602-3789

Mailing Address:

36 Edith Street
Petawawa, ON
K8H 0B5



2024 SPONSORSHIP OPTIONS

All sponsors will be listed in the fair day program, in a media release released after the awards ceremony, and on www.youthscience.ca/renfrew-county/. All sponsors are welcome to inquire about setting up a booth at the fair if they wish, or to provide us with promotional material to distribute to the students.

Primary Sponsor (\$6,000) *

Sponsorships Available: 1

The primary sponsor covers the cost of most of the fair day activities (hall rental, food, activities, rental equipment, insurance, website hosting fees) and the cost of sending two adult chaperones to the Canada wide Science Fair (\$1825 each)

- Sponsors will be invited to present the grand award on fair day,
- The sponsor's logo or promotional material will be present on the stage for the awards ceremony and throughout the fair. Displays will need to be provided.

Grand Prize Sponsor (\$1,800) *

Sponsorships Available: 4

Four sponsorships are available each year to send four local students to participate in the Canada Wide Science Fair (at a cost of \$1825 for each student).

- Sponsors will be invited to present the grand award on fair day,
- The sponsor's logo or promotional material will be displayed throughout the fair. Displays will need to be provided.
- The sponsor will be mentioned on social media prior to the regional fair and prior to the Canada Wide Science Fair.

Divisional Sponsor (\$800) *

Sponsorships Available: 5

The Regional Fair has five divisions in which projects may be entered: Earth & Environmental Science, Engineering & Computer Science, Health Sciences, Physical & Mathematical Science and Life Sciences.

- Sponsors will be invited to present an award on fair day,
- The sponsor's logo is displayed on signage to mark their sponsored division on the fair floor,
- The sponsor will be mentioned on social media prior to the regional fair,

Special Award Sponsor (\$500)

Sponsorships Available: 6

Special Awards will be presented to students for a specific category – for example, best Nuclear Project presented by the Canadian Nuclear Society or Best Energy Project from Ontario Power Generation. The sponsorship amount will be divided equally between outreach expenses for the fair and the special award. Please contact renfrew.county@youthscience.ca to determine a suitable special award category.

- Sponsors will be invited to present an award on fair day.

Individual Sponsorship (Any Amount)

Unlimited

The Fair actively seeks donations in any amount to contribute to the costs throughout the year in preparation for the day of the fair.

***Sponsors supporting the fair at the Primary Sponsor, Grand Prize Sponsor or Divisional Sponsor levels can also present a special award, for an additional sponsorship. For example, a divisional sponsor can give \$1000 to present both a division and a \$200 special award.**

Receipts Issued

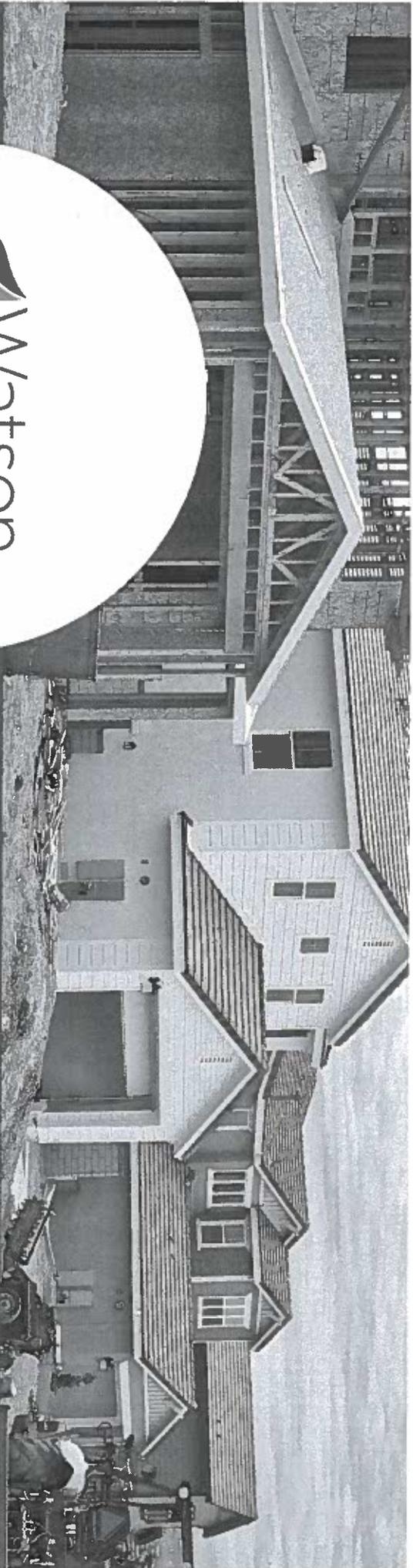
The Renfrew County Regional Science Fair is a registered non-profit but not a charity, and as such is not able to issue charitable receipts. A receipt will still be issued for record purposes.

Inquiries

Aidan Leach
Chair, Renfrew County Science Fair Committee
renfrew.county@youthscience.ca (613) 602-3789

Mailing Address

Renfrew County Regional Science Fair
36 Edith Street
Petawawa, ON K8H 0B5



County of Renfrew

Development Charges – Council Workshop Meeting
August 30, 2023



Agenda

- **Introductions**
- **Timelines of the Study Process**
- **Legislative Changes to the D.C.A.**
- **Development Charges Overview**
- **D.C. Exemptions**
- **D.C. Scenarios**
- **Surveys of D.C. Rates**
- **Next Steps**
- **Questions**

Development Charges (D.C.)



Purpose:

- To recover the capital costs associated with residential and non-residential growth within a municipality
- The capital costs are in addition to what costs would normally be constructed as part of a subdivision (i.e. internal roads, sewers, watermains, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose these charges via the Development Charges Act (D.C.A.)

Timelines of the Study Process

County of Renfrew



Timelines of the Study Process

1

April 20, 2022

Development Charges 101 Council Workshop

2

August 2022 – May 2023

County of Renfrew D.C. Start-up Process

- Kickoff meeting, staff interviews, growth forecast development, calculations, and policy review

3

August 17, 2023

Finance Committee Meeting

4

August 30, 2023

Council Workshop Meeting

5

September, 2023

Revise calculations and policies based on feedback from Council and Staff

6

Fall, 2023

Provide D.C. Report to Staff

7

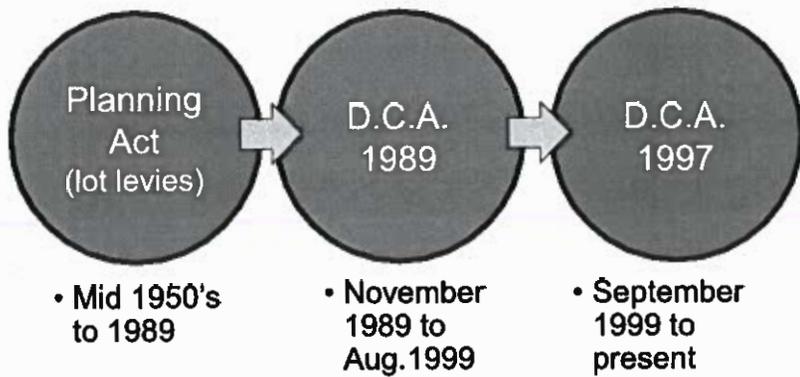
Minimum of 60 Days After the Release of the Report

Consideration of the D.C. By-law

Legislative Changes to the D.C.A

County of Renfrew

History of D.C.s



Amendments to D.C.A. 1997

1. Bill 73: January 2016
2. Bill 108: June 2019
3. Bill 138: December 2019
4. Bill 197: July 2020
5. Bill 213: December 2020
6. Bill 109: April 2022
7. Bill 23: November 2022

Recent Changes to the D.C. Legislation



There were a number of recent changes to the D.C.A. These changes were provided through:

- **Bill 108: *More Homes, More Choice Act, 2019***
 - Provided timing of payment provisions (for Rental Housing, Institutional development, and non-profit housing), D.C. rate freeze for site plan and zoning by-law amendments, and allows for interest to be applied
- **Bill 138: *Plan to Build Ontario Together Act, 2019***
 - Removed instalment payments for commercial and industrial
- **Bill 197: *COVID-19 Economic Recovery Act, 2020***
 - Provides a list of D.C. eligible services, classes of services, and removal of the 10% mandatory deduction and 10-year planning horizon
- **Bill 213: *Better for People, Smarter for Business Act, 2020***
 - Mandatory exemption for universities
- **Bill 109: *More Homes for Everyone Act, 2022***
 - Rules for Annual Treasurer's Statement
- **Bill 23: *More Homes, Built Faster Act, 2022***
 - Summary is provided on the next few slides

Changes to the D.C.A. - Bill 23



- The Province passed Bill 23: *More Homes Built Faster Act, 2022* on November 28, 2022
- This Bill amends a number of pieces of legislation, including the Development Charges Act (D.C.A.), and the Planning Act
 - These changes impact development charges (D.C.s), community benefits charges (C.B.C.s), and parkland dedication
- The changes provided through Bill 23 would negatively impact a Municipality's ability to collect revenues to fund growth-related capital expenditures

Changes to the D.C.A. – Bill 23 - continued



Additional DC Exemptions:

- **Affordable Rental Unit:** Where rent is no more than 80% of the average market rent, as defined by a new **Bulletin**, published by the Ministry of Municipal Affairs and Housing.
- **Affordable Owned Unit:** Where the price of the unit is no more than 80% of the average purchase price, as defined by a new **Bulletin**, published by the Ministry of Municipal Affairs and Housing.
- **Attainable Unit:** Excludes affordable units and rental units, will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
 - Note: for affordable and attainable units, the municipality shall enter into an agreement which ensures the unit remains affordable or attainable for 25 years.

Currently
NOT in
force

- **Inclusionary Zoning Units:** Affordable housing units required under inclusionary zoning by-laws
- **Non-Profit Housing:** Non-profit housing units are exempt from D.C. installment. Outstanding installment payments due after this section comes into force will also be exempt from payment of D.C.s.
- **Additional Residential Unit Exemptions** (units in existing rental buildings, 2nd and 3rd units in existing and new singles, semis, and rowhouses)

Currently
in force

Changes to the D.C.A. – Bill 23 - continued



D.C. Discounts:

- Rental Housing Discount (based on number of bedrooms – 15%-25%)

D.C. Revenue Reduction:

- Removal of Housing as an Eligible D.C. Service
- Capital Cost Amendments (restrictions to remove studies and land)
- Mandatory Phase-In of D.C. (Maximum charge of 80%, 85%, 90%, 95%, 100% for first 5 Years of the by-law) - These rules apply to a D.C. by-law passed on or after January 1, 2022
- Historical Levels of Service from 10 years to 15 years

Changes to the D.C.A. – Bill 23 – continued



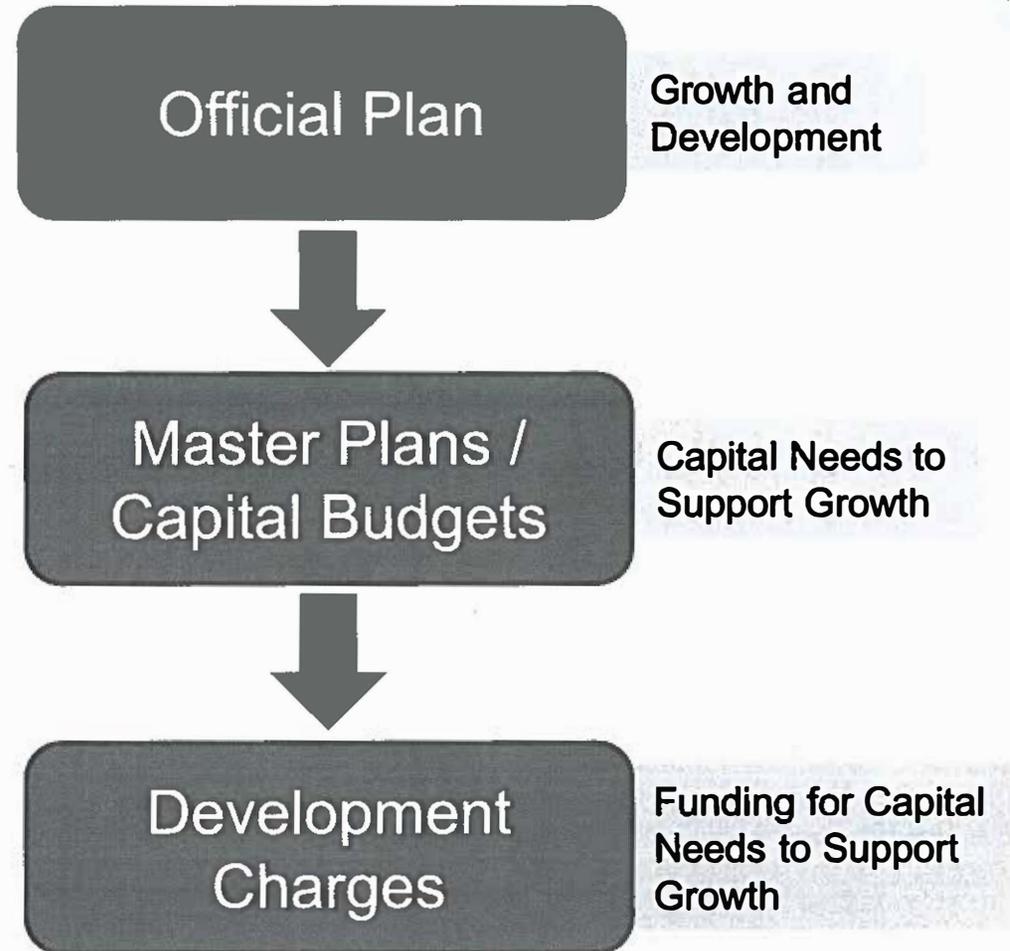
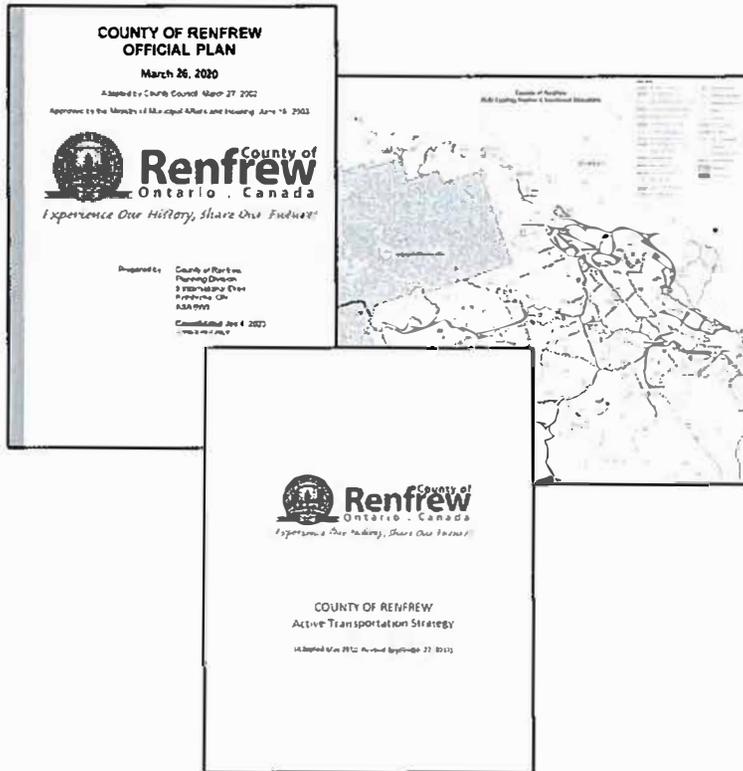
D.C. Administration:

- **Maximum Interest Rate for Installments and D.C. Freeze (maximum interest rate would be set at the average prime rate plus 1%)**
- **Requirement to Allocate 60% of the monies in the reserve funds for Water, Wastewater, and Services Related to a Highway**
- **D.C. by-law expiry extended to 10 years**

Development Charges Overview

County of Renfrew

Municipal Financial Planning Framework



Methodology

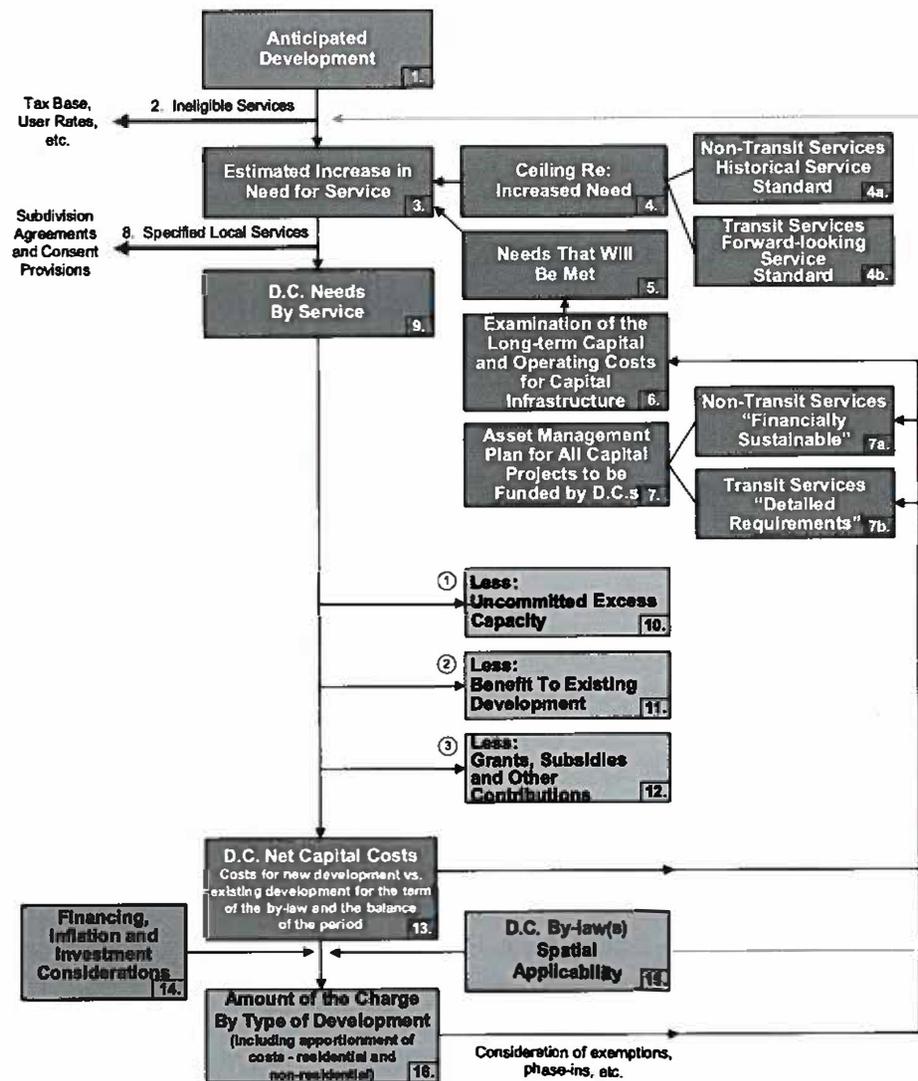


The following provides the overall methodology to calculating the charge:

1. Identify amount, type and location of growth
2. Identify servicing needs to accommodate growth
3. Identify capital costs to provide services to meet the needs
4. Deduct:
 - i. Grants, subsidies and other contributions
 - ii. Benefit to existing development
 - iii. Amounts in excess of 15-year historical service calculation
 - iv. D.C. Reserve funds (where applicable)
5. Net costs then allocated between residential and non-residential benefit
6. Net costs divided by growth to calculate the D.C.

***Amended as per Bill 23**

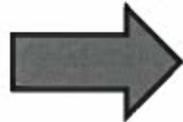
The Process of Calculating a Development Charge under the Act that must be followed



Overview of the D.C. Calculation

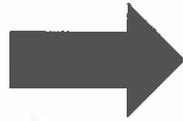


Cost of Infrastructure
Required to
Accommodate
Growth

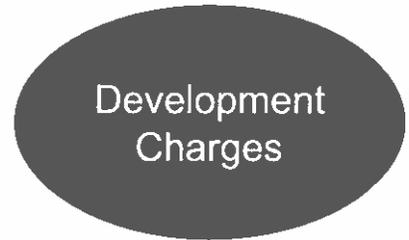


\$

Residential and Non-
residential Growth



Development Charge
per Unit
(for Residential Growth)



Development Charge
per Sq.ft.
(for Non-residential
Growth)

D.C. Eligible Services



1. Water
2. Wastewater
3. Storm water drainage
4. **Services related to a highway.**
5. Electrical power services.
6. Toronto-York subway extension.
7. Transit
8. Waste diversion
9. Policing
10. Fire protection
11. Ambulance
12. Library
13. Long-term Care
14. Parks and Recreation
15. Public Health Services
16. ~~Housing Services~~
17. Childcare and early years services.
18. Provincial Offences Act
19. Emergency Preparedness
20. Airports (Waterloo Region only).

D.C. eligible services being considered for the County's D.C. By-law.

***Amended as per Bill 23**

Growth Forecast Summary



Measure	County-Wide 13-Year 2023 to 2036
(Net) Population Increase	10,093
Residential Unit Increase	5,789
Non-Residential Gross Floor Area Increase (sq.ft.)	2,540,100

Service Standards



- Service standard measure provides a ceiling on the level of the charge which can be imposed
- D.C.A., 1997, as amended, provides that the ceiling is based on the “average of the past 15 years”
- The D.C.A. requires a detailed review of service levels and requires consideration of both “quantity” and “quality” measures
- This involves reviewing the capital inventories in detail over the past 15 years
- Note that this measure does not apply to water, wastewater, storm water and Transit (which now has a forward-looking service standard)

*Amended as per Bill 23

Service Standard Worksheet



County of Renfrew Service Standard Calculation Sheet

Service: Services Related to a Highway - Roads
 Unit Measure: km of roadways

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023 Value (\$/km)
(Rural Freeway)	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	6.23	\$1,560.00
(Urban Freeway / Major Arterial)	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	\$2,588.00
(Rural Arterial)	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	14.92	\$1,560.00
(Urban Minor Arterial)	7.26	7.26	7.26	7.26	7.26	7.26	7.80	7.80	7.80	7.80	7.80	7.80	7.80	7.80	7.80	\$2,588.00
(Rural Collector)	364.98	364.98	364.98	364.98	364.98	364.98	365.68	365.68	365.68	365.68	365.68	365.68	365.68	365.68	365.68	\$1,450.00
(Urban Collector)	13.76	13.76	13.76	13.76	13.76	13.76	14.70	14.70	14.70	14.70	14.70	14.70	14.70	14.70	14.70	\$2,207.00
(Rural Local)	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	404.90	\$1,300.00
(Urban Local)	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	\$2,207.00
Total	816.42	816.42	816.42	816.42	816.42	816.42	818.60									

Population	108,106	108,190	108,214	108,509	109,323	109,966	110,621	111,052	111,563	111,511	112,014	112,023	112,119	112,381	114,039
Per Capita Standard	0.0076	0.0075	0.0075	0.0075	0.0075	0.0074	0.0074	0.0074	0.0073	0.0073	0.0073	0.0073	0.0073	0.0073	0.0072

15 Year Average	2008-2022
Per Capita Standard	0.0074
Per Capita Value	\$1,405,936
Per Capita Service Standard	\$10,404

C. Amount (before deductions)	13 Year
Forecast Population	10,093
Per Capita	\$10,404
Available Amount	\$105,006,865

Service Standard Worksheet Continued



County of Renton
Service Standard Calculation Sheet

Service: Services Related to a Highway - Roads
Measure: Value of roadways (\$)

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
(Rural Freeway)	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800	9,718,800
(Urban Freeway / Major Arterial)	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640	5,253,640
(Rural Arterial)	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200	23,275,200
(Urban Minor Arterial)	18,788,880	18,788,880	18,788,880	18,788,880	18,788,880	18,788,880	20,186,400	20,186,400	20,186,400	20,186,400	20,186,400	20,186,400	20,186,400	20,186,400	20,186,400
(Rural Collector)	529,221,000	529,221,000	529,221,000	529,221,000	529,221,000	529,221,000	530,236,000	530,236,000	530,236,000	530,236,000	530,236,000	530,236,000	530,236,000	530,236,000	530,236,000
(Urban Collector)	30,368,320	30,368,320	30,368,320	30,368,320	30,368,320	30,368,320	32,442,900	32,442,900	32,442,900	32,442,900	32,442,900	32,442,900	32,442,900	32,442,900	32,442,900
(Rural Local)	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000	526,370,000
(Urban Local)	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380	5,164,380
Total	1,148,160,220	1,148,160,220	1,148,160,220	1,148,160,220	1,148,160,220	1,148,160,220	1,152,647,320								
Population	108,106	108,190	108,214	108,509	109,323	109,866	110,621	111,052	111,563	111,511	112,014	112,023	112,119	112,381	114,000
Capita Standard	10,621	10,612	10,610	10,581	10,502	10,441	10,420	10,379	10,332	10,337	10,290	10,289	10,281	10,257	10,100
15 Year Average	2008-2022														
Service Standard \$ per Capita	\$10,404														

Capital Costs



- **Capital Cost Definition has been broadened to include:**
 - Acquire land or interest in land
 - Improve land
 - Acquire, lease, construct or improve buildings, facilities and structures (includes furniture and equipment)
 - Equipment and rolling stock
 - Capital component of a lease for the above
 - Circulation materials for Libraries
 - Interest on money borrowed to pay for the above
- Any planning horizon for future capital needs can be used, except for Transit (which is limited to 10 years)
- Capital costs must be reduced by grants, subsidies and other contributions.
- May include authorized costs incurred or proposed to be incurred by others on behalf of a municipality/local board

Limitations on Capital



- **Certain Capital Costs may not be included:**
 - **Parkland Acquisition**
 - **Vehicle & Equipment with avg. life of <7 years**
 - **Computer Equipment that is not integral to the delivery of the services**
 - **Studies**
 - **Possible removal of land acquisition for services (yet to be defined by the regulations)**

***Amended as per Bill 23**

Capital Program for 2023 Study



Increased Service Needs Attributable to Anticipated Development 2023-2036	Gross Capital Cost Estimate (2023\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
					Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non- Residential Share
								74%	26%
Services Related to a Highway - Roads and Related	54,549,000	3,148,500	-	51,400,500	18,740,200	748,000	31,912,300	23,615,102	8,297,198
Services Related to a Highway - Public Works (Facilities, Fleet, and Equipment)	1,760,000	-	-	1,760,000	-	-	1,760,000	1,302,400	457,600
Total	56,309,000	3,148,500	-	53,160,500	18,740,200	748,000	33,672,300	24,917,502	8,754,798

Local Service Policies



- Section 59.1(1) and (2) of the Act “No Additional Levies” - prohibits municipalities from imposing additional payments or requiring construction of a service not authorized under the D.C.A., therefore, need to be clear:
 - What will be included in the D.C.; and
 - What will be required by developers as part of their development agreements
- Items considered in Local Service Policies may include:
 - Local, rural, collector & arterial roads,
 - Intersection improvements & traffic signals,
 - Streetlights & sidewalks,
 - Bike Routes/Bike Lanes/Bike Paths/Multi-Use
 - Trails/Naturalized Walkways,
 - Noise Abatement Measures,
 - Land dedications/easements,
 - Water, Wastewater & Stormwater, and
 - Park requirements.

D.C. Exemptions

County of Renfrew

Mandatory Exemptions



Mandatory Exemptions

- Upper/Lower Tier Governments and School Boards;
- Industrial building expansions (may expand by 50% with no D.C.);
- Development of lands intended for use by a university that receives operating funds from the Government (as per Bill 213);
- May add up to 2 apartments in an existing or new detached, semi-detached, or rowhouse (including in an ancillary structure);
- Add one additional unit or 1% of existing units in an existing rental residential building;
- Affordable and Attainable units (to be in force at a later date);
- Affordable inclusionary zoning units;
- Non-profit Rental Housing;
- Discount for Rental units based on bedroom size; and
- Phase-in of D.C.s.

Discretionary Exemptions

- Reduce in part or whole D.C. for types of development or classes of development (e.g. industrial or churches);
- May phase-in over time; and
- Redevelopment credits to recognize what is being replaced on site (not specific in the Act but provided by case law).

***Amended as per Bill 23** ²⁷

Common Discretionary Exemptions



- Places of worship
- Bona fide farm buildings (but not the house)
- Industrial development
- Downtowns or infill development
- Brownfield redevelopment
- Hospitals

D.C. Scenarios

County of Renfrew

D.C. Scenarios



- Through working with Staff, we have calculated two D.C. scenarios:
 - Scenario 1 – County-Wide D.C.
 - Scenario 2 – Corridor-Area Specific D.C.

Scenario 1 – County-Wide D.C.



The assumptions include:

- The capital program is to be recovered on a County-wide basis
- This D.C. would apply to all residential and non-residential developments within the County

Scenario 2 – Corridor-Area Specific D.C.



The assumptions include:

- The following County Municipalities located along the Trans-Canada Highway (Hwy 417) are included as part of the Corridor-Area Specific calculations due to their proximity to the planned capital works
- All the identified capital is to be recovered on a Corridor-Area Specific basis
- A deduction of 5% was made to the gross capital costs to account for the potential benefit of the capital works by growth within the non-corridor municipalities
- Should the County choose this scenario, the 5% deduction will need to be funded from taxes, rates, or other non-D.C. sources
- This area-specific D.C. would only apply to residential and non-residential developments within the corridor municipalities

Corridor Municipalities:

1. Town of Arnprior
2. Township of McNab/Braeside
3. Town of Renfrew
4. Township of Horton
5. Township of Whitewater Region
6. Township of Laurentian Valley
7. Town of Petawawa
8. Town of Laurentian Hills
9. Town of Deep River

Rate Comparison



Scenario 1 – County-Wide D.C.

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Studio and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
County Wide Services:						
Services Related to a Highway	4,759	3,907	2,883	2,170	1,913	3.45
Total County-Wide Services	4,759	3,907	2,883	2,170	1,913	3.45

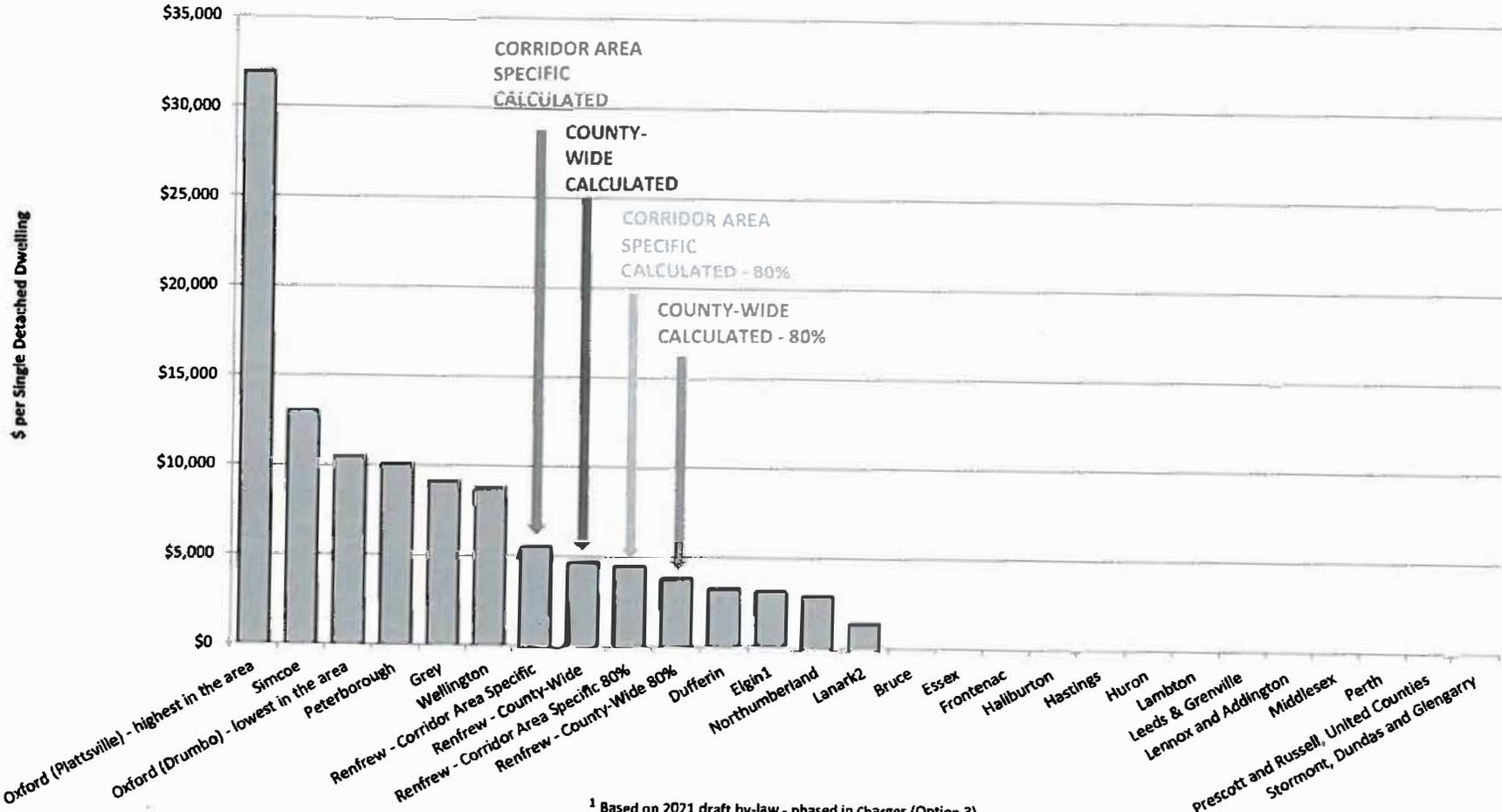
Scenario 2 – Corridor-Area Specific D.C.

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Studio and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Corridor Area-Specific Services:						
Services Related to a Highway	5,647	4,636	3,421	2,575	2,270	3.55
Total Corridor Area-Specific Services	5,647	4,636	3,421	2,575	2,270	3.55

Surveys of D.C. Rates

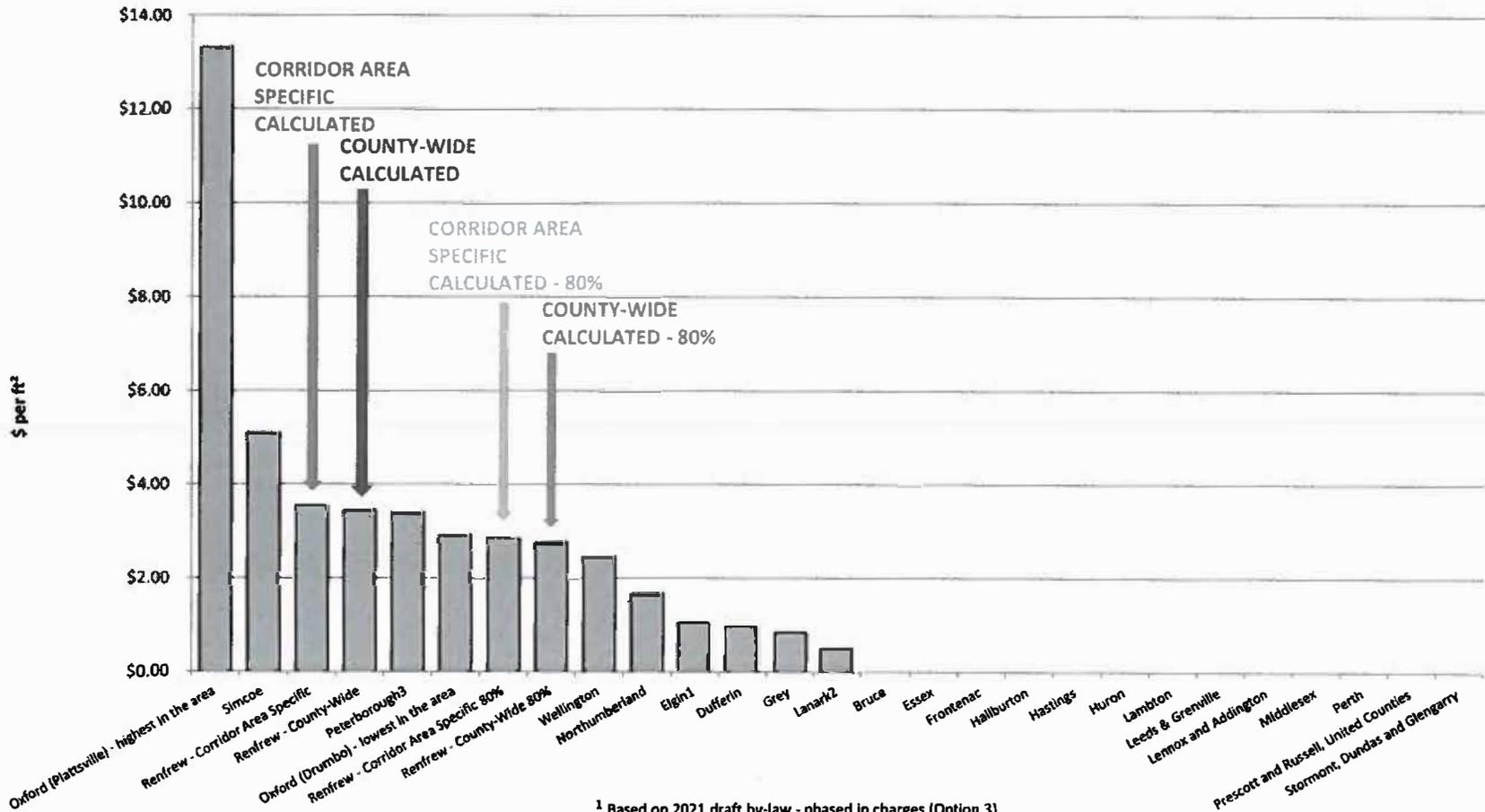
County of Renfrew

Development Charge Rates for Ontario Counties Single Detached and Semi-Detached Dwellings



¹ Based on 2021 draft by-law - phased in charges (Option 3)
² 2021 Rate

Development Charge Rates for Ontario Counties Commercial Development - per sq.ft.



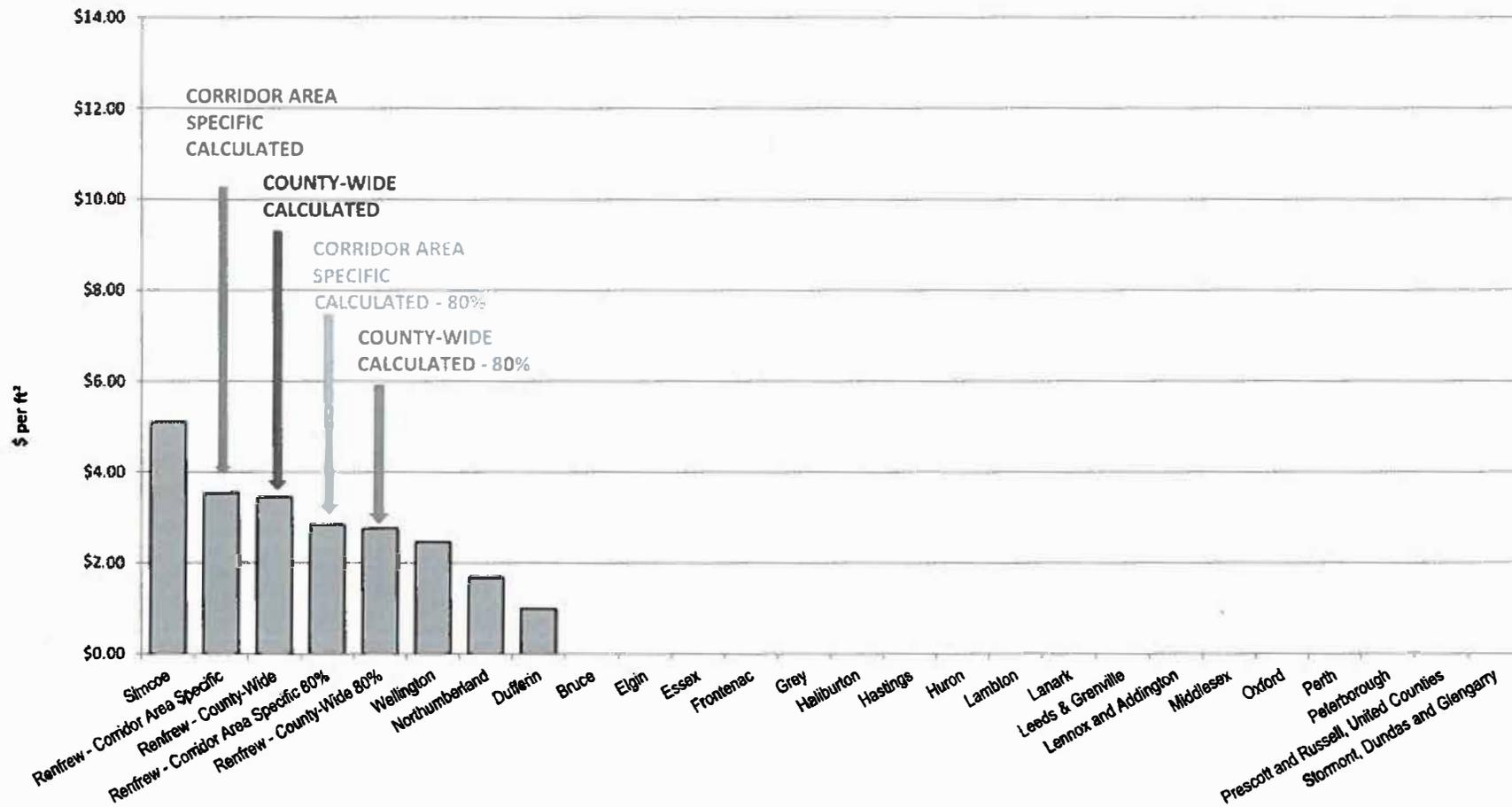
¹ Based on 2021 draft by-law - phased in charges (Option 3)

² 2021 Rate

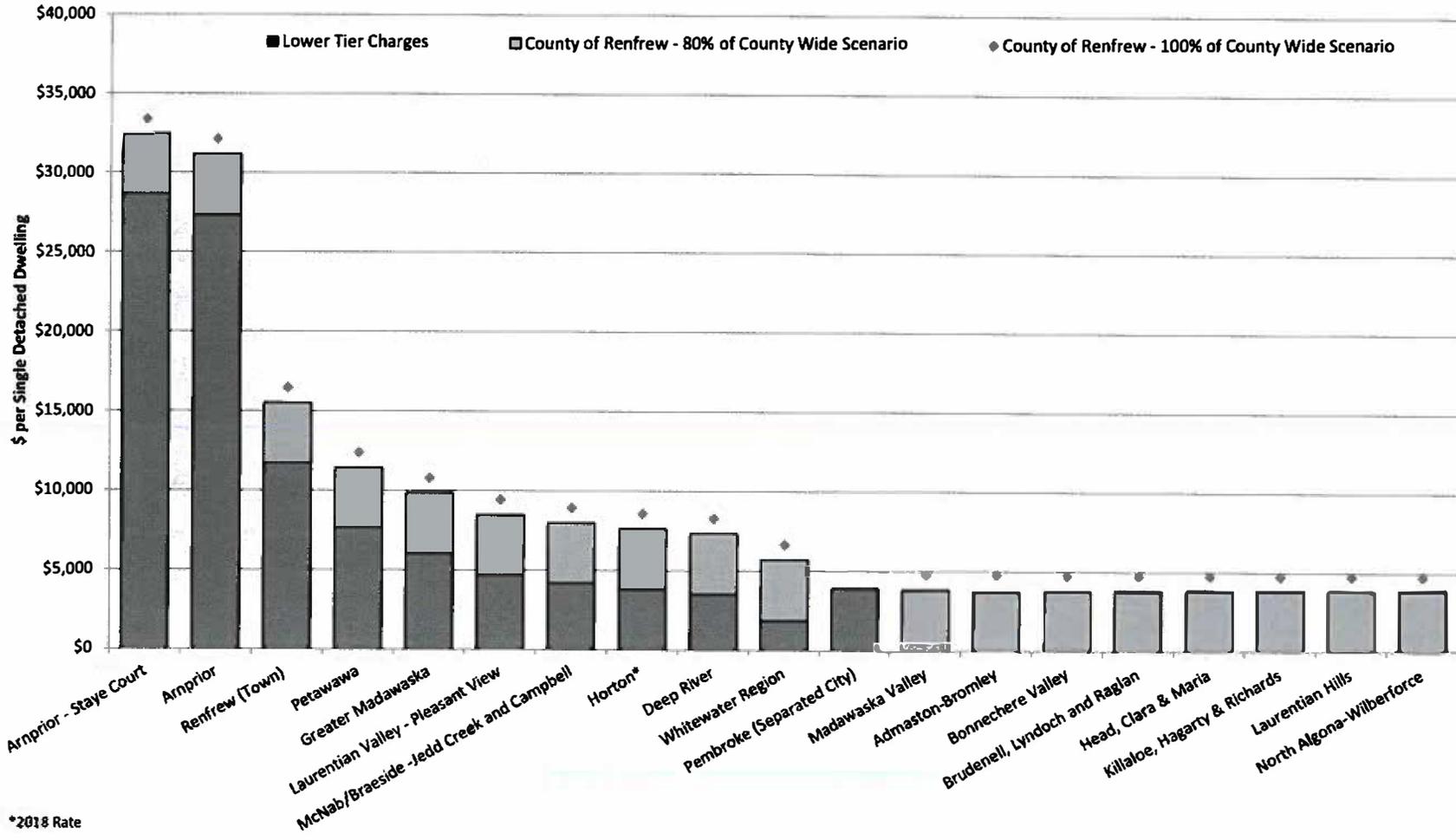
³ for development > 250 sq.m.

Development Charge Rates Ontario Counties Industrial Development - per sq.ft.

□ Total Development Charges

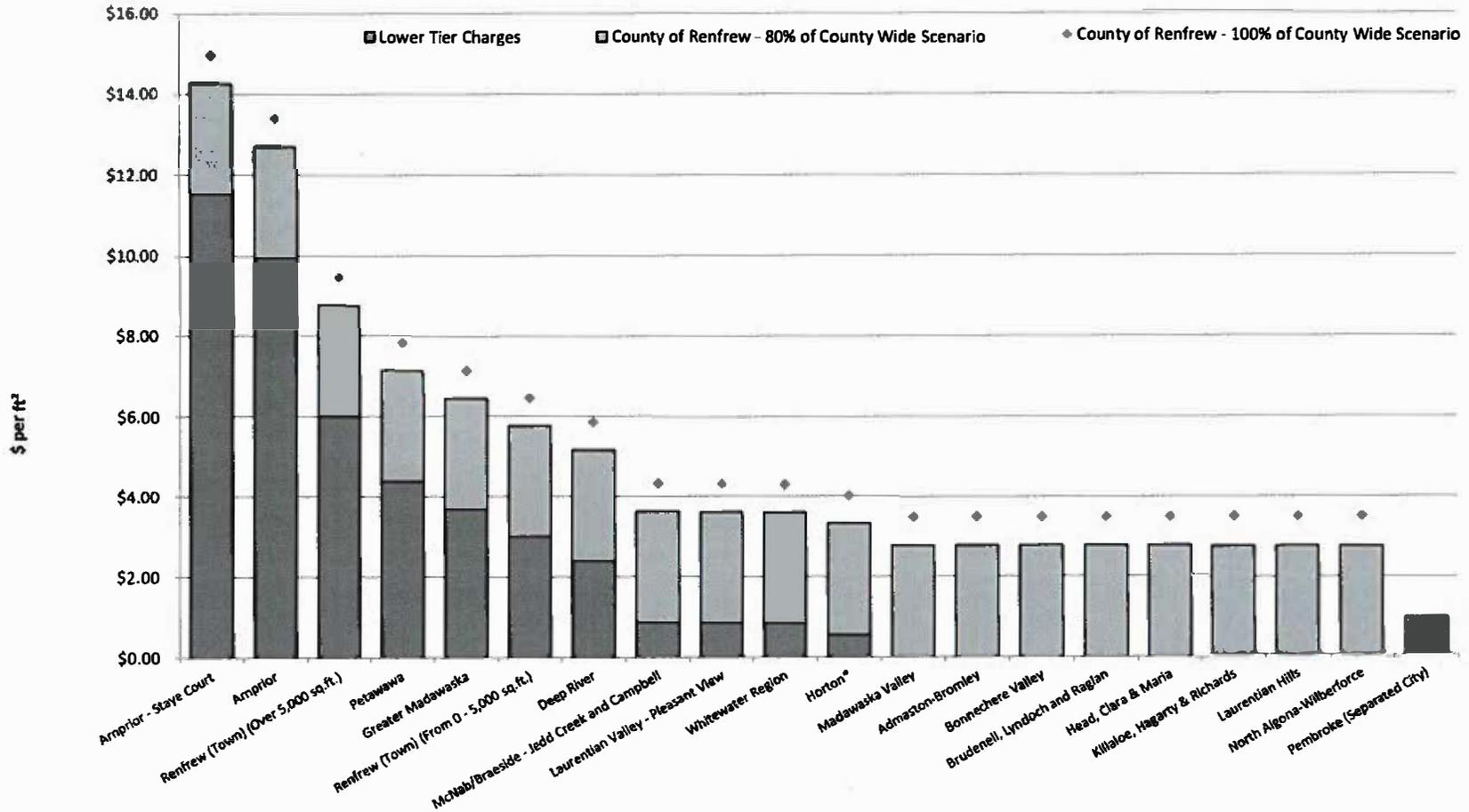


Development Charge Rates for Municipalities in Renfrew County Scenario 1 - County-Wide D.C. Single Detached and Semi-Detached Dwellings



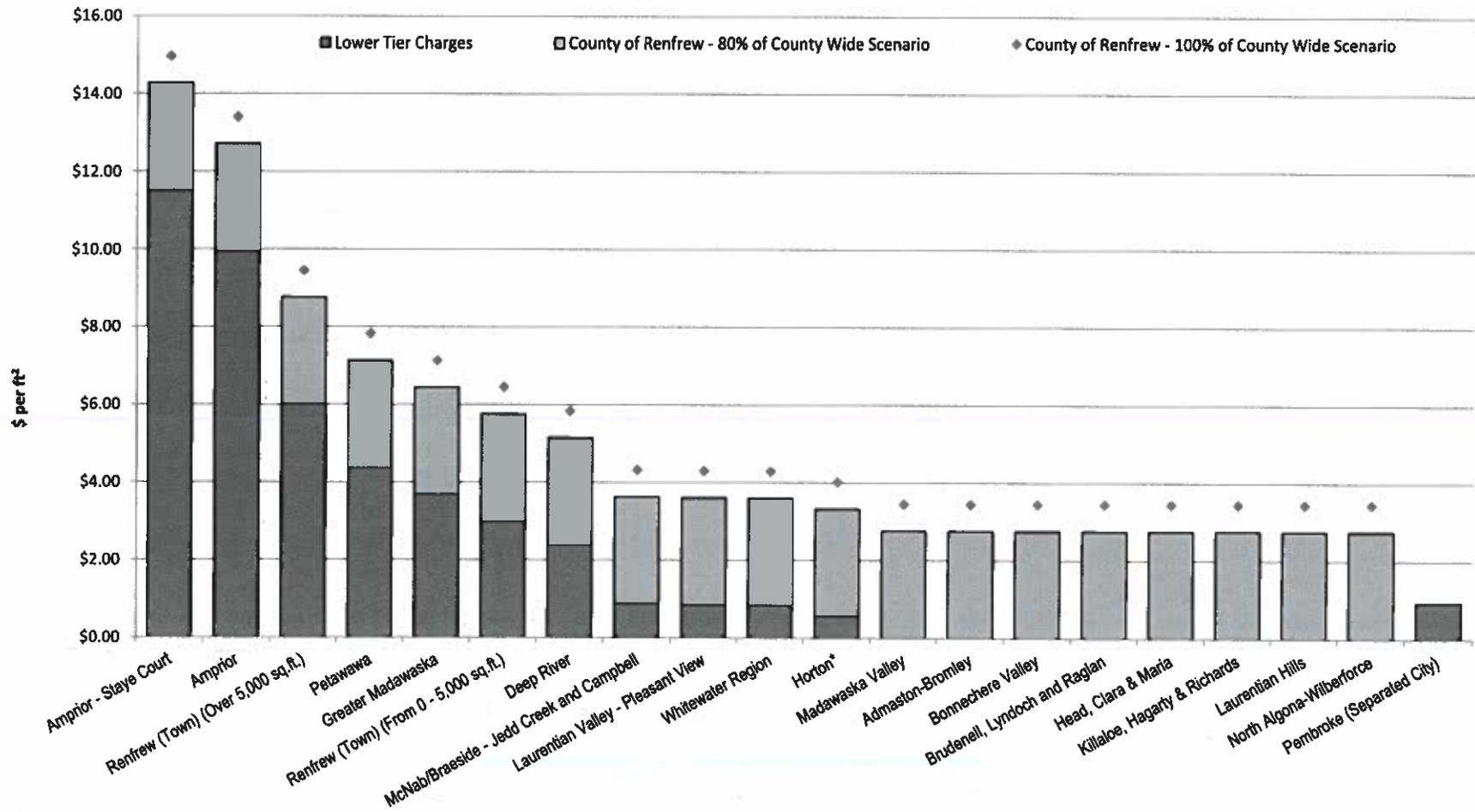
*2018 Rate

Development Charge Rates for Municipalities in Renfrew County Scenario 1 - County-Wide D.C. Commercial Development - per sq.ft.



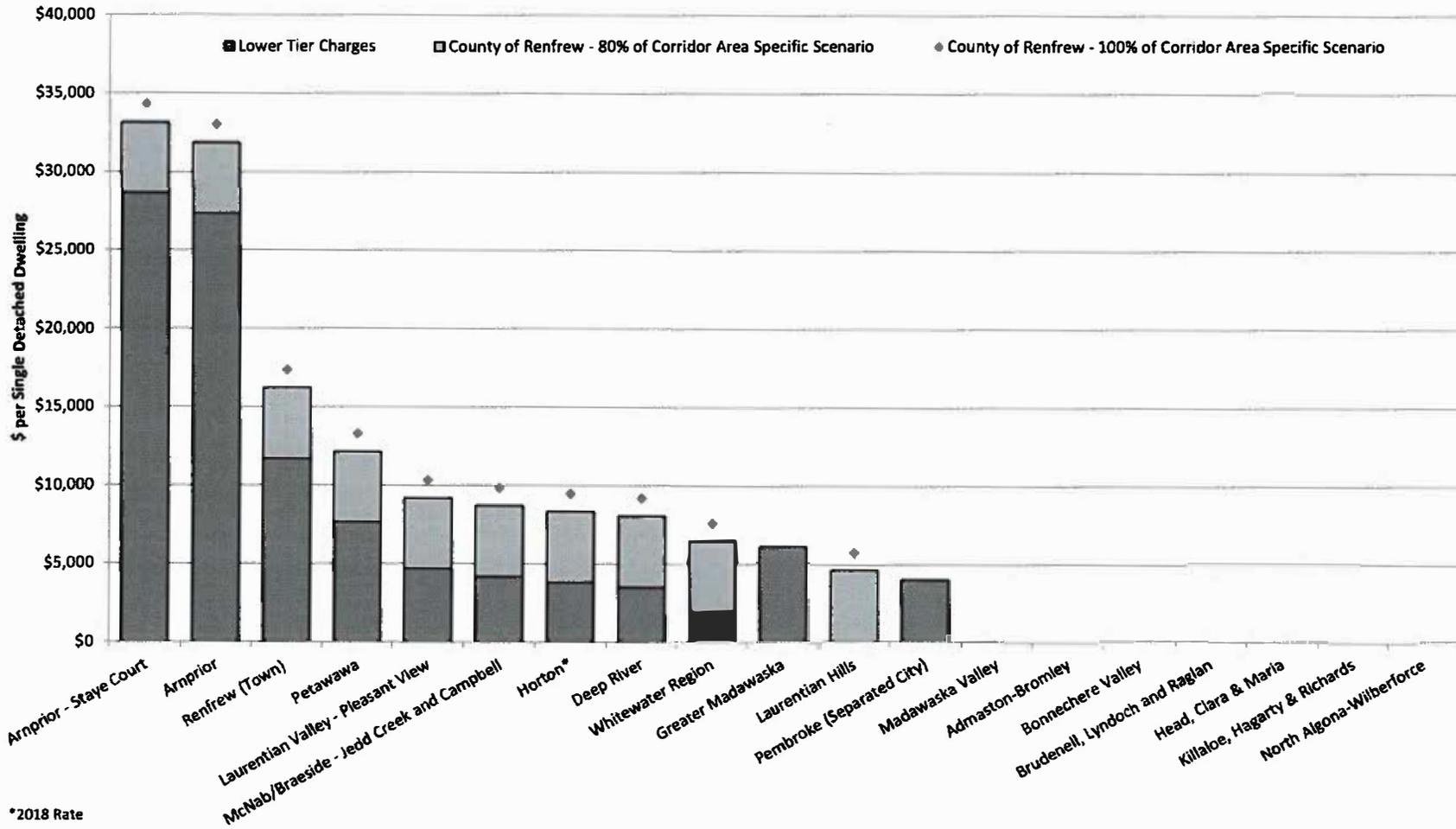
*2018 Rate

Development Charge Rates for Municipalities in Renfrew County Scenario 1 - County-Wide D.C. Industrial Development - per sq.ft.

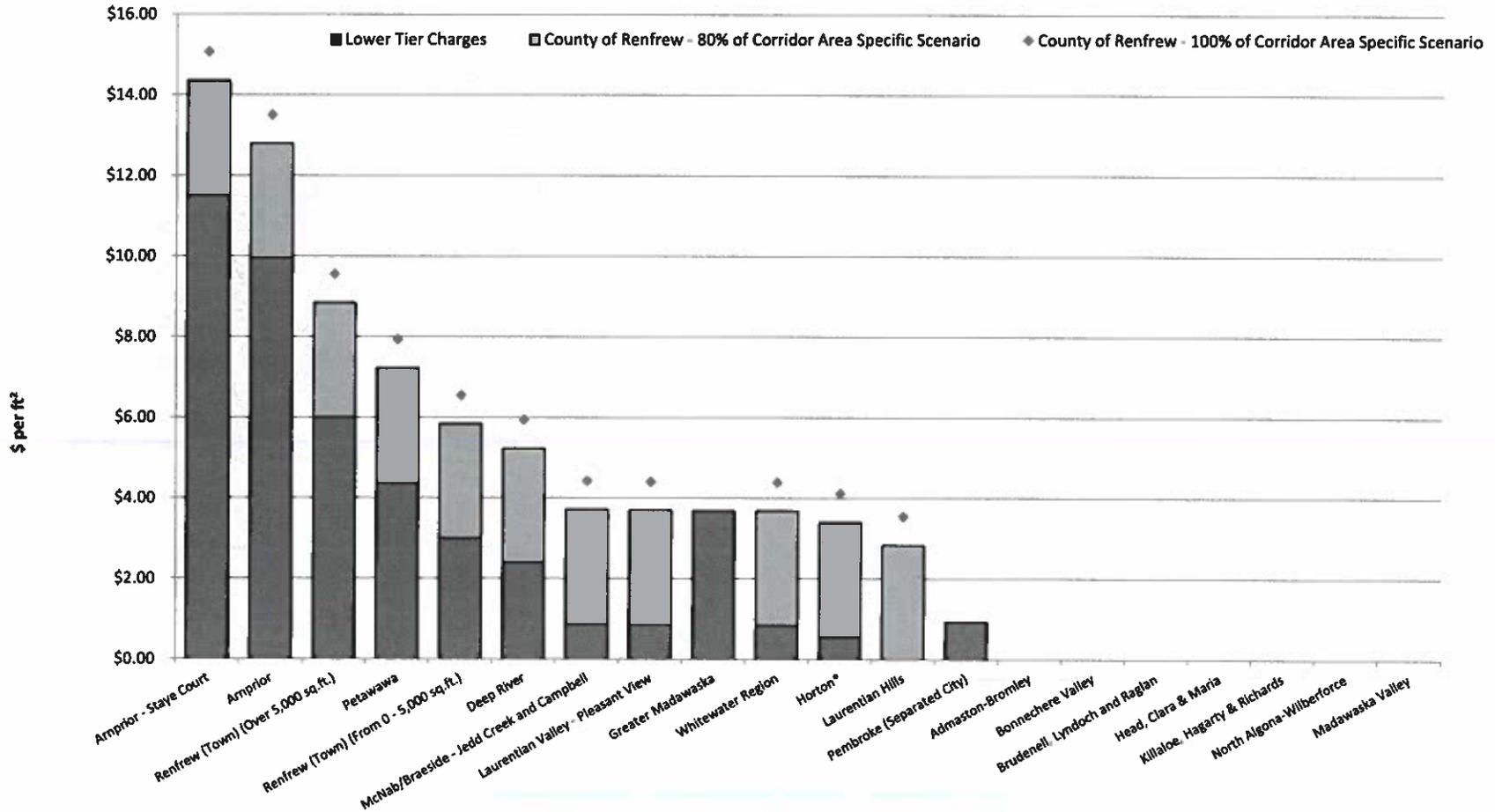


*2018 Rate

Development Charge Rates for Municipalities in Renfrew County Scenario 2 - Corridor Area Specific D.C. Single Detached and Semi-Detached Dwellings

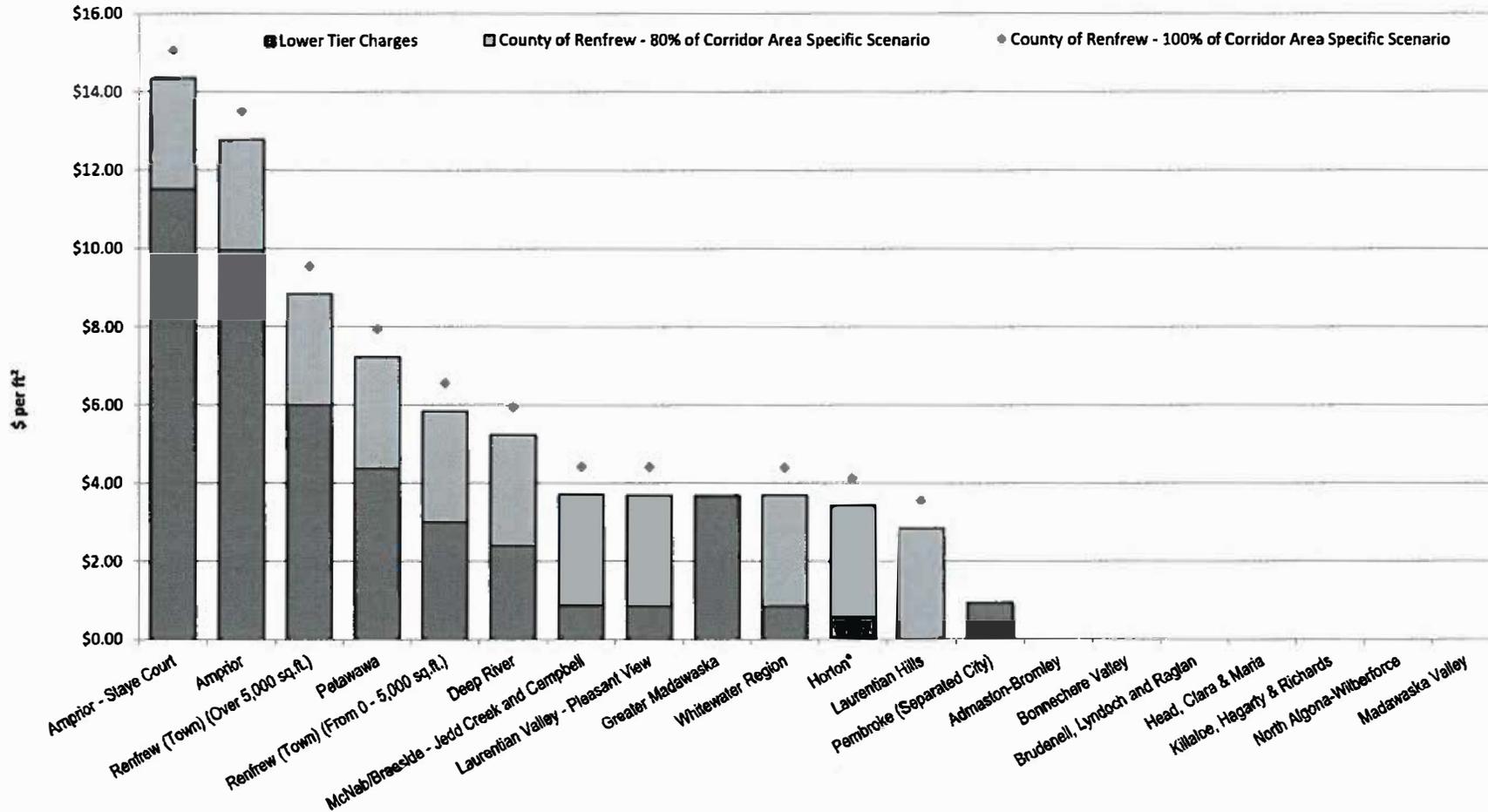


Development Charge Rates for Municipalities in Renfrew County Scenario 2 - Corridor Area Specific D.C. Commercial Development - per sq.ft.



*2018 Rate

Development Charge Rates for Municipalities in Renfrew County Scenario 2 - Corridor Area Specific D.C. Industrial Development - per sq.ft.



*2018 Rate

Next Steps

County of Renfrew



Next Steps



April 20, 2022

Development Charges 101 Council Workshop



August 2022 – May 2023

County of Renfrew D.C. Start-up Process

- Kickoff meeting, staff interviews, growth forecast development, calculations, and policy review



August 17, 2023

Finance Committee Meeting



August 30, 2023

Council Workshop Meeting



September, 2023

Revise calculations and policies based on feedback from Council and Staff



Fall 2023

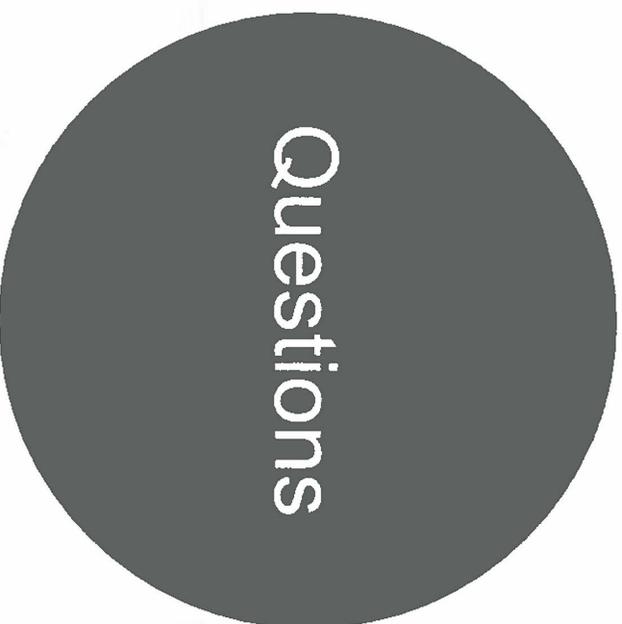
Provide D.C. Report to Staff



Minimum of 60 Days After the Release of the Report

Consideration of the D.C. By-law

Questions



United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Wednesday, September 13, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/09/21/1001- Clerk's Report									

Subject: Clerk's Report

Recommendation: That Council receive this report as information only.

Background/Executive Summary:

A member of Council has expressed interest in attending the Association of Municipalities of Ontario's Councillor Training on October 20th, which includes: roles and responsibilities of council; the role of municipal staff; councillors as individuals; personal liability, municipal conflict of interest, code of conduct, the role of integrity commissioners; insight into need-to-know legislation and policy; municipal finance and strategic planning; the fiscal responsibilities, and realities of municipalities; financial reporting and asset management; human rights and equity and more. The cost is \$520 per participant. Council has budgeted \$2,500 for training and education in 2023 and has not spent any of that allocation to date, as all the training completed so far was offered for free or completed internally. A resolution has been enclosed to further direct Staff to register Councillor(s) on behalf of the Municipality. If all members plan to attend the training, the training and education allocation will be over budget for 2023.

Permits have been received from the Ministry of Transportation for the installation of streetlights. The materials have been ordered from Aultman Rental and we are awaiting an estimated delivery date which will dictate an estimated installation date. Staff is also working with local contractors to obtain quotes to have the streetlight bases installed.

Emergency Management Training will be scheduled for October 19th at 9:00 am before the regular meeting of Council.

Staff have secured a contract with Annand X to provide snow removal services at Canada Post mailboxes for this winter season. This has been pursued as a result of many complaints received at the municipal office about the condition of the mail boxes last year. Annand X subcontracts the work on behalf of Canada Post and for the duration of the season last year, the work was not being completed by the subcontractor. Often Public Works would complete the work as they are already plowing in the area and there was risk of residents injuring themselves. The municipality will now be paid to complete the work.

In June, I completed Commissioner of Oaths Training through the Association of Municipal Managers, Clerks and Treasurers of Ontario and have currently completed half of the modules for the Municipal Finance 101 program through Municipal Finance Officers Association of Ontario. I am also registered for Municipal Freedom of Information and Protection of Privacy Act training on October 18th hosted by the City of Ottawa and coordinated through the Renfrew County Clerks and Treasurers Association. I will be attending virtually.

Approved and Recommended by the Clerk
Crystal Fischer, Clerk-Treasurer

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.

United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Tuesday, September 12, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/09/21/1101- Revenue and Expense Report									

Subject: Revenue and Expense Report Ending August 31, 2023

Recommendation: That Council accepts this report as information only, to correspond with the enclosed Revenue and Expense Report.

Resolution:

WHEREAS Council has received Report #23/09/21/1101 concerning the Revenue and Expense Report ending August 31, 2023 and have had the opportunity to ask clarifying questions of the report;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense report dated August 31, 2023 as presented.

Background/Executive Summary:

This report includes comments on accounts that may be questioned due to large variances from its budgeted amount.

- 41-8441 – includes tax sale package purchases, tax sale fees recorded on property accounts and proceeds received from tax sales that are paid into court. The amount is not a true revenue to the municipality, however needs to be recorded and is offset through expenses.
- 51-1119 – this account will include 2023 invoicing for LaCroix Park, account will be updated to reflect actual revenue once transaction is complete.
- 51-1123 – claim for first half of the year was submitted in July. Expected rebate is \$22,204 but has not been received at time of report.
- 51-1131 – donations that were made to the library, but recorded in the municipality’s system so that donation receipts could be provided. These amounts will be transferred to the Library’s account.
- 51-4211 – includes \$10,000 for highway accident refuse that is suitable for daily cover.
- 61-1133 – YTD is recording under the liability account, not the expense account. Total YTD for WSIB is \$2350.87.
- 61-1214 – remaining election bond reimbursements from 2023 Form 4 Financial Filings.
- 61-1344 – Land Use Permit for Stonecliffe Waste Disposal Site.
- 61-1354 – disbursements; cannot be expended through the Municipality’s minutes in the package.
- 61-1357 – additional assistance with email accounts was required and cyber security measures were implemented.
- 61-1363 – purchased Interim Tax Bill Notices along with annual software licencing.
- 61-4113 – approximately \$749 will be transferred to 61-4114 (Vehicle Repairs) for brake replacement.
- 61-4141 – approximately \$158 will be transferred to Special Projects to have the electric fence repaired.
- 61- 4411 – the expense is significantly higher than anticipated as the volume of material delivered and processed was significantly higher than expected. The 2023 budget estimate was determined by 2022 actuals, however the volumes received in 2023 were higher. This amount will be offset by rebates received through stewardships (335.50 177.10
- 61-6541 – the expense is higher due to a higher volume of events occurring in the community centre. These expenses are offset by the sales, which to date are \$3,013.
- 61-8441 – cost recovery; not an actual expense to the municipality. Amounts are billed back the specific property tax account.

Financial Considerations/Budget Impact:

61-3911 - Sand and Salt Purchase is currently over budget with approximately six weeks remaining in the contract for 2023. Staff will monitor the remaining expense accounts within the Roads Department to ensure that overall departmental expenses are within budget.

Enclosures:

Revenue and Expense Report Dated August 31, 2023

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

Townships of Head. Clara. and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
REVENUE	0	0	0
Previous Year Surplus			
41-8410 - Previous Year Surplus (Deficit)	185,000		(185,000)
Total Previous Year Surplus:	185,000	0	(185,000)
Taxation			
41-8411 - Municipal Taxation - General	520,258	449,780	(70,478)
41-8412 - Grants in Lieu of Hydro	105,790	105,558	(232)
41-8421 - Municipal Taxation - PIL Prov	69,390	69,210	(180)
41-8431 - Interest on Taxes Outstanding	1,000	4,401	3,401
41-8441 - Tax Sale Cost Recovery		14,435	14,435
Total Taxation:	696,438	643,384	(53,054)
General Government			
51-1111 - Permits & Fees - Admin	4,000	2,397	(1,603)
51-1119 - Miscellaneous - Admin	500	30	(470)
51-1120 - Convenience Fees	80		(80)
51-1121 - General Bank Interest	12,000	27,020	15,020
51-1122 - Treasurer Bank Interest	7,500	7,858	358
51-1123 - HST Rebate	40,000		(40,000)
51-1131 - Donation - Admin		206	206
51-1140 - Land Lease	10,000	10,488	488
51-1141 - OMPF (ON Mun Partnership Fund)	69,000	51,750	(17,250)
51-1142 - Gas Tax	8,210	4,104	(4,106)
51-1151 - Aggregate Resources	8,000		(8,000)
51-1311 - Special Grants - Admin		16,346	16,346
51-1611 - Library Reimbursement		739	739
Total General Government:	159,290	120,938	(38,352)
Building Services			
51-2311 - Building Permits & Fees	2,000	4,367	2,367
Total Building Services:	2,000	4,367	2,367

Townships of Head. Clara. and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
Fire Services			
51-2511 - Fire Permits & Fees	200	200	
Total Fire Services:	200	200	0
Environmental Services			
51-4211 - Tipping Fees	4,000	11,622	7,622
51-4511 - Recycling Grant	23,350	13,897	(9,453)
51-4512 - Recycling Income	3,000	471	(2,529)
Total Environmental Services:	30,350	25,990	(4,360)
Helipad			
51-5211 - Helipad/Ornge	3,500		(3,500)
Total Helipad:	3,500	0	(3,500)
Rec Committee (RC)			
51-6112 - Trail Side Cafe	2,500	2,619	119
51-6119 - Miscellaneous - RC	6,400		(6,400)
51-6125 - New Year's Eve	5,500		(5,500)
51-6250 - Unplanned Events - RC	1,000	707	(293)
Total Rec Committee (RC):	15,400	3,326	(12,074)
Parks & Recreation General (P & RG)			
51-6511 - Hall Rental - P & RG	400	1,180	780
51-6512 - Sales - Bar - P & RG	430	3,013	2,583
51-6513 - Sales - Canteen - P & RG	140	62	(78)
Total Parks & Recreation General (P & RG):	970	4,255	3,285
Special Projects (RG)			
51-9114 - 2018-02 / NHSP		13,675	13,675
51-9115 - 2018-03 / OSCG	13,000		(13,000)
Total Special Projects (RG):	13,000	13,675	675

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
Special Grants			
51-9521 - OCIF	100,000	100,000	
51-9541 - Misc Transfer	10,000		(10,000)
51-9551 - Canada Summer Jobs	4,340		(4,340)
Total Special Grants:	114,340	100,000	(14,340)
EXPENSES			
	0	0	0
Payroll Expenses			
61-1121 - Salaries/Wage	275,860	155,147	120,713
61-1131 - Payroll Taxes	20,000	12,659	7,341
61-1132 - Employment Benefits	16,000	11,114	4,886
61-1133 - WSIB Employer	9,000		9,000
61-1134 - EHT	5,000	2,878	2,122
61-1135 - Vacation Pay Employer	6,500	2,209	4,291
61-1136 - Employee Pension/RRSP Contributions	14,670	8,366	6,304
Total Payroll Expenses:	347,030	192,373	154,657
Council			
61-1211 - Donation - Council	2,500	605	1,895
61-1212 - Conventions & Training - Council	2,500		2,500
61-1214 - Charges to be Reimbursed - Council		300	(300)
61-1215 - Integrity Commissioner	500		500
61-1222 - Honorarium - Council	38,000	28,650	9,350
61-1223 - Mileage for HCM - Mayor	250	201	49
61-1224 - Mileage - Councillors	250		250
61-1241 - Resource Material - Council	500	28	472
Total Council:	44,500	29,784	14,716
Administration General			
61-1313 - Bank Charges	2,850	1,420	1,430
61-1314 - Convenience Fee	2,700	1,506	1,194

Townships of Head. Clara. and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
61-1317 - Resource Materials - Admin	500		500
61-1318 - Education & Training - Admin	3,000	1,264	1,736
61-1319 - Miscellaneous - Admin	500	395	105
61-1323 - Mileage - Admin	500	282	218
61-1342 - Supplies - Office	4,500	2,573	1,927
61-1344 - Permits & Fees - Admin		117	(117)
61-1345 - Postage & Courier	1,300	947	353
61-1353 - Audit Fees	27,270	27,984	(714)
61-1354 - Legal Fees		111	(111)
61-1355 - Internet	1,800	855	945
61-1356 - Insurance	35,630		35,630
61-1357 - IT Services	1,200	1,409	(209)
61-1358 - Advertising	750	1,049	(299)
61-1361 - Computer Software	3,400	282	3,118
61-1362 - Computer Hardware	2,500		2,500
61-1363 - Taxation & Accounting Software	4,860	5,010	(150)
61-1366 - Membership Fees - Admin	1,720	1,631	89
61-1411 - Property/Office Maintenance & Repair	700	130	570
61-1412 - Furniture & Equipment - Office	500		500
61-1413 - Repair - Office	500		500
61-1458 - Telephone - Office	1,500	754	746
61-1611 - Library Expenses	500	477	23
Total Administration General:	98,680	48,196	50,484
Building Inspector			
61-2311 - Mileage - CBO	900		900
61-2351 - Education/Training - CBO	200		200
Total Building Inspector:	1,100	0	1,100
Emergency Management			
61-2411 - Preparedness - EMgt	2,000		2,000
61-2423 - Supplies - EMgt	750		750
61-2431 - Mileage - EMgt	200		200
61-2451 - Education/Training - EMgt	200		200

Townships of Head. Clara. and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
Total Emergency Management:	3,150	0	3,150
Fire Services			
61-2511 - Fire Agreement - MNR	9,880		9,880
61-2512 - 911 Agreement - County	2,500	2,667	(167)
61-2513 - Supplies - Fire	250		250
Total Fire Services:	12,630	2,667	9,963
Health & Safety			
61-2611 - Health & Safety	300	73	227
Total Health & Safety:	300	73	227
Policing Services			
61-2711 - Policing	91,630	53,253	38,377
Total Policing Services:	91,630	53,253	38,377
Roads			
61-3113 - Garage Maintenance & Repair - RDS	1,500	372	1,128
61-3119 - Miscellaneous - RDS	250		250
61-3123 - Mileage - RDS	500		500
61-3141 - Supplies & Tools - RDS	3,000	1,346	1,654
61-3142 - Signs & Posts - RDS	1,000	158	842
61-3151 - Education/Training - RDS	750		750
61-3152 - Utilities - Garage	8,000	4,517	3,483
61-3166 - Membership Fees - RDS	750	751	(1)
61-3191 - Special Projects - RDS	8,200		8,200
61-3211 - Road Maintenance	5,000	3,177	1,823
61-3311 - Vehicle Maintenance - RDS	1,500	280	1,220
61-3312 - Vehicle Repair - RDS	1,000		1,000
61-3313 - RDS Fuel	10,000	8,637	1,363
61-3511 - Grading	15,000	12,473	2,527
61-3512 - Gravel Crushing	75,000	73,267	1,733
61-3513 - Gravel Pit	9,000	6,492	2,508
61-3514 - Gravel Resurfacing	10,000	10,736	(736)

Townships of Head. Clara. and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
61-3611 - Plowing	31,000	27,882	3,118
61-3711 - Ditching	8,000	2,748	5,252
61-3811 - Calcium	18,500	16,968	1,532
61-3911 - Sand & Salt Purchase	9,500	13,945	(4,445)
61-3912 - Sanding	19,500	11,397	8,103
61-3913 - Standby	16,680	7,479	9,201
Total Roads:	253,630	202,625	51,005
Waste Management			
61-4112 - Miscellenaous - WMngt	100		100
61-4113 - Vehicle Maintenance - WMngt	500	989	(489)
61-4114 - Vehicle Repairs - WMngt	1,000		1,000
61-4115 - Environmental Expense	1,250		1,250
61-4116 - Waste- Fuel	5,000	1,877	3,123
61-4123 - Mileage - WMngt	250		250
61-4141 - Supplies - WMngt	250	601	(351)
61-4151 - Education & Training - WMngt	500		500
61-4211 - Monitoring - Landfill Sites	23,000	17,793	5,207
61-4311 - Excavation - Landfill Site Maintenance	16,000	7,688	8,312
61-4312 - Maintenance & Repair - Landfill Sites	1,000	495	505
61-4411 - Household Hazardous Waste	9,000	15,093	(6,093)
61-4511 - Recycling - WMngt	16,040	8,101	7,939
Total Waste Management:	73,890	52,637	21,253
Helipad			
61-5211 - Helipad Maintenance	2,500		2,500
Total Helipad:	2,500	0	2,500
Physician Recruitment			
61-5311 - Physician Recruitment	1,700		1,700
Total Physician Recruitment:	1,700	0	1,700
Rec Committee			

Townships of Head. Clara. and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
61-6112 - Trail Side Cafe - RC	1,500	1,363	137
61-6114 - Canada Day - RC		1,243	(1,243)
61-6125 - New Year's Eve	7,500	356	7,144
61-6219 - Miscellaneous - RC	3,900	30	3,870
61-6250 - Unplanned Events - RC	1,000	220	780
Total Rec Committee:	13,900	3,212	10,688
Parks & Recreation General (P & RG)			
61-6519 - Miscellaneous - P & RG	1,200	77	1,123
61-6541 - Cost of Goods Sold / Bar - P & RG	430	862	(432)
61-6542 - Costs of Goods Sold / Canteen - P & RG	150	148	2
61-6591 - Recreation Special Projects - P & RG	12,000	1,913	10,087
61-6611 - Expenses - P & RG	2,570	1,659	911
61-6613 - Maintenance - P & RG	3,500	1,254	2,246
61-6614 - Repairs - P & RG	500		500
61-6641 - Supplies - P & RG	1,200	352	848
61-6642 - Furniture & Equipment - P & RG	500	204	296
61-6652 - Utilities - HALL	12,000	5,250	6,750
61-6658 - Telephone - HALL	250	114	136
Total Parks & Recreation General (P & RG):	34,300	11,833	22,467
Grounds Maintenance			
61-6811 - Grounds Manintenance - P & RG	1,500		1,500
Total Grounds Maintenance:	1,500	0	1,500
Planning & Development			
61-7111 - County Consult Fees	8,500	119	8,381
Total Planning & Development:	8,500	119	8,381
Property Tax			
61-8441 - Tax Sale		24,358	(24,358)
Total Property Tax:	0	24,358	(24,358)

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending August 31, 2023

	Budget	Year To Date	Variance
Special Project (RG)			
61-9114 - 2018-02 / NHSP		1,725	(1,725)
61-9115 - 2018-03 / OSG	13,000		13,000
Total Special Project (RG):	13,000	1,725	11,275
Special Grants			
61-9512 - ICIP COVID Grant		1,206	(1,206)
61-9521 - Canada Summer Jobs	8,680		8,680
Total Special Grants:	8,680	1,206	7,474
Capital Expenses			
62-3111 - Upgrade & Capital - Garage	102,340		102,340
62-4111 - Upgrade & Capital - Waste Mngt	12,500	2,427	10,073
62-6812 - Upgrade & Capital - Parks & Boat Launch	18,500	13,819	4,681
Total Capital Expenses:	133,340	16,246	117,094
Transfer to Reserve Funds			
91-9361 - Transfer to Reserves - Admin	76,528		76,528
Total Transfer to Reserve Funds:	76,528	0	76,528

Certified correct and in accordance with the records Presented to council on

(Date)

Crystal Fischer
Clerk-Treasurer

Mayor Debbi Grills

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Thursday, September 7, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/09/21/1102- 2024 Budget Considerations									

Subject: 2024 Budget Considerations

Recommendation: Council provide direction to Staff concerning 2024 budget considerations in order to develop a draft operating budget.

Background/Executive Summary:

In anticipation of adopting an operating budget no later than February, Staff have prepared a list of items for Council’s consideration of the 2024 Budget. Some items are noted as a long-term and/or capital planning. Staff is looking for Council direction on budget items to be included, excluded or deferred to a later budget cycle in order to prepare a draft budget report to Council for the October 21st meeting.

The values listed with each item are estimates based on the information available at this time. If approved and included in the 2024 budget, Staff will ensure that best value for service is obtained at the time of implementation. Some of the items relate to policy and levels of service, while others are simply improvements to municipal assets.

Administration

With approval of the Strategic Plan, and the Action Plans contained within, Staff is looking for direction on marketing the municipality and updating the municipal website. If Council thinks the overall theme and layout of the website is acceptable, Staff will work on having all departmental information updated and removing older, outdated material. Staff will also work with the web developer to increase effectiveness of the search engine, if possible. Staff is looking for any other issues with the website that Council would like to be fixed. Otherwise, a Request for Proposal can be issued if Council would like a completely new website. Staff is also working towards meeting the accessibility requirements of the material that is posted on the website. Currently, there are no open grant funding opportunities to assist the municipality with the costs associated with converting the material to meet accessibility requirements, however, Staff will continue to seek funding as it becomes available. New pictures have been taken and added to the municipal website, however, if Council feels a professional photographer should be considered to improve marketing, it can be included in the budget. Regardless if a new website is created or if the existing one is improved, Staff is seeking Council support in re-creating the business section page of the website as a means of supporting local business. It is Staff recommendation to create a completely separate page on the municipal website that includes a local business directory.

Public Works

Municipal Pit

Grubbing the outside perimeter of pit is a required in order to meet compliance with the aggregate licence. The estimated cost is approximately \$10,000 as the perimeter is more than 2,000 feet with a 20-foot width requiring grubbing.

108 loads of gravel were used this year for grading. The same volume would have cost approximately \$37,000 to purchase externally. Staff have seen a major improvement in gravel roads; operationally and via public feedback. The requirement to fill potholes was extended well into late summer and Staff have not received any complaints about the condition of regularly maintained roads after grading and calcium has been applied.

Staff recommends applying approximately half of the amount of gravel that was applied this year in 2024 during the spring grade and has therefore estimated hauling costs at approximately \$8,000.

As a note, it is estimated that there are two to three more crushing opportunities available at the municipal gravel pit, at approximately 15,000 tonnes each. There is the potential to extend the east wall in the future, depending on boundary lines, for future crushing.

Roads

After completing a review of roads, it is being recommended by Public Works that roads that are deemed Minimum Maintenance Only, receive one grade every 3-5 years in order to mitigate the risk of failure and significant costs to re-built. Although these sections of road may not be heavily used, or have full time residents living along these areas, it is still an asset of the municipality and is recorded in the Asset Management Plan. If in the future, residential development occurs, the cost to have the roads brought up to standard will be significant in comparison to having it minimally or preventatively maintained. Many of the Minimal Maintenance Roads are starting to have large washouts. Continuing to leave them in that condition risks losing portions of the road. Public Works is not requesting to put gravel or any other material down, but to have the section of road rotated through the grading schedule. This way, significant costs will not be incurred to the municipality, significant improvements will be made to municipal assets. It would be done on an as needed basis only and not routine maintenance. Current minimal maintenance roads that particularly require grading are Kenny Road and Mackey Creed Road. It is recommended that Mackey Creek Road to be graded to the municipal pit in order to increase efficiency of hauling gravel and grading municipal roads. It is hard on equipment to haul large loads of material on roads that are not properly graded.

Public Works is recommending that brushing occur on Mackey Creek Road, Jennings Road, Ashport Road, Francoeur Road as in the past, however Dunlop Crescent and McIssac Drive should be included for 2024. It is difficult for employees to complete these areas manually due to the length of the road and landscape of the ditches. It is recommended that it be outsourced to a contractor that has the appropriate equipment.

Long term plan considerations include resurfacing McIsaac Drive and Dunlop Crescent. The roads continue to have cold patch applied to cracks and potholes however, the original surface is old and is continuing to need significant repair. Staff will complete further research to determine if a layer of new material can be applied to the existing surface of the road and a report will be brought back to Council at a later date.

Miscellaneous

Purchase of a leaf blower; particularly for use at the municipal parks and boat launches. The estimated cost is between \$250-450 depending on the size and style.

The vehicle will require brakes and a new set of tires at an estimated cost of \$4000.

Culverts

The culvert at the entrance to the Salt Shed requires replacement in 2024 at an estimated cost of \$2000. We do not have record of the original installation date.

The large culvert on Mackey Creek Road is also scheduled to be replaced in 2024. The estimated cost is upwards of \$100,000 for which \$83,336 has been allocated to reserves. Administrative staff will begin the process of applying for Ministry of Environment and Fisheries and Oceans approvals this winter. This culvert was originally installed in 1970.

Staff has requested assistance from the MNRF to have work completed in the area of Adelard Road that has been experiencing large washouts. We have requested that they break a dam on the south side of Highway 17 to reduce large flows of water that continue to wash out Adelard Road.

Staff is recommending that an additional larger culvert be installed alongside the existing culvert in order to withstand the water flows in efforts to eliminate, or at least reduce, the number and severity of washouts on Adelard Road. An additional culvert would act as an overflow. The cost to replace the culvert is approximately \$3000 and repair the washout is estimated to be \$1800 as aggregates are required.

Guiderails

The guiderails as you enter Harvey Creek Road off of Highway 17 require replacement of posts in 2024 at an estimated cost of \$3000.

Parks and Recreation

Many of the wooden picnic tables have been damaged between the municipal parks and boat launches. Staff is recommending gradual replacement of all picnic tables with either a composite or concrete material. It is recommended that replacement include a minimum of one accessible picnic table at each site.

Staff is recommending that all signage be removed at all municipal parks and boat launches and replaced with one sign per location that contains all of the required information. It will provide clean, updated and consistent messaging throughout the municipality.

Staff is also looking for Council direction in installing additional benches throughout all parks and boat launches. There is the potential to have this accomplished, or have the costs offset, through an in memorial program as previously completed. Otherwise, Council can budget to have a certain number of benches installed at each location.

Old Mackey Park

If Council would like to see the concrete pad under the pavilion extended, the estimated cost is \$10,000. Staff is recommending that a roll of black cloth and one load of sand be purchased to be installed under the existing structures. The weeds will be removed and cloth installed to prevent further growth. One load of sand will help fill in gaps and level out the play area. The estimated total cost is \$600.

Sand and topsoil are also required at a section of the park where the plowing contractor became stuck during winter snow removal. Staff is requesting Council's consideration in no longer plowing to the water at Old Mackey Park in the winter as it has been proven to cause damage to the grass at the park. It is inevitable that damage occur as the gravel pathway is too narrow. The rest of the area is comprised mainly of clay and is difficult to manage. It is Staff recommendation that Jennings Road be plowed to the entrance of Old Mackey Park only and not through the park to the water. The estimated cost to repair the ruts and level out the ground at the turn around is \$1000.

The boat launch area in the east portion of the park requires a load of large stone to facilitate launching at an estimated cost of \$1,500. There is ample space in that area to install benches, particularly along the water. Staff is also seeking Council direction on potentially having a form of post and rope system along the shoreline to provide a more finished look. The estimated cost for a post and rope system is \$2,500, however it can be modified based on material selected and length of system installed.

Staff is looking for Council direction to determine if removal of additional trees is required in the park. If so, once it is completed, Staff is recommending that a stump grinder be rented to remove all new and existing stumps that are located throughout the park.

Mackey Boat Launch

The solar lights and/or panels are not working. The cost to replace the solar panels for the lights is \$4000.

LaCroix Park

Staff have received requests from Council and the public about installing additional equipment in the playground. The cost of a swing set

Public Works is recommending that approximately six loads of gravel from the municipal pit be hauled to LaCroix Park to extend and level out the current parking area at LaCroix Park.

Stonecliffe Boat Launch

There has been feedback received that there may be further work required at the Stonecliffe Boat Launch. There is an area at the end of the concrete runners, in the water, that has been filled with large stone in attempts to level the ground and prevent people from sinking their trailers and/or damaging their boats, however the large rock does not appear to be fixing the issues. Public Works will review the area when the water is low to determine the best solution, however, the ground may require excavation in efforts to properly

level the area. Continuing to fill the area with large stone has not fixed the issue. The issue with that particular boat launch is the natural, shallow, slope of the launch. If excavation is required, it is recommend to budget \$2000.

Ottawa River Access at Harvey Creek Road

Staff is proposing to open a walking trail at the end of Harvey Creek Road, towards the North side. There is already a trail established, leading to the water, but it requires further trimming and widening. There is the potential to have a picnic area and or benches for people to enjoy the area.

Emergency Management

Staff is not anticipating any large purchases for Emergency Management in 2024, unless direction is provided by Council to proceed with purchase and installation of radio communications. A proposal will be discussed at the Emergency Management Training as a result of communication with the Ministry regarding collocating on one of the communications towers in Bissett Creek. The proposal has been enclosed for information.

Health and Safety

The cost to purchase a second AED unit is approximately \$2000 and the yearly inspection/ maintenance costs.

Financial Considerations/Budget Impact:

The current estimated change in assed value for the municipality is \$14,500 which would amount to \$30 of additional revenue to the municipality based on the 2023 tax rate. The Municipal Change Profile is not provided to the Municipality until the year end, which provides the final change in assessed value to be used in 2024.

Enclosures:

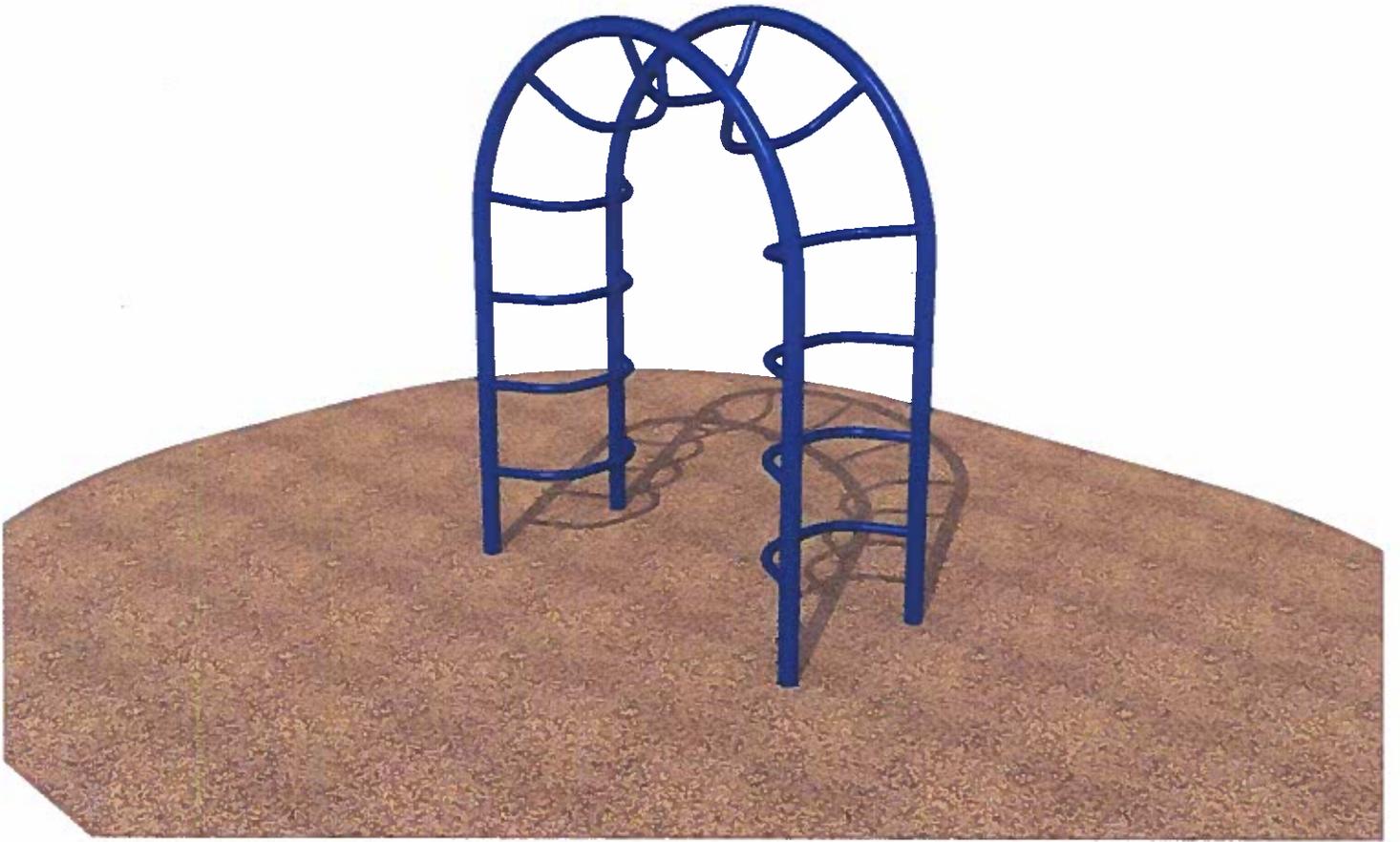
Playground Planners – Playground Equipment Quotes
Bissett Creek Tower Collocate Information

Others Consulted:

Jesse Gagnon, Public Works Leader
Stephany Rauche, Administrative Assistant
Kasey Elliot, Public Works and Landfill Attendant

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer





14 Laurentide Road, Nepean, Ontario K2H 6T5
 Phone: 613-828-5502 Fax: 613-829-7372 Email: info@playgroundplanners.com

Date: Sept 13, 2023
Re: Head Clara Maria

Approved By _____

Model Number	Description	Qty	Unit \$	Price
I0002_45182544636	Worm Climber	1	2276.00	\$2,276.00

Product Total	\$2,276.00
Product Total	\$2,276.00
Freight Estimate	\$450.00
Installation for 2023	\$3,000.00
Sub-total	\$5,726.00
HST	\$744.38
Total Investment	\$6,470.38

25% Deposit	\$1,431.50
HST on Deposit	\$186.10
Deposit Total	\$1,617.60

Terms and Conditions:

- Net 30 days.
- 25% deposit and a signed quote or PO are required at time of order,.
- Lead times vary; please inquire.
- Colour selection is required, prior to order.
- Quotations are valid for 30 days, unless withdrawn by Playground Planners by notice to you.





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 Phone: 613-828-5502 Fax: 613-829-7372 Email: info@playgroundplanners.com

Date: Sept 13, 2023
Re: Head Clara Maria

Approved By _____

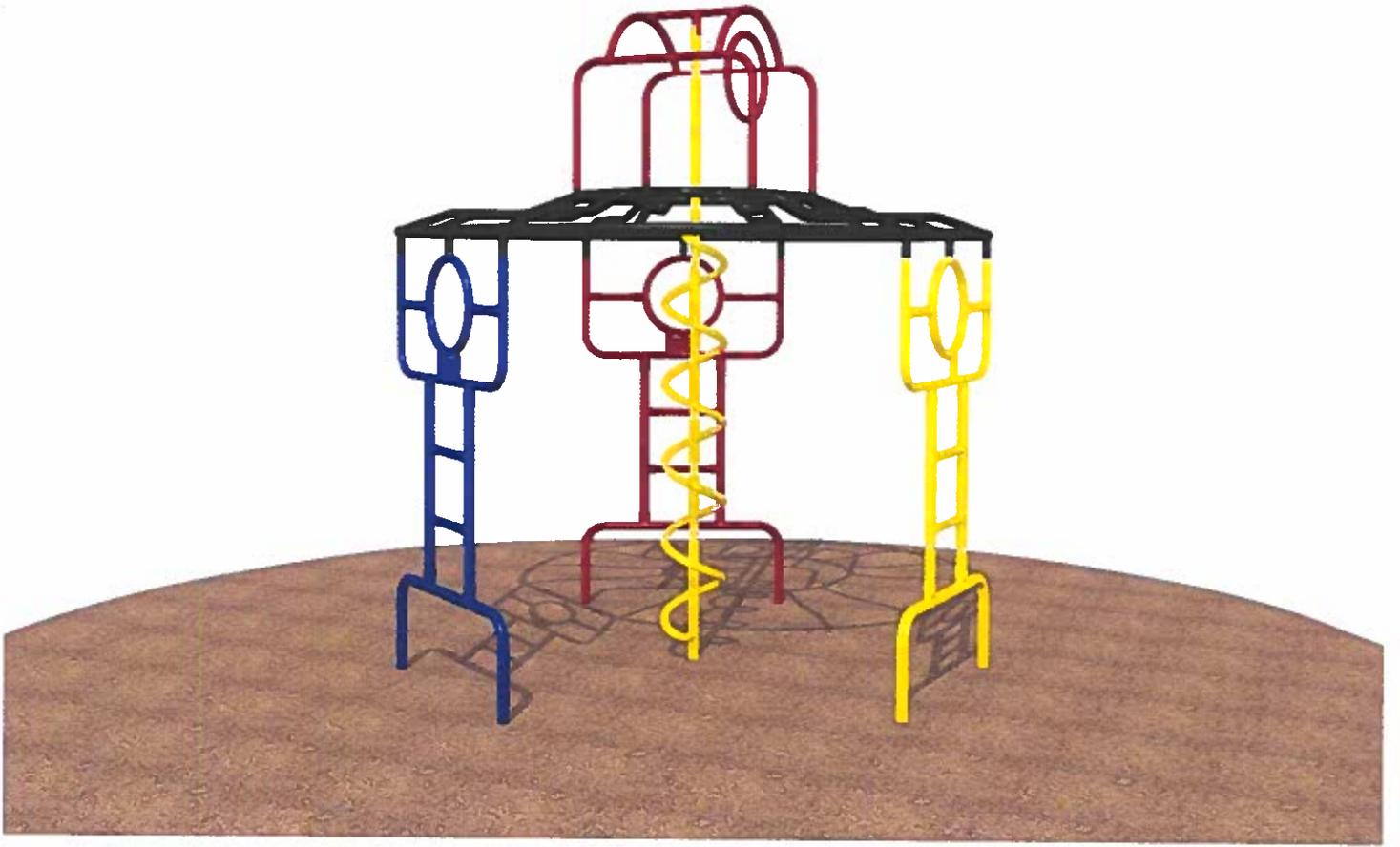
Model Number	Description	Qty	Unit \$	Price
I0002_45182529087	Saucer Swing with 1 belt, 1 Inclusive	1	4148.00	\$4,148.00

Product Total	\$4,148.00
Product Total	\$4,148.00
Freight Estimate	\$450.00
Installation for 2023	\$4,000.00
Sub-total	\$8,598.00
HST	\$1,117.74
Total Investment	\$9,715.74

25% Deposit	\$2,149.50
HST on Deposit	\$279.44
Deposit Total	\$2,428.94

Terms and Conditions:

- Net 30 days.
- 25% deposit and a signed quote or PO are required at time of order,.
- Lead times vary; please inquire.
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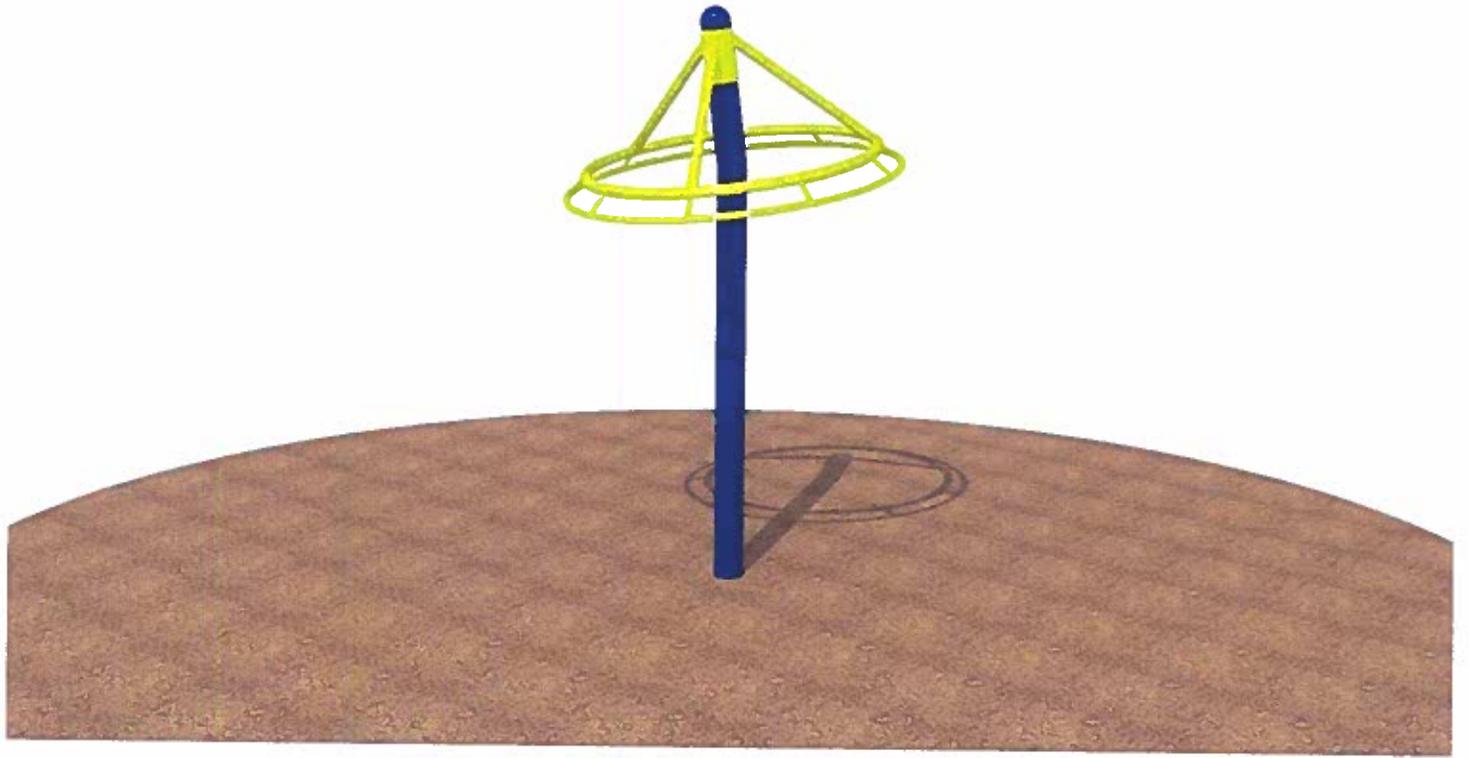
Date: Sept 13, 2023
Re: Head Clara Maria

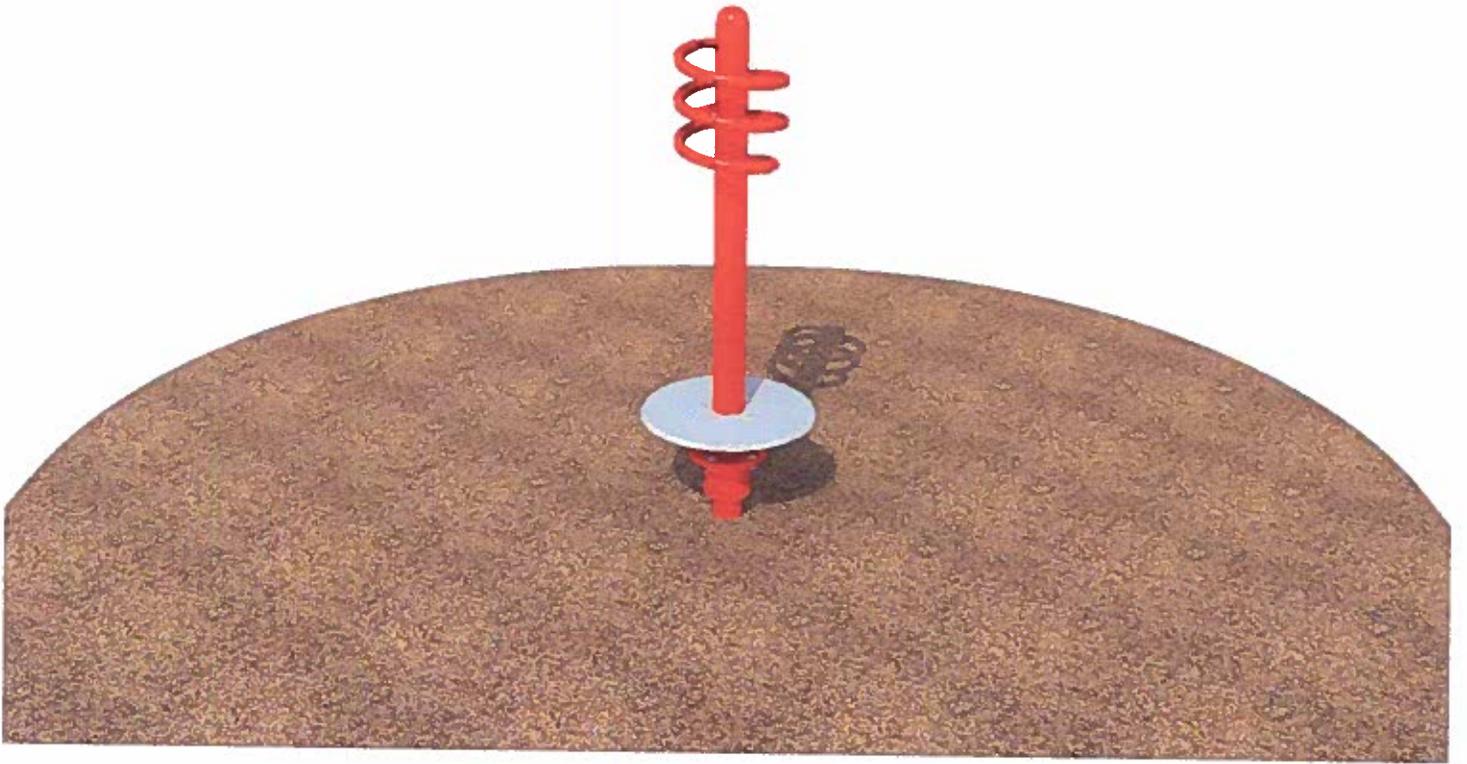
Approved By _____

Model Number	Description	Qty	Unit \$	Price
I0002_45182540668	Tikes of Steel	1	5945.00	\$5,945.00

Product Total	\$5,945.00
Product Total	\$5,945.00
Freight Estimate	\$450.00
Installation for 2023	\$4,000.00
Sub-total	\$10,395.00
HST	\$1,351.35
Total Investment	\$11,746.35
25% Deposit	\$2,598.75
HST on Deposit	\$337.84
Deposit Total	\$2,936.59

Terms and Conditions:
 Net 30 days.
 25% deposit and a signed quote or PO are required at time of order.
 Lead times vary; please inquire.
 Colour selection is required, prior to order.
 Quotations are valid for 30 days, unless withdrawn by Playground Planners by notice to you.







14 Laurentide Road, Nepean, Ontario K2H 6T5
 Phone: 613-828-5502 Fax: 613-829-7372 Email: info@playgroundplanners.com

Date: Sept 13, 2023
Re: Head Clara Maria

Approved By _____

Model Number	Description	Qty	Unit \$	Price
I0002_45182550579	Stand n Spin	1	1744.00	\$1,744.00

Product Total	\$1,744.00
Product Total	\$1,744.00
Freight Estimate	\$450.00
Installation for 2023	\$1,800.00
Sub-total	\$3,994.00
HST	\$519.22
Total Investment	\$4,513.22

25% Deposit	\$998.50
HST on Deposit	\$129.81
Deposit Total	\$1,128.31

Terms and Conditions:

Net 30 days.
 25% deposit and a signed quote or PO are required at time of order.,.
 Lead times vary; please inquire.
 Colour selection is required, prior to order.
 Quotations are valid for 30 days, unless withdrawn by Playground Planners by notice to you.

RE: Tower Request - Bisset Creek (MNR)

Zaniewski, Martin (SOLGEN)

Tue 2023-08-15 10:28 AM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>; Munkittrick, Reanne (MNR)

📎 1 attachments (185 KB)

Government of Ontario Radio Tower Co-Locate Request Form Non Use of Government of Ontario Building or Shelter v1.0.docx;

Hey Crystal,

Apologies for the delayed response and truly appreciate the prompt. Things have been a mile a minute on the project and that isn't an excuse. With that said I did take a few actions on the GMCB side with respect to the tower piece and hopefully I've tackled them all below:

1. Confirm whether the township would be able to locate equipment inside the existing base building or not?
 - a. At this point in time for simplicity and per our own best practices when folks collocate on provincial assets we would still require that the township provide its own equipment shelter. There are a variety of options depending on what is required for the final equipment but given what was described its possible to just get away with an outdoor cabinet. Again that technical assessment will need to remain with the township.
 - b. The township should also factor in costs for its own separate hydro meter – it may be possible to tap off our existing line but you do need to be metered.
 - c. As for the rental charge for that land – I'd lean on Reanne though I do recall her mentioning it would be based on fair market value for that area.
2. Confirm any pricing ROM/Estimates that should be used for any structural work to validate that the townships antennas can be supported by the asset. If reinforcement/strengthening is required for the tower what would those costs also be?
 - a. The structural analysis ball park is between 5,000 – 10,000 dollars; closer to the 5,000 point but since this is a ROM exercise I thought I'd give a safer planning range. This is done by an engineering firm specializing in telecommunications towers and the township would be responsible for engaging with them. Example companies are Varcon, WSP, CIMA+, Stantec and a few others. We would provide the underpinning information to complete the analysis once the township was ready to engage.
 - b. If the analysis revealed the need to reinforce the site; the township would be responsible for this cost – for this specific tower the team here can't estimate whether it would be required or not at this point in time so I'm unfortunately unable to provide you with a rough order of magnitude either.
3. What would be the annual recurring charge to the township for space on the tower?
 - a. The province is still looking at its collocate model and this could be subject to change. We also would need the final antenna quantities but a budgeting assumption of between \$5,000 to \$7,500 annually should suffice. It's likely to be lower but I can't commit to that at this point in time until we get to that stage.
4. What is the process for ISED licensing and can HAM channels be licensed at the site?
 - a. A detailed interference study would still need to be undertaken to ensure no interference with the provinces channels in the area, but there should be no issue having a HAM channel licensed on a tower for use with a repeater.

- b. Applications can be submitted via the regulators web page which will route to the corresponding spectrum management office in the area for assessment. <https://ised-isde.canada.ca/site/spectrum-management-system/en>
 - c. ISED also publishes a fee guide as the township may need to pay a recurring fee for that as well (the team wasn't 100% sure given its within the HAM band but better safe to assume there is a few and confirm with the regulator).
5. What technical information is required to commence the collocate process?
- a. Attached is a sample application submission that we have leveraged in the past. As I mentioned during the call the province typically does not consider collocates at this point in time as we are building out the provinces replacement radio system however, given the unique nature of the sites in question and the townships need we'd be open to evaluation.

Hope I tackled everything Crystal – let me know or give me a shout if there is anything else.

Cheers

Martin Zaniewski PMP

Senior Manager, Operational Support

Government Mobile Communications Branch, Emergency Services Telecommunications Division

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision								
Meeting Date	Thursday, September 21, 2023			Report Date	Tuesday, September 12, 2023			
Decision Required	X	Yes	No	Priority	X	High		Low
Direction	X	Information Only		Type of Meeting	X	Open		Closed
Report #23/09/21/1201- 2023-2027 Strategic Plan								

Subject: 2023-2027 Strategic Plan

Recommendation: That Council adopt the 2023-2027 Strategic Plan.

Resolution:

WHEREAS Council has reviewed, and had the opportunity to make revisions to, the proposed Strategic Plan; AND WHEREAS Council has completed the public consultation process to receive comments and input regarding the Strategic Plan; THEREFORE BE IT RESOLVED THAT Council of the United Townships does hereby adopt the 2023-2027 Strategic Plan as presented.

Background/Executive Summary:

At the regular meeting of January 2023, Council was provided with a Strategic Planning Package for information which included a Report to Council, the draft Strategic Planning Questionnaire, a Strategic Plan Template, the 2019-2022 Strategic Plan SWOT Analysis and Public Feedback information. At the February meeting, Council directed Staff to distribute the Strategic Planning Survey and scheduled a public meeting for June 17th, 2023 to accept feedback.

At the regular meeting of June 15th, 2023, Council was presented with a summary of the public feedback received from the online survey and via hard copy.

At the special meeting of June 17th, Council hosted a public open house to gather public feedback on the Strategic Plan. Three members of the public were in attendance and provided input. Council was also presented with a summary of Strategic Planning feedback from Staff, based on the same questions answered by the public, however segregated from the public responses. Staff has valuable input, but wanted to leave the results separate from that of the public input as to not have a perceived influence on the process.

After the special meeting, notice was provided in the summer newsletter and via the community contact list that the deadline to accept public feed back had been extended to August 10th. As a result, Council received two additional pieces of feedback, which have been incorporated into the enclosed working document.

At the regular meeting of August 26th, Council reviewed the proposed Draft Strategic Plan (consolidated) along with the Strategic Plan Working Document and had the opportunity to provide feedback and made changes to the content. Council provided direction to the Clerk to bring the document back to Council, with no changes, at the September meeting of Council for final approval.

Council and Staff should continue to reference the Plan throughout Council's terms in order to support Council's decision making for future initiatives, projects and plans and to help guide municipal staff, stakeholders and the community as a whole.

Financial Considerations/Budget Impact:

None at this time. Staff will continue to research cost, options, feasibility and effectiveness to provide recommendations for all of Council's goals to be completed over the term. Subsequent reports will be provided to Council for consideration, with financial impacts for individual projects.

Enclosures:

2023- 2027 Strategic Plan

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk

CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA



2023-2027

STRATEGIC PLAN



THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

MISSION

AT YOUR SERVICE; WORKING EFFECTIVELY TO BRING TOGETHER PEOPLE, PARTNERSHIPS AND POTENTIAL FOR A STRONG, CONNECTED COMMUNITY.

VISION

PROVIDING A HEALTHY, CONNECTED, AND SUSTAINABLE COMMUNITY TEEMING WITH POSSIBILITIES FOR OUR CITIZENS NOW AND INTO THE FUTURE.

CORE VALUES

The United Townships of Head, Clara and Maria strives to be an organization known for providing excellent municipal governance and public relations. To provide excellent service delivery, we promote a high standard of integrity, professionalism and ethical behaviour. The following Core Values guide how Council and Staff serve the community.

TRANSPARENCY

As an organization, we demonstrate open communication and transparency both internally and externally.

ACCOUNTABILITY

We are accountable for our decisions and our actions, we continuously build trust with our community.

CUSTOMER SERVICE

We strive to provide a positive experience for everyone we interact with. We consistently meet or exceed our customer expectations. We welcome and encourage the opinions and expertise of our residents, businesses and community partners.

INTEGRITY

Integrity is vital to good governance. By upholding the highest ethical standards, Staff and Council conserve and enhance public confidence in the honesty, fairness and impartiality of the Municipality.

SUSTAINABILITY

Commitment to efficient and effective municipal services that will be sustainable for future generations.

RESPECT AND EQUALITY

We treat others with respect and show consideration for each other. We are an accessible community inclusive of all people and honour and celebrate our diversity.





FISCAL RESPONSIBILITY

We will work to ensure value and affordability for taxpayers, adequately fund municipal services and infrastructure and build upon our existing financial health.



PRUDENT SPENDING

- Support the services our community needs while keeping tax increases low.
 - Annual review of departmental spending to ensure it aligns with Council's priorities and determine if there is opportunities for cost-savings.
-

SHARED SERVICES

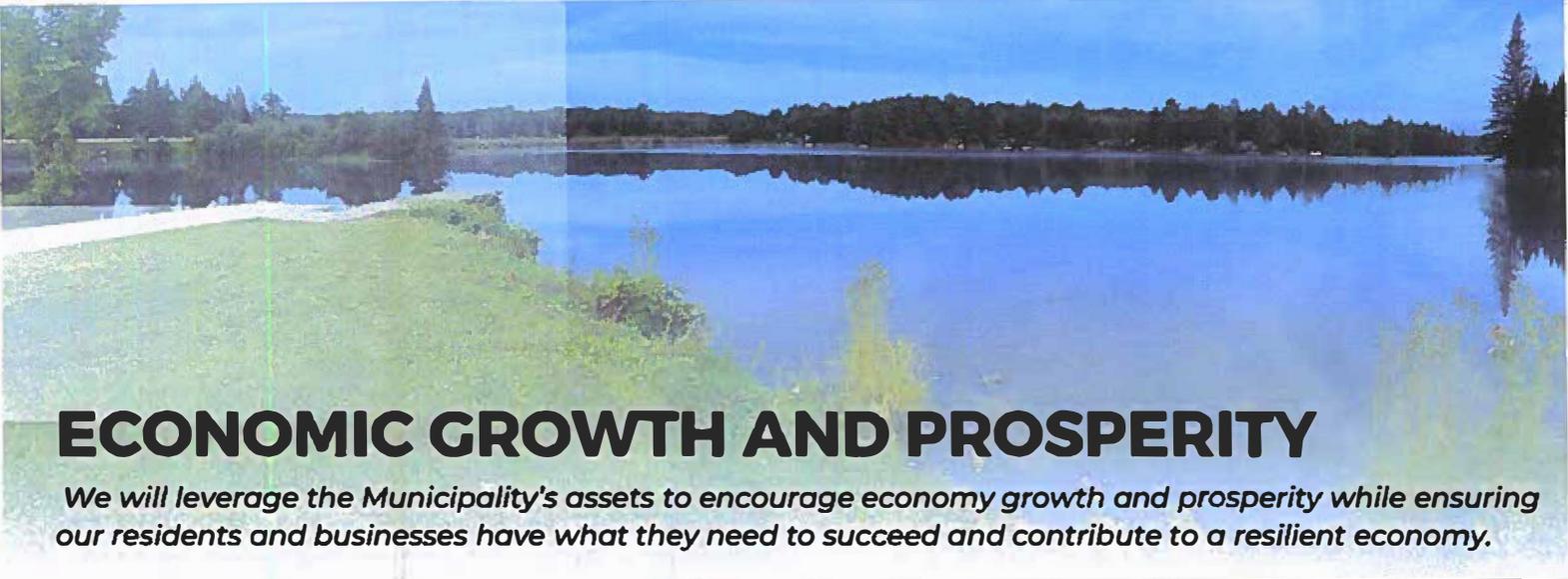
- Continue to look for opportunities for shared services to reduce redundancy and increase municipal capacity.
 - Build strong relationships to secure successful shared services, where feasible.
-

GRANT FUNDING

- Continue to seek upper level government support for funding infrastructure improvements and social/recreational programming.
-

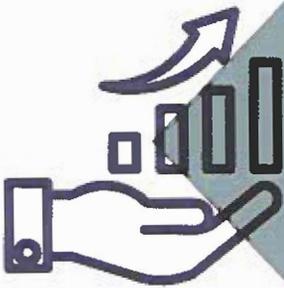
POLICY DEVELOPMENT

- Develop and implement a Reserve Fund Strategy.
 - Develop a Long-Term Capital Plan.
 - Continue to use Asset Management Plan as a planning tool in operating and long term budget creation.
- 
- 



ECONOMIC GROWTH AND PROSPERITY

We will leverage the Municipality's assets to encourage economy growth and prosperity while ensuring our residents and businesses have what they need to succeed and contribute to a resilient economy.

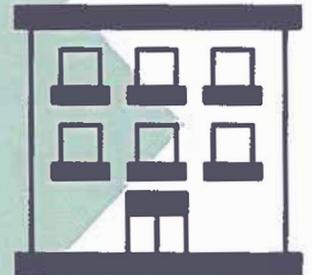


BUSINESS GROWTH

- Encourage zoning that supports business development while undertaking a comprehensive zoning by-law review.
- Encourage expansion of high-speed internet to support home based business and continuing education.
- Supporting business through fair user fee programs.

RESIDENTIAL DEVELOPMENT

- Complete Comprehensive Zoning By-law considering the needs of a growing and evolving community and to support attainable building.
- Encourage new residential construction; supporting applications for severance, access to private and unopened road allowances and requirements of outside agencies.



MARKETING

- Create a brand/ marketing strategy that brings increased awareness to the municipality, its facilities and the businesses within.
- Utilize the municipal website and social media to showcase municipal assets and businesses.



QUALITY AND SUSTAINABLE INFRASTRUCTURE

We will create goals and allocate resources to meet the infrastructure needs of the community including maintaining existing assets and planning for future infrastructure investments that may be required as the community grows and changes.



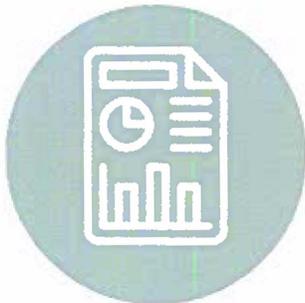
EXISTING INFRASTRUCTURE

- Embrace best practices in asset management to continuously maintain and improve municipal infrastructure assets contributing to long-term sustainability.
- Continue to review current levels of service, considering financial sustainability and the needs of the community, to ensure the level of service is adequate.



LONG-TERM PLANNING

- Ensure that new construction of infrastructure that meets regulatory requirements and positions the municipality to provide accessible and sustainable services while accommodating growth.
- Invest in energy initiatives that support the sustainability of the organization and the community.



ASSET MANAGEMENT PLAN

- Update the Asset Management Plan on a continuous basis to build awareness of current conditions and replacement costs.
- Continue to reference the Asset Management Plan to plan for short and long-term funding of the infrastructure needs of the community.
- Maintain compliance with provincial requirements for Asset Management Planning.





SAFE, HEALTHY AND CONNECTED COMMUNITY

We will provide services, programs and facilities, through direct service delivery and collaboration with others, that allow people and businesses to thrive.

SAFE

- Continue to work with partners to implement a Community Safety and Well-Being Plan.
- Engage the community to ensure a high level of safety through education, prevention, monitoring and reporting services.
- Continue to work towards securing an auto-extrication solution.
- Continue to practice compliance, and safe practices, of Emergency Management in order to increase community preparedness.

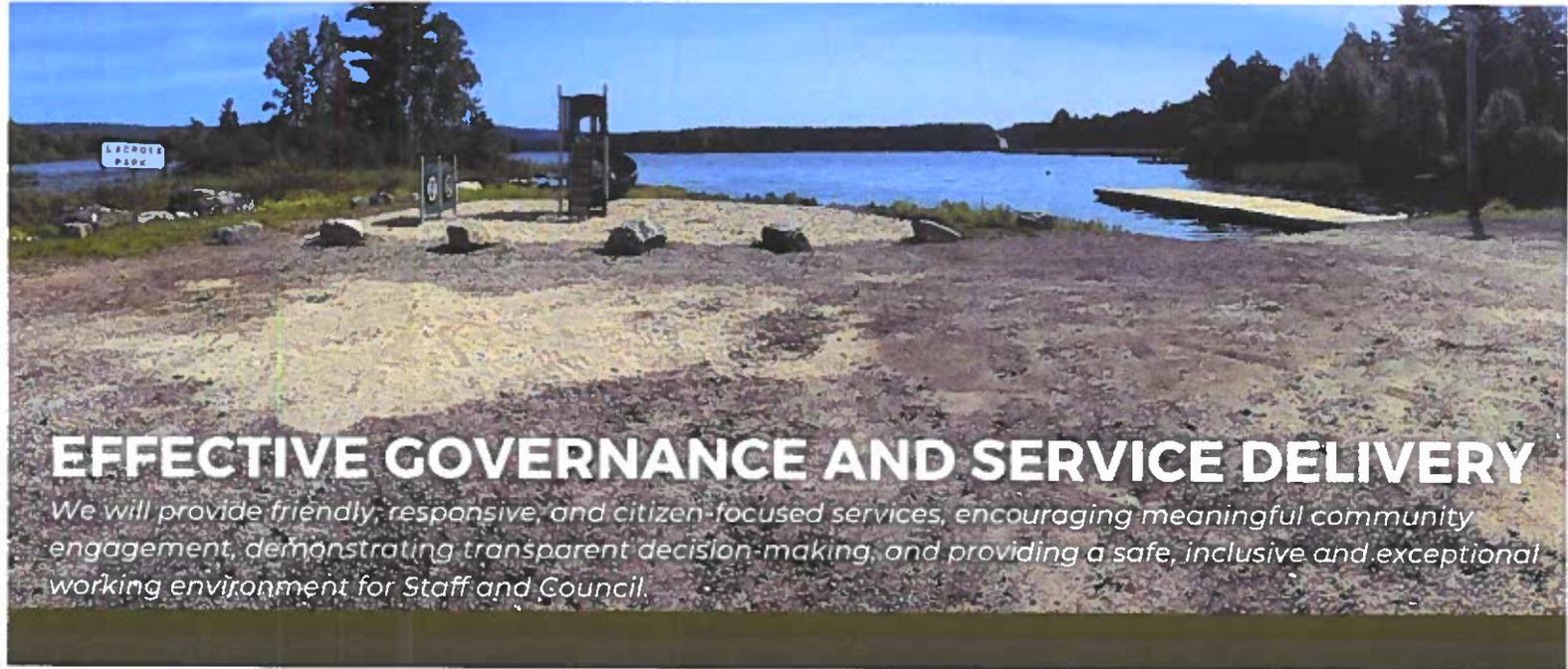
HEALTHY

- Continue to support community events in conjunction with the Recreation Advisory Committee.
- Endeavour to bring more health, social and recreational services into the community.
- Continue to support physician recruitment and other healthcare expansion services.

CONNECTED

- Increase effectiveness of the municipal website for communication purposes.
- Continue to explore new ways to increase distribution of municipal publications.
- Continue to support community events and volunteerism.
- Endeavour to bring more services and into the municipality.
- Lobby for better transportation services.





EFFECTIVE GOVERNANCE AND SERVICE DELIVERY

We will provide friendly, responsive, and citizen-focused services, encouraging meaningful community engagement, demonstrating transparent decision-making, and providing a safe, inclusive and exceptional working environment for Staff and Council.



LEADERSHIP

- Provide efficient municipal governance and service delivery through accountable and transparent practices.
- Foster a healthy workplace that includes strong Council-Staff relationships.
- Continue to ensure service standard policies align with emerging community needs

MODERNIZATION

- Continue to modernize municipal processes and services.
- Continue to complete a digital records management strategy
- Complete a review and update of the municipal website to increase user efficiency.
- Establish a modern marketing for the municipality
- Improve municipal signage



COMMITMENT TO CONTINUOUS IMPROVEMENT

- Implement a continuous review program for existing processes and policies that incorporates public feedback.
- Enhance education and skills development of Staff and Council to support strengthened municipal service delivery
- Continue implementing recommendations to enhance provision of services presented in the Service Delivery Review.

United Townships of Head, Clara & Maria Council
Request for Decision

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Thursday, September 14, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/09/21/1102- Waste Disposal Tipping Fee Schedule									

Subject: Waste Disposal Tipping Fee Schedule Review

Recommendation: That Council does not proceed with increasing waste disposal tipping fees at this time.

Background/Executive Summary:

Staff was directed to prepare a report to Council concerning the potential to increase disposal site tipping fees in anticipation of 2024 Budget deliberations.

Historical general waste revenue and expenses are as follows:

Year	Revenue	Expense
2023 (to date)	\$25,990	\$52,637
2022	\$34,315	\$68,024
2021	\$43,152	\$56,617

These figures are general in nature. Over the past three years, the cost recovery rate has been between 50-76%, however the intention of the landfill program is not necessary to be self-funded (unlike the building department). There are a variety of factors, many which are outside of the municipality's control, that contribute to the revenues and expenses of the disposal sites. The type and volume of material that is accepted at the landfill site throughout the year may have significant effect on the revenue. Changes in funding for Stewardship and Blue Box funding programs can also affect revenue. Expenses can be more accurately estimated, compared to revenues, as the Ministry determines the requirements of operating a landfill, however there are still operational factors that can contribute to the overall expenses of the landfill. Further review of individual accounts would provide greater insight to the operations of each site per year, however, Staff wanted to provide overall financial information of the disposal sites, along with comparisons of neighbouring waste disposal site tipping fees, to determine if an increase in fees is warranted.

	Head, Clara and Maria	North Renfrew Landfill	Mattawa	Miller Road Landfill
Bags	\$1	\$2	\$1	n/a
Loose Household Waste	\$10/yd ³	\$10/load (vehicles <1 tonne or a trailer) \$12/ yd ³ (> 1 tonne)	\$15/load (pick up) \$20/load (trailer) \$30/load (large trailer) \$160/load(tandem truck)	n/a
Demolition/ Construction Waste	\$20/yd ³	n/a	\$20/ yd ³	\$20/passenger vehicle \$25/single axle trailer up to ½ tonne \$55/tandem axle trailer (private vehicle)

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.

				\$175/tandem truck
Asphalt Shingles	\$30/yd ³	n/a	n/a	Considered Demolition Waste
Contaminated Fill	\$20/yd ³ \$40/tonne	n/a	\$25/ yd ³	

The structure of the fee schedules differ between landfill sites, however, when comparing waste disposal fees, it appears that Head, Clara and Maria's fees are similar to, or higher than that, of neighbouring landfill site fees and therefore an increase in the tipping fee schedule is not recommended at this time.

The following contains the website information to see the full fee schedules:

North Renfrew Landfill: <https://northrenfrewlandfill.com/fees>

Miller Road Landfill: <https://www.deepriver.ca/departments/public-works/landfills/>

Mattawa Landfill: <https://mattawa.ca/landfill-site/>

Another item for Council's consideration, related to service delivery, is the potential for Staff to accept payment for tipping fees at the disposal sites. Currently tipping fees are invoiced at month end. There is cost associated with distributing invoices including administrative time, office supplies, copy fees and postage. Oftentimes, the time and money spent is for a tipping invoice of \$5.00; not necessarily worth the cost to create and distribute the invoice. If Council is interested in accepting payment for tipping fees at the disposal sites, a full report would be brought to Council with an operating procedure/policy.

Financial Considerations/Budget Impact:

Increasing waste disposal fees would result in additional revenues to help offset the cost of managing the landfill sites.

Others Consulted:

Kasey Elliot- Public Works and Landfill Attendant

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Wednesday, September 13, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/09/21/1501- By-Law Revisions and Updates									

Subject: By-Law Revisions and Updates

Recommendation: That Council receive this report as information to correspond with adoption of By-law 2023-19 being a by-law governing the procurement of goods and services and By-law 2023-20 being a by-law governing the sale and disposition of land.

Background/Executive Summary:

Staff began working on reviewing and updating policies in 2020 and have since brought approximately 40 policies and procedures to Council for approval. Many of these have been internal, in-house policies. Aside from internal operating policies, there are certain policies that municipalities are required to adopt as prescribed by the Municipal Act, 2001.

The following outlines required policies under the Act, along with the most recent revision dates:

- Sale and Disposition of Land – April 2009 (enclosed for review and revision)
- Hiring of Employees – November 2022
- Council and Staff Relations – January 2021
- Procurement – August 2023 (enclosed for final adoption)
- Provision of Notice – May 2023
- Accountability and Transparency – 2009 (will go to Council prior to 2024 for review and update)
- Delegation of Powers and Authority – February 2008 (will go to Council prior to 2024 for review and update)
- Tree Canopy and Natural Vegetation – February 2019
- Pregnancy and Parental Leaves of Members of Council -May 2018

Other non-prescribed by-laws that will be brought to Council for review and update throughout 2023 and 2024 include Municipal Fire Bans, Parks and Parking, Reduced Half Load Period, Municipal Health and Safety Policy and Records Retention Schedule.

It is anticipated that the Comprehensive Zoning By-law review and update will be completed in 2024 with work starting in fall/winter of 2023, along with adoption of the Multi-Year Accessibility Plan.

A new Reserve Fund Strategy and Long-Term Capital Plan will be developed over this Council term as per the Strategic Plan.

Financial Considerations/Budget Impact:

None at this time.

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Clerk-Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Wednesday, September 13, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/09/21/1601- Procurement By-law									

Subject: Procurement By-Law Adoption

Recommendation: That Council pass the following resolution to adopt By-Law 2023-19 being a by-law governing the procurement of goods and services.

Resolution:

WHEREAS By-law 2023-19 received its first and second reading at the regular meeting of Council on August 26th, 2023;

AND WHEREAS Council provided direction to the Clerk to revise the by-law and bring it back for final adoption at the regular meeting of September 21st, 2023;

THEREFORE BE IT RESOLVED THAT By-law 2023-19 being a by-law governing the procurement of goods and services be read a third time passed.

Background/Executive Summary:

At the regular meeting of Council of August 26th, Council reviewed, and had the opportunity to revise, a draft updated Procurement By-law. Council directed the Clerk to make the following revisions to the by-law for final adoption at the following regular meeting of Council:

Section 13.2.1. was updated to reduce the requirement of three written informal quotes to two, for purchases between \$5,001 and \$25,000;

Section 13.3.1 was updated to include a stipulation that at least two formal bids must be obtained for purchases between \$25,001 and \$50,000 however, that three formal bids were preferred, if obtainable; and

Section 13.1.4 includes an update that quotes will be obtained at the discretion of the Clerk.

Financial Considerations/Budget Impact:

None at this time.

Options:

Adopt the resolution to provide the final reading and adoption of By-law 2023-19; or
Defer adoption of By-law 2023-19, providing further direction to the Clerk for revision.

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Clerk-Treasurer



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
BY-LAW NUMBER 2023-19
Procurement By-law

BEING a by-law governing the procurement of goods and services.

WHEREAS Section 270 of the Municipal Act, S. O. 2001, c.25 as amended, states that a municipality must adopt and maintain policies with respect to its procurement of goods and services among others;

AND WHEREAS this by-law establishes the authority and sets out the methods by which goods, services or construction will be purchased and disposed of for the purposes of the Municipality of the Corporation of the United Townships of Head, Clara & Maria subject to certain exceptions set out herein;

NOW THEREFORE the Council of Corporation of the United Townships of Head, Clara & Maria enacts as follows:

1. SHORT TITLE

1.1. This by-law may be cited as the "Purchasing By-law".

2. DEFINITIONS

2.1. The words and phrases listed below when used in this by-law shall have the following meanings ascribed to them:

"Bid" means an offer or proposal from a supplier in response to a bid solicitation;

"Bid Deposit" means the form of security required by the terms and conditions of bid solicitation documentation to guarantee that the successful bidder enters into a contract with the Municipality;

"Bid Solicitation" means a formal request for competitive bids that may be in the form of a Request for Tender, Request for Quotation or Request for Proposal;

"Clerk-Treasurer" means the Clerk-Treasurer of the Corporation of the United Townships of Head, Clara & Maria;

"Contract" means any agreement, regardless of form or title, for the lease, purchase or disposal of goods, service or construction authorized in accordance with this by-law;

"Council" means the Council of the Corporation of the United Townships of Head, Clara & Maria;

"Emergency" means a situation, or the threat of an impending situation, where the purchase of goods and services is required immediately, to mitigate the effects of the situation on the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the Municipality, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level;

"Fair Market Value" means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length where fully informed and not under any compulsion to transact;

"Informal, Low Value Procurement" is used to obtain competitive pricing for a one-time procurement in an expeditious and cost-effective manner through phone, fax, email, other similar communication methods, vendor advertisements or vendor catalogues.

"Lowest Compliant Bid" means the bid that would provide the Municipality with the desired goods, service or construction at the lowest total acquisition cost, meets all the specifications and contains no irregularities requiring automatic rejection;

"Municipality" means the Corporation of the United Townships of Head, Clara & Maria;

"Negotiation" means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this by-law.

"Non-Competitive Procurement" is a method of procurement that is not competitive which is to be used in specific circumstances. It includes sole sourcing and single sourcing. It is used to allow for procurement in an efficient and timely manner without seeking competitive pricing or to provide for additional exceptions as specified in this by-law.

"Proposal" means an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation;

"Quotation" means a formal statement of the estimated cost of a job, good, service or construction or an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality.

"Request for Proposal" or "RfP" means a bid solicitation that is used to acquire goods, service or construction, on variable terms the suitability of which is determined upon multiple factors and which may result in further direct negotiation with one or more bidders. It is used to select the proposal that earns the highest score and meets the requirements specified in the competition, based on qualitative, technical and pricing considerations.

"Request for Quotation" or "RfQ" is used to obtain competitive bids based on precisely defined requirements for which a clear or single solution exists. With this method of procurement the bid solicitation is done primarily on an invitational basis from a pre-determined bidder's list but may be supplemented with public advertising of the procurement opportunity.

"Request for Tender" or "RfT" is used to obtain competitive bids based on precisely defined requirements for which a clear or single solution exists. An RfT is used when the goal is to accept the lowest bid meeting the requirements specified in the competition.

"Services" includes all professional and consulting services, all services in relation to real property or personal property including, without limiting the foregoing, the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by an officer or employee of the Municipality in accordance with terms of employment;

"Single Sourcing" is the procurement of a good or service from a particular vendor due to reasons of function or service rather than through solicitation of bids from other vendors who can also provide the same item;

"Sole Sourcing" is the procurement of a good or service that is unique to a particular vendor and cannot be obtained from another source.

"Tender" means a bid solicitation used to acquire known goods, service or construction in accordance with specified terms and which is normally awarded to the Lowest Compliant bid;

"Total Acquisition Cost" means an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all non-refundable taxes, warranties, local service costs, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the Lowest Compliant bid;

"Treasurer " means the Treasurer of the Corporation of the United Townships of Head, Clara & Maria or designate.

"Vendor of Record Arrangement" means a procurement process where the municipality seeks out bids or proposals from a select group of vendors with which it has already established a satisfactory business relationship.

"Verbal Quotation" means the receipt of pricing via telephone or in person, and will include the retention of written documentation of the conversation in support.

2.2. Schedules A, B, C and D attached hereto form part of this by-law.

3. PURPOSE, GOALS AND OBJECTIVES

3.1. The purpose of the by-law is to outline the procedures for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.

3.2. The goals and objectives of this by-law and of each of the methods of procurement authorized herein are to ensure:

- i. Maximum values for money spent and minimize employee time and effort expended;
- ii. Improved service and support;
- iii. Product delivery, quality, efficiency and effectiveness;
- iv. Fairness of competition among vendors and suppliers;
- v. Openness, accountability and transparency while protecting the financial best interests of the Municipality;
- vi. Regard in the preservation of the natural environment and to encourage the use of environmentally friendly goods, services and construction.

3.3. This by-law shall apply to the purchase of goods, services and/or construction for the purposes of all municipal departments.

3.4. This by-law shall not apply to the acquisition or disposal of any real property or to any lease, right or permission relating to the use or occupation of real property.

4. GENERAL PROCUREMENT POLICY APPLICATION

4.1. The procedures in this by-law shall be followed to award a contract or to recommend to Council that a contract be awarded.

- 4.2. The Clerk-Treasurer may purchase or contract for the goods and services listed in Schedule "A" to this by-law without following the procedures set out herein.
- 4.3. The purchase of goods and services listed in Schedule "A" to this by-law may be made provided that sufficient funds are available and identified in appropriate accounts within Council approved budgets or specifically authorized by Council resolution.
- 4.4. No personal purchases shall be made by the Municipality directly or indirectly for members of Council or any appointed member of a local board or commission or for any officer, employee or volunteer of the Municipality.
- 4.5. No Council member, officer, employee or volunteer of the Municipality shall personally obtain any goods that have been declared surplus unless through an advertised public process.

5. RESTRICTIONS

- 5.1. No contract for goods, service or construction may be divided into two or more parts to avoid the application of the provisions of this by-law.
- 5.2. No contract for services shall be awarded where the services would result in the establishment of an employee - employer relationship.
- 5.3. No employee, volunteer or elected official shall purchase or offer to purchase, on behalf of the Municipality, any goods, service or construction, except in accordance with this by-law.
- 5.4. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any section of this by-law, as amended from time to time, shall be subject to disciplinary actions in accordance with Municipal policy.
- 5.5. Where an employee involved in the award of any contract, either on his or her own behalf or while acting for, by, with or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee,
 - i. shall immediately disclose the interest to the Clerk-Treasurer, or Council and shall describe the general nature thereof;
 - ii. shall not take part in the award of the contract; and
 - iii. shall not attempt in any way to influence the award of the contract.
- 5.6. An employee has an indirect pecuniary interest in any contract in which the Municipality is concerned, if, the employee or his or her spouse or same-sex partner:
 - i. is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract;
 - ii. has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract;
 - iii. is a member of an unincorporated association or partnership, that has a pecuniary interest in the matter; or
 - iv. the employee or his or her spouse or same-sex partner is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.
- 5.7. In circumstances where a bidder has withdrawn its bid after bids have been opened in response to a bid solicitation the Clerk-Treasurer may by written notice exclude such bidder or supplier from bidding upon further contracts to supply goods, service or construction to the Municipality for a period up to two years from the date of the notice.

5.8. This prohibition shall be in addition to and not in substitution for the forfeiture of any bid deposit or security or other remedy that may be available to the Municipality.

6. COUNCIL APPROVAL

6.1. Despite any other provisions of this by-law, the following contracts are subject to Council approval:

- i. any contract requiring approval from the Ontario Municipal Board;
- ii. any contract where the total acquisition cost is greater than or outside of the Council approved budget;
- iii. where an irregularity precludes the award of a contract to the bidder submitting the lowest bid and the total acquisition cost exceeds \$10,000;
- iv. any contract where a bid solicitation has been restricted to a single source of supply and the total acquisition cost of such good, service or construction exceeds \$50,000;
- v. where the contract price is in excess of fifty thousand dollars (\$50,000.00) and
- vi. a request for proposals has been issued under this by-law;
- vii. where the purchase is prescribed by statute to be made by Council;
- viii. where there is current litigation between the bidder and the Municipality;
- ix. where the term of a proposed contract is for a period longer than three years;
- x. where the purchase of any goods, services or construction is not authorized by this bylaw; and
- xi. where otherwise specifically provided in this by-law.

6.2. Approval by Council of the contracts referred to in this Section shall be by Resolution.

6.3. If a challenged bid shall be considered to be accepted or rejected, a report shall be prepared for submission to Council setting out the nature of the informality, irregularity or challenge and the proposed action to be taken. Council shall make the ultimate decision to accept or reject said bid.

7. PURCHASING RESPONSIBILITIES

7.1 Council has ultimate authority for all expenditures. Council exercises this authority by the approval of budgets or specific resolution. Purchases not covered by such approval are not authorized.

7.2 The Clerk-Treasurer shall have the responsibility and authority for the procurement of goods, services or construction for the Municipality, provided that:

- i. no expenditure, purchase or commitment shall be incurred or made, and no account shall be paid by the Municipality for goods, services or construction, except as provided in this by-law or otherwise approved by Council;
- ii. no contract shall be entered into and no expenditure shall be authorized or incurred unless Council has provided funds for such purpose in the annual budget or otherwise agreed to the provision of such funds and no expenditure shall be authorized or incurred in excess of the funds provided unless otherwise authorized under this by-law or approved by specific resolution of Council; and

- iii. pending Council's approval of proposed budgetary estimates, the Clerk-Treasurer is authorized to spend up to fifty percent (50%) of the previous year's approved operating budget.
- 7.3. The Clerk-Treasurer shall be responsible for:
- i. providing procurement advice including preparing call for bids documentation as per Schedule "D" to this by-law;
 - ii. administering the call for bids and ensuring compliance with the terms and conditions of the call for bids;
 - iii. the development of co-operative purchasing plans with other levels of government, municipalities, boards, agencies, commissions, or private sector entities where such plans are determined to be in the best interests of the Municipality;
 - iv. the standardization of all procurement procedures; and
 - v. the disposal of surplus stock.
- 7.4. Where any person is authorized to take any action pursuant to this by-law, such action may be taken by that person's authorized designate.
- 7.5. Where any authority has been granted to any officer or employee of the Municipality pursuant to this by-law, such authority may also be exercised by the Clerk-Treasurer.
- 7.6. The Clerk-Treasurer shall have authority and be accountable for all procurement activity and decisions. The Clerk-Treasurer may delegate his/her authority, where appropriate.
- 7.7. The Clerk-Treasurer shall be responsible to respond to concerns and questions relating to procurement policies and procedures.

8. NOTIFICATION OF PROCUREMENT OPPORTUNITIES

- 8.1. All notices of procurement opportunities for goods, service or construction shall be placed on the Municipal website.
- 8.2. Notification of procurement opportunities for goods, service or construction by the above methods may be supplemented by other means of notification where appropriate and at the discretion of the Clerk and/or Treasurer and may include mailing the notification specifically to a known supplier.
- 8.3. When notification has been mailed to the current supplier of goods, service or construction, the Clerk-Treasurer shall make every effort to contact at least two other sources via mail or other appropriate means if practical and appropriate.

9. PROCUREMENT PROCEDURES

- 9.1. The Clerk-Treasurer shall establish purchasing procedures consistent with the purposes, goals and objectives set out in this by-law relating to:
- i. the form, content and use of forms, whether electronic or printed, including requisitions, purchase orders, bonds, letters of credit and other forms of guarantee or surety, tender, proposal and other contract documents;
 - ii. the identification of those goods, service or construction which, are more effectively acquired through cooperative purchasing or vendor of record arrangement;
 - iii. any other aspect of process or procedure not specifically provided for in this by-law.

9.2. Where, in the opinion of the Clerk-Treasurer, circumstances giving rise to an issue of adherence or non-adherence to the requirements of this by-law which cannot be resolved to the satisfaction of the Clerk-Treasurer, the Clerk-Treasurer shall advise the Municipal Solicitor who together shall have the authority to determine the appropriate action.

10. NON-COMPETITIVE PROCUREMENT

10.1. Non-competitive procurement may be used when:

- i. there is a statutory or market-based monopoly on the item;
- ii. no bids were received in the competitive process or in the previous competitive process;
- iii. other bids were obtained through the previous competitive process which were significantly higher than that of the successful supplier;
- iv. the required item is covered by an exclusive right such as a patent, copyright or exclusive license;
- v. the purchase is already covered by a lease-purchase agreement where payments are partially or totally credited to the purchase;
- vi. it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required;
- vii. the required item is in short supply due to market conditions;
- viii. competitive sourcing for low value procurement would be uneconomical or would not attract bids;
- ix. competitive procurement may be found to be impractical due to current provider specialized knowledge, past service, availability of competitors, location, history etc.; and/or
- x. an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority, such as an environmental, public health, or workplace safety compliance order.

11. SOLE SOURCE AND SINGLE SOURCE PURCHASING

11.1. A sole source purchase may be made:

- i. where other service providers are not available;
- ii. for the procurement of goods, services or construction without issuing a call for bids where the compatibility of a purchase with existing equipment, facilities or service is the paramount consideration;
- iv. where the procurement is unique to a particular vendor and cannot be obtained from another source; or
- v. where work is required in another location, a contractor has already been secured through a tender process, with established unit prices, and it is considered beneficial and cost effective to extend the unit prices for the work to be completed on a similar job.

11.2. The Clerk may award the contract under single or sole sourcing if the total cost does not exceed fifty thousand dollars (\$50,000.00), in which case the award shall be subject to Council approval.

11.3. Non-competitive, sole sourcing and single sourcing procurement methods may be

used for any dollar value purchase where conditions warrant it as per the applicable sections of this by-law.

- 11.4. Due to the size, location and budget of the municipality, often sole and single sourcing are the only options due to the lack of local or willing providers.
- 11.5. Where past requests for bids or tenders have resulted in single tenders or only one interested bidder, staff have the option of simply renewing existing contracts.
- 11.6. Notice will be provided to Council through a formal report prior to renegotiating procurement in these situations.

12. REQUEST FOR EXPRESSIONS OF INTEREST

- 12.1. The Clerk may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, service or construction and for the purposes of keeping a list of available suppliers.

13. PURCHASING METHODS

13.1. Petty Cash

- 13.1.1. The Clerk-Treasurer shall have authority to establish petty cash funds in such an amount to meet the requirements of the Municipality for the acquisition of goods, service or construction having an individual total acquisition cost of \$350 or less.
- 13.1.2. All petty cash fund disbursements shall be evidenced by receipts and shall be available for auditing purposes through the Treasurer.
- 13.1.3. A float of \$350 is to be established and maintained in the municipal office to provide working funds for making change while processing payments of any fees payable to the municipality including but not limited to taxes, photocopies, faxes, tipping fees etc.
- 13.1.4. The Clerk-Treasurer shall have authority to meet the requirements of day-today operations for the acquisition of goods, service or construction having an individual total acquisition cost of \$5,000 or less. Quotes will be obtained at the discretion of the Clerk.

13.2. Informal Quotation Purchases

- 13.2.1. The Clerk-Treasurer is authorized to make purchases of non-capital goods and services with estimated values between \$5,001 and \$25,000 from such vendors and upon such terms and conditions as the Clerk-Treasurer deems appropriate subject to first obtaining at least two (2) written informal quotations. Specifications and bids may be communicated by e-mail, mail and/or fax.
- 13.2.2. Purchases made pursuant to this Section shall be made from the competitive market place wherever possible.

13.3. Formal Quotation Purchases

- 13.3.1. The Clerk-Treasurer is authorized to make purchases for capital items up to \$50,000, or for goods and services with estimated values between \$25,001 and \$50,000, without requesting and obtaining sealed tenders for the goods and services unless specifically required to do so by a resolution of Council for a particular transaction. At least two (2) formal bids must be obtained. Three (3) formal bids are preferred, if obtainable.
- 13.2.2 When the preferred Quotation exceeds the approved budget appropriation by 10% or more, the Clerk-Treasurer shall submit a Report to Council for direction.

13.4. Tender Purchases

- 13.4.1. The Clerk-Treasurer shall not order goods or services exceeding \$50,001 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction.
- 13.5 The purchasing methods for the procurement of goods, service or construction at different values are listed in Schedule "B" to this by-law.

14. REQUESTS FOR PROPOSALS

- 14.1. The Clerk-Treasurer may use a Request for Proposal in place of a tender or quotation when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services.
- 14.2. For estimated expenditures not exceeding \$50,000, the evaluation criteria and process shall be approved the by the Clerk-Treasurer prior to the issuance of the Request for Proposal. For expenditures exceeding \$50,000, the evaluation criteria and process shall be approved by Council resolution prior to the issuance of the Request for Proposal.
- 14.3. When the preferred proposal (i) exceeds the approved budget appropriation by 10% or more and/or (ii) exceeds \$50,000, the Chief Administrative Officer/Clerk shall submit an Issue Report to Council for direction iii the provisions of this by-law are complied with.
- 14.4. Every Request for Proposal package shall contain an explanation of the criteria which will be used to evaluate all proposals.
- 14.5. The Clerk, on behalf of the municipality, may award contracts emanating from a Request for Proposal provided that:
- i. the estimated total acquisition cost of the goods, service or construction does not exceed \$50,000;
 - ii. the award is to made to the supplier meeting all mandatory requirements and determined, by reference to the evaluation criteria, as providing best value;
 - iii. sufficient funds are available and identified in appropriate accounts within Council approved budgets or have been allocated specifically by a resolution of Council; and
 - iv. the provisions of this by-law are complied with.
- 14.6. The Clerk shall follow the provisions of Section 35 regarding the form of contract required to complete the purchase.

15. ACCEPTANCE OF BIDS

- 15.1. Council is under no obligation to accept any proposal or bid and where only one quotation or bid is received, the Municipality may exercise its right to cancel the call for tender or quotations.
- 15.2. In circumstances where sealed bids are submitted, and the purchases are estimated to exceed \$25,000 in value, the bids will be opened publicly at a predetermined time and place, and reasonable notice of same will be provided to bidders.

16. BID DEPOSITS AND PERFORMANCE GUARANTEES

- 16.1. Bid deposits shall be required to accompany bid submissions for the following circumstances:
- i. All bids for municipal construction projects in excess of \$50,000.
 - ii. Other special contracts as deemed appropriate by the Chief Administrative Officer/Clerk.
- 16.2. For estimated expenditures less than \$100,000, the Clerk-Treasurer shall determine the amount of the bid deposit.
- 16.3. Bid deposits shall be no less than five percent (5%) of the estimated value of the work prior to bidding or an amount equal to a minimum of five percent (5%) of the bid submitted. For estimated expenditures greater than \$100,000, the minimum bid deposit required shall be ten percent (10%).
- 16.4. Prior to the commencement of the work, the successful bidder may be required to provide the following security in addition to the security referred to in Subsection 16.1:
- i. a performance bond to guarantee the performance of a contract, and
 - ii. a payment bond to guarantee the payment for labour and materials to be supplied in connection with a contract.
- 16.5. The Clerk-Treasurer shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money order and, where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Corporation of the United Townships of Head, Clara & Maria.
- 16.6. The Municipality does not pay interest on any bid deposits.
- 16.7. All bid deposits must be original documentation, signed and sealed as appropriate. No faxed or photocopies will be accepted.
- 16.8. The Municipality is authorized to cash and deposit any bid deposit in the Municipality's possession that is forfeited as a result of non-compliance with any of the terms, conditions and/or specifications of a sealed bid.
- 16.9. Prior to the commencement of work, evidence of insurance coverage satisfactory to the Clerk-Treasurer must be obtained, ensuring indemnification of the Corporation of the United Townships of Head, Clara & Maria from any and all claims, demands, losses, costs or damages resulting from the performance of a bidder's obligations under the contract and from any other risk determined by the Clerk-Treasurer as requiring coverage.
- 16.10. Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety and Insurance Board may be required ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

17. CONDITIONS APPLICABLE TO ALL BID SUBMISSIONS

- 17.1. Bid documents must be submitted and received in the manner as specified in the bid document.
- 17.2. Bids received later than the specified closing date and time will be rejected and, where appropriate, returned to the bidder. In the case of sealed bids, the bid will be returned to the bidder unopened.

- 17.3. A bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last bid received will supersede and invalidate all bids previously received by that bidder.
- 17.4. A bidder may withdraw a submitted bid at any time up to the official closing time by submission in writing with an original authorized signature. Fax or email withdrawals are not valid.

18. CONTINGENCIES

- 18.1. Where any purchase of goods, services or construction has been authorized under this bylaw, the Clerk-Treasurer may authorize disbursement of additional funds, provided that such additional funds shall not exceed fifteen percent (15%) of the total cost of the original contract, and provided that the additional funds are required to complete the work set out in the original contract.

19. PURCHASE OF ADDITIONAL GOODS, SERVICES OR CONSTRUCTION

- 19.1. Notwithstanding section 18.1 above, where goods, services or construction have been purchased under this by-law, similar, additional or related goods, services or construction shall be purchased from the same contractor, whether by way of contract extension, renewal, or separate purchase, only if:
- i. a report is submitted to Council for prior approval; or
 - ii. the procurement procedures set out in this by-law are complied with as if the
 - iii. additional purchase is a new contract; or
 - iv. the total cost of the additional goods, services or construction does not exceed
 - v. twenty percent (20%) of the total cost of the original contract.
- 19.2. Any amount authorized under section 30.1 of this by-law may be expended in addition to any contingency allowance authorized under section 18.1 of this by-law and may be authorized by the Clerk-Treasurer irrespective of the total cost of the original contract.
- 19.3. Despite section 30.1 of this by-law, the Clerk-Treasurer may jointly authorize the purchase of additional goods, services or construction provided that:
- i. the requirement for the additional goods, services or construction could not reasonably have been anticipated at the time of the award of the original contract; and
 - ii. the authorization to purchase the additional goods, services or construction is required to prevent interruption in service delay or to avoid incurring extra costs.

20. EMERGENCY PURCHASES

- 20.1. Where an Emergency exists requiring the immediate procurement of goods, service or construction, the Clerk-Treasurer may purchase the required goods, service or construction by the most expedient and economical means, notwithstanding any other provision of this by-law to a maximum of \$50,000.
- 20.2. An emergency constitutes a danger of major proportions to life or property, and based upon implementation of the Municipality's Emergency Response Plan and associated with

an official declaration of an emergency by the Corporation of the United Townships of Head, Clara & Maria.

- 20.3. The Clerk-Treasurer shall endeavour to obtain the lowest cost for any goods, services or construction required using as fair and transparent a process as is feasible having regard to the particular emergency.
- 20.4. For all Emergency purchases made by the Clerk-Treasurer under sections 20.1 and/or 20.2, the Clerk-Treasurer shall as soon after the purchase as reasonably possible, notify Council with a written report detailing the circumstances of the Emergency.

21. IDENTICAL TENDERS

- 21.1. If the lowest compliant bids from two or more bidders are identical in total acquisition cost or unit price, the Clerk-Treasurer, is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain a lesser price and shall maintain a record in respect of such negotiations.
- 21.2. The Clerk shall not reveal information pertaining to such negotiations or the manner in which the final price was determined to any of the other bidders concerned. The Clerk-Treasurer shall include as part of the record, a report concerning the results of such negotiations.

22. BID IRREGULARITIES

- 22.1. The process for administering irregularities contained in bids pertaining to all contracts shall be as set out in Schedule "C".

23. CONTRACTUAL AGREEMENT

- 23.1. The award of a contract that exceeds \$ 5,000 shall be made by way of a written agreement, approved and/or signed invoice or as a purchase order.
- 23.2. A formal agreement or written contract is to be used when the resulting contract is complex and will contain terms and conditions other than the Corporation of the United Townships of Head, Clara & Maria's standard contractual terms and conditions.
- 23.3. It shall be the responsibility of the Clerk-Treasurer and/or the Municipal Solicitor, to determine if it is in the best interests of the Corporation of the United Townships of Head, Clara & Maria to establish a formal agreement with the supplier.
- 23.4. Where it is determined that a formal agreement is required, the formal agreement shall be drafted by staff and may be reviewed and approved for execution by the Municipal Solicitor depending on circumstances and value.
- 23.5. Where a formal agreement is required, the Clerk and/or the Head of Council shall execute the agreement in the name of Corporation of the United Townships of Head, Clara & Maria.
- 23.6. Where a formal agreement is not required, the Clerk-Treasurer may issue and execute a Purchase Order incorporating the relevant terms and conditions or sign the appropriate invoice which lists the total price, terms, conditions of sale and a description of the goods or services.

24. SURPLUS AND OBSOLETE GOODS

- 24.1. The Clerk-Treasurer must dispose of all Goods for which the Municipality no longer has use and may use any method for disposal in the Municipality's best interests, including without limitation, public auction, sealed bid, public tender, trade, consignment, donation to charitable organization, negotiated sale, transfer to another department (including the Municipal Library) or destruction.
- 24.2. If the estimated residual value of any surplus or obsolete good is less than one hundred dollars (\$100), low cost disposal methods such as donation to other departments or organizations are preferred.
- 24.3. An employee who has the responsibility of declaring goods surplus or obsolete, or for sending items to a public auction shall not bid on or personally obtain any goods that the employee has declared as surplus.
- 25.4. No Council Member, employee or volunteer shall be permitted to receive surplus or obsolete goods except by purchase at public auction, public tender, trade or advertised sale.

25. BY-LAW REVIEW

- 25.1. This by-law shall be reviewed within each new term of Council.

26. EFFECTIVE DATE

- 26.1. This by-law shall come into force and take effect on the date of passage.

27. REPEAL

- 27.1. By-law 2012-17 and all amendments thereto are hereby repealed on the effective date of this by-law.

Read a first and second time this 26th day of August, 2023.

Read a third time short and passed this day of

MAYOR

CLERK

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, September 21, 2023				Report Date	Friday, September 15, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/09/21/1602- Sale and Disposition of Land By-law									

Subject: Sale and Disposition of Land By-law Adoption

Recommendation: That Council pass the following resolution to adopt By-Law 2023-20 being a by-law governing the sale and disposition of land.

Resolution:

WHEREAS Section 270 of the Municipal Act, 2001 provides that every municipality shall adopt and maintain a policy with respect to the sale and other disposition of land;

WHEREAS the Council of the United Townships of Head, Clara and Maria passed By-law 2009-08 to establish procedures with respect to the sale and other disposition of land owned by the municipality on September 3, 2010;

WHEREAS the Council of United Township deems it necessary and expedient to rescind By-law 2009-08 and Adopt By-law 2023-20, a revised policy governing the sale and other disposition of land owned by the Municipality; and

THEREFORE BE IT RESOLVED THAT the By-Law 2023-20 being a by-law governing the sale and disposition of land be read a first, second and third time passed.

Background/Executive Summary:

The Municipal Act, 2001 requires that the Municipality adopt and maintain a policy to govern the sale and other disposition of land. The purpose of the policy is to set out the principles governing the sale of land and the procedures to be followed, to ensure the disposition of surplus land is done in an open and transparent manner and that disposal is fair, reasonable and in the best interest of the Municipality. A provision regarding the sale of Road Allowances leading to water has also been included as it has been requested of Council in the past, and Staff were not able to find a related policy or procedure.

Financial Considerations/Budget Impact:

None at this time.

Options:

Pass the resolution to adopt of By-law 2023-20; or
Defer adoption of By-law 2023-20, providing further direction to the Clerk for revision.

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Clerk-Treasurer

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

BY-LAW NUMBER 2023-20

Acquisition, Sale and Disposition of Land By-law

BEING a by-law to set out procedures for the purchase and sale or other acquisition or disposition of land by the Corporation of the United Townships of Head, Clara & Maria.

WHEREAS Section 270 of the Municipal Act, 2001, as amended, requires The Corporation of the United Townships of Head, Clara & Maria ("Municipality") to adopt and maintain policies with respect to the sale and other disposition of land;

NOW THEREFORE the Council of The Corporation of the United Townships of Head, Clara & Maria hereby enacts as follows:

1. DEFINITIONS

"Appraiser" means a professional appraiser who is designated an Accredited Appraiser Canadian Institute (AACI) by the Appraisal Institute of Canada;

"Council" means the municipal council of the Corporation of the United Townships of Head, Clara and Maria;

"Clerk" means the Clerk of the Corporation of the United Townships of Head, Clara and Maria and/or his or her designate;

"Disposition" means the sale, transfer, conveyance or exchange of the fee simple interest in land or the granting of a lease for a term of twenty-one (21) years or longer, and does not include the granting of an easement or right of way, and "disposal" shall have a similar meaning;

"Land", "property" or "real property" means lands and premises or a proprietary interest in land which is owned or held by the Municipality of the United Townships of Head, Clara and Maria;

"Market Value" means the most probable price that the Lands shall bring in a competitive and open market with an arm's length buyer as of a specified date under all conditions necessary for a fair sale, the buyer and seller each acting prudently, knowledgeably and in their own best interests;

"Municipality" means the Municipality of the United Townships of Head, Clara and Maria;

"MPAC" means the Municipal Property Assessment Corporation or any successor thereto;

"Purchase", "acquire" or "acquisition" means any transaction whereby an interest in Land is transferred to the Municipality with or without consideration;

"Qualified Professional" means a registered real estate agent who is familiar with the area; "Sale" includes the sale, transfer or conveyance of land by the Municipality. Sale does not include a Quit Claim Deed made by the Municipality for the purpose of correcting or clarifying title or boundaries of its land or of land not owned by the Municipality;

"Surplus" means property that the municipality no longer requires to meet its current or future needs;

2. APPLICATION

Land owned and intended to be sold by the Municipality shall be sold in accordance with the requirements of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and the provisions of this By-Law.

3. PROCEDURES

- 3.1 The Municipality may commence land sale procedures at its own initiation or upon the receipt of a written request or enquiry from an applicant.
- 3.2 Upon direction of Council or receipt of a written request or enquiry, the Clerk will circulate the land sale direction or request to the appropriate Municipal staff to obtain their comments on whether the property may be considered surplus to the Municipality's needs or any other issues which would need to be addressed prior to or in conjunction with the potential land sale.
- 3.3 The Clerk shall prepare a Report to Council based on the comments received, including a recommendation as to whether or not the lands could be considered surplus and identification of any other issues. In the event that the report includes a recommendation to deem the lands as surplus, the report shall also address the proposed method of valuation, sale and notice required together with cost estimates and any conditions.
- 3.4 For the purposes of the surplus land declaration, only Municipal Council may pass such a resolution or by-law. The passage of such resolution or by-law does not obligate the Municipality to sell such lands and such a declaration may be rescinded by resolution at any time before a binding agreement of purchase and sale has been entered into by the Municipality, or if no formal agreement of purchase and sale is required, at any time prior to the completion of the sale.
- 3.5 Prior to the disposal of any real property or lands, Council shall:
 - i. by resolution declare the lands to be surplus;
 - ii. obtain at least one appraisal, prepared by qualified professional except where the most recent assessed value of the land provided by MPAC is \$30,000 or less;
 - iii. authorize the disposition of land without an appraisal if in a public meeting, Council deems that to do so is in the best interest of the municipality;
 - iv. give notice to the public of the purposed sale.

4. NOTICE

- 4.1 Upon the Council having declared the land surplus to the needs of the municipality, but before any such land is disposed of by the municipality, the Clerk shall give notice to the public of the intention to dispose of the land in one of the following forms:
 - i. Publication of an advertisement in a newspaper of general circulation;
 - ii. Posting a for sale sign on the land;
 - iii. Positing a notice on the municipal website and or social media;
- 4.2 Where the land being disposed of is, in the opinion of the Clerk, not developable except in conjunction with other adjacent land, the notice provision may be forgone.

4.3 This notice shall be given at least fourteen (14) days prior to the Council meeting at which the sale and disposition of land will be discussed and shall include the following:

- i. a legal description of the lands, municipal address or location map which the Clerk deems sufficient to identify the lands;
- ii. the proposed purchase price or formula upon which the sale price is determined;
- iii. the proposed use of the lands or reason for the land sale;
- iv. information advising the public when and where additional information may be obtained or where comments may be submitted for Council consideration;
- v. the date on which the resolution or by-law declaring the lands to be surplus will be passed.

5. SALE OF LAND

5.1 The following classes of land are hereby declared to be surplus to the needs of the municipality, and no further declaration or appraisal is required:

- i. Land 0.3 Metres or less in width acquired in connection with an approval of decision under the Planning Act;
- ii. Closed highways, road and road allowances
- iii. Land formally used for railway branch lines if sold to an owner of land abutting the former railway land;
- iv. Land that does not have direct access to a highway if sold to the owner of land abutting said land;
- v. Land repurchased by an owner in accordance with Section 42 of the Expropriations Act;
- vi. Land acquired by the municipality pursuant to Part XI of the Municipal Act, 2001, Sale of Land for Tax Arrears, which is to be resold within the one-year period as set out by the Municipal Act, 2001;
- vii. Land being sold to public bodies such as Boards of Education, Municipal, Provincial and Federal Government, Conservation Authorities, Ontario Hydro, public utilities and other recognized Authorities;
- viii. Easements granted to public utilities or to telephone companies.

5.2 The disposal of surplus land may be made in one or more of the following methods as determined by Council:

- i. Call for proposals or offers;
- ii. Call for public tender by sealed bids;
- iii. Direct negotiations or sale by municipality;
- iv. Single source sale;
- v. Public auction;
- vi. Listing with a local real estate broker;
- vii. Land exchange;
- viii. Any method determined by Council

6. TERMS OF DISPOSITION

6.1 The purchaser shall be responsible for all costs incurred or required to dispose of the property including, legal, survey, appraisal, encumbrances, advertising, improvements, administrative fees and any other fee deemed appropriate.

6.2 Agreements of purchase and sale and related documents required to carry out the disposition of land shall be executed on behalf of the municipality by the Mayor and Clerk.

7. EXEMPTION FROM SALE PROCEDURES

7.1 The following classes of land are exempt from the requirements:

- i. Any land transferred to the Municipality for security or for temporary roads or other works in connection with any agreement to which the Municipality is a party under the Planning Act.
- ii. Land being purchased by an owner in accordance with Section 42 of the Expropriations Act.
- iii. Lands disposed of in accordance with Sections 107, 108 and 110 of the Municipal Act.
- iv. Closed highways, roads and road allowances shall be disposed of as set out in accordance with the applicable municipal policy, in force from time to time.

7.2 For Land Sales under this Section, the Clerk shall provide a Report to Council and prepare the necessary by-law, as required, for Council consideration.

8. ACQUISITION OF LAND

8.1 Authority as granted will be limited to the negotiations of an agreement of purchase and sale as agent for Council which will not be binding until approved by Council and executed by the Reeve and Clerk.

8.2 The purchase price will be established either by reference to the policies or procedures that govern the type of land purchased or by reference to the specific by-law for the Land in question.

8.3 Land Acquisition for Road Purposes

8.3.1 The Clerk is authorized to negotiate the purchase of Land in compliance with

8.3.2 procedures and policies of Municipal Council set out in this By-law;

8.3.3 A Municipal report shall be presented to Council regarding the reason for the proposed Land acquisition and the proposed method of purchase, valuation and valuation as deemed appropriate. Prior to the land purchase, a by-law shall be presented to Council to allow for advance authorization to enter into a binding Agreement of Purchase and Sale.

8.3.4 Agreements of Purchase and Sale will be prepared by the Municipal Solicitor, executed by the Reeve and Clerk, indicating that approval has already been granted from Council, and presented to the landowner for execution. The landowner will be informed that the authority of the Municipal staff for the purchase of the Land for road purposes has been provided by Council.

8.4 Land Acquisition by Expropriation

8.4.1 The Municipal Act, 2001 authorizes the Municipality to acquire lands by way of expropriation.

- 8.4.2 Expropriation may be authorized by Municipal Council if direct negotiations fail. In these circumstances the requirements of the Expropriation Act will be followed.

8.5 Land Acquisition for Other Purposes

- 8.5.1 The Municipal staff is authorized to negotiate the purchase of Land that is in Council's opinion required for other Municipal purposes which may include municipal facilities, public parking facilities, public utilities, resolution of legal matters or such other purposes as deemed appropriate by Council.
- 8.5.2 The negotiations for the purchase of Land will be in compliance with this By-law amending the template Offer of Sale and Purchase as required.
- 8.5.3
- 8.5.4 Once approval has been granted by Council, Agreements of Purchase and Sale will be prepared by the Clerk, in consultation with the Municipal Solicitor as required, in the standard form used by the Ontario Real Estate Association. The Agreement shall then be presented to the land owner for execution.
- 8.5.5 If an Agreement is signed by a proposed purchaser, the signed Agreement of Purchase and Sale will be presented to Council attached to a report seeking approval of the terms as negotiated and approval of the purchase by-law. If Council approves the offer as presented the purchase by-law will be adopted authorizing the Reeve and Clerk to execute the Agreement of Purchase and Sale and take all actions and execute all documents necessary to close the transaction.

9. ROAD ALLOWANCES

- 9.1.1 The United Townships of Head, Clara and Maria encourages the preservation of road allowances leading to the water. The Municipality requires that such road allowances remain in the Municipality's ownership to ensure that access to the water is available to the public now and in the future or the proposed purchaser shall offer an alternative means of guaranteeing access to the water that either provides at least the equivalent access to the water that the road allowance could provide or provides access appropriate for the location.
- 9.1.2 The United Townships of Head, Clara and Maria will not typically consider the stop up and closing of an unopened road allowance where the road allowance might potentially serve future development or movement of traffic.
- 9.1.3 All costs incurred for the road closing are borne by the applicant (e.g. legal fees, survey costs, advertising costs). Road closing that takes place, are at no expense to the Municipality.

10. SEVERABILITY

- 10.1.1 If any portion of this by-law is ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of the by-law shall remain valid and binding.

11. ENACTMENT

11.1.1 This by-law shall come into force and effect, and By-Law 2009-08 shall be repealed, upon final passing.

Read a first and second time this 21st day of September, 2023.

Read a third time short and passed this day of

MAYOR

CLERK

DRAFT