



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA  
Thursday, November 21, 2024  
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 for years.*

**3. Recital of the Municipal Mission and Vision Statements**

**4. Approval of Agenda**

Resolution No.: 2024-103

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday November 21, 2024, be adopted as circulated.

**5. Declarations of Disqualifying Interest (Pecuniary)**

**6. Mayor's Address**

Resolution No.: 2024-104

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT the Mayor's Address be received as presented.

**7. Approval of the Minutes of the Most Recent Meeting(s)**

**a. Regular Meeting November 21, 2024**

Resolution No.: 2024-105

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday September 19, 2024, be adopted as circulated.

**8. Delegations/Presentations - None**

**9. Council Direction From the Previous Meeting**

**a. Library Internet Issues (Update Only)**

**b. Recycling/Solid Waste Collection Pick-Up at Door Policy Considerations**

**c. Mackey Park Entrance Sign (Councillor Dowser)**

- d. Audit RFP

## 10. Legislative Matters

- a. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).

Resolution No.: 2024-106

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

- b. Bylaws (None)
- c. Public Hearings: Planning/Zoning Matters (None)
- d. Committee/Local Board Reports

- i. Library Board

Board Minutes

Resolution No.: 2024-107

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT the Library Board Minutes of the Meeting September 10, 2024, be received.

Board Rep Report

Resolution No.: 2024-108

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT the Library Board Council Representative Report be received.

- ii. Police Services Board  
(None)
  - iii. Renfrew County and District Health Unit  
(None)

## 11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)

- i. 2024 North Renfrew Family Services Community Christmas Basket Program

Resolution No.: 2024-109

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does authorize a financial contribution of \$\_\_\_\_\_ toward the North Renfrew Family Services Community Christmas Basket Program.

- ii. Request for Proportional Contribution to Deep River Community Pool Upgrade

Resolution No.: 2024-110

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT Council defer the matter to the next budget meeting and directs the Treasurer to include the proposed contribution of \$30,567.03 in the next draft budget.

## 12. Leadership Issues

- a. Update to Strategic Plan

- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
  - i. Level of Service Bylaw (Working Discussion)
- d. Notice of Motion

### 13. Closed Session

- a. Review Closed Session Minutes from April 18, 2024
- b. Pursuant to section 239(2) (b) personal matters about an identifiable individual, (d) labour relations or employee negotiations and (f) advice that is subject to solicitor-client privilege, including communications for that purpose, to consider:
  - i. Closed Meeting Minutes June 20, 2024
  - ii. Municipal Administrator's Leave of Absence

#### Move Into Closed Session

Resolution No.: 2024-111

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at \_\_\_\_ p.m. pursuant to section 239(2) (b) personal matters about an identifiable individual, (d) labour relations or employee negotiations and (f) advice that is subject to solicitor-client privilege, including communications for that purpose, to consider:

- i. Review of Closed Session Minutes from June 2., 2024.
- ii. Receive an Update regarding the Municipal Administrator's Leave of Absence

#### Return to Open Session

Resolution No.: 2024-112

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at \_\_\_\_ p.m. and reports that Council reviewed the closed minutes from the June 20, 2024, closed session and received an update regarding the Municipal Administrator's Leave of Absence.

### 14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2024-017

Resolution No.: 2024-113

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT By-Law 2024-017 being a bylaw to confirm proceedings of Council at their Regular Meeting of November 21, 2024, be read and passed.

### 15. Adjournment

Resolution No.: 2024-114

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT RESOLVED THAT this meeting adjourn at \_\_\_\_ p.m. to meet again on Thursday December 19, 2024, at 2:00 p.m.

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

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## CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

### **Mayor's Address – Thursday November 21, 2024**

On October 25<sup>th</sup> I attended a meeting at the Deep River District Hospital with Mayors D'eon (Deep River), Serviss (Petawawa) and Giardini (Laurentian Hills). CEO Jana Hotson outlined for us the future needs for the expansions of the Campus of Care. As expected, at the top of the list is Physician Recruitment that will be an essential ongoing project. There is another meeting scheduled for November 29<sup>th</sup>. We were also able to don hard hats and tour the new build in progress.

As a Council we received another wonderful letter of thanks dated October 27, 2024. The author from Deux Rivières expressed appreciation for the new culverts and especially the new playground that her grandchildren and many others are enjoying. It's always great to hear positive feedback.

On Saturday November 2<sup>nd</sup> I enjoyed working at HCM Library fundraiser Christmas Market along with Councillor Richer and Councillor Kelly-Chamberlain. It was a very successful day at my book sale table. OPG donated tote bags for all the customers who purchased books. I was also able to distribute information about our smoke detector exchange program and giveaway "swag goodies" advertising fire prevention messages. Congratulations to the Library Board for another great fundraiser!

The Senior Lunches on the first Wednesday of the month continue. These lunches are thanks to the North Renfrew Long Term Care for the nominal price of \$10 ... that also includes Bingo and prizes! Our November 6<sup>th</sup> luncheon had a very good turnout. This monthly event also is an opportunity to meet with our Community Paramedic for a wellness check.

Our yearly Remembrance Day Ceremony on Monday November 11, 2024 was very well attended. I am very grateful to all those who helped make the day a success – Council, staff and residents. Many thanks to the CWL for another great luncheon.

On November 13, 2024 I attended the COR Health, Renfrew County Housing Corp, Community Services meetings. The last meeting of the County Council for 2024 will be held on November 27<sup>th</sup>. The COR Inaugural Meeting happens on December 10<sup>th</sup> with the election of the Warden. At this time there are 2 candidates in the running for this position.

On November 15<sup>th</sup> the HCM Emergency Management group held our annual training session to meet our obligation to review and evaluate our emergency plans.

#### **Upcoming events of interest at our Community Hall**

Monday November 25<sup>th</sup> - Lunch & Learn - Guest Speaker: Jodi Primeau

Topic: Powers of Attorney.

Sunday December 15<sup>th</sup> - Annual CWL Community Christmas Party

Mayor Debbi Grills

THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA  
**MINUTES**



Minutes of a regular meeting of Council held on October 17, 2024.

**The following persons were present:**

Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly- Chamberlain, Karen LeClerc and Rachel Richer.

Meeting Clerk: Peggy Young-Lovelace, E4m

Staff/Advisors: Stephany Rauche, Deputy Clerk/Deputy Treasurer  
Frank Morin, Municipal Works Foreman/Labourer  
Leanne Crozier, E4m

**1. Call to Order and Moment of Silence**

Mayor Grills called the meeting to order at 10:06 A.M.

*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 for years.*

**3. Recital of the Municipal Mission and Vision Statements – Councillor Dowser**

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.

**4. Approval of Agenda**

Resolution No.: 2024-091

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday October 17, 2024, be adopted as circulated

**Carried**

**5. Disclosure of Pecuniary interest & General Nature Thereof – None were disclosed.**

6. Mayor's Address

Resolution No.: 2024-092

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT the Mayor's Address be received as presented.

**Carried**

7. Approval of the Minutes of the Most Recent Meeting(s)

- a. Regular Meeting September 19, 2024

Resolution No.: 2024-093

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday September 19, 2024, be adopted as circulated.

**Carried**

8. Delegations/Presentations

9. Council Direction From Previous Meeting

- a. Library Internet Issues – ongoing seeking quotes  
b. Zoning Bylaw Amendments Update – need information from the County  
c. Recycling/Solid Waste Collection Pick-Up at Door Policy Considerations – Level of Service Bylaw to be considered  
(Brief verbal updates were provided. No decisions or directions required at this time.)

10. Legislative Matters

- a. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).

Resolution No.: 2024-094

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

**Carried**

- b. Bylaws – None  
c. Public Hearings: Planning/Zoning Matters – None  
d. Committee/Local Board Reports

- i. Library Board  
Board Minutes

Resolution No.: 2024-095

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT the Library Board Minutes of the Special Meeting June 2024 be received.

**Carried**

Board Rep Report  
(None)

- ii. Police Services Board  
(None)

- iii. Renfrew County and District Health Unit

Letter to the Board from the Medical Officer of Health September 24, 2024

Resolution No.: 2024-096

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT the Letter from the Medical Officer of Health to the Renfrew County and District Health Unit Board of Directors be received.

**Carried**

## 11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
  - i. M. Gibson Resignation from Library Board  
Resolution No.: 2024-097  
Moved by Councillor LeClerc and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT Council acknowledges receipt of Marlene Gibson's letter resigning from the Library Board and does direct the Mayor to draft a letter thanking Marlene Gibson for her commitment to the Library and for her participation on the Library Board.

**Carried**

- ii. Request from Library Board Chair to appoint Members  
Resolution No.: 2024-098  
Moved by Councillor Richer and seconded by Councillor LeClerc  
BE IT RESOLVED THAT the Council for the Corporation of the United Townships of Head, Clara and Maria does hereby appoint Trudy Miller and Charlene Airhardt to the Library Board for the remainder of the Council Term.

**Carried**

- b. Financial Update/Statement/Quarterly Variance Report  
Budget Working Session – Leanne Crozier reviewed the budget by functional category and explained next steps in the budgeting process.
- c. Update on Capital Projects
  - i. Streetlighting Project  
Resolution No.: 2024-099  
Moved by Councillor Kelly Chamberlain and seconded by Councillor Richer  
BE IT RESOLVED THAT the Streetlighting Project update be received as presented.

**Carried**

## 12. Leadership Issues

- a. Update to Strategic Plan - Council Reviewed the Strategic Plan and an Update will be tabled at the next budget meeting.
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
  - i. Proposal for Christmas Office Closure Policy  
Resolution No.: 2024-100  
Moved by Councillor Richer and seconded by Councillor Dowser  
Whereas the United Townships of Head, Clara and Maria have historically closed the Township office during the holiday season;  
And Whereas it is prudent for Council to adopt a policy related to such closures;  
BE IT RESOLVED THAT Council directs that an office closure policy be drafted for consideration at the November 17, 2024, meeting.

**Carried**

- d. Notice of Motion

## 13. Closed Session

**The Mayor Called A Lunch Recess between 12:04 p.m. and 2:06 p.m.**

14. Confirmation of Proceedings

a. Confirmatory Bylaw 2024-016

Resolution No.: 2024-101

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2024-016 being a bylaw to confirm proceedings of Council at their Regular Meeting of October 17, 2024, be read and passed.

**Carried**

15. Adjournment

Resolution No.: 2024-102

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT this meeting adjourn at 4:58 p.m. to meet again on Thursday November 21, 2024, at 2:00 p.m.

**Carried**

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Mayor

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Meeting Clerk

**Head, Clara and Maria Public Library  
Board Meeting Minutes  
Sept 10th, 2024**

*As we gather this afternoon, 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	Catherine Sutherland	x			Member	Gay Baribeau	x		
Member	Marlene Gibson	x			Member	Fran Kelly-Chamberlain	x		
Member	Nancy Voros			x	CEO			x	
Guest: Volunteer Event Coordinator	Rachel richer	x							

**2.Approval of agenda:** *Resolution #1;*

Moved by: -moved by Fran-Kelly-Chamberlain

Seconded by: -Marlene Gibson

Be it resolved that the Agenda for Sept 10<sup>th</sup>, 2024 be accepted

**3. Approval of Minutes of Previous Meeting:** *Resolution # 2;*

Moved by: -Gay Baribeau

Seconded by: -Fran Kelly-Chamberlain

Be it resolved that the Sept 10<sup>th</sup> minutes be accepted

**4. Business Arising from The Minutes: Rasa Smith from Laurentian Hills Library has not gotten back to us yet about Interlibrary Loans**

**5. Report of the CEO: none**

**6. Report of the Chair:** *see attached Report*

**7. Financial Reports:** was discussed and will be deferred until next meeting for clarification

**8. Correspondence:**

A) Letter of resignation from Lexi Rivett

B) Letter from the Mattawa Library stating that as of June 27<sup>th</sup> the Library has closed their doors.

**9. Policies:** None

**10. New Business:**

A) CEO's resignation as of Aug 23<sup>rd</sup>, 2024

B) Job interviews for new librarian took place today and will do one other one on Friday Sept 13<sup>th</sup>.

C) discussion about the library's troubles with our WIFI that has only increased.

The board has agreed to change their internet provider from Bell to Starlink

**Resolution#3-moved by Marlene Gibson**

**-2<sup>nd</sup> by Gay Baribeau**

**All in Favour**

**11. Report of the Projects:**

Christmas Market-November 2nd

-Rachel Richer reported on the progress of the Christmas Market

-13 tables have been rented so far

-Rachel will design a poster and place it in all usual spots throughout HCM and adjoining towns

-food was also discussed -Fran will check with John and Trudy Miller if they will do the breakfast sandwiches and will ask for volunteer bakers to have a bake sale.

**12. Thoughts & Ideas: none**

**13. Adjournment:** *Resolution #4;*

Moved by: Fran Kelly-Chamberlain

Seconded by: Marlene Gibson

Be it resolved that this meeting adjourn at 12:19 pm to meet again on Tuesday Oct 1<sup>st</sup>, 2024 at 1:00pm at the HCM library.



## Library Board Report

A Library Board Meeting was held on Nov.5<sup>th</sup>

The 2 new Board members were welcomed by Chairperson Cathy Sutherland

Main discussions were the WIFI being fixed but the Patron's computer is not worth fixing

And the Christmas Market held on Nov.2<sup>nd</sup>.

We had 11 vendors & 75 patrons attend & made a profit of \$2,046.00

Discussions followed about the Pros & Cons



15 Township Rd.  
Stonecliffe, On. K0J 2K0

**2024 – North Renfrew Family Services Community Christmas Basket Program**  
**We need your Support!**

**Dear Mayor Grills**

Our North Renfrew community, which reaches everyone between Chalk River and Deux Rivieres, including Des Joachims, has come together for the past 30 years for the **"Community Christmas Basket Program"**. This is a program that ensures that individuals and families in need, who do not have all the means associated with Christmas, get vouchers for Christmas dinner, small gifts and toys for their children.

Many family members have expressed their **overwhelming gratitude** for this special community event, and have come to depend on this support. Last year **we served over 300** children, adults and seniors, making a difference for so many families within our community.

Deep River Sorority (formally known as Beta Sigma Phi Sorority) will continue to organize this event on behalf of North Renfrew Family Services and our community as it has annually over many years.

The success of the Christmas basket program for 2024 will once again flourish with the generosity of groups and individuals in our community.

**To ensure timely processing of all requests, financial contributions will be gratefully received on or before December 9, 2024.**

Please make cheques payable to North Renfrew Family Services (Christmas Basket), PO Box 1334, Deep River, ON, K0J 1P0. Tax receipts will be issued for all donations.

Donations can also be made online, through CanadaHelps under **The Annual Christmas Basket Program**.

If you require further information, have any new ideas, special contributions, or questions, please contact Lucille Levinski at 613-584-2897.

Yours sincerely,

Lucille Levinski,  
Chair – Christmas Basket Program  
North Renfrew Family Service – Volunteer



Phone: 613-584-2000  
Fax: 613-584-3237  
Email: [townmail@deeperiver.ca](mailto:townmail@deeperiver.ca)

[deeperiver.ca](http://deeperiver.ca) | [f](#) [@](#)

Nov 1, 2024

The United Townships of Head, Clara and Maria Mayor and Council

Dear Mayor and Council,

The purpose of this letter is to formally request that the United Townships of Head, Clara and Maria provide a proportional contribution, based on population and number of households in the North Renfrew community, towards a desperately needed upgrade to the Community Pool.

This important recreation facility has played a key role in our communities for over 40 years. The majority of youth raised in Deep River, Laurentian Hills and Head, Clara and Maria have all learned to swim in this facility which has clearly made all of us safer around the water while providing access to a significant variety of sport and employment opportunities for our youth. The pool is currently providing swimming lessons for Grade 1 through 8 students of Mackenzie Community School and typically also provides lessons for St. Mary's School during the year. The facility also plays a key role in adult and senior fitness and rehabilitation in our communities. This has contributed to better health outcomes and an improved quality of life for all of the residents in our area. Many of the residents in our communities have also been trained in first aid and CPR through programs offered through our Community Pool.

As you may be aware the Town of Deep River has committed to a critical upgrade to the Deep River Community Pool within the 2024 Capital Budget. This project is primarily focused on the structure. It includes a new roof, some significant work to the block and brick superstructure as well as a full refurbishment of the ventilation system. The total cost for this project is \$804,395.69. Table 1 below provides the proposed cost sharing, population, and number of households for our respective communities;

Table 1

Municipality	Deep River	Laurentian Hills	Head, Clara and Maria	Total
Population	4175	2885	267	7327
% by Population	56.5%	39.7%	3.8%	100%
# of Households	1981	1393	133	3507
% by # of HH	56.5%	39.7%	3.8%	100%
Requested Contribution %	56.5%	39.7%	3.8%	100%
Contribution	\$454,483.57	<b>\$319,345.09</b>	\$30,567.03	\$804,395.69

The following Table2 provides comparative data for the North Renfrew municipalities that support the validity of the above contribution request;

Table 2

Municipality	Deep River	Laurentian Hills	Head, Clara and Maria
Median after-tax Household Income	\$82,000	\$82,000	\$69,000
Average # of people per Household	2.1	2.1	2.1
Annual municipal recreation expenses	\$724/HH	\$148/HH	\$150/HH
% by # of HH	56.5%	39.7%	3.8%
Requested Contribution %	56.5%	39.7%	3.8%
Contribution	\$454,483.57	\$319,345.09	\$30,567.03

Note; The above data for Table 1 & 2 is directly from Statistic Canada Census 2021 and the Province of Ontario Municipal Financial Information Return (FIR), 2023

Although many shared services agreements that were reviewed utilize usage data to determine both operating and capital contributions. Over the past seven years we have tracked the users of Deep River & Community Pool and the average user statistics identify that 42% of the users are “non-resident”. This is consistent with the proportional request. We are working on a better way to track users of both our recreation facilities and fees to provided further evidence to support shared services programs. The preliminary user data that we have collected for other recreation facilities and programs ranges between 42-50% non-resident use.

We respectfully ask that our request letter be presented to your next meeting of Council for consideration and that if agreeable, transfer of funds be planned for 2024 or 2025.

The information provided highlights that residents of Head, Clara and Maria enjoy the social, physical, health and safety benefits that come with our good fortune to have a community pool in the upper Ottawa Valley and we sincerely encourage Head, Clara and Maria to contribute to the capital repair of this facility in a proportional way.

Sincerely,



Suzanne D'Eon, Mayor  
Deep River, Ont.



THE CORPORATION OF THE (NAME OF MUNICIPALITY)

**BYLAW NUMBER XXXXXX**

**BEING A BY-LAW TO ESTABLISH LEVELS OF SERVICE**

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**Legal Authority**

**Scope of Powers**

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

**Powers of a Natural Person**

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

**Broad Authority**

Subsection 10(1) of the *Municipal Act* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

Subsection 10(2) of the *Municipal Act* provides that a municipality may pass bylaws respecting, in paragraph 2 related to accountability and transparency of the municipality and its operations and of its local boards and their operations, and in paragraph 7, services and things that the municipality is authorized to provide under subsection (1);

**Powers Exercised by Council**

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

**Powers Exercised by By-law**

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

**Municipal Administration**

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

## **Related Municipal Policy**

Bylaw XXXX Expected Behaviour

Bylaw XXXX Feedback Management

Bylaw XXXX Fees and Charges

## **Preamble**

Council for the Corporation of the (Name of Municipality) ("Council") has adopted the following vision and mission statements for the Municipality:

### **INSERT VISION AND MISSION**

Council is committed to a high standard of public service.

Council is further committed to ensuring that municipal resources are used effectively and efficiently, while maintaining a high level of service excellence and responsiveness.

Council considers it in the public interest to identify the services that the Municipality provides and to establish the level of service the public can expect to receive.

Council is committed to being an open, accountable, and transparent government.

Council acknowledges that this Bylaw and the attached schedules have been prepared by Expertise for Municipalities Non-profit Association ("E4m") and legally reviewed by Wishart Municipal Law Group/Wishart Law Firm LLP (WMG) for compliance with all applicable legislation and E4m or WMG are not responsible for the results of any edit to this policy other than as expressly authorized or directed by E4m and WMG.

Council further acknowledges and agrees that all rights are reserved by E4m, and no part of this Bylaw may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping or information and retrieval systems) without the written permission of E4m.

Council acknowledges that E4m has given license to the Municipality/Township/Town to print, copy, save, or post on its official website for its own use only and the Municipality/Township/Town may not repurpose or resell this Bylaw in any way.

## Decision

Council of the Corporation of the (Name of Municipality) decides it in the best interest of the Corporation to clearly identify the services the Municipality/Township/Town provides to the public and establish the level to which each service is provided by the Municipality/Township/Town.

## Direction

**NOW THEREFORE** the Council of the Corporation of the (Name of Municipality) directs as follows:

1. That the (Title of Most Senior Staff Person) implement administrative practices and procedures to comply with the service levels established in this bylaw.
2. That the following schedules attached hereto form part of this bylaw:
  - a. Schedule "A" – General Government/Administration Services
  - b. Schedule "B" - Protection Services
  - c. Schedule "C" - Transportation Services
  - d. Schedule "D" - Environmental Services
  - e. Schedule "E" - Health Services
  - f. Schedule "F" - Social and Family Services
  - g. Schedule "G" - Social Housing Services
  - h. Schedule "H" - Recreation and Cultural Services
  - i. Schedule "I" - Planning and Development Services
3. That any changes to the Schedules may be adopted by resolution.
4. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
5. That this Bylaw repeals the following Bylaws:
  - a. Bylaw XXXX
6. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution XXX this XX Day of XXXX, 2022.

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Mayor

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Clerk

## Schedule "A" – General Government/Administration Services

This schedule would include:

- Administration Office Hours and services such as:
  - Commissioning of Documents
  - Photocopies
  - Faxes
  - Tax certificates
  - Other administrative type services that may be provided

## Schedule "B" - Protection Services

This Schedule would include:

- Fire (volunteer vs. fulltime fire dept)
- Police (OPP vs. Municipal Force)
- CBO
- Bylaw Enforcement
- Emergency Management

## Schedule "C" - Transportation Services

This Schedule would include:

- Minimum Maintenance Standards and the classification of local roads
- Winter and Summer Maintenance Schedules
  - Snow removal
  - Road patrols
  - Brushing and mowing
  - Calcium
  - Routine maintenance
    - Crack sealing
    - Culvert upgrades and repairs
  - Litter Control
- Streetlighting

## Schedule "D" - Environmental Services

This Schedule would include:

- Water/Wastewater
- Solid Waste Collection/Disposal
- Recycling etc.

## Schedule "E" - Health Services

This Schedule would include:

- Public Health Services
- Hospital/Ambulance Services
- Cemeteries

## Schedule "F" - Social and Family Services

This Schedule would include:

- General Assistance
- Assistance to Aged Persons
- Child Care

## Schedule "G" - Social Housing Services

This Schedule would include:

- Public Housing
- Non-Profit/Cooperative Housing
- Rent Supplement Programs

## Schedule “H” - Recreation and Cultural Services

This Schedule would include:

- Parks/Playgrounds
- Recreation Programs
- Recreational Facilities (indoor/outdoor ice rink, community hall, boat launches, marinas etc.)
- Libraries
- Museums

## Schedule "I" - Planning and Development Services

This Schedule would include:

- Land Use Planning
- Tile Drainage/Shoreline Assistance



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

## BY-LAW NUMBER 2024-17

**BEING** a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its regular meeting held on Thursday, November 21, 2024.

**WHEREAS** Subsection 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** Subsection 5(3) of the said *Municipal Act* provides that all municipal power including the municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the United Townships of Head, Clara & Maria at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council of the United Townships of Head, Clara & Maria in respect of each recommendation or resolution contained in the minutes of the regular council meeting of Thursday, November 21, 2024, and any reports of committees and of local boards and each motion and resolution passed and other action taken by the Council of the United Townships of Head, Clara & Maria at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. **THAT** the Mayor and the appropriate officials of the United Townships of Head, Clara & Maria are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the United Townships of Head, Clara & Maria referred to in the proceeding section.
3. **THAT** the Mayor, or in the absence of the Mayor, the alternate head of council and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, or in the absence of the Municipal Clerk and the Deputy Clerk, the Acting Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the United Townships of Head, Clara & Maria.

**READ** and passed this 21<sup>st</sup> day of November 2024.

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MAYOR

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CLERK