



Head, Clara, & Maria
October 29, 2025 - Special Council Meeting - 11:00 AM

1 Call To Order

2 Traditional Land Acknowledgement

3 Recital of the Municipal Mission and Vision Statements

4 Approval of Agenda

BE IT RESOLVED THAT the agenda of the Special Meeting of October 29, 2025, be adopted as circulated.

5 Declarations of Disqualifying Interest (Pecuniary)

6 Special Business

6.1 Adopt Multi-Year Accessibility Plan

BE IT RESOLVED THAT the Multi-Year accessibility Plan for 2025-2030 be adopted.

📎 Draft Multi-Year Accessibility Plan 2025-2030

6.2 Auto Extrication

BE IT RESOLVED THAT Council authorizes Mayor Debbi Grills to contact neighbouring municipalities and fire departments to request auto extrication services for the **United Townships of Head, Clara and Maria (HCM)**;

AND THAT a copy of the correspondence be filed with the municipal records.

6.3 Library Request re: Porta Potty

BE IT RESOLVED THAT Council authorizes the Library to install a porta potty on Township property for Library use during renovations;
AND THAT the Township assumes no responsibility for installation, costs, or maintenance.

6.4 Library Request re: Wall Mount for Bell Canada Service Access

BE IT RESOLVED THAT Council authorizes the Library to install a wall mount on Township property to facilitate Bell Canada service access;
AND THAT the Township assumes no responsibility for installation, costs, or maintenance.

6.5 Bylaw 2025-19 Being a Bylaw to Strike Tax Rates for 2025 and to rescind Bylaw 2025-14

BE IT RESOLVED THAT By-Law 2025-19 being a bylaw to strike tax rates for 2025, and to rescind Bylaw 2025-14, be read and adopted.

📎 Bylaw 2025-19

- 7 Committee of the Whole Working Session (To work on Policy/Plans etc.)**
- 7.1 2026 Budget
- 7.2 Overview of Meeting Management Software
- 8 Adjournment**



MULTI-YEAR ACCESSIBILITY PLAN

United Townships of Head, Clara and Maria
2025-2030

October 30, 2025

Prepared By :

E4m

HCM Multi-Year Accessibility Plan (2025–2030)

Introduction

The Corporation of the United Townships of Head, Clara and Maria (“the Municipality”) is pleased to present its 2025–2030 Multi-Year Accessibility Plan, an update to its ongoing commitment to accessibility under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

This Plan reaffirms the Municipality’s strong commitment to accessibility, inclusion, and full compliance with Ontario’s accessibility legislation. It sets out the Municipality’s actions and priorities for identifying, removing, and preventing barriers that affect people with disabilities, ensuring that everyone can access and benefit from our programs, services, and facilities.

As part of this commitment, the Municipality is currently upgrading its Municipal Office and Community Hall to achieve full physical accessibility. The project includes installation of a universal washroom with multiple accessibility features and fob-activated automatic doors that open via motion sensors—allowing individuals using mobility aids to enter independently and safely. These improvements represent a significant step toward a more inclusive and barrier-free municipal environment.

The Municipality’s goal is to ensure that all people—regardless of age or ability—can live, work, and visit with dignity and independence, in alignment with the principles of equality, integration, and respect for all individuals.

Statement of Organizational Commitment

The Corporation of the United Townships of Head, Clara and Maria is committed to providing equal access and opportunity for all people and ensuring that its services, programs, and facilities are accessible, inclusive, and welcoming.

The Municipality will:

- Treat all individuals in a way that allows them to maintain dignity, independence, and equality of opportunity;
- Identify, remove, and prevent barriers that hinder accessibility in the workplace, in public facilities, and in the delivery of municipal services;

- Ensure that accessibility considerations are integrated into all policies, planning, procurement, and infrastructure decisions; and
- Meet or exceed the requirements of Ontario's accessibility laws, including the AODA, the Integrated Accessibility Standards Regulation (IASR), the Ontario Building Code, and the Ontario Human Rights Code.

Accessibility is recognized as a fundamental component of good governance and community sustainability. The Municipality is committed to continuous improvement across all areas under its responsibility, including buildings, parks, trails, and public spaces.

Legislative Framework

This Plan is guided by the following key legislative requirements:

- Ontarians with Disabilities Act, 2001 (ODA)
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Integrated Accessibility Standards Regulation (IASR)
- Ontario Human Rights Code
- Ontario Building Code (Accessibility Standards)

Barrier Identification

A barrier is anything that prevents a person with a disability from fully participating in society. The Municipality recognizes five primary types of barriers:

- Physical and Architectural Barriers: e.g., stairs without ramps, narrow doorways, or uneven surfaces.
- Informational and Communication Barriers: e.g., printed materials not available in accessible formats.
- Attitudinal Barriers: e.g., assumptions or stereotypes about abilities.
- Technological Barriers: e.g., websites or systems not compatible with assistive technology.
- Systemic Barriers: e.g., policies or procedures that unintentionally create obstacles.

General Requirements

Accessibility Plans and Policies

This Multi-Year Accessibility Plan will be reviewed and updated at least once every five years, with annual progress reports made available to the public.

Accessibility will continue to be incorporated into all strategic and operational planning, including asset management, facility upgrades, and service delivery. All accessibility-related policies will be available in accessible formats upon request.

Training

The Municipality will ensure that all employees, volunteers, Council members, and policy developers receive training on:

- The AODA and the Integrated Accessibility Standards Regulation (IASR); and
- The Ontario Human Rights Code as it pertains to people with disabilities.

Training records will be maintained, and refresher training will be provided as needed to reflect legislative or procedural changes.

Customer Service Standards

The Municipality is committed to providing equitable, respectful, and accessible customer service to all residents and visitors.

Actions Taken:

- Staff trained in Accessible Customer Service.
- Accommodations provided upon request.
- Accessible municipal elections conducted with post-election reports.

Actions Planned:

- Continue to solicit and act on public feedback, including from persons with disabilities.
- Maintain and expand accessibility accommodations as needs evolve.
- Review customer service policies and practices periodically.
- Strengthen the formal feedback process for accessibility concerns.

Information and Communication Standards

The Municipality will ensure that information and communications are clear, accessible, and available in multiple formats when requested.

Actions Taken:

- Publicized availability of accessible document formats and communication supports.

Actions Planned:

- Develop procedures to provide alternative formats promptly upon request.
- Train staff in accessible document creation and digital accessibility.
- Maintain compliance with WCAG 2.0 Level AA standards for web content.
- Provide emergency and safety information in accessible formats.

Employment Standards

The Municipality is committed to accessible and inclusive employment practices, ensuring fair and equitable treatment throughout recruitment, employment, and accommodation processes.

Actions Taken:

- Implemented accommodation procedures for employees with disabilities.
- Job postings include accommodation statements.

Actions Planned:

- Review accommodation and return-to-work policies regularly.
- Maintain accessible hiring and interview processes.
- Review and update emergency and accommodation plans annually.

Design of Public Spaces Standards

The Municipality is committed to ensuring that all newly constructed or significantly renovated public spaces—including parks, trails, parking areas, and recreational facilities—are designed and maintained to meet or exceed accessibility standards.

Actions Taken:

- Upgrades to the Municipal Office and Community Hall are underway, featuring:
 - A fully accessible universal washroom with multiple accessibility supports and safety features;
 - Fob-activated, sensor-operated automatic doors that allow individuals using mobility aids to enter and exit independently;
 - Improved ramps and entryways;
 - Enhanced LED lighting for visibility and safety.

Actions Planned:

- Continue to integrate accessibility into all infrastructure and facility projects.
- Regularly review design standards and provincial guidelines for compliance.
- Identify funding opportunities to support additional accessibility upgrades across public spaces and parkland.

Transportation Standards

The Municipality of Head, Clara and Maria does not operate public transportation services. However, the Municipality will continue to apply accessibility principles to any municipal vehicles or publicly funded transportation initiatives that may arise in the future.

Maintenance of Accessible Elements

In accordance with Section 80.44 of the IASR, the Municipality has procedures for the inspection, repair, and maintenance of accessible elements in public spaces and municipal facilities.

Preventative Maintenance

- Scheduled quarterly inspections.
- Documentation and tracking for all accessibility features.
- Proactive replacement of worn or damaged components.

Emergency Maintenance

- Response within 24 hours for reported issues.

- Prioritize repairs impacting access or safety.
- Maintain a list of qualified contractors for rapid response.
- Communicate updates to affected individuals and staff.

Temporary Disruptions

- Provide advance notice through the website, signage, and direct communication.
- Include details about duration, reason, and available alternatives.
- Provide interim accommodations where possible.
- Log and review all disruptions for improvement.

Feedback and Contact Information

The Municipality welcomes feedback on accessibility policies, programs, and services to help identify and address barriers. Feedback will be acknowledged and reviewed promptly.

Contact:

Clerk, Corporation of the United Townships of Head, Clara and Maria

 613-586-2526

 clerk@headclaramaria.ca

Alternate formats of this Plan and all related documents are available upon request.

Looking Ahead (2025–2030 Priorities)

The Municipality of Head, Clara and Maria is committed to continuous improvement in accessibility over the next several years. Key priorities include:

1. Completion of Municipal Office and Community Hall Accessibility Upgrades (2026)

- Finalize installation of the universal washroom with advanced accessibility features.
- Complete installation and testing of fob-activated sensor doors to ensure independent entry and exit for people using mobility aids.
- Ensure all interior and exterior routes, ramps, lighting, and entrances meet or exceed accessibility standards.

2. Recreational Space and Park Accessibility Masterplan (2026)

- Develop and implement a comprehensive masterplan for municipal parks, trails, and recreational facilities with accessibility as a central consideration.
- Incorporate barrier-free pathways, accessible seating, playgrounds, and gathering areas.
- Ensure that all new or renovated park infrastructure complies with AODA standards and best practices for universal access.

3. Digital and Communication Accessibility Enhancements

- Upgrade municipal website, online services, and documents to maintain WCAG 2.0 Level AA compliance.
- Provide accessible formats of all municipal communications upon request.

4. Policy and Program Integration

- Embed accessibility considerations into all municipal planning, budgeting, and decision-making processes.
- Regularly review policies to remove systemic barriers and ensure inclusion in service delivery.

5. Community Engagement and Feedback

- Establish ongoing channels for residents to provide input on accessibility needs.
- Use feedback to guide improvements in municipal facilities, programs, and services.

6. Training and Awareness

- Continue training for employees, Council members, and volunteers on AODA requirements, Human Rights obligations, and accessibility best practices.

Through these actions, the Municipality will ensure that all facilities, parks, services, and programs are accessible and inclusive, reinforcing HCM's commitment to being a community where everyone can participate fully and independently.

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

2025-19

BEING A BY-LAW TO STRIKE TAX RATES FOR 2025 AND RESCIND BYLAW 2025-14

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Yearly Budget

Section 290 of the *Municipal Act* provides that for each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality.

Local Municipality Levies

Section 312(2) of the *Municipal Act* provides that for purposes of raising the general local municipality levy, a local municipality shall, each year, pass a bylaw levying a separate tax rate, as specified in the bylaw, on the assessment in each property class in the local municipality rateable for local municipality purposes.

Section 312(6) of the *Municipal Act* requires that the tax rates on the different classes of properties must be in the same proportion to each other as the tax ratios established under section 308 for the property classes are to each other.

Prescribed Subclass Reductions

Section 313 of the *Municipal Act* requires the tax rates that would be otherwise levied for municipal purposes for the subclasses under subsection 8(1) of the *Assessment Act* shall be reduced.

This applies to vacant land and excess land subclasses in the commercial and industrial property classes.

Installments & Late Payment Charges

Section 342 (1)(a) of the *Municipal Act* states that a local municipality may pass by-laws providing for, the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due.

Section 345 (1) of the *Municipal Act* provides that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalments by the due date. Section 345 (2) states that a percentage charge, not to exceed 1.25 percent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the 1st day of default or such later date as the by-law specifies.

Tax Ratios – Tiered Municipalities

Section 308(5) of the *Municipal Act* requires an upper-tier municipality to pass a by-law in each year to establish the tax ratios for that year for the upper-tier municipality and its lower-tier municipalities.

Preamble

Council adopted the estimates for the 2025 operating year in the amount of \$1,796,346 and the County of Renfrew established tax ratios as set out in Bylaw 41-25 and tax rate reductions for property subclasses 42-25 for all lower tier municipalities.

Municipal tax rates are to be set for each tax class based on the amount of the municipal levy. For the 2025 operating year the municipal levy has been calculated to be \$652,234.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to strike tax rates and to provide for the collection of property taxation for the 2025 operating year.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. That \$652,234 be levied therefore in the manner as set out hereinafter;
2. That the tax rates for the year 2025 for municipal purposes, the County of Renfrew, and education purposes as set by the Province shall be as set out in Schedule A and that Schedule A forms part of this Bylaw;
3. That the levy provided for in this Bylaw shall be reduced by the amount of the interim levy for 2025;
4. That for payments-in-lieu of taxes due to the Corporation of the United Townships of Head, Clara and Maria, the actual amount due shall be based on the assessment roll and tax rates for the year 2025;
5. That for the railway right of way, taxes due to the Corporation of the United Townships of

Head, Clara and Maria, the actual amount due shall be based on the assessment roll and tax rates for the year 2025;

6. That the taxes shall become due and payable on or before **July 31, and October 31, 2025.**
7. That the Treasurer, no later than twenty-one (21) days prior to the date that the installment is due, is hereby authorized to mail or cause to be mailed the notice of taxes due to the last known address of the residence or place of business of the persons to whom such notice is required to be given;
8. That all taxes are due and payable to the United Townships of Head, Clara and Maria at the Head, Clara and Maria Municipal Office located at 15 Township Hall Road, Stonecliffe, Ontario, Canada, K0J 2K0.
9. That non-payment of the amount, as noted on the date stated in accordance with this Bylaw constitutes a default, a penalty of 1.25% per month shall be added to all taxes of the levy which are in default until December 31, 2025;
10. That on all 2025 taxes unpaid as of December 31, 2025, interest shall be added at the rate of 1.25% per month, for each month or fraction thereof in which the arrears continue;
11. That Bylaw 2025-14 is hereby rescinded; and
12. That this by-law shall come into force and effect force on June 17, 2025.

Read and adopted by Resolution 2025-103 this 29th Day of October 2025.

Mayor

Clerk

SCHEDULE A to Bylaw 2025-19
2025 Tax Rates

		Education	Upper General	Lower General	Total
Residential	Occupied	0.00153000	0.00435326	0.00239005	0.00827331
New Multi-residential	Occupied	0.00153000	0.00435326	0.00239005	0.00827331
Mult-residential	Occupied	0.00153000	0.00464530	0.00464530	0.01082060
Commercial	Occupied	0.00880000	0.00789986	0.00433722	0.02103708
Commercial	Excess Land	0.00880000	0.00789986	0.00433722	0.02103708
Commercial	Vacant Land	0.00880000	0.00789986	0.00433722	0.02103708
Commercial	On-Farm Bus	0.00220000	0.00789986	0.00433722	0.01443708
Commercial	On-Farm Bus	0.00220000	0.00789986	0.00433722	0.01443708
Industrial	Occupied	0.00880000	0.01073907	0.00589602	0.02543509
Industrial	Excess Land	0.00880000	0.01073907	0.00589602	0.02543509
Industrial	Vacant Land	0.00880000	0.01073907	0.00589602	0.02543509
Large Industrial	Occupied	0.00880000	0.01175380	0.00645314	0.02700694
Large Industrial	Excess Land	0.00880000	0.01175380	0.00645314	0.02700694
Aggregate Extraction	Occupied	0.00511000	0.00873846	0.00479763	0.01864609
Landfills	Occupied	0.00880000	0.00517631	0.00284193	0.01681824
Pipelines	Occupied	0.00880000	0.00580202	0.00318546	0.01778748
Farm	Occupied	0.00038250	0.00108832	0.00059751	0.00206833
Managed Forests	Occupied	0.00038250	0.00108832	0.00059751	0.00206833