



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA
Thursday, May 15, 2025
10:00 A.M.

NOTE: Council will begin at 10:00 a.m., there will be no break for lunch.

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

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.: 2025-049

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday May 15, 2025, be adopted as circulated.

5. Declarations of Disqualifying Interest (Pecuniary)

6. Mayor's Address

Resolution No.: 2025-050

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 April 17, 2025

Resolution No.: 2025-051

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday April 17, 2025, be adopted as circulated.

8. Delegations/Presentations

9. Council Direction From the Previous Meeting

- a. Inclusive Community Grants – Accessible Washrooms Project
- b. Hall/Office Barrier Free Upgrades

10. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
 - i. Strategic Plan: Mission & Vision Statements & Strategic Alignment
 - ii. Memorandum of Understanding (MOU) between the Municipality and the Library Board
 - iii. Hall Rental Policy
 - iv. Budget Update
- b. 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).
(No Items for the Consent Agenda)
- c. Bylaws
 - i. Bylaw 2025-12 – Being A Bylaw to Appoint an Auditor
Resolution No.: 2025-053
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Bylaw 2025-12 being a bylaw to appoint an auditor be hereby read and adopted.
- d. Public Hearings: Planning/Zoning Matters (None)
- e. Committee/Local Board Reports
 - Library Board Resolution No.: 2025-054
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Library Board Council Representative Report be received.
 - i. Police Services Board
(None)
 - ii. Renfrew County and District Health Unit
(None)
 - iii. Renfrew County
County Council Summary April 2025
Resolution No.: 2025-055
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Renfrew County Council April 2025 Summary be received.
 - iv. Community Emergency Management Control Group
(None)

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
(None)
- b. Financial Update/Statement/Quarterly Variance Report
(None)
- c. Update on Capital Projects
 - i. Mackey Creek Culvert

ii. Streetlights

12. Leadership Issues

- a. Update to Strategic Plan
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
- d. Notice of Motion

13. Closed Session

Resolution No.: 2025-056

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 _____ 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 February 13, 2025
- ii. HR Matters related to the Librarian

And pursuant to section 239(3.1) Educational and Training Session:

- iii. Training pursuant to section 239(3.1) Educational and Training Session:
 - Microsoft Teams Applications Including Microsoft Planner

Return to Open Session

Resolution No.: 2025-057

Moved by _____ and seconded by _____

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at _____ and reports that _____

14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-13

Resolution No.: 2025-058

Moved by _____ and seconded by _____

BE IT RESOLVED THAT By-Law 2025-13 being a bylaw to confirm proceedings of Council at their Regular Meeting of May 15, 2025, be read and adopted.

15. Adjournment

Note: Alternate formats and communication supports are available upon 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.



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

Mayor's Address – Thursday May 15, 2025

If you have been in the hall recently you will have seen some ongoing changes in preparation for upcoming renovations in the kitchen, hall and office. I would like to thank all of our community users for their patience as we move toward construction in the near future.

Our library's highly successful "May Madness" event is rapidly approaching on Saturday May 24, 2025 here at the Stonecliffe Township Hall. Used books, bake sale, vendors, BBQ and flea market are only a few of the treasures to be on display! Please encourage your friends and neighbours to join us. It is my hope that my fellow Councillors will join me at on May 24th at a new booth entitled "**Lets Make a Deal**" or "**No Tariffs Here**". Feel free to ask for more information Councillors!

By the time this address is presented it is my hope that the banner supporting the "Women's Sexual Assault Centre of the Upper Ottawa Valley" has been posted on our building as a strong message that our municipality supports. Our neighbours in the Town of Petawawa were also honoured to hang the same banner in their municipality.

Today we are also celebrating with Ontario Power Generation (OPG) for their generous grant to help support the purchase of accessible picnic tables for our municipal parks.

Last but not least, I am happy to announce Head, Clara and Maria's Ontario Senior of the Year recipient. This honour is an opportunity for our municipality to highlight a resident who has contributed to their community and made it a better place to live. This year's winner is known for her involvement in community events, volunteering in the library and fundraisers as well as being there for her neighbours and friends in time of need. She has been described as a person who "has demonstrated what a true civic champion is." Congratulations and our thanks go to June Vaughan!

Mayor Debbi Grills

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



Minutes of a regular meeting of Council held on April 17, 2025.

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: Melanie Theil, Administrative Assistant
Leanne Crozier, E4m (Electronically)
Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 10:04 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 Kelly-Chamberlain

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

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4. Approval of Agenda

Resolution No.: 2025-035

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday April 17, 2025, be adopted as amended adding the following items:

- | | |
|-----------|------------------------|
| 11 a. iii | Yellow Ribbon Campaign |
| 11 a. iv | Product Care |
| 11 a. v | Summer Student |

5. Declarations of Disqualifying Interest (Pecuniary) - None

6. Mayor's Address

Resolution No.: 2025-036

Moved by Councillor Dowser and seconded by Councillor Richer

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 February 13, 2025

Resolution No.: 2025-037

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday February 13, 2025, be adopted as circulated.

b. Regular Meeting March 20, 2025

Resolution No.: 2025-038

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday March 20, 2025, be adopted as circulated.

8. Delegations/Presentations

Maria Beauchemin Architect Inc. – Barrier Free Upgrades Hall/Office Design Presentation

Resolution No.: 2025-039

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT the design for the barrier free upgrades to the Hall and office be received as presented;

FURTHER THAT Council authorizes the work be carried out as proposed and further requests that Maria Beauchemin includes replacement of the existing flooring in the kitchen, hall and office as well as offer a solution to improve the water quality throughout the building and consider options to deliver hot water to the kitchen/washrooms more effectively.

9. Council Direction From the Previous Meeting

a. Inclusive Community Grants – Accessible Washrooms Project – Council was advised that the funder would not allow the funds to be used for a different project. Council will consider composting privies. Matter to be further discussed at next meeting

b. Survivors Campaign

Resolution No.: 2025-040

Moved by Dowser and seconded by Councillor LeClerc

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby support the Survivor's Campaign and authorizes municipal staff to erect the related banner.

c. Correction of 2024 Council Remuneration Amounts – direction was given to payout the underpaid amounts.

d. Organizational Restructuring – Introduction of New Organizational Charts (Resolution included at item 12(c)(i). – New Organizational Chart with an Interim Operating Chart were shown and explained to Council.

Recess from 11:30-12:50

10. Legislative Matters

a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)

i. Strategic Plan: Mission & Vision Statements & Strategic Alignment – Council provided feedback on the current mission and vision statements. Council will review the statements put forward by Councillor Richer for the next meeting. Melanie Theil will review the statements with staff for

feedback for the next meeting.

- ii. Memorandum of Understanding (MOU) between the Municipality and the Library Board – it was explained that it was important to understand the true cost of providing library services to the municipality. And that it was also important for the Library Board to know what services the municipality is providing to them. Council discussed the services and to what extent they have been provided historically. Council directed the Mayor to have an initial discussion about the MOU with the Library Board Chair.
- iii. Hall Rental Policy – Councillor Richer shared her research on hall rental policies for Council to consider. Council provided feedback and the matter will be discussed again at the next meeting.
- iv. Budget Update – Leanne Crozier advised Council that she would be presenting a final budget to Council at the next meeting for a final review prior to being adopted at a future meeting.
- v. Level of Service Bylaw – Time Study & Schedule A Discussion – Peggy Young-Lovelace advised Council of the need to undertake a time study to accurately determine the true cost of providing services. She further advised that the time study will be postponed until a later date. Schedule A of the Level of Service Bylaw was not discussed and it was agreed that a special meeting will be held to review all of the schedules.
- vi. Procedure Bylaw Review – this was deferred to September 2025.

- b. 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.: 2025-041

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

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

- c. Bylaws

- i. Bylaw 2025-09 – Being A Bylaw to Establish Council Remuneration

Resolution No.: 2025-042

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT Bylaw 2025-09 being a bylaw to establish Council Remuneration be hereby read and adopted as amended to change monthly to bi-weekly remuneration payments.

- ii. Bylaw 2025-10 – Being A Bylaw to Establish Bank Signing Authority

Resolution No.: 2025-043

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT Bylaw 2025-10 being a bylaw to establish bank signing authority be hereby read and adopted.

- d. Public Hearings: Planning/Zoning Matters (None)

- e. Committee/Local Board Reports

- i. **Library Board**

(None)

- ii. **Police Services Board**

(None)

- iii. **Renfrew County and District Health Unit**

(None)

- iv. **Renfrew County**

v. Community Emergency Management Control Group

(None)

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
 - i. Time Study – Levels of Service
Resolution No.: 2025-045 – **Consideration of this resolution was deferred upon request of E4m.**
Moved by _____ and seconded by _____
BE IT RESOLVED THAT a (6) six month time study commences April 22, 2025, and that all municipal employees are hereby directed to participate;
Further that a summary of activity be prepared as of July 15, and September 30, 2025.
 - ii. Bissett Creek Boat Launch
Resolution No.: 2025-046
Moved by Councillor Dowser and seconded by Councillor LeClerc
BE IT RESOLVED THAT Council directs that a letter be drafted to thank Mr. Pichette and Mr. Kotsios for their delegation and advise that Council will further entertain of the proposed boat launch providing that a satisfactory feasibility study be submitted by the interested parties.
- b. Financial Update/Statement/Quarterly Variance Report
(None)
- c. Update on Capital Projects
 - i. Mackey Creek Culvert – Council was advised that photographs of the inside of the culvert were taken and that the County has advised that they believe an affordable solution can be proposed.

12. Leadership Issues

- a. Update to Strategic Plan
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
 - i. New and Interim Organizational Charts
Resolution No.: 2025-047
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer
BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby adopt the new and interim organizational charts dated March 2025.
- d. Notice of Motion

13. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-11
Resolution No.: 2025-048
Moved by Councillor LeClerc and seconded by Councillor Dowser
BE IT RESOLVED THAT By-Law 2025-11 being a bylaw to confirm proceedings of Council at their Regular Meeting of April 17, 2025, be read and adopted.

14. Adjournment

Mayor Grills adjourned the meeting at 4:30 P.M.

Note: Alternate formats and communication supports are available upon request.

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DRAFT



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-12

BEING A BYLAW TO APPOINT A MUNICIPAL AUDITOR

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Municipal Auditor

Section 296 of the *Municipal Act*, 2001 requires the Council of a local municipality to appoint an auditor who is responsible for annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit.

Further section 296 states that an auditor shall not be appointed for a term exceeding five years;

Preamble

The *Municipal Act* requires municipalities to appoint an Auditor to annually audit the accounts and transactions of the municipality for a period not to exceed five (5) years.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to appoint an Auditor for

Direction

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

1. That BDO Canada LLP, Sault Ste. Marie office be appointed Municipal Auditor for the 2024 fiscal year.
2. That this appointment continue until the completion of the 2026 fiscal year audit.
3. That the Mayor and the Clerk are hereby authorized to enter into an agreement with BDO Canada LLP for audit services.
4. That any bylaw inconsistent with this bylaw is hereby repealed.
5. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution 2025-53 this 15th Day of May 2025.

Mayor

Clerk



Council Member

Committee/Local Board Report

Council Member: Councillor Kelly-Chamberlain

Report Date: 2025-05-08

1. Committee Name
Library Board
2. Purpose of the Committee/Local Board (Provide a brief description of the committee's mandate, mission, or primary objectives.):

Mission Statement

Head, Clara & Maria Public Library exists to promote intellectual growth and improvements in the quality of life through library materials and services that meet the unique needs of this widely dispersed rural community

Vision Statement

The Head Clara Public Library is a leader in celebrating lives through knowledge and information.

The library provides accessible service.

The library is a recognized contributor to the high quality of life in the community through exceptional services and valued partnership.

3. Recent Meetings

- Date(s) of Meeting(s) May 6/2025
- Topics Discussed: I could not attend the meeting due to illness.
- 2 main topics were discussed—The May Madness Fund Raiser to be held on Saturday May 24th & the situation of the extreme changes the township is proposing for the running of the Library.

- **Decisions Made** (List key decisions, approvals, or recommendations made by the committee.): The Chairperson to request a meeting with the Mayor; Deputy Clerk & Deputy Treasurer to discuss and understand the library finances.

4. Progress on Initiatives

- **Ongoing Projects/Tasks** (Summarize progress on key initiatives or projects the committee is overseeing; Mention timelines, milestones achieved, or challenges faced.): [Click or tap here to enter text.](#)
- **New Initiatives** (Highlight any new initiatives that the committee has started or proposed.): [Click or tap here to enter text.](#)

5. Implications for Council

- **Items Requiring Council Attention** (List any decisions or input required from Council.): More discussion concerning the finances and future of the library.
- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.):
[Click or tap here to enter text.](#)
- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.): [Click or tap here to enter text.](#)

6. Upcoming Meetings

- **Next Meeting Date:** May 27/2025
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):
To discuss the May madness event

7. Additional Information (Include any other relevant information, such as community engagement efforts, partnerships, or public feedback.)

[Click or tap here to enter text.](#)

8. Recommendations to Council (if applicable):

(Clearly state any recommendations the committee has for Council.)

Council and Committee Monthly Summary

April 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held April 9 and April 23, 2025.

Please note that this summary does not constitute the official record of the meetings and approved minutes should be consulted for that purpose.

The full [Council and Committee packages](#) can be found online.

The [April 9, 2025](#) and [April 23, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- The Warden acknowledged the passing of County Councillor Mark Willmer, Mayor of the Township of Madawaska Valley. The Warden remembered Councillor Willmer a dedicated public servant, a strong advocate for rural communities, and a proud ambassador for his township. "Whether in the council chambers, at a local event, or simply chatting with residents, he brought sincerity, humility, and a deep love for his community to everything he did. He was a thoughtful voice around this County Council table; measured, respectful, and always focused on what mattered most to the people he served. Beyond his public service, Mark was a devoted partner, a proud father, and a cherished friend to many. His sudden passing is a tremendous loss, and on behalf of County Council, the Warden extended heartfelt condolences to his family, to the Council and staff of Madawaska Valley, and to the entire community he served so faithfully." A moment of silence was observed during the meeting and the flags at County Administration Buildings remain lowered in Councillor Willmer's memory.
- Warden Peter Emon congratulated MPP Billy Denault on the announcement from Premier Doug Ford on him being appointed Parliamentary Assistant to the Minister of Tourism, Culture and Gaming.
- On April 11, the Warden attended the Upper Ottawa Valley Chamber of Commerce Ottawa Valley Business Summit for a Fireside Chat focused on current affairs in Renfrew County, key economic development projects, and collaborative efforts to build a strong and connected community. The day featured open and thoughtful discussions about shaping our future together through a thriving and engaged business community.
- On April 15, he attended the Liberation of Leeuwarden Celebration in Petawawa to commemorate the 80th anniversary of the liberation of Leeuwarden, Friesland in the Netherlands by the Royal Canadian Dragoons on April 15, 1945. He was pleased to meet Leeuwarden Mayor Sybrand Buma and discuss shared interests and values.

Delegations

At the April 9 meeting, Council heard from the following interested parties:

- Chela Breckon, Executive Director of the Renfrew County Community Poverty Action Network (CPAN), highlighted CPAN's New Network – The Village, which builds on an open network of people in Renfrew County who want to help and those who need help and makes meaningful connections between the two groups. The organization's mission continues to be addressing poverty across Renfrew County. This is done through the ongoing relief programs (Tools for School and Operation Snowsuit), making connections, facilitating community learning and sharing through presentations, workshops, training and working with key partners. For more information, visit <https://renfrewcountycpan.ca/>
- Public Works and Engineering Director Lee Perkins made a presentation on Rural Transit Solution for Renfrew County. He researched what other rural communities are doing to address transportation challenges. He noted there are groups in Renfrew County providing transportation services, but commuting issues are complex as a result of increased part-time and flexible work arrangements and the size of the County. He recommended the establishment of a Transportation Working Group to investigate the feasibility of a public transit system based on successful case studies, including Lanark County. The full report can be found on our website: <https://bit.ly/RuralTransitReport>

At the April 23 meeting, Council heard from the following interested party:

- Sabine Mersmann, President and CEO of the Pembroke Regional Hospital (PRH), provided an overview of hospital operations. She touched on the Emergency Department, Inpatient Care, Surgical Services, Cancer Care, Ambulatory Clinics and Diagnostic Imaging. She highlighted the number of Emergency Room visits during the 2024/25 fiscal year and noted over the past few years there has been a shift with non-urgent visits declining significantly (from approximately 5,000 to 500), which she attributed to the introduction of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) at the start of the COVID-19 pandemic. Patients requiring urgent care for conditions such as chest pain, advanced heart failure, pneumonia, COPD; people who are really ill, now account for more than 50 per cent of Emergency Department visits. For the presentation, she was joined by Richard Wilson, director on PRH Board, and Councillor Neil Nicholson, who serves as vice-chair on the PRH Board. The County of Renfrew and Pembroke Regional Hospital have an ongoing partnership for the Ottawa Valley Ontario Health Team and are working together to establish the Renfrew County Mesa HART Hub. For the slides visit <https://bit.ly/PRHUpdate> or see the full presentation on YouTube at www.youtube.com/watch?v=YhLiC9pR7aQ.

Development & Property Committee

Presented by: James Brose, Chair

- County Council adopted the Ottawa Valley Tourist Association 2025 Budget as presented. The Ottawa Valley Tourist Association (OVTA), the City of Pembroke and the County of Renfrew are partners in the delivery of tourism marketing and destination development for the City of Pembroke, Renfrew County and the Ottawa Valley.

- County Council directed staff to budget \$45,000 in the 2026 Economic Development budget to cover the funding shortfall for staffing for the new Shared Immigration and Settlement Services program for Lanark and Renfrew Counties. The County of Lanark, in partnership with the County of Renfrew, was successful in their joint 2024 application to Immigration, Refugees and Citizenship Canada (IRCC) for the establishment of Shared Immigration and Settlement Services for both counties. Lanark and Renfrew Counties secured \$830,000 from IRCC for Shared Immigration and Settlement Services, ending March 31, 2028. Lanark County will lead the project, managing IT, HR, and IRCC relations. The funding was less than expected and adjusted to a three-year term to align with new immigration levels.
- County Council received and accepted the Helping Your Place Excel (HYPE) Program details for consultation and provided direction to staff to proceed with amending the County of Renfrew Official Plan to permit the Council to provide grants and/or loans to support local Community Improvement Plan initiatives. Following a public meeting to receive input on the Official Plan amendment, and the appeal period, it is anticipated County Council will approve the HYPE program details at the June 12 meeting.
- County Council approved the addition of Schedule D – Local Benefit to the County of Renfrew's Procurement Policy GA-01. The change to the Purchasing Policy is in response to the U.S. tariffs. For purchases requiring a competitive process, the amendment also outlines a priority order for sourcing. First priority will be given to Canadian-made goods provided by Ontario-owned businesses. If Canadian-made goods are not available, preference will then be given to Ontario-owned businesses, followed by Canadian-owned businesses. If no Canadian option is available, staff will be encouraged to explore delaying or reconsidering the purchase if a suitable alternative cannot be identified.

At the April 23 Development and Property Committee Meeting the following recommendation was approved:

- Direction to staff to negotiate a three-year lease agreement, with options to renew, with the Ontario Addiction Treatment Centre, Pembroke (OATC), located at 156 John Street, Pembroke, Ontario, for space to be used for the Renfrew County Mesa HART Hub. This is the location of the Warming Centre this past winter and the current lease expires May 1.

Operations Committee

Presented by: Glenn Doncaster, Chair

- County Council adopted a by-law to execute a License Agreement with the Ontario Federation of Trail Riders (OFTR), commencing May 1, 2025 and expiring November 1, 2028. The Ontario Federation of Trail Riders (OFTR) is the provincial representative for the off-road motorcycle community, similar to the Ontario Federation of Snowmobile Clubs (OFSC) for snowmobile riders. OFTR started in 1992 and, as of 2023, had local clubs throughout the province and 5,835 members. A club is present in the Renfrew area, known as the Bytown Motorcycle Association, and consists of 962 members; another club was recently introduced in the Petawawa area, the Valley Trail Riders.
- County Council approved a contracts/tenders as submitted:
 - For the rehabilitation of County Structure B122 (Waba Creek Bridge), located on County Road 52 (Burnstown Road), 0.7km north of County Road 2 (White Lake Road), Township of McNab/Braeside, as submitted by DW Building Restoration Services Inc., Ottawa, Ontario, in the amount of \$638,892.80, plus applicable taxes.

- For Enclosed Cargo Trailer to Huckabone's Garage Ltd., Cobden, Ontario in the amount of \$7,935.00.
- For the Supply and Delivery of Propane to W.O. Stinson & Son Ltd., Ottawa, Ontario in the amount of \$89,351.93. The Townships of Admaston/Bromley, Head, Clara and Maria, and Whitewater Region participated in this tender.
- For Street Sweeping – Urban Areas Only to Valley Street Sweeping, L'Isle Aux Allumettes, Québec in the amount of \$34,850.00. The Townships of Admaston/Bromley, Laurentian Valley and Whitewater Region participated in this tender.
- For Maintenance Hole and Catch Basin Cleaning to Clean Water Works Inc., Ottawa, Ontario in the amount of \$55,077.33. The Townships of Admaston/Bromley, Greater Madawaska, Horton and Whitewater Region, as well as Renfrew County Housing Corporation, participated in this tender.
- For the rehabilitation of County Road 64 (Opeongo Road), from County Road 512 (Foymount Road) to Wieland Shore Road, a distance of approximately 10.95 km, in the Township of Bonnechere Valley, to Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario in the amount of \$2,413,665.76 plus applicable taxes.
- For a four-wheel drive front-end loader to J.R. Brisson Equipement Ltee, Vars, Ontario, in the amount of \$334,762, plus applicable taxes.

At the April 23 Operations Committee Meeting the following recommendation was approved:

- That County Council adopt a new by-law that includes the execution of a Purchase and Sale Agreement and a Lease Agreement with the Mississippi Valley Conservation Authority for the K&P Recreational Trail, from the County of Renfrew border northward approximately 6.7 km. The preparation of a Purchase Agreement with the Mississippi Valley Conservation Authority (MVCA), in cooperation with the Counties of Lanark and Frontenac, has been ongoing for some time. The County of Lanark has been the lead in negotiations and preparation of the Agreements and has prepared both a Lease Agreement and Purchase and Sale Agreement to be executed with MVCA for the section they currently own.

Community Services Committee

Presented by: Anne Giardini, Chair

- The Community Services Committee received a presentation on the Canada-Wide Early Learning and Child Care (CWELCC) Directed Growth Plan for the County of Renfrew. CWELCC is the Federal-Provincial agreement from 2022-2026 with a goal of lowering daily fees for children aged 0-5 to an average of \$10 per day by March 2026. The Province of Ontario is supporting the creation of 86,000 new licensed child-care spaces for children under the age of 6 by the end of 2026. Previously the County of Renfrew had not received any additional spaces for 2025 or 2026 despite the need. This has been the subject of advocacy efforts by members of County Council. In her presentation, Margo Smith, Manager of Children's Services was thrilled to announce an allocation for 261 new spaces, bringing the total CWELCC allocation to 688 spaces and an additional \$8 million in funding. The presentation highlighted priority neighbourhoods for child-care spaces. The next steps include the development of a fair and transparent application process for spaces. More details will be forthcoming on this at a later date. Ms. Smith's presentation can be found on our website: <https://bit.ly/CWELCCDirectedGrowthPlan>.

- County Council authorized the Director of Community Services and the Manager of Children's Services to submit the Canada-Wide Early Learning and Child Care (CWELCC) Directed Growth Plan for the County of Renfrew to the Ministry of Education and directed staff to move forward with the development and implementation of an application process for new CWELCC expansion in the County of Renfrew.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- County Council endorsed participation in the Gord Downie & Chanie Wenjack Fund's *Legacy Spaces Program* which will allow the County to promote reconciliation initiatives across the organization. The Legacy Spaces Program is a national initiative designed to create safe, physical spaces dedicated to reconciliation within organizations. These spaces honour Indigenous cultures and histories; serve as educational and reflective areas for staff and the public; and act as visible commitments to reconciliation in action. This initiative directly supports several strategic priorities, including fostering inclusive and respectful workplaces; enhancing community well-being and engagement; strengthening relationships with Indigenous communities; and living our Why statement.
- County Council adopted a revised by-law to Establish and Require Payment of User Fees and Charges. As part of the annual budget process, the County of Renfrew User Fee By-law and Schedule are reviewed and a number of changes were made.
- County Council adopted a by-law to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for Financing of Capital Works (Broomes Creek Culvert and Dam; Pembroke Paramedic Base and Whitewater Paramedic Base) to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work. As per the 2025 County of Renfrew approved budget, these three projects were budgeted to be financed via short-term construction loan. Upon completion, the short-term construction loan will be converted to a long-term debenture.
- County Council approved the following Corporate Policies: Performance Appraisals (amended); Performance Management (new); Total Compensation Philosophy (new); Hours of Work and Overtime (amended); Employee and Family Assistance Program (amended); Impairment in the Workplace (amended); Discipline and Dismissal (amended). For more information on these policies, please contact the Human Resources department.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-13

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Preamble

Council for the Corporation of the United Townships of Head, Clara and Maria ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) of the *Municipal Act* requires that Council exercise their powers by Bylaw.

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

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

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

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of May 15, 2025.
2. All By-Laws passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2025-056 this 15th Day of May 2025.