



Head, Clara, & Maria

June 25, 2026 - Special Meeting of Council - 10:00 AM

1 Call To Order

2 Traditional Land Acknowledgement

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

3 Recital of the Municipal Mission and Vision Statements

Councillor _____ recited the Vision and Mission Statements.

Vision

To foster a community that is inclusive, progressive in nature, with a commitment to reconciliation.

Mission

To serve our community honestly and ethically, while fostering an inclusive and progressive municipality. We will honour reconciliation, our natural environment, while working together to build a sustainable future for all.

4 Approval of Agenda

BE IT RESOLVED THAT the agenda of the Regular Meeting of Special Meeting of June 25, 2026, be adopted as circulated.

5 Declarations of Disqualifying Interest (Pecuniary)

6 Special Business

6.1 Intelivote - Electronic Election Presentation - Barbara Major

6.2 Closed Session

6.2.1 Move Into Closed Session

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

communications for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board to consider:

1. Return to Work Plan
2. Legal Matter re: renovation & Cornwall Discount Carpet Sales Inc.
3. Service Contracts - Negotiation

6.2.2 Return to Open Session

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at __:__ a/p.m. and reports that _____ were/was discussed and _____.

6.3 Hall Rental Policy

THAT the Hall Rental Policy is hereby adopted and comes into effect immediately and the Deputy Clerk be directed to prepare a bylaw for the use of all municipal facilities which will include the Hall Rental Policy as Schedule A. for adoption at the August 2026, Regular Meeting of Council.

 Hall Rental Policy

6.4 Volunteer Policy

THAT the Volunteer Policy is hereby adopted and comes into effect immediately and the Deputy Clerk be directed to prepare a bylaw for adoption at the August 2026, Regular Meeting of Council.

 Volunteer Policy

6.5 New Horizon for Seniors Program 2026-2027

THAT Council receives the staff report and supports the submission of an application to the New Horizon for Seniors Program 2026-2027.

 Staff Report

7 Committee of the Whole Working Session (To work on Policy/Plans etc.)

8 Confirmation of Proceedings

BE IT RESOLVED THAT Bylaw 2026-012 being a bylaw to confirm proceedings of Council at their Special Meeting June 25, 2026, be read and adopted.

 Bylaw 2026-12

9 Adjournment

_____ adjourned the meeting at __:__ a/p.m.

Municipal Hall Rental Policy

Council Direction to Staff

This policy provides Council's direction for the rental and use of the Municipal Hall and associated facilities. It authorizes staff to manage rentals in a manner that is:

- Fair and transparent
- Compliant with applicable legislation
- Financially responsible
- Supportive of community needs

Council retains the authority to approve exceptions, agreements, or memorandums of understanding (MOUs) that supersede this policy.

1. Rental Eligibility

Staff may approve rentals to individuals, groups, organizations, or businesses provided:

- The renter is 18 years or older.
- If alcohol is served, the renter must be 25 years or older and provide all required permits and insurance.
- The rental purpose is safe, lawful, and aligned with municipal interests.
- Events involving youth are supervised by a responsible adult.

Council may refuse or cancel bookings if municipal priorities require use of the hall.

2. Booking Requirements

All rentals must include:

- A completed rental agreement, and application form along with all applicable checklists including the hall condition checklist and acknowledgement of the rental rules.
- Full payment of fees and deposits at the time of booking.
- Proof of insurance (minimum \$5 million liability) and any required permits (e.g., liquor license, food handling).
- A pre-event inspection by the renter to identify any existing damage, or missing items, e.g. adequate paper products in the washrooms.

Renters are expected to comply with all applicable laws and regulations regarding food handling and liquor service. Required permits must be submitted prior to the event.

The Municipality can offer event insurance for purchase. Renters may opt to buy this coverage through the Municipality as part of the booking process.

3. Fees and Deposits

Council shall adopt a Schedule of Fees and Deposits, reviewed annually. Staff shall:

- Collect an administration fee for all bookings.
- This fee is non-refundable if the renter cancels.
- It is refundable if the Municipality cancels the booking.
- Collect a deposit at the time of booking that includes coverage for fob access, potential damage, and cleaning requirements.

- All or part of the deposit may be refunded at the discretion of Council following a post-event inspection.

Refunds are subject to cancellation timelines and inspection outcomes.

No booking shall be confirmed without full payment of the required fees and deposit.

4. Facility Access via Fobs

- Renters shall be issued a fob for building access.
- Fobs must be picked up during regular municipal office hours.
- Fobs will be programmed to work only during the approved rental period.
- Renters are responsible for returning fobs promptly after their event.
- Lost or unreturned fobs may result in additional charges.

5. Use of Facility

Renters must:

- Comply with all municipal rules and regulations.
- Supervise all participants and ensure respectful conduct.
- Return the facility to the required standard of cleanliness or pay to have it cleaned to the required standard.
- Remove all garbage and recyclables.
- Avoid using any materials (e.g., tape, nails, staples) that may damage surfaces.
- Not exceed the maximum occupancy as set out in the rental agreement.

Smoking/Vaping is prohibited inside and within 20 metres of the facility.

Only service animals are permitted indoors.

6. Municipal Oversight

Authorized municipal staff may enter the facility at any time during a rental to ensure compliance.

7. Liability and Indemnity

The Municipality is not responsible for:

- Loss, theft, or damage to personal property.
- Injury to persons using the hall.

Renters shall indemnify and hold harmless the Municipality from all claims arising from their use of the facility.

8. Staff Responsibilities

Staff are directed to:

- Maintain standard rental agreements, forms, and checklists.
- Develop administrative guidelines including:
 - Cancellation rules.
 - Key/fob access procedures.
 - Cleaning standards.
 - Security requirements.

- v. Maintain documentation of the hall's condition before and after each rental to ensure adherence to this policy and support decisions regarding deposit refunds.
- vi. Implement a consistent process for inspections and deposit returns.
- vii. Track rentals, fees, and compliance.

9. Refund Criteria for Deposits

Deposit refunds, which may include fob, damage, and cleaning components, are issued at the discretion of Council based on documented inspection records. Staff must maintain clear and dated documentation of the hall's condition before and after each rental to support refund decisions.

Refunds may be issued in full, in part, or withheld entirely depending on the following criteria:

- Full refund: Hall is returned in clean condition, no damage, fob returned on time.
- Partial refund: Minor cleaning required, fob returned late, or minor damage documented.
- No refund: Significant damage, cleaning not completed, fob lost or not returned.

Council will consider staff documentation and may request additional information from the renter before making a final decision.

10. Annual Reporting Requirements

Staff shall prepare and submit an annual report to Council summarizing the administration of Municipal Hall rentals. This report shall include:

- Total number of rentals and rental hours.
- Types of use (e.g., private events, community meetings, non-profit activities).
- Summary of complaints, infractions, or incidents.
- Fees collected and refunds issued.
- Fob returns and any access issues.
- Observations on hall condition and maintenance needs.
- Recommendations for policy updates or operational improvements.

This report supports transparency, accountability, and continuous improvement in the management of municipal facilities.

11. Review and Updates

Council shall review this policy every five years, or sooner if required by legislation, operational needs, or community feedback.

Municipal Volunteer Engagement Policy

Council Direction to Staff

This policy provides Council's direction for the engagement and oversight of volunteers participating in municipal programs, services, and initiatives. It authorizes staff to manage volunteer involvement in a manner that is:

- Transparent and inclusive
- Compliant with applicable legislation and municipal policies
- Respectful of volunteer contributions
- Protective of municipal interests and public safety

This policy may be augmented or superseded by Council-approved exceptions, agreements, or memorandums of understanding (MOUs), including those pertaining to strategic partnerships, special projects, or unique volunteer arrangements.

Council retains the authority to approve such exceptions and to amend this policy as required to reflect evolving community needs or legislative changes.

1. Volunteer Eligibility

Staff may approve volunteer participation for individuals or groups provided:

- The volunteer is 14 years or older (parental consent required under 18).
- The volunteer role is safe, lawful, and aligned with municipal interests.
- Volunteers working with vulnerable populations must pass screening requirements.
- Council members volunteering must report to designated municipal staff and not act independently.

Council may restrict or revoke volunteer roles if municipal priorities or risks warrant such action.

High school students completing their 40-hour community involvement requirement under the Ontario Secondary School Diploma (OSSD) may be exempt from standard volunteer application procedures, provided:

- i. The activity is pre-approved by the student's school principal or designate.
- ii. The student submits a signed Community Involvement Record form.
- iii. The activity is supervised by municipal staff and aligns with safe, lawful, and appropriate volunteer roles.
- iv. The student is not assigned duties requiring specialized training or exposure to hazardous materials or equipment.

2. Volunteer Requirements

All volunteers must:

- Complete a Volunteer Application and Agreement.

- Provide any required documentation (e.g., criminal record check, references).
- Attend orientation and training sessions as directed.
- Sign a Code of Conduct and Confidentiality Agreement.
- Comply with all municipal policies, including health and safety protocols.

Council members who volunteer must:

- Declare any potential conflicts of interest.
- Report to the staff member responsible for the work for supervision and coordination.
- When participating in collaborative governance activities approved by Council or requested by staff, Council members are not required to complete a Volunteer Application or other forms. These activities are considered part of their official duties and are protected under Section 448 of the Municipal Act.
- Ensure their volunteer activities do not overlap with their elected duties.

3. Supervision & Volunteer Management

Employees/Statutory Officers shall:

- i. Assign volunteers to defined roles with clear responsibilities.
- ii. Designate a Supervisor for each volunteer or group.
- iii. Maintain volunteer records and monitor performance.
- iv. Ensure Council volunteers are supervised like any other volunteer.
- v. Volunteers shall not represent themselves as municipal employees.

4. Insurance and Liability

Volunteers are covered under the Municipality's general liability insurance when acting within the scope of their approved role.

The Municipality is not responsible for:

- Personal injury or property loss outside of approved activities.
- Actions taken by volunteers outside of assigned duties.

Volunteers shall indemnify and hold harmless the Municipality from claims arising from unauthorized conduct.

5. Conduct and Confidentiality

Volunteers must:

- Treat staff, Council, other volunteers, and the public with respect.
- Maintain confidentiality of municipal information.

- Avoid any behavior that may harm the reputation or operations of the Municipality.

Breaches may result in dismissal from the volunteer program.

6. Recognition and Reporting

Staff shall:

- Recognize volunteer contributions through formal and informal means.
- Submit an Annual Volunteer Engagement Report to Council including:
 - Number of volunteers and hours contributed
 - Types of volunteer roles and activities
 - Summary of incidents or concerns
 - Recommendations for program improvements

7. Review and Updates

Council shall review this policy every five years, or sooner if required by legislation, operational needs, or community feedback.

8. Community-Led Volunteer Initiatives

Community members and volunteer groups are encouraged to initiate and lead community activities, events, or projects that contribute to the social, cultural, recreational, or environmental well-being of the Municipality.

Individuals or groups wishing to organize such activities may apply to the Municipality to act as the **Volunteer Lead** for their initiative. When approved, the Municipality may provide administrative support, coordination assistance, and insurance coverage for the event or activity.

Staff may approve community-led initiatives provided that:

A Volunteer Lead is identified who will serve as the primary point of contact with municipal staff.

ii. The proposed activity aligns with municipal values, priorities, and public safety requirements.

iii. A brief event or activity plan is submitted outlining the purpose, location, anticipated number of participants, and any equipment or resources required.

iv. The activity complies with municipal policies, by-laws, and health and safety standards.

v. Volunteers participating in the activity complete any required forms or waivers as determined by staff.

Once approved:

The Volunteer Lead will coordinate participating volunteers and work with the designated municipal staff supervisor.

The activity will be considered an approved municipal volunteer initiative for the purposes of liability insurance, provided all conditions and guidelines are followed.

The Municipality may provide reasonable logistical support where available, such as promotion, space coordination, or basic resources.

The Municipality reserves the right to modify, suspend, or decline proposed initiatives where operational capacity, safety concerns, or municipal priorities require.

United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Thursday, June, 25, 2026				Report Date	Tuesday, June 06, 2026			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report 003- 2026-2027 New Horizons for Seniors Program (NHSP) Funding Opportunity									

Subject: 2026-2027 New Horizons for Seniors Program (NHSP) Funding Opportunity

Prepared by: Stephany Rauche

Purpose:

To provide Council with information regarding the 2026-2027 New Horizons for Seniors Program (NHSP) funding opportunity and seek direction regarding the submission of an application that supports implementation of the Recreation Master Plan.

Background/Executive Summary:

The Government of Canada has launched the 2026-2027 New Horizons for Seniors Program (NHSP), which provides funding for community-based projects that improve the quality of life of seniors and encourage active participation within their communities.

Applications must be submitted by July 14, 2026.

The program supports projects that:

- Promote volunteerism among seniors
- Encourage social participation and inclusion
- Foster intergenerational relationships
- Support healthy aging and active living
- Improve the capacity of organizations serving seniors
- Enhance community engagement opportunities

Relevance to the Recreation Master Plan:

The Recreation Master Plan identifies several priorities that align directly with the objectives of the NHSP program, including:

- Active living and wellness opportunities
- Recreation programming for all age groups
- Community engagement and social inclusion
- Volunteer development
- Accessibility and participation
- Partnerships and community collaboration
- Enhancing quality of life for residents

An NHSP-funded project would provide an opportunity to begin implementing several Recreation Master Plan recommendations while utilizing external funding sources rather than relying solely on municipal taxation.

Proposed Project Concept

HCM Senior Active Living and Community Connection Initiative

The proposed project would focus on creating opportunities for seniors to remain active, engaged, and connected within community while supporting Recreation Master Plan objectives.

Potential project components may include:

- Active Living and Healthy Aging
 - Guided Nature Walks/Scavenger Hunts
 - Mackey Park yoga/exercise classes
 - Senior mobility challenges
- Senior Outdoor Recreation Series
 - Fishing days
 - Nature appreciation outings
 - Outdoor fitness sessions
 - Gentle stretching classes
- Wellness Programming
 - Chair Yoga
 - Cardio Drumming
 - Nutrition workshops
 - Mental wellness sessions
 - Healthy aging presentations
- Community Coffee and Connections
 - Monthly coffee socials
 - Community breakfasts
 - Lunch and learn events
 - Guest speaker series
- Seasonal Community Gathering
 - Fall BBQ
 - Summer picnic
 - Fall harvest social
 - Holiday Celebration
- Community Game Days
 - Cards
 - Board games
 - Pickle ball
 - Trivia events
 - Intergenerational competitions
- Intergenerational Programming
 - Community Heritage Project
 - Seniors sharing local history
 - Recording oral histories
 - Community memory book
 - Skill Sharing Program

- Family Recreation Days
- Technology and Rural Connectivity

Capital Assistance Opportunities

In addition to supporting recreation and social programming for seniors, the New Horizons for Seniors Program (NHSP) allows funding to be used for eligible capital assistance projects that improve accessibility, usability, and social inclusion for seniors. Under the 2026-2027 intake, capital expenditures may represent up to \$25,000 of the total approved project funding, provided the project meets NHSP program objectives and directly benefits seniors. Capital assistance projects must improve accessibility, remove barriers to participation, and support social inclusion.

Potential Recreation Master Plan initiatives that may align with NHSP capital assistance funding include:

- Accessibility improvements to municipal recreation facilities
- Installation of accessible seating and gathering areas
- Replacement or enhancement of benches and rest areas along trails and parks
- Improvements to accessible pathways and routes within municipal parks
- Accessibility signage and wayfinding enhancements
- Accessibility upgrades to community gathering spaces used for senior programming
- Purchase of equipment required to deliver senior recreation and wellness programs
- Table, chairs, audio-visual equipment, and program delivery equipment for community events and educational workshops

These improvements would support senior participation in recreation, wellness, volunteerism, and community engagement activities while advancing recommendations identified through the Recreation Master Plan and Accessibility Review process.

Benefits to the Municipality

The availability of up to \$25,000 in eligible capital assistance funding presents an opportunity to address priority accessibility and recreation infrastructure improvements identified through the Recreation Master Plan without placing the financial burden on the municipal tax base.

Community Benefits:

- Reduce social isolation among seniors
- Encourage healthy aging and active lifestyles
- Strengthen community connections
- Increase volunteer participation
- Create opportunities for intergenerational engagement

Recreation Benefits

- Support implementation of Recreation Master Plan priorities
- Expands recreation programming opportunities
- Increases utilization of Municipal recreation facilities and spaces
- Promote participation in outdoor recreation and community events

Financial Benefits

- Access to external federal funding
- Reduce pressure on municipal tax-supported budget
- Ability to new programs before considering long-term municipal investment

- Opportunity to leverage funding for recreation initiatives identified through the Recreation Master Plan process

Risks and Considerations

Council should be aware that successful grant administration required staff capacity, volunteer support, project coordination, and completion of all reporting requirements within established timelines.

The Municipality has previously participated in NHSP-funded projects and experienced challenges completing all proposed activities within the funding period, resulting in potentially returning the funding.

While previous participation does not preclude future funding opportunities, it highlights the importance of selecting a project that is:

- Realistic in scope
- Achievable within program timelines
- Supported by available staffing and volunteer resources
- Sustainable and manageable
- Capable of being fully completed and reported on

Should Council wish to proceed, staff recommend focusing on a project with clearly defined deliverables and achievable outcomes to maximize the likelihood of successful implementation.

Financial Implications:

Project costs would be funded primarily through the New Horizon for Seniors Program. Any required municipal contribution would be identified during the application development and presented to Council.

Conclusion:

Based on the findings of the 2026 Recreation Accessibility Assessment, staff have identified accessibility improvements at municipally owned recreation facilities as a potential priority project for NHSP funding consideration. Potential improvements may include accessible seating, picnic tables, accessible seating, picnic tables, accessibility signage, accessible routes, and barrier removal at Mackey Park, Mackey Boat Launch, Stonecliffe Ball Field, Lacroix Park, and other municipally owned recreation facilities. These improvements would support senior participation, increase accessibility, and advance recommendations identified through the Recreation Master Plan and Accessibility Review process.

Recommendation:

That Council direct staff to prepare and submit an application under the 2026-2027 New Horizons for Seniors Program.

And further that Council provide direction regarding whether the application should focus on:

- Senior recreation and wellness programming;
- Accessibility improvements to municipally owned recreation facilities identified through the Recreation Accessibility Assessment; or
- A combination of programming and accessibility improvements, subject to program eligibility requirements.

Approved and Recommended by the Clerk



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2026-12

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 is 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 June 25, 2026.
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 2026-068 this 25th Day of June 2026.

Mayor

Clerk