



**Head, Clara, & Maria**  
**June 18, 2026 - Regular Meeting of Council - 10:00 AM**

- 1 **Call To Order**
- 2 **Traditional Land Acknowledgement**
- 3 **Recital of the Municipal Mission and Vision Statements**
- 4 **Approval of Agenda**
- 5 **Declarations of Disqualifying Interest (Pecuniary)**
- 6 **Mayor's Address**
- 7 **Approval of the Minutes of the Most Recent Meeting(s)**
  - 7.1 Regular Meeting of Council April 16, 2026
    - 📎 Minutes April 16, 2026
  - 7.2 Special Meeting of Council May 8, 2026
    - 📎 Minutes May 8, 2026
- 8 **Delegations/Presentations**
- 9 **Council Direction From the Previous Meeting**
  - 9.1 Library MOU - To be considered in Closed Session
  - 9.2 Hall Rental Policy - to be adopted June 25, 2026
  - 9.3 Volunteer Policy - To be adopted June 25, 2026
  - 9.4 Financial Management Bylaw/Policies - To be reviewed/adopted in August
  - 9.5 Levels of Service - To be reviewed and adopted in August
  - 9.6 Recreation Master Plan - Resident Survey & Campground Survey
    - 📎 Recreation Master Plan - Resident Survey (Bisset Creek, Deux Rivieres, Mackey & Stonecliffe)
- 10 **Committee of the Whole Working Session (To work on Policy/Plans etc.)**
  - 10.1 Recreation Plan/Master Plan
    - 📎 2026 HCM Rec Activities
    - 📎 Report to Council
    - 📎 Preliminary Outdoor Recreation Programming Opportunity
    - 📎 TOR Recreational Advisory Group
    - 📎 Recreation Plan/Master Plan
  - 10.1.1 AODA Presentation S. Rauche
  - 10.2 Working Alone Policy -

- 📎 Memo from Kaillin Samuels and Charlotte Uukkivi (E4m)
- 📎 Working Alone Policy - 2
- 📎 Working Alone Policy WIP (Councillor Richer)
- 📎 Working Alone Safety Plan WIP (Councillor Richer)
- 10.3 Procedure Bylaw Update
  - 📎 Procedure Bylaw Bylaw 2023-02
- 10.4 Municipal Fire Bans
  - 📎 Bylaw 2012 Being a Bylaw to Regulate Municipal Fire Bans
  - 📎 Appendix A to Bylaw 2012-20 - Municipal Fire Ban Policy
  - 📎 Appendix B to Bylaw 2012-20 - Campground Checklist for Allowing Campfires
  - 📎 Appendix C to Bylaw 2012-20 - Posting Checklist
- 10.5 Municipal Administrator Performance Evaluation
  - 📎 CAO Performance Management Template
- 11 Legislative Matters**
- 11.1 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).
 

BE IT RESOLVED THAT the Consent Agenda items for the June 18, 2026, meeting be hereby received.

  - 📎 Flood Hazard Technical Guide Letter
  - 📎 County Council Summary May 2026
  - 📎 County Council Resolution June 12/26 - Highway 17
  - 📎 South Huron - Sustainable Provincial Grant Funding for Fire Services
  - 📎 Plympton-Wyoming Resolution - in Support of South Huron
  - 📎 Notice from Trevor Hammer Duncor Enterprises
  - 📎 Town of Halton Hills Resolution re Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens
  - 📎 Town of Northeastern Manitoulin and the Islands - Resolution of Support Provincial Health Care Spending
  - 📎 Township of Armour re: Rest Stops and Service Areas along Highways 11 and 17
- 11.2 Bylaws
  - 11.2.1 Bylaw 2026-09 Being A Bylaw to Adopt the 2026 Municipal Budget
 


BE IT RESOLVED THAT By-Law 2026-08 being a bylaw to adopt the 2026 municipal budget, be read and adopted.

    - 📎 Bylaw 2026-09
  - 11.2.2 Bylaw 2026-10 Being a Bylaw to Strike Tax Rates for 2026
 

BE IT RESOLVED THAT By-Law 2026-09 being a bylaw to to strike tax rates for 2026, be read and adopted.

    - 📎 Bylaw 2026-10
  - 11.2.3 Repeal Bylaw 2016-07 Being a Bylaw to Regulate Open Air Burning

BE IT RESOLVED THAT By-Law 2016-07 being a bylaw to regulate open air burning be hereby repealed.

 Bylaw 2016-07

11.3 Public Hearings: Planning/Zoning Matters

11.4 Committee/Local Board Reports

**12 Administrative Matters**

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

12.2 Financial Update/Statement/Quarterly Variance Report

12.3 Update on Capital Projects

**13 Leadership Issues**

13.1 Update to Strategic Plan

13.2 Five-Year Financial Plan (including Asset Management Plan)

13.3 New Policy

13.4 Notice of Motion

**14 Closed Session**

14.1 Move into Closed Session

14.2 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 discussed and \_\_\_\_\_.

**15 Confirmation of Proceedings**

BE IT RESOLVED THAT Bylaw 2026-10 being a bylaw to confirm proceedings of Council at their , be read and adopted.

 Bylaw 2026-11

**16 Adjournment**



## **Head, Clara, & Maria Meeting Minutes**

**Regular Council Meeting April 16, 2026 - 10:00 AM**

### **The following persons were present:**

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

**Meeting Clerk:** Peggy Young-Lovelace, Deputy Clerk (E4m)

### **Staff/Advisors:**

Leanne Crozier, Deputy Treasurer (E4m - Electronically)

Josh Young, E4m (Electronically)

### **1 Call To Order**

Mayor Grills called the meeting to order at 10:07 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 of years.

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

Councillor Dowser 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**

**Resolution No:** 2026-033

**Moved By:** Rachel Richer

**Seconded By:** Fran Kelly-Chamberlain

THAT the agenda of the Regular Meeting of April 16, 2026, be adopted as amended to add item 12.1.4 Deep River and District Community Foundation Correspondence re: the Murphy Endowment Fund.

**CARRIED**

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

**6 Mayor's Address**

Mayor Grills provided an oral address.

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

**Resolution No:** 2026-034

**Moved By:** Karen LeClerc

**Seconded By:** Rachel Richer

THAT the minutes of the Regular Meeting of March 24 and the Special Meeting of April 9, 2026, be adopted as circulated.

**CARRIED**

**7.1 Special Meeting April 9, 2026**

**7.2 Regular Meeting March 24, 2026**

**8 Delegations/Presentations**

**9 Council Direction From the Previous Meeting**

**9.1 Library MOU**

**9.2 Library - Community Mural Mosaic**

**9.3 Snowmobile Trail Speeds/Enforcement - PSB**

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

**10.1 Spraying of Herbicides in HCM – Councillor Richer**

This matter was deferred in the fall to a future meeting. During the working group Council decided that this matter would not proceed at this time and that there are individuals out there who could respond to Councillor questions independently of a meeting.

**10.2 Working Alone Policy**

Council discussed the working alone policy and what needs to be included. The matter will be brought forward to a future meeting to review a full draft of the policy.

**10.3 Open Air Burning Bylaw/Fire Prevention Program**

Council discussed this policy and directed that the bylaw be repealed at a future meeting.

**10.4 Financial Management Bylaw/Policies - Discussion**

Council discussed several policies related to financial management of the municipality.

Council recessed from 12:00 to 12:16 pm.

**10.4.1 Budget**

**10.4.2 Reserves**

**10.4.3 Investments**

**10.4.4 Purchasing**

**10.4.5 Tax Collection**

**10.4.6 Fees and Charges**

**11 Legislative Matters**

**11.1 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:** 2026-035

**Moved By:** Rachel Richer

**Seconded By:** Chris Dowser

THAT the Consent Agenda items for the April 16, 2026, meeting be hereby received.

**CARRIED**

**11.2 Bylaws**

**11.3 Public Hearings: Planning/Zoning Matters**

**11.4 Committee/Local Board Reports**

**12 Administrative Matters**

**12.1 New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)**

**12.1.1 Municipal Property Taxes - Leased Lands**

**Resolution No:** 2026-036

THAT Council authorize the application of lease payments from Rogers and Bell as an offset to the municipal taxes payable on the municipally owned property identified as Roll 025-10800.

**TABLED**

This matter was deferred to determine which lands were the request impacted.

**12.1.2 Correspondence from Priscilla re: New Horizons**

**Resolution No:** 2026-037

**Moved By:** Fran Kelly-Chamberlain

**Seconded By:** Rachel Richer

THAT the correspondence regarding the New Horizons Funding Program be received and that a response be drafted and sent on behalf of the Township.

**CARRIED**

**12.1.3 Draft Terms of Reference - Shared Services Working Group**

**Resolution No:** 2026-038

THAT the Draft Terms of Reference for the Shared Services Working Group be received and that Councillor LeClerc be appointed to the Working Group with the Mayor.

AND THAT Councillor Richer be appointed as an alternate if Councillor LeClerc is unavailable to attend.

**12.2 Financial Update/Statement/Quarterly Variance Report**

**12.3 Update on Capital Projects**

**13 Leadership Issues**

**13.1 Update to Strategic Plan**

**13.2 Five-Year Financial Plan (including Asset Management Plan)**

**13.3 New Policy**

**13.4 Notice of Motion**

**14 Closed Session**

**14.1 Into Closed Session**

**Resolution No:** 2026-039

**Moved By:** Fran Kelly-Chamberlain

**Seconded By:** Chris Dowser

THAT Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 1:04 pm. 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. Negotiate Service Contracts - CBO, Road Maintenance, E4m
2. Library MOU Negotiations
3. Recruitment Update

**CARRIED**

**14.2 Return to Open Session**

**Resolution No:** 2026-040

THAT Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 2:02 p.m. and reports that Council gave direction about negotiating updated service agreements, received an update on the recruitment process and deferred the discussion on the Library MOU.

**CARRIED**

**15 Bylaw 2026-05**

**Resolution No:** 2026-041

**Moved By:** Karen LeClerc

**Seconded By:** Chris Dowser

BE IT RESOLVED THAT Bylaw 2026-05 being a bylaw to confirm proceedings of Council at their regular meeting March 24 and their special meeting April 9, 2026, be read and adopted.

**CARRIED**

**16 Adjournment**

Mayor Grills adjourned the meeting at 2:03 p.m.

**CARRIED**

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Mayor

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Clerk



## **Head, Clara, & Maria Meeting Minutes**

**Special Meeting of Council May 8, 2026 - 10:30 AM**

### **The following persons were present:**

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

**Meeting Clerk:** Peggy Young-Lovelace, Deputy Clerk (E4m)

### **Staff/Advisors:**

Leanne Crozier, Deputy Treasurer

Todd Fremlin, E4m (Electronically)

Ben Maher, Public Works

Stephany Rauche, Recreation

Charlotte Uukkivi, E4m (Electronically)

Josh Young, E4m (Electronically)

### **Guests**

Paul Cassan, Wishart Law (Legal Counsel)

Mary Marziano, SFC Paralegal Services Professional Corporation (Back to Work Expert)

## **1 Call To Order**

Mayor Grills called the meeting to order at 10:52 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 of years.

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

Councillor Dowser recited the Vision and Mision 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**

**Resolution No:** 2026-042

**Moved By:** Chris Dowser

**Seconded By:** Fran Kelly-Chamberlain

BE IT RESOLVED THAT the agenda of the Special Meeting of May 8, 2026, be adopted as circulated.

**CARRIED**

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

None were declared.

### **6 Special Business**

#### **6.1 Closed Session**

##### **6.1.1 Into Closed Session**

**Resolution No:** 2026-043

**Moved By:** Rachel Richer

**Seconded By:** Karen LeClerc

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 11:07 a/p.m. Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employe 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 Planning
2. Risk Assessment
3. Recruitment Update

**CARRIED**

**6.1.2 Return to Open Session**  
**Resolution No:** 2026-043  
**Moved By:** Chris Dowser  
**Seconded By:** Rachel Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 12:23 p.m. and reports that return to work planning was discussed with legal counsel and a back to work expert; that an update was provided on a confidential workplace risk assessment and an update about the recruitment process was also received.

**CARRIED**

**7 Recess**

The meeting will recess resuming at 12:30 p.m.

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

**8.1 2026 Budget Discussion**

Stephany Rauche presented the recreation budget.  
Ben Maher presented the budget for roads and parks.  
Leanne Crozier presented a draft overall budget.

This resolution is recommended by the Municipal Auditors.

**8.1.1 Deferred Resolution from April 16, 2026 Meeting Regarding Lease Payments Being Applied to Municipal Taxes**

**Resolution No:** 2026-036  
**Moved By:** Chris Dowser  
**Seconded By:** Karen LeClerc

THAT Council authorize the application of lease payments from Rogers and Bell as an offset to the municipal taxes payable on the municipally owned property identified as Roll 025-10800.

**CARRIED**

**9 Adjournment**

Mayor Grills adjourned the meeting at 3:38 p.m.

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Mayor

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Clerk

# Resident Survey - Head, Clara and Maria

1. What best describes your household?
  - Solo Living
  - Live with spouse/partner – no children at home
  - Children at home (Grade 8 or under)
  - Children at home (Grade 9 or over)
  - Older adult household with grandchildren visiting seasonally
  - Other: \_\_\_\_\_
2. How long have you lived in HCM?
  - Less than 1 year
  - 1–5 years
  - 5–10 years
  - More than 10 years
3. Are you:
  - A year-round resident of Head, Clara and Maria
  - A seasonal resident of Head, Clara and Maria
  - Other: \_\_\_\_\_
4. What is your current employment status?
  - Employed full-time
  - Employed part-time
  - Self-employed
  - Retired
  - Seasonal worker
  - Not currently employed
5. What age group do you fall within?
  - Under 18
  - 18 - 29
  - 30 - 44
  - 45 - 59
  - 60 - 74
  - 75+
6. How many individuals live in your household?
  - 1
  - 2
  - 3
  - 4
  - 5+

7. How many grandchildren or visiting family members typically stay with you during the summer?
- None
  - 1–2
  - 3–4
  - 5+
8. Does your household contain any pets? If so, how many?
- 0
  - 1
  - 2
  - 3
  - 4
  - 5+
9. Which recreational or community activities do you currently participate in?  
(Select all that apply)
- Swimming
  - Walking trails
  - Hiking
  - Fishing
  - Boating
  - Canoeing/Kayaking
  - Pickleball
  - Tennis
  - Fitness or exercise classes
  - Yoga
  - Seniors programming
  - Children's programming
  - Arts and crafts
  - Community dinners/events
  - Farmers markets
  - Outdoor skating
  - Snowmobiling
  - ATV trails
  - Hunting
  - Camping
  - Library programs
  - Community volunteering
  - Other: \_\_\_\_\_

10. How often do you participate in recreational activities?
- Daily
  - Weekly
  - Monthly
  - Occasionally
  - Rarely
11. How many hours per week do you usually spend on recreational or physical activities?
- 0–1 hours
  - 2–4 hours
  - 5–7 hours
  - 8–10 hours
  - 10+ hours
12. Do you currently and regularly travel outside Head, Clara and Maria to participate in activities or programs?
- Yes
  - No
13. How often do you travel outside Head, Clara and Maria to take part in recreational activities or programs?
- Weekly
  - Monthly
  - A few times per year
  - Rarely
14. How far do you usually travel for those activities?
- Under 15 minutes
  - 15–30 minutes
  - 30–60 minutes
  - Over 60 minutes
15. If yes, where do you travel to? (Select all that apply)
- Deep River
  - Pembroke
  - Petawawa
  - Laurentian Hills
  - Renfrew
  - Papineau/Cameron
  - Mattawa
  - Chalk River
  - North Bay
  - Swisha
  - Other: \_\_\_\_\_
  -
16. What activities do you travel outside the municipality for?

- Swimming
- Exercise/Fitness classes
- Pickleball
- Youth activities
- Senior programs
- Sports leagues
- Arts/Cultural activities
- Waterfront recreation
- Community events
- Other: \_\_\_\_\_

17. What are the main reasons you travel outside Head, Clara and Maria for activities?  
(Select all that apply)

- Better facilities
- Greater variety of programs
- More convenient scheduling
- Lower cost
- Higher quality instruction
- Social opportunities
- Lack of local options

18. What existing municipal recreational spaces do you currently use?

- Boat launches
- Parks
- Beaches
- Trails
- Community halls
- Library
- None
- Other: \_\_\_\_\_

19. How often do you use local boat launches?

- Frequently
- Occasionally
- Rarely
- Never

20. How would you like the United Townships of Head Clara and Maria to evolve in the future?

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21. What types of activities or programs would you like the municipality to offer?

(Select all that apply)

- Swimming lessons
- Aquafit
- Exercise/Fitness classes
- Pickleball
- Yoga
- Seniors social activities
- Children's camps
- Teen programming
- Family events
- Pet designated areas (ex. Off-leash dogs parks)
- Community festivals
- Arts and crafts classes
- Community clubs (walking, gardening, reading, etc.)
- Canoe/Kayak rentals
- Outdoor fitness equipment
- Fishing derbies
- Workshops/Educational programs
- Winter recreation programs
- Other: \_\_\_\_\_

22. What time of year would you most likely participate in municipal programs?

- Spring
- Summer
- Fall
- Winter
- Year-round

23. What days/times are most convenient for activities?

- Weekday mornings
- Weekday afternoons
- Weekday evenings
- Weekend mornings
- Weekend afternoon
- Weekend evenings

24. Thinking about your top three recreational activities, would you say you do each one daily, weekly, monthly, occasionally, or rarely?
- Daily
  - Weekly
  - Monthly
  - Occasionally
  - Rarely
25. Would you be willing to pay fees for recreational programs or activities?
- Yes
  - No
  - Depends on the activity
26. What would you consider a reasonable fee for programs?
- Free of cost
  - \$5–10 per session
  - \$10–20 per session
  - \$30+
  - Monthly memberships
  - Family rates
  - Other: \_\_\_\_\_
27. How much would you say your household spends in a year on recreation and leisure activities?
- \$0–250
  - \$250–500
  - \$500–1,000
  - \$1,000–2,500
  - \$2,500+
28. What do you typically spend the most money on when it comes to recreation? (Select all that apply)
- Program or registration fees
  - Equipment or gear
  - Travel/transportation
  - Memberships
  - Event admission or tickets
29. What, if anything, makes it harder for you to participate in recreational activities more often? (Select all that apply)
- Cost
  - Lack of time

- Transportation challenges
- Programs not offered locally
- Scheduling conflicts
- Health or mobility limitations
- Lack of information about programs
- Childcare or family responsibilities

30. Do you or anyone in your household have any accessibility or mobility needs that affect participating in recreational activities?

- Yes
- No

31. What kinds of needs or challenges?

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32. What would encourage you to participate more often in municipal programs?

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33. Would you be interested in volunteering for municipal events or programs?

- Yes
- No
- Maybe

34. Areas of volunteer interest:

- Coaching/instruction
- Event setup
- Children's activities
- Seniors programs
- Fundraising
- Community cleanups
- Trails/Parks maintenance
- Administrative support
- Other: \_\_\_\_\_

35. Please provide any additional comments, suggestions, or ideas:

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# HCM RECREATION PLANNER 2026

Events	dates	Notes	Events	Dates	Notes
<b>MOTHER'S/FATHER'S DAY</b>			<b>DRDCF</b>		
<b>CANADA DAY</b>	July 1, 2026		<b>BALL TOURNEMENT</b>	Fall	
<b>HALLOWEEN</b>	October 31,2026		<b>WILD GAME DINNER</b>		
<b>REMEMBERANCE DAY</b>	November 11, 2026		<b>NHSP WORKSHOPS</b>		Grant funded
<b>CHRISTMAS</b>			<b>UNPLANNED EVENT</b>		Pickle ball?
<b>NEW YEAR'S EVE</b>	January 31,2026				

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE																	
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S											
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14											
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21											
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28											
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																	
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S											
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6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13											
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27											
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31															
							31																					30																								

*United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Wednesday, June 17, 2026				Report Date	Monday, June 15, 2026			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report 002- Recreation Master Plan Implementation Update</b>									

**Subject:** Recreation Master Plan- Implementation Report

**Prepared by:** Stephany Rauche

**Recreation Program Implementation Plan:**

The Recreation Master Plan has identified a few opportunities for recreation programming and community engagement throughout HCM. The focus for 2026 is to begin implementing low-cost, community-based recreation activities that can be delivered within the approved recreation budget.

**Recreation Program Implementation Plan:**

The approved 2026 Recreation Budget identifies several recreation and community events intended to support resident engagement throughout the year. Staff will focus on implementing approved activities and evaluating participation levels to assist with future recreation planning.

Timeline	Activities	Budget Allocation	Status
June 2026	Mother’s Day/Father Day	\$150	Not Implemented- Recommendation to reallocate funds to Canada Day
July 1, 2026	Canada Day Celebration	\$2,000	In Progress
March 2026- March 2027	NHSP	\$13,710	Ongoing
September- October 2026	Ball Tournament	\$500	Proposed
August-October 2026	Private Events/Community Programming	Budget to be determined	Pending Council Direction
October-November 2026	Wild Game Dinner	\$3,000	Proposed
October 2026	Halloween Event	\$250	Proposed
November 2026	Remembrance Day	\$250	Proposed
December 2026	Christmas Event	Budget to be determined	Pending Council Direction
December 31, 2026	New Year’s Eve Celebration	\$5,700	Proposed

**Father’s Day Programming Update:**

The approved 2026 Recreation Budget included an allocation of \$150 for a Mother’s Day and Father’s Day Programming. Due to timing constraints no Mother’s Day or Father’s Day event was organised in 2026. Staff recommend reallocating the unused budget allocation to support the Canada Day Celebration.

The Proposed reallocation would provide an opportunity to enhance Canada Day activities while ensuring approved recreation funding continues to provide value to residents and visitors.

## Recreation Master Plan Recommendations and Rational

The Recreation Master Plan is being developed to identify opportunities to improve recreation services, increase community engagement, and maximize the use of existing recreation assets throughout HCM.

Recommendations contained within the Recreation Master Plan were based on site visits, asset reviews, accessibility observation, community needs, demographic considerations, and opportunities identified through research and recreation planning best practices.

Key recommendations included increasing community recreation programming, improving public engagement through surveys and consultation, enhancing utilization of existing recreation facilities and outdoor spaces, encouraging volunteer participation, and exploring the establishment of a Recreation Advisory Committee to support future recreation initiatives.

The implementation activities identified within this report are intended to begin addressing these recommendations while remaining within the approved 2026 Recreation Budget and available operational resources.

## Implementation Milestones

The Recreation Master Plan identified opportunities to enhance recreation programming, community engagement, and utilization of municipal recreation assets. The following milestones are proposed for the remainder of 2026.

- July 2026- Delivery of the Canada Celebration
- Summer 2026- Continued implementation of NHSP- funded recreation initiatives
- Summer/Fall- Evaluation of participation levels and community interest in recreation programming
- Fall 2026- Delivery of proposed recreational activities including the Ball Tournament, Wild Game Dinner, Halloween Event, Outdoor Movie and Remembrance Day
- Winter 2026- Delivery of proposed Christmas and New Years Eve programming

## Recreation Committee Considerations

To support implementation of the Recreation Master Plan and future recreation programming, staff believe the establishment of a Recreation Advisory Committee would be beneficial.

A Recreation Advisory Committee could assist with:

- Event planning and coordination
- Volunteer recruitment and community engagement
- Recreation programming recommendations
- Community feedback and consultation
- Support for fundraising and special events

The establishment of a committee would help distribute responsibilities, increase community involvement, and provide additional capacity to assist with recreation programming and community events.

Should Council wish to proceed, staff can prepare draft Terms of Reference for Council's consideration.

## Budget Considerations

Council approves the 2026 Recreation Budget, which includes funding for recreation programming, seasonal events, and NHSP- supported initiatives.

The 2026 Recreation Budget identifies a Christmas Event; however, no specific budget allocation was established for this activity.

Staff are seeking Council's direction regarding the desired scope of the Christmas Event and whether Council wishes to allocate funding for the event through a future budget amendment, sponsorship opportunities, fundraising initiatives, or through available recreation budget surpluses.

Staff welcomes Council's recommendations regarding event format, budget expectation, and community involvement to assist with planning and implementation.

The proposed reallocation of the unused Mother's Day/Father's Day allocation to the Canada Day Celebration would not increase the overall recreation budget and would maximize the use of approved recreation funding.

### **Operational Considerations**

Implementation of recreation programming is dependant upon available staffing resources, volunteer participation, facility availability, community interest, and weather conditions.

As recreation programming continues to develop, staff will monitor participation levels, evaluate program effectiveness, and identify opportunities for future recreation initiatives that align with community needs and available resources.

### **Next Steps**

Staff will continue implementation of approved recreation programming throughout 2026, beginning with Canada Day Celebration.

Progress updates, participation results, and recommendations regarding future recreation programming will be provided to Council as activities are completed.

Staff are seeking Council direction regarding the proposed Christmas Event, including budget allocation, event expectations, and the desired scope of activities. Staff are also requesting direction regarding the distribution of the Campground Survey and the anticipated timeline for completion. Consideration should be given to the establishment of a Recreation Advisory Committee.

### **Community and Campground Surveys**

As part of the Recreation Master Plan process, community engagement was identified as an important component in understanding recreation priorities, programming interest, and future recreation needs within the Township.

Staff are seeking Council direction regarding the distribution and implementation of the proposed Campground Survey. Input from campground users may provide valuable feedback regarding recreation opportunities, programming interest, and community events that could enhance the overall visitor experience.

Staff are also seeking Council direction regarding the anticipated timeline for completion and distribution of the broader Community Recreation Survey. Establishing a timeline will assist in coordinating survey distribution, data collection, analysis of results, and incorporation of feedback into future recreation planning initiatives.

Survey results will provide Council and staff with valuable information to assist in identifying recreation priorities, evaluating community interest, and guiding future recreation programming and investment decisions.

**Recommendation**

That Council receive Report 002- Recreation Master Plan Implementation Update for information.

Further, that Council provide direction regarding:

- The reallocation of the unused Mother’s Day/Father’s Day budget allocation to support the 2026 Canada Day Celebrations;
- The desired scope and budget consideration for the proposed Christmas Event;
- The distribution and implementation of the Campground Survey;
- The anticipated timeline for completion and distribution of the Community Recreation Survey; and
- The potential establishment of a Recreation Advisory Committee to support implementation of Recreation Master Plan initiatives.

- Approved and Recommended by the Clerk

## Preliminary Outdoor Recreation Programming Opportunity

2026

# HCM 2026 OUTDOOR RECREATION ACTIVITY PLAN AND BUDGET

### **COMMUNITY BASEBALL GAME/LEAGUE**

Season: May-August

Description: Adult/youth mixed recreational league or game

Estimated budget: depending on whether we choose a game or a league, I included an estimate for a game in the draft budget

### **FAMILY FISHING DERBY**

Timing: June

Budget:

Prizes: \$300.00 & donations

Revenue: 40 participants at \$10.00= 400.00

### **COMMUNITY TRAIL WALK/GUIDED NATURE HIKE**

Timing: Fall

Signage/maps: \$100

Refreshments: \$150

Revenue: Free or donation based

### **OUTDOOR MOVIE NIGHT**

Timing: Summer evening

Snacks/canteen: \$150

Movie purchase: \$25-30

Revenue: Donation or \$5 admin fee, revenue from canteen

### **COMMUNITY PANCAKE BREAKFAST OUTDOORS**

Timing: Canada day or Mother's Day/Father's Day

Included a budget item in the draft budget

### **OUTDOOR LIVE MUSIC NIGHT**

Timing: Canada Day

Budget: DJ/live band \$1200-5000

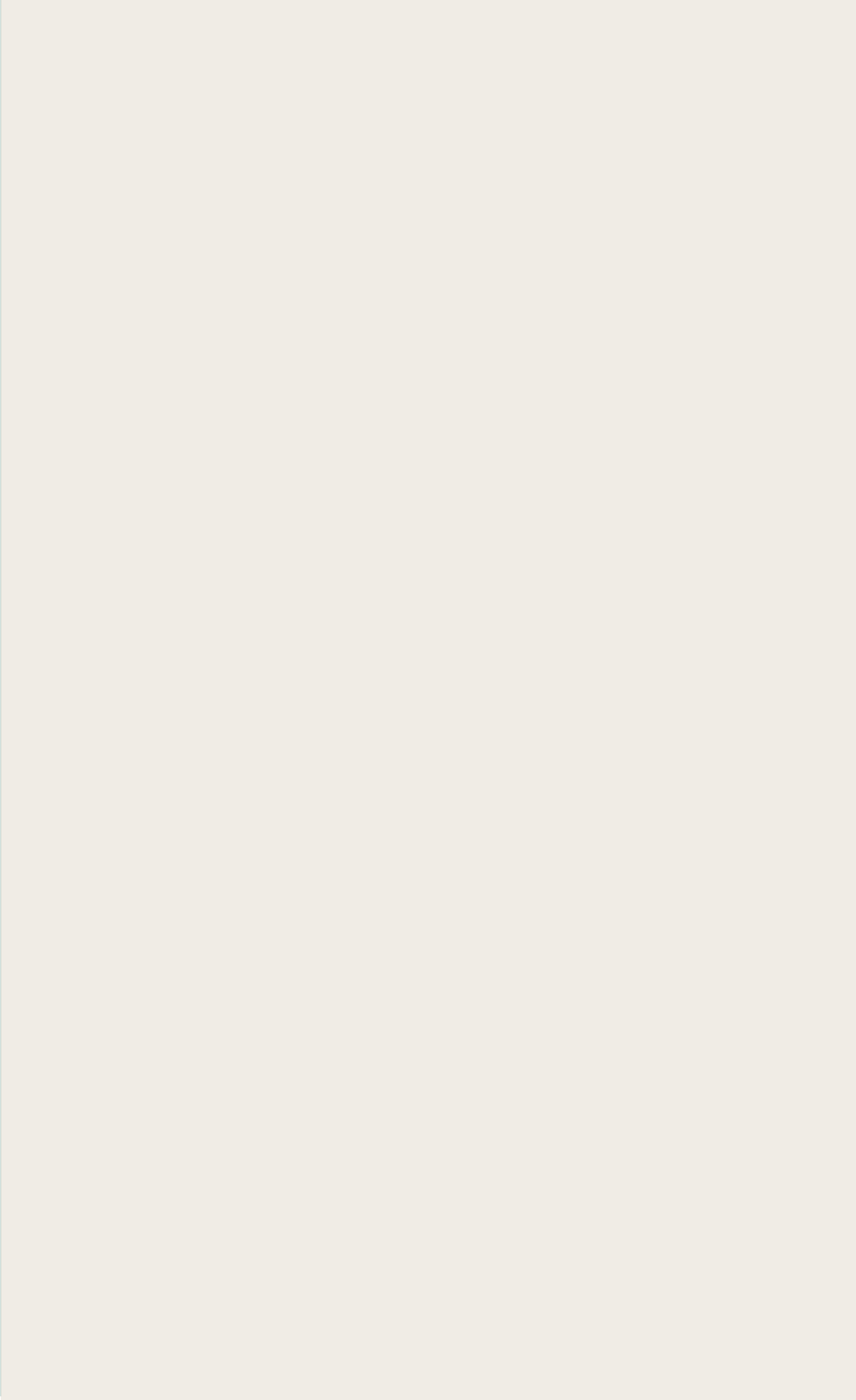
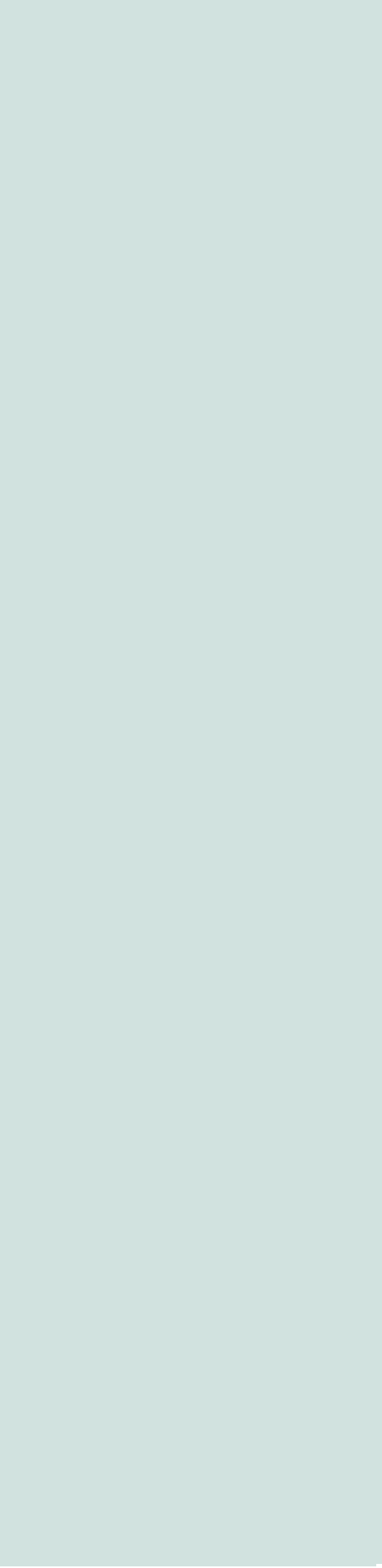
Revenue: Donation or admission cost

### **PICKLE BALL**

Timing: May-October

Budget: \$360-\$410

Revenue: Court rentals, memberships, tournament





# The United Townships of Head, Clara & Maria

## Recreation Advisory Group

### Terms of Reference

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#### **Purpose**

The Head, Clara & Maria Recreation Advisory Group is a volunteer group established to provide recommendations to Staff and Council on matters related to recreational programming and events in the municipality. The group strives to increase and strengthen social and recreational activities in the community.

#### **Mandate**

- To support and enhance existing recreational opportunities in the municipality.
- To advise on new and emerging recreational opportunities
- To support interested organizations or community members in carrying out events as per Council direction and policy

#### **Membership and Responsibilities**

The Group is to serve as an advisory body to Council and has limited delegated authority.

1. The group shall be comprised of at least three members of the public and one member of Council. The Mayor will serve as an “Ex-Officio” member.
2. Members shall be appointed by resolution of council. The chair will be appointed at the same time, by the Mayor. Council members shall have voting privileges equal to every other member. Volunteer members of the group, who are also municipal employees, shall have voting privileges equal to every other member.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
4. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff.

#### **Reporting**

1. The group reports regularly to council through meeting minutes.
2. The group will prepare an annual operating and capital budget for Council consideration.
3. The group will receive administrative support from the Clerk’s office. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and support operations. The employee providing administrative support is not a member of the committee and does not have voting privileges.

#### **Decision Making and Voting**

1. Decisions will be made by way of consensus. Minutes of the meeting will reflect whether or not all members, or only a majority were in agreement with the decision.

February 2021

Meetings shall be open to the public and properly advertised as per the Municipal Notice By-Law.

### **Quorum**

A quorum shall be a simple majority of the total number of group members (i.e. 50% plus one). If a quorum does not exist for a meeting, it shall be cancelled. Administrative support employee is not counted towards a quorum.

### **Meeting Structure and Format**

The group shall meet at least 6 times per year and at the call of the Chair at other times necessary and to be determined by the group.

1. An initial meeting shall take place in January of each year to set goals and a meeting calendar for the year.
2. All meetings of the group shall be open to the public.
3. As an advisory group to Council, the group is subject to the Municipal Code of Conduct, the Municipality's Harassment and Workplace Health and Safety Policies and any other applicable policies and/or procedures and legislation.
4. At all times, the group is a function of Council and acts at Council's pleasure meaning it may be dissolved at any time.

### **Group Reimbursements**

1. All members of the Recreation Advisory group shall serve without financial remuneration.
2. Group members will not be reimbursed for expenses incurred, unless pre- approved by the Clerk-Treasurer, who are directly accountable to Council for all purchasing and procurement decisions.



HEAD, CLARA AND MARIA  
RECREATION MASTERPLAN OUTLINE FOR  
COUNCIL'S REVIEW

CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

PREPARED BY STEPHANY  
RAUCHE



## INTRODUCTION

The Municipality of Head, Clara and Maria is undertaking its first Recreation Master Plan. The purpose of this plan is to provide a 10-year action framework to guide the development and delivery of recreation services within our community.

This Recreation Master Plan aligns with HCM's mission to foster an inclusive and progressive community with a strong commitment to reconciliation. It also reflects the municipality's vision to serve residents honestly and ethically, while promoting inclusivity, environmental stewardship, and collaboration in building a sustainable future for all.

This plan will serve as a strategic roadmap to enhance quality of life, support community well-being, and ensure recreation opportunities are accessible to all residents.

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# WHAT IS A RECREATION MASTER PLAN

A Recreation Master Plan is a long-term strategic document that guides municipal investments in parks, facilities, and programs to meet the evolving needs of the community. Typically developed over a 10-year horizon, the plan is informed by public input and provides a framework for decision-making related to recreation services and infrastructure.

The plan prioritizes the development and enhancement of key assets such as trails, community centers, and open spaces, while ensuring recreation opportunities are sustainable, accessible, and inclusive. It also addresses funding, service delivery, and long-term planning for recreation within the municipality.

## Key Components and Objectives

- **Strategic Planning**  
Establish a long-term framework to guide capital investments and operational decisions related to recreational services.
- **Community Engagement**  
Incorporates public consultation, surveys, and stakeholders input to ensure the plan reflect community priorities.
- **Facility and Service Development**  
Focuses on improving and expanding parks, trails, and multi-use facilities while enhancing accessibility for all users.
- **Financial Sustainability**  
Guides responsible for allocation of resources to support infrastructure improvements and long-term delivery service.

## Common Focus Areas

- **Infrastructure & Asset Management**  
Focus on maintaining and improving recreation infrastructure through the development of a comprehensive asset inventory. This includes documenting all recreation assets (municipal and non-municipal), capturing supporting photographs, mapping locations, and assessing current conditions to inform future upgrades and investment priorities.
- **Accessibility & AODA compliance**  
Ensure recreation facilities and spaces are inclusive and accessible to all residents by reviewing assets for compliance with Accessibility for Ontarians with Disabilities Act (AODA). This includes identifying gaps, documenting barriers, and prioritizing improvements to support equitable access.
- **Active Living & Recreation Opportunities**  
Promotes physical activity and community well-being by identifying opportunities to enhance access to parks, trails, and outdoor recreation space. Includes planning activities and activities and programming that reflect community needs and support healthy lifestyles.
- **Community Engagement & Partnerships**  
Encourages collaboration with residents, local organizations, and community groups to guide recreation planning. Includes gathering public feedback through surveys and consultations to ensure services align with community priorities.
- **Environmental Sustainability**  
Supports the development of environmentally responsible recreation spaces by considering sustainable practices in planning, maintaining, and future development of facilities and outdoor assets.

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# PROPOSED APPROACH TO DEVELOPING THE HCM RECREATION MASTER PLAN

The development of the Recreation Master Plan for the Township of Head, Clara and Maria will follow a structured, phased approach to ensure that the final plan is a comprehensive, data-driven, and reflective of community needs and priorities.

This approach will combine background research, asset evaluation, community engagement, and strategic planning to create a long-term roadmap for recreation services within the municipality. Each phase builds upon the previous one, ensuring decisions are informed by accurate information, public input, and Council direction.

The following outlines the key phases involved in the development of the Recreation Master Plan:

## PHASE 1- INITIAL PLANNING AND COUNCIL DIRECTION

- Prepare a draft recreation budget aligned with 2026 planning priorities
- Identify key priorities for recreation services and infrastructure
- Present initial findings and framework to Council for feedback and direction
- Confirm scope, objectives and expectations for the Recreation Master Plan

## PHASE 2- DATA COLLECTION AND ANALYSIS

- Complete a comprehensive inventory of recreation assets (municipal and non-municipal)
- Assess the condition of assets, including identification of any AODA compliance gaps
- Map all recreation assets across the municipality
- Develop a demographic profile to understand population trends and community characteristics

## PHASE 3- COMMUNITY ENGAGEMENT

- Develop and distribute public surveys to gather community input
- Engage with residents, stakeholders, and community groups
- Identify recreation needs, preferences, and priorities across different age groups
- Establish a clear strategy for collecting community feedback

## PHASE 4- NEEDS ASSESSMENT AND PLAN DEVELOPMENT

- Analyze collected data to identify gaps in recreation services and infrastructure
- Compare existing assets and programs against community needs
- Develop recommendations for programs, facilities, and service improvements
- Establish a vision, goals, and strategic priorities for recreation in HCM

## PHASE – FINAL PLAN AND IMPLEMENTATION

- Prepare the final Recreation Master Plan document
- Develop and implement strategies with short, medium, and long-term actions
- Identify potential funding sources and budget considerations
- Establish roles, responsibilities, and timelines for implementation
- Include a framework for monitoring progress and evaluating success over time.



**GOALS**

(To be determined by Council and public consultation)



**PARTNERSHIPS**

(To be determined by Council and public consultation)



**GROWTH**

(To be determined by Council and public consultation)



To: Head, Clara & Maria

From: E4m | Charlotte Uukkivi & Kaillin Samuels

Date: June 11, 2026

## **New Section: Accommodation for Employees with Disabilities**

*Staff with Disabilities: Recommendations for Addition to Current Work Alone Policy*

Considerations:

1. Individual assessments may be required before assigning lone work.
2. Upon start or return, the employee is to undergo a risk assessment which identifies the level of support required while employed.
  - Making members of staff aware of said safety plan as well as upper management.
3. Using the acquired data to determine a realistic safety plan
  - Individual assessments may be required before assigning lone work.
  - Ensuring necessary tools and resources are available. Accommodation measures may include:
    - More frequent check-ins.
    - Alternative communication devices.
    - Working with a partner/modified paired duties (shared tasks)
    - Modified duties.
    - Restrictions on certain lone-work activities.
    - Emergency alert devices.
    - GPS-enabled communication equipment.
  - Medical information shall remain confidential and only be collected where necessary to support workplace safety and accommodation requirements.

### **Adding to Section 7 - Risk Assessment**

- \*\* High risk assessments must be re-assessed if the environment changes or if an employee's functional abilities require a change or adjustment for safety or feasibility reasons.
- \*\* High risk assessments may be classified to have a “safety watch” where the environment requires supervision for safety purposes, performed by a supervisor or second person.

Risk assessments shall consider:

- Nature of the task(s)
- Capability of the individual being assessed
- Level of assistance required
- Environmental conditions
- Access to communication
- Proximity to assistance
- Potential severity of harm

### **Adding to Section 9 - Communication and Check-in Requirements**

- Making members of staff aware of said safety plan as well as upper management.
  - In assessing levels of risk, an individual may be subjected to varying frequencies of check-ins depending on the level of risk identified (this shall be assessed on a case by case basis)
- Employees shall make use of communications for confirming task feasibility, safety concerns, and any immediate or delayed need for further accommodation.

### **Adding to Section 11 - Roles and Responsibilities**

- Employees
  - Proactively disclose any temporary or permanent functional limitations which may impact the ability to perform tasks or communicate emergencies while working,
  - Cooperate with Supervisors to develop, and adhere to individualized safety plans and adaptive tools
- Supervisors
  - Evaluate the work alone assignment based objectively to the environment and subjectively to the capacity and limitations of the worker.
  - Initiate a formal working alone safety plans for review with employee, addressing specific functional limitations, safety concerns, and accommodation needs and processes
- Township
  - Ensure all individualized safety plans are fully compliant with the *Accessibility for Ontarians with Disabilities Act* (AODA) and the *Ontario Human Rights Code* (HRC) while working in conjunction with the *Occupational Health and Safety Act*.



## Township of Head, Clara & Maria Working Alone Policy

### 1. Policy Statement

The Township of Head, Clara & Maria (“the Township”) is committed to ensuring the health and safety of all employees. Recognizing the rural and operational realities of the Township, where employees may be required to work independently, this policy establishes a **collaborative and practical framework** to identify, assess, and manage risks associated with working alone. This policy supports the Township’s obligations under the Occupational Health and Safety Act (Ontario), including the duty to take every reasonable precaution to protect workers.

### 2. Purpose

The purpose of this policy is to:

- This policy defines the employer's general duty to take every precaution reasonable for the health and safety of the worker, as specified in the *Occupational Health and Safety Act, Section 25(2)(h)*
- Define “working alone” within the Township context
- Establish a shared responsibility model for managing lone worker safety
- Provide a flexible framework for risk identification, assessment, and control
- Ensure appropriate communication and emergency response measures are in place
- This policy ensures that adequate protections are put in place for employees who are performing their duties, in areas or conditions where they are required to, by routine or situations arising to work alone.

### 3. Scope

This policy applies to all Township employees, including full-time, part-time, seasonal, and casual staff, who may be required to perform work:

- Alone
- In isolation
- Without immediate access to assistance in the event of an emergency

### 4. Definitions

**Hazard** means any situation, thing or condition that may expose a person to risk of injury or occupational disease.

**Prohibited Activities** where there is considerable hazard in the activity and/or the work environment, and the risk is not minimized by control measures.

**Risk** is the chance or probability of a person getting harmed, or experiencing an adverse health effect if exposed to a hazard.

**Working alone** means an employee working at a site who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health or emergency.

### 5. Guiding Principles

The Township adopts the following principles in managing working alone:

- **Shared Responsibility:** Safety is a joint responsibility between employees, supervisors, and the Township
- **Collaboration:** Employees and supervisors will co-develop practical safety measures

- **Rural Adaptability:** Controls must reflect the realities of remote work, limited staffing, and multi-role positions
- **Transparency:** Open communication is essential to identifying and managing risks
- **Prevention-Focused:** Emphasis is placed on proactive planning rather than reactive response

## 6. Identification of Working Alone Situations

Each department shall, in collaboration with employees:

- Identify tasks that may be performed alone
- Identify locations where lone work occurs (e.g., facilities, roads, remote sites)
- Consider time-based factors (e.g., evenings, weekends, seasonal work)

Employees to identify working alone situations

## 7. Risk Assessment

All identified lone work activities shall be assessed and categorized as:

- **Low Risk:** Minimal hazard; informal controls are sufficient
- **Medium Risk:** Moderate hazard; requires a documented safety plan
- **High Risk:** Significant hazard; shall not be performed alone

Risk assessments shall consider:

- Nature of the task
- Environmental conditions
- Access to communication
- Proximity to assistance
- Potential severity of harm

Employees to identify risk level of each working alone situation

## 8. Working Alone Safety Plans

For all medium-risk lone work, a **Working Alone Safety Plan** shall be collaboratively developed between the employee and supervisor.

The plan shall include:

- Work location and expected duration
- Identified hazards
- Identify appropriate PPE and safety equipment required
- Communication method and check-in frequency
- Emergency contact procedures

Draft Working Alone Safety Plan included

## 9. Communication and Check-In Requirements

All employees working alone shall implement an appropriate communication method, which may include:

- Scheduled check-ins via phone, text, or radio
- Supervisor awareness of work schedule and location
- A “fail-safe” contact who is aware of the employee’s expected return time

Communication methods shall be appropriate to the level of risk.

## Draft Communication process included

### 10. Activities

The following activities shall not be performed while working alone:

- High-risk tasks as identified through risk assessment
- Operation of equipment or engagement in activities where immediate assistance is required
- Any work where adequate safety controls cannot be reasonably implemented

### 11. Roles and Responsibilities

#### Employees

- Participate in identifying and assessing risks
- Follow established safety plans and communication protocols
- Report hazards, incidents, or concerns
- Exercise the right to refuse unsafe work where applicable
- Employees shall ensure that all required personal protective equipment and safety materials identified through the Working Alone Safety Plan are available and used. Work shall not proceed where such equipment is unavailable or inadequate.

#### Supervisors

- Support collaborative risk assessments
- Ensure safety plans are developed and implemented where required
- Monitor compliance with this policy
- Provide guidance and support to employees working alone
- Ensure that the employee has received the appropriate levels of training and education required to perform the work alone.
- Establish the employee's level of personal health to minimize potential health hazards associated with working alone (e.g. pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

#### The Township

- Foster a culture of shared accountability and open communication
- Ensure that the Municipal employee assigned to perform the work alone has received the appropriate levels of training and education.
- Determine the appropriate forms of personal protective equipment required, and ensure that they are readily available, in good working order, and the worker has been properly trained in their use.
- Ensure compliance with applicable legislation and best practices

### 12. Emergency Response

Where an employee fails to check in as required:

1. Reasonable attempts shall be made to contact the employee
2. The supervisor shall be notified
3. Escalation procedures shall be initiated, which may include contacting emergency services

### 14. Policy Review

This policy shall be reviewed every five (5) years, or as required, to ensure continued effectiveness and compliance with legislative requirements.

### **15. Failure to Comply with Communication Requirements**

Failure to complete required check-ins, including start-of-shift, scheduled, or end-of-shift communication, will be treated as a serious safety concern. Timely communication is a critical component of the Township's duty to protect employees working alone.

Where an employee fails to comply with established communication requirements without reasonable justification, the matter may be subject to progressive discipline, up to and including disciplinary action in accordance with Township policies. Repeated or intentional non-compliance may result in escalated consequences.

Employees are expected to report any barriers to communication (e.g., loss of signal, equipment failure) as soon as practicable so that alternative arrangements can be made.

**Township of Head, Clara & Maria  
Working Alone Safety Plan**

**Employee Information**

- **Employee Name:** \_\_\_\_\_
- **Position/Department:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**1. Work Location & Expected Duration**

- **Primary Work Location:**
  
- **Specific Area (if applicable):**
  
- **Work Description / Task:**
  
- **Start Time:** \_\_\_\_\_
- **Expected End Time:** \_\_\_\_\_
- **Will the location change?**  
 No     Yes → Details: \_\_\_\_\_

**2. Risk Assessment Matrix (Required)**

**Step 1: Likelihood (Select one)**

Score	Description	Example
1	Rare	Unlikely to occur
2	Unlikely	Could happen occasionally
3	Possible	Has happened before
4	Likely	Expected to occur
5	Almost Certain	Happens frequently

**Selected Likelihood Score:**  1  2  3  4  5

**Step 2: Severity (Select one)**

Score	Description	Example
1	Minor	First aid only
2	Moderate	Medical attention required
3	Serious	Lost time injury
4	Major	Long-term injury
5	Critical	Fatality or life-threatening

**Selected Severity Score:**  1  2  3  4  5

**Step 3: Risk Score Calculation**

**Risk Score = Likelihood × Severity**

$$R = L \times S$$

- **Calculated Score:** \_\_\_\_\_

**Step 4: Risk Level Determination**

<b>Score Range</b>	<b>Risk Level</b>	<b>Action Required</b>
1 – 5	Low	Proceed with basic precautions
6 – 10	Medium	Safety plan required
11 – 15	High	Supervisor approval + enhanced controls
16 – 25	Extreme	<b>Work cannot be performed alone</b>

**3. Identified Hazards**

**Environmental Hazards**

- Remote location
- Weather conditions
- Night / low visibility
- Wildlife

Details: \_\_\_\_\_

**Task-Related Hazards**

- Equipment/tools
- Working at heights
- Heavy lifting
- Maintenance/repair

Details: \_\_\_\_\_

**Situational Hazards**

- Working with public
- Isolated facility
- Limited cell service

Details: \_\_\_\_\_

**4. Communication Method & Check-In Frequency**

**Primary Communication Method**

- Cell phone  Radio  Other: \_\_\_\_\_
- Contact Number: \_\_\_\_\_

**Check-In Plan**

- Frequency:
  - Hourly  Every \_\_\_\_ minutes  Start/End only (low risk)
- Contact Person:
  - Name: \_\_\_\_\_
  - Phone: \_\_\_\_\_

**Fail-Safe Contact**

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_

## 5. Emergency Contact Procedures

### Immediate Actions

- Call 911
- Contact supervisor
- Move to safe location

### Supervisor Contact

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_

### Escalation (Missed Check-In)

1. Attempt contact
2. Contact fail-safe person
3. Supervisor notified
4. Emergency services if required

## 6. Required PPE and Safety Equipment

### A. Personal Protective Equipment (PPE)

*(Check all that apply)*

- High-visibility clothing
- Safety boots
- Hard hat
- Gloves
- Eye protection
- Hearing protection
- Weather-appropriate gear
- Other: \_\_\_\_\_

### B. Safety Equipment / Materials

- Fully charged cell phone or radio
- First aid kit
- Vehicle (safe and operational)
- Flashlight
- Emergency supplies (seasonal)
- Spill kit / fire extinguisher (if applicable)
- Other: \_\_\_\_\_

### C. PPE / Equipment Considerations

- Is all required PPE available and in good condition?
  - Yes     No
- Are there any limitations to PPE effectiveness (weather, terrain, etc.)?

### D. Additional Controls Required

*(For medium/high risk work)*

**Work shall not proceed if required PPE or safety equipment identified in the Working Alone Safety Plan is not available or in proper working condition.**

## 7. Acknowledgement

I confirm that:

- I understand the risks associated with this work
- I will follow the safety and communication procedures

**Employee Signature:** \_\_\_\_\_

**Supervisor Approval (required for Medium+):** \_\_\_\_\_

## **Township of Head, Clara & Maria Working Alone Communication Process**

### **1. Purpose**

This procedure establishes minimum communication requirements for employees working alone to ensure timely response in the event of an emergency and to support the Township's obligations under the Occupational Health and Safety Act (Ontario).

### **2. General Requirement**

All employees working alone must maintain active communication with a designated contact (typically their supervisor) for the duration of their work.

Communication requirements increase proportionally with the level of risk identified in the Working Alone Safety Plan.

### **3. Standard Communication Protocol (All Lone Work)**

#### **Mandatory Check-Ins**

All employees working alone must:

#### **A. Start of Shift**

- Contact supervisor (or designate) at the beginning of the shift
- Confirm:
  - Work location
  - Planned tasks
  - Expected duration

#### **B. End of Shift**

- Contact supervisor (or designate) at the end of the shift
- Confirm:
  - Work is complete
  - Employee is safe
  - Any issues or incidents

#### **C. Failure to Check-In**

If the employee fails to check in at the end of shift:

1. Supervisor attempts direct contact
2. Supervisor contacts fail-safe contact
3. Supervisor initiates escalation procedures
4. Emergency services contacted if required

### **4. Risk-Based Communication Requirements**

#### **Low Risk (Score 1–5)**

- Start-of-shift check-in
- End-of-shift check-in
- No additional communication required unless conditions change

#### **Medium Risk (Score 6–10)**

In addition to standard protocol:

- Scheduled check-ins required during shift
  - Minimum: every 2–4 hours (or as defined in safety plan)
- Supervisor must be aware of:
  - Exact location
  - Expected task duration

## High Risk (Score 11–15)

In addition to standard protocol:

- Frequent check-ins required
  - Minimum: hourly (or more frequent depending on risk)
- Supervisor must:
  - Actively monitor check-ins
  - Confirm communication method is reliable
- Consider additional controls:
  - Second worker nearby
  - Alternative scheduling

## Extreme Risk (Score 16–25)

- Work shall not be performed alone

## 5. Communication Methods

Acceptable communication methods include:

- Cell phone
- Radio
- Other approved communication devices

Employees must ensure:

- Device is fully operational prior to starting work
- Adequate signal or coverage is available

## 6. Fail-Safe Communication Requirement

All lone workers must identify a fail-safe contact, who:

- Is aware of the employee's:
  - Work location
  - Expected return time
- Can be contacted if the employee misses a check-in

This may be:

- A supervisor
- Another staff member
- A designated external contact (where appropriate)

## 7. Escalation Procedure (Missed Check-In)

If a scheduled check-in is missed:

**Step 1:** Attempt direct contact (call/text/radio)

**Step 2:** Wait a reasonable period (based on risk level)

- Low risk: up to 1 hour
- Medium/high risk: 15–30 minutes

**Step 3:** Contact fail-safe person

**Step 4:** Supervisor assesses risk and location

**Step 5:** Contact emergency services if concern for safety exists

## 8. Change in Conditions

Employees must immediately notify their supervisor if:

- Work location changes significantly
- Risk level increases
- Communication becomes unreliable
- Unexpected hazards arise





**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA  
Procedural By-Law #2023-02**

**BEING** a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of Members, Staff and the Public.

**SHORT TITLE** – This By-Law may be cited as the “Procedural By-Law.”

**WHEREAS** a Municipality is a level of government and requires formality and procedures in meetings so that clear, informed written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

**AND WHEREAS** Council, pursuant to section 238 of the Municipal Act, 2001, is required to establish the procedures governing the meetings of Council and Committees, the conduct of its Members and the calling of meetings.

**AND WHEREAS** Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

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

**Preamble**

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Code of Conduct*
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Harassment, Bullying and Workplace Violence Policy
- Staff Council Relations Policy
- *Planning Act*
- Accountability and Transparency, By-Law 2009-10
- Policy and Guidelines for Compensation for Travel & Mileage – Employees and Council Members
- Council Honorarium, By-Law 2022-23

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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## **1. Definitions**

### **1.1 Ad-Hoc Committee**

“Ad-Hoc Committee” means a committee to advise council or staff on a specific issue or project. An Ad-Hoc committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the committee will cease to exist. At least 50 per cent of the members are also members of one or more councils or local boards.

### **1.2 Agenda**

“Agenda” means the list of business to be conducted at a meeting.

### **1.3 Chair**

“Chair” means the person presiding at a meeting.

### **1.4 Clerk**

“Clerk” means the person appointed by the municipality pursuant to section 228 of the Municipal Act, and other relevant legislation.

### **1.5 Committee of the Whole**

“Committee of the Whole” means a Committee of all Members of Council.

### **1.6 Council**

“Council” mean the elected Members of the Municipal Council.

### **1.7 Council Package**

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that members require prior to a meeting.

### **1.8 Closed Meeting**

“Closed Meeting” means a Member of Council or committee that is not open to the public pursuant to Section 239 of the Municipal Act or other legislation.

### **1.9 Deputation**

“Deputation” means a person who is presenting information verbally on matters of fact or making a request of Council. Anyone wishing to present a deputation to Council must adhere to the Procedures outlined in the Request for Deputation Form.

### **1.10 Deputy Mayor**

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in place of the Mayor when the Mayor is absent.

### **1.11 Electronic Meeting**

“Electronic Meeting” means a meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for quorum. The Member participating electronically can vote. The member participating electronically may not participate in a Closed Meeting.

### **1.12 Emergency Meeting**

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

**1.13 Ex Officio**

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

**1.14 Head of Council**

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

**1.15 Local Board**

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Services Board and Public Library Board.

**1.16 Meeting**

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a committee where a quorum of Members is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*,

**1.17 Member**

“Member” means a Member of Council, Local Board or Committee.

**1.18 Motion**

“Motion” means a written question moved and seconded by two Members, presented at a meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or Committee. When a Motion passes, it becomes a Resolution or By-Law.

**1.19 Motion to Amend**

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

**1.20 Municipal Act**

“Municipal Act” means the *Municipal Act*, 2001 S.O. c.25. as amended.

**1.21 Municipality**

“Municipality” means the Municipal Corporation of the United Townships of Head, Clara & Maria.

**1.22 Notice of Motion**

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take position.

**1.23 Officers**

“Officer(s)” means a person, such as the Clerk, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

**1.24 Order of Business**

“Order of Business” means the sequence of business to be introduced and considered a meeting.

**1.25 Point of Procedure**

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the procedural By-Law.

**1.26 Presentation/Deputation**

“Presentation” or “Deputation” means a person or group (including a Member, staff or public) who provides information to Council or Committee.

**1.27 Quorum**

“Quorum” means a majority of Members of Council or Committee.

**1.28 Recorded Vote**

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favor or against a Motion are recorded in the minutes.

**1.29 Regular Meeting**

“Regular Meeting” means a scheduled meeting held at regular intervals in accordance with the approved schedule of meetings.

**1.30 Report**

“Report” means a written or other Report from the Clerk, Department Heads, Staff or committee which is approved by the Clerk.

**1.31 Resolution**

“Resolution” means a Motion that has been approved by Council.

**1.32 Special Meeting**

“Special Meeting” means a meeting that is called for specific time and for a specific purpose to deal with an important matter that has arisen between regular meetings.

**1.33 Standing Committee**

“Standing Committee” means a committee comprised solely of Members of Council.

**1.34 Unfinished Business**

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous meeting.

**1.35 Urgent**

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a) Danger to the life, health of safety of individuals;
- b) Damage to property;
- c) An interruption of the essential services provided by the Municipality;
- d) Immediate and significant loss of revenue by the Municipality;
- e) Legal Issue and/or
- f) Prejudice to the Municipality

## **2. General Meeting Rules**

### **2.1 Rules – to be observed at all time**

The rules contained in this By-Law shall be observed in all meetings of Council and with necessary modifications in every Committee Meeting.

### **2.2 Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with consent of a majority of the Members of Council and may be suspended before, during or after a meeting.

### **2.3 Mayor**

The Mayor shall act as the Chair for all Council meetings. The mayor may delegate his or her authority to Chair any Meeting.

### **2.4 Absence of Mayor**

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of council.

### **2.5 Absence of Deputy Mayor**

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a meeting, the Clerk shall call the meeting to order. Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the head of Council for the purposes of that meeting.

### **2.6 Meeting Location**

Unless otherwise authorized by Council, all meetings of Council shall be held in the Council Chambers, at the Municipal Hall, located at 15 Township Hall Road, Stonecliffe, Ontario.

During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, all members may participate electronically and any member participating electronically may be counted in determining whether or not a quorum of members is present at any time during the meeting.

### **2.7 Clerk**

A Clerk or Deputy Clerk must be present at all Council meetings or other meetings where there is a quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

### **2.8 Quorum**

Quorum, consisting of three out of five members, must be present at all meetings.

If quorum is not present fifteen (15) minutes after the time appointed for the meeting, the meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to deal with at the adjourned meeting.

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next meeting.

If at any time during a meeting there is not quorum, the meeting shall automatically be recessed until there is quorum again or until the Chair adjourns the meeting.

## **2.9 Minutes**

Minutes of all meetings will be recorded without note or comment.

After approval, minutes of all meetings, except closed meetings, will be posted in accordance with the applicable municipal policies.

## **2.10 Arriving Late/Leaving Early**

If a member arrives after a meeting has started or leaves before the end of a meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of a meeting that the Member needs to leave before the end of the meeting.

## **2.11 Staff Attendance**

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council meetings and to provide advice on a regular basis. Staff and officers shall attend meetings of Council when required by the Clerk.

## **2.12 Declarations of Conflict of Interest**

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the Municipal Conflict of Interest Act, the Member:

- a) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any questions in respect of the matter; and
- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- d) Provide a written statement of the interest and its general nature to the Clerk in advance.

If the Member is not at a meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next meeting and complete the written statement. Alternatively, if the Member knows they will not be at the meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk prior to the meeting.

Members will, at all times, comply with their statutory obligations pursuant to the Municipal Conflict of interest Act.

## **2.13 Rules of Debate**

The Chair shall preside over the meeting, ensure good order and decorum, and rule on procedural questions.

All agenda items to be discussed are to proceed by Motion.

Each motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the agenda and will not be subject to debate.

The Chair or Clerk will read the Motion or question.

The mover has the first right of speaking on that Motion, after the Chair. The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken.

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the motion. After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a) With permission of Council,
- b) If questioned by another Member;
- c) To explain comments which the Member believes have been misunderstood;  
or
- d) In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes.

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder.

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a) To refer the matter to a certain body;
- b) To amend the Motion;
- c) To defer the Motion;
- d) To adjourn the Meeting
- e) That the vote be taken

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A motion to refer is not debatable.

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.

#### **2.14 Conduct**

Members are required to follow the Municipality's Code of Conduct during all meetings.

No Member shall:

- a) Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or any member of the public;
- b) Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c) Speak on any subject other than the subject in debate;

- d) Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e) Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At meeting, no person shall;

- a) Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b) Use offensive words;
- c) Disobey the procedural rules or the decision of the Chair or of the Council or Committee;
- d) Leave his or her seat while a vote is being taken;
- e) Make any disruptive noise or disturbance;
- f) Enter the meeting while a vote is being taken;
- g) Walk between a Member who is speaking and the Chair; and
- h) Display signs or placards, applaud, and engage in conversation or any other behavior, which may disrupt debate.

Electronic devices must be silenced during a meeting and must not be used to disrupt a meeting.

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. No person shall speak aloud at a meeting or address Members without first receiving permission from the Chair.

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized unless:

- a) Consent is given by a majority of Council; and
- b) The Member(s) of the public are speaking to an item on the agenda

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the meeting by the Chair.

### **2.15 Questions During Debate**

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the meeting.

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking.

### **2.16 Points of Procedure**

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. This can only be raised during the meeting.

Upon raising the point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure.

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. Upon appeal, the Member shall state the reason for the appeal. The Chair may then indicate why the appeal should be rejected.

Without debate, the Members shall vote on the appeal.

If the appeal is upheld by the majority of voting Members, the chair shall change his or her ruling accordingly; if the appeal is rejected then ruling stands.

No member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on question of order or procedure or an interpretation of the rules of Council.

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may recess or adjourn the meeting without any Motion to do so until such time as the person has left the meeting room.

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat.

### **2.17 Voting – General**

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. Voting shall be by way of a "show of hands" in favor or against, except when a Recorded Vote is requested.

A member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the motion. The Chair shall vote last in a Recorded vote. After completion of a Recorded Vote, the Clerk shall announce the result.

If a Member present at a meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion.

The Chair shall announce the results of the vote once the vote is complete. If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken.

If there is a tie vote, the Motion will be defeated.

When the question under consideration contains multiple options/issues, the motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.

During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, a recorded vote is not necessary unless requested by a member of Council.

### **2.18 Corrections**

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion.

### **2.19 Amendments**

The following rules shall apply to amendments to Motions:

- a) A "Motion Amendment" is a change to the question asked in the Motion;

- b) An “amendment to an amendment” is a change to the proposed Motion Amendment;
- c) Only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d) When an amendment has been decided upon, another may be introduced;
- e) The order of voting shall be:
  - i. An amendment to amendment shall be voted upon;
  - ii. A Motion Amendment shall be voted upon next, and
  - iii. The Motion, as amended, shall finally be voted upon.
  - iv. An amendment which is simply a rejection of the Motion will not be permitted.

## **2.20 Voting – Reconsiderations**

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the “Motion to Reconsider”. Members who are not in the majority cannot move for a Motion to Reconsider.

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council’s approval.

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a) A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda.
- b) The Chair shall ask the Member to affirm that they voted with the majority;
- c) The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda.
- d) When the Member is moving to have the Motion to Reconsider added to the Agenda of the same meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda.
- e) Where the Member is moving to have the Motion to Reconsider added to the Agenda of a meeting other than that at which the Motion was originally voted on, a majority of Council must agree to add the Motion to Reconsider to the Agenda.
- f) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g) No Motion shall be reconsidered more than twice in the same calendar year.
- h) A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j) No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

### **3. Roles and Responsibilities**

#### **3.1 Head of Council (Municipal Act, s.225)**

It is the role of the Head of Council to:

- a) Act as Chief Executive Officer ("CEO") of the Municipality
- b) Preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) Assign the seating arrangement in Council Chambers for all members prior to the First Meeting of Council;
- d) Provide leadership to Council
- e) Provide information and recommendation to Council with respect to the role of Council.
- f) Represent the Municipality at official functions;
- g) Uphold and promote the purposes of the Municipality;
- h) Promote public involvement in the Municipality activities;
- i) Act as the representative of the Municipality both within and outside the Municipality and promote the municipality locally, nationally and internationally;
- j) Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k) Carry out duties prescribed by the Municipal Act;
- l) During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, the Mayor can preside over and chair the meeting by alternative means.

#### **3.2 Chair**

It is the role of the Chair to:

- a) Open meeting by calling the meeting to order;
- b) Address the business listed on the Agenda
- c) Receive and have read to Council all Motions presented by Members;
- d) Put to a vote all Motions which are moved and seconded, and announce the results of a vote;
- e) Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f) Enforce, on all occasion, order, polite conduct and decorum among all present at a meeting.
- g) When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the meeting, rule the person out of order and require the person to cease the activity or vacate the meeting;
- h) Provide information to Members on any matter relating to the business of the Municipality;
- i) Authenticate by signature all By-Laws, Resolution and Minutes;
- j) Rule on any points of order raised by Members;
- k) Maintain order, and, where it is not possible to maintain order, adjourn meetings to a time to be named by the Head of Council without any

Motion being put forward; and

- l) Call for the adjournment of the meeting when business is concluded.

### **3.3 Deputy Head of Council (Municipal Act, s.242)**

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council.

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and quorum is present at the meeting, the Clerk shall call the Meeting to order and another Councilor shall be appointed by Council to act as the presiding official and shall preside over the meeting.

### **3.4 Council (Municipal Act, s.224)**

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate the policies and programs of the Municipality;
- c) Determine which services the Municipality provides;
- d) Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) Maintain the financial integrity of the Municipality; and,
- g) Carry out duties of council prescribed by the Municipal Act.

### **3.5 Clerk (Municipal Act, s.228)**

It is the duty of the Clerk to:

- a) Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b) If required by any Member present at a vote, record the names and vote of every Member voting on any matter or question;
- c) Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d) Perform other duties required under the Municipal Act or any other Act; and
- e) Prepare and circulate Council Packages to all Members.
- f) Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the Municipal Act.

### **3.6 Staff (Municipal Act, s.227)**

It is the duty of Staff to:

- a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b) Perform such other duties as are assigned by the Municipality.

### **3.7 Members of the Public**

It is the role of Members of the Public to:

- a) Attend meetings which are open to the public;
- b) Follow the rules of order, polite conduct and decorum;
- c) Provide input and information to Council only at meetings, or portions of meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.)

## **4. Meetings**

### **4.1 First Meeting**

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the first Thursday in December at 1:00 PM. At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

### **4.2 Regular Meetings**

**Time and Place.** Regular meetings shall be held on the third Thursday of each month at 2:00 PM, with the exception of the August meeting being held on the third Saturday at 1:00 PM. There are no meetings in July.

**Election Year.** Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

### **4.3 Special Meetings**

A Special Meeting is a meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

**The Head of Council.** The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the meeting.

Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

Special meetings may be open or closed, depending on the business of the Special Meeting, as provided in the Municipal Act.

### **4.4 Emergency Meetings**

An Emergency Meeting may be called by the Head of Council and/or the Clerk without written notice, to deal with an Urgent Matter.

The Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

Quorum is still required at an Emergency Meeting.

These provisions shall apply, with necessary modifications, to Committees and Local Boards.

#### **4.5 Closed Meetings**

A Closed Meeting is a meeting, or a portion of a meeting, that is not opened to the public.

No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee. After the Closed Meeting is adjourned the Chair shall report to the public:

- a) That the Meeting is adjourned the Chair shall report to the public:
- b) The general nature of the matters dealt with in the Closed Meeting.

#### **4.6 Permissive Closed Meetings**

A meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the Municipal Act, as follows;

- a) The security of the property of the Municipality or Local Board;
- b) Personal matters about an identifiable individual, including municipal or Local Board employees;
- c) A Proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council board, committee or other body may hold a Closed Meeting under another Act;
- h) Information explicitly supplied in confidence to the Municipal or Local Board by Canada, a province or territory or a crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relation information, supplied in confidence to the Municipality or Local Board, Which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belong to the Municipality or Local Board and has monetary value or potential monetary value; or
- 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.

A meeting may be closed if the meeting is held for the purpose of educating or training the Members and at the meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

#### **4.7 Mandatory Closed Meeting**

A meeting must be closed if the subject matter being considered is, as detailed in Section 289(8) of the Municipal Act, as follows:

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, If the council, Board, Commission or other body is the head of an institution for the purposes of that Act;

- b) An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in Subsection 223.13 (1) of the Municipal Act.

A meeting must be closed if the subject matter being considered is harassment, complaint or investigation, pursuant to the Occupation Health and Safety Act.

#### **4.8 Cancelled Meetings**

A meeting may be cancelled by the Head of Council, in consultation with the Clerk, in the following instances:

- a) Quorum cannot be achieved;
- b) By Council Resolution;
- c) In the event of an unforeseen, significant event; or,
- d) The meeting is no longer required

For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a) Safety concern for participants in the meeting, including Members and Members of the Public (ex. Snow storm, closing of the highway);
- b) Loss of heat/electricity or water;
- c) Clerk /Deputy Clerk's inability to attend;
- d) A state of emergency
- e) The inability of a required participant to attend; and /or
- f) The meeting becomes redundant.

The Clerk will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

### **5. Notice of Meetings**

#### **5.1 Annual Schedule of Meetings**

The Clerk shall, by December 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meeting for each Council year for consideration and adoption by Council.

The Clerk shall post on the municipal website notice of all meetings.

This posting will constitute notice to the public of meeting.

Prior to the first meeting in January of each year, the Clerk shall post on the municipal website the schedule for all regular meetings for the calendar year.

The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all members and will be posted on the Municipal website as soon as possible after the amendments are made. The Clerk shall give at least twenty-four (24) hours' notice to the public of all

Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.

Where a statute or Notice By-Law requires, notice will be published in accordance with statute/ By-law. The notice will also be posted on the municipal website.

Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a long notice period. Lack of receipt of notice or failure to comply with the notice provision of this Procedural By-Law shall not invalidate the meeting or any decision of Council or the Committee made at the meeting.

## **6. Agenda**

### **6.1 Agenda**

It shall be the duty of the Clerk to prepare the Agenda of all meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached Schedule B.

The Council meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the meeting.

Item on the Agenda, but not dealt with at the meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent meeting by Resolution of the Members present.

If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the meeting Agenda, the Member shall advise Council of the item and the Member shall require a majority vote to have the item considered.

All items to be included on the Agenda will be provided to Clerk by Members, Staff or the Public no later than ten (10) calendar days before the meeting. Reports for a meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

Reports to Council shall be in the standard form set out in Schedule C. Members wishing to have a matter placed on the Agenda will provide the Clerk with a completed form provided hereto at Schedule D. Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with a complete form as shown in Schedule E to this By-Law.

The Mayor and Clerk may decline to add items and/or Reports to an Agenda.

Reasons to decline, but are not limited to the following:

- a) More time is required to prepare Staff Reports for Council;
- b) The Deputation Request Form was not submitted by the deadline;
- c) The Deputation Request Form is incomplete;
- d) The subject matter of the Deputation is outside of the jurisdiction of Council;
- e) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f) The Meeting Agenda is already too lengthy;
- g) The subject matter is set to be discussed on another Agenda;
- h) The issue is frivolous or vexatious;
- i) The issue has been or is to be considered by the Committee of Adjustment;
- j) Council has previously considered or decided the issue and a Deputation has appeared before Council with respect to the same issue;
- k) Council previously indicated that it will not hear further from this Deputation; or
- l) The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the meeting.

**6.2 Closed Meeting Agenda**

In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

**6.3 Adjournment**

A Motion to adjourn does not need a seconding Member.

A Motion to adjourn a meeting will be considered at any time except the following:

- a) When another Member has been recognized by the Chair and is speaking on a matter, or
- b) During the taking of a vote.

6.3.3. If a Motion to adjourn is defeated, the moving Members may not bring another Motion to adjourn until the Agenda is completed.

**6.4 Curfew**

Meetings shall be automatically adjourned after four hours unless otherwise determined by Resolution passed by a majority of the Members present.

**6.5 Committees/Appointments**

Committees and Appointments will be governed as per the Committee's corresponding Terms of Reference.

**6.6 Amendment**

Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no motion for additions may be made to this By-Law by a majority vote, provided that no Motion that purpose may be considered unless notice thereof had been given in accordance with the Municipality's Notice By- Law.

**6.7 Mandatory Review**

This By-Law shall have a mandatory review on a regular basis and upon election of a new council.

**6.8 Repeal – Enactment**

That By-Law 2021-01 and amendments thereto be and are hereby repealed.

This By-Law comes into force and takes effect on the date of enactment. Read a first and second and third time this 19<sup>th</sup> day of January, 2023.

**7. Schedules to the By-Law**

Schedule A- Conflict of Interest

Schedule B- Agenda and Consent Agenda

Schedule C- Reports

Schedule D- Member Request for Item to be added to the Agenda (Standard Forms)

Schedule E- Form for Individuals or Bodies to put Matters on the Agenda.



MAYOR



CLERK



Schedule A – Conflict of Interest  
THE CORPORATION OF THE UNITED TOWNSHIPS OF

**HEAD, CLARA & MARIA**

15 Township Hall Road

STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613)586-2526 | Fax: (613)586-2596 | Email: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

**Municipal Conflict of Interest Act**

Please complete this form in its entirety and read the statement at the Council table when the Chair reads agenda item #4 "Disclosure of Pecuniary Interest and General Nature Thereof". This form is to then be submitted to the Clerk for record keeping purposes.

For the Municipal Council/Committee meeting held on: \_\_\_\_\_

I, Councillor \_\_\_\_\_, hereby declare a potential (deemed/direct/indirect) pecuniary interest on Council/Committee Agenda item number \_\_\_\_\_, Report # \_\_\_\_\_, concerning \_\_\_\_\_ for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

## Schedule B – Agenda



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

#### **AGENDA**

Date and Time

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. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations
6. Adoption of Minutes of previous meeting
  - Council Minutes
  - Library Board Minutes
  - Recreation Committee Minutes – none
  - Public Works Advisory Committee Minutes
7. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
8. Mayor's Reports
9. Staff Reports
10. Financial Reports
11. Unfinished Business
12. Addendum (New Business)
13. Notice of Motion E
14. By-Laws
15. Closed
16. Questions and Answers
17. Confirmation of Proceedings By-law # \_\_\_\_\_
18. Adjournment

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

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

**HCM Vision:** Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

# Schedule C – Report Template

## United Townships of Head, Clara & Maria Council Report to Council

Type of Decision									
Meeting Date					Report Date				
Decision Required		Yes		No	Priority		High		Low
Direction		Information Only			Type of Meeting		Open		Closed
<b>Report #</b>									

**Subject:**

**Recommendation:**

**Resolution:**

**Background/Executive Summary:**

**Financial Considerations/Budget Impact:**

**Policy Impact:**

**Connection to Strategic Plan:**

**Enclosures:**

Approved and Recommended by the Clerk

**Schedule D – Member Request for Item to  
be Added to Agenda**



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

Date:

Resolution No.:

Moved by:

Seconded by:

**WHEREAS**

**AND WHEREAS**

**BE IT RESOLVED THAT**

Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Mayor \_\_\_\_\_

<b>Recorded Vote</b>		
Dowser, C	Yes	No
Grills, D	Yes	No
Kelly-Chamberlain, F	Yes	No
LeClerc, K	Yes	No
Richer, R	Yes	No

The United Townships of Head, Clara & Maria  
**CERTIFIED TRUE COPY**

---

Crystal Fischer, Clerk

# Schedule E – Deputation Request



THE CORPORATION OF THE UNITED TOWNSHIPS OF  
**HEAD, CLARA & MARIA**  
15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: clerk@headclaramaria.ca

## REQUEST FOR DEPUTATION

Person Requesting a Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # \_\_\_\_\_ Email : \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: \_\_\_\_\_

I will have a presentation

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

(I will require use of a \_\_\_\_\_ computer, \_\_\_\_\_ projector, and \_\_\_\_\_ screen.)

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Friday **prior** to the meeting. Any speaking notes should be provided to Council for its record

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

**BY-LAW No. 2012-20**

**BEING** a By-Law to regulate the implementation of Municipal Fire Bans.

**WHEREAS** under the provisions of Part II, section 7.1 1 (a) and (b) of the *Fire Protection and Prevention Act, 1997* and amendments thereto, a municipality may enact by-laws regarding fire prevention and the setting of open air fires;

**NOW THEREFORE**, the Council of the United Townships of Head, Clara & Maria does hereby enact as follows THAT:

**DEFINITIONS:**

A “**Designated campground**” is a campground that is inspected annually and satisfies the criteria in Appendix B to this by-law. This means that the Community Fire Safety Officer or other Municipal staff has completed an inspection and has determined that the campground is in compliance with criteria under the *Forest Fire Protection Act*.

“**Municipal fire ban**” means a state and related period of time declared by the Council of the Municipality during which no one may set or maintain any open air fire, including camp fires, within Municipal geographic limits for reasons related to public safety and protection of property.

1. If the Ministry of Natural Resources declares a Restricted Fire Zone (RFZ) which includes our Municipality or parts of our Municipality it supersedes any Municipal Fire Ban, By-law or policy. The Municipality has no obligations but may wish to assist in advertising the RFZ.
2. A Fire Ban may be declared by the Council of the United Townships of Head, Clara & Maria within our Municipality or parts of the Municipality if Council, so decides following the Municipal Fire Ban policy which is Appendix A to this By-Law.
3. When a Fire Ban is implemented, the public shall be notified by utilizing the Fire Ban Notification Checklist which is Appendix C to this By-Law.
4. A Municipal Campground may attain designation and exemption from Municipal Fire Bans by being inspected by the Community Fire Safety Officer and/or other Municipal Staff and meeting and maintaining the criteria outlined in the Campground Checklist for Designation – Appendix B.
5. During a Municipal Fire Ban, no outdoor fires will be permitted within the Municipality except within a Designated Campground or Driftwood Provincial Park over which the Municipality has no authority.
6. Under this Fire Ban **all wood burning fires are prohibited**, including the use of charcoal briquettes and portable wood-burning stoves in camping/picnic areas. The fire ban applies to all designated areas of the municipality.
7. During a Municipal Fire Ban, use of gas or propane stoves and barbeques is permitted for preparation of food and for heat.
8. During a Municipal Fire Ban the use of an outdoor fireplace (masonry, pottery or metal) is considered open air burning and is also banned. Although these fireplaces are designed to be used outdoors rather than indoors and may limit the heat and sparks through their design, these

reduced levels are still cause for concern and use is not permitted during Municipal Fire Bans.

9. By-Law 2006-09 is hereby repealed.

**This** By-Law comes into force and effect upon the final passing thereof.

**Read** a first and second time this 15<sup>th</sup> day of June 2012.

**Read** a third time short and passed this 15<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
REEVE – TAMMY LEA STEWART

\_\_\_\_\_  
CLERK – MELINDA REITH

## **APPENDIX A to BY-LAW 2012-20**

### **The Corporation of the United Townships of Head, Clara & Maria MUNICIPAL FIRE BAN POLICY**

#### **Purpose:**

To provide guidelines for Council, Staff and members of the public for the application, notice and removal of a Municipal Fire Ban within the geographic area of the Municipality of the United Townships of Head, Clara & Maria.

#### **Definitions:**

A “**Designated campground**” is a campground that is inspected annually and satisfies the criteria in Appendix B to this by-law. This means that the Community Fire Safety Officer or other Municipal staff has completed an inspection and has determined that the campground is in compliance with criteria under the *Forest Fire Protection Act*.

“**Municipal fire ban**” means a state and related period of time declared by the Council of the Municipality during which no one may set or maintain any open air fire, including camp fires, within Municipal geographic limits for reasons related to public safety and protection of property.

#### **Authorities:**

*The Forest Fire Protection and Prevention Act, 1997*

*The Forest Fire Protection Act*

Municipal By-Law

#### **Notification:**

1. The public will be notified of the application/removal of a Municipal Fire Ban by the placing/removing of signs and posters throughout the municipality. The Ministry of Natural Resources and area campground operators will be notified by phone.
2. Radio public service announcements shall be used upon direction of Council.

#### **Application and Removal:**

1. The decision to apply/remove a Municipal Fire Ban shall be made by the Council of the United Townships of Head, Clara & Maria at a duly called and conducted meeting including, if necessary, an emergency meeting called by staff and/or any member of Council.

2. The MNR fire index, observation of local environmental conditions and future weather forecasts may be some of the factors used in determining the application and removal of a Municipal Fire Ban.
3. Clear criteria exist for implementing fire bans, and are based on daily monitoring of weather and fuel/vegetation conditions, as well as principles of fire behaviour and risk. The fire ban will be lifted as soon as conditions permit.
4. Records of the date, time and notification methods utilized as per Appendix C will be maintained on the appropriate forms and filed in the Municipal Office.

## **APPENDIX B to BY-LAW 2012-20**

### **The Municipality of the United Townships of Head, Clara & Maria CAMPGROUND CHECKLIST AND OWNER ACKNOWLEDGEMENT FOR DESIGNATION FOR FIRE BANS**

From the *Forest Fires Prevention Act*, ONTARIO REGULATION 207/96 -  
OUTDOOR FIRES...

**8.2** (3) No person shall use a portable or permanent charcoal installation for cooking or warmth in a restricted fire zone in a campground described in section 8.7 unless all of the conditions in subsection (1) are met and all of the following conditions are met:

1. The installation is designed to use commercially produced charcoal as fuel.
2. Commercially produced charcoal is used as the fuel.
3. The owner or operator of the campground expressly permits a charcoal installation to be used during a time when the campground is in a restricted fire zone. O. Reg. 230/00, s. 4.

**8.4** No person shall set a wood fire in a permanent fire installation in a campground described in section 8.7 in a restricted fire zone unless all of the following conditions are met:

1. The fire is contained in,
  - i. an above ground fire grate or fireplace that is designed to burn wood safely and that cannot be moved to an unsafe location, or
  - ii. a pit in the ground that has fireproof walls and is designed to burn wood safely.
2. The fire is at least three metres from any forest area, and the area within the three metre radius is completely free of flammable material.
3. The space immediately above the fire installation is at least three metres from any overhanging vegetation.
4. The owner or operator of the campground expressly permits the fire to be set during a time when the campground is in a restricted fire zone.

**8.7** A campground referred to in subsection 8.2 (3) and section 8.4 offers camping facilities to the public on a temporary basis and meets all of the following criteria:

1. The campground allows camping only in cabins and designated campsites, and all are accessible by motor vehicle as defined in the *Highway Traffic Act*.
2. The campground does not allow campfires between 10 a.m. and 7 p.m.
3. The campground clearly posts the hours campfires will be allowed.
4. The campground has printed information on safe campfires and provides it to all of its guests.
5. The campground has adequate equipment to control and extinguish a fire, that can be taken to any campsite or cabin within 10 minutes.
6. The campground has on site at all times staff who are instructed in the location and use of the equipment described in paragraph 5.
7. The campground has reliable two-way telecommunications equipment to allow it to obtain assistance if a fire escapes control. O. Reg. 230/00, s. 4; O. Reg. 64/10, s. 4.

**8.8** For the purpose of sections 8.1, 8.2 and 8.6, a thing is portable if it is designed to be moved from one location to another by muscular power without the aid of any device. O. Reg. 230/00, s. 4.

I, \_\_\_\_\_, an owner/operator for the campsite known as \_\_\_\_\_, located at \_\_\_\_\_ do hereby attest to the fact that I have read and understand the above legislation under the *Forest Fires Prevention Act, 1990*.

\_\_\_\_\_  
**Owner/Operator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness, Municipal Staff**

\_\_\_\_\_  
**Date**

## MUNICIPAL CRITERIA AND CHECKLIST

In order to allow campfires within a local campground during a Municipal Fire Ban and/or an MNR initiated Restricted Fire Zone (as per the above legislation), the facility must annually comply with the following criteria.

If you wish to obtain qualification to allow camp fires at your campground during fire bans, please contact the Municipal Office to have an inspection performed by the Municipal Community Fire Safety Officer.

All points must be answered in the positive in order to obtain exemption status as a designated campground. Deficiencies will be noted and corrected before exemption is obtained.

1. Camping is allowed only in cabins or designated campsites accessed by motor vehicle. Yes \_\_\_\_\_ No \_\_\_\_\_
2. The campground does not allow fires between 10 a.m. and 7 p.m. and clearly posts those hours. Yes \_\_\_\_\_ No \_\_\_\_\_
3. The campground provides printed information on safe campfires to all of its guests. Yes \_\_\_\_\_ No \_\_\_\_\_
4. The campground has adequate equipment to control and extinguish a fire, that can be taken to any campsite or cabin within 10 minutes. Yes \_\_\_\_\_ No \_\_\_\_\_
5. The campground has on site at all times staff who are instructed in the location and use of the equipment described in paragraph 4. Yes \_\_\_\_\_ No \_\_\_\_\_
6. The campground has reliable two-way telecommunications equipment to allow it to obtain assistance if a fire escapes control. Yes \_\_\_\_\_ No \_\_\_\_\_
7. For the purpose of sections 4 and 5, a thing is portable if it is designed to be moved from one location to another by muscular power without the aid of any device. Yes \_\_\_\_\_ No \_\_\_\_\_
8. Camp fires are contained in :
  - a. an above ground fire grate or fireplace that is designed to burn wood safely and that cannot be moved to an unsafe location, or Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. a pit in the ground that has fireproof walls and is designed to burn wood safely. Yes \_\_\_\_\_ No \_\_\_\_\_
9. The fire grate or fireplace cannot be moved to an unsafe area. Yes \_\_\_\_\_ No \_\_\_\_\_
10. The fire is at least three (3) meters from any forest or woodland and the area within the three (3) meter radius from the fire pit is completely free of any flammable material, and Yes \_\_\_\_\_ No \_\_\_\_\_
11. The space immediately above the fire installation is clear for at least three (3) vertical meters of any overhanging vegetation. Yes \_\_\_\_\_ No \_\_\_\_\_
12. The owner or operator of the campground expressly permits the fire to be set during a time when the campground is in an MNR initiated Restricted Fire Zone or Municipal Fire Ban. Yes \_\_\_\_\_ No \_\_\_\_\_

By signing below we confirm that an inspection of our campground was completed on \_\_\_\_\_ by a municipal official with findings as indicated above in the campground designation checklist.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CAMPGROUND OWNER/OPERATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MUNICIPAL OFFICIAL

**DEFICIENCIES THAT REQUIRE ATTENTION**

The following deficiencies must be amended prior to official designation being awarded. Please contact the Municipal official once these issues have been satisfactorily addressed for a follow up inspection.

1. \_\_\_\_\_  
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**APPENDIX C TO BY-LAW 2012-20**

**The Municipality of the United Townships of Head, Clara & Maria  
FIRE BAN NOTIFICATION CHECK LIST**

**Date Posted:** \_\_\_\_\_

**Date Removed:** \_\_\_\_\_

<b>Time</b>	<b>Time</b>
<b>Posted</b>	<b>Removed</b>

<b>PHONE:</b>	Clerk	_____	_____
	Community Fire Safety Officer	_____	_____
	Ministry of Natural Resources	_____	_____
<b>Campgrounds:</b>	Lakeview	_____	_____
	Pine Valley	_____	_____
	Morning Mist	_____	_____
	Antler's Kingfisher	_____	_____
	Driftwood Provincial	_____	_____

<b>POSTERS:</b>	Mackey		
	Mackey Creek Road BB	_____	_____
	Boudreau Road BB	_____	_____
	Mackey Boat Launch	_____	_____
	Old Mackey Park	_____	_____
	Kenny Road Disposal Site	_____	_____

	Stonecliffe		
	Pine Valley Road BB	_____	_____
	Office Bulletin Board	_____	_____
	Boat Launch	_____	_____
	Community Centre BB	_____	_____
	Municipal Office BB	_____	_____
	HCM Library BB	_____	_____
	Yates General Store	_____	_____

	Bissett Creek		
	Bissett Mail Box	_____	_____
	Bissett Creek Disposal Site	_____	_____

	Deux Rivieres		
	Deux Rivieres Post Office	_____	_____
	Lacroix Park	_____	_____

\_\_\_\_\_  
Signature of Municipal Authority – Posted

\_\_\_\_\_  
Signature of Municipal Authority - Removed

# THE CORPORATION OF THE NAME OF MUNICIPALITY BYLAW NUMBER 2026-XX

## BEING A BYLAW TO ESTABLISH A PERFORMANCE MANAGEMENT FRAMEWORK FOR THE CHIEF ADMINISTRATIVE OFFICER

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### Legal Authority

#### Scope of Powers

Section 8(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be interpreted broadly so as to enable municipalities to govern their affairs as they consider appropriate.

#### Powers of a Natural Person

Section 9 provides that a municipality has the capacity, rights, powers and privileges of a natural person.

#### Powers Exercised by Council

Section 5(1) provides that the powers of a municipality shall be exercised by its Council and Section 5(3) provides that such powers shall be exercised by by-law.

#### 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.

#### Role of Council

Section 224 of the *Municipal Act, 2001* establishes the role of Council, including providing direction to officers and employees and ensuring accountability.

#### Municipal Administration

Section 227 establishes the role of officers and employees to implement Council's decisions and manage the administration of the municipality.

#### Adoption of Policies

Section 270 requires Council to adopt policies with respect to the relationship between Council and its officers and employees.

#### Preamble

Council recognizes that the Chief Administrative Officer ("CAO") is responsible for implementing Council's decisions and managing the administration of the municipal corporation.

Council further recognizes that the effectiveness of the CAO is directly influenced by the governance practices of Council and the working relationship between Council and the CAO.

Council is committed to establishing a performance management framework that:

- aligns performance with Council priorities;
- supports a professional and respectful working relationship;
- promotes continuous improvement; and
- contributes to the long-term sustainability of the municipality.

**Decision**

Council of the Corporation of the Municipality of Callander determines it is in the best interest of the Municipality to establish a formal performance management framework for the CAO.

**Direction**

NOW THEREFORE the Council of the Corporation of the Municipality of Callander directs as follows:

1. Council hereby adopts the Chief Administrative Officer Performance Evaluation Framework, attached hereto as Schedule “A” and forming part of this By-law.
2. Council hereby adopts the Chief Administrative Officer Performance Evaluation Implementation Guidelines, attached hereto as Schedule “B” and forming part of this By-law.
3. Council hereby adopts the Chief Administrative Officer Performance Management Tool, attached hereto as Schedule “C” and forming part of this By-law.
4. That Council shall carry out the evaluation of the CAO in accordance with Schedule “A”.
5. That the CAO shall support the implementation of this process in accordance with Schedule “B”.
6. That Schedules “A”, “B”, and/or “C” may be updated from time to time by resolution of Council.
7. That this By-law shall come into force and effect upon final passing.

Read and adopted by Resolution Number XXXXX this XXX Day of MONTH 2026.

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Mayor

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Clerk

## **Schedule “A” to Bylaw XXXX CAO Performance Evaluation**

### **Preamble**

Council recognizes that the performance of the CAO is critical to the effective operation of the Municipality and the achievement of Council’s priorities.

Council further recognizes that performance is not limited to the completion of tasks but includes leadership, organizational effectiveness, and the quality of the Council/CAO working relationship.

### **Performance Evaluation Framework**

Council shall conduct an annual performance evaluation of the CAO.

The evaluation shall be based on:

- a) Performance expectations and key performance indicators established by Council;
- b) The effectiveness of the CAO in leading the organization;
- c) The capacity of the organization to deliver services; and
- d) The overall effectiveness of the Council/CAO relationship.

### **Shared Accountability**

Council acknowledges that the performance of the CAO is influenced by the governance environment.

- a) Council shall consider whether its own actions and practices have:
- b) Provided clear and consistent direction;  
Supported the implementation of Council decisions; and
- c) Contributed to or detracted from organizational effectiveness.

### **Performance Management Tool**

Council shall utilize a standardized Performance Management Tool.

The Tool shall:

- a) Establish performance expectations;
- b) Record progress;
- c) Include a self-assessment by the CAO; and
- d) Document Council’s evaluation.

### **Consensus-Based Evaluation**

Council shall evaluate the CAO collectively.

Council shall meet in closed session, without the CAO present, to:

- a) Review performance information;
- b) Deliberate; and
- c) Establish a consensus-based evaluation.

Individual evaluations shall not form part of the formal record.

### **Meeting with the CAO**

Following its deliberation, Council shall meet with the CAO.

The purpose of the meeting is to:

- a) Present Council's unified evaluation;
- b) Discuss performance; and
- c) Provide an opportunity for the CAO to provide feedback on the Council/CAO relationship.

### **Competency Assessment**

Council may utilize a competency-based assessment (360 evaluation).

The use of this assessment shall be at the discretion of Council and is not required annually.

Where used, competency assessment shall not exceed thirty-five percent (35%) of the overall evaluation.

### **Guiding Principle**

Council shall evaluate the CAO with a focus on the long-term sustainability, effectiveness, and resilience of the Municipality.

Working Document

## **Schedule “B” to Bylaw XXXX Implementation Guidelines**

### **Preamble**

These Guidelines provide practical direction for Council to carry out the CAO performance evaluation process in a consistent and effective manner.

The intent of these Guidelines is to keep the process simple, structured, and focused on outcomes.

### **1. Establishing Expectations**

Council and the CAO shall meet at the beginning of the year to establish performance expectations.

Expectations should:

- align with Council priorities;
- be clear and achievable; and
- reflect key organizational responsibilities.

### **2. Ongoing Communication**

Council and the CAO should engage in regular discussion throughout the year regarding progress.

These discussions are intended to:

- maintain alignment;
- identify issues early; and
- support successful outcomes.

### **3. CAO Self-Assessment**

At the end of the evaluation period, the CAO shall complete a self-assessment.

The self-assessment should:

- outline accomplishments;
- identify challenges; and
- provide context for performance.

### **4. Optional Competency Assessment**

Council may choose to conduct a competency (360) assessment.

Where used:

- feedback shall be confidential and aggregated;
- results shall be summarized; and
- results shall be used as one input only.

### **5. Council Review**

Members of Council shall review:

- a) the performance management tool;

- b) the self-assessment; and
- c) any additional information.

## **6. Council Deliberation**

Council shall meet in closed session, without the CAO present.

Council shall:

- discuss performance openly without commenting on “personality”;
- consider both results and context; and
- arrive at a consensus position.

## **7. Documentation**

Council’s evaluation shall be documented in a summary report.

The report should include:

- a) key achievements;
- b) areas for improvement; and
- c) overall evaluation.

## **8. Meeting with the CAO**

Council shall meet with the CAO in closed session to:

- present the evaluation;
- discuss performance; and
- receive feedback from the CAO.

This meeting is not intended to re-open the evaluation.

## **9. Next Cycle**

Council and the CAO shall establish expectations for the next period.

**Schedule “C” to Bylaw XXXX  
CAO Performance Management Tool**

**1. Purpose**

This tool establishes a consistent, transparent, and Council-driven process to:

- Define expectations
- Monitor progress
- Evaluate performance
- Strengthen the Council/CAO relationship

**2. Performance Plan (Beginning of Cycle)**

Council and the CAO shall establish the key priorities and objectives for the evaluation period.

a. Key Priorities & Objectives

Priority Area	Objective	Key Performance Indicators (KPIs)	Target/Success Measure	Timeline
Example: Strategic Plan	Implement Council priorities	% of initiatives completed	90% completion	Q4

These will be task oriented and intended to act as a workplan for the CAO during the evaluation period.

b. Leadership & Organizational Effectiveness

Area	Expectation	Indicators
Leadership	Provides strategic direction	Staff engagement, executive alignment
Culture	Promotes accountability and collaboration	Retention, engagement scores
Decision-Making	Timely and evidence-based	Project delivery timelines

Council and the CAO shall determine what areas of leadership and organizational management that will be measured. These may change from year to year.

Expectations and indicators shall be set by Council and reviewed with the CAO to ensure that the indicators are reasonable and set them up for success.

c. Organizational Capacity

Area	Expectation	Indicators
Service Delivery	Effective and efficient services	Service benchmarks, complaints
Financial Stewardship	Responsible fiscal management	Budget adherence, audit results
Workforce Capacity	Strong internal capability	Vacancy rates, succession readiness

d. Council/CAO Relationship

Area	Expectation	Indicators
Communication	Clear, timely, transparent	Council feedback
Responsiveness	Timely follow-up on requests	Response time
Trust & Alignment	Maintains professional trust	Council confidence

3. Progress Tracking (Throughout the Year)

Objective / KPI	Mid-Year Status	Key Achievements	Challenges	Adjustments

#### 4. CAO Self-Assessment

The CAO shall complete a self-assessment addressing:

- a. Key Results
  - Summary of achievements against objectives
  - Explanation of variances
- b. Leadership Reflection
  - Strengths demonstrated
  - Areas of growth
- c. Organizational Effectiveness
  - Assessment of team performance and service delivery
- d. Council Relationship
  - Successes and challenges in supporting Council
- e. Future focus
  - Priorities for next cycle
  - Support required from Council

#### 5. Council Evaluation (Consensus-Based)

- a. Evaluation Summary

Category	Rating (e.g., Exceeds, Meets, Needs Improvement)	Comments
Strategic Objectives		
Leadership		
Organizational Capacity		
Council Relationship		

- b. Overall Assessment
  - Summary of performance
  - Key strengths
  - Areas for improvement
- c. Shared Accountability Reflection  
Council shall document its consideration of:
  - Clarity and consistency of direction

- Support for implementation
- Impact on organizational effectiveness

Area	Assessment	Actions for Improvement
Direction		
Support		
Governance Impact		

**6. Optional Competency Assessment (360 Review)**  
*(If used – maximum 35% weighting)*

Competency	Feedback Summary	Rating
Strategic Thinking		
Leadership		
Communication		
Relationship Management		

**7. Final Consensus Rating**

Component	Weight	Score
Performance Objectives	XX%	
Leadership & Organizational Effectiveness	XX%	
Council/CAO Relationship	XX%	
360 Assessment (optional)	≤35%	
<b>Overall Rating</b>	100%	

## 8. Council-CAO Review Meeting Summary

A formal meeting summary will be prepared including the following:

Meeting Date:

Attendees:

Discussion Highlights:

- Council's unified evaluation presented
- Key feedback discussed
- CAO feedback on Council relationship

Agreed Actions:

- Development priorities
- Governance improvements
- Next cycle priorities

## 9. Guiding Principle Confirmation

Council confirms that this evaluation:

- Supports long-term sustainability
- Strengthens organizational effectiveness
- Enhances municipal resilience

## 10. Sign-Off

Council and the CAO will sign off on the performance evaluation process.

Role	Name	Signature	Date
Mayor / Council Representative			
CAO			

### Notes for Use

- Completed annually
- Council deliberation occurs in closed session
- Only the **final consensus evaluation** is recorded
- Individual evaluations are not retained

**Ministry of Natural Resources**

Development and Hazard Policy  
Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles**

Direction de la politique d'exploitation des  
ressources et des risques naturels.  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

June 12, 2026

Good afternoon,

A critical step in protecting people and property from flooding starts with identifying where flooding is expected to occur. This is most often achieved through flood hazard mapping. Actions in *Protecting People and Property: Ontario's Flooding Strategy* commit the province to updating existing technical guidance used to support implementation of the natural hazard policies outlined within the *Provincial Planning Statement 2024*, and in conducting flood hazard mapping.

As part of its multi-staged approach to updating this technical guidance, today, the Ministry of Natural Resources released proposed updates to a technical guide and a new companion technical bulletin on the *Environmental Registry of Ontario* (ERO), posting 026-0329, to support municipalities and conservation authorities with flood hazard modelling and mapping activities. They include:

1. *Technical Guide - River and Stream Systems: Flooding Hazard Limit*; and
2. *Technical Bulletin - Special Flooding Hazard Conditions in River and Stream Systems*

The proposed technical guide provides updated guidance on recommended hydrologic and hydraulic methodologies to be used when conducting flood hazard analyses. The new proposed technical bulletin provides guidance on when and how flood mitigation structures are to be considered in flood hazard modelling and mapping. If the updates are accepted, this guidance is intended to be the definitive source of hydrologic and hydraulic methodologies for use in Ontario and would replace the primary chapters of the existing *Technical Guide - River and Stream Systems: Flooding Hazard Limit (2002)*.

To support the Environmental Registry posting, the ministry will be hosting two identical webinars on June 23, 2026 1:30 – 3:00 pm and June 25, 2026 1:30 – 3:00pm. To register to attend one of the webinars, please complete this [webinar registration form](#). Feedback on the draft technical guide and companion technical bulletin will be accepted until August 11, 2026 through the Environmental Registry.

Sincerely,

A handwritten signature in cursive script that reads "John Dungavell".

John Dungavell  
Director, Development and Hazard Policy Branch  
Ministry of Natural Resources

# Council and Committee

## Monthly Summary

### May 2026

Below you will find highlights of the County of Renfrew County Council and Committee meetings held May 13 and May 27, 2026.

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 [May 13, 2026](#) and [May 27, 2026](#) meetings are on YouTube.

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## Warden's Address

### Key highlights

At the May 13 meeting, Warden Jennifer Murphy highlighted some of her activities since the last Council and Committee meetings:

- As a member of the Eastern Ontario Wardens' Caucus, Warden Murphy participated in the annual Queen's Park Advocacy Day, where Wardens and senior staff from across the region met with provincial representatives to advance shared priorities for rural Ontario. These discussions focused on key issues such as infrastructure, housing, and economic growth, and continued to reinforce the importance of strong collaboration between our municipalities and the Province.
- She acknowledged the [groundbreaking ceremony](#) for the new Whitewater Paramedic Base, calling it an important milestone which reflects our continued investment in paramedic service and the commitment to ensuring timely, high-quality emergency response for residents across the region. She thanked members of County Council and MPP Billy Denault for attending, in addition to members of the County of Renfrew Paramedic Service.
- The Warden attended the annual Hike for Hospice Renfrew on May 3, which saw dozens of teams and countless individuals band together to raise \$95,821 for the hospice.
- The Warden acknowledged Clerk's Week and Economic Development Week, highlighting the vital contributions of legislative staff in supporting transparent and accountable governance, as well as the efforts of staff and partners who drive business growth and economic prosperity across the County.
- She also acknowledged the Community Services Department – particularly the Children's Services team – for delivering a successful [May Day](#) event, which brought together childcare staff from across Renfrew County to celebrate early years programming and showcase services available to residents.

At the May 27 meeting, Warden Murphy highlighted her recent activities:

- On May 19, the Warden along with other members of County Council, Development and Property and Community Services staff attended the [ribbon-cutting](#) ceremony of our new affordable housing units at 135 Francis Street in the Town of Renfrew. This project represents an important investment in our community, contributing to the Renfrew County Housing Corporation’s portfolio. This project was a collaboration between the County, the Provincial and Federal governments, along with many external partners, to provide safe, efficient, and accessible housing options for residents.
- With May 17–23 recognized as Paramedic Services Week and National Public Works Week, Warden Murphy acknowledged the dedication of Paramedics and emergency responders in providing essential front-line care, and the critical behind-the-scenes work of Public Works staff in maintaining infrastructure and supporting public safety and extended sincere appreciation to both groups for their ongoing commitment to residents.

## Members’ Written Motion

- County Council supported the nomination of Councillor Peter Emon to the Board of Directors for the Association of Municipalities of Ontario (AMO) as a Rural Caucus representative.

## Announcements

- The [Silver Chain Challenge](#) returns this June. This friendly competition with Lanark County invites residents and visitors of all ages to get active by walking, running, or cycling throughout the month. This is a fun way to explore Renfrew County with a purpose – checking out new locations, getting some physical activity and helping Renfrew County win by [tracking your kilometres](#) in real time.

## Delegations

- At the May 13 session of County Council, Adam Amza, Coordinator of [the Lanark Renfrew Immigration Settlement Services \(LRISS\)](#), provided an overview of LRISS programming and its role in supporting newcomer settlement across Renfrew County. In 2026, LRISS assisted 123 newcomers through 196 service interactions, providing coordinated supports including needs assessments, employment services, language and community connections, and school-based integration. Case examples highlighted the complexity of newcomer needs and the importance of ongoing, individualized support. Program outcomes demonstrate improved access to services, increased language skills, stronger community integration, and progress toward citizenship. Council was encouraged to continue supporting collaborative efforts that enhance newcomer inclusion and long-term settlement success in the region.
- At the May 13 Community Services Committee, Community Services Director Andrea Patrick and Development and Property Director Jason Davis provided a high-level overview of the [Renfrew County Housing Corporation’s Vision Forward](#), a comprehensive five-year strategic road map that will guide community housing planning, investment, and service modernization across Renfrew County from 2026 to 2030.
- At the May 27 session of County Council, Stefi Van Wijk and Michelle Logan, Chair and Vice-Chair respectively of the Ottawa Valley Tourist Association Board of Directors, provided an [annual update](#). The OVTA highlights a strong and growing tourism sector in Renfrew County and Pembroke, with hundreds of businesses supporting nearly 3,000 jobs and continued growth in

accommodations and visitor activity. Visitor confidence remains high, with positive reviews, steady or increasing visitation for most businesses, and many operators rely heavily on tourism. A key focus is leveraging the Municipal Accommodation Tax (MAT), which is generating revenue in communities like Pembroke and Petawawa. These funds are reinvested into tourism marketing, product development, and events to attract more visitors and support local economies. Overall, the presentation emphasizes collaboration, strategic marketing, and reinvestment of tourism revenues to drive increased visitation, longer stays, and sustainable economic growth across the Ottawa Valley.

- During the Development and Property Committee, County Forester Lacey Rose [outlined the draft Forest Management Plan \(FMP\)](#) for the County of Renfrew Forest (RCF) for the 2027–2036 period, which guides the sustainable management of approximately 6,540 hectares of County-owned forest across 54 tracts. The RCF continues to operate as a certified, working forest, balancing economic, environmental, and social objectives while remaining compliant with provincial legislation and the County Official Plan. The plan reflects current forest conditions, noting that a large portion of the forest is mature and eligible for harvest, which presents challenges for maintaining consistent long-term revenue. Over the next decade, approximately 1,716 hectares are planned for harvest, with projected revenues of \$2.3 million, subject to market conditions.
- Larissa Coulas, the County’s Municipal Climate Intern, made a presentation to the Development and Property Committee [overviewing climate change trends](#), impacts, and current actions within Renfrew County, alongside a recommendation for next steps. National research indicates that most municipalities across Canada – particularly in Ontario – have adopted or are developing climate action plans, highlighting a growing expectation for local climate leadership. She noted the County has initiated a range of climate-related actions, including energy efficiency upgrades to facilities, installation of EV chargers, operational changes to reduce emissions, and the establishment of a Climate Action Committee.

## Operations Committee

Presented by: Glenn Doncaster, Chair

- The Operations Committee met on April 29, 2026, to review the Transportation Master Plan (TMP) and discuss how it will guide future transportation planning in the County. The discussion covered potential updates to road planning, transit options, active transportation (such as walking and cycling), and several existing policies. Members focused on making sure future plans support safe, efficient, and sustainable travel while meeting the community’s changing needs. The Committee also reviewed policies related to road safety and design, including community safety zones, speed limits, and road clear zones. Members noted concerns about potential costs and stressed the importance of keeping policies flexible and practical for different local conditions. Following the discussion, staff were directed to update and draft several transportation-related policies and strategies, and to review infrastructure expansion priorities within the Asset Management Plan.
- Council approved a resolution related to the Protection for Municipal Public Workers and Contractors. It calls on the Province of Ontario to strengthen legislative protections, enhance enforcement support, and impose stricter consequences for individuals who threaten or obstruct municipal public works staff and contractors.

- The approved contracts/tenders were as follows:
  - For engineering services for the inspection of County structures, as submitted by Keystone Bridge Management Incorporated of Ottawa, Ontario, in the amount of \$66,335.00, plus applicable taxes.
  - For rehabilitation of County Road 68 (Rockingham Road), from Guiney Road to Letterkenny Road, Township of Brudenell, Lyndoch and Raglan, as submitted by Bonnechere Excavating Incorporated, Renfrew, Ontario, in the amount of \$1,082,510.84, plus applicable taxes.
  - For steel sign posts as submitted by Spectralite/Signoplus, Trois-Rivieres, Quebec, in the amount of \$44,599.00, excluding applicable taxes. The municipalities participating in this contract are the Towns of Laurentian Hills and Petawawa and the Townships of Bonnechere Valley, Horton, and Whitewater Region.
  - For crack sealing as submitted by Roadlast Asphalt & Sealing Maintenance Inc., Kemptville, Ontario, in the amount of \$39,420.00.
  - For the rehabilitation of B121 (Waba Creek Bridge), located on County Road 2 (White Lake Road), approximately 0.4 km north of County Road 52 (Burnstown Road), Township of McNab/Braeside, as submitted by GIP Paving Inc., Kingston, Ontario in the amount of \$467,330.00 excluding applicable taxes.
  - For the rehabilitation of County Road 508 (Calabogie Road), from 350m south of County Road 52 (Burnstown Road) to 200m south of Fleming Drive, approximately 5.7km, Townships of McNab/Braeside and Greater Madawaska, as submitted by McCrea Excavating Ltd., Pembroke, Ontario in the amount of \$2,616,681.80.
  - For supply and delivery of granular materials for the rehabilitation of County Road 508 (Calabogie Road), as submitted by Miller Paving Limited, Markham, Ontario, in the amount of \$109,070.00.

## Community Services Committee

### Presented by: Anne Giardini, Chair

- County Council has approved the County's new five-year community housing plan, *Vision Forward*. As part of this plan, the housing building at 524 Nelson Street in Pembroke will be declared surplus and prepared for sale in 2026, in accordance with County policy. The 24 existing rent-geared-to-income (RGI) units in that building will be replaced through a mix of redevelopment, intensification at other properties, and partnerships, including opportunities within the private market. Staff has been directed to move forward with the plan and its actions, subject to future budget approvals and any additional Council decisions required.

## Development & Property Committee

### Presented by: James Brose, Vice-Chair

- County Council allocated a budget of \$25,000 from County's Strategic Reserves for appraisal and survey work for a Class III Industrial Park located in the Township of Whitewater Region. Economic Development staff is engaging with the Ministries of Natural Resources and Energy and Mines, as the landowners of the site, to ensure that we have the most recent copies of any geological surveys completed to date and to discuss potential Provincial support and involvement for possible new developments in this area.

- County Council adopted an updated Tariff of Fees By-law for applications made in respect of planning matters, particularly associated with peer review of technical studies.
- The Township of Admaston/Bromley and the Town of Laurentian Hills adopted new comprehensive zoning by-laws this month, marking an important milestone for both municipalities and a significant achievement. These projects represent years of work involving detailed policy review, technical analysis, public consultation, and coordination to ensure that the new by-laws are consistent with provincial planning requirements while also reflecting the evolving needs and priorities of each community.
- The County of Renfrew GIS Division has launched the [Renfrew County GIS and Mapping Hub](#), a new publicly accessible platform powered by Esri's ArcGIS Hub technology. The Hub provides a centralized source for geographic data and interactive mapping tools, improving access to spatial information for residents, partner agencies, and County staff. By supporting collaboration, enhancing transparency, and enabling efficient data sharing, the Hub also plays a key role in advancing GIS initiatives. The GIS Division will continue to expand and maintain the platform and welcomes feedback from the community and stakeholders as the Hub evolves.
- On April 28, 2026, Business Development Officer David Wybou attended the Canadian Association of Nuclear Host Communities (CANHC) Annual General Meeting with representatives from the Town of Deep River, including Mayor Suzanne D'Eon, Reeve Glenn Doncaster, CAO Sean Patterson, and Director of Growth and Sustainability Christian Kaiser. The meeting focused on national nuclear host community priorities, including CANHC's strategic direction, federal/provincial/industry collaboration updates, regulatory processes, Canadian Nuclear Safety Commission engagement, governance reform, membership model changes, and long-term funding strategy.

## Health Committee

### Presented by: Michael Donohue, Chair

- In response to requests from local municipalities, the County of Renfrew Paramedic Service teams checked and mapped 268 locations affected by flooding as of May 4, with the majority in Whitewater Region, Horton, and Laurentian Valley. Staff reached residents using a variety of methods – including trucks, boats, and on-foot access - to assess health and safety, property impacts, access to emergency services, and potential hazards. Information was shared between the County and local municipalities through emergency management channels, and mapping work (including drone support) helped track conditions and plan for future flooding. Vulnerable residents were supported through the Community Paramedic Program and were actively monitored. Outreach and coordination with communities continued throughout the spring melt to help ensure residents were supported.
- County Council approved the purchase of four new Emergency Response Vehicles at a total cost of \$380,000. Some of the vehicle outfitting will be completed in-house to reduce costs. The vehicles will be paid for through a capital lease.
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer to sign the Lease Agreement between the County of Renfrew and Carefor Health and Community Services, 425 Cecelia Street, Pembroke, Ontario, for space for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC), commencing April 1, 2026.

# Corporate Services Committee

## Presented by: Peter Emon, Chair

- County Council adopted a by-law amending a Corporate Policy for Non-Elected Committee Member Reimbursement, which will replace a 2007 by-law to reimburse travel costs for non-elected committee members. With more committees now including volunteer members, there's a need for clearer, more consistent rules. The new policy updates outdated language, sets a limit of four reimbursed meetings per year, and encourages virtual or hybrid attendance to reduce travel and improve access. It does not apply to members serving on external boards or agencies.
- County Council adopted a by-law amending a Corporate Policy for the Procurement of Goods and Services following direction to incorporate the *Buy Ontario Act (Public Sector Procurement), 2025* and the Municipal Buy Ontario Procurement Directive into the policy.
- County Council adopted a by-law amending the Surplus/Deficit Policy following a review of the reserve accounts.
- County Council approved a by-law amending Delegate Authority for the Administration of the Municipal Freedom of Information and Protection of Privacy Act By-law. The existing by-law was outdated, and this update modernizes the County's MFIPPA framework, provides greater clarity and accountability, and aligns the County's practices with current legislation and accepted municipal best practices, without changing Council's oversight role or the County's obligations under the Act.
- County Council approved the revised Employment By-law #1 to return of the Human Resources Generalist position into Group 5 of the Non-Union Salary Grid.

## Additional Information

**Craig Kelley, Chief Administrative Officer/Deputy Clerk**

613-735-7288

Office of the  
County Warden



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-7288  
FAX: 613-735-2081  
www.countyofrenfrew.on.ca

June 10, 2026

The Right Honourable Mark Carney  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2  
Via email: [mark.carney@parl.gc.ca](mailto:mark.carney@parl.gc.ca)

**RE: Recognizing Highway 17 as Nationally Significant Infrastructure**

Dear Prime Minister Carney,

On June 10, 2026, the Council of the County of Renfrew passed the following resolution requesting that the Federal Government recognize Highway 17 as nationally significant infrastructure and provide federal funding support to accelerate the completion of the Highway 17 expansion and four-laning project.

**RESOLUTION NO. OP-CC-26-05-71**

Moved by Chair

Seconded by Committee

WHEREAS the recent announcement regarding the expansion of Highway 17 is welcomed as an important investment in the economic growth, transportation safety, and long-term infrastructure needs of Renfrew County; and

WHEREAS the Council of the County of Renfrew remains extremely disappointed with the limited progress achieved to date on the Highway 17 expansion and four-laning project and requests accelerated action and greater accountability from the Province of Ontario and the Ministry of Transportation; and

WHEREAS Highway 17 is a critical transportation corridor supporting residents, businesses, emergency services, Garrison Petawawa, Canadian Nuclear Laboratories, national defence, nuclear energy development, regional economic growth, and Canada's supply chain and transportation network; and

WHEREAS continued delays in advancing four-laning and related infrastructure improvements are impacting economic competitiveness, commuter safety, trade movement, and regional growth opportunities;

THEREFORE BE IT RESOLVED THAT the Council of the County of Renfrew requests the Province of Ontario and the Ministry of Transportation to establish and communicate defined timelines, milestones, performance metrics, and regular public reporting for all remaining phases of the Highway 17 expansion and four-laning project to Deep River, including planning, environmental assessments, Indigenous consultation, design, land acquisition, tendering, and construction;

AND FURTHER THAT this resolution be forwarded to the Prime Minister of Canada, the Federal Minister of National Defence, the Federal Minister of Infrastructure, the Federal Minister of Natural Resources Canada, the Premier of Ontario, and all related Provincial Ministries, requesting that the Highway 17 expansion project be recognized as nationally significant infrastructure eligible for federal funding participation and accelerated investment support.

Thank you for your consideration of this matter and for your continued commitment to investing in infrastructure that supports the safety, economic prosperity, and long-term growth of communities across Canada.

Sincerely,



Jennifer Murphy  
Warden  
[warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

- c. The Honourable Doug Ford, Premier of Ontario
- MP Cheryl Gallant, Algonquin-Renfrew-Pembroke
- MPP Billy Denault, Renfrew-Nipissing-Pembroke
- Federal Minister of National Defence
- Federal Minister of Infrastructure
- Federal Minister of Natural Resources
- Minister of Transportation Ontario
- Minister of Natural Resources
- Renfrew County Municipalities
- City of Pembroke Council



**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

[www.southhuron.ca](http://www.southhuron.ca)

---

June 10, 2026

Via email: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Premier's Office  
Room 281  
Main Legislative Building, Queen's Park  
Toronto, ON M7A 1A5

Dear Hon. Doug Ford

**Re: Sustainable Provincial Grant Funding for Fire Services in Ontario**

---

Please be advised that South Huron Council passed the following resolution at their June 1, 2026, Regular Council Meeting:

258-2026

Moved By: Aaron Neeb

Seconded by: Wendy McLeod-Haggitt

**That South Huron Council supports the May 13, 2026, correspondence of the Town of Plympton-Wyoming regarding Sustainable Provincial Grant Funding for Fire Services in Ontario; and**

**That this supporting resolution and the originating correspondence be circulated to the Premier of Ontario, the Minister of the Solicitor General, the Minister of Infrastructure, the Minister of Municipal Affairs and Housing, the Ontario Association of Fire Chiefs, the Ontario Professional Fire Fighters Association, the Ontario Volunteer Fire Fighters Association, AMO, ROMA and all municipalities in Ontario.**

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator  
Municipality of South Huron  
[kwebster@southhuron.ca](mailto:kwebster@southhuron.ca)

519-235-0310 x. 232

Encl.

cc:

Minister of the Solicitor General, Hon. Michael Kerzner, [michael.kerzner@pc.ola.org](mailto:michael.kerzner@pc.ola.org); Minister of Infrastructure, Hon. Kinga Surma, [kinga.surma@pc.ola.org](mailto:kinga.surma@pc.ola.org); Minister of Municipal Affairs and Housing, Hon. Rob Flack, [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org); Ontario Association of Fire Chiefs, [info@oafc.on.ca](mailto:info@oafc.on.ca); Ontario Professional Fire Fighters Association, [admin@ontariofirefighters.org](mailto:admin@ontariofirefighters.org); Ontario Volunteer Fire Fighters Association, [communication@ffao.on.ca](mailto:communication@ffao.on.ca); AMO [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca); ROMA, [roma@roma.on.ca](mailto:roma@roma.on.ca); and all municipalities in Ontario.



**Date:** 13 May 2026 15

**Moved By:** Deputy Mayor Netty McEwen

**Seconded By:** Councillor John van Klaveren

### **Support for Sustainable Provincial Grant Funding for Fire Services in Ontario**

**WHEREAS** Municipal fire services in Ontario operate under legislative authority established by the province through statutes, regulations, codes, and prescribed standards governing training, equipment, certification, inspection, and operational requirements;

**AND WHEREAS** municipalities are responsible for implementing and maintaining compliance with these provincially mandated requirements primarily through local property taxation;

**AND WHEREAS** current provincial fire service grant programs are available to both full-time and volunteer fire departments across Ontario and are distributed through competitive application processes that may not fully reflect the differing financial and administrative capacities of urban and rural municipalities, highlighting the need for a more balanced approach to funding that supports all fire services equitably;

**AND WHEREAS** volunteer firefighters represent approximately **70–75% of firefighters in Ontario**, protecting the majority of communities across the province and, particularly in rural areas, are frequently **the first emergency responders to arrive on scene ahead of other emergency services**;

**AND WHEREAS** other provincially regulated emergency services, including policing and paramedic services, receive stable and predictable provincial funding contributions or cost-sharing arrangements;

**AND WHEREAS** the absence of a comparable and stable funding model for fire services creates a structural imbalance between provincial regulatory authority and municipal financial responsibility;

**AND WHEREAS** reliance on competitive funding creates budget uncertainty, limits long-term financial planning, and may not reflect the actual operational needs of fire services, contributing to instability, reduced preparedness and the reduction of services within a critical emergency response sector;

**AND WHEREAS** stable and predictable funding is essential to maintain emergency preparedness, firefighter safety, service sustainability, and equitable protection for residents regardless of municipal size or tax base;

## NOW THEREFORE BE IT RESOLVED THAT

The Council of the Town of Plympton-Wyoming respectfully calls upon the Province of Ontario to **transition the current practice of competitive provincial fire service grant programs into a permanent, stable, and predictable non-competitive provincial funding program** that supports municipalities in meeting provincially legislated fire protection requirements;

**AND FURTHER THAT** this funding be structured to provide equitable and predictable annual support for **operational readiness and training costs associated with volunteer, composite and full-time fire departments across Ontario**;

**AND FURTHER THAT** the annual value of this funding be reviewed and adjusted to more appropriately reflect the level of provincial funding support currently provided to other provincially regulated emergency services, including policing and paramedic services;

---

**AND FURTHER THAT** this resolution be circulated for endorsement to:

- The County of Lambton
- Lambton County Fire Chiefs Association
- All municipalities
- Ontario Association of Fire Chiefs
- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighters Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association

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**AND FURTHER THAT, upon endorsement, this resolution be submitted to:**

- Steve Pinnoneault MPP Lambton-Kent-Middlesex
- Bob Bailey MPP Sarnia-Lambton
- The Honourable Michael Kerzner, Minister of the Solicitor General
- The Honourable Kinga Surma, Minister of Infrastructure
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Doug Ford, Premier of Ontario

✓

Carried

Defeated

Deferred

## **NOTICE OF MICROSURFACING**

### ***Residential / Commercial Users***

Please be advised that DUNCOR ENTERPRISES, on behalf of  
The Ministry of Transportation Ontario,  
will be performing Micro-Surfacing and Pavement Marking works on Hwy 17.

Weather permitting, the anticipated start date is June 15, 2026.

The work location is:

### **Highway 17 between Bissett Creek and Deux-Rivieres**

This work will take approximately 20 days to complete  
Anticipated date of completion is July 10<sup>th</sup>,2026.

For more information on Micro Surfacing please visit  
[http://www.duncor.ca/road-construction\\_services-list/micro-surfacing](http://www.duncor.ca/road-construction_services-list/micro-surfacing)

Thank you for your patience and co-operation.  
We regret any inconvenience you may experience as a result of this work.

June 5, 2026

Honourable Doug Ford, Premier of Ontario  
Via Email

**Re: Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday June 1, 2026, adopted Resolution No. 2026-0107 regarding Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens.

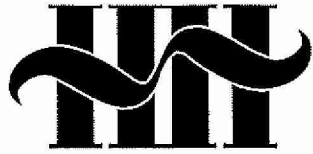
Attached for your information is a copy of Resolution No. 2026-0107.

Respectfully,



Melissa Lawr, AMP, Dipl.M.A.  
Deputy Clerk – Legislation

cc. Ontario Minister of Natural Resources  
Ontario Minister of Agriculture, Food and Agribusiness  
Ontario Minister of Municipal Affairs and Housing  
Ontario Minister of the Environment, Conservation and Parks  
Federal Minister of Environment and Climate Change  
Federal Minister of Agriculture and Agri-Food  
Halton area MPs and MPPs  
Region of Halton  
HRFA  
OFA  
Conservation Halton  
Credit Valley Conservation  
Grand River Conservation Authority  
AMO  
ROMA  
FCM  
Ontario Invasive Plant Council  
Landscape Ontario  
Canadian Nursery Landscape Association  
All Ontario municipalities



TOWN OF  
**HALTON HILLS**

THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

**Resolution No.:** 2026-0107

**Title:** Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens

**Date:** June 1, 2026

**Moved by:** Councillor J. Brass

**Seconded by:** Councillor C. Garneau

Item No. 12.3

WHEREAS invasive plants, shrubs, vines, groundcovers, ornamental species, seeds and nursery stock can cause significant damage to municipal infrastructure, roadsides, stormwater systems, parks, trails, natural heritage areas, agricultural lands, woodlots, shorelines, private property and local biodiversity;

AND WHEREAS Ontario municipalities and conservation authorities are estimated to spend approximately \$50.8 million annually managing invasive species, and the average annual cost per Ontario municipality has been estimated at \$218,148, with approximately 80% of expenditures directed toward control and management rather than prevention; (Invasive Species Centre)

AND WHEREAS these costs are ultimately borne by local taxpayers, conservation authorities, property owners, farmers, volunteers and community groups who are often left to manage invasive species after they have already been introduced, sold, planted, escaped cultivation and spread;

AND WHEREAS the Province of Ontario, through the Invasive Species Act, 2015, which allows species to be listed as prohibited or restricted, and which can make it illegal to import, possess, transport, propagate, buy, sell, lease or trade listed invasive species; (Invasive Species Centre)

AND WHEREAS the concern is not with plants that are already clearly prohibited or restricted, but with invasive species and seeds and nursery stock that may

continue to be sold or distributed before modernized provincial rules, public guidance and retail practices have fully caught up with current science and local experience;

AND WHEREAS garden centres, nurseries, landscape suppliers, seed distributors, online retailers, landscapers and residents all have an important role to play in preventing the spread of invasive plants before they become a costly municipal and environmental problem;

AND WHEREAS the Ontario Invasive Plant Council's Grow Me Instead program promotes native and non-invasive alternatives for healthy, diverse and wildlife-friendly gardens, and its updated Southern Ontario guide includes additional invasive plants and alternatives to help residents, gardeners and landscapers make better choices; (Ontario Invasive Plant Council)

AND WHEREAS recent local reporting in Halton Hills has highlighted the importance of choosing native alternatives to invasive garden plants, including through Grow Native Halton and the Ontario Invasive Plant Council's Grow Me Instead resources;

AND WHEREAS the continued sale and distribution of invasive ornamental plants undermine the work of municipalities, conservation authorities, environmental organizations, horticultural societies, local volunteers and residents who are investing time and taxpayer dollars to remove and manage these same species;

AND WHEREAS prevention at the point of sale is more cost-effective, more practical and more respectful of taxpayers than asking municipalities and property owners to pay for removal after invasive species have spread across property lines and municipal boundaries;

AND WHEREAS invasive plants do not recognize municipal boundaries, and effective prevention requires coordinated action by the Province of Ontario, the Government of Canada, municipalities, conservation authorities, Indigenous communities, agricultural organizations, the nursery and landscape sector, retailers, landowners and residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Halton Hills respectfully request that the Province of Ontario, in consultation with municipalities, AMO, ROMA, conservation authorities, the Ontario Invasive Plant Council, Indigenous communities, agricultural organizations, environmental organizations, horticultural societies, the nursery and landscape sector, garden centres and other relevant stakeholders, undertake a review and modernization of Ontario's invasive plant regulatory framework;

AND FURTHER THAT this review include consideration of expanding and regularly updating the list of prohibited and restricted invasive plant species, including invasive plants, shrubs, vines, groundcovers, ornamental species,

seeds and nursery stock that pose a risk to Ontario's natural heritage, agriculture, municipal infrastructure, parks, trails, roadsides, stormwater systems and private property;

AND FURTHER THAT the Province of Ontario be requested to prohibit the sale, distribution, propagation and trade of listed invasive plant species through garden centres, nurseries, landscaping suppliers, online retailers, seed distributors and other commercial pathways;


AND FURTHER THAT the Province of Ontario be requested to develop clear labelling, public education and retailer guidance requirements so that residents, gardeners, landscapers and retailers can easily identify invasive species and choose native or non-invasive alternatives;

AND FURTHER THAT the Province of Ontario be requested to work with the nursery, garden centre and landscape sectors on a practical transition plan that supports compliance, protects small businesses, promotes native and non-invasive alternatives, and prevents invasive plants from continuing to enter communities through ordinary consumer purchases;

AND FURTHER THAT the Government of Canada be requested to review and strengthen, where appropriate, federal import, border, labelling and online sales rules related to invasive plants, seeds and nursery stock entering Canada, so that provincial prevention efforts are not undermined by interprovincial or international trade;

AND FURTHER THAT the Province of Ontario and Government of Canada be requested to support municipalities, conservation authorities and community partners with stronger prevention tools, updated science-based lists, public education materials and funding programs that prioritize prevention over costly long-term control and removal;

AND FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, the Ontario Minister of Natural Resources, the Ontario Minister of Agriculture, Food and Agribusiness, the Ontario Minister of Municipal Affairs and Housing, the Ontario Minister of the Environment, Conservation and Parks, the federal Minister of Environment and Climate Change, the federal Minister of Agriculture and Agri-Food, Halton-area MPs and MPPs, the Region of Halton, HRFA, OFA, Conservation Halton, Credit Valley Conservation, Grand River Conservation Authority, AMO, ROMA, FCM, the Ontario Invasive Plant Council, Landscape Ontario, the Canadian Nursery Landscape Association, and all Ontario municipalities for their consideration and support.

  
\_\_\_\_\_  
Mayor Ann Lawlor



Box 608, Little Current, POP 1K0  
705-368-3500

June 3, 2026

Please see attached a motion passed unanimously by our Council regarding the need of our health care system.

**Resolution No. 133-06-2026**

Moved by: D. Orr

Seconded by: G. Williamson

Whereas the Canadian Center for Policy Alternatives (CCPA) has conducted research which unequivocally identifies that Ontario Hospitals are underfunded by the Government of Ontario;

And Whereas the CCPA study, Failure by Design, clearly identifies that smaller and rural hospitals are disproportionately disadvantaged by the underfunding;

And Whereas as a direct result of the underfunding Emergency Department wait times for an initial physician assessment have increased to 4.5 hours in 2024 – 2025 from 2.7 hours in 2020 – 2021;

And Whereas 90 percent of patients spend on average 44 hours in the emergency department waiting to be admitted when further care is required;

And Whereas the Provincial Government increased total health care spending from 7.4 percent of GDP in 2014 to only 7.6 percent of GDP by 2023, which did not keep pace with raising health care costs:

Therefore be it resolved that the Council for the Town of Northeastern Manitoulin and the Islands request that the Province of Ontario provide immediate and sustained funding to improve hospital finances and capacity, which as per the recommendations in the CCPA study, would require an immediate injection of \$3.2 billion supported by annual increases of 6% per year thereafter.

Carried

We would appreciate your support by forwarding your supporting motion on to the Provincial Government.

Thank you



**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

**Date: May 26, 2026**

**Motion # 2026-158**

WHEREAS Highways 11 and 17 are critical transportation corridors connecting Northern Ontario communities and supporting national trade, tourism, emergency response, and economic development; and

WHEREAS Northern Ontario residents, travellers, commercial drivers, and emergency services rely on safe and accessible year-round highway infrastructure; and

WHEREAS many stretches of Highways 11 and 17 lack sufficient rest areas, washroom facilities, truck parking, warming centres, fuel access, and safe pull-off locations, particularly in remote areas of Northern Ontario; and

WHEREAS inadequate rest stop infrastructure contributes to driver fatigue, safety concerns, limited accessibility, and challenges for tourism and commercial transportation;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour calls upon the Government of Ontario and the Government of Canada to prioritize the development of new and upgraded highway rest stops and traveller infrastructure along Highways 11 and 17 across Northern Ontario; and

BE IT FURTHER RESOLVED THAT such infrastructure include year-round washrooms, safe parking areas, commercial truck parking, warming shelters, electric vehicle charging stations, fuel access, tourism information, and improved emergency communication services where feasible; and

BE IT FURTHER RESOLVED THAT the Province of Ontario work collaboratively with Northern municipalities, FONOM, NOMA, Indigenous communities, and industry stakeholders to identify priority locations for investment; and

BE IT FURTHER RESOLVED THAT this resolution be circulated to FONOM, NOMA, AMO, local MPPs and MPs, the Premier of Ontario, and Ontario municipalities.

<b>Moved by:</b>	Blakelock, Rod	<input checked="" type="checkbox"/>
	Brandt, Jerry	<input type="checkbox"/>
	Haggart-Davis, Dorothy	<input type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input type="checkbox"/>

<b>Seconded by:</b>	Blakelock, Rod	<input type="checkbox"/>
	Brandt, Jerry	<input checked="" type="checkbox"/>
	Haggart-Davis, Dorothy	<input type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input type="checkbox"/>

**Carried / Defeated** \_\_\_\_\_ 

**Declaration of Pecuniary Interest by:** \_\_\_\_\_

**Recorded vote requested by:** \_\_\_\_\_



**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
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Email: [admin@armourtownship.ca](mailto:admin@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

**Date: May 26, 2026**

Recorded Vote:

Blakelock, Rod  
Brandt, Jerry  
Haggart-Davis, Dorothy  
Ward, Rod  
Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

# The Corporation of the United Townships of Head, Clara and Maria

## Bylaw 2026-09 Being a Bylaw to Adopt the 2026 Municipal Budget

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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.

#### 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.

#### Preamble

Municipalities are required to prepare and adopt a budget covering a period of one or more years, including a period of two to five years,

Council for the Corporation of the United Townships of Head, Clara and Maria has

considered the estimated revenues and expenditures required for the purposes of the Municipality for the 2026 fiscal year;

### **Decision**

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to adopt the estimates for the 2026 operating year.

### **Direction**

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

### **Budget Adoption**

1. That the estimates of revenues and expenditures for the 2026 fiscal year, attached hereto as Schedule "A" and forming part of this bylaw, are hereby adopted as the municipal budget for the Corporation of the United Townships of Head, Clara and Maria.

### **Authority to Administer Budget**

2. That Treasurer is hereby authorized and directed to administer the budget in accordance with the approved estimates, the *Municipal Act, 2001*, applicable regulations, municipal policies, and any resolutions or by-laws of Council.
3. That the departmental, program, project, service-level, and capital allocations contained within Schedule "A", where applicable, are hereby approved as part of the adopted budget and shall constitute the authorized spending authority for the fiscal year, subject to the provisions of this by-law and related municipal policies.

### **Administrative Transfers**

4. That the Treasurer may make administrative transfers between budget line items or accounts where:
  - a. The transfer does not increase the overall municipal tax levy budgeted by Council;
  - b. The transfer is necessary for the efficient administration of municipal operations; and
  - c. The transfer is consistent with the municipality's financial policies and applicable legislation.

### **Budget Amendments**

5. That Council may amend the budget from time to time by resolution or bylaw as permitted by law.

**No Limitation on Council Authority**

- 6. That nothing in this bylaw limits the authority of Council to approve additional expenditures, establish new services, programs or projects, or otherwise amend the budget during the fiscal year.

**Effective Date**

- 7. That this by-law shall come into force and effect force on the date of its final passing.

Read and adopted by Resolution 2026-058 this 18<sup>th</sup> Day of June 2026.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

**Schedule "A" to Bylaw 2026-08  
United Townships of Head, Clara, and Maria - 2026 Budget**

	<b>REVENUE</b>	<b>EXPENSE</b>
<b>LEVELS OF SERVICE /OPERATIONAL SUPPORT</b>		
Previous Year Surplus	60,000	0
Taxation		
General Municipal Taxation	600,194	0
Payment In Lieu/Hydro Dam	196,816	0
Human Resources		
Summer Student Funding	0	0
Staff/Council/Training/Outsourced	0	598,960
General Government Services		
Fees/Permits/Other Revenues	35,000	0
OMPF	158,200	0
Election	0	10,000
Office Supplies/Donations	0	21,400
Insurance	0	48,000
Technology	0	30,700
Protections to Persons & Property Services		
Fire & Building Permits	8,100	0
Fire Prevention	0	150
911 Dispatch	0	3,000
OPP/Police Services Board	0	102,000
Transportation Services		
Aggregate Resources	1,000	0
Garage/Tools/Memberships	0	11,700
Road Maintenance/Signage	0	500
Winter Control	0	105,100
Environmental Services		
Tipping Fees/Recycling Income	20,000	0
Waste Disposal Site Fees/Supplies	0	3,500
Health Services		
NHSP	33,020	33,020
Physician Recruitment	0	2,000
Recreational & Cultural Services		
Hall Rentals & Events	16,500	11,850
Hall Supplies	0	1,700
Park Supplies	0	4,500
<b>LEVELS OF SERVICE /OPERATIONAL SUPPORT TOTAL</b>	<b>1,128,830</b>	<b>988,080</b>

## Townships of Head, Clara, and Maria - 2026 Budget

	REVENUE	EXPENSE
<b>ASSET LIFECYCLE SUPPORT</b>		
General Government Services		
Land Leases	18,800	0
Property/Office Security	0	400
Tranportation Services		
Garage	0	8,200
Truck	0	12,700
Unpaved Roads	0	46,300
Streetlights	0	2,000
Environmental Services		
Truck	0	3,300
Truck 2	0	1,800
Trailer	0	500
Site Maintenance/Monitoring	0	55,500
Health Services		
Cemetery Maintenance	0	750
Helipad	5,000	5,000
Recreational & Cultural Services		
Park/Boat Launch Maintenance	0	2,600
Hall Maintenance	0	25,500
<b>ASSET LIFECYCLE SUPPORT TOTAL</b>	<b>23,800</b>	<b>164,550</b>

## Townships of Head, Clara, and Maria - 2026 Budget

	REVENUE	EXPENSE
<b>CAPITAL</b>		
General Government Services		
Transfer from Reserve	150,000	0
Transfer from Reserves 2 bal capt	114,020	0
Special Project - Admin	0	77,000
Special Project - Admin	0	6,500
Transportation Services		
OCIF	30,000	0
Transfer from Reserve	75,000	0
Special Project - Rds	0	30,000
Environmental Services		
Special Projects - WMgmt	0	75,000
Recreational & Cultural Services		
DRDCF	15,000	20,520
Stonecliffe Boat Launch	25,000	50,000
Special Projects - Rec	0	150,000
<b>CAPITAL TOTAL</b>	<b>409,020</b>	<b>409,020</b>
<hr/>		
<b>BUDGET TOTAL</b>	<b>1,561,650</b>	<b>1,561,650</b>

# The Corporation of the United Townships of Head, Clara and Maria

## Bylaw 2026-10 Being a Bylaw to Strike the 2026 Tax Rates

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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.

#### 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.

#### 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 1<sup>st</sup> 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 for the Corporation of the United Townships of Head, Clara and Maria has adopted the estimated revenues and expenditures required for the purposes of the Municipality for the 2026 fiscal year.

And the *Municipal Act* requires a local municipality to pass a by-law annually levying separate tax rates on the assessment in each property class rateable for local municipal purposes.

### **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 the municipal tax rates for 2026.

### **Direction**

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

### **Tax Rates**

1. That the tax rates for the 2026 fiscal year for municipal purposes, and the tax rates adopted by Renfrew County and the Education Tax Rates as set by the Province of Ontario set out in Schedule "A" attached hereto and forming part of this bylaw are hereby adopted and levied upon the taxable assessment in each property class for local municipal purposes for the 2026 taxation year.
2. That the levy provided for in this Bylaw shall be reduced by the amount of the interim levy for 2026;
3. 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 2026;
4. That the taxes shall become due and payable on or before **July 31, and October 30, 2026.**
5. 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;
6. 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.
7. 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, 2026;
8. That on all 2026 taxes unpaid as of December 31, 2026, interest shall be added at the rate of 1.25% per month, for each month or fraction thereof in which the arrears continue; and
9. That this by-law shall come into force and effect force on the date of its final passing.

Read and adopted by Resolution 2026-062 this 87<sup>th</sup> Day of June 2026.

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Mayor

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Clerk

## Schedule "A" to Bylaw 2026-10 - 2026 Tax Rates

Using OPTA calculated rates on June 9, 2026 4:53PM EST.

Active parameter set: Current Parameters (Unsaved)

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used: 2026 Tax Ratios

	Residential	Multi-residential	Multi-residential	Commercial					Industrial				Large Industrial		Aggregate Extraction	Landfills	Pipelines	Farm	Managed Forests
	Occupied	Occupied	Occupied	Occupied	Excess Land	Vacant Land	On-Farm Bus. 1	On-Farm Bus. 2	Occupied	Excess Land	Vacant Land	On-Farm Bus. 1	Occupied	Excess Land	Occupied	Occupied	Occupied	Occupied	Occupied
<b>Head, Clara &amp; Maria Township, 4798</b>																			
Education	0.00153000	0.00153000	0.00153000	0.00880000	0.00880000	0.00880000	0.00220000	0.00220000	0.00880000	0.00880000	0.00880000	0.00220000	0.00880000	0.00880000	0.00511000	0.00880000	0.00880000	0.00038250	0.00038250
Upper General	0.00464060	0.00464060	0.00901947	0.00842130	0.00842130	0.00842130	0.00210532	0.00210532	0.01144791	0.01144791	0.01144791	0.00286198	0.01252962	0.01252962	0.00931524	0.00551798	0.00618499	0.00116015	0.00116015
Lower General	0.00274857	0.00274857	0.00534212	0.00498783	0.00498783	0.00498783	0.00124696	0.00124696	0.00678046	0.00678046	0.00678046	0.00169511	0.00742114	0.00742114	0.00551730	0.00326823	0.00366329	0.00068714	0.00068714
	0.00891917	0.00891917	0.01589159	0.02220913	0.02220913	0.02220913	0.00555228	0.00555228	0.02702837	0.02702837	0.02702837	0.00675709	0.02875076	0.02875076	0.01994254	0.01758621	0.01864828	0.00222979	0.00222979

**TOTAL TAXATION**

Education	1138681
Upper General	1167524
Lower General	691510
Total	2997715



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

**BY-LAW NUMBER 2016-07**

**Being** a By-Law to regulate open air burning.

**WHEREAS** under the provisions of Part II, section 7.1 (1 (a) and (b) of the *Fire Protection and Prevention Act, 1997* and amendments thereto, a municipality may enact by-laws regarding fire prevention and the setting of open air fires;

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

1. **That** a new seasonal fire permit will be utilized to meet the requirements under the Municipal Forest Fire Management Agreement to control the setting of open air fires;
2. **That** all persons setting an open fire in the municipality of the United Townships of Head, Clara & Maria other than for warmth or cooking shall first obtain a seasonal fire permit from the municipality.
3. **That** the fee for the permit shall be set at \$5 for 2016 and amended from time to time outside of this by-law;
4. **That** the permit shall be based on the recommendations of the Ministry of Natural Resources and Forestry as amended from time to time.
5. **That** the permit shall be attached as Schedule "A" to this by-law.
6. **That** By-Law 2006-10 is hereby repealed and /or rescinded.

**READ** a 1<sup>st</sup> time short and passed this 13<sup>th</sup> day of May 2016.

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JIM GIBSON, MAYOR

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MELINDA REITH, CLERK



*BYLAW NUMBER 2026-11*

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

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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.

**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 18, 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 2026-062 this 18th Day of June 2026.

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Mayor

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Clerk