



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

Thursday, October 15, 2020 at 1:00 p.m.

1. Call to Order and Moment of Silence
Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.
2. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations
 - Maclaren Consulting – Service Delivery Review report
6. Adoption of Minutes of previous meeting
 - Council Minutes
 - i. September 17th, 2020
 - Library Board Minutes
 - i. September 2nd, 2020
 - Recreation Committee Minutes - none
 - Public Works Advisory Committee Minutes - none
7. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. Safe Restart Agreement – Phase 2 – MMAH
 - ii. Parkland Dedication, Development Charges and the Community Benefits Charges Authority – MMAH
 - iii. National Defence Veterans Speakers Program – National Defence
 - iv. Ferry Resolution – Loyalist Township
 - v. Resolution Requesting Changes to Municipal Elections Act – Wollaston Township
 - vi. Request for Delegated Authority – Township of Whitewater Region
 - vii. OPP Billing Statement and Webinar – Ontario Provincial Police
 - viii. Off Road By-Law – County of Renfrew
 - ix. Distribution of Plans of Survey – AOLS
 - x. Role of Surveyors in Municipal Work - AOLS
8. Mayor's Report
 - Report 20/1/15/801 – Mayor Debbi Grills
9. Staff Reports
 - None
10. Unfinished Business
 - Report 20/10/15/1001 – PW Truck Purchase (Tender 2020-06)
11. Addendum (New Business)
 - Report 20/10/15/1101 – Municipal Tourism Photograph Session
 - Report 20/10/15/1102 – Municipal Outhouse Expense
 - Report 20/10/15/1103 – Office Christmas Closure

12. By-Laws – None

13. Questions and Answers

14. Confirmation of Proceedings By-law # 2020-15

15. 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.

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on **2020, September 2** was called to order at 10:00 a.m.

1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	X		
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	X		

2. Pecuniary Interest: None

3. Approval of Agenda:

Resolution #1: Moved by Betty Condie, Seconded by Gay Baribeau. Be it resolved that the agenda for September 2, 2020 be accepted as presented.
CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Gay Baribeau, Seconded by Betty Condie. Be it resolved that regular minutes for June 17, 2020 be accepted as presented.
CARRIED

5. Business Arising from the Minutes:

Volunteer Recognition- Poster has been completed and is placed in the library, Thank you cards including gift cards have been sent out to volunteers.

Curbside Pickup, This project is being coordinated by Marlene Gibson without issues at this point in time.

Budget Redo – The library revised budget due to Covid-19 impact on fundraising has been submitted to the office for input.

6. CEO Report

Circulation Report for June/July/August 2020

Type	Amount
DVDs/CD	41
Junior Fiction/YA	0
Adult	112
Periodicals	7
Total Circulation	160

We are following the COVID-19 protocol as set up by Public Health.
Curbside pickup for patrons is being used without any issues.
Inventory of the library titles and DVD’s is in progress.
Volunteer recognition is completed.

7. Report of The Chair:

Betty Condie was recognized for her horticultural efforts which resulted in \$1000.++ in library fundraising.
Marlene put forth the idea of advertising the Curbside Pickup as well as the Daffodil Bulb fundraiser in the Municipal Newsletter. All agreed.

8. Financial Reports:

Charlotte Toupe – Acting Clerk/Treasurer attended the meeting to discuss the Budgetary Control document. Costs such as library reimbursements, fundraising events, etc will be entered in the appropriate accounts. The budget revision figures due to Covid -19 fundraising impact will be entered for review. The approval of the document is deferred until changes are made,
Bank charges can be reduced by submitting a number of items together to reduce transaction charges. It will be investigated to see if the statement can be sent by email and printed rather than mailed to also save costs.
The library grant has not been received, however it is expected next week. The grant amount is based on the population of the region the library is covering.

9. Correspondence: None

10. Policies: Policies HR-01, HR-02, HR-03, HR-04 relating to Health and Safety were reviewed with no changes recommended.

11. New Business:

Newsletter submissions regarding curbside pickup and daffodil bulb sale to be sent to the Clerk.
Confirm with Jasi that titles that are weeded throughout the year are removed from the listing at year end.

12. Reports of Projects: None

13. Questions and Answers: None

14. Adjournment: **Resolution # 3:** It was moved by Betty Condie, Seconded by Fran Kelly-Chamberlain that the meeting be adjourned at 11.35 a.m. to meet again on Wednesday, October 7, 2020 at 10:00 a.m. CARRIED.

Chair – Marlene Gibson

CEO – Judy Zilney

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
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Tél. : 416 585-7000



234-2020-4339

October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers

2

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
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234-2020-4019

September 18, 2020

RE: Parkland Dedication, Development Charges and the Community Benefits
Charges Authority

Dear Head of Council,

As you know, our government introduced the Housing Supply Action Plan last year with the goal of increasing the supply of housing across Ontario. As part of this effort, our Government introduced the community benefits charge (CBC) authority along with changes to the *Development Charges Act* and parkland dedication under the *Planning Act*.

Over the past year, the Ministry of Municipal Affairs and Housing consulted for over 300 days with municipalities, the development industry and the public on the implementation of the framework, including several aspects of the legislation and a regulatory approach. I value the input of our municipal partners.

I am writing to inform you that on September 18th, our government proclaimed the remaining amendments that were made to the *Development Charges Act* and the *Planning Act* by Bill 108, the *More Homes, More Choice Act*, and, Bill 197, the *COVID-19 Economic Recovery Act*. In addition, we have made a new regulation under the *Planning Act* and technical changes to regulations under the *Planning Act*, *Development Charges Act* and *Building Code Act* in order to finalize the framework for development charges, community benefits and parkland.

As of September 18, 2020, municipalities will have two years to transition to the new regimes. This will enable both the municipalities and builders to adjust to these changes in light of the pressures of COVID-19.

We listened to the feedback received during consultations, and that is why we are proposing to prescribe a percentage of 4% for the CBC authority that will be applied to land values to determine the maximum CBC for any particular residential development. The CBC could be used by local governments to fund capital costs of services that are needed due to higher density development and are not being recovered through other tools.

These amendments will enable growth to pay for growth, while also providing greater predictability of development costs in order to increase the supply of housing so that it is more attainable for Ontarians.

I thank you for your continued collaboration throughout the implementation of this new and enhanced framework.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

- c: Chief Administrative Officers
Chief Planners
Municipal Treasurers
Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing
Alex Beduz, Chief of Staff to Minister Clark, Municipal Affairs and Housing
Jonathan Lebi, Assistant Deputy Minister, Local Government and Planning Policy Division
Caspar Hall, Director, Municipal Finance Policy Branch

Crystal Fischer

From: National Defence / Défense nationale
<DNDRemembrance.SouvenirMDN@forces.gc.ca>
Sent: September 24, 2020 9:59 AM
To: hcminfocfischer@gmail.com
Subject: National Veterans’s Week Speakers Program 2020 / Programme national des conférenciers de 2020

[View this email in your browser](#)



(Le français suit)

**PRESENTATIONS BY CANADIAN ARMED FORCES
MEMBERS
DURING VETERANS’ WEEK**

September 22, 2020

During Veterans’ Week 2020, from November 5 to 11, Canadians will once again pay tribute to Canadian veterans who have served and who continue to serve this country with pride.

This year the COVID-19 pandemic has had an impact on all of our daily lives. It has also affected planning for the Department of National Defence’s National Veterans’ Week Speakers Program.

In order to keep our Canadian Armed Forces (CAF) members and Canadians safe and healthy – we will be suspending in-person presentations this year.

Instead, we have developed a series of CAF speaker videos geared toward various audiences and age levels which could be viewed in-lieu of an in-person

presentation. While it may not be the same as having a CAF speaker in person, we are all in this together and the health and safety of Canadians comes first.

If you would like to receive the links to our CAF speaker videos, visit the 2020 National Veterans' Week Speakers Program webpage (<http://Canada.ca/caf-veterans-week-speakers>).

The deadline to submit your request is **October 28, 2020**. Video links will be available by mid-October 2020. There is no charge for this service.

If you have any questions about the changes to this year's program, please contact our national coordinator, Mélodie Gratton at 1-833-223-8322 or via email at: DNDRemembrance.SouvenirMDN@forces.gc.ca.

To supplement your activities, Veterans Affairs Canada offers an array of free, bilingual learning resources available in electronic and print formats to help students remember the importance of honouring Canada's veterans. Materials can be ordered directly at: <http://www.veterans.gc.ca/educators>.

We also encourage you to consider writing to our troops. Our members truly appreciate hearing from Canadians. To find out how you can send a message to our members, please visit our Write to the Troops webpage (<https://www.canada.ca/en/department-national-defence/services/contact-us/write-troops.html>)

Sincerely,

Quinn Watson

Director, Outreach and Speechwriting

Assistant Deputy Minister (Public Affairs), Department of National Defence



September 15, 2020

Hon. Caroline Mulroney
5th Floor, 777 Bay St.
Toronto ON, M7A 1Z8

Dear Hon. Caroline Mulroney,

Please be advised that at the Regular Meeting of Council on August 24, 2020, the Council of Loyalist Township passed the following resolution:

Resolution No. 2020.33.11
Moved by: Councillor Porter
Seconded by: Councillor Townend

Whereas the Ontario government, in partnership with the federal government, is delivering on its commitment to provide up to \$4 billion in urgently needed one-time assistance to Ontario's 444 municipalities;

And Whereas in addition to the support for municipalities, the government is providing over \$660 million in the first phase of transit funding to the 110 municipalities with transit systems to provide immediate relief from transit pressures, such as lower ridership, as well as for new costs due to COVID-19, such as enhanced cleaning and masks for staff;

And Whereas in the second phase, additional allocations will be provided based on expenses incurred to ensure the funding meets the needs of municipalities;

And Whereas as part of the Safe Restart Agreement with the federal government, up to \$2 billion is being provided to support public transit in Ontario;

And Whereas Ontario Regulation 191/11 being the Integrated Accessibility Standards, which applies to every designated public sector organization including municipalities, establishes accessibility standards, including transportation and as such, recognizes ferries as a form of public transportation;

And Whereas many municipalities located along large bodies of water such as Lake Ontario, including the Township of Frontenac Islands and Loyalist Township, are only accessible by public ferries which are connecting links to mainland highways and roads and form part of Ontario's road systems, making them critical public services;

And Whereas due to the COVID-19 Pandemic and restrictions placed on ferry services by Transport Canada as well as public health guide lines, ferry transit, similar to conventional transit, has experienced reduced ridership, additional costs to cover increased sanitization and requirement for masks for ferry operators, and reduced revenue due to the inability to collect cash fares;

Therefore, Be It Resolved that Loyalist Township requests that the Ministry of Transportation support the Canadian Ferry Association's request that ferries be considered part of the local transit system and that lost revenue be eligible for reimbursement;

And Further That a portion of the (pandemic) Federal funds be allocated towards municipal transportation ferry revenue loss and ferry expenditures resulting from the pandemic;

And that this resolution be circulated to all Ontario municipalities.

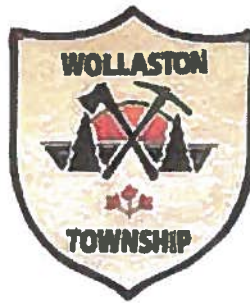
Regards,

A handwritten signature in cursive script, appearing to read "B Teeple".

Brandi Teeple
Deputy Clerk
Loyalist Township

cc. All Ontario Municipalities

90 Wollaston Lake Road
COE HILL, ON K0L 1P0
clerk@wollaston.ca
www.wollaston.ca



MAYOR: BARBARA SHAW
CLERK: BERNICE CROCKER
613-337-5731 (Phone)
613-337-5789 (Facsimile)

September 16, 2020

**MINISTRY OF MUNICIPAL
AFFAIRS AND HOUSING**
17th Floor, 777 Bay street
TORONTO, ON
M7A 2J3

ATTN: THE HON. STEVE CLARK

Dear Minister Clark:

At a special meeting of council held on August 24, 2020, members discussed concerns regarding the 2018 municipal election.

In the last six weeks of the 2018 municipal election in Wollaston Township, seasonal property owners presented signed leases with family members for sleeping cabins, bunkies and sheds. The \$100.00 leases added a significant number of new non-resident electors to the voters' list.

Although concerns were raised regarding the Township's Comprehensive Zoning By-law and non-use of the standard lease form, the leases were used as eligibility, allowing the children of seasonal property owners access to a Township election for the first time.

Because this gave the appearance of a pay to play campaign, and because the leases were with family members, and because no people actually lived in these structures that lacked hydro, running water and washroom facilities, this was reported to the OPP, who have a duty to enforce the rules and regulations of the *Municipal Elections Act*.

The OPP did not proceed with charges because they said there was no case law.

The following Motion was adopted:

MOTION NO.: 03
MOVED BY: TIM CONLIN
SECONDED BY: DARLENE COLTON

BE IT RESOLVED, that the Council of Wollaston Township ask Minister of Municipal Affairs and Housing, the Hon, Steve Clark, to review the *Municipal Elections Act* and provide amendments to ensure that loopholes are closed on any pay to play schemes in rural communities where non-resident electors are permitted to participate in elections so that \$100.00 leases do not turn into ballots for garden sheds.

AND BE IT FURTHER RESOLVED, that the County of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to review the Municipal Elections Act and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list.

AND BE IT FURTHER RESOLVED, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that there is a clear and accessible way to report election fraud.

AND BE IT FURTHER RESOLVED, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that the rules described in the Municipal Elections Act are actually enforceable even if there is not current case law.

AND BE IT FURTHER RESOLVED, that support for this resolution be sent to Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, all Ontario Municipalities and the Association of Municipalities of Ontario.

CARRIED

Should you have any questions or concerns regarding the above, do not hesitate to contact me.

Sincerely,



BERNICE CROCKER
Clerk/Administrator

cc. Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, AMO and all Ontario Municipalities.

WHITEWATER REGION

Council Members Wednesday, September 23, 2020

Mayor Michael Moore
Reeve Cathy Regier

Councillors:
Charlene Jackson
Dave Mackay
Daryl McLaughlin
Neil Nicholson
Chris Olmstead

Re: Request for Delegated Authority for Consents

Dear Warden Debbie Robinson,

At its meeting of September 9, 2020, the Council of the Township of Whitewater Region unanimously adopted the following resolution:

Moved by Councillor Chris Olmstead

Seconded by Councillor Charlene Jackson

That Council of the Township of Whitewater Region request that the Council of the Corporation of the County of Renfrew pass a by-law to delegate the authority for the giving of consent under Section 53 of the Planning Act to Whitewater Region Council in respect of land situated within the geographic Township of Whitewater Region.

Carried - Resolution #2020-4319

The current process can be viewed as a two-stage process by which a proponent files an application to the County of Renfrew, which is then distributed to the Township for comments. This process, in most cases, requires that a proponent reach out to both Township and County staff.

(613) 646-2282



P.O. Box 40,
44 Main Street
Cobden, ON
K0J 1K0



Section 54 of the Planning Act permits *the council of an upper-tier municipality, by the passing of a by-law, to delegate to the council of a lower-tier municipality the authority for the giving of consents under section 53 in respect of land situate in the lower-tier municipality.*

whitewaterregion.ca



Throughout Renfrew County, other local municipalities that have been delegated authority include the Town of Arnprior, Town of Renfrew and the Township of McNab Braeside.



The County of Renfrew Official Plan outlines policies, among others, relating to the land division applications including Consents. These policies apply to the Township of Whitewater Region and will continue to apply whether or not County Council delegates approval authority to local council.

The Township hired a full-time Land Use Planner/Economic Development Officer in the spring 2019 to provide, among others, a full range of professional land use planning functions. The Planner hired by the Township is an Accredited Committee Secretary-Treasurer (ACST) professional, a designation issued by the Ontario Association of Committee of Adjustments.

Through the passing of a by-law at County Council, delegated authority for the giving of Consent can be transferred to the local Council. This delegated authority, while not affecting any of the applicable planning policy, would provide for a greater localized decision making for the Township. The process will provide for a one-window approval process and may decrease timeframes and costs for proponents.

In closing, we ask that Whitewater Region be given the same delegated authority provided to other lower-tier municipalities in the county.

Sincerely,

Original signed by

Mayor Michael Moore

c.c. Reeve Cathy Regier
County of Renfrew Council
Whitewater Region Council
All lower-tier municipalities in Renfrew County
Paul Morneau, CAO/Clerk
Craig Kelley, Director of Development & Property
Charles Cheeseman, Manager of Planning Services
Robert Tremblay, Chief Administrative Officer, WWR
Ivan Burton, Planner/EDO, WWR
Carmen Miller, Clerk/Secretary-Treasurer CofA, WWR





Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

September 28, 2020

Dear CAO/Treasurer,

Please find attached the OPP municipal policing 2021 Annual Billing Statement package.

This year's billing package includes a statement for the 2019 year-end reconciliation. The final cost adjustment calculated as a result of the 2019 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2021 calendar year.

The final reconciliation of the 2021 annual costs will be included in the 2023 Annual Billing Statement.

For more detailed information on the 2021 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Phil Whitton
Superintendent
Commander,
Municipal Policing Bureau

OPP 2021 Annual Billing Statement

Head, Clara and Maria Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	354		
	Commercial and Industrial	15		
	Total Properties	<u>369</u>	177.48	65,489
Calls for Service	(see summaries)			
	Total all municipalities	168,336,779		
	Municipal portion	0.0096%	43.89	16,196
Overtime	(see notes)		8.69	3,207
Prisoner Transportation	(per property cost)		2.11	779
Accommodation/Cleaning Services	(per property cost)		1.07	395
Total 2021 Estimated Cost			<u>233.24</u>	<u>86,065</u>
2019 Year-End Adjustment	(see summary)			368
Grand Total Billing for 2021				<u>86,433</u>
2021 Monthly Billing Amount				7,203

OPP 2021 Annual Billing Statement
Head, Clara and Maria Tp
Estimated costs for the period January 1 to December 31, 2021

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2021 billing purposes the allocation of the municipal workload in detachments has been calculated to be 53.1 % Base Services and 46.9 % Calls for Service. The total 2021 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$177.48 estimated for 2021. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2016, 2017, 2018 and 2019 has been analyzed and averaged to estimate the 2021 costs. The costs incorporate the 2021 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2021 hours and salary rates and included in the 2023 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. 2021 costs have been based on 2019 security activity. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. These costs will be reconciled to the actual cost of service required in 2021.

There was no information available about the status of 2021 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2019 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2021 Estimated Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2021

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$
Uniform Members	Note 1				
Inspector	25.65	100.0	163,514	4,194,122	4,194,122
Staff Sergeant-Detachment Commander	10.64	100.0	146,750	1,561,415	1,561,415
Staff Sergeant	33.08	100.0	136,731	4,523,048	4,523,048
Sergeant	217.05	53.1	122,479	26,584,114	14,103,482
Constable	1,701.98	53.1	104,552	177,945,194	94,399,884
Part-Time Constable	6.55	53.1	83,335	545,844	289,172
Total Uniform Salaries	1,994.95		-	215,353,736	119,071,123
Statutory Holiday Payout			3,873	7,701,966	4,212,066
Shift Premiums			1,033	1,988,817.77	1,055,068
Uniform Benefits - Inspector			25.86%	1,084,600	1,084,600
Uniform Benefits - Full-Time Salaries			30.37%	63,963,402	34,800,324
Uniform Benefits - Part-Time Salaries			14.98%	81,767	43,318
Total Uniform Salaries & Benefits				290,174,290	160,266,499
Detachment Civilian Members	Note 1				
Detachment Administrative Clerk	173.80	53.1	66,104	11,488,895	6,094,799.27
Detachment Operations Clerk	1.88	53.1	63,248	118,905	63,248
Detachment Clerk - Typist	0.33	53.1	56,792	18,741	10,223
Court Officer	17.20	53.1	67,187	1,155,622	612,748
Crimestoppers Co-ordinator	0.80	53.1	62,084	49,667	26,075
Total Detachment Civilian Salaries	194.01			12,831,831	6,807,093
Civilian Benefits - Full-Time Salaries			29.53%	3,789,240	2,010,135
Total Detachment Civilian Salaries & Benefits				16,621,071	8,817,228
Support Costs - Salaries and Benefits	Note 2				
Communication Operators			6,940	13,844,953	7,570,777
Prisoner Guards			1,853	3,696,642	2,021,419
Operational Support			5,129	10,232,099	5,595,175
RHQ Municipal Support			2,647	5,280,633	2,887,586
Telephone Support			120	239,394	130,907
Office Automation Support			673	1,342,601	734,169
Mobile and Portable Radio Support			264	528,396	288,911
Total Support Staff Salaries and Benefits Costs				35,164,718	19,228,943
Total Salaries & Benefits				341,960,078	188,312,670
Other Direct Operating Expenses	Note 2				
Communication Centre			165	329,167	179,997
Operational Support			742	1,480,253	809,440
RHQ Municipal Support			148	295,253	161,452
Telephone			1,456	2,904,647	1,588,336
Mobile Radio Equipment Repairs & Maintenance			39	78,059	42,680
Office Automation - Uniform			2,603	5,192,855	2,839,587
Office Automation - Civilian			1,803	349,800	185,565
Vehicle Usage			8,294	16,546,115	9,047,842
Detachment Supplies & Equipment			502	1,001,465	547,627
Uniform & Equipment			2,102	4,207,153	2,300,345
Uniform & Equipment - Court Officer			925	15,910	8,436
Total Other Direct Operating Expenses				32,400,676	17,711,305
Total 2021 Municipal Base Services and Calls for Service Cost				\$ 374,360,754	\$ 206,023,975
Total OPP-Policed Municipal Properties					1,160,856
Base Services Cost per Property					\$ 177.48

OPP 2021 Estimated Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2021

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2016 through 2019. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 87.76 FTEs with a cost of \$14,900,558 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2021 salaries incorporate the 2021 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.00% January 1 and 0.97% July 1, civilian staff (one 2021 increase) 1.0% January 1). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2020-21). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 53.1% Base Services : 46.9% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2020 Municipal Policing Cost-Recovery Formula.

OPP 2021 Calls for Service Billing Summary
Head, Clara and Maria Tp
Estimated costs for the period January 1 to December 31, 2021

Calls for Service Billing Workgroups	Calls for Service Count					2021 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2021 Estimated Calls for Service Cost
	2016	2017	2018	2019	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	-	-	1	-	0	6.5	2	0.0001%	164
Drugs	-	-	-	-	-	45.9	-	0.0000%	-
Operational	12	21	13	13	15	3.6	53	0.0032%	5,364
Operational 2	4	14	14	25	14	1.3	19	0.0011%	1,871
Other Criminal Code Violation	-	1	-	2	1	7.8	6	0.0004%	591
Property Crime Violations	6	4	4	5	5	6.5	31	0.0019%	3,119
Statutes & Acts	11	-	-	1	3	3.4	10	0.0006%	1,030
Traffic	6	7	1	5	5	3.4	16	0.0010%	1,632
Violent Criminal Code	3	2	-	1	2	16.0	24	0.0014%	2,424
Total	42	49	33	52	44		160	0.0096%	\$16,196
Provincial Totals	Note 4	364,578	368,157	391,030	429,951	388,429	1,666,390	100.0%	\$168,336,779

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals.
- 4) Provincial Totals exclude data for both municipal dissolutions and amalgamations

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OPP 2021 Calls for Service Details
Head, Clara and Maria Tp
For the calendar years 2016 to 2019

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2016	2017	2018	2019	
Grand Total	42	49	33	52	44.00
Drug Possession	0	0	1	0	0.25
Drug Related Occurrence	0	0	1	0	0.25
Operational	12	21	13	13	14.75
Accident - Non-MVC - Others	0	1	0	0	0.25
Animal - Injured	0	0	0	1	0.25
Animal - Other	0	1	0	0	0.25
Animal - Stray	0	1	0	0	0.25
Assist Public	3	3	2	4	3.00
Domestic Disturbance	0	3	0	0	0.75
Family Dispute	0	0	1	0	0.25
Fire - Building	0	1	0	0	0.25
Fire - Other	0	0	2	0	0.50
Fire - Vehicle	2	0	2	0	1.00
Lost - License Plate	0	0	0	1	0.25
Lost - Others	0	0	0	1	0.25
Missing Person 12 & older	0	2	1	0	0.75
Missing Person Located 12 & older	0	0	2	1	0.75
Noise Complaint - Others	1	0	0	0	0.25
Phone - Nuisance - No Charges Laid	0	1	1	0	0.50
Phone - Other - No Charges Laid	0	1	0	0	0.25
Sudden Death - Accidental	0	0	0	1	0.25
Sudden Death - Natural Causes	1	2	0	0	0.75
Sudden Death - Suicide	0	1	0	0	0.25
Suspicious Person	3	3	1	1	2.00
Suspicious vehicle	1	1	1	0	0.75
Unwanted Persons	1	0	0	1	0.50
Vehicle Recovered - Automobile	0	0	0	1	0.25
Vehicle Recovered - Trucks	0	0	0	1	0.25
Operational 2	4	14	14	25	14.25
911 call - Dropped Cell	0	2	4	14	5.00
911 call / 911 hang up	3	5	6	7	5.25
911 hang up - Pocket Dial	0	1	1	0	0.50
False Alarm - Accidental Trip	0	0	1	1	0.50
False Alarm - Cancelled	0	3	1	1	1.25
False Alarm - Malfunction	0	0	1	0	0.25
False Alarm - Others	0	1	0	2	0.75
Keep the Peace	1	2	0	0	0.75
Other Criminal Code Violations	0	1	0	2	0.75
Bail Violations - Fail To Comply	0	1	0	1	0.50
Indecent acts - Other	0	0	0	1	0.25
Property Crime Violations	6	4	4	5	4.75
Break & Enter	4	3	1	1	2.25
Fraud - Master Code	0	0	1	0	0.25
Fraud - Other	0	0	1	0	0.25

OPP 2021 Calls for Service Details
Head, Clara and Maria Tp
For the calendar years 2016 to 2019

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2016	2017	2018	2019	
Identity Fraud	0	0	0	1	0.25
Mischief - Master Code	1	0	0	1	0.50
Possession of Stolen Goods under \$5,000	1	0	0	0	0.25
Theft of - Other Motor Vehicles	0	0	1	0	0.25
Theft of - Snow Vehicles	0	1	0	0	0.25
Theft of - Trucks	0	0	0	1	0.25
Theft Under \$5,000 - Other Theft	0	0	0	1	0.25
Statutes & Acts	11	0	0	1	3.00
Landlord / Tenant	2	0	0	0	0.50
Mental Health Act	4	0	0	0	1.00
Mental Health Act - Attempt Suicide	1	0	0	0	0.25
Mental Health Act - No contact with Police	1	0	0	0	0.25
Mental Health Act - Voluntary Transport	2	0	0	1	0.75
Trespass To Property Act	1	0	0	0	0.25
Traffic	6	7	1	5	4.75
MVC - Personal Injury (Motor Vehicle Collision)	2	2	0	1	1.25
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	4	2	0	2	2.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	0	3	1	2	1.50
Violent Criminal Code	3	2	0	1	1.50
Assault - Level 1	2	0	0	0	0.50
Forcible confinement	1	0	0	0	0.25
Utter Threats to Person	0	2	0	1	0.75

OPP 2019 Reconciled Year-End Summary
Head, Clara and Maria Tp
Reconciled cost for the period January 1 to December 31, 2019

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	350		
	Commercial and Industrial	<u>19</u>		
	Total Properties	<u><u>369</u></u>	191.43	70,637
Calls for Service				
	Total all municipalities	158,415,856		
	Municipal portion	0.0104%	44.61	16,461
Overtime			7.77	2,867
Prisoner Transportation	(per property cost)		2.03	749
Accommodation/Cleaning Services	(per property cost)		<u>1.16</u>	<u>428</u>
Total 2019 Reconciled Cost			<u><u>247.00</u></u>	<u>91,142</u>
Year Over Year Variance (reconciled cost for the year is not subject to phase-in adjustment)				
2018 Reconciled Cost per Property			250.05	
2019 Reconciled Cost per Property (see above)			<u>247.00</u>	
Cost per Property Variance		Decrease	3.06	
2019 Billed Amount				<u>(90,774)</u>
2019 Year-End-Adjustment				<u><u>368</u></u>

Note

The Year-End Adjustment above is included as an adjustment on the 2021 Billing Statement.
This amount is incorporated into the monthly invoice amount for 2021.

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COUNTY OF RENFREW**BY-LAW NUMBER****A BY-LAW TO REGULATE THE OPERATION OF
OFF-ROAD VEHICLES ON COUNTY OF RENFREW ROADS**

WHEREAS Section 191.8, subsection (3), the Highway Traffic Act, R.S.O. 1990, Ch. 8, as amended, provides that a municipality may pass by-laws:

- ~~(a) Permitting the operation of Off Road Vehicles with three or more wheels on any Highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such Highways;~~
- (a) Permitting the operation of off-road vehicles or classes of off-road vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway, subject to any limitations prescribed under clause (2.1) (b);
- (b) prohibiting the operation of off-road vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway, in accordance with a regulation under clause (2.1) (a)

THEREFORE the Council of the Corporation of the County of Renfrew enacts as follows:

1. Definitions.

In this by-law,

“Highway” shall include a common and public highway, street, avenue, parkway and driveway, any part of which is intended for use or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“Off-Road Vehicle” shall mean an off-road vehicle within the meaning of the Off Road vehicles Act, O. Reg. 316/03, S.1., as amended.

2. Regulation of Off-Road Vehicles on Highways.

An Off-Road Vehicle shall not be operated on Highways unless it meets and is operated in accordance with the requirements of Ontario Regulation 316/03 – Operation of Off-Road Vehicles on Highways as amended by O. Reg. 135/15.

3. General

Operation of Off-Road Vehicles shall be permitted on all Highways under the jurisdiction of the Corporation of the County of Renfrew with the exceptions of those Highways or parts of such Highways listed on Schedule “A” attached to this By-Law.

4. Penalties

Any person who contravenes any section of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

5. Validity

If any section, clause or provision of this By-Law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of the By-Law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

6. That By-Law 99-17, being a By-Law to Regulate the Operation of Off-Road Vehicles on County of Renfrew Roads is hereby repealed.

7. That this by-law shall come into force and take effect immediately upon the date of its passing.

READ a first time this 28th day of October 2020.

READ a second time this 28th day of October 2020.

READ a third time and finally passed this 28th day of October 2020.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

SCHEDULE "A"

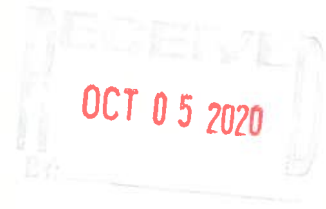
County Road/Name	From	To	Municipality
1 - Madawaska Boulevard, Elgin Street	East limit of the Madawaska River Bridge	The intersection with County Road 10 (Division Street)	Arnprior
2 - Daniel Street & White Lake Road	Madawaska Street	County Road 10 (Baskin Drive)	Arnprior
2 - White Lake Road	Staye Court Drive/ Winners Circle	County Road 45 (Vanjumar Drive)	Arnprior
16 - Victoria Street	Laurentian Drive	Petawawa Boulevard	Petawawa
25 - Laurentian Dr	Victoria Street	Petawawa Boulevard	Petawawa
26 - Doran Road	Petawawa Boulevard	Highway 17	Petawawa
35 - Boundary Road East	Jean Avenue	Trafalgar Road	Laurentian Valley
37 - Murphy Rd	Petawawa Boulevard	Highway 17	Petawawa
51 - Pembroke St. W. & Petawawa Boulevard	Pembroke City Limit	Paquette Road	Laurentian Valley Petawawa
52 - Raglan Street	Highway 60	Pine Street	Renfrew
55 - Paquette Road	Highway 17	Petawawa Boulevard	Petawawa
72 - Ridge Road	Highway 17	Deep River Road	Deep River
73 - Deep River Road	Highway 17	Ridge Road	Deep River



October 1st, 2020

To: Municipal Clerk

Subject: Distribution of Plans of Survey



Dear Sir/Madam:

I write to you on behalf of the Association of Ontario Land Surveyors (AOLS) concerning the use and distribution of plans of survey without prior consent of the authoring surveyor.

The Association of Ontario Land Surveyors (AOLS) was established in 1892. We are a self-governing association, responsible for the licensing and governance of professional land surveyors under the *Surveyors Act*. As with all self-governing professions, the AOLS has a responsibility to ensure that the public interest is paramount.

The AOLS recognizes that many municipalities in Ontario provide copies of plans of surveys to the public. We further recognize and understand the importance of maintaining accessible and open government services, and of complying with the intent and provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. However, as a professional organization we wish to take this opportunity to inform you of our concerns and the potential risks with providing such information to the public.

In Canada, Copyright law protects all original creative works, provided the said work is compliant with the terms and conditions set forth by the *Copyright Act*. Under the provisions of the Act, copyright is defined as the sole right to print, publish, perform, film, or record any original literary, artistic, or musical material, and to authorize others to do the same. To be classified as an original work, it must be more than a copy of an existing work, and the author must demonstrate that skill and judgment were used in its creation. The AOLS is of the opinion that a Plan of Survey prepared and signed by a Professional Ontario Land Surveyor are largely classed as original works, thus protected under the *Copyright Act*.

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Furthermore, the AOLS is of the opinion that providing out-of-date survey information could be misleading and provide inaccurate information to the public. The information shown on a Plan of Survey is certified to be true and correct at a specific date in time, and is compliant with applicable requirements, regulations and standards of the day. The use of old survey information does not guarantee its compliancy with current standards, it does not verify that the boundary shown on the existing plan is correct, nor does it guarantee that the boundary remains unchanged. Therefore, a municipality may be causing harm to the public by providing an out-of-date Plan of Survey.

Lastly, we believe that plans of survey are protected from release under section 10 of the *Municipal Freedom of Information and Protection of Privacy Act* and that if they are released there should be consent from the surveyor involved. Plans of survey are prepared specifically for a client and not for broader distribution. Without understanding the limitations and intended additional uses, release of the plan may cause public harm and unnecessary liability for the surveyor.

For the above stated reasons, the AOLS is recommending that municipalities cease to provide copies of plans of survey to the public. We further recommend that a municipality provide members of the public with the name and contact information for the firm which prepared the survey, who can then provide the individual with a copy of the plan or other information at their discretion if appropriate.

Should you wish to discuss or require additional information, please feel free to contact the AOLS office at your earliest convenience. We welcome any comments or suggestions that you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Wahba', is located below the 'Sincerely,' text.

Kevin Wahba, B. Eng., LL.B. O.L.S., Barrister & Solicitor
Registrar
Association of Ontario Land Surveyors
Email: Kevin@aols.org



October 1st, 2020

To: Municipal Clerk

Subject: Role of Surveyors in Municipal Work



Dear Sir/Madam:

I am writing you to remind you of the important role that professional surveyors play in municipal government. Surveyors play many roles depending on the organization including:

- Reducing or eliminating risk to the organization with respect to land related matters
- Developing and maintaining land related policies
- Establishing standards and specification for the acquisition of survey services including topographic plans for engineering design and capital works programs
- Improving land information related processes that meet key government needs
- Providing real-property advice
- Maintaining and managing spatial databases
- Performing and overseeing a range of surveys

These roles are critical in protecting your rights of ways, land holdings and infrastructure for the public benefit. As a result, I encourage you to consider using an Ontario Land Surveyor to help achieve the above noted roles if you are not already doing so.

Having a registered or licensed land surveyor on staff to advise on land related matters is essential to the success of a Municipality. All Ontario Land Surveyors operate under a code of ethics, with mandatory continuing education and peer competence review helping ensure quality services that you can depend on.

The Association of Ontario Land Surveyors has noted a general decline in the number of surveyors employed in government. We recognize that this could be due to recruiting challenges, since the number of surveyors has declined and salary levels in the private sector have risen. It may also be a conscious choice on your part as you deal with fiscal pressures. There are several advantages to having a licensed surveyor on staff or outsourcing survey services. These include ensuring appropriate standards, specifications and quality of land related information are upheld to ultimately provide value to the public.

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We are concerned that the loss of professional surveyors in government roles increases risk faced by the public sector. Surveyors play a crucial role in developing sound public policy and processes and they ensure the quality of contracts and work required to protect public land and infrastructure are in place.

In the event you do not have an Ontario Land Surveyor on staff, we would ask that you ensure that any municipal work related to determining boundaries and acquiring survey services is completed by a licensed surveyor. In accordance with the Surveyors Act, Cadastral or boundary surveys in Ontario can only be undertaken by a licensed Ontario Land Surveyor. We believe Municipalities hold themselves up to a higher standard of care than most other organizations and therefore, believe that Municipalities set policies that are in accordance with existing laws.

Lastly, we believe that professional land surveyors can assist with the key leadership skills required to help you meet your challenging role.

We hope this helps you consider the roles your surveyors are playing in and for your organization.

Should you wish to explore further how an Ontario Land Surveyor can be of benefit to your organization, please contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Maloney', is positioned below the word 'Sincerely,'.

Brian Maloney, O.L.S.
Executive Director
Association of Ontario Land Surveyors
Email: brian@aols.org

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, October 15, 2020				Report Date	Wednesday, October 7, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/10/15/1001 – Public Works Truck Purchase									

Subject: Purchase of Public Works Truck as a result of Tender #2020-05

Recommendation: That Council review the attached tender submissions and provide direction to the Clerk-Treasurer regarding the purchase of the Public Works truck.

Background/Executive Summary:

The Clerk-Treasurer received direction to send out a tender for the purchase of a new truck for the Public Works department. There has been \$75,000 budgeted for the purchase of this truck and accessories.

On October 6th @ 12:00 noon Tender 2020-06 close. We received three tender submissions outlined in the table below:

Dealership	Truck	Truck Price	Option #1 (Snow plow)	Option #2 (Tires w/ rims)	Total
Jim Wilson (Orillia)	2021 Silverado 2500	\$47,912.00	\$11,216.38 or \$10,469.45	\$1,826.08	\$60,954.46 \$60,207.53
True North (North Bay)	2020 Silverado 2500	\$73,378.53	\$15,332.69	\$2,272.40	\$90,983.62
Farquhar (North Bay)	2021 Ram 2500	\$48,698.48	\$10,960.98	\$1,735.68	\$61,395.14

An additional cost of approximately \$1,000 will be required for the cost of utility vehicle lighting and HCM decals for the truck.

Financial Considerations/Budget Impact:

\$75,000 budgeted for purchase of public works truck.

Enclosures:

2020-06 Tender submissions

Approved and Recommended by the Clerk
Charlotte Toope, Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, October 15, 2020				Report Date	Thursday, October 7, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/10/15/1101 – Municipal Collaborative Promotional Tourism Photograph Sessions									

Subject: Municipal Tourism Photo Session Opportunity

Recommendation: That Council review the tourism opportunity outlined below and provide direction to staff on whether or not to participate.

Background/Executive Summary:

From the September 30th County Council Meeting – Development & Property Committee Report

To directly support our member municipalities, the Ottawa Valley Tourist Association (OVTA) is proposing collaborative photographic sessions with all municipalities. Those municipalities that wish to collaborate and cost-share on a 50/50 basis the services of an OVTA selected local professional photographer will be able to identify the photographic subjects they wish to have assembled to reflect their municipal attractions, sites, recreation, shopping districts and heritage. OVTA will add to this photo list any imagery required for general tourism marketing of the municipality and the Ottawa Valley. Interested municipalities may contact Tourism Development Officer, Melissa Marquardt, directly to discuss and to become a project partner. Participating municipalities will receive all imagery files, edited and graphically optimized by the photographer, and the maximum cost is expected to be \$500 or less per municipality. The cost will be dependent on the amount of shooting time per municipality and the number of requested photographs and subjects. The OVTA intends to collect specifically selected photographic imagery from across Renfrew County and in the City of Pembroke whether an individual municipality collaborates directly or not in this project. The photographic subjects and the number of photos collected in non-participating municipalities, however, will be determined solely by staff and the photographer and will focus only on OVTA requirements. Those photographs would be available to all municipalities from the OVTA files.

Financial Considerations/Budget Impact:

Maximum cost of \$500

Enclosures:

None

Approved and Recommended by the Clerk
Charlotte Toope, Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, October 15, 2020				Report Date	Wednesday, October 7, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/10/15/1102 – Municipal Outhouse Expense									

Subject: Unbudgeted expense associated with municipal outhouse septic pumping expense.

Recommendation: That Council provide approval to Clerk-Treasurer to proceed with the unbudgeted expense for the septic pumping of the municipal outhouses.

Background/Executive Summary:

It has come to the attention of the Clerk-Treasurer that the four municipal outhouses located at Lacroix Park, Mackey Boat Launch and Old Mackeys Park (x2) require septic pumping. This expense was not included in the 2020 municipal budget.

It is recommended that these septic tanks be pumped every year, however we have not been able to find any record of these tanks being pumped since 2017. To prevent any potential damage to the tanks, it is highly recommended that these septic tanks be pumped as quickly as possible.

We have received a quote of \$450 per tank. The cost takes into consideration the amount of time that has passed since they were last pumped. Pumping of outhouse tanks generally is a higher cost than household or septic tanks as with the open tank there is often garbage disposed in these tanks as well.

Going forward, this cost will be added to the yearly municipal budget.

Financial Considerations/Budget Impact:

~\$1,800 which was not included in the 2020 budget.

Enclosures:

None

Approved and Recommended by the Clerk
Charlotte Toope, Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, October 15, 2020				Report Date	Wednesday, October 7, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/10/15/1103 – Municipal Office Closure over Christmas Holidays									

Subject: Municipal Office Closure over Christmas

Recommendation: That Council provide approval for closure of municipal office over Christmas holidays as outline below.

Background/Executive Summary:

Staff would once again like to propose that the municipal office close for a period of time over the Christmas holidays. This will allow staff the opportunity to use vacation banks during a time when office volume is typically slower.

In 2018 the office was closed from December 21st to January 2nd.
 In 2019 the office was closed from December 24th @ noon until January 3rd.

For 2020 the Clerk-Treasurer proposes the following:

Date	Office Status
Wednesday, December 23 rd	Open Regular Hours
Thursday, December 24 th	Closed to observe Boxing Day Stat (falls on Saturday)
Friday, December 25 th	Closed for Christmas Day Stat
Monday, December 28 th – Thursday, December 31 st	Office Closed
Friday, January 1 st	Closed for New Years Day Stat
Monday, January 4 th	Open Regular Hours

As outlined, outside of statutory holidays, this would result in the office being closed to the public from December 24th – December 28th.

The Clerk-Treasurer will monitor email and voice mail for important or time sensitive concerns and will be required to attend to the office periodically for items such as Payroll and Council Honorarium payments; however, the office would remain closed during those times.

Financial Considerations/Budget Impact:

None

Enclosures:

None

Approved and Recommended by the Clerk
Charlotte Toope, Clerk/Treasurer