



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

### **AGENDA**

May 13, 2021 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 – none
6. Adoption of Minutes of previous meeting
  - Council Minutes
    - i. April 15, 2021
  - 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)
  - i. Support for Paid Sick Leave – City of Cambridge
  - ii. Canada Summer Jobs Grant Approval
  - iii. Modernizing the Regulation of Alcohol Consumption – MMAH
  - iv. Bus Stops on Dead End Roads – Township of Scugog
8. Mayor's Report
  - Report 21/05/13/801 – Mayor Debbi Grills
9. Staff Reports
  - None
10. Unfinished Business
  - Report 21/05/13/1001 – Committee of the Whole Terms of Reference
11. Addendum (New Business)

- Report 21/05/13/1101 – Wishart Training for Council
- Report 21/05/13/1102 – Email Money Transfers

12. Policy Review

- HR-07 Legal Services to Employees Policy
- HR-08 Employee Training and Development Policy
- C-02 Council Training and Development Policy

13. By-Laws

- 2021-15 To Adopt 2021 Tax Rates (pending)
- 2021-26 To Adopt HR-07 Legal Services to Employees Policy
- 2021-27 To Adopt HR-08 Employee Training and Development Policy
- 2021-28 To Adopt C-02 Council Training and Development Policy

14. Closed

- Report 21/05/13/1101 – Clerk-Treasurer Contract

15. Questions and Answers

16. Confirmation of Proceedings By-law # 2021-29

17. 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.**



*A People Place, A Change of Pace*  
**SHELburne**  
ONTARIO, CANADA

April 27, 2021

Hon. Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

On behalf of my Council, I am urging your government to *immediately* implement and fund the necessary policies to provide adequate paid sick day benefits for Ontario's workers.

It is a widely accepted fact that workplaces are a significant source of COVID-19 transmission throughout our province. Sadly however, too many Ontarians are still going to work when they are sick for fear that they will lose pay should they stay at home. This is entirely counterproductive to our collective efforts to contain this deadly virus and is contributing to the high case counts that we continue to see throughout Ontario.

The federal Canada Recovery Sickness Benefit is not nearly sufficient to rely upon as our only line of defense on this front. While it offers some help, this program is temporary, not fully accessible to all workers, and the delays involved in applying fail to adequately cover the crucial first few days of an illness. We can do better Mr. Premier.

I am confident that a "Team Ontario" approach to this issue will find the kind of tailored solution needed to meet the needs of workers within our province. A universal Ontario paid sick day policy must ensure accessible and timely supports to allow workers to stay home when they are sick, get tested, self-isolate and follow all necessary COVID-19 control measures without fear of income-loss and financial hardship. We owe this to our workers who have given so much over this past year.

It's time for action Mr. Premier.

Respectfully yours,

A handwritten signature in blue ink, appearing to read 'Wade Mills'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Wade Mills

Mayor, Town of Shelburne

## HCM Clerk-Treasurer

---

**From:** SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>  
**Sent:** Saturday, April 24, 2021 1:21 PM  
**To:** HCM Clerk-Treasurer  
**Subject:** Canada Summer Jobs Application / Agreement  
**Attachments:** Entente\_Agreement.pdf; Participant Contact Sheet.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**\*\*\*This is a system generated e-mail. Please do not reply\*\*\***

2021-04-24

Charlotte Toope  
The Corporation of the United Townships of Head, Clara & Maria  
15 TOWNSHIP HALL RD  
STONECLIFFE ON K0J 2K0

**Project Number:** #017575119

**Constituency:** Renfrew-Nipissing-Pembroke

**Subject:** Canada Summer Jobs Application/Agreement

We are pleased to inform you that your Canada Summer Jobs application for funding has been approved. Available funds are distributed among the applicant organizations following a prioritization of the projects based on project review and assessment.

Please note that the amount of approved funding may differ from the amount you requested in your application. You will find additional details on the approved job(s), duration of work and funding by consulting the signed "Calculation of Approved Canada Summer Jobs Contribution" document below. If any of the information you provided on your application has changed, or changes during the period of your Agreement, you must advise us immediately. If you are unable to hire a youth, or if you intend to withdraw from the CSJ agreement, you must notify us as soon as possible

The following are details about the documents that will be required as part of your agreement.

### **Documents for Employer Information and Action:**

1. The signed "Calculation of Approved Canada Summer Jobs Contribution" document: this document indicates the maximum amount of contribution funds available for this agreement. Only costs incurred during the job period specified in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates.
2. You must complete the [Employer and Employee Declaration](#) online within seven days of the beginning of the CSJ-funded employment. This form enables Service Canada to validate your compliance with the Articles of Agreement. If you cannot submit this form online, please contact us to receive mailing

instructions. Advance or payment may be delayed if you do not provide the Employer and Employee Declaration(s) on time.

3. The [Grants and Contributions Direct Deposit Request form](#) is used to request that payments be made via direct deposit. If you wish to have your payments made via direct deposit, you can send the completed form to Service Canada as soon as possible. This form should **never be submitted to us by email or fax** as it contains your financial information.
4. As part of the close-out of your agreement, you will be required to complete a [mandatory questionnaire](#) to support performance reporting as well as to improve program administration. When you complete the questionnaire, you will receive a **confirmation number** that you will need to **provide when submitting your final payment claim**.
5. You will also be required to provide a questionnaire to all CSJ-funded employees. Please note that CSJ-funded employees are to complete the questionnaire two weeks prior to the end date of their work placement. Please forward the following link to the [questionnaire](#) to each employee funded by your CSJ 2021 agreement.
6. Once the project has ended, you must complete the [Payment Claim and Activity Report](#). This document is used to request payments and report on Canada Summer Jobs activities. You are required to return the completed and signed form to Service Canada no later than 30 days after the departure of the last CSJ-funded employee. This form should **never be submitted to us by email or fax** as it contains personal information.

**If this document is not received within 30 days after the last CSJ-funded employee completes his or her employment, we may not reimburse you. We may also consider any advances we have issued as overpayments.**

### **Documents for Youth Information:**

You must provide all CSJ-funded employees with copies of the following documents:

1. The [Are You In Danger?](#) brochure provides an important message concerning health and safety. Please also discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training.
2. The [Career Tool Factsheet](#) is an easy-to-use, web-based search tool that provides detailed information about the benefits of working in various occupations and helps determine the education and training needed to get a quality job.
3. The attached Participant Contact Sheet provides youth in CSJ-funded positions with contact information for Service Canada to address questions and concerns.

If you indicated in your application that you intend to employ a youth who self-identifies as being part of groups which are underrepresented or have additional barriers to the labour market, you are expected to make all reasonable efforts to do so.

You will be expected to adhere to the Articles of Agreement. You will be expected to employ your CSJ-funded employee(s) in the job(s) described in the agreement, paying them, at a minimum, the amount you specified in your application and for at least the number of hours and weeks indicated in the agreement. Failure to meet the conditions of the agreement may lead to its termination. Please review carefully the [Articles of Agreement](#) included with your Application/Agreement, as they are legally binding.

As part of the federal government's commitment to transparency in the use of public funds, information about funded projects will be posted on the Canada Summer Jobs web page. To better connect youth with prospective employers, the information posted will include your organization's name and email address. As well, all positions funded through CSJ 2021 will be advertised at [www.jobbank.gc.ca](http://www.jobbank.gc.ca). If there are errors in your Job Bank posting, please contact us.

Additionally, in order to make it easier to manage your contribution agreement or to submit any potential funding requests, we strongly recommend the use of Grants and Contributions Online Services (GCOS). Since it may take several business days to finalize a GCOS account, we encourage you to initiate or continue with the creation of your GCOS account as soon as possible.

GCOS is an online system that provides a secure environment to submit your CSJ documents such as:

- Application for funding
- Employer and Employee Declaration form
- Payment Claims and Activity Report
- Direct Deposit form

If you have not yet registered for a GCOS account, please go to [Canada.ca/ESDCGrantsContributions](http://Canada.ca/ESDCGrantsContributions) to start the process today.

**Please include your project number in all future correspondence.**

If you have any questions, please contact us at (416) 819-4419.

Sincerely,

Matta, Meriana  
Service Canada  
STN DON MILLS, P.O. BOX 538  
North York ON M3C 0N9  
[meriana.matta@servicecanada.gc.ca](mailto:meriana.matta@servicecanada.gc.ca)  
(416) 819-4419

## Calculation of Approved Canada Summer Jobs Contribution Amount

NOTE: Each approved job can only be filled by one youth.

<b>Project Number</b>	017575119
<b>Business Number</b>	130856412RT0001
<b>Common Name</b>	The United Townships of Head, Clara & Maria
<b>Legal Name</b>	The Corporation of the United Townships of Head, Clara & Maria

Job title	No. of jobs	Start Date	No. of weeks per job	Hrs. per week per job	Total hours	Hourly rate paid to participant	ESDC hourly rate contribution	MERCs*	Overhead costs	Approved ESDC contribution
administrator, recreation	1	2021/07/05	8	35	280	\$14.25	\$10.69	\$0.00	\$0.00	\$2,994.00
<b>Total</b>	1	N/A	N/A	N/A	280	N/A	N/A	N/A	N/A	\$2,994.00

\* MERCs = Mandatory Employment Related Costs

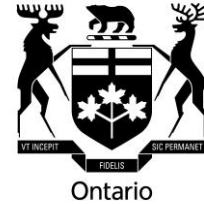
Start date and end date of Agreement: 2021/04/26 - 2022/02/26

32. Approved ESDC contribution \$ 2,994.00	33. Signature on behalf of ESDC  _____	34. Position Title  _____	35. Date  _____
36. Amendment number: 0	37. Signature on behalf of the organization* (may be required)  _____	38. Position Title  _____	39. Date  _____

\*I certify that I am authorized to sign on behalf of the Organization.

**Ministry of the Attorney General**  
720 Bay Street  
11th Floor  
Toronto ON M5G 2K1  
Tel: 416-326-4000

**Ministère du Procureur général**  
720, rue Bay  
11<sup>e</sup> étage  
Toronto ON M5G 2K1  
Tél.: 416-326-4000



**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<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél.: 416-585-7000

Our Reference #: M-2021-6396

May 3, 2021

Dear Head of Council:

We are writing to you today to highlight some of the recent liquor licensing measures our government has taken to provide additional tools to municipalities to modernize the regulation of alcohol consumption.

As you know, our government has taken a series of actions to support Ontario's vibrant hospitality sector before and during the COVID-19 pandemic, including the more than 17,000 local restaurants and bars that are essential to life in our communities.

We will continue to work with Ontario businesses, workers and municipal partners to expand choice and convenience for consumers across the province.

Our government understands the important role that municipalities play in the effective administration of the liquor licensing framework, and we will work to continue this collaborative approach to support your community and the local businesses and workers that are essential to its economic growth and well-being.

On March 29, 2019, the *Liquor Licence Act* (LLA) was amended to authorize municipal governments to designate public areas within their jurisdiction, such as parks, for the public consumption of alcohol. Since that time, all municipalities in Ontario have had the flexibility to designate any area under their authority for the public consumption of alcohol, subject to any additional rules or conditions that the municipality considers appropriate (e.g. limitations on which day consumption could occur, times of day, etc.).

In addition to this important modernization of the province's regulatory framework for alcohol consumption, over the last 12 months our government has also delivered:

- Regulatory amendments that provide the Registrar of the Alcohol and Gaming Commission of Ontario (AGCO) the authority to alter its policy regarding temporary extensions of licensed premises, facilitating the creation of new or extended outdoor licensed areas for licensed establishments, subject to municipal oversight;

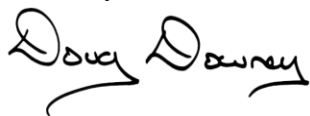


- Making an order under the *Reopening Ontario Act, 2020* (O. Reg. 345/20) which created temporary exemptions to the *Planning Act* procedural requirements, allowing municipalities to quickly authorize by-laws to establish or expand bar and restaurant patios;
- Implemented regulatory changes to permit tour boats that were not permitted to operate, due to public health measures, to utilize their liquor sales licence while docked (which was previously prohibited under the regulations), and, with approval from the municipality, create an outdoor or patio area on the dock for the safe sale and service of alcohol;
- Provisions that permit liquor sales licensees to include alcohol as part of a takeout or delivery food order;
- Various changes to the liquor delivery service program to expand the types of delivery services permitted and provide flexibility and increased choice for consumers;
- Significant changes to the rules for liquor manufacturers, including the expansion of the farmers' market program to include the sale of 100% Ontario and non-VQA wine, spirits and most recently eligible beer; and
- New opportunities and flexibility for manufacturers in how they are permitted to retail their product at their manufacturing facility, and the offerings they are able to provide to tourists visiting those facilities.

While not all changes to liquor licensing include municipal involvement, the steps being taken to modernize the liquor regulatory framework are intended to support local businesses within your communities. Our government continues to recognize the significant contributions that municipalities make to the liquor regulatory framework, and we look forward to your ongoing participation and collaboration in this regard.

Should you have any questions regarding the information contained in this letter, please contact Joseph Hillier, Chief of Staff for the Attorney General, at [joseph.hillier@ontario.ca](mailto:joseph.hillier@ontario.ca).

Sincerely,



Doug Downey  
Attorney General



Steve Clark  
Minister of Municipal Affairs and Housing

c: The Honourable Doug Ford, Premier of Ontario  
The Honourable Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries  
Association of Municipalities of Ontario



April 28, 2021

Minister Stephen Lecce  
Minister of Education  
Sent via email to: [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

**Re: Bus Stops on Dead End Roads**

---

Dear Minister:

At the last regular Council meeting of the Township of Scugog held April 26, 2021, the above captioned matter was discussed and I wish to advise that the following resolution was passed:

**That** Dead-End Road delegations be received: from parents, [video](#), site [www.durhamdeadendroadkids.ca](http://www.durhamdeadendroadkids.ca) and attached correspondence and;

**Whereas** Dead-End Road kids (cul-de-sacs, private roads) busing being moved from long-time residential to highspeed (some 80km) common stop pickups; percentage of 830,000 Ontario bused students impacted as Student Transportation Services (STS) citing buses shouldn't access private roads, do 3-point-turns, or back up; kids expected to walk 1-2km twice daily (caregivers 4x) in morning dark, on narrow road shoulders, with no "bus stop ahead" warning signage;

**Whereas** Parents report employment/housing at risk. Must leave work to drop off/pick up children to avoid safety hazards of kids walking on highways unsupervised; secondary school youth reporting education at risk as missing class/affecting grades; children with disabilities not helped like double amputee who needs stop moved 160ft; parents told it's their "responsibility to get kids to bus safely";

**Whereas** Parents being told busing policy is schoolboard's, but they say it's STS's, who say it's Governance Committee or Ministry of Transportation, but Ministry of Education say it's "transportation consortia who administer policy"; and trustee, governance say cannot change policies, so parents appealing to police, press, & councils re dangers then; oncoming car killed 12-yr-old Cormac and injured sister while waiting at newly relocated bus stop at the base of a hill;

**Whereas** STS have advised road improvements are responsibility of municipalities, yet municipalities don't own needed land, nor have \$ millions to create 77m bus turnarounds, meanwhile;

**Whereas** Ontario Transportation Funding is \$1 billion; Jan 27/20 Ministry said they'd improve student transportation, review funding formula; and given STS gets their funding by scoring well in reviews, and given Ministry establishing "Student Transportation Advisory Group" to hear STS sector expertise, experience and ideas;

**Now therefore be it resolved that the Municipality of Scugog requests:**

**THAT** exceptions to allow 3-point turns or backing up where necessary, to provide safer service to dead-end and private road kids, that policies be amended to reflect; when not possible;

**THAT** exceptions to allow indemnification agreements to access private land for bus turnarounds to keep bus stops safer and closer to prescribed 800m distance; when not possible;

**THAT** "Bus Stop Ahead" warning signage be required to notify oncoming traffic, prior to STS moving common stop to main roadway;

**THAT** STS be comprised of solutions like mini-buses, vans, taxis, or public transit, worked into funding formula so doesn't negatively impact STS funding stats;

**THAT** Kid KPI "Key Performance Indicator" be included for Ministry "Effectiveness & Efficiency Follow Up Reviews", establishing benchmarks for responsive-problem-solving for kids & parents' busing concerns, and this be an STS factor to receive funding;

**THAT** Province provide "Parent Portal" for ongoing busing feedback of their STS, so families and kids can review/provide comments, especially during Ministry STS reviews and revisions to funding;

**THAT** Province have GPS tracking software to notify parents when children picked up/dropped off, and

**THAT** this motion be distributed to Premier Doug Ford, Honorable Stephen Lecce (Minister of Education), Honorable Caroline Mulroney (Minister of Transport), Durham MPP Lindsey Park, Haliburton-Kawartha Lakes-Brock MPP Laurie Scott, all Durham MPPs, Durham Region, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA), Ontario Good Roads Association (OGRA), and Association of Municipalities of Ontario (AMO).

Should you require any further information in regard to this matter, please do not hesitate to contact Carol Coleman, Director of Public Works and Infrastructure Services at 905-985-7346 ext.149.

Yours truly,



Becky Jamieson  
Director of Corporate Services/Municipal Clerk

Attachments

cc: Carol Coleman, Director of Public Works and Infrastructure Services  
Premier of Ontario, Honourable Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)  
Honorable Caroline Mulroney, Minister of Transport [minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)  
Durham MPP Lindsey Park [lindsey.park@pc.ola.org](mailto:lindsey.park@pc.ola.org)  
Haliburton-Kawartha Lakes-Brock MPP Laurie Scott [laurie.scott@pc.ola.org](mailto:laurie.scott@pc.ola.org)  
All Durham MPP's -  
Rod Phillips, MPP Ajax [Rod.phillips@pc.ola.org](mailto:Rod.phillips@pc.ola.org)  
Lorne Coe, MPP Whitby [Lorne.coe@pc.ola.org](mailto:Lorne.coe@pc.ola.org)  
Jennifer French, MPP Oshawa [Jfrench-QP@ndp.on.ca](mailto:Jfrench-QP@ndp.on.ca)  
Lindsey Park, MPP, Durham [Lindsey.park@pc.ola.org](mailto:Lindsey.park@pc.ola.org)  
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock  
[Laurie.scott@pc.ola.org](mailto:Laurie.scott@pc.ola.org)  
Peter Bethlenfalvy, MPP Pickering-Uxbridge  
[Peter.bethlenfalvy@pc.ola.org](mailto:Peter.bethlenfalvy@pc.ola.org)  
Ralph Walton, Regional Clerk, Durham Region [clerks@durham.ca](mailto:clerks@durham.ca)  
All Ontario Municipalities  
Rural Ontario Municipal Association (ROMA) [roma@roma.on.ca](mailto:roma@roma.on.ca)  
Ontario Good Roads Association (OGRA) [info@ogra.org](mailto:info@ogra.org)  
Association of Municipalities of Ontario (AMO) [amo@amo.on.ca](mailto:amo@amo.on.ca)

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, May 13, 2021				Report Date	Thursday, May 6, 2021			
Decision Required		Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/05/13/1101 – Committee of the Whole TOR</b>									

**Subject:** Committee of the Whole Draft Terms of Reference

**Recommendation:**

Review updated TOR for the Committee of the Whole..

**Background/Executive Summary:**

At the January Council meeting, a resolution was passed to implement a Committee of the Whole. A Committee of the Whole is an important forum for policy debate and public input on issues within Council’s area of responsibility. Recommendations from the Committee of the Whole relate to various issues including governance, Public Works, Economic Development, budgets and finance and policy development.

A draft TOR was reviewed at the April Council meeting and Clerk-Treasurer was directed to find out if there is any legislation that outlines the number of meetings required each year for the committee. A review of the municipal act did not reveal any such requirements.

**Financial Considerations/Budget Impact:**

None at this time.

**Enclosures:**

Updated Committee of the Whole Terms of Reference

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer



# The United Townships of Head, Clara & Maria

## Committee of the Whole

### Terms of Reference

---

#### **Purpose**

The Committee of the Whole (COW) is the primary forum for policy debate and public input on issues within Councils area of responsibility. The COW allows the entire council to work towards a common understanding of an issue by listening, developing and reviewing reports together in the same room at the same time. This Committee shall be responsible for the study and research of all matters referred by Council pertaining to municipal business and shall make recommendations to be presented at Council for approval.

#### **Mandate**

- All COW work will be carried out in accordance with the HCM Procedural Bylaw, Municipal Act, Code of Conduct and other governing legislation and policies.
- The COW will engage the public in their work by receiving public delegations and ensuring that staff have appropriately engaged the community.

#### **Membership**

1. all Members of Council shall sit on all Committees of the Whole Council and they shall be constituted as Committees of the Whole The Mayor is the Chair of the COW.
2. A vice-chair shall be appointed by the Mayor.
3. If the need for sub-committees arises the Mayor shall appoint chairs for those committees.

#### **Resources**

- The Clerk/Treasurer and other staff members may be called on to conduct work and report back to the COW.

#### **Role of the Chair**

- In collaboration with the Clerk/Treasurer identify issues to be discussed, develop the agenda and set meeting dates
- Conduct the meeting, maintain order, allow for discussion and comment from all members

|

### **Role of the Vice Chair**

- Vice-chair will assume the role and responsibilities of the chair when the chair is unable to fulfill their role.

### **Role of the Clerk/Treasurer**

- Must attend all meetings or send a designate Clerk. In collaboration with the Mayor/designate Chair identify issues, develop agendas and set meeting dates
- Provide advice on legislative protocol and meeting procedures as requested by the Chair

### **Role of COW members**

- Conduct independent research in preparation for the meeting, provide feedback on issues and agenda items.

### **Role of the Public**

- If requesting a deputation to the COW, follow guidelines for deputations as outlined in Procedural By-Law
- Questions/comments will not be taken from the floor

### **Meetings**

- COW meetings will be ~~are~~ scheduled ~~at least once quarterly and at other times~~ as deemed necessary by the Chair when there are ~~for~~ issues that require considerable debate ~~and~~, discussion and input from committee members.
- Meetings shall be held at the Township Office, or electronically if required.

### **Quorum**

- Quorum is 3 members of Council and the Clerk/Treasurer or designate

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, May 13, 2021				Report Date	Thursday, May 6, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

**Report #21/05/13/1101 – Wishart Sessions**

**Subject:** Wishart available for Council

**Recommendation:**

That Council review and provide input to staff on which of the available Wishart training sessions may be of interest.

**Background/Executive Summary:**

At the March Council meeting the Clerk-Treasurer received direction to follow up with Wishart to find out what training sessions are currently available to staff, as there are currently 2 sessions owed to HCM from Wishart.

The Clerk-Treasurer consulted with Wishart, and the following sessions were suggested:

1. Council Roles and Responsibilities (includes the “Driving the Grader” analogy).
  - This is similar to the Council orientation presentation, but is valuable and suggested that it be repeated for Council regularly.
2. Enforcement Tools
  - Information regarding an investigation firm that can be used by municipalities as by-law enforcement and assist with municipal prosecutions.
3. Workplace Harassment Training
  - This is for Council and Staff and can be done together or separately.
4. Municipal Conflict of Interest Training
  - Strongly suggested by Wishart as there are rising occurrences of this matter throughout Ontario municipalities
5. Privacy Issues for Council
  - Focuses on privacy matters for Council relating to email use, and other issues that have arisen from COVID, such as using personal devices and attending meetings at home.
6. Other specific sessions relating to a variety of topics including:
  - Bill 108 Updates (Planning Act)
  - Cemeteries Act Updates
  - Live Fence and Tree Boundary Policies

**Financial Considerations/Budget Impact:**

Cost of two sessions is included in previously purchased minutes

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer



United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, May 13, 2021				Report Date	Thursday, May 6, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

**Report #21/05/13/1101 – Email Money Transfers**

**Subject:** Email Money Transfers

**Recommendation:**

That Council approve the use of Email Money Transfers for sending and collecting payments.

**Background/Executive Summary:**

HCM has been presented with an option to now use email money transfers. This will allow us to receive tax payments from residents, directly into our account (auto deposit – no security question required). It will also allow us to send payments under \$10,000, instead of sending cheques.

This represents another step forward in modernizing office procedures in HCM and providing our residents with another convenient way to make payments. This is especially helpful for residents that do not live in this area.

**Financial Considerations/Budget Impact:**

Costs of transfers outlined in attached brochure. This will result in overall savings if residents chose to pay via e-transfer instead of using credit card. It will also reduce costs for cheques as the cost of a stamp, envelope and the actual cheque is higher than the cost of sending an e-transfer.

**Enclosures:**

EMT Info Sheet

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

# INTERAC E-TRANSFER FOR BUSINESS

Scotiabank's **Interac e-Transfer<sup>+</sup> for business** service — a fast, simple, and secure digital payment solution available on ScotiaConnect — enables organizations to send and/or receive funds in real time with *Interac e-Transfer* from anywhere in Canada.

## Canada's First Real-Time, Data-Rich Digital Payment Service for Businesses

*Interac e-Transfer* for business service can help your business modernize your payment operations by allowing you to send and/or receive digital payments in real time using an email address or account number with additional invoice information. You can save time and money by eliminating the need to accept, track, or reconcile costly cheque and cash transactions.

The service provides the option to add/receive payment information to the transactions for more streamlined reconciliation while saving time and reducing payment operation-related expenses. Transaction history and payment details are available in real time through ScotiaConnect, 24/7/365.

## Receiving *Interac e-Transfer* Payments

Leveraging the ScotiaConnect digital banking platform, *Interac e-Transfer* for business receivable solution allows you to:

- receive CAD payments with Autodeposit directly to your designated business bank account — no question and answer required;
- provide the payor with an email address and/or account number to direct the payment;
- receive payments 24/7 and access working capital immediately — no receive limits;
- register up to five email addresses for Autodeposit; and
- reduce your exposure to fraud risk with Autodeposit for received payments.

Make payments easier for your payors by providing your Autodeposit-registered email without needing to provide any detailed bank account information — only your name and email are needed to receive payment.

Note: Funds may only be received via emails that are registered for Autodeposit.

## Sending *Interac e-Transfer* Payments

Leveraging the ScotiaConnect digital banking platform, *Interac e-Transfer* for business send solution allows you to:

- safely send up to CAD \$10,000 per e-Transfer using only the recipient's email address or account number — no daily, weekly, or monthly send limits;
- simplify reconciliation by including invoice, purchase order, and payment details to outgoing payments;
- transfer funds quickly and securely in real time — funds are sent immediately;
- if recipient has not opted into Autodeposit, password-protect payments by setting a Security Question that the recipient must answer correctly to receive the funds (answer can be up to 25 characters);
- if the recipient has opted into Autodeposit, funds will be automatically deposited into the recipient's bank account without the need to answer a security question;
- for added security, you can add ScotiaConnect payments authorization entitlements; and
- view and manage *Interac e-Transfer* payments in the Pending Payments queue. Authorized users can approve, hold, modify, delete, and/or submit the payments according to your payment approval process.

Note: accounts enabled to send *Interac e-Transfer* payments must be pre-funded.

Setup of the send and/or receive function is quick and easy and can be completed by a Super User through the overview page on ScotiaConnect. The Super User must register for *Interac e-Transfer* for business as well as the Autodeposit.

**Ken Lynch**  
Senior Manager  
Scotiabank Payments and Cash Management  
119 Queen Street, 6th Floor  
Ottawa, Ontario K1P 6L8  
613-564-3205  
kenneth.lynch@scotiabank.com



© Registered trademark of The Bank of Nova Scotia. This document may not be shared with any party beyond the original recipient without the express written consent of Scotiabank

**Is Interac e-Transfer for business the Right Solution for You?**

Comparison of Payment Solutions	Cheque	EFT	Interac e-Transfer for business
Send funds in real time	x	x	✓
Digital Payment (receivable) solution	x	✓	✓
Receive funds in real time with Autodeposit	x	x	✓
Reduces time and cost associated with paper-based reconciliation and expense management	x	x	✓
Receive CAD payments	✓	✓	✓
Receive USD payments	✓	✓	x

**Service and Support**

Click on “Help Centre” located at the bottom of any page in ScotiaConnect. Help Center will take you to a resource page with FAQs, documents, videos, webinars, and guided tutorials to help you get familiar with Interac e-Transfer for business.

Technical support is available via a toll-free phone number from 8:00 a.m. – 8:00 p.m. ET on all business banking days.

**Pricing**

Service	Fees
Send e-Transfer (per transaction, per ScotiaConnect Agreement)	
1-2 transactions monthly	No Charge
3+ transactions monthly	1.50
Cancel e-Transfer (per transaction)	5.00
Receive e-Transfer (per transaction, per ScotiaConnect Agreement*)	
1-3 transactions monthly	No Charge
4-25 transactions monthly	1.00
26-50 transactions monthly	0.75
51+ transactions monthly	0.50

† Interac e-Transfer is a registered trademark of Interac Inc. used under license.

Tiered pricing is based on total monthly volume and is calculated on a progressive tier basis.

\* A maximum of 5 CAD accounts can be setup per ScotiaConnect agreement. Each account must have a unique email address.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-07
POLICY NAME: Legal Services to <u>Council and</u> Employees Policy			
DATE: 1998	REV. DATE: May 2021	APPROVED BY:	PAGE #: 1 of 1

#### POLICY

Legal services to Council and employees of the Corporation of the United Townships of Head, Clara & Maria may be provided for matters arising out of a Council members or an employee's direct and proper discharge of duties.

#### GUIDELINES

1. A Council member or Aan employee, while engaged by the Municipality and in proper conduct and discharge of ~~his-their~~ duties, who finds that a matter has arisen or may arise which could involve action against the Council member, an employee ~~and/or the employee and/or~~ the Municipality, should immediately report the matter to the Clerk-Treasurer giving full particulars of the circumstances. In the case of the Clerk-Treasurer, the matter should be reported to Council.
2. The Clerk-Treasurer will formally document the incident. The report shall be signed by the Council member or employee and the Clerk-Treasurer. In the case of the Clerk-Treasurer, the report shall be signed by the Clerk-Treasurer and the Head of Council.
3. It is the responsibility of the Clerk-Treasurer to immediately report and review the matter with the Municipal Solicitor.
4. Each situation will be based upon its individual merits. Legal assistance is made available upon the recommendation of the Clerk-Treasurer and the Municipal Solicitor.
5. A Council member or Aan employee who chooses to retain legal assistance/advice on their own without reference to the Municipality places ~~himself-themselves~~ in a position where assistance, either legal or financial, may not be available from the Municipality.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-08
POLICY NAME: Employee Training and Development Policy			
DATE: Oct 2009	REV. DATE: May 2021	APPROVED BY:	PAGE #: 1 of 1

PURPOSE

1. To support continuous learning and organizational effectiveness through personal and professional development.
2. To ensure that staff have the opportunity to keep up to date on changing municipal legislation and requirements including best practises and industry advancements.

POLICY

1. Training or educational programs that will enhance personal or professional development may be identified by an employee or their manager.
2. Employees are encouraged to take advantage of all learning opportunities and will be reimbursed the fees for pre-approved programs.
3. To be eligible for reimbursement, the proposed training program must:
  - be related to an employee’s position, unless it is a prerequisite for a degree, diploma or certificate for a program of study that is related to an employee’s position;
  - help an employee prepare for new opportunities or increase understanding of their current position within the municipality;
  - although not specifically related to an employee’s position, enhance their overall knowledge and skills in a way that will benefit the municipality.
4. Approval for any training programs must be obtained, at least 15 days in advance of the course commencement.
  - Employees will be reimbursed for a pre-approved program after receipts and proof of satisfactory completion have been provided. Employees must complete Appendix A “Training Reimbursement Requisition” to receive reimbursement.
  - If an employee resigns from their employment, they must reimburse the municipality for any amounts paid for training and development. This does not apply to courses that employees are directly instructed to enrol in.
  - The repayment schedule for repayment following a voluntary resignation is as follows:

<i>Period between Date of Course and Resignation</i>	<i>Pro-rated Repayment Obligation</i>
Up to and including 12 months	100%
More than 12 months, up to and including 24 months	66%
More than 24 months, up to and including 36 months	33%
More than 36 months	0%

**Comment [CT1]:** Suggestion from Council member to remove obligation to repay for any courses (or only a small portion if in the first 12 months following a course).

UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

APPENDIX A

Municipal Training and Development Requisition

Name of Employee/Council Member: \_\_\_\_\_

Status: (if applicable)  Permanent  Probationary  Part-time  Other

Name of Program: \_\_\_\_\_

Program Provider: \_\_\_\_\_

Type:  Professional Development  Personal Development

Program Description:

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

Potential Benefit to the Municipality:

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

Expense Estimate:

Course/Session Cost	\$
Material Cost (books)	\$
Travel (if applicable)	\$
Accommodation (if applicable)	\$
Other (specify)	\$
<b>Total Cost</b>	<b>\$</b>

I have reviewed the training and development policy and am aware of my responsibilities under this program.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager/  
Council Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Council			POLICY #: C-02
POLICY NAME: Council Training and Development Policy			
DATE: Oct 2009	REV. DATE: May 2021	APPROVED BY:	PAGE #: 1 of 2

**POLICY PURPOSE**

1. As a component of good governance to provide a solid foundation for leading the community, allowing individuals to be more relevant in their role as an elected official.
2. To support continuous learning and organizational effectiveness through personal and professional development.
3. To ensure that Council Members have the opportunity to keep up to date on changing municipal legislation including best practises and industry advancements.
4. To ensure that funds expended on training and education benefit the municipality of the United Townships of Head, Clara & Maria.

**Comment [CT1]:** Suggested by Council member to delete #1 and #4 to simplify policy (#2 and #3 provide sufficient purpose)

**GUIDELINES**

1. A Council member, staff, or Council as a whole may identify training or educational programs that will enhance the member’s personal or professional development.
2. Council encourages members to take advantage of pertinent learning opportunities and will reimburse the fees for pre-approved programs up to the limits set in the Council Honorarium and Compensation by-law.
3. To be eligible for reimbursement, the proposed training or education program must:
  - a. be related to Municipal legislation or Council functions;
  - b. be specifically related to the position as a Council member, and enhance their overall knowledge and skills in a way that will benefit the municipality.
4. The Council member must obtain approval for any training programs or educational courses in advance of registration or commencement in order to be eligible for reimbursement. Any request for training shall include a detailed cost breakdown of all travel and attendance expenses and list anticipated benefits to the municipality.
5. The Council member will be reimbursed for the program after providing receipts and proof of satisfactory completion. Proof of satisfactory completion will include either: a report on the course content and how it will be applied to the Council position and the municipality; or confirmation of a passing grade if a qualifying course. The Council member must complete Appendix A “Training Reimbursement Requisition” to receive reimbursement.

## Head, Clara & Maria Policies and Procedures

<b>DEPARTMENT:</b> Council		<b>POLICY #:</b> C-02	
<b>POLICY NAME:</b> Council Training and Development Policy			
<b>DATE:</b> Oct 2009	<b>REV. DATE:</b> May 2021	<b>APPROVED BY:</b>	<b>PAGE #:</b> 2 of 2

~~6. To prevent Council being held financially responsible for training that may not benefit the municipality due to a Council member not being re-elected, no Council member training or education will be paid for in the 12 months prior to election day.~~

**OR**

~~7. Any training paid for in the 12 months prior to an election shall be refunded 100% by the Council member should they not be re-elected.~~

~~8.6.~~ Failure to attend a conference or training program or to complete an educational course paid for in whole or in part by the municipality, unless ~~due to severe illness or other emergent circumstances~~without sufficient reason will result in the reimbursement of all fees and expenses to the municipality by the Council member. This decision will be made at the discretion of the Clerk-Treasurer based upon the individual situation.

a. Funds qualifying for reimbursement and remaining unpaid by the time the next honorarium is due, will be deducted from the honorarium payable to the Council member.

~~b. Exceptions based on "emergent circumstances" will be granted on a case-by case basis and will be decided by a vote of Council.~~