



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

AGENDA

December 1, 2022 at 12:00 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. Traditional Land Acknowledgement
As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."
3. Roll Call
4. Recital of the Municipal Mission and Vision Statements
5. Disclosure of Pecuniary Interest & General Nature Thereof
6. Deputations/Presentations
7. Adoption of Minutes of previous meeting
 - Council Minutes
 - i. November 2, 2022
 - ii. November 15, 2022
 - iii. November 21, 2022
 - Public Works Advisory Group Minutes – none
 - Recreation Advisory Committee Minutes - none
8. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. County of Renfrew – Federal Electoral Boundary
 - ii. Township of McGarry – Removal of Councillors Under Prescribed Circumstances
 - iii. Ministry of Municipal Affairs and Housing – Land Use Planning Public Consultation
 - iv. Municipality of Grey Highlands – Increased Speeding Fines
 - v. Ministry of Municipal Affairs and Housing – More Homes Built Faster Plan
 - vi. Dorion Township – Ontario Wildlife Damage Compensation Program
 - vii. Honourable Chrystia Freeland - GST New Housing Rebate
 - viii. Municipality of Huron Shores – Streamlining Governing Legislation for Physicians in Ontario
 - ix. Tribunals Ontario – Key Performance Indicators
 - x. Transport Canada – Use of Pleasure Craft as Commercial Passenger Vessels
 - xi. Ministry of Transportation – Resurfacing Highway 17 from Harvey Creek Road to Yates Road
 - xii. Municipality of East Ferris – Childcare Worker Shortage
 - xiii. Municipality of Brighton –Healthcare Connect System

- xiv. North Renfrew Family Services – Community Christmas Basket Donation
 - xv. Catholic Women’s League – Community Christmas Donation
 - xvi. Renfrew County Regional Science and Technology Fair – Sponsorship Request
 - xvii. Ministry of Municipal Affairs and Housing – Election Congratulations
9. Council Reports –
- i. Report 22/12/01/901 – Mayor’s Report
10. Staff Reports –
- i. Report 22/12/01/1001 – Municipal Administrator’s Report
 - ii. Report 22/12/01/1002 – Post Election Accessibility Report
11. Financial Reports –
- i. Report 22/12/01 – Revenue and Expense Report Ending November 30, 2022
12. Unfinished Business - none
13. Addendum (New Business)
- i. Report 22/12/01/1301 – Deputy Mayor Appointment
 - ii. Report 22/12/01/1302 – Library Board Appointments
 - iii. Report 22/12/01/1303 – 2023 Council Meeting Schedule
 - iv. Report 22/12/01/1304 – Secondary Dwelling
 - v. Report 22/12/01/1305 – Signing Authority and Borrowing By-Law
 - vi. Report 22/12/01/1306 – Emergency Management Program, Plan and Committee
 - vii. Report 22/12/01/1307 – Council Donations 2022
 - viii. Report 22/12/01/1308 – Advisory Group Appointments
14. Notice of Motion – Councillor Dowser
Request of election information regarding voter turnout: number of proxy votes and number of votes for permanent versus non-permanent residents
15. Policy/By-Law Review –
Report 22/12/01/1501 – Council Remuneration
16. By-Laws – none
17. Closed Session -none
18. Questions and Answers
19. Confirmation of Proceedings By-law
20. 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.

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THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
Minutes of November 2, 2022

Minutes of special meeting of Council held on November 2, 2022 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. TRADITIONAL LAND ACKNOWLEDGEMENT

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

3. ROLL CALL – The following persons were present: Mayor Debbi Grills, Councillors Fran Kelly-Chamberlain and Ernie Villeneuve

Staff: Crystal Fischer, Clerk-Treasurer

Absent/Regrets: Councillors Brent Allen and Chris Dowser

Guests: Peggy Young-Lovelace, E4M

4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS – Councillor Villeneuve

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

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5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF – none

6. DEPUTATIONS/ PRESENTATIONS – none

Resolution No.: 22/11/02/1001

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include adoption of the minutes of July 21, 2022 and August 20, 2022 under agenda item #7.

Carried Unanimously

7. ADOPTION OF MINUTES OF PREVIOUS MEETING

Council Minutes

- i. September 12, 2022
- ii. September 27, 2022

Resolution No.: 22/11/02/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

BE IT RESOLVED THAT BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does adopt the minutes of July 21, 2022, August 20, 2022, September 12, 2022 and September 27, 2022 as presented.

Carried Unanimously

8. POLICY/ BY-LAW REVIEW

i. By-Law 2022-27 Being a By-Law to Codify Human Resource Recruitment and Management Policies

1. Guidelines – Employee Attraction
2. Guidelines – Employee Onboarding
3. Guidelines – Employee Development
4. Guidelines – Employee Retention
5. Guidelines – Employee Separation
6. Guidelines – Officer and Employee Code of Conduct

Resolution No.: 22/11/02/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby adopt by-law 2022-27 being a by-law to Codify Human Resource Recruitment and Management Policies including the applicable guidelines; Schedules A through G.

Carried Unanimously

Council took recess at 5:49 p.m. and returned to business at 5:56 p.m.

ii. By-Law 2022-28 Being a By-Law to Authorize the Appointment of a Municipal Administrator

Resolution No.: 22/11/02/003

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council for the Corporation of the United Townships of Head, Clara and Maria does hereby pass Bylaw 2022-28 to Appoint a Municipal Administrator;

AND WHEREAS Council believes that Crystal Fischer has been carrying out the duties of a Municipal Administrator;

NOW THEREFORE BE IT RESOLVED THAT BE IT RESOLVED THAT Crystal Fischer be appointed as Municipal Administrator and an updated employment contract be entered into.

Carried Unanimously

9. CLOSED SESSION

Resolution No.: 22/11/02/002

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

WHEREAS the Municipal Act allows for closed session of Council under Section 239(b) to discuss personal matters about an identifiable individual, including municipal employees; and (d) labour relations or employee negotiations.

THEREFORE BE IT RESOLVED THAT BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria goes into a closed session at 6:18 p.m.

Carried Unanimously

Resolution No.: 22/11/02/004

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council went into closed session under Section 239(b) and (d) of the Municipal Act to discuss the Clerk-Treasurer's Performance Appraisal and Employment Contract;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria come out of closed session at 6:45 pm and the public portion of the meeting continue.

Carried Unanimously

The Clerk delegated her authority to Peggy Young-Lovelace for the closed portion of the meeting and exited the closed session meeting at 6:35 p.m. and returned at 6:45 p.m.

Resolution No.: 22/11/02/1002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct Mayor Grills and E4M to negotiate a new employment contract for the Municipal Administrator.

Carried Unanimously

10. QUESTIONS AND ANSWERS - none

11. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/11/02/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

BE IT RESOLVED THAT BE IT RESOLVED THAT By-Law 2022-29 being a by-law to confirm proceedings of the Council of Wednesday, November 2, 2022 be read a first time short and passed.

Carried Unanimously

12. ADJOURNMENT

Resolution No.: 22/11/02/006

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 6:50 p.m.

Carried Unanimously

MAYOR

CLERK



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
Minutes of November 15, 2022

Minutes of an Inaugural Meeting of Council held on November 15, 2022 at 1:00 p.m.

1. PROCEDURE BYLAW SUSPENSION

Resolution No.: 22/11/15/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

WHEREAS Section 4.1 of the Procedure Bylaw, states that the First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the first Thursday in December at 1:00 p.m.;

AND WHEREAS Council deems it prudent to schedule the Inaugural Meeting in advance of the date set out in the Procedure Bylaw to facilitate Council business and eliminate the gap in between incoming and outgoing Council;

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby suspend Section 4.1 of the Procedure Bylaw 2021-01 to allow the Inaugural Meeting of Council of November 15th, 2022 to proceed.

Carried Unanimously

2. WELCOME ADDRESS – MAYOR GRILLS

3. TRADITIONAL LAND ACKNOWLEDGEMENT

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

4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS – Councillor

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.

5. ADMINISTRATION OF DECLARATIONS OF OFFICE

- a. Declaration of Office by the Mayor
- b. Declaration of Office by Council
 - i. Councillor Dowser
 - ii. Councillor Kelly-Chamberlain
 - iii. Councillor LeClerc
 - iv. Councillor Richer

6. INAUGURAL SPEECHES

- v. Mayor Grills
- vi. Councillor Dowser
- vii. Councillor Kelly-Chamberlain
 - i. Councillor LeClerc
 - ii. Councillor Richer

7. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/11/15/002

Moved by Councillor LeClerc and Seconded by Councillor Richer

BE IT RESOLVED THAT BE IT RESOLVED THAT By-Law 2022-30 being a by-law to confirm proceedings of the inaugural meeting of Council of Tuesday, November 15, 2022 be read a first time short and passed.

Carried Unanimously

8. ADJOURNMENT

Resolution No.: 22/11/15/003

Moved by Councillor Richer and Seconded by Councillor LeClerc

BE IT RESOLVED THAT this meeting adjourn at 1:24 p.m. to meet again on December 1st, 2022 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
Minutes of November 21, 2022

Minutes of special meeting of Council held on November 21, 2022 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. TRADITIONAL LAND ACKNOWLEDGEMENT

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

Resolution No.: 22/11/21/001

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include Closed Session after 6. Deputations and Presentations.

Carried Unanimously

3. ROLL CALL – The following persons were present: Mayor Debbi Grills, Councillors Chris Dowser (virtually), Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer

Staff: Crystal Fischer, Municipal Administrator

Absent/Regrets:

Guests:

4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS – Councillor Richer

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5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF – none

6. DEPUTATIONS/ PRESENTATIONS –

i. Municipal Advisors: Lisa Harvey, Peter Sizov and Sofia Sheikh

Ministry of Municipal Affairs and Housing

- a) Role of Council, Councillor and Staff
- b) Accountability and Transparency
- c) Meetings
- d) Municipal Government
- e) Municipal Organization
- f) Changes to Council Composition
- g) Council as Lawmakers
- h) Exercising Municipal Power

See notes on page 3.

Council recessed at 3:01 p.m. and returned at 3:06 p.m.

7. CLOSED SESSION

Resolution No.: 22/11/21/002

Moved by Councillor Richer and Seconded by Councillor LeClerc

WHEREAS Section 239(2)(f) allows Council to enter into closed session to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby go into closed session at 3:07 p.m.

Carried Unanimously

Resolution No.: 22/11/21/003

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS Council went into Closed Session under Section 239(2)(f) to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby come out of closed session at 3:50 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 22/11/21/1001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

WHEREAS Council received a letter of recommendation from the municipal solicitor dated November 17, 2022;

AND WHEREAS Council went into closed session on November 21, 2022 to discuss the recommendation;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to contact Wishart Law to send a letter to the companies and agencies involved.

Carried Unanimously

Resolution No.: 22/11/21/005

Moved by Councillor Richer and Seconded by Councillor LeClerc

WHEREAS Council went into closed session to discuss contract negotiations under section 239(k) of the Municipal Act, 2001;

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Clerk and the Mayor to enter into a Land Use Agreement as discussed in Closed Session.

Carried Unanimously

8. QUESTIONS AND ANSWERS –

First Regular Meeting of Council – December 1st, E4M and Wishart Law will be in the area and have offered to come and present Council Orientation at the meeting. May not be enough time to complete the full agenda prior to their anticipated start time of 3:00 p.m.

Resolution No.: 22/11/21/1002

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby reschedule the December 1st, 2022 meeting to begin at 12:00 p.m.

Emergency Management Training – will be on presented on the projector.

Action: Clerk to let County of Renfrew know there will only be three people attending training on December 12th, 2022.

9. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/11/21/004

Moved by Councillor LeClerc and Seconded by Councillor Richer

BE IT RESOLVED THAT BE IT RESOLVED THAT By-Law 2022-31 being a by-law to confirm proceedings of the special meeting of Council of Monday, November 21, 2022 be read a first time short and passed.

Carried Unanimously

10. ADJOURNMENT

Resolution No.: 22/11/21/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

BE IT RESOLVED THAT this meeting adjourn at 4:13 p.m.

Carried Unanimously

MAYOR

CLERK

MMAH Council Orientation Training

Introduction:

Sofia Sheikh, Peter Sizov and Lisa Harvey are Municipal Advisors with the Ministry of Municipal Affairs and Housing. More specifically, they work in the ministry's regional East Municipal Services Office, which is located in Kingston.

Their office provides services and advice to 114 municipalities in Eastern Ontario on such municipal topics as local governance, administration, finance, land use planning and housing. Sofia has worked in the Provincial Government for over 10 years and recently joined MMAH. Lisa has been with the Provincial Government for 15 years, and with MMAH for 5 years and Peter has been with MMAH since 2013.

Video presented featuring Minister Steve Clark

The information presented today references complex material in the Ontario Municipal Councillors Guide – does not constitute legal advice. Will mainly focus on Municipal Act, 2001.

MMAH is primary contact to Ministries – provide advice and assistance with Elections, Service Delivery Reviews, Land Use Planning, Social and Affordable Housing.

a) Role of Council, Councillor and Staff

Key is for everyone to understand respective roles and relationships.

Role of Council – minimum of five members, with one being Head of Council.

Represent the public and consider well-being interests of the community; determine services the municipality will provide; develop policies and procedures; ensure accountability and transparency; maintain financial integrity of municipality; and carry out duties under the Municipal Act and other legislation.

Role of Head of Council – CEO; Section 225 of the Municipal Act outlines the roles and includes provide leadership to Council; preside over council meetings; represent the municipality at official functions; uphold processes of the municipality; involvement of public in representing the municipality; and balance citizen expectations.

It is a high public, leadership role.

Council decisions are made by Council as a whole. Head of Council only has one vote; same as a member of Council. The Head of Council is responsible to sign financial and contractual documents.

Role of Council

Three main roles: representative, policy making and stewardship.

Representative Role

Represent constituent's views. Though there are many, you cannot represent all of them at the same time. Member will require a broad understanding of the issues. Should make decisions in the best interest of the municipality as a whole.

There is no single, correct approach, may come into two opposing views. Familiarize yourself with policies of the municipalities and the complaint process. Consult with municipal staff. Collaboration of members of council and municipal staff will contribute to success.

Need to have, and be familiar with, a complaints procedure to be followed when a member of the public has a complaint. Refer to the Ontario Ombudsman tip sheet to develop process for public complaints.

Councillors who cannot keep promises will lose credibility with the public.

Policy Making Role

Some policies are broad and general, others are specific.

Council is the primary policy making body. Administration is responsible to carry out Council's policies. They are two distinct positions, but may overlap.

Stewardship Role

To ensure financial and administrative resources are used as efficient as possible. Council monitors implementation of policies; however it is staffs responsibility carry out administration of the organization. There should be processes in place to ensure policies and programs are being administered as intended, rules and regulations are being applied, funds are being spent only as authorized and resources are being used efficiently.

Once Council is familiar with policies, they can determine if they are functioning well; work with municipal staff.

CAO – Section 229 of the Municipal Act outlines the role and includes responsibility for general control and management of the affairs of the municipality and to ensure effective operations.

Key to effective and efficient local government is for all roles to work together.

If council wants to give direction to a specific department it would flow through the CAO and vice versa.

Officers and Employees - Section 227 outlines the role which includes to implement councils decisions and establish administrative practices and procedures to carry out councils decisions, undertake research and provide advice to council and carry out duties under the Act. Some officers may have statutory obligations under the Act.

Important to recognize council-staff relations. Council should treat staff respectfully and provide clear direction to staff. Staff should create well organized and researched reports to Council that includes options, recommended actions and cost benefits, and effectively and professionally carry out council direction .Both roles have common goals and purposes. Should be familiar with municipal Council-Staff Relationship Policy.

Strategic Plan

Used to define strategy and direction and make decisions about allocating its resources.

Admin and financial goals should support the strategic plan. Should be reviewed to ensure it is effective.

Succession Planning

Increasingly important; ensures that when key personnel leave, municipality can continue operations with limited interruption.

b) Accountability and Transparency

Council's Role – outlined under Section 224 of the Municipal Act

Accountability – using public resources responsibly.

Transparency – providing information to the public.

Adoption of policies – many municipalities have created handbooks. The Act requires that municipalities must have certain policies which are outlined in Section 270 of the Act.

Important to look at what other municipalities have done, and look at best practices.

The Code of Conduct sets out expectations and standards and has some mandatory components such as provisions relating to gifts, benefits, respectful conduct, confidential information and use of municipal property. Helps with orientation and training, should be referenced throughout council's term, helps avoid conflict. It is up to municipality to decide how to create their code.

Since 2019, municipalities are required to ensure that the public has access to an Integrity Commissioner (IC) who is responsible for conducting inquiries as requested by Council, local boards or the public. Municipality can consider hiring own their own Integrity Commissioner or partnering with local municipality. When deciding on an arrangement the following should be considered: anticipated workload, budget, where and how people will communicate with the IC, how long IC is expected to work for municipality.

To help with accountability, the municipality may pass a bylaw to appoint a municipal Ombudsman, and Auditor General, Lobbyist Registry and a Closed Meeting Investigator. The Ontario Ombudsman is the Closed Meeting Investigator by default if not otherwise appointed by Council.

Municipal Conflict of Interest Act (MCIA) sets out ethical rules for council and applies to Council if there is pecuniary interest in a matter. It requires members of council who have an interest to declare that interest and general nature thereof; to not take part in discussion or voting; to not attempt to influence the voting before, during or after; and to immediately leave the meeting if it is closed session.

MCIA prohibits members from using their office to attempt to influence decisions of recommendations being considered if the member has a pecuniary interest in the matter. To disclose, the member of council must make written statement either at the meeting or as soon as possible after. The Clerk is required to make record of the declaration. The Municipality must have a registry of declarations that is available to the public. The Court ultimately decides whether a contravention of the Act has taken place.

The IC is responsible to investigate a complaint concerning alleged contraventions of the rules. After an investigation, the IC can decide to apply to a judge for determination whether a contravention occurred.

The Ombudsman may investigate a municipality on a complaint, or on their own initiative, but they cannot compel municipalities to take action. For more information visit the Ombudsmen Act.

Privacy and Confidentiality

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is primary statute for privacy and confidentiality and it sets out rules for collection, use and disclose of personal information. Councillors may have responsibilities if receiving confidential information in the course of their duties.

c) Meetings

Procedure Bylaw – every municipality must pass a bylaw to govern the calling, place and proceedings of meetings. Council meetings must be properly called and follow procedure. Contents of the bylaw are at the discretion of the municipality and have flexibility. This bylaw may be seen as transparency and accountability tool and should align with other notice requirements.

Powers of a municipality are generally exercised by bylaw and decisions are made at Council meetings. Quorum is required to conduct council business.

If Council is not able to meet for 60 days because of not being able to obtain quorum, the Minister may declare all seats on council vacant and a by-election be held.

Most municipal meetings should be open to the community with limited exceptions.

Meetings, or parts thereof, may be closed to the public if the matter being considered pertains to matters outlined under Section 239 of the Municipal Act.

The Act also states that a meeting shall be closed if the matter considered is a request under MFIPPA or it is an ongoing investigation of the municipality. Before holding in camera meeting, it must be advertised.

Electronic Meetings – procedure bylaw may be amended to enable electronic participation at meetings, provide that members may participate in open and closed meetings electronically, and provide that members participating electronically may be counted towards quorum.

Each member of Council has one vote. Municipalities can choose to allow proxy votes for Council. Procedure bylaw must be amended to allow proxy votes. A proxy can be revoked. Limitations:

Must be a member of same council

Cannot be a proxyholder for more than one member at the same time

It is not counted towards quorum

Shall notify the clerk of the appointment

During recorded vote, the clerk shall record the name and vote of every proxy holder and name of member proxy holder is acting for

Existing accountability and transparency requirements still apply (for example MCIA)

Minutes – the Clerk is to record without note or comment, all resolutions, decisions other proceedings at a meeting whether open or closed.

Closed meeting investigator – a person may request an investigation of whether a closed council meeting complied with the meeting rules in the Act. Municipality may appoint a Closed Meeting Investigator. If no appointment is made the Ontario Ombudsmen will be appointed the investigator by default.

d) Municipal Government

A municipality is defined as geographic areas whose inhabitants are incorporated; is created by the Province of Ontario; responsible and accountable within their jurisdiction; given powers and duties under the Act and many other Acts for the purpose of providing good government with respect to those matters.

The Act is a framework for municipal government.

Authority for important municipal activities can be found in other statutes including the Planning Act, Building Code Act, Housing Services Act, Police Services Act, Fire Protection and Prevention Act, Emergency Management and Civil Protection Act, Municipal Election Act etc.

Service Managers

Municipalities can be designated as service delivery agents for Ontario Works, childcare, affordable and social housing. Renfrew County is a service manager in our area. A variety of committees, local boards or other special purpose bodies can be provincially and municipally established.

Committees

Provide advice and guidance to councils. Can consist of councillors only, or councillors and members of public. May include standing committees or advisory committees. Municipality decides on the composition.

Local Boards – may have particular rules and responsibilities. Not all special bodies are local boards and each one needs to be looked at individually.

Municipal Service Boards – may be used by one or more municipalities.

Municipal Associations - ongoing consultation between the province and municipalities on matters of mutual interest.

e) **Municipal Organization**

Three types of municipalities: upper, lower and single tier.

Lower tier municipal councils are established by election, upper tier councils are typically indirectly elected by virtue of being elected the head of council for the lower tier

Single tier municipalities are self-contained and responsible for all their services.

Municipal Restructuring

Process is set out in section 171-173 of the Municipal Act. Principal forms of restructuring include annexation and amalgamation. Most proposals are locally developed.

Restructuring can be implemented by a Ministers order or by special legislation.

Local Government and Indigenous People

All municipalities in Ontario are located on Aboriginal treaty lands. Treaty rights are protected under Section 35 of the Canadian Constitution. Municipalities need to be aware of the content of the treaties within their area as well as history, cultures and interests of Indigenous people in the area.

Engagement with indigenous partners – opportunities for reconciliation through engagement, consultation and collaborations on matters of mutual interest such as land use planning, capital infrastructures projects, community services and housing, public health, law enforcement and justice, economic development, bylaw and policies.

f) **Changes to Council Composition**

Council has authority to alter its composition including the size, titles and certain methods of election or selection of members. Changes are made through local bylaw.

Changes to an upper-tier council composition must receive triple majority support which includes majority of all votes on upper tier council; majority of all lower tier councils having consented to the change; and the total number of electors in the lower-tier municipalities that have passed resolutions to the bylaw from a majority of the electors in the upper-tier municipality.

Filling a Vacancy on Council

Council must declare the seat vacant at the next meeting unless in the case of death, where it may be declared vacant at the next two meetings. Within 60 days of declaring the seat vacant, council must decide whether to fill the vacancy through by-election or by appointment for the remainder of the term. If office becomes vacant after March 31 in an election year, the seat may only be filled by appointment. A vacancy must be filled unless it occurs within 90 days before voting day in a regular election. Council should implement a Vacancy Policy.

Temporary Replacements for Upper-Tier Council - Local council may appoint one of its members as an alternate member for the upper-tier council. Lower-tier may only appoint one alternate per term.

Pregnancy and Parental Leave – The Municipal Act provides the opportunity for members to take leave and requires that municipalities have policies in place. Council member seats do not become vacant due to absences for 20 consecutive weeks or less related to a member's pregnancy or birth/adopting of a child, and it may be extended to provide a longer leave for members.

g) **Council as Lawmakers**

Municipalities act by bylaw of which can help shape the long-term health and well-being of a community. Key legal considerations and limits on municipal powers include:

The Constitution Act, 1982
The Canadian Charter of Rights and Freedoms
The Ontario Human Rights Code
Other key federal and provincial legislation that affects municipalities (Municipal Act, Planning Act etc.).

The Municipal Act gives municipalities a variety of power, set out duties and establishes limits on those powers.

Natural person powers – gives municipalities flexibility to that of individuals and corporations in managing their affairs and may include hiring staff, entering into agreements and acquiring land and equipment.

Broad powers - are subject to certain limits which include: governance structure of the municipality and its boards; accountability and transparency of operations; financial management; public assets of the municipality; economic, social and environmental well-being of the municipality; health, safety and well-being of persons; services that the municipality is authorized to provide; protection of persons and property; animals; structures; and business licensing.

Jurisdiction – the Municipal Act divides certain powers between the upper and lower tiers.
Licencing – municipalities have exclusive authority to licence and regulate many businesses ex taxicabs, tow trucks, adult entertainment establishments, trailer camps etc. Municipalities may impose conditions on a licence or suspend a licence.

Specific Powers – expressly given to municipalities outside of the broad powers. Some rules and limits are placed on municipal powers. Bylaws cannot conflict with higher level regulations,

h) Exercising Municipal Power

Best practice is to exercise power in clean and consistent manner.

Delegation – broad authority to delegate some powers and duties. Streamlines council decision making, makes agendas more manageable, and builds on authority to create local bodies to assist with local decision making.

Powers that cannot be delegated: appointing/removing statutory officers required under the Act; imposing taxes; incorporating corporations; adopting or amending official plans; passing zoning bylaw; passing certain bylaws related to small business counselling and municipal capital facilities; adopting CIP that authorize bonusing; approving and amending municipal budgets; and other powers as prescribed.

Bylaws and Resolutions

Bylaws must be signed by the head of council and clerk and must be under the seal of the corporation. When creating bylaws Council should consider how a bylaw will be enforced. Resolutions are an expression of an opinion of council and reflect a municipality's position on various issues or concerns about existing government policy, regulations or funding.

Procedural Requirements

Proper procedures are important when passing or amending bylaws.

Procedure bylaw may require advance notice of the introduction of certain bylaws.

Enforcement of bylaw

Bylaw will be of little value if there is no determination or means to enforcement. Consider intended purpose, implications and outcomes of a proposed bylaw

Municipal bylaws can be enforced by: bylaw enforcement officers; independent service providers hired by Council; municipal police force or OPP; and/or a person within the community who is dissatisfied with the level of enforcement by the municipality by initiating a private prosecution.

The Municipal Act provides that the municipality may establish a system of fines for offenses under a bylaw. In addition to fines and offences, municipalities can establish administrative penalties which can be collected the same way as taxes.

Actions against municipalities

Any person may apply to court to quash a bylaw in whole or part. A municipality can be sued for failure to carry out, or negligence in the conduct, of its legal duties

People may appeal municipal decisions to the courts to certain quasi-judicial bodies.

People may take action to bring matters before the court for legal remedy for matters that the municipality has, or proposes to, act against its authority.

The municipality can always reach out to Sofia as Municipal Advisor for our area at any time, and today's presentation will be provided.



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



Office of the
 County Warden

September 12, 2022

Ms. Paula Puddy
 Commission Secretary
 Federal Electoral Boundaries Commission for Ontario
 PO Box 37018 Southdale
 London, ON N6E 3T3

Dear Commission Secretary Puddy,

At the regular meeting of County Council on August 31, 2022, the following resolution was unanimously passed:

THAT County Council support the resolution from the Township of Greater Madawaska opposing the proposal of the Federal Electoral Boundaries Commission for the Province of Ontario that changes the composition of municipalities within the Federal electoral district of Renfrew-Nipissing-Pembroke including the removal of the Township of Greater Madawaska; AND FURTHER THAT the Warden send a letter/submission to the Federal Electoral Boundaries Commission outlining the County's concerns.

The County of Renfrew is comprised of 17 unique and distinct municipalities, and has been represented by one Federal member for decades. The importance and significance of this representation cannot be understated; having one voice for our entire County is integral to our identity as an upper-tier municipality. Fractioning of the district would only serve to be detrimental to the effectiveness of coherent communication by our Federally elected leaders, and the service that they provide to all of the constituents.

The removal of the Township of Greater Madawaska, in the southern region of our County, would mean that residents would have to travel well outside of their region to obtain services, meet with their Member of Parliament, and get access to the MPs staff. Additionally, when County Council seeks answers and responses from our Federal Government, it would require us to seek representation/deputation from possibly two MPs of different parties and geographical allegiances, serving to divide our community even more.

Simply put, the proposed re-alignment of the Federal Electoral Boundaries for the sake of an entirely minute representation shift will cause unneeded disruption within our County.

County Council sees no benefit to the change in boundary lines and, as indicated above, its 17-member municipalities are united in their position that this proposal not move forward.

Sincerely,

Debbie Robinson, Warden

warden@countystrenfrew.on.ca

c Cheryl Gallant, MP, Renfrew Nipissing Pembroke
 John Yakabuski, MPP, Renfrew Nipissing Pembroke
 City of Pembroke
 County Council



September 13, 2022

Resolution No. 2022-09-13-01

THE CORPORATION OF THE TOWNSHIP OF MCGARRY
P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0

MOVED BY [Signature]

SECONDED BY [Signature]

Whereas across municipal councils in Ontario there have been appalling instances of misogyny and hatred; and

Whereas the powers of the Office of the Integrity Commissioner do not include the ability to recommend expulsion of councillors;

Now Therefore Be It Resolved That the Council of Township of McGarry direct staff to send a letter to the Ministry of Municipal Affairs and Housing with copies being sent to the federal government, provincial government, Association of Municipalities, requesting the Ministry

- 1 Study the merits of allowing the recall of municipal councillors under carefully prescribed circumstances, including displays of hatred, misogyny and all forms of discrimination; and
- 2 Facilitate strengthened and ongoing orientation and training sessions for Councils, local boards, and committees.

Defeated _____ / Carried _____
Mayor Mayor

Recorded Vote Requested by _____
YES NO

Mayor Matt Reimer
Councillor Wendy K. Weller
Councillor Louanne Caza
Councillor Bonita Culhane
Councillor Annie Toupin-Keft

**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
Toronto ON M7A 2J3
Tel. : 416 585-7000



Ontario

234-2022-4150

September 26, 2022

Dear Head of Council:

Our government recognizes the importance of streamlining development approvals in land use planning in supporting the development of 1.5 million new homes by 2031. Our government will continue working with you to identify opportunities and innovative solutions that would help us effectively address the housing crisis.

I am writing you today about public consultation in the land use planning process. The *Planning Act* requires public meetings to be held prior to making certain planning decisions for the purpose of giving the public an opportunity to make representations in respect of the matter under consideration.

For example, your municipal council can consider how to meet the *Planning Act's* requirements using a variety of methods such as physical meetings, electronic or virtual channels – separately or in combination - to engage and solicit feedback from the public on land use planning matters. This may include a mixture of technologies and approaches to meet local public needs (for example, physical meetings, webinars, video conferencing, moderated teleconference). There is no requirement in the *Planning Act* to have multiple types of meetings (e.g., both a physical meeting and a virtual meeting).

Thank you for the work that you do to engage and provide the public with an opportunity to make representations on planning matters in a manner that works best in your local community.

Sincerely,

A handwritten signature in cursive script that reads "Steve Clark".

Steve Clark
Minister

September 26, 2022

Ministry of the Solicitor General
Hon. Michael Kerzner
25 Grosvenor Street
Toronto, ON M7A 1Y6

Sent via email: Michael.kerzner@ontario.ca

Hon. Minister Kerzner:

Re: Grey Highlands Municipal Resolution 2022-571 re: Increased Speeding Fines

Please be advised that the following resolution was passed at the September 7, 2022 meeting of the Council of the Municipality of Grey Highlands.

2022-571

Dane Nielsen, Danielle Valiquette

**Whereas speeding has become a growing concern on our residential streets;
and**

**Whereas the culture of driver's is that 20 km/h over the speed limit is
considered normal; and**

**Whereas the fines for street racing have increased significantly and we have
seen a reduction in number of charges laid; and**

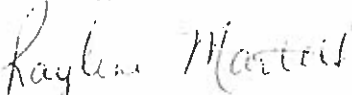
**Whereas the fines for other speed infractions have remained unchanged; now
Therefore be it resolved that the municipality of Grey Highlands lobby the
Ministry of the Solicitor General to increase the fines for all levels of speeding;
and**

**That this motion be sent to AMO, ROMA, and all municipalities of Ontario to
garner support.**

CARRIED.

If you require anything further, please contact this office.

Sincerely,



Raylene Martell
Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

Cc: Association of Municipalities of Ontario
Rural Ontario Municipalities
All Ontario Municipalities

**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
Toronto ON M7A 2J3
Tél. : 416 585-7000



5

234-2022-4624

October 25, 2022

Good afternoon,

On October 25, 2022, our government released More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-2023 that proposes bold and transformative action to get 1.5 million homes built over the next 10 years.

Details about the range of measures in our plan can be found in the news release here.

The More Homes Built Faster Plan proposes policies and tools that reflect recommendations from the Housing Affordability Task Force Report and builds on More Homes, More Choice and the More Homes for Everyone Plan. Our plan also draws on many elements from AMO's 2022 A Blueprint for Action: An Integrated Approach to Address the Ontario Housing Crisis and ROMA's 2022 Task Force Report on Attainable Housing and Purpose-Built Rentals. These changes are providing a solid foundation to address Ontario's housing supply crisis over the long term and will be supplemented by continued action in the future.

Our government has also introduced the More Homes Built Faster Act, 2022, and is seeking feedback on the changes proposed under the legislation and associated regulations. Additionally, various housing and land use policy reviews – including a housing-focused policy review of A Place to Grow and the Provincial Policy Statement, with a theme of supporting rural and northern housing – are being undertaken to identify and remove barriers to getting more homes built. These and other related consultations can be found through the Environmental Registry of Ontario and the Ontario Regulatory Registry.

We encourage you share this information with senior staff in the municipality and to inform the newly elected head of council and council members. Our government is building a strong foundation for action that will continue to ensure Ontario is a prosperous and growing province – and the best place in the world to call home. We look forward to continued collaboration with our municipal partners to get more homes built faster.

Sincerely,

A handwritten signature in cursive script that reads "Steve Clark".

Steve Clark
Minister

- c. The Honourable Michael Parsa, Associate Minister of Housing
Kate Manson-Smith, Deputy Minister
Ryan Amato, Chief of Staff, Minister's Office
Joshua Paul, Assistant Deputy Minister, Housing Division
Municipal Chief Administrative Officers

6



DORION TOWNSHIP
Canyon Country

170 Dorion Loop Road
Dorion, ON
P0T 1K0
Phone : 807-857-2289
Fax : 807-857-2203
Email : mavis@doriontownship.ca

October 27, 2022

Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 801
Toronto, ON M5H 3C6
resolutions@amo.on.ca

**RE: Support of Resolution – OMAFRA Ontario Wildlife Damage Compensation Program
Administrative Fee**

Council of the Township of Dorion, at their regular meeting of September 20, 2022, approved Resolution No. 22-214, which stated:

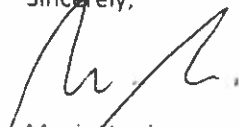
"WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Dorion request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program."

Sincerely,



Mavis Harris
Clerk-Treasurer

c.c. Ontario Ministry of Agriculture, Food and Rural Affairs
All Ontario Municipalities

7

RE: 006048 - FROM : Privy Council Office - Bureau du conseil privé [Mail # : 230165
Folder # : 1155392 Tracking # : 21540606E]

Chrystia Freeland <Chrystia.Freeland@fin.gc.ca>

Mon 2022-10-03 1:51 PM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

Dear Ms. Fischer:

Thank you for your correspondence of May 24, 2022, written on behalf of Council of the United Townships of Head, Clara and Maria, which was referred by the Office of the Prime Minister, the Right Honourable Justin Trudeau, to the Deputy Prime Minister and Minister of Finance, the Honourable Chrystia Freeland, regarding the Goods and Services Tax (GST) New Housing Rebate Program. Please excuse the delay in replying.

The GST New Housing Rebate was introduced at the inception of the GST to drop the effective rate of GST on new housing from seven percent to four and a half percent, consistent with the estimated amount of embedded federal sales tax that would have been in new homes prior to the introduction of the GST. Despite a reduction in the GST from seven percent to five percent, the GST New Housing Rebate still provides a rebate of 36 percent of the GST paid for homes valued up to \$350,000. The rebate is gradually phased out for homes valued between \$350,000 and \$450,000 and fully phased out for homes valued at \$450,000 or more. The same thresholds apply to all markets across Canada.

The Department of Finance Canada is continually reviewing means by which to improve the tax system and recognizes the need to ensure that the existing system is as fair and as current as possible. We will take your comments into consideration in this regard.

Thank you for writing.

Sincerely,

Cynthia da Silva
A/Manager
Consultations and Communications Branch

-----Original Message-----

From: CIMS_OPER <CIMSOPER@pco-bcp.gc.ca>

Sent: Wednesday, July 6, 2022 12:32 PM

To: "Chrystia Freeland, P.C., M.P." <fin.dcu-ucm.fin@canada.ca> <fin.dcu-ucm.fin@canada.ca>

Subject: 006048 - FROM : Privy Council Office - Bureau du conseil privé [Mail # : 230165 Folder # :
1155392 Tracking # : 21540606E]

Attention : Chrystia Freeland, P.C., M.P., Deputy Prime Minister and Minister of Finance

The attached correspondence addressed to the Prime Minister is forwarded to your office for action or information as appropriate.

La correspondance ci-jointe adressée au Premier Ministre vous est transmise pour suite à donner ou pour information.

Correspondent / Correspondant :

Ms. Crystal Fischer
Municipal Clerk
United Townships of Head, Clara and Maria
15 Township Hall Road
Stonecliffe (Ontario)
K0J 2K0

Keywords / Mots-clés : Finance - General - PRO, Provincial / Territorial jurisdiction - PRO, Housing - General - PRO

Folder Number / Numéro de dossier: 1155392

Tracking Number / Numéro de suivi: 21540606E

Date on Document / Date du document: 24 May 2022

Date Rec'vd (by PCO) / Date de récept.: 03 Jun 2022

For additional information, please call 941-6887

Pour de plus amples informations, veuillez composer le 941-6887

Date of this E-Mail / Date de la transmission : Wed 6 Jul 2022 12:31:55 PM



Municipality of Huron Shores

7 Bridge Street, PO Box 460

Iron Bridge, ON P0R 1H0

Tel: (705) 843-2033 Fax: (705) 843-2035

October 12, 2022

ATTENTION: Honourable Doug Ford

Premier of Ontario

Legislative Building, Queen's Park

Toronto, Ontario

M7A 1A1

Dear Premier:

Re: Res. #22-22-09 – Municipality of Brighton – Request for Support re: ***Streamlining Governing Legislation for Physicians in Ontario***

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #22-22-09 at the Regular Meeting held Wednesday, September 28th, 2022, as follows:

“WHEREAS attracting primary health care providers, including doctors, to the North Shore and other shall communities has been a difficult task

AND WHEREAS the Provincial Government announced a tuition program to attract nurses to underserved areas of Ontario;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores requests that the Government of Ontario provide funding and change legislation to allow the College of Physicians & Surgeons of Ontario (CPSO) to implement the following changes:

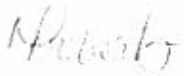
- Exempting Individualized Education Plan's from the regulatory requirement to have Canadian experience (re-do residency) where all other requirements are met; and
- Implementing Practice Ready Assessment programs similar to those already used in seven (7) other provinces.

AND THAT the Government of Ontario develop a similar tuition program to attract family doctors to underserved areas of Ontario;

AND THAT this motion be circulated to the Premier of Ontario, the Minister of Health, MPP Michael Mantha, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned.

Yours truly,



Natashia Roberts

Chief Administrative Officer (CAO)/Clerk

NR/KN

Cc: Premier of Ontario, the Minister of Health, MPP Michael Mantha, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO)



MEMORANDUM

TO: Assessment Review Board Stakeholders
FROM: Harry Gousopoulos, Tribunals Ontario Executive Director
DATE: November 2, 2022
SUBJECT: **New Tribunals Ontario and Assessment Review Board Key Performance Indicators**

Tribunals Ontario has implemented new Key Performance Indicators (KPIs) across all 13 of our tribunals as part of our ongoing commitment to continuous improvement and ensuring that the services we provide meet the needs of our users.

The KPIs are designed to assess the organization's effectiveness in delivering our core business of resolving disputes in an accessible, fair, efficient, and timely manner. They are also important for public accountability and serve as a vital operational tool for strategic decision-making and driving process improvements.

We expect that over time a single set of measures will help us track and monitor performance in a consistent way and better understand how we are doing across all tribunals.

Effective April 1, 2022, the Assessment Review Board (ARB) began tracking performance against these new organizational KPIs. As a result, we have reassessed and adapted some of our pre-existing ARB KPIs, as well as added a few new ones. Our new KPIs and targets for the ARB are as follows:

- Volume of in-person, electronic and written hearing events held at the ARB
- Number of eligible accommodation requests granted (in whole or in-part) by the ARB
- Percentage that the hearing event month is assigned within 90 days of a perfected appeal – target of 85 per cent
- Decisions issued within 60 calendar days from the conclusion of a hearing – target of 85 per cent
- Summary appeals resolved within 40 weeks following the commencement date – target of 85 per cent
- General appeals resolved within 135 weeks following the commencement date – target of 85 per cent

To ensure openness and transparency, these new KPIs will be reported on a quarterly basis and published through updates on our website, beginning later this fiscal year.

Over the coming months we expect to introduce other measures, such as a measure related to French language services.



Tribunals Ontario
Tribunaux décisionnels Ontario

However, before doing so, we would like to hear your thoughts and get your feedback on the above mentioned KPIs.

Your input will help us better align our KPIs over time as we continue to modernize and improve service delivery.

Please contact us at ARB.Registrar@ontario.ca with your feedback by **November 23, 2022**.

As we move forward on this initiative, we will continue to share more information.

Sincerely,

Harry Gousopoulos
Executive Director
Tribunals Ontario

cc: Ken Bednarek, Associate Chair, ARB
Kelly Triantafilou, Registrar, ARB

Use of pleasure craft as commercial passenger vessels - Utilisation d'embarcations de plaisance comme bâtiments commerciaux à passagers

10

Godin, Nathalie (she,her | elle,la) (TC/TC) <nathalie.godin@tc.gc.ca>

Sun 2022-10-30 8:16 PM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

Cc: Creasor, Dustan <Dustan.Creasor@tc.gc.ca>

2 attachments (1 MB)

Is my boat a pleasure craft or a non-pleasure craft.pdf; Annexe - Mon bateau est-il une embarcation de plaisance ou de type commercial.pdf;

UNCLASSIFIED / NON CLASSIFIÉ



Transport Canada
Safety and Security

Transports Canada
Sécurité et sûreté

Tower C, Place de Ville
11th Floor
330 Sparks Street
Ottawa, ON K1A 0N8

Tour C, Place de Ville
11e étage
330, rue Sparks
Ottawa ON K1A 0N8

To whom it may concern
15 Township Hall Road
Stonecliffe
K0J 2K0, Canada
clerk@headclaramaria.ca
613-586-2526

La version française suivra

SUBJECT: *Use of pleasure craft as commercial passenger vessels*

Dear Township of Head-Clara-Maria,

In recent years, the emergence of online platforms and mobile applications which allow pleasure craft owners to list their vessels for rent, have made it easier for vessel owners to turn their underutilized assets into revenue generators. However, as with short-term property rental and ride sharing services (e.g., Airbnb, Uber, etc.), not all operators of these new small businesses are familiar with the laws and regulations governing them, in particular when the boat is rented with captain and crew.

Safety is Transport Canada's main priority. Transport Canada has no doubt that the safety of the vessels operated by users of these platforms, and the people on board them, is also considered a high importance by the operators of these services. However, to ensure all vessels being used through these sites are in compliance with applicable laws and regulations appropriate for their usage, Transport Canada Marine Safety and Security is undertaking enhanced outreach to help all owners and operators of these vessels become, or remain, safe and fully compliant with Canadian laws and regulations.

Our initial review of the vessels listed on these online platforms available to rent in Canada showed that while most are licensed as pleasure craft, many appear to be operating as commercial passenger vessels instead (please refer to the definitions in the attached document). As you are aware, the regulations, safety requirements and liability significantly differ from pleasure craft to commercial passenger vessel operations. Transport Canada will be working to help the owners and operators of these vessels understand and become familiar with these key differences, but we would also like to raise the differences with local municipality's such as yourself, so you have easy access to materials highlighting the applicable rules and requirements.

To this end, please find attached a document outlining key regulatory differences between these vessel types. Transport Canada has already forwarded these to owners of vessels listed on online platforms so they may understand their responsibilities to comply with Canadian laws and their applicable regulations. Transport Canada has developed the Safe Boating Guide to assist owners and operators remain in compliance with applicable regulations and to provide safe operating guidelines for vessels that are rented and operated as pleasure craft. Transport Canada has also developed two additional guidance instruments that would be helpful to the operators of vessels which are carrying passengers for hire.

These instruments are as follows:

- The Small Commercial Vessel Safety Guide - TP 14070 E
- The Small Vessel Compliance Program (SVCP)

Furthermore, Transport Canada has included a link to our website (Transport Canada Website) which will provide additional information to anyone using these online platforms in Canada. This information will help raise awareness and understanding of responsibilities when Canadians are choosing to rent a vessel.

Transport Canada is taking this opportunity to provide you with information in respect to our actions in response to this issue and looks forward to working together as necessary to keep our waterways safe for all boaters. Please contact, Dustan Creasor, Boating Safety Officer, at 226-402-2449, or dustan.creasor@tc.gc.ca, should you have any questions regarding our response to this topic or require additional information.

Yours sincerely,

Nathalie Godin

Manager of Flagstate, Compliance & Enforcement (AMSDF)

Transport Canada / Government of Canada

Nathalie.godin@tc.gc.ca / Tel: (343) 571-4597

Cher Canton de Head-Clara-Maria,

Ces dernières années, l'émergence de plateformes en ligne et d'applications mobiles, qui permettent aux propriétaires d'embarcations de plaisance de mettre leurs bâtiments en location, a facilité la tâche des propriétaires qui ont pu transformer leurs actifs sous-utilisés en générateurs de revenus. Toutefois, comme pour la location de biens à court terme et les services de covoiturage (Ex. Airbnb, Uber, etc.), les exploitants de ces nouvelles petites entreprises ne connaissent pas tous les lois et règlements qui les régissent, en particulier lorsque l'embarcation est louée avec capitaine et équipage.



What do you need to know

In Canada, vessels are defined and regulated by how they're used. This can make it hard to know if a vessel is a pleasure craft or not, since many vessels can be used for both work and fun.

What's a pleasure craft?

- Any vessel used only for fun (cruising, water sports, sport fishing), or hanging out with family and friends
- Includes vessels used to hunt or fish for your personal use (subsistence living) or daily activities (like taking your pleasure craft to work or school)

If you're using the vessel for **anything** other than just fun, it's a non-pleasure craft. This means that you need to follow the non-pleasure craft rules in the *Canada Shipping Act, 2001* and related regulations.

You can hire a captain or crew to operate a pleasure craft, but only if you use it for fun. Regardless of whether you own or rent your pleasure craft, you're the only person who can hire and fire a captain and crew of the pleasure craft.

What's a non-pleasure craft?

- Any vessel used for anything other than just having fun

If you're using a vessel for something other than just for fun, you must follow the non-pleasure craft rules in the *Canada Shipping Act, 2001* and related regulations.

Your vessel is considered a non-pleasure craft if you use it for activities such as:

- guided fishing and hunting trips
- carrying passengers for trips or transport
- workboats
- commercial fishing

Who's a passenger, who's a guest?

Canadian law defines a:

- "guest" as someone on a pleasure craft, but doesn't own or rent the pleasure craft
- "passenger" as someone on a non-pleasure craft that isn't the master, crew, or working on the vessel

Pleasure crafts can only carry guests, and people carried on board are not considered guests if you make money or profit off them. If you're taking friends or family out on your pleasure craft for fun and they split the cost of the fuel with you, they are still considered guests and the vessel is still a pleasure craft.

Examples of renting and hiring pleasure craft

Situation	Why is the vessel a “pleasure craft”?
You rent or hire a vessel from a company or owner and only use it for fun. No master or crew are hired.	You only use the vessel for fun. Canadian law is based on how you use the vessel, not how you rented or hired it.
You rent or hire a vessel from a company or owner and only use it for fun. You hire a master or crew to help operate the vessel. The captain or crew have no links to the rental company or vessel owner.	The company or person you rented/hired the vessel from isn't operating the vessel. As such, you have full control of hiring and firing decisions made regarding the captain and crew.

Examples of renting and hiring non-pleasure craft

Situation	Why is the vessel a “non-pleasure craft”?
You rent or hire a vessel from a company or owner and use it to transport workers to and from a worksite.	You're using the vessel for a business activity.
You rent or hire a vessel from a company or owner just for fun and are told you must hire a captain or crew that is either: <ul style="list-style-type: none"> • the vessel's owner, or • chosen from a list given to you by the company or owner 	You don't have full control of the vessel as the owner, master or crew have operational control of the vessel. In these situations, the vessel is considered a non-pleasure vessel, specifically a “passenger-carrying vessel” or “passenger vessel”.

For more information, please contact your regional Transport Canada Marine Safety Office or visit our website:

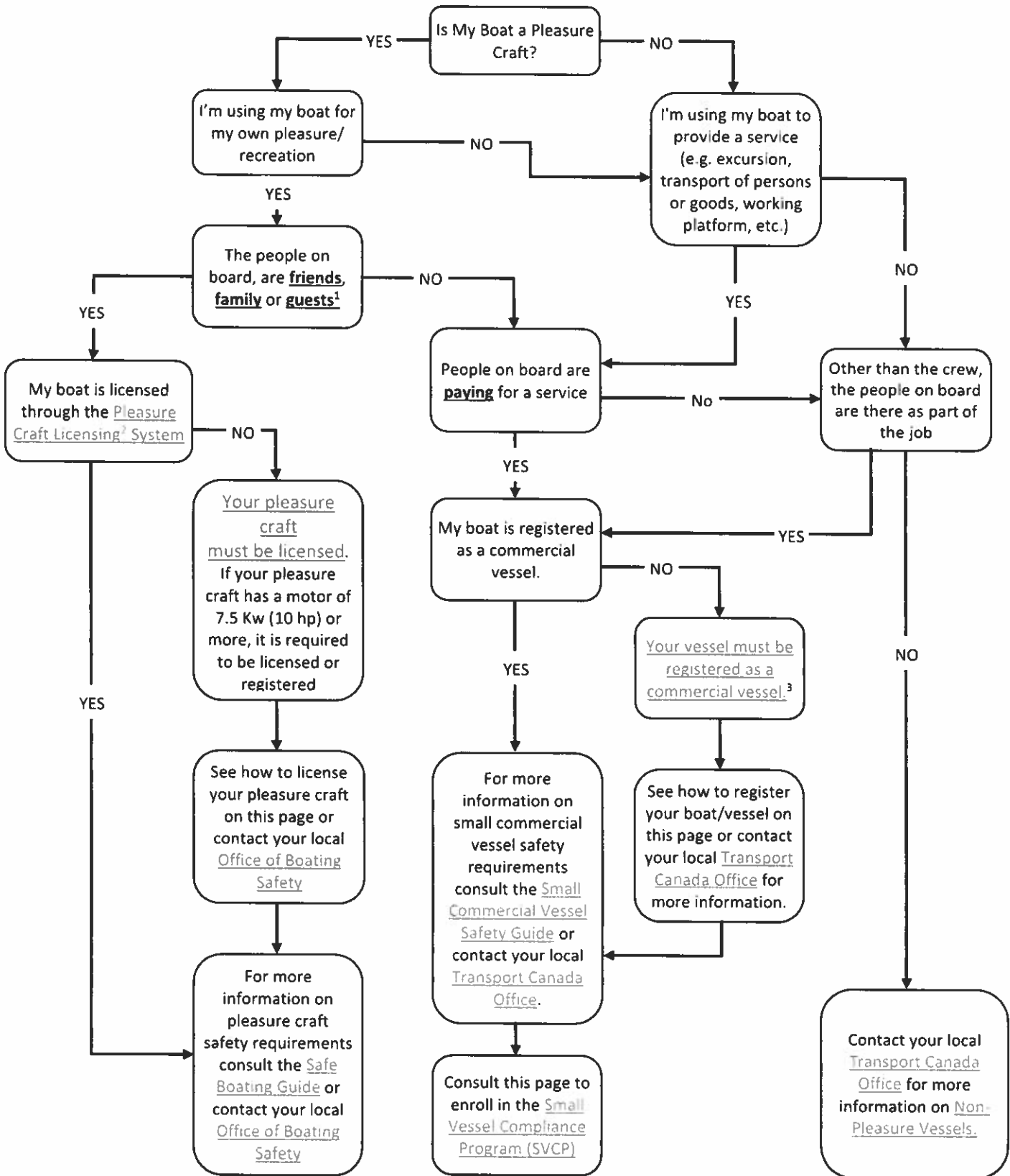
Pleasure craft

<https://tc.canada.ca/en/marine-transportation/marine-safety/office-boating-safety>

Non-pleasure craft

<https://tc.canada.ca/en/marine-transportation/vessel-inspection-certification/vessel-inspection-certification>

Is my boat a pleasure craft or non-pleasure craft?



1 Guests are people carried on board a vessel used exclusively for pleasure and without remuneration or any object of profit.
 2 A pleasure craft license has a combination of letters and numbers that do not begin with C, for example 50E12345, 13K12345, BC123456
 3 Exempted Classes of Vessels are listed in Part 1, Section 1.1 of the [Vessel Registration and Tonnage Regulations](#).

**Ministry of Transportation**

Design & Engineering
Project Delivery East
1355 John Counter Boulevard
Postal Bag 4000
Kingston, Ontario K7L 5A3
Tel.: 1-800-267-0295
Fax: 613-540-5106

Ministère des Transports

Conception et ingénierie
Livraison de projet Est
1355, boulevard John Counter
CP/Service de sacs 4000
Kingston (Ontario) K7L 5A3
Tél.: 1-800-267-0295
Télééc.: 613-540-5106



October 18, 2022

Sent via Email

**RE: Detail Design Study – Resurfacing on Highway 17 from 200m east of Harvey Creek Road westerly 13 km to 400m west of Yates Road Stonecliffe in County of Renfrew.
(GWP 4112-17-00)**

The Ministry of Transportation of Ontario (MTO) is completing the detail design for the resurfacing of Highway 17 from 200m east of Harvey Creek Road westerly 13 km to 400m west of Yates Road Stonecliffe in the County of Renfrew. The project limits are shown on the attached key map.

This project is following an approved planning process for a Group 'C' undertaking in accordance with the *Class Environmental Assessment for Provincial Transportation Facilities* (2000). The study will include an assessment of the impacts of the undertaking on the study area environment. Upon completion of the study, an Environmental Screening Document will be prepared for internal use documenting the existing natural and socio-economic environment, summary of design features, potential impacts resulting from the undertaking, and required mitigation measures.

The proposed work for this project includes:

- Milling and paving all Highway 17 lanes from 200m east of Harvey Creek Road to 400m west of Yates Road Stonecliffe

Construction is anticipated to be completed in 2023 and is subject to provincial priorities and funding, and environmental approvals.

There are no anticipated full closures of Highway 17 main lanes associated with the proposed improvements, however, motorists can expect temporary traffic delays due to Highway 17 lane reductions. Traffic will be controlled by flagging operation during lane closures. Weekend closures are not expected for this project.

Information collected during the Detail Design Study and Class Environmental Assessment will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. All information and comments, with the exception of personal information and other protected information, will become part of the public record. Please contact me if you have accessibility requirements in order to participate in this project.

Should you have any comments, questions or concerns on the proposed work, please do not hesitate to contact me by email at Ron.witjes@ontario.ca

Sincerely,

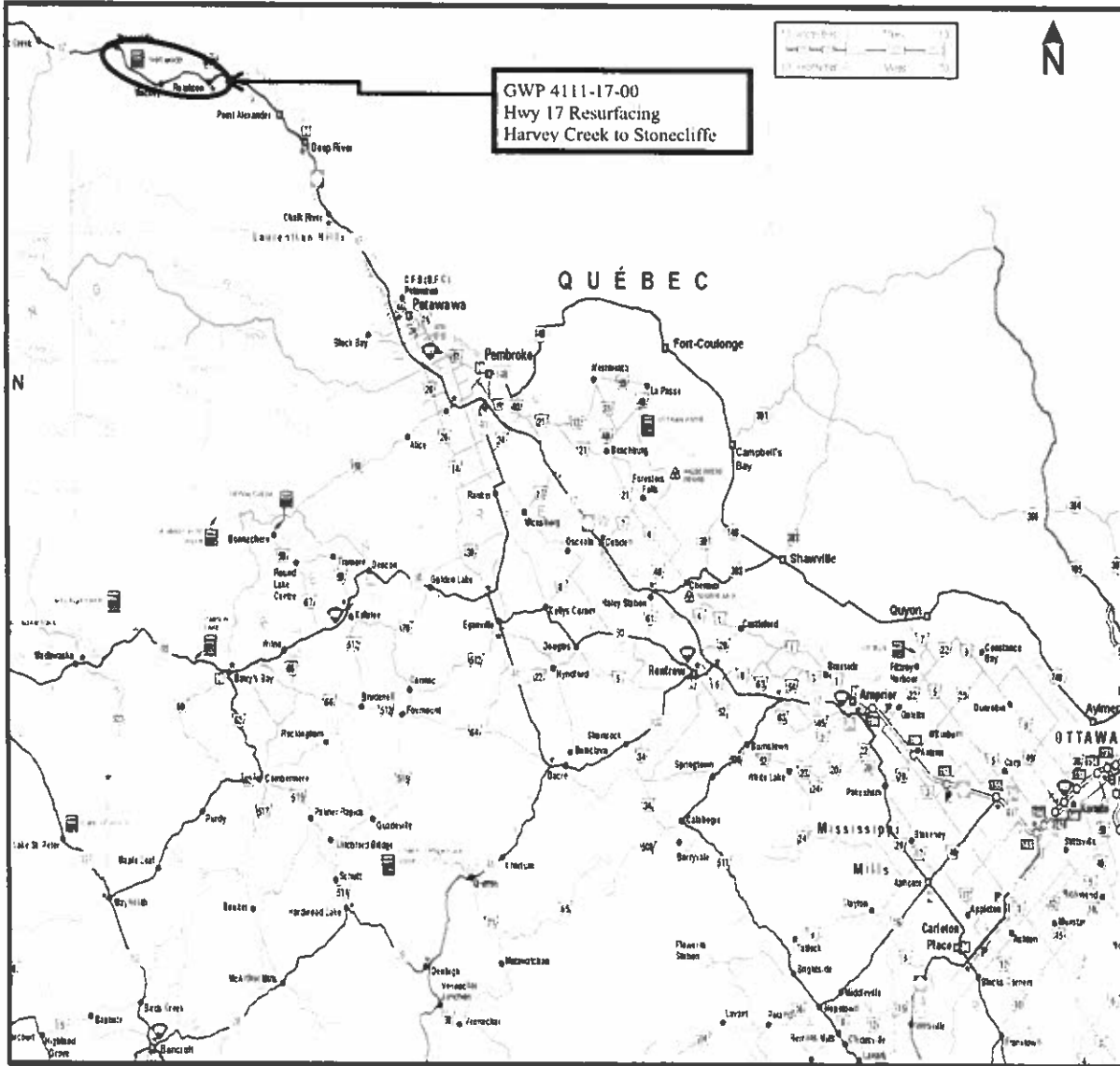
A handwritten signature in blue ink, appearing to read "Ron Witjes", is positioned above the typed name.

Ron Witjes
Senior Project Manager

cc. Melissa Diamantakos, Environmental Planner, MTO

Attachments: Key Map

Key Plan





REGULAR COUNCIL MEETING
HELD
October 11th, 2022

2022-273

Moved by Councillor Champagne
Seconded by Councillor Loughheed

WHEREAS the province of Ontario is currently experiencing an early years and child care workforce shortage;

AND WHEREAS access to quality licensed child care is an essential component of Ontario's social and economic well-being and enables children to grow up with a sense of community;

AND WHEREAS lack of licensed child care is a barrier for parents to return or enter into the workforce, thus putting a strain on families, hindering economic participation, and forcing parents to remain at home to care for their children;

AND WHEREAS in the District of Nipissing, there is a higher demand for child care spaces than the number of spaces available creating waitlists that have parents waiting for several years prior to getting a space, if they receive a space at all;

AND WHEREAS in recent years the recruitment and retention of qualified Registered Early Childhood Educators (RECEs) and child care staff has been a challenge that has been exasperated by the COVID-19 pandemic;

AND WHEREAS the workforce crisis in the early years and child care sector has been further exasperated by the significant wage disparity between the compensation paid to RECEs employed by school boards and those employed in licensed child care centers due to lack of funding which has created an inequity for workers with equal qualifications;



AND WHEREAS Ontario has signed the Canada-Wide Early Learning and Child Care Agreement putting Ontario on the path to reducing child care fees to an average of \$10/day which will create a demand for more child care spaces when a workforce shortage already exists;

AND WHEREAS the province of Ontario committed to creating an additional 86,000 licensed child care spaces in Ontario without an explicit solution for increasing the number of RECEs and child care staff to fulfill this commitment;

AND WHEREAS the province of Ontario's commitment to a minimum wage of \$18/hour for RECEs with \$1 annual increases until reaching \$25/hour does not provide an immediate response to attracting and retaining child care staff and will take many years to correct the wage disparity;

THEREFORE BE IT HEREBY RESOLVED that Council of the Municipality of East Ferris advocates for the Province of Ontario to address the child care workforce shortage in Ontario by immediately increasing the \$18/hour minimum wage and providing benefits to RECEs in licensed child care centres to an equitable level to that which is paid to RECEs employed by school boards;

AND FURTHER that the Province of Ontario launch and financially support an accelerated Early Childhood Education program, to be completed within 14 to 16 months, similar to the program launched in March 2022 for Personal Support Workers (PSWs), where funding supported the costs of tuition, books, and other mandatory fees, to help address the shortage of RECEs in Ontario;

AND FURTHER that a certified copy of this resolution be forwarded to OMSSA (Ontario Municipal Social Services Association), Ontario Coalition for Better Child Care, Childcare Resource and Research Unit, NOSDA (Northern Ontario Service Deliverers Association), FONOM (Federation of Northern Ontario Municipalities), AMO (Association of Municipalities of Ontario), all 10 District Social Services Administration Boards in Northern Ontario, and all Ontario Municipalities to request their support and advocacy for this resolution;



East Ferris
MUNICIPALITY • MUNICIPALITÉ

AND FURTHER that a certified copy of this resolution be forwarded to Minister of Education Stephen Lecce, Minister of Economic Development, Job Creation and Trade and Nipissing MPP Vic Fedeli.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2022-273 passed by the
Council of the Municipality of East Ferris
on the 11th day of October 2022.

Monica L. Hawkins
Monica L. Hawkins, AMCT
Clerk

Change to Healthcare Connect System Canadian Forces Member

Candice Doiron <[REDACTED]>

Thu 2022-09-08 1:11 PM

To: [REDACTED]

Good afternoon;

Please find below a resolution that was passed September 6, 2022 by Council of the Municipality of Brighton looking for support regarding changes to be made to the Healthcare Connect System for Members of the Canadian Armed Forces

Resolution No. COU-2022-329
Moved by Councillor Mark Bateman
Seconded by Mayor Brian Ostrander

Whereas Brighton is a community with a significant military population;
And whereas military personnel are from time to time released from their duties for medical reasons;
And whereas military personnel are attached to healthcare through the Canadian Armed Forces which ceases after the date of military release;
And whereas released military personnel are unable to register with Healthcare Connect until after their release date, providing a healthcare gap;
And whereas the notice for release dates are well in advance of the actual date of release from the Canadian Armed Forces;
Now therefore be it resolved that the Municipality of Brighton endorse that the Ontario Government change the access rules to Healthcare Connect to permit the registration of military personnel into the Healthcare Connect system once those Canadian Forces Members are provided with a release date;
And further that this motion is circulated to the Premier of Ontario, the Minister of Health, MPP David Piccini, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.
Carried



Kind Regards,

Candice Doiron
Municipal Clerk

Municipality of Brighton
35 Alice Street
PO Box 189
Brighton, ON K0K 1H0
cdoiron@brighton.ca

Tel: 613-475-0670
Fax: 613-475-3453

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Township of Head, Clara & Maria
15 Township Rd.
Stonecliffe, On. K0J 2K0

**2022 – North Renfrew Family Services Community Christmas Basket Program
We need your Support!**

Dear: Crystal Fischer

Our North Renfrew community, which reaches everyone between Chalk River and Deux Rivieres, including Des Joachims, has come together for the past 28 years for the “Community Christmas Basket Program”. This is a program that ensures that individuals and families in need, who do not have all the means associated with Christmas, get vouchers for Christmas dinner, small gifts and toys for their children.

Many family members have expressed their **overwhelming gratitude** for this special community event, and have come to depend on this support. Last year **we served over 300** children, adults and seniors, making a difference for so many families within our community.

Deep River Sorority (formally known as Beta Sigma Phi Sorority) will continue organize this event on behalf of North Renfrew Family Services and our community as it has annually over many years.

The success of the Christmas basket program for 2022 will once again flourish with the generosity of groups and individuals in our community.

To ensure timely processing of all requests, financial contributions will be gratefully received on or before December 10, 2022.

Please contact the Deep River Fire Hall if you wish to donate toys. We are unable to accept stuffed toys due to environmental sensitivities.

Please make cheques payable to North Renfrew Family Services (Christmas Basket), PO Box 1334, Deep River, ON, K0J 1P0. Tax receipts will be issued for all donations.

If you require further information, have any new ideas, special contributions, or questions, please contact Lucille Levinski at 613-584-2897.

Yours sincerely,

Lucille Levinski,
Chair – Christmas Basket Program
North Renfrew Family Service – Volunteer



15



Linda Chartrand
CWL President, Stonecliffe
linda-winston@hotmail.com
613-586-2366

Head, Clara & Maria Council
15 Township Hall Road
Stonecliffe, On. K0J 2K0

Tuesday, November 8, 2022

To the Council of the United Townships of Head, Clara & Maria

As you are aware, in the past the local CWL group has hosted a community event which includes dinner as well as other activities for the entire population as Christmas approaches. Santa visits and provides a small gift to children and if funding allows, to adult attendees.

Once again, we are asking for a donation from the municipality to assist with this event. As you are aware, costs of everything have increased and we hope to be able to provide a cost free event for community members. Of course, we will continue as a potluck event, but hope to be able to provide a little something for residents who may not be able to afford much at this time of year.

Thank you for your consideration of our request. We do realize that this request is short notice but do appreciate your time.

On behalf of the CWL membership


Linda Chartrand, President



August 29, 2022

16

Township of Head, Clara & Maria
15 Township Hall Road, Stonecliffe, ON
K0J 2K0

Good Day,

SEP 27 2022

I am writing on behalf of the Renfrew County Regional Science Fair (RCRSF) to request a donation to support the 2023 fair so that we can continue to bring this wonderful opportunity to students across Renfrew County.

Each year we host the Renfrew County Regional Science Fair where students present science and technology-based projects. Those projects are judged, and prizes are awarded for experimentation, innovation and study. Students with the most innovative, creative and well-presented projects are then selected by a judging panel of community members to represent Renfrew County at the Canada Wide Science Fair. We are grateful to have sponsors that reward scientific thought in our students, both at the Regional Fair and at the Canada Wide Science Fair. Thank you for the role you play in that support.

In addition to exhibiting the great science projects of the youth of Renfrew County, the fair also has interactive, educational exhibits for the students, including building activities hosted by Professional Engineers Ontario and hands-on experiments hosted by Let's Talk Science.

It's been a tough few years everyone, and the science fair is no exception. The 2020 and 2022 fairs were cancelled due to COVID; the 2021 fair was held successfully, but virtually. We are trying hard to get back to an in-person fair this year; but one way or another, we will be having a 2023 science fair. If conditions force us to not have an in-person fair, we will host a virtual fair that still has interactive components and opportunities to appropriately acknowledge our sponsors.

The 2023 fair is planned to be held April 1st at the Petawawa Civic Centre and is open to Grades 5 to 12 for projects. Anyone with an interest in seeing the future scientists of Renfrew County is welcome to attend, provided approval is provided by the Renfrew County District Health Unit at that time.

We would like to invite you to become a sponsor of the 2023 RCRSF and have enclosed



a funding schedule of sponsorship levels to assist you in your consideration.

We welcome the opportunity to speak with you at any time. Please feel free to contact us if you have any questions or would like more information on the Renfrew County Regional Science and Technology Fair and the ways in which you can help make it a success in 2023. You can also view our website at <http://rcrsf.ca/>, contact the fair organizers directly at info@rcrsf.ca or call me at 613-602-3789.

Respectfully,

Aidan Leach

Chair, Renfrew County Science & Technology Fair Committee

renfrew.county@youthscience.ca

613-602-3789

Mailing Address:

36 Edith Street
Petawawa, ON
K8H 0B5

Letter from Minister Steve Clark (4885)

Minister (MMAH) <minister.mah@ontario.ca>

Tue 2022-11-15 1:17 PM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

**Ministry of
Municipal Affairs
and Housing**

**Ministère des
Affaires municipales
et du Logement**



Office of the Minister

Bureau du ministre

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel: 416 585-7000

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

234-2022-4885

November 15, 2022

Your Worship
Mayor Debbi Grills
United Townships of Head, Clara and Maria
clerk@headclaramaria.ca

Dear Mayor Grills and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you throughout the upcoming term.

As a former mayor, I know firsthand just how important municipal government is to Ontarians. I also know your constituents expect local government to be effective and responsive as you deliver critical local services, and that you expect the same in our relationship.

Throughout my time as Minister of Municipal Affairs and Housing, I have been proud to work with mayors and councils across Ontario to deliver on our shared priorities. I value the expertise and advice I have received from local governments, which has helped shape our decision-making to date.



There is much work ahead of us. Our government is working hard to make living in Ontario more affordable. Bill 23, the More Homes Built Faster Act, takes bold action to advance our plan to address the housing crisis by building 1.5 million homes across Ontario over the next 10 years. We will continue to work with all our municipal partners to get shovels in the ground and build more homes faster.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years.

A handwritten signature in cursive script that reads "Steve Clark".

Sincerely,

Steve Clark
Minister



United Townships of Head, Clara & Maria Council
Staff Report

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Thursday, November 22, 2022			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1001- Municipal Administrator's Report									

Subject: Update on Council Projects and Request for Christmas Office Closure

Streetlights – applications for encroachment permits through the Ministry of Transportation have been submitted. Hydro work orders and payments have also been completed. We are currently waiting for approval from the Ministry of Transportation to proceed with having the poles installed.

Washroom Renovations- granite counters and sinks have been installed. Finishing touches of the renovations are being completed. A big thank you to Jesse for painting both washrooms and the entrance.

Taxation – Interim Billing is set to be issued the first week of February; the Interim Billing Bylaw will be presented at the January meeting for Council approval. Outstanding property tax arrears as of November 22, 2022 total \$22,554.39. There is one property that has started the process of tax sale registration with one more property meeting eligibility requirements. Two other properties will become eligible for tax sale on January 1st, 2023 if payments are not received before then.

Zoning Bylaw Update: The County of Renfrew has sent a draft version of the Zoning Bylaw for staff review and they are currently working on the mapping portion. It is anticipated that it will come to Council for discussion and review in January or February. Council will need to go through a public consultation process to consider public feedback before approval.

LaCroix Park: The play structure that was scheduled to be installed has been postponed due to delays in product shipping from the supplier. The structure was supposed to be delivered in October but was delayed to December and therefore will not be installed until the spring.

Christmas Office Closure: Office staff is requesting approval of the municipal office closure for a two week period from December 23rd to and including January 6th. This provides an opportunity for staff to take vacation time and aligns with the school holiday closure. A two week closure has been common past practise and has not resulted in any administrative issues in the past. The Municipal Administrator will be available in case of emergency and will provide her cell number to Council as well as frequently check emails and phone messages to ensure that any emergencies or urgent matters will be dealt with in a timely manner. Public Works and Waste will operate as normal; only taking statutory holidays off.

Recommendation: That Council adopt the following resolution to authorise a holiday office closure.

Resolution:

Resolution No.: 22/12/01/002

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Staff has requested that Council consider a holiday office closure;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the municipal office to be closed from December 23rd to and including January 6th, 2023.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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.

United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Monday, November 14, 2022			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1002- Post Elections Accessibility Report									

Subject: Approval of Post Elections Accessibility Report

Recommendation: That Report 22/12/01/1002 be received for information.

Background/Executive Summary:

Section 12.1 of the Municipal Elections Act requires that a Municipal Clerk, within 90 days after voting day in a regular election, must provide a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities. The report must be made available to the public.

Identification of Barriers:

The following actions were taken to identify barriers that affect electors and candidates with disabilities:

1. Reviewed available information from the 2018 municipal election and improve upon what was previously done.
2. Consulted with municipal staff prior to election for feedback on potential barriers and methods to overcome these barriers.
3. Completed a full review of facilities to ensure that all accessibility mechanisms were fully functional.
4. Completed research and training to increase understanding of providing an accessible election.

Removal and Prevention of Barriers:

The following actions were undertaken to remove and prevent barriers that affect electors and candidates with disabilities:

Communication and Information

1. Provided election information in an accessible format and alternative formats upon request and free of charge.
2. Provided election information that is informative, clear, and easy to understand.
3. Posted all information to the municipal website and ensured that the website received continuous information updates before and throughout the 2022 election.
4. Reviewed comments from electors, candidates, and election workers regarding the 2018 election and identified ways of improvement.
5. Consulted with municipal staff and elections employees for feedback.
6. Provided candidates and staff with information and training relating to accessible customer service.

Voting Location

1. Conducted a complete site visit of the voting facility to ensure full accessibility of the building including automatic door openers and accessible washroom facilities were in working order.
2. Ensured voting location had an accessible entrance.
3. Ensured voting location's layout was such to accommodate enough distance between voting screens, polling stations and greeting station to allow wheelchair access.
4. Ensured voting location had adequate signage for easy navigation.
5. Ensured voting location had accessible/ handicap parking close to the entrance.
6. Ensured seating areas were provided throughout the voting location for electors needing to rest.

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

7. Fluorescent lighting in the voting location was upgraded to LED to improve visibility.
8. Voting booths were set up at tables that were wheelchair and walker accessible.
9. Magnifying screens were located at each voting booth.
10. Permitted service animals and support persons in the voting location.
11. Created a plan to facilitate notification of any last minute voting location changes, in case of emergency.

Voting Process

1. Election staff was provided with Accessible Customer Service education and was trained to assist voters with a disability upon request.
2. Election staff was responsible for placing ballots in the ballot box.
3. Chairs or stools were available at Voter Help Centers for electors waiting in line who could not stand for a prolonged period of time.
4. Ballots were printed in large format and separate ballots created for the office of Mayor versus the office of Councillor.

Training of Election Officials

1. Election staff was trained on accessible customer service and voting.
2. Election staff was trained on assisting electors with a disability, upon request.
3. Election staff was trained not to restrict service animals or persons that are assisting a person with a disability.
4. Election staff was trained to monitor elector's concerns and ensure needs were met in order to facilitate the elector's right to vote and included monitoring access to the facility and ensuring that electors were aware that magnifiers were available if required.
5. Election staff was provided accommodations upon request to ensure training is accessible to all election workers.

In conclusion, Township of Head, Clara and Maria staff believes that the needs of the electors and candidates with disabilities were well addressed for the 2022 Municipal Election utilizing the above-noted measures and voting methods.

An item to consider in the 2026 election would be implementation of online voting in order to maximize the accessibility of the election.

Staff will continue to accept and encourage feedback and input regarding election accessibility, as to continue to improve processes and procedures for the 2026 election.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Wednesday, November 16, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1301- Deputy Mayor Appointment									

Subject: Appointment of a Deputy Mayor

Recommendation: That Council pass the following resolution appointing Councillor Rachel Richer as Deputy Mayor and provide direction to staff on policy development.

Resolution:

Resolution No.: 22/12/01/004

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Section 226 of the Municipal Act, 2001 allows that a municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council;

AND WHEREAS Council understands the value in appointing a Deputy Mayor for such purposes;

AND WHEREAS Councillor Richer received the highest number of votes for the position of Councillor in the 2022 Municipal Election;

THEREFORE BE IT RESOLVED THAT Bylaw 2022-34 being a Bylaw to Appoint a Deputy Mayor be read a first, second and third time passed.

Resolution No.: 22/12/01/005

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council has received and provided input on C-03 Appointment of Deputy Mayor Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt C-03 Appointment of Deputy Mayor Policy as presented;

AND FURTHER THAT Bylaw 2022-35 being a Bylaw to Adopt C-03 Appointment of Deputy Mayor Policy be read a first, second and third time passed.

Background/Executive Summary:

A Deputy Mayor may be appointed by council to: assist the Mayor in carrying out their powers and duties; act in the place of the head of council when the head of council is absent or refuses to act; or the position is vacant.

Section 225 of The Municipal Act, 2001 defines the role of the Mayor as follows:

It is the role of the head of council

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council; and
- (d) to represent the municipality at official functions.

Section 226 of the Municipal Act, 2001 defines a substitution:

A municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council.

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

The municipality does not currently have a formal policy in regards to appointing a Deputy Mayor. The previous Deputy Mayor was appointed based on having the highest number of votes for the position of Councillor in the municipal election. It is Staff recommendation to continue with this practice for incoming Council in order to avoid delay in municipal business, specifically approval of signing authorities, until a formal policy can be adopted. A draft policy has been created and enclosed for Council review; however it can be modified to suit the needs and desires of Council.

Some items to consider regarding the policy development:

Does the term of Deputy Mayor correlate with the term of Council, or is there an annual rotation so that all members of Council have the opportunity to serve as Deputy Mayor?

Is the selection of the Deputy Mayor based on the Councillor who received the highest amount of votes in the municipal election, or should it be based on nominations from members of Council? Should the selection be at the sole discretion of the Mayor?

Can the appointed Councillor have their position of Deputy Mayor revoked with 2/3 vote of Council and/or at the sole discretion of the Mayor?

Bylaw 2022-34 being a Bylaw to Appoint a Deputy Mayor is written so that the appointment is valid for a one year period until the details of a policy can be determined. If it is determined that the Deputy Mayor position will be for the entire term of Council, a new by-law can be passed in November of 2023 to extend the period to the end of Council's term. If it is determined that the Deputy Mayor's position will be rotational, a new bylaw will be passed in one year appointing a new Councillor to the position.

Options:

Adopt Bylaw 2022-34 appointing Councillor Richer as Deputy Mayor; or

Defer adoption of 2022-34.

Adopt Bylaw 2022-35 to approve the Draft Policy as presented if no changes or corrections are required;

Adopt Bylaw 2022-35 to approve the Draft Policy as amended if minor revisions are required; or

Defer adoption of Bylaw 2022-35 for approval of the Policy to a later Council meeting in order to make major revisions to the document.

Financial Considerations/Budget Impact:

None at this time.

Enclosures:

Draft Copy of Bylaw 2022-34 being a Bylaw to Appoint a Deputy Mayor

Draft Policy C-03 Appointment of Deputy Mayor Policy

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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



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

BY-LAW NUMBER 2022-34

BEING a by-law to appoint a Deputy Mayor

WHEREAS Section 225 of the Municipal Act, 2001 defines the role of the head of council as follows:

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act.

AND WHEREAS Section 226 of the Municipal Act, 2001 allows that a municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council;

AND WHEREAS Council understands the value in appointing a Deputy Mayor for such purposes;

AND WHEREAS Councillor Richer received the highest number of votes for the position of Councillor in the 2022 Municipal Election;

THEREFORE BE IT RESOLVED THAT Councillor Rachel Richer is hereby appointed Deputy Mayor for a term of one year to end December 31, 2023.

READ a first and second time this 1st day of December, 2022.

READ a third time and passed this day of

MAYOR

CLERK

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Council Policies			POLICY #: C-03
POLICY NAME: Appointment of Deputy Mayor Policy			
DATE: December 2022	REV. DATE:	APPROVED BY: Council	PAGE #: 1 of 2

Purpose

This policy establishes the process for the appointment of a Deputy Mayor to: assist the Mayor in carrying out their powers and duties; act in the place of the head of Council when the head of Council is absent or refuses to act; or the position is vacant.

This shall include general business continuity in the absence of, or refusal to act by, the Mayor; attendance at meetings/events on behalf of the Mayor; participation/representation on committees, boards and other related organizations.

Procedure

Selection

1. The Deputy Mayor will be appointed in the order of which Councillor received the most votes during the general Municipal Election.
2. The Deputy Mayor's selection will be confirmed by a majority vote of Council and appointed by bylaw at the first Regular Meeting of Council.
3. The Mayor may, at their discretion, change their selection for Deputy Mayor throughout the course of their term as Mayor, in order to allow the Mayor to effectively draw upon the varied skill sets of Council Members.
4. In the event the Mayor exercises their right under (3) above, any subsequent selection for Deputy Mayor shall be confirmed by Council, and appointed by by-law.

General

1. The Mayor shall be solely responsible for determining which of their powers and duties are to be allocated to the Deputy Mayor and may adjust that allocation from time to time at their discretion.
2. In the event the head of Council's seat becomes vacant, as defined in section 259 of the *Municipal Act, 2001*, that vacancy shall be filled in accordance with section 263 of the *Municipal Act, 2001*, with the Deputy Mayor to act in the place of the head of Council until such time as the vacant seat is otherwise filled.
3. The Deputy Mayor may resign and may cease to be qualified to hold office in the same manner as stipulated in respect of Councillors under the *Municipal Act, 2001* or any other applicable legislation.

Term

1. The term of the Deputy Mayor shall last no longer than the Council term during which the Deputy Mayor was selected.
2. There shall be no limit to the number of terms a member of Council can serve as Deputy Mayor.
3. The Deputy Mayor may be removed from office by Council by a vote of two-thirds of the Council members after 30 days' notice in writing has been provided to the Clerk and members of Council.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Council Policies			POLICY #: C-03
POLICY NAME: Appointment of Deputy Mayor Policy			
DATE: December 2022	REV. DATE:	APPROVED BY: Council	PAGE #: 2 of 2

4. In the event that a Deputy Mayor is removed from office, the Councillor who received the most votes during the preceding general municipal election will be appointed Deputy Mayor which shall be confirmed by a majority vote of Council and appointed by bylaw.

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Wednesday, November 9, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Report #22/12/01/1302- Library Board Appointments

Subject: Library Board Appointments

Recommendation: That Council pass the following resolution appointing Library Board members for the 2022-2026 term of Council.

Resolution:

Resolution No.: 22/12/01/006

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS under the Public Libraries Act, 1990, section 9(1) "a public library board shall be composed of at least five members appointed by the municipal council"

AND WHEREAS Section 10(3) provides that "a board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms";

AND WHEREAS the following persons have indicated their interest in serving on this board;

THEREFORE BE IT RESOLVED THAT the following people are appointed members of the HCM Public Library Board: Councillor Fran Kelly-Chamberlain, Marlene Gibson, Nancy Voros, Gay Baribeau and Catherine Sutherland.

Background/Executive Summary:

As per the Public Libraries Act, 1990, a public library board must consist of at least five members who are appointed by municipal council, and the board member will hold their seat concurrent with the term of appointing Council. The newly elected municipal Council is required to appoint members to the Library Board to run concurrent with its term (2022-2026) at the first meeting of Council, or otherwise within 60 days after its first meeting.

The resolution for appointment has been included in the package for this first meeting in order to minimize disruptions in the Library Board's operations. It is recommended that Councillor Kelly-Chamberlain remain as Council representative on the Board in order to reduce the administrative burden that would result from onboarding a new Council representative along with recruitment and subsequent onboarding of a Librarian.

Options:

If Library Board Appointments are not made, there will be a disruption in Library Board meetings and business.

Financial Considerations/Budget Impact:

None

Others Consulted:

Lexi Rivett, HCM Librarian
 Marlene Gibson, HCM Public Library Chair
 Councillor Kelly-Chamberlain

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Administrator

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Wednesday, November 9, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1303- 2023 Council Meeting Schedule									

Subject: Approval of 2023 Council Meeting Schedule

Recommendation: That Council adopt the following resolution authorizing meeting dates for 2023.

Resolution:

Resolution No.: 22/12/01/007

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Section 4.1 of the Procedure Bylaw determines the annual Council meeting schedule;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2023 meeting schedule as follows:

- Thursday January 19- 1:00 p.m.
- Thursday February 16- 1:00 p.m.
- Thursday March 16- 1:00 p.m.
- Thursday April 20- 1:00 p.m.
- Thursday May 18- 1:00 p.m.
- Thursday June 15- 1:00 p.m.
- Saturday August 19 – 1:00 p.m.
- Thursday September 21- 1:00 p.m.
- Thursday October 19- 1:00 p.m.
- Thursday November 16- 1:00 p.m.
- Thursday December 21- 1:00 p.m.

Background/Executive Summary:

Section 4.2 of the Procedural Bylaw states that Regular Meetings shall be held on the third Thursday of each month at 1:00 pm, with the exception of the August meeting, being held on the third Saturday at 1:00 pm. There are no meetings in July. The proposed schedule follows the provisions in the bylaw; however the Procedure Bylaw can be updated to change the meeting dates and/or times in efforts to accommodate members of Council.

Options:

Adopt the resolution, accepting the schedule as presented; or
 Update the resolution information to be accepted as amended and subsequently update the Procedural Bylaw. Council can modify, add or remove Regular, Committee of the Whole, Special, Public and/or Emergency meetings during the year, as required.

Financial Considerations/Budget Impact:

None

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Administrator

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Thursday, November 10, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1304- Approval of Secondary Dwelling									

Subject: Conditional Building Permit to Allow Secondary Dwelling

Recommendation: That Council pass the following resolution to allow use of a Conditional Building Permit to authorize construction of a secondary dwelling on a private residence located in the municipality.

Resolution:

Resolution No.: 22/12/01/008

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council passed Resolution No. 22/06/21/1004 directing staff to enter into an agreement with the County of Renfrew to complete an update of the Zoning Bylaw, which will include secondary dwellings as a permitted use;

AND WHEREAS on June 21st, 2022 Council passed Resolution No.: 22/06/21/1004 authorizing the use of a Conditional Permit to allow construction of a secondary dwelling on a private property located within the municipality;

THEREFORE BE IT RESOLVED THAT Council does hereby authorize the use of a Conditional Building Permit to allow a secondary dwelling installed on a private property with the condition that the building conforms with the County of Renfrew Official Plan’s regulations on Secondary Dwellings.

Background/Executive Summary:

Secondary Dwellings are not permitted under the current Comprehensive Zoning Bylaw 2004-12 (amended in 2011), however Staff is currently working with the County of Renfrew to update the Zoning Bylaw which will include Secondary Dwellings as a permitted use so long as all Ontario Building Code and Official Plan regulations are complied with.

Secondary Dwellings are approved under the County of Renfrew’s Official Plan and are becoming a popular method of generating additional income for many homeowners, as well as creating more housing options to assist with the rising housing crisis. Certain requirements need to be met to have a secondary dwelling.

From the County of Renfrew Official Plan:

“Secondary Dwelling Units

Also known as accessory or basement apartments, secondary suites and in-law flats, a secondary dwelling unit is a self-contained residential unit with kitchen and bathroom facilities. A secondary dwelling unit is permitted within a single detached, semi-detached, or row house dwelling, or within structures accessory to dwellings (such as above garages). Secondary dwelling units are also permitted as separate, detached dwellings. Secondary dwelling units must comply with any applicable laws and standards. This includes the Building Code, the Fire Code and property standards bylaws.

(2) For properties that are serviced by private septic system and well, a secondary dwelling unit shall be permitted on lots greater than 0.8 Ha in area. The secondary dwelling is required to share the same water and Page 2 of 3 septic/sewer services as the primary dwelling unit. Secondary dwelling units on properties that are greater than 2 ha are not required to share the same water and septic systems.

(3) For lots less than 0.8 Ha in area, but greater than 0.4 Ha, a secondary dwelling unit may be considered on a case-by-case basis through the submission of a minor variance application. The proponent of the application

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will be required to demonstrate that the site is suitable for the proposed secondary unit including matters such as (but not limited to): dwelling unit area, minimum lot area, surrounding land uses, parking, and servicing. An engineering report prepared by a qualified professional shall be submitted with the minor variance application that demonstrates that the additional effluent output can be satisfactorily managed and that there is a potable source of water (quantity and quality) for the secondary unit. Municipalities may require a site plan prior to approval of a secondary dwelling unit.

(4) A secondary dwelling unit may not be severed from the lot with the primary dwelling.

(5) Mobile homes and Recreational Vehicles will not be considered as a secondary dwelling.

(6) A secondary dwelling shall not be permitted on 'at capacity lakes' or 'lakes near capacity'.

(7) A secondary dwelling may be permitted on waterfront properties by minor variance provided a study is submitted demonstrating no negative impacts on the water body, the availability of potable drinking water (quantity and quality), and that addresses septic effluent.

Municipalities may require a site plan prior to approval of a secondary dwelling unit."

The Chief Building Official has reviewed this request to have a Secondary Dwelling constructed on this particular piece or property and confirms that it meets all building and Official Plan requirements, and recommends proceeding with issuing a Conditional Building Permit to authorize construction.

Options:

Adopt Resolution 22/12/01/008 to authorize construction of a Secondary Dwelling on an private property that meets all planning and building requirements; or

Defeat the resolution and await update of the Zoning By-Law.

Financial Considerations/Budget Impact:

Additional development in the municipality increases the tax base and revenue to the municipality.

Others Consulted:

Robert Labre, Chief Building Official

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Wednesday, November 9, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1305- Signing and Borrowing Authority									

Subject: Approval of Signing and Borrowing Authority

Recommendation: That Council adopt the following resolutions to formalize signing authority for financial, contractual and other documents and to adopt the annual borrowing bylaw.

Resolution:

Resolution No.: 22/12/01/009

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria enacts as follows:

THAT for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria as well as to complete routine contracts, applications and agreements;

THAT signing is hereby authorized effective immediately and for the calendar years 2023 -2026 or until changed by a resolution of Council;

THAT Mayor Grills is appointed as having signing authority for Council with Deputy Mayor Richer as alternate;

THAT the Clerk, Crystal Fischer, is appointed as having signing authority for administration with the Administrative Assistant, Stephany Rauche as alternate;

THAT all cheques, pre-authorized payments or other forms of payment excepting municipal credit cards are to be signed by one representative of Council and one representative of administration;

THAT this authority becomes effective on the date of passing.

Resolution No.: 22/12/01/010

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Scotiabank Business Services has been contracted for municipal VISA credit cards which require renewed Council authorization on a yearly basis;

THEREFORE BE IT RESOLVED THAT Bylaw 2022-36 Being a Borrowing Bylaw be read a first, second and third time passed.

Background/Executive Summary:

Scotiabank Business Services has been contracted for municipal VISA credit cards which require renewed Council authorization on a yearly basis. Bylaw 2022- 36 has been enclosed for review and approval for this purpose.

Scotiabank Business Services also requires Council authorization of representatives for signing cheques, Payroll, Electronic Funds Transfers and wire payments. A signature of one representative of Council and one representative of municipal administration is required to approve all withdrawal of funds from the municipal bank accounts. It is prudent that an alternate also be appointed in case there is an absence of the Mayor or the Clerk.

Signing authority is also a requirement for many contracts, grants and government programs.

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Options:

If the resolution is not passed, staff will not be able to issue payments to vendors or enter into legal and binding contracts for services.

Financial Considerations/Budget Impact:

None

Enclosures:

2022-36 Borrowing Bylaw

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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

BY-LAW NUMBER 2022-36

BEING a by-law to for the purpose of authorizing the municipality to incur indebtedness as a credit card holder.

WHEREAS Section 401 of the Municipal Act, 2001 permits a municipality to incur a debt for municipal purposes;

WHEREAS the use of credit cards facilitates municipal business especially with the increase in on-line purchasing;

AND WHEREAS Scotiabank Business Services has been contracted for municipal Visa cards which requires renewed Council authorization;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the Municipal Administrator to act as administrator for the Municipal corporation Visa Cards account with a total combined borrowing limit of \$40,000.00;

AND FURTHER THAT this authorization is valid until the end of December 2023.

READ a first and second time this 1st day of December, 2022.

READ a third time and passed this day of

MAYOR

CLERK

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision								
Meeting Date	Thursday, December 1, 2022			Report Date	Wednesday, November 9, 2022			
Decision Required	X	Yes	No	Priority	X	High	Low	
Direction	X	Information Only		Type of Meeting	X	Open	Closed	
Report #22/12/01/1306- Emergency Management Program								

Subject: Adoption of Emergency Management Program, Plan and Committee

Recommendation: That Council pass the following resolution by adopt bylaw 2022-37 to authorize the Emergency Management Program, Plan and Committee to ensure annual compliance.

Resolution:

Resolution No.: 22/12/01/011

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council received Report 22/12/01/1306 regarding the municipality’s Emergency Management annual compliance, training and program requirements;

THEREFORE BE IT RESOLVED THAT Bylaw 2022-37 being a bylaw to authorize the Emergency Management Program, Program Committee and Emergency Response Plan be read a first, second and third time passed.

Background/Executive Summary:

All municipalities must have an emergency management program as set out in the Emergency Management and Civil Protection Act (EMCPA). An emergency program consists of an emergency plan, training programs and exercises about emergency preparedness, public education materials on emergency preparedness and additional requirements related to standards for emergency programs.

As required by the province to attain annual compliance with regulations and to ensure that each municipality is in a position to address emergency situations should they arise, a review and meeting occurred on November 24th, 2022 which included:

- A review of all components of the Emergency Management Program;
- A review of the HIRA and Critical Infrastructure list;
- A review of the municipal Emergency Response Plan including individual roles and responsibilities of Control Group Members;
- Review of procedures used to activate and operate under the Plan;
- An annual table top exercise to determine whether attendees would be able to think on their feet and identify ongoing challenges with our program/plan;
- A review of notification procedures used to notify members of the Control Group when the Plan is activated;
- A review of the location, communications and technology that is used in the EOC/kits; and
- Identifying gaps in the plan/program and ways to address them.

Options:

If the resolution is not passed, and bylaw not adopted, the municipality will be in non-compliance under the Emergency Management and Civil Protection Act for the year 2022.

Financial Considerations/Budget Impact:

None

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Enclosed:

Draft Bylaw 2022-37 Being a Bylaw to Adopt the Emergency Management Plan and Program

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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**THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA
BY-LAW NUMBER 2022-37**

BEING a bylaw to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan and appoint a Chair of the Community Emergency Management Committee.

WHEREAS the Province of Ontario has passed the *Emergency Management and Civil Protection Act*, R.S.O. 1990 which requires the formulation and implementation of an emergency plan by the Council of a Community;

AND WHEREAS Section 2.1 (1) of the Act states that "every municipality shall develop and implement an emergency management program and the council of the municipality shall by bylaw adopt the emergency management program."

AND WHEREAS the Act requires that "The emergency management program shall consist of: (a) an emergency plan; (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities; and (c) public education on risks to public safety and on public preparedness for emergencies;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

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

1. **THAT** the Emergency Response Plan dated November 2022 and reviewed by the Municipal Community Control Group authorized by Council is hereby approved and adopted;
2. **THAT** updates and/or corrections made to the plan and appendices as authorized during the plan review be formally adopted;
3. **THAT** annual training of the Municipal Community Control Group occurred on November 24, 2022;
4. **THAT** Crystal Fischer be appointed CEMC with Stephany Rauche appointed as Alternate CEMC unless otherwise changed by Resolution of Council;

5. **THAT** a Municipal Emergency Management Program Committee be confirmed with the Mayor, One Member of Council, the CEMC and Alternate CEMC be appointed with Stephany Rauche being appointed as “Chair” of that committee;
6. **THAT** Bylaw No. 2021-48 is hereby repealed and replaced;
7. **THAT** this bylaw comes into force on the day of final reading.

READ a first and second time this 1st day of December, 2022.

READ a third time and passed this day of

MAYOR

CLERK

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Thursday, November 17, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1307- 2022 Council Donations									

Subject: Approval of 2022 Donations

Recommendation: That Council pass the following directing staff to issue annual donations on Council's behalf.

Resolution:

Resolution No.: 22/12/01/013

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council has received requests for donations from various local organizations in order to support the programs they offer in our local communities;

AND WHEREAS Council has budgeted \$2500 for donations in 2022;

THEREFORE BE IT RESOLVED THAT Council directs staff to issue the following donations:

North Renfrew Family Services for the Christmas Basket Program -\$1350

Deep River Food Bank -\$250

Children's Poverty Action Network for the Festival of Trees Program -\$250

Bernadette McCann House -\$250

Catholic Women's League - \$250

Background/Executive Summary:

Council approved \$2500 for Donations in the 2022 budget. To date, \$250 was donated to the Deep River and District Hospital Foundation and \$100 to Victim Services Renfrew County, leaving \$2,150 remaining.

In 2021 the following donations were made:

\$1500 to North Renfrew Family Services for the Christmas Basket Program

\$250 to the Deep River Food Bank

\$250 to Children's Poverty Action Network for the Festival of Trees Program

\$250 to the Bernadette McCann House

In 2020 the following donations were made:

\$1500 to North Renfrew Family Services for the Christmas Basket Program

\$500 to the Deep River Food Bank

\$500 to Children's Poverty Action Network for the Festival of Trees Program

\$500 to the Bernadette McCann House

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In the correspondence section of the Council package, a letter from North Renfrew Family Services and the Catholic Women's League was received, requesting support of donations for community Christmas events. A letter requesting a donation to support the 2023 Science and Technology Fair was also included in correspondence.

The donation from the Catholic Women's League was not requested or issued in 2020 and 2021 as the event was cancelled due to COVID-19. Years leading up to the pandemic, this event was regularly supported by Council.

Options:

Council can adopt Resolution No.: 22/12/01/006 as presented, or amend the amounts and/or recipients and adopt the resolution as amended.

Because the Renfrew County Regional Science and Technology Fair is not a program that was previously supported or budgeted for, staff did not include the sponsorship in the recommendation. If Council would like to support this event, it can be done so through the 2023 budget with a cheque issued early in the new year, or the original resolution can be amended to include this organization.

Financial Considerations/Budget Impact:

The amounts listed in the recommendation are incorporated in the 2022 budget; any donations made additional to the recommendations would need to be transferred from reserves or may be incorporated into an operating surplus if available.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Wednesday, November 9, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1308- Committee Appointments									

Subject: Council Appointments to the Recreation Advisory Committee and Public Works Advisory Group

Recommendation: That Council pass the following resolution appointing members to the Recreation Advisory Committee as per the Terms of Reference and that the Public Works Advisory Group be suspended at this time.

Resolution:

Resolution No.: 22/12/01/003

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the Recreation Committee Terms of Reference provide for annual appointments to the Recreation Advisory Group;

AND WHEREAS the following persons have indicated their interest in serving on the group;

AND WHEREAS Council sees the value in continuing this group in providing activities for members of the community;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby appoint to the Recreation Advisory Group for the year 2023: Glenn Stewart, Bonnie Stewart and Deborah Froehlich with Councillor _____ appointed as Chair of the Group.

Resolution No.: 22/12/01/004

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the Public Works Advisory Group has seen a decline in membership and has not been meeting quorum requirements;

AND WHEREAS all of the major projects that the Group was overseeing have been completed;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby suspend the Public Works Advisory Committee at this time.

Background/Executive Summary:

Recreation Advisory Group:

As per the terms of reference, the Recreation Advisory Group shall be comprised of at least three members of the public and one member of Council. The Mayor will serve as an "Ex-Officio" member. Members shall be appointed by resolution of council. The chair will be appointed at the same time, by the Mayor.

Staff has heard public input regarding interest in seeing more community events and believe it would be beneficial to continue with the Group in order to provide support and coordination of recreational and social events in the community.

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Current members wish to be re-appointed to the Group and include Glenn Stewart, Bonnie Stewart and Deborah Froehlich. Rachel Richer was also appointed to the Group for the 2022 term, however it is recommended that only one member of Council sit on/chair a group or committee as there is the potential for a council meeting to be established if the Mayor attends, even though as Ex-Officio, as quorum will be met.

The Public Works Advisory Group:

The Public Works Advisory Group's membership has declined and recruitment efforts have been unsuccessful. The Terms of Reference was updated in February 2021 which reduced the required number of members to establish quorum from four members to three; however, even with the reduction the Group has not been able to meet the requirements for quorum in recent months.

With major projects completed in the 2018-2022 term, it is Staff recommendation that Council does not continue with the Group at this time. If Council determines that the Group is required in the future, for example for major projects or consulting, Staff can begin the process of recruitment and appointments at that time.

Options:

Appoint members to the Recreation Advisory Group and proceed with Recreation business; or
Suspend the Recreation Advisory Committee at this time.

Seek additional membership to the Public Works Advisory Group and make appointments at a future Council meeting; or

Adopt Resolution No: 22/12/01/004 to suspend the Public Works Advisory Group until further developments.

Financial Considerations/Budget Impact:

None

Enclosures:

Terms of Reference – Recreation Advisory Group

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 1, 2022				Report Date	Thursday, November 17, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/12/01/1501- Council Remuneration									

Subject: Review of Council Remuneration

Recommendation: That Council adopt Bylaw 2022-23 to replace and update the existing remuneration schedule.

Resolution:

Resolution No.: 22/12/01/016

Moved by Councillor _____ and seconded by Councillor _____

BE IT RESOLVED THAT Bylaw 2022-23 being a bylaw to provide for the payment of remuneration to members of council while carrying out their duties be read a first, second and third time passed.

Background/Executive Summary:

Report 22/09/12/1302 regarding Council Remuneration was presented to Council in September 2022, and the resolution to have the Council Remuneration Bylaw approved was defeated. There was discussion at the Council table that this matter should be reviewed by incoming Council. The following information was contained the original report:

The Council Remuneration Bylaw was reviewed and updated in February 2020. Council has expressed interest in reviewing the Remuneration Bylaw before the end of its current term.

The Township of Greater Madawaska recently completed a Council Remuneration review of all municipalities in the County of Renfrew, which has been enclosed for Council’s information.

Remuneration information for The Township of Brudnell, Lyndoch and Raglan was not incorporated into the review, and therefore the Treasurer’s Statement of Remuneration and Expenses for 2021 has also been enclosed for Council’s review. In an AMCTO Report titled Municipal Council Compensation in Ontario (March 2018), it was noted that municipalities use a range of factors to determine compensation levels, but the most common is to survey compensation paid by neighbouring municipalities. Although compensation paid by neighbouring municipalities is included in this report, it is difficult to use the information solely to determine appropriate remuneration due to the fact that Head, Clara and Maria has a significantly lower population and budget than all other municipalities in the County. The Township of Brudnell, Lyndoch and Raglan is often used as a comparator by Staff when completing research as it is the municipality within the County of Renfrew that is the closest in size and budget, even though the Township of Brudnell, Lyndoch and Raglan has a population of 1,552 (2021 Census) and a 2021 Budget of \$3,253,959.00, which is significantly higher than that of Head, Clara and Maria.

In 2021, remuneration paid to the Council totalled \$35,025 which is significantly more than the total remuneration paid to Council of the Township of Brudnell, Lyndoch and Raglan.

In previous bylaws for Council Remuneration, rates were listed for Mayor and Councillor only, and not Deputy Mayor. Council should consider whether a different rate should be paid for a Deputy Mayor position in general, or if the Deputy Mayor should be paid the same rate as Councillors while in the role of a Councillor, and paid the rate of a Mayor when performing the duties of Mayor.

Staff proposes that the monthly rate for Honorarium increases by \$100 for the position of Mayor and Councillor and that the rate be eliminated for Deputy Mayor. If the Deputy Mayor is acting in the absence of the Mayor, he or she will be compensated at the normal rate of the Mayor. When the Deputy Mayor is acting in the role of Councillor, he or she will be paid at the rate of a Councillor. There are no proposed changes to the rates of meetings or trainings.

The proposed bylaw is effective as of January 1st, 2023 to initiate with the first quarter honorarium schedule.

Options:

Adopt Bylaw 2022-23 to update the Council Honorarium Bylaw;
Defeat Resolution 22/12/01/016 to maintain the current Council Remuneration Bylaw 2022-01; or
Defer the resolution to a later date.

Financial Considerations/Budget Impact:

The proposed increase in Council Honorariums would result in an annual increase in budget of \$4,800.

Enclosed:

Draft Bylaw 2022-23
County of Renfrew Municipalities Council Remuneration Review
Brudnell, Lyndoch and Raglan 2021 Statement of Council Remuneration

Others Consulted:

Morgan Needham, Finance Intern – Township of Greater Madawaska
<https://www.blrtownship.ca/>
Statistics Canada
[Report \(amcto.com\)](#)

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator



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

BY-LAW NUMBER 2022-23

BEING a by-law to provide for the payment of remuneration to members of council while carrying out their duties.

WHEREAS Section 283 of the *Municipal Act*, S.O. 2001, c. 25 provides that “a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality...”

AND WHEREAS Council recognizes that compensation should be weighted to Council member performance and that performance is equivalent to attendance at and participation during Council and Committee meetings;

AND WHEREAS Council deems it appropriate that honorariums be paid for Council members for the 2022 – 2026 term and that honorariums reflect the annual Cost Of Living Adjustment increase awarded to employees each year;

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

1. REMUNERATION

That all members of the Council of the Corporation of the United Townships of Head, Clara and Maria shall be provided with a monthly honorarium plus a per meeting rate for all regular and special Council meetings, and for only those meetings for which they are in attendance, payable on a quarterly basis as outlined below:

a) Mayor honorarium \$550.00 per month plus \$150.00 per meeting attended

b) Councillor honorarium \$350.00 per month plus \$150.00 per meeting attended

Any Councillor acting in the capacity of the Mayor will be paid the Mayor's honorarium.

All other meetings, training, conferences and/or political invitations shall be approved by Resolution of Council and shall be compensated at a rate of \$150.00 for Full Day (over 4 hours) and \$75.00 for Half Day (up to 4 hours).

Should annual cost of living adjustments be awarded to municipal staff for any subsequent year within this term, then a corresponding increase will automatically be added to the Councillor base rate to determine the new base rate for Councillor compensation for subsequent years become effective on January 1st following the award.

2. BENEFITS

All members of Council are provided with access to the Employee Assistance Program as per the "Policy on Employee Assistance Programs".

All members of Council are entitled to benefits coverage as outlined in the "Insurance Benefits Policy".

3. OTHER EXPENSES

Mileage expenses will be compensation as per the "Policy and Guidelines for Compensation for Travel and Mileage".

Accommodations, Meals and Incidental Expenses will be compensated as per the "Policy on Business Travel and Expenses".

All training, conference and/or seminar registration fees shall be pre-approved by Resolution of Council and paid for directly by the municipality.

4. SUBMISSION OF ATTENDANCE, EXPENSES AND RECEIPTS

Council remuneration shall be paid through the Payroll system.

All other expenses shall be paid through Accounts Payable on a quarterly basis, due on the last day of the corresponding month.

Members of Council shall submit to the Clerk-Treasurer, either by fax, email or hand delivered, once per quarter and by the 25th day of the corresponding month, the following:

- i. Listing of dates of all regular and special Council meetings attended in the month;
 - ii. Listing of dates of all other meetings, conferences etc. including length of event;
 - iii. Record of mileage for each meeting or event attended outside of the area; Dates and amounts for all meals claimed during the month while on municipal business;
 - iv. Receipts for expenses as required per this By-law.
-

5. EFFECTIVE DATE

That this By-law shall come into full force and effect as of January 1st, 2023.

6. REPEAL

That By-law 2020-01 and all previous by-laws pertaining to Remuneration and Expense of Council be and are hereby repealed.

READ a first and second time this 1st day of December, 2022.

READ a third time and passed this day of

MAYOR

CLERK




**TREASURER'S STATEMENT OF REMUNERATION AND EXPENSES
PAID TO COUNCIL, BOARDS AND COMMITTEES
AS OF DECEMBER 31ST, 2021**

In accordance with the Municipal Act 2001, S.O. 2001, c.25, Section 284, and By-Law Number 2021-17 of the Township of Brudenell, Lyndoch and Raglan, the following itemized statement of remuneration and expenses paid to each member of Council and members of Committees and Local Boards for the above period is respectfully submitted.

<u>Member of Council</u>	<u>Honourarium</u>	<u>Mileage</u>	<u>Total</u>
Mayor Sheldon Keller	3,825.00	46.80	3,871.80
Councillor Andrea Budarick	2,875.00		2,875.00
Councillor Iris Kauffeldt	2,812.50		2,812.50
Councillor Trevor Lidtkie	2,750.00		2,750.00
Councillor John Rutledge	<u>2,750.00</u>	<u> </u>	<u>2,750.00</u>
Total	\$ 15,012.50	\$ 46.80	\$ 15,059.30

<u>Member of Committees</u>	<u>Honourarium</u>	<u>Mileage</u>	<u>Total</u>
Desmond Quade	<u>62.50</u>		<u>62.50</u>
Total	\$ 62.50		\$ 62.50

Dated this 2nd day of February, 2022.



Virginia Phanenhour
Deputy Clerk-Treasurer



Mayor Remuneration		
Ranking	Municipality	Remuneration
1	Petawawa	\$ 50,761.83
2	Renfrew	\$ 42,938.00
3	Arnprior	\$ 36,695.88
4	Laurentian Valley	\$ 32,504.95
5	Madawaska Valley	\$ 28,316.40
6	Whitewater	\$ 28,004.00
7	McNab/Braeside	\$ 26,921.43
8	Horton	\$ 25,872.00
9	Greater Madawaska	\$ 24,000.00
10	Admaston/Bromley	\$ 23,541.19
11	Deep River	\$ 23,112.00
12	North Algona Wilberforce	\$ 22,454.00
13	Bonnechere Valley	\$ 18,996.00
14	Laurentian Hills	\$ 18,253.20
15	Killaloe, Hagarty and Richards	\$ 18,000.00
16	Head, Clara and Maria	\$ 5,400.00
17	Brudenell, Lyndoch and Raglan	\$ -

Council Remuneration		
Ranking	Municipality	Remuneration
1	Petawawa	\$ 27,763.28
2	Laurentian Valley	\$ 24,211.75
3	McNab/Braeside	\$ 21,472.17
4	Madawaska Valley	\$ 20,466.12
5	Whitewater	\$ 20,250.00
6	Arnprior	\$ 18,602.76
7	Horton	\$ 18,480.00
8	Renfrew	\$ 16,692.00
9	Greater Madawaska	\$ 14,500.00
10	North Algona Wilberforce	\$ 14,008.00
11	Admaston/Bromley	\$ 13,452.38
12	Bonnechere Valley	\$ 12,672.00
13	Laurentian Hills	\$ 9,778.10
14	Deep River	\$ 9,659.00
15	Killaloe, Hagarty and Richards	\$ 8,400.00
16	Head, Clara and Maria	\$ 3,000.00
17	Brudenell, Lyndoch and Raglan	\$ -

Municipality	WWR	Arnprior	Laurentian Hills		Laurentian Valley		Renfrew	Petawawa	Admaston/Br omley		Bonnechere Valley	
			Deep River	Hills	Valley	Laurentian			omley	Bonnechere		
Honourarium												
Mayor	\$100/day	150/d \$75/half	125/half, 250/full	\$115/mtg	223.03/d 111.53/half	300+50/m	200/mth 180/day, 90/half	45/day outside	290/4hr 158/2hr			
Dep Mayor/Reeve	\$100/day		125/half, 250/full	\$115/mtg	223.03/d 111.53/half	300+50/m	180/day, 90/half		290/4hr 158/2hr			
Council	\$100/day		125/half, 250/full	\$115/mtg	223.03/d 111.53/half	300+50/m	180/day, 90/half		290/4hr 158/2hr			
Mileage												
Mayor	\$	0.59	CRA Rate, \$30/m	\$	0.53	\$	0.59	CRA RATE	\$	0.50	\$	0.55
Dep Mayor/Reeve	\$	0.59		\$	0.53	\$	0.46	CRA RATE	\$	0.50	\$	0.55
Council	\$	0.59		\$	0.53	\$	0.46	CRA RATE	\$	0.50	\$	0.55
COLA												
Mayor	same as staff			1.50%		same as staff	CPI Oct.	same as staff	same as staff		same as staff	
Dep Mayor/Reeve	same as staff			1.50%		same as staff	CPI Oct.	same as staff	same as staff		same as staff	
Council	same as staff			1.50%		same as staff	CPI Oct.	same as staff	same as staff		same as staff	
Expense Allowance												
Mayor	\$	700.00	\$	1,380.00	\$	700.00	\$	5,000.00	\$	2,000.00	\$	2,000.00
Dep Mayor/Reeve	\$	500.00	\$		\$	500.00	\$	1,550.00	\$	2,000.00	\$	2,000.00
Council	\$	500.00	\$	1,380.00	\$	500.00	\$	1,550.00	\$	500.00	\$	500.00
Conferences												
Mayor	\$	4,000.00	\$		\$	4,894.63	\$	6,000.00	\$	3,500.00	\$	3,500.00
Dep Mayor/Reeve	\$	4,000.00	\$		\$	4,894.63	\$	3,000.00	\$	2,000.00	\$	2,000.00
Council	\$	4,000.00	\$		\$	4,894.63	\$	6000 for all	\$	2,000.00	\$	2,000.00