



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

**AGENDA**

January 19, 2023 at 2:00 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
  - i. Ernie Villeneuve Jr. – Council Remuneration
7. Adoption of Minutes of previous meeting
  - Council Minutes
    - i. November 24, 2022
    - ii. November 29, 2022
    - iii. December 1, 2022
  - Recreation Advisory Committee Minutes – none
8. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. Lanark County – Violence Against Women
  - ii. Township of McNab Braeside – Reduce Tax on Fuel Used for Heat
  - iii. Ministry of Agriculture, Food and Rural Affairs – Rural Economic Development Program
  - iv. Ministry of Municipal Affairs and Housing – Bill 109, Bill 23 and Bill 3 Correspondence
  - v. Bernadette McCann House – Donation Thank-you
  - vi. Adam Kasprzak Surveying Ltd – Thank you and Tree Planting
  - vii. City of Toronto – Update on Bill 23 – More Homes Built Faster Act, 2022
  - viii. Municipality of Tweed – Natural Gas Prices
  - ix. Ministry of Municipal Affairs and Housing – Update on Key Initiatives

- x. County of Renfrew – Notice of an Application for Consent (Land Severance)
- 9. Council Reports –
  - i. Report 23/01/19/901 – Mayor’s Report
- 10. Staff Reports –
  - i. Report 23/01/19/1001 – Clerk’s Report
- 11. Financial Reports – none
- 12. Unfinished Business
  - i. Report 23/01/19/1201 – Notice of Motion – Voter Turnout
  - ii. Report 23/01/19/1202 - Deputy Mayor Policy
- 13. Addendum (New Business)
  - i. Report 23/01/19/1301 – Interim Tax By Law
  - ii. Report 23/01/19/1302 – Procedure Bylaw
  - iii. Report 23/01/19/1303 – Strategic Plan
  - iv. Report 23/01/19/1304 – Service Proposals
  - v. Report 23/01/19/1305 – Review of Roads Level of Service Policy
  - vi. Report 23/01/19/1306 – Review of Municipal Gravel Pit
- 14. Notice of Motion
  - i. Councillor Richer – August 2023 Regular Meeting of Council
- 15. Policy/By-Law Review –none
- 16. By-Laws – none
- 17. Closed Session
  - i. Staff Salary Grid
- 18. Questions and Answers
- 19. Confirmation of Proceedings By-law
- 20. Adjournment

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

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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.

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and becomes part of the public record. Questions with respect to the collection and use of this information should be directed to the Clerk’s Office at 613-586-2526 or [crystal@headclaramaria.ca](mailto:crystal@headclaramaria.ca)





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

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

**REQUEST FOR DEPUTATION**

Person Requesting a Deputation: ERNIE VILLENEUVE JR

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

Contact Information: Tel # [REDACTED] Email: \_\_\_\_\_

Meeting Date Requested: Jan 19, 2023

Subject Matter: COUNCIL REMUNERATION

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

Procedural Bylaw - Section 2.30 - voting Reconsiderations  
Code of Conduct - 5 statements of principle  
Election provisions  
Major decisions

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

Yes  No  If Yes, provide name: Crystal Fischer

I will have a presentation ...

For Handout at Meeting \* Yes  No   
 PowerPoint \*\* Yes  No

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

\* Handouts require six (6) copies to be provided to the Clerk prior to the meeting.  
 \*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Friday prior to the meeting. Any speaking notes should be provided to Council for its record.

## 40% raise for Council

Ernie Villeneuve [REDACTED]

Sun 2022-12-04 6:42 PM

To: Debbi Grills d.grills@headclaramaria.ca ;Rachel Richer r.richer@headclaramaria.ca ;Chris Dowser c.dowser@headclaramaria.ca ;Fran Kelly Chamberlain <f.kelly-chamberlain@headclaramaria.ca>;Karen LeClerc <k.leclerc@headclaramaria.ca>;HCM Clerk-Treasurer <crystal@headclaramaria.ca>

I was extremely disgusted with Council's decision to increase their remuneration by 40%.

Firstly this motion was defeated in Sept by previous council

Secondly the clerk's report clearly showed HCM Council is already paid twice the rate of BLR which has a population of 1552 5X that of HCM, a budget of 3.2 million dollars which is 3x that of HCM and BLR also has a fire department with a budget of \$263K and a public works department with a budget of \$1.38 million.

Being paid \$400 dollars a month currently to attend one council meeting monthly should have been sufficient since other meetings are also paid out separately.

With the exception of the Mayor who did not vote so automatically her vote is a No, you should all be ashamed of yourselves and resign. The veteran councillors should lead by example especially since they campaigned on Fiscal Responsibility.

Ernie Villeneuve Jr  
OUTRAGED TAXPAYER

Crystal could you please put this in the correspondence for next council meeting and I am requesting a deputation to Council to speak on this. Thank you



## Emergency Management Training Minutes Thursday, November 24, 2022

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Attendance: Mayor Debbi Grills; Councillors: Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer; Jesse Gagnon, Public Works Leader; Stephany Rauche, Administrative Assistant; Crystal Fischer, Municipal Administrator; Ian Glyn-Jones, Volunteer Assessor.

Training Started at 10:00 am.

### 1. Emergency Management PowerPoint Presentation

i. Introduction

ii. History

iii. Legislation

iv. Declaring Emergency

**Action: Staff to include funding in 2023 budget for EM Public Education (draws at Library Market).**

v. PEOC

vi. CEMC

vii. Program Committee

viii. HIRA

Consider adding pandemic to our HIRA.

ix. Critical Infrastructure

x. Emergency Response Plan

xi. Effective Emergency Management Video

xii. EOC

The municipality should have an alternate EOC in each hamlet.

xiii. Annual Exercise

### 2. Plan Review

The population was updated in the plan.

**Action: Staff to follow up with volunteer assessors and advertise in the newsletter and tax bill notices that we are looking for volunteers for EM.**

If the MCEG has any additional contacts to be added to the emergency management group, follow up with the Municipal Administrator.

Volunteer assessors are covered under the Good Samaritan Act.

All actions should be recorded, even if an emergency has not been declared. The police could be a good contact for a note taking tips and training. You can voice record, then transcribe. Forms can be downloaded. Who/What/Where/When/Why are the most important details.

We should have kits at each EOC; two new kits will be required if we are going to have an EOC in each hamlet. Locations for alternate EOCs have been identified in each hamlet: Mackey- Fran



Kelly-Chamberlain; Bissett Creek - Rachel Richer; Stonecliffe – Community Centre; Deux Riveres - John and Trudy Miller.

When calling MECG or volunteers in, we need accountability which can be accomplished with a double tag system. We could add this to the plan.

**Action: Staff to include funding for two additional kits in 2023 budget; ensure there is a log book and double tag system in each kit along with required instructions; obtain a copy of the County of Renfrew's Emergency Plan; follow up to see if fax communications are still being used by the PEOC; change resolution to council naming the Mayor as Chair of the MECG.**

Ensure all communication going out to the public are true and accurate and always direct inquiries to the Mayor.

- a. HIRA – reviewed the HIRA but made no changes.
- b. Critical Infrastructure – Reviewed CI and changed “Public Safety and Security” to “Oil and Energy” under the Sector section and included Rogers as an Owner/Operator under Communications.

3. Red Cross JIT

MECG is comfortable with out signing the MOU and going with a JIT if and when it is required.

4. Volunteer Assessors

Consider having a shorter training session with Volunteer Assessors in the spring without reviewing the entire plan, legislation etc.; only reviewing information specific to their role.

5. IMS

List of positions and responsibilities could grow for members of council. The Incident Commander does not always have to be on site. “Sectoring” Incident Commander for events that are spread out or have more than one site. There will be a new Chief Medical Officer of Health in January; Dr. Gemmell. The Reception Center Coordinator could be provided by the Canadian Red Cross and or the library board.

6. Q&A

Can we have a training session with the TransCanada Pipelines? Yes, however the group consensus was that more training would not be suitable at this time.

Can we send a copy of HCM HIRA and CI to everyone listed on it by email? Yes.

Could we obtain stickers from the MNRF with contact information in case of fire?

**Action: Staff to follow up with MNRF to see if they still provide stickers.**

7. Exercise

Fire Scenario presented that was provided by EMO including multiple injects.

Training ended at 4:30 pm.



**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**  
**Minutes of November 29, 2022**

Minutes of special meeting of Council held on November 29, 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 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** – The following persons were present: Mayor Debbi Grills, Councillors Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer

**Staff:** Crystal Fischer, Municipal Administrator

**Absent/Regrets:** none

**Guests:** Jason Davis, Director of Development and Property and Bruce Howarth Manager of Planning Services; County of Renfrew.

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

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

**6. DEPUTATIONS/ PRESENTATIONS** –

County of Renfrew – Development and Property Department

- a) Planning 101-Council Orientation
- b) Review of Official Plan Amendment
- c) Bill 23, More Homes Built Faster

See notes on page 3.

**8. QUESTIONS AND ANSWERS** – none

**9. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 22/11/29/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2022-32 being a by-law to confirm proceedings of the special meeting of Council of Tuesday, November 29, 2022 be read a first time short and passed.

Carried Unanimously

**10. ADJOURNMENT**

Resolution No.: 22/11/29/002

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 3:11 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**



County of Renfrew – Development and Property Department  
Jason Davis, Director of Development and Property and Bruce Howarth Manager of Planning Services

#### Hierarchy of Planning

The Planning Act is at the top of the pyramid; it is provincial legislation that gives municipalities authority for matters related to planning. All encompassing, applies to Council and municipal level.

Provincial Policy Statement is below that Planning Act and is a provincial policy. Directs how municipalities make decisions concerning planning and highlights interests of how land should be used across the province. All decisions made at the county or municipal levels must be consistent with PPS

Official Plan – Plan at the municipal level (upper or lower tier). County of Renfrew municipalities are so similar, it is efficient and cost effective to have one Official Plan and therefore many of the municipalities use the County Official Plan. Some municipalities have community specific parts to the Plan.

Zoning By-law – Plan specific to local municipality. County is currently working with the Municipality in updating the Zoning By-law. This by-law dictates how people can use their land more specifically than the plans higher up on the hierarchy.

Planning Act – provides municipalities with authority to make decisions on land use matters. It encompasses sustainable development, protecting natural resources, integrating matters of provincial interest, efficient planning processes and how and who controls land uses. The plan also recognizes decision making ability and accountability of local council in planning.

Provincial Policy Statement (PPS) – policy document that provides direction on land use matters of provincial interest. When a municipality is making decisions regarding planning, it must be consistent with PPS. The PPS headings include building strong communities, wise use and management of resources and protecting public health and safety.

Official Plan – a plan adopted by Council that outlines municipality's vision and goals, sets policies on how land should be used to meet those goals. Used to represent long term goals of area, for example, what land will be preserved? Prepared with input from community to ensure future development needs of community will be met. The Official Plan must be consistent with PPS. Official Plan has maps that show designations of the land for example rural, aggregate, industrial etc.

Zoning By-law - implements policies of the Official Plan in a more specific way and establishes specific zones for compatible uses.

Once the Official Plan is passed or updated, the lower-tier municipality has three years to update their Zoning By-law. County of Renfrew completed an update in 2021 and therefore the municipality has until 2024 to review the Zoning By-law. The County currently has a draft document and are working on mapping.

#### Types of planning applications

County Approvals  
County Official Plan Amendment  
Local Official Plan Amendment  
Plans of Subdivision  
Part Lot Control  
Consent – Severances

Local Approvals  
Local Official Plan  
Zoning By-law Minor Variance  
Site Plan

General Inquiry – may be changed due to changes in provincial legislation.

Before someone submits an application it is encouraged that they speak to County Planning Staff who will look at Official Plan, Provincial Policy Statement, Zoning By-law to see if there are any requirements that will need to be fulfilled before filing an application and paying an application fee. This process helps make a decision if they should proceed with an application or not. This process is free. A fee was proposed to County Council last year, but was decided against. There are potential changes to the entire application process.

Complete Application

Planning Act requires that application must be complete prior to being processed. County will review applications before processing to ensure it is complete in order for it to be brought in front of Council, so that they have all the details to make an informed decision. Council would not begin to process the application until it was deemed complete.

Role of Planner

Provide professional planning advice that is in the best interest of the public  
Review and provide recommendations and process planning applications  
Ensure timely and efficient processing of applications  
Witness at Ontario Land Tribunal

Ontario Land Tribunal – used to be called the Ontario Municipal Board; listens to Planning Act application disputes. Property owners and applicants, who are unhappy with planning decisions of Council, can appeal to OLT instead of Court. It is more cost efficient than the court system and the OLT will make ultimate decision. OLT Board members are appointed by the province. Will travel to municipalities with appeal(s) and set up a hearing.

Role of Province

Establishes ground rules; Ministry of Municipal Affairs and Housing is responsible to oversee and enforce provisions. Provincial ministries provide comments on applications – ex MTO, MNRF, MECP.

Provider of land use data; province collects the data (ex. transportation mapping, aggregate resources) and provides it to ensure that resources are protected.

How do we know that the data is accurate? It is updated on regular basis – air photography, studies and boots on the ground. If you look at data can see “meta data” which shows the accuracy through variances. Sometimes it is competed through applications and the requirement of supporting studies and the data can be modified if errors have been identified. It is the developer’s responsibility to ensure their plan meets the regulations.

Councillor Leclerc – discussion about protecting resources, what about the protection of people that are living near these resources? It is also considered in approval of plans. For example if someone wants to extract minerals, there will be land use impacts – noise, dust, traffic, surface disruption – it would be developers responsibility to show how they can extract without impacts on neighbouring tenants and properties.

Councillor Richer – regarding mineral/resources, have you seen declassification? Yes, and it can be done in two different ways; the developer can submit an application for an Official Plan Amendment, there would be certain studies required to prove that the resource is not there, constrained, of poor quality and/or cannot be used for that purpose; or a municipality will undertake an aggregate study to review areas that they want to grow and determine if there is



another use that will better suit the area than what is outlined in the plan. Needs to be supported and meets the criteria as set out in the Provincial Policy Statement and Official Plan.

Councillor Dowser – regardless of how long the property is owned, if the owner doesn't want to develop aggregate, they are out of luck because it is protected by the province? Yes, unless they can provide justification otherwise, as previously discussed.

Councillor Richer – what if the government wants your resources? The government cannot do that; they do not have the authority. Refer to the Expropriation Act – very specific.

#### Role of County of Renfrew

Approval of Local Official Plans and Amendments

Approval of County Official Plans and Amendments

Approval of Applications for Subdivision and Condominium

Provide Municipal Plan Review

Approval of Consents (Severances)

Support

#### Role of Local Municipality

Accept/ process planning applications

Review and comment on County planning applications

Provide notice and hold public meetings for plan of subdivision and condominium and some County Official Plan Amendments.

Review applications regarding town's interests (road, storm water, emergency planning, recreation etc.)

#### Ontario Land Tribunal

Discussed previously, however many changes to come with a greater emphasis on up front work. The Tribunal will only consider information that Council has considered, there is no opportunity to enhance a record after an appeal.

#### Planning Services Agreement

Previously, there was an informal understanding regarding the County doing work on behalf of local municipalities and it was creating issues politically and from a staff standpoint. The County was asked to take on different roles, had a planning services review completed and looked at Role of Planning Department. The County took the recommendation from the review to formalize agreements with local municipalities. Provides support for municipal planning applications (Zoning By-laws, Minor Variances and Site Plan). Does not take jurisdiction or authority over; municipality is still decision maker. County will provide report with recommendation to Council and they will ultimately make the decision.

Municipality is invoiced per application as per the County fee by-law.

Councillor Richer – would be interested in seeing a generic planning information session for the public. The County can accommodate that type of request.

Bill 109- approved in spring 2022. Key goal is to expedite approvals and incent timely decision in order to increase housing supply. Site Plan Approval was delegated to staff instead of Council. It also introduced application fee refunds if timelines for response are not met.

#### OPA 35 to Implement Bill 109

Concerns were identified concerning having to provide refunds. County has created an Official Plan amendment with a working group of local municipalities, with proposal to frontend review of certain applications. What is biggest time user? Reviewing studies and supporting information when reviewing applications; hoping to reduce/eliminate this issue by making pre-consultation



mandatory and front ending the process. The review process that used to occur after the application was submitted, this will occur beforehand.

Proposing a two-step general inquiry. Current process is to determine what comments and supporting documents are required. Stage two would review application for quality and completeness before proceeding.

Anticipating more incomplete applications, refusals and holding provisions with Bill 109.

Councillor Dowser – Does the County have a vendor list? Do not specifically recommend anyone, but suggest that people search under yellow pages.

Timelines do not start until the application is considered complete.

Fee refunds apply to applications after January 1, 2023.

Fees for OPA 35 amendment may be considered if pre-consultation becomes mandatory.

Holding zone is a provision in a zoning by-law that can be used to put a hold on development until certain requirements are fulfilled. There could be a hybrid approach; sometimes people want assurance and council could commit to approval if certain conditions are met (for example no impacts on the environment).

Bill 23 was passed November 28, 2022.

Province realizes that we are in a housing crisis, are have passed this Bill in order to encourage development. The Bill includes that three dwelling units will be permitted on any lots that have water/sewer service; does not apply to well private service lot.

Could this happen in rural areas? Potentially; largely considering well and septic capabilities.

Other changes include authority delegated to staff for site plan approvals, site plans no longer required for buildings with less than 10 units, exterior design and landscaping requirements removed, and public meetings are no longer required for plans of subdivision.

Development charges (does not apply to HCM) for certain developments cannot be charged for developments of affordable housing and attainable housing. Municipalities are also required to spend or allocate 60% of development charges within a year which limits reserve or saving efforts. Development charges are billed to help absorb additional fees associated with development and growth. There are no longer third party appeals to the OLT for Official Plan Amendment or Zoning By-law Amendments.

Changes are in progress and more changes are coming, the County will do their best to support.

Mayor Grills – will this impact rural areas? It has been implicated that the government will support rural development.

## Questions

Councillor Dowser- regarding severance request, had to get abutting neighbours to confirm there were no farming operations, not applicable in our area?

Minimum Distance Separation is required for protection of aggregates including livestock; goal is to keep land uses appropriately separated. Province wants to ensure farmers are protected and compatibility between land uses are appropriate, not only for existing property owners but future owners as well.



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

### **Minutes of December 1, 2022**

Minutes of a regular meeting of Council held on December 1, 2022 at 12:00 p.m.

- 1. CALL TO ORDER & MOMENT OF SILENT REFLECTION** – 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 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** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer  
**Staff:** Crystal Fischer, Municipal Administrator  
**Absent/Regrets:** none  
**Guests:** one member of the public.
- 4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain  
**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. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
- 6. DEPUTATIONS/PRESENTATIONS** –  
Peggy Young-Lovelace, E4m – Council Onboarding Education and Training in Closed Session.
- 7. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 22/12/01/001  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser  
**BE IT RESOLVED THAT** the minutes of the special meetings of Council of ~~November 2,~~ 2022, November 15, 2022 and November 21, 2022 be accepted as presented.  
Carried Unanimously
- 8. CORRESPONDENCE & PETITIONS**  
**Petitions** - none  
**Correspondence**
  - 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

**Action: Clerk to send letter of support.**

- ix. Tribunals Ontario – Key Performance Indicators
- x. Transport Canada – Use of Pleasure Craft as Commercial Passenger Vessels  
**Action: Clerk to provide a link to the article on the municipal website and in the newsletter.**

- xi. Ministry of Transportation – Resurfacing Highway 17 from Harvey Creek Road to Yates Road

**Action: Clerk to inquire with Ministry of Transportation about having left turn lane installed at Pine Valley Road, and potentially providing asphalt grindings from resurfacing project to the municipality.**

- xii. Municipality of East Ferris – Childcare Worker Shortage

**Action: Clerk to send letter of support.**

- xiii. Municipality of Brighton –Healthcare Connect System

**Action: Clerk to send letter of support.**

- 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

#### **Late Correspondence**

- xviii. NRFS – Request for Financial Support
- xix. Cheryl Gallant – Canada Summer Jobs Application for Funding

Resolution No.: 22/12/01/1002

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Canada Summer Jobs is accepting applications for funding for youth employment subsidy until January 12<sup>th</sup>, 2023;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding for one position for Public Works and one position for Administration for the 2023 season;

**AND FURTHER THAT** authorization of a fifty percent contribution of funds up to a maximum of \$4,200 be allocated in the 2023 budget.

Carried Unanimously

#### **9. COUNCIL REPORT**

- i. Report 22/12/01/901 – Mayor's Report



Verbal Report – County Council meetings; all meetings are live-streamed on YouTube and can be viewed again afterwards. Inaugural meeting of County Council included a piping ceremony, smudging ceremony and Warden’s speech. Mayor Grills is on the Striking Committee; Health Committee; Community Service Committee as Vice Chair; Director of the Renfrew County Housing Committee under the Community Services Committee; and Chair of the Land Division Committee.

**10. STAFF REPORT**

- i. Report 22/12/01/1001 – Municipal Administrator’s Report  
Resolution No.: 22/12/01/002  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser  
**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 23<sup>rd</sup> to and including January 6<sup>th</sup>, 2023.

Carried Unanimously

- ii. Report 22/12/01/1002 – Post Election Accessibility Report – for information only.

**11. FINANCIAL REPORTS**

- i. Report 22/12/01/1101 – Revenue and Expense Report  
Resolution No.: 22/12/01/003  
Moved by Councillor LeClerc and Seconded by Councillor Dowser  
**WHEREAS** Council received Report 22/12/01/1101 concerning the Revenue and Expense Report ending November 30, 2022 and have had the opportunity to ask clarifying questions of the report;  
**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report ending November 30, 2022.

Carried Unanimously

**12. UNFINISHED BUSINESS - none**

**13. NEW BUSINESS –**

- i. Report 22/12/01/1301 – Deputy Mayor Appointment  
Resolution No.: 22/12/01/004  
Moved by Councillor Dowser and Seconded by Councillor LeClerc  
**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.

Carried Unanimously

Resolution No.: 22/12/01/005

Moved by Councillor Richer and Seconded by Councillor Dowser

**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.

Deferred to January meeting of Council.

ii. Report 22/12/01/1302 – Library Board Appointments

Resolution No.: 22/12/01/006

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**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.

Carried Unanimously

iii. Report 22/12/01/1303 – Advisory Group Appointments

Resolution No.: 22/12/01/014

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**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 Dowser appointed as Chair of the Group.

Carried Unanimously

Resolution No.: 22/12/01/015

Moved by Councillor Richer and Seconded by Councillor Dowser

**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.

Carried Unanimously

iv. Report 22/12/01/1304 – Secondary Dwellings

Resolution No.: 22/12/01/008

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**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 21<sup>st</sup>, 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.

Carried Unanimously

v. Report 22/12/01/1303 – 2023 Council Meeting Schedule

Resolution No.: 22/12/01/007

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

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- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday February ~~16- 23-~~ ~~4:00 p.m.~~ 2:00 p.m.
- Thursday March 16- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday April 20- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday May 18- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday June 15- ~~4:00 p.m.~~ 2:00 p.m.
- Saturday August 19- 1:00 p.m.
- Thursday September 21- 1:00 p.m. 2:00 p.m.
- Thursday October 19- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday November 16- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday December 21- ~~4:00 p.m.~~ 2:00 p.m.

Carried Unanimously

vi. Report 22/12/01/1305 – Signing Authority

Resolution No.: 22/12/01/009

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**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.

Carried Unanimously

Resolution No.: 22/12/01/010

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**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.

Carried Unanimously

- vii. Report 22/12/01/1306 – Emergency Management Program, Plan and Committee  
Resolution No.: 22/12/01/011

Moved by Councillor Richer and Seconded by Councillor LeClerc

**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.

Carried Unanimously

Note: Councillor Richer would like to have a Communications Plan considered for the Program.

- viii. Report 22/12/01/1307 – Council Donations

Resolution No.: 22/12/01/013

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**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

Carried Unanimously

Council took recess at 1:47 p.m. and returned at 2:02 p.m.

#### 14. NOTICE OF MOTION

Resolution No.: 22/12/01/1001

Moved by Councillor Richer and Seconded by Councillor LeClerc

**WHEREAS** Councillor Dowser has requested additional information regarding 2022 municipal election voter turnout;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to determine the number of proxy votes and number of votes for permanent versus non-permanent residents to be presented at a further meeting of Council.

Carried Unanimously

## **15. POLICY/BY-LAW REVIEW**

- i. Report 22/12/01/1501 –Council Remuneration

Resolution No.: 22/12/01/016

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**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.

Carried Unanimously

## **16. BY-LAWS -none**

## **17. CLOSED SESSION**

Resolution No.: 22/12/01/2001

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to included closed session Education and Training after agenda item 18.

Carried Unanimously

## **18. QUESTIONS AND ANSWERS**

Councillor LeClerc – can we make sure that emergency response is aware of the boundaries of our township as we have received complaints that we will not receive paramedics in our area?

**Action: Clerk and Mayor to follow up.**

Garbage for secondary dwellings – by-law will have to be updated with our Zoning By-law.

Strategic Planning – will start in the new year. Does it depend on budget? Strategic Plan is a four year document. Projects can be budgeted for in year two and onwards.

Resolution No.: 22/12/01/2002

Moved by Councillor Dowser and Seconded by Councillor Richer

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby go into closed session at 3:21 p.m. under Section 239 of the Municipal Act for education and training purposes and to discuss solicitor-client information.

Carried Unanimously

Resolution No.: 22/12/01/2003

Moved by Councillor Richer and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** Council does hereby come out of closed session at 6:18 pm and the public portion of the meeting continue.

Carried Unanimously

## **19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 22/12/01/017

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-law 2022-38 being a by-law to confirm proceedings of the meeting of Council of Thursday, December 1, 2022 be read a first time short and passed.

Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 22/12/01/018

Moved by Councillor Richer and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** this meeting adjourn at 6:19 p.m.

Carried Unanimously

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# LANARK COUNTY

All Ontario Municipalities

December 15, 2022

To Whom it May Concern:

On Wednesday December 14<sup>th</sup>, 2022 Lanark County Council passed the following motion:

**MOTION #CC-2022-235**

**MOVED BY:** R. Kidd      **SECONDED BY:** B. Dowdall

*Be it resolved that the Lanark County Council recognizes the issues of violence in rural communities as serious to the health and wellness of local families; and*

*Be it further resolved that the Lanark County Council recognizes the rural Renfrew County Coroner's Inquest as important to all rural communities; and*

*Based on the statistics of 4815 crisis calls and service provision to 527 women and children in our local community, the Lanark County Council declares IPV (intimate partner violence)/VAW (violence against women) an epidemic as per recommendation #1 of the Renfrew County Coroner's jury recommendations; and*

*That this resolution be circulated to all municipalities in Ontario, local MPs and MPPs, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.*

Further background on the Renfrew Inquest Recommendations can be found at this link: <https://www.lanarkcounty.ca/wp-content/uploads/2022/06/CKW-Inquest-Verdict-Recommendation-ART-NEID-Redacted.pdf>

Thank you,

Jasmin Ralph, Clerk

Cc: Association of Municipalities of Ontario, Scott Reid, MP, John Jordan, MPP, Ministries of the Attorney General, Justice, Women's Social and Economic Opportunity, and the Federal Ministry of Women's Issues.





TOWNSHIP OF McNab/Braeside


Regular Council Meeting Resolution Form

Date: December 6, 2022 No: RESOLUTION - 430-2022  
 Moved by Councillor Robert Campbell Disposition: CARRIED.  
 Seconded by Councillor Kevin Rosien Item No: 10.2

Description: Request for Support #2 - Councillor Brum - Reduce Tax on Fuel used for Heat

RESOLUTION:

THAT Council accept Request for Support #2 as information as submitted and circulated;  
 WHEREAS inflation has created a dire financial situation for many residents;  
 AND WHEREAS residents are struggling to pay for basic needs such as heat for their homes;  
 THEREFORE BE IT RESOLVED THAT Council of the Township of McNab/Braeside urge the  
 Federal and Provincial Governments to reduce or eliminate the tax charged on fuel used to  
 produce heat for homes, including gas, oil and propane in an attempt to make the cost of  
 heating homes more affordable for our residents.

  
 \_\_\_\_\_  
 MAYOR

Recorded Vote Requested by: Declaration of Pecuniary Interest:

Councillor Scott Brum

|              | Yea      | Nay      |
|--------------|----------|----------|
| M. MacKenzie | _____    | <u>X</u> |
| L. Hoddinott | <u>X</u> | _____    |
| K. Rosien    | <u>X</u> | _____    |
| S. Brum      | <u>X</u> | _____    |
| R. Campbell  | <u>X</u> | _____    |

Disclosed his/her/their interest(s), vacated he/her/their seat(s).  
 abstained from discussion and did not vote

Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
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www.ontario.ca/OMAFRA

77, rue Grenville, 11<sup>e</sup> étage  
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www.ontario.ca/MAAARO



December 6, 2022

Charlotte Toope  
Clerk/Treasurer  
United Townships of Head, Clara and Maria  
clerk@headclaramaria.ca

Dear Ms. Toope:

Our government is committed to supporting job creation and the economic development of rural Ontario, and the Rural Economic Development (RED) program is an important tool to enable municipalities, Indigenous communities, and not-for-profits to succeed. I am pleased to share with you that the next intake for the RED program will open on January 23<sup>rd</sup>, 2023. A formal announcement of the new intake will be made in late January. In addition to launching a new intake, we are updating the guidelines to clearly identify program objectives and clarify eligibility criteria to help make the application process easier for applicants.

You can find all program information as it becomes available, including how to apply, on my ministry's website at [ontario.ca/REDprogram](http://ontario.ca/REDprogram).

The RED program provides cost-share funding to rural municipalities, Indigenous communities, and not-for-profit entities that will have tangible impacts in rural Ontario, measurable by one or more of the following outcomes:

- Jobs retained or created
- Investments attracted or retained
- Businesses attracted, retained and/or expanded
- Enhanced strategic economic infrastructure
- Regional partnerships that drive growth

These outcomes align with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs across the province. Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business.

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes, I look forward to seeing many of you at the 2023 Rural Ontario Municipal Association Conference.

Sincerely,



Lisa M. Thompson

Minister of Agriculture, Food and Rural Affairs

#### Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



Foodland

ONTARIO

1979-2021

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Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

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



234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

**Bill 109, the *More Homes for Everyone Act, 2022***

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario ([019-5284](tel:416-5284)), and the Ontario Legislative Assembly [website](#).



**Bill 23, More Homes Built Faster, 2022**

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario ([019-6163](tel:019-6163)), and the Ontario Legislative Assembly [website](#).

**Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022**

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations ([O. Reg. 529/22](#) and [O. Reg. 530/22](#)) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations ([O. Reg. 581/22](#) and [O. Reg. 583/22](#)), and additional regulations to prescribe provincial priorities ([O. Reg. 580/22](#) and [O. Reg. 582/22](#)) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website ([Bill 3](#) and [Bill 39](#)).

Sincerely,



Steve Clark  
Minister

c: Chief Administrative Officer

# Appendix A

## Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

| Schedule  | Effective Date   |
|---|--|
| Schedule 1: City of Toronto Act, 2006                 | <p>All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>   |
| Schedule 2: Conservation Authorities Act              | <p>Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for:</p> <ul style="list-style-type: none"> <li>• On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister's approval provided they follow rules around public consultation and notifications.</li> <li>• Also on January 1, sections that enable the Minister's ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made.</li> <li>• Changes related to CA permitting (including removal of "conservation of land" and "pollution", adding "unstable soil and bedrock", regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).</li> </ul> |
| Schedule 3: Development Charges Act, 1997             | <p>All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.</p>  |
| Schedule 4: Municipal Act, 2001                       | <p>All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>   |
| Schedule 5: New Home Construction Licensing Act, 2017 | <p>Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent.</p> <p>The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related</p>   |

| Schedule   | Effective Date  |
|--|---|
| <p>Schedule 6:<br/>Ontario Heritage Act</p>            | <p>to administrative penalties, will come into force on February 1, 2023.</p> <p>Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include:</p> <ul style="list-style-type: none"> <li>• The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties.</li> <li>• Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance.</li> <li>• Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register.</li> <li>• The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD).</li> <li>• The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023.</li> </ul> <p>Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitional provisions to address matters underway at the time of the changes coming into force.</p> <p>The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD.</p> <p>Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force.</p> <p>Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of "alter".</p> |
| <p>Schedule 7:<br/>Ontario Land Tribunal Act, 2001</p> | <p>The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.</p>  |



| Schedule  | Effective Date  |
|---|---|
| Schedule 8:<br>Ontario<br>Underground<br>Infrastructure<br>Notification System<br>Act, 2012 | The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.   |
| Schedule 9:<br>Planning Act   | <p>The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation.</li> <li>• provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units</li> <li>• provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes</li> <li>• provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023</li> </ul>   |
| Schedule 10:<br>Supporting Growth<br>and Housing in<br>York and Durham<br>Regions Act, 2022 | <p>Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent.</p> <ul style="list-style-type: none"> <li>• Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act.</li> <li>• Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes.</li> <li>• Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.</li> </ul> |



## **Appendix B**

### **Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022**

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.



## Bernadette McCann House

5

December 14<sup>th</sup>, 2022

Corporation of the United Townships of  
Head, Clara & Maria  
15 Township Hall Road  
Stonecliffe, Ontario KOJ 2K0

Dear Members of the Corporation of the United Townships of Head, Clara and Maria:

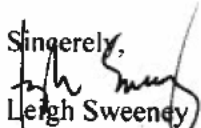
The Mission of Bernadette McCann House is *to work for change that will end abuse by providing safety, support and education to all those who experience abuse.*

On behalf of Bernadette McCann House, I would like to thank you for your very generous donation of \$ 250.00. It was very kind of you to make this donation. We are very fortunate in Renfrew County, to have so many caring and compassionate people living in our community. **We are truly overwhelmed by the kindness of others, who choose to support women, children and youth, who are struggling at this time in their lives.**

Over this past year, our main focus has been to ensure clients have easier access to not only our services, but other services they may need. Sadly, we have learned these lessons through our experience with lockdowns and Covid, when clients were not able to easily connect, especially if they were living with their partners. Today, clients are able to access BMH by text, email, and our 24-7 Support Line (613-732-3131). By offering different choices, we are hoping people will reach out for help, because making that first connection is the first step. We have also been enhancing community presentations, so that people in our community will become more aware of the signs of someone who is being abused, and how they can help someone in that situation. Often, it is not until you actually are touched by abuse, that you begin having conversations about the issue. It is not a subject that most people want to talk about, until they have to. In the next few months, we are doing a number of articles, which we hope will encourage more people to recognize when someone they care about is needing their help, and how we all have a role in changing the outcomes for people who are experiencing abuse.

**We know there are many organizations looking for support in our community, and we are very grateful for your kind donation to Bernadette McCann House. Please know your donated funds go directly to clients.**

Sincerely,

  
Leigh Sweeney  
Executive Director  
Bernadette McCann House



Twp. Head, Clara & Maria

All of us at Adam Kasprzak Surveying Ltd. would like to *Thank You* for your business in 2022: Thank you for putting your trust and confidence in our company. We hope you and your family enjoy a relaxing holiday, and everything the Ottawa Valley has to offer!

## Seasons Greetings and a Happy New Year!

A TREE WILL BE PLANTED IN 2023 BY  
THE ARBOR DAY FOUNDATION  
IN YOUR HONOUR

VISIT [WWW.TEAMTREES.ORG](http://WWW.TEAMTREES.ORG) OR [WWW.ARBORDAY.ORG](http://WWW.ARBORDAY.ORG) FOR MORE INFO

City Clerk's Office

**Secretariat**  
Sylvia Przedziecki  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail: [Sylvia.Przedziecki@toronto.ca](mailto:Sylvia.Przedziecki@toronto.ca)  
web: [www.toronto.ca](http://www.toronto.ca)**In reply please quote:  
Ref.: 22-CC1.2**

November 25, 2022

**MUNICIPALITIES IN ONTARIO****Subject: New Business Item 1.2  
Update on Bill 23 - More Homes Built Faster Act, 2022 (Ward All)**

City Council on November 23 and 24, 2022, adopted this Item, as amended, and in so doing has:

1. Requested the Province of Ontario to extend the commenting period on Bill 23, More Homes Built Faster Act, 2022 to at least January 31, 2023 to enable time for consultation, consideration of alternative options and thorough analysis of both short and long-term impacts.

2. Requested the Province of Ontario to:

a. not proceed with any changes that reduce municipal development charges, community benefit charges or parkland dedication, including:

i. removing housing services from development charges;

ii. retroactively phasing in development charges over a 5 year period on top of City Council's previously adopted two-year phase-in that was mutually agreed upon with the development industry;

iii. discounting rates for purpose built rental units;

iv. adding new exemptions;

v. introducing caps to the development charges determined date and instalments interest rates;

vi. extending the development charges historic service level caps from 10 to 15 years;

v. removing growth studies and land acquisition costs from development charges recovery; and

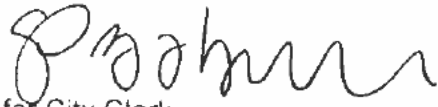
vi. reducing caps to parkland dedication by-laws;

b. instead of the above-noted changes, create a provincial incentive program provided directly to developers or homeowners through targeted grants, rebate and other financial incentive programs; and



- c. alternatively, create a municipal compensation fund to compensate municipalities for the impacts of Bill 23 on municipal growth funding revenues.
3. Requested the Province of Ontario to amend Bill 23 to preserve the City's Green standard, Rental Replacement Policy, parkland provisions, community benefits charges and Development Charges to facilitate responsible growth.
4. Requested the Province of Ontario to amend Bill 23 to preserve Toronto's ability to require a green development standards checklist (Toronto Green Standard) for a complete planning application.
5. Requested the Province of Ontario to amend the Planning Act to enable the implementation of Inclusionary Zoning across the City and incorporate definitions of affordable housing that respond to low and moderate household income.
6. Requested the Province of Ontario to amend the definition of "Affordable Housing" to follow the City of Toronto's "Official Plan Amendment 558 - Updating the Definitions of Affordable Rental and Ownership Housing", as approved by City Council on November 9, 2021.
7. Requested the Province of Ontario to enact a Regulation to permit the use of conditional zoning, pursuant to Section 113 of the City of Toronto Act, 2006.
8. Requested the Province of Ontario to delay the implementation of refunds for development applications in light of the significant changes to the Planning regulations and internal City processes regarding development.
9. Requested the Provincial government to provide funding and funding tools to the City, matching the amount of revenue lost through development charges, community benefits charges, and Section 42 of the Planning Act in Bill 23 to ensure the services needed to facilitate responsible growth continue to be delivered.
10. Requested the Province of Ontario to rescind the proposed changes to the Greenbelt to protect environmental features that support biodiversity, natural spaces, recreation trails, agricultural land, and watersheds that sustain all residents of the Greater Toronto and Hamilton Area.
11. Requested the Province of Ontario to retain the existing roles and responsibilities of the regional conservation authorities.
12. Requested the Minister of Municipal Affairs and Housing to change the effective date of the Refund of Fees for official plan amendments, zoning by-laws and site plan control applications contained in Bill 109, from January 1, 2023 to July 1, 2023.
13. Requested the Minister of Municipal Affairs and Housing to postpone enacting regulations under Schedule 4 of Bill 23, which would grant the Minister authority to impose limits and conditions on municipalities' regulation of demolition or conversion of rental units, until such time as there has been focused consultations with municipalities as part of the development of Minister's regulations to ensure municipalities can continue to require replacement rental housing and support impacted tenants.
14. Requested the Legislative Assembly of Ontario through a majority vote, to withdraw Bill 23

3  
Yours truly,



for City Clerk

S. Przedziecki/mm

Attachment

Sent to Premier, Province of Ontario  
Minister of Municipal Affairs and Housing, Province of Ontario  
Leader of the Official Opposition, Province of Ontario  
President, Association of Municipalities of Ontario  
Executive Director, Association of Municipalities of Ontario  
Ontario MPPs  
Ontario Municipalities

c City Manager

Municipality of Tweed Council Meeting  
Council Meeting

8



Resolution No. 423.  
Title: Resolution Re: Natural Gas Prices  
Date: Wednesday, December 14, 2022

---

Moved by J. Flieler  
Seconded by J. DeMarsh

WHEREAS the price of natural gas is critical to the day-to-day cost of living for many residents of Ontario;  
AND WHEREAS the price of natural gas plays a large role in establishing a competitive business climate;  
AND WHEREAS some residents in Ontario consistently experience higher natural gas bills that are a result of transporting fuel and forecasted pricing models;  
AND WHEREAS the Ontario Energy Board (OEB) has the authority to regulate natural gas prices;  
NOW THEREFORE BE IT RESOLVED that the Council for the Municipality of Tweed hereby petitions the Ontario Energy Board to regulate natural gas bill costs to levels that are affordable and profitable as in jurisdictions within Ontario that have lower costs;  
AND FURTHER, that Council directs the Clerk to ensure that a copy of this Resolution be provided to the Premier of Ontario, the Minister of Energy, all Ontario Municipalities (for support), the Ontario Energy Board, Enbridge Gas Inc., and the Association of Municipalities of Ontario (AMO);  
AND FURTHER, that all Resolutions of support received by the Municipality of Tweed be submitted to the Ontario Energy Board (OEB) and Enbridge Gas Inc.

Carried

*Don DeLeonara*

\_\_\_\_\_  
Mayor

**Ministry of  
Municipal Affairs  
and Housing**

**Ministère des  
Affaires municipales  
et du Logement**



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

Bureau du ministre  
  
777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000

234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at <https://ero.ontario.ca/notice/019-6433>.



In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (<https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at [BuildingTransformation@ontario.ca](mailto:BuildingTransformation@ontario.ca).

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,



Steve Clark  
Minister

c: Municipal Clerks



**NOTICE OF AN APPLICATION FOR CONSENT  
(Land Severance)  
Section 53(5)(a) of the Planning Act and O. Reg. 197/96**

**TAKE NOTICE** that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

|                            |  |
|----------------------------|--|
| Application Numbers:       | <b>B180/22(1), B181/22(2) &amp; B182/22(3)</b> |
| Location of Subject Lands: | <b>Part Lot 16, Concession A, Head</b>         |
| Municipality:              | <b>Township of Head, Clara &amp; Maria</b>     |
| Name of Applicant:         | <b>Charles Cameron Bimm</b>                    |

**PURPOSE AND EFFECT:**

The purpose and effect of the application is to sever three 18 ha. (44.48 acre) waterfront estate lots for residential purposes, with access by a right-of-way. A key map showing the approximate location of the proposed consent is on the reverse of this notice.

**OTHER RELATED INFORMATION:**

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to *every landowner within 60 metres of the subject land and to prescribed persons and public bodies.*

**TO MAKE SUBMISSIONS:**

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

**NOTE:** *One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.*

*If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Ontario Land Tribunal (OLT) may dismiss the appeal.*

**NOTICE OF DECISION:**

If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

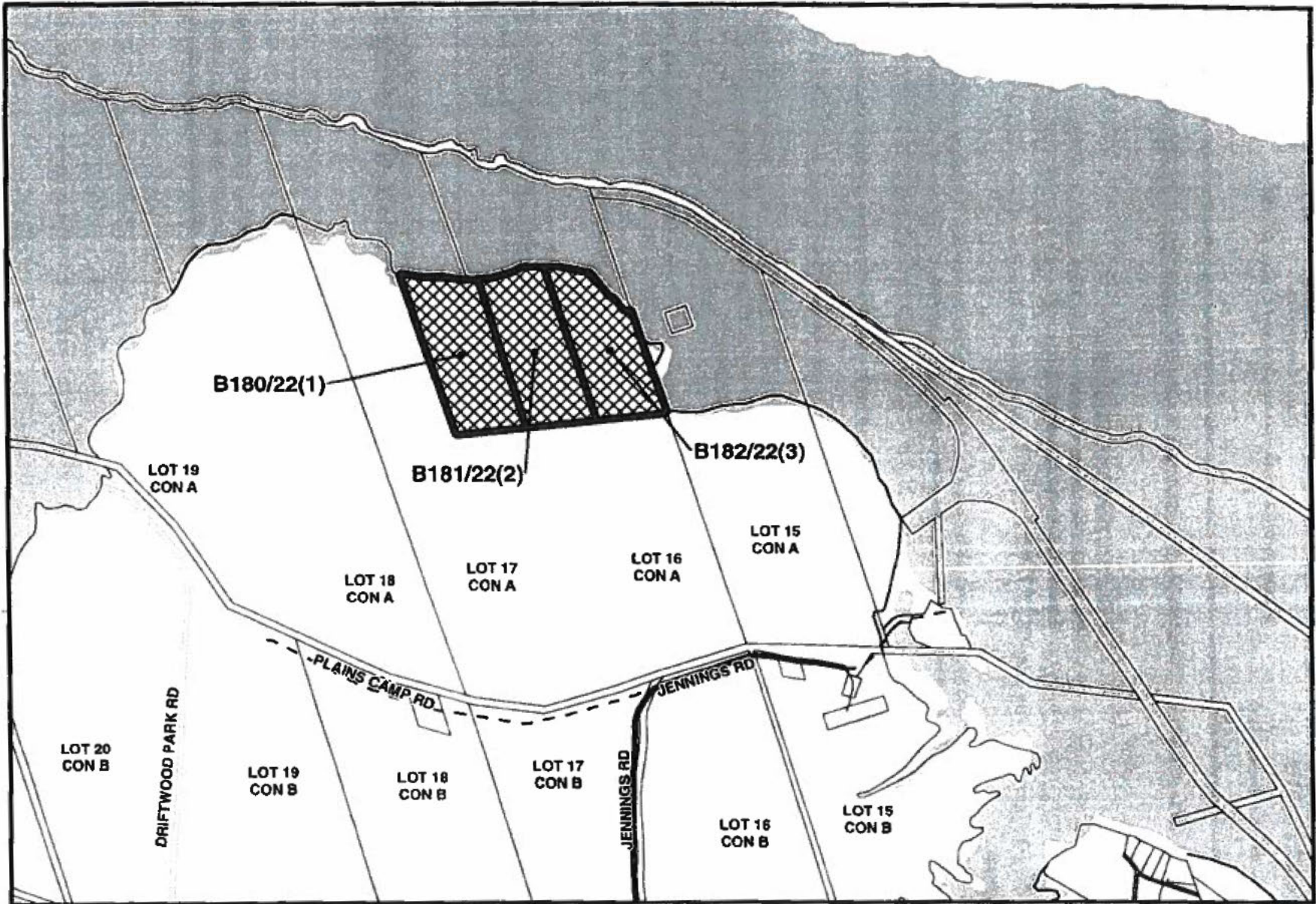
Please refer to the application number in all correspondence and communications.

**ADDITIONAL INFORMATION:**

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

Dated at the County of Renfrew this 15<sup>th</sup> day of December, 2022.





1 centimeter = 150 meters

**KEY MAP**  
 Township of HEAD, CLARA, MARIA  
 (geographic Township of Head)



United Townships of Head, Clara & Maria Council

Staff Report

| Type of Decision                             |                            |                  |   |    |                 |                            |      |   |        |
|--|----------------------------|------------------|---|----|-----------------|----------------------------|------|---|--------|
| Meeting Date                                 | Thursday, January 19, 2023 |                  |   |    | Report Date     | Thursday, January 11, 2023 |      |   |        |
| Decision Required                            |                            | Yes              | X | No | Priority        |                            | High | X | Low    |
| Direction                                    |                            | Information Only |   | X  | Type of Meeting | X                          | Open |   | Closed |
| <b>Report #23/01/19/1001- Clerk's Report</b> |                            |                  |   |    |                 |                            |      |   |        |

Subject: Clerk's Report

Recommendation: That Council pass the following resolution directing staff to submit an application for funding under the Ontario Senior's Community Program.

Resolution:

Resolution No.: 23/01/19/1001

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** the Ontario Senior's Community Grant Program is currently accepting applications for funding until March 6<sup>th</sup>, 2023;

**AND WHEREAS** Council understands the importance of social, physical and recreational programming in the community;

**THEREFORE BE IT RESOLVED** Council does hereby direct staff to submit an application for funding through the Ontario Senior's Community Grant Program.

Background/Executive Summary:

This report is to provide Council with an update projects that are currently ongoing.

**Streetlights**

Traffic control plans were submitted to the Ministry of Transportation and were approved.

Encroachment permit applications were submitted to the Ministry of Transportation and were not approved.

From the Ministry:

*"The issue is the pole types do not meet the safety requirements for installations at the proposed locations. As I indicated our concerns are primarily related to the installation of a fully immovable hazard within the clear-zone of the highway. As such a pole within the "clear zone" must be able to break/be knocked down if impacted by a vehicle, or be in a location where another mitigating factor will eliminate the hazard (a "deflecting" or "crumpling" barrier in front of it). All of the proposed pole locations don't satisfy either requirement".*

The Ministry will not approve the proposed poles in any of the locations except for Harvey Creek Road and McIsaac Drive, if modifications to the plan are made to provide that the poles will be installed behind the guide rails. The height of these two poles will need to be larger to compensate for the depth of the ditching.

Aultman Rental is currently obtaining pricing for the required poles and will provide the information as soon as they are able to source the material. Staff will also obtain quotes to have concrete bases installed as this is a requirement for the new poles.

**LaCroix Park Playstructure**

The latest update received from Playground Planners is that delivery was expected mid-February. We have requested that they delay the order to spring (April) so that we do not have to store the equipment in the garage.

**Pine Valley Road Left Turning Lane and Request for Grindings**

The Ministry of Transportation is currently reviewing Council's request to supply the municipality with surplus RAP (generated from milling the pavement), and provide an East bound left turn lane at Pine Valley Road and will provide a response shortly.

*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.*



**Ontario Senior's Community Grant Program:**

We have received notification that applications for funding will be accepted until March 6<sup>th</sup>, 2023. The program focus will on the following three key priority areas:

Increasing older adults' awareness of how to identify, report and prevent elder abuse and fraud;

Reducing older adults' social isolation by increasing access to programs and services; and

Increasing volunteerism and promoting employment and entrepreneurship among older adults.

The municipality can apply for up to \$25,000 and does not have to provide financial contribution to this application, aside from in-kind contributions such as free use of the hall for programming, staff support for reporting and financials, office supplies etc. The in-kind contributions enhances the application by demonstrating support and capacity to deliver the proposed program.

Staff received notification that the municipality was unsuccessful in obtaining funding during the 2022-2023 call for proposals due to the very large demand of the program. We have not been notified if the municipality was successful in obtaining funding through the New Horizon for Senior's Program for which an application as submitted in October 2022. It can take up to 16 weeks to receive notification.

**Financial Considerations/Budget Impact:**

It is anticipated that there will be an increase in the cost to have the streetlights installed, however there is an estimated amount of remaining for contingency for the project. Staff will bring a follow up report once figures are presented by Aultman Rental.

No budget impact to submit an application for funding under the Ontario Senior's Community Grant Program aside from that of in-kind contributions.

**Enclosures:**

Ontario Senior's Community Grant Program Call for Applications Letter

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk

*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 meaning with possibilities for our citizens now and into the future.*

**Fw: Ontario Launches Applications for 2023-24 Seniors Community Grant / L'Ontario lance la période de présentation des demandes pour le Programme de subventions aux projets communautaires pour l'inclusion des aînés 2023-2024**

**HCM Clerk-Treasurer <crystal@headclaramaria.ca>**

Thu 2023-01-12 1:48 PM

**To: Stephany Rauche <stephany@headclaramaria.ca>**

**Crystal Fischer  
Clerk-Treasurer  
United Townships of Head, Clara and Maria  
15 Township Hall Road  
Stonecliffe ON K0J 2K0  
613-586-2526**

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**From: Goold, Carmen (MTCS) <Carmen.Goold@ontario.ca>**

**Sent: January 11, 2023 4:46 PM**

**Subject: Ontario Launches Applications for 2023-24 Seniors Community Grant / L'Ontario lance la période de présentation des demandes pour le Programme de subventions aux projets communautaires pour l'inclusion des aînés 2023-2024**

## **Le français suit.**

Good afternoon,

Seniors Community Grant Program has launched online!

The Ontario government is investing in the 2023-24 Seniors Community Grant program to help enable municipalities and local organizations to deliver programs to older adults to stay socially and physically active in their communities.

Senior Community Grants, ranging from \$1,000 up to \$25,000 help support community organisation's ability to provide opportunities for greater social inclusion, volunteerism and community engagement for older adults, from the safety of their homes or other safe environment.

The 2023-24 Seniors Community Grant program will focus on the following three key priority areas:

1. Increasing older adults' awareness of how to identify, report and prevent elder abuse and fraud.
2. Reducing older adults' social isolation by increasing access to programs and services.
3. Increasing volunteerism and promoting employment and entrepreneurship among older adults.

Beginning Wednesday, January 11<sup>th</sup>, 2023 applicants can apply through Transfer Payment Ontario online at [Ontario.ca/GetFunding](https://ontario.ca/GetFunding). The deadline for all applications is March 6, 2023 at 5PM EST.

.....

## **Version française**

Le Programme de subventions aux projets communautaires pour l'inclusion des aînés a été lancé en ligne! [Renseignements aux organismes des aînés | ontario.ca](https://ontario.ca/GetFunding)

**Le gouvernement de l'Ontario investit dans le Programme de subventions aux projets communautaires pour l'inclusion des aînés 2023-2024 afin de permettre aux municipalités et aux organismes locaux d'offrir des programmes destinés à aider les adultes plus âgés à rester actifs dans leurs collectivités.**

Le Programme de subventions aux projets communautaires pour l'inclusion des aînés, octroie des bourses dont le montant varie de 1 000 \$ à 25 000 \$, permettant ainsi de soutenir la capacité des organismes communautaires à offrir des possibilités favorisant une plus grande inclusion sociale, du bénévolat et des activités de participation communautaire pour les adultes plus âgés, dans la sécurité de leur foyer ou autres milieux sécuritaires.

Le Programme porte sur les trois priorités suivantes :

1. Sensibiliser d'avantage les adultes plus âgés à la façon de reconnaître, signaler et éviter la fraude et la maltraitance envers les aînés.
2. Réduire l'isolement social des adultes plus âgés en augmentant l'accès aux programmes et services.
3. Accroître le bénévolat et promouvoir l'emploi et l'entrepreneuriat chez les adultes plus âgés.

Vous pouvez présenter une demande pour le Programme à compter de mercredi, le 11 janvier 2023 jusqu'au 6 mars 2023 à 17h HNE.

[Obtenir du financement du gouvernement de l'Ontario | ontario.ca](#)

*Carmen Goold*

Regional Development Advisor | Conseillère en développement régional

Regional and Corporate Services Division | Division des services régionaux et ministériels

Ministry of Tourism, Culture and Sport | Ministère du Tourisme, de la Culture et du Sport

Ministry for Seniors and Accessibility | Ministère des Services aux aînés et de l'Accessibilité

Ministry of Francophone Affairs | Ministère des Affaires francophones

347 Preston Street 4th Floor, Ottawa, Ont. K1S 3J4

**Phone:** 613-323-3118 | **Email courriel:** [carmen.goold@ontario.ca](mailto:carmen.goold@ontario.ca)

Please contact me if you require this email or any of the attached materials in an alternate format.  
Veuillez me contacter si vous avez besoin de cette information dans un autre format.

*United Townships of Head, Clara & Maria Council*

**Report to Council**

| Type of Report   |                            |                  |   |    |                 |                           |      |   |        |
|--|----------------------------|------------------|---|----|-----------------|---------------------------|------|---|--------|
| Meeting Date   | Thursday, January 19, 2023 |                  |   |    | Report Date     | Tuesday, January 10, 2023 |      |   |        |
| Decision Required  |                            | Yes              | X | No | Priority        |                           | High | X | Low    |
| Direction  |                            | Information Only |   | X  | Type of Meeting | X                         | Open |   | Closed |
| <b>Report #23/01/19/1201 – Notice of Motion Request for Voting Information</b> |                            |                  |   |    |                 |                           |      |   |        |

**Subject:** Request for Voting Information from 2022 Municipal Election as per Notice of Motion

**Recommendation:**

That Council accepts this report as information only.

**Background/Executive Summary:**

At the December 1, 2022 regular meeting of Council, Councillor Dowser presented a Notice of Motion seeking Council's support in requesting that staff provide information from the 2022 Municipal Election. Council passed Resolution 22/12/01/1001 directing staff to determine the number of proxy votes and the number of votes for permanent versus non-permanent residents to be presented at a further meeting of Council.

The number of proxy votes totalled 22.

The number of permanent versus non-permanent resident votes is as follows:

| Poll         | Non-Permanent Resident Votes | Permanent Resident Votes | Total      | % Non-Permanent Residents | % Permanent Residents |
|--------------|------------------------------|--------------------------|------------|---------------------------|-----------------------|
| Advance      | 14                           | 27                       | 41         | 34.14                     | 65.86                 |
| 001          | 21                           | 61                       | 82         | 25.61                     | 74.39                 |
| 002 & 004    | 32                           | 64                       | 96         | 33.33                     | 66.67                 |
| <b>Total</b> | <b>67</b>                    | <b>152</b>               | <b>219</b> | <b>30.59</b>              | <b>69.41</b>          |

Please note that the information is taken from the Voter's List and although reviewed and updated, may not be 100% accurate.

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk



United Townships of Head, Clara & Maria Council

Request for Decision

| Type of Decision  |                            |                  |  |    |                 |                         |      |   |        |
|---|----------------------------|------------------|--|----|-----------------|-------------------------|------|---|--------|
| Meeting Date  | Thursday, January 19, 2023 |                  |  |    | Report Date     | Monday, January 9, 2023 |      |   |        |
| Decision Required   | X                          | Yes              |  | No | Priority        |                         | High | X | Low    |
| Direction   | X                          | Information Only |  |    | Type of Meeting | X                       | Open |   | Closed |
| <b>Report #23/01/19/1202- Deputy Mayor Appointment Policy</b> |                            |                  |  |    |                 |                         |      |   |        |

**Subject:** Adoption of a Deputy Mayor Appointment Policy

**Recommendation:** That Council provide direction to staff on development of a Deputy Mayor Appointment Policy

**Resolution:**

Resolution No.: 23/01/19/

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

**Background/Executive Summary:**

At the December 1<sup>st</sup>, 2022 regular meeting, Council was provided with Report 22/12/01/1301 regarding the Deputy Mayor’s appointment to Council and a draft policy for consideration. Councillor Richer was appointed Deputy Mayor on a one year basis to expire December 31, 2023. The policy development was deferred to the January meeting of Council. No further direction was provided as to how the policy should be updated or developed and therefore the original draft policy has been enclosed, as well as a new draft policy based on a nomination system, for Council’s consideration.

From the original Report to Council (22/12/01/1301):

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?

**Options:**

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

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

Defer adoption of By-law 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 Policies C-03 Appointment of Deputy Mayor Policy

*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.*

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.*

| <b>Head, Clara &amp; Maria Policies and Procedures</b>     |                   |                             |                           |
|--|-------------------|-----------------------------|---------------------------|
| <b>DEPARTMENT: Council Policies</b>                        |                   |                             | <b>POLICY #:<br/>C-03</b> |
| <b>POLICY NAME: Appointment of Deputy Mayor Policy -V1</b> |                   |                             |                           |
| <b>DATE:</b><br>December 2022                              | <b>REV. DATE:</b> | <b>APPROVED BY: Council</b> | <b>PAGE #:</b><br>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.



| <b>Head, Clara &amp; Maria Policies and Procedures</b> |                   |                             |                           |
|--|-------------------|-----------------------------|---------------------------|
| <b>DEPARTMENT: Council Policies</b>                    |                   |                             | <b>POLICY #:<br/>C-03</b> |
| <b>POLICY NAME: Appointment of Deputy Mayor Policy</b> |                   |                             |                           |
| <b>DATE:</b><br>December 2022                          | <b>REV. DATE:</b> | <b>APPROVED BY: Council</b> | <b>PAGE #:</b><br>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.

DRAFT



| <b>Head, Clara &amp; Maria Policies and Procedures</b> |                   |                             |                          |
|--|-------------------|-----------------------------|--------------------------|
| <b>DEPARTMENT: Council Policies</b>                    |                   |                             | <b>POLICY #:</b><br>C-03 |
| <b>POLICY NAME: Appointment of Deputy Mayor Policy</b> |                   |                             |                          |
| <b>DATE:</b><br>January 2023                           | <b>REV. DATE:</b> | <b>APPROVED BY: Council</b> | <b>PAGE #:</b><br>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**

At the first regular meeting of Council following:

a general municipal election;

the expiry of the term of a previous Deputy Mayor;

receiving notice of the resignation of a Deputy Mayor;

the Deputy Mayor's removal from office in accordance with this Policy and/or any applicable legislation; or the office of Deputy Mayor otherwise becoming vacant

Council shall select from among its members a Deputy Mayor in accordance with the process and rules set out below.

**Selection**

The Deputy Mayor shall be elected from Council in accordance with the following process and rules:

1. After announcing that the business of Council at the meeting is to elect a Deputy Mayor, the Chair shall call for nominations. All nominations shall be made openly and publicly, by raising of the hand to attract the attention of the Chair and announcing the nomination of a candidate when called upon.
2. A candidate may be nominated by him or herself, or by any other Councillor. Nominations do not require a seconder.
3. Each nominee shall be asked if they consent to being nominated. If the nominee declines, the nominee's name shall not be included in the list of candidates to be voted upon.
4. If only one candidate receives a nomination, they will be acclaimed to the position via a resolution of Council:
5. If more than one candidate was nominated, a vote will be taken by secret ballot. The Clerk shall prepare ballots with each candidate's name and shall distribute one ballot to each Councillor.
6. Before the voting occurs, each candidate, in the order of their nomination, may address Council, for not more than five minutes to share why they are interested in the position and what they feel they will bring to the role.
7. The Councillors shall vote by placing a mark beside the candidate of their choice and folding the ballot to be returned to the Clerk. A candidate may vote for themselves.
8. The ballots shall be collected and counted in a manner that preserves the confidentiality of each Councillor's ballot. The Clerk shall only declare a ballot to be spoiled if the ballot does not disclose a clear preference in favour of anyone candidate.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>     |                   |                             |                          |
|--|-------------------|-----------------------------|--------------------------|
| <b>DEPARTMENT: Council Policies</b>                        |                   |                             | <b>POLICY #:</b><br>C-03 |
| <b>POLICY NAME: Appointment of Deputy Mayor Policy -V2</b> |                   |                             |                          |
| <b>DATE:</b><br>January 2023                               | <b>REV. DATE:</b> | <b>APPROVED BY: Council</b> | <b>PAGE #:</b><br>2 of 2 |

9. After the votes are tallied, the successful candidate with the highest amount of votes will be appointed Deputy Mayor by resolution of Council.
10. If a tied-vote is achieved, new ballots shall be prepared but the name of the candidate with the fewest number of votes on the previous vote shall be excluded from the new ballots. Voting shall continue in the same fashion until a Deputy Mayor is declared elected.

**Term**

1. The term of the Deputy Mayor shall last for a one year period to end on December 31.
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 a vote of two-thirds of the Council members after 20 days' notice in writing has been provided to the Clerk and members of Council.
4. In the event that a Deputy Mayor is removed from office, a new Deputy Mayor will be appointed through the same process described above.

DRAFT



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

| Type of Report   |                            |                  |  |    |                 |                           |      |  |        |
|--|----------------------------|------------------|--|----|-----------------|---------------------------|------|--|--------|
| Meeting Date   | Thursday, January 19, 2023 |                  |  |    | Report Date     | Tuesday, December 6, 2022 |      |  |        |
| Decision Required                                      | X                          | Yes              |  | No | Priority        | X                         | High |  | Low    |
| Direction  | X                          | Information Only |  |    | Type of Meeting | X                         | Open |  | Closed |
| <b>Report #23/01/19/1301 – Interim Taxation By-law</b> |                            |                  |  |    |                 |                           |      |  |        |

**Subject:** Interim Taxation Billing and Collection Approval

**Recommendation:**

That Council adopt By-law 2023-01 being a by-law to provide for an interim tax levy on properties in the municipality.

**Resolution:**

Resolution No.: 23/01/19/003

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council received Report 23/01/19/1301 regarding the Interim Taxation By-law;

**THEREFORE BE IT RESOLVED** that By-law 2023-01 being a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25% be read a first, second and third time passed this 19th day of January 2023.

**Background/Executive Summary:**

From the by-law...

“WHEREAS the Municipal Act, S. O. 2001, c.25, section 317 provides that a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS under section 317 the amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

THAT an interim levy of 50% of the total rate for each property for 2022 be applied to each property;

THAT this interim levy shall become due on the 28th day of February 2023;

THAT on all amounts of the interim levy, that are in default on the 2nd day of March, 2023, a penalty of 1.25% shall be added and thereafter interest of 1.25% per month shall be added to outstanding taxes after the first day of each month;”

**Options:**

To adopt or not; not passing this by-law would result in staff not being delegated the authority to set rates or limits for interim tax billing.

Adjust the billing dates; other municipalities separate the 50% billing to two equal installments – possibly February and April. The remaining payments are normally due July and October 31.

Adjust the percentage; 50% is the maximum that can be collected. This amount may be reduced at Council’s discretion and would result in the later annual payments being higher.

**Financial Considerations/ Budget Impact**

Considerable. Without being able to collect taxes our municipality would soon find itself in a deficit position. Delaying payments or reducing the amount collected may cause issues with paying school board and county portions but could be accommodated with proper planning.

**Policy Impact**

As per the Municipal Act, 2001

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk





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

**BY-LAW NUMBER 2023-01**

**BEING** a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25%.

**WHEREAS** the Municipal Act, S. O. 2001, c.25, section 317 provides that a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** under section 317 the amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

1. **THAT** an interim levy of 50% of the total rate for each property for 2022 be applied to each property;
2. **THAT** this interim levy shall become due on the 28<sup>th</sup> day of February 2023;
3. **THAT** on all amounts of the interim levy, that are in default on the 2<sup>nd</sup> day of March, 2023, a penalty of 1.25% shall be added and thereafter interest of 1.25% per month shall be added to outstanding taxes after the first day of each month;
4. **THAT** this By-Law comes into effect on the day of passage.

**READ** a first and second time this 19<sup>th</sup> day of January, 2023.

**READ** a third time and passed this 19<sup>th</sup> day of January, 2023.

---

MAYOR

CLERK

*United Townships of Head, Clara & Maria Council*

**Report to Council**

| Type of Report                                  |                            |                  |  |    |                 |                             |      |  |        |
|---|----------------------------|------------------|--|----|-----------------|-----------------------------|------|--|--------|
| Meeting Date                                    | Thursday, January 19, 2023 |                  |  |    | Report Date     | Wednesday, December 7, 2022 |      |  |        |
| Decision Required                               | X                          | Yes              |  | No | Priority        | X                           | High |  | Low    |
| Direction                                       | X                          | Information Only |  |    | Type of Meeting | X                           | Open |  | Closed |
| <b>Report #23/01/19/1302 – Procedure By-law</b> |                            |                  |  |    |                 |                             |      |  |        |

**Subject:** Review and Update of Procedure By-law

**Recommendation:**

That Council adopt 2023-02 to update the Procedure By-law.

**Resolution:**

Resolution No.: 23/01/19/004

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council received Report 23/01/19/1302 regarding the Procedure By-law and have had an opportunity to ask clarifying questions and make recommendations of updates to the by-law;

**THEREFORE BE IT RESOLVED** that By-law 2023-02 being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of members, staff and the public be read a first, second and third time passed this 19th day of January, 2023.

**Background/Executive Summary:**

Section 6.7 of the Procedure By-law states that the by-law shall have a mandatory review upon election of a new Council.

Aside from formatting the following changes have been made to reflect the current operations:

Section 4.2 - was updated to reflect the Council meeting times that were approved in Resolution on December 1<sup>st</sup>, 2022.

“Clerk-Treasurer” has been updated to “Clerk” as only the Clerk’s responsibilities are discussed, and not the Treasurer’s.

6.4 – It is recommended that the curfew be modified to set a limit on the number of hours for a meeting instead of a curfew time, so that the by-law does not have to be suspended if the meeting time changes. The proposed limit is four hours (the current by-law provides a start time of 1:00 p.m. and an end time of 5:00 p.m.) however, it can be modified.

6.5 – It is recommended that the section be updated to state that Committees and Appointments will be governed as per the Committee’s corresponding Terms of Reference in order to eliminate Schedule F as there is currently only one advisory group.

7 – Schedules to the By-Law – Schedule F List of Committees/Appointments is proposed to be removed as it is down to one advisory group.

Section 8 of the Agenda is proposed to be updated to read Council Reports instead of Mayor’s Reports in case there are members of Council aside from the Mayor who attend meetings and/or training and are required or interested in bringing a report back to Council.

In Schedule C it is proposed that Connection to Strategic Plan be removed as we do not use this section currently in our reports and if it is a topic that discusses something related to the Strategic Plan, it should be discussed under Policy Impact.

Section 1.10 – the definition of electronic meeting should be updated if Council would like to allow members participating electronically to participate in a Closed Meeting.

The Municipal Act, 2001 allows electronic participation in closed meetings of Council.

From the Act:

**Electronic participation**

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law.

(3.3) The applicable procedure by-law may provide that,

(a) a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public.

**Options:**

Update the Procedure By-law as presented, or amended, to conform with current operations; or

Do not update the Procedure By-law leaving By-law 2021-01 in effect.

**Financial Considerations/ Budget Impact**

None at this time.

**Policy Impact**

As per the Municipal Act, 2001

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA  
Procedural By-Law #~~2021-01~~2023-02**

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

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

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

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

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

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

**Preamble**

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

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Code of Conduct*
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Harassment, Bullying and Workplace Violence Policy
- Staff Council Relations Policy
- *Planning Act*
- Accountability and Transparency, By-Law 2009-10
- Policy and Guidelines for Compensation for Travel & Mileage – Employees and Council Members
- Council Honorarium, By-Law ~~2022-23~~2020-01

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



|                                   |          |
|-----------------------------------|----------|
| <b>1. DEFINITIONS.....</b>        | <b>5</b> |
| 1.1 AD-HOC COMMITTEE.....         | 5        |
| 1.2 AGENDA.....                   | 5        |
| 1.3 CHAIR.....                    | 5        |
| 1.4 CLERK.....                    | 5        |
| 1.5 COMMITTEE OF THE WHOLE.....   | 5        |
| 1.6 COUNCIL.....                  | 5        |
| 1.7 COUNCIL PACKAGE.....          | 5        |
| 1.8 CLOSED MEETING.....           | 5        |
| 1.9 DEPUTY MAYOR.....             | 5        |
| 1.10 ELECTRONIC MEETING.....      | 5        |
| 1.11 EMERGENCY MEETING.....       | 6        |
| 1.12 EX OFFICIO.....              | 6        |
| 1.13 HEAD OF COUNCIL.....         | 6        |
| 1.14 LOCAL BOARD.....             | 6        |
| 1.15 MEETING.....                 | 6        |
| 1.16 MEMBER.....                  | 6        |
| 1.17 MOTION.....                  | 6        |
| 1.18 MOTION TO AMEND.....         | 6        |
| 1.19 MUNICIPAL ACT.....           | 7        |
| 1.20 MUNICIPALITY.....            | 7        |
| 1.21 NOTICE OF MOTION.....        | 7        |
| 1.22 OFFICERS.....                | 7        |
| 1.23 ORDER OF BUSINESS.....       | 7        |
| 1.24 POINT OF PROCEDURE.....      | 7        |
| 1.25 PRESENTATION/DEPUTATION..... | 7        |
| 1.26 QUORUM.....                  | 7        |
| 1.27 RECORDED VOTE.....           | 7        |
| 1.28 REGULAR MEETING.....         | 7        |
| 1.29 REPORT.....                  | 8        |
| 1.30 RESOLUTION.....              | 8        |
| 1.31 SPECIAL MEETING.....         | 8        |
| 1.32 STANDING COMMITTEE.....      | 8        |

|  |           |
|--|-----------|
| 1.33 UNFINISHED BUSINESS.....                                    | 8         |
| 1.34 URGENT.....   | 8         |
| <b>2. GENERAL MEETING RULES.....</b>                             | <b>8</b>  |
| 2.1. RULES – TO BE OBSERVED AT ALL TIME.....                     | 8         |
| 2.2. SUSPENDING PROCEDURAL BY-LAW.....                           | 9         |
| 2.3. MAYOR.....  | 9         |
| 2.4. ABSENCE OF MAYOR.....                                       | 9         |
| 2.5. ABSENCE OF DEPUTY MAYOR.....                                | 9         |
| 2.6. MEETING LOCATION.....                                       | 9         |
| 2.7. CLERK.....  | 9         |
| 2.8. QUORUM.....   | 9         |
| 2.9. MINUTES.....  | 10        |
| 2.10. ARRIVING LATE/LEAVING EARLY.....                           | 10        |
| 2.11. STAFF ATTENDANCE.....                                      | 10        |
| 2.12. DECLARATIONS OF CONFLICT OF INTEREST.....                  | 10        |
| 2.13. RULES OF DEBATE.....                                       | 11        |
| 2.14. CONDUCT.....   | 12        |
| 2.15. QUESTIONS DURING DEBATE.....                               | 13        |
| 2.16. POINTS OF PROCEDURE.....                                   | 14        |
| 2.17. VOTING – GENERAL.....                                      | 14        |
| 2.18. CORRECTIONS.....   | 15        |
| 2.19. AMENDMENTS.....  | 15        |
| 2.20. VOTING – RECONSIDERATIONS.....                             | 16        |
| <b>3. ROLES AND RESPONSIBILITIES.....</b>                        | <b>17</b> |
| 3.1 HEAD OF COUNCIL ( MUNICIPAL ACT, s.225).....                 | 17        |
| 3.2 CHAIR.....   | 17        |
| 3.3 DEPUTY HEAD OF COUNCIL (MUNICIPAL ACT, s.242).....           | 18        |
| 3.4 COUNCIL (MUNICIPAL ACT, s.224).....                          | 18        |
| 3.5 <del>CLERK-TREASURER</del> CLERK (MUNICIPAL ACT, s.228)..... | 19        |
| 3.6 STAFF (MUNICIPAL ACT, s.227).....                            | 19        |
| 3.7 MEMBERS OF THE PUBLIC.....                                   | 19        |
| <b>4. MEETINGS.....</b>  | <b>20</b> |
| 4.1. FIRST MEETING.....  | 20        |
| 4.2. REGULAR MEETINGS.....                                       | 20        |
| 4.3. SPECIAL MEETINGS.....                                       | 20        |

|   |           |
|---|-----------|
| 4.4. EMERGENCY MEETINGS .....           | 20        |
| 4.5. CLOSED MEETINGS .....              | 21        |
| 4.6. PERMISSIVE CLOSED MEETINGS.....    | 21        |
| 4.7. MANDATORY CLOSED MEETING .....     | 22        |
| 4.8. CANCELLED MEETINGS.....            | 22        |
| <b>5. NOTICE OF MEETINGS.....</b>       | <b>23</b> |
| 5.1. ANNUAL SCHEDULE OF MEETINGS .....  | 23        |
| <b>6. AGENDA .....</b>                  | <b>24</b> |
| 6.1. AGENDA .....                       | 24        |
| 6.2. CLOSED MEETING AGENDA .....        | 25        |
| 6.3. ADJOURNMENT .....                  | 25        |
| 6.4. CURFEW .....                       | 25        |
| 6.5. COMMITTEES/APPOINTMENTS.....       | 25        |
| 6.6. AMENDMENT.....                     | 26        |
| 6.7. MANDATORY REVIEW.....              | 26        |
| 6.8. REPEAL – ENACTMENT.....            | 26        |
| <b>7. SCHEDULES TO THE BY-LAW .....</b> | <b>26</b> |

## 1. Definitions

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

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

### 1.2 **Agenda**

"Agenda" means the list of business to be conducted at a **mMeeting**.

### 1.3 **Chair**

"Chair" means the person presiding at a meeting.

### 1.4 **Clerk**

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

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

"Committee of the Whole" means a Committee of all Members of Council.

### 1.6 **Council**

"Council" mean the elected Members of the Municipal Council.

### 1.7 **Council Package**

"Council Package" means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that members require prior to a **mMeeting**.

### 1.8 **Closed Meeting**

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

### 1.9 **Deputy Mayor**

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

### 1.10 **Electronic Meeting**

"Electronic Meeting" means a **mMeeting** where any Member is not physically present but participates via electronic means of communication. Such Member does



not count for **g**Quorum. The Member participating electronically can vote. The member participating electronically may not participate in a Closed Meeting.

**1.11 Emergency Meeting**

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

**1.12 Ex Officio**

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

**1.13 Head of Council**

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

**1.14 Local Board**

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

**1.15 Meeting**

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

**1.16 Member**

"Member" means a Member of Council, Local Board or Committee.

**1.17 Motion**

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

**1.18 Motion to Amend**

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

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**1.19 Municipal Act**

"Municipal Act" means the Municipal Act, 2001 S.O. c.25. as amended.

**1.20 Municipality**

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

**1.21 Notice of Motion**

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

**1.22 Officers**

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

**1.23 Order of Business**

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

**1.24 Point of Procedure**

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

**1.25 Presentation/Deputation**

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

**1.26 Quorum**

"Quorum" means a majority of Members of Council or Committee.

**1.27 Recorded Vote**

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

**1.28 Regular Meeting**

"Regular Meeting" means a scheduled ~~m~~Meeting held at regular intervals in accordance with the approved schedule of ~~m~~Meetings.

**1.29 Report**

"Report" means a written or other Report from the Clerk-Treasurer, Department Heads, Staff or committee which is approved by the Clerk-Treasurer.

**1.30 Resolution**

"Resolution" means a Motion that has been approved by Council.

**1.31 Special Meeting**

"Special Meeting" means a mMeeting that is called for specific time and for a specific purpose to deal with an important matter that has arisen between rRegular mMeetings.

**1.32 Standing Committee**

"Standing Committee" means a committee comprised solely of Members of Council.

**1.33 Unfinished Business**

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

**1.34 Urgent**

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

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

**2. General Meeting Rules**

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

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

**2.2 Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with consent of at least two-thirds of the Members of Council and may be suspended before, during or after a **mMeeting**.

**2.3 Mayor**

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

**2.4 Absence of Mayor**

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

**2.5 Absence of Deputy Mayor**

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

**2.6 Meeting Location**

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

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

**2.7 Clerk**

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

**2.8 Quorum**

Quorum must be present at all **mMeetings**.

If **gQuorum** is not present fifteen (15) minutes after the time appointed for the



mMeeting, the mMeeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to deal with at the adjourned mMeeting.

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

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

#### **2.9 Minutes**

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

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

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

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

#### **2.11 Staff Attendance**

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

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

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

- a) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any questions in respect of the matter; and

- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- d) Provide a written statement of the interest and its general nature to the ~~Clerk-Treasurer~~Clerk in advance.

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

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

### **2.13 Rules of Debate**

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

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

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

The Chair or ~~Clerk-Treasurer~~Clerk will read the Motion or question.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **2.14 Conduct**

Members are required to follow the Municipality's Code of Conduct during all **m**Meetings.

No Member shall:

- a) Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or any member of the public;
- b) Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c) Speak on any subject other than the subject in debate;
- d) Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;

- e) Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At meeting, no person shall;

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

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

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

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

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

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

#### **2.15 Questions ~~d~~uring Debate**

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



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

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

#### **2.16 Points of Procedure**

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

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

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

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

Without debate on the appeal, the Members, apart from the Members making the appeal and the Chair, shall vote on the appeal.

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

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

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

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

#### **2.17 Voting – General**

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

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

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

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

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

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

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

#### **2.18 Corrections**

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

#### **2.19 Amendments**

The following rules shall apply to amendments to Motions:

- a) A "Motion Amendment" is a change to the question asked in the Motion;
- b) An "amendment to an amendment" is a change to the proposed Motion Amendment;
- c) Only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d) When an amendment has been decided upon, another may be introduced;
- e) The order of voting shall be:

i.          i. An amendment to amendment shall be voted upon;

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- ii. A Motion Amendment shall be voted upon next, and
- iii. The Motion, as amended, shall finally be voted upon.
- iv. An amendment which is simply a rejection of the Motion will not be permitted.

## **2.20 Voting – Reconsiderations**

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

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

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

- a) A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda.
- b) The Chair shall ask the Member to affirm that they voted with the majority;
- c) The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda.
- d) When the Member is moving to have the Motion to Reconsider added to the Agenda of the same **m**Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda.
- e) Where the Member is moving to have the Motion to Reconsider added to the Agenda of a **m**Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda.
- f) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other **m**Motions.
- g) No Motion shall be reconsidered more than twice in the same calendar year.
- h) A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.

- j) No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

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

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

It is the role of the Head of Council to:

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

#### **3.2 Chair**

It is the role of the Chair to:

- a) Open ~~m~~Meeting by calling the ~~m~~Meeting to order;
- b) Address the business listed on the Agenda
- c) Receive and have read to Council all Motions presented by Members;



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

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

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

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

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

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate the policies and programs of the Municipality;
- c) Determine which services the Municipality provides;

- d) Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) Maintain the financial integrity of the Municipality; and,
- g) Carry out duties of council prescribed by the Municipal Act.

**3.5 ~~Clerk-Treasurer~~Clerk (Municipal Act, s.228)**

It is the duty of the ~~Clerk-Treasurer~~Clerk to:

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

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

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

It is the duty of Staff to:

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

**3.7 Members of the Public**

It is the role of Members of the Public to:

- a) Attend ~~m~~Meetings which are open to the public;
- b) Follow the rules of order, polite conduct and decorum;

- c) Provide input and information to Council only at **mMeetings**, or portions of **mMeetings** specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.)

#### 4. Meetings

##### 4.1 *First Meeting*

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

##### 4.2 *Regular Meetings*

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

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

##### 4.3 *Special Meetings*

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

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

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

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

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

##### 4.4 *Emergency Meetings*

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

The ~~Clerk-Treasurer~~Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The ~~Clerk-Treasurer~~Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

Only business dealing directly with the Urgent Matter shall ~~be~~ dealt with at the Emergency Meeting.

Quorum is still required at an Emergency Meeting.

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

#### **4.5 Closed Meetings**

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

No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

After the Closed Meeting is adjourned the Chair shall report to the public:

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

#### **4.6 Permissive Closed Meetings~~ss~~**

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

- a) The security of the property of the Municipality or Local Board;
- b) Personal matters about an identifiable individual, including municipal or Local Board employees;
- c) A Proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council board, committee or other body may hold a Closed Meeting under another Act;
- h) Information explicitly supplied in confidence to the Municipal or Local Board by Canada, a province or territory or a crown agency of any of them;



- i) A trade secret or scientific, technical, commercial, financial or labour relation information, supplied in confidence to the Municipality or Local Board, Which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belong to the Municipality or Local Board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

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

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

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

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, Board, Commission or other body is the head of an institution for the purposes of that Act;
- b) An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in Subsection 223.13 (1) of the Municipal Act.

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

#### **4.8 Cancelled Meetings**

A **mMeeting** may be cancelled by the Head of Council, in consultation with the ~~Clerk-Treasurer~~**Clerk**, in the following instances:

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

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

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

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

## 5. Notice of Meetings

### 5.1 Annual Schedule of Meetings

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

The ~~Clerk-Treasurer~~Clerk shall post on the municipal website notice of all ~~m~~Meetings.

This posting will constitute notice to the public of ~~m~~Meeting.

Prior to the first ~~m~~Meeting in January of each year, the ~~Clerk-Treasurer~~Clerk shall post on the municipal website the schedule for all regular ~~m~~Meetings for the calendar year.

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

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

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

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

## 6. Agenda

### 6.1 Agenda

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

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

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

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

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

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

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

The Mayor and ~~Clerk-Treasurer~~Clerk may decline to add items and/or Reports to an Agenda. Reasons to decline, but are not limited to the following:

- a) More time is required to prepare Staff Reports for Council;
- b) The Delegation Request Form was not submitted by the deadline;
- c) The Delegation Request Form is incomplete;

- d) The subject matter of the Delegation is outside of the jurisdiction of Council;
  - e) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
  - f) The Meeting Agenda is already too lengthy;
  - g) The subject matter is set to be discussed on another Agenda;
  - h) The issue is frivolous or vexatious;
  - i) The issue has been or is to be considered by the Committee of Adjustment;
  - j) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
  - k) Council previously indicated that it will not hear further from this Delegation; or
  - l) The issue should be referred to the Administrative Department for action.
- Council Packages will be provided to Council no later than five (5) calendar days before the mMeeting.

#### **6.2 Closed Meeting Agenda**

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

#### **6.3 Adjournment**

A Motion to adjourn does not need a seconding Member.

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

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

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

#### **6.4 Curfew**

Meetings shall be automatically adjourned ~~at 5:00p.m.~~after four hours, ~~Unless~~ otherwise determined by Resolution passed by a majority of the Members present.

#### **6.5 Committees/Appointments**

Committees and Appointments will be governed as per the Committee's corresponding Terms of Reference. ~~Policy/Schedule F.~~

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**6.6 Amendment**

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

**6.7 Mandatory Review**

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

**6.8 Repeal – Enactment**

That By-Law ~~2019-09~~2021-01 and amendments thereto be and are hereby repealed. This By-Law comes into force and takes effect on the date of enactment. Read a first and second time this \_\_\_\_ day of \_\_\_\_\_, ~~2019~~2023.

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

Schedule A- Conflict of Interest

Schedule B- Agenda and Consent Agenda

Schedule C- Reports

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

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

~~Schedule F- List of Committees/ Appointments~~

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Schedule A – Conflict of Interest  
THE CORPORATION OF THE UNITED TOWNSHIPS OF  
**HEAD, CLARA & MARIA**

15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0  
Phone: (613)586-2526 | Fax: (613)586-2596 | Email: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

**Municipal Conflict of Interest Act**

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

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

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

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

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

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

## Schedule B – Agenda



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

#### **AGENDA**

Date and Time

1. Call to Order and Moment of Silence  
*Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.*
2. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations
6. Adoption of Minutes of previous meeting
  - Council Minutes
  - Library Board Minutes
  - Recreation Committee Minutes – none
  - Public Works Advisory Committee Minutes
7. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
8. ~~Mayer's Council Reports~~
9. Staff Reports
10. Financial Reports
11. Unfinished Business
12. Addendum (New Business)
13. Notice of Motion E
14. By-Laws
15. Closed
16. Questions and Answers
17. Confirmation of Proceedings By-law # \_\_\_\_\_
18. Adjournment

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

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

**Schedule C – Report Template**  
*United Townships of Head, Clara & Maria Council*  
**Report to Council**

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

**Subject:**

**Recommendation:**

**Resolution:**

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**Background/Executive Summary:**

**Financial Considerations/Budget Impact:**

**Policy Impact:**

**Connection to Strategic Plan:**

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**Enclosures:**

|                                       |
|---------------------------------------|
| Approved and Recommended by the Clerk |
| Clerk/Treasurer                       |



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



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

Date:

Resolution No.:

Moved by:

Seconded by:

**WHEREAS**

**AND WHEREAS**

**BE IT RESOLVED THAT**

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

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

The United Townships of Head, Clara & Maria  
**CERTIFIED TRUE COPY**  
\_\_\_\_\_  
Crystal Fischer, Clerk

## Schedule E – Deputation Request



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

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

### REQUEST FOR DEPUTATION

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

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

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

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

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

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

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

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

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

I will have a presentation

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

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

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

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

**Schedule F—List of Committees List of Council  
Committees : None**

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*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report

|   |                            |                  |    |                 |                            |      |        |
|---|----------------------------|------------------|----|-----------------|----------------------------|------|--------|
| Meeting Date                                  | Thursday, January 19, 2023 |                  |    | Report Date     | Tuesday, December 19, 2022 |      |        |
| Decision Required                             | X                          | Yes              | No | Priority        | X                          | High | Low    |
| Direction                                     | X                          | Information Only |    | Type of Meeting | X                          | Open | Closed |
| <b>Report #23/01/19/1303 – Strategic Plan</b> |                            |                  |    |                 |                            |      |        |

**Subject:** Strategic Plan Review

**Recommendation:**

That Council review the enclosed Strategic Planning Package for information and provide direction to staff on how to proceed with public consultation.

**Background/Executive Summary:**

A Strategic Plan is an important tool that a municipality can use to bring together residents, members of Council, and staff in developing a common vision, direction, and goals for the community.

Council was provided a copy of Strategic Plan for the 2018-2022 Council Term in their Council Orientation Package in preparation of review and update of a plan for the 2022-2026 Council Term. Staff recommends that Council begin the process of identifying goals and desired outcomes for the next four years (up to 2026).

The main components of a Strategic Plan include:

- Mission, Vision and Aspirations – the organization’s purpose and vision for future;
- Core Values – vital principals that guide Council and Staff in day to day and long-term decision making;
- SWOT Analysis – the organization’s strengths, weaknesses, opportunities and threats;
- Objectives and Strategies - what needs to be completed to make the vision a reality; and
- Measurements and Funding Streams –evaluate performance of achieving goals.

By identifying the plan’s core values and completing a SWOT analysis, an Action Plan can be created. For reference the Action Plan resulting from the 2019 Strategic Planning process can be seen on page two of this report.

Staff is seeking direction on how Council would like to complete public consultation. Some examples include the enclosed survey/questionnaire (which can be modified), a public meeting/ open house, telephone survey, online survey, written submissions and/or email questionnaires. In 2019, Council held a public meeting and distributed a questionnaire which provided valuable input for Council’s decision making in creating the Strategic Plan. If Council would like to hold a public meeting, a date will need to be determined. It can be a special meeting or one that is added to a regular meeting of Council.

Once public consultation is completed, Staff will prepare a draft Strategic Plan considering the input received from the public and Council, which Council will be able to modify to finalize their four-year term plan.



**2019 Action Plan:**

| <b>Desired Outcomes</b>  | <b>Focus Areas</b>  | <b>Action Plan</b>  |
|--|---|---|
| <b>Fiscal Responsibility</b>                                   | <ul style="list-style-type: none"> <li>• Cost saving</li> <li>• Shared services</li> <li>• Prudent Spending</li> <li>• Available grants</li> <li>• Organizational Review</li> </ul> | <ul style="list-style-type: none"> <li>• Review opportunities for cost saving</li> <li>• Seek shared/ borrowed/ rented services</li> <li>• Prudent Spending</li> <li>• Available grants</li> <li>• Update Asset Management Plan</li> <li>• Maintain service levels into the future</li> <li>• Align organization via recommendations from review creating cost effective organization</li> </ul>                              |
| <b>Quality, sustainable, reliable Infrastructure</b>           | <ul style="list-style-type: none"> <li>• Municipal Parks and Boat Launches</li> <li>• Municipal Roads</li> <li>• Landfill Sites</li> </ul>  | <ul style="list-style-type: none"> <li>• Proceed with boat launch replacement/repair</li> <li>• Consider less than minimum required depth snow accumulation</li> <li>• Consider roads position to asset management</li> <li>• Research feasibility of solar vs electric streetlights</li> <li>• Acquire permanent solution to recycling services</li> <li>• Reconsider municipal composting</li> </ul>                        |
| <b>Community Engagement, Collaboration &amp; Participation</b> | <ul style="list-style-type: none"> <li>• Volunteerism</li> <li>• Committees</li> </ul>  | <ul style="list-style-type: none"> <li>• Create new committees</li> <li>• Request information from experienced residents</li> <li>• Promote repeated requests for public input</li> <li>• Active canvassing for volunteers</li> <li>• Continue with RAC and social programming</li> </ul>   |
| <b>Safe and Healthy Community</b>                              | <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Auto-extrication</li> <li>• Street lights</li> <li>• Policing</li> <li>• Snow plowing</li> </ul>           | <ul style="list-style-type: none"> <li>• Maintain compliance with OFMEM</li> <li>• Encourage increased participation in Emergency Management Training</li> <li>• Find a solution with neighbouring municipalities/ province to provide auto-extrication and or fire services in HCM</li> <li>• Research streetlight pricing, options and feasibility</li> <li>• Research local low income seniors plowing services</li> </ul> |
| <b>Economic Growth and Prosperity</b>                          | <ul style="list-style-type: none"> <li>• Home Based Business</li> <li>• Industry</li> </ul>   | <ul style="list-style-type: none"> <li>• Access to improved internet</li> <li>• Support industry growth</li> </ul>  |

**Enclosures:**

Draft Strategic Planning Questionnaire  
 Strategic Plan Template  
 2019 SWOT Analysis and Public Feedback

|                                       |  |
|---------------------------------------|--|
| Approved and Recommended by the Clerk |  |
| Crystal Fischer,<br>Municipal Clerk   |  |



## The United Townships of Head, Clara and Maria 2022-2026 Strategic Planning Questionnaire

Council and Staff are seeking public input for the 2022-2026 Strategic Plan. *Strategic planning is a process that is used to set priorities, allocate resources, strengthen operations and ensures Council, Staff and other stakeholders are working toward common goals.* The questions below will help determine Council's priorities and implement a plan to reach our goals and objectives. Though these questions are general in nature, please keep different aspects of municipal operations in mind (Administration, Council, Roads, Waste Management, Parks and Recreation etc.)

1. What is your vision for the Municipality? If we were successful in achieving all of our goals, what would HCM look like to you?
2. What are the things that you value most about the Municipality? What does HCM do well and should continue doing?
3. What are our areas for improvement? What are we not doing that we should be doing?
4. What do you see as the top priorities for the Municipality in the next 2-3 years to ensure our success? If you were in charge, what are the first things you would do?
5. List 3-5 words you use to describe HCM to other people.



The United Townships of Head, Clara and Maria  
2022-2026 Strategic Planning Questionnaire

6. List the municipalities greatest:

Assets:

Liabilities:

7. What is the best way to inform residents and landowners about community news (programs, services, events etc.)? How can we reach all residents and landowners?

8. What would you like to see in HCM that is currently not available, but could be feasibly and realistically added?

9. Are you .....

\_\_\_ a permanent resident/ landowner

\_\_\_ a seasonal resident/ landowner

\_\_\_ a seasonal visitor

\_\_\_ an interested friend/ neighbour of HCM

# The United Townships of Head, Clara and Maria

## Strategic Plan

2022-2026



January 2023



## **Introduction**

Strategic planning is a process that is used to set priorities, allocate resources, strengthen operations and ensures Council, Staff and other stakeholders are working toward common goals.

The United Townships of Head, Clara and Maria's 2022-2026 Strategic Plan is focused on determining Council's priorities and implementing a plan to reach its goals and objectives. This plan builds on the work of previous councils while realizing new priorities and ideas. The Strategic Plan will be a guide to achieving our priorities over the next four years and will allow us to focus on measurable goals according to available budgets and resources. Council and Staff will review the plan annually, and adjustments made according to new opportunities and/or changing circumstances.

A good strategy will be:

- capable of obtaining the desired objective;
- a good fit between the external environment and an organizations resources and core competency - it must be feasible and appropriate;
- capable of providing the organization with a sustainable competitive advantage - it should be unique and sustainable;
- dynamic, flexible, and able to adapt to changing situations;

The Strategic Planning process allowed Council, Staff, residents and stakeholders to identify \_\_Desired Outcomes and corresponding Action Plans to achieve those outcomes. Input was sought through surveys emailed to the community contact list and mailed to each resident's house; a Strategic Planning Open House, suggestion box in the municipal office and through the most recent election campaign.

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

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

## **Core Principles/ Values**

Core values support an organization's vision, reflect its true values, and shape its culture. They define the organization's beliefs and purpose that it's truly committed to.

*\*Core Principles/ Values should be narrowed down to five or six items; below are some examples:*

- Commitment to efficient and effective municipal services
- Strong sense of community with strong volunteer base
- Environmentally sustainable
- Open, Transparent, Accountable
- United / Teamwork
- Integrity

- Continuously improving
- Fiscal responsibility
- Respect and equality
- Inclusiveness
- Professional
- Committed

### **SWOT Analysis**

A SWOT analysis is a strategic planning technique used to identify an organization's Strengths, Weaknesses, Opportunities and Threats. It helps develop a better understanding of all factors involved in decision making. In order to determine the direction of the organization, it is necessary to understand its current position and the possible avenues through which it can pursue a particular course of action.

Strengths and Weaknesses refer to internal factors, which are resources and experience available to the organization.

Examples of possible Strengths and Weaknesses:

- Financial resources
- Physical resources
- Human resources
- Current processes

Opportunities and Threats refer to external influences that affect the organization.

Examples of possible Opportunities and Threats include:

- Market and economic trends
- Funding
- Demographics
- Political, environmental and economical regulations.

Many factors can appear in several categories. A SWOT analysis can help turn weaknesses and threats into opportunities and strengths and can also identify opportunities that can address weaknesses and strengths that will offset threats.

|  |   |
|--|---|
| <p><b><u>Strengths</u></b></p> <ul style="list-style-type: none"> <li>● Small population – good volunteer base</li> <li>● Strong staff – good working relationships</li> <li>● Sense of community</li> <li>● Simple lifestyle</li> <li>● Cooperation within community</li> <li>● Good roads, waste sites</li> <li>● Safe, clean community</li> <li>● Communication with ratepayers</li> <li>● Pipeline assessment</li> <li>● Natural environment</li> <li>● Availability of communication tools – internet, newsletters, social media</li> <li>● Lower cost of housing/taxes</li> <li>● Few restrictive local by-laws (noise, property standards, animal)</li> <li>● Financial strength – reserves, no debt</li> <li>● Good quality of life</li> <li>● Recreational opportunities</li> <li>● Updated infrastructure</li> </ul> | <p><b><u>Weaknesses</u></b></p> <ul style="list-style-type: none"> <li>● <del>Small population – decreasing?</del></li> <li>● Low tax base, fear of tax increases</li> <li>● Succession planning – few staff, absences are noticed immediately</li> <li>● Lack of citizen engagement - small pool of people for council, library board, etc.</li> <li>● Ability to quickly react to changes in legislation &amp; regulations</li> <li>● Aging population</li> <li>● Transportation</li> <li>● Emergency response times</li> <li>● Geography/size</li> <li>● Lack of commercial assessment</li> <li>● Connectivity</li> <li>● Lack of services (fire)</li> <li>● Lack of local employment opportunities</li> <li>● Winter maintenance of 17 (outside of our control)</li> <li>● <del>Dated municipal policies</del></li> <li>● <del>Succession planning</del></li> </ul> |
| <p><b><u>Opportunities</u></b></p> <ul style="list-style-type: none"> <li>● Potential for growth – space</li> <li>● Recreation</li> <li>● Graphite mine</li> <li>● Funding/grants</li> <li>● Tourism – river, snowmobiling</li> <li>● Retirees</li> <li>● Solar</li> <li>● Joint Council projects</li> <li>● County resources, assistance – Economic Development</li> <li>● Future use of rail line</li> <li>● Education on emergency management</li> <li>● Home-based business</li> </ul>   | <p><b><u>Threats</u></b></p> <ul style="list-style-type: none"> <li>● Cuts in PILs</li> <li>● Increasing legislation and regulations, reporting requirements</li> <li>● Lifespan of landfill</li> <li>● Aging <del>and declining</del> population</li> <li>● Transportation requirements for residents</li> <li>● Access to reliable internet</li> <li>● Limited number of employers</li> </ul>   |

**Public Input Request Results:**

*Vision for HCM:*

*What does HCM do well, and should continue:*

*Areas for improvement:*

*Top Priorities:*

*Words to describe HCM to others:*



**Assets:**

**Liabilities:**

**Best way to inform residents and landowners:**

**What would you like to see in HCM:**

**Desired Outcomes**

Desired outcomes are the goals and priorities identified during the Strategic Planning process. It is what Council and Staff will work on achieving over the next four years.

**Desired Outcomes**

**Action Plan**

| Desired Outcomes | Action Plan |
|------------------|-------------|
|                  |             |
|                  |             |
|                  |             |
|                  |             |

#### Examples of Desired Outcomes:

- Strong collaboration between community, neighbours, businesses
- Quality, sustainable, reliable infrastructure
- Fair, effective and transparent Government
- Economic growth and prosperity
- Community engagement and participation
- Vibrant community
- Safe and healthy community
- Fiscal responsibility
- Organizational alignment
- Environmental sustainability

Once Desired Outcomes are chosen, specific focus areas may be selected (if applicable). For example, for "Quality, sustainable, reliable infrastructure" Council may choose to focus on infrastructure for Roads, Parks and/or Recreation etc. From there, an action plan detailing how desired outcomes will be achieved can be created.

#### **Review**

The Strategic Plan will be reviewed, and updated if required, annually. Council and Staff will also review and track progress on the implementation of the action plan. As information and circumstances change with time, the Desired Outcomes, Focus Areas and Action Plans may be altered to reflect those changes.

#### **Closing**

Council and Staff of the United Townships of Head, Clara and Maria would like to thank everyone who submitted feedback and involved themselves in the Strategic Planning Process. We look forward to working together, and with our community, in realizing Council's priorities and action plan over the next four years.



## 2019-2022 HCM Strategic Plan

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

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

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|   |  |
|---|--|
| <p><b><u>Strengths</u></b></p> <ul style="list-style-type: none"> <li>• Small population – good volunteer base</li> <li>• Strong staff – good working relationships</li> <li>• Sense of community</li> <li>• Simple lifestyle</li> <li>• Cooperation within community</li> <li>• Good roads, waste sites</li> <li>• Safe, clean community</li> <li>• Communications with ratepayers</li> <li>• Pipeline assessment</li> <li>• Natural environment</li> <li>• Availability of communication tools – internet, Newsletters, social media</li> <li>• Lower cost of housing/taxes</li> <li>• Few restrictive local by-laws (noise, property standards, animal)</li> <li>• Financial strength - Good reserves – no debt</li> <li>• Good quality of life</li> <li>• Recreational opportunities</li> <li>• Updated infrastructure</li> </ul> | <p><b><u>Weaknesses</u></b></p> <ul style="list-style-type: none"> <li>• Small population – decreasing?</li> <li>• Low tax base, fear of tax increases</li> <li>• Succession planning – few staff, absences are noticed immediately</li> <li>• Lack of Citizen Engagement - small pool of people for council, library board, etc.</li> <li>• Ability to quickly react to changes in legislation &amp; regulations</li> <li>• Aging population</li> <li>• Transportation</li> <li>• Emergency response times</li> <li>• Geography/size</li> <li>• Lack of commercial assessment</li> <li>• Connectivity</li> <li>• Lack of services (fire)</li> <li>• Lack of local employment opportunities</li> <li>• Winter maintenance of 17 (outside of our control)</li> <li>• Dated municipal policies</li> <li>• Succession planning</li> </ul> |
| <p><b><u>Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Potential for growth – space</li> <li>• Recreation</li> <li>• Graphite mine?</li> <li>• Funding/grants</li> <li>• Tourism – river, snowmobiling</li> <li>• Retirees</li> <li>• Solar</li> <li>• Joint Council projects</li> <li>• County resources, assistance – Economic Development</li> <li>• Future use of rail line</li> <li>• Education on emergency management</li> </ul>  | <p><b><u>Threats</u></b></p> <ul style="list-style-type: none"> <li>• Cuts in PILs</li> <li>• Increasing legislation and regulations, reporting requirements</li> <li>• Lifespan of landfill</li> <li>• Aging and declining population</li> <li>• Transportation requirements for residents</li> <li>• Access to reliable internet</li> <li>• Limited number of employers</li> </ul>   |

**Public Input Request Results (to date):**

*Vision for HCM:*

- Low taxes
- Long term debt free
- Maintaining core services
- Continue senior's programming
- Encourage/ facilitate waterfront development (like Chokecherry Lane)
- Well informed group of taxpayers that enjoy low property taxes, well maintained roads, beaches and parks
- Comprehensive waste and recycling strategy to ensure decades of use without new landfill
- New boat launch in Bissett Creek
- Lights on all major municipal roads
- Fire protection and extrication agreement with local municipality
- Continued good tone within municipal government
- New marina and restaurant
- Restoration of canoe routes on Grants and Bissett Creek

*What does HCM do well, and should continue:*

- Continue to work with snowmobile club and campgrounds
- Water access locations and parks are in good repair; confident it will remain that way. Good attraction for new residents.
- Easy access to river for boating and fishing
- Access to snowmobile and ATV trails
- Excellent job of communicating with taxpayers
- Library and boat ramps are well run and maintained
- Friendly municipal staff
- Well run recycling and landfill

*Areas for improvement:*

- Look for new recycling service
- Consider snow plowing for low income seniors
- Should promote Algonquin Trail. It needs work, funding available from County or Province if there is enough interest
- Street lights at major intersections – could be solar
- Small break wall at Stonecliffe Boat Launch

*Top Priorities:*

- Federal and Provincial grants
- Graphite Mine
- Recycling and educational programs regarding proper recycling techniques
- Attracting business that promotes dining – no eatery in municipality
- Extrication situation
- Purchasing land in Bissett Creek area for future municipal boat launch

*Words to describe HCM to others:*

- Friendly
- Recreation year round
- Relaxed



- Natural
- Peaceful
- Supportive
- Concerned
- Helpful

**Assets:**

- Low taxes, freedom from long term debt
- Crown land trails
- Ottawa River
- Driftwood Park
- Rail to Trail
- Grants and Bissett Creek
- Local businesses

**Liabilities:**

- Recycle service, long term survival of disposal sites

**Best way to inform residents and landowners:**

- Current newsletter and email updates
- mail outs
- Highway 17
- Rail to Trail
- Gas Pipelines

**What would you like to see in HCM:**

- Low income senior's plowing service.
- LED streetlights at major highway and municipal road intersections
- Acquisition of land at Bissett Creek for a boat launch

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision                                |                            |                  |  |    |                 |                           |      |  |        |
|---|----------------------------|------------------|--|----|-----------------|---------------------------|------|--|--------|
| Meeting Date                                    | Thursday, January 19, 2023 |                  |  |    | Report Date     | Tuesday, January 10, 2023 |      |  |        |
| Decision Required                               | X                          | Yes              |  | No | Priority        | X                         | High |  | Low    |
| Direction                                       | X                          | Information Only |  |    | Type of Meeting | X                         | Open |  | Closed |
| <b>Report #23/01/19/1304- Service Proposals</b> |                            |                  |  |    |                 |                           |      |  |        |

**Subject:** Review of Integrity Commissioner, Onboarding Program and All-Net Proposals

**Recommendation:** That Council reviews the provided service proposals.

**Resolution:**

Resolution No.: 23/01/19/005

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council has received Report 23/01/19/1304 concerning service proposals offered to the municipality;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby direct staff not to proceed with the service proposals at this time.

**Background/Executive Summary:**

On December 6<sup>th</sup>, the Clerk received an email on behalf of E4M with a letter attached concerning Communication and On-Going Services from E4M as the municipality's Integrity Commissioner as well as a Council Onboarding Program (see enclosed).

The Communication and On-Going Services letter provides general information and no action is required at this time, other than consideration of current Integrity Commissioner Fees in determining the annual budget.

The Council Onboarding Program offers a variety of services including education, training, Council report cards, coaching and mentoring for a total cost of \$57,825.00, which includes savings of \$20,000 if registered before January 21, 2023. The annual investment over the four year Council term would be \$14,456.25. Municipalities not interested in the full package can request a quote for select parts of the Onboarding Program.

It is staff recommendation not to proceed with purchasing the Onboarding Program package due to the significant overall cost to the municipality. Though the package does offer cost savings and Staff does see the value in the education and training, the overall cost is quite high to absorb in a smaller tax base. Education and training for both Council and Administrative Staff totalled \$6,000 in 2022 which is half of the annual investment proposed. If Council were to proceed with the Onboarding Program, the budget for education and training for Council and Administrative Staff would increase by 140%, which would further limit any other type of training (for example finance training for Administrative Staff).

All-Net Municipal Solutions also provided a proposal for All-Net Meetings which is a document management system to help create agenda and minute creation software. The website explains that the most popular features include:

- electronic agenda packages to reduce paper;
- agendas and minutes are created in seconds;
- resolutions can be searched by keywords, dates or meeting types;
- all documents are stored for future reference;
- keeps track of projects and shares information on important issues being managed;
- includes a scheduling system that syncs with Outlook or iCloud;
- and allows access to information from any location on any device.

*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.*

The proposal includes a cost savings chart that shows an annual savings of \$7,470 by switching to All-Net, however, their website has an online calculator that allows you to enter the municipality's specific information and based on our current averages, the following would be a more accurate savings:

| Cost and Efficiency Savings   | Quantity | Cost         |
|---|----------|--------------|
| Savings in Paper  | 7800     | 78           |
| Savings in Printing   | 7800     | 77           |
| Time Savings - Average 5 hours of Prep Time per Meeting                   | 65       | 2600         |
| Savings in Minute Creation  | 4        | 1300         |
| Time Saved Distributing Participant Packages - Average 20 minutes/meeting | 26       | 1040         |
| Time Saved on Public Inquiries for Agenda Items                           | 14       | 560          |
| <b>Total Annual Savings</b>   |          | <b>5655</b>  |
| <b>5 Year Estimated Savings</b>   |          | <b>28275</b> |
| <b>5 Year Estimate of Trees Saved</b>                                     |          | <b>5</b>     |

\* 1 tree makes 16.67 reams of copy paper or 8,333 sheets - [www.conservatree.com](http://www.conservatree.com)

This figure is based on 13 meetings per year and six agenda packages with 100 pages per package. It includes our current paper, printing and labour costs.

If all members of Council are not comfortable in switching to an electronic format for packages, the savings in paper and printing costs may not be accurate.

I agree that the estimated savings in time required for preparation and minute creation may be accurate.

I do not believe that the calculation for time saved distributing participant packages is correct; the correct calculation for our municipality would be \$186.20, reducing the total annual savings to \$4,801.20. I disagree that switching to an electronic model of creating agenda packages will result in time saved on public inquiries and would therefore further reduce the municipality's savings to \$4,241.20.

The cost to introduce the All-Net Meetings system is \$5,495 and the annual program cost thereafter is \$3,995 plus HST, leaving the municipality with an annual cost savings of approximately \$175.68. I attended an online demonstration of the product which shows how the program works. The function that would provide the greatest time savings for Staff is one that takes the resolutions that are created by the Clerk, and transfers them directly into a template that creates the minutes. This feature would save time for the Clerk, however, would not solely justify the purchase of the program.

There are interactive aspects for Council as well, including document storage, project tracking and chat functions. If Council was interested in viewing a demonstration of the program, the Sales Manager confirmed that it could she would complete a presentation at a future Council meeting.

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From a Staff perspective, it may not be worth the investment at this time as it does not currently appear to realize a great amount of cost savings for the municipality versus how it may for a larger municipality, with more members of Council and Staff who participate in more Council, Committee and Staff meetings and who are in a position to transition to a solely electronic model of Council packages.

**Financial Considerations/Budget Impact:**

If proceeding with purchasing the All-Net Meetings program, \$5,495 will need to be added to the 2023 budget and \$3,995 will need to be added to the annual budget thereafter.

If Council would like to proceed with the Onboarding Program \$14,456.25 will need to be added to the annual budget for 2023 to and including 2026.

**Options:**

Proceed with the Onboarding Program investment with an increase in the Education and Training budget for Council and Administrative Staff;

Do not proceed with purchasing the Onboarding Program;

Select certain portions of the Onboarding Program and direct the Clerk to request a quote for the services.

Proceed with purchase of the All-Net Meetings program;

Do not proceed with purchase of the All-Net Meeting program; or

Defer purchase of All-Net Meeting program until Council received a demonstration of the program.

**Others Consulted:**

Janelle Warren, Regional Sales Manager for All-Net Solutions

**Enclosures:**

Letter dated December 6, 2022 from Integrity Commissioner regarding Communication and On-Going Services from E4M

Council Onboarding Program Brochure

All-Net Meetings Proposal

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk

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# Expertise for Municipalities

1894 Lasalle Blvd.

Sudbury, ON P3A 2A4

Tel. 705-863-3306

Fax. 705-806-4000

www.e4m.solutions

December 6, 2022

Sent by email to [crystal@headclaramaria.ca](mailto:crystal@headclaramaria.ca) - [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

**The United Townships of Head, Clara and Maria**  
15 Township Hall Road,  
Stonecliffe, ON  
K0J 2K0

**Mayor and Council, United Townships of Head, Clara and Maria, ON**

**Dear Ms. Fischer,**

**Please provide a copy of this letter to your Mayor and Council.**

**Re: Communications and On-Going Services from E4m as Your Integrity Commissioner**

---

Congratulations on your recent election! Your commitment to your community is commendable!

E4m truly wishes each and everyone of you, success in meeting your mandate to represent the best interest of your municipality. We know that this is often a significant challenge. To assist Council to be successful, E4m has geared up to be available for in person or virtual onboarding sessions for those municipalities who decide they would like to offer training for new Council members and Mayors on a variety of municipal-related topics. Over the next week we will be sending a flyer for your consideration.

Additionally, we want to thank you for the opportunity to act as your municipality's Integrity Commissioner. We understand that as a new Council you may decide to seek proposals for Integrity Commissioner services for your term of Council. E4m is committed to empowering excellence in the municipal sector. To that end, E4m has not increased our fees since our appointment as Integrity Commissioner. Further, we are offering to extend our current service fees for this term of Council (2022-2026) or until such a time as you have appointed a new Integrity Commissioner. Our current fees are as follows:

- Inquiries/Investigations           \$125/hour
- Advice                                   \$100/hour
- No Retainer
- No Fee for an Annual Report

As the Integrity Commissioner in many communities in Ontario, it is our key responsibility and mandate pursuant to the *Municipal Act*, to oversee and

make independent determinations on alleged breaches of Council's adopted Code of Conduct as well as the *Municipal Conflict of Interest Act* ("MCIA") by any elected member of municipal Council, committee of Council and local board. It is a role that educates on and enforces the statutory requirement for utmost transparency and accountability to the public by locally elected officials. The Integrity Commissioner also upholds other codes and policies that fall under its jurisdiction. This is a process that we take seriously and one that we undertake with great honour.

Over the past few years, E4m received a total of 227 requests for inquiry and not all resulted in a full inquiry. Of those, 29 were allegations of a member contravening the *MCIA* and 7 were adjudicated in court. In each case, the decision to move forward to court was not a decision this office takes lightly. For clarity, the Integrity Commissioner is encouraged to seek a court decision in matters where they believe a breach of the *MCIA* has occurred. Moreover, the Integrity Commissioner does not have the jurisdiction to recommend a penalty for contraventions of the *MCIA*. In deciding to proceed to court we considered several factors. In three (3) matters, the Councillor requested and received advice from the Integrity Commissioner and in one (1) matter the Councillor received advice from a municipal lawyer during a training. In all four (4) situations, the members of Council did not follow the advice they received. In fact, they knowingly acted against the advice. We fully recognize the financial impact to the municipalities involved. Unfortunately, in seven (7) matters the circumstances warranted seeking a court decision. Four (4) of the matters were withdrawn when the Councillor agreed to resign and not run in the 2022 election or agreed to a formal court reprimand. This type of unethical behaviour is the very reason the *Municipal Act* was amended to require a Code of Conduct and the appointment of an Integrity Commissioner.

You may have heard/seen derogatory statements about E4m in news media or on social media. What you will not have heard/seen is E4m defending itself in these mediums. We do not believe that doing so is effective or worth the cost to the municipality. What we will say to you about these situations is that:

1. The people complaining about the cost are either the person who was found in contravention of either the Code of Conduct or *MCIA*;
2. The Complainant who is not satisfied with having the matter dismissed or not result in the finding they wanted;
3. There has been no comparative cost data put forward that would provide a reasonable perspective;
4. At no time did E4m solicit or engage in unnecessary work; and
5. E4m has examples of fee discounts and time investments made by E4m consultants that exceed the cost of inquiries.



If you have any concerns about what you have heard/seen about E4m please contact us for our side of the story.

We also want to remind municipalities who have appointed us as Integrity Commissioner that there are no costs associated to this office unless we receive complaints which are valid and warrant investigation.

Over the past few years, we have corresponded with communities about the **“true cost of unethical/unacceptable behavior”** by elected officials. With the nature of the complaints this office receives in communities, it is the continued unethical and suspicious behaviour by a few elected individuals that fail to uphold the Code of Conduct or violate the *MCI*A that ultimately end up being investigated and inevitably cost the municipality financial resources to expose and correct the issue. We continue to articulate to municipalities that cost of the Integrity Commissioner is directly proportional to the unethical/unacceptable behaviour of its elected and appointed officials not the Integrity Commissioner. And the small costs associated to advice and precautionary **training of Council** could result in thousands of dollars saved for the municipality in future legal costs.

As you may be aware, E4m is a non-profit association. We have an integrated network of municipal professionals with a wide array of competencies and experiences who have a passion for and commitment to providing small municipalities with affordable services including professional Integrity Commissioner services.

E4m believes in the following core principles:

- That by providing “on the ground” support services to small municipalities, in all aspects of their municipal operations, we can assist with the successful delivery of mandatory services in circumstances where there is a limited budget and/or human resources;
- That by holding relevant conferences, meetings, or training sessions this segment of the municipal sector will be strengthened through the professional development of its elected officials, employees and volunteers;
- That by assisting small municipalities with preparing presentations to government and/or the private sector we can help them to deliver on and advocate for their municipal mandate;
- That by sharing information collected resulting from research carried out by E4m, municipalities can be better equipped to address issues and solve problems;
- That by promoting the principles of good municipal governance we can encourage municipalities to achieve strength and sustainability through

- sound governmental practices and public engagement; and
- That we can give back to the municipal sector by transferring knowledge and assisting to build capacity.

On that note, we would appreciate an opportunity to connect with you at your earliest convenience to discuss training and onboarding requirements, learning initiatives and further develop a sound understanding of the office of the Integrity Commissioner with your newly elected municipal officials. We truly appreciate the relationship with your office and look forward to hearing from you in the very near future. We also plan to establish a mutually convenient time to meet with you over the next few months.

Respectfully,



Peggy Young-Lovelace, Lead Representative  
President, E4m  
1894 Lasalle Blvd. Sudbury, ON, P3A 2A4  
Phone 705-863-3306  
Email [IC@e4m.solutions](mailto:IC@e4m.solutions)



# COUNCIL ONBOARDING PROGRAM



## In Person Onboarding Session Topics

### Session 1 (2022/2023) Municipal Government Fundamentals

- Governance Basics
- Civility
- Decision Making
- How to Debate
- Law making
- Setting Priorities and planning Your Council Term
- Performance Management Basics
- Defining Levels of Service
- Local Hot Topics

### Session 2 (2024) Building on Session 1

- Role and Responsibilities Refresher
- Council/Staff Relationship
- Leadership vs. Management
- Human Resource Best Practices
- Local Hot Topics

### Session 3 (2025) Council Legacy

- Role and Responsibilities Refresher
- Future Thinking
- Defining Council's Legacy
- Local Hot Topics

## Your Onboarding Program Also Includes:

- Council Term Plan - working document for Council to assist them in accomplishing their priorities
- Building Relationships and Respect - Extended DISC Assessments and Training
- Coaching/Mentoring for Heads of Council and Councillors - allows Heads of Council and Councillors to contact a municipal expert for information/advice on municipal governance matters not including the ethical policies or the Municipal Conflict of Interest Act which is the role of the Integrity Commissioner
- Council Report Cards - Quarterly/Annual outline the activities that Council has undertaken in relation to their Term Plan etc. There are tools to keep the public informed
- CAO/Senior Administrator Performance Evaluations - facilitate Council and the CAO/Senior Administrator in setting annual performance expectations and carrying out the annual performance evaluation

# OVERVIEW

| WMG/E4m Onboarding Program  | Year      |      |      |      | Item Cost          |
|---|-----------|------|------|------|--------------------|
|   | 2022/2023 | 2024 | 2025 | 2026 |                    |
| Three (3) In Person Onboarding Sessions (\$8,600 per session unsubsidized)        | X         | X    | X    |      | \$25,800.00        |
| Council Term Plan   | X         |      |      |      | \$ 8,600.00        |
| Extended DISC Assessments* & Training   | X         |      |      |      | \$ 2,700.00        |
| Coaching/Mentoring Head of Council Hours**  | X         | X    | X    | X    | \$ 1,375.00        |
| Coaching/Mentoring Councillor Hours***  | X         | X    | X    | X    | \$ 5,500.00        |
| Quarterly Council Report Cards (based on Council Term Plan)                       | X         | X    | X    | X    | \$ 6,850.00        |
| Annual Council Report Card (based on Council Term Plan)                           | X         | X    | X    | X    | \$ 2,500.00        |
| Annual Support to Set Performance Expectations for CAO/Senior Administrator ****  | X         | X    | X    | X    | \$10,500.00        |
| Annual Support to Conduct Performance Evaluations of the CAO/Senior Administrator | X         | X    | X    | X    | \$14,000.00        |
| <b>Total Cost of Items</b>  |           |      |      |      | <b>\$77,825.00</b> |

\* Includes 6 Assessments additional Assessments can be purchased separately @375 per assessment

\*\*Based on five (5) total hours which may be used between 2022 and 2026 (Term of Council)

\*\*\*Based on five (5) total hours per Councillor which may be used between 2022 and 2026 (Term of Council)

\*\*\*\*Includes Policy/Program

Does not include HST or travel costs for in person sessions

## WMG/E4m Subsidy

Sign up for the full package before January 21, 2023 to receive a \$20,000 discount.

|              | Value       | Savings     | Investment  |
|--------------|-------------|-------------|-------------|
| Full Package | \$77,825.00 | \$20,000.00 | \$57,825.00 |

The annual investment is \$14,456.25

## Payment Plan

Any municipality signing up before December 31, 2022, would be eligible to make the following instalment payments:

| 2022                                  | 2023       | 2024        | 2025        | 2026        |
|---------------------------------------|------------|-------------|-------------|-------------|
| \$7,228.25                            | \$7,228.00 | \$14,456.25 | \$14,456.25 | \$14,456.25 |
| plus \$500 administration fee and HST | plus HST   |             |             |             |

Municipalities not interested in the full package can request a quote for select parts of the Onboarding Program.



# WISCHART WMG/E4M TRAINING PROGRAM



## **Training/Workshops for 2023/2024**

- Head of Council Leadership Forum (Mayors & CAOs Senior Administrator) in 2023
- Bi-Annual Councillor Leadership Forum in 2024
- Communications/Public Relations/Social Media
- Evaluating the CAO/Senior Administrator's Performance
- Expectations for Your CAO/Senior Administrator
- Human Resource Management Policies
- Feedback Management
- Workplace Respect/Staff Council Relationship
- MFIPPA/Legislated Obligations



[www.E4m.solutions](http://www.E4m.solutions)

**Wishart**  
LAW FIRM LLP

# THANK YOU

WE LOOK FORWARD TO WORKING  
WITH YOU



For more information contact:  
[support@e4m.solutions](mailto:support@e4m.solutions)



Expertise for  
Municipalities

[www.e4m.solutions](http://www.e4m.solutions)

*Wishart*  
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# All-Net Meetings Proposal

---

Agendas in Minutes & Minutes in Seconds

**PREPARED FOR:**

**Crystal Fischer**

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

**PREPARED BY:**

**Janelle Warren**

Regional Sales Manager – Eastern Canada  
[jwarren@catalisgov.com](mailto:jwarren@catalisgov.com)

**PROPOSAL ISSUED**

**21.Dec.2022**

**PROPOSAL VALID UNTIL**

**21.Jan.2023**

# Table of Contents

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|                              |    |
|------------------------------|----|
| About Us .....               | 03 |
| All-Net Meetings .....       | 04 |
| Individual Features .....    | 05 |
| Administrator Features ..... | 07 |
| Getting Started .....        | 08 |
| Starting Timeline .....      | 09 |
| Ongoing Support .....        | 09 |
| Cost Savings .....           | 10 |
| Price Estimate .....         | 11 |
| Our Clients .....            | 12 |
| Contact Us .....             | 13 |

# About Our Company

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All-Net.ca is a municipal communications company that employs a unique skillset of municipal experience, advanced programmers and creative minds. Our research and development is focused toward the development and use of municipal software.

One of the biggest advantages of our municipal products is the ability to integrate other products and services in the future. For example, you have the option to integrate your council meetings (All-Net Meetings) or a service request tracking program (Service Tracker) at any time in the future. Your smartphone apps can also be connected to your website data and your website content management system also acts as the content management system for your apps.

Our development is all done in Canada and your data is stored and backed up in Canada.

## OUR PROFILE

- In business for 21 years learning and developing new technologies for municipal administrators.
- Our applications have been built with and for municipal administrators.

## WHAT WE DO

- Research the needs of municipal governments.
- Develop innovative programs to meet the needs of municipal governments.
- Provide our municipal clients with ongoing support.

# Our Objective

---

Our objective is to research, develop and deploy municipal applications that assist municipal governments in their goal to provide the best possible service in the most efficient manner possible.

# About All-Net Meetings



All-Net Meetings combines years of administrator features developed to save you time and money in the management of your meetings.

All-Net Meetings is the most user-friendly meeting and document management system available for public administrators.

The easy to use interface makes the application great for the most novice user while providing advanced features such as interactive document management, task tracking and complete meeting management features.

Your All-Net Meetings account can be set-up in a few days, and you are ready for our training sessions. Training is conducted with a few brief remote sessions where we work with you on the creation of your first agenda.



# Individual Features

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**Mobile/Responsive:** All-Net meetings is 100% responsive to any mobile computing device. This means you can access all your account features on any mobile device including a smartphone. There is no need to install an additional app with limited features. All-Net Meetings will respond accordingly to your device and your needs.

**Windows / Mac Compatible:** All-Net Meetings will run on both Windows and Apple devices. While we recommend iPads for your regular users, you can use any device of your choosing.

**100% Cloud Based:** You and your users will have access to your information from any location 24/7 since all your information is stored in a secured data Centre in central Canada.

**Permission Based Settings:** Your users will only have access to the information your administrator grants them access to. This means you can use your account for both council, board and staff meetings and then grant users access to only the agendas they require.

**PDF Document Conversion:** All documents you add to your meeting agendas become converted to PDF format automatically. Simply add a Word or Excel file and they will be converted to PDF format so your users can easily open and access the files without waiting for additional software to load.

**Public & Private File Access:** You can lock individual agenda documents or items from public view. You simply lock an item and it will only be available to your users and not the general public.

**Instant Messaging & Shared Notes:** Share private notes and messages with users on individual agenda items.

**Task Management and Tracking:** Send individual tasks and track items directly from any meeting. You can also generate reports of all actioned items from a meeting to track for progress and further action.

**Project Tracking:** Post updates, documents and shared information amongst users for internal projects. Users can provide status updates with automated notifications sent to each user. Projects can also be attached to any future meeting agenda item.

**Issue Tracking:** Post updates, documents and shared information amongst users for internal issue management. Users can provide status updates with automated notifications sent to each user. Issues can also be attached to any future meeting agenda item.

**Private Notes:** Maintain private notes on any agenda item for meeting preparation or future reference.

# Individual Features

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**User Schedules:** Add items to users schedules and each event is sent to a user with the ability to confirm and add an event to their private calendars with a simple click.

**Document and Resolution Searches:** All documents and decisions are now searchable.

**Resolution Management:** Access all your meeting decisions through one centralized resolution manager. Search, filter and print out any decision along with the voting record.

**Minute Merge:** Create your meeting minutes after the meeting with a single click. All recorded council decisions become merged into a set of meeting minutes.

**Customized Administrator Accounts:** Customize your permissions for any administrator to allow access to specific features or meeting types.

**External User Accounts:** Create user accounts for people outside your organization where they only have access to the meetings you allow them to access.

# Administrator Features



All-Net Meetings is built with the administrator in mind to save you time and resources while ensuring your team has access to the information they need.

An overview of the features in All-Net Meetings from an administrator's perspective can be accessed online at the following link or scanning the QR code above:

<https://vimeo.com/256333214/d5a6b675e6>

The greatest features within All-Net Meetings are the administration features that save you time and money and ensure that your staff and all users have the information they require to make informed decisions.

### Some of the administrator features include:

- Easily manage and access all user account information
- Set individual file permissions allowing document access to specific users
- Make files public or private with the click of a button
- Post your agenda packages and meeting minutes to your website with a single click
- Set and manage tasks for staff and council
- Drag and drop items to make changes to your agenda
- Access your files from any location with an Internet connection
- Have peace of mind in knowing all users have access to the information they need

### START SAVING TODAY!

All-Net Meetings will begin saving you time and money immediately. Simply enter your meeting details and calculate your cost savings online at [www.allnetmeetings.com](http://www.allnetmeetings.com).



# Getting Started

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We walk with you through the entire process to get started and running your first meeting. Once you are up and running, we are available 24/7 with support and assistance where required.



### 1. INFORMATION GATHERING

We begin the process on our end by becoming familiar with your current processes and procedures. We will access and review your recent agendas and ensure we have a thorough understanding of your process and needs.

By working with hundreds of municipal governments we realize that no two municipalities are exactly alike, and we will adapt to your own unique processes where possible.

### 2. ACCOUNT SET-UP

In this stage we create all your templates and user accounts, so you can hit the ground running as soon as we begin training. Templates include your agendas, minutes and the wording of your resolutions based on your current formatting.

### 3. TRAINING AND TUTORIALS

Once your templates are created, we provide you with six remote sessions where we walk through a small part of the program each day.

Each session is brief to ensure you are not overwhelmed with a lot of detail. We work toward creating your first agenda with you.

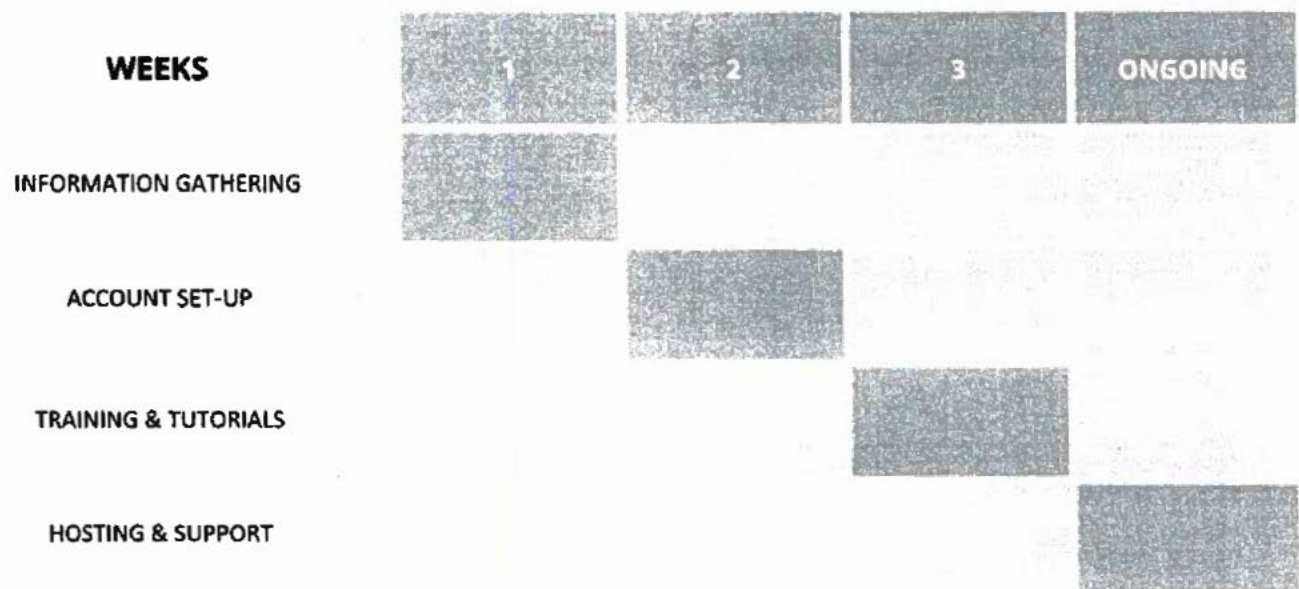
### 4. HOSTING AND ONGOING SUPPORT

Our services don't end after your first meeting. We continue to be here to assist you in any way of if you have any questions or new staff that require new training. Your data is backed up nightly and we notify you when new features and updates are made available on your account.



# Starting Timeline

We will work backward in scheduling our training session two weeks prior to your first meeting. This will give you plenty of time to work at your own pace at creating your first agenda package. Once we create your account and templates your training is provided over one week with brief 30-minute sessions each day.



## ONGOING SUPPORT

Our support is available 24/7 for all our users and you do not pay any additional fees. We will provide the necessary training and support to ensure you are comfortable with any assistance you may require. It is our goal to ensure all our users have a great understanding of all the features and functionality of our system.

## Cost Savings

Time is money and All-Net Meetings is proven to save you time and money by recovering your initial investment in year one and saving you approximately \$3,475/year each year after.

The following calculations are based on the following assumptions:

- 24 meetings per year (Regular and committee)
- Printing 10 agenda packages at 75 pages per meeting
- Cost for a ream of paper at \$6.50
- Printing cost of 2.5 cents per page
- Labor costs of \$24/hr

| YOUR SAVINGS   |                   |
|--|-------------------|
| <b>Paper &amp; Printing</b><br>18000 Pages/ Year * \$0.035/Page                                    | \$630.00          |
| <b>Time - Average 5 hours of Prep Time per Meetings</b><br>5 Hours @ \$24/Hr = \$120 * 24 Meetings | \$2,880.00        |
| <b>Time - Minute preparations</b><br>2.5 Hours @ \$24/Hr = \$60 * 24 Meetings                      | \$1,440.00        |
| <b>Time - Distributing Participant Packages</b><br>20 Min/Pkg * 240 Pkgs = 80 Hrs @ 24/Hr          | \$1,920.00        |
| <b>Time - Public Inquiries for Agenda Items</b><br>25 Hrs @ 24/Hr                                  | \$600.00          |
| <b>Total Annual Savings (Before support fees)</b>  | <b>\$7,470.00</b> |

# Our Price Estimate

| FEATURE COSTS                         | 1ST YEAR          | ANNUAL            |
|---------------------------------------|-------------------|-------------------|
| All-Net Meetings program use license  | \$3,995.00        | \$3,995.00        |
| Account set-up                        | \$500.00          | N/A               |
| Remote training session               | \$1,000.00        | N/A               |
| Data hosting and back-ups (In Canada) | Incl              | Incl              |
| Automated system updates              | Incl              | Incl              |
| Access to new features                | Incl              | Incl              |
| <b>Total Cost</b>                     | <b>\$5,495.00</b> | <b>\$3,995.00</b> |

All pricing and services above are in Canadian dollars and subject to a signed license agreement.

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# What Our Clients Say

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Our business has been built on the word of mouth referrals from our municipal clients. We are grateful for every opportunity and working for you is something we will never take for granted.

## Michele Sorensen

Town of Nipawin, SK

*"Love All-Net Meetings! This program has made my life so much easier! An added benefit is that our office is now helping to save trees!"*

## Laurent Mougéot

SUMAssure, SK

*"Makes our life and work so much easier. THANKS for a great product!"*

## Sandi Dunne

RM of Wolverine, SK

*"Great product and service. Would not want to go back to the way we did things before All-Net Meetings."*

## Dale Toews

RM of Stanley, MB

*"Vern and his qualified team have proven their dedication to ensuring our satisfaction with the All-Net product."*

## Tammy Parobec

City of Thompson, MB

*"If you do have any questions the customer service is amazing. Well done All-Net and thank you for the awesome years of service"*

## Tracy French

Municipality of Emerson-Franklin, MB

*"All-Net listens and understands municipal clients and continues to provide superior products and customer service. Great job All-Net!!"*





# Questions About Your proposal?

Contact Us Today!

#### OUR OFFICE

4-350 Keewatin Street  
Winnipeg, MB R2X 2R9

#### CALL OR EMAIL US

Phone: 204-421-9314  
Toll Free: 888-403-4240  
Email: [info@all-net.ca](mailto:info@all-net.ca)

#### OUR HOURS

8:30 AM - 4:30 PM  
Mon - Fri CST



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision  |                            |                  |  |    |                 |                           |      |  |        |
|---|----------------------------|------------------|--|----|-----------------|---------------------------|------|--|--------|
| Meeting Date  | Thursday, January 19, 2023 |                  |  |    | Report Date     | Tuesday, January 10, 2023 |      |  |        |
| Decision Required   | X                          | Yes              |  | No | Priority        | X                         | High |  | Low    |
| Direction   | X                          | Information Only |  |    | Type of Meeting | X                         | Open |  | Closed |
| <b>Report #23/01/19/1305- Review of Roads Level of Service Policy</b> |                            |                  |  |    |                 |                           |      |  |        |

**Subject:** Review of Roads Level of Service Policy

**Recommendation:** That Council reviews and updates the Level of Service Policy.

**Resolution:**

**Resolution No.:** 23/01/19/007

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council has received Report 23/01/19/1305 concerning re-classification of Emergency Maintenance Only Roads;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby update "Schedule A" of By-law 2021-04.

**Background/Executive Summary:**

Municipal staff has received numerous complaints about roads, particularly those that are "Emergency Maintenance Only" (EMO) Roads.

Adelard Road and Kenny Road are two roads that have been of major concern over the last two years and have suffered the greatest damage. Both roads have been subject to multiple large washouts largely due to beaver dams and culverts being blocked, but remaining un-cleared. As per the current policy, Staff is not authorized to clean or clear culverts on Emergency Maintenance Only roads. The same applies to having trappers called out to trap areas that are being affected by nuisance beavers.

There is a culvert on Mackey Creek Road located in proximity to the pit that is continuously affected by higher levels of water in the creek due to large amounts of spring run-off. Coupled with nuisance beavers, if it is left unmaintained, it could cause large washouts to the road. These are areas of risk that have identified by past damage, but it is not inclusive if conditions change and other areas in the municipality become affected.

Staff is requesting Council's consideration in updating the policy to include that roads which are currently designated as "Emergency Maintenance Only" be re-classified as "Minimal Maintenance Only" with the intention that roads may be inspected on a regular basis and allow Public Works to supply minimal maintenance and make minor repairs in order to mitigate major complications. This would majorly include cleaning and undogging culverts. It would not include regular grading of the roads, application of calcium, repairing potholes, plowing etc. If road conditions changed where work outside of minimum maintenance was required and was not included in the current year's budget, Staff would bring a Report to Council with pricing and recommendations for Council approval before completing any major work.

If the policy is updated to re-classify Emergency Maintenance Roads to Minimal Maintenance Roads", Public Works and the Clerk would determine if repairs are warranted in order to mitigate larger consequences such as a major road washouts, damage to culverts, damage to surrounding private property and/or risk of public safety.

Staff is also requesting Council's consideration in purchasing metal grates to be installed on culverts that have been identified as higher risk of failure as well as requesting that licenced trappers have authorization to begin trapping again in the municipality. The metal grates will help alleviate the issues that we are having with culverts becoming clogged, however, if it is identified nuisance beavers are creating issues, Public Works would

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

have the ability to contact the beaver trapper assigned to our area to assist with removal of nuisance beavers. The municipality pays the trappers \$100 per beaver which is verified through Public Works.

Staff is requesting the re-classification of Emergency Maintenance Only Roads in efforts to reduce the need for emergency repairs/ call-outs. The cost of Public Works completing minimal maintenance is significantly less than having large repairs completed as a result of no maintenance.

In 2022, the municipality paid the local contractor \$1000 for emergency call out work as a result of blocked culverts and an additional \$600 to have a large washout repaired that was not considered emergency repair but was due to nuisance beavers. In 2021, the municipality paid \$1680 for emergency call out work for roads that were washed out because of blocked culverts. These issues could have been avoided or at least mitigated for a fraction of the cost if Public Works had the authority to clear culverts and make minor repairs before significant damage occurred. If Public Works was to identify an issue, and was unable to resolve it alone, the repairs could be scheduled with the local contractor on a non-emergency basis which would realize additional cost savings.

Many of the properties located on Emergency Maintenance Only roads are leased land properties that the Ministry of Natural Resources and Forestry owns, however some of these roads do not have alternate routes . If the road were to have a major washout it may leave tenants stranded in an emergency or otherwise situation with no other access. Non-permanent residents who pay their tenant taxes to the MNRF, who in turn pay PILs to the municipality, have spent considerable amounts of money to build and improve upon their leased property, and risk significant property damage as a result of the current policy.

A new Draft Policy PW-02 has been enclosed for Council's review and can be modified as per Council's direction.

**Financial Considerations/Budget Impact:**

In addition to the financial information outlined in Background Information above, \$2000 to purchase metal grates, to be included in the 2023 budget and \$1000 annually for nuisance beavers.

**Options:**

Pass Resolution 23/01/19/007 to update the Level of Service Policy PW-02;

Do not pass Resolution 23/01/19/007 leaving the current Level of Service Policy with Emergency Maintenance Only provisions in effect; or

Provide direction to staff on future policy development.

**Others Consulted:**

Jesse Gagnon, Public Works Leader

**Enclosures:**

Draft Updated Level of Service Policy PW-03

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk

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| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
| <b>DEPARTMENT:</b> Public Works  |                                 |                                | <b>POLICY #:</b><br>PW-02 |
| <b>POLICY NAME:</b> LEVEL OF SERVICE POLICY (Schedule "A" to By-Law 2021-04) |                                 |                                |                           |
| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>1 of 12 |

### **POLICY STATEMENT**

This policy sets out the minimum standards of maintenance and repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the *Municipal Act, S.O. 2001, c.25*. The minimum standards of repair set out herein are applicable only in respect of motor vehicles as governed by the *Ontario Highway Traffic Act*.

It is the objective of the Township Public Works Department to conduct its operational activities in an efficient and effective way, so as to provide, safe driving conditions on all fully maintained roads under its control and jurisdiction. Operations will be consistent with the needs of a low traffic volume rural road system.

Maintenance will be performed, monitored and recorded as detailed in the following guidelines that comprise, with this policy statement and the definitions below, our Level of Service Document.

This document is based on the criteria for Minimum Maintenance Standards as developed by the province in Ontario Regulation 239/02 to provide municipalities with a legal defense against liability from actions arising with regard to levels of care on roads and bridges. Using the chart provided by the province to determine Highway class based on speed limit and average annual daily traffic ("ADT") counts, all roads within the municipality are determined to be class 6 roads. (Please see Appendix "A" in this policy for a detailed list)

Since O. Reg. 239/02 does not specify minimum standards for Class 6 roads, this document will set a level of service for our municipal Class 6 roads.

These guidelines are used to provide guidance for our Public Works Department, however; depending on work load and other unknown circumstances, maintenance activities may in some instances occur sooner than the minimum times detailed below and do not change the normal minimum standard.

### **DEFINITIONS**

In this Level of Service Document,

- "as soon as practicable" means as soon as is possible considering lead time to contact the truck driver, for the driver to travel to the location of the truck, for readying the truck, for loading the truck and for traveling to the designated starting point within the municipality. The lead time begins as soon as any member of staff becomes aware of a fact, not just the employee responsible for call outs.



| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
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- "cm" means centimeters; correspondingly "m" means meters and "mm" means millimeters;
- "day" means a 24-hour period;
- "dead end" roads are those that do not have an exit through another intersecting road;
- "Minimal Maintenance" means maintenance that is required to prevent something catastrophic from happening that has an immediate and tangible impact on the flow of traffic and/or safety of road uses. Each situation will be reviewed on a case by case basis and dealt with at the discretion of the Clerk and Public Works Leader.

The following are not considered as qualifications for Minimal Road Maintenance:

- Grading
  - Filling potholes
  - Snow removal
  - Any other situation where maintenance is not required to prevent a catastrophic event
- "Minimal Maintenance Only (MMO) roads" means roads and streets that have been assumed by the municipality, and are only minimally maintained throughout the summer months (April to mid-November) usually for cottage/camp access.
  - "houses" means the number of permanent year round occupied residences.
  - "motor vehicle" has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, R.S.O. 1990, except that it does not include a motor assisted bicycle;
  - "non-paved surface" means a surface that is not a paved surface, otherwise known as "loose-topped"; for our purposes "non-paved surface" further means gravel surfaced.
  - "O. Reg. 239/02" refers to Ontario Regulation 239/02 which lays out the minimum maintenance standards for municipal highways except for Class 6 roads
  - "paved surface" means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;
  - "roadway" has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*; "snow-packed" means the desired state of a highway during the period of winter road maintenance which includes the compacted snow or ice that can accumulate on municipal highways during a number of minor snow events.
  - "shoulder" means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;
  - "surface" means the top of a roadway or shoulder.
  - "winter highway maintenance" occurs from November 15 to and including April 1 of each year.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
| <b>DEPARTMENT:</b> Public Works  |                                 |                                | <b>POLICY #:</b><br>PW-02 |
| <b>POLICY NAME:</b> LEVEL OF SERVICE POLICY (Schedule "A" to By-Law 2021-04) |                                 |                                |                           |
| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>3 of 12 |

### CLASSIFICATION OF HIGHWAYS

For the purposes of this policy, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in Table 1 as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the applicable speed limit and the average annual daily traffic count.

The average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined:

- (a) by counting and averaging the daily two-way traffic on the highway or part of the highway;  
or
- (b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

**TABLE**  
**CLASSIFICATION OF HIGHWAYS - O. REG. 366/18 S1(5)**

| Column 1<br>Average Daily<br>Traffic (number of<br>motor vehicles) | Column 2<br>91 - 100<br>km/h<br>speed limit | Column 3<br>81 - 90<br>km/h<br>speed limit | Column 4<br>71 - 80<br>km/h speed<br>limit | Column 5<br>61 - 70<br>km/h speed<br>limit | Column 6<br>51 - 60<br>km/h speed<br>limit | Column 7<br>41 - 50<br>km/h speed<br>limit | Column 8<br>1 - 40 km/h<br>speed limit |
|--|---|--|--|--|--|--|--|
| 53,000 or more   | 1   | 1  | 1  | 1  | 1  | 1  | 1                                      |
| 23,000 - 52,999  | 1   | 1  | 1  | 2  | 2  | 2  | 2                                      |
| 15,000 - 22,999  | 1   | 1  | 2  | 2  | 2  | 3  | 3                                      |
| 12,000 - 14,999  | 1   | 1  | 2  | 2  | 2  | 3  | 3                                      |
| 10,000 - 11,999  | 1   | 1  | 2  | 2  | 3  | 3  | 3                                      |
| 8,000 - 9,999  | 1   | 1  | 2  | 3  | 3  | 3  | 3                                      |
| 6,000 - 7,999  | 1   | 2  | 2  | 3  | 3  | 4  | 4                                      |
| 5,000 - 5,999  | 1   | 2  | 2  | 3  | 3  | 4  | 4                                      |
| 4,000 - 4,999  | 1   | 2  | 3  | 3  | 3  | 4  | 4                                      |
| 3,000 - 3,999  | 1   | 2  | 3  | 3  | 3  | 4  | 4                                      |
| 2,000 - 2,999  | 1   | 2  | 3  | 3  | 4  | 5  | 5                                      |
| 1,000 - 1,999  | 1   | 3  | 3  | 3  | 4  | 5  | 5                                      |
| 500 - 999  | 1   | 3  | 4  | 4  | 4  | 5  | 5                                      |
| 200 - 499  | 1   | 3  | 4  | 4  | 5  | 5  | 6                                      |
| 50 - 199   | 1   | 3  | 4  | 5  | 5  | 6  | 6                                      |
| 0 - 49   | 1   | 3  | 6  | 6  | 6  | 6  | 6                                      |

| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
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For "dead end" roads, in lieu of a manual 4 hour traffic count, a simple count of the number of permanent year round residences on the road multiplied by 6, for rural areas, will estimate the number of trips each house generates and is an accepted traffic engineering method for rural areas and those with lower volume as most of our roads are. This is the method that the municipality will use to determine ADT for its roads.

**MINIMUM STANDARDS**

**NOTE:** All minimum standards listed below for Class 6 Highways does not apply to roads, or portions of roads, determined to be "Minimal Maintenance Only" roads.

***ROUTINE PATROLLING***

The minimum standard for the frequency of routine patrolling of highways is set out in Table 2. Routine patrolling shall be carried out by driving on the highway to check for conditions described in this policy. Routine patrolling is not required between sunset and sunrise.

The "Routine Patrol Record" attached to this Level of Service document as Appendix "B" will be used for routine patrols.

Patrols will take place more frequently during the winter highway maintenance period from November 15 to and including April 1. The "Winter Patrol Form" attached as Appendix "C" will be utilized for winter patrols.

**TABLE 2  
ROUTINE PATROLLING FREQUENCY**

| <b>Class of Highway</b> | <b>Routine Patrolling Frequency</b> | <b>Winter Road Patrols</b>   |
|-------------------------|-------------------------------------|--|
| 6                       | Once every 30 days                  | At least twice each week from November 15 to and including April 1 |

***WINTER MAINTENANCE***

The Public Works Department will be responsible for winter road patrols. Our municipality has contracted out our winter road maintenance activities. Our Public Works employees and our Contractor have the equipment, schedules, manpower and procedures in place to commence winter control operation on the 15<sup>th</sup> day of November to and including April 1 of each year. Winter control equipment and manpower will be available on a continuous basis, 7 days a week 24 hours a day to respond to any winter event during this period.



## Head, Clara & Maria Policies and Procedures

|  |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
| <b>DEPARTMENT:</b> Public Works  |                                 |                                | <b>POLICY #:</b><br>PW-02 |
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| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>5 of 12 |

There will be no regular maintenance or winter snowplowing on the following roads or road sections as these roads are considered "minimal maintenance only" by the municipality. These roads may only be used at the operator's own risk. Notice of the minimum maintenance only roads be posted at the point of change to MMO and on the municipal website.

### MINIMAL MAINTENANCE ONLY ROADS

(some part or all of each of these roads are "minimal maintenance only" in nature and do not receive regular maintenance for the portion deemed MMO)

| ROAD NAME          | # OF PERM HOMES ON ROAD | ADT | SPEED LIMIT | CLASS | DISTANCE MAINTAINED   |
|--------------------|-------------------------|-----|-------------|-------|---|
| Ashport Road       | 7                       | 42  | 50 km/h     | 6     | 1.3 km year round maintenance<br>1.3 – 2.5 Minimal Maintenance Only                   |
| Francoeur Road     | 2                       | 12  | 50 km/h     | 6     | 0.4 km year round maintenance<br>0.4 - 2.3 Minimal Maintenance Only                   |
| Mackey Creek Road  | 12                      | 72  | 50 km/h     | 6     | 2.5 km year round maintenance (bus turnaround)<br>2.5 – 10.9 Minimal Maintenance Only |
| Jennings Road      | 6                       | 36  | 50 km/h     | 6     | 5 km (to Mackey Park) year round maintenance  |
| Plain's Camp Road  | 0                       | 0   | 50 km/h     | 6     | Minimal Maintenance Only  |
| Kenny Road         | 0                       | 0   | 50 km/h     | 6     | 0.7 km year round maintenance (to landfill)<br>0.7 – 1.8 Minimal Maintenance Only     |
| Buckshot Road      | 0                       | 0   | 50 km/h     | 6     | Minimal Maintenance Only  |
| Adelard Road       | 0                       | 0   | 50 km/h     | 6     | 4.0 km Minimal Maintenance Only   |
| Bissett Creek Road | 0                       | 0   | 50 km/h     | n/a   | 0.7 km year round maintenance (to landfill)<br>0.7 km onward AFA* Road                |
| Brent Road         | 1                       | 6   | 50 km/h     | n/a   | <1 km (to camp)<br>Camp onward AFA* Road  |

\*AFA denotes Algonquin Forestry Access Road

During winter operations a number of minor snow events may result in non-paved surfaces becoming snow-packed. Once this compacted snow accumulates it is considered part of the road for the application of our Level of Service and is the desired condition. During periods of thaw, appropriate remedial action would be required as the depth of the compacted snow base becomes unstable. This remedial action may include plowing, salting and sanding, as determined, to break up the base and remove it from the traveled sections of the road. It will be the duty of the Public Works Department to determine best treatment methods and contact our contractor for implementation.



| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
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| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>6 of 12 |

### **SNOW ACCUMULATION**

The minimum standard for clearing snow accumulation is,

- while the snow continues to accumulate, to deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 3 and;
- after the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in Table 3, to clear the snow accumulation in accordance with the time set out in the Table.

The snow accumulation must be cleared to a depth less than or equal to the depth set out in Table 3 .

This section does not apply to that portion of the roadway designated for parking; and only applies to a municipality during the season when the municipality performs winter highway maintenance. In this section, "snow accumulation" means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

**TABLE 3  
SNOW ACCUMULATION**

| <b>Class of Highway</b> | <b>Depth</b> | <b>Time</b> | <b>Desired Road Condition</b> |
|-------------------------|--------------|-------------|-------------------------------|
| 6                       | 10 cm        | 24 hours    | Snow-packed or bare           |

### **ICY ROADWAYS**

The minimum standard for treating icy roadways is to deploy resources to treat an icy roadway as soon as practicable after becoming aware of the condition; and to treat the icy roadway within the time set out in Table 4 after becoming aware of the condition.

It is acceptable to "spot" treat only those sections that are in fact icy. The entire road does not require the same treatment, however; the treatment that is applied and the locations are required to be documented each and every time this treatment method is used.

This section only applies to the municipality during the season when the municipality performs winter highway maintenance.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
| <b>DEPARTMENT:</b> Public Works  |                                 |                                | <b>POLICY #:</b><br>PW-02 |
| <b>POLICY NAME:</b> LEVEL OF SERVICE POLICY (Schedule "A" to By-Law 2021-04) |                                 |                                |                           |
| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>7 of 12 |

**TABLE 4  
ICY ROADWAYS**

| <b>Class of Highway</b> | <b>Time</b> | <b>Desired Surface Condition</b> |
|-------------------------|-------------|----------------------------------|
| 6                       | 16 hours    | Snow-packed or bare              |

**POTHOLES**

If a pothole exceeds both the surface area and depth set out in Table 5 or 6, as the case may be, the minimum standard is to repair the pothole within the time set out in Table 5 or 6, as appropriate, after becoming aware of the fact. A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Table 5 or 6, as appropriate.

**TABLE 5  
POTHOLES ON NON-PAVED SURFACE OF ROADWAY**

| <b>Class of Highway</b> | <b>Surface Area</b>  | <b>Depth</b> | <b>Time</b> |
|-------------------------|----------------------|--------------|-------------|
| 6                       | 1500 cm <sup>2</sup> | 12 cm        | 30 days     |

**TABLE 6  
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER**

| <b>Class of Highway</b> | <b>Surface Area</b>  | <b>Depth</b> | <b>Time</b> |
|-------------------------|----------------------|--------------|-------------|
| 6                       | 1500 cm <sup>2</sup> | 12 cm        | 60 days     |

**SHOULDER DROP-OFFS**

If a shoulder drop-off is deeper, for a continuous distance of 20 meters or more, than the depth set out in Table 7, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact. A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table.

In this section, "shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.

As we currently do not have paved highway surfaces other than entrances off Highway 17, this section will apply to those entrances.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
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| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>8 of 12 |

**TABLE 7  
SHOULDER DROP-OFFS**

| Class of Highway | Depth | Time    |
|------------------|-------|---------|
| 6                | 8 cm  | 30 days |

### **CRACKS**

We do not have paved surfaces on our roadways that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

### **DEBRIS**

If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.

NOTE: This does not apply to roads designated as Minimal Maintenance Only.

In this section, "debris" means any material or object on a roadway that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. It could mean garbage, garbage bags, tires, or other large quantities of litter.

### **LUMINAIRES**

We do not have luminaires on our roadways that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

### **SIGNS**

If any sign of a type listed below is illegible, improperly oriented or missing, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign.

This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.



| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                           |
|--|---------------------------------|--------------------------------|---------------------------|
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| <b>POLICY NAME:</b> LEVEL OF SERVICE POLICY (Schedule "A" to By-Law 2021-04) |                                 |                                |                           |
| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>9 of 12 |

9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New.

#### **REGULATORY OR WARNING SIGNS**

If a regulatory or warning sign other than a sign listed above is illegible, improperly oriented or missing, the minimum standard is to repair or replace the sign within the time set out in Table 8 after becoming aware of the fact.

In this section, "regulatory sign" has the same meaning as in the Manual of Uniform Traffic Control Devices published in 1985 by the Ministry of Transportation; "warning sign" has the same meaning as in the Manual of Uniform Traffic Control Devices published in 1985 by the Ministry of Transportation.

**TABLE 8  
REGULATORY AND WARNING SIGNS**

| Class of Highway | Time    |
|------------------|---------|
| 6                | 30 days |

#### **TRAFFIC CONTROL SIGNAL SYSTEMS**

We do not have traffic control signal systems on our roadways that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

#### **BRIDGE DECK SPALLS**

In this section, "bridge deck spall" means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. We do not have bridge deck spalls on our roadways that we are responsible for. All bridges are the responsibility of the County. We do not have paved road surfaces. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

#### **SURFACE DISCONTINUITIES**

In this section, "surface discontinuity" means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints



| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                            |
|--|---------------------------------|--------------------------------|----------------------------|
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| <b>POLICY NAME:</b> LEVEL OF SERVICE POLICY (Schedule "A" to By-Law 2021-04) |                                 |                                |                            |
| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>10 of 12 |

and approach slabs to a bridge. We do not have paved surfaces or bridges within our road system that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

#### **MINIMUM STANDARDS FOR CATEGORIES NOT INCLUDED IN O. REG. 239/02**

##### **TREES**

This section applies to the mitigation of a tree-fall on a roadway, not deemed to be EMO. A tree-fall on a roadway may occur if the following conditions are present:

1. The tree appears dead as evidenced by no leaves during normal in-leaf season, and the tree must be on the right-of-way (R.O.W.).
3. The trunk of the tree must be greater than 0.3m in diameter, and the tree must be on the R.O.W.
4. There must be a significant likelihood of the tree falling on the roadway, if it falls.

After becoming aware of the fact that one or more of the conditions noted above exist the level of service is to secure the tree from falling on a roadway within the lag time as shown in Table 9.

**TABLE 9  
TREES**

| Class of Highway | Time     |
|------------------|----------|
| 6                | 6 months |

##### **FLOODING**

A flood condition exists where water, flowing or standing, covers more than half a lane width of highway. Where floods exceed the depth of (100 mm or 10 cm), a response is required. Flood conditions on roadways should have warning signs posted as a response. Further, where the roadway is not closed, it should be monitored at reasonable intervals during the flood. The time for responding should be no more than 12 hours after becoming aware of the condition. Flood mitigation, while in a flood condition, is at the discretion of the road authority. Repeat flooding within a two week period is considered a single occurrence. Where the maximum frequency is exceeded the zone should be posted to advise of the potential hazard.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                            |
|--|---------------------------------|--------------------------------|----------------------------|
| <b>DEPARTMENT:</b> Public Works  |                                 |                                | <b>POLICY #:</b><br>PW-02  |
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| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>11 of 12 |

**TABLE 10  
FLOODING**

| <b>Class of Highway</b> | <b>Acceptable Depth</b> | <b>Depth at which action is required</b> | <b>Maximum Frequency</b> |
|-------------------------|-------------------------|--|--------------------------|
| 6                       | 10 cm                   | 20 cm                                    | Once in 1 month          |

Where the maximum frequency per month is exceeded and where flooding occurs more frequently than once every two years, remedial action is required.

#### **DUST**

Where dust caused by traffic on a loose top road surface impacts on reasonable vehicle safety, relative to the ambient condition of the road, that condition should not occur for more than 2 months of the year. This policy does not apply where the condition occurs over a distance of less than 100m. This standard does not apply to shoulders but to the travelled portion of the road.

Dust suppression will be applied in accordance with the guidelines of the Ontario Ministry of Environment and Ministry of Transportation. Dust abatement to address other criteria such as field crops, and air quality are not addressed in this policy.

#### **CLEARANCES**

Vertical and horizontal clearances recognize setback of obstacles that may cause damage when struck, or may impair visibility related to safety of motorists travelling along our highways. (e.g. Rock outcroppings, earth, guy cables, utility posts, abutments, structures, hydrants, trees, brush). Such obstacles may be localized or general in nature. Non-woody vegetation may encroach on the clearance zone. Safety devices, regulatory signs and entrances are not considered encroachments.

Each substandard condition should be posted or guided with an appropriate warning or device (e.g. hazard marker, warning sign, guide rail, attenuation device). Maximum grass/brush encroachment is .5m. Maximum lag time for removing the substandard condition is:

- Temporary object - 2 years;
- Structures - on reconstruction;
- Utilities - on replacement.

Desirable vertical clearance for all municipal roads is 4.5 m.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>                       |                                 |                                |                            |
|--|---------------------------------|--------------------------------|----------------------------|
| <b>DEPARTMENT:</b> Public Works  |                                 |                                | <b>POLICY #:</b><br>PW-02  |
| <b>POLICY NAME:</b> LEVEL OF SERVICE POLICY (Schedule "A" to By-Law 2021-04) |                                 |                                |                            |
| <b>DATE:</b><br>2008   | <b>REV. DATE:</b><br>April 2021 | <b>APPROVED BY:</b><br>Council | <b>PAGE #:</b><br>12 of 12 |

**TABLE 11  
CLEARANCES**

| <b>Class of Highway</b> | <b>Vertical Overhanging Minimum</b> | <b>Grass/Brush Encroachment</b> | <b>Horizontal Minimum</b> |
|-------------------------|-------------------------------------|---------------------------------|---------------------------|
| 6                       | 4.5 m                               | 0.5 m                           | 5 m                       |

Clearances are measured vertically from the crown of the road and horizontally from the centerline of the road.

**OTHER SAFETY DEVICES**

This section applies to delineator, chevron, flashers, vehicle attenuation devices such as guide rails or inertial barriers and other such safety devices.

**TABLE 12  
OTHER SAFETY DEVICES**

| <b>Class of Highway</b> | <b>Maximum Repair Lag Time</b> | <b>Maximum Restoration Lag Time</b> |
|-------------------------|--------------------------------|-------------------------------------|
| 6                       | 1 year                         | 5 years                             |

If other safety devices are damaged, illegible, improperly oriented or missing, the minimum standard is to repair or replace the device within the maximum response time of 1 year, after becoming aware of the fact.

Where other safety devices are found to be deficient either by deteriorating beyond their effective usefulness or by not being in compliance with current standards, the minimum level of service is to replace that device within the maximum restoration time of 5 years.



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision  |                            |                  |    |                 |                           |      |        |
|-------------------|----------------------------|------------------|----|-----------------|---------------------------|------|--------|
| Meeting Date      | Thursday, January 19, 2023 |                  |    | Report Date     | Tuesday, January 10, 2023 |      |        |
| Decision Required | X                          | Yes              | No | Priority        | X                         | High | Low    |
| Direction         | X                          | Information Only |    | Type of Meeting | X                         | Open | Closed |

**Report #23/01/19/1306- Review of Municipal Gravel Pits**

**Subject:** Review of Municipal Gravel Pits

**Recommendation:** That Council reviews and updates the Level of Service Policy.

**Resolution:**

Resolution No.: 23/01/19/007

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council received Report 23/01/19/1306 regarding review of municipal gravel pits and the current cost of gravel crushing;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to include \$30,000 in the 2023 budget to purchase gravel from the local contractor.

**Background/Executive Summary:**

A proposal to crush 15,000 tonnes of gravel at the Mackey gravel pit, at a cost of \$3.50 per tonne, was included in the 2020 Preliminary Budget. In October 2020, the Public Works Advisory Group made a recommendation to Council to engage in a three year trial of purchasing gravel instead of having gravel crushed at the municipal pit.

On December 17<sup>th</sup>, 2020 Council passed Resolution 17/12/20/003 accepting the recommendation.

Since then gravel purchases have been as follows:

2020 -\$1425

2021-\$8,525

2022- \$1200

The costs above exclude HST. There was \$10,000 budgeted for gravel purchase in 2022 however not used in its entirety due to the amount of other major projects (boat launch replacement and landscaping at LaCroix Park, Streetlights, Community Centre renovations, along with regular operations). It is anticipated that \$30,000 of gravel will need to be purchased from the local contractor in 2023. All municipal roads that receive regular maintenance require a layer of gravel this year in order to ensure that potholes are filled properly and the base layer of the roads are thick enough to allow for proper grading. If Council purchases the anticipated \$30,000 of gravel in 2023, it is estimated that \$10,000 will be required in 2024. The reason why so much gravel is needed in 2023 is because of the lack of gravel that has been added to municipal roads in recent years.

To that effect, Staff began requesting quotes for gravel crushing at the municipal pit and received the following information:

| Company              | Tonnage | Price/Tonne | Total Cost   |
|----------------------|---------|-------------|--------------|
| BEI                  | 15,000  | \$8.98      | \$134,700    |
| BEI                  | 25,000  | \$8.59      | \$214,750    |
| McCrea               | 12,500  | \$9.25      | \$115,625.00 |
| H and H Construction |         | \$7-8       |              |

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H and H Construction is not able to give an exact quote at this time without completing a site visit and estimated that it would cost between seven and eight dollars a tonne to complete crushing. They are unavailable to crush until July or August and ideally the municipality would have the gravel purchased before the full grade in the spring.

The current cost to purchase gravel from the local contractor is \$300 per load which equals approximately 18 tonnes per load. Based on those figures we are purchasing gravel from the contractor at a cost of \$16.67 per tonne (delivered).

It is typically more cost effective to crush gravel at the municipal pit and pay the local contractor to haul it to where work is being completed, however, at this time Staff is recommending to continue purchasing gravel from the contractor until crushing rates hopefully reduce in the future.

**Financial Considerations/Budget Impact:**

\$30,000 in 2023 to purchase gravel from the local contractor to be included in the 2023 budget; or \$115,625 - 134,700 to crush gravel at the municipal pit; Council would have to determine how much of that figure would need to be raised in the current budget versus how much was transferred from reserves.

**Options:**

Purchase gravel from local contractor at an approximate cost of \$30,000 to be included in the 2023 budget; or Issue an RFP to have gravel crushed at the municipal pit with costs to be included in the 2023 budget and/or transferred from reserves.

**Others Consulted:**

Jesse Gagnon, Public Works Leader

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk

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