



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

AGENDA

February 23, 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. Mitchell Johnson and Erin Sinclair, Cogeco Connexion – Network Expansion in Head, Clara and Maria
7. Adoption of Minutes of previous meeting
 - Council Minutes
 - i. January 19, 2023
 - Recreation Advisory Committee Minutes
 - i. September 2, 2022
 - ii. January 9, 2023
 - iii. January 18, 2023
8. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. Ministry of Agriculture, Food and Rural Affairs – RED Program
 - ii. Lanark Highlands – Resolution – Violence Against Women
 - iii. Treasury Board Secretariat – Supporting First Nations Flood During Wildfire Season
 - iv. City of Brantford – VIA Rail Cancellations
 - v. City of Hamilton – Impacts of Bill 23, More Homes Built Faster Act, 2022
 - vi. County of Huron – Call to Action: Review of the Cannabis Act
 - vii. City of Thunder Bay – Gender Affirming Healthcare Act
 - viii. City of Kitchener – Ontario's Big Mayors Bill 23

- ix. Town of Halton Hills – Repeal Bill 23 The Build More Homes Faster Act
 - x. Hayston Lam, EMO – 2022 Emergency Management Compliance
9. Council Reports –
- i. Report 23/02/23/901 – Mayor’s Report
10. Staff Reports –
- i. Report 23/02/23/1001 – Treasurer’s Statement of Council Expenses
 - ii. Report 23/02/23/1002 – Clerk’s Report
11. Financial Reports –
- i. Report 23/02/23/1101 – 2023 Preliminary Budget
12. Unfinished Business
- i. Report 23/02/23/1201 – Procedure Bylaw
 - ii. Report 23/02/23/1202 – Strategic Plan
13. Addendum (New Business) - none
14. Notice of Motion - none
15. Policy/By-Law Review – none
16. By-Laws – none
17. Closed Session
- i. Report 23/02/23/1701 - 2023 Staff Salary Grid
 - ii. Report 23/02/23/1702 – Succession Planning
 - iii. Adoption of Previous Meeting Minutes – January 19, 2023
18. Questions and Answers
19. Confirmation of Proceedings By-law
20. Adjournment

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

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

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

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



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@headclaramania.ca

REQUEST FOR DEPUTATION

Person Requesting a Deputation: Mitchell Johnson, Erin Sinclair

Organization (if applicable): Cogeco Connexion

Contact Information: Tel # _____ Email : _____

Meeting Date Requested: February 23, 2023 - virtually

Subject Matter: Connecting to Underserved Communities in Renfrew County

Brief Description of Purpose of Deputation: See attached.

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.

From: Mitchell Johnson
Sent: Friday, January 6, 2023 5:00 PM
To: Debbi Grills
Cc: Erin Sinclair
Subject: Cogeco Network Expansion in Head, Clara and Maria

Good Afternoon Mayor Grills,

My name is Mitchell Johnson, Manager of Network Strategy for Cogeco in Ontario. I'm reaching out to you regarding an upcoming project we are planning in Renfrew County. Cogeco was recently awarded subsidies from Infrastructure Ontario to connect underserved premises in Renfrew County by the end of 2025. From our data, we have determined that ~200 premises within Head, Clara and Maria will benefit from this initiative. We would appreciate the opportunity to review this project with you to discuss our plans on how we intend to tackle construction so we can collaborate and align early in the process.

If you or your team could please advise which dates below might work for you it would be greatly appreciated. If unavailable, please let us know your availability and we can adjust our schedules accordingly. We would then set up a Google Meets invite.

Tuesday, January 31st

10:30am to 11:30am

Wednesday, February 1st

11am to 12pm

Thursday, February 2nd

9am to 10am

10am to 11am

11am to 12pm

Friday, February 3rd

1pm to 2pm

2pm to 3pm

We look forward to meeting with you to discuss this great news for Head, Clara and Maria and its residents.

Regards.

MITCHELL JOHNSON

Manager, Network Strategy

T 905 220-1257

950 Syscon Road
Burlington, Ontario L7R 4S6 Canada
cogeco.ca



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

Minutes of January 19, 2023

Minutes of a regular meeting of Council held on January 19, 2023 at 2:00 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 and Jesse Gagnon, Public Works Leader
Absent/Regrets: none
Guests: three members of the public

Resolution No.: 23/01/19/1002

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT Council does hereby amend the agenda to move item 13 v. and 13vi. Review of Roads Level of Service Policy and Review of Municipal Gravel Pits respectively to after 6. Deputations/ Presentations; and to include adoption of Closed Meeting Minutes of November 21 and December 1, 2022 under 17. Closed Session.

Carried Unanimously

- 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** –
 - i. Ernie Villeneuve Jr. – Council Remuneration
See page six for notes.
- 13. NEW BUSINESS**
 - v. Report 23/01/19/1305 – Roads Level of Service Policy Review
Resolution No.: 23/01/19/006
Moved by Councillor LeClerc and Seconded by Councillor Dowser

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.

Carried Unanimously

vi. Report 23/01/19/1306 – Review of Municipal Gravel Pits and Crushing Services
Resolution No.: 23/01/19/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

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.

Deferred

Note: Staff requested that Council defer the decision to budget deliberations based on new information received after the time of writing the report.

7. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)

Resolution No.: 23/01/19/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

BE IT RESOLVED THAT the minutes of the special meetings of Council of November 24, 2022, November 29, 2022 and December 1, 2022 be accepted as presented.

Carried Unanimously

8. CORRESPONDENCE & PETITIONS

Petitions - none

Correspondence

- 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
Action: Clerk to obtain more information on presentations and articles available to the public.
- 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
Action: Clerk to send letter of support.
- ix. Ministry of Municipal Affairs and Housing-Update on Key Initiatives
- x. County of Renfrew-Notice of an Application for Consent (Land Severance)

9. MAYOR'S REPORT

- i. Report 23/01/19/901 –Mayor's Report

10. STAFF REPORT

- i. Report 23/01/19/1001 – Municipal Administrator's Report

Resolution No.: 23/01/19/1001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

WHEREAS the Ontario Senior's Community Grant Program is currently accepting applications for funding until March 6th, 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.

Carried Unanimously

11. FINANCIAL REPORTS - none

12. UNFINISHED BUSINESS –

i. Report 23/01/19/1201 – Notice of Motion Request for Voting Information – for information only.

ii. Report 23/01/19/1202 – Deputy Mayor Appointment Policy

Resolution No.: 23/01/19/002

Moved by Councillor Richer and Seconded by Councillor LeClerc

WHEREAS Council has received and provided input on C-03 Appointment of Deputy Mayor Policy, dated January 2023;

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, dated January 2023, as presented to come into effect on December 31, 2023;

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.

Carried Unanimously

13. NEW BUSINESS –

i. Report 23/01/19/1301 – Interim Taxation By-law

Resolution No.: 23/01/19/003

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

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.

Carried Unanimously

ii. Report 23/01/19/1302 – Procedure By-law

Resolution No.: 23/01/19/004

Moved by Councillor Richer and Seconded by Councillor LeClerc

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.

Deferred to February meeting of Council

iii. Report 23/01/19/1304 – Service Proposals

Resolution No.: 23/01/19/005

Moved by Councillor Dowser and Seconded by Councillor Richer

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 here by direct staff not to proceed with the service proposals at this time.

Carried Unanimously

iv. Report 23/01/19/1304 – Strategic Planning – for information only.

14. NOTICE OF MOTION

Resolution No.: 23/01/19/012

Moved by Councillor Richer and Seconded by Councillor LeClerc

WHEREAS Councillor Richer requested a Notice of Motion of Council's consideration of the August 2023 Council meeting;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby move the meeting to August 26th at 1:00 p.m.

Carried Unanimously

15. POLICY/BY-LAW REVIEW - none

16. BY-LAWS –none

Resolution No.: 23/01/19/008

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS E4M has offered to complete DISC Assessments on Members of Council at a rate of \$2300;

AND WHEREAS Council sees the educational value of the DISC Assessment;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does direct staff to register five members of Council for DISC Assessments to be paid with surplus funds from Council education and training.

Carried Unanimously

Resolution No.: 23/01/19/2003

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

BE IT RESOLVED THAT Council does hereby suspend Section 6.4 of the Procedural By-law for the remainder of this meeting.

Carried Unanimously

17. CLOSED SESSION

Resolution No.: 23/01/19/009

Moved by Councillor Richer Seconded by Councillor Kelly-Chamberlain

WHEREAS the Municipal Act, 2001 allows for closed session of Council to discuss personal matters about identifiable individuals including municipal employees under section 239 (2)(b);

THEREFORE BE IT RESOLVED THAT Council does hereby go into closed session at 5:05 p.m.

Carried Unanimously

Resolution No.: 23/01/19/010

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Council went into closed session under Section 239(2)(b) of the Municipal Act, 2001, to discuss personal information about identifiable individuals, including municipal employees;

THEREFORE BE IT RESOLVED THAT Council does hereby come out of closed session at 6:19 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 23/01/19/011

Moved by Councillor Richer and Seconded by Councillor Dowser

WHEREAS Council went into Closed Session under Section 239(2)(b) of the Municipal Act, 2001, to discuss personal information about identifiable individuals including municipal employees;

AND WHEREAS the current staff salary was reviewed;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Clerk to update the Staff Salary Grid as presented.

Deferred

Resolution No.: 23/01/19/2002

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 accept the closed meeting minutes of November 21, 2022 and December 1, 2022 as presented.

Carried Unanimously

18. QUESTIONS AND ANSWERS - none

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/01/19/013

Moved by Councillor Richer and Seconded by Councillor LeClerc

BE IT RESOLVED THAT By-law 2022-03 being a by-law to confirm proceedings of the meeting of Council of Thursday, January 19, 2023 be read a first time short and passed.

Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/01/19/014

Moved by Councillor Dowser and Seconded by Councillor Richer

BE IT RESOLVED THAT this meeting adjourn at 6:23 p.m. to meet again on February 23rd, 2023 at 2:00 p.m.

Carried Unanimously

MAYOR

CLERK

Deputation to Council

Ernie Villeneuve Jr. regarding Council Remuneration

Baffled with Council's decision to increase remuneration by 40% on first day of the job.

One in seven households in Renfrew County face food insecurity and cannot afford to buy the food they need. Cost of living for pensioners and other indexed wages will increase 6.3% while unions are struggling to get 2% per year.

Previous council increased remuneration generously in 2020. Head, Clara and Maria is the smallest municipality in the County with no fire department, water or sewer systems, public works or heavy equipment.

This Council is already paid double what Brudnell, Lyndoch and Raglan pays its Council as the second smallest municipality with five times the population and three times the budget along with a public works department, heavy equipment and a fire department. Cannot compare apples to bananas.

The original motion in September was defeated by previous, three of whom are on current Council. There is a provision in the Procedural Bylaw for bringing back previously defeated items to Council which was not followed.

The North Renfrew Times shows that Deep River will have public meeting to discuss their remuneration. What happened to public consultation on issues that affect every ratepayer in the municipality.

The Municipal Code of Conduct says that Council must serve in conscious manner, this raise is unconscionable.

My ask is to have a public meeting or survey to ask the ratepayers who is in favour of giving Council a 40% raise; put your money where your mouth is.

Mayor Grills – can we have a copy of your deputation?

Ernie Villeneuve- Yes, will send an email to Council tonight, may end up in the North Renfrew Times as well.

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HCM RECREATION ADVISORY COMMITTEE

Minutes

Tuesday September 6th, 2022– 2:04 p.m.

1. Roll Call:

Committee Members: Glenn Stewart and Rachel Richer

Council Reps: Mayor Debbi Grills

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent: Bonnie Stewart

Guests: Deborah Froehlich

Adoption of agenda:

Moved by: Rachel Richer and Seconded by: Glenn Stewart

Be it resolved that the agenda for September 6th, 2022 be accepted as presented.

CARRIED

2. Unfinished Business:

I. Community Garden sign has been purchased \$56.50, Jesse will be making post and will be installed.

II. Hand Washing Station- was submitted under the Ontario Trillium Grant

III. Quote for Mega phone

Action: Stephany to obtain two quotes on a plug in/ rechargeable mega phone, follow up via email.

IV. Canada Day Volunteer Committee- will be advertised after elections

V. Volunteer Bartenders- Stephany has reached out to the following and are all willing to volunteer if available- Rosanne, Gay & Gerry, Bev & Charlie and Kelsey Daly.

3. New Business

I. CWL Monthly Bingo's

Action: Stephany to follow up with Linda to let her know that the hall is available. Purchase coffee and tea.

4. Financials – None

5. Events-

- I. Wake- September 17th 12:00 p.m. to 3:00 p.m. (Bar)
 - i. Rec Rep: Debbi Grills
 - ii. Bartenders: Roseanne Boudreau

- II. CWL Bingo- September 25th at 2:00 p.m.
 - i. Rec Rep: Rachel Richer
 - ii. Canteen: Rachel Richer

- III. CWL Bingo- October 30th at 2:00 p.m.
 - iii. Rec Rep:
 - iv. Canteen:

6. Questions and Answers:

Rachel Richer: We need something exciting to bring in new volunteers. Debbi will advertise in the newsletter some ideas of events we would like to see happen in HCM.

Glenn Stewart: Can we keep an extra 9V battery in the sound's cupboard?
Yes.

The wall plug in at the back of the hall is not working.

Chris Dowser: Debbi Froehlich would you like to be appointed as a member of the Recreation Committee? Yes.

Can the CWL Provide us with dates for the year for the monthly Bingo?

Moved by: Glenn Stewart and Seconded by: Rachel Richer

Be it resolved that this meeting adjourn at 3:45 p.m. to meet again on October 4th at 2:00 p.m.

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HCM RECREATION ADVISORY COMMITTEE

Minutes

Tuesday January 9th, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Bonnie Stewart, Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche and Crystal Fischer

Absent: Mayor Debbi Grills

Guests: none

Adoption of Agenda:

Moved by: Deborah Froehlich and Seconded by: Glenn Stewart

Be it resolved that the agenda for January 9th, 2023 meeting be accepted as presented.

CARRIED

2. Unfinished Business:

3. New Business

I. 2023 Work Plan

- Trail Side Café - Planning meeting January 18th at 3:00 p.m.
Action: Stephany email documents from previous years to members.
- Euchre-
Action: Stephany to post schedule on Facebook.
- Karaoke- St Patrick's Day March 18th, 2023- Meal
- Mothers Day May 13 & Father's Day June 17, 2023- Expect 70-80 people (budget for 100 people) eggs, sausage, pancakes.
- Remembrance Day- Soup, Sandwiches, Tea and Coffee
- NYE- Hiring a DJ, providing a meal
- Movie Night (2) March break and summer

- Ball Tournament- The Committee will accommodate a meeting in the evening or even on the weekend.
- Bingo- Fall Bingo September 30th, 2022
- The committee's goal is to save for a new dishwasher.

Action: Stephany to advertise to the community and list the events and the volunteer base required.

Action: Chris will contact Cathy Balla-Boudreau about the Music Festival for CPAN.

II. 2023 Budget

- Attached

4. Financials – None

5. Events-

Trail Side Café

- **February 6, 2022**
Bartender:
RAC Rep:
- **February 13, 2022**
Bartender:
RAC Rep:
- **February 20, 2022**
Bartender:
RAC Rep:
- **February 27, 2022**
Bartender:
RAC Rep:

6. Questions and Answers:

Does the committee have a recommendation for the surplus? Yes, use it to go towards our New Years event.

What is the best day for everyone to attend RAC Committee meetings?

The first Tuesday of the month at 3:00 p.m.

Would the RAC Committee host evening and or weekend meeting to accommodate ideas from residents who cannot make the meetings on scheduled times due to work? Yes.

Adjournment:

Moved by: Bonnie Stewart Seconded by: Deborah Froehlich

Be it resolved that this meeting adjourn at 6:05 p.m. to meet again January 18th, 2023.

CARRIED

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HCM RECREATION ADVISORY COMMITTEE

Minutes

Wednesday January 18th, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Bonnie Stewart, Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent: Mayor Debbi Grills

Guests: None

Adoption of Agenda:

Moved by: Deborah Froehlich and Seconded by: Bonnie Stewart

Be it resolved that the Agenda for January 18th, 2023 meeting be accepted as presented.

CARRIED

2. Unfinished Business:

I. Megaphone

DEFFERED

Adoption of Previous Minutes:

Moved by: Glenn Stewart and Seconded by: Bonnie Stewart

Be it resolved that the meeting Minutes for September 6th, 2022 and January 9th, 2023 be accepted as presented.

DEFFERED

3. New Business

I. Trail Side Café Planning Meeting

Stephany will contact a local resident to see if they would be interested in baking for Trail Side Café for the whole month of February. The Committee will place an order for the first week of 50 Buttermints, 50 Chocolate Chip Cookies and 5 Pies total (6 pieces) Apple, Lemon, Strawberry Rhubarb and or a Cream Pie. We will need to have the baked goods picked up or delivered at

the latest on Fridays at 3:00 p.m. Stephany will follow up by email with the Committee to share the response and pricing from the local baker.

Trail side menu will consist of Chili and a Bun, Hot Dogs, Chili Dogs, Grilled Cheese, Jacked Grilled Cheese, Soup and Desserts. The Committee has made the shopping list for the first week, Bonnie will pick up all the supplies on the shopping list.

Trail Side Café Signs: Rachel will bring one sign to the Brent Road Trail and one to Harvey Creek Trail. Glenn will take care of the trail signs for Stonecliffe. Stephany will update all advertisements and post them on the doors, flyer boards and post on social media. Stephany will update the menus and order sheets and stock the canteen.

Once Bonnie provides receipts for the shopping list, Stephany will follow up by email with the committee to determine prices for the menu. Glenn will send price suggestions to Stephany to share with the committee.

Square payments: The committee has decided to use all forms of payment on the Square and will cover any of the expenses. We will keep the canteen sales separate.

Stephany to call Brad Zilney and Jenniffer Neff to find out their availability for volunteering at Trail Side Café and what position they would be interested in working. Follow up with Emerald to let her know we could use her help every weekend.

4. Financials – None

5. Events-

- **February 4, 2023**

Bartender:
RAC Rep: Glenn Stewart

- **February 11, 2023**
Bartender:
RAC Rep: Glenn Stewart
- **February 18, 2023**
Bartender:
RAC Rep: Glenn Stewart
- **February 25, 2023**
Bartender:
RAC Rep: Glenn Stewart

6. Questions and Answers:

Adjournment:

Moved by: Bonnie Stewart Seconded by: Glenn Stewart

Be it resolved that this meeting adjourn at 6:05 p.m. to meet again February 7th, 2023.

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
Tel: 416-326-3074
www.ontario.ca/OMAFRA

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



January 23, 2023

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

Dear Charlotte Toope:

I am pleased to announce that the next application intake for the Rural Economic Development (RED) program is now open and accepting applications until February 23, 2023.

You can find all program information, including how to apply, on my ministry's website at: ontario.ca/REDprogram.

The RED program is focused on outcome-based projects that will have tangible benefits for Ontario's rural and Indigenous communities. This aligns with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs across the province.

The program has two project streams:

- The **Strategic Economic Infrastructure** stream provides up to 30 per cent, to a maximum of \$250,000 in cost-shared funding for minor capital projects that advance economic development and investment opportunities.
- The **Economic Diversification and Competitiveness** stream provides up to 50 per cent, to a maximum of \$150,000 per project in cost-shared funding for projects that remove barriers to business and job growth, attract investment, attract or retain a skilled workforce, strengthen sector and regional partnerships and diversify regional economies.

.../2



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

OMAFRA staff will be conducting public webinars to provide an overview of the RED program and discuss the process for applying to the program. You may sign up for the webinars at www.eventbrite.ca/e/rural-economic-development-red-information-sessions-tickets-488124021087. If you have further questions or need assistance with your application, contact us at 1-877-424-1300 or ag_info.omafra@ontario.ca.

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.

Sincerely,

A handwritten signature in black ink that reads "Lisa M. Thompson". The signature is written in a cursive style with a large, flowing "L" and "M".

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/>.



All Ontario Municipalities

December 15, 2022

To Whom it May Concern:

On Wednesday December 14th, 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://lukesplace.ca/wp-content/uploads/2022/06/CKW-Inquest-Verdict-Recommendations-SIGNED_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.



January 25th, 2023

Minister for Women and Gender Equality
P.O. Box 8097, Station T CSC
Ottawa, ON K1G 3H6

ATTENTION: Honorable Marci Ien

Dear Minister Ien:

RE: Resolution – Violence Against Women

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 10th, 2023:

Moved by Reeve McLaren

Seconded by Councillor Summers

THAT, the Council of the Township of Lanark Highlands supports the resolution from the County of Lanark regarding Violence Against Women;

AND THAT, this resolution be circulated to all Ontario Municipalities, local MP's and MPP's, 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.

Resolved

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. All Ontario Municipalities
Local MP's and MPP's
Association of Municipalities
Ministry of the Attorney General
Ministry of Women's Social and Economic Opportunity

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

Emergency Management Ontario

de la gestion des situations d'urgence Ontario



25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200

DATE: January 25, 2023

MEMORANDUM TO: Community Emergency Management Coordinators (CEMCs)

SUBJECT: Supporting First Nations Communities During the Upcoming 2023 Flood and Wildland Fire Season

In the spring of 2022, the threat of flooding led to the emergency evacuation of approximately 1,800 people from three First Nations communities to both northern and southern Ontario.

On behalf of Emergency Management Ontario (EMO), I would like to express our sincere thanks and appreciation for the varying levels of support and assistance from across the province that was provided to the impacted communities. The support provided by our emergency management partners helped ensure residents were safe, comfortable, and had the necessary resources available and their eventual safe return.

More specifically, EMO's Provincial Emergency Operations Centre (PEOC) coordinated evacuations to the following municipal regional host and/or hub locations, to whom we are grateful:

- Town of Cochrane
- Town of Kapuskasing
- City of Thunder Bay
- City of Timmins
- Township of Val Rita-Harty
- Town of Hearst
- Region of Peel
- City of Toronto

Additionally, EMO wants to acknowledge the Town of Kenora and the Town of Dryden for their ongoing hosting of evacuees of a First Nation community experiencing water quality issues that began at the end of 2022 (and to the City of Thunder Bay for their willingness to also assist if the need arose).

2023 Contingency Evacuation Planning

Municipal Hosting of First Nation Community Members

We know that the risk of floods and wildland fires are present every spring and summer which especially affect some First Nations communities. We all need to be prepared to support these communities in their response to these risks, particularly if emergency evacuations are required. This is why our planning efforts are already underway. One critical component of our contingency planning is to identify locations, and their capacities and capabilities, that can support evacuees throughout the 2023 flood and wildland fire season.

EMO Regional Field Services (RFS) staff will soon begin their outreach to CEMCs to gauge your ability to support hosting potential evacuees from various First Nations communities in Ontario should the need arise. From our recent experience, the capacities committed by individual host municipalities ranged from ~100 up to ~1,000 evacuees. Our RFS staff will be happy to explain the key responsibilities for hosting during an emergency evacuation, and how EMO and other provincial and federal partners will partner with you in this complex endeavour.

Learning from Experienced Municipal Hosts:

EMO is happy to facilitate discussions with experienced municipal hosts to offer the opportunity for potential new hosts to understand what the role entails, and/or observe an active hosting operation in 2023. Let our EMO staff know when they contact you.

Save the Dates: Flood and Wildland Fire Symposium (February 28-March 2, 2023):

Stay tuned for details on this event hosted by the First Nation Emergency Response Association (FNERA) set to take place in Sault-Ste Marie. This is a collaborative event organized by FNERA with EMO and Indigenous Services Canada, that builds upon lessons learned and experiences from past emergency evacuations.

Joining EMO's PEOC Surge Capacity Roster:

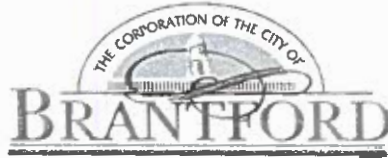
As in recent years, EMO is seeking to develop a 2023 surge capacity roster for the Provincial Emergency Operations Center (PEOC) that would include ministry and municipal emergency management practitioners.

A key benefit to you and your municipality is that this can be a professional development opportunity that will help your emergency management team gain operational experience, as well as offer a first-hand perspective into how the province coordinates support to First Nations communities during emergencies. You can read about a prior participant's experience by clicking [here](#). If you, or any of your colleagues, is interested in considering joining our surge capacity roster, please contact Chris Pittens at Chris.Pittens@ontario.ca for more information.

Thank you for your continued commitment and contributions to emergency management in Ontario.

Sincerely,


Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management Ontario



February 3, 2023

The Honourable Omar Alhabra
Federal Minister of Transportation

Sent via email: omar.alhabra@parl.gc.ca

Dear County Honourable Omar Alhabra:

Please be advised that Brantford City Council at its meeting held January 31, 2023 adopted the following:

12.2.8 VIA Rail Cancellations

WHEREAS residents in the City of Brantford may choose to live in Brantford because of its convenient location in Southwestern Ontario; and

WHEREAS many residents commute to their places of employment outside of The City of Brantford, many of them relying on rail transit; and

WHEREAS in August 2021 the federal Minister of Transportation visited Brantford Via station and announced that the federal government would be pursuing opportunities to enhance passenger rail services in southwestern Ontario; and

WHEREAS in August 2022 the federal government announced they would be exploring options to improve passenger rail frequencies, on-time performance, and shorten travel times in Southwestern Ontario; and

WHEREAS since 2020 a number of passenger rail lines have been suspended or cancelled leaving residents of Brantford with fewer commuting options; and

WHEREAS there is a need for commuter rail travel options for City residents that depart from the downtown Brantford rail station; and

WHEREAS pre-pandemic line 82 served residents in Southwestern Ontario commuting to employment in downtown Toronto. Line 82 began in London at 6:30 am, stopped in Brantford at 7:30 and arrived at Toronto's union station at 8:30 making it very popular with commuters residing in London, Woodstock and Brantford; and

WHEREAS Via Rail has reinstated a number of Ontario rail lines that were suspending during the pandemic, not including Line 82; and

WHEREAS the announcement reinstating Line 82 has been unreasonably delayed, causing a great deal of angst and anxiety for rail line commuters; and

WHEREAS line 82 is an important transportation link for many residents in Southwestern Ontario and also for builders considering residential developments in the northern section of Brantford's downtown area, which developments are an important component of the downtown renewal action plan.

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Council of The Corporation of The City of Brantford respectfully CALLS UPON the Government of Canada to resume, in good faith, investigations into opportunities to enhance passenger rail services in southwestern Ontario; and
- B. THAT the Council of The Corporation of The City of Brantford respectfully CALLS UPON Via Rail to reinstate line number 82 immediately; and
- C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of Transportation, The Honourable Omar Alghabra, The City of Brantford Member of Parliament, The Honourable Larry Brock, Via Rail Canada and to each municipality impacted by the route cancellations, namely The City of London and The City of Woodstock.

I trust this information is of assistance.

Yours truly,



Chris Gauthier
Acting Clerk, cgauthier@brantford.ca

cc MP Larry Brock
VIA Rail Canada
Ontario Municipalities

City of Hamilton Impacts of Bill 23, More Homes Built Faster Act, 2022



Good day,

The following Resolution was passed by the City of Hamilton Council at their meeting held on December 5, 2022.

7.14 Impacts of Bill 23, More Homes Built Faster Act, 2022

(Francis/Beattie)

WHEREAS, the changes in Bill 23 will significantly limit the City's ability to provide and make important housing-related infrastructure and service investments resulting in increased costs for Hamilton residents;

WHEREAS, the changes in Bill 23 will have an impact on the City's quality of life and revenues to support complete communities;

WHEREAS, the City has limited revenue sources and as result of Bill 23, residents may face higher property taxes and higher water, wastewater and stormwater bills;

WHEREAS, Bill 23 will also affect the City's ability to provide much needed capital infrastructure to support growth such as roads, parks, community centres and other community amenities; and

WHEREAS, Bill 23 received Proclamation and Royal Assent on November 28, 2022

THEREFORE, BE IT RESOLVED:

- (a) That the Mayor and City Council in the City's initial response to Bill 23, request the province to:
 - (i) Repeal the amendments to the *Planning Act* and *Development Charges Act* as a result of Bill 23 with respect to the ability to regulate urban design and sustainable design features, parkland dedication and changes to the Development Charges regarding mandatory discounts for market rate development to facilitate responsible growth;

- (ii) Request 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;
 - (iii) Request the Province not to proceed with developing regulations, as per Bill 23, to limit the City of Hamilton's ability to protect and require the replacement of affordable and rental housing as a condition of development approvals;
 - (iv) Request the province to amend the *Planning Act* to enable the implementation of Inclusionary Zoning across the City and incorporate definitions of affordable rental housing that respond to low and moderate household income;
 - (v) Request the province to enact a Regulation to permit the use of conditional zoning, pursuant to Section 34(16) of the *Planning Act*,
 - (vi) Request the province to include an "opt-out" provision for municipalities and applicants with respect to refunds for development applications and delay the implementation of refunds for development applications in light of the significant changes to the Planning regulations and internal City processes regarding development; and
 - (vii) Request that 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;
- (b) That City Council work with the City Manager to make public through communications and letters to local Members of Parliament and Members of Provincial Parliament outlining the impacts of Bill 23 on specific growth enabling infrastructure projects and housing projects which will not proceed within the City of Hamilton
- (c) That this resolution be forward to all Ontario municipalities for their support.

Regards,
Lisa Kelsey, Dipl.M.A.
Legislative Coordinator
City of Hamilton, Office of the City Clerk
71 Main Street West, 1st Floor
Hamilton, ON L8P 4Y5
Ph. (905) 546-2424 ext. 4605
Fax (905) 546 2095



Vision:

The Legislative Division is Dedicated to Excellence in the Provision of Service to the Community, Corporation & Council with Integrity, Accuracy and Transparency.

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;

AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden’s Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

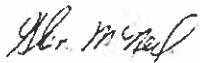
To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

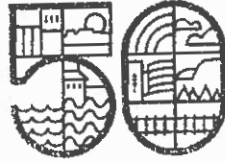
impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen McNeil".

Glen McNeil
Warden, Huron County
On behalf of Huron County Council



OFFICE OF THE CITY CLERK
300 Donald Street East
Thunder Bay, ON P7E 3L1
Tel: (807) 225-1230
Fax: (807) 224-3468

Tuesday, January 24, 2023

Hon. Doug Ford, Premier
Hon. Sylvia Jones, Health Minister

Re: Bill 42 - Gender Affirming Healthcare Act

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on January 16, 2023 and subsequently ratified by City Council on January 23, 2023.

"WITH RESPECT to the Memorandum from Councillor Kristen Oliver, Chair – Inter-Governmental Affairs Committee, dated January 3, 2023, we recommend that Council support the passing of Bill 42 – Gender Affirming Health Care Act;

AND THAT a copy of this resolution be sent to Premier Doug Ford, Health Minister Sylvia Jones, MPP Kevin Holland, MPP Lise Vaugeois, Rainbow Collective, MPP Kristen Wong-Tam, all Ontario Municipalities and Thunder Pride;

AND THAT any necessary by-laws be presented to Council for ratification."

CARRIED

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.

Yours very truly,

Dana Earle
Deputy City Clerk

/gs

Cc
MPP Kevin Holland
MPP Lise Vaugeois
Rainbow Collective
MPP Kristen Wong-Tam
All Ontario Municipalities
Thunder Pride



AMANDA FUSCO
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
amanda.fusco@kitchener.ca
TTY: 519-741-2385

January 20, 2023

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a special meeting held on December 12, 2022, passed the following resolution regarding the Ontario's Big City Mayors (OBCM) Bill 23, More Homes Built Faster Act, 2022:

"WHEREAS the provincial government passed Bill 23, More Homes Built Faster Act, 2022 on November 28, 2022 with regulations and changes to several provincial acts which will have a significant impact on municipalities in the province;

WHEREAS notwithstanding there are parts of Bill 23 that will help build homes faster, Ontario's Big City Mayors (OBCM) have written to Premier Doug Ford and Minister Steve Clark regarding their concerns with Bill 23, and have presented to the Standing Committee on Heritage, Infrastructure and Cultural Policy;

WHEREAS the OBCM mayors have noted significant concerns relating to the impact on the collection of development charges and parkland levies, that will result in billions of dollars worth of infrastructure deficits that, without offsetting, will severely impact the current tax base as well as impact how municipalities will fund parkland spaces;

WHEREAS the impacts of this revenue shortfall will result in property tax increases and severely impact a municipality's ability to build the infrastructure needed to support the creation of new homes including roads, sewer and water systems, and supports for the delivery of fire and police services, delaying the building of new homes;

WHEREAS municipal audits announced by the province in selected municipalities will show how these reserve funds are allocated by each municipality to pay for the cost of this needed infrastructure, based on legislation from the province that strictly sets out their uses;

WHEREAS all partners in the homebuilding process, including municipalities who have responsibility for permitting, approvals and servicing, and developers who are responsible for getting shovels in the ground, can improve processes geared toward their part of creating a new housing supply;

WHEREAS while the municipal sector can help cut red tape and speed up the municipal approvals process, it is the responsibility of the province to look at delays within their ministries, and the responsibility of developers and home builders to further coordinate the building of homes in a timely manner once development approvals are in place;

WHEREAS the province has not identified accountability measures for all parties involved in creating housing, nor has the province identified annual targets to demonstrate incremental goals to build 1.5 million homes over the next decade;

THEREFORE BE IT RESOLVED THAT the City of Kitchener endorse and support the OBCM mayors request to the province immediately pause the implementation of changes to the development charges act and parkland fee reductions in Bill 23 until cities have been consulted on finding solutions to the impacts that these changes will have to our communities;

THEREFORE BE IT FURTHER RESOLVED that the City request the province put in place the Housing Supply Action Plan Implementation Table immediately and establish a terms of reference for the implementation table, and that Bill 23 is considered a priority in consultation with municipalities and other stakeholders in the home building industry;

THEREFORE BE IT FURTHER RESOLVED that the City request the province work with municipalities to re-open the discussion on a new long-term permanent municipal funding strategy to maintain services and fund critical infrastructure projects, and include the federal government to discuss joint solutions such as allocating a portion of the Harmonized Sales Tax (HST) to cities, allowing municipalities to build the housing that Ontarians need without having the burden fall on the existing property tax base; THAT while this work on an additional long-term municipal funding strategy is underway, municipalities are made whole, dollar-for-dollar, by the province to eliminate the unintended consequences of revenue reductions associated with Bill 23 changes;

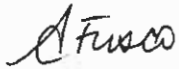
THEREFORE BE IT FURTHER RESOLVED THAT the City of Kitchener endorse and support the OBCM request to hold all stakeholders (provincial ministries, municipalities, developers, and homebuilders) jointly accountable for their part of the home building process through the upcoming housing unit pledge exercise, due to the province by March 1st;

THEREFORE BE IT FURTHER RESOLVED THAT the City of Kitchener endorse and support the OBCM request to urge the province work with each municipality and all other partners in the homebuilding process to identify annual targets, with agreed upon accountability measures and metrics put in place based on each partner's role in the homebuilding process;

THEREFORE IT BE FINALLY RESOLVED that City request the Housing Supply Action Plan Implementation Table regularly identify to the Minister of Municipal Affairs and Housing legislative and regulatory amendments to mitigate or eliminate unintended consequences of Bill 23, inclusive of the effects of outside and market forces that may impact the achievement of these targets."

cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ontario Big City Mayors Caucus
Ontario Municipalities

Yours truly,



A. Fusco
Director of Legislated Services & City Clerk



1 Halton Hills Drive, Halton Hills, L7G 5G2
905-873-2600 | 1-877-712-2205
haltonhills.ca

January 26, 2023

Honourable Doug Ford, Premier of Ontario
Via Email

Re: Repeal Bill 23 – The Build More Homes Faster Act

Please be advised that Council for the Town of Halton Hills at its meeting of Monday, January 23, 2023, adopted the following Resolution:

WHEREAS Bill 23, the Build More Homes Faster Act was introduced on October 25th, the day after Municipal elections in Ontario at a time when councils were in a transition period and unable to respond to the legislation prior to passage of the legislation;

AND WHEREAS the Association of Municipalities (AMO) was not given an opportunity to present its concerns with Bill 23 to the Standing Committee on Heritage, Infrastructure and Cultural Policy further eroding the municipal/provincial relationships;

AND WHEREAS the loss of revenue to the Town of Halton Hills as a result of Bill 23 is estimated at \$58 -\$87 million over 10 year which, without provincial compensation, will severely impact the provision of municipal services including transportation, parks and recreation facilities;

AND WHEREAS the elimination of the Regional role in approval of official plans creates uncertainty around the planning for regional services to support the growth aspirations of the local municipalities;

AND WHEREAS the role of Conservation Authorities has been limited to natural hazards only, thereby precluding a broader role in providing expert advice and services to municipalities on natural heritage matters as part of the planning process;

AND WHEREAS AMO's evaluation concluded that there is no confidence that the measures in Bill 23 will do anything to improve the affordability of housing.

NOW THEREFORE BE IT RESOLVED THAT the Town of Halton Hills urges the Provincial Government to repeal Bill 23;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Ted Arnott MPP, and AMO.

(Appendix A – Town of Halton Hills Report No. PD-2022-0050)

(Appendix B – List of references)

Attached for your information is a copy of Resolution No. 2023-0007.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at valeriep@haltonhills.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Lawr". The signature is fluid and cursive, with the first letter "M" being particularly large and stylized.

Melissa Lawr
Deputy Clerk – Legislation

cc. **The Honourable Steve Clark, Minister of Municipal Affairs and Housing**
 The Honourable Ted Arnott Speaker of the Ontario Legislature and MPP, Wellington-
 Halton Hills
 John Fraser, Leader of the Ontario Liberal Party and MPP, Ottawa South
 Peter Tabuns, Leader of the New Democratic Party of Ontario and MPP, Toronto
 Danforth
 Mike Schreiner, Leader of the Ontario Green Party and MMP, Guelph
 Association of Municipalities of Ontario (AMO)
 All 444 Municipalities of Ontario



TOWN OF
HALTON HILLS

THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2023-0007
Title: Bill 23 – The Build More Homes Faster Act
Date: January 23, 2023
Moved by: Councillor J. Fogal
Seconded by: Councillor C. Garneau

Item No. 13.1

WHEREAS Bill 23, the Build More Homes Faster Act was introduced on October 25th, the day after Municipal elections in Ontario at a time when councils were in a transition period and unable to respond to the legislation prior to passage of the legislation;

AND WHEREAS the Association of Municipalities (AMO) was not given an opportunity to present its concerns with Bill 23 to the Standing Committee on Heritage, Infrastructure and Cultural Policy further eroding the municipal/provincial relationships;

AND WHEREAS the loss of revenue to the Town of Halton Hills as a result of Bill 23 is estimated at \$58 -\$87 million over 10 year which, without provincial compensation, will severely impact the provision of municipal services including transportation, parks and recreation facilities;

AND WHEREAS the elimination of the Regional role in approval of official plans creates uncertainty around the planning for regional services to support the growth aspirations of the local municipalities;

AND WHEREAS the role of Conservation Authorities has been limited to natural hazards only, thereby precluding a broader role in providing expert advice and services to municipalities on natural heritage matters as part of the planning process;

AND WHEREAS AMO's evaluation concluded that there is no confidence that the measures in Bill 23 will do anything to improve the affordability of housing.

NOW THEREFORE BE IT RESOLVED THAT the Town of Halton Hills urges the Provincial Government to repeal Bill 23;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Ted Arnott MPP, and AMO.

(Appendix A – Town of Halton Hills Report No. PD-2022-0050)

(Appendix B – List of references)



Mayor Ann Lawlor



TOWN OF
HALTON HILLS
Working Together Working for You!

REPORT

TO: Mayor Lawlor and Members of Council

FROM: Bronwyn Parker, Director of Planning Policy

DATE: December 7, 2022

REPORT NO.: PD-2022-0050

SUBJECT: Bill 23 – More Homes Built Faster Act

RECOMMENDATION:

THAT Report No. PD-2022-0050 dated December 7, 2022 regarding Bill 23 – the More Homes Built Faster Act, be received;

AND FURTHER THAT staff continue to assess the implications of Bill 23, the More Homes Built Faster Act and provide further update reports to Council as may be appropriate;

AND FURTHER THAT the Province be requested to provide supplemental funding to offset the reductions in Development Charges and cash-in-lieu of parkland accruing to the Town as a result of Bill 23, the More Homes Built Faster Act;

AND FURTHER THAT the Town Clerk forward a copy of Report PD-2022-0050 to the Minister of Municipal Affairs and Housing, the Minister of Tourism, Culture and Sport, the Minister of the Environment, Conservation and Parks, and the Minister of Finance; Halton Area MPPs; the Region of Halton; the City of Burlington; the Town of Milton and the Town of Oakville for their information.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Bill 23, the *More Homes Built Faster Act, 2022* was introduced into the legislature on October 25, 2022.
- The goal of Bill 23 is the creation of an additional 1.5 million new homes in Ontario over the next ten years.

- There are 10 Schedules to Bill 23, (9 of which are applicable in Halton) proposing sweeping changes to various pieces of legislation including but not limited to, the *Planning Act*, *Development Charges Act*, *Conservation Authorities Act* and *Ontario Heritage Act*.
- The opportunity to provide public feedback was offered via postings on the Environmental Registry of Ontario (ERO), with comment deadlines ranging from 30 – 66 days. Comments were provided on a number of the postings in accordance with the established deadlines. Key concerns raised are highlighted in the report, with more detailed comments included as Appendix 2.
- Bill 23 received Royal Assent on November 28, 2022. Most of the Bill is in force as of that date. This report provides an overview of Bill 23 in its final form.

BACKGROUND AND DISCUSSION:

The Ministry of Municipal Affairs and Housing (the Ministry) has committed to a goal of 1.5 million new homes being constructed over the next 10 years, with the *More Homes, Built Faster: Ontario's Housing Supply Action Plan 2022-2023* as the key driver behind the delivery of these housing units. The Housing Supply Action Plan (HSAP) suggests that the housing supply shortage can be addressed by "...reducing government fees and fixing development approval delays that slow housing construction and increase costs".

In order to achieve the Province's overarching objectives, Bill 23, the *More Homes Built Faster Act, 2022* was introduced into the Ontario Legislature on October 25, 2022. Bill 23 consists of ten schedules that entail sweeping changes to the various pieces of legislation including but not limited to the *Planning Act*, *Development Charges Act*, *Ontario Land Tribunal Act*, *Conservation Authorities Act* and the *Ontario Heritage Act*. A series of postings on the Environmental Registry with varying commenting deadlines were also introduced at the same time.

Bill 23 is the third piece of legislation prepared by the Province over the last four years that entails significant changes to the land use planning system in Ontario. In 2019, Royal Assent was given to the *More Homes, More Choice Act* (Bill 108). In 2022, the *More Homes for Everyone Act* (Bill 109) received Royal Assent. Bill 109 was discussed in report PD-2022-0031 and is further considered via report PD-2022-0049, which is included on this Council agenda.

At the November 7, 2022, meeting, Council passed a resolution expressing a number of initial concerns with Bill 23. Among other matters, the resolution requested that the Province extend the commenting deadlines from 30 and 31-day postings to 66-day postings, which would mirror some of the ERO postings released on October 25, 2022. While the Province did extend some of the postings to 45-day postings, they did not provide the full 66-day review period Council had requested. A copy of the Council resolution is attached to this report as Appendix 3 for reference purposes.

Bill 23 received Royal Assent on November 28, 2022. Most of the Bill is in force as of that date. The purpose of this report is to summarize Bill 23 in its final form. The report will also touch on some of the key concerns with Bill 23 that were identified by staff.

Bill 23

As identified earlier in this report, Bill 23 was introduced and received First Reading on October 25, 2022. It moved to Second Reading on October 31, 2022 and was ordered referred to the Standing Committee on Heritage, Infrastructure and Cultural Policy at that time. After presentations to the Standing Committee, much discussion and debate, a slightly amended version of Bill 23 passed Third Reading and received Royal Assent on November 28, 2022.

There are ten key elements of the approved Bill 23 that this report will focus on. These include:

1. The role of Halton Region in the local planning approval process
2. The role of the Conservation Authorities
3. Three residential unit permissions
4. Required zoning by-law amendments regarding MTSAs
5. Public meetings for draft plan of subdivision applications
6. Changes to site plan control for up to ten units
7. Removal of 2-year prohibitions on amendments for specified applications
8. Restrictions on third-party appeals for minor variance and consent
9. Changes to the *Ontario Heritage Act*
10. Parkland dedication calculation rate changes
11. Development Charge exemptions

1. The role of Halton Region in the local planning approval process

One of the most significant changes as a result of Bill 23 is the pending removal of approval authority from the Region of Halton as it relates to local planning matters. Halton, along with a handful of other GGH upper-tier municipalities including Peel, Durham, York, Niagara, Waterloo and the County of Simcoe, will become “an upper-tier municipality without planning responsibilities”. At a date yet to be determined, the Minister of Municipal Affairs and Housing will take over the approval role for local Official Plans and amendments thereto including Secondary Plans.

Based on the foregoing, it is staff’s understanding that local municipalities such as Halton Hills would inherit the applicable components of the Regional Official Plan within our jurisdiction. These components would be used as a basis to complete further updates to the Town’s Official Plan. Municipalities await the release of regulations and applicable transition policies clarifying these various pieces, which are yet to be announced by the province.

2. The role of the Conservation Authorities

As of January 1, 2023, Conservation Authorities will no longer be permitted to comment on any aspects of the planning approval process including development applications and supporting studies, other than those matters dealing with natural hazards and

flooding. They will also no longer be able to require certain components of the planning process (such as watershed planning; wetland evaluations; or elements related to ecology and biodiversity during Scoped Subwatershed Studies, SISs, EAs, etc.) to be completed to their satisfaction/approval.

In addition, a single regulation has been proposed for all 36 Conservation Authorities in Ontario, rather than having separate regulations pertain to each Authority. This regulation has not yet been prepared or released for comment and the date upon which it would come into effect remains to be determined.

Another significant change as a result of Bill 23 is that any development that has been approved through an application under the *Planning Act* will no longer require a permit from the applicable Conservation Authority. These exemptions will be based on specific conditions or requirements, yet to be determined through regulation. The timeframe for when these exemptions will come into effect are also unknown. Staff would expect to see these draft regulations released for comment early in 2023.

3. Three residential unit permissions

As of November 28, 2022, all Ontario municipalities are required to permit up to three residential units per lot within settlement areas, so long as that lot is serviced by municipal water and wastewater systems. The Province views this as a form of gentle intensification that will deliver a modest amount of supply relative to the overall 1.5 million new homes Provincial target. This permission allows for all three units to be contained within the main building (the principal home on the lot), or two units within the main building and one unit in an accessory building. Municipalities are not permitted to require a minimum size/area for these additional residential units, however, building permits are still required for each residential unit constructed. In addition, municipalities cannot require more than one parking space per residential unit.

In the Halton Hills context, through the Town's Comprehensive Zoning By-law Review, the Town will be required to update its existing zoning requirements (which currently require a minimum of 2 parking spaces for the principle dwelling and 1 parking space per additional residential unit), reducing the minimum number of parking spaces required to only 1 space per residential unit. The Official Plan and Zoning By-law will also require updating to ensure that up to three residential units are permitted on each serviced urban residential lot.

There are no appeal rights afforded as it relates to any required amendments to a municipal Official Plan or Zoning By-law as a result of these changes. In addition, any existing local requirements regarding the number of units permitted, the minimum size of units, or the minimum number of parking spaces per unit, are superseded by Bill 23.

4. Required zoning by-law amendments regarding MTSA

Under a new subsection (16(20)) of the *Planning Act*, Bill 23 requires that within one-year of approval of an Official Plan Amendment delineating a Major Transit Station Area (MTSA) and identifying the minimum number of residents and jobs per hectare that are planned to be accommodated within that area, municipalities must update their zoning

by-laws. These zoning by-law updates must include minimum heights and densities within the MTSA in keeping with the policies approved through the Official Plan Amendment.

With the recent approval of ROPA 49¹ by the Minister of Municipal Affairs and Housing and given both the Georgetown and Acton MTSAs were not assigned minimum density targets through that approval, appropriate population and employment density targets for these MTSAs must be established. The Town commenced the Georgetown GO Station Secondary Plan review in 2022. At this juncture, staff believe that is the appropriate process for assessing and assigning those prescribed minimum densities. It is our understanding that once the Secondary Plan with the minimum density targets is approved, the Town will have one year to update the zoning by-law mirroring those minimum density targets.

The Acton GO Station Secondary Plan is targeted for a comprehensive review in the coming years (currently scheduled for 2025), at which time those minimum density targets will also be considered and updated as appropriate.

5. Public meetings for draft plan of subdivision applications

One of the changes from Bill 23 is that Statutory Public Meetings for draft plans of subdivision are no longer required under the *Planning Act*. This change came into effect upon Royal Assent on November 28, 2022.

The change does not preclude a municipality from continuing to hold a public meeting for subdivision applications. In our experience, subdivision applications are submitted in conjunction with zoning by-law amendments and in some cases official plan amendments both of which require public meetings. There is little if any efficiency to be gained by not including the plan of subdivision in the statutory public meeting. The public typically will be interested in the road layout, the lotting patterns and the location of blocks for schools, parks, recreational amenities and natural heritage all of which will be shown on the draft plan of subdivision. Given the importance of public consultation to the planning process, the Town will continue to hold public meetings for subdivision proposals that result in the creation of new lots.

6. Changes to site plan control for up to ten units

Site plan control is a land use planning tool that municipalities utilize to evaluate site specific elements when development is proposed. As is described in the provincial site plan control guide, this control over detailed site-specific matters ensures that a development proposal is well designed, fits in with the surrounding uses and minimizes any negative impacts. Items typically considered through site plan control include

¹ ROPA 49 was approved by the Minister of Municipal Affairs and Housing on November 4, 2022. That approval requires that Halton Region update their Table 2 and 2a density targets to establish minimum population and employment targets within MTSAs. However, Bill 23 identifies Halton Region as “an upper-tier without planning responsibilities”. As such, it is unclear as to whether the Georgetown and Acton MTSA densities will be established by the Town or Region. It is expected that the Bill 23 regulations and transition policies yet to be released will provide that clarification.

lighting, drainage, access to and from the site (pedestrian and vehicular), waste and snow storage, landscaping, and architectural and urban design among others.

Where a municipality could apply site plan control for any type or scale of development as defined in a municipal site plan control by-law, Bill 23 has now created an exemption for residential developments for 10 units or less. As a result, the Town will be required to update its current site plan control by-law to clarify the application of the tool, removing the requirements where 10 or less residential units are proposed.

In addition, Bill 23 has also removed architectural details (i.e., matters of urban design) and landscape design aesthetics from the scope of site plan control. As per Section 41, subsection 4.1.1 of the *Planning Act*, site plan control can still apply to "...elements, facilities and works on the land if the appearance impacts matters of health, safety, accessibility, sustainable design or the protection of adjoining lands". This subsection provides the Town with the permissions necessary in order to continue to apply Green Development Standards (GDS) at the appropriate time during the development approval process.

7. Removal of 2-year prohibitions on amendments for specified applications

Previous amendments to the *Planning Act* prohibited applications for amendments to a new official plan and secondary plans for a two-year period following initial approval unless Council permission to file such applications was granted. Similarly, applications to further amend a new zoning by-law and a new site-specific zoning by-law amendment or to seek a minor variance to the same were also prohibited for a two-year period without Council permission. Bill 23 has revoked those changes completely, meaning applications to amend any of these approved planning documents are now permitted without any time restrictions.

8. Restrictions on third-party appeals for minor variance and consent

Bill 23 has restricted the appeal rights for minor variance and consent applications, only allowing the applicant, the municipality, certain prescribed public bodies and the Minister the opportunity to appeal decisions for these types of applications.

In addition, this new rule applies retroactively to October 25, 2022 (the date that Bill 23 was first introduced into the Legislature). This means that any existing third-party appeals to the Ontario Land Tribunal on a minor variance or consent decision, where a hearing date has not yet been established, will be dismissed.

Third party appeal rights of Council decisions on official plan and zoning by-law amendments remain in place under *The Planning Act*.

9. Changes to the *Ontario Heritage Act*

Sweeping amendments to the *Ontario Heritage Act* (OHA) have been approved through Bill 23, however, as of the date of writing of this report, none of these changes are in force. At a date to be proclaimed by the Minister, these amendments will come into effect.

Bill 23 requires that all information currently included in a municipal Heritage Register must be made available online, and that all future properties must meet criteria established by regulation to be listed on the Heritage Register. It is worth noting that the Town already provides the majority of this information on our website and offers this information freely to the public.

Amendments to the OHA will allow owners to serve a notice of objection to a municipality for properties added to the Heritage Register at any time. The Town undertook a multi-phase approach with significant public consultation to build our Heritage Register. As the Town's process to build the Heritage Register was ahead of legislative requirements at the time, these amendments seem to negate the comprehensive and public approach undertaken by the Town.

Removals of listed properties from the Heritage Register are one of the key amendments resulting from Bill 23. Conditions have been specified that would necessitate the removal of a listed property from the Heritage Register, including a Notice of Intention to Designate being withdrawn, and a by-law being repealed or not being passed. These removals would not require consultation with the Town's municipal heritage committee. In addition, properties listed on the Heritage Register would be removed after two years if they have not been designated, and are not eligible for re-listing on the Register for five years after their removal.

Another change through Bill 23 is that municipalities are prohibited from designating a property unless it was already/previously listed on the Heritage Register, and any properties will be required to meet two or more criteria for designation, whereas properties are currently required to meet only one of the three criteria identified in Ontario Regulation 9/06 in order to be designated.

Additional amendments to the OHA will require future Heritage Conservation Districts (HCDs) to meet criteria for determining whether they are of heritage value or interest and will allow for amendments or repeals to Heritage Conservation District by-laws. HCDs are a planning tool that guide the conservation of an historic area or neighbourhood's cultural heritage value. The Town of Halton Hills has designated one Heritage Conservation District under Part V of the OHA. The Syndicate Housing Heritage Conservation District was designated by Council in 2005 and is located along Bower Street in Acton.

Finally, amendments to the OHA through Bill 23 will allow the Minister of Citizenship and Multiculturalism to review, confirm, or revise determinations of cultural heritage value for provincially owned heritage properties, and would allow exemptions for those properties from Heritage Standards and Guidelines for proposals where other major priorities will be advanced.

10. Parkland dedication calculation rate changes

Amendments to the *Planning Act* alter previous legislation regarding alternative parkland dedication calculations. Under Bill 23, the rate has been reduced to 1 hectare/600 units if land is conveyed and 1 hectare/1,000 units for cash in lieu of parkland. The alternative rate is subject to a cap of 10% of the land for lands that are

five hectares (+/- 12 acres) or less and 15% of the land for lands greater than 5 hectares. Both changes came into effect on November 28, 2022, upon Bill 23 receiving Royal Assent.

Parkland dedication rates are also now calculated on the day that a zoning by-law amendment for a development proposal is passed, or the day that a related site plan application is filed, whichever is later. If neither a zoning by-law amendment nor site plan approval is/are required, parkland dedication is calculated on the day that the first building permit related to the development is issued.

In addition, beginning in 2023, municipalities will be required to spend or allocate at least 60% of their parkland reserve funds at the start of each calendar year.

Additional parkland dedication provisions not yet in force under Bill 23 include: the exemption of affordable and attainable units from parkland dedication and cash-in-lieu requirements; encumbered parkland; strata parks (parks built on top of structures, such as rooftops or parking garages); and privately owned publicly accessible open spaces ("POPS") such as small parkettes often found within condominium developments, will be eligible for parkland credits. Landowners will also be permitted to propose which areas of their land they wish to provide towards their parkland contributions. While municipalities will be able to refuse any such offer they deem to be unacceptable, landowners will have the right to appeal those refusals to the Ontario Land Tribunal. These amendments will come into force upon proclamation by the Lieutenant Governor.

As it relates to Town staff observations on the parkland dedication rate changes, broadly speaking, it is estimated that an overall 60-75% decrease in parkland dedication fees could be expected over the next 14 years. This is based on a very preliminary review and is dependent on the number of medium or high-density residential development applications received over that time period. Based on current estimates, this could represent a reduction of \$24 million to \$30 million dollars. It is important to note that a detailed financial analysis would be required in order to fully assess the potential financial ramifications of the reduced parkland contribution impacts from Bill 23. This review would be required in coordination with Finance staff and a review of the Long-Range Financial Plan and 10 Year Capital Forecast.

11. Development Charge (DC) exemptions

Significant amendments were made to the *Development Charges Act* (DC Act) through Bill 23. Some of these changes have come into effect as of November 28, 2022, while other changes await release of updated regulations and/or proclamation by the Lieutenant Governor.

One of the amendments now in effect includes a five-year phasing in of DC rate increases for any DC By-laws passed on or after January 1, 2022. These reductions begin with a 20% reduced fee for year one, with the reduction decreasing by 5% for each year thereafter until the fifth year when the full new rate would apply. This means that the fee at year one would be 80% of the approved DC rate; 85% in year two, 90% for year three and 95% for year four, before the full 100% DC rate could be charged at year five. In addition, DCs are exempt for non-profit housing development and

inclusionary zoning residential units. Bill 23 also provides DC discount of 25% for purpose-built rental housing with 3 or more bedrooms; 20% for 2 bedrooms; and 15% for less than 2 bedrooms.

Additional changes in force as of Royal Assent which may have significant ramifications for the Town include the extension of DC by-law expiry dates from every five years to every ten years; growth related studies (including Secondary Plan Studies, Scoped Subwatershed Studies, Environmental Assessments etc.) and land cost (for services yet to be prescribed) are now excluded from recovery through DCs; interest rates on phased DCs must be capped at prime plus 1% for rental, and institutional developments; and municipalities are now required to spend or allocate at least 60% of their DC reserve funds at the beginning of each calendar year (beginning in 2023) on priority services, such as water, wastewater and roads.

Future regulations regarding “attainable housing units” and the DC exemptions tied to such developments have not yet been released. Additional DC exemptions are also being implemented at a future date for affordable residential units. The impacts of these changes are not yet fully understood given the associated regulations have not yet been released.

Similar to the financial ramifications identified above with respect to the parkland dedication rate changes, the DC Act changes could significantly impact the Town from a financial perspective. Depending on the scenarios related to the attainable, affordable, and non-profit housing forms, the projected DC loss is estimated in the range of \$34 million to \$57 million dollars over the next 10 years (or \$20 million to \$31 million dollars over 5 years). This represents a 12% to 20% reduction in DC revenue over 10 years, as compared to DC revenues projected under the Town’s DC by-law prior to Bill 23. Again, it is important to note that a detailed financial analysis would be required in order to fully assess the potential financial ramifications from Bill 23.

Based on the estimated impacts above, staff recommend requesting that the Province provide supplemental funding to offset the reductions in Development Charges and cash-in-lieu of parkland accruing to the Town as a result of Bill 23.

Environmental Registry of Ontario Postings

On October 25, 2022, a series of postings were made on the Environmental Registry of Ontario website (the ERO). Some of these postings were directly tied to changes proposed through Bill 23 (such as amendments to the *Planning Act* and *Development Charges Act*), whereas other postings not discussed within this report or its appendices were not directly tied to Bill 23 (such as the proposed changes to the Greenbelt Plan).

These postings were made available for comment, with deadlines ranging between 30 to 66 days. Appendix 1 to this report provides a table outlining the various Bill 23 related postings and their respective comment timeframes. It also identifies the status of Town staff review. Any staff level comments that have been submitted on the Bill 23 ERO postings as of finalization of this report are attached as Appendix 2.

Key comments submitted through the ERO postings highlight the Town's concerns regarding the sweeping amendments made by Bill 23. These concerns include the following:

- Bill 23 has significant financial implications for the Town. The loss in development charge and cash-in-lieu of parkland revenue is anticipated to be significant and will impact the Town's ability to fund necessary infrastructure improvements and public service facilities such as libraries, community centres and arenas that are an essential component of a complete community.
- Secondary Plans and related supporting studies are required to facilitate new development in greenfield and key intensification areas. The inability to fund such studies creates significant challenges for municipalities and may slow down the delivery of new housing supply.
- Limitations on undertaking urban design as part of the site plan process. Good urban design contributes to a sense of place and is an important consideration in developing complete communities and ensuring compatibility.
- The potential elimination of Green Development Standards plays a vital role in improving energy efficiency and reducing greenhouse gas emissions².
- Significant changes to the *Ontario Heritage Act* that on balance were not considered necessary considering the Town's measured approach to managing cultural heritage resources.
- The scoping of the role of Conservation Authorities to natural hazards only thereby precluding a broader role in providing advice on natural heritage matters. Staff recommended that the Conservation Authorities continue to play a role in environmental plan review subject to appropriate Memorandums of Understanding (MOU) with municipalities.

STRATEGIC PLAN ALIGNMENT:

This report has ramifications for many aspects of the Town's Strategic Plan such as:

- preserve, protect and enhance the Town's natural environment;
- to preserve, protect and promote our distinctive historical urban and rural character through the conservation and promotion of our built heritage and cultural heritage landscapes;
- to achieve sustainable growth to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meet the needs of residents and businesses; and,
- to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

² The final version of Bill 23 incorporates permissive language with respect to sustainable design which is considered to resolve this concern.

RELATIONSHIP TO CLIMATE CHANGE:

At this time, the impacts to the Town's Climate Change portfolio and initiatives are not fully understood given the magnitude of the legislative changes approved through Bill 23. It is worth noting that from the time of 1st Reading to Royal Assent, amendments were made to Bill 23 which reinstated the ability for municipalities to proceed with the application of Green Development Standards.

PUBLIC ENGAGEMENT:

Public Engagement for Bill 23 is coordinated by the province through the various ERO postings and to a certain extent, through submissions received by the Standing Committee on Heritage, Infrastructure and Cultural Policy. Where possible, at the implementation stages, the Town will ensure the public is provided an opportunity to be engaged and consulted on the required changes to local policies and procedures resulting from Bill 23.

INTERNAL CONSULTATION:

The Recreation and Parks, Finance, Development Review and Planning Policy teams coordinated a review of the Bill 23 changes. Comments from this internal review are included within this report.

FINANCIAL IMPLICATIONS:

Estimated financial impacts associated with implementation of the DC and parkland contribution legislative changes have been identified in this report. It is estimated that an overall 60-75% decrease in parkland dedication fees could be expected over the next 14 years, which based on current estimates, could represent a reduction of \$24 million to \$30 million dollars over that timeframe. With respect to the DC reductions, depending on the scenarios related to the attainable, affordable, and non-profit housing forms, the projected DC loss is estimated in the range of \$34 million to \$57 million dollars over the next 10 years (or \$20 million to \$31 million dollars over 5 years). This represents a 12% to 20% reduction in DC revenue over a 10-year timeframe. A detailed financial analysis would be required in order to fully assess the potential financial ramifications from Bill 23. Based on the estimated financial impacts identified within this report, staff recommend that the Province provide supplemental funding to offset these anticipated funding losses as a result of Bill 23.

Reviewed and approved by,

John Linhardt, Commissioner of Planning & Development

Chris Mills, Chief Administrative Officer

Appendix B – List of References

- Ontario Public Health Association Bill 23 Input to Province
- Canadian Environmental Law Association Written Submission to Standing Committee on Bill 23
- Association of Municipalities of Ontario - Unpacking Bill 23
- Ontario Nature Bill 23 What You Need to Know
- An Integrated Approach to Address The Ontario Housing Crisis (amo.on.ca)

10

RE: Compliance evaluation 2022 completed - United Townships of Head, Clara and Maria

Lam, Hayston (TBS) <Hayston.Lam@ontario.ca>

Thu 2023-02-09 5:24 PM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>;Stephany Rauche <stephany@headclaramaria.ca>

Cc: Proteau, Andre (TBS) <Andre.Proteau@ontario.ca>

Good afternoon Crystal and Stephany,

Please kindly note that I have recommended that the United Townships of Head, Clara and Maria is compliant for 2022. This recommendation will go to the EMO management team for final approval and official letters acknowledging compliance will be sent to the head of council, usually by spring.

Overall, your compliance submission is well done and it is evident that substantial effort has been put into the emergency management program at the United Townships of Head, Clara and Maria.

I look forward to continuing our work together in 2023. As always, please do not hesitate to reach out if you have any questions.

Best regards,

Hayston Lam

Field Officer – Capital Sector

Emergency Management Ontario

Hayston.Lam@ontario.ca | 437-231-5395

From: Ask OFMEM (SOLGEN) <one@emergencymanagementontario.ca>

Sent: February 9, 2023 5:19 PM

To: Lam, Hayston (TBS) <Hayston.Lam@ontario.ca>

Cc: Lam, Hayston (TBS) <Hayston.Lam@ontario.ca>

Subject: Compliance evaluation 2022 completed - Township of Clara And Maria Head

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Hello,

You are receiving this notification because the **2022** compliance evaluation for the **Township of Clara And Maria Head** has been completed by hayston.lam@ontario.ca.

Thank you / Merci,

Office of the Fire Marshal and Emergency Management (OFMEM) / Bureau du commissaire des incendies et de la gestion des situations d'urgence

Ministry of the Solicitor General / Ministère du Solliciteur général

Tel. / Tél. : 1-800-565-1842 | Email / Courriel : askofmem@ontario.ca | Fax / Téléc. : 647 329-1143

Remarque: Si vous avez des besoins en matière de logement ou que vous avez besoin d'aide à la communication ou d'autres formats, veuillez communiquer avec nous.

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, February 23, 2022				Report Date	Tuesday, February 14, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/02/23/1001- Treasurer's Statement of Council Expenses									

Subject: Approval of Statement of Council Expenses

Recommendation: That Council adopt the following resolution accepting the statement of expenses paid to Council members for the 2022 fiscal year.

Resolution:

Resolution No.: 23/02/23/002

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS under the Municipal Act, 2001, the Treasurer of each municipality shall in each year provide to the Council of the municipality, an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the council; **BE IT RESOLVED THAT** the Statement of Expenses for Council for the year 2022 totalling \$33,761.62 be accepted as presented.

Background/Executive Summary:

STATEMENT OF COUNCIL EXPENSES FOR THE 2022 FISCAL YEAR

Council Member	Council Honorarium	Mileage	Expenses Paid
Mayor Grills	\$9,450	\$86.62	\$9,536.62
Councillor Allen	\$3,975		\$3,975
Councillor Dowser	\$5,700		\$5,700
Councillor Kelly-Chamberlain	\$6,150		\$6,150
Councillor LeClerc	\$1,125		\$1,125
Councillor Richer	\$1,275		\$1,275
Councillor Villeneuve	\$6,000		\$6,000
Total	\$33,675	\$86.62	\$33,761.62

Financial Considerations/Budget Impact:

For reference- total Council expenses paid for the 2021 fiscal year amounted to \$35,069.84.

Approved and Recommended by the Clerk
Crystal Fischer, Clerk-Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, February 23, 2023				Report Date	Tuesday, February 14, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/02/23/1002- Clerk's Report									

Subject: Clerk's Report

Recommendation: That Council receive this report as information only.

Background/Executive Summary:

At the January meeting of Council, staff received direction to inquire with Bernadette McCann House to obtain more information on presentations and articles available to the public. The organization is able to provide presentations on a range of topics relating to abuse including the services that the Bernadette McCann House can offer in general, healthy relationships, types of abuse, setting boundaries etc. They would like to know what Council would be interested in offering to the public, and they will work the presentation around the request as each group has different interests and requirements. There are no costs for a presentation in our community, and articles can be sent to us, once they are available.

Staff is preparing to submit an application for funding under the Ontario Seniors Community Grant Program for a senior and intergenerational social and recreational programming. An application for funding is also being prepared under the Rural Economical Development (RED) program to help offset the cost of the comprehensive zoning by-law amendment.

2023 Interim Tax Billing was mailed via Canada Post on February 3, 2023 and electronically on February 6, 2023. Total arrears as of January 31, 2023 amounted to \$40,097.80. Notices have been sent out to all property owners whose properties have become eligible for tax sale as of January 1, 2023. One property is scheduled for public sale on May 3, 2023.

The Chief Building Official issued 13 building permits in 2022 with a total value of \$ 1,044,000. This generated \$4550.92 in revenue for the municipality.

Rogers is proposing to install a wireless communication tower at 93 Bissett Creek Road for which public consultation and input is being accepted. Packages are available at the municipal office and comments will be received until March 10, 2023 at 5:00 p.m.

Representatives from the Municipal Property Assessment Corporation (MPAC) will be at the municipal office on March 8, 2023 from 9:00 am until 3:00 pm and will be available to answer any resident questions or concerns about property assessments and assessment cycles; explain the process and/or assist in having Request for Reconsiderations filed, if required; set up property owner on "About My Property" where they have access to view their property information as well as others around them and create comparable reports. There are no appointment times; drop-ins are welcome.

The 2022 audit will begin the first week of March and therefore audited surplus figures will not be available for budget adoption unless postponed until the audit is finalized. The budget can be adopted with the estimated surplus if Council chooses.

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.

Others Consulted:

Peter Harrington, Welch LLP

Robert Labre, Chief Building Official

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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 United Townships of Head, Clara & Maria

2023 Preliminary Budget Report

Prepared By:
Crystal Fischer, Clerk-Treasurer

Date:
February 17, 2023

PROPOSED BUDGET

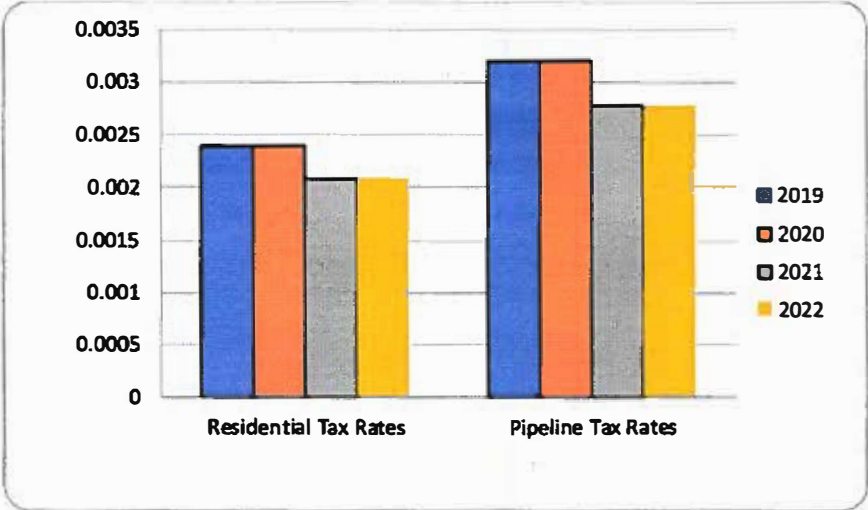
As the United Townships of Head, Clara & Maria moves forward in approving a budget in the first quarter of each year, this will mean approving a budget without being provided with the prior year's actual (audited) expenses and revenues. Actuals for 2022 will be provided with the audited financial statements, once they are available.

	Budget 2022	Proposed 2023
Expenses		
General Government	\$ 472,800.00	\$ 490,210.00
Protection & Health Services	\$ 104,570.00	\$ 111,010.00
Transportation Services	\$ 279,820.00	\$ 345,970.00
Environmental Services	\$ 62,300.00	\$ 86,390.00
Social & Family Services		
Recreational & Cultural Services	\$ 88,400.00	\$ 64,200.00
Land Use Planning & Development		
Grant expenses	\$ 177,200.00	\$ 41,750.00
Reserve Expenses		
TOTAL	\$ 1,185,090.00	\$ 1,139,530.00
Transfers to Reserves	\$20,000.00	\$71,170.00
Capital Budget		
TOTAL	\$20,000.00	\$61,620.00
Grand Total	\$ 1,205,090.00	\$ 1,201,150.00
Revenues		
Previous year Operating Surplus	\$ 195,000.00	\$ 120,000.00
Grants	\$ 324,260.00	\$ 333,610.00
Revenues	\$ 235,400.00	\$ 296,680.00
Grand Total	\$ 754,660.00	\$ 750,290.00
DIFFERENCE	\$ 450,430.00	\$ 450,860.00

HOW DOES THIS AFFECT PROPERTY TAXES?

Property taxes are calculated based on established tax rates, which are calculated by the amount of money needed as determined in the budget divided by the total assessed value of properties in the municipality. Tax ratios may be applied to offset assessment reductions in a given tax class so that properties in that tax class continue to pay the same share of the assessment.

The graph below depicts the change in tax rates from 2019 to 2022 for the residential and the pipeline property classes.



The table below shows the amount of municipal tax that a residential property owner would have or will pay based on \$100,000 dollars of assessment and the established tax rates for 2018 – 2022. **The residential lower tier 2022 rate is an approximate 0.2% decrease over 2021 rates.**

Year	Residential Tax Rates	Payment based on \$100,000 Assessment
2018	0.00247867	\$247.87
2019	0.00239715	\$239.72
2020	0.00239684	\$239.68
2021	0.00208693	\$208.69
2022	0.00208325	\$208.33

With all anticipated revenues and expenses considered, including transferring funds to reserves for disposal site truck and well replacement, legal fees, elections and culvert replacement, the budget will balance without an increase or decrease in tax rate. The estimated surplus used in the revenue budget may be lower than actual, and if it is determined to be so after the audit, it

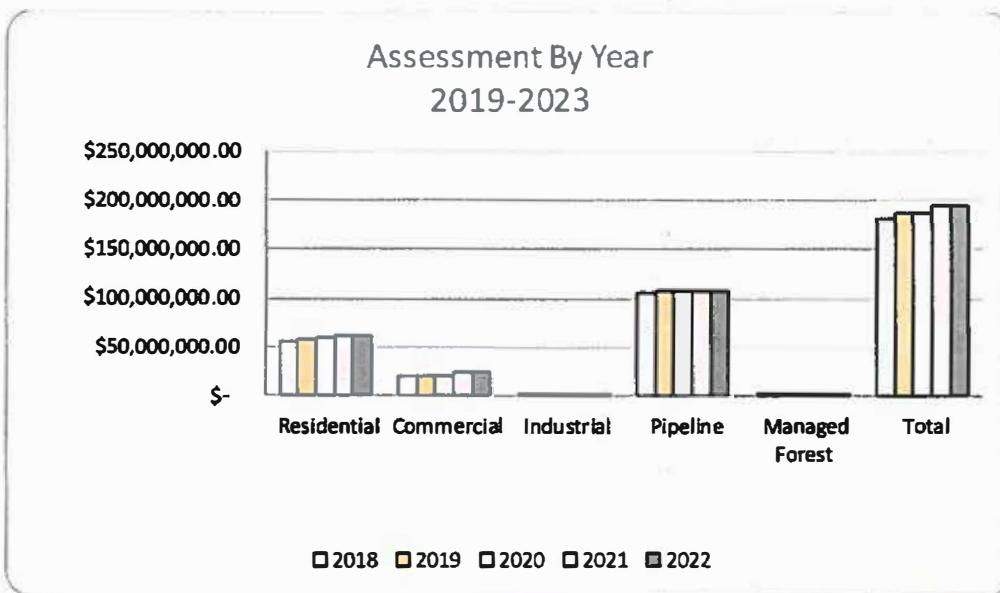
will be Staff's recommendation to transfer any additional surplus into reserve contingencies. If Council wishes to defer approval of the budget until after the audit is complete, a final budget will be brought back to Council at a later date.

ASSESSMENT CHANGES

The following table summarizes property assessment by property class over a five-year period.

Year	Residential	Commercial	Industrial	Pipeline	Managed Forest	Total
2019	\$ 55,562,734	\$ 19,389,257	\$ 372,725	\$ 104,329,250	\$ 282,800	\$ 179,936,766
2020	\$ 58,240,700	\$ 19,698,200	\$ 372,900	\$ 107,184,000	\$ 333,000	\$ 185,828,800
2021	\$ 59,123,200	\$ 19,699,400	\$ 372,900	\$ 107,184,000	\$ 333,000	\$ 186,712,500
2022	\$ 61,721,700	\$ 24,146,400	\$ 372,900	\$ 107,184,000	\$ 333,000	\$ 193,758,000
2023	\$ 61,945,500	\$ 24,158,100	\$ 372,900	\$ 107,184,000	\$ 333,000	\$ 193,993,500

NOTE: Pipeline Assessment is significant; representing 55% of the overall property type in the Municipality.



Total assessed values increased by \$235,500 from 2022 to 2023.

Breakdown of Budgeted Revenue

Revenue	Budget 2022	Projected 2023
PIL and Taxation	\$ 176,320.00	\$ 176,180.00
General Government	\$ 40,000.00	\$ 68,080.00
Fees & Permits	\$ 2,080.00	\$ 2,200.00
Recycling	\$ 13,500.00	\$ 30,350.00
Helipad	\$ 3,500.00	\$ 3,500.00
Parks & Recreation	\$ -	\$ 16,370.00
Totals:	\$ 235,400.00	\$ 296,680.00

	Budget 2022	Projected 2023
Grants		
OCIF	\$ 100,000.00	\$ 100,000.00
OMPF	\$ 59,700.00	\$ 69,000.00
Gas Tax	\$ 7,860.00	\$ 8,210.00
Seniors Program	\$ 11,170.00	\$ 15,000.00
Modernization	\$ 14,270.00	
Canada Summer Jobs	\$ 4,200.00	\$ 4,340.00
RED Program		\$ 10,000.00
COVID Related		
Special (ICIP)	\$ 127,060.00	\$ 127,060.00
Totals:	\$ 324,260.00	\$ 333,610.00
	\$ 559,660.00	\$ 630,290.00

Analysis of Expense Categories

General Government

Refers to the following expenses:

- Employee wages, taxes, benefits, and related expenses. This amount is not broken down by department in accordance with privacy protection provisions of the *Municipal Freedom of Information and Privacy Protection* legislation.
- Council expenses include the established honorarium as per the Remuneration Bylaw, mileage, resource material and an allowance for Integrity Commissioner Advice and/or legal opinions.
- General administration expenses include:
 - Audit Costs
 - Communication, Computer Software and Hardware, and Internet Costs
 - Legal Expenses
 - Insurance
 - Building Operating and Maintenance Costs

	Budget 2022	Proposed 2023
General Government		
Payroll & Payroll Expenses	\$ 329,100.00	\$ 347,030.00
Council Expenses	\$ 47,000.00	\$ 44,500.00
General Administration	\$ 96,700.00	\$ 98,680.00
	\$ 472,800.00	\$ 490,210.00

Health and Protection Services

Legislation requires municipalities to provide specific services related to public and personal safety. These include:

- Fire Prevention - includes cost for annual fire agreement with the Ministry of Natural Resources and Forestry, smoke alarm and other fire safety programs.
- Policing - contracted to the Ontario Provincial Police.
- Emergency Management – annual training and education to meet compliance requirements under the Office of the Fire Marshall and Emergency Management.
- Compliance with the Building Code which requires municipalities appoint a Chief Building Official who has the responsibility to enforce the *Building Code* and other property related Bylaws established by the Municipality.
- Physician Recruitment – contributions made in partnership with neighbouring municipalities.
- Helipad – snow removal and maintenance as per contract with ORNGE.

	Budget 2022	Proposed 2023
Protection & Health Services		
CBO	\$ 1,050.00	\$ 1,100.00
Emergency Management	\$ 600.00	\$ 1,150.00
Fire Services	\$ 12,150.00	\$ 12,630.00
Policing	\$ 86,420.00	\$ 91,630.00
Physician Recruitment	\$ 1,700.00	\$ 1,700.00
Helipad	\$ 2,500.00	\$ 2,500.00
Health and Safety	\$ 150.00	\$ 300.00
	\$ 104,570.00	\$ 111,010.00

Transportation and Environmental Services

Transportation services refer to summer and winter road maintenance along with capital projects. Larger expense items included in the proposed 2023 budget include:

\$75,000 to purchase gravel;

\$3,500 to replace guard rails on Harvey Creek Road;

\$2,000 to repair asphalt on Rivermead Road; and

\$2,700 to repair Township Hall Road in front of the municipal office.

\$102,340 is budgeted under Special Projects for streetlight installations.

Environmental services include landfill capital and operating costs, garbage collection and recycling program costs. \$12,500 is budgeted under special projects to have the bear fencing repaired/replaced in the spring. \$3500 will be transferred to reserves for well replacements required at the Bissett Creek landfill site.

	Budget 2022	Proposed 2023
Transportation & Environmental Services		
Transportation	\$ 183,820.00	\$ 243,630.00
Environmental Services	\$ 62,300.00	\$ 73,890.00
Special Projects	\$ 96,000.00	\$ 114,840.00
	\$ 342,120.00	\$ 432,360.00

Recreational and Cultural Services

This portion of the budget reflects the costs of operating/managing the following which has been partly established by the Recreation Committee:

- Recreation Activities (which includes the operation of the bar etc.)
- The Municipal Hall Operation and Maintenance
- Boat Launch & Playground Maintenance (includes grass cutting and dock removal)

Larger projects included in the budget for 2023 include:

\$5,000 to install fencing at LaCroix Park;

\$1,500 to repair the veteran's memorial;

\$18,500 to install playground LaCroix Park; and \$2,500 for repairs at LaCroix Park.

	Budget 2022	Proposed 2023
Recreation & Cultural Services		
Recreation Committee	\$ -	\$ 13,900.00
Parks and Recreation Hall	\$ 19,050.00	\$ 22,300.00
Grounds Maintenance	\$ 1,000.00	\$ 500.00
Special Projects	\$ 68,350.00	\$ 27,500.00
	\$ 88,400.00	\$ 64,200.00

Grant Expenses

Grant expenses are detailed below and are offset by the revenues received, with the exception of the Canada Summer Jobs Program as it is a 50% cost share program.

	Projected 2022	Projected 2022
Grants		
ICIP	\$ 127,060.00	\$ 9,570.00
Seniors Program	\$ 11,170.00	\$ 15,000.00
Modernization	\$ 14,270.00	
Canada Summer Jobs	\$ 8,400.00	\$ 8,680.00
RED Program		\$ 8,500.00
COVID Related	\$ 16,300.00	
Totals:	\$ 177,200.00	\$ 41,750.00

Library

It is important to note that Library Services have not been included in this portion of the budget. The Library Board is obligated to prepare a budget for consideration by the Municipality who may choose what, if any financial or in-kind support they will allocate. The Municipality has not made a direct financial contribution to the Library Board and has opted to provide services in lieu of providing funding. These services include wages, the physical space where the library is located, insurance, financial management and other services as have been required.

Land Use Planning Services

The Municipality relies on the County for these services. From time to time legal advice is needed for land use planning matters and has not been allocated to this service but has been included in General Government.

2022 Actuals

As mentioned at the beginning of this report, Council and Staff have expressed a goal of passing the budget as early in the year as possible. However, the municipal audited statements will not

be available until the Auditor has completed the review and reconciliation of accounts. However, it is anticipated that there will be a surplus to carry over into 2023.

COVID-19 Impact

At this time, the financial impact of COVID-19 on the United Townships of Head, Clara & Maria continue to be relatively minimal. Budget lines have been adjusted to reflect anticipated loss income to sales, hall rentals, etc. We do not report that there was any variance in taxes paid compared to 2021.

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
41-8410 - Previous Year Surplus (Deficit)	195,000				
41-8411 - Municipal Taxation - General	450,430	450,376	120,000	120,000	100.00-
41-8412 - Grants in Lieu of Hydro	105,690	105,785	450,860	484	0.11
41-8421 - Municipal Taxation - PIL Prov	69,530	186,683	105,790	5	
41-8422 - Municipal Taxation - PIL Tenant Tax Liab		35,570	69,390	(117,293)	62.83-
41-8431 - Interest on Taxes Outstanding	1,100	6,718	1,000	(5,718)	85.11-
41-8441 - Tax Sale Cost Recovery		(22,903)			
51-1111 - Permits & Fees - Admin	2,000	10,342	4,000	22,903	
51-1119 - Miscellaneous - Admin	500	17,005	500	(6,342)	61.32-
51-1120 - Convenience Fees		98	80	(16,505)	97.06-
51-1121 - General Bank Interest	5,000	21,325	12,000	(9,325)	18.37-
51-1122 - Treasurer Bank Interest	500	9,641	7,500	(2,141)	43.73-
51-1123 - HST Rebate	20,000	40,730	30,000	(2,141)	22.21-
51-1134 - Sale of HCM Surplus Merchandise		460		(10,730)	26.34-
51-1140 - Land Lease	10,000	10,265	10,000	(460)	
51-1141 - OMPF (ON Mun Partnership Fund)	59,700	59,700	69,000	(265)	2.58-
51-1142 - Gas Tax	7,860	7,866	8,210	9,300	15.58
51-1151 - Aggregate Resources	2,000	10,516	4,000	344	4.37
51-1565 - Election Bond		900		(6,516)	61.96-
51-1611 - Library Reimbursement		1,377		(900)	
51-1612 - Shatt Shed Utilities		674		(1,377)	
51-2311 - Building Permits & Fees	2,000	4,446	2,000	(1,377)	(674)
51-2511 - Fire Permits & Fees	80	232	200	(2,446)	55.02-
51-4211 - Tipping Fees	3,500	5,573	4,000	(32)	13.79-
51-4511 - Recycling Grant	7,500	20,550	23,350	(1,573)	28.23-
51-4512 - Recycling Income	2,500	4,679	3,000	2,800	13.63
51-5211 - Hellpad/Omge	3,500	3,500	3,500	(1,679)	35.88-
51-6112 - Trail Side Cafe			2,500	2,500	100.00-
51-6119 - Miscellaneous - RC			6,400	6,400	100.00-
51-6125 - New Year's Eve			5,500	5,500	100.00-
51-6131 - Donation - RC		29		(29)	
51-6250 - Unplanned Events - RC			1,000	1,000	100.00-
51-6511 - Hall Rental - P & RG		400	400		
51-6512 - Sales - Bar - P & RG		643	430	(213)	33.13-
51-6513 - Sales - Canteen - P & RG		136	140	4	2.94
51-9114 - 2018-02 / NHSP	11,170				
51-9115 - 2018-03 / OSCG			15,000	15,000	100.00-
51-9501 - ICIP	127,060		127,060		
51-9521 - OCIF	100,000	100,000	100,000	127,060	100.00-

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
51-9531 - Modernization	14,270	9,989	10,000	(9,989)	100.00-
51-9541 - Misc Transfer			4,340	10,000	183
51-9551 - Canada Summer Jobs	4,200	4,157		183	4.40
Revenue Totals:	1,205,090	1,107,462	1,201,150	93,688	
61-1121 - Salaries/Wage	262,000	258,582	275,860	17,278	6.68
61-1131 - Payroll Taxes	17,500	17,209	20,000	2,791	16.22
61-1132 - Employment Benefits	16,500	14,843	16,000	1,157	7.79
61-1133 - WSIB Employer	9,500		9,000	9,000	100.00-
61-1134 - EHT	5,000	4,649	5,000	351	7.55
61-1135 - Vacation Pay Employer	6,500	5,797	6,500	703	12.13
61-1136 - Employee Pension/RRSP Contributions	12,100	12,666	14,670	2,004	15.82
61-1211 - Donation - Council	2,500	2,700	2,500	(200)	7.41-
61-1212 - Conventions & Training - Council	3,000	35	2,500	2,465	###.##
61-1215 - Integrity Commissioner	2,000		500	500	100.00-
61-1222 - Honorarium - Council	35,000	25,350	38,000	12,650	49.90
61-1223 - Mileage for HCM - Mayor	250	87	250	163	187.36
61-1224 - Mileage - Councilors	250		250	250	100.00-
61-1241 - Resource Material - Council	1,000		500	500	100.00-
61-1242 - Elections	3,000	1,205		(1,205)	
61-1313 - Bank Charges	2,850	2,793	2,850	57	2.04
61-1314 - Convenience Fee	2,500	2,632	2,700	68	2.58
61-1317 - Resource Materials - Admin	500	335	500	165	49.25
61-1318 - Education & Training - Admin	3,000	800	3,000	2,200	275.00
61-1319 - Miscellaneous - Admin	500	1,690	500	(1,190)	70.41-
61-1323 - Mileage - Admin	300	270	500	230	85.19
61-1342 - Supplies - Office	3,500	4,332	4,500	168	3.88
61-1344 - Permits & Fees - Admin	400				
61-1345 - Postage & Courier	1,200	1,301	1,300	(1)	0.08-
61-1353 - Audit Fees	25,500	27,272	27,270	(2)	0.01-
61-1354 - Legal Fees	15,000	18,076		(18,076)	
61-1355 - Internet	700	1,042	1,800	758	72.74
61-1356 - Insurance	27,000	35,627	35,630	3	0.01
61-1357 - IT Services	1,500	1,192	1,200	8	0.67
61-1358 - Advertising	750	530	750	220	41.51
61-1361 - Computer Software	400	371	3,400	3,029	816.44
61-1362 - Computer Hardware	500		2,500	2,500	100.00-
61-1363 - Taxation & Accounting Software	4,800	4,861	4,860	(1)	0.02-

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
61-1366 - Membership Fees - Admin	1,300	1,209	1,720	511	42.27
61-1411 - Property/Office Maintenance & Repair	1,000	466	700	234	50.21
61-1412 - Furniture & Equipment - Office	500		500	500	100.00-
61-1413 - Repair - Office	500		500	500	100.00-
61-1458 - Telephone - Office	2,000	1,770	1,500	(270)	15.25-
61-1611 - Library Expenses	500	4,949	500	(4,449)	89.90-
61-1712 - Salt Shed Utilities		611		(611)	
61-2311 - Mileage - CBO	750	781	900	119	15.24
61-2351 - Education/Training - CBO	300		200	200	100.00-
61-2423 - Supplies - EMgt	150		750	750	100.00-
61-2431 - Mileage - EMgt	200	235	200	(35)	14.89-
61-2451 - Education/Training - EMgt	250	140	200	60	42.86
61-2511 - Fire Agreement - MNR	9,500	9,145	9,880	735	8.04
61-2512 - 911 Agreement - County	2,400	2,496	2,500	4	0.16
61-2513 - Supplies - Fire	250		250	250	100.00-
61-2611 - Health & Safety	150	250	300	50	20.00
61-2711 - Policing	86,420	100,341	91,630	(8,711)	8.68-
61-3113 - Garage Maintenance & Repair - RDS	1,200	372	1,500	1,128	303.23
61-3119 - Miscellaneous - RDS	100	239	250	11	4.60
61-3123 - Mileage - RDS	200		500	500	100.00-
61-3141 - Supplies & Tools - RDS	3,000	2,299	3,000	701	30.49
61-3142 - Signs & Posts - RDS	1,000	570	1,000	430	75.44
61-3151 - Education/Training - RDS	750		750	750	100.00-
61-3152 - Utilities - Garage	6,000	7,200	8,000	800	11.11
61-3166 - Membership Fees - RDS	400	742	750	8	1.08
61-3191 - Special Projects - RDS	50,000		8,200	8,200	100.00-
61-3211 - Road Maintenance	5,000	3,033	5,000	1,967	64.85
61-3311 - Vehicle Maintenance - RDS	2,500	1,018	1,500	482	47.35
61-3312 - Vehicle Repair - RDS	1,000		1,000	1,000	100.00-
61-3313 - RDS Fuel	10,000	8,175	10,000	1,825	22.32
61-3411 - Culvert	16,670				
61-3511 - Grading	14,000	10,364	15,000	4,636	44.73
61-3512 - Gravel Crushing			75,000	75,000	100.00-
61-3513 - Gravel Pit		1,037	9,000	7,963	767.89
61-3514 - Gravel Resurfacing	10,000		31,000	9,256	42.57
61-3611 - Plowing	18,000	21,744	8,000	8,000	100.00-
61-3711 - Ditching	4,000		18,500	3,059	19.81
61-3811 - Calcium	16,000	9,694	9,500	(194)	2.00-
61-3911 - Sand & Salt Purchase	4,000				

Report Date
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Townships of Head, Clara, and Maria
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
61-3912 - Sanding	10,000	13,664	19,500	5,836	42.71
61-3913 - Standby	10,000	13,454	16,680	3,226	23.98
61-4112 - Miscellenaous - WMngt		122	100	(22)	18.03-
61-4113 - Vehicle Maintenance - WMngt	1,000	316	500	184	58.23
61-4114 - Vehicle Repairs - WMngt	1,000		1,000	1,000	100.00-
61-4115 - Environmental Expense	1,250	1,154	1,250	96	8.32
61-4116 - Waste- Fuel	5,000	3,522	5,000	1,478	41.96
61-4123 - Mileage - WMngt	100		250	250	100.00-
61-4141 - Supplies - WMngt	250	96	250	154	160.42
61-4151 - Education & Training - WMngt	200		500	500	100.00-
61-4211 - Monitoring - Landfill Sites	20,000	23,721	23,000	(721)	3.04-
61-4311 - Excavation - Landfill Site Maintenance	12,000	14,302	16,000	1,698	11.87
61-4312 - Maintenance & Repair - Landfill Sites	500		1,000	1,000	100.00-
61-4411 - Household Hazardous Waste	8,000	8,385	9,000	615	7.33
61-4511 - Recycling - WMngt	13,000	16,535	16,040	(495)	2.99-
61-5211 - Helipad Maintenance	2,500		2,500	2,500	100.00-
61-5311 - Physician Recruitment	1,700		1,700	1,700	100.00-
61-6112 - Trail Side Cafe - RC			1,500	1,500	100.00-
61-6114 - Canada Day - RC		1,283		(1,283)	
61-6125 - New Year's Eve			7,500	7,500	100.00-
61-6219 - Miscellaneous - RC			3,900	3,900	100.00-
61-6250 - Unplanned Events - RC			1,000	1,000	100.00-
61-6519 - Miscellaneous - P & RG	800	1,298	1,200	(98)	7.55-
61-6541 - Cost of Goods Sold / Bar - P & RG		425	430	5	1.18
61-6542 - Costs of Goods Sold / Canteen - P & RG		153	150	(3)	1.96-
61-6591 - Recreation Special Projects - P & RG		17,963	9,000	(8,963)	49.90-
61-6611 - Expenses - P & RG	1,000	2,495	2,570	75	3.01
61-6613 - Maintenance - P & RG	3,500	2,812	3,500	688	24.47
61-6614 - Repairs - P & RG	2,000	10	500	490	###.##
61-6641 - Supplies - P & RG	1,000	1,234	1,200	(34)	2.76-
61-6642 - Furniture & Equipment - P & RG	500	133	500	367	275.94
61-6652 - Utilities - HALL	10,000	10,172	12,000	1,828	17.97
61-6658 - Telephone - HALL	250	257	250	(7)	2.72-
61-6811 - Grounds Manitenance - P & RG	1,000		500	500	100.00-
61-7111 - County Consult Fees			8,500	8,500	100.00-
61-8411 - Taxes Written Off					
61-8441 - Tax Sale		20,681		(20,681)	
61-9101 - COVID-19 Expenses	16,300	334		(334)	
61-9114 - 2018-02 / NHSP	11,170				

Report Date
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Townships of Head, Clara, and Maria
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
61-9115 - 2018-03 / OSG			15,000	15,000	100.00-
61-9511 - ICIP Culture Grant	127,060	29,586		(29,586)	
61-9512 - ICIP COVID Grant		87,885	9,570	(78,315)	89.11-
61-9521 - Canada Summer Jobs	8,400		8,680	8,680	100.00-
61-9522 - Modernization	14,270	13,228		(13,228)	
62-3111 - Upgrade & Capital - Garage	96,000	9,608	102,340	92,732	965.15
62-4111 - Upgrade & Capital - Waste Mngt			12,500	12,500	100.00-
62-6812 - Upgrade & Capital - Parks & Boat Launch	68,350	39,568	18,500	(21,068)	53.25-
91-9361 - Transfer to Reserves - Admin	20,000		61,620	61,620	100.00-
Expense Totals:	1,205,090	984,964	1,201,150	216,186	
Net Surplus (Deficit):		122,498		(122,498)	

Accounts Printed: 162

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report								
Meeting Date	Thursday, February 23, 2023				Report Date	Tuesday, January 24, 2023		
Decision Required	X	Yes		No	Priority	X	High	Low
Direction	X	Information Only			Type of Meeting	X	Open	Closed
Report #23/02/23/1201 – Procedure By-law								

Subject: Review and Update of Procedure By-law

Recommendation:

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

Resolution:

Resolution No.: 23/02/23/004

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Council received Report 23/01/19/1302 and 23/02/23/1201 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 23rd day of February, 2023.

Background/Executive Summary:

At the regular meeting of January 19, Council reviewed a proposed updated Procedure By-law and provided direction to staff to have the document further updated. Along with the original revisions presented at the January meeting of Council, the following revisions have been made to the document.

- “Delegation” has been changed to “Deputation” throughout the document;
- a definition for Deputation has been included in the definition section;
- page numbers have been added to the document;
- the two thirds provisions for quorum were updated to “a majority of Council” throughout the document;
- Quorum was specifically detailed in section 2.8;
- Section 2.16 was revised to read “Without debate, the Members shall vote on the appeal”;
- “Notwithstanding the alphabetical calling of names,” was removed from Section 2.17.

There was discussion about changing the procedure to allow deputations after the agenda and package is released. It is Staff recommendation that if Council would like to proceed with that revision, that the public would be allowed to submit a request for deputation 48 hours prior to the meeting, provided that it was regarding an item that is already listed on the agenda. If a member of the public wanted to request a deputation to Council for an item that was not already listed on the agenda, they would need to meet the ten day timeline as updated in the proposed Procedure By-Law and Request for Deputation form.

The reason for the proposed revision is that the public is not able to request a Deputation to Council about any of the items listed on the agenda once the Council package has been released on the website. By allowing an extension of the timeline for the public to request a deputation to speak of any items that are listed on the agenda, and potentially that Council may be making a decision on, it would resolve that issue.

Any member of the public who would like to make a request for a deputation to Council regarding a matter that is not listed on the upcoming agenda is able to wait until the following meeting as Council will not be making a decision on their matter of interest if it is not listed on the agenda.

Allowing members of the public to submit a request for deputation after the ten day timeline for an item that is not already listed on the agenda puts Staff in a bad position of likely having to decline the deputation due to time constraints. There are alternative means to submitting input to members of Council in such circumstances, such as calling, emailing or setting up a meeting with a member of Council.

Council requested that an opinion be provided by the Integrity Commissioner on the matter of allowing deputations after the deadline, which was requested by the Clerk on January 24th. On January 30th the Clerk and Integrity Commissioner had a phone discussion in which a verbal recommendation was provided not to allow deputations after the deadline. It was requested that the opinion be submitted in writing to the Clerk so that it could be provided to Council, however the written opinion has not been provided to the Clerk as of yet.

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

Enclosures

Draft By-law 2023-02

Updated Request for Deputation Form

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk



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

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

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

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

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

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

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

Preamble

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

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

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

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1. Definitions

1.1 Ad-Hoc Committee

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

1.2 Agenda

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

1.3 Chair

“Chair” means the person presiding at a meeting.

1.4 Clerk

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

1.5 Committee of the Whole

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

1.6 Council

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

1.7 Council Package

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

1.8 Closed Meeting

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

1.9 Deputation

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

1.10 Deputy Mayor

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

1.11 *Electronic Meeting*

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

1.12 *Emergency Meeting*

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

1.13 *Ex Officio*

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

1.14 *Head of Council*

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

1.15 *Local Board*

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

1.16 *Meeting*

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

1.17 *Member*

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

1.18 *Motion*

“Motion” means a written question moved and seconded by two Members, presented at a meeting, read by the Chair or Clerk/Secretary subject to debate and

voting by Council or Committee. When a Motion passes, it becomes a Resolution or By-Law.

1.19 Motion to Amend

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

1.20 Municipal Act

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

1.21 Municipality

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

1.22 Notice of Motion

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

1.23 Officers

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

1.24 Order of Business

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

1.25 Point of Procedure

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

1.26 Presentation/Deputation

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

1.27 Quorum

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

1.28 Recorded Vote

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

1.29 Regular Meeting

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

1.30 Report

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

1.31 Resolution

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

1.32 Special Meeting

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

1.33 Standing Committee

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

1.34 Unfinished Business

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

1.35 Urgent

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

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

2. General Meeting Rules

2.1 Rules – to be observed at all time

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

2.2 Suspending Procedural By-Law

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

2.3 Mayor

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

2.4 Absence of Mayor

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

2.5 Absence of Deputy Mayor

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

2.6 Meeting Location

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

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

2.7 Clerk

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

2.8 Quorum

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

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

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

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

2.9 Minutes

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

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

2.10 Arriving Late/Leaving Early

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

2.11 Staff Attendance

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

2.12 Declarations of Conflict of Interest

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

- a) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

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

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

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

2.13 Rules of Debate

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

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

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

The Chair or Clerk will read the Motion or question.

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

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

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

- a) With permission of Council,
- b) If questioned by another Member;
- c) To explain comments which the Member believes have been misunderstood;
or

- d) In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.

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

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

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

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

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

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

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

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

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

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

2.14 Conduct

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

No Member shall:

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

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

At meeting, no person shall;

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

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

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

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

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

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

2.15 Questions During Debate

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

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

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

2.16 *Points of Procedure*

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

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

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

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

Without debate, the Members shall vote on the appeal.

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

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

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

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

2.17 *Voting – General*

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

A member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall

call each Member's name in alphabetical order and request and record their vote on the motion. The Chair shall vote last in a Recorded vote. After completion of a Recorded Vote, the Clerk shall announce the result.

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

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

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

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

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

2.18 Corrections

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

2.19 Amendments

The following rules shall apply to amendments to Motions:

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

2.20 Voting – Reconsiderations

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

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

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

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

3. Roles and Responsibilities

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

It is the role of the Head of Council to:

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

3.2 Chair

It is the role of the Chair to:

- a) Open meeting by calling the meeting to order;
- b) Address the business listed on the Agenda
- c) Receive and have read to Council all Motions presented by Members;
- d) Put to a vote all Motions which are moved and seconded, and announce the results of a vote;
- e) Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;

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

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

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

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

3.4 Council (Municipal Act, s.224)

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate the policies and programs of the Municipality;
- c) Determine which services the Municipality provides;
- d) Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the

Municipality;

- f) Maintain the financial integrity of the Municipality; and,
- g) Carry out duties of council prescribed by the Municipal Act.

3.5 Clerk (Municipal Act, s.228)

It is the duty of the Clerk to:

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

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

3.6 Staff (Municipal Act, s.227)

It is the duty of Staff to:

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

3.7 Members of the Public

It is the role of Members of the Public to:

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

4. Meetings

4.1 *First Meeting*

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

4.2 *Regular Meetings*

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

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

4.3 *Special Meetings*

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

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

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

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

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

4.4 *Emergency Meetings*

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

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

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

Quorum is still required at an Emergency Meeting.

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

4.5 Closed Meetings

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

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

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

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

4.6 Permissive Closed Meetings

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

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

- j) A trade secret or scientific, technical, commercial or financial information that belong to the Municipality or Local Board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

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

4.7 *Mandatory Closed Meeting*

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

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

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

4.8 *Cancelled Meetings*

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

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

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

- a) Safety concern for participants in the meeting, including Members and Members of the Public (ex. Snow storm, closing of the highway);

- b) Loss of heat/electricity or water;
- c) Clerk /Deputy Clerk's inability to attend;
- d) A state of emergency
- e) The inability of a required participant to attend; and /or
- f) The meeting becomes redundant.

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

5. Notice of Meetings

5.1 *Annual Schedule of Meetings*

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

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

This posting will constitute notice to the public of meeting.

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

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

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

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

Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice 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 meeting or any decision of Council of the Committee made at the meeting.

6. Agenda

6.1 Agenda

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

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

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

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

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

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

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

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

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

- a) More time is required to prepare Staff Reports for Council;
- b) The Deputation Request Form was not submitted by the deadline;
- c) The Deputation Request Form is incomplete;
- d) The subject matter of the Deputation is outside of the jurisdiction of Council;
- e) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f) The Meeting Agenda is already too lengthy;
- g) The subject matter is set to be discussed on another Agenda;

- h) The issue is frivolous or vexatious;
 - i) The issue has been or is to be considered by the Committee of Adjustment;
 - j) Council has previously considered or decided the issue and a Deputation has appeared before Council with respect to the same issue;
 - k) Council previously indicated that it will not hear further from this Deputation; or
 - l) The issue should be referred to the Administrative Department for action.
- Council Packages will be provided to Council no later than five (5) calendar days before the meeting.

6.2 Closed Meeting Agenda

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

6.3 Adjournment

A Motion to adjourn does not need a seconding Member.

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

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

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

6.4 Curfew

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

6.5 Committees/Appointments

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

6.6 Amendment

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

6.7 Mandatory Review

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

6.8 Repeal – Enactment

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

This By-Law comes into force and takes effect on the date of enactment. Read a first and second time this ____ day of _____, 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~~



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

Municipal Conflict of Interest Act

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

For the Municipal Council/Committee meeting held on: _____

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

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.
HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

Schedule B – Agenda



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

AGENDA

Date and Time

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

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

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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
Report #									

Subject:

Recommendation:

Resolution:

Background/Executive Summary:

Financial Considerations/Budget Impact:

Policy Impact:

Connection to Strategic Plan:

Enclosures:

Approved and Recommended by the Clerk

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



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

Date:

Resolution No.:

Moved by:

Seconded by:

WHEREAS

AND WHEREAS

BE IT RESOLVED THAT

Carried _____ Defeated _____ Mayor _____

Recorded Vote		
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
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Schedule E – Deputation Request



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

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

REQUEST FOR DEPUTATION

Person Requesting a Deputation: _____

Organization (if applicable): _____

Contact Information: Tel # _____ Email : _____

Meeting Date Requested: _____

Subject Matter: _____

Brief Description of Purpose of Deputation: _____

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

Yes No

If Yes, provide name: _____

I will have a presentation

For Handout at Meeting * Yes No

PowerPoint ** Yes No

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

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

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

United Townships of Head, Clara & Maria Council

Request for Decision

		Type of Decision							
Meeting Date	Thursday, February 23, 2023				Report Date	Wednesday, February 15, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/09/12/1202- Strategic Planning Public Consultation									

Subject: Strategic Planning Public Consultation

Recommendation: That Council provides direction to staff on how to proceed with public consultation for the 2022-2026 Strategic Plan.

Resolution:

Resolution No.: 22/09/12/005

Moved by Councillor _____ and seconded by Councillor _____

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff distribute the approved survey online through Survey Monkey and via hard copy at the municipal office; AND FURTHER directs staff to schedule a public meeting for Strategic Planning on _____.

Background/Executive Summary:

At the January meeting of Council, Report 23/01/09/1303 concerning the 2022-2026 Strategic Plan, was presented to Council recommending that Council review the Strategic Planning Package for information and provide direction to staff on how to proceed with public consultation.

There was discussion at the meeting both about deferring work on the Strategic Plan until after the budget was passed as well as deferring public consultation until department specific questions could be gathered. Discussion of a dollar based exercise received positive feedback as well, and has been included in the original questionnaire presented at the January meeting.

The enclosed questions can be removed or modified to incorporate more department specific questions; however there are concerns that if the survey is made longer, it may dissuade people from submitting their feedback.

It is Staff recommendation that we begin work on the Strategic Plan as deferring may result in larger staff work load in later years of Council term.

At this time Staff recommends that Council approve a survey to be provided online through Survey Monkey and via hard copy at the municipal office. It is recommended that the survey be available to the public at the beginning of a pre-determined month with a scheduled public meeting towards the end of the same month that the survey becomes available. Once all feedback is gathered, Staff will create a report for Council with the findings. Staff is also requesting Council direction as to what they would like included in the public meeting for Strategic Planning.

Options:

Approve the enclosed survey as is or as amended. Select a date for a public meeting to discuss Strategic Planning.

Financial Considerations/Budget Impact:

None at this time.

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,
Clerk-Treasurer

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 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.
6. List the municipalities greatest:

Assets:

Liabilities:



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

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. If you were given \$100, what percent would you allocate to each of the following:
- Administration
 - Roads
 - Waste Management
 - Building, Planning and Zoning
 - Emergency Management
 - Parks and Recreation
 - Economic Development
 - Fire Prevention and Safety
10. Are you
- ___ a permanent resident/ landowner
 - ___ a seasonal resident/ landowner
 - ___ a seasonal visitor
 - ___ an interested friend/ neighbour of HCM