



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

AGENDA

April 20, 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
7. Adoption of Minutes of previous meeting
 - Council Minutes
 - i. March 23, 2023
 - ii. November 2, 2022
 - iii. November 29, 2022
 - Recreation Advisory Committee Minutes
 - i. March 7, 2023
8. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. Township of South Glengarry – Review of Rural Education Funding
 - ii. Ministry of the Attorney General - Update on POA Modernization and Streamlining Initiatives
 - iii. Association of Ontario Road Supervisors – Enbridge Gas Proposed Fee
 - iv. Town of Plympton-Wyoming – Reducing Municipal Insurance Costs
 - v. Township of Mulmur - Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022
 - vi. E4M –Notification of a Municipal Conflict of Interest Application and Subsequent Withdrawal
 - vii. Ministry of Municipal Affairs and Housing – Helping Homebuyers, Protecting Tenants Act
 - viii. Brent Allen – Letter to Council Regarding Campgrounds

- ix. Cogeco – Request for Letter of Support

- 9. Municipal Administrator Reports –
 - i. Report 23/04/20/901 – Mayor's Report

- 10. Staff Reports –
 - i. Report 23/04/20/1001 – Municipal Administrator's Report

- 11. Financial Reports –
 - i. Report 23/04/20/1101 – Revenue and Expense Report

- 12. Unfinished Business –
 - i. Report 23/04/20/1201 – Grading and Plowing Contract

- 13. Addendum (New Business)
 - i. Report 23/04/20/1301 – Smart Serve Training
 - ii. Report 23/04/20/1302 – 357 Application
 - iii. Report 23/04/20/1303 – Safety Hub Training

- 14. Notice of Motion - none
- 15. Policy/By-Law Review
 - i. Policy on Employee Grievances
- 16. By-Laws – none
- 17. Closed Session –
 - i. Report 23/04/20/1701 – Clerks KPIs
- 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.



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

Minutes of March 23, 2023

Minutes of a regular meeting of Council held on March 23, 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, Karen LeClerc and Rachel Richer
Staff: Crystal Fischer, Municipal Administrator
Absent/Regrets: Councillor Fran Kelly-Chamberlain
Guests: two members of the public
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Richer
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** – none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**
Resolution No.: 23/03/23/001
Moved by Councillor Dowser and Seconded by Councillor Richer
BE IT RESOLVED THAT the minutes of the regular meeting of Council of February 23, 2023 be accepted as presented.
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**
Petitions - none
Correspondence
 - i. Niagara Region – Declaration of Emergency for Homelessness, Mental Health and Opioid Addiction
 - ii. Town of Grimsby – Barriers for Women in Politics
 - iii. Town of Cobourg – Homelessness and Unsheltered Persons

- iv. Town of Plympton-Wyoming – School Board Elections
- v. Township of Ashfield, Colborne, Wawanosh – Future Accuracy of the Permanent Register of Electors
- vi. Township of Moonbeam – English Public School Boards Association
- vii. Town of Grimsby – Changes to Municipal Heritage Register
- viii. County of Huron – Review of the Cannabis Act
- ix. County of Renfrew – Notice of Public Meeting Regarding Official Plan Amendment
- x. Ministry of Natural Resources and Forestry – 2023-2024 Work Schedule for Ottawa Valley Forest
- xi. Municipality of North Perth – School Bus Stop Arm Cameras
Action: Clerk to send letter of support.
- xii. Ministry of Transportation – Update on Council Requests for Consideration
- xiii. Municipality of Trent Lakes – Oath of Office
- xiv. Ernie Villeneuve – Letter to Council Regarding Campgrounds

Late Correspondence

- xv. Town of Essex – Reinstatement of Legislation Permitting Municipality to Retain Surplus Proceeds from Tax Sales
Action: Clerk to send letter of support.
- xvi. Ministry of Natural Resources and Forestry – Floating Accommodations

9. MAYOR'S REPORT

- i. Report 23/03/23/901 –Mayor's Report
- ii. Report 23/03/23/902 – Mayor's Report on Passing 2023 Upper-Tier Municipality

10. STAFF REPORTS - none

11. FINANCIAL REPORTS

- i. Report 23/03/23/1101 – 2023 Municipal Operating Budget
Resolution No.: 23/03/23/002
Moved by Councillor Dowser and Seconded by Councillor LeClerc
WHEREAS Council has received Report #23/03/23/1101 concerning the 2023 municipal operating budget;
THEREFORE BE IT RESOLVED THAT By-Law 2023-04 being a by-law to adopt the 2023 municipal operating budget be read a first, second and third time passed this 23rd day of March 2023.

Carried Unanimously

- ii. Report 23/03/23/1101 – 2023 Municipal Operating Budget Transfer to Reserves
Resolution No.: 23/03/23/1001
Moved by Councillor Dowser and Seconded by Councillor LeClerc
WHEREAS Council has received Report #23/03/23/1101 concerning the 2023 municipal operating budget with recommendations for transfers to reserves;
THEREFORE BE IT RESOLVED THAT Council of the United Townships does hereby direct Staff to complete the following transfers to reserves:

\$3,500 – Disposal Site for well replacement at Bissett Creek Landfill
\$36,670 – Culverts for Mackey Creek
\$5,000 – Office Maintenance Fund for Legal Expenses
\$1,000 – Office Maintenance Fund for Election Expenses
\$25,000 – Disposal Site Vehicle Replacement
\$5,350 - Contingencies

Carried Unanimously

12. UNFINISHED BUSINESS –

i. Report 23/03/23/1201 – Letter of Concurrence Rogers Communications Tower
Resolution No.: 23/03/23/007

Moved by Councillor LeClerc and Seconded by Councillor Dowser

WHEREAS Council has received a summary of the municipal and public consultation process concerning a proposed wireless communication site to be located at 93 Bissett Creek Road in Bissett Creek, ON;

AND WHEREAS Rogers Communications Inc. requests that their proposal be considered complete and that The United Townships of Head, Clara and Maria move forward with the assessment of the process Rogers has undertaken to date;

AND WHEREAS Rogers also requests that municipality issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby provide confirmation that the proposal provided by Rogers Communication is considered complete and that the municipality will move forward with the assessment of the process that Rogers has undertaken to date;

AND FURTHER THAT Staff be directed to issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Carried Unanimously

13. NEW BUSINESS –

i. Report 23/03/23/1301 – Winter Maintenance and Grading Contract Tenders
Resolution No.: 23/03/23/003

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS Council received Report #23/03/23/1301 regarding Winter Maintenance and Grading Contract Tenders and have had an opportunity to provide revisions to the documents;

THEREFORE BE IT RESOLVED THAT that Council of the United Townships of Head, Clara and Maria does hereby direct staff to advertise the Tender and Contract Documents for Winter Maintenance and Grading.

Carried Unanimously

ii. Report 23/03/23/1302 – County of Renfrew Planning Services
Resolution No.: 23/03/23/004

Moved by Councillor LeClerc and Seconded by Councillor Richer

WHEREAS Council received a request from a resident in consideration of offering Planning Services at the municipal office;

WHEREAS Council received Report #23/03/23/1302 regarding Planning Services offered through the County of Renfrew;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby direct staff to schedule a Planner from the County of Renfrew to attend the municipal office on a quarterly basis, to be reviewed in one year.
Carried Unanimously

iii. Report 23/03/23/1303 – Provision of Recycling Bins at Local Businesses

Resolution No.: 23/03/23/005

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Council received Report #23/03/23/1303 regarding provision of recycling bins at local businesses and have had an opportunity to provide revisions to the Memorandum of Agreement;

THEREFORE BE IT RESOLVED THAT that Council of the United Townships of Head, Clara and Maria does hereby direct staff to continue to provide recycling bins to local businesses and enter into new Memorandum of Agreements for 2023 and 2024.

Carried Unanimously

iv. Report 23/03/23/1304 – Inclusive Community Grants Program

Resolution No.: 23/03/23/006

Moved by Councillor LeClerc and Seconded by Councillor Richer

WHEREAS the Inclusive Community Grants Program is accepting applications for funding for projects that will help older residents and people with disabilities participate in community life;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding through the Inclusive Community Grants Program for the installation of accessible washrooms at municipal boat launches and LaCroix Park.

Carried Unanimously

Note: Clerk to include flexibility in the grant application to allow accessibility ramps to community centre/ municipal office.

14. NOTICE OF MOTION – none

15. POLICY/BY-LAW REVIEW - none

16. BY-LAWS –none

17. CLOSED SESSION - none

18. QUESTIONS AND ANSWERS –

Councillor Dowser – does the procedure by-law need to be changed to reduce the number of reserve accounts? No, Staff and the Auditor have discussed this in going through the 2022 audit.

Update on Algonquin Trail?

Action: Mayor Grills to find more information and provide an update.

Was there a good turnout for the MPAC Representatives in the municipal office in March? Two Residents attended the session.

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/03/23/008

Moved by Councillor LeClerc and Seconded by Councillor Dowser

BE IT RESOLVED THAT By-law 2022-06 being a by-law to confirm proceedings of the meeting of Council of Thursday, March 23, 2023 be read a first time short and passed.
Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/03/23/009

Moved by Councillor LeClerc and Seconded by Councillor Richer

BE IT RESOLVED THAT this meeting adjourn at 3:04 p.m. to meet again on April 20, 2023 at 2:00 p.m.

Carried Unanimously

MAYOR

CLERK



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

Minutes of special meeting of Council held on November 2, 2022 at 1:00 p.m.

1. CALL TO ORDER AND MOMENT OF SILENCE

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

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

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

Staff: Crystal Fischer, Clerk-Treasurer

Absent/Regrets: Councillors Brent Allen and Chris Dowser

Guests: Peggy Young-Lovelace, E4M

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

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

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 – none

Resolution No.: 22/11/02/1001

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

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

Carried Unanimously

7. ADOPTION OF MINUTES OF PREVIOUS MEETING

Council Minutes

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

Resolution No.: 22/11/02/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

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

Carried Unanimously

8. POLICY/ BY-LAW REVIEW

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

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

Resolution No.: 22/11/02/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

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

Carried Unanimously

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

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

Resolution No.: 22/11/02/003

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

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

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

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

Carried Unanimously

9. CLOSED SESSION

Resolution No.: 22/11/02/002

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

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

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

Carried Unanimously

Resolution No.: 22/11/02/004

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

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

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

Carried Unanimously

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

Resolution No.: 22/11/02/1002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

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

Carried Unanimously

10. QUESTIONS AND ANSWERS - none

11. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/11/02/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

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

Carried Unanimously

12. ADJOURNMENT

Resolution No.: 22/11/02/006

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

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

Carried Unanimously

MAYOR

CLERK



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

Minutes of special meeting of Council held on November 29, 2022 at 1:00 p.m.

1. CALL TO ORDER AND MOMENT OF SILENCE

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

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

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

Staff: Crystal Fischer, Municipal Administrator

Absent/Regrets: none

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

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

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

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

6. DEPUTATIONS/ PRESENTATIONS –

County of Renfrew – Development and Property Department

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

See notes on page 3.

8. QUESTIONS AND ANSWERS – none

9. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/11/29/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

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

Carried Unanimously

10. ADJOURNMENT

Resolution No.: 22/11/29/002

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

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

Carried Unanimously

MAYOR

CLERK

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

Hierarchy of Planning

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

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

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

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

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

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

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

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

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

Types of planning applications

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

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

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

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

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

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

Role of Province
Establishes ground rules; Ministry of Municipal Affairs and Housing is responsible to oversee and enforce provisions. Provincial ministries provide comments on applications – ex MTO, MNRF, MECP.
Provider of land use data; province collects the data (ex. transportation mapping, aggregate resources) and provides it to ensure that resources are protected.
How do we know that the data is accurate? It is updated on regular basis – air photography, studies and boots on the ground. If you look at data can see “meta data” which shows the accuracy through variances. Sometimes it is competed through applications and the requirement of supporting studies and the data can be modified if errors have been identified. It is the developer’s responsibility to ensure their plan meets the regulations.

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

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

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

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

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

Role of County of Renfrew

- Approval of Local Official Plans and Amendments
- Approval of County Official Plans and Amendments
- Approval of Applications for Subdivision and Condominium
- Provide Municipal Plan Review
- Approval of Consents (Severances)
- Support

Role of Local Municipality

- Accept/ process planning applications
- Review and comment on County planning applications
- Provide notice and hold public meetings for plan of subdivision and condominium and some County Official Plan Amendments.
- Review applications regarding town's interests (road, storm water, emergency planning, recreation etc.)

Ontario Land Tribunal

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

Planning Services Agreement

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

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

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

OPA 35 to Implement Bill 109

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

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

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

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

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

Timelines do not start until the application is considered complete.

Fee refunds apply to applications after January 1, 2023.

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

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

Bill 23 was passed November 28, 2022.

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

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

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

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

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

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

Questions

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

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

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

Minutes

Wednesday March 7th, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Bonnie Stewart, Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councilor Chris Dowser

Staff: Stephany Rauche and Lexi Rivett

Absent: None

Guests: None

Adoption of Agenda:

Moved by: Debbi Froehlich and Seconded by: Glenn Stewart

Be it resolved that the Agenda for March 7th, 2023 meeting be accepted as presented.

Adoption of Previous Minutes:

Moved by: Bonnie Stewart and Seconded by: Glenn Stewart

Be it resolved that the meeting Minutes for February 7th 2023 be accepted as presented.

2. Unfinished Business:

I. Trail Side Café-

TSC event did well, we had 100% profit. We had internet issues with the square, we can resolve this issue using Starlink connection. We had plenty of volunteers. Next year, we would not sell butter tarts, jacked grilled cheese or chocolate chip cookies. The Jam Jam cookies sold well. The square worked really well for ordering and accounting purposes. Next year we should consider not having the bar orders on the square, it was very difficult to keep the financials in order. We need larger TSC signs for the highway.

Action: Stephany to create a checklist for supplies and requirements (cheat sheet) for Trail Side Café specifically. Ask the

Treasurer about moving the coffee expense to TSC account. Post on Facebook a thank you to all the volunteers and that the event is wrapped up for another year. We will be back next year! Stephany to ask Jesse to pick up the signs at the back of the hall.

Action: Rachel will pick up the sign at the Brent Road, and ask the Snowmobile Club to pick up the sign on Harvey Creek Road. Glenn and Bonnie will provide a quote for new TSC signs.

II. St-Patrick's Day

We have plenty of decorations, Rachel would like to get some lights and green wrapping paper. The Stew Receipt can serve up 70 people, most of the supplies have been donated, Bonnie will pick up the remaining supplies. Bread pudding, butter tarts and pies are donated dessert items. Pretzel, Popcorn or Trail mix depending on availability for snacks on the tables. We have enough volunteers for the prep day. On March 18th we need two people working the door from 4:00-6:00 pm and 6:00-10:00p.m., we need three servers and two dish washers. We will be accepting the square as a payment option at the door.

Action: Stephany to provide the Starlink Password to Rachel. Rachel and Bonnie will buy decorations with a budget of \$200.00 and pick up bowls and other supplies at an additional cost. Rachel will send Stephany the artists and song lists to print. Stephany to send in a food vendor application and prepare a float for the bar and the door. Bonnie will send Stephany the stew recipe. Stephany to look for popcorn bags and follow up with Glenn. Stephany to reach out to the volunteers for March 17th, 2023 to see if they are available to come in at 10 a.m. and set a schedule and assign duties and send them to the committee.

3. New Business

I. Canada Day Committee

Food, games and fireworks, Old Mackey Park.

Action: Stephany to advertise that we are looking for volunteers to make the event possible. July 1st, 2023.

II. Mother's Day Breakfast

Action: Stephany to advertise that we are looking for volunteers to make the event possible. Saturday 13th May, 2023.

III. Dish washer

Action: Stephany to follow up with Plan B regarding a dishwasher that may be for sale.

4. Financials – Trail Side Café, report attached.

5. Events-

- **March 18th, 2023**
Bartender: Roseanne Boudreau
RAC Rep: Glenn Stewart

6. Questions and Answers:

Adjournment:

Moved by: Debbi Froehlich Seconded by: Glenn Stewart

Be it resolved that this meeting adjourn at 5:21 p.m. to meet again April 4th, 2023.



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 119-2023

SECONDED BY Martin Lang

DATE April 3, 2023

WHEREAS an announcement was recently made by the Ontario Public School Boards' Association asking for the Government of Ontario to lift the moratorium on pupil accommodation reviews (and school closures) prior to the end of the 2022-2023 school year;

AND WHEREAS the Council of the Township of South Glengarry passed a resolution on June 20, 2022 in support of the Community Schools Alliance's Three Point Action Plan designed to improve access to public education in rural and norther communities; namely:

THAT the Province of Ontario increase the Rural and Northern Education Fund (RNEF) to \$50 million;

THAT should the moratorium be lifted, that the moratorium remain in place for schools that qualify for the RNEF until a thorough review of the education funding formula is completed;

THAT before templates required by the 2018 Pupil Accommodation Review Guideline are developed, there be consultation with school boards and community groups including the Community Schools Alliance;

AND WHEREAS the Province of Ontario, through the Minister of Education, has acknowledged the negative social and economic impact school closures have on Rural and Northern Ontario communities, and committed to a review of the process to better reflect the needs of Rural and Northern Ontario prior to the lifting of the moratorium,

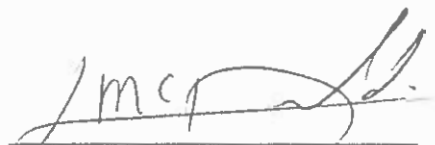
NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby respectfully requests that the Province of Ontario, through the Minister of Education, provide an update on the status of any review to rural education funding, including the RNEF and the 2018 Pupil Accommodation Review guidelines.

ln



AND FURTHERMORE that this resolution be forwarded to the Premier, the Minister of Education, MPP Nolan Quinn, AMO, ROMA, EOWC and all Ontario municipalities.

CARRIED DEFEATED POSTPONED



Mayor Lachlan McDonald

Recorded Vote:	Yes	No
Mayor McDonald	—	—
Deputy Lang	—	—
Councillor Jaworski	—	—
Councillor McDonell	—	—
Councillor Bougie	—	—

Update on POA Modernization and Streamlining Initiatives (Proclamation of Clerk of the Court Amendments and Repeal of Early Resolution Provisions)

JUS-G-MAG-POA Support <JUS.G.MAG.POASupport@ontario.ca>

Fri 2023-03-24 2:53 PM

Cc: Chen, Wendy (MAG) <Wendy.Chen@ontario.ca>

Our Reference #: M-2023-2275

Dear Heads of Council, Municipal Chief Administrative Officers, and Clerks:

I am pleased to write to you today to provide an update on modernization initiatives in Ontario’s *Provincial Offences Act* (POA) courts.

On November 23, 2022, proposed amendments to the POA aimed at modernizing and streamlining processes in POA courts were introduced in the Ontario Legislature as Schedule 8 under Bill 46, the *Less Red Tape, Stronger Ontario Act, 2023*. I am happy to advise that Bill 46 received Royal Assent on March 22, 2023.

As a result, the following changes to the POA have been approved:

Implementation of Amendments to Allow for Clerk Review of Reopening Applications

Currently, the POA allows a defendant convicted of either failing to respond to a charge laid by certificate of offence or of failing to appear for a hearing or early resolution meeting, to apply to have the conviction struck and the matter reopened. Such applications are currently reviewed by a justice of the peace and may be granted if the justice of the peace is satisfied that, through no fault of their own, the defendant was unable to appear for a hearing or an early resolution meeting or did not receive a notice or document relating to the offence.

Effective September 22, 2023, clerks of the court will grant, but not deny, applications to strike a conviction on a ticket, if satisfied that the defendant, through no fault of their own, missed a notice or was unable to attend a meeting or hearing related to the ticket. If the clerk is not able to grant the application and strike the conviction, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for a reopening.

These amendments will assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to address the backlog of cases more quickly.

Repeal of the Bill 177 Early Resolution Reforms

Effective March 22, 2023, amendments to section 5.1 of the POA, together with previously proposed sections 5.2 to 5.5 are repealed, although they had not yet come into force. These previously proposed amendments would have changed the “early resolution” process in ways that are no longer desired by stakeholders.

The Ministry of the Attorney General looks forward to continuing engagement with partners and stakeholders on new opportunities for modernizing the early resolution process.

If you have any questions, or if you would like more information about these initiatives, please contact Ms. Wendy Chen, Manager of the POA Unit, either by email at JUS.G.MAG.POASupport@ontario.ca or by telephone at (437) 244-8733.

Thank you for your continued commitment to the administration of justice and for supporting access to justice services for all Ontarians.

Sincerely,

Doug Downey
Attorney General

c: Wendy Chen, Manager, POA Unit, Court Services Division, Ministry of the Attorney General



AORS
PROMOTING KNOWLEDGE. PURSUING EXCELLENCE

3

March 27, 2023

Dear Heads of Councils and Councillors,

We, the Association of Ontario Road Supervisors (AORS), are writing you on behalf of all our municipal members to raise awareness and solicit your support by objecting to a new fee proposed by Enbridge Gas. Enbridge has announced their intention to implement a new charge to third-party contractors and other utilities for utility locates. Third-party contractors will include Ontario municipalities and contractors working on their behalf. Enbridge Gas will apply a charge of \$200 CAD (plus applicable taxes) per locate request where a field locate is required. The need for municipalities and their contractors to request these locates when doing road construction and maintenance is due to utilities being present in municipal right of ways, which municipalities across the province have allowed at no cost to the utility.

Enbridge has stated that the *Getting Ontario Connected Act* passed into law in April 2022 has resulted in changes to the *Ontario Underground Infrastructure Notification System Act* and has caused Enbridge to make significant investments in associated operational investments. The concern being raised by our members, your public works staff, is that Enbridge will be just the beginning of these additional fees, with other utility companies implementing similar charges. These new charges will have significant impacts on municipal budgets.

As examples of what impacts this announcement might have on municipalities, based on 2022 municipal locate requests alone, it is estimated that this new fee would directly cost the Municipality of Central Huron approximately \$35,000 annually, the City of Belleville approximately \$90,000 annually and the Town of Espanola approximately \$7,300 annually. It is important to note that these are direct costs alone. Any subcontractors working on behalf the municipality requesting locates will be charged this same cost, and these costs will have to be borne by someone – meaning the subcontractors will put this cost back to the municipality. Then there will be the added administrative costs at both ends of the transaction. It is difficult to determine this quickly the true fulsome costs to your budget. This will also add an extra item into tendering projects, as it will create concerns on both sides on who is responsible for these costs.

By Enbridge Gas passing on these locate costs to municipalities, these costs are borne by all ratepayers across the municipality, and not only those who use this utility.

We would like to request your Council consider passing the following resolution:

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

Furthermore, AORS will be sending your public works senior managers and directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.

If you require additional information, please do not hesitate to contact us.

Sincerely,



John Maheu
Executive Director
johnmaheu@aors.on.ca



Kelly Elliott
Marketing and Communications Specialist
kellyelliott@aors.on.ca



Judy Smith
Director Municipal Governance/Clerk
Municipality of Chatham-Kent
ckclerk@chatham-kent.ca

DELIVERED VIA EMAIL

March 31st 2023

Re: Reducing Municipal Insurance Costs

Dear Ms. Smith,

Please be advised that at the Regular Council Meeting on March 29th 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Municipality of Chatham-Kent regarding Reducing Municipal Insurance Costs.

Motion 12

Moved by Councillor Mike Vasey

Seconded by Deputy Mayor Netty McEwen

That Council support item 'L' of correspondence from the Municipality of Chatham-Kent regarding Reducing Municipal Insurance Costs.

Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at dgiles@plympton-wyoming.ca.

Sincerely,

Denny Giles
Deputy Clerk
Town of Plympton-Wyoming

cc: Association of Municipalities of Ontario
All Ontario Municipalities

March 6, 2023

To All Ontario Municipalities

Resolution re Reducing Municipal Insurance Costs

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

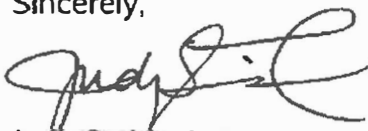
Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue."

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance/Clerk

C AMO



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local (705) 466-3341
Toll Free from 519 ont (866) 472-0417
Fax (705) 466-2922

April 6, 2023

Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022

At the meeting held on April 5, 2023, Council of the Township of Mulmur passed the following resolution in support of Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022

Moved by Cunningham and Seconded by Clark

WHEREAS Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 was introduced in the Ontario Legislature by MPP Stephen Blais through a Private Member’s Bill on August 10, 2022;

AND WHEREAS the Township of Mulmur and Council are committed to demonstrating good governance and greater accountability to its Code of Conduct and workplace policies;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Mulmur endorses Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s Inquiry determines that the member has contravened this requirement;

AND THAT the Council of the Corporation of the Township of Mulmur expresses its support for Bill 5 by directing the Clerk to send this motion to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the local Members of Parliament (MP’s); the local Members of Provincial Parliament (MPP’s); and all Ontario Municipalities.

CARRIED.

Sincerely,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk/Planning Coordinator

Expertise for Municipalities

Office of the Integrity
Commissioner

1894 Lasalle Blvd.
Sudbury, ON P3A 2A4

Tel. 705-863-3306
Fax. 705-806-4000
www.e4m.solutions

April 10, 2023

Crystal Fischer, Clerk/Treasurer
The United Townships of Head, Clara & Maria
15 Township Hall Road, Stonecliffe, Ontario, K0J 2K0

Delivered by Email: Crystal@headclaramaria.ca, clerk@headclaramaria.ca

**RE: Notification of a Municipal Conflict of Interest Application and Subsequent
Withdrawal**

The Integrity Commissioner (IC) received an application from a member of the public regarding the actions of two (2) members of Council in relation to a possible contravention of the *Municipal Conflict of Interest Act (MCIA)* near the end of the last term of Council.


Upon preliminary review, we have dismissed the allegations of conflict of interest for one (1) of the members.

Regarding the other member, who is no longer on Council, we have concluded that because the individual is no longer on Council and with the agreement of the Applicant, we will not conduct an inquiry into the matter.

Integrity Commissioner's, upon finding a breach of the *MCIA*, are encouraged to apply to the Superior Court for a judge's decision because the IC does not have the jurisdiction to impose a penalty. Upon finding that a member has contravened the *MCIA* the maximum penalty a judge can impose at law is removal from office and prohibition from running for office for seven (7) years. For our office to be able to come to a fair and defensible decision that the member contravened the *MCIA*, it would require an extensive and lengthy investigatory process, and while based on the allegations if proven true, would result in a finding that the *MCIA* had been contravened and the matter taken before the court, we have decided not to pursue the application any further and it is thereby dismissed.

We discussed the matter with the Applicant, and it has been agreed that the member's actions, if proven as a breach, would not have affected the outcome of the vote that triggered the application in the first place. Further, that the resultant inquiry would be complex and result in significant investigative fees and court costs for the municipality which is not the desire of the Applicant.

Respectfully,



Colleen Hannigan
E4m IC Consultant
Municipal Governance and Planning
Colleen@e4m.solutions

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2023-1754

April 6, 2023

Good afternoon,

Today, our government announced further action to tackle the housing supply crisis and reach our goal of 1.5 million homes by 2031. The *Helping Homebuyers, Protecting Tenants Act* is the latest in a series of steps our government is taking to increase housing supply and help more Ontarians find a home they can actually afford.

Despite external economic challenges that are slowing down new home construction, including inflation and soaring interest rates, Ontario's plan to build more homes faster is working – with the highest number of housing starts in more than 30 years in 2021 and 2022, and the highest number of rental housing starts on record last year.

Details about the range of measures in our plan can be found in the [news release here](#).

As part of the plan, our government is introducing a new province-wide planning policy document that would provide municipalities with more flexibility, reduce duplication, create more homes in urban and rural communities, support local economies and create jobs while continuing to protect the environment (including existing Greenbelt protections), and public safety. It would also require coordination between municipalities and school boards to consider school and childcare needs earlier in the planning process, so that families moving to new housing can expect that local schools will be available for their children.

Ontario is undertaking a 60-day consultation on the proposed new Provincial Planning Statement until June 6, 2023 <https://ero.ontario.ca/notice/019-6813>.

In addition, the plan contains numerous actions to further tackle Ontario's housing crisis, including:

- A \$6.5 million investment to appoint an additional 40 adjudicators and hire five staff to improve service standards and continue to reduce active applications and decision timeframes at the Landlord and Tenant Board. This increase more than doubles of the number of full-time adjudicators at the Landlord Tenant Board.

- Proposed changes to make life easier for renters, with changes that would, if passed, clarify and enhance tenants' rights to install air conditioners. We are proposing to further strengthen protections against evictions due to renovations, demolitions and conversions, as well as those for landlord's own use.
- Proposed changes to the *Planning Act*, *City of Toronto Act*, and *Ministry of Municipal Affairs and Housing Act* to support the proposed new Provincial Planning Statement as well as other housing supply priorities.
- Doing more to protect first-time home buyers and their savings by expanding deposit insurance for First Home Savings Accounts held at Ontario credit unions.
- We are exploring a cooling-off/cancellation period on purchases of new freehold homes, and a requirement that purchasers of all new homes receive legal advice on their purchase agreements when they make one of the biggest purchases of their lives – a new home.

These and other related consultations can be found through the [Environmental Registry of Ontario](#) and the [Ontario Regulatory Registry](#).

Our plan was informed by AMO's 2022 A Blueprint for Action and ROMA's 2022 Task Force Report on Attainable Housing and Purpose-Built Rentals. These changes build on our continued work to provide a solid foundation to address Ontario's housing supply crisis over the long term and will be supplemented by continued action in the future.

The housing supply action plan is the latest in a series of steps our government is taking to increase housing supply and help more Ontarians find a home they can afford. We look forward to continued collaboration with our municipal partners to create the homes that Ontarians need today, tomorrow and in the decades to come.

Sincerely,



Steve Clark
Minister

c. Chief Administrative Officer

Dear Council,

I would like to take this opportunity to thank the mayor and current councillors for taking the time to read this letter.

Having read the correspondence from Mr. Villeneuve in the council package for the March 2023 meeting of council, I was beside myself of the inaccuracies of his facts. This is not something new. Good old fashion google searches or cut and paste does not make you a research expert.

First of all, there are 4 private campgrounds, not 3.

The seasonal fees for Morning Mist Resort and Pine Valley Resort is \$2700.00/year. Nowhere close to being in the (\$4000 - \$6000) range.

Morning Mist Resort owns **ZERO** waterfront property. It is bush property that is being used as a campground/accommodation rental business.

Morning Mist Resort leases parkland from Driftwood Provincial Park to use as a beach and docking area. The lease costs are over \$10,000.00 per year. We pay **TAXES** based on the 3 acres of waterfront parkland from Driftwood, to the provincial government based on market value. We do pay considerably more tax than indicated on our municipal tax assessment.

Pine Valley owns 350 feet of waterfront property; the remainder 700 feet is also leased by Driftwood Provincial Park. The lease is also thousands and thousands per year. We are also taxed on that property by the provincial government based on the current market rate. Again, these taxes paid are not indicated on our tax assessment. It is not indicated because we do not own the property.

Maybe the municipality should ask the province why they are not getting a portion of the tax collected? Or are they?

As indicated in Mr. Villeneuve's letter that 400 plus people are being subsidized for using the municipalities roads, municipal docks, garbage and recycling facilities, trails and renting recreational items from the municipality.

Municipal roads: 2 of the four campgrounds are off highway 17, which is not a municipal road. Pine Valley and Morning Mist are located on the Pine Valley Road, which is a municipal road. Pine Valley maintained and looked after this road for years as it was a private road. It was established many years ago. The municipality assumed ownership and maintenance of the road. It still feels that Pine Valley still maintains this road to a degree. The road is washboard for most of the summer because of the lack of a crown in the center of the road. Also, our 9-5 plowing operations in HCM has left the residents at the bottom of Pine Valley Road hill euchred to attend appointments during the early hours. I have towed many vehicles up Pine Valley Road because of the 9-5 plowing.

Municipal Docks: We have 2 boat launches and lots of docks at Pine Valley and Morning Mist. Not sure how that is an issue. I am sure that the odd person might launch at Deux Rivieres instead of driving their boat from Stonedcliffe to Deux Rivieres. If these docks and boat launches are for the 260 people, (not everyone has a boat), who are full time residents, why do we have 3 of them?

Garbage and recycling: We acknowledge that there is garbage produced at our 2 small businesses. We have worked on diversion and we are proud to announce we had four 20 yard bins of recycling leave our

small businesses. We have always disposed of our garbage and recycling ourselves. We could leave hundreds of bags of recycling at the curb for the township to look after but that seems unfair.

Trails: I am not sure that the municipality owns any trails. The trails are primarily on crown land and is free to be enjoyed by anyone.

Renting of recreational equipment: Council last year past a resolution that only residents of the municipality can borrow/rent from the lending hub.

What do Morning Mist and Pine Valley campgrounds do in HCM?

Volunteer at community events

Volunteer for clubs

Volunteer at the library

Donate money at community events

Donate money for clubs

Provide employment for 8 people including students

Offer a chance to students trying to get their mandatory volunteer hours for graduation

Provide assets and support during a crisis

Provide a fire service (not officially) Have responded with our 2 fire trucks to about 10 events over the years, including highway fires and hydro line fires.

Enables a general store/ gas station to continue to operate in HCM

Enables kids to build a foundation of memories by enjoying the activity of camping

Enables local economy to operate by purchasing products and services

The municipality has been operating on large surpluses for years and with the elimination of our local economic development officer we are left to support and defend ourselves when it comes down to the benefits of having tourism in our municipality. The ideology of the campgrounds having extensive monies and been given a free ride is just false. I drive a dodge caravan, not an escalade. If labelling seasonal campers as non-residents than that should be applied to everyone visiting the municipality. Family, friends etc. would be considered non-residents and should be taxed as well. Maybe a toll both at the beginning of our municipality is the best way for everyone to pay their "fair share."

scandalmonger. a person who spreads malicious gossip. blabbermouth, talebearer, taleteller, tattler, tattletale, telltale. someone who gossips indiscreetly.

Regards,
Brent Allen
Morning Mist and Pine Valley Resorts

Request for Letter of Support for Cogeco CRTC Proposal

Mitchell Johnson

Mon 2023-04-10 1:36 PM

To: Debbi Grills <d.grills@headclaramaria.ca>

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

Good Afternoon Mayor Grills,

I am writing to you today to request a Letter of Support for a proposal that Cogeco is planning on submitting to the CRTC as part of their Broadband Fund.

The CRTC Broadband Fund provides funding to Internet Service Providers looking to expand backhaul broadband capacity to rural underserved communities across Canada. The Town of Deux-Rivieres was identified as an area currently lacking fibre optic capacity, and is planned for inclusion in a Cogeco project that, if selected, would help to connect several communities between North Bay and Deux-Rivieres.

While the funding does not provide direct connectivity to individual homes, it would enable additional backhaul capacity for the community, and would provide a redundant path for Cogeco services that are planned for Head, Clara & Maria for deployment by the end of 2025 (as we discussed in our previous call). Redundant connectivity helps to ensure that services remain operational, as a fibre cut on one path means data can be re-routed along an alternative path, rather than being halted altogether.

Submitting a project does not guarantee its approval, however letters of support from the communities that we would propose to bring connectivity to does go a long way in helping our submissions succeed. We kindly ask that any letters be provided to us no later than **April 28th, 2023** so we can ensure that they are included in our submissions in May.

If you have any questions regarding this proposal please let me know. I would also be happy to arrange a call to discuss in more detail.

Regards,

Mitchell Johnson

Manager, Network Strategy



Join the conversation

#cogecommunity



United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, April 20, 2023				Report Date	Wednesday, April 12, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/04/20/1001- Municipal Administrator's Report									

Subject: Municipal Administrator's Report

Recommendation: That Council accepts this report for information only.

Financial

The revenue and expense report for the first quarter of the year has been enclosed in Council's package. Because there are no large variances or major concerns regarding the finances, a detailed report has not been created. The only account to note is Sand (61-3911). An invoice was received in April for March plowing and sanding, which has not been included in the report ending March 31. The cost of Sand for March was \$3600 plus HST and therefore we are over budget for Sand for 2023. November does not typically result in large Sand costs to the municipality, however December is difficult to predict. The weather conditions this spring have resulted in higher than normal sanding costs.

Public Works and Landfill Assistant Recruitment

Staff received 14 applications for the Public Works and Landfill Attendant position which was posted in the North Renfrew Times, on the municipal website, social media and advertised through the community contact list. Staff completed preliminary scoring of resumes to narrow down the list of applicants that would move forward for interviewing. A total of eight applicants were interviewed and were scored based on the answers provided.

The Clerk, Public Works Leader and Administrative Assistant completed the interviewing and scoring process. All preliminary (resume) and interviewing scores were reviewed and discussion between Staff resulted in a unanimous decision to provide an offer to Kasey Elliot, who accepted the offer and will begin employment on April 24th.

LaCroix Park

The playground for LaCroix Park has been received at the supplier's location in Ashton, where it will be stored until Playground Planners completes installation. Installation will likely occur in June as time is needed for weather conditions to improve enough to complete site prep before installation. Once the weather improves, Staff will also begin repairs and landscaping at LaCroix Park.

Streetlights

Staff is to work with the Ministry of Transportation and Aultman's to proceed with installation. The proposed plans for McIsaac Drive, Boudreau Road, Mackey Creek Road, Jennings Road and Harvey Creek Road are acceptable and it is anticipated that there will be no issues moving forward with obtaining the permitting. Dunlop Crescent does not meet the criteria of the other locations (QST-B-021) as it is a three lane section of the highway, and will need to be designed to meet partial lighting criteria per IESNA RP-8-21. An illumination report is required and Staff has requested further information from JP2G to see what the cost and process is of having the illumination report created. An update has been requested for this meeting and any information will be provided as it is received. Staff have also requested information and pricing from a local contractor regarding installation of the concrete bases for the poles.

Training

I attended the Senior and Elected Official Workshop on Emergency Management in Horton on March 29th in Horton along with Councillor Richer and Mayor Grills. It was an informative overview of Emergency

Management in Ontario and the legislative requirements. It was also an opportunity to review and discuss issue on a local (County level) with neighbouring municipalities, Field Officers and County of Renfrew CEMC, Steve Osipenko.

The Renfrew County Clerks and Treasurers Association (RCCTA) is meeting in Petawawa on April 19th which includes a Planning 101 session from the County of Renfrew. The Association has organized Commissioner of Oaths Training through AMCTO at a discounted group rate for June 21st, which I have registered for.

An Asset Management for Local Government Elected Officials is taking place ins Bonnechere Valley on April 27th, four members of Council and I have registered.

Staff is looking to schedule in house annual Emergency Management Training for the spring, and requesting a date that is suitable for all members of Council to attend.

Planners from the County of Renfrew will be in the office on May 3rd, from 9:00 am until 3:00 pm as per Council's approval on March 23rd.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
REVENUE	0	0	0
Previous Year Surplus			
41-8410 - Previous Year Surplus (Deficit)	185,000		(185,000)
Total Previous Year Surplus:	185,000	0	(185,000)
Taxation			
41-8411 - Municipal Taxation - General	520,258		(520,258)
41-8412 - Grants in Lieu of Hydro	105,790	114	(105,676)
41-8421 - Municipal Taxation - PIL Prov	69,390		(69,390)
41-8431 - Interest on Taxes Outstanding	1,000	1,968	968
41-8441 - Tax Sale Cost Recovery		1,805	1,805
Total Taxation:	696,438	3,887	(692,551)
General Government			
51-1111 - Permits & Fees - Admin	4,000	313	(3,687)
51-1119 - Miscellaneous - Admin	500	6,000	5,500
51-1120 - Convenience Fees	80		(80)
51-1121 - General Bank Interest	12,000	2,529	(9,471)
51-1122 - Treasurer Bank Interest	7,500		(7,500)
51-1123 - HST Rebate	40,000	25,438	(14,562)
51-1140 - Land Lease	10,000	10,488	488
51-1141 - OMPF (ON Mun Partnership Fund)	69,000	17,250	(51,750)
51-1142 - Gas Tax	8,210		(8,210)
51-1151 - Aggregate Resources	8,000		(8,000)
51-1611 - Library Reimbursement		54	54
Total General Government:	159,290	62,072	(97,218)
Building Services			
51-2311 - Building Permits & Fees	2,000	2,194	194
Total Building Services:	2,000	2,194	194
Fire Services			

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
51-2511 - Fire Permits & Fees	200	5	(195)
Total Fire Services:	200	5	(195)
Environmental Services			
51-4211 - Tipping Fees	4,000		(4,000)
51-4511 - Recycling Grant	23,350		(23,350)
51-4512 - Recycling Income	3,000		(3,000)
Total Environmental Services:	30,350	0	(30,350)
Helipad			
51-5211 - Helipad/Ornge	3,500		(3,500)
Total Helipad:	3,500	0	(3,500)
Rec Committee (RC)			
51-6112 - Trail Side Cafe	2,500	2,619	119
51-6119 - Miscellaneous - RC	6,400		(6,400)
51-6125 - New Year's Eve	5,500		(5,500)
51-6250 - Unplanned Events - RC	1,000	707	(293)
Total Rec Committee (RC):	15,400	3,326	(12,074)
Parks & Recreation General (P & RG)			
51-6511 - Hall Rental - P & RG	400	50	(350)
51-6512 - Sales - Bar - P & RG	430	764	334
51-6513 - Sales - Canteen - P & RG	140	5	(135)
Total Parks & Recreation General (P & RG):	970	819	(151)
Special Projects (RG)			
51-9115 - 2018-03 / OSCG	13,000		(13,000)
Total Special Projects (RG):	13,000	0	(13,000)
Special Grants			
51-9521 - OCIF	100,000		(100,000)

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
51-9541 - Misc Transfer	10,000		(10,000)
51-9551 - Canada Summer Jobs	4,340		(4,340)
Total Special Grants:	114,340	0	(114,340)
EXPENSES	0	0	0
Payroll Expenses			
61-1121 - Salaries/Wage	275,860	40,559	235,301
61-1131 - Payroll Taxes	20,000	3,246	16,754
61-1132 - Employment Benefits	16,000	1,540	14,460
61-1133 - WSIB Employer	9,000		9,000
61-1134 - EHT	5,000	786	4,214
61-1135 - Vacation Pay Employer	6,500	572	5,928
61-1136 - Employee Pension/RRSP Contributions	14,670	2,112	12,558
Total Payroll Expenses:	347,030	48,815	298,215
Council			
61-1211 - Donation - Council	2,500		2,500
61-1212 - Conventions & Training - Council	2,500		2,500
61-1214 - Charges to be Reimbursed - Council		300	(300)
61-1215 - Integrity Commissioner	500		500
61-1222 - Honorarium - Council	38,000	8,325	29,675
61-1223 - Mileage for HCM - Mayor	250		250
61-1224 - Mileage - Councillors	250		250
61-1241 - Resource Material - Council	500		500
Total Council:	44,500	8,625	35,875
Administration General			
61-1313 - Bank Charges	2,850	137	2,713
61-1314 - Convenience Fee	2,700	51	2,649
61-1317 - Resource Materials - Admin	500		500
61-1318 - Education & Training - Admin	3,000		3,000
61-1319 - Miscellaneous - Admin	500		500

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
61-1323 - Mileage - Admin	500	52	448
61-1342 - Supplies - Office	4,500	1,443	3,057
61-1344 - Permits & Fees - Admin		117	(117)
61-1345 - Postage & Courier	1,300	390	910
61-1353 - Audit Fees	27,270		27,270
61-1354 - Legal Fees		111	(111)
61-1355 - Internet	1,800	285	1,515
61-1356 - Insurance	35,630		35,630
61-1357 - IT Services	1,200	201	999
61-1358 - Advertising	750		750
61-1361 - Computer Software	3,400	195	3,205
61-1362 - Computer Hardware	2,500		2,500
61-1363 - Taxation & Accounting Software	4,860	4,914	(54)
61-1366 - Membership Fees - Admin	1,720	1,481	239
61-1411 - Property/Office Maintenance & Repair	700	49	651
61-1412 - Furniture & Equipment - Office	500		500
61-1413 - Repair - Office	500		500
61-1458 - Telephone - Office	1,500	211	1,289
61-1611 - Library Expenses	500	41	459
Total Administration General:	98,680	9,678	89,002
Building Inspector			
61-2311 - Mileage - CBO	900		900
61-2351 - Education/Training - CBO	200		200
Total Building Inspector:	1,100	0	1,100
Emergency Management			
61-2411 - Preparedness - EMgt	2,000		2,000
61-2423 - Supplies - EMgt	750		750
61-2431 - Mileage - EMgt	200		200
61-2451 - Education/Training - EMgt	200		200
Total Emergency Management:	3,150	0	3,150
Fire Services			

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
61-2511 - Fire Agreement - MNR	9,880		9,880
61-2512 - 911 Agreement - County	2,500	2,667	(167)
61-2513 - Supplies - Fire	250		250
Total Fire Services:	12,630	2,667	9,963
Health & Safety			
61-2611 - Health & Safety	300	73	227
Total Health & Safety:	300	73	227
Policing Services			
61-2711 - Policing	91,630	15,196	76,434
Total Policing Services:	91,630	15,196	76,434
Roads			
61-3113 - Garage Maintenance & Repair - RDS	1,500	49	1,451
61-3119 - Miscellaneous - RDS	250		250
61-3123 - Mileage - RDS	500		500
61-3141 - Supplies & Tools - RDS	3,000	18	2,982
61-3142 - Signs & Posts - RDS	1,000		1,000
61-3151 - Education/Training - RDS	750		750
61-3152 - Utilities - Garage	8,000	3,145	4,855
61-3166 - Membership Fees - RDS	750	751	(1)
61-3191 - Special Projects - RDS	8,200		8,200
61-3211 - Road Maintenance	5,000		5,000
61-3311 - Vehicle Maintenance - RDS	1,500	105	1,395
61-3312 - Vehicle Repair - RDS	1,000		1,000
61-3313 - RDS Fuel	10,000	972	9,028
61-3511 - Grading	15,000		15,000
61-3512 - Gravel Crushing	75,000		75,000
61-3513 - Gravel Pit	9,000		9,000
61-3514 - Gravel Resurfacing	10,000		10,000
61-3611 - Plowing	31,000	18,317	12,683
61-3711 - Ditching	8,000		8,000
61-3811 - Calcium	18,500		18,500

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
61-3911 - Sand & Salt Purchase	9,500	9,549	(49)
61-3912 - Sanding	19,500	6,513	12,987
61-3913 - Standby	16,680	4,915	11,765
Total Roads:	253,630	44,334	209,296
Waste Management			
61-4112 - Miscellenaous - WMngt	100		100
61-4113 - Vehicle Maintenance - WMngt	500		500
61-4114 - Vehicle Repairs - WMngt	1,000		1,000
61-4115 - Environmental Expense	1,250		1,250
61-4116 - Waste- Fuel	5,000	276	4,724
61-4123 - Mileage - WMngt	250		250
61-4141 - Supplies - WMngt	250		250
61-4151 - Education & Training - WMngt	500		500
61-4211 - Monitoring - Landfill Sites	23,000	1,526	21,474
61-4311 - Excavation - Landfill Site Maintenance	16,000		16,000
61-4312 - Maintenance & Repair - Landfill Sites	1,000		1,000
61-4411 - Household Hazardous Waste	9,000		9,000
61-4511 - Recycling - WMngt	16,040	1,506	14,534
Total Waste Management:	73,890	3,308	70,582
Helipad			
61-5211 - Helipad Maintenance	2,500		2,500
Total Helipad:	2,500	0	2,500
Physician Recruitment			
61-5311 - Physician Recruitment	1,700		1,700
Total Physician Recruitment:	1,700	0	1,700
Rec Committee			
61-6112 - Trail Side Cafe - RC	1,500	1,359	141
61-6125 - New Year's Eve	7,500		7,500
61-6219 - Miscellaneous - RC	3,900		3,900

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
61-6250 - Unplanned Events - RC	1,000	220	780
Total Rec Committee:	13,900	1,579	12,321
Parks & Recreation General (P & RG)			
61-6519 - Miscellaneous - P & RG	1,200		1,200
61-6541 - Cost of Goods Sold / Bar - P & RG	430	474	(44)
61-6542 - Costs of Goods Sold / Canteen - P & RG	150	26	124
61-6591 - Recreation Special Projects - P & RG	12,000		12,000
61-6611 - Expenses - P & RG	2,570		2,570
61-6613 - Maintenance - P & RG	3,500		3,500
61-6614 - Repairs - P & RG	500		500
61-6641 - Supplies - P & RG	1,200	39	1,161
61-6642 - Furniture & Equipment - P & RG	500		500
61-6652 - Utilities - HALL	12,000	3,246	8,754
61-6658 - Telephone - HALL	250	33	217
Total Parks & Recreation General (P & RG):	34,300	3,818	30,482
Grounds Maintenance			
61-6811 - Grounds Manintenance - P & RG	1,500		1,500
Total Grounds Maintenance:	1,500	0	1,500
Planning & Development			
61-7111 - County Consult Fees	8,500		8,500
Total Planning & Development:	8,500	0	8,500
Property Tax			
61-8441 - Tax Sale		2,899	(2,899)
Total Property Tax:	0	2,899	(2,899)
Special Project (RG)			
61-9115 - 2018-03 / OSCG	13,000		13,000
Total Special Project (RG):	13,000	0	13,000

Townships of Head, Clara, and Maria
Revenue & Expenses Report
For the Period Ending March 31, 2023

	Budget	Year To Date	Variance
Special Grants			
61-9512 - ICIP COVID Grant		554	(554)
61-9521 - Canada Summer Jobs	8,680		8,680
Total Special Grants:	8,680	554	8,126
Capital Expenses			
62-3111 - Upgrade & Capital - Garage	102,340		102,340
62-4111 - Upgrade & Capital - Waste Mngt	12,500		12,500
62-6812 - Upgrade & Capital - Parks & Boat Launch	18,500		18,500
Total Capital Expenses:	133,340	0	133,340
Transfer to Reserve Funds			
91-9361 - Transfer to Reserves - Admin	76,528		76,528
Total Transfer to Reserve Funds:	76,528	0	76,528

Certified correct and in accordance with the records Presented to council on

(Date)

Crystal Fischer
Clerk/ Deputy Treasurer

Mayor Debbi Grills

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, April 20, 2023				Report Date	Wednesday, April 12, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/04/20/1201- Grading and Plowing Tender									

Subject: Awarding Grading and Plowing Contracts

Recommendation: That Council award the grading and plowing contracts as per the Resolutions below.

Resolution:

Resolution No.: 23/04/20/003

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the 2023-2026 Grading Tender and Contract Documents have been advertised;

AND WHEREAS two submissions were received and scored;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into an agreement with Bidder #2 for the provision of grading services for 2023-2026.

Resolution No.: 23/04/20/004

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the 2023-2026 Plowing Tender and Contract Documents have been advertised;

AND WHEREAS only one submission was received;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into an agreement with the sole bidder for the provision of plowing services for 2023-2026.

Background/Executive Summary:

At its regular meeting of March 23, 2023, Council reviewed and provided input on Plowing and Grading Tender and Contract documents and subsequently directed Staff to advertise both packages. The tenders were advertised in the North Renfrew Times and on the municipal website.

Two submissions were received for Grading and the information has been listed on the enclosed scoring sheet.

Only one submission was received for snowplowing, with pricing as follows:

Plowing/Sanding: \$200/hr

Standby: \$105/day

Sand: \$30/tonne

Options:

If the Grading Contract is not awarded, there will be a delay in having roads repaired and calcium applied to gravel roads. There is no immediate repercussion in not awarding the plowing contract as it does not begin until November, however, Staff believes that the outcome of re-advertising the tender will provide the same results due to the municipality’s location.

Financial Considerations/Budget Impact:

The rates provided in the plowing tender are the same as what was being paid in the 2022-2023 season.

The rates provided in the lowest grading tender received are significantly higher than grading fees paid in 2022; with a 28 per cent increase. The increase in price for grading was expected as there has not been an increase in grading fees since the original tender was submitted in April 2020. For reference, an increase in plowing costs was awarded when extending the previous snowplowing contract for the 2022-2023 season.

Enclosures:

Grading Tender Scoring Results

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



2023-2026 Grading Contract

Tender Scoring

All items to be scored on a scale from 5 - 15 (5 being the lowest possible mark, 15 being the highest).

Item	Bidder #1	Score	Bidder #2	Score
Price	\$200-250	5	\$160	15
Condition/ Age of Equipment	2018 John Deere 772	15	1992 John Deere 670B	5
Equipment Back-up Plan	Rent Grader from another company	5	1995 Champion 740 Series 3	15
Total		25/45		35/45

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision								
Meeting Date	Thursday, April 20, 2023				Report Date	Friday, March 31, 2023		
Decision Required	X	Yes		No	Priority	X	High	Low
Direction	X	Information Only			Type of Meeting	X	Open	Closed

Report #23/04/20/1301- Smart Serve Training

Subject: Providing Smart Serve Training to Volunteer Bartenders

Recommendation: That Council direct staff to allocate \$450 from to Smart Serve Training in 2023.

Resolution:

Resolution No.: 23/04/20/005

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the Alcohol Gaming Commission of Ontario introduced a five-year term for all new and existing liquor training certificates;

AND WHEREAS as a liquor licensee, the municipality is responsible to ensure that any person involved in the sale and service of alcohol holds a valid Smart Serve certificate;

AND WHEREAS all current municipal volunteer bartender's certifications will expire on June 30, 2023;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to reimburse Smart Serve certification and recertification costs up to a maximum of \$450 in 2023.

Background/Executive Summary:

The Alcohol Gaming Commission of Ontario (AGCO) introduced a five-year term for all new and existing liquor training certifications. Certificate holders must complete the Smart Serve training program every five years.

As of July 1, 2022:

Smart Serve certificates issued before July 1, 2018, will expire on June 30, 2023, at 11:59pm. This includes certificates issued prior to 1995 from the Server Intervention Program.

Smart Serve certificates issued on or after July 1, 2018, will expire five years from the date of issuance (e.g., if certified on July 2, 2018, the certificate will expire on July 1, 2023 at 11:59 pm).

As a liquor licensee, the municipality is responsible to ensure that any person involved in the sale and service of liquor holds a valid certificate demonstrating completion of Smart Serve, and to ensure that those who must hold a valid certificate are aware of Smart Serve recertification requirements.

In order to maintain a valid certificate, certificate holders must recertify before their certificate expires.

Options:

A registered certified individual can login into their online account and recertify at a price of \$29.95. Payment must be received from the individual's account. Council may provide reimbursement for any volunteer bartenders who provide proof of recertification and payment in exchange for a commitment to volunteer to bartend.

In the past, the municipality has provided in class training for certification of bartenders. This is applicable to certification only, and not recertification. The municipality can apply to provide the in-class Smart Serve training to participants. A Facilitator Agreement and Application will need to be completed. Once submitted and approved by AGCO, the municipality will have access to the in-class training.

The cost of this training program is \$129.00, and the materials get downloaded to the online organizational account. It consists of a PowerPoint presentation that directly mimics the online training program. 'Final Test Tokens' will then need to be purchased at a cost of \$44.95, for each participant. Each participant will create an 'individual' account at www.smartserve.ca and redeem the test token that is provided which will grant access to the final test. A webcam/camera is required for the final test, along with government issued ID, as the tests are proctored. The test can be taken at the municipal office, or the participant's home.

This process involves providing proof of \$5 million general liability insurance. The facilitator must be Smart Serve certified, and a resume/bio submitted at the time of application to provide this type of training. There are no benefits to the municipality providing organizational Smart Serve Training at this time. There is no reduction in participant certification costs, and in addition, the municipality will have to purchase the training materials. It will also require additional staff time to complete the application, provide training and assistance in completing the testing.

Because there are no benefits to providing organizational Smart Serve Training, it is Staff recommendation that Council provide reimbursement of fees to volunteer bartenders who complete recertification independently. To qualify for reimbursement volunteers must show proof of successful completion and receipt of payment. It is also recommended that volunteers must commit to bartending for a predetermined amount of shifts. Staff recommends that volunteers must commit to volunteer to bartend at least twice over the next five years in order to qualify for reimbursement. Circumstances will be monitored to ensure feasibility and success of meeting requirements. Council can increase or decrease the required number of volunteer bartending shifts to qualify for reimbursement.

If Council is also interested in increasing their number of volunteer bartenders, certification fees could also be reimbursed with the same conditions of those who are being reimbursed for recertification.

Financial Considerations/Budget Impact:

Staff recommends allotting \$300 to recertification costs, as there may be up to ten volunteers requiring recertification, and \$150 to certification reimbursement. Funding is available under Miscellaneous – Parks and Recreation.

Others Consulted:

Smart Serve Ontario

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision								
Meeting Date	Thursday, April 20, 2023				Report Date	Wednesday, March 15, 2023		
Decision Required	X	Yes		No	Priority	X	High	Low
Direction	X	Information Only			Type of Meeting	X	Open	Closed
Report #23/04/20/1302- Section 357 Property Tax Application								

Subject: Section 357 Property Tax Application

Recommendation: That Council authorize the Treasurer, through Section 357 of the Municipal Act, 2001 to process the reduction and refund of property taxes for the years 2021-2023.

Resolution:

Resolution No.: 23/04/20/006

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS the Treasurer has received an application under Section 357 of the Municipal Act, 2001 for the reduction and refund of property tax;

AND WHEREAS the recommendation from MPAC includes a change in tax class to better reflect its current actual use;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Treasurer to process a refund of taxes in the amount of \$163.08 for 2021-2022 and approve an estimated reduction in taxes of \$81.47 for 2023.

Background/Executive Summary:

Section 357 (1) of the Municipal Act, 2001 states upon application to the treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce, or refund all or part of taxes levied on land in the year in respect of which the application is made if

- (a) as a result of a change event, as defined in clause (a) of the definition of "change event" in subsection 34 (2.2) of the *Assessment Act*, during the taxation year, the property or portion of the property is eligible to be reclassified in a different class of real property, as defined in regulations made under that Act, and that class has a lower tax ratio for the taxation year than the class the property or portion of the property is in before the change event, and no supplementary assessment is made in respect of the change event under subsection 34 (2) of the *Assessment Act*;

Staff received a Section 357 application in February 2023 for a property under the category of "class change" to change the tax class of one property from Commercial to Residential to reflect the current actual use. MPAC reviewed the application and recommended a tax class change from Commercial to Residential effective January 1, 2021.

A letter was mailed to the property owner on April 4th, 2023, advising that their application would be presented for Council approval on April 20th, 2023 and invited them to attend if they wished to speak regarding their application.

Options:

Direct Staff to process the reduction and refund of property taxes for 2021-2022 in the amount of \$163.08 and approve an estimated reduction in taxes of \$81.47 for 2023.

Do not approve the request to process the reduction and refund of taxes. Within 35 days after Council makes its decision, an applicant may appeal the decision of Council to the Assessment Review Board by filing a notice of appeal with the registrar of the board (Section 357(7)).

If Council fails to make its decision by September 30th of the year following the year in respect of which the application is made, an applicant may appeal to the Assessment Review Board by October 21st of the year by filing a notice of appeal with the registrar of the board and the appeal shall be a new hearing (Section 357 (8)).

Financial Considerations/Budget Impact:

The refund of taxes for 2021 and 2022 are as follows:

	2021			2022			Total
	Rate Charged	Reduction	Difference	Rate Charged	Reduction	Difference	
Upper Tier	0.0068063	0.00375065	\$ 146.67	0.00692526	0.00381620	\$ 149.23	\$ 295.91
Lower Tier	0.00378715	0.00208693	\$ 81.61	0.00378047	0.00208325	\$ 81.47	\$ 163.08
Education	0.0088	0.00153	\$ 348.96	0.0088	0.00153	\$ 348.96	\$ 697.92

2023 tax rates are estimated at this time until upper and lower tier tax rates are approved. The total reduction for 2023 is estimated as follows:

Proposed 2023

Upper Tier	\$ 153.10
Lower Tier	\$ 81.47
Education	\$ 348.96

Others Consulted:

Jennifer Gruntz, Municipal Property Assessment Corporation

Approved and Recommended by the Clerk
Crystal Fischer, Municipal Administrator

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, April 20, 2023				Report Date	Wednesday, March 15, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/04/20/1303- Safety Hub Training									

Subject: Safety Hub Training Platform

Recommendation: That Council authorize the Clerk to enter into an agreement with Safety Hub to access the training platform on a trial basis, to be reviewed in one year.

Resolution:

Resolution No.: 23/04/20/007

Moved by Councillor _____ and seconded by Councillor _____

WHEREAS Staff have received a demonstration of Safety Hub, an online workplace training platform, and see the value in the program;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct Staff to enter into an agreement with Safety Hub to provide access to the online training platform, to be reviewed again in one year.

Background/Executive Summary:

Staff was given the opportunity to view a demonstration on Safety Hub, an online workplace safety training platform that provides access to training videos covering many aspects of the workplace including Workplace Health and Wellbeing, COVID-19 Management, Falls and Heights, Fire Awareness, First Aid and Wellness, Hand and Power Tools, Hazardous Environments and Substances, Safe/ Manual Handling, Office Safety, Personal Protection, Vehicle Safety and more (see enclosed Video Content Listing).

Along with access to all of the training videos, the municipality's policies and procedures can be uploaded to the platform to create an on-boarding program and/or to be assigned to be reviewed by staff on a regular basis. Training can be completed as a group or assigned to individual members of staff, and the platform allows you to track and keep record of each employee's training.

The Learning Management System includes access to training videos covering all major workplace health and safety topics. Each video is accompanied by an online assessment that can be used to track employee engagement and with course documentation including facilitator's guide, video transcript, exercises and a multiple-choice assessment. Participants can print a completion certificate, and training progress is stored in the platform to track employee engagement KPIs.

The platform is updated with new titles as they are released. An AODA package is available and included with the subscription as well as access to Customer Service.

Staff believe this is an opportunity to increase access to, and stream-line, all required staff training into one platform. It provides the materials that staff need to complete the training and an accurate record-keeping system. Staff would like to try the training platform for a one-year period to be reviewed for feasibility and usage.

Options:

Direct staff to enter into an agreement with Safety Hub to provide access to the training platform; or
Direct staff to not enter into an agreement with Safety Hub to provide access to the training platform.

Financial Considerations/Budget Impact:

The cost for a one-year subscription is \$950 plus HST, which can be allocated under Education and Training.

Enclosed:

Video Content Listing

Others Consulted:

Galvin Fakira, Sales Representative, Safetycare Inc.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Administrator

VIDEO CONTENT LISTING

Active Shooter Awareness – Run, Hide, Fight
Accident Investigation - The Principles of
Angle Grinder Safety
Arc Gouging and Cutting
Arc Welding - Safety and Technique
Asbestos Awareness
Behavioural Safety
Bloodborne Pathogens - Managing the Risk
Bomb Threats
Building and Office Evacuation
Bullying in the Workplace
Burns
Chainsaw Maintenance & Safety
Chainsaws, Safe Operation of
Chemical Safety
Child's Play
Child's Play in the Office
Compressed Air, The Dangers of
Confined Spaces
Contractor Management
Coronavirus - Prevention and Management
CPR – Cardiopulmonary Resuscitation
Cuts and Bleeding
Display Screen Equipment
Drugs and Alcohol at Work
Electrical Power Tools
Electrical Safety
Elevating Work Platforms
Environmental Awareness
Ergonomics
Eye Injuries, The Prevention of
Falls in the Workplace
Fatigue at Work
Fire Extinguishers
Fire - Facts and Prevention
Fire Safety Awareness
Foot Safety in the Workplace
Forklift Safety
Gas & Cylinder Safety
GHS - An Introduction
Hand Arm Vibration Syndrome
Hand Tools - Safety & Technique
Hand Safety
Hazard Communications Standard (HAZCOM)**
Hazardous Atmospheres & Respirators
Hazardous Substances - The Fundamentals
Head Protection in the Workplace
Heat Hazards
Inspection, Care & Storage of Slings
Job Safety Analysis
Ladders, The Safe Use of
Legionella Awareness
Lifting & Carrying, The Principles of Safe
Lockout
Machine Guards
Manual Handling, Safe
Metalwork Tools
MIG Welding - Safety and Technique
Noise Induced Hearing Loss
Off-Hand Grinding & Safety
Office Fire Management
Office Safety
Overhead Cranes - The Safe Operation of
Oxy Acetylene Cutting and Safety
Oxy Acetylene Welding and Safety
PPE – An Introduction
Recognition, Eval. & Control of Hazards
Risk Assessment Fundamentals
Safe Driving at Work
Safety Committees
Safety Data Sheets – An Introduction
Safety Data Sheets – Important Terms
Safety Essentials
Silica Dust Awareness
Slips, Trips & Falls
Solvents
Spills – Prevention and Management
Static Electricity
TIG Welding - Safety & Technique
The Human Factor
The World's Oldest Safety Law
Transportation of Dangerous Goods*
Understanding Hazards and Risks
Understanding Safety Awareness
Unsafe Acts
Warehouse Safety
Waste Management
Welding Hazards, Understanding
WHMIS 2015*
Working from Home Fundamentals
Workplace Health and Wellbeing
Workplace Housekeeping
Workplace Violence and Aggression
Work Related Stress

* Canada only

** USA only

SAFETY SHORTS VIDEO CONTENT LISTING (5 minutes or less)

Angle Grinders – Pre-Operational Checks	GHS Labelling Explained
Circular Saw Basics	Hand Washing Basics
Compressed Air - General Guidelines	Hazardous Atmospheres Explained
Confined Spaces Definition	How to clean up Blood and Body Fluid Spills
Confined Space Entry Permit Basics	How to use an Automated External Defibrillator (AED)
Contractor Management – Induction	Lifting Technique Basics
Contractor Management – Planning Ahead	Major Wounds – How to treat
Contractor Management – Task Creep	Manual Handling – Important Questions
Coronavirus – How is it spread?	Mental Health
Coronavirus Control Measures	Portable Drill Basics
Electrical Power Tools – Safety Fundamentals	Step Ladders – General Guidelines
Electrical Safety – Basic Facts	Stress – Causes of
Electrical Safety – Basic Rules	Violence and Aggression – What is
Electrical Safety – Do's and Don'ts	Violence and Aggression – Effects of
Elevating Work Platforms (EWP) – General Guidelines	Violence and Aggression – Prevention
Elevating Work Platforms (EWP) – Pre-Operational Checks	Violence and Aggression – De-escalation
Face Mask Basics – Coronavirus Control	Violence and Aggression – Incident Reporting
Fatigue – Causes of	What is correct Lifting and Carrying Technique?
Fire Blankets – How to use	Where Asbestos Can Be Found
Fire Extinguishers - Basic Operation	Workstation Setup Basics
Fire Prevention Measures	Work-related Stress – Definition?
First Aid for Burns	Work-related Stress Prevention
Forklifts - Pre-Operational Checks	
Gas Cylinders - General Guidelines	
Gas Cylinders - Pre-use Checks	

SAFETYHUB LANGUAGES AND ACCENTS

Safetyhub is available in the following languages and versions. Each region contains content that is relevant and accurate to that region. Our content is made specifically for each region, not just a different accented voice over. If you have a need for additional libraries for your organization, please get in touch with your Safetyhub account manager.

English (Australia)
English (United Kingdom)
English (USA)
English (Canada)
French
Spanish

SAFETYHUB CLOSED CAPTIONS

Safetyhub videos contain the following closed captions. These are translated by technical writers, not machine translations, to ensure integrity and accuracy of the content.

English
Chinese
German
Indonesian Bahasa
Polish
Russian

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #:
POLICY NAME: Employee Grievances			
DATE:	REV. DATE: April 2023	APPROVED BY: Council	PAGE #: 2 of 2

discussion if desired;

- c) The employee is asked to explain the nature of the Grievance, and take appropriate notes of the details;
- d) Questions are asked to obtain total clarity;
- e) The aggrieved Employee is allowed to lead any evidence and present witnesses if desired;
- f) Witness(es) may explain their story of events, take notes of details;
- g) Questions are asked to obtain total clarity;
- h) The aggrieved Employee's desired outcome to the Grievance is established;
- i) Adjourn to investigate fully, expectations are not be to raised;
- j) Reconvene and feedback your findings;
- k) Attempt to resolve the Grievance at the lowest possible level.

ROLES AND RESPONSIBILITIES:

The following roles and responsibilities apply to the person responsible for receiving grievances. This will typically be the Clerk; however, it may also include the Mayor if the grievance is escalated beyond the Clerk or if it is a grievance received by Council.

- a) The Clerk and/or Mayor ensures that the grievance is properly received and acknowledged;
- b) That the grievance is properly recorded;
- c) That the grievance is investigated and assessed on the merits;
- d) That at the meeting/hearing a genuine attempt is made to resolve the grievance;
- e) That at the meeting/hearing the policies and resolution of Council are respected and not contravened;
- f) That the outcome of the grievance is prepared in writing citing both the decision and reasons thereof;
- g) That the outcome is communicated to affected employee(s);
- h) That, where necessary, appropriate post hearing processes are implemented, e.g. counselling in cases of conduct grievance and / or disciplinary measures

All grievances will be considered and investigated. No complaints will be deemed unimportant.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #:
POLICY NAME: Employee Grievances			
DATE:	REV. DATE: April 2023	APPROVED BY: Council	PAGE #: 1 of 2

POLICY STATEMENT:

The Township acknowledges that at some point an employee may have dissatisfaction with or complaints against his supervisor and/or Council. In order to maintain an atmosphere of openness and fairness to the employee, the Township has adopted the following as procedures for the management of grievances. It serves to resolve problems as quickly as possible and to deal with conflict through procedural means.

SCOPE:

This policy applies to all employees of the Municipality.

PROCEDURE:

1. Each step of a grievance shall, except in exceptional circumstances, take place within ten (10) working days from the time the Employee first becomes aware of the matter that gave rise to such grievance.
2. An aggrieved Employee, or group of employees, must submit a grievance on the prescribed form setting out the complaint and the desired result to the Clerk. Such employee(s) may be assisted by a fellow employee, if desired.
3. The Clerk, in consultation with the affected Employee(s), will attempt to resolve the grievance within ten (10) ten working days of the grievance having been submitted and shall inform the Employee(s) of the outcome in writing.
4. If a grievance has not been resolved to the satisfaction of the aggrieved employee(s), the Clerk, shall refer the matter in writing within five (5) business days to Council. The Mayor shall arrange a meeting to consult and hold discussions with the affected parties in an attempt to achieve a resolution. The Employee may be assisted by a fellow employee, if desired, and the Clerk will also be required to attend.
5. The grievance shall not be escalated to Council without providing tangible reasons as to why it could not be resolved with the Clerk.
6. The Mayor shall endeavor to resolve the grievance within ten (10) working days of the grievance being received and shall inform the employee(s) of the outcome in writing.
7. During a meeting/hearing:
 - a) Privacy and confidentiality are paramount;
 - b) The employee is advised of his/her right to have a representative at the



United Townships of Head, Clara & Maria

Employee Grievance Form

Grievant Information

Employee Name:

Date:

Position:

Date, time and place of event leading to grievance:

Detailed account of occurrence (include name of persons involved, if applicable):

Policies that you feel have been violated:

Proposed solution to grievance:

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Employee Signature

Date

Received by

Date