



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA  
Thursday, October 17, 2024  
10:00 A.M.

**NOTE: Consideration of Item #11(b) 2025 Budget Preparation Working Session will commence at 2:00 P.M. and Council will recess between 12:00 and 2:00 p.m. for a Lunch Break.**

**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 for years.*

**3. Recital of the Municipal Mission and Vision Statements**

**4. Approval of Agenda**

Resolution No.: 2024-091

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

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday October 17, 2024, be adopted as circulated.

**5. Declarations of Disqualifying Interest (Pecuniary)**

**6. Mayor's Address**

Resolution No.: 2024-092

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

BE IT RESOLVED THAT the Mayor's Address be received as presented.

**7. Approval of the Minutes of the Most Recent Meeting(s)**

a. Regular Meeting September 19, 2024

Resolution No.: 2024-093

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

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday September 19, 2024, be adopted as circulated.

**8. Delegations/Presentations - None**

**9. Council Direction From the Previous Meeting**

a. Library Internet Issues

- b. Zoning Bylaw Amendments Update
- c. Recycling/Solid Waste Collection Pick-Up at Door Policy Considerations

## 10. Legislative Matters

- a. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).  
Resolution No.: 2024-094  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the Consent Agenda be accepted as circulated except for items \_\_\_\_\_ which Council further directs that the Clerk draft responses/reports regarding same.
- b. Bylaws (None)
- c. Public Hearings: Planning/Zoning Matters (None)
- d. Committee/Local Board Reports
  - i. Library Board  
Board Minutes  
Resolution No.: 2024-095  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the Library Board Minutes of the Special Meeting June 2024 be received.  
  
Board Rep Report  
(None)
  - ii. Police Services Board  
(None)
  - iii. Renfrew County and District Health Unit  
Letter to the Board from the Medical Officer of Health September 24, 2024  
Resolution No.: 2024-096  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the Letter from the Medical Officer of Health to the Renfrew County and District Health Unit Board of Directors be received.

## 11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
  - i. M. Gibson Resignation from Library Board  
Resolution No.: 2024-097  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT Council acknowledges receipt of Marlene Gibson's letter resigning from the Library Board and does direct the Mayor to draft a letter thanking Marlene Gibson for her commitment to the Library and for her participation on the Library Board.  
  
Request from Library Board Chair to appoint Members  
Resolution No.: 2024-098  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the Council for the Corporation of the United Townships of Head, Clara

and Maria does hereby appoint Trudy Miller and Charlene Airhardt to the Library Board for the remainder of the Council Term.

- b. Financial Update/Statement/Quarterly Variance Report
  - i. 2025 Budget Preparation  
Working session – workbook to be provided to Council at meeting.
- c. Update on Capital Projects
  - i. Streetlighting Project  
Resolution No.: 2024-099  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the Streetlighting Project update be received as presented.

## 12. Leadership Issues

- a. Update to Strategic Plan
  - i. Strategic Plan Review
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
  - i. Proposal for Christmas Office Closure Policy  
Resolution No.: 2024-100  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
Whereas the United Townships of Head, Clara and Maria have historically closed the Township office during the holiday season;  
And Whereas it is prudent for Council to adopt a policy related to such closures;  
BE IT RESOLVED THAT Council directs that an office closure policy be drafted for consideration at the November 17, 2024, meeting.
- d. Notice of Motion

## 13. Closed Session

## 14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2024-016  
Resolution No.: 2024-101  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT By-Law 2024-016 being a bylaw to confirm proceedings of Council at their Regular Meeting of October 17, 2024, be read and passed.

## 15. Adjournment

Resolution No.: 2024-102  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT this meeting adjourn at \_\_\_\_ p.m. to meet again on Thursday November 21, 2024, at 2:00 p.m.

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

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

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



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

**Mayor's Address – Thursday October 17, 2024**

Happy (belated) Thanksgiving to all. I hope you were able to enjoy these beautiful Fall days and spend time with family and friends.

I had an excellent day at The Senior Active Living Fair hosted by the UOVSCF on October 3<sup>rd</sup>. The big surprise for me was sharing the day's ribbon cutting duties with our MPP John Yakabuski at the opening. Many local service providers, such as Cahoon's Pharmacy and Heritage Hearing Care (Pembroke) were in attendance. In my conversations, I learned that a number of providers would be willing to come to our community centre to offer services such as hearing assessments if there was interest.

Along with many Renfrew County mayors and local leaders I did meet with Chief Sarazen at Pikwakanagan First Nation on September 26<sup>th</sup>. We were greeted at the community centre to a number of booths that highlighted the many activities and projects that were taking place in their territory. We were also treated to lunch. Chief Sarazen presented an overview of the Pikwakanagan history and plans for the future. The meeting ended with a lively question and answer session.

On the way home that day I also went to the County of Renfrew building to attend the Open House that highlighted the many departments that serve the largest county in the province. My favourite was the Paramedic Service, they had all of their equipment out on display. Fully decked out ambulances, portable ultrasound machines, zodiacs, ATVs and drones only to mention a few!

Congratulations must go out to our local CWL for their highly successful Fischer Fund Bingo and Silent Auction held on September 29<sup>th</sup> here in our hall. Over 100 items were donated for the auction and an amazing turnout to play bingo.

A personal thank you to our staff for their hard work in supporting the many activities hosted at our community centre. Not only does our staff spend many hours working on grant proposals to offer these activities but supports the events as they happen. I have heard positive feedback for the activities that range from personal growth sessions, arts and crafts to kitchen canning.

Last but not least, I wish to acknowledge another new member of our municipality's team. Karen Sloan is a relative newcomer to our municipality and a welcome addition as our new Librarian and CAO of the Head, Clara & Maria Public Library.

Mayor Debbi Grills

THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA  
**MINUTES**



Minutes of a regular meeting of Council held on September 19, 2024.

**The following persons were present:**

Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly- Chamberlain, Karen LeClerc and Rachel Richer.

Meeting Clerk: Peggy Young-Lovelace, E4m

Staff/Advisors: Stephany Rauche, Deputy Clerk/Deputy Treasurer  
Frank Morin, Municipal Works Foreman/Labourer  
Leanne Crozier, E4m  
Josh Young, E4m

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 2:00 P.M.

*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 for years.*

3. Recital of the Municipal Mission and Vision Statements – Councillor Kelly-Chamberlain

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

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

4. Approval of Agenda

Resolution No.: 2024-077

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday September 19, 2024, be adopted as amended adding the following items to section 11 Administrative Matters subsection a.:

- iv. Training Opportunity Rural Changemakers Program – Councillor Richer
- v. Request for Proposals – Audit Services

**Carried**

5. Disclosure of Pecuniary interest & General Nature Thereof – None were disclosed.

6. Mayor's Address

Resolution No.: 2024-078

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer  
BE IT RESOLVED THAT the Mayor's Address be received as presented.

**Carried**

7. Approval of the Minutes of the Most Recent Meeting(s)

- a. Regular Meeting August 17, 2024

Resolution No.: 2024-079

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT the minutes of the Regular Meeting of Saturday August 17, 2024, be adopted as circulated.

**Carried**

8. Delegations/Presentations

- a. Roadwork Report - Municipal Works Foreman/Labourer

Resolution No.: 2024-080

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Road Work Report be received as presented by the Municipal Works Foreman/Labourer.

**Carried**

9. Council Direction From Previous Meeting

- a. Hall Roof – questions related to the steel roof installation were answered.

- b. Proposal Regarding Developing a commercial-scale framework for geologic carbon storage – after further consideration of this matter Council decided not to support or request further investigation be completed.

- c. Insurance re: Police Services Board – Council was advised that the municipal insurance would not cover the operation of the Police Services Board who would need to purchase their own.

10. Legislative Matters

- a. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).

Resolution No.: 2024-081

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated except for item 4, which Council further directs that the Clerk draft responses/reports regarding same.

**Carried**

- b. Bylaws – None

- c. Public Hearings: Planning/Zoning Matters – None

- d. Committee/Local Board Reports

- i. Library Board

Resolution No.: 2024-082

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the Library Board report be received as presented by Councillor Kelly- Chamberlain.

**Carried**

- ii. Police Services Board

Resolution No.: 2024-083

Moved by Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT the Police Services Board report be received as presented by Councillor Dowser.

**Carried**

**The Mayor Called a Recess at 3:59 p.m. and the meeting resumed at 4:11 p.m.**

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require

Council approval)

- i. Draft Zoning Bylaw Review  
Resolution No.: 2024-084  
Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc  
BE IT RESOLVED THAT the Zoning Bylaw Review report be provided to the Renfrew County Planner to modify the Draft Zoning Bylaw for presentation at the Regular Council Meeting in October 2024.  
**Carried**
  - ii. Cogeco Buried Fibre Optic Installation  
Moved by Councillor LeClerc and seconded by Councillor Dowser  
BE IT RESOLVED THAT Council is supportive of Cogeco's buried fibre optic installation project and authorizes staff to provide permits/temporary permits as may be required; providing that there is no damage to municipal infrastructure, no cost to the municipality for site repairs and that Cogeco has secured approval for access across private property for any of the proposed sites within the municipality is granting permission(s).  
**Carried**
  - iii. Recycling/Solid Waste Collection Pick-Up at Door  
Resolution No.: 2024-085  
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer  
Whereas Council has adopted a level of service for recycling/solid waste collection that does not permit at door pick-up;  
And Whereas requests have been made for such a service by individuals with mobility issues;  
And Whereas Council is willing to consider this feedback;  
BE IT RESOLVED THAT Council directs that the current policy be reviewed and required amendments be drafted for Council to consider at the October 2024 Regular Meeting.  
**Carried**
  - iv. Training Opportunity Rural Changemakers Program  
Councillor Richer provided a high-level overview of the program and Council was supportive and agreed to further consider during budget deliberations whereat Councillor Richer was to provide potential costs.
  - v. Request for Proposals – Audit Services  
Council was provided a request for proposal document for audit services. Leanne Crozier explained the purpose and nature of the RFP. Council agreed to circulate the RFP and a resolution to come to the October Regular meeting.
- b. Financial Update/Statement/Quarterly Variance Report  
Third Quarter Financial Report  
Resolution No.: 2024-086  
Moved by Councillor Richer and seconded by Councillor Dowser  
BE IT RESOLVED THAT the third quarter financial report be received as presented by the Deputy Treasurer.  
**Carried**
- c. Update on Capital Projects
    - i. Streetlighting Project  
Resolution No.: 2024-087  
Moved by Councillor Kelly Chamberlain and seconded by Councillor Richer  
BE IT RESOLVED THAT the Streetlighting Project update be received as presented.  
**Carried**

- ii. Playground Equipment at Park  
Resolution No.: 2024-088  
Moved by Councillor Dowser and seconded by Councillor LeClerc  
BE IT RESOLVED THAT the Playground Equipment update be received as presented.

**Carried**

12. Leadership Issues

- a. Update to Strategic Plan
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
- d. Notice of Motion

13. Closed Session

14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2024-015  
Resolution No.: 2024-089  
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser  
BE IT RESOLVED THAT By-Law 2024-015 being a bylaw to confirm proceedings of Council at their Regular Meeting of September 17, 2024, be read and passed.

**Carried**

15. Adjournment

Resolution No.: 2024-090

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT this meeting adjourn at 6:17 p.m. to meet again on Thursday October 17, 2024, at 2:00 p.m.

**Carried**

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Mayor

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Meeting Clerk





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

### BY-LAW NO. 2022-12

**BEING** a by-law to regulate the collection, removal and disposal of solid waste within the municipality of the United Townships of Head, Clara & Maria.

**WHEREAS** the Council of The United Townships of Head, Clara & Maria wishes to enact a by-law for the purposes of regulating the collection, removal and disposal of solid waste;

**AND WHEREAS** Section 11(1) and Section 391(1) of the *Municipal Act 2001* authorizes a municipality to pass by-laws dealing with Waste Management and implementing fees and charges.

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

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## 1.0 **DEFINITIONS AND INTERPRETATION**

### 1.01 **In this By-law:**

- 1.01.1 **"approved container"** includes a garbage container or a recycling container, all as defined in Schedule "A";
- 1.01.2 **"ashes"** includes the solid residue of any household fuel after such fuel has been consumed by fire and includes soot, but shall not include ashes which accumulate as a result of building construction or demolition;
- 1.01.3 **"blue box"** includes an open-topped plastic box used for the collection of recyclable material;
- 1.01.4 **"bulky items"** includes those forms of waste identified on Schedule "B";
- 1.01.5 **"by-law"** except where indicated otherwise, includes this by-law and any amendments thereto including any Schedules forming any part of this by-law and any amendments thereto, as enacted by the Council from time to time;
- 1.01.6 **"by-law enforcement officer"** includes a by-law enforcement officer for the Municipality or any other person authorized by the Municipality to enforce the by-laws of the Municipality, and includes a police officer;
- 1.01.7 **"construction or demolition waste"** includes waste which results from the erection, alteration, or demolition of any building or part thereof, including earth or stone from excavations,
- 1.01.8 **"Environmental Compliance Approval"** for the purposes of this by-law means a Certificate issued by the appropriate Provincial or Federal agency permitting the Municipality to operate a waste management system or waste disposal site and related activities
- 1.01.9 **"Municipality"** means the Corporation of The United Townships of Head, Clara & Maria.
- 1.01.10 **"clean wood waste"** includes untreated lumber and wood products such as pallets and raw lumber, but does not include painted wood, treated wood, paneling, pressboard or similar products;
- 1.01.11 **"collection contractor"** includes a company, person, corporation or partnership performing collection and haulage of waste under contract with the United Townships of Head, Clara & Maria;

- 1.01.12 **“collection location”** includes the location, as designated by the Clerk-Treasurer or her designate, where garbage and recyclable materials, are to be placed out for collection by persons entitled to collection services;
- 1.01.13 **“commercial premises”** includes premises in or at which a commercial business is being operated;
- 1.01.14 **“commercial waste”** includes any waste produced by or at any commercial premises;
- 1.01.15 **“Council”** includes the Council of The United Townships of Head, Clara & Maria;
- 1.01.16 **“Clerk-Treasurer”** includes the Clerk-Treasurer for the United Townships of Head, Clara & Maria and includes his or her designate;
- 1.01.17 **“garbage”** includes waste other than recyclable materials, leaf and yard materials, bulky items and prohibited waste;
- 1.01.18 **“garbage container”** is a form of approved container for the storage and collection of garbage and which meets the requirements of garbage containers established in Schedule “A”;
- 1.01.19 **“hauled sewage”** includes domestic waste that is human body waste, toilet or other bathroom waste, waste from other showers or tubs, liquid or water borne culinary or sink waste or laundry waste, and other waste that is suitable for storage, treatment or disposal in a sewage system or waste in a vehicle sewage holding tank;
- 1.01.20 **“hazardous waste”** includes any substance for household or commercial use that is dangerous, corrosive, flammable, poisonous or explosive, including, but not limited to, those items listed under HAZARDOUS WASTE ITEMS in Schedule D to this by-law, and any other similar material;
- 1.01.21 **“high density multi-residential building”** includes an apartment building, condominium complex, townhouse complex, co-operative housing complex, or other similar residential complex containing more than six residential dwelling units provided that each residential dwelling therein, is rented on not less than a monthly basis;
- 1.01.22 **“household hazardous waste”** includes materials used or stored in the home that can be potentially hazardous to human health and the natural environment and includes but is not limited to paint, oil, pesticides and insecticides.
- 1.01.23 **“industrial premises”** includes any building, structure or premises used for industrial or manufacturing purposes;
- 1.01.24 **“industrial or trade waste”** includes waste material from any one or more industrial or manufacturing processes, or waste from any industrial or manufacturing premises;
- 1.01.25 **“leaf and yard material”** has the meaning as described in Schedule “E”;
- 1.01.26 **“low density multi-residential building”** includes a single-family dwelling, a duplex, an apartment building, townhouse complex, co-operative housing complex, or other similar residential complex containing six or fewer residential dwelling units provided that any residential dwelling therein, is rented on not less than a monthly basis;
- 1.01.27 **“medical waste”** means tubing, intravenous bags etc. used as part of home care but does not include diapers or solid/liquid bio-medical waste.

- 1.01.28 **“mobile home park”** includes an establishment comprising land or premises under single ownership designed and intended for residential use where residence is exclusively for two or more mobile homes, but does not include a trailer camp or trailer park.
- 1.01.29 **“owner”** includes any registered owner, occupant, resident, lessee, tenant of any low-density residential building, high density residential building or small commercial establishment, or any person managing any high-density residential building, low density residential building or small commercial establishment;
- 1.01.30 **“person”** includes an individual, corporation, association or other business firm;
- 1.01.31 **“private road”** includes any road or laneway that is not owned or has not been assumed by the Municipality of the United Townships of Head, Clara & Maria as a public road;
- 1.01.32 **“prohibited waste”** includes waste as outlined in Schedule “D”;
- 1.01.33 **“recyclable materials”** has the meaning set out in Schedule “C”;
- 1.01.34 **“recycling container”** includes an approved container for the storage and collection of recyclable materials and which meets the guidelines for recycling containers established in Schedule “A”;
- 1.01.35 **“residential dwelling unit”** includes one or more rooms connected together as a self-contained, separate unit in the same building comprising all or part of the building and constituting an independent housekeeping unit for residential occupancy by persons with facilities for persons to sleep, cook and eat and including its own sanitary facilities;
- 1.01.36 **“seasonal trailer parks”** includes a parcel of land made available to members of the public containing sites upon which to locate Trailers, Tents or Recreational Vehicles, and includes a campground. Seasonal trailer parks includes any parcel of land with more than three Trailers or Tents erected or stored constitutes a “Trailer Park”, with the exception of the land of any lawful commercial operation which wholesales or retails Trailers, Tents or Recreational Vehicles. It includes parks where there is a combination of seasonal/permanent trailer sites.
- 1.01.37 **“scavenge”** includes to sort through and collect materials from recyclable materials, leaf and yard materials, household hazardous waste, bulky items, white goods or garbage, that has been placed out for collection or deposited at a waste disposal site;
- 1.01.38 **“tipping fee”** shall mean the charge per tonne or unit or cubic yard or item levied by the Municipality at the Landfill site for disposable waste under the terms of this by-law;
- 1.01.39 **“transient waste”** includes any waste carried into the United Townships of Head, Clara & Maria outside its boundaries by any person;
- 1.01.40 **“user”** includes a person or persons utilizing any waste disposal facilities or services of the Municipality, including in particular any person or persons depositing waste at any waste disposal site;
- 1.01.41 **“user pay waste system”** is a system where those who use the waste system pay proportionally to their rate of usage.
- 1.01.42 **“waste”** includes anything discarded for collection or brought to a landfill site for disposal from any source and includes garbage, recyclable materials, leaf and yard materials, bulky items and litter;



- 1.01.43 **“waste disposal site”** includes any area of land designated as such by the Municipality to be used for the disposal of waste as approved by the Ministry of the Environment.
- 1.01.44 **“white goods”** includes scrap items that include but not limited to stoves, fridges, refrigerators, freezers, washers and dryers.
- 1.02 **Interpretation Rules:** The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, which are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## 2.0 **ADMINISTRATION**

- 2.01 This by-law shall be administered and enforced by the Clerk-Treasurer-Treasurer, municipal service providers and/or municipal employees or their designate.
- 2.02 It shall remain Council authority acted upon through the Clerk-Treasurer and municipal staff, subject to any limitations contained in this by-law with the general approval of Council to:
  - 2.02.1 determine collection schedules, specifying the time, day and frequency of collection services and to give notice to the public of such collection schedules and of changes to the collection schedules;
  - 2.02.2 determine the classification or designation of specific items as waste to be collected or as Prohibited Waste;
  - 2.02.3 determine the collection locations for approved containers, bulky items, household hazardous products or any other items that are designated for receiving collection services and give notice to the public of same;
  - 2.02.4 determine whether a building, collection location, or property is safe for entry by an employee or agent of the Municipality having regard to the physical conditions and layout, loading facilities, method of handing collectible waste at the building, or collection location of the property, the presence of a troublesome or nuisance animal or any other factor;
  - 2.02.5 impose limits to the level of collection services including the quantities and classes of waste to be collected;
- 2.03 The Clerk-Treasurer’s powers shall, subject to Council policy and authority, include but not be limited to:
  - 2.03.1 determine whether an approved container or any other container or storage unit is suitable and safe for collection;
  - 2.03.2 determine the method, manner or other requirements for the collection and disposal of waste for which there are collection services;
  - 2.03.3 establish and enforce guidelines and policies governing the restriction, suspension or termination of collection services and/or disposal privileges to any person or business for failure to comply with the provisions of this by-law;

- 2.03.4 establish and enforce the terms and conditions on which collection services which have been restricted, suspended or terminated under this by-law may be resumed in whole or in part;
- 2.03.5 establish guidelines for the handling and disposal of prohibited waste and provide information to the public regarding such handling and disposal;
- 2.03.6 suspend collection services in all or part of the Municipality for a specified time in the event of inclement weather or other conditions which renders the provision of collection services unsafe;
- 2.03.7 establish the terms of an agreement with any person for the acceptance of waste at the waste disposal site;
- 2.03.8 establish the terms of an agreement with any person for the acceptance of recyclable materials at the waste disposal site;
- 2.03.9 deal with any other matter assigned by this by-law or necessary for the collection, removal and disposal of solid waste and administration of this by-law;
- 2.04 Any waste lawfully placed out at collection locations for collection by the Municipality may be salvaged, reclaimed, recycled, composted, disposed of or otherwise dealt with by the Municipality as the Municipality may deem fit.
- 2.05 The items described as Recyclable Materials in "Schedule C", scrap tires, scrap metal and leaf and yard waste are banned from landfill sites in the Municipality for the purpose of disposal and will only be accepted in the proper locations for recycling. Unsorted materials will be turned away.
- 2.06 The Municipality shall provide collection or removal services in accordance with this by-law to:
  - 2.06.1 Single unit, low-density residential buildings, nursing homes and mobile home parks for:
    - 2.06.1.1 garbage; (limited to 1 standard sized bag as described in Schedule "A")
    - 2.06.1.2 recyclable materials; (unlimited amounts of recyclable material collected) and
  - 2.06.2 Industrial, commercial establishments for
    - 2.06.2.1 garbage; (limited to 4 standard sized bags as described in Schedule "A") and
    - 2.06.2.2 recyclable materials; (unlimited amounts of recyclable material collected)
  - 2.06.3 Seasonal trailer parks for:
    - 2.06.3.1 garbage; (limited to 4 standard sized bags as described in Schedule "A")
    - 2.06.3.2 recyclable materials (unlimited amounts of recyclable material collected)
- 2.07 Despite any other provision of this by-law, disposal services shall not be provided, except by agreement, to any land or building owned or leased by the Crown in Canada, the Crown in right of Ontario, a school board, a university, a community college, a hospital, or to any property for which no taxes are paid and for which no grants in lieu are received.
- 2.08 No garbage and, where applicable, no recyclable materials will be collected:
  - 2.08.1 which is not in a garbage container or a recycling container or a or a waste storage box which meets the requirements of Schedule "A", as the case may be;

- 2.08.2 if the recyclable material is not packed in accordance with the requirements established by the Clerk-Treasurer or his or her designate from time to time and listed in Schedule "C" to this by-Law; or
- 2.08.3 if the garbage or recyclable material is frozen to the approved container and cannot be dislodged.
- 2.09 Where the Municipality provides collection services for garbage and recyclable materials, such collection services shall be provided at collection locations once a week, except when a normal collection day falls on a holiday as provided herein;
  - 2.09.1 No collection shall occur on the following designated holidays:
 

New Year's Day	Labour Day
Good Friday	Easter Monday
Thanksgiving Day	Victoria Day
Christmas Day	Canada Day
Boxing Day	Civic Holiday
Family Day	
  - 2.09.2 On weeks with a holiday, collection will take place on the day following the holiday or at the Clerk-Treasurer's discretion. The only exception shall be where Christmas Day and Boxing Day are both on collection days and then collection for Christmas Day will occur on the day after Boxing Day.
- 2.10 Where the Municipality provides removal service for bulky items, such removal services shall be provided at collection locations and in accordance with the guidelines established in Schedule "B".
- 2.11 This by-law may be enforced by every municipal by-law enforcement officer or any other person authorized by the Municipality to enforce the by-laws of the Municipality and by a police officer.
- 2.12 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this by-law.
- 2.13 Where provisions of this by-law conflict with the provisions of any other Municipality by-law or policy, the provisions of this by-law shall prevail.

**3.0 PUTTING OUT WASTE FOR COLLECTION – ROADSIDE COLLECTION**

- 3.01 Council shall determine collection schedules for waste which is collected and may designate areas in the Municipality for special collection times differing from normal daytime collection.
- 3.02 During normal daytime collection, the approved user shall put out all items to be collected at the collection location prior to the time scheduled for collection, no later than 8:00 am on the day of collection.
- 3.03 Residents residing along private, seasonal or unassumed roads will receive collection services at the nearest public right-of-way, normally at the end of their private, seasonal or unassumed road where it meets with either of the Provincial highway or a year-round maintained municipal road.
- 3.04 Materials shall be placed in approved structures or storage boxes meeting the requirements set out in Schedule "A" and to be located along the nearest public right-of-way, subject to the satisfaction of the Public Works Leader to allow for proper road maintenance.
- 3.05 Every owner shall maintain his or her approved containers, storage boxes, and the immediate vicinity of where they store and where they set out their containers for collection in a clean and sanitary condition.

- 3.06 Joint users of this public right-of-way shall be required to come to an amicable solution to any problem or collection services may be discontinued at that location at the discretion of Council upon staff recommendation.
- 3.07 Groups of residents may utilize a joint container providing it is maintained according to the standards in this by-law. It will be the responsibility of the joint users to notify municipal staff of the number of users of that receptacle to ensure that collection is maintained as per this by-law.

#### **4.0 PREPARATION OF WASTE - GENERALLY**

- 4.01 Every person who puts garbage out for collection shall ensure that:
- 4.01.1 waste set out for disposal or recycling shall be in approved containers as described in Schedule "A" and in accordance with the collection requirements set out in Schedule "H"
  - 4.01.2 each residential dwelling, low density multi-residential dwelling and high density multi residential dwelling is allowed to place one residential waste container as described in Schedule "A" at the collection locations designated by the Clerk-Treasurer for collection, if more than one residential waste container is placed out for collection in any one collection period the additional waste containers must conform with the user pay guidelines as described in Schedule "K";
  - 4.01.3 Amnesty day will follow the Christmas holidays and will occur on the next two collection days following the holiday. At this time, each resident may set out more than the allowed number of bags to compensate for additional holiday volume.
  - 4.01.4 Additional Amnesty days may be declared by Council from time to time and advertised well in advance of such date.
  - 4.01.5 each Industrial, Commercial or Institutional unit is allowed to place four residential waste containers as described in Schedule "A" at the collection locations designated by the Clerk-Treasurer for collection. If more than four residential waste containers are placed out for collection in any one collection period the additional waste containers must conform with the user pay guidelines as described in Schedule "K";
  - 4.01.6 the waste for disposal does not contain recyclables as described in Schedule "C", Prohibited Waste as described in Schedule "D", or Leaf and Yard Waste as described in Schedule "E";
  - 4.01.7 all wet waste is drained, wrapped in absorbent materials such as dry paper, and placed in a leak-proof container or bag prior to placement in a garbage container which meets the requirements of Schedule "A";
  - 4.01.8 ashes which are put out for collection are to be: cold; placed in a sealed non-refundable plastic bag; not in excess of 40 pounds in total weight; and separated from flammable waste;
  - 4.01.9 feces of dogs or cats which cannot be flushed in a sanitary manner are first wrapped in absorbent paper and placed in a sealed leak-proof bag, mixed in with garbage, and represent not more than ten percent by volume of the garbage container.
  - 4.01.10 any sharp objects or broken glass are securely wrapped so that the sharp object or broken glass cannot pierce the waste container;
  - 4.01.11 he or she forthwith cleans up any mess or debris created if all or any of the waste spills from, or for any reason is no longer contained in the approved container;
  - 4.01.12 no prohibited waste is mingled with garbage;



4.01.13 he or she places the approved container at the collection locations designated by the Clerk-Treasurer and Council for collection but not so as to impede or obstruct pedestrian or vehicular traffic or road maintenance operations;

4.02 An owner who requires an increase to the bag limit because of the requirement to dispose of special waste such as medical tubing while such is being administered through home care may register with the Municipality to become exempt from the one (1) bag set out limit.

## **5.0 PROHIBITIONS & PROVISIONS**

5.01 Every resident shall participate in the Municipal recycling program and are encouraged to actively reduce waste.

5.02 Every commercial establishment and trailer park operator shall participate in a recycling program and are encouraged to actively reduce waste.

5.03 No person shall place recyclable or prohibited material together in the same container with garbage. Any garbage bag observed to have more than 3 items that are considered recyclable materials or prohibited materials will not be collected by municipal employees for roadside collection or received for deposit at the landfill.

5.04 No person shall:

5.04.1 permit any animal owned by him or her or under his or her control to pick over, interfere with, remove or scatter any garbage, or recyclable materials placed out for collection;

5.04.2 throw, cast or otherwise deposit or permit any contractor, agent or employee of such person to throw, cast or otherwise deposit any waste whatsoever on or in any street, public property or private property without the prior consent of the owner, except as expressly authorized by this by-law;

5.04.3 place waste on public property for collection by a private collection agency; or

5.04.4 deposit waste generated on private property into public waste receptacles located on public streets, parks or boat launches.

5.05 deposit waste at any waste disposal site outside the hours of operation as determined by the Council and posted at the site and set out in the Environmental Compliance Approval;

5.06 deposit any prohibited waste at any waste disposal site;

5.07 deposit any garbage, recyclable materials, scrap metal, bulky items, white goods, leaf and yard material, clean construction waste, or household hazardous waste material at the waste disposal site except at the location designated by the Landfill Attendant for that purpose;

5.08 deposit any burning material or set or cause to be set any fire at any waste disposal site;

5.09 deposit waste outside the gate or entrance to a waste disposal site or at any place other than the place designated for its receipt thereof;

5.10 neglect or refuse to provide proof of the origin of waste tendered for disposal at a waste disposal site when such is demanded, provided that in lieu of providing such proof the person tendering the waste may remove it without unloading it;

5.11 deposit waste at any waste disposal site when such deposit has been forbidden by the Council, Clerk-Treasurer or Landfill Attendant or the person for the time being in charge at the waste disposal site on the ground that the deposit would be contrary to this by-law or on the ground that the

- origin of the waste has not been satisfactorily determined in the sole discretion of the Landfill Attendant or their designate;
- 5.12 operate a motor vehicle on a waste disposal site other than on a designated roadway or highway; or without due care and attention; or at greater than the posted rate of speed;
- 5.13 scavenge, salvage, pick over, interfere with, remove or scatter or like or similar any waste at any waste disposal site or at curbside unless authorized by the Landfill Attendant;
- 5.14 transport waste to or at any waste disposal site except in properly covered containers or in carts, wagons, or vehicles, totally enclosed or covered in canvas, tarpaulins or nets, so fastened down around the edges so as to prevent any of the contents from falling upon the ground during transport;
- 5.15 transport waste to or at any waste disposal site except in such a manner so as to protect the same from insects, vector and vermin, and to control the escape of any offensive odors there from;
- 5.16 deposit waste at any waste disposal site while prohibited from doing so pursuant to the terms of this by-law or an Order of the Clerk-Treasurer;
- 5.17 deposit in the designated area of any waste disposal site any refrigerator, freezer, air conditioning unit or other appliance that may contain or have contained chlorofluorocarbon refrigerants unless it has been processed as per Council policy on dealing with those materials as directed in Schedule "B";
- 5.18 attend at any waste disposal site except for the purposes of depositing waste or for other lawful business, without the written approval of Council or the Clerk-Treasurer; or
- 5.19 attend at any waste disposal site without the prior approval of Council or the Clerk-Treasurer except during the posted hours of operation.
- 5.20 Except where otherwise permitted in this Bylaw, no person shall:
- 5.20.1 deposit or cause to be deposited any waste within the Municipality limits other than in authorized waste disposal sites; provided however, natural soil, earth, sand, clay, gravel, loam, stones or any similar excavated materials may be used to fill low lots within the Municipality with the approval of the Clerk-Treasurer;
- 5.20.2 throw or deposit or cause to be thrown or deposited any waste upon any vacant lot or yard or any public or private road or store or keep waste other than in an approved container.
- 5.21 Wherever possible, residents shall be encouraged to maintain and use a viable composting system for compostable materials.
- 5.22 Except as provided herein, the Municipality shall not operate a system for the collection and removal of prohibited waste;
- 5.22.1 As demand dictates, the Municipality shall conduct Municipal Hazardous and Special Waste collection days;
- 5.23 Every owner of a premises producing prohibited waste which is not collectable waste shall:
- 5.23.1.1 Provide or arrange for the provision of an appropriate storage container, or containers for each type of prohibited waste, each of which shall be adequate to contain all of the prohibited waste of the type being disposed of;

- 5.23.1.2 Ensure such waste is conveyed to the point of disposal by and at the expense of the consignee or owner of such waste;
- 5.23.1.3 Ensure no such waste is placed at the curb for collection unless otherwise permitted by the Municipality; and
- 5.23.1.4 Ensure no such waste is combined or mixed with waste which is collected by the Municipality.

**6.0 PRIVATE WASTE COLLECTION**

- 6.01 Every owner of a premises not entitled to Municipality collection services or who generates waste of a type for which collection services are not provided, shall ensure the provision of a receptacle storage enclosure which is adequate to contain all of the waste to be disposed of and such waste shall be conveyed to the point of disposal by and at the expense of the consignee or owner of such waste. Every person not entitled to waste collection, pursuant to the provisions of this by-law, shall not place waste for collection.
- 6.02 Where private commercial collection services are utilized, the owner shall ensure waste is stored until collected in properly constructed and maintained containers which are emptied as necessary in order to prevent development of odors or nuisances and which are not allowed to overflow.
- 6.03 The owner shall ensure all containers, structures or buildings provided for the storage of waste shall at all times be maintained in a secure, clean, dry and sanitary condition so as to prevent entry of rodents, insects or other vector and vermin.

**7.0 WASTE DISPOSAL SITES**

- 7.01 Public access to a waste disposal site shall be limited to hours permitted in the Environmental Compliance Approval and/or determined by the Clerk-Treasurer and Council and posted at the site and set out in Schedule "G" to this by-law.
- 7.02 All waste deposited at any waste disposal site shall become the property of the Municipality and may be salvaged, reclaimed, recycled, composted, disposed of or otherwise dealt with by the Municipality as the Municipality may deem fit.
- 7.03 No person shall deliver or deposit at any waste disposal site any waste not generated in the United Townships of Head, Clara & Maria, or waste which does not comply with this by-law or unload such waste at a waste disposal site, and, whether unloaded or not, all such waste shall be removed by or at the expense of the person seeking to or who did dispose of it.
- 7.04 No person shall deliver or deposit at any waste disposal site loads for disposal that are contaminated with recyclable material as described in Schedule "C", Leaf and Yard Waste as described in Schedule "E", Prohibited Waste as described in Schedule "D", Tires, or Scrap Metal.
  - 7.04.1 Loads containing more than 20% divertible material shall be deemed not to comply. It is up to the discretion of the Landfill Attendant to determine the percentage of contamination.
  - 7.04.2 Any person who fails to comply will be sent a warning in writing, at the property address, by the Clerk-Treasurer sent by prepaid regular mail and shall be deemed delivered five days after being posted by the Municipality in relation to a first occurrence;
  - 7.04.3 Any person who fails to comply will be charged two times the tipping fee for the non-compliant load in relation to a second occurrence;

- 7.04.4 Subsequently, any person who fails to comply will be charged three times the tipping fee for the non-compliant load and denied access to any Municipal landfill until all accounts owed to the Municipality for waste management are paid after the third occurrence.
- 7.04.5 Accounts holders in arrears at any Municipality landfill for more than 60 days shall be denied access until all accounts are paid in full or paid according to an agreed repayment schedule approved by the Clerk-Treasurer in writing.

## **8.0 FEES**

- 8.01 The Municipality may from time to time prescribe rates or charges for the use of waste disposal sites and provide for terms of payment thereof.
- 8.01.1 No person shall deposit or deliver waste to any waste disposal site operated by the Municipality without paying the appropriate fee as set forth in Schedule "F" – Solid Waste Tipping Fees,
- 8.01.2 Notwithstanding subsection 8.01.1, no fees shall be payable under Schedule "G" in the circumstances set out in Schedule "I" – Exemptions from Tipping Fees.

## **9.0 PRIVATE WASTE DISPOSAL SITES**

- 9.01 All privately-owned waste disposal operations shall comply with and be operated in accordance with all other relevant Municipal by-laws and all Provincial legislation and Federal legislation and standards and with the approval, when required, of the Medical Officer of Health.

## **10.0 SCHEDULES**

- 10.01 The following schedules attached hereto form a part of this by-law and are enforceable fully as part of this by-law:
- 10.02 Schedule "A" – Approved Containers;
- 10.03 Schedule "B" – Bulky Items;
- 10.04 Schedule "C" – Recyclable Materials;
- 10.05 Schedule "D" – Prohibited Waste;
- 10.06 Schedule "E" – Leaf and Yard Materials;
- 10.07 Schedule "F" – Solid Waste Tipping Fees;
- 10.08 Schedule "G" – Landfill Hours of Operation;
- 10.09 Schedule "H" – Collection Requirements;
- 10.10 Schedule "I" – Exemptions from Tipping;
- 10.11 Schedule "J" – Procedure for Receipt of Contaminated Soil;
- 10.12 Schedule "K" – User Pay Program
- 10.13 Schedule "L" – Waste Collection Routes
- 10.14 Schedule "M" – Implementation Schedule
- 10.15 Schedule "N" – Part I Provincial Offences Act Contraventions

## **11.0 PENALTIES, SANCTIONS, ETC.**

- 11.01 The Clerk-Treasurer, or the employees of the Municipality who are designated by the Clerk-Treasurer as being in charge of a waste disposal facility may at any time order any person found scavenging or conducting any activity contrary to the terms of this by-law or other illegal activity on a waste disposal site or having no lawful reason to be there to leave forthwith, and if any such person fails to or refuses to leave, may call for police assistance and cause trespass charges to be laid.
- 11.02 Any registered owner of a property who fails to remove uncollected waste from public property or the collection location shall be notified in writing by the Clerk-Treasurer or designate that the Municipality may remove the waste at the registered owner's expense.
- 11.02.1 If a registered owner refuses, delays or fails in removing waste not collected after written request to do so, the Clerk-Treasurer or his designate is



hereby authorized to have the waste removed at the expense of the registered owner.

- 11.02.2 All costs incurred, including the expenses of the Municipality for the removal and disposal of the waste shall be paid by the registered owner forthwith after mailing of a written invoice setting out the costs incurred by the Municipality.
- 11.02.3 If payment is not made by the registered owner within sixty days of mailing of the invoice, the Municipality is entitled to use all legal means at its disposal to collect the fees applicable, including placement of unpaid fees on the tax collector's roll for the property in question, which unpaid fees shall be collected in the same manner as municipal taxes pursuant to the Municipal Act 2001, c. 25, s. 398 (2).
- 11.03 Where an owner contravenes any of the provisions of this by-law, the Clerk-Treasurer or designate may in his or her sole discretion give notice in writing to the owner, at the property address, that unless the owner remedies the default within a specified time, and complies thereafter with the by-law, the Clerk-Treasurer may suspend, revoke or discontinue collection services and/or disposal privileges to the owner.
  - 11.03.1 Where, in the opinion of the Clerk-Treasurer or his designate, there has been a failure to comply with the Notice provisions in subsection 11.03, or there is a subsequent contravention of the by-law, the Clerk-Treasurer may issue an Order to suspend, discontinue or revoke collection services and/or disposal privileges to the owner for a fixed period of time.
  - 11.03.2 Notice of the Order of the Clerk-Treasurer shall be given in writing to the owner, at the property address, delivered by prepaid regular mail and shall be deemed to be delivered five days after being posted by the Municipality.
  - 11.03.3 Any owner may apply to the Clerk-Treasurer in writing for termination of the Order, and upon the owner demonstrating to the Clerk-Treasurer that he or she is in compliance with the by-law and undertaking in the future to comply with the by-law, the Clerk-Treasurer may:
    - 11.03.3.1 terminate the Order, in whole or in part;
    - 11.03.3.2 impose such conditions or terms as she considers appropriate to reinstate full or partial collection services and/or disposal privileges; or
    - 11.03.3.3 make a new Order, on different terms and conditions
    - 11.03.3.4 In the event that the address of the owner changes, then the Clerk-Treasurer may continue the Order with respect to the new address of the owner.
  - 11.03.4 Every person who commits an act prohibited under sections 4, 5 and/or 9 or contravenes any other provision of this by-law is guilty of an offence and upon conviction thereof is liable to a fine of not more than \$10,000.00 for the first conviction and \$25,000.00 for any subsequent conviction, except that where a corporation is convicted of an offence the maximum penalties shall be \$50,000.00 for the first conviction and \$100,000.00 for any subsequent conviction and as determined in Schedule "N" as set by Council from time to time;
- 11.04 In the event that the Clerk-Treasurer suspends, revokes or discontinues collection services, the owner shall arrange for private collection services in accordance with the by-law.
- 11.05 In addition to any penalties imposed through prosecution of an offence pursuant to this by-law, the Municipality is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this by-law. Any and all collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collectors roll for the property in question.

- 11.06 The fees and costs contributed to collection of unpaid fees applicable to this by-law will be added to the outstanding invoice.
- 11.07 The conviction of a person for the contravention of any provision of this by-law shall not operate as a bar to a prosecution against the same person for any subsequent or continued contravention of this by-law.
- 11.08 If this by-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to a penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**12.0 GENERAL PROVISIONS**

- 12.01 **SHORT TITLE:** This by-law shall be known and may be cited as the "Waste Management By-Law";
- 12.02 This By-Law comes into force and takes effect on the date of passage, repealing By-Law 2011-21.

**READ** a first and second time this 17<sup>th</sup> day of May, 2022.

**READ** a third time and passed this                      day of                      2022.

  
*D. Gills*  
\_\_\_\_\_  
MAYOR

*C. McKee*  
\_\_\_\_\_  
CLERK

**SCHEDULE "A" TO BY-LAW 2011-21**

**APPROVED CONTAINERS**

1. For the purpose of this by-law;

"residential waste/garbage container" shall be a standard size waste bag no larger than 24 inches x 36 inches and weighing no more than 40 pounds when full.

"residential recycling container" shall be a standard size clear or transparent waste bag no larger than 24 inches x 36 inches and weighing no more than 40 pounds when full. Large barrels and waste receptacles with loose materials are prohibited due to the current method of collection.

"waste storage boxes" shall be permitted for end of laneway use, to be placed within seven feet from traveled portion of the roadway. If the box has a hinged lid the lid shall be of a weight and so constructed that the collector can easily open the lid for removal of the waste. The container shall be vented so that it is not an air tight compartment, drilled for drainage and screened to prevent the access of vermin.

"leaf and yard material" may be self-hauled to the disposal site in compostable paper bags and/or reusable containers and deposited in the area set aside for this material as directed by the land fill attendant.

**SCHEDULE "B" TO BY-LAW 2011-21**

**BULKY ITEMS**

1. For the purposes of this by-law, "bulky items" include but is not limited to:
  - (a) refrigerators;
  - (b) ovens and stoves;
  - (c) washers;
  - (d) dryers;
  - (e) dishwashers;
  - (f) freezers;
  - (g) air conditioning units;
  - (h) microwave ovens;
  - (i) barbeques;
  - (j) patio furniture;
  - (k) piano;
  - (l) oil tanks;
  - (m) furnace;
  - (n) TVs and monitors;
  - (o) vacuum cleaner;
  - (p) hot water heater;
  - (q) woodburning stoves;
  - (r) child's swing set;
  - (s) humidifier;
  - (t) toilet;
  - (u) sink;
  - (v) furniture; and
  - (w) any items so designated by the Clerk-Treasurer from time to time
- 2.0. No collection services shall be provided, and no person shall put out for collection, any bulky items. Bulky items can be self-hauled to the disposal site only.
- 3.0. Upholstered furniture including mattresses and sofas are accepted for self-haul at the Bissett Creek waste disposal site only. Upholstered furniture is not accepted at the Kenny Road Landfill.



## SCHEDULE "C" TO BY-LAW 2011-21

### RECYCLABLE MATERIALS

1. In this By Law: "recyclable containers" includes but is not limited to:
  - a) food and beverage glass bottles and jars;
  - b) metal food and beverage cans;
  - c) aluminum foil and trays;
  - d) #1 (PET) plastics, #2 (HDPE) plastics, #3 (PVC), #4 (LDPE) plastics, #5 (PP) plastics, #6 (PS) and #7 (OTHER PLASTIC) plastics and consisting of bottles, containers, trays, tubs, lids and film, but not including motor oil containers; bail wrap and twine, toys, and plant trays;
  - e) polycoat milk and juice cartons;
  - f) tetrapak drinking boxes;
  - g) empty and dry paint, stain and coating cans with lid removed;
  - h) empty aerosol cans; and
  - i) any other container designated by the Clerk-Treasurer to be a recyclable container.
  
2. "recyclable paper" includes but is not limited to:
  - a) newspaper and insert flyers
  - b) magazines, catalogues and telephone books
  - c) household paper, including junk mail, writing and computer paper and envelopes;
  - d) paper bags;
  - e) fibre egg cartons
  - f) paper rolls such as the inserts for toilet paper and paper towels;
  - g) boxboard and waxed boxboard;
  - h) hard and soft cover books;
  - i) paper cups;
  - j) greeting cards and gift wrap;
  - k) "recyclable cardboard" includes, clean, unwaxed corrugated cardboard and
  - l) any other paper designated by the Clerk-Treasurer in conjunction with our service provider to be recyclable paper
  
3. "recyclable materials" includes but is not limited to:
  - a) recyclable containers;
  - b) recyclable papers;
  - c) recyclable cardboard;
  - d) ink jet cartridges;
  - e) cell phones;
  - f) rechargeable batteries; and
  - g) any other item designated by the Clerk-Treasurer in conjunction with our service provider to be recyclable materials.
  
4. All recyclable waste whether set out for collection or deposited in the depot bins or brought to the landfill shall be separated from non-recyclable garbage and prepared for collection as follows:
  - a) All wet materials shall be separated from dry papers and packaging.
  - b) All material shall be placed in clear/transparent bags for collection.
  - c) Glass bottles and jars shall be rinsed with their tops removed.
  - d) Metal cans shall be rinsed with the lids cut off.
  - e) Plastic bottles and jars shall be rinsed with their tops removed.
  - f) Aluminum trays and foil shall be clean, folded together and placed loose in the bag.
  
  - h) Corrugated cardboard shall be broken down, laid or folded flat, preferably bundled within another box.
  - i) Boxboard and other household paper shall be cleaned of any food and/or plastic liners and shall be flattened.
  - j) Clean plastic bags and packaging shall be placed in a sound transparent plastic bag and tied shut.
  - k) No loose material will be collected unless the items are large and easily carried.

**SCHEDULE "D" TO BY-LAW 2011-21**

**PROHIBITED WASTE**

For the purpose of this by-law:

1. "dangerous, hazardous or toxic waste" includes but is not limited to:
  - (a) acute hazardous waste
  - (b) chemical hazardous waste;
  - (c) chemical corrosive waste;
  - (d) hazardous industrial waste
  - (e) ignitable waste;
  - (f) PCB waste;
  - (g) radioactive waste;
  - (h) reactive waste;
  - (i) severely toxic waste;
  - (j) leachate toxic waste; or
  - (k) any otherwise determined by the Clerk-Treasurer to be hazardous or toxic; and shall not be collected at HCM landfills.
  
2. "pathological waste" includes biomedical waste, whether solid or liquid, including but not limited to:
  - (a) any animal or human organ or part thereof;
  - (b) bone, muscle or other animal or human tissue or part thereof;
  - (c) medicines, vitamins, drugs, or vaccines;
  - (d) loose needles, syringes, or lancets;
  - (e) vials;
  - (f) any other similar material or substance which contains or may contain pathogenic micro-organisms;
  - (g) any material which may be hazardous or dangerous;
  - (h) anything designated as pathological waste under Regulation 347 of the Environmental Protection Act; and
  - (i) any other waste determined by the Clerk-Treasurer to be pathological waste; and shall not be collected at HCM landfills.
  
3. "household hazardous waste" includes any household product, material or item, other than empty containers, labeled as:
  - (a) "corrosive" or "toxic";
  - (b) "reactive";
  - (c) "explosive";
  - (d) "oxidizing";
  - (e) "poisonous";
  - (f) "infectious";
  - (g) "flammable"; or
  - (h) established by the Clerk-Treasurer from time to time as being prohibited and set out in information publications produced by the Clerk-Treasurer;
  - (i) and shall be collected as per our Certificate of Approval on arranged collection days.
  
4. "prohibited waste" includes but is not limited to:
  - (a) dangerous, hazardous or toxic waste;
  - (b) pathological waste;
  - (c) household hazardous waste;
  - (d) manure originating from agricultural activity;
  - (e) any waste in liquid form; and
  - (f) any other item or thing designated as prohibited waste by the Clerk-Treasurer.

**SCHEDULE "E" TO BY-LAW 2011-21**

**LEAF AND YARD MATERIAL**

1. In this by-law, "leaf and yard material" includes but is not limited to:
  - (a) leaves;
  - (b) grass clippings;
  - (c) trees (excluding root balls);
  - (d) garden roots and cuttings;
  - (e) hedge and shrub trimmings;
  - (f) brush cuttings;
  - (g) twigs and branches;
  - (h) Christmas trees;
  - (i) Other plant material; and
  - (j) Any other item determined by the Clerk-Treasurer from time to time to be leaf and yard material.
  - (k) And shall be collected at the landfill so long as it is separated and sorted into appropriate piles.
2. The attendant will allow a maximum of 4 – one-half ton truck loads of brush per household per year to be disposed of.
3. Contractors who approach the municipality with a request to dispose of brush will be told that the municipality recommends the usage of a chipper and will not be allowed to dispose of brush in our site. Municipal roads staff will maintain the practice of letting brush lie along roadsides.
4. Stumps are prohibited.

**SCHEDULE "F" TO BY-LAW 2011-21**

**SOLID WASTE TIPPING FEES**

**No Charge Shall be Collected For**

1. Residential Recyclable Containers and Fibres.
2. Residential brush and leaves.
3. Residential Household Hazardous Waste at designated sites and times only.
4. Metal (all metal that can be recycled excluding large appliances).
5. Passenger car or truck tires not exceeding 20 inches and limited to four per household per year.

**Tipping Fees**

Bags- standard size as per "Schedule A" Oversized bags count as 2 bags	\$1 per bag
Upholstered Furniture or Mattresses	\$5 each chair or small sofa \$10 each large sofa or sofa bed
Large Appliances – fridge, stove, freezer etc.	\$10 each
Boats – no matter the material	\$3 per linear foot
<b>Containers per cubic yard</b>	
Loose Household Waste	\$10 per cubic yard
Demolition/construction Waste - wood	\$20 per cubic yard
Asphalt Shingles	\$30 per cubic yard
Compacted material	\$30 per cubic yard
Railway Ties	\$5/tie
All Other Material	\$40 per cubic yard
Contaminated Fill (See Schedule "J")	\$40.00/tonne or \$20/cubic yard
Contaminated Fill (See Schedule "J") Not Suitable for Daily Cover	\$85.00/tonne or \$40/cubic yard
Highway Accident Refuse – non- hazardous	\$100/cubic yard
Highway Accident Refuse – hazardous material	Not accepted, will need to locate an authorized venue for disposal.
Building Fire/Building demolition	\$300 per load

**SCHEDULE "G" TO BY-LAW 2011-21**

**LANDFILL HOURS OF OPERATION**

**BISSETT CREEK SITE** - Located on Bissett Creek Road.

Tuesday 12:30 pm - 3:30 pm (3 hours)

Saturday 12:45pm - 3:45pm (3 hours)

**STONECLIFFE SITE** - Located on Kenny Road.

Thursday 12:45pm - 4:15 pm (3.5 hours)

Saturday 8:30 am to 12:00 noon (3.5 hours)

**Reduced Hours - January, February and March Only**

**BISSETT CREEK SITE**

Tuesday - 12:30 - 2:00 pm

Saturday 12:45pm - 1:45pm

**STONECLIFFE SITE**

Thursday - 12:45 - 2:30 pm

Saturday 8:30 am to 12:00 noon

**DISPOSAL SITE CLOSURES**

\*\*Reminder that the disposal sites will be closed on all Statutory Holidays plus Easter Sunday, Civic Holiday Monday and Christmas Eve:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday Monday
- Labour Day
- Thanksgiving Monday
- Christmas Eve
- Christmas Day
- Boxing Day

## **SCHEDULE "H" TO BY-LAW 2011-21**

### **COLLECTION REQUIREMENTS**

The following guidelines must be observed in order for waste and recycling collection services to be guaranteed:

- (a) Waste and recyclables shall be set out no later than 8:00 am on the morning of collection to provide for emergencies or modifications to routine of operator;
- (b) Waste and recyclables shall be the responsibility of the homeowner until it is collected by the Municipality. If animals tear into and strew waste about the roadside, it is the homeowner's responsibility to clean it up;
- (c) "one bag" shall mean one standard size garbage bag of dimensions of approximately 24 inches X 36 inches or container of approximately 15 gallons.
- (d) One (1) bag shall be collected from each residence with four (4) being collected from each trailer park or other commercial operation;
- (e) over-sized bags shall count as two bags of garbage;
- (f) bags or containers shall not weigh more than 40 pounds when filled;
- (g) waste and recyclable items shall be visible to the collection staff from the road;
- (h) waste and recyclable items shall not be placed more than seven feet from the property owner's side of the edge of the road or seven feet from the edge of the driveway or property access.
- (i) waste and recyclable items shall not be placed atop or behind a snow bank;
- (j) waste and recyclable items shall be out of the path of the snow plow;
- (k) waste shall not contain household hazardous waste;
- (l) household hazardous waste shall not be collected but instead self-hauled to the Kenny Road landfill site for short term storage as per the amended Municipal Certificate of Approval or held on the owner's property until the next Municipal Hazardous and Special Waste collection event;
- (m) construction and demolition waste, including wood, drywall, carpet, tiles etc, shall not be collected roadside; construction and demolition waste must be self-hauled to landfill.



**SCHEDULE "I" TO BY-LAW 2011-21**

**EXEMPTIONS FROM WASTE DISPOSAL SITE TIPPING FEES**

1. Notwithstanding the fees set out in Schedule "F", no tipping fees shall be payable with respect to:
  - (a) recyclable materials source-separated to the satisfaction of the Landfill Attendant and deposited in the appropriate container or area specified for such use by the Attendant;
  - (b) leaf and yard material source-separated to the satisfaction of the Landfill Attendant and deposited in the appropriate area specified for such use by the Attendant;
  - (c) clean wood waste source-separated to the satisfaction of the Landfill Attendant and deposited in the appropriate area specified for such use by the Attendant;
  - (d) granular materials determined by the Landfill Attendant in his or her sole discretion to be suitable as cover material at the waste disposal site, and source-separated to the satisfaction of the Attendant and deposited in the appropriate container or area specified for such use by the Landfill Attendant;
  - (e) garbage collected from single unit residential buildings, multi-unit residential buildings and small commercial establishments delivered by waste collection vehicles of the Municipality.

## **SCHEDULE "J" TO BY-LAW 2011-21**

### **PROCEDURE FOR RECEIPT OF CONTAMINATED SOIL**

The United Townships of Head, Clara & Maria can accept contaminated soil at our landfill sites provided it is classified as "non-hazardous" as per O. Reg 558.

#### **Procedure**

1. The waste generator must provide the analysis of the soil to ensure it is within acceptable limits.
2. The waste generator is to provide an estimate of the quantity of material to be received.
3. The analysis and estimate are forwarded to the municipal consultant to review the sampling procedures and confirm the findings are satisfactory.
4. The Municipality may request that additional chemical analysis be performed on areas of soil with the highest concentration of contaminants. In relation to large projects, the Municipality may require, at its sole and absolute discretion, additional sampling.
5. Confirm with our Landfill Attendant the location, within the approved landfilling area, that the contaminated soil may be deposited.
6. Ensure that any erosion of the pile will not be carried off site by surface water runoff.
7. Use as regular cover material.
8. A site visit at the source of such soil by Municipal staff or consultants may be conducted at their sole and absolute discretion.
9. Once chemical properties of the material are reviewed and determined to be below Schedule 4, O. Reg 558, the physical characteristics of the material will be reviewed by the Consultant. The soils will be accepted as landfill daily cover provided the material is:
  - Dry
  - Free of garbage/debris
  - Contains little stone
  - Sand based (soils with high clay content will not be accepted as cover)



**SCHEDULE "K" TO BY-LAW 2011-21**

**USER PAY PROGRAM**

The Council of the United Townships of Head, Clara & Maria deems it prudent to establish a partial user pay program in respect to waste products within the municipality to encourage waste diversion and offset the costs of maintaining a waste diversion program and landfill sites.

**Procedure**

1. As per the Implementation Schedule listed in this by-law, users of the landfills within the United Townships of Head, Clara & Maria will be required to pay for any materials deposited at the landfill sites over and above those limits as set out in this by-law.
2. Any residence disposing of more than one (1) standard bag of household waste per week will be required to self-haul the material to the landfill during approved hours and pay tipping fees at the rates set out in Schedule "F" to this by-law.
3. All material shall require the payment of a tipping fee as per schedule "F".
4. Bags self-hauled to the disposal site will be invoiced through a tipping fee invoice.
5. Other materials will require an estimate of the volume of material and a pre-purchased tipping slip acquired from the municipal office and presented to the Landfill Attendant prior to tipping.
6. Without this pre-paid tipping slip, materials will not be accepted by the Landfill Attendant.

**SCHEDULE " L " TO BY-LAW 2011-21**

**WASTE COLLECTION ROUTES**

Disposal Site and Recycling Collection will take place from the driveways of residents and commercial operations along Highway 17 and along Municipal Roads up to the snowplow turnarounds.

Residents from private roads are required to bring their garbage and/or recyclables to the ends of their roads where they connect to the Municipal roads; again at the snow plow turnarounds or the ends of private lanes/trails.

In summer, cottagers and seasonal residents will deposit their waste at the ends of these roads as well; increasing normal volume. Our driver is required to collect this material.

The municipal roads subject to collection include:

**TransCanada Highway 17**

- ↗ From # 38065 in Mackey to and including #47606 in Deux Rivieres

**Mackey**

- ↗ Harvey Creek Road
- ↗ Jobidon Road
- ↗ Boudreau Road
- ↗ Francoeur Road to Clouthiers
- ↗ Ashport Road
- ↗ Donnelly Road
- ↗ Mackey Creek Road
- ↗ Desjardins Road
- ↗ Jennings Road (to Boy Scout Camp)

**Stonecliffe**

- ↗ Pine Valley Road
- ↗ Township Hall Road
- ↗ Loggers Road
- ↗ Boat Launch Road
- ↗ Yates Road

**Bissett Creek**

- ↗ Mclsaac Drive
- ↗ Trapper's Road

**Deux Rivieres**

- ↗ Dunlop Crescent
- ↗ Cotnam Road

As well as garbage, our driver shall collect recycling material from Bissett Creek and Deux Rivieres. This material shall be in transparent bags, left along with the garbage. The garbage and recycling is to be dropped at Bissett Creek Landfill Site.

The cargo container at Stonecliffe may be used to store recyclable material from Bissett and Deux Rivieres. This cargo container shall also be used as a re-use storage area for any material that is delivered to the landfill in good shape. The material is to be placed into the container for any person to remove for re-use. If any item stays for a length of time, as determined by the Attendant, it may then be land filled or recycled.

Similarly the cargo container at Bissett is to be used for re-use and recyclables for short term storage.

## **SCHEDULE " M" TO BY-LAW 2011-21**

### **Enforcement**

#### **Stage I Enforcement – (implementation of limits and tipping fees)**

Any resident that has a non-compliant bag at the curb side (anything more than one bag or obviously containing prohibited materials) will be given a friendly reminder by staff about the new requirements. The bags will still be accepted but residents will be informed about how they were not in compliance, so they can change for when enforcement starts.

An "OOPS" sticker and a notice as to why the bag was not compliant will be left on the household door or on the container.

If the location is at a public access site, the Attendant will attempt to ascertain to whom the material belongs. The notice will be left at the site and a notice letter will be mailed to the property owner(s).

#### **Stage II Enforcement**

Any resident that has a non-compliant bag or more than one (1) bag curb side will be given a friendly reminder that there are recyclables or other non-conforming material in their bag or that they have exceeded the bag limit. The bags will be collected but the date of the expiration of the "warning period" will be listed on the warning.

An "OOPS" sticker and a notice as to why the material was not compliant will be left on the household door or on the container.

Again, if the location is at a public access site, the Attendant will attempt to ascertain to whom the material belongs. The notice will be left at the site and a notice letter will be mailed to the property owner(s).

#### **Stage III Enforcement**

The program requirements will be fully enforced. Any non-compliant garbage bags (ex. a bag that obviously contains recyclables or other prohibited material) will be left at curbside and/or not received at the landfill.

As a rule of thumb to help the driver monitor for contamination, any bag/container with more than 3 obvious prohibited items will be left curb side with a sticker/notice indicating the infraction.

### **Variations**

Variations to the program may be permitted for requesting facilities or households depending on circumstances. Variations will be dealt with on a case by case basis upon submission of a request for consideration to the Clerk-Treasurer.

If a request is made, the following protocol will be followed:

- ◆ A convincing reason as to why a variance is needed would be heard.

If it is deemed that a variance may be required:

- ◆ Consultation would occur to ensure that the resident is fully participating in the recycling program.
- ◆ Consideration for a variance would be undertaken by the Clerk-Treasurer and Attendant.
- ◆ Final decision will be at the municipality's discretion.
- ◆ If a variance is permitted, the driver will be notified of the civic address and details of the variance (how many bags will be allowed).
- ◆ Variations will be reviewed periodically and modified at the municipality's discretion.

**SCHEDULE "N" TO BY-LAW 2011-21**

**PART 1 PROVINCIAL OFFENCES ACT CONTRAVENTIONS**

<b><u>ITEM</u></b>	<b><u>SHORT FORM WORDING</u></b>	<b><u>BY-LAW PROVISION CREATING THE OFFENCE</u></b>	<b><u>SET FINE (INCLUDES COSTS)</u></b>
1	Fail to pay proper tipping fee.	Schedule F	\$100
2	Fail to provide name and address at site.	5.10	\$100
3	Fail to declare origin of waste at site or provide false evidence of origin.	5.10	\$200
4	Deposit waste at site outside hours of operation.	5.05	\$200
5	Fail to transport waste in a safe manner, to avoid littering.	5.14	\$200
6	Fail to properly sort waste and dispose in designated area.	5.07	\$100
7	Improperly disposing of waste at the landfill site outside the gates	5.09	\$100
8	Dispose of Hazardous or other Prohibited Materials	5.06 and Schedule D	\$500
9	Salvaging at site without municipal permission.	5.13	\$200
10	Scavenging, removing or scattering waste on site.	5.13	\$100
11	Disposing of waste on municipal or private property other than the landfill site.	5.04.2 and 5.20.2	\$200
12.	Depositing waste generated on private property into public waste receptacles.	5.04.4	\$100
13.	Deposit any burning material or set or cause to be set any fire at any waste disposal site.	5.08	\$200

**Head, Clara and Maria Public Library  
Board Meeting Minutes  
June 25<sup>th</sup>, 2024**

*As we gather this morning, I would like to acknowledge on behalf of The Head Clara & Maria Public Library Board 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.*

**1. Roll Call**

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Catherine Sutherland	X			Member	Gay Baribeau	X		
Member	Marlene Gibson	X			Member	Fran Kelly-Chamberlain	X		
Member	Nancy Voros			X	CEO	Lexi Rivett	X		
Guest: Volunteer Event Coordinator	Rachel Richer	X							

**2. Approval of agenda: *Resolution #1;***

Moved by: Fran Kelly-Chamberlain

Seconded by: Gay Baribeau

Be it resolved that the Agenda for June 25th, 2024 be accepted as amended CARRIED

**3. Approval of Minutes of Previous Meeting: *Resolution # 2;***

Moved by: Marlene Gibson

Seconded by: Fran Kelly-Chamberlain

Be it resolved that the Minutes of June 4<sup>th</sup> 2024 be accepted as Amended. CARRIED

#### **4. Report of the Projects:**

##### **June Jazaar:**

- The kitchen sold out of all breakfast sandwiches
  - The sandwiches were easy to make
  - Next year we should make 60 – 70 of them as 50 was not enough
  - We could also consider doing hot dogs next year roughly 40 of them
  - The extra baking sold really well
  - Next year we should sell baked goods
- The flea market did well with around \$900 in sales
  - The items in the flea market were good quality
  - Add Signage indicating that the flea market is a library fundraiser
  - More help Moving items for the flea market next year or something to move them would make the job less difficult on the volunteers
- Selling the books by donation went very smoothly
  - No float was used so in the future a float will not be required for the book sale
- Volunteers should have name tags in the future
- Baskets went very well
  - 7 baskets were made by Cathy and one vendor basket made by Lexi
  - 6 baskets would have the same results
  - It needs to be emphasized “Make a donation to the library” and receive a ballot for the baskets.
- The Layout inside worked well
  - There was more room to walk
  - Vendors all seemed happy
  - More vendors would be good
- Next year having 2 people to count the money at the end will be helpful
- Update the vendor form to indicate no refunds
- Posters can be posted advertising in Deep River on their various bulletin boards
  - We could also send posters out to the local libraries to post
- Rachel has documented a lot of information so that she will be able to organize markets for the library in the future
- Lexi will be sending the vendor list to Rachel so vendors can be contacted for the Christmas market
- Overall the June Jazaar was very successful
  - 141 people attended
    - Do not conflict June Jazaar date with Deep River’s Farmer Market

### **Christmas Market:.**

- Date is November 2, 2024
- The 1<sup>st</sup> and 2<sup>nd</sup> have been booked with the office
- There can be around 20 vendors in the hall
- The market should run from 10-2

### **5. Adjournment:** *Resolution #3;*

Moved by: Fran Kelly-Chamberlain

Seconded by: Gay Baribeau

Be it resolved that this meeting adjourn at 3:54 p.m to meet again September 3rd 2024 at 10:00 a.m.

## June Jazaar 2024 Report- Lexi

Vendors: 14 Total

1 Vendor did not show up due to illness

3 Vendors paid for 2 spaces (one only wanted one in the end and has requested a refund for one table)

16 tables/ spaces paid for

\$275 Cash

\$150 E-transfer

\$425 total from vendor fees

### List of all vendors:

Lexi Rivett

Kara Rivett

Maddison Burelle

Felix Beauchamp

Katelyn Rabishaw

Mary Jane La Rose

Dianne Bosse

Amanda Juby

Nancy Voros

Katherine Burelle

Lorraine Desjardins

Hope Ezerins

Patricia Juby

Holly Rabishaw

Jody Dumoulin

Overall Vendors seemed happy

- My suggestion for next year would be to put flyers out to Deep River mail boxes as well
- Having outdoor vendors close together near the building worked well
- Next year we should pick a date that doesn't conflict with the farmer's market





## **Medical Officer of Health Report to the Board**

Tuesday, September 24<sup>th</sup>, 2024

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### **Health Promotion**

#### **Renfrew County and District Drug Strategy**

During the summer, RCDHU co-chaired further Steering Committee Meetings for the development and implementation of the Renfrew County and District Drug Strategy (RCDDS). At the June meeting the Steering Committee was provided with an update on the Harm Reduction Program at RCDHU. The following four preliminary recommendations were proposed:

1. Identifying and promoting a spotting service phone application for those that use drugs alone.
2. Continuing to expand access to the Ontario Naloxone Program by onboarding additional partners.
3. Implementing drug checking services.
4. Launching a centralized drug toxicity alert system using text messages.

Subsequently, the Harm Reduction Working Group held their first meeting to review the evidence supporting the preliminary recommendations and begin planning for implementation.

At the August meeting the Treatment Working Group provided their report, and the following preliminary recommendations were proposed:

1. Increase and expand existing high demand outpatient services currently exceeding service capacity.
2. Explore the possibility of establishing medical detox beds in Renfrew County.
3. Explore the possibility of establishing stabilization beds in Renfrew County.
4. Provide and support flexible transportation options to / from available residential treatment.
5. Review, optimize, and integrate mobile outreach services.
6. Continue to increase short and long-term supportive housing including availability and breadth of associated integrated services and specific services for people who use opioids.

7. Develop a communications strategy to ensure clients and providers are aware of the most up to date services, including recent improvements to remove barriers to existing services and care.
8. Train and support staff and services in addiction treatment, trauma informed, and culturally safe practices.
9. In-keeping with chronic care model, explore opportunities to improve flexible & responsive access throughout the continuum to meet individual needs and re-entry/engagement following recurrence/relapse.
10. Explore the possibility of expanding and embedding peer support throughout the continuum of services.

The Community Safety Working Group recently held their first meeting and will provide their update at the September Meeting. To ensure clear and consistent communication, a drug strategy communications team was also formed with representatives from RCDHU, Pembroke Regional Hospital, County of Renfrew, Deep River and District Health, City of Pembroke, and the Ottawa Valley Ontario Health Team.

In alignment with several of the preliminary recommendations of the RCDDS, RCDHU is also supporting the implementation planning of the Substance Use and Addiction Program funding for mobile substance use services.

Most recently, many of the partners from the RCDDS have committed to a coordinated and collaborative submission of an intent to apply for funding for the establishment of one of the Homelessness and Addictions Recovery Treatment (HART) Hubs. The cooperation and shared vision of the steering committee positions Renfrew County and District well for this emerging opportunity.

### **Drug Test Strips Program**

In the final two weeks of August, RCDHU's harm reduction team began offering fentanyl, xylazine, and benzodiazepine test strip kits to clients. These kits, provided by the Ontario Harm Reduction Distribution Program, are intended to help reduce the risk of overdoses by allowing individuals to test drugs for the presence of these dangerous substances.

It is important to note that the test strips have limitations, including the potential for false negative results. Harm reduction staff provide education to clients prior to test strip distribution and will go through a questionnaire once these clients return to help evaluate the program.

## **Syphilis Point-of-care Rapid Testing and Immediate Treatment Evaluation (SPRITE) Program**

Syphilis rates, including congenital syphilis, are rising in Ontario. Point-of-care testing can substantially reduce barriers to timely testing, diagnosis, and treatment for vulnerable populations who are disproportionately affected by syphilis and other sexually transmitted and blood borne infections.

RCDHU is participating in a Locally Driven Collaborative Project led by Kingston, Frontenac and Lennox & Addington (KFL&A) Public Health to provide point-of-care testing to underserved populations. Launched on August 20<sup>th</sup>, 2024, RCDHU Sexual Health and Harm Reduction nurses have implemented this program by attending community outreach events to offer testing for syphilis, human immunodeficiency virus (HIV), and hepatitis C virus, along with rapid treatment for syphilis. Testing is also provided in-office at the Pembroke location. Follow-up treatment and counselling is provided with the support of community partners.

RCDHU's current goal is to test 50 individuals prior to the end of 2024. As of September 13<sup>th</sup>, 20 individuals had been tested for syphilis, HIV, and hepatitis C through this program. This outreach has also provided a valuable opportunity to connect with the community and offer a range of other RCDHU services to individuals.

### **Oral Health**

As per the *Oral Health Protocol*, during the 2023-2024 school year, students in moderate and high-risk schools in kindergarten and grades 2, 4 and 7 were screened by a registered dental hygienist. School risk level is determined by the rate of dental decay in the previous school year. In the 2023-2024 school year, all high and medium-risk level schools, as well as certain remote/rural schools, received an oral health screening by a registered dental hygienist.

New this year, the RCDHU oral health program hosted summer oral health screening clinics to reach eligible students in the community. This initiative aimed to provide children throughout Renfrew County and District with the opportunity to have their teeth screened and to receive support in accessing oral health care. Families booked an appointment or dropped in at a screening clinic.

The oral health team screened a total of 2038 students over 2023-2024, with 212 of these students receiving further support to access dental care and financial support.

## Health Protection

### Healthy Environments

#### *Vector-borne Diseases:*

In the month of September, public health inspectors are carrying out the second phase of tick surveillance for 2024. Ticks were found at four locations in May (areas in or around Petawawa, Pembroke, Eganville, and Renfrew); these locations will be monitored again. If ticks are found a second time at any of the four locations, those locations will be classified as a risk area for 2025. Current risk areas are Arnprior, Calabogie, and Cobden.

Every summer, RCDHU sets up mosquito traps at 14 different areas across Renfrew County and District (RCD) to monitor for West Nile virus and Eastern Equine Encephalitis virus over a ten-week period. This summer, 112 mosquito pools were tested and one pool tested positive for West Nile virus (in Arnprior).

#### *Recreational Water:*

RCDHU regularly tested 30 beaches throughout RCD over 11 weeks this summer to monitor water quality. Among other indicators, inspectors sample the beach water for *E. coli* levels. Only one beach had to be posted for high levels of *E. coli* bacteria this year (Cobden beach).

Blue-green algae sightings have been on the rise over the past few years. However, there were fewer sightings of algae blooms this summer, with no algae blooms testing positive for harmful algal toxins. The Ministry of Environment Conservation and Parks (MECP) conducted three field visits to sample for blue-green algae in 2024.

#### *Health Hazards:*

Each summer, RCDHU inspection staff complete routine recreational youth camp inspections in various regions, as far out as Algonquin Provincial Park. Camp operators are required by law to notify RCDHU of their intention to open. Inspectors focus on camp food preparation, recreational water safety, sanitary housing and waste disposal, and drinking water supply. There were 30 recreational camps inspected in 2024. All were permitted to operate.

## **Infectious Diseases**

### *Respiratory Illness Activity:*

COVID-19 activity in RCD has been increasing over mid to late summer and is at a higher level than it was over the same period last year. The province is also seeing increased activity for COVID-19, but levels remain lower than RCD. Preliminary data for the week of Sept 1<sup>st</sup> showed that COVID-19 test percent positivity was starting to decrease but remained high. Respiratory-related outbreak activity has been elevated for the last 6 weeks, with an average of 3 new respiratory outbreaks declared each week. There were 5 active respiratory outbreaks in RCD on Sept. 10<sup>th</sup>. The average daily hospital bed occupancy due to respiratory illness has also been elevated for the last 5 weeks (week 31-35). Respiratory-related emergency department visits remain relatively low.

### *Pertussis:*

The province of Ontario is currently seeing an increase in Pertussis (whooping cough) cases. Starting at the end of July and into August, RCDHU has had 4 confirmed pertussis cases, multiple other probable cases, and one outbreak. Last year, there were no cases of pertussis reported to RCDHU.

Pertussis is an infectious disease affecting the lungs and throat that is easily transmitted from person to person, mainly through respiratory droplets from the nose, mouth, and throat of an infected person. Pregnant women in their third trimester and children under one year of age are at higher risk of complications of whooping cough.

Initial symptoms of whooping cough are similar to the common cold, including:

- Mild fever
- Runny nose
- Watery and red eyes
- Cough

The cough becomes stronger and more frequent after 7 to 14 days. Severe coughing fits can result in gasping for breath (and a distinctive “whooping” sound), as well as vomiting. Pertussis-related coughing can last up to 10 weeks.

The best way to protect against whooping cough is immunization. To maintain protection against whooping cough, repeated vaccination throughout the lifespan is needed:

- Infants require a dose at 2, 4, 6 and 18 months (4 doses);
- Children between 4 and 6 years old – 1 additional dose;
- Individuals between 14 and 16 years old – 1 additional dose;

- Adults require 1 booster dose once in adulthood and once in every pregnancy.

Residents can inquire about their immunization record or book an immunization appointment through their primary care provider or by calling RCDHU.

## **Immunization Program**

### *Grade 7 School Based Immunization Program:*

RCDHU staff have initiated the first round of school-based immunization clinics to facilitate the Grade 7 immunization program. It is estimated that approximately 1200 Grade 7 students across RCD will be eligible to receive the Hepatitis B, Meningococcal, and Human Papillomavirus vaccines through school-based clinics in the 2024-2025 school year. Up to 42 school-based clinics have been planned for the fall months, with plans for round two clinics in the spring of 2025.

### *RSV Vaccine:*

In the fall of 2023, Ontario announced its first publicly funded high risk older adult Respiratory Syncytial Virus (RSV) program. This fall, Ontario will continue this program with expanded eligibility to include all residents 60 years of age and older who are also:

- residents of long-term care homes, Elder Care Lodges, or retirement homes
- patients in hospital receiving alternate level of care (ALC) including similar settings (for example, complex continuing care, hospital transitional programs)
- patients receiving hemodialysis or peritoneal dialysis
- recipients of solid organ or hematopoietic stem cell transplants
- those experiencing homelessness
- those who identify as First Nations, Inuit, or Métis

RCDHU's immunization team will be offering both mobile and community-based immunization clinics to ensure access to RSV vaccine for older adults, along with dispensing RSV vaccine to all health care agencies with eligible populations.

Additionally, Ontario has announced a new infant and high-risk child RSV prevention program. This program will include all infants born during and outside the RSV season, and children under 2 years of age with high-risk medical conditions. Furthermore, RSV vaccine will also be available for pregnant individuals to protect newborns from RSV. Together with health care partners, RCDHU will ensure access to immunization services for this high-risk population.



*Influenza and COVID-19 Vaccine:*

It is anticipated that both Influenza and COVID-19 vaccines will become available to health units at the end of September. To support vaccination efforts, RCDHU is planning to offer mobile clinics to retirement homes and congregate care settings, along with mass immunization clinics in October for high risk individuals. Starting in November, the general population will be eligible for vaccination, and RCDHU will continue to offer mass immunization clinics for both the influenza and COVID-19 vaccines. Furthermore, the pharmacy channel will continue to serve as an access point to receive both vaccines.

Submitted by: Dr. Jason Morgenstern  
Medical Officer of Health  
Renfrew County and District Health Unit

September 23, 2024

To the Head Clara and Maria Public Library Board

Please except my letter of resignation from the Head Clara and Maria Library Board effective Monday September 23 2024. I have enjoyed being a part of the Library Board and am willing to help the Board when possible.

I have enjoyed my many years on the Board working with many different people. However it is time for me to move on to other projects.

Sincerely Marlene Gibson

*Marlene Gibson*

Alexandra Rivett

52-203 Ridge Road

Deep River, ON

[Lexi.rivett@hotmail.com](mailto:Lexi.rivett@hotmail.com)

613-806-3239

August 9th, 2024

Dear Cathy,

I am writing to formally resign from my position as Library CEO at the Head, Clara and Maria Public Library, effective August 23rd.

I have greatly enjoyed working for the Library and am grateful for the professional and personal development that I have received during my time here.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks and assist in the handover process. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to work for the Library. I hope to stay in touch and wish you all continued success in the future.

Sincerely,

Alexandra Rivett



October 9, 2024

Debbi Grilla, Mayor

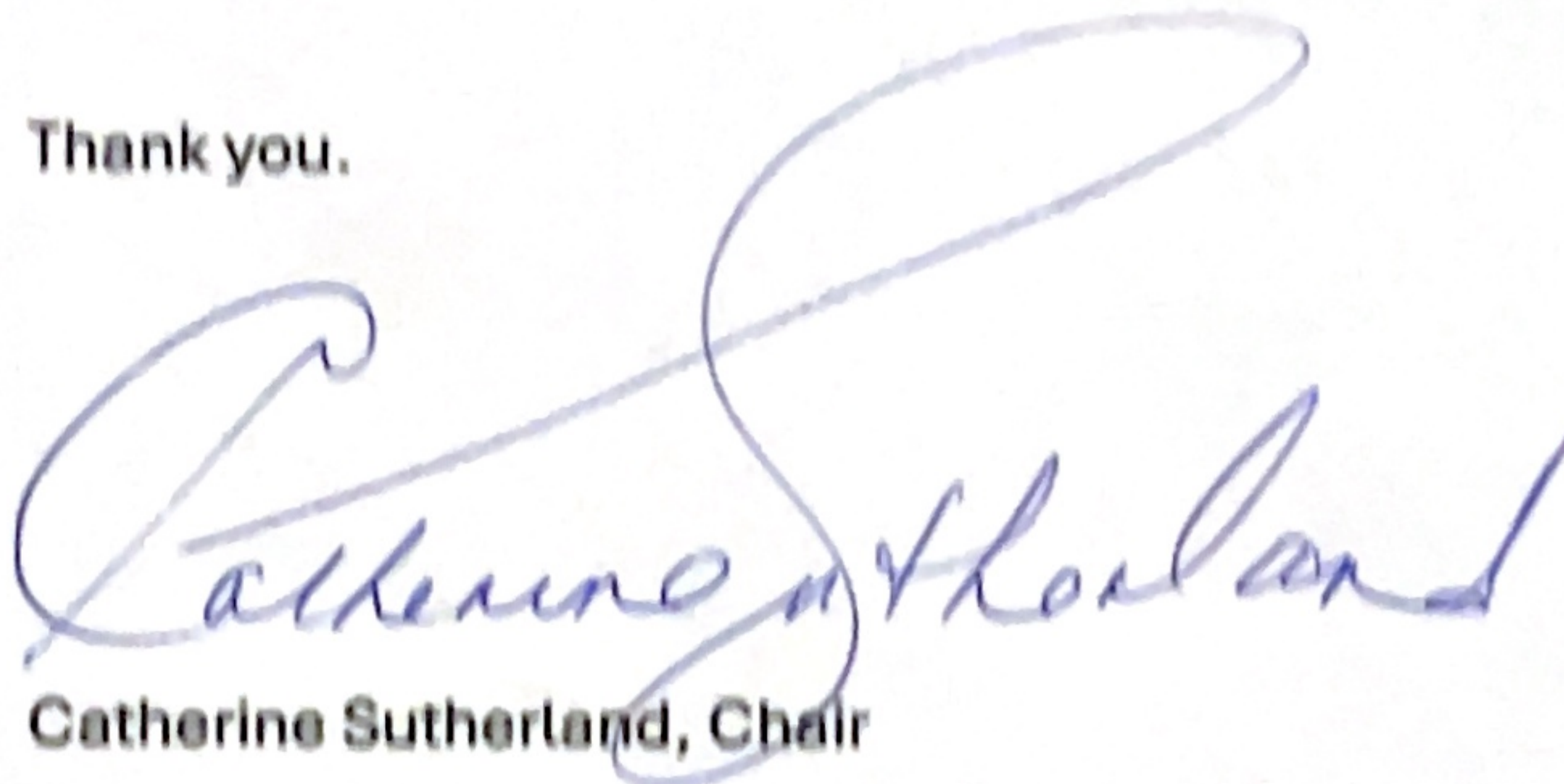
Head, Clara and Maria Townships

Good morning, Mayor Grilla:

The Head, Clara and Maria Library Board would like to appoint Trudy Miller and Charlene Airhardt to the vacancy on our Library Board.

Can you please present this request to council.

Thank you.

A handwritten signature in blue ink that reads "Catherine Sutherland". The signature is written in a cursive style with a large, looping initial "C".

Catherine Sutherland, Chair

Head, Clara and Maria Library Board



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



2023-2027

# STRATEGIC PLAN



# THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

## MISSION

AT YOUR SERVICE; WORKING EFFECTIVELY TO BRING TOGETHER PEOPLE, PARTNERSHIPS AND POTENTIAL FOR A STRONG, CONNECTED COMMUNITY.

## VISION

PROVIDING A HEALTHY, CONNECTED, AND SUSTAINABLE COMMUNITY TEEMING WITH POSSIBILITIES FOR OUR CITIZENS NOW AND INTO THE FUTURE.

## CORE VALUES

The United Townships of Head, Clara and Maria strives to be an organization known for providing excellent municipal governance and public relations. To provide excellent service delivery, we promote a high standard of integrity, professionalism and ethical behaviour. The following Core Values guide how Council and Staff serve the community.

### TRANSPARENCY

As an organization, we demonstrate open communication and transparency both internally and externally.

### ACCOUNTABILITY

We are accountable for our decisions and our actions, we continuously build trust with our community.

### CUSTOMER SERVICE

We strive to provide a positive experience for everyone we interact with. We consistently meet or exceed our customer expectations. We welcome and encourage the opinions and expertise of our residents, businesses and community partners.

### INTEGRITY


Integrity is vital to good governance. By upholding the highest ethical standards, Staff and Council conserve and enhance public confidence in the honesty, fairness and impartiality of the Municipality.

### SUSTAINABILITY

Commitment to efficient and effective municipal services that will be sustainable for future generations.

### RESPECT AND EQUALITY

We treat others with respect and show consideration for each other. We are an accessible community inclusive of all people and honour and celebrate our diversity.







# FISCAL RESPONSIBILITY

*We will work to ensure value and affordability for taxpayers, adequately fund municipal services and infrastructure and build upon our existing financial health.*



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## PRUDENT SPENDING

- Support the services our community needs while keeping tax increases low.
- Annual review of departmental spending to ensure it aligns with Council's priorities and determine if there is opportunities for cost-savings.

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## SHARED SERVICES

- Continue to look for opportunities for shared services to reduce redundancy and increase municipal capacity.
- Build strong relationships to secure successful shared services, where feasible.

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## GRANT FUNDING

- Continue to seek upper level government support for funding infrastructure improvements and social/recreational programming.

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## POLICY DEVELOPMENT

- Develop and implement a Reserve Fund Strategy.
  - Develop a Long-Term Capital Plan.
  - Continue to use Asset Management Plan as a planning tool in operating and long term budget creation.
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# ECONOMIC GROWTH AND PROSPERITY

*We will leverage the Municipality's assets to encourage economy growth and prosperity while ensuring our residents and businesses have what they need to succeed and contribute to a resilient economy.*



## BUSINESS GROWTH

- Encourage zoning that supports business development while undertaking a comprehensive zoning by-law review.
- Encourage expansion of high-speed internet to support home based business and continuing education.
- Supporting business through fair user fee programs.

## RESIDENTIAL DEVELOPMENT

- Complete Comprehensive Zoning By-law considering the needs of a growing and evolving community and to support attainable building.
- Encourage new residential construction; supporting applications for severance, access to private and unopened road allowances and requirements of outside agencies.



## MARKETING

- Create a brand/ marketing strategy that brings increased awareness to the municipality, its facilities and the businesses within.
- Utilize the municipal website and social media to showcase municipal assets and businesses.





# QUALITY AND SUSTAINABLE INFRASTRUCTURE

*We will create goals and allocate resources to meet the infrastructure needs of the community including maintaining existing assets and planning for future infrastructure investments that may be required as the community grows and changes.*



## EXISTING INFRASTRUCTURE

- Embrace best practices in asset management to continuously maintain and improve municipal infrastructure assets contributing to long-term sustainability.
- Continue to review current levels of service, considering financial sustainability and the needs of the community, to ensure the level of service is adequate.



## LONG-TERM PLANNING

- Ensure that new construction of infrastructure that meets regulatory requirements and positions the municipality to provide accessible and sustainable services while accommodating growth.
- Invest in energy initiatives that support the sustainability of the organization and the community.



## ASSET MANAGEMENT PLAN

- Update the Asset Management Plan on a continuous basis to build awareness of current conditions and replacement costs.
- Continue to reference the Asset Management Plan to plan for short and long-term funding of the infrastructure needs of the community.
- Maintain compliance with provincial requirements for Asset Management Planning.





# SAFE, HEALTHY AND CONNECTED COMMUNITY

*We will provide services, programs and facilities, through direct service delivery and collaboration with others, that allow people and businesses to thrive.*

## SAFE

- Continue to work with partners to implement a Community Safety and Well-Being Plan.
- Engage the community to ensure a high level of safety through education, prevention, monitoring and reporting services.
- Continue to work towards securing an auto-extrication solution.
- Continue to practice compliance, and safe practices, of Emergency Management in order to increase community preparedness.

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## HEALTHY

- Continue to support community events in conjunction with the Recreation Advisory Committee.
- Endeavour to bring more health, social and recreational services into the community.
- Continue to support physician recruitment and other healthcare expansion services.

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## CONNECTED

- Increase effectiveness of the municipal website for communication purposes.
- Continue to explore new ways to increase distribution of municipal publications.
- Continue to support community events and volunteerism.
- Endeavour to bring more services and into the municipality.
- Lobby for better transportation services.







# EFFECTIVE GOVERNANCE AND SERVICE DELIVERY

*We will provide friendly, responsive, and citizen-focused services, encouraging meaningful community engagement, demonstrating transparent decision-making, and providing a safe, inclusive and exceptional working environment for Staff and Council.*



## LEADERSHIP

- Provide efficient municipal governance and service delivery through accountable and transparent practices.
- Foster a healthy workplace that includes strong Council-Staff relationships.
- Continue to ensure service standard policies align with emerging community needs

## MODERNIZATION

- Continue to modernize municipal processes and services.
- Continue to complete a digital records management strategy
- Complete a review and update of the municipal website to increase user efficiency.
- Establish a modern marketing for the municipality
- Improve municipal signage



## COMMITMENT TO CONTINUOUS IMPROVEMENT

- Implement a continuous review program for existing processes and policies that incorporates public feedback.
- Enhance education and skills development of Staff and Council to support strengthened municipal service delivery
- Continue implementing recommendations to enhance provision of services presented in the Service Delivery Review.



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

## BY-LAW NUMBER 2024-16

**BEING** a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its regular meeting held on Thursday, October 17, 2024.

**WHEREAS** Subsection 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** Subsection 5(3) of the said *Municipal Act* provides that all municipal power including the municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the United Townships of Head, Clara & Maria at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council of the United Townships of Head, Clara & Maria in respect of each recommendation or resolution contained in the minutes of the regular council meeting of Thursday, October 17, 2024, and any reports of committees and of local boards and each motion and resolution passed and other action taken by the Council of the United Townships of Head, Clara & Maria at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. **THAT** the Mayor and the appropriate officials of the United Townships of Head, Clara & Maria are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the United Townships of Head, Clara & Maria referred to in the proceeding section.
3. **THAT** the Mayor, or in the absence of the Mayor, the alternate head of council and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, or in the absence of the Municipal Clerk and the Deputy Clerk, the Acting Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the United Townships of Head, Clara & Maria.

**READ** and passed this 17<sup>th</sup> day of October 2024.

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MAYOR

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CLERK