



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA  
Wednesday, December 11, 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.: 2024-115

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

BE IT RESOLVED THAT the agenda of the Regular Meeting of Wednesday December 10, 2024, be adopted as circulated.

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

**6. Mayor's Address**

Resolution No.: 2024-116

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 November 21, 2024**

Resolution No.: 2024-117

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

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday November 21, 2024, be adopted as circulated.

**8. Delegations/Presentations - None**

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

**a. Office Closure Policy - Update**

## 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).

November 21, 2024, Consent Agenda (Matter Deferred)

Resolution No.: 2024-106

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

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

December 11, 2024, Consent Agenda

Resolution No.: 2024-118

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

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

### b. Bylaws

- i. Bylaw 2024-018 Being a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan and appoint a Chair of the Community Emergency Management Committee.

Resolution No.: 2024-119

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

BE IT RESOLVED THAT Bylaw 2024-018 being a bylaw to adopt an Emergency Management Program, Program Committee and Emergency Response Plan and appoint a Chair of the Community Emergency Management Committee be hereby read and adopted.

### c. Public Hearings: Planning/Zoning Matters (None)

### d. Committee/Local Board Reports

#### i. Library Board

Board Minutes

(None)

Board Rep Report

Resolution No.: 2024-120

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

BE IT RESOLVED THAT the Library Board Council Representative Report be received.

#### 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.: 2024-121

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.

- iv. Renfrew County  
County Council Summary November 2024  
Resolution No.: 2024-122  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the Renfrew County Council November 2024 Summary be received.
- v. Community Emergency Management Control Group  
CEMCG Minutes November 15, 2024  
Resolution No.: 2024-123  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the CEMCG November 15, 2024, Minutes be received.

## 11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
  - i. Council Meeting Schedule 2025  
Resolution No.: 2024-124  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT the 2025 Council Meeting Schedule be adopted as presented.
  - ii. Mackey Creek Culvert Replacement Project  
Resolution No.: 2024-125  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
Council for the United Townships of Head, Clara and Maria budgeted in 2024 to replace two (2) culvert(s) on Mackey Creek Road where it spans Mackey Creek and found that the cost of the work far exceeded the amount budgeted;  
And Council directed that alternative more affordable solutions be sought;  
And the County of Renfrew has indicated that they could enter into a Service Agreement to assist with the design and possibly the culvert replacement on a fee for service basis if requested by Head, Clara and Maria and approved by County Council;  
And Council believes it to be in the municipalities best interest to request the County of Renfrew to assist with the Mackey Creek Culvert Replacement Project and to enter into a Service Agreement for same;  
BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria hereby formally requests that the County of Renfrew assist with the Mackey Creek Culvert Replacement Project and authorizes the Mayor and E4m to negotiate the required Service Agreement should the County of Renfrew agree to provide the services on a fee for service basis.
  - iii. Appointment of Deputy Mayor  
Resolution No.: 2024-126  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
Council adopted Bylaw 2023-27 appointing Councillor Richer as Deputy Mayor for the period of January 1 to December 31, 2024;  
And Council believes it is in the best interest of Head, Clara and Maria to review this bylaw and associated policy;  
BE IT RESOLVED THAT Council directs that E4m review the bylaw/associated policy and provide a report to Council outlining options/best practice for the appointment of a Deputy Mayor for the Council meeting on February 13, 2025, and that Councillor Richer continue as Deputy Mayor until Council receives and considers the report from E4m.

iv. Donation Policy

Resolution No.: 2024-127

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

Council has annually provided donations to certain charitable/non-profit organizations;

And in the 2024 budget Council committed to contribute \$2,500 to certain organizations;

And annually Council has determined that contributions will be made to the same organizations;

And Council recognizes it is more expedient and efficient for Council to establish a donation policy.

BE IT RESOLVED THAT Council for the Untied Townships of Head, Clara and Maria hereby directs E4m to prepare a donation policy for Council to consider at the March 2025 Council;

And further that \$375 be provided to the CWL and the remaining \$875 dollars be distributed as follows \_\_\_\_\_.

b. Financial Update/Statement/Quarterly Variance Report

- i. 2025 Budget Preparation  
Presentation/Working session

c. Update on Capital Projects

- i. Streetlighting Project  
Resolution No.: 2024-128  
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  
d. Notice of Motion

**13. Closed Session**

**14. Confirmation of Proceedings**

- a. Confirmatory Bylaw 2024-019  
Resolution No.: 2024-129  
Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
BE IT RESOLVED THAT By-Law 2024-019 being a bylaw to confirm proceedings of Council at their Regular Meeting of December 11, 2024, be read and adopted.

**15. Adjournment**

Resolution No.: 2024-130

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

BE IT RESOLVED THAT this meeting adjourn at \_\_\_\_ p.m. to meet again on Thursday February 13, 2025, 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 – Wednesday December 11, 2024**

The November 25<sup>th</sup> “Lunch and Learn” was a great success with a packed hall! Thanks to Jodi Primeau for the information on “Powers of Attorney”. The next Lunch and Learn is planned for January 20<sup>th</sup>, with speaker Jenna Walsh on the topic of nutrition. When I first moved to the Upper Ottawa Valley, I had the pleasure of working with Jenna at the “Kids in the Kitchen” program at St. Mary’s School - she is sure to share words of “nutritional wisdom”.

In the County Council Review for November, I would like to note that of great interest to HCM is the approval of County Council that the COR section of the Ottawa Valley Recreational Trail, the Algonquin Trail, become part of the Trans Canada Trail Network. The acceptance of the Algonquin Trail into the TCT network provides a large number of funding opportunities as well as a greater overall promotion of the trail from Smith Falls to Mattawa.

The result of the election for Warden at yesterday’s (December 10<sup>th</sup>) COR Inaugural Meeting is: TBD at this time.

Physician Recruitment meetings with CEO Janna Hotson and Mayors of Petawawa, Laurentian Hills and myself are continuing. For your information, I have included a copy of the “Recent Physician Recruitment Media” in Ontario, shared with thanks to Mayor D’Eon.

*Please note that most incentives offered by municipalities are **in addition** to any Ontario Northern and Rural Recruitment and Retention Incentive (NRRRI) eligible grants.*

You will see that there are other important factors in attracting physicians to our hospital, including the availability of a CT scanner on the campus.

When medical students are doing their rotations at the DRDH it is an opportune time to highlight the wonderful lifestyle we have in the upper Ottawa Valley. The Mayors’ group is in the process of compiling a list of activities to share with visiting practitioners that might encourage a doctor’s family to settle in our catchment area. How can HCM help?

Stay tuned for the HCM Year End newsletter – with hopes that it can be distributed by Canada Post or Santa’s sleigh!

**Upcoming events of interest at our Community Hall:**

Sunday December 15<sup>th</sup> - Annual CWL Community Christmas Party & Potluck Supper

Monday January 20<sup>th</sup> - Lunch & Learn – Guest Speaker: Jenna Walsh - Topic: Nutrition

Mayor Debbi Grills

## Recent Physician Recruitment Media

### Ontario

#### Ontario Northern and Rural Recruitment and Retention Incentive

<https://www.ontario.ca/document/northern-health-programs/northern-and-rural-recruitment-and-retention-initiative>

Most below incentives offered by municipalities are **in addition** to any NRRRI eligible grants per link above.

#### Links and notes from various Ontario municipal web pages with advertised physician recruitment incentives:

Kincardine includes excellent recruitment video: <https://www.kincardine.ca/live-here/doctors-and-health-care/physician-recruitment/>

(watch video)

- Free housing for Locums. Municipality of Kincardine provides a beautiful home in a quiet residential area near Lake Huron with private rooms for physicians use during their stays to discover the area.
- Flexible Locum schedules
- Society of United Professionals (includes 1,200 employees at Bruce Power) purchased two homes in 2014 to support physician recruitment.

County of Haliburton: <https://www.haliburtoncounty.ca/en/county-office/physician-recruitment.aspx>

- **\$25,000 per year for minimum commitment of 2 years** of full-time practice.  
**Payable for up to 6 years for a total of \$150,000**
- **Relocation** reimbursement **up to \$15,000**
- NRRR of \$97,748 payable over 4 years per eligibility
- Canada Student Loan Forgiveness: \$60,000 payable over 5 years.
- **CT Scanner now operational at Haliburton Highlands Health Service**

#### Northeastern Ontario Communities:

<https://www.cbc.ca/news/canada/sudbury/northeastern-ontario-healthcare-workers-incentives-1.7267946>

#### Kirkland Lake, Englehart and Surrounding Areas



- **\$2,000** payable to **residents** who successfully refer needed health care workers (physicians, physiotherapist, critical care nurses) to fill vacant job positions at Blanche River Health – **expanded to world-wide public**

#### **City of Timmins:**

- **\$60,000 Physician Start-Up Grant** (20k per year from City, 20k from Timmins & District Hospital, 20k from industry partners.) (Timmins area needs 40 more physicians. Hoping to recruit 20 doctors per year for next 3 years)

#### **Sault Ste Marie:**

- **No \$ incentives for physicians.** Expanded recruiting efforts to include nurse practitioners and physician assistants

#### **Sudbury:**

- **No \$ incentives for physicians**
- Expecting to receive 15 new specialists and 12 family physicians - **4 from new: Practice Ready Ontario program** – a streamlined process for internationally trained docs to work in Ontario.

**Town of Huntsville:** <https://www.huntsville.ca/en/business-and-growth/doctor-recruitment.aspx>

- **\$60,000 for taking over a family practice** (in addition to any eligibility “Provincial” grants from NRRI program),
- **\$80,000 for those setting up a new practice** – in exchange for 5 years of service.
- **Plus in-kind support and donations, e.g. 1 year car leases, golf and ski club memberships, restaurant vouchers, retail and service discounts.**
- Per councillor Bob Stone: *“after 2 months 7 docs expressed interest, several close to signing”*

#### **City of Belleville:**

- **\$150,000 incentive to a student, resident or locum** who is interested in establishing a clinic-based practice (25k per year for 6 years) in return for a 5 year commitment including FHT, FHO, FHG and CHC positions.
- **\$75,000 incentive for an Emergency Medicine doctor (CCFP (EM) or an FRCPC)**, paid in annual \$15,000 installments.
- **\$150,000 (up to) for International Medical Graduates (6, 25k installments)**
- **\$75,000 for established Family physicians from outside Ontario (\$15k installments)**

- **\$10,000 for Nurse Practitioners** (5k per year for 2 years) (province currently providing free tuition nurse practitioner programs)
- Incentives are subject to budget availability, all applications and requests will be considered. (City of Belleville has a manager of physician recruitment & retention).

**Gananoque:** <https://www.gananoque.ca/physician-recruitment>

**Experiential Locum Grant policy – through annual operating budget dispersed to medical clinics for the benefit of applicant physicians as follows:**

- **40% of the per diem rate of pay to a grant funding maximum of \$480 per day for number of working days of Experiential Locum**
- **\$2,000 per month housing allowance** for the duration of the locum **to a maximum of two (2) months, or a \$350 per week travel allowance** to a maximum of 8 weeks.

**Family Physician Recruitment Grant Policy, (Full Time Medical Practice – Minimum of 1,000 patients). Funded by Grant Portion of the Casino Slot Revenue:**

- Ongoing receipt of applications, amount of funding to be approved by council through annual operating budget process.
- \$ Value not identified

**Note Gananoque holding an In-Person Public Input Session on Physical Recruitment October 29<sup>th</sup> at 6pm including a proposal to fund Registered Nurse Practitioners using municipal tax dollars to support hospitals**

<https://www.gananoque.ca/town-hall/138/public-input-session-physician-recruitment>

**Leeds and the Thousand Islands:**

<https://www.leeds1000islands.ca/en/living/physician-recruitment.aspx>

**Experiential Locum Program: 1-2 months, includes a housing allowance or transportation allowance**

**Physician Incentives:**

- **\$100,000 signing bonus**
- **Relocation allowance of \$5,000**
- **Spousal Career Assistance** (6 months of career coaching and job placement assistance by professional HR firm up to \$10,000)
- **Group Health Benefits plan** paid by the Township



Greater Napanee/ Hastings County: <https://www.greaternapanee.com/live/physician-recruitment-and-retention/>

- **\$100,000 for 5-year return of service commitment** to practice with Greater Napanee Family Health Team and serve residents of both municipalities

**Marmora and Lake:**

- **\$0 monthly clinic rental cost**
- **\$0 monthly clinic utility costs (approx. savings value of 20k annually)**
- **Fully equipped exam rooms**
- **EMR installed and operational (Telus Health Practice Solutions)**
- **Riverfront Living Accommodations at \$0 (approx. savings value of 18k annually)**
- **Onsite phlebotomy** funded by Marmora and Lake (valued savings of 10k annually)
- **\$100,000, (\$20,000 annual payment for 5 years from the municipality)**
- **Spousal career opportunity assistance**

**Dryden:** <https://www.drhc.on.ca/physician-recruitment>

- **NRRRI eligible for \$122,821 over 4 years**
- **\$7,460 annually after 4 years through Northern Physician Retention Initiative.**
- **\$12,500 in moving expenses and \$25,000 signing bonus through Dryden Regional Health Services Foundation**
- **Up to \$60,000 in Canada Student Loan forgiveness over 5 years if practice in Dryden area**

**Other Important Factors / Suggestions from October 25<sup>th</sup> discussion:**

- **CT Scan available**
- **Tours, dinners, activities, support from colleagues**
- **Temporary nice housing**
- **Non-taxable benefits?**
- **Jobs and/or support for spouses, children**
- **Local schools quality**
- **Focus on retention – not just recruitment**
- **Other physician supports (like links to daycare, help putting up Christmas lights, lawn mowing, etc for docs.)**

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



Minutes of a regular meeting of Council held on November 21, 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 (Electronically)  
Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 2:08 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 Richer

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

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

4. Approval of Agenda

Resolution No.: 2024-103

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday November 21, 2024, be adopted as circulated

**Carried**

Council moved into closed session (resolution below) at 2:12 p.m. to receive information from the Municipal Solicitor regarding the Municipal Administrators Leave of Absence and the Closed Meeting was recessed at 2:57 P.M. and Council returned to the open session business. Closed Session was resumed at 4:50 P.M.

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

6. Mayor's Address

Resolution No.: 2024-104

Moved by Councillor Dowser 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 October 17, 2024

Resolution No.: 2024-105

Moved by Councillor LeClerc and seconded by Councillor Kelly-Chamberlain

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

**Carried**

8. Delegations/Presentations

9. Council Direction From Previous Meeting

- a. Library Internet Issues – Update  
b. Recycling/Solid Waste Collection Pick-Up at Door Policy Considerations  
c. Mackey Park Entrance Sign (Councillor Dowser)

(Brief verbal updates were provided. No decisions or directions required at this time.)

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.: 2024-106

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

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

**Deferred**

- b. Bylaws – None  
c. Public Hearings: Planning/Zoning Matters – None  
d. Committee/Local Board Reports

- i. Library Board

Board Minutes

Resolution No.: 2024-107

Moved by Councillor LeClerc and seconded by Councillor Dowser

BE IT RESOLVED THAT the Library Board Minutes of the Meeting September 10 2024 be received.

**Carried**

Board Rep Report

Resolution No.: 2024-108

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Library Board Council Representative Report be received.

- ii. Police Services Board

(None)

- iii. Renfrew County and District Health Unit

(None)

## 11. Administrative Matters

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

- i. 2024 North Renfrew Family Services Community Christmas Basket Program  
Resolution No.: 2024-109

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does authorize a financial contribution of \$1,250.00 to North Renfrew Family Services.

**Carried**

- ii. Request for Proportional Contribution to Deep River Community Pool Upgrade  
Resolution No.: 2024-110

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT Council defer the matter to the next budget meeting and directs the Treasurer to include the proposed contribution of \$30,567.03 in the next draft budget.

**Defeated**

### **Recorded Vote**

Mayor Grills	FOR
Councillor Dowser	AGAINST
Councillor Kelly-Chamberlain	AGAINST
Councillor LeClerc	AGAINST
Councillor Richer	AGAINST

- b. Financial Update/Statement/Quarterly Variance Report (None)

- c. Update on Capital Projects (None)

## 12. Leadership Issues

- a. Update to Strategic Plan - Council Reviewed the Strategic Plan and an Update will be tabled at the next budget meeting.

- b. Five-Year Financial Plan (including Asset Management Plan)

- c. New Policy

- i. Level of Service Bylaw – A sample of a Level of Service Bylaw was shared with/reviewed by Council.  
Council agreed to work with E4m on this policy

- d. Notice of Motion

## 13. Closed Session

- a. Review Closed Session Minutes from April 18, 2024

- b. Pursuant to section 239(2) (b) personal matters about an identifiable individual, (d) labour relations or employee negotiations and (f) advice that is subject to solicitor-client privilege, including communications for that purpose, to consider:

- i. Closed Meeting Minutes June 20, 2024

- ii. Municipal Administrator's Leave of Absence

### Move Into Closed Session

Resolution No.: 2024-111

Moved by Councillor Risher and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 2:12 p.m. pursuant to section 239(2) (b) personal matters about an identifiable individual, (d) labour relations or employee negotiations and (f) advice that is subject to solicitor-client privilege, including communications for that purpose, to consider:

- i. Review of Closed Session Minutes from June 2., 2024.

- ii. Receive an Update regarding the Municipal Administrator's Leave of Absence

**Carried**

**Closed session was recessed at 2:57 P.M. and resumed at 4:50 P.M.**

Return to Open Session

Resolution No.: 2024-112

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 6:08 p.m. and reports that Council reviewed the closed minutes from the June 20, 2024, closed session and received an update regarding the Municipal Administrator's Leave of Absence.

**Carried**

**14. Confirmation of Proceedings**

- a. Confirmatory Bylaw 2024-017

Resolution No.: 2024-113

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2024-017 being a bylaw to confirm proceedings of Council at their Regular Meeting of November 21, 2024, be read and passed.

**Carried**

**15. Adjournment**

Resolution No.: 2024-114

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 6:10 p.m. to meet again on Wednesday December 11, 2024, at 10:00 a.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 NUMBER 2024-018  
Emergency Management By-Law**

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

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

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

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

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

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

1. **THAT** the Emergency Response Plan dated November 2024 and reviewed by the Municipal Community Control Group authorized by Council is hereby approved and adopted;
2. **THAT** updates and/or corrections made to the plan and appendices as authorized during the plan review be formally adopted;
3. **THAT** annual training of the Municipal Community Control Group occurred on November 15, 2024;
4. **THAT** Crystal Fischer be appointed as CEMC with Stephany Rauche appointed as Alternate CEMC and Information officer unless otherwise changed by Resolution of Council;
5. **THAT** a Municipal Emergency Management Program Committee be confirmed with the Mayor, one Member of Council, the CEMC and Alternate CEMC be appointed with Mayor Debbi Grills being appointed as "Chair" of that committee;
6. **THAT** By-law No. 2023-29 is hereby repealed and replaced;
7. **THAT** this by-law comes into force on the day of final reading.

**READ** a first and second time this 11th day of December, 2024.

**READ** a third time and passed this 11th day of December, 2024.

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MAYOR

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CLERK

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

# **EMERGENCY RESPONSE PLAN**



**UNDER AUTHORITY OF BY-LAW NUMBER 2024-  
AMENDED  
DECEMBER 2024**

# THE PLAN

## PART 1: INTRODUCTION

*An emergency is defined as “A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”*

Emergencies affect public safety, including the health, welfare and property, as well as the environment and economic health of the Corporation of the United Townships of Head, Clara & Maria, its property and its residents.

The population of the Townships of Head, Clara & Maria is comprised of approximately 267 permanent residents and increases to about 1000 during the summer months. In order to protect the property, residents, businesses and visitors of the Municipality, the Townships of Head, Clara & Maria requires a coordinated emergency response by various agencies under the direction of the Community Control Group. This emergency response is significantly different from the normal, day-to-day operations of emergency departments and other agencies and varies depending on the location and nature of the event.

The Townships' Emergency Management Committee developed this emergency response plan with direction from the CEMC and under guidelines from Emergency Management Ontario. Every official, volunteer and municipal employee listed in this plan must be prepared to carry out assigned responsibilities in an emergency situation, depending on the type of emergency and the required response.

The response plan has been prepared to provide key officials, volunteers and employees of the United Townships of Head, Clara & Maria with important emergency response information related to:

- Plans and procedures, services and available equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors become aware of the plan's provisions. To aid in this task, copies of the Townships' Emergency Response Plan may be viewed at the Township Office, on-line at [www.townshipsofheadclaramaria.ca](http://www.townshipsofheadclaramaria.ca) and in the Township Library.

For more information, please contact the:

Community Emergency Management Coordinator or alternate  
Townships of Head, Clara & Maria at 613-586-2526

E-mail: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

## **PART 2: AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may be required to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the United Townships of Head, Clara & Maria when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies within the Municipality, and meets the legislated requirements of the *Emergency Management and Civil Protection Act, 2003*.

Emergency Management is based on hazard identification and risk assessment. Hazards have been identified and the risk of these hazards occurring within the Municipality has been analyzed and considered based on history, the probability of occurrence and the consequences of an occurrence.

A hazard is further described as “an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.” As such, after analysis it has been determined that the emergencies most likely to occur within the United Townships of Head, Clara & Maria based on the events, probability of occurrence, consequences of occurrence, and history are:

Transportation Accident, Passenger;

Severe Windstorms including: micro bursts, tornadoes or hurricanes;

Fire, specifically Forest Fires;

Severe Winter Weather including: snow, freezing rain, sleet, ice storms or blizzards.

Hazards associated with the Pipelines.

For additional details, please contact the Community Emergency Management Coordinator at the address listed above in Part One.

## **PART 3: AUTHORITY**

*The Emergency Management and Civil Protection Act, 2003 (EMCPA)* is the legal authority for this emergency response plan in Ontario. The EMCPA section 3. (1) states that: “*Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under, and the manner in which, employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.*”

As enabled by the Emergency Management and Civil Protection Act, 2003, this emergency response plan and its elements have been:

Issued under the authority of the Townships of Head, Clara & Maria Bylaws updated annually.

Filed with Emergency Management Ontario, Ministry of Community Safety & Correctional Services.

### **a) Definition of an Emergency**

The EMCPA defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.” The Municipal Emergency Operations Centre (MEOC) can be

activated for any emergency for the purposes of managing said emergency, maintaining continuity of services to the community and providing support to the emergency site.

### **b) Action Prior to Declaration**

When an emergency exists or is impending but has not yet been declared, municipal employees may take such action(s) under this emergency response plan as may be required to protect the health, safety and welfare of the persons and property of the Corporation of the United Townships of Head, Clara & Maria.

## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure. The contact phone numbers of the MECG members (and their alternates) are contained in Appendix A to this plan.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the municipal office at 613-586-2526 and direct office staff to initiate the notification of the MECG. After office hours, the MECG member will utilize their MEOC directory and begin placing calls from the top of the list down activating the MEOC or initiating the call-out tree. The MECG member initiating the call must provide pertinent details (e.g. - a time and place for the MECG to meet and the general nature of the emergency) as part of the notification procedure.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby. A record of the date and time that each MECG member was contacted must be recorded by the person performing the callout and then retained in the Township records. All attempts to contact members of the MECG must be documented on the forms provided.

When members of the MECG have been placed on standby, they will remain in that status until the standby is called down, or an event has occurred that results in activation of the MEOC depending on the nature and location of the event. If a member of the MECG chooses to make themselves unavailable after they have been placed on standby, they should ensure that their alternate (if available) has been contacted prior to their unavailability and that the office and/or MEOC is made aware of that arrangement.

Calling down the MECG after it has been placed on standby will occur by office and/or MEOC personnel after consultation with the appropriate authorities depending on the nature and location of the incident.

### **a) Requests for Assistance**

Assistance may be requested from the County of Renfrew at any time by contacting the County CEMC at 613-735-3675 Ext 500. The request shall not be deemed to be a request that the County assume authority and control of the emergency but a request for assistance and advice. It should be realized that the County has no obligation to assist in a lower-tier Municipal emergency but will offer what assistance they can should they be in a position to do so.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario (EMO) by phone at 1-866-314-0472 or via fax at 416-314-0474. All other Provincial and/or Federal resources, if required, will be contacted via EMO.



## **b) A Declared Community Emergency**

The Mayor or Acting Head of Council of the United Townships of Head, Clara & Maria, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group (MECG) but is ultimately the sole responsibility of the Head of Council. Council has adopted the checklist as provided by EMO and included in this plan as Appendix B to be used as a tool to assist in making the decision to declare an emergency.

Upon declaring an emergency, the Mayor (Head of Council or acting Head of Council) will notify or cause to have notified through appropriate and timely methods:

Emergency Management Ontario (EMO), Ministry of Community Safety & Correctional Services;

Township Council;

The County CEMC, as appropriate;

The Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

All records of notification and/or attempts at contact will be documented and retained.

A community emergency may be terminated at any time by the:

Mayor, or Acting Head of Council;

Township Council; or

Premier of Ontario.

When terminating an emergency, the Mayor (Head of Council or acting Head of Council) will notify or cause to have notified through appropriate and timely methods:

Emergency Management Ontario, Ministry of Community Safety & Correctional Services;

Township Council;

County CEMC, as appropriate;

The Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

All records of notification and/or attempts at contact will be documented and retained.

## **PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

### **a) Municipal Emergency Operations Centre (MEOC)**

The location of the Municipal primary MEOC will be determined at the time of the emergency as dictated by the location and nature of the event. Normally, the MEOC will be the Municipal Hall/Office Complex located in Stonecliffe unless it is affected by the incident. Alternate locations will be researched and provided as required should the primary site be within the affected area or inaccessible.

#### *Equipment*

The equipment required for the operation of the Municipal Emergency Operations Centre is organized in a kit form. The primary kit is located in a locked closet in the Municipal Hall.

The CEMC, the Municipal Administrator, and the Information Officer all either have a key to or have access to a key for this closet.

Alternate kits are to be stored at Councillor Kelly-Chamberlain's residence in Mackey, Councillor Richer's residence in Bissett Creek and John and Trudy Miller's residence in Deux Rivieres so as to have the contents available should the Municipal Hall be within the affected area and unavailable.

A list on the top of the kit will detail the contents as well as the location of required items stored in other locations. The CEMC is responsible for inspecting the kits on a regular basis and for ensuring that each kit's contents are current and operational.

#### *Reception Centre*

The location of the reception centre will be determined by the location and nature of the emergency, if a centre is required. It is likely that any reception will occur at the Municipal Hall in Stonecliffe or at a location outside of the municipality, as we are limited in our options. The CEMC is responsible to research options and to ensure availability of a site as needed.

### **b) Municipal Emergency Control Group (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community. Depending on the emergency, the MECG may consist of all or any of the following:

#### **Active Group**

- Mayor (Head of Council) of the United Townships of Head, Clara & Maria, or alternate;
- Municipal Administrator (who may become the Operations Officer in the MEOC);
- Community Emergency Management Coordinator
- Emergency Information Officer;
- Members of Council (who may be assigned various roles as required);

The Control Group may function with a limited number of members present depending upon the situation. While the MECG may not require the presence of all the listed members, all members of the active MECG must be notified.

Additional individuals who may provide advice to the control group (which may include but are not limited to):

- Public Works Leader;
- OPP Representative;
- Emergency Management Ontario;
- County representative – County CEMC and/or Director of Emergency Services;
- Other officials, experts or representatives from provincial ministries, the public or private sector as deemed necessary by the MECG including but not limited to: the Ontario Ministry of Natural Resources, TransCanada Pipeline, Hydro One, Ontario Power Generation;
- Any member of the Emergency Management Committee deemed necessary by the MECG.

The decision to invite additional members to the MCEG will be made by and must be made through the Head of Council and/or the Municipal Administrator with consultation with the existing MCEG members if possible. Contact must be made through appropriate channels. All provincial and/or federal ministries are to be contacted through EMO, not directly by the Municipality. Any attempted or successful contact should be documented and remitted to the Municipality for record retention.

### **c) Operating Cycle**

Members of the MCEG will meet at regular intervals to share information, discuss actions to be taken and/or issues to be resolved. They will inform each other of activities and challenges encountered since the group last met. The Mayor, with input from the CEMC, will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible allowing members to carry out their individual duties. The CEMC or delegate will maintain a status board and maps which will be kept current and prominently displayed in the MEOC detailing currently known developments, meeting times and other pertinent information.

### **d) Municipal Emergency Control Group Responsibilities**

The members of the Municipal Emergency Control Group (MCEG) will be responsible for the following actions or participating in making the following decisions:

- Maintaining a log outlining decisions made and personal actions taken, and submitting the log and a summary of the log (if writing is illegible or shorthand has been used) to the CEMC within one week of the termination of the emergency;
- Mobilizing their emergency services personnel, agencies and equipment;
- Ensuring that an Incident Commander is identified as necessary;
- Ensuring support to the Incident Commander by offering equipment, staff and resources, as required;
- Coordinating and directing their service personnel and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to any law;
- Determining if the location of the MEOC and the composition of the MCEG are appropriate;
- Advising the Mayor on the decision to declare an emergency;
- Advising the Mayor on the need to apply to the province to have all or part of the Townships declared an emergency area;
- Activating their Emergency Response Plans if appropriate and necessary– e.g. Hydro One, OPG, MNRF – flood, Trans Canada Pipeline, etc.

Depending on the type of emergency further responsibilities may include:

- Ordering, coordinating and/or overseeing the evacuation of residents;
- Arranging for the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, rail and highway traffic, gas;
- Arranging for necessary services and equipment from local agencies i.e. private contractors, industry, volunteer agencies, service clubs;
- Making the decision to notify or request assistance from various other levels of government and any public or private agencies, as considered necessary;

- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies and assisting with arranging;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator, through the Mayor and/or CEMC for dissemination to the media and the public;
- Determining the need to establish advisory groups and/or subcommittees/ working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required to deal with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Any other such decisions as deemed necessary by the group and dependent on the specific situation;
- Participating in the debriefing following the emergency.

#### **e) MEOC Procedures**

Upon arrival at the Municipal Emergency Operations Centre, each MEOG member will:

- Sign in by recording time of entry into the log book.
- Retrieve their ID tag to wear for public identification and place their corresponding “double tag” to the white board indicating their location and function/position.
- Check telephone/communications devices for operation.
- Open a personal log and record all personal actions or direction given.
- Contact own department/agency and obtain a status report.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Transmit MEOG decisions on to department and/or agency staff.
- Continue participation in the MEOC Operations Cycle.

Upon leaving the Municipal Emergency Operations Centre, each MEOG member will:

- Sign out (including date and time information) and provide location/contact information for the duration of absence.
- Fully brief any replacement/relief.
- Turn in identification tag and remove corresponding “double tag” from the white board.

## **PART 6: EMERGENCY RESPONSE SYSTEM**

### **a) The individual responsibilities of the Municipal Emergency Control Group:**

In addition to the general responsibilities of being in the Municipal Emergency Control Group, each member of the active MEOG will have individual responsibilities and duties as follows:

#### **1. Mayor – (Head of Council or Acting Head of Council)**

The Head of Council or Acting Head of Council is responsible for:

- Providing overall leadership in response to an emergency;
- Declaring an emergency;
- Terminating the emergency (Council and the Premier may also terminate the emergency);
- Notifying EMO and others as listed above, of the declaration and termination of the emergency;
- Ensuring that all members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Acting as a key spokesperson for media.
- Normally acting as Chair of the MCEG. If not able to attend, appointing an alternate;
- Calling MCEG meetings and setting the agenda with assistance from the CEMC; and
- Participating in the post-emergency de-briefing sessions.

## **2. Operations Officer**

Normally the Municipal Administrator becomes the Operations Officer for the MCEG and depending on the emergency will be responsible for and is able to delegate responsibility for any of the following:

- Activating notification of the MCEG;
- Ensuring that a communication link is established between the MCEG and the Incident Commander;
- Ensuring that all important decisions made and actions taken by the MCEG are recorded;
- Providing information and advice on procurement policy and financial decisions as they relate to emergency operations ensuring that proper authorization is given for expenditures;
- Ensuring that records of decisions and expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Ensuring maps and status boards are kept current;
- Providing a process for registering and maintaining a list (double tag system) to account for MCEG members;
- Continued operation of the Municipal office (if it is to remain open during the emergency) and performing essential Municipal tasks (if the office is to be closed);
- Assuming responsibility for how citizen's inquiries are managed;
- Upon direction from the Mayor, arranging special meetings of Council, as required, and notifying Council members;
- Procuring staff/volunteers to assist in the office and/or MEOC as required; and
- Participating in the post-emergency de-briefing sessions.

## **3. Community Emergency Management Coordinator**

The Community Emergency Management Coordinator is responsible for and is able to delegate responsibility for any of the following:



- Activating the Municipal Emergency Operations Centre and ensuring that it is operational within 120 minutes of notification;
- Arranging for security for the MEOC, if necessary;
- Coordinating all operations within the Municipal Emergency Operations Centre;
- Advising the Mayor and the MCEG on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MCEG;
- Ensuring that all members of the MCEG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarification about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (e.g. St. John's Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the MCEG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MCEG informed of implementation needs;
- Maintaining in a safe place, the records and logs for the purpose of debriefings and post-emergency reporting;
- Liaising with the County and outside agencies when necessary; and
- Coordinating, recording and participating in the post-emergency de-briefing sessions.

#### **4. Emergency Information Officer**

The Emergency Information Officer is responsible for and is able to delegate responsibility for any of the following:

- Ensuring that all information released to the media and public is timely, complete and accurate and has been authorized by the Clerk/CEMC and/or the Mayor;
- Establishing a link with and arranging a mutually satisfactory method of disseminating information to the media;
- Releasing pre-scripted public information bulletins as directed by the CEMC and/or the Mayor;
- Coordinating interviews and organizing press conferences;
- Monitoring news coverage when possible and attempting to correct any erroneous information;
- Maintaining a record of all media releases, comments and newspaper articles pertaining to the emergency;
- Assisting the office/MEOC staff with all other public enquiries and any other tasks as directed; and
- Participating in the post-emergency de-briefing sessions.

#### **5. Members of Council**

Members of Council are responsible for:

- Providing support to the Head of Council;
- Assuming any role in the MCEG as assigned by the current MCEG;

- Reassuring constituents and disseminating only that information that is available to the public and the media keeping all other information confidential;
- Not making promises that we may not be in a position to keep;
- Meeting as a Council as requested by the Head of Council and the MCEG for briefings, passing resolutions (e.g. DRAO/ MDRA) and endorsing/making decisions of a major nature outside the scope of the Community Control's Group authorization; and
- Participating in the post-emergency de-briefing sessions.

## **B) Support and Advisory People**

*All support or advisory people, with the exception of the Incident Commander, report to the CEMC - unless requested to provide advice to the Community Control Group (MCEG).*

### **1. Incident Commander**

The Incident Commander is responsible for:

- Managing the emergency at the site;
- Assuming command of all resources at the site;
- In cooperation with the OPP, setting up the perimeter of the site;
- Managing the human resources at the site;
- Ensuring that the health and safety standards of the emergency site(s) and responders are maintained;
- Maintaining constant or consistent communications with the MEOC;
- Liaising with other agencies such as but not limited to: OPP, Paramedic Services and any other service or organization required to be on site;
- Holding regular briefings on site to maintain control and establish a chain of command; and
- Participating in the post-emergency de-briefing sessions.

***This position will be determined at the time of the emergency according to the type of emergency.***

### **2. Public Works Leader**

The Public Works Labourer is responsible for and is able to delegate responsibility for any of the following:

- Activating the notification system;
- Depending on the nature of the emergency, assigning the Incident Commander and informing the MCEG;
- Determining if additional or special equipment is needed and recommending possible sources of supply;
- Providing the MCEG with information and advice on engineering and public works matters within our scope of operations;
- Making recommendations and obtaining additional assistance if beyond our capabilities;
- Ensuring liaison with the public works representative from neighbouring community(s) to ensure a coordinated response, if applicable;

- Ensuring/Coordinating construction, maintenance and repair of damage to municipal roads;
- Liaising with the Ottawa River Regulatory Committee and MNRF regarding flood control, conservation and environmental matters and assisting with preventative action;
- Procuring staff to assist, as required;
- Locating and securing equipment, volunteers, staff and supplies as requested;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, trains, boats and automobiles for the purpose of transporting persons and/or supplies) as directed by members of the MECG and the support and advisory staff;
- Providing vehicles and equipment as available and required by any other emergency service;
- Providing assistance to other community departments and outside agencies and being prepared to take charge of or contribute to non-fire operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Ensuring that a record is maintained of all operators of Municipal vehicles and equipment utilized throughout the emergency; and
- Participating in the post-emergency de-briefing sessions.

### **3. Human Resource/ Accountability Coordinator**

The Human Resource Coordinator is responsible for and is able to delegate responsibility for any of the following:

- Coordinating and processing requests for human resources;
- Coordinating offers of and appeals for volunteers, possibly with assistance from the Red Cross or other organizations;
- Liaising and cooperating with outside organizations to aid with the HR and volunteer duties (e.g. Red Cross);
- Keeping accurate records of all actions taken;
- Properly recording each volunteers' registrant information and maintaining those records;
- Coordinating a staffing/work schedule to attempt to eliminate burnout and ensure that adequate resources are available until the emergency has terminated;
- Notifying the MECG through the Municipal Administrator or CEMC of any person who does not follow municipal rules and or laws;
- Arranging for transportation of volunteers to and from the emergency site, if necessary and applicable, recording the locations of each individual who has been assigned;
- Maintaining a "time in/ time out" log to ensure that all volunteers and staff members are accounted for at all times;
- Participating in the post-emergency de-briefing sessions; and
- Any other duties as assigned by the MECG.

***This position may be assigned to a member of Council as necessary.***

#### **4. OPP**

The OPP is responsible for:

- Notifying the municipality of an emergency and requesting the activation of the Emergency Response Plan of the Mayor, the Municipal Administrator or the CEMC (or their alternates);
- Establishing a site command post with communications with the MEOC;
- Depending on the nature of the emergency, providing the Incident Commander and informing the MEOC of the assignment;
- Establishing and maintaining ongoing communications with the senior police officer at the emergency site(s);
- Establishing an inner and outer perimeter around the emergency site to facilitate the movement of emergency vehicles and restrict access to all but authorized personnel;
- Coordinating evacuation routes and procedures;
- Provision of services for ensuring the protection of life and property and the provision of law and order;
- Liaise with the municipality regarding the security of the MEOC, reception and evacuation centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other communities, provincial and federal police agencies, as required;
- The protection of life and property and provision of law and order;
- Participating fully in the Operations Cycle Meetings of the MEOC regarding police service needs and responsibilities;
- Maintaining a personal log; and
- Participating in the post-emergency de-briefing sessions.

#### **5. The Medical Officer of Health**

The Medical Officer of Health is responsible to ensure:

Upon notification, participating via phone, virtual meetings, in person or through a designate;

- May request activation of the Emergency Response Plan of the Mayor, Municipal Administrator or the CEMC or alternates;
- Advises on matters that affect public health and safety including disease/pandemic spread and control;
- Liaises with the Ontario Ministry of Health, Public Health Branch;
- Coordinating the response to disease related emergencies or anticipated emergencies such as a human health pandemic, according to Ministry of Health and Long Term Care policy;
- Providing advice and direction on any matters that may adversely affect Public Health;
- Provide input to the municipality regarding public health and food safety issues at reception and evacuation centres;
- Providing authoritative instructions on public health matters to the public through the Emergency Information Officer;

- Coordinating public health resources and activating and coordinating volunteer and private agency response for the augmentation of the public health response;
- Effective prevention and control of infectious disease during the emergency;
- Maintaining a personal log; and
- Participating in the post-emergency de-brief sessions.

## **6. County**

- Paramedic services;
- CEMC as advisor/support personnel will provide assistance as needed and as able. The County CEMC's duties as listed in the County Emergency Management Plan include:
- Initiating contact with the CEMC of the affected municipality(s). Conducting an assessment of the emergency situation regarding the level of assistance that may be requested and/or required of the County of Renfrew;
- Providing regular updates to the Chief Administrative Officer concerning the emergency and service implications for the County;
- Providing support to the CEMC and Community Control Group of the affected municipality, as requested;
- Providing liaison between the Community Control Group of the affected municipality(s) and the implicated departments and the County of Renfrew;
- Keeping a record of the activities and decisions taken during the emergency;
- Making recommendations to the Warden and CAO concerning the need to activate the County of Renfrew Emergency Response Plan; and
- Participating in the post-emergency de-brief sessions.

## **7. EMO**

Emergency Management Ontario:

- Deploys PERT officer to provide advice and assistance to the MCEG;
- Provides liaison with the Provincial Emergency Operation Centre;
- Coordinates provincial resources through the PEOC;
- Provides liaison with other government and non-government agencies as necessary;
- Maintains a link to federal government; and
- Participates in the post-emergency de-briefing sessions.

## **8. Outside Organizations such as: Hydro One, Ontario Power Generation, Ministry of Natural Resources, TransCanada Pipelines and others**

- Will be contacted as required and will assume all responsibility for actions that relate directly to their applicable property, services and/or equipment;
- Each outside organization will be responsible for initiating their plan if deemed necessary;
- Representatives from other appropriate Provincial Ministries are available as resources to the Municipal Emergency Control Group. Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline, etc.) may also be requested to participate as advisors to the Municipal Emergency Control Group to assist with the response and recovery efforts; and



- Participating in the post-emergency de-brief sessions.

#### **9. Telecommunications Coordinator (ARES)**

- If available will assist with obtaining radio communications both within the municipality and with outside organizations;
- Will work with us to best utilize the resources that we own;
- Will use their own equipment to assist in establishing communications for the municipality;
- Maintains a list of related services and equipment that are available to us; and
- Participating in the post-emergency de-brief sessions.

#### **10. Municipal office staff**

- Sets up the phones in the MEOC and office;
- Sets up the fax machine in the MEOC or ensures access to one;
- Answers phones in the municipal office and conveys messages to and from the MEOC;
- Receives and sends faxes;
- Handles all public inquiries giving out only that information which is provided by the Mayor, Municipal Administrator or Information Officer;
- Directs all other inquiries to the appropriate authority;
- Directs all calls from the media to the Information Officer;
- Procures/ensures that water and food is available for all staff and volunteers as necessary;
- Any other duties as directed by the CEMC or Mayor; and
- Participating in the post-emergency de-brief sessions.

#### **11. Scribe**

Provides secretarial services to MEOC and MECG members which include but are not limited to:

- Keeping minutes of all meetings and ensuring that all decisions are recorded;
- Updating the display board;
- Registering and keeping a log of all members of the MECG;
- Photocopying etc. as required;
- Any other duties as requested by the CEMC or Mayor; and
- Participating in the post-emergency de-brief sessions

#### **12. Reception Centre Coordinator**

- Sets up the reception centre as per the Emergency Plan;
- Coordinates the registration of persons arriving at the site;
- Redirects persons to appropriate locations for shelter, medical attention etc., keeping records of where people are going/sent;
- Liaises with the MECG when necessary to impart information or receive instruction;
- Arranges for and liaises with shelters;

- Ensures that there is water and basic refreshments available at the centre for staff and the public;
- If the emergency lasts more than 12 hours ensures that there is some type of appropriate food available;
- Contacts the Red Cross, or other appropriate organizations, for assistance if necessary and when directed to do so by the CEMC or Mayor;
- Any other duties as requested by the CEMC or Mayor; and
- Participating in the post-emergency de-brief sessions.

### **13. Volunteer Assessors**

Notify Township office (613-586-2526) prior to leaving your home and upon returning from assessing your area so township staff will have a record of who is out and where they are heading and the time.

Travel the assigned area making note of the following:

- What roads and homes were checked and tagged;
- Blocked roads (level of urgency & equipment needed);
- Damaged homes- call ASAP with the following; location, type of damage, if people are at residence or not;
- Persons trapped – call ASAP with the location and details; injuries and the severity if any call 911;
- Tag residence with door tag noting: all clear or specific problem, date and sign tag and affix to the door with the provided elastic;
- Record Tag info in notebooks;
- If access clear – no follow-up needed at this time - simply call in;
- Call office staff to inform them you have completed your assessment and have returned safely home noting the time;
- Call results of assessments into office (or other location as directed) as soon as possible;
- Keep notes to hand into office for records and further event reporting; and
- Report to MEOC if volunteering for further activities.

## **PART 7 LIABILITY AND FREEDOM OF INFORMATION**

### **a) Freedom of Information and Protection of Privacy**

Any personal information collected under the authority of this plan shall be used solely for the purposes of planning, preparing and conducting response to emergencies as defined by the *Emergency Management and Civil Protection Act, 2003*, and the release of information under this plan shall be in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, 1990, as amended*.

### **b) Liability**

#### **1. Employee Indemnification**

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act, 2003* protects individual members of council and staff of municipalities from personal liability.

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district

social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act of for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).

The Good Samaritan Act protects persons from liability in respect of voluntary emergency medical or first aid services.

## **2. Municipal Liability**

In accordance with the *Emergency Management and Civil Protection Act, 2003* a municipality is not relieved from liability as stated in Section 11, subsection 3:

“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.” 2006, c. 13, s.1 (6)

## Library Board Report

A Library Board Meeting was held on Nov.5<sup>th</sup>

The 2 new Board members were welcomed by Chairperson Cathy Sutherland

Main discussions were the WIFI being fixed but the Patron's computer is not worth fixing

And the Christmas Market held on Nov.2<sup>nd</sup>.

We had 11 vendors & 75 patrons attend & made a profit of \$2,046.00

Discussions followed about the Pros & Cons



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

Tuesday, November 26<sup>th</sup>, 2024

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### **Health Promotion**

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

##### *Progress Updates:*

The Renfrew County and District Drug Strategy (RCDDS) steering committee did not meet in October; however, work continued in alignment with the preliminary recommendations of each of the pillars and in preparation for the meeting on November 14<sup>th</sup>, 2024.

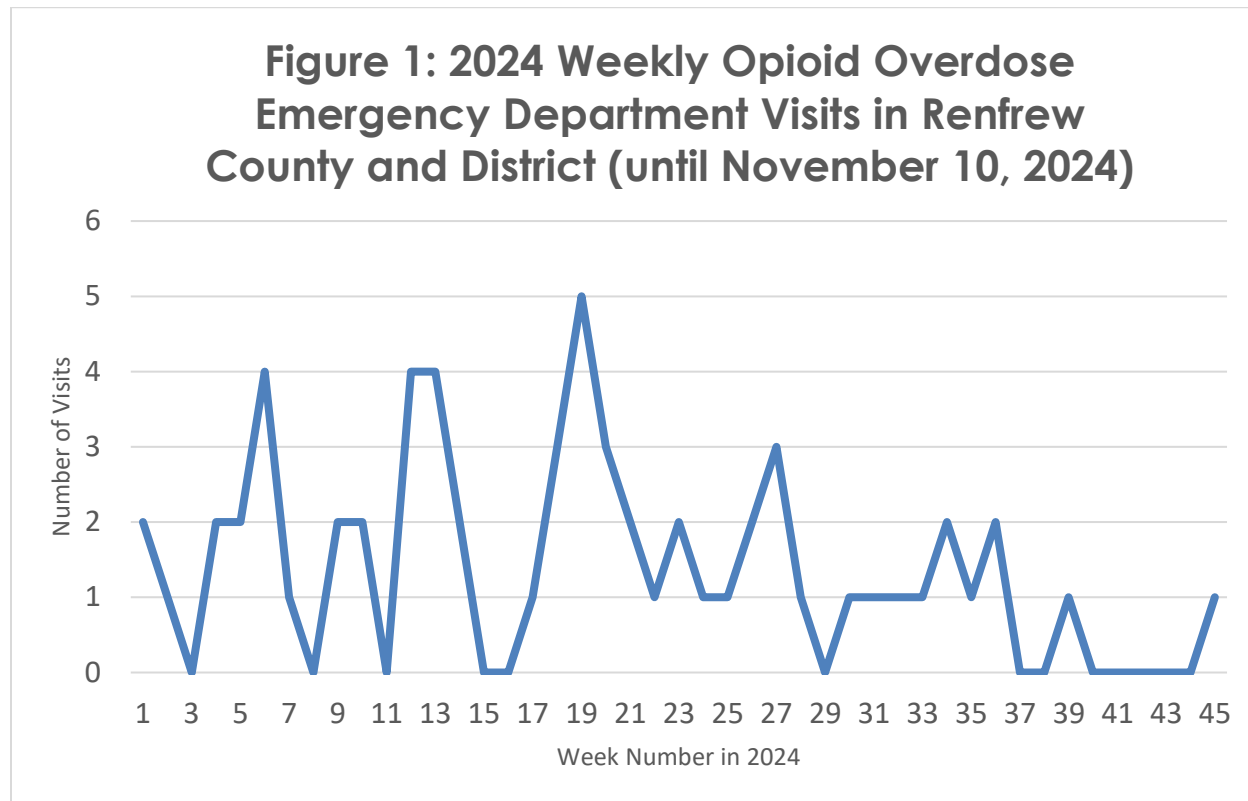
Several partners from the treatment pillar collaborated on the proposal to the Ontario Ministries of Health; Municipal Affairs and Housing; Children Community and Social Services; and Labour, Immigration, Training and Skills Development to support the creation of a Homelessness and Addiction Recovery Treatment (HART) Hub for Renfrew County and District. If successful, the HART Hub will offer critical services, co-located in same physical space, offering integrated referral pathways to other local and regional supports for individuals with complex service needs.

A comprehensive Harm Reduction report and accompanying priorities was provided in draft to the steering committee for their review and consideration of the structure's adaptability for other pillars. Additionally, a Community Engagement Plan and Evaluation Framework were developed for consideration by the steering committee at the November meeting.

In support of the anti-stigma recommendation that is interwoven throughout all pillars, the communication working group released a series of messages on social media to educate the community on the importance of compassion and the negative effect that stigma has on people who use drugs, including their ability to access care and treatment. The communication working group also developed a campaign in support of the Harm Reduction Pillar's recommendation of promoting the remote overdose detection service [Brave](#) to those who use drugs alone.

### RCDDS Substance Use Harms Indicators:

There have been 25 drug-related deaths across RCD so far this year, which is fewer than the number at this point last year. Additionally, there have been 78 opioid-related emergency department (ED) visits so far in 2024, which is a little more than the same time last year. However, the rate of opioid-related ED visits has been decreasing notably as the year has progressed, with only 2 ED visits in the most recent 9 weeks (see Figure 1).



Source: National Ambulatory Care Reporting System (NACRS).

In all of 2023 there were 41 drug-related deaths and 69 opioid-related ED visits. While there have still been far too many deaths in 2024, there is some indication that the number is decreasing relative to last year.

It's not possible to attribute these trends to any one intervention, and there can be substantial month-to-month or year-to-year variation, particularly in a smaller health unit such as RCDHU. An essential aspect of the RCDDS is continuing to broaden our evaluation framework and monitor indicators to determine the impact of the strategy priorities. However, there has been substantial progress through the work of mesa, strong collaborative efforts from all partners addressing drug-related harms, working

together on the Renfrew County and District Drug Strategy, continuing to onboard new partners to increase naloxone distribution, and numerous other initiatives.

## **Harm Reduction Program Update**

In alignment with the RCDDS, harm reduction staff have continued to promote and increase access to naloxone, a medication that can temporarily reverse the effects of an opioid overdose and prevent opioid-related deaths. RCDHU and our Ontario Naloxone Program partners have already distributed 3466 naloxone doses this year, more than the 2796 in all of 2023 and more than any other year. Furthermore, the team has doubled the number of naloxone distribution partners from 7 in 2023 to 14 currently.

In addition to naloxone distribution, the team continues its work to reduce bloodborne infections in the community both through the syphilis point-of-care rapid testing and immediate treatment evaluation (SPRITE) program and the provision of sterile substance use equipment and proper disposal methods. Harm reduction staff provide regular training to partners and individual clients on naloxone and safe sharps disposal. RCDHU has provided 172 training sessions so far this year.

Across RCD, harm reduction clients have accessed services through RCDHU and our partners 1901 times so far in 2024, compared to 1494 visits over the same time period last year. Additionally, RCDHU's harm reduction team has amplified its impact through a new outreach program that began in June. About 110 or 16% of the team's harm reduction visits have happened offsite so far this year. Furthermore, nearly all of the outreach visits supported a different individual (rather than returning clients), demonstrating the increased reach of the program.

## **You're the Chef**

You're the Chef (YTC) is a school food literacy program geared for students in grades 5-8 that offers components of food safety and hands-on-cooking skills through experiential learning, while linking to the curriculum.

The Youth Wellness Hub has received their YTC certification and has been successfully offering the program in the Renfrew and Pembroke locations. This month, an additional three schools have also registered to obtain training to run the program. RCDHU is offering multiple additional training opportunities this fall related to the increased interest.

## **Health Protection**

### **Immunization Program**

#### *COVID-19 and Influenza Vaccination:*

As of November 6<sup>th</sup>, RCDHU had administered 1544 doses of COVID-19 vaccine and 1374 doses of influenza vaccine through community-based clinics, or through mobile vaccination services to retirement homes and congregate care settings. RCDHU has dispensed a total of 18 820 doses of influenza vaccine and 1096 doses of COVID-19 vaccine to health care partners across RCD. Pharmacies continue to be an active channel for the public to receive both COVID-19 and influenza vaccine. As of mid-November, pharmacies in RCD had administered approximately 5264 doses of COVID-19 vaccine and 7883 doses of influenza vaccine. So far this season, approximately 26% of COVID-19 doses administered in RCD have been through RCDHU, with about 67% administered by pharmacies and 7% by other partners.

#### *Respiratory Syncytial Virus (RSV) Vaccination:*

RCDHU has hosted 3 community-based immunization clinics to support the new infant and high-risk children RSV program. Healthcare providers' offices and Pembroke Regional Hospital have also received their first shipments of the new passive immunization agent for infants, nirsevimab (also known as Beyfortus®). RCDHU will continue to offer appointment-based community immunization clinics throughout the RSV season for eligible infants. So far, RCDHU and Pembroke Regional Hospital have administered 61 doses of nirsevimab to eligible infants and children, while an additional 314 doses have been dispensed to primary care physicians.

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

The first round of Grade 7 school immunization clinics for Hepatitis B (HB), Meningococcal, and human papilloma virus (HPV) have been completed. In total, 40 school-based clinics were hosted across RCD with approximately 1100 students being eligible for immunizations. In total, 648 doses of HPV vaccine, 633 doses of HB vaccine, and 723 doses of Meningococcal vaccine were administered at these school-based clinics. Students may also choose to be vaccinated through their healthcare provider or by booking an appointment at an RCDHU routine immunization clinic. The second round of grade 7 school immunization clinics will start in the spring of 2024.



## Healthy Environments

### *Vector Borne Disease Surveillance and Control:*

The second phase of active surveillance for ticks (tick dragging) was completed in October. This resulted in two additional confirmed risk areas near Petawawa and Eganville, as well as one potential new risk area near Pembroke. Current risk areas are Arnprior, Cobden and Calabogie. The additional risk areas will be communicated more broadly in the spring of 2025 ahead of next year's tick season and after the species of the ticks collected have been confirmed by the National Microbiology Laboratory.

Through our passive tick surveillance program, a total of 50 ticks from a human host have been submitted for analysis as of November 5<sup>th</sup>. Out of 40 ticks analyzed so far, 38 are black-legged ticks and six are positive for the bacteria that causes Lyme Disease.

### *Health Hazard Response:*

November is radon awareness month. Radon is a radioactive gas found naturally in the environment. It is colourless and odourless. When radon enters an indoor space, such as a home, it can build up to high levels and pose a health concern to the people living there, including increased risk of lung cancer. Radon is the second leading cause of lung cancer after smoking. RCDHU is working with our schools and municipalities to spread the word about how to check for and address high levels of radon gas in buildings. Social media messaging on this subject has also been shared to raise awareness. See <https://takeactiononradon.ca/learn/radon-action-month/> to learn more.

## Emergency Response Program

Throughout 2024, RCDHU has led several internal and external tabletop exercises and simulations to prepare for emergencies. This work included a 2023-24 respiratory illness season debrief, a large opioid overdose incident response simulation, and a 2024-25 respiratory illness season preparedness tabletop exercise with partners. After each session a summary of learnings was compiled and distributed to the group to inform preparedness work.

A collaborative presentation with Ottawa Public Health was delivered at the Emergency Management Ontario Capital sector meeting, providing valuable education on public health roles during emergencies and potential community supports. Approximately 60 attendees, including Community Emergency Management Coordinators from regions served by the Eastern Ontario Health Unit, Ottawa Public Health, and Renfrew County and District Health Unit, participated. This event fostered collaboration and improved knowledge sharing among key emergency response partners.

In October, staff participating in RCDHU's public health grand rounds received an orientation on the RCDHU emergency management program, enhancing their understanding of the health unit's role during emergencies and maintaining our agency's overall emergency preparedness.

## **Infectious Diseases**

### *Respiratory Illness Activity:*

In October, respiratory outbreak activity was sustained, averaging two new outbreaks per week. COVID-19 was the primary pathogen, accounting for approximately 78% of cases. COVID-19 test positivity rates in RCD remain high, correlating with increased outbreaks, and higher than the province's overall moderate COVID-19 test positivity.

So far in the 2024-25 respiratory season, no influenza cases have been reported to RCDHU and influenza activity remains low provincially. The rate of RSV infection has started to increase across Ontario.

Hospital bed occupancy for respiratory illness has remained high and respiratory-related emergency department visits have increased, making up 11%-14% of total visits, which indicates high to very high activity levels.

### *Pertussis (Whooping Cough):*

Pertussis cases have increased in RCD and the rest of the province over the past 6 months. So far this year, 11 whooping cough cases have been reported to RCDHU, marking a notable increase after no cases from 2019 to 2023. Approximately 82% of these cases involved children aged 0-19 years. RCD's whooping cough rates are similar to those of Ontario, which is experiencing its highest year-to-date counts and rates since 2007.

RCDHU staff diligently follow-up on each case to provide education, trace contacts, and recommend prophylactic antibiotics when required.

The best way to protect against whooping cough is immunization. Whooping cough is part of the routine immunization schedule, and one of those required for attending school under the *Immunization of School Pupils Act* (ISPA). RCDHU staff provide regular immunization clinics where this vaccine can be accessed, and it is also available through healthcare providers. For more information on getting vaccinated or to check if immunizations are up to date, residents are asked to call their healthcare provider, visit <https://www.rcdhu.com/healthy-living/immunization/>, or call RCDHU.

## **Thanking our Director of Health Protection**

After many years of dedicated service, RCDHU's Director of Health Protection, Vicki Benoit, will be retiring as of the end of this month. We express our gratitude for Vicki's immense contributions to RCDHU over the years, including playing a pivotal role in leading our local response to COVID-19, directing the successful rollout of many new vaccination programs, and recently helping to increase our public health outreach efforts. All the while, Vicki's focus has always been on mentoring and supporting her teams to thrive, enabling them to provide public health programs and services of the highest quality. Thank you Vicki and we wish you a happy and fulfilling retirement!

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

# County Council Summary

**November 27, 2024**

Below you will find highlights of the County of Renfrew County Council meeting November 27, 2024.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The full [November County Council package](#) can be found on our website.

[November meeting](#) YouTube link.

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## Warden's Address

### Key highlights

- November was a quieter month for Warden Peter Emon as he underwent hip surgery and spent time in the hospital recovering. During his hospital stay, he did host a meeting to kick off the Mesa Warming Centre project. This project is something to be proud of, as it has brought many agencies and neighbouring municipalities together to provide a positive impact to the County. The goal is to have the [Warming Centre](#) open in early December.
- He thanked members of County Council and staff for their ongoing support as he recovers. The Warden specifically thanked County Councillor Dan Lynch for representing him at a meeting for community leaders at Garrison Petawawa on November 19.

## Delegations

- Warden Peter Emon presented the 2024 [Warden's Community Service Awards](#) to the following recipients in their respective categories:
  - Individual: Dan Poole of Whitewater Region;
  - Non-profit: Paddler Coop, Palmer Rapids with Ryan O'Connor accepting;
  - For-profit: The Valley Gazette, Madawaska Valley, with publisher Michel Lavigne accepting.
- Pascal Genevieve and Mark Brillon, CCG - Ainsworth presented the County of Renfrew's Climate Change Action Plan, providing a summary of the greenhouse gas inventory, proposed targets for reducing emissions by 2050, and outlining priorities and objectives going forward. Next steps are outlined in the report from the Development & Property Committee.
- CAO/Deputy Clerk Craig Kelley provided the annual report care on the County's 2023-2026 Strategic Plan, highlighting achievements of the past year under the identified priorities of financial sustainability, workforce development, community wellness and health care, shared services and resources, attainable housing and infrastructure and environmental resiliency.

## Announcements

- County Council recommended that staff submit delegation request(s) at the upcoming Rural Ontario Municipal Association (ROMA) Conference that are consistent with the 2023-2026 County of Renfrew Strategic Plan, the 2024-2026 Economic Development Strategy, other current initiatives that require further advocacy, and previous delegations that addressed funding shortfall(s); and that the Chair of the appropriate Standing Committee, along with the Warden, be designated to attend the delegation meetings. A full list can be provided upon request of the CAO or the Clerk.

## Operations Committee

**Presented by: Glenn Doncaster, Chair**

- The Road Rationalization Study, which was completed as part of the Transportation Master Plan, was presented to County Council. More information can be obtained by contacting the CAO or the Clerk, or by speaking to the Director of Public Works & Engineering.
- County Council adopted a by-law to finalize the transfer of County Structure C339 (Lynch Road Culvert) in the Township of Admaston/Bromley, which was reconstructed this year, to the County Road System effective December 1, 2024.
- County Council approved that the County of Renfrew section of the Ottawa Valley Recreational Trail, the Algonquin Trail, become part of the Trans Canada Trail Network. The acceptance of the Algonquin Trail into the TCT network provides a large number of funding opportunities as well as greater overall promotion for the County's recreational trail. The Algonquin Trail is the County of Renfrew's portion of the Ottawa Valley Recreational Trail (OVRT). The entirety of the OVRT, from Smith Falls to Mattawa, is being accepted into the TCT network. TCT is in contact with the other OVRT partners, County of Lanark and Township of Papineau-Cameron regarding their sections. This is a significant development for the County of Renfrew, and its partners along the Ottawa Valley Recreational Trail, as they have been working collectively on this designation since 2017.
- Council discussed the Operations Committee's direction to staff that Contract PWC-2025-45, the rehabilitation of County Structure B145 (Combermere Bridge), located on County Road 62 (Combermere Road), in the Township of Madawaska Valley, would be re-scoped to span over a two-year construction period and retendered, after project costs came in much higher than originally estimated due, in part, to the condensed proposed project timeline.

## Community Services Committee

**Presented by: Anne Giardini, Chair**

- The County of Renfrew has been awarded the Ontario Municipal Social Services Association's (OMSSA) 2024 Local Municipal Champion Award in recognition of the leadership and vision in implementing the region's Mesa wellness initiative. This award celebrates significant contributions to advancing excellence in human services integration and service system management throughout the Province, often involving collaboration between municipal staff and community organizations. The County of Renfrew has been invited to present on Mesa at the OMSSA 2025 Exchange Conference, showcasing key highlights of community achievements. The OMSSA Exchange Conference will be taking place from May 13-14, 2025 in Toronto.

## Development & Property Committee

**Presented by: James Brose, Chair**

- The Ottawa Valley Tourist Association (OVTA) has been in discussions with the Town of Petawawa regarding potential implementation of a Municipal Accommodation Tax (MAT) and naming the OVTA as the eligible tourism entity. The Town is proposing to implement, effective January 1, 2025, a rate of 3%. Draft agreements from the City of Pembroke and Town of Petawawa have been presented to the OVTA Board of Directors. The projected annual combined MAT revenues shared with the OVTA from both communities is approximately \$298,500.
- County Council passed a resolution to support the Ottawa Valley Tourist Association's request that Statistics Canada reinstate tourism data reporting at the census level for communities in Ontario. In 2016, Statistics Canada stopped providing tourism data at the census level, creating a gap in the availability of information at the local level. Destination Ontario and Destination Canada provide tourism data, but the information is only available at the regional tourism organization level.
- County Council received the Climate Action Plan as presented and resolved that an Ad Hoc Climate Action Committee be formed to review the recommendations of the plan and provide possible implementation recommendations to Committee.
- In September 2024, County Council adopted By-law 133-24 that entered the County into a Co-Ownership Agreement with the Town of Deep River for the shared opportunity to purchase the discontinued Keys Public School in Deep River for the purpose set out in the terms and conditions respecting the ownership, development and management of the asset. The Renfrew County District School Board has formally accepted the revised terms and conditions outlined in the Agreement of Purchase and Sale for Keys Public School. This agreement signifies the mutual consent of all involved parties to proceed with the transaction, ensuring that all stipulated provisions have been reviewed and agreed upon.
- County Council adopted a by-law to execute an agreement with the Ministry of Transportation for funding through the Electric Vehicle (EV) ChargeON Program – Community Site Stream for the installation of six Level 2 EV charging ports to be located at the County Administration Building, 9 International Drive, Pembroke, Ontario, and six Level 2 EV charging ports to be located at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario. More information will be forthcoming in 2025.
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer to enter into a short-term lease agreement, with options to renew, with the Ontario Addiction Treatment Centre, Pembroke (OATC), located at 156 John Street, Pembroke, Ontario, for space to be used as a Mesa Warming Centre; and that funds from the Homelessness Prevention Program (HPP) and Municipal contributions be dedicated towards this initiative.

## Health Committee

**Presented by: Michael Donohue, Chair**

- County Council adopted a by-law to authorize the Service Agreement between the County of Renfrew and the Ontario Provincial Police (OPP) for renewal of the 9-1-1 Primary Public Safety Answering Point (P-PSAP) Service Agreement.

- County Council adopt a by-law to authorize the Fire Services Agreement for the provision of communication (call-taking, call alerting and/or dispatching) services to local fire services within the City of Pembroke and County of Renfrew by the Renfrew Central Ambulance Communications Centre for a two-year term commencing January 1, 2025. The County of Renfrew Emergency Services Department is responsible for the contract for call-taking and fire dispatching. The Public Works and Engineering Department is responsible for the maintenance of call-taking and dispatching radio and notification equipment and technology.

## Finance & Administration Committee

**Presented by: Jennifer Murphy, Chair**

- County Council supported the Eastern Ontario Wardens' Caucus resolution – Calling for Investment in Municipal Infrastructure for Eastern Ontario's Small and Rural Communities. The Council of the Corporation of the County of Renfrew joins the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, and the Federation of Canadian Municipalities in calling on the Federal and Ontario Governments to immediately and sustainably partner with Municipal Governments by investing in both the new and ongoing maintenance and repairs of municipal infrastructure in Eastern Ontario's small rural municipalities. The resolution asks that the Federal and Ontario Governments immediately review data and work together to implement solutions based on the [EOWC's Municipal Infrastructure Policy Paper](#) in partnership with small rural municipalities.
- County Council supported a resolution requesting the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding. The request is that the redistribution of the Land Transfer Tax and GST be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs.
- County Council adopted a by-law to govern the proceedings of council and committees of the County of Renfrew. This new Procedural By-law follows discussions during a special meeting of County Council in October and further discussions during the November Finance and Administration Committee. The most significant change is to the committee structure, whereby County Council will move to Committee of the Whole in January 2025 with a realignment of the committees to Joint Services – Health, Joint Services – Community Services, Corporates Services, Development and Property and Operations. There will now be two meeting days per month; the second and fourth Wednesday, as per the published calendar.
- County Council approved amended Corporate Policies: Short-Term Disability Plan; Long-Term Disability Plan; Employee Incident/Accident/Near Miss Reporting; Workplace Safety and Insurance Board; Return to Work/Stay at Work; and the newly developed Corporate Policies: Accommodations; Accommodating Disabilities; Non Work-Related Illness/Injury; and Personal Time Off. For more information on these policies, please contact the HR department.

## Additional Information

**Craig Kelley, Chief Administrative Officer/Deputy Clerk**

613-735-7288



## Emergency Management Training Agenda – Friday, November 15, 2024

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### 1. Emergency Management PowerPoint Presentation

- i. Introduction - Meeting started at 9:36 am
- ii. History
- iii. Legislation
- iv. Declaring Emergency
- v. PEOC
- vi. CEMC
- vii. Program Committee
- viii. HIRA
- ix. Critical Infrastructure
- x. Emergency Response Plan

Change population to “approximately” in ERP.

Add to ERP “hazards associated with the pipeline”

Should a complete failure of dams be included in the plan as a hazard.

**Action:** Staff to look at information to have a virtual EOC for next years plan. Do all platforms/ministries accept e signature. We would need a separate shared cloud based way to access information in case there is an emergency and staff could not reach office. Confirm we have copies of all Emergency Management Plans for OPG TC and MNR and County of Renfrew.

Confirm phone numbers are current for HYDRO, TC and MNR.

Look into record and talk for next year instead of CEMC reading the Plan out loud.

Staff to make sure all assessor kits have the updated Emergency Assessment Areas list as well as a Confidentiality Agreement.

Contact old assessors and see if they will return their assessor kits.

Review assessor package that says that ATVs are not allowed to be used. Why does it say this? Is it a liability?

Steph follow up with OPP and or paramedics or fire fighters about the messages they ask when they do a wellness/emergency checks.

Action to provide feedback forms for next year.



Invite assessors possibly in the spring/summer for an afternoon of round table and exercises and assessor training to identify needs.

Action to come up with a list of residents that need a wellness check in the event of an emergency. Send out something with interim bills.

- xi. MCEG
- xii. EOC
- xiii. Annual Exercise

## 2. Plan Review

- a. HIRA - ACTION: Look into a legend for HIRA (hazard, probability, consequence)
  - Follow up with field officer on how to properly review incidents and our HIRA
  - Follow up with Friends in the Dumoine River – get their plan to include in our kits.
  - Add OPG to responders and add waterway to Environment under Transportation Accident
  - Look at adding Excessive Heat to our HIRA for next year.
  - Change TransCanada to TC Energy in all HIRA document
- b. Critical Infrastructure – remove 2024 from Rogers from Communications Owner/Operator
  - Add Cogeco to Communications Owner/Operator

## 3. IMS

## 4. JIT

## 5. Q&A – Follow up from November 2023 Minutes

Follow up with WSIB to see if there is a maximum age of volunteers that they are covered for.

Double tagging still ongoing.

Survey to all residents will be worked on again this winter.

## Power Outage Exercise

## 6. Discussion

- a. Are we prepared?
- b. What are we missing?

Meeting adjourned at 2:50 pm



# Council Meetings 2025

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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September							October							November							December						
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Section 5.1 of the Procedure By-law states that the Clerk, by December 31<sup>st</sup> of each calendar year, must submit a schedule of upcoming regular meetings for consideration and adoption by Council. Committee of the Whole, public or special meetings of Council may be scheduled as required during the year with appropriate notice provided.



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

## BY-LAW NUMBER 2024-19

**BEING** a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its regular meeting held on Wednesday, December 11, 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 Wednesday, December 11, 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 11<sup>th</sup> day of December 2024.

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MAYOR

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CLERK