

THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA
AGENDA



Thursday, February 8, 2024, at 2:00 p.m.

1. Call to Order and Moment of Silence

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

2. Traditional Land Acknowledgement

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

3. Roll Call

4. Recital of the Municipal Mission and Vision Statements

5. Disclosure of Pecuniary interest & General Nature Thereof

6. Deputations/Presentations – none

7. Adoption of Minutes of previous meeting

8. Petitions and Correspondence - Information Only – (Please advise if you feel any item warrants further consideration)

9. Staff Reports

- None

10. Financial Reports

- None

11. By-Laws

- Bylaw

12. Unfinished Business

- Matters from the December 21, 2023, Agenda Package

13. Addendum (New Business)

- none

14. Notice of Motion – (To be used by members of Council to introduce new areas of business they wish to discuss in the future)

- None

15. Closed Session

16. Questions and Answers

17. Confirmation of Proceedings

- Confirmatory Bylaw 2024-02

18. Adjournment

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

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

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



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

BY-LAW NUMBER 2024-01

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

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

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

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

1. **THAT** an interim levy of 50% of the total rate for each property for 2023 be applied to each property;
2. **THAT** this interim levy shall become due on the 28th day of February 2024;
3. **THAT** on all amounts of the interim levy, that are in default on the 2nd day of March, 2024, a penalty of 1.25% shall be added and thereafter interest of 1.25% per month shall be added to outstanding taxes after the first day of each month;
4. **THAT** this By-Law comes into effect on January 1, 2024.

READ a first and second time this 19th day of December 2019.

READ a third time and passed this 19th day of December 2019.

MAYOR

CLERK



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

AGENDA

December 21st, 2023 at 2:00 p.m.

1. Call to Order and Moment of Silence

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

2. Traditional Land Acknowledgement

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

3. Roll Call

4. Recital of the Municipal Mission and Vision Statements

5. Disclosure of Pecuniary Interest & General Nature Thereof

6. Deputations and Presentations

- i. County of Renfrew – Zoning By-law Amendment

7. Adoption of Minutes of Previous Meeting

- Council Minutes
 - i. November 16, 2023
- Library Board Minutes
 - i. September 19, 2023
 - ii. October 10, 2023
- Recreation Advisory Committee Minutes
 - i. October 3, 2023
 - ii. November 7, 2023

8. Petitions and Correspondence

Information Only – (Please advise if you feel any item warrants further consideration)

- i. Town of Orangeville – Ontario Works Financial Assistance Rates
- ii. AMO Policy Update - Planning Statute Law Amendments and Ontario Child Care Workforce Strategy
- iii. Coleman Township – Conservation Officer Reclassification
- iv. Municipality of Tweed – 1/3 Funding Grant Programs
- v. RCDHU Medical Officer of Health – Report to the Board November 2023
- vi. The County of Prince Edward – Province to Stop MECP Proposal
- vii. Municipality of Grey Highlands – OEB Leave to Construct
- viii. Cogeco – Update on Network Expansion in Head, Clara & Maria

- ix. Township of Clearview – Cemetery Transfer/ Abandonment Administration and Management Support
- x. City of Greater Sudbury – Amendment to OHSA to Clarify Definition of Employer
- xi. Ministry of Natural Resources and Forestry – Technical Bulletin
- xii. Ministry of Municipal Affairs and Housing – 2023 Financial Indicator Results

9. Council Reports

- i. Report 23/12/21/901 – Mayor's Report

10. Staff Reports

- i. Report 23/12/21/1001 – Clerk's Report
- ii. Report 23/12/21/1001 – 2023/2024 Grant Summary Report
- iii. Report 23/12/21/1001 – 2023 Complaint Statistics and Resident Survey

11. Financial Reports

- i. Report 23/12/21/1101 – Revenue and Expense Report
- ii. Report 23/12/21/1101 – 2024 Draft Budget

12. Unfinished Business

- i. Report 23/12/21/1201 – Community Safety and Well-Being Plan
- ii. Report 23/12/21/1202 – Accepting Tipping Fee Payments at Waste Disposal Sites

13. Addendum (New Business)

- i. Report 23/12/21/1301 – Staff Performance Appraisals
- ii. Report 23/12/21/1302 – COLA

14. Notice of Motion

- i. Report 23/12/21/1401 – Motion to Reconsider Resolution No. 23/11/16/006

15. Policy/By-Law Review – none

16. By-Laws - none

17. Closed Session

- i. To Discuss the Clerk's 2023 Performance Appraisal

18. Questions and Answers

19. Confirmation of Proceedings By-law

20. Adjournment.

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

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

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

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



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
Minutes of November 16, 2023

Minutes of a regular meeting of Council held on November 16th, 2023 at 2:00 p.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. **TRADITIONAL LAND ACKNOWLEDGEMENT**

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

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

Staff: Crystal Fischer, Municipal Administrator

Absent/Regrets: none

Guests: none

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

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

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

6. **DEPUTATIONS/PRESENTATIONS** – none

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

Resolution No.: 23/11/16/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

BE IT RESOLVED THAT the minutes of the regular meeting of October 19th, 2023 be accepted as presented.

Carried Unanimously

Note: The Emergency Management Program Committee Meeting Minutes will be revised to redact sentence two of paragraph five.

8. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. Township of The Archipelago – Cigarette Producer Responsibility

- ii. Township of East Hawkesbury – Bill 21, Fixing Long-Term Care Amendment Act
Action: Clerk to send letter of support.
- iii. Township of McKellar – Call for Amendment to Legislation Act, 2006
- iv. Minister of Finance – Ontario Municipal Partnership Fund
- v. Township of Rainy River – Water Treatment Training
- vi. Town of Aurora – Cannabis Retail Applications for the Town of Aurora
- vii. Ministry of Health – Strengthening Public Health
- viii. RCDHU – Medical Officer of Health to the Board
- ix. Town of Arnprior – Support for MHSRC Hoarding Program
Action: Clerk to send letter of support.

Late Correspondence

- i. Municipality of Wawa – Bill C-310
Action: Clerk to send letter of support.
- ii. Municipality of Wawa – Amendment to Legislation Act
Action: Clerk to send letter of support.
- iii. North Renfrew Family Services – Christmas Basket Program
- iv. Mr. Gibson – Auto Extrication
- v. Mr. Gibson – Veteran's Memorial Repair Report

9. MAYOR'S REPORT

- i. Report 23/11/16/901 –Mayor's Report

10. STAFF REPORT

- i. Report 23/11/16/1001 – Clerk's Report

Resolution No.: 23/11/16/002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

BE IT RESOLVED THAT Council does hereby approve an office holiday closure from December 25th, 2023 to and including January 5th, 2024.

Carried Unanimously

Resolution No.: 23/11/16/003

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

WHEREAS the Canada Summer Jobs (CSJ) program will be accepting applications for funding until January 10, 2024;

AND WHEREAS the Municipality will be required to contribute 50% of the program costs;

AND WHEREAS the Municipality has seen success of previous summer student programs and recognize the benefits of providing local youth with summer employment opportunities;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria hereby directs the Clerk to submit an application for funding for two summer student positions for a period of eight weeks;

AND FURTHER THAT Council's contribution to the program of \$4,368 be included in the 2024 budget.

Carried Unanimously

Resolution No.: 23/11/16/004

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

WHEREAS the provincial government is accepting applications for funding to provide financial assistance to purchase critical supplies, equipment and deliver training and services to improve local emergency preparation and response;

THEREFORE BE IT RESOLVED THAT Council of the United Townships does hereby direct the Clerk to submit an application for funding under the Community Emergency Preparedness Grant to purchase a secondary AED machine, (2) 2000W generators and radios.

Carried Unanimously

11. FINANCIAL REPORTS

i. Report 23/11/16/1101 - 2024 Recreation Advisory Committee Budget

Resolution No.: 23/11/16/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS a proposed 2024 Recreation Advisory Committee Budget was presented to Council at the regular meeting of November 16, 2023;

AND WHEREAS Council does not have concerns about the budget presented;

THEREFORE BE IT RESOLVED THAT the 2024 Recreation Advisory Committee Budget be accepted as presented.

Carried Unanimously

12. UNFINISHED BUSINESS

i. Report 23/11/16/1201 – Auto Extrication

Resolution No.: 23/11/16/006

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

WHEREAS Council received Report #23/11/16/1201 concerning auto extrication which included a proposal from Rosehall Consulting that recommended completing a Vehicle Extrication Needs Analysis;

AND WHEREAS Council requires additional information regarding the potential for an internal auto extrication rescue team;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Clerk to have a Vehicle Extrication Needs Analysis completed to determine the needs and benefits versus the disadvantages of establishing a response team.

Carried

Recorded Vote		
Dowser, C	Yes ____	No <u>x</u>
Grills, D	Yes <u>x</u>	No ____
Kelly-Chamberlain, F	Yes <u>x</u>	No ____
LeClerc, K	Yes <u>x</u>	No ____
Richer, R	Yes <u>x</u>	No ____

ii. Report 23/11/16/1202 – Recreation Advisory Committee Terms of Reference
Resolution No.: 23/11/16/007

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council directed the Clerk to update the Terms of Reference to require two members of Council to serve on the committee;

AND WHEREAS Councillor Richer has expressed interest in serving on the committee as a Council representative;

THEREFORE BE IT RESOLVED THAT Council does hereby amend “Schedule A” (the Terms of Reference) to By-law 2014-05 being a by-law to establish a Community Social Programming Committee;

AND FURTHER THAT Councillor Richer be appointed to the Recreation Advisory Committee for the remainder of 2023 and the 2024 calendar year.

Carried Unanimously

Note: Bullet one of the Mandate was amended to state “to support, enhance and deliver existing recreational opportunities in the municipality”.

13. NEW BUSINESS

i. Report 23/11/16/1301 – 2024 Council Meeting Schedule

Resolution No.: 23/11/16/008

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

WHEREAS Section 5.1 of the Procedure By-law states that the Clerk, by December 31st of each calendar year, must provide a schedule of upcoming regular Council meetings for consideration and adoption of Council;

AND WHEREAS Council provided direction to the Clerk regarding the creation of the 2024 schedule of regular meetings;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby approve the 2024 schedule of regular Council meetings as follows:

Meeting Date	Time
Thursday February 8	2:00 p.m.
Thursday Wednesday February 21 22	2:00 p.m.
Thursday March 21	2:00 p.m.
Thursday April 18	2:00 p.m.
Thursday May 16	2:00 p.m.
Thursday June 20	2:00 p.m.
Saturday August 17	4:00 p.m. 10:00 a.m.
Thursday September 19	2:00 p.m.
Thursday October 17	2:00 p.m.
Thursday November 21	2:00 p.m.
Thursday December 19	2:00 p.m.

Carried Unanimously

ii. Report 23/11/16/1302 – Community Safety and Well-Being Plan

Resolution No.: 23/11/16/009

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

WHEREAS each municipality in the Province of Ontario is required to adopt a Community Safety and Well-Being Plan as required by the Safer Ontario Act, through the Ministry of Solicitor General;

AND WHEREAS the City of Pembroke Police Services Board was successful in obtaining a grant which supported the board in hiring a consultant to assist with the development of the Community Safety and Well-Being Plan;

AND WHEREAS the City of Pembroke Police Services Board invited other local Upper Ottawa Valley municipalities, including Head, Clara and Maria to jointly develop a plan;

AND WHEREAS Council has been presented with the Community Safety and Well-Being Plan at the regular meeting of November 16th, 2023;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby approve and adopt the Community Safety and Well-Being Plan as presented.

Deferred to December meeting of Council.

iii. Report 23/11/16/1303 – Deputy Mayor Appointment

Resolution No.: 23/11/16/010

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

WHEREAS Section 226 of the Municipal Act, 2001 allows that a municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council;

AND WHEREAS Council understands the value in appointing a Deputy Mayor for such purposes;

AND WHEREAS the nomination process according to Council Policy C-03 to Appoint a Deputy Mayor resulted in Councillor Richer being selected to serve as Deputy Mayor for the 2024 calendar year;

THEREFORE BE IT RESOLVED THAT By-law 2023-27 being a By-law to Appoint a Deputy Mayor be read a first, second and third time passed.

Carried Unanimously

Note: Councillor Dowser nominated Councillor Richer to serve an additional year as Deputy Mayor and Councillor Kelly-Chamberlain seconded the nomination.

Action: Clerk to update Policy C-03 to update the term provisions.

iv. Report 23/11/16/1304 – Borrowing Authority

Resolution No.: 23/11/16/011

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Scotiabank Business Services has been contracted for municipal VISA credit cards which require renewed Council authorization on a yearly basis;

THEREFORE BE IT RESOLVED THAT By-law 2023-28 being a Borrowing By-law be read a first, second and third time passed.

Carried Unanimously

v. Report 23/11/16/1302 – Signing Authority

Resolution No.: 23/11/16/012 was not voted on because it is no longer required as the Councillor assigned to the Deputy Mayor position remains unchanged.

vi. Report 23/11/16/1305 – Emergency Management Program, Plan and Committee

Resolution No.: 23/11/16/013

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council received Report 23/11/16/1305 regarding the municipality's Emergency Management annual compliance, training and program requirements;

THEREFORE BE IT RESOLVED THAT By-law 2023-29 being a by-law to authorize the Emergency Management Program, Program Committee and Emergency Response Plan be read a first, second and third time passed.

Carried Unanimously

14. NOTICE OF MOTION – none

15. POLICY/BY-LAW REVIEW

i. Report 23/11/16/1501 – Asset Management Policy

Resolution No.: 23/11/16/014

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Ontario Regulation 588/17 requires that each municipality in Ontario must adopt an Asset Management Policy;

AND WHEREAS Council was presented with a Draft Asset Management Policy at the regular meeting of November 16th, 2023;

THEREFORE BE IT RESOLVED THAT By-law 2023-30 being a by-law to adopt an Asset Management Policy be read a first, second and third time passed.

Carried Unanimously

ii. Report 23/11/16/1502 – Complaint Handling Policy

Resolution No.: 23/11/16/015

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council deems it necessary to create a Complaints Handling Policy in order to strengthen community engagement and communication;

WHEREAS Council was provided with a Draft Complaints Handling Policy at the regular meeting of Council on November 16th, 2023 and had the opportunity to make revisions to the policy;

THEREFORE BE IT RESOLVED THAT By-law 2023-31 being a by-law to adopt a Complaints Handling Policy be read a first, second and third time passed.

Carried Unanimously

16. BY-LAWS –none

17. CLOSED SESSION - none

18. QUESTIONS AND ANSWERS

Councillors have not received Power Point presentation from Peter Kenyon.

Asset Management Policy – Mackey Creek Culvert, where do we stand with replacement? Scheduled for 2024. Staff will begin the required paperwork this winter.
Mackey Creek Road – potholes are very bad; a lot of complaints.
Darts – Recreation Committee is working on it.
Clerk's Performance Appraisal – have been provided to Council to be filled out and discussed at the December meeting of Council.

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/11/16/016

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

BE IT RESOLVED THAT By-law 2023-32 being a by-law to confirm proceedings of the meeting of Council of Thursday, November 16th, 2023 be read a first time short and passed.

Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/11/16/017

Moved by Councillor Dowser and Seconded by Councillor LeClerc

BE IT RESOLVED THAT this meeting adjourn at 4:17 p.m. to meet again on December 21st, 2023 at 2:00 p.m.

Carried Unanimously

MAYOR

CLERK

**Head, Clara and Maria Public Library
Board Meeting Minutes**

September 19, 2023

A Regular Meeting held on September 19, 2023 was called to order at 10:00AM

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

1. Roll Call

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	X		
Member	Catherine Sutherland	X			Member	Fran Kelly-Chamberlain	X		
Member	Nancy Voros	X			CEO	Lexi Rivett			X

2. Pecuniary Interest: none

3. Approval of agenda:

Resolution #1; Moved by Catherine Sutherland seconded by Gay Baribeau. Be it resolved that the agenda for September 19, 2023 be accepted as Presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution # 2; Moved by Fran Kelly-Chamberlain Seconded by Nancy Voros. Be it resolved that the minutes of June 6, 2023 be accepted as Corrected. CARRIED

5. Business Arising From The Minutes: None

6. Report of the CEO: None

7. Report of The Chair:

- Peggy Malcolm is retiring. There is a luncheon which Marlene will attend and bring a Thankyou card

8. Financial Reports: None

9. Correspondence: None

10. Policies: Accessibility & Staff, Staff Selection & Assignment and Health & Safety policies will be forwarded to the board for next meeting

11. New Business:

- The CEO will start looking for new grants to apply for.
- The CEO will work on changing the fines in the system so they are \$0
- Cathy has set up a new email to protect her privacy for library events it is hcmlibraryboard@gmail.com

12. Report of the Projects:

- June Jazaar was a success with a profit of \$2369.70
- Judy Zilney has donated the quilt back to the library that she won at the June Jazaar, it will go into the December Market
- Fran will look into McMuffins for food at the December market
 - Thank you to Cathy for all that she does and for taking the lead again with the Christmas Market.
 - Cathy has handed out a how to run a market information sheet

13. Questions and Answers: None

14. Adjournment:

Resolution #3;

Be it resolved that this meeting adjourn at 11:40 p.m. to meet again October 10, 2023 at 10:00 a.m. in the hall. Moved by Nancy Voros seconded by Catherine Sutherland.

CARRIED

Circulation Stats

Produced Friday, September 1, 2023 at 11:55 PM

	HCM-RESID	TOTAL	PIECES	CIRC
E-DVD	1	1	1	
E-FIC	15	15	15	
E-POOL-DVD	3	3	3	
TOTAL	19	19	19	

**Head, Clara and Maria Public Library
Board Meeting Minutes**

October 10th, 2023

A Regular Meeting held on October 10th, 2023 was called to order at 10:00 AM

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

1. Roll Call

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Marlene Gibson	x			Member	Gay Baribeau	X		
Member	Catherine Sutherland	X			Member	Fran Kelly-Chamberlain	X		
Member	Nancy Voros	X			CEO	Lexi Rivett	x		

2. Pecuniary Interest: none

3. Approval of agenda:

Resolution #1; Moved by Nancy Voros seconded by Gay Baribeau. Be it resolved that the agenda for October 10, 2023 be accepted as Amended. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution # 2; Moved by Fran Kelly-Chamberlain Seconded by Catherine Sutherland. Be it resolved that the minutes of September 19, 2023 be accepted as Deferred. CARRIED

5. Business Arising From The Minutes:

- Peggy Malcolm's retirement party will be the 18th of October
 - Marlene will be purchasing a card to give to Peggy from the library board

6. Report of the CEO:

- Children's picture books have been relabeled so that they can be more easily put away

- The CEO is Now working on re labeling all the children's nonfiction with pictures, most people including children don't know the dewey decimal system so this should make it easier to find specific topics
- This is being worked on in small sections when there is time
- The CEO has found a grant we could potentially apply for, the Pat Morris communities matter initiative, we will have to look into it for next year
 - (Any small Canadian community library serving a population of 10,000 or less that is registered as a "Qualified Donee" under the Canada Revenue Agency is eligible to apply.)
 - The CEO will look into the conectivity grant

7. Report of The Chair:

- Doug Antler has offered to donate Newspapers to the library
- Judy Zilney's name should be removed from all library accounts
- 2 Black ink Cartridges will be purchased

8. Financial Reports:

Resolution # 3; Moved by Gay Baribeau Seconded by Nancy Voros. Be it resolved that the Revenue and Expense Report for October 10, 2023 be accepted as presented.CARRIED

9. Correspondence: None

10. Policies: None

11. New Business:

- We will start looking into purchasing large print books to make our materials more accessible
- A display showing events and different services the library offers will be created to try to entice people to join the library.
- A usage sheet for the computers/ Wi-Fi will be created so we can keep track of roughly how many people are using the library
- A Chalk board for outside the library will be looked into for 2024
- The 3rd magazine rack will be hung so the quilt magazines have a better place to go
- The Christmas Market & Quilt draw posters will be added to the newsletter
- The Library Board agrees to allow the township to display resources for those facing domestic violence issues
- Bring your own bags will be encouraged for the Christmas market
- The board will advertise looking for a volunteer fundraiser coordinator/ event planner

12. Report of the Projects:

- Christmas Market
 - There are 17-18 vendors signed up
 - Cathy and her Sister will be making breakfast sandwiches for \$5
 - Drinks will be by donation
 - Fran will Run a Volunteer Bake sale table
 - Cathy is still looking for some items for the raffle baskets
 - Lexi will ask Jesse to bring the tables from the garage into the hall
 - There will be 4 floats needed for the kitchen, tickets, library and bake sale
 - Posters should be sent in the mail by the 24th of October

13. Questions and Answers: None

14. Adjournment:

Resolution #4;

Be it resolved that this meeting adjourn at 11:50 a.m. to meet again November 14, 2023 at 10:00 a.m. in the hall. Moved by Catherine Sutherland seconded by Fran Kelly-Chamberlain.
CARRIED

Circulation Stats

Produced Sunday, October 1, 2023 at 8:32 AM

	HCM-RESID	TOTAL	PIECES	CIRC
E-DVD	9	9	9	
E-DVD-SER	1	1	32	
E-FIC	1	1	1	
E-FPC	1	1	1	
E-POOL-DVD	6	6	6	
TOTAL	18	18	49	

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

Tuesday October 3rd, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart and Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent: Bonnie Stewart

Guests: Melissa Foster

Adoption of Agenda:

Moved by: Rachel Richer seconded by: Glenn Stewart

Be it resolved that the Agenda for October 3rd, 2023 meeting be accepted as presented.

Adoption of Previous Minutes:

Moved by: Glenn Stewart Seconded by: Rachel Richer

Be it resolved that the meeting Minutes for September 5th, 2023 be accepted as presented.

2. Unfinished Business:

i. NYE

Glenn has not heard back from any volunteers. Rachel has had more volunteers interested in baking but would like to have more details to confirm with the volunteers. We would like to see a game at events RAC holds if this is possible.

Action: Stephany to follow up to see if we can have prizes if tickets are not being sold. Create 50 tickets and the poster for NYE to be sold in the office, Yates and Lances Convenience.

Action: Rachel will contact Stephany to arrange a date for NYE decorations.

ii. Winter Games

Bring to the November meeting.

3. New Business

i. Halloween

We will not have an event this year.

ii. Movie Night

To be brought back to 2024.

iii. Budget and Workplan 2024

Action: Stephany to add Trail side to the next meeting.

We need more advertisement for Trail Side Café for locals.

4. Financials - None

5. Events- None

6. Questions and Answers:

Melissa would like to join the committee; a resolution will be brought to Council.

Moved by: Deborah Froehlich Seconded by: Glenn Stewart

Be it resolved that this meeting adjourn at 4:23 p.m. to meet again November 7th, 2023.

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

Tuesday November 7th, 2023– 3:00 p.m.

1. Roll Call

Committee Members: Glenn Stewart, Deborah Froehlich & Bonnie Stewart

Council Reps:

Chairperson: Deputy Mayor Rachel Richer

Staff: Stephany Rauche

Absent: Councillor Chris Dowser and Melissa Foster

Guests: None

Adoption of Agenda:

Moved by: Glenn Stewart Seconded by: Bonnie Stewart

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

Adoption of Previous Minutes:

Moved by: Bonnie Stewart Seconded by: Deborah Froehlich

Be it resolved that the meeting Minutes for October 3rd, 2023 be accepted as presented.

2. Unfinished Business

i. New Years Eve

RAC will provide the main dish. Bonnie will lead the prep/cook day on December 30th and will pick up required supplies. Volunteers have shown interest in donating food.

Helmet has volunteered to be a designated driver. Cathy Sutherland volunteered to bartend. One more bartender and designated driver are required. Six volunteers have offered to tear down after NYE event.

Action: Stephany to notify volunteers that tear down will take place at noon on January 1st. Send Bonnie a shopping list. Create an advertisement in search of volunteers for the cook/prep day, bartenders and students looking for volunteer hours. Follow up with the list of people who wanted to donate food and send the list to Rachel.

Action: Rachel will open the hall for volunteers on January 1st at noon and will stop in a Lances and Yates to see how many tickets have been sold.

ii. Winter Games

Action: Rachel will ask about having Darts at the next council meeting.

3. New Business

i. Trail Side Café

Action: Stephany to advertise for Trail Side Café event in February along with looking for volunteers. Bring the menu and more information to the January meeting.

ii. St-Patrick's Day

Set for March 16th, 2024. Will be added to agenda for January meeting.

iii. December and January Meetings

The meetings will take place on December 5th and January 10th at 3:00 p.m.

4. Financials

i. Budget 2024

The Committee changed unplanned events expenses to \$3500 to balance the 2024 budget.

5. Events

December 10th, 2023

Bartender: Cathy Sutherland

RAC Rep:

December 31st, 2023

Bartender: Cathy Sutherland

RAC Rep: Glenn Stewart

January 20th, 2023

Bartender: Cathy Sutherland

RAC Rep: Glenn Stewart

March 16th, 2023

Bartender:

RAC Rep: Glenn Stewart

6. Questions and Answers

Glenn: When will we know about darts? Rachel will bring it to council, if approved we could proceed with setting dates.

Moved by: Deborah Froehlich Seconded by: Bonnie Stewart

Be it resolved that this meeting adjourn at 4:26 p.m. to meet again December 5th, 2023.

United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, December 21, 2023				Report Date	Tuesday, December 12, 2023			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/12/21/1001- Clerk's Report									

Subject: Clerk's Report

Recommendation: That Council receive this report as information and provide direction to Staff regarding updating the municipal website.

Background/Executive Summary:

Service Canada Outreach Clinic

The Service Canada Outreach Clinic took place at the municipal office on December 6th. This trial program was a success and a second Outreach Clinic has been scheduled for March 2024. The Outreach Clinic provides services such as the intake of Canadian Pension Plan, Old Age Security, Guaranteed Income Supplement, Social Insurance Numbers, Employment Insurance and Passport applications.

Grant Funding Opportunities

An application for funding was submitted under the Deep River and District Community Foundation to cover the costs of the purchase and installation of the remaining playground equipment at LaCroix Park. The application was successful and the municipality has been granted \$7,000. A photo op is scheduled for January 8th at 10:00 am, at LaCroix Park (if accessible) or at the Municipal Office. If any members of Council are interested in attending, please let the Clerk know by January 2nd, 2024.

An application for funding was submitted under Canada Summer Jobs for two summer student employment positions. The municipality will be eligible to receive a wage subsidy of up to 50% of the current provincial minimum hourly wage for which \$4368 could be reimbursed.

An application for funding was also submitted under the Community Emergency Preparedness Grant (CEPG) for purchase of radios, an AED, generators and safety equipment in the amount of \$11,260.

Municipal Website Updates

Staff have started to complete updates to the municipal website and would like Council's permission in removing all confirmatory and invalid by-laws from the website in order to eliminate content that is either outdated and no longer applicable and to reduce the amount of content that will be required to be remediated to meet accessibility standards. Staff would like to consolidate all by-laws into one page leaving only the most recent and applicable by-laws available online. All original by-laws are available in the municipal office to be viewed during regular operating hours if an older by-law was removed from online and a member of the public would like to see it.

Streetlights

The materials to be supplied by Aultman Rental for streetlights has still not been ordered from their supplier. Installation of streetlights will not occur until the spring. If materials are not ordered by the beginning of February, it will be recommended that we consider alternate options to ensure that installation is completed in the spring of 2024.

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

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 21, 2023				Report Date	Wednesday, November 29, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/12/21/1002- 2023/2024 Grant Summary Report									

Subject: Review of 2023/2024 applications for grant funding.

Recommendation: That Council receive this report as information only.

Background/Executive Summary:

The Clerk's Key Performance Indicators provide that one of the Clerk's goals is to apply for funding that assists the Municipality in achieving goals, plans and/or service levels and to provide a statistical report that outlines the name, type and requested amount of grant indicating success rate.

The grants listed below do not include regularly issued grant funding including Ontario Community Infrastructure Fund, Ontario Municipal Partnership Fund and Gas Tax. Although a formal application for funding is not submitted, the municipality will be ineligible to receive funding if annual reporting is not properly completed on an annual basis.

Grant	2023 Funding	Successful	Submitted for 2024 Funding	Description
Canada Summer Jobs	\$3,705.00	Yes	\$4,368.00	Summer Student Employment
ICIP Community Culture	\$19,841.45	Yes		Community Centre Renovations
ICIP Covid	\$100,000.00	Yes		Community Centre Renovations
DRDCF			\$10,000.00	Play Structure at LaCroix Park
			\$43,000.00	Kitchen Renovations (2023)
Ontario Trillium Foundation	\$27,300.00	No		Website Accessibility (2024)
NHSP	\$13,675.00	Yes	\$18,000.00	Seniors Program
MAMP	\$20,000.00	Yes		Asset Management
MMP- Digital Modernization	\$14,270.00	Yes		Asset Management
Inclusive Community Grant Program			\$60,000.00	Accessible Washrooms at Municipal Parks
Rural Economic Development Grant	\$20,000.00	No		Zoning By-law Amendment
Community Emergency Preparedness Grant			\$11,260.00	Emergency Preparedness

Applications submitted for 2024 funding have not yet been awarded, with the exception of the Deep River and District Community Foundation, and therefore, Staff is not yet aware if the Municipality was successful in obtaining the funding.

In 2023, seven applications for funding were submitted to be executed in 2024 with a total value of \$173,928 and six grants were executed from previous application years with a total value of \$171,491.45.

The total value of grants being applied for and executed in 2023 amounts to \$365,419.45.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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United Townships of Head, Clara & Maria Council

Request for Decision

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 21, 2023				Report Date	Wednesday, November 29, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/12/21/1003- 2023 Complaints Report									

Subject: Review of Public Complaints Received in 2023 and Satisfaction Survey

Recommendation: That Council receive this report as information and provide direction to staff in regards to proceeding with a public survey.

Background/Executive Summary:

In efforts to strengthen community engagement and communication, one aspect of the Clerk's Key Performance Indicators includes that the Clerk is to provide Council with a comprehensive policy on how the Township will accept and manage complaints/feedback, an annual statistical report to Council as well as a resident satisfaction/ complaint resolution survey.

At the regular meeting of November 2023, Council passed a resolution to adopt By-law 2023-31 being a by-law to adopt a Complaint Handling Policy.

The following information has been compiled into a statistical report for Council's information and consideration of public complaints received in 2023.

2023 Complaint Statistics							
	Administration	Roads	Waste	Recreation	Building	Council	Other
January		2					
Februray		6					
March		5					
April		5					
May	1	6			1		
June		4					4
July		1	1		1	2	
August		2			1		
September			1			1	
October		5	4		2		2
November		5	4				
December					1		

January 2023

The roads complaints received were due to a large snowbank that was left on Ashport Road past the bus turnaround. It was not the municipality or the snow removal contractor who placed/left the bank on the road. Public Works resolved the issue.

February

The roads complaints received consisted of requests for plowing and/or sanding. Another complaint that the municipal office received many times throughout the winter, that is not included in the stats as it was a service not provided by the municipality, was concerning the Canada Post mailboxes not being shovelled and sanded.

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Staff attempted to resolve the issue by reporting all complaints received in the office, and observed by Public Works, to Canada Post. Public Works also cleared and sanded the mailboxes. Staff also secured an agreement with Canada Post (Annand X) to shovel and sand the mailboxes for the 2023/2024 season in order to resolve the issue.

March

The roads complaints received consisted of requests for plowing/scraping ice off the road. Public Works and the contractor attempted to scrape ice and clear the roads unless it started causing more damage than repair.

April

The roads complaints received consisted of a puddle that needed trenching, a sink hole, the contractor hitting a post when plowing and the road needing to be scraped of ice. Public Works trenched the puddle, repaired the sink hole and replaced the post.

May

The roads complaints received consisted two reports of a hole on McIsaac Drive and three requests for Calcium. To resolve the issues, Public Works filled the hole on McIsaac Drive and laid calcium by hand in front of houses where complaints originated until grading would be completed and the calcium truck would be available. One of the roads complaints also consisted of the Emergency Maintenance Only signs not been changed back to Minimum Maintenance Signs. Staff had ordered signs and was awaiting fabrication. The "other" complaints received consisted of one report of a tree down on Harvey Creek Road and one report of a tree down on Mackey Creek Road, for which the administrative staff contacted Hydro for both trees as they fell on Hydro property/lines.

The parks and recreation complaint received was in regards to the docks in Deux Rivieres not being installed (May 26) as well as the pillars that were installed at the entrance of Ferry Trail. Staff advised that dock would be installed (completed May 31) and that OPG was responsible for the pillars at Ferry Trail as well as provided a contact at OPG for them to speak with.

The administrative complaint was received by Council concerning the Clerk's Report #23/05/18/1303 Annual Trailer Licensing.

June

Roads complaints consisted of dissatisfaction of, and requests for, calcium as well as a large pothole that was located past the Minimal Maintenance section of Kenny Road. A complaint was also received about a catch basin on Dunlop Crescent overflowing. Public Works applied calcium at the house that requested calcium and did not repair the pot hole on Kenny Road as per the policy. The catch basin will be repaired in the spring. There is erosion of a section of the culvert that needs to be replaced.

The other complaints received consisted of Wild Parsnip at Grants Creek and multiple reports of people having open fires during a fire ban. Staff contacted the County of Renfrew to see if they would assist with Wild Parsnip removal as they have been appointed the municipality's weed inspector. Staff directed those calling in reporting fires during the fire ban to report the fires to MNRF.

July

One waste complaint was received because recycling wasn't picked up, due to a wasp nest in the bin. Property owners were notified that they would need to remove the nest.

One recreation complaint was received because the dock at Mackey Boat Launch became loose. Someone hit the dock (presumably with a boat) loosening the dock. Public Works repaired the issue and secured the dock back in place.

Two complaints were received regarding the building permit issuance and incorrect address and spelling of name on permit. The permit was corrected by the CBO.

One roads complaint was received regarding brushing Francoeur Road past the train tracks.

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August

The roads complaints received were in regards to washboards on Pine Valley Road and that there was a tree down on Mackey Creek Road. The property owner completed repairs on Pine Valley Road and the Public Works Leader inspected the work afterwards to ensure it was satisfactory and the tree was cleared on Mackey Creek Road.

One recreation complaint was received regarding the play structures at LaCroix Park being suited for a younger age group, requesting that additional equipment that is suited for older children also be installed.

September

One complaint regarding waste was received because garbage was not being picked up at a residence in Deux Rivières as it was not properly sorted. The complainant believes that people travelling through the area are dumping garbage in their bin that is not properly sorted. The Landfill Attendant collected the waste on his next route.

One complaint was received at the Ombudsmen's office concerning the potential of an open meeting violation at the Peter Kenyon Training and therefore the Clerk was notified. An interview was conducted with the Clerk and all information was provided. The Ombudsmen determined that no further investigation was required and there would be no further action taken.

October

One complaint was received about work being done by a contractor on Highway 17. Though not the jurisdiction of the municipality, the Ministry of Transportation was notified.

One report was received about a tree down on a power line on Donnelly Road. Staff contacted Hydro One to remove the tree and repair the line.

The roads complaints received consisted of one complaint was received about a bump that was left from grading on Chokecherry Lane, a pot hole on Harvey Creek Road and a request for re-grading on Mackey Creek Road. Public Works manually raked the bump/windrow on Chokecherry Lane and filled the pothole on Harvey Creek Road. Mackey Creek Road was not re-graded since the fall grade due to weather. The contractor and Public Works have filled and compacted the holes as best as they can with the weather conditions that have been received.

The "other" complaints received consisted of three partridge being shot and discarded in the ditch and 12 fish discarded at the Stonecliffe Boat Launch. The Ministry of Natural Resource Information was shared so that reports could be filed.

Four waste complaints were received; two for recycling and two for garbage not being picked up. The landfill attendant was contacted and verified the reasoning. The message was conveyed to the complainants to ensure that recycling is properly sorted and garbage is set out properly in the future.

Two building complaints received were to express frustration with the severance process. Municipal Staff have a responsibility to follow the recommendations provided by the County Planning Department.

November

The waste complaints consisted of two complaints that the garbage at Boudreau Road was overflowing and two complaints that recycling was not picked up. The landfill attendant was contacted and verified the reasoning. The message was conveyed to the complainants to ensure that recycling is properly sorted and garbage is set out properly in the future.

The roads complaints consisted of concerns of potholes after the fall grade and three reports of Mackey Creek Road and Ashport Road being icy. One report of a stop signs down on Boudreau Road intersecting Highway 17 was also reported. Public Works went to fix the issue, but someone has already repaired it.

December

One recreation complaint was received regarding exposed rebar at LaCroix Park. The Public Works Leader completed an inspection and a small section of concrete will need to be poured in the spring.

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Customer Service Satisfaction Survey

A portion of the Clerk's Key Performance Indicators is to prepare a resident satisfaction/ complaint resolution survey, which has been enclosed for Council's review and revision, if required.

Any sections of the survey can be modified and Council should consider if they would like the survey to be anonymous. Staff is also seeking direction concerning dates to accept responses to the survey. Staff is recommending to post the survey the second week of (around January 11th) until January 29th. The responses can be collected and presented in a Report to Council at the regular meeting of February 2024.

Options:

Approve the survey for distribution in January 2024 as presented or as amended;

Or defer approval of the survey to provide further direction to Staff.

Financial Considerations/Budget Impact:

None

Enclosures:

Customer Service Satisfaction Survey

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Thursday, December 21, 2023				Report Date	Thursday, December 14, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/12/21/1101- Revenue and Expense Report									

Subject: Revenue and Expense Report Ending December 14, 2023

Recommendation: That Council accepts this report as information only, to correspond with the enclosed Revenue and Expense Report.

Resolution:

WHEREAS Council has received Report #23/12/21/1101 concerning the Revenue and Expense Report ending December 14, 2023 and have had the opportunity to ask clarifying questions of the report;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense report dated December 14, 2023 as presented.

Background/Executive Summary:

This report includes comments on accounts that may be questioned due to large variances from its budgeted amount.

- 41-8441 – includes tax sale package purchases, tax sale fees recorded on property accounts and proceeds received from tax sales that are paid into court. The amount is not a true revenue to the municipality, however needs to be recorded and is offset through expenses.
- 51-1123 – only includes rebates for January to June 2023. The rebate for the second half of the year ends December 31st and will be completed in the first quarter of 2024.
- 51-1131 – donations that were made to the library, but recorded in the municipality's system so that donation receipts could be provided. These amounts will be transferred to the Library's account.
- 51-4211 – includes \$10,000 for highway accident refuse that is suitable for daily cover.
- 61-1133 – YTD is recording under the liability account, not the expense account. Total YTD for WSIB is \$4901.47 (does not include 2023 Q4).
- 61-1214 – remaining election bond reimbursements from 2023 Form 4 Financial Filings.
- 61-1319 – Includes \$8,140.80 expense for Asset Management that corresponds with the grant revenue in 51-9541 (there is no expense account for this grant). True value of 61-1319 for budgeting purposes is \$524.28.
- 61-1344 – Land Use Permit for Stonecliffe Waste Disposal Site.
- 61-1353 – Includes \$10,176.00 deposit for 2023 audit (will be transferred to 2024 reporting at year end). True value of 61-1353 is \$27,984 (includes \$500 for the Library's portion of billing).
- 61-1354 – disbursements; cannot be expended through the Municipality's minutes in the package.
- 61-1357 – additional assistance with email accounts was required and cyber security measures were implemented.
- 61-1363 – purchased Interim Tax Bill Notices along with annual software licencing.
- 61-1366 – includes \$763.20 of 2024 membership fees.
- 61-4112 – purchase of outhouses approved by Council resolution.
- 61- 4411 – the expense is significantly higher than anticipated as the volume of material delivered and processed was significantly higher than expected. The 2023 budget estimate was determined by 2022 actuals, however the volumes received in 2023 were higher.
- 61-6541 – the expense is higher due to a higher volume of events occurring in the community centre. These expenses are offset by the sales, which to date are \$3,888.
- 61-8441 – cost recovery; not an actual expense to the municipality. Amounts are billed back the specific property tax account.

Enclosures:

Revenue and Expense Report Dated December 14, 2023

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer



The United Townships of Head, Clara & Maria

2024 Preliminary Budget Report

Prepared by:
Crystal Fischer, Clerk-Treasurer

Date:
December 21, 2023

PROPOSED BUDGET

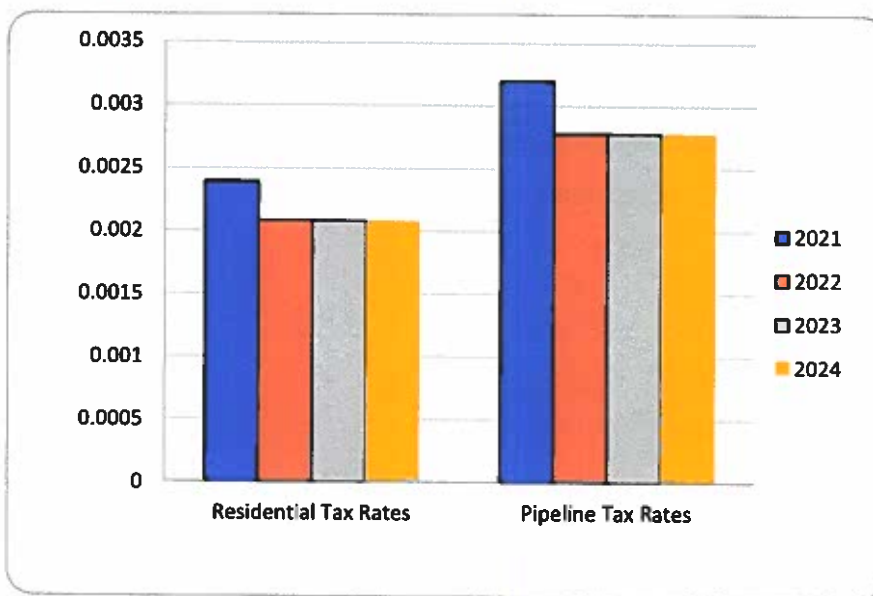
As the United Townships of Head, Clara & Maria moves forward in approving a budget in the first quarter of each year, this will mean approving a budget without being provided with the prior year's actual (audited) expenses and revenues. Actuals for 2023 will be provided with the audited financial statements, once they are available. This budget is based on the 2024 tax rate remaining the same as the previous year and is a preliminary budget that may change based on Council's direction and the actual surplus.

	Budget 2023	Proposed 2024
Expenses		
General Government	\$ 490,210.00	\$ 541,000.00
Protection & Health Services	\$ 111,010.00	\$ 105,910.00
Transportation Services	\$ 345,970.00	\$ 381,100.00
Environmental Services	\$ 86,390.00	\$ 74,840.00
Social & Family Services		
Recreational & Cultural Services	\$ 64,200.00	\$ 50,600.00
Land Use Planning & Development		
Grant expenses	\$ 41,750.00	\$ 153,940.00
Reserve Expenses		
TOTAL	\$ 1,139,530.00	\$ 1,307,390.00
Transfers to Reserves	\$71,170.00	
Capital Budget		
TOTAL	\$61,620.00	
Grand Total	\$ 1,201,150.00	\$ 1,307,390.00
Revenues		
Previous year Operating Surplus	\$ 120,000.00	\$ 147,300.00
Grants	\$ 333,610.00	\$ 339,020.00
Revenues	\$ 296,680.00	\$ 339,970.00
Transfer from Reserves		\$ 75,630.00
Grand Total	\$ 750,290.00	\$ 901,920.00
DIFFERENCE	\$ 450,860.00	\$ 405,470.00

HOW DOES THIS AFFECT PROPERTY TAXES?

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

The graph below depicts the change in tax rates from 2021 to 2024 for the residential and the pipeline property classes.



The table below shows the amount of municipal tax that a residential property owner would have or will pay based on \$100,000 dollars of assessment and the established tax rates for 2018 – 2024. **The 2024 residential lower tier rate is proposed to remain the same as the 2023 tax rate.**

Year	Residential Tax Rates	Payment based on \$100,000 Assessment
2018	0.00247867	\$247.87
2019	0.00239715	\$239.72
2020	0.00239684	\$239.68
2021	0.00208693	\$208.69
2022	0.00208325	\$208.33
2023	0.00208325	\$208.33
2024	0.00208325	\$208.33

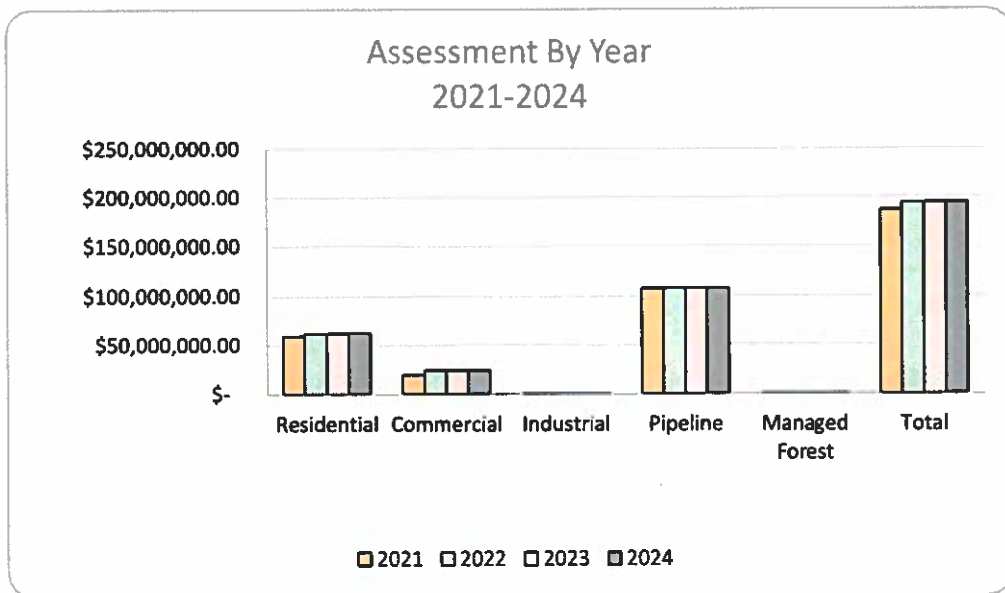
The actual surplus used in the revenue budget may be higher than estimated, and if it is determined to be so after the audit, it will be Staff's recommendation to transfer any additional surplus into reserve contingencies.

ASSESSMENT CHANGES

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

Year	Residential	Commercial	Industrial	Pipeline	Managed Forest	Total
2020	\$ 58,240,700.00	\$ 19,698,200.00	\$ 372,900.00	\$ 107,184,000.00	\$ 333,000.00	\$ 185,828,800.00
2021	\$ 59,123,200.00	\$ 19,699,400.00	\$ 372,900.00	\$ 107,184,000.00	\$ 333,000.00	\$ 186,712,500.00
2022	\$ 61,721,700.00	\$ 24,146,400.00	\$ 372,900.00	\$ 107,184,000.00	\$ 333,000.00	\$ 193,758,000.00
2023	\$ 61,945,500.00	\$ 24,158,100.00	\$ 372,900.00	\$ 107,184,000.00	\$ 333,000.00	\$ 193,993,500.00
2024	\$ 62,441,200.00	\$ 24,110,100.00	\$ 371,000.00	\$ 107,184,000.00	\$ 333,000.00	\$ 194,439,300.00

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



Total assessed values increased by \$445,800 from 2023 to 2024.

Breakdown of Budgeted Revenue

	Budget 2023	Projected 2024
Revenue		
PIL and Taxation	\$ 176,180.00	\$ 175,940.00
General Government	\$ 68,080.00	\$ 106,410.00
Fees & Permits	\$ 2,200.00	\$ 2,700.00
Recycling	\$ 30,350.00	\$ 34,820.00
Helipad	\$ 3,500.00	\$ 3,500.00
Parks & Recreation	\$ 16,370.00	\$ 16,600.00
Totals:	\$ 296,680.00	\$ 339,970.00

	Budget 2023	Projected 2024
Grants		
OCIF	\$ 100,000.00	\$ 100,000.00
OMPF	\$ 69,000.00	\$ 87,000.00
Gas Tax	\$ 8,210.00	\$ 8,390.00
Seniors Program	\$ 15,000.00	\$ 18,000.00
Modernization		
Canada Summer Jobs	\$ 4,340.00	\$ 4,370.00
RED Program	\$ 10,000.00	
DRDCF		\$ 7,000.00
OTF		\$ 43,000.00
ICGP		\$ 60,000.00
CEGP		\$ 11,260.00
Special (ICIP)	\$ 127,060.00	
Totals:	\$ 333,610.00	\$ 339,020.00
Transfer from Reserves		\$ 75,630.00
	\$ 630,290.00	\$ 754,620.00

Analysis of Expense Categories

General Government

Refers to the following expenses:

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

	Budget 2023	Proposed 2024
General Government		
Payroll & Payroll Expenses	\$ 347,030.00	\$ 368,160.00
Council Expenses	\$ 44,500.00	\$ 45,000.00
General Administration	\$ 98,680.00	\$ 127,840.00
	\$ 490,210.00	\$ 541,000.00

Health and Protection Services

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

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

	Budget 2023	Proposed 2024
Protection & Health Services		
CBO	\$ 1,100.00	\$ 1,200.00
Emergency Management	\$ 1,150.00	\$ 1,400.00
Fire Services	\$ 12,630.00	\$ 12,800.00
Policing	\$ 91,630.00	\$ 86,010.00
Physician Recruitment	\$ 1,700.00	\$ 1,700.00
Helipad	\$ 2,500.00	\$ 2,500.00
Health and Safety	\$ 300.00	\$ 300.00
	\$ 111,010.00	\$ 105,910.00

Transportation and Environmental Services

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

\$10,000 to grub around the municipal gravel pit;

\$106,800 to replace culverts;

\$3,000 to replace another section of guard rails on Harvey Creek Road;

\$100,000 to install streetlights.

Environmental services include landfill capital and operating costs, garbage collection and recycling program costs.

	Budget 2023	Proposed 2024
Transportation & Environmental Services		
Transportation	\$ 243,630.00	\$ 278,100.00
Environmental Services	\$ 73,890.00	\$ 74,840.00
Special Projects	\$ 114,840.00	\$ 103,000.00
	\$ 432,360.00	\$ 455,940.00

Recreational and Cultural Services

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

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

Larger projects included in the budget for 2023 include:

\$4,500 for work to be completed at Old Mackey Park;

\$2,000 to repair the Stonecliffe Boat Launch;

\$5,000 to purchase benches, signage, picnic tables;

\$2,500 to install playground LaCroix Park; and

\$4,000 to repair/replace solar lights at the Mackey Boat Launch.

	Budget 2023	Proposed 2024
Recreation & Cultural Services		
Recreation Committee	\$ 13,900.00	\$ 13,500.00
Parks and Recreation Hall	\$ 22,300.00	\$ 23,600.00
Grounds Maintenance	\$ 500.00	\$ 500.00
Special Projects	\$ 27,500.00	\$ 13,000.00
	\$ 64,200.00	\$ 50,600.00

Grant Expenses

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

	Budgeted 2023	Projected 2024
Grants		
ICIP	\$ 9,570.00	
Seniors Program	\$ 15,000.00	\$ 24,000.00
Modernization		
Canada Summer Jobs	\$ 8,680.00	\$ 8,680.00
RED Program	\$ 8,500.00	
DRDCF		\$ 7,000.00
OTF		\$ 43,000.00
CEGP		\$ 11,260.00
ICGP		\$ 60,000.00
Totals:	\$ 41,750.00	\$ 153,940.00

Library

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

Land Use Planning Services

The Municipality relies on the County for these services. \$8400 has been budgeted in 2024 to complete the Zoning By-law Amendment. From time to time legal advice is needed for land use planning matters and has not been allocated to this service but has been included in General Government.

2023 Actuals

As mentioned at the beginning of this report, Council and Staff have expressed a goal of passing the budget as early in the year as possible. However, the municipal audited statements will not be available until the Auditor has completed the review and reconciliation of accounts.

However, it is anticipated that there will be a surplus to carry over into 2024.

United Townships of Head, Clara & Maria Council
Request for Decision

Type of Decision							
Meeting Date	Thursday, November 16, 2023			Report Date	Monday, October 30, 2023		
Decision Required	X	Yes	No	Priority	X	High	Low
Direction	X	Information Only		Type of Meeting	X	Open	Closed
Report #23/11/16/1302 – Community Safety and Well-Being Plan							

Subject: Adoption of the Community Safety and Well-Being Plan

Recommendation: That Council pass the following resolution to adopt Community Safety and Well-Being Plan.

Resolution:

WHEREAS each municipality in the Province of Ontario is required to adopt a Community Safety and Well-Being Plan as required by the Safer Ontario Act, through the Ministry of Solicitor General;
AND WHEREAS the City of Pembroke Police Services Board was successful in obtaining a grant which supported the board in hiring a consultant to assist with the development of the Community Safety and Well-Being Plan;
AND WHEREAS the City of Pembroke Police Services Board invited other local Upper Ottawa Valley municipalities, including Head, Clara and Maria to jointly develop a plan;
AND WHEREAS Council has been presented with the Community Safety and Well-Being Plan at the regular meeting of November 16th, 2023;
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby approve and adopt the Community Safety and Well-Being Plan as presented.

Background:

Legislative amendments to the Police Services Act, 1990, required every municipal council to prepare and adopt a Community Safety and Well-Being Plan (CSWB plan). The requirement for CSWB planning came into force on January 1st, 2019. Under the legislation, the responsibility to prepare and adopt a CSWB plan applied to single, lower-tier, and regional municipalities; however, municipalities had the discretion and flexibility to develop joint plans with surrounding municipalities.

A consensus was reached between the municipalities of the City of Pembroke, the Town of Petawawa, the Town of Laurentian Hills, the Town of Deep River, the Township of Laurentian Valley, the Township of Whitewater Region, the Townships of Head, Clara and Maria, the Township of North Algona Wilberforce and portions of the Township of Admaston/Bromley to develop a joint CSWB Plan. Council passed a resolution formally agreeing to participate in the development of a joint CSWB at the regular meeting of Council on December 17th, 2020.

The City of Pembroke obtained a provincial grant and hired a qualified coordinator to assist the municipalities through the plan development process. An advisory committee was established with representation from the participating municipalities (municipal staff and members of Council), along with a variety of stakeholders representing emergency, social, education, and health services.

The CSWB Plan identifies risks to community safety and well-being, and sets actions to help reduce these risks.

Financial Considerations/Budget Impact:

None at this time.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 21, 2023				Report Date	Wednesday, November 29, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/12/23/1202- Accepting Tipping Fee Payments at Disposal Sites									

Subject: Review of Accepting Tipping Fee Payments at Municipal Waste Disposal Sites

Recommendation: That Council provide authorization for Staff to implement a cash or cheque payment option at the waste disposal sites as a one-year trial program.

Resolution:

WHEREAS Council received Report 23/12/21/1202 regarding accepting cash and cheque payments for tipping fees at municipal disposal sites;

AND WHEREAS accepting payments at the disposal sites may improve operating efficiencies and customer service levels;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby direct Staff to implement a process of accepting cash and cheque payments for tipping fees at the waste disposal sites effective January 1, 2024;

AND FURTHER THAT the service be provided as a trial program to be reviewed again in one year to determine feasibility of continuation.

Background/Executive Summary:

At the regular meeting of Council of September 21st, 2023 Council received Report 23/09/21/1301 concerning the Waste Disposal Tipping Fee Schedule which included a request of Council's consideration in accepting payment of tipping fees at the waste disposal sites. Council directed the Clerk to bring a report back to Council for the consideration of accepting payment of tipping fees at the waste disposal sites, including the frequency of billing and information regarding the reduction in administrative versus waste management processing time.

The current process of accepting payment for tipping fees consists of the Landfill Site Attendant filling out a tipping ticket form with the property owner's information, a description of the waste and quantity delivered and tipping fee amounts. The tipping tickets are submitted to the office at the end of each month. The Administrative Assistant enters the tipping information into the system to create an invoice. The Clerk reviews all invoices, posts the batch and prints the invoices. The Administrative Assistant makes copies of all the tipping tickets submitted by the Landfill Attendant, and the invoices, so that the duplicate copies can be mailed to the property owner. Once a payment is received, either by cheque in the mail, credit card payment over the phone, e-transfer or the property owner coming into the office to make a payment, the payment is processed against the Accounts Receivable account. The payment is entered into the system and added to the bank deposit, and the invoice is moved into the paid records.

If payment of tipping fees were accepted at the landfill, the Landfill Attendant would still record the property owner information, description and quantity of waste delivered to the landfill site on a tipping ticket form, however, the payment would be accepted at the landfill, remitted to the office on a pre-determined schedule (recommended weekly or bi-weekly) and the payments would be directly entered into the system as a receipt and not an accounts receivable invoice. A receipt is processed immediately, completing the transaction. It would eliminate the need to create, process and mail invoices including the cost of copying and postage. The Landfill Site Attendant would be provided with a receipt book and could issue a written receipt if requested by residents. The Landfill Attendant would follow the Cash Handling Policy and payments would remain in a

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secure lock box while at the site and then transferred daily to the garage where the lockbox would remain secured.

Staff have consulted with the Public Works and Landfill Attendant who advised that there would not be a significant increase of time required for the Attendant to accept cash or cheque payments at the Landfill Site and that it will be an added level of service that has been requested by residents. It is not recommended that debit or credit be an accepted method of payment at the landfill site, largely due to connectivity. To date in 2023, Staff have processed and issued 95 Accounts Receivable Invoices for tipping fees.

Staff collected the following information from neighbouring municipalities in consideration of accepting payments at the disposal sites.

Mattawa Landfill

Accepts cash, debit and credit payments at the landfill. Landfill Site Staff are provided with a \$100 float each Friday which is returned to the office every Monday morning. The municipal office manages and reconciles the float. There is no specific policy.

North Renfrew Landfill- Laurentian Hills

Accepts cash payment at the landfill, may accept cheque. No specific policy. Residents may come into the office and let Staff know what they are bringing and pay in advance. Slips (records) and cash are brought into the office on Fridays. They only issue invoices for asbestos.

Renfrew

Accepts cash, credit and debit payments at the landfill. No specific policy; just cash handling policy. People can also choose to sign up for an account system similar to what we have and be invoiced.

Admaston/Bromley

Accepts cash payment at landfill. The Disposal Site Attendant returns amounts over and above the established float every week or two depending on how busy it is. The Attendant also has an invoice book.

Bonnechere Valley

Accepts cash payment at landfill site and has invoicing system.

Options:

Direct Staff to implement a process to accept cash and cheque payments at the waste disposal sites; or
Direct Staff not to implement a process for accepting cash and cheque payments at waste disposal sites.

Financial Considerations/Budget Impact:

Accepting cash and cheque payment methods at the waste disposal sites does not have any significant impact on budget. It will increase efficiency of finance processes of administrative staff and provide a greater level of service to the public.

Enclosures:

Cash Handling Policy

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 21, 2023				Report Date	Tuesday, December 12, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/12/21/1301 – 2023 Employee Performance Appraisal Results									

Subject: Recommendations Arising from 2023 Employee Performance Appraisals

Recommendation: That Council approve the following resolution to provide step increases to staff to have met or exceeded performance expectations in 2023.

Resolution:

WHEREAS employee performance evaluations were completed in December 2023 with four employees meeting or exceeding expectations, resulting in a position for a one-step increase as recommended by the Clerk-Treasurer;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby agree that based on completed assessments and to become effective January 1, 2024, four members of staff receive one step increase on the salary grid.

Background/Executive Summary:

Formal employee performance appraisals have been completed for 2023. The Clerk met with employees to discuss individual performance and goals. Each employee was provided with a list of questions to encourage them to think about their performance, what they want to accomplish in their job, what they feel they can contribute to the community and what changes could be made to improve job specific and overall operations. Clear expectations for 2024 performance were also established with individual employees.

Recommendations from members of staff that came from the Performance Appraisal process include:

Purchase proper equipment to facilitate work at municipal parks, boat launches and roads; will save time for employees to complete other work.

Council reviewing sites after a project has been completed to see what has been accomplished.

Documenting roads and public works processes and procedures (time permitting) for emergency coverage and/or succession planning.

Cross training the Public Works and Landfill Attendant on some of the winter maintenance operations in case coverage is required.

Purchasing a piece of large equipment such as a backhoe to be used between the landfill sites and roads to increase capacity and efficiency and decrease contracting costs. Staff would require direction from Council regarding the creation of a report with additional information and financial comparators.

Purchase a bigger, more appealing, garbage/recycle bin outside the kitchen door.

Finish sections of the gazebo off the kitchen door so that the birds do not nest in there and create such a mess.

Purchase comfortable and ergonomic office chairs.

Financial Impact:

The recommended salary grid step increases will result in a budget increase of approximately \$8130 for 2024. The 2024 budget will include funding for the recommendations above, with the exception of the purchase of large machinery.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 21, 2023				Report Date	Monday, December 4, 2023			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/12/21/1302 – COLA and CPI									

Subject: Review of the annual cost of living increase for salaries and honorarium.

Recommendation:

That Council provide cost of living adjustments based on the 2022-2023 Consumer Price Index.

Resolution:

WHEREAS Council's past practise has been to award cost of living adjustments to staff salary and council honorarium when the October to October Consumer Price Index surpassed 1%;

AND WHEREAS numbers for Ontario show an increase of 3.3% for 2022-2023;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize that the 3.3% cost of living adjustment based on the October to October Statistics Canada's Consumer Price Index for Ontario be applied to all applicable salaries and honoraria effective January 1, 2024.

Background/Executive Summary:

Cost of Living Allowance adjusts salaries and benefits to keep pace with inflation and changes in the cost to live. It is based on the Consumer Price Index which measures changes in the average price of products and services typically consumed by Canadian families. It also assists in keeping salary gaps from further widening. Historically, Stats Canada year to year Consumer Price Index percentage has been used to increase compensation for Council, staff salaries and applicable municipal contracts. It has not been awarded when lower than 1%. The 2022-2023 October to October figure is 3.3%. The 2023 January to October annual CPI and Inflation Rates for Ontario are 3.988%. Cost of Living Adjustments were not awarded for the 2023 year.

Cost of Living Allowance adjustments are unrelated to performance.

Financial Considerations/Budget Impact:

	3.3% Increase
Council Honorarium	\$1,254 (based on 2023 estimated budget)
Staff Salary	\$9,255.86
Approximate Total Cost	\$10,509.86

Others Consulted:

[2023 CPI and Inflation Rates for Ontario | Inflation Calculator](#)

[Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit \(statcan.gc.ca\)](#)

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 21, 2023				Report Date	Tuesday, December 5, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/12/21/1401- Motion to Reconsider Resolution No. 23/11/16/006									

Subject: Voting Reconsideration of Resolution No. 23/11/16/006 Regarding Auto Extrication

Recommendation: That Council votes on whether to allow a Motion to Reconsider Resolution No. 23/11/16/006 to be added to the Agenda.

Resolution:

WHEREAS Council voted on Resolution No. 23/11/16/006 regarding Auto Extrication at the regular meeting of Council on November 16, 2023;

AND WHEREAS a member of Council is requesting reconsideration of their vote on the resolution;

AND WHEREAS Section 2.20 of the Procedural By-law allows for reconsideration of a vote as long as the requestor originally voted in the majority and Council votes in favour of adding the Motion to Reconsider to the Agenda;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby vote in favour of adding a Motion to Reconsider Resolution No. 23/11/16/006 to the Agenda of the Council meeting of December 21, 2023.

Background/Executive Summary:

A member of Council has requested that their vote at the regular meeting of November be reconsidered for Resolution No. 23/11/16/006 regarding Auto Extrication.

In order for a vote to be reconsidered, the following pertains (Section 2.20 of the Procedure By-law 2023-02):

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

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

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

- A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda.
- The Chair shall ask the Member to affirm that they voted with the majority;
- The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda.
- When the Member is moving to have the Motion to Reconsider added to the Agenda of the same meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda.
- Where the Member is moving to have the Motion to Reconsider added to the Agenda of a meeting other than that at which the Motion was originally voted on, a majority of Council must agree to add the Motion to Reconsider to the Agenda.
- Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- No Motion shall be reconsidered more than twice in the same calendar year.

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- h) A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j) No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

The member of Council who is requesting reconsideration of the vote did vote in the majority and is therefore eligible to request the reconsideration. Council will vote on allowing the reconsideration to be added to the agenda. If a majority of Council votes to add the reconsideration to the agenda, a new recorded vote will be called.

Options:

If a majority of Council votes in favour of allowing the Motion to Reconsider to be added to the agenda, a new recorded vote on Resolution No. 23/11/16/006 will take place.

If a majority of Council does not vote in favour of allowing the Motion to Reconsider to be added to the agenda, the Motion to Reconsider will not be added to the agenda and therefore cannot be voted on.

Financial Considerations/Budget Impact:

None.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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

BY-LAW NUMBER 2024-02

BEING a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its special meetings held on Wednesday, January 10, and Thursday February 8, 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 special council meetings of Wednesday, January 10, and Thursday February 8, 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 a 1st time short and passed this 8th day of February 2024.

MAYOR

CLERK