



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA
Thursday, February 13, 2025
10:00 A.M.

NOTE: The time of the meeting has been changed to 10:00 A.M. to accommodate a training (Closed Meeting) and a working meeting. The meeting will not recess for lunch.

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. Recital of the Municipal Mission and Vision Statements

4. Approval of Agenda

Resolution No.: 2025-001

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the agenda of the Regular Meeting of Wednesday February 13, 2025, be adopted as circulated.

5. Declarations of Disqualifying Interest (Pecuniary)

6. Mayor's Address

(None)

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

a. Regular Meeting December 16, 2024

Resolution No.: 2025-002

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the minutes of the Regular Meeting of Monday December 16, 2024, be adopted as circulated.

8. Closed Session

Move Into Closed Session

Resolution No.: 2025-003

Moved by _____ and seconded by _____

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at ____ 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. Closed Meeting Minutes November 21, 2024
- ii. HR Matters
 - Update Municipal Administrator Leave of Absence
 - Employee Workload/Employment Contracts
 - Deputy Treasurer Success Plan

And pursuant to section 239(3.1) Educational and Training Session:

- iii. Training pursuant to section 239(3.1) Educational and Training Session:
 - By the Municipal Lawyer:
 - Accounting for Legal Risk in Municipal Service Delivery
 - *Municipal Conflict of Interest Act* re: Missing Link Snowmobile Club
 - By E4m
 - Microsoft Teams Applications Including Microsoft Planner

Return to Open Session

Resolution No.: 2025-004

Moved by _____ and seconded by _____

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at ____ p.m. and reports that_____.

9. Delegations/Presentations

Dianne Murphy – Hall Rental Policy

Resolution No.: 2025-005

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the request for the waiver of fees related to the use of the Hall for the Trail Café/fundraising purposes be considered as part of the Level of Service Bylaw and 2025 budget discussions.

10. Council Direction From the Previous Meeting

- a. Office Closure Policy – Update: This matter is being considered as part of the Level of Service Bylaw discussions.
- b. Donation Policy - to be considered at the March Regular Meeting
- c. Mackey Creek Culvert Replacement Project – Update – Resolution passed at the December Council meeting was sent to the County of Renfrew for their consideration.

Resolution No.: 2025-006

Moved by _____ and seconded by _____

BE IT RESOLVED THAT Council directs that a letter be sent to the County following up on the request for assistance with the Mackey Creek Culvert Replacement Project.

- d. Appointment of a Deputy Mayor – To be considered during the Council Working Session

11. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
 - i. Memorandum of Understanding (MOU) between the Municipality and the Library Board
 - ii. MOU between the Municipality and various snowmobile clubs.
 - iii. Reserves and Investment Policy
 - iv. Asset Management Policy – Review/Affirm/Amend existing
 - v. Appointment of a Deputy Mayor

- vi. Strategic Plan – Next Steps: New Implementation Strategy
- b. 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.: 2025-007
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.
- c. Bylaws
 - i. Bylaw 2025-01 Being a Bylaw to Appoint a Deputy Clerk
Resolution No.: 2025-008
Moved by _____ and seconded by _____
BE IT RESOLVED THAT By-Law 2025-001, being a bylaw to appoint a Deputy Clerk be read and adopted.
 - ii. Bylaw 2025-02 Being a Bylaw to Appoint a Deputy Treasurer
Resolution No.: 2025-009
Moved by _____ and seconded by _____
BE IT RESOLVED THAT By-Law 2025-002, being a bylaw to appoint a Deputy Treasurer be read and adopted.
 - iii. Bylaw 2025-03 Being a Bylaw to provide for an Interim Tax Levy for the year 2025
Resolution No.: 2025-010
Moved by _____ and seconded by _____
BE IT RESOLVED THAT By-Law 2025-003, being a bylaw provide for an Interim Tax Levy for the year 2025 be read and adopted.
- d. Public Hearings: Planning/Zoning Matters (None)
- e. Committee/Local Board Reports
 - i. Library Board
Board Minutes
(None)
Board Rep Report
(None)
 - ii. Police Services Board
Resolution No.: 2025-11
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Police Services Board Council Representative Report be received.
 - iii. Renfrew County and District Health Unit
(None)
 - iv. Renfrew County
County Council Summary January 2025
Resolution No.: 2025-12
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Renfrew County Council January 2025 Summary be received.
 - v. Community Emergency Management Control Group
(None)

12. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
 - i. Amendment to Council Meeting Schedule 2025: Change Date of August to Saturday August 9th or

16th, 2025.

Resolution No.: 2025-013

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Council Meeting scheduled in August be moved to August, 2025 at ___ A.M./P.M.

ii. Special Meeting – to consider the Level of Service Bylaw, the Asset Management Plan

Requirements and the Impact to the 2025 Municipal Budget

Resolution No.: 2025-014

Moved by _____ and seconded by _____

BE IT RESOLVED THAT a Special Meeting be held on Wednesday March 5, 2025, to discuss to consider the Level of Service Bylaw, the Asset Management Plan Requirements and the Impact to the 2025 Municipal Budget.

- b. Financial Update/Statement/Quarterly Variance Report
(None)
- c. Update on Capital Projects
(None)

13. Leadership Issues

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

14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-04

Resolution No.: 2025-015

Moved by _____ and seconded by _____

BE IT RESOLVED THAT By-Law 2025-04 being a bylaw to confirm proceedings of Council at their Regular Meeting of February 13, 2025, be read and adopted.

15. Adjournment

Resolution No.: 2025-016

Moved by _____ and seconded by _____

BE IT RESOLVED THAT this meeting adjourn at ___ P.M.

Note: Alternate formats and communication supports are available upon request.

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

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

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



Minutes of a regular meeting of Council held on December 16, 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 2:10:04 A.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 LeClerc

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.: 2024-115

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT the agenda of the Regular Meeting of Monday December 16, 2024, be adopted as circulated
Carried

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

6. Mayor's Address

Resolution No.: 2024-116

Moved by Councillor Richer and seconded by Councillor LeClerc
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 November 21, 2024

Resolution No.: 2024-117

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

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

Carried

8. Delegations/Presentations

9. Council Direction From Previous Meeting

- a. Office Closure Policy – Update – Matter to be considered as part of the Level of Service Bylaw work
(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).

November 21, 2024, Consent Agenda (Matter Deferred)

Resolution No.: 2024-106

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

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

Carried

December 11, 2024, Consent Agenda

Resolution No.: 2024-118

Moved by Councillor LeClerc and seconded by Councillor Richer

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

Carried

- b. Bylaws – None
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 Councillor Kelly-Chamberlain and seconded by Councillor Dowser

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 Councillor Richer and seconded by Councillor Kelly-Chamberlain

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.

Carried

11. Administrative Matters

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

Council Meeting Schedule 2025

Resolution No.: 2024-124

Moved by Councillor LeClerc and seconded by Councillor Kelly Chamberlain

BE IT RESOLVED THAT the 2025 Council Meeting Schedule be adopted as presented.

Carried

Mackey Creek Culvert Replacement Project

Resolution No.: 2024-125

Moved by Councillor Richer and seconded by Councillor Dowser

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.

Carried

Appointment of Deputy Mayor

Resolution No.: 2024-126

Moved by Councillor Dowser and seconded by Councillor LeClerc

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.

Carried

Donation Policy

Resolution No.: 2024-127

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain

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 United 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 \$250.00

to be donated to Bernadette McCann House and \$625.00 to the Food Bank.

Carried

Council recessed for lunch at 12:00 P.M. and reconvened at 2:00 P.M.

- b. Financial Update/Statement/Quarterly Variance Report
 - i. 2025 Budget Preparation
Presentation/Working session

- c. Update on Capital Projects

- d. Streetlighting Project

Resolution No.: 2024-128

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the Streetlighting Project update be received as presented.

Carried

12. Leadership Issues

- a. Update to Strategic Plan – Council was given a brief summary of the findings from the previous planning session.
- 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 Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT By-Law 2024-019 being a bylaw to confirm proceedings of Council at their Regular Meeting of December 16, 2024, be read and passed.

Carried

15. Adjournment

Resolution No.: 2024-130

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 3:34 P.M. to meet again on Thursday February 13, 2025, at 2:00 P.M..

Carried

Mayor

Meeting Clerk

From: Diane Murphy <murphyj@xplornet.com>
Sent: January 31, 2025 11:20 AM
To: Debbi Grills
Cc: HCM Clerk-Treasurer; Debbi Grills; Rachel Richer; Chris Dowser; Fran Kelly-Chamberlain
Subject: Hall rental policy for HCM fundraisers

Hi Debbie.

I'm writing this email as a resident and happy home owner of HCM. However, I have some concerns about the hall rental policy that has just recently been brought to my attention.

I have volunteered to help run the TRAIL CAFÉ for the visiting sledders and our community members Saturdays in February. All the proceeds, the profit we make will go to support the HCM library and the local snowmobile club equally. We are all volunteers and much of the product, the desserts in particular have been donated to support this fundraiser. I learned last week that we have to pay a fee of \$225.00 for the municipal hall rental. That is quite a hefty fee for a group of hard working ladies trying to support our local library and promote our local businesses who depend on visitors and tourism. We all know that provincial funding does not cover all the needs of our libraries and we have snow and pristine trails that offer unique outdoor experiences for visitors, also groomed and maintained by volunteers.

I am requesting that the clerk and council reconsider the charge and revoke the ruling for this case. Ideally I would like the funds already paid be returned and no further charges for the TRAIL CAFÉ applied.

Thank you for your consideration.

Dianne (Murphy)



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

BYLAW NUMBER 2025-01

BEING A BY-LAW TO APPOINT A DEPUTY CLERK

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, (“*Municipal Act*”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.

Deputy Clerk

Section 228(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“*Municipal Act*”) provides that Council may by by-law appoint a Deputy Clerk who shall have all the powers and duties of the Clerk under the *Municipal Act* and every other Act.

Preamble

The *Municipal Act* allows municipalities to appoint a Deputy Clerk who has the powers and authorities of the Clerk.

Council appointed an Interim Deputy Clerk and now believes it to be prudent to rescind that decision and appoint a Deputy Clerk.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to appoint a Deputy Clerk.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. That Peggy Young-Lovelace is hereby appointed as the Deputy Clerk for the Corporation of the United Townships of Head, Clara and Maria.
2. That the powers and duties of the Deputy Clerk shall be those powers and duties of the Clerk as set forth in the *Municipal Act* and every other Act.
3. That Bylaw 2024-03 is hereby repealed.
4. This by-law takes effect January 1, 2025.

Read and adopted by Resolution 2025-08 this 13th Day of February 2025.

Mayor

Clerk



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

BYLAW NUMBER 2025-02

BEING A BY-LAW TO APPOINT A DEPUTY TREASURER

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

Deputy Treasurer

Section 286(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended ("*Municipal Act*") provides that Council may by by-law appoint a Deputy Treasurer who shall have all the powers and duties of the Treasurer under the *Municipal Act* and every other Act.

Preamble

Council appointed an Interim Deputy Treasurer and now believes it is in the best interest of the municipality to appoint a Deputy Treasurer to provide support and mentoring to the Interim Deputy Treasurer and perform the oversight duties of the Treasurer.

The *Municipal Act* allows municipalities to appoint more than one Deputy Treasurer who has the powers and authorities of the Treasurer.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to appoint a Deputy Treasurer.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. That Leanne Crozier is hereby appointed as the Deputy Treasurer
2. That the powers and duties of the Deputy Treasurer shall be those powers and duties of the Treasurer as set forth in the *Municipal Act* and every other Act.
3. Ms. Crozier shall have oversight of all financial matters related to municipal operations, including but not limited to budgeting, accounting, financial reporting, expenditures, revenues, and compliance with applicable legislation and policies.
4. This by-law takes effect January 1, 2024.

Read and adopted by Resolution 2025-09 this 13th Day of February 2025.

Mayor

Clerk



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-03

BEING A BYLAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR THE YEAR 2025

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Taxation

Section 317(1) of the *Municipal Act* provides that a local municipality, before the adoption of the 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 further in subsections 2 and 3 govern the passing of such bylaws:

(2) A by-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year. 2001, c. 25, s. 317 (2); 2006, c. 32, Sched. A, s. 132.

Rules

(3) The amounts to be levied are subject to the following rules:

1. 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.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

Penalty and Interest

Section 345 (1) of the *Municipal Act* provides that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date.

Penalty

(2) A percentage charge, not to exceed 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies. 2001, c. 25, s. 345 (2).

Interest

(3) Interest charges, not to exceed 1 1/4 per cent each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default.

Appointment of a Treasurer

Section 286(1) of the *Municipal Act* requires a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
- (g) complying with any requirements applicable to the treasurer under section 418.1.

Preamble

Council of the Corporation of the United Townships of Head, Clara, and Maria (the "Township") recognizes the importance of maintaining continuous municipal services before approving the annual budget and to ensure sufficient cashflow during this period, Council will direct the Treasurer to issue an interim tax bill.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to direct the Treasurer to issue an Interim Property Tax levy for the 2025 fiscal year.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. That the Treasurer is hereby authorized to levy and collect an interim tax amounting to not more than 50% of the total property taxes for municipal and school purposes levied on each property in the previous year.
2. That the interim tax levy applies to all properties in all property classes within the municipality, subject to any necessary adjustments as required under the Assessment Act and related regulations.
3. That the interim taxes levied under this by-law shall be payable on February 28, 2025.
4. That the Treasurer may adjust the due dates if required, subject to proper notice to taxpayers.
5. That the taxes shall be payable to the United Townships of Head, Clara and Maria at the Township office or by

- any other method accepted by the Township.
6. Non-payment of the amount due on the date specified in section 3 of this Bylaw shall be subject to a penalty of 1.25% and further that interest shall be charged per month on the unpaid amount, as per section 345 of the *Municipal Act*.
 7. This by-law takes effect on January 1, 2025.

Read and adopted by Resolution Number 2025-09 this 13th Day of February 2025

MAYOR

CLERK



Council Member Committee/Local Board Report

Council Member: Councillor Dowser

Report Date: 2025-02-01

1. Committee Name

Upper Ottawa Valley Police Services Board

2. Purpose of the Committee/Local Board (Provide a brief description of the committee's mandate, mission, or primary objectives.):

To ensure adequate and effective policing is provided to the catchment of the Upper Ottawa Valley Police Services Board.

3. Recent Meetings

- Date(s) of Meeting(s): 2025-01-24
- Key Topics Discussed: Official creation of board, Community member appointee, Budget, next steps
- Decisions Made (List key decisions, approvals, or recommendations made by the committee.): Board members are to determine if they know of anyone that would be interested in fulfilling the role of community member on the Board. Preliminary budget discussions with an agreement to keep costs as low as possible. Laurentian Valley has offered their Community Development Officer (Chris Neff) to provide administrative services (Clerk) at no charge. In addition, they have offered to create and host the web site, spearhead the development of the Strategic Plan and other professional services which are in their wheelhouse, all to keep the costs of the Board to a minimum.

4. Progress on Initiatives

- Ongoing Projects/Tasks (Summarize progress on key initiatives or projects the committee is overseeing; Mention timelines, milestones achieved, or challenges faced.): The creation of a budget is guesstimating at this time, this is a new

legislated body by the province, with no experience to draw from. We have the drawing board so to speak. An additional challenge is that Laurentian Valley and Laurentian Hills have very different policing costs, population, revenues, etc. than HCM. So how do we make this fair? Some members have requested alternates, if unavailable for meetings.

- New Initiatives (Highlight any new initiatives that the committee has started or proposed.): [Click or tap here to enter text.](#)

5. Implications for Council

- Items Requiring Council Attention (List any decisions or input required from Council.): Budget – it has been suggested each member deal directly with their municipality on expenses such as mileage and meeting attendance (I originally agreed but after reflection, my opinion has changed); apportionment(fairness). Alternates. Community Representative.

- Budgetary/Financial Considerations (Outline any impacts on municipal budgets or funding needs related to committee activities.):

As this is a newly created Board and hard costs are unknown, I recommend a budget of \$20,000.

- Policy/Bylaw Impacts (Identify any policy changes or bylaw implications from the committee's work.): None

6. Upcoming Meetings

- Next Meeting Date: [Click or tap to enter a date.](#)
- Planned Agenda Items (Highlight key topics for upcoming discussions.):

Budget, appointment of community member, next steps

7. Additional Information (Include any other relevant information, such as community engagement efforts, partnerships, or public feedback.)

[Click or tap here to enter text.](#)

8. Recommendations to Council (if applicable): (Clearly state any recommendations the committee has for Council.)

Budget \$20,000

Operate board totally independent from Municipality with its own bank acct etc. This way HCM writes a cheque once a year and that's it.

Determine compensation for LV and place in reserve acct for future expenses they may incur, compensation request or if operations must be housed elsewhere.

Council and Committee Monthly Summary

January 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held January 15 and January 29, 2025 under the new Committee of the Whole Structure.

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

The full [Council and Committee packages](#) can be found online.

The [January 15, 2025](#) and [January 29, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- To begin the year, Warden Peter Emon proposed an operating theme for 2025 as “Persistent Aggressiveness”, and set out his goals for the year:
 - Addressing the housing and homelessness crisis;
 - Fostering economic growth;
 - Focusing on community defining initiatives (finalizing made-in-Renfrew County Climate Action Plan, exploring rural transit, improving the "Aging in Place" services for seniors and their families and investigating shared service opportunities)
 - Lobbying for Highway 417 expansion;
 - Hosting an Economic Development summit
- Between January 15 and 29, the Warden attended 27 meetings on Council business and noted it was an incredibly busy and productive couple of weeks for both Council and staff. A major highlight was the participation in the Rural Ontario Municipal Association ([ROMA](#)) Conference, where elected officials and staff had several impactful delegations. The County of Renfrew was proud to attend 11 delegations, contributing to the largest number of delegations held at the conference to date. He commended the ROMA team for hosting such a valuable and well-attended event.
- He noted the advocacy efforts at the ROMA Conference have already started to pay off as the County of Renfrew has benefited from several funding announcements in recent days. This include funding for a [Homelessness and Addiction Recovery Treatment \(HART\) Hub](#), a [roundabout](#) at the intersection of two County Roads in the Town of Petawawa, and additional funding to tackle homelessness.
- The Warden thanked the members of County Council who attended ROMA and supported the County in its advocacy. He added this will be an ongoing team effort as we look forward to seeing more additional results from these efforts.

Delegations

At the January 15 meeting, Council heard from the following interested parties:

- Jack Craig, President and CEO of Canadian Nuclear Laboratories, provided an update on the operations at the Chalk River facility, which currently employs 3,505 staff members.
- Maggie Braun, founder of KICLEI Canada, made a presentation requesting the County of Renfrew reevaluate its Climate Action Plan and the Milestone Approach used by Ainsworth Consulting in developing the plan.

2025 Budget

- Each Committee had an opportunity to review departmental budgets, highlighted by business plans from the Directors, and financial implications moderated by Treasurer Daniel Burke. A Special Meeting of County Council will be held on February 6 to further discuss the 2025 County of Renfrew Budget.

Health Committee

Presented by: Michael Donohue, Chair

- County Council approved the County of Renfrew Long-Term Care Homes' Strategic Plan for 2025 to 2030. This plan represents an outline of the mission statements, strategic goals and objectives for Miramichi Lodge and Bonnechere Manor. The Strategic Planning process is an important mechanism for the County of Renfrew Homes to undertake to help guide the implementation of their objectives that is a collaboration of input from residents, families, staff, volunteers and the elected representatives.

Community Services Committee

Presented by: Warden Peter Emon

- County Council adopted a By-law to enter into a Services Agreement between the County of Renfrew Community Services Department and MacKay Manor Inc., Renfrew, Ontario, for services in relation to the operations of a Mesa Warming Centre at 156 John Street, Pembroke, Ontario. MacKay Manor Inc. has one patient recovery home program and three outpatient community-based programs. The Warming Centre is staffed 24 hours per day, 7 days per week, with front-line staff from MacKay Manor Inc. trained in helping people access addictions and mental health support.

Under the new Committee of the Whole Structure the following items were discussed at the Committee level, but not finalized. They will be before County Council at the February 12, 2025 meeting for consideration and resolution.

Development & Property Committee

- Development and Property Committee recommends to County Council that the Warden sign the joint letter of support advocating for sustainable funding for the Canadian Association of Nuclear Host Communities (CANHC), of which the County of Renfrew and Town of Deep River are members.
- Development and Property Committee recommends that County Council adopt a By-law implementing a Municipal Consultation Strategy under Section 17.18 of the Official Plan.
- Enterprise Renfrew County (ERC) will be hosting two free webinars in February as follows:
 - HST Prep for Your Business, with Seguin Financial – February 13, 2025 – 10:30 a.m. to 12:00 p.m.
 - T2 Tax Insights: A Guide for Corporations, with the Canadian Revenue Agency – February 27, 2025 – 10:00 a.m. to 12:00 p.m.
- On March 4, 2025, ERC will host the Francophone Entrepreneur Networking event in Pembroke. During the event, the winner of the Francophone Entrepreneur Award will also be announced. Nominations for this award will be accepted until February 16, 2025. For more information and to register for upcoming workshops and events, visit the Enterprise Renfrew County website.

Operations Committee

- The Operations Committee recommends that County Council adopt a resolution to direct staff to proceed with an application under the Community Sports and Recreation Infrastructure Fund (CSRIF), Stream 2, New Builds and Signature New Builds, for the reconstruction of the trail crossing AT032 (Bissett Creek and Highway 17) located on the Algonquin Trail, in the United Townships of Head, Clara and Maria.
- The Operations Committee recommends that County Council adopt a resolution to direct staff to pursue and submit applications for funding under any eligible Provincial and/or Federal programs that are, or may become, available for which development or maintenance of County Recreational Trails and associated bridges, may be eligible.
- The Operations Committee recommends that staff be directed to seek feedback from the local municipalities regarding the proposed draft policy regarding Community Safety Zones.
- The Operations Committee directs staff to request that Egis proceed with a new Rationalization Study on all County of Renfrew roads and municipal roads as requested by the lower-tier municipalities, using the suggested updated criterion. A meeting was held with Public Works staff from the County and local municipalities on December 12, 2024, to discuss many items related to Public Works.
- The Operations Committee directs staff to proceed with assisting the United Townships of Head, Clara and Maria with the Mackey Creek Culvert Replacement Project and that a Service Agreement be negotiated for the County's involvement in the project, whereby all services rendered, being staff time and equipment, for the project by the County will be recovered from the Township.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk
613-735-7288



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-04

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the United Townships of Head, Clara and Maria ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) of the *Municipal Act* requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of February 13, 2025.
2. All By-Laws passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2025-015 this 13th Day of February 2025.

Mayor

Clerk