



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA
Thursday, March 20, 2025
2:00 P.M.

NOTE: Council will resume their meeting of February 14, 2025, which was recessed at 1:57 P.M. and consider the following agenda items: 11e items ii and iv; 12a i and ii; and item 14.

1. Call to Order and Moment of Silence

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

2. Traditional Land Acknowledgement

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

3. Recital of the Municipal Mission and Vision Statements

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.: 2025-023

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday March 20, 2025, be adopted as circulated.

5. Declarations of Disqualifying Interest (Pecuniary)

6. Mayor's Address

Resolution No.: 2025-024

Moved by _____ and seconded by _____

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

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

a. Special Meeting March 5, 2025

Resolution No.: 2025-025

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the minutes of the Special Meeting of Wednesday March 5, 2025, be adopted as circulated.

8. Delegations/Presentations

Parry Pichette – Boat Launch in Bisset Creek

9. Council Direction From the Previous Meeting

(None)

10. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
 - i. Council Remuneration – Reconciliation of 2024 amounts
 - ii. Memorandum of Understanding (MOU) between the Municipality and the Library Board
 - 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
 - vii. Organizational Structure and Collaborative Governance
- 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.: 2025-026
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.
- c. Bylaws
- d. Public Hearings: Planning/Zoning Matters (None)
- e. Committee/Local Board Reports
 - i. **Library Board**
 - Board Minutes
Resolution No.: 2025-027
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Library Board Minutes for February 4 and March 4, 2025, be received.
 - Board Rep Report
Resolution No.: 2025-028
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Library Board Council Representative Report be received.
 - Board Member Appointment
Resolution No.: 2025-029
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Debbie Froehlich be appointed to the Library Board as requested by the Board Chair Catherine Sutherland.
 - ii. **Police Services Board**
(None)
 - iii. **Renfrew County and District Health Unit**
Letters to the Board from the Medical Officer of Health January 28 and February 25, 2025
Resolution No.: 2025-030
Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Letters from the Medical Officer of Health to the Renfrew County and District Health Unit Board of Directors be received.

iv. Renfrew County

County Council Summary February 2025 and Approved 2025 Budget

Resolution No.: 2025-031

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Renfrew County Council February 2025 Summary and approved 2025 budget be received.

v. Community Emergency Management Control Group

(None)

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
 - i. Inclusive Community Grants – Accessible Washrooms Project
Resolution No.: 2025-032
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby direct that the funder of the Inclusive Community Grants program be approached to see if the \$60,000 of approved funding for the proposed accessible washrooms could be used for the barrier free upgrades of the hall kitchen instead.
 - ii. Council Remuneration Report for 2024
Resolution No.: 2025-033
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Council Remuneration report as prepared by Leanne Crozier Deputy Treasurer be received.
- b. Financial Update/Statement/Quarterly Variance Report
(None)
- c. Update on Capital Projects
 - i. Streetlights

12. Leadership Issues

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

13. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-08
Resolution No.: 2025-034
Moved by _____ and seconded by _____
BE IT RESOLVED THAT By-Law 2025-08 being a bylaw to confirm proceedings of Council at their Regular Meeting of March 20, 2025, be read and adopted.

14. Adjournment

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

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



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

Mayor's Address – Thursday March 20, 2025

County of Renfrew Council Warden Emon has set the theme of 'Persistent Aggressiveness' to guide County Council's work in 2025. He outlined key priorities for the year and the following initiatives will be of particular interest to HCM:

- Finalizing the made-in-Renfrew County Climate Action Plan, exploring rural transit options, improving 'Aging in Place' services for seniors and their families, and looking into shared service opportunities.
- Tackling the housing and homelessness crisis.
- Supporting economic growth and development.
- Hosting an Economic Development Summit.
- These priorities align with our ongoing efforts to strengthen our community and improve the quality of life for our residents.

Good news for HCM! The COR Operations Committee has directed staff to proceed with assisting HCM with the Mackey Creek Culvert Replacement Project. We will need to enter into a Service Agreement with the County that expressly sets out that all services (staff time/equipment) will be invoiced to and paid by HCM.

My thanks to Peggy Young-Lovelace, Deputy Clerk and Leanne Crozier, Deputy Treasurer for traveling to HCM for our Special Business and Working Meeting on a very "icy day" this past March 5th, 2025. We accomplished a lot at the meeting! Levels of Service were top of mind as the budget was presented in a new format that shows the cost of providing and sustaining services.

It was suggested that we "rethink" our Vision and Mission statement. And that we consider why we provide a certain service. As an example, do we really need fire permits and/or should we consider changes to the trailer permit requirements?

All Hall rental Rates and Policies are being reviewed. It was suggested that an MOU should be created for more clarity with all user groups.

Councillor Dowser reported on the newly formed Laurentian Valley Police Services Board. HCM is thankful to the Municipality of Laurentian Valley for the services of website creation and IT support being offered to the Board. It is expected that there will be total of 8 meetings per year.

Barrier Free updates to the Hall were discussed. I am pleased to share that the architect and her team were at the hall on Monday March 10th to do a complete measurement and sketch of the interior building. Feedback will be shared with Council as soon as it is received.

Last but definitely not least, I want to express my sincere thanks to all of Council for their interest and thoughtful insight on Levels of Service as we deliberate on our 2025 Budget.

Mayor Debbi Grills



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA
Wednesday, March 5, 2024
10:00 A.M.

Minutes of a special meeting of Council held on March 5, 2025.

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: Leanne Crozier, E4m

Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 10:17 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.

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4. Declarations of Disqualifying Interest (Pecuniary)

None were reported

5. Special Business

a. New Horizons for Seniors Program-Project

Resolution No.: 2025-017

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2025-05 being a bylaw to enter into an agreement with Canada as represented by the Minister of Employment and Social Development styled as Minister of Labour and Seniors, for the New Horizons for Seniors Program funding be read and adopted.

CARRIED

b. OPG Funding – Picnic Table Purchase

Resolution No.: 2025-018

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT the Council for the Corporation of the United Townships of Head, Clara and Maria does authorize the purchase of picnic tables from Uline in the amount of \$ 4,102.43.

CARRIED

c. Police Services Board Report

Resolution No.: 2025-019

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Police Services Board Report be received, and that Council directs a reserve of \$5,000 be created to fund the Township's portion of the Police Services Board 2025 budget.

CARRIED

d. Barrier Free Upgrades Hall/Office

Resolution No.: 2025-020

Moved by Councillor Dowser and seconded by Councillor LeClerc

BE IT RESOLVED THAT By-Law 2025-06 being a bylaw to enter into an agreement with architect Maria Beauchemin for design and oversight of the barrier free upgrades to the Township hall and municipal office in the amount of \$16,180 and an additional amount of \$12,700 for engineering fees that may be required plus HST;

BE IT FURTHER RESOLVED that Council authorizes the payment of the \$2,000 retainer.

CARRIED

Recess at 11:57 A.M. to 12:00 P.M.

6. **Working Meeting**

- a. Council Remuneration – Review of 2024 Amounts paid to Members
- b. Hall Rental – Rates & Policy considerations – discussion regarding costs of operating the Hall
- c. Strategic Plan Review – Discussion - Consideration of relevancy of Mission and Vision
- d. Levels of Service – Discussion – Explanation/Discussion of how Levels of Service impact budget, asset management and the delivery of services.
- e. 2025 Budget – presentation of budget in a format that outlines the cost of delivering municipal services.

7. **Confirmation of Proceedings**

- a. Confirmatory Bylaw 2025-07

Resolution No.: 2025-021

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT By-Law 2025-07 being a bylaw to confirm proceedings of Council at their Special Meeting of March 5, 2025, be read and adopted.

CARRIED

8. **Adjournment**

Resolution No.: 2025-022

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT this meeting adjourn at 2:57 P.M.

CARRIED

Mayor

Meeting Clerk

**Head, Clara and Maria Public Library
Board Meeting Minutes
February 4th, 2025**

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

1. Roll Call

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Catherine Sutherland	x			Member	Gay Baribeau	x		
Member	Charlene Airhardt			x	Member	Fran Kelly-Chamberlain	x		
Member	Nancy Voros	x			Member	Trudy Miller			x
Guest:	Debbie Froehlich	x			CEO	Karen Sloan	X		

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

Moved by: Fran Kelly-Chamberlain

Seconded by: Gay Baribeau

Be it resolved that the Agenda for February 4th, 2025 be accepted. All in favour? Yes

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

Moved by: Fran Kelly-Chamberlain

Seconded by: Gay Baribeau

Be it resolved that the January 7th, 2025 minutes be accepted as amended. All in favour? Yes

4. Business Arising from The Minutes:

-Library part of signage for banking has been completed. Fran to check if signatures have gone to the bank.

-Milage rate is unknown. Fran to check what it is.

-Bell Turbo has been cancelled

-January 28th coffee morning was a success with 8 people in attendance

5. Report of the CEO:

-received 4 sets (80 books) of new books from Dyslexia Canada. Our library was chosen from out of approximately 680 applicants.

-Bottle drive is ongoing with an average of \$75.00 per month.

-Next coffee morning February 25th and we will be planting garden vegetables

- 4 volunteers have completed there WHIMIS and Health and Safety courses

6. Report of the Chair:

I spent over an hour on the phone trying to cancel the Bell Turbo Heb. I ended up having to send two emails to finally get it cancelled. We now have a \$2.00 credit with Bell.

I spent a couple of hours with Karen working on creating a volunteer Handbook. The volunteer training run by Karen and myself was well attended. Volunteers, new and old, felt that they had learned something. They were all given a handbook.

Karen and I also learned how to catalogue items for the library. We had excellent assistance from Wanda at Kirkland Lake Library.

I still have questions regarding our finances, have the signatures sheets been sent to the bank?

There are payments to me outstanding from 2024. I would also like to know the mileage rate.

7. Financial Reports: Resolution#3

Be it resolved that the Head, Clara and Maira Library has a final budget for 2025 approved as presented.

Moved by: Nancy Voros

Second by: Gay Baribeau

All in favour? YES

-no financial report

8. Correspondence:

-new books from Dyslexia Canada

-waiting to hear back from Vessey seed for a donation

-DVD pool has been discontinued

-Deep River District Community Foundation grant follow up was completed

9. Policies:

-deferred

10. New Business:

-Library understanding of agreement with the Township of Head, Clara and Maria is as follows:

1. The Township provides the library with a physical space and pay the corresponding utilities.

2. The salary of the CEO is paid by the township for a 7-hour day each week plus 3 additional days (21 hours) in a year. They also pay the mandatory benefits (CPP, EI, and WSIB) for the CEO. The CEO is an employee of the Township; however, she/he is directed by the Head, Clara and Maria Library Board.

3. The Township also provides us with the services of the Treasurer. We do have our own bank account.

4. The library also has the use of the Township Hall for our fundraising events (the day before and the day of the event) with no charge to the library.

-Valumart receipts raise \$80.00 per year

-Fran received a letter from a resident regarding hall rental for Missing Link Snowmobile Club, she will bring up at next counsel meeting

11. Report of the Projects:

-Changing June Jazaar to May Madness tentative dates May 24th or 31st

-Christmas market November 15th 2025

12. Thoughts & Ideas:

-coffee morning come Christmas time, do mocktails

13. Adjournment: *Resolution #4;*

Moved by: Nancy Voros

Seconded by: Gay Baribeau

Be it resolved that this meeting adjourn at 12:04pm to meet March 4th, 2025 at 10:00 am in the Head, Clara and Maria Township Hall. All in favour? Yes

Head Clara and Maria Library 2025 Budget

Approved by Head Clara and Maria Library Board - Resolution #3, February 4, 2025				
Library Revenue		Budget	YTD	Difference
41-8410	Previous Year Surplus (Deficit)			0.00
41-8411	Transfer from Deferred Revenue	3227.00		3227.00
51-1110	Interest Earned	20.00		20.00
51-1111	Admin Fees	20.00		20.00
51-1119	Miscellaneous	100.00		100.00
51-1122	Treasurer Bank Interest	0.00		0.00
51-1131	Donation	500.00		500.00
51-1132	Sales	0.00		0.00
51-1611	History Project	0.00		0.00
51-1620	Recovered Expenses GST Rebate	100.00		100.00
51-6110	Fundraising Events	0.00		0.00
51-6111	Card Party Spring	0.00		0.00
	Card Party Fall	0.00		0.00
51-6121	May Madness	2000.00		2000.00
	Christmas Vendor Market	2000.00		2000.00
51-9110	Provincial Gant	1423.00		1423.00
51-9111	Special Grants	0.00		0.00
	Recycling	600.00		600.00
Total Library Revenue		9990.00	0.00	9990.00
Library Expenses				
61-1313	Bank Charges	40.00	0.00	40.00
61-1316	Accessibility	100.00	0.00	100.00
61-1318	Education & Training	0.00	0.00	0.00
61-1319	Miscellaneous	0.00	0.00	0.00
61-1323	Mileage	100.00	0.00	100.00
61-1342	Supplies	1000.00	0.00	1000.00
61-1344	Administration Fees (Overdrive)	50.00	0.00	50.00
61-1345	Postage & Courier	50.00	0.00	50.00
6-1353	Audit Fees	600.00	0.00	600.00
61-1355	Internet	1000.00	0.00	1000.00
61-1356	Telephone	300.00	0.00	300.00
61-1358	Advertising	0.00	0.00	0.00
61-1361	Computer Software	150.00	0.00	150.00
61-1362	Computer Hardware	0.00	0.00	0.00
61-1363	IT Services	500.00	0.00	500.00
61-1366	Membership Fees	1500.00	0.00	1500.00
61-1412	Furniture & Equipment	200.00	0.00	200.00
61-1413	Repairs	200.00	0.00	200.00
61-1611	Library Reimbursements	0.00	0.00	0.00
61-2111	Special Grant Expenses	0.00	0.00	0.00
61-3111	Circulation Articles (Books, DVD's)	2000.00	0.00	2000.00
61-3112	Circulation Expense	1000.00	0.00	1000.00
61-4111	Card Party - Spring	0.00	0.00	0.00
	Card Party - Fall	0.00	0.00	0.00
61-4121	May Madness	200.00	0.00	200.00
	Christmas Vendor Market	200.00	0.00	200.00
	Coffee Club	200.00		
61-4122	Volunteer Appreciation	500.00	0.00	500.00
61-9112	History Project	100.00	0.00	100.00
91-9361	Transfer to Reserves		0.00	0.00
91-9560	Transfer to Deferred Revenue		0.00	0.00
Total Library Expenses		9990.00	0.00	9790.00

**Head, Clara and Maria Public Library
Board Meeting Minutes
March 4th, 2025**

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

1. Roll Call

Designation	Name	P	A	E	Designation	Name	P	A	E
Chair	Catherine Sutherland	x			Member	Gay Baribeau	x		
Member	Charlene Airhardt			x	Member	Fran Kelly-Chamberlain	x		
Member	Nancy Voros			x	Member	Trudy Miller	x		
Member	Debbie Froehlich	x			CEO	Karen Sloan	x		

2. Approval of agenda: Resolution #1;

Moved by: Trudy Miller

Seconded by: Fran Kelly-Chamberlain

Be it resolved that the Agenda for March 4th, 2025 be accepted. All in favour? Yes

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

Moved by: Gay Baribeau

Seconded by: Fran Kelly-Chamberlain

Be it resolved that the February 4th, 2025 minutes be accepted. All in favour? Yes

4. Business Arising from The Minutes:

-Stephany has filled out another form for signing, hopefully this will be it.

-Milage rate is unknown. Fran to check what it is.

-February 25th coffee morning was a success with 12 people in attendance

5. Report of the CEO:

- Missing Link café was a great success, as it stands \$650.00 to the library. Waiting on Municipality answer in regards to hall rental, as it could be \$1000.00
- Bottle drive is ongoing with an average of \$75.00 per month.
- WHIMIS and Health and Safety courses are on going
- applied for a \$4500 grant with Canada post and applying for a hydro one grant

6. Report of the Chair:

I have been very busy ordering books that people have requested. I have also looked at some of the more popular authors and ordered their newest book and the Canada Reads books for 2025. Looking into Jasi to increase the value of our collection. We have confirmed dates for May Madness-May 24th, 2025, the hall has been booked for the 23rd and 24th of May, 2025. Created spreadsheet for updated registration form and listing vendors. Created a spreadsheet to track my expenses as well. We have a couple outstanding books that are not in the library, decision from board as to handling it. Next coffee morning is March 25th and we will be planting garden vegetables again

7. Financial Reports: Resolution#3

None

8. Correspondence:

- received 2 emails to apply for grants
- waiting to hear back from Vessey seed for a donation

9. Policies:

-in progress

10. New Business:

- Volunteer appreciation, Gay is to provide members list and Fran to look after getting Canadian Tire gift cards.
- Fran is still waiting to hear back on decisions regarding hall rental, the council meeting will resume March 6th, 2025.

11. Report of the Projects:

- May madness was discussed and it will be on may 24th, 2025
- Christmas market November 15th 2025 (booked)

12. Thoughts & Ideas:

-none

13. Adjournment: *Resolution #4;*

Moved by: Gay Baribeau

Seconded by: Fran Kelly-Chamberlain

Be it resolved that this meeting adjourn at 11:58am to meet April 1st, 2025 at 10:00 am in the Head, Clara and Maria Township Hall. All in favour? Yes



Council Member Committee/Local Board Report

Council Member: Councillor Kelly-Chamberlain

Report Date: 2025-11-03

1. Committee Name

HCM Library Board

2. Purpose of the Committee---

HCM Library's mission is to promote intellectual growth & improvements in the quality of life through library materials & services that meet the unique needs of this widely dispersed rural community.

The Vision statement is that the Library is a leader in celebrating lives through knowledge & information

3. Recent Meetings

- **Date(s) of Meeting(s):** March 4/2025
- **Key Topics Discussed:** The purchase of a number of new books that members had requested. Our 2nd coffee morning was a success again—participants planted some seeds (donated by a seed company) in individual containers and taken home. The CEO informed us that MLSC is donating \$650 to the library from the Trail Café. This is not the final number depending on the cost of the rental of the use of the hall.
- **Decisions Made):** The May Madness fundraiser will be May 24th. Budget is finished & waiting final report from the office

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.): Volunteer Appreciation discussed

- **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.): Waiting for HCM office financial report to finalize 2025 Budget
- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.):

Click or tap here to enter text.

- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.): Next month-- start reviewing policies again.

6. Upcoming Meetings

- **Next Meeting Date:** 2025-04-01
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):

Click or tap here to enter text.

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.)

Click or tap here to enter text.

Council and Committee Monthly Summary

February 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held February 12 and February 26, 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 [February 12, 2025](#) and [February 26, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- On February 12, Warden Peter Emon recognized February as Black History Month – a time to honour and celebrate the rich history, achievements, and contributions of Black individuals and communities. He noted the month served as an opportunity for reflection, education, and action, acknowledging the resilience, excellence, and ongoing struggles for equity and justice. He also affirmed Council's commitment to diversity, inclusion, and the ongoing work of addressing systemic barriers.
- The Warden was honoured to attend the King Charles III Coronation Medal Presentation, along with Councillor Debbi Grills, for William Croshaw, former Reeve of Head, Clara and Maria Township. He first served on Township Council in 1996 and was elected Reeve in 1999. Over the years, Mr. Croshaw served as Chair of Health Committee that oversaw Bonnechere Manor, Miramichi Lodge and the Emergency Services Department. Mr. Croshaw was also an active volunteer for Miramichi Lodge's Bingo fundraiser and dedicated to his community.
- He attended and celebrated the twinning of the Great Canadian Kilt Skate in Petawawa to commemorate the special partnership between the County of Renfrew and Renfrewshire, Scotland. He thanked the Town of Petawawa for being an excellent host.
- The Warden and CAO Craig Kelley attended a virtual Eastern Ontario Wardens' Caucus (EOWC) call. Discussions included actions of Caucus with regards to the United States and tariffs against Canada. The Warden noted the EOWC Chair has met by telephone with the New York Association of Counties. They have established contact and exchanged information with the Great Lakes and St. Lawrence Cities Initiative. This association counts Mayors, Chairs, Governors and the Premier as part of their membership. He noted the Caucus has started to engage with the Ontario Chamber of Commerce and will provide information to the local Chambers. The thrust of the initiative will be to buy local and buy Canadian.

Delegations

At the February 26 meeting, Council heard from the following interested parties:

- Kristen Niemi, Director of Education, Renfrew County District School Board, and Board Chair Leo Boland provided an update on RCDSB activities. They touched on good news stories through aspects of the board priorities of Inspire – Community Engagement and Partnerships, Achieve – Excellence in Teaching and Learning and Empower – Equity and Well-Being; highlighted partnerships between the RCDSB and County of Renfrew and encouraged elected officials to attend upcoming community consultations for the 2026-30 Strategic Plan. The full presentation can be found online at: <https://bit.ly/RCDSBPresentation>.
- Melissa Marquardt, the County’s Manager of Economic Development, brought County Council up to date on the Think Local Campaign, which has been initiated in response to the threat of U.S. tariffs on Canadian goods. More information can be found online at: <https://investrenfrewcounty.ca/THINKLocal>.

2025 Budget

- During the annual budget workshop on February 6, County Council approved the [2025 County of Renfrew](#) budget with a total of \$236 million in expenditures. The approved County levy for 2025 is increasing by 5.5%.

Development & Property Committee

Presented by: James Brose, Chair

- County Council adopted a by-law implementing a Municipal Consultation Strategy for County of Renfrew Official Plan Amendments. This strategy is intended to provide clarity on the public engagement process for Official Plan amendments.
- County Council accepted the updated Terms of Reference for the Renfrew County Agriculture Economic Development Committee. Following the retirement of three longstanding committee members, the Committee recognized the need to update the Terms of Reference to include an Executive Committee, comprised of a Chair, Vice-Chair and Treasurer. Priority areas of focus for the Committee in 2025 include the development of a strategic action plan, installing educational signage along the Ottawa Valley Recreational Trail, as well as overhauling the Renfrew County Farm News.
- County Council passed a resolution authorizing 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; and directed the letter be sent to MP Cheryl Gallant, Renfrew-Nipissing-Pembroke. The Canadian Association of Nuclear Host Communities (CANHC) is a not-for-profit association that represents a broad cross-section of communities with a common interest as a host (or potential host) of nuclear technology in Canada. CANHC supports local governments by acting as a resource for all current, future, and interested nuclear host communities while maintaining the best interests of their communities in an ongoing proactive relationship with the Canadian nuclear industry and regulators.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- County Council adopted the revised By-law for the Remuneration of Members of the Council of the County of Renfrew effective January 1, 2025. The Remuneration By-law for members of Council states that “All future council remuneration increases will be consistent with percentage increases as per Employment By-law #1, except where noted”.
- County Council approved several changes to the Non-Union Staff Salary Grid within Employment By-law #1, including the reclassification of one position and the creation of seven new positions.

Community Services Committee

Presented by: Anne Giardini, Chair

- County Council adopted a By-law to enter into a Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing for the Encampment Response Initiative. On January 27, the County learned the Ministry approved its business case for one-time funding of \$216,000 to support operational expenses related to the Mesa Warming Centre up to March 31, 2025, to help with ending encampments and improving housing outcomes for vulnerable residents.

Operations Committee

Presented by: Glenn Doncaster, Chair

- County Council directed 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 (Bisset Creek and Highway 17) located on the Algonquin Trail, in the United Townships of Head, Clara and Maria.
- County Council directed 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.
- County Council recommended that the Public Works and Engineering Department continue with in-house design for projects that fit within the scope of current capacity and knowledge.
- County Council recommended that sharing of winter road maintenance remain as status quo and that staff continue to work with the local municipalities to review current routes for duplication and efficiencies.
- County Council adopted a by-law designating a portion of County Road 63 (Stewartville Road) in front of McNab Public School in the Township of McNab/Braeside, as a Community Safety Zone.
- County Council adopted a by-law designating County Road 51 (Petawawa Boulevard) between civic address 2175 Petawawa Boulevard and 2427 Petawawa Boulevard, a distance of approximately 1.7km, as a Community Safety Zone. This is in the area of Pine View Public School.

Additional Information

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

MEDIA RELATIONS

9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
(613) 735-7288
www.countyofrenfrew.on.ca



**FOR
IMMEDIATE
RELEASE**

RELEASE DATE:

February 11, 2025

County Council approves 2025 County of Renfrew budget

The County of Renfrew approved the 2025 budget, with a total of \$236 million in expenditures, during the annual budget workshop.

Councillors Jennifer Murphy and David Mayville, Chair and Vice-Chair respectively of the County's Corporate Services Committee of the Whole, led County Council through the budget workshop on February 6, 2025. Through the new Committee of the Whole structure, all members of County Council had already reviewed and discussed department budgets and Chair Murphy thanked her colleagues for their engagement in the process.

The County of Renfrew remains focused on today and the future. With the budget for 2025 approved, the County of Renfrew will continue to deliver existing programs and services and will also fund several key service enhancements:

- The establishment of the Homelessness and Addiction Recovery Treatment (HART) Hub
- Launch of a Regional Incentive Program – Hype for affordable housing
- \$66.5 million in capital asset renewal
- Construction of new housing units
- Two new paramedic bases
- Continued expansion of the Algonquin Trail

The approved County levy for 2025 will rise by 5.5%. This corresponds to a \$22.87 rise in residential property taxes for every \$100,000 in assessed value. Given that Renfrew County's median residential property value is currently \$216,000, the average homeowner would spend \$940 in 2025 for the County portion of their taxes.

With these tax dollars, the County of Renfrew will be able to maintain its provision of high-quality services, including:

- Long-term Care: Operation of two facilities (346 beds total between Bonnechere Manor in Renfrew and Miramichi Lodge in Pembroke)

- Paramedic Service: Renfrew County Virtual Triage and Assessment Centres; 911 response and patient transfers; Community Paramedic Program; Mesa paramedics – Mobile response teams
- Community Services: Children’s Services; Ontario Works; Community Housing, which includes responsibility for 1,029 Renfrew County Housing Corporation (RCHC) rent-g geared-to-income units at RCHC-owned properties and approximately 65 municipally funded rent supplement units with private landlords; Homelessness Prevention Programs
- Public Works and Engineering: Approximately 816 kilometres of road, 75 bridges and 179 culverts; Trails (nearly 300 kilometres of the Algonquin Trail and 21 kilometres of the K&P Trail)
- Development and Property: Management of the Renfrew County Forest (53 separate forested areas of land covering 6,500 hectares), Real Property, Economic Development, Planning Services and GIS

“This process has shown us our budget is becoming increasingly complex. This budget represents an investment in our community, investment in our resources, investment in people and investments with our partners,” said Renfrew County Warden Peter Emon. “Our community depends on us to project stability and strategic awareness as we guide community development and invest in our local economy. This budget will allow us to remain both responsive and responsible as we balance fiscal prudence with the needs of our most vulnerable residents – because in tough times, some services become even more essential.”

Chair Murphy acknowledged the challenges presented during this budget cycle and striking the delicate balance between needs and wants, between immediate pressures and long-term sustainability. the importance of striking a delicate balance in terms of providing services to ratepayers while maintaining fiscal responsibility.

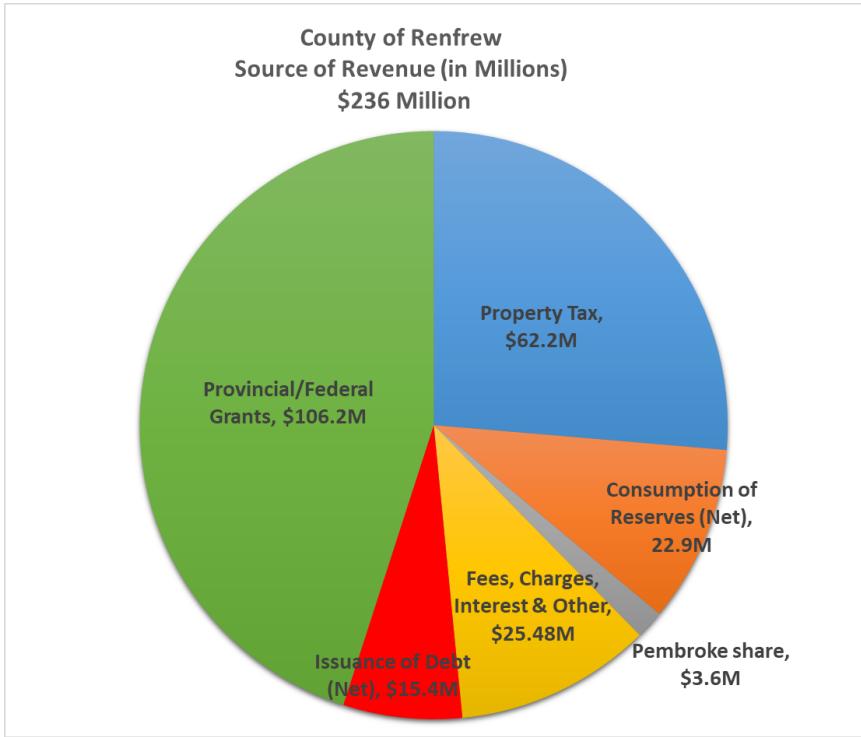
“I believe this budget that reflects both our vision and our responsibility to the residents we serve,” she added.

The 2025 budget was adopted as a by-law immediately following the budget presentation and discussion on Thursday, February 6, 2025.

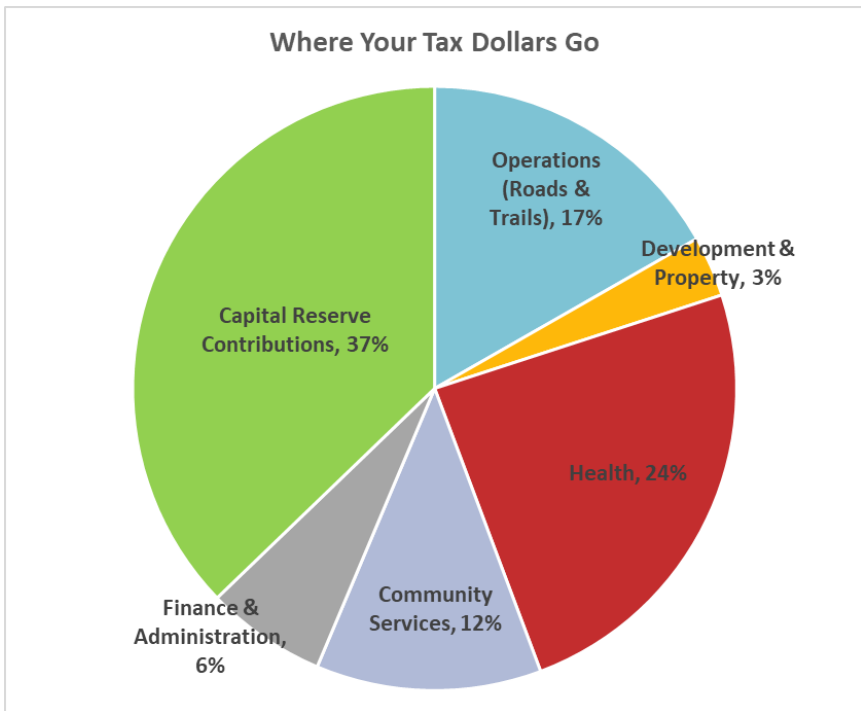
FOR MORE INFORMATION CONTACT:

Craig Kelley	Chief Administrative Officer	613-735-7288
Daniel Burke	Treasurer	613-735-7288

Property taxes account for approximately one-quarter of the County revenues, with other sources of revenue shown in the chart below:



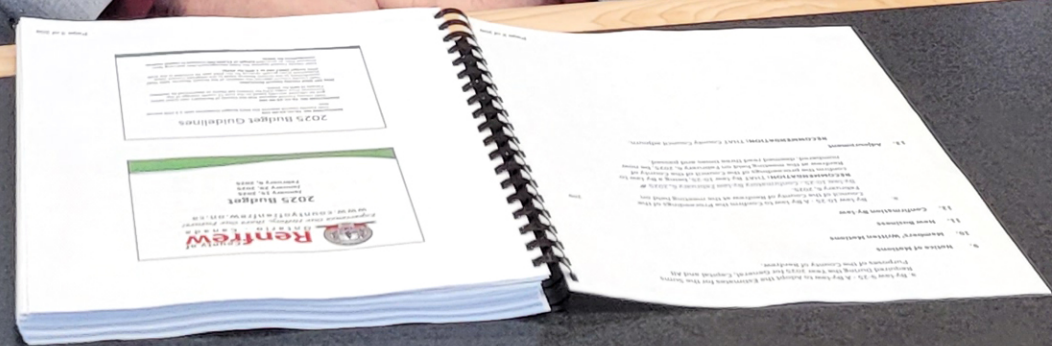
This graphic shows how tax dollars are distributed by department:





CHIEF ADMINISTRATIVE OFFICER

WARDEN



CHAIRPERSON

Tax Policy Working Group/RCCTA Finance Sub-Committee

12:00 p.m., Monday, March 3, 2025

A meeting of the Tax Policy Working Group/RCCTA Finance Sub-Committee was held at 12:00 p.m., Monday, March 3, 2025.

Municipal Members: Jennifer Charkavi, Township of Admaston/Bromley
Jennifer Morawiec, Lauren Vincent, Town of Arnprior
Sandra Barr, Annette Gilchrist, Township of Bonnechere Valley (attended virtually)
Virginia Phanenhour, Township of Brudenell, Lyndoch & Raglan (attended virtually)
Jennifer Eve, Township of Greater Madawaska
Nathalie Moore, Township of Horton
Sharlene Lapenskie, Township of Killaloe Hagarty & Richards
Tammy Whalen, Town of Laurentian Hills
Sean Crozier, Township of Laurentian Valley
Amanda Hudder, Janice Brisson-Zelney, Township of Madawaska Valley
Christine Leon, Town of Petawawa

Staff Present: Daniel Burke, Treasurer/Manager of Finance
Craig Kelley, CAO/Deputy Clerk
Gwen Dombroski, Clerk
Connie Wilson, Administrative Assistant

Daniel Burke, called the meeting to order at 12:15 p.m. and welcomed everyone.

Items of Business

Regional Incentive Program (County of Renfrew Planning & Economic Development Divisions)

Daniel introduced Bruce Howarth, Manager of Planning Services and Melissa Marquardt, Manager of Economic Development who provided a presentation on the Helping Your Place Excel (HYPE) Program, which is attached as Appendix A. Bruce advised that County Council just approved a \$100,000 budget for 2025 for the HYPE Program to support local municipalities, and County of Renfrew staff are currently determining next steps on how to best support local municipalities through their CIP programs. Melissa indicated that the process could be as simple as a check box on the municipalities CIP application form, stating that they would also like to apply to County's funding. Staff will bring forward a draft report to Committee in March and will work with the local municipalities that have CIP programs regarding the approval/funding flow through process. Melissa indicated that the County will move forward with marketing this initiative across Renfrew County, and noted that municipalities that currently do not have a CIP program may receive inquiries from their local taxpayers.

Staff indicated that the program is being run as a trial, and staff will need to closely track the allocation of funds in order to demonstrate the need to continue this program going forward.

Tariffs – Buy Local

Melissa Marquardt, Manager of Economic Development provided a presentation on the Economic Development Response to Tariff Threats – Think – Local – Renfrew County - Canadian which is attached as Appendix B. The County of Renfrew has created a marketing campaign to educate and encourage residents and businesses about supporting and sourcing local.

www.InvestRenfrewCounty.Ca/THINKLocal.

Craig indicated that County Council is in the process of adopting a motion supporting more Canadian procurement, and looking at advocating for interprovincial trade barriers. Craig also noted that the Federation of Canadian Municipalities (FCM) recently released a Communique entitled Legal Considerations for Municipalities Implementing “Buy Canadian” Procurement, which is attached as Appendix C.

Daniel also indicated that the County is reviewing our own procurement policies, recognizing buy local provisions which are prohibited under the Fair Business Act.

Discussion took place regarding the challenge of balancing value for money vs. buy local, if something is more expensive, what is the cut off dollar value to balance that purchase. It is at the discretion of staff and Council, with the taxpayer in mind.

Tax Policy 2025

Daniel overviewed the Tax Policy Working Group Powerpoint presentation which is attached as Appendix D.

Provincial Policy Changes

Daniel noted that on December 10, 2024, an amendment to Ontario Regulation 282/98 under the Assessment Act was filed, which mandates the use of a new property class for aggregate extraction property for 2025 and future tax years. There is \$6,376,900 in assessment in 2025, affecting all municipalities except Arnprior, Renfrew and Head Clara Maria. The transitional tax ratio is equal to the industrial ratio, subject to the provincial range of fairness.

CVA Growth and Reassessment

Daniel noted that growth for the County of Renfrew increased at a rate of 1.40% in 2024, which translated into \$827,163 in increased revenue for County purposes. This growth is occurring primarily in McNab/Braeside, Deep River and Arnprior.

Optional Small Business Subclass

Daniel indicated again that currently only the City of Ottawa and Toronto have elected to implement this class, with the City of Ottawa only having a limited business improvement area. Daniel spoke with our Economic Development Division and no one has inquired about this option. Members agreed that this option is administratively challenging for smaller municipalities to implement.

Optional New Multi-Residential Class

Members discussed this option and agreed that any incentives for new multi-residential construction should target affordable housing through the CIP programs, and low income housing programs.

Optional Small Scale On-Farm Business Subclass

Daniel overviewed the Small Scale On-Farm Business Subclass noting that the Townships of Horton, Laurentian Valley and Whitewater indicated that they would review the impact and interest in this new subclass within their townships and could make a recommendation for consideration at the Spring 2025 Tax Policy Working Group meeting.

Sean Crozier, Laurentian Valley indicated that he reviewed the information and indicated that he spoke with Daniel regarding how the shift would work inside the County, municipality to municipality, and if a municipality does not have this assessment it wouldn't have an impact. However, there is a shift in County taxes between municipalities. Taxpayers in Laurentian Valley would save \$640 annually, Admaston Bromley would save \$517 annually, Laurentian Hills would save \$225 and North Algona Wilberforce would save \$130. All other municipalities would increase from \$24 to \$379. The financial impact is minimal, however since there are only 11 properties across the County, and no individuals have requested this to be implemented, there is minimal value in implementing at this time.

Members agreed that the time spent quantifying, and the costs associated with staff time to implement this tax ratio for such a small dollar impact, it is not a priority and not necessary to create additional work for municipal staff at this time.

Tax Ratio Review

Daniel indicated that the Large Industrial Ratio is above the levy restriction, therefore this year it will have to drop to 2.7. There are no drastic changes for 2025, but always a good idea to review with our peers.

Tax Relief for Low Income Seniors/Disabled

Members discussed the Tax Relief for Low Income Seniors/Disabled option and some municipalities noted that there have been inquiries, but once it is explained that only the increase in taxes is deferred, and a lien is placed on the property, no one follows through.

Members also discussed options available for low income individuals/seniors, as the County offers funding programs for home renovations, Ontario Works may also have funding/programs available to offer support and Hydro offers an Energy Support Program.

Daniel indicated that he will continue his research project, to determine how our policies compare to that of our peers and will report back to the group.

Deadline into OPTA

Members discussed the possibility of another postal strike in May, therefore Daniel indicated that the County of Renfrew will be taking our taxation by-laws to Committee on March 12 and to County Council on March 26, 2025.

Currently, OPTA requires all tax rates to be entered into the OPTA before data can be generated, therefore members agreed to a June 27, 2025 deadline for all tax rating by-laws to be adopted and all tax rates to be entered into the OPTA system. However, OPTA is currently in the process of changing this requirement so municipalities can generate data independently.

The TPWG meeting adjourned at 2:07 p.m.

Attached as Appendix E is the report resulting from the TPWG to the Corporate Services Committee on March 12, 2025 and County Council on March 26, 2025.



County of
Renfrew
Ontario . Canada

Experience Our History, Share Our Future!

Helping Your Place Excel (HYPE) Program



Legislative Basis

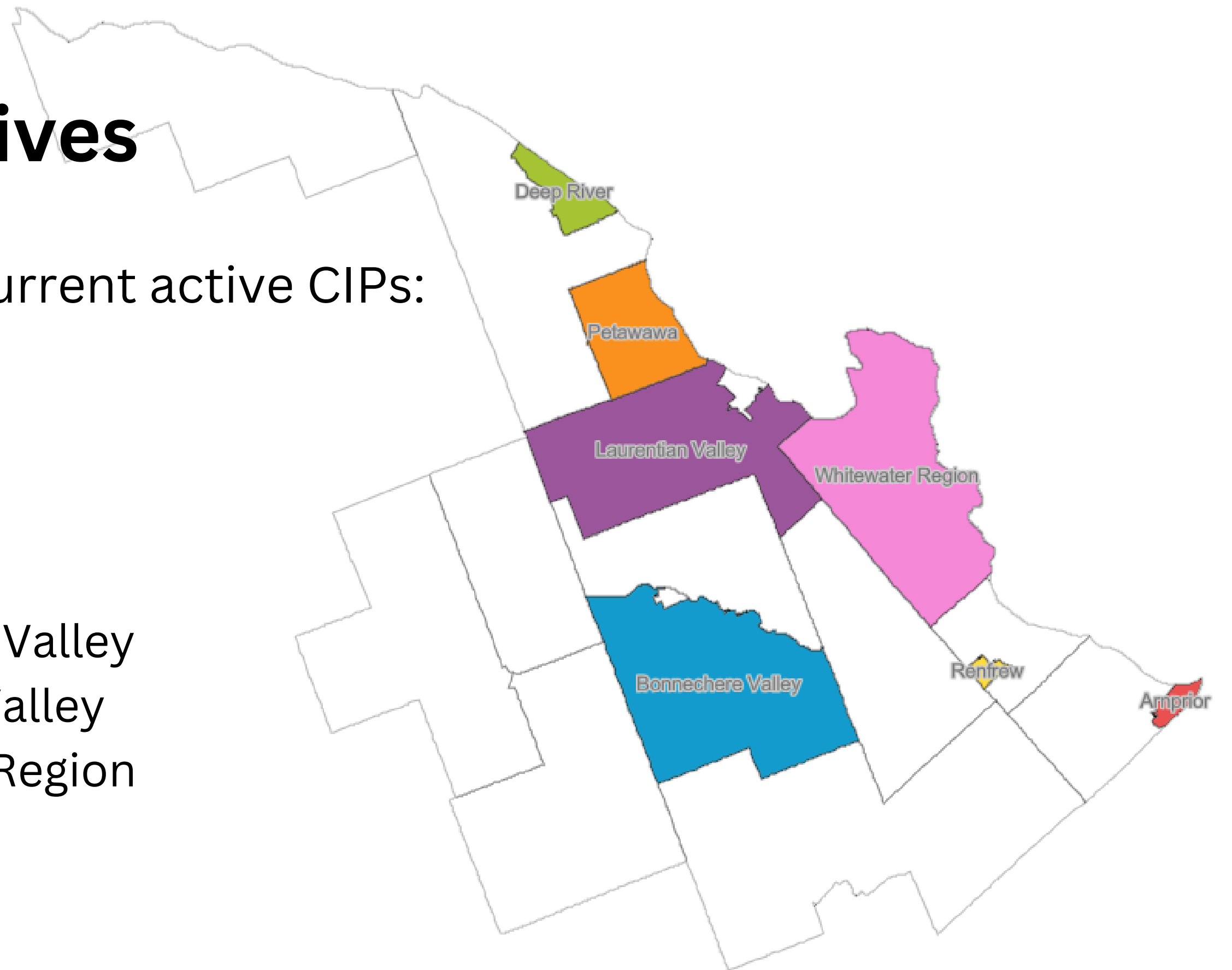
- Section 28 of the *Planning Act*
- **Only** local municipalities and prescribed upper-tier municipalities can adopt CIPs
- Upper-tier municipalities can provide grants to lower-tier municipalities to **support existing** local CIPs



Current CIP Incentives

7 Local Municipalities with current active CIPs:

- Town of Arnprior
- Town of Renfrew
- Town of Deep River
- Town of Petawawa
- Township of Bonnechere Valley
- Township of Laurentian Valley
- Township of Whitewater Region



Current CIP Incentives

Common Incentives:



Signage, Façade Improvement



Accessibility Improvement



Landscaping & Parking Improvement



Tax Increment Equivalent Grant
Municipal Application/Permit Fees



Brownfield Rehabilitation/
Development



Heritage Property Improvement

Current CIP Incentives

Special Incentives:



Building Improvement/
Energy Efficiency



Septic system improvement



Agriculture Value-Added



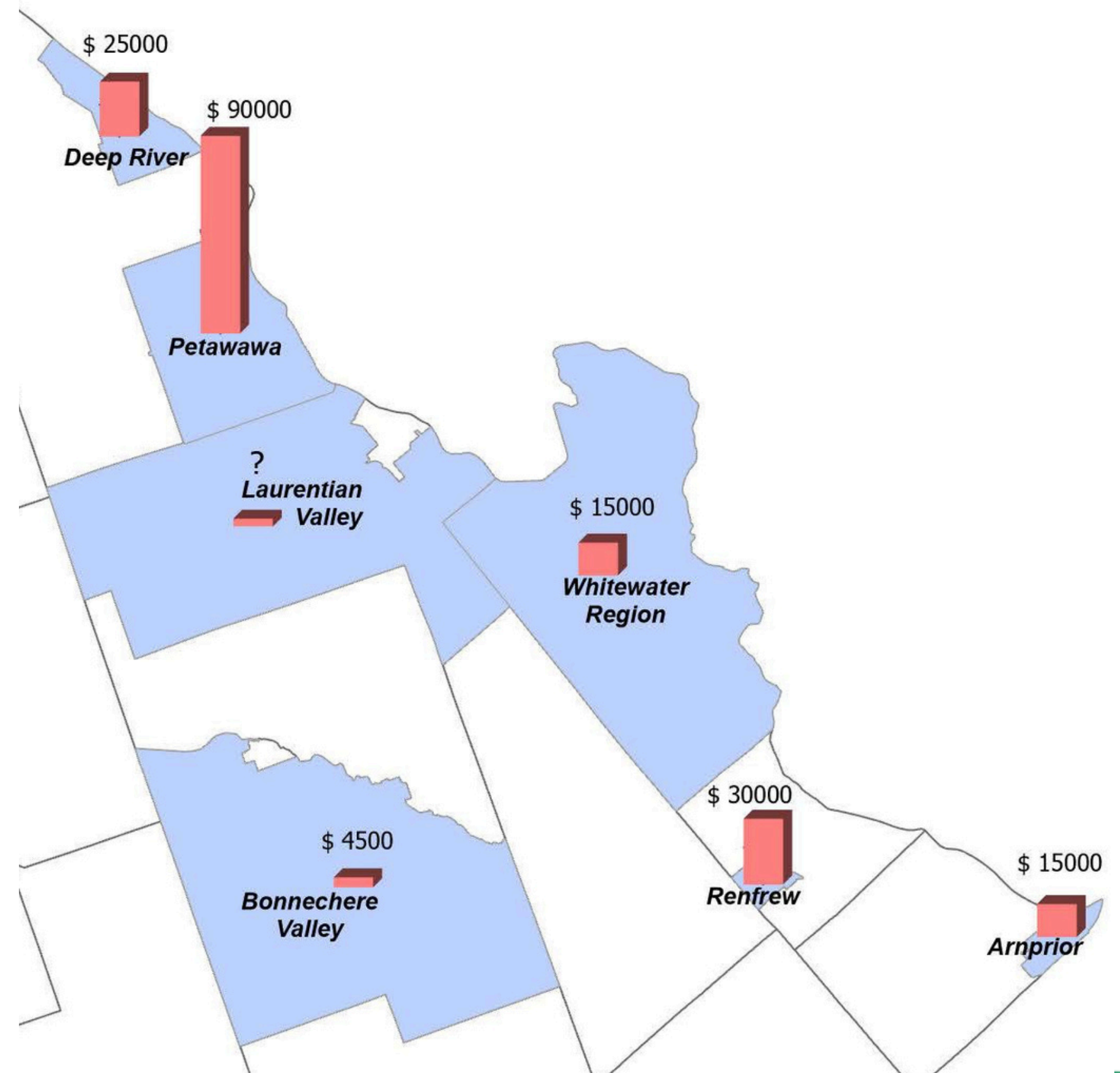
Shoreline Restoration



Cattle fencing

Funding

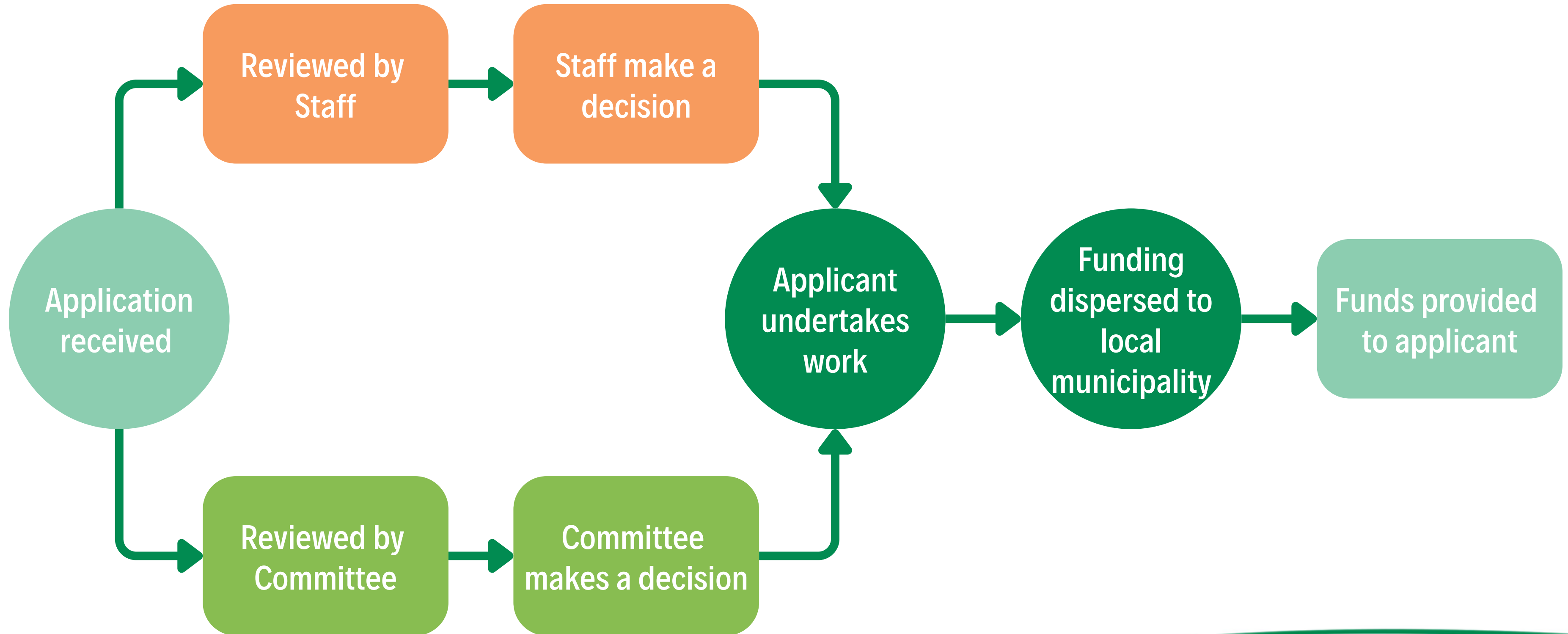
- Funding Source: Municipal Property Tax
- 2024 CIP Budget per local Municipalities:
 - On average **\$30,000**



Existing Regional Incentives Programs Examination



Governance



What is the local municipality's role?

- Local municipal staff to be responsible for conducting their local CIP
- Provide applications and any supporting materials to County staff for review for regional funds
- Disperse regional funds to applicants



Common Regional Programs



Downtown/ Main Street Improvements



Development Support



Building
Conversion/Expansion



Tax Equivalent Increment

Other Incentives of Interest



Business Accessibility



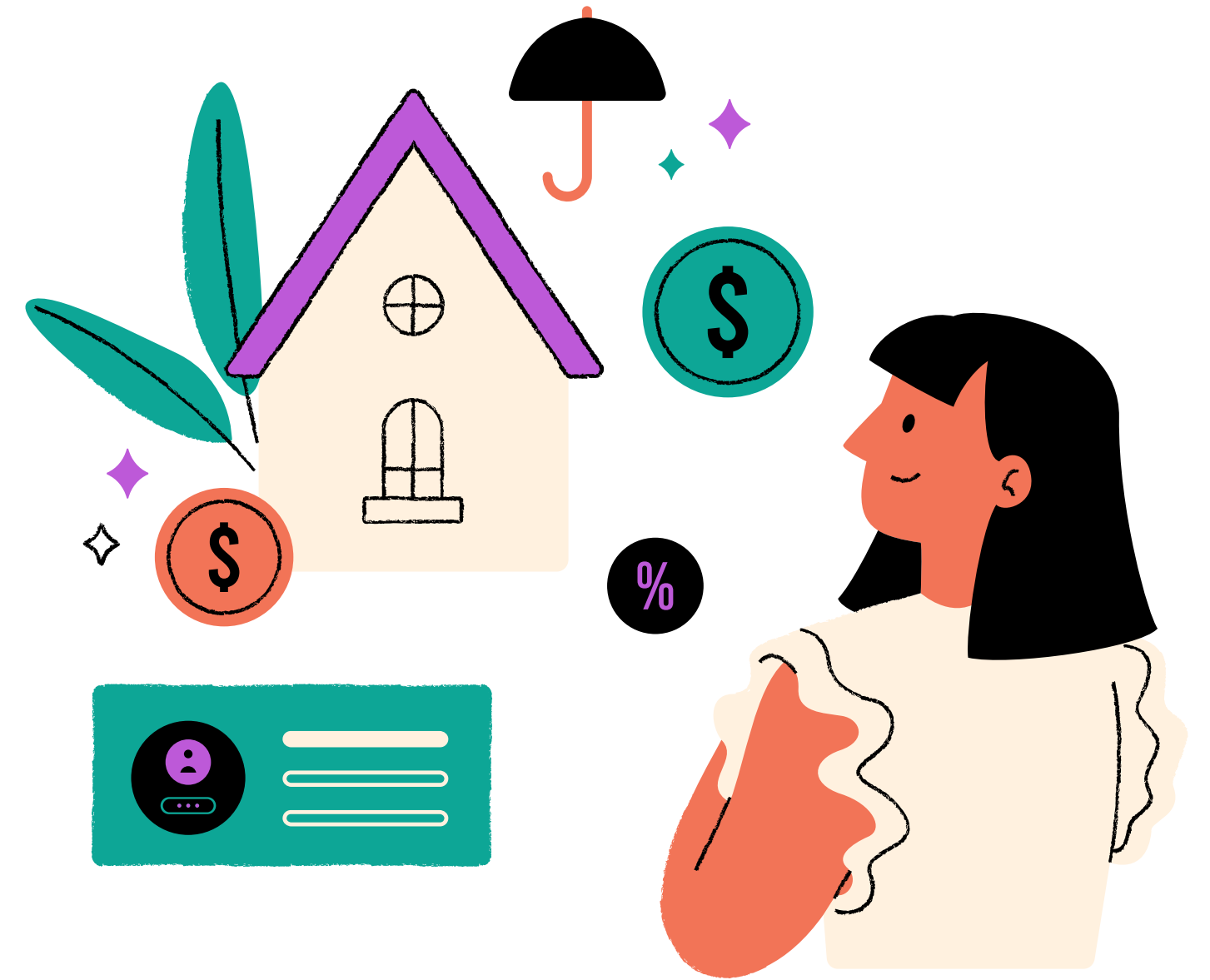
Energy Efficiency Retrofit



Agri-Food Innovation

Funding

- Annual budgeted amounts range from **\$125,000 - \$250,000**
- County's contribution to a CIP typically a 50% matching grant
- Equal opportunity and stackable grant considerations



Questions?





Economic Development Response to Tariff Threats

THINK  **LOCAL
RENFREW COUNTY
CANADIAN**

February 26, 2025

The Current Threats

- Executive Orders are in place for the following:

Executive Order Date	Products/Goods	Tariff Amount	Initial Effective Date	Differed Date
Feb 1	Energy *	10%	Feb 4	Mar 4
Feb 1	All other goods	25%	Feb 4	Mar 4
Feb 10 & 11	Steel & Aluminum	25-50%	Mar 12	

* Energy is defined as crude oil, natural gas, lease condensates, natural gas liquids, refined petroleum products, uranium, coal, biofuels, geothermal heat, the kinetic movement of flowing water, and critical minerals**

** Critical minerals are defined as any non-fuel mineral, element, substance, or material designated as critical by the Secretary of the Interior.

What We're Hearing

- Across all sectors, businesses are expressing deep concerns about potential tariffs with the key concerns being:
 - Job losses
 - Supply chain disruptions
 - Increased costs
 - Weakened competitiveness

What We're Hearing

- 54% participate in cross-border trade or supply chain
 - 64% import goods/services from the U.S.
- 60% indicate less than 10% of total revenues is generated from business with the U.S.
 - 4% indicate more than 50% of total revenues is generated from business with the U.S.
- 64% expect to experience challenges if tariffs are implemented, including:
 1. pricing increases
 2. increased operational costs
 3. declining sales
 4. supply chain disruptions

Source: Upper Ottawa Valley Chamber of Commerce business survey conducted February 2025.

What We're Hearing

- 57% are taking precautions to mitigate impacts, including:
 - Expediting orders to be delivered prior to tariff implementation
 - Sourcing Canadian suppliers / implementing "buy Canadian" policies
 - Cutting spending / carrying less inventory
 - Postponing investments

Source: Upper Ottawa Valley Chamber of Commerce business survey conducted February 2025.

What We're Hearing

- Advanced Manufacturing
 - Mitigation efforts:
 - Accelerating shipments
 - Potential exemptions for some industries (ie: defence/security)
 - Concerns:
 - Reduced revenue
 - Impacted competitiveness
 - Job losses

What We're Hearing

- Agriculture

- Mitigation Efforts:
 - Expediting sales in advance of tariff implementation
 - Increasing domestic customer base
 - Shifting opportunities
- Concerns:
 - Impacts to domestic prices due to global market influences
 - Increased grocery prices
 - U.S. farms shifting production domestically making Canadian suppliers uncompetitive

What We're Hearing

- Forestry & Wood Products
 - Mitigation Efforts:
 - Shift away from the U.S. market
 - Concerns:
 - Drop in demand
 - Over supply across Canada
 - Reduced prices and production
 - Job losses

What We're Hearing

- Tourism & Retail
 - Mitigation Efforts:
 - Sourcing Canadian suppliers/products
 - Increasing marketing
 - Concerns:
 - Supply chain disruptions
 - Increased costs
 - Drop in discretionary spending

What We're Doing

- Marketing campaign to educate and encourage residents and businesses about supporting and sourcing local.

THINK  **LOCAL**
RENFREW COUNTY
CANADIAN

www.InvestRenfrewCounty.ca/THINKLocal

What We're Doing

- Think Local.
 - Supporting businesses in your home town/municipality
 - ✓ Farmers' markets, food & beverage producers, artists/artisans and other goods and services
 - ✓ Promotion of County guides and assets
- Think Renfrew County.
 - Supporting businesses in neighbouring communities/municipalities
 - ✓ Home, office and building supplies, apparel, sporting goods, giftware
 - ✓ Promotion of municipal business directories and staycations
- Think Canadian.
 - Supporting Canadian businesses
 - ✓ Product of Canada and Made in Canada

What We're Doing

- Meeting with OVED Partners
- Working with regional partners to collect data, share information and resources and support the business community.
 - Ottawa Valley Business Summit – April 11, Best Western

COMMUNIQUÉ



Update on the virtual tour and procurement policies

Dear members,

Last week, FCM concluded its Canada-wide Virtual Listening Tour, providing a platform for all members to voice their concerns and insights regarding the impacts of U.S. import tariffs on local economies.

In these regional sessions, you have shared openly how these tariffs would affect many different aspects of your communities. Increased pressure on the lumber and tourism industries in British Columbia, the energy and resource sectors as well as concerns about public safety in the Prairies and Territories. The impact on small businesses and steel companies in Ontario, economic growth for Quebec or interprovincial trade barriers, and agriculture in Atlantic Canada. It is clear that these tariffs will have a tremendous effect on Canadians across the country. We took note of these very real concerns and have begun the important task of incorporating them into our advocacy and engagement strategy.

"Buy Canada" procurement options

One of the key concerns raised during our Canada-wide Virtual Listening Tour was the need for a resource on "Buy Canadian" procurement policies. To address this, we are providing you today with an update on the legal implications and considerations to keep in mind as you examine such measures in your local jurisdiction.

FCM recently engaged a law firm to provide initial guidance on procurement strategies, trade compliance, and the risks associated with "Buy Canadian" policies. The document below summarizes key takeaways and includes a legal memo outlining high-level considerations. Notably, each province and territory has specific rules and regulations affecting municipal procurement. We encourage you to contact your provincial or territorial association for further analysis.

Please note these resources are intended for a municipal audience and should not be distributed widely. They are provided for informational purposes only and do

be distributed widely. They are provided for informational purposes only and do not constitute legal advice.

DOWNLOAD THE DOCUMENT

Municipalities are advised to wait to implement changes to their procurement policies until after US-imposed tariffs come into effect. As it stands, FCM is actively working with the federal government and with the provinces/territories vis-à-vis our U.S. counterparts to prevent tariffs from coming into effect. Should tariffs be imposed, FCM will continue to support a coordinated Team Canada response, including on counter-tariffs and non-tariff retaliatory measures such as those related to procurement. You can follow FCM's advocacy work with our U.S. counterparts in real time on our social media channels.

More resources to come

Lastly, members expressed a need for more resources for Canada-US relations as you advocate for your municipalities. As a result, FCM is currently developing helpful tools that will be distributed in the upcoming weeks, so please keep an eye on your inbox.

If you have any questions, we encourage you to reach out to us via:
canada-usa@fcm.ca.

Thank you,

- Your FCM Team



24 Clarence Street
Ottawa, Ontario K1N 5P3
fcm.ca

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Legal Considerations for Municipalities Implementing “Buy Canadian” Procurement

CONFIDENTIAL

In February 2025, FCM engaged a law firm to provide initial guidance on municipal procurement in response to U.S. tariffs and increasing public pressure on local governments to adopt “Buy Canadian” policies.

The attached memo provides high-level legal insights on key considerations, risks, and strategies for trade compliance, including procurement obligations, “Buy Canadian” options, and other relevant factors. Below is a summary of key takeaways – please refer to the memo for full details.

Current Status: As of February 27, 2025, U.S. tariffs on Canadian imports have yet to take effect. The federal, provincial and territorial governments have, for the time being, paused the implementation of any retaliatory measures, including counter-tariffs and the use of public sector procurement (e.g. limiting US liquor sales in provincially-owned stores). Following the lead of the federal government, provinces and territories are planning to impose retaliatory measures only in direct response to the actual implementation of tariffs by the US government.

This document is for informational purposes only and does not constitute legal advice.

Key Takeaways

1. Procurement Obligations

- Municipal procurement is not covered by any of the trade agreements Canada has with the United States. This means that municipalities wishing to limit or exclude U.S. suppliers will likely not breach the provisions of any free trade agreements in doing so.
- However, municipal procurement is covered by Canada’s free trade agreements with the European Union and the United Kingdom, subject to specific contract thresholds outlined in the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).
- Municipal procurement is also covered under Canada’s internal trade rules in the Canadian Free Trade Agreement (CFTA).

2. Options for Implementing “Buy Canadian” Strategies

- Municipalities have options if they want to implement “Buy Canadian” strategies to limit procurements from U.S. suppliers.
- Examples of such strategies could include:
 - Adding rules to local procurement policies that exclude U.S. suppliers.
 - Limiting contracts to Canadian goods and services if they fall below CETA thresholds.

- Giving preference to Canadian products or companies for purchases below CETA thresholds.
 - Restricting purchases from U.S.-owned companies based in Canada.
 - Giving preference to Canadian value-added as permitted by the CFTA.
 - Maximizing use of exceptions, exemptions, or special carve-outs under existing trade agreements.
- Beyond meeting their obligations under trade agreements, municipalities must also comply with provincial and territorial laws. Before implementing “Buy Canadian” strategies, it’s important to review the local laws and policies in your jurisdiction to ensure compliance.

3. Additional Considerations

- Obligations under trade agreements only become legally binding for municipalities once they have been implemented into domestic law. To date, no province/territory has fully implemented the procurement obligations of the CETA or CFTA, however some provincial/territorial laws may still require compliance.
- Municipalities have a low risk of direct legal action for trade violations since disputes are typically handled through state-to-state dispute mechanisms, however they still need to comply with applicable laws to avoid issues.
- When implementing "Buy Canadian" policies, municipalities should ensure they do not exclude goods, services, or suppliers from other provinces/territories in Canada, as this could violate the CFTA or regional trade agreements.

CASSIDY LEVY KENT

Washington, D.C. |
Ottawa

MEMORANDUM

FOR: FEDERATION OF CANADIAN MUNICIPALITIES

FROM: CASSIDY LEVY KENT (CANADA) LLP

DATE: FEBRUARY 26, 2025

SUBJECT: LEGAL CONSIDERATIONS FOR MUNICIPAL PROCUREMENT AMID U.S. TARIFFS AND “BUY CANADIAN” POLICIES

In response to recent trade-related tension with the United States and stakeholder calls for the implementation of “Buy Canadian” programs, this whitepaper provides a high-level guide on international trade agreement compliance for Canadian municipalities making procurement decisions.

To summarize, given that none of the trade agreements to which both Canada and the United States are parties cover municipal procurement, measures by municipalities limiting or excluding procurement of U.S. goods and services and from U.S. suppliers would not likely breach the provisions of any international trade agreement.

A. PROCUREMENT OBLIGATIONS OF MUNICIPALITIES UNDER CANADA’S TRADE AGREEMENTS

Of Canada’s international trade agreements, only the Canada-E.U. Comprehensive Economic Trade Agreement (“CETA”) and the Canada-UK Trade Continuity Agreement (“CUKTCA”)¹ cover procurements by municipalities above certain thresholds.² Additionally, both the Canadian Free Trade Agreement (“CFTA”) and various regional procurement agreements cover procurements by municipalities above certain thresholds.³ The procurement chapter to the Canada-USA-Mexico Agreement (“CUSMA”) does not apply to Canada. Instead, Canada and the United States agreed that the obligations of the WTO Government Procurement Agreement (“GPA”) should apply, and in the GPA, Canadian municipalities are not covered.

¹ The CUKTCA incorporates the government procurement provisions of the CETA by reference.

² While most provinces generally subject all municipalities to the coverage by the CETA, New Brunswick has subjected only eight cities to the trade agreement. See Annex 19-2 [online](#).

³ See e.g., the New West Partnership Trade Agreement, the Trade and Cooperation Agreement Between Ontario and Quebec, and the Atlantic Trade and Procurement Partnership.

Only procurements above designated threshold are subject to trade agreement obligations. As of 2025, the applicable thresholds for municipalities are⁴:

	CETA ⁵ & CUKTCA	CFTA
Goods	SDR 200,000 (\$353,300)	\$133,800
Services	SDR 200,000 (\$353,300)	\$133,800
Construction Services	SDR 5,000,000 (\$8,800,000)	\$334,400

For those procurements covered by the trade agreements, the substantive obligations under Canada’s trade agreements reflect four foundational principles:

- Non-discrimination—also known as “national treatment”—requires that covered entities treat extra-jurisdictional suppliers no less favorably than the way they treat suppliers from within the procuring entity’s jurisdiction. *See e.g.*, Article 19.4.1 of the CETA.
- Transparency requires that covered entities publish relevant laws and policies that govern public procurement, and likewise disclose information regarding procurements. *See e.g.*, Articles 19.5, 19.6, Article 19.15, Article 19.16 of the CETA.
- Non-circumvention is animated through a variety of procurement obligations, including a prohibition on imposing conditions for participation or qualifications of suppliers that restrict open competition, a prohibition on bid splitting, and a requirement to conduct impartial and competitive tendering. *See e.g.*, Articles 19.2.6, Article 19.7., Article 19.8., and Article 19.9 of the CETA.
- Accountability requires that signatories to the agreements implement domestic review procedures that allow a supplier the opportunity to challenge the procurement activities and decisions made by procuring entities. *See e.g.*, Article 19.17 of the CETA.

B. OPTIONS FOR IMPLEMENTING A “BUY CANADIAN” STRATEGY

A variety of trade agreement compliant options are available to municipalities to implement a “Buy Canadian” strategy that limits procurements from U.S. suppliers or, that give a preference to Canadian suppliers.

That said, and given that Canadian municipalities are likewise constrained by applicable provincial legislation, municipalities intending to implement any of the “Buy Canadian” strategies identified

⁴ Municipalities in western Canada should keep in mind the financial thresholds in the New West Partnership Trade Agreement.

⁵ The CETA contemplates different thresholds for corporations or entities owned or controlled by municipal governments in respect of several provinces. *See Annex 19-3.* Note also that the converted CAD amount is adjusted by the Government of Canada on a biennial basis, and municipalities should periodically review guidance from Global Affairs Canada to ensure they have the latest threshold values as expressed in CAD.

below should consult applicable legislation to ensure compliance with their respective provincial laws and policies.⁶ Additionally, municipalities should undertake a review of their respective by-laws and purchasing policies to determine whether any constraints prevent or limit domestic procurement preferences.⁷

Trade agreement compliant “Buy Canadian” strategies include:

- Implementing an express exclusion of U.S.-based suppliers for municipal procurements by amending by-laws or policies. As indicated above, excluding U.S.-suppliers is compliant with Canada’s obligations under its international trade agreements. Note that this is likely the most aggressive course of action and risks further irritating Canada-U.S. relations.
- Restricting tendering to Canadian goods, services, or suppliers for procurements below the CETA thresholds by amending by-laws or policies.
- Implementing a preference for Canadian value-added (*e.g.*, weighted criteria targeting local content, local knowledge, local benefit, supply chain security) for procurements below the CETA thresholds by amending by-laws or policies.
- Implementing a preference against procuring from Canada-domiciled but U.S.-owned suppliers by amending by-laws or policies.⁸
- Apply preference for Canadian value-added in accordance with the provisions of Articles 503.4 and 520 of the CFTA.
- Maximizing the use of exceptions or exemptions included in applicable trade agreements. Each agreement has a list of purchasing “carve outs” to which the procurement obligations do not apply for particular goods. As well, consideration should be given to broader exemptions which may be possible including, for example, Article 19.3 of the CETA which allows parties to impose or enforce measures that are necessary to protect public morals, order or safety, or what are necessary to protect human, animal or plant life or health. Likewise, the provincial schedules to the CFTA contain a range of exclusions and exceptions to the coverage of that agreement.

C. LEGAL CONSIDERATIONS IN PURSUING A “BUY CANADIAN” STRATEGY

While every measure contemplated by a municipality should be assessed for compliance both with the applicable trade agreements and with applicable domestic law, the following legal considerations may influence decision-making by municipalities.

⁶ Municipalities in Ontario should have regard to the *Discriminatory Business Practices Act*, RSO 1990, c D.12, which among other matters, prohibits discriminatory business practises based on place of origin or geographical location.

⁷ In this regard, we note that some provinces and municipalities have undertaken, or are undertaking, a review of their purchasing laws and policies to promote provincial/local suppliers: for example, Government of Ontario *Building Ontario Businesses Initiative*; City of Ottawa *Mitigate Financial Impacts of U.S.-Canada Trade Tariffs on the City of Ottawa*; and City of Montreal *Local and Responsible Purchasing Statement*.

⁸ In order to guard against circumvention, it may be necessary to develop a definition of what constitutes a “Canadian supplier” or “Canadian business”.

- The obligations under trade agreements become legally binding on municipalities only once legislation—either at the federal or provincial level, depending on the area of competence—has implemented those obligations into domestic law.⁹ As of this date, no provincial legislature has enacted standalone legislation implementing the procurement obligations of the CETA or the CFTA into domestic law.¹⁰ That said, procurement-related legislation in some provinces requires compliance with applicable trade agreements.¹¹
- Litigation risk is mitigated by the fact that disputes relating to non-compliance with international trade agreement obligations are properly resolved under the dispute settlement mechanisms established under each agreement. This issue was recently considered by the Ontario Court of Appeal in *Thales DIS Canada Inc. v. Ontario (Transportation)*, where the Court indicated it was unclear that Ontario’s compliance with its obligations under the CETA *per se* could be reviewed by a Canadian court, and were more properly addressed by way of the state-to-state dispute resolution process under that agreement.¹²
- Where non-compliance is established under a trade agreement’s dispute resolution mechanism, the primary remedy is a requirement to bring the offending measures into compliance.¹³ Failure to bring the measure into compliance may result in a commensurate suspension of obligations by the complaining party, or compensation by the responding Party.
- Municipalities should implement their “Buy Canadian” measures in a manner that does not discriminate against goods, services, and suppliers in other provinces and territories and risk non-compliance with the CFTA or the relevant regional trade agreements.

⁹ *Northrop Grumman Overseas Services Corp. v. Canada (Attorney General)*, 2009 SCC 50 at paras 11 and 12.

¹⁰ Contrast this with legislation which enacts the procurement obligations in various trade agreements at the federal level: for example, *Canadian International Trade Tribunal Act*, RSC 1985, c 47 (4th Supp) at section 30.1 and regulations thereto.

¹¹ See e.g., *Public Procurement Act*, SNS 2011, c.12 at ss. 14, 15.

¹² *Thales DIS Canada Inc. v. Ontario (Transportation)*, 2023 ONCA 866 at para 134.

¹³ See e.g., CETA at Article 29.12; CFTA at Article 518.9.



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Spring 2025 Tax Policy

Tax Policy Working Group
March 3, 2025

Agenda

1. Regional Incentive Program (County of Renfrew Planning & Economic Development Departments)
2. Provincial Policy Changes
3. CVA Growth and Reassessment
4. Optional Small Business Subclasses
5. Optional – New Multi-Residential Class
6. Optional Small Scale on Farm Business Subclass
7. Tax Ratio Review
8. Tax Relief for Low Income Seniors/Disabled
9. Deadline for Tax Rates into OPTA
10. Other Issues

Provincial Policy Changes

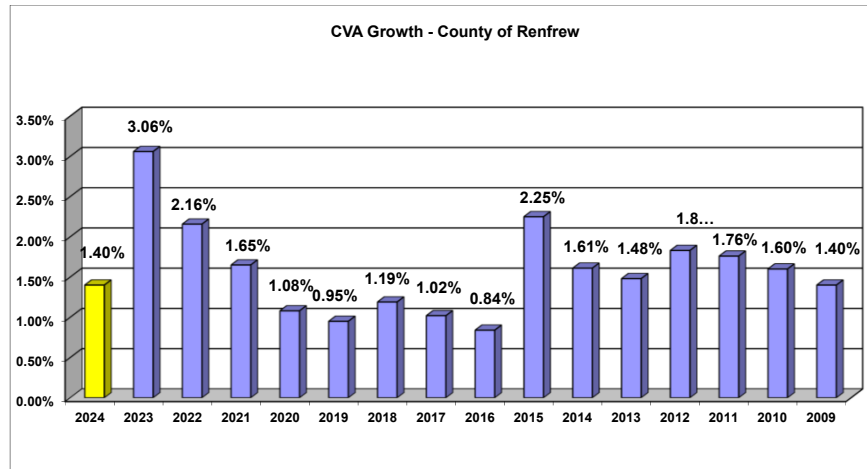
Aggregate Extraction Property Class:

- The Aggregate Extraction Property Class is a new property class, introduced for 2025 and future tax years, comprised of the industrial portion of properties used for aggregate extraction.
- VT, VP, & VP RTC Codes.
- \$6,376,900 in assessment in 2025, effecting all municipalities except Arnprior, Renfrew, and Head Clara Maria.
- Tax Ratio equal to industrial ratio.

CVA Growth

Municipality	2025 Weighted Assessment	2024 Weighted Assessment	Growth
McNAB/BRAESIDE	\$ 1,090,198,433	\$ 1,052,035,756	3.63%
DEEP RIVER	\$ 698,095,073	\$ 678,083,716	2.95%
ARNPRIOR	\$ 1,332,243,975	\$ 1,302,760,356	2.26%
ADMASTON/BROMLEY	\$ 382,794,836	\$ 374,841,292	2.12%
GREATER MADAWASKA	\$ 904,429,705	\$ 889,951,575	1.63%
HORTON	\$ 484,425,927	\$ 476,905,858	1.58%
WHITEWATER REGION	\$ 995,666,080	\$ 981,806,912	1.41%
NORTH ALGONA WILBERFORCE	\$ 503,559,915	\$ 498,654,897	0.98%
BRUDENELL, LYNDONCH RAGLAN	\$ 255,017,132	\$ 252,548,933	0.98%
MADAWASKA VALLEY	\$ 855,282,331	\$ 847,090,712	0.97%
LAURENTIAN VALLEY	\$ 1,383,115,981	\$ 1,371,281,447	0.86%
PETAWAWA	\$ 2,625,728,836	\$ 2,603,458,859	0.86%
LAURENTIAN HILLS	\$ 481,262,695	\$ 477,971,760	0.69%
BONNECHERE VALLEY	\$ 553,949,349	\$ 550,900,344	0.55%
KILLALOE, HAGARTY & RICHARD	\$ 393,759,971	\$ 392,125,774	0.42%
HEAD, CLARA & MARIA	\$ 251,040,716	\$ 250,047,105	0.40%
RENFREW	\$ 923,215,660	\$ 919,988,567	0.35%
COUNTY OF RENFREW	\$ 14,113,786,616	\$ 13,920,453,861	1.39%
CITY OF PEMBROKE	\$ 1,468,767,007.77	\$ 1,459,973,833.07	0.60%

CVA Growth



Small Business Subclass

- The optional small business subclass remains available, with a limited number of municipalities that have elected to implement this class so far.
- The class allows for up to a 35% reduction in the commercial and industrial rates, with the province matching the reduction in the education rate.
- Modeling tools are available in OPTA.

Small Business Subclass

- The standing recommendation of the Tax Policy Working Group is that this subclass not be adopted due to the administrative burden:
 - Municipalities must establish a process for identifying properties and portions of properties eligible for inclusion in the subclass. This can be an application-based process and/or a criteria-based determination process not requiring individual applications by property owners. They may also use both a criteria-based determination process and an application process.
 - Municipalities opting to use the subclass must appoint a Program Administrator and an Appellate Authority.
 - The Program Administrator is responsible for providing MPAC with a list of the properties, or portions of properties, that are approved for inclusion in the subclass for a taxation year.
 - The Appellate Authority is responsible for hearing any appeals of the Program Administrator's eligibility decisions.

New Multi-Residential Subclass

New Multi-Residential Class Defined:

- Land used for residential purposes that has seven or more self-contained units; and
- Vacant land principally zoned for multi-residential development.
- The new multi-residential property class consists of land described above, whose units have been built, or converted from a non-residential use, pursuant to a building permit issued, on or after April 20, 2017.
- After being included in the new multi-residential property class for 35 taxation years, land ceases to be included in that class and is instead included in the multi-residential property class for subsequent taxation years.

New Multi-Residential Subclass

New Multi-Residential Subclass

- Up to 35% reduction in new multi-residential ratio (this would result in a ratio of less than 1, and this class would pay less than the residential rates).
- Class to be effective, based upon the date the building permit is issued:
 - Municipality to specify via BY-LAW the effective date.
- The class is prospectively applied – meaning there is no reallocation to the existing tax base, there would only be a reduction in weighted CVA growth revenue and we reduce the weighting on new multi-residential builds.

New Multi-Residential Subclass

As the Class is prospective, adoption would only effect weighted CVA growth, not existing properties.

History of new-multi res:

Year	CVA	Growth
2024 (YTD)	\$ 54,408,834.00	9%
2024 (returned roll)	\$ 49,910,834.00	80%
2023 (returned roll)	\$ 27,664,934.00	126%
2022 (returned roll)	\$ 12,251,934.00	52%
2021 (returned roll)	\$ 8,043,000.00	235%
2020 (returned roll)	\$ 2,403,000.00	1%
2019 (returned roll)	\$ 2,390,268.00	
2018 (returned roll)	\$ -	
2017 (returned roll)	\$ -	

The class consists of 11 properties:

- 5 in Arnprior;
- 3 in Petawawa;
- 2 in Deep River; and
- 1 in Renfrew.

New Multi-Residential Subclass

The intention of the reduced rate for new-new-multi residential is to encourage more residential development.

- However, this class already receives a discount over existing properties, ratio of 1 vs 1.94.
- Looking at the history of the class, there is growth occurring without additional incentives – the current tax ratio does not seem to be an impediment to building multi-residential.
- The County of Renfrew is currently considering a County Wide CIP to directly incentivize the creation of affordable housing.

Therefore, the Tax Policy Working Group does not recommend the adoption of the new multi-residential subclass at this time.

Small Scale on-Farm Business Subclass

Ontario East Municipalities	Ratios			
	Comercial	Commercial small scale on farm	Industrial	Industrial small scale on farm
Belleville C	1.919122		2.4	
Frontenac Co	1	0.25	1	0.25
Gananoque ST	1.8475		1.894	
Haliburton Co	1.4827		1.7181	
Hastings Co	1.1	0.275	1.1	
Kawartha Lakes C	1.379305		1.346448	
Kingston C	1.98		2.63	
Lanark Co	1.842928		2.531635	
Leeds and Grenville UCo	1.3464	0.3366	1.8114	0.45285
Northumberland Co	1.5	0.375	2.1	0.525
Ottawa C	1.714725333	0.48076875	2.558638	0.6396595
Peterborough C	1.5		1.5	
Peterborough Co	1.0986		1.5432	
Prescott and Russell UCo	1.440999		2.446892	
Prince Edward County C	1.1125	0.278125	1.3895	0.347375
Quinte West C	1.5385	0.384625	2.446	
Renfrew Co	1.8147		2.466904	
Smiths Falls ST	1.966105		2.542111	
Stormont, Dundas and Glengarry UCo	1.634027	0.40850675	2.063433	0.51585825

Small Scale on-Farm Business Subclass

The Townships of Horton, Laurentian Valley and Whitewater indicated that they would review the impact and interest in this new subclass within their townships and could make a recommendation for consideration at the Spring 2025 Tax Policy Working Group meeting.

Tax Ratio Review

Commercial:

Ontario East Municipalities	Commercial Ratio	Has excess/vacant land reduction
Frontenac Co	1.000	yes
Peterborough Co	1.099	yes
Hastings Co	1.100	
Prince Edward County C	1.113	yes
Leeds and Grenville UCo	1.346	yes
Kawartha Lakes C	1.379	yes
Prescott and Russell UCo	1.441	
Haliburton Co	1.483	yes
Northumberland Co	1.500	
Peterborough C	1.500	
Quinte West C	1.539	
Stormont, Dundas and Glengarry UCo	1.634	yes
Ottawa C	1.715	
Renfrew Co	1.815	
Lanark Co	1.843	
Gananoque ST	1.848	yes
Belleville C	1.919	
Smiths Falls ST	1.966	yes
Kingston C	1.980	yes

Tax Ratio Review

Industrial:

Ontario East Municipalities	Industrial Ratio	Large Industrial Ratio	Has excess/vacant land reduction
Frontenac Co	1.000		yes
Hastings Co	1.100	1.100	
Kawartha Lakes C	1.346	1.346	yes
Prince Edward County C	1.390		yes
Peterborough C	1.500	1.500	
Peterborough Co	1.543		yes
Haliburton Co	1.718		yes
Leeds and Grenville UCo	1.811	2.804	yes
Gananoque ST	1.894		yes
Stormont, Dundas and Glengarry UCo	2.063	4.143	yes
Northumberland Co	2.100	2.100	
Belleville C	2.400	2.400	
Quinte West C	2.446	2.615	
Prescott and Russell UCo	2.447	3.500	
Renfrew Co	2.467	2.782	
Lanark Co	2.532	2.532	
Smiths Falls ST	2.542	2.542	yes
Ottawa C	2.559	2.197	
Kingston C	2.630	2.630	yes

Tax Relief for Low Income Seniors/Disabled

Upper/single tiers are required to create a policy to cancel or defer all property tax increases. The County of Renfrew currently has a By-law (35-12) establishing that tax increases for these groups be **deferred** until the eligible property is sold, at which time any deferred amounts, together with accumulated interest thereon, shall become a debt payable.

The amount of tax relief, in the form of tax deferral granted pursuant to this By-Law, shall be a **lien upon the eligible property** in accordance with the provisions of s.319(14) and 349 of the Act.

Tax Relief for Low Income Seniors/Disabled

General Requirements are:

- Property must be residential class, and must be the principal residence of the owner.
- Applicant must be in receipt of Ontario Disability Support Program payments or Guaranteed Low Income Supplement.
- Decision and application are delegated to the lower tier.

Recommended Changes:

- ***Remove property lien?***
- ***Expand to other classes?***

Deadline for Input into OPTA

OPTA:

We are working on changes to the freeze process for 2025 that will allow lower tiers to freeze independently of other lower tiers. This will allow lower tiers to freeze earlier as you would no longer need to wait for all lower tiers to submit their tax rates before freezing.

The lower tier independent freezing has not been confirmed, however the County will have the ratios and rates approved and submitted by March 28th.

In the event you can freeze independently, this should allow you to avoid any potential postage strike.

In the event the independent freezing is not working, we suggest a deadline of June 27th to have all municipalities input their rates into OPTA.

Other Issues

Budget 2025

2025 County Rates:

Year	residential rate	Rate per \$100,000	Median Property Value	County Taxes per Median Property
2025	0.004352359	\$435.24	216,000	940.11
2024	0.004123653	412.37	216,000	890.71
\$ Change - Annual		22.87	0.00	49.40
% Change		5.5%	0.0%	5.5%

Tariffs

Buy Local/Canadian provisions:

- **Currently prohibited under the the Fair Business Practices Act.**
- **Where we do not need quotes, RFQ, RFP, RFT's (<\$10,000 at the County of Renfrew), we are encouraging staff to buy local – stop using Amazon.**
- **Awaiting direction from the Provincial or Federal government.**

Other Issues

NOW THEREFORE, the Council of Corporation of the County of Renfrew hereby enacts as follows:

1. That each lower-tier municipality shall pay to the County of Renfrew an amount to be raised by them for County purposes, each year, in the following instalments:
 - i. 25 per cent of the amount required to be raised by the lower-tier municipality for upper-tier purposes in the previous year, on or before March 31.
 - ii. 50 per cent of the amount required to be raised by the lower-tier municipality for upper-tier purposes in the current year, less the amount of the instalment paid under paragraph 1, on or before June 30.
 - iii. 25 per cent of such current amount, on or before September 30.
 - iv. The balance of the entitlement for the year, on or before December 15.
2. If a lower-tier municipality fails to make any payment, or portion of it, in accordance with Section 1 above, the lower-tier municipality shall pay to the upper-tier municipality interest on the amount in default at the rate being the lesser of 15 per cent per year or at the County's bank prime rate for lending, from the date payment is due until it is made.

Next TPWG / RCCTA – Finance Sub-Committee Meeting

Fall 2025 – September/October?



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Executive Summary of 2025 Tax Policy Recommendations from the Tax Policy Working Group:

The Treasurer held a Tax Policy Working Group (TPWG) meeting Monday, March 3, 2025 at 12:00 noon that included many of the local Municipal Treasurers. The following is an Executive Summary of the recommendations from the Tax Policy Working Group.

Ratios – The TPWG is recommending the adoption of the following tax ratios for 2025.

Tax Ratios – Property Class	2025	2024
Residential/Farm	1.000000	1.000000
Residential/Farm-Farmlands 1	0.350000	0.350000
Multi-Residential	1.943600	1.943600
Multi-Residential – New	1.000000	1.000000
Commercial – Occupied	1.814700	1.814700
Commercial – Vacant	1.814700	1.814700
Commercial – Farmlands 1	0.350000	0.350000
Industrial – Occupied	2.466904	2.466904
Industrial – Vacant	2.466904	2.466904
Large Industrial – Occupied	2.700000	2.722000
Large Industrial – Vacant	2.700000	2.722000
Landfill	1.189066	1.189066
Pipelines	1.332800	1.332800
Aggregate Extraction	2.007336	
Farmland	0.250000	0.250000
Managed Forest	0.250000	0.250000

New Aggregate Extraction Property Tax Class - On December 10, 2024, an amendment to Ontario Regulation 282/98 under the Assessment Act was filed, which mandates the use of a new property tax class for aggregate extraction property for the 2025 and future years. Previously, the portion of properties used for aggregate extraction were classed as industrial. The starting ratio is the current industrial ratio subject to the prescribed range of fairness. In the County of Renfrew this results in \$6,376,900 of assessment being removed from the industrial class and placed into a new class with the maximum ratio of 2.007336.

Optional Tax Classes:

New Multi-Residential – The TPWG is not recommending the introduction of this new subclass at this time. Multi-residential (in excess of 7 units) construction after April 2017 already has a reduced ratio equal to the residential class. The TPWG feels that any incentive for new multi-residential construction should be targeted to those specifically built for affordable housing via a regional incentive or similar program.

Small Business Subclass – The TPWG is not recommending the introduction of this new subclass at this time. To date, Toronto and Ottawa are the only two municipalities that have elected to implement this subclass. The new subclass allows for an up to 35% reduction in the commercial and industrial rates, with the Province automatically matching the

reduction in the education rate. However, there are substantial administrative burdens associated with this subclass.

Small Scale On-Farm Business Subclass – The TPWG is not recommending the introduction of this new subclass at this time. This subclass, if adopted, provides for a 75% reduction off the commercial or industrial tax rate of the first \$50,000 of applicable assessment. Additionally, the municipality may opt to apply the reduction on up to the first \$100,000 of assessment. Due to the limited number of properties, it was recommended that this subclass not be adopted at this time.

Tax Relief for Low Income Seniors/Disabled – TPWG is not recommending any changes to the current policy to **defer** assessment related tax increases for low income and disabled seniors. The TPWG will review how our policy compares to that of our peers.

Deadlines for LTM Tax Rating By-laws – As the Online Property Tax Analysis System (OPTA) is used to generate all business class property tax bills, the data will not be available until ALL LTM's complete their budget processes and adopt a rating by-law. The TPWG is recommending that all tax rating by-laws should be adopted prior to **June 27, 2025** and all tax rates should be entered by each municipality into the OPTA system by that same date. This process would allow the issuance of property tax bills to the business community before the summer vacation period. (OPTA is in the process of changing this requirement, so that municipalities may generate data independently).

**The Corporation of the United Townships of Head, Clara & Maria
Council Statement of Remuneration and Expenses**

For the Period from January 1st, 2024 to December 31st, 2024

Per Municipal Act RSO 2001, Section 284 (1, 2); Township By-law 2022-23

Elected Position	Name	Honourariums	Expenses	Total
Mayor	Debbi Grills	\$ 9,374.51	\$ 536.20	\$ 9,910.71
Councillor	Rachel Richer	\$ 6,812.87	\$ 292.60	\$ 7,105.47
Councillor	Chris Dowser	\$ 6,895.31	\$ 0.00	\$ 6,895.31
Councillor	Fran Kelly-Chamberlain	\$ 7,437.67	\$ 0.00	\$ 7,437.67
Councillor	Karen LeClerc	\$ 6,580.44	\$ 0.00	\$ 6,580.44
	Sub Total	\$ 37,100.80	\$ 828.80	
Total remuneration and expenses paid to Council				\$ 37,929.60

**Ministry for Seniors
and Accessibility**

6th Floor, Suite 600C
College Park
777 Bay Street
Toronto ON M7A 2J4

**Ministère des Services aux
aînés et de l'Accessibilité**

6^e étage, bureau 600C
College Park
777, rue Bay
Toronto ON M7A 2J4

February 8, 2025

Stephany Rauche
The Townships of Head, Clara and Maria
15 Township Hall Road
Stonecliffe, ON K0J 2K0

Dear Stephany Rauche:

Re: **Inclusive Community Grants Program 2024-25 Transfer Payment Ontario (TPON)
Case #: 2024-05-1-2891509994 - The Townships of Head, Clara and Maria**

Further to the letter you received from the Minister for Seniors and Accessibility confirming approval of your application to the 2024-25 Inclusive Community Grants (ICG) Program, the following provides important information related to your project and your agreement with the province.

The agreement is made up of the program guidelines, your application, including the terms and conditions attached to the application form, the approval letter from the Minister for Seniors and Accessibility, and correspondence that reflects additional terms and conditions between ministry staff and representatives of your organization, including this email.

Please file this email and all related information for future reference and audit purposes. You must keep all receipts related to this project for seven years, and you may be asked by the ministry to provide these receipts at any time during that period.

Your organization has been approved for up to a maximum of \$60,000 for the project associated with the case number indicated above. The ministry will provide an initial payment of \$12,000.

You can start project activity as of January 9th, 2025 and the project must be completed and funds spent by November 30, 2025. The agreement will expire on February 28, 2026.

Please note that media-related public announcements tied to this funding should not take place without prior ministry approval. You may still engage in regular communication activities with project partners to facilitate the delivery of the program and support enrollment of participants in funded projects.

When the project is complete, you are required to submit a final report in the Transfer Payment Ontario (TPON) within 60 days of the project end date, including an actual expenditure report.

The final payment of up to a maximum of \$12,000, based on actual expenditures, will be made once the final report has been reviewed and deemed satisfactory by the ministry.

Funds are provided to your organization in accordance with the agreement. If you anticipate any changes to the project timeline, activities, or expenditures, you must notify the ministry as soon as possible to discuss them.

Funds provided by the ministry that are not used for an approved purpose must be returned, and funds not spent by the completion date of November 30, 2025, must also be returned.

During the funding year, you must survey your project participants to gather information about the outcomes of your project. You will have to report back on the survey responses in the final report that you are required to submit within 60 days of the project end date. You must ask them to indicate their level of agreement with a series of outcome statements on a five-point scale from "strongly disagree" to "strongly agree." Some statements may not apply to all projects.

For all partners and community members who were involved in the project:

- This project helped me feel more engaged in my community.
- This project improved collaboration between planners and community members.
- This project increased volunteering opportunities in the community.
- This project met my needs and interests.
- This project's activities help to reduce social isolation in the community.
- I am satisfied with the project's activities/services.
- This project helped to increase my feeling of safety and well-being.

Should you have any questions about your project, or your commitments related to the project, please do not hesitate to contact your Regional Development Advisor, Carmen.Goold@ontario.ca.

Ontario is committed to providing the programs and services that seniors need to stay active and engaged, and we appreciate your efforts to improve the lives of Ontario's seniors.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth Edeh". The signature is stylized with a large initial "K" and a long horizontal stroke at the end.

Kenneth Edeh *on behalf of Chris Baillie*
Manager, Seniors Programs and Public Education
Ministry for Seniors and Accessibility

2024-25 ICG Survey Questions

Survey Statements	Number of respondents	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Not applicable/ Don't know
This project helped me feel more engaged in my community							
This project improved collaboration between project planners and community members							
This project increased volunteering opportunities in the community							
This project met my needs and interests							
This project's activities help to reduce social isolation in the community							
I am satisfied with the project's activities/services							
This project helped to increase my feeling of safety and well-being							

