



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

AGENDA

June 18, 2021 at 9:30 a.m.

1. Call to Order and Moment of Silence
Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.
2. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations – none
6. Adoption of Minutes of previous meeting
 - Council Minutes
 - i. May 13, 2021
 - Library Board Minutes
 - i. March 23, 2021
 - Committee of the Whole
 - i. June 2, 2021 (draft)
 - Recreation Committee Minutes - none
 - Public Works Advisory Committee Minutes
 - i. June 3rd, 2021 (draft)
7. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. Submitted OPP Detachment Board proposal – COR municipalities
 - ii. Elimination of LPAT – Resolution from Town of Halton Hills
 - iii. Environmental Protection Amendment Act - Township of The Archipelago
 - iv. Banning of Foam - Township of The Archipelago
 - v. Closure of Youth Justice Facilities – Township of Matachewan
 - vi. Capital Gains on Primary Residence – Township of Scugog
 - vii. Funding for Abandoned Cemeteries – Township Rideau Lakes
 - viii. Infrastructure Funding Support for Fire Departments – Township of Hudson

8. Mayor's Report
 - Report 21/06/17/801 – Mayor Debbi Grills
9. Staff Reports
 - Report 21/06/17/901 – Clerk-Treasurer
10. Unfinished Business
 - Report 21/06/17/1001 – Deux Rivieres Boat Launch
11. Addendum (New Business)
 - Report 21/06/17/1101 – Recommendations from PWAG
 - Report 21/06/17/1102 – RFP for Zoning By-Law
12. Policy Review
 - HR-09 Pregnancy and Parental Leave Policy
 - HR-10 Bereavement-Compassionate Leave Policy
 - HR-11 General Unpaid Leave of Absence Policy
13. By-Laws
 - 2021-30 To Adopt HR-09 Pregnancy and Parental Leave Policy
 - 2021-31 To Adopt HR-10 Bereavement-Compassionate Leave Policy
 - 2021-32 To Adopt HR-11 General Unpaid Leave of Absence Policy
14. Questions and Answers
15. Confirmation of Proceedings By-law # 2021-33
16. Adjournment

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

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

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

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

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on **2021, March 23** was called to order at 10:00 a.m.

1. Roll Call

| Designation | Name | P | A | E | Designation | | P | A | E |
|-------------|----------------------|---|---|---|-------------|--------------------------|---|---|---|
| Chair | Marlene Gibson | X | | | Member | Gay Baribeau | X | | |
| Member | Catherine Sutherland | X | | | Member | Fran Kelly - Chamberlain | X | | |
| Member | Betty Condie | X | | | CEO | Judy Zilney | X | | |

2. Pecuniary Interest: None

3. Approval of Agenda:

Resolution #1: Moved by Gay Baribeau, Seconded by Catherine Sutherland. Be it resolved that the agenda for March 23, 2021 be accepted as presented.
CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Betty Condie, Seconded by Fran Kelly Chamberlain. Be it resolved that regular minutes for February 23, 2021 be accepted as presented.
CARRIED

5. Business Arising from the Minutes:

Fundraising –

Can/Bottle Drive. Approval has been granted to proceed with this fundraiser. Containers are being acquired for landfill sites. A volunteer schedule will be set up in the near future. Monies collected will be tracked.

Plant Sale – Betty Condie has plants that are growing and will be ready for the end of May sale.

Cash Donations - Marlene Gibson is verifying tax receipt information regarding these donations.

Printer Issues – Printer purchase as well as pricing was discussed with a decision made to wait for August 'back to school sales' to make a purchase.

CEO Report – Attached

6. Report of The Chair:

Two baby books have been purchased to present to the newest residents of the community. Library cards accompany the books.

The hard drive in the cataloguing computer was not working properly. The cost of the replacement part is \$40.00 Updating the history project is on hold until a new part is purchased and installed.

Hector Clouthier has donated two books relating to their family history which includes stories of the Stonecliffe area.

8. **Financial Reports:** None to review.
9. **Correspondence:** None to review.
10. **Policies:** The following policies were reviewed.
 - Financial Control/Oversight-clarification of signing officers and appropriate changes made
 - Board Advocacy- approved
 - Evaluation of the CEO- status of this years evaluation
 - Board Training-approved
11. **New Business: Renovations.** On hold at this time.
Library website- categories will be reviewed to see if changes could be made to make it more user-friendly. Example- history project. Not done as yet.
12. **Reports of Projects:** None
13. **Questions and Answers:** Cheque from grocery receipt to be handed in to CEO.
14. **Adjournment:** **Resolution # 3:** It was moved by Fran Kelly Chamberlain, Seconded by Betty Condie that the meeting by adjourned at 11:37 a.m. to meet again on Wednesday, April 14, 2021 at 10:00 a.m. CARRIED.

Chair – Marlene Gibson

CEO – Judy Zilney

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
COMMITTEE OF THE WHOLE
MINUTES

Wednesday, June 2, 2020 at 1:00 p.m.

1. Committee Members: Mayor Debbie Grills, Deputy Mayor Ernie Villeneuve, Councillor Brent Allen, Councillor Chris Dowser, Councillor Fran Kelly-Chamberlain
Staff: Charlotte Toope – Clerk-Treasurer, Robert Labre - CBO

2. Unfinished Business – none

3. New Business
 - a. Zoning By-Law
 - The current Zoning By-Law is outdated and has many amendments.
 - A new comprehensive By-Law needs to be adopted.
 - There are concerns regarding those in the municipality that are living year round in residences that are zoned as seasonal only.
 - It is important that the new Zoning By-Law have clear definitions on how the municipality defines seasonal vs year round residences.
 - MOTION: B. Allen motioned to bring a recommendation to Council to initiate an RFP process for a new Zoning By-Law for HCM.

 - b. Clean and Safe By-Law
 - HCM currently does not have a property standards by-law.
 - Considering the demographics of HCM, a lengthy property standards by-law is not necessarily required, however there should be a by-law to dictate certain conditions that are not acceptable.
 - A by-law will be initiated to outline conditions that are required to make sure a property is safe. This will focus only on the exterior of a property.
 - ACTION: E. Villeneuve will draft a Clean and Clear By-Law.
 - ACTION: R. Labre will forward copies of the Deep River by-laws to Council.

4. Next meeting date to be determined.

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
PUBLIC WORKS ADVISORY GROUP
AGENDA

Thursday, June 3, 2020 at 9:30 a.m.

1. Roll Call

Committee Members: Andy Boissonneault, Neville Chamberlain, Jim Gibson, Pat McGurran

Council Reps: Mayor Debbi Grills, Deputy Mayor Ernie Villeneuve

Staff: Charlotte Toope

Chairperson: David Balla-Boudreau

Absent: Ken Giroux, John Miller

2. Unfinished Business – none

a. Boat Launch Updates

- Stonecliffe (proposed vault toilet)
 - Suggested that a vault toilet be added at (or near) the Stonecliffe boat launch.
 - ACTION: Clerk-Treasurer to bring recommendation to Council. Clerk-Treasurer will follow up appropriately based on Council direction.
 - ACTION: Clerk-Treasurer to follow up on the missing bumpers at Mackey Boat Launch.
- Deux Rivieres project
 - The scope of work outlined in the boat launch tender for Deux Rivieres was not sufficient to fix the dock.
 - This project will need to be retendered for work to be done in Spring 2022.
 - ACTION: Clerk-Treasurer to coordinate a meeting between Public Works Leader and members of PWAG to see if any reasonable action can be taken this year to remediate the tilting at the current dock.

b. Road Maintenance

- New policies for roads maintenance and level of service that were updated based on initial recommendations from this committee have come into effect as of May 15th, 2021.
 - Contractor is on site this week to spread calcium on roads. Our contractor only does this once each year. If more is required it is done as requested by PW.
- c. Street lighting
- ACTION: D. Balla-Boudreau and N. Chamberlain will work together to create a detailed scope of work for the street lights.
- d. Harvey Creek Road
- This project may not be as significant as originally thought but it will require engineer input.
 - ACTION: E. Villeneuve to follow up.
3. New Business
- a. Schedule for MTO road work in HCM
- We do not received a detailed schedule for work on roads in HCM.
 - ACTION: Clerk-Treasurer will follow up with MTO. Mayor Grills to follow up with County.
- b. Hard topping some roads in HCM
- ACTION: Clerk-Treasurer will bring recommendation to Council to consider hard topping some roads in the east end of HCM.
4. Questions and Answers
- ACTION: J. Gibson will send suggested edits to the Clerk-Treasurer regarding overlap for some members for the term on this group.
5. Next meeting date set for July 13th @ 9:30 am.

Below is a summary of your responses

[Download PDF](#)

Ontario Provincial Police (OPP) Detachment Board Proposal Form

Purpose

Municipalities and First Nation Communities in an OPP Detachment are being asked to collaborate and develop a proposal indicating the composition of their OPP detachment board(s).

Please Note: Individual responses will remain confidential and made available only to ministry staff responsible for the dissemination of the form and analysis of results.

Objectives

To determine the composition of each OPP detachment board.

To determine the number of OPP detachment boards.

Please complete and submit your proposal form by **June 7, 2021**.

Please select which OPP detachment you are filling this form on behalf of.

Upper Ottawa Valley

Please select which Municipality/First Nation is responding on behalf of the detachment.

Petawawa

Have you received approval to provide a coordinated response to the ministry on behalf of all the Municipalities/First Nations within the OPP detachment?

Yes

No

How many Municipalities/First Nations are receiving OPP policing from the detachment (including your Municipality/First Nation)?

Please select all the Municipalities/First Nations that will be participating on the OPP detachment board (including your Municipality/First Nations).

- Addington Highlands
- East Garafraxa
- Limerick
- Point Edward

- Adelaide Metcalfe
- East Hawkesbury
- Long Lac #58 First Nation
- Port Hope

- Adjala-Tosorontio
- East Zorra-Tavistock
- Loyalist
- Powassan

- Admaston/Bromley
- Edwardsburgh/Cardinal
- Lucan Biddulph
- Prescott

- Alberton
- Elizabethtown-Kitley
- Macdonald, Meredith & Aberdeen Add'l
- Prince Edward Co

- Alderville First Nation
- Elliot Lake
- Machar
- Quinte West

Dutton
Dunwich

**Laurentian
Valley**

Pikangikum First
Nation

Whitewater
Region

Dysart et
al

Leamington

Plummer
Additional

Wollaston

Ear Falls

Leeds and the
Thousand Islands

Plympton-Wyoming

Zorra

East Ferris

Please list the population size of each Municipality/First Nation within the detachment (including your Municipality/First Nation)?

(i.e., *Municipality 1 - 50,000;*

Municipality 2 - 75,000)

*Population Statistics sourced from 2016 Census, Statistics Canada City of Pembroke – 13,882 Town of Petawawa – 17,187 Town of Laurentian Hills – 2,961 Township of Laurentian Valley – 9,387 United Townships of Head, Clara and Maria – 248 Township of Admaston/Bromley – 2,935 Township of North Algona Wilberforce – 2,915 Township of Whitewater Region – 7,009

Please indicate the number of OPP detachment board(s) that are going to be established within the OPP detachment.

Provide a rationale as to why more than one OPP detachment board is required.

The eight affected municipalities recognize and agree that one Upper Ottawa Valley OPP detachment police service board will not serve the unique needs of each municipality. The City of Pembroke Population – 13,882 Dwellings – 6,685 Population density per square kilometre – 953.3 Land area in square kilometres – 14.56 In 2013, the City of Pembroke transitioned to the OPP from a Police force that was over 100 years old. Council of the day was concerned and wanted to ensure that it could continue to have control over governance of the policing for its own ratepayers and that it would not be lost among municipalities that have always been policed by OPP. The City showed its commitment and investment by paying for and constructing its own police building to be used by the OPP to provide policing in the City of Pembroke. The City of Pembroke as the ‘heart of the Ottawa Valley’ is a unique municipality with the largest commercial/service centre between Ottawa and North Bay. According to the 2016 Census Profile, Pembroke’s population was 13,882 but as a census agglomeration, its population was 23,269, representing nearly an additional 10,000 people. This excludes Petawawa, which is identified as a separate agglomerated area. The regional draw to the City of Pembroke is therefore understated to some extent by existing Statistics Canada data. Pembroke as a census agglomerate has had a legacy of being the dominant centre in the region and regional hub for goods and services. People from other areas of Renfrew County in addition to Pontiac County, Quebec continue to rely on Pembroke for various services and amenities. The City of Pembroke has the area’s only traditional downtown. The community is home to the Pembroke Regional Hospital, The Grind, Ontario Court of Justice and Superior Court of Justice Courtrooms, Algonquin College, as well as various Retirement and Long-Term Care Homes. As such Pembroke is the hub for many regional essential services and is urban and not rural like the other OPP zones in the Upper Ottawa Valley Detachment. The following table compares OPP Calls for Service Billing between the years 2017 – 2020 for the City of Pembroke and the Town of Petawawa.

| Year | City of Pembroke | Town of Petawawa |
|-------|------------------|------------------|
| 2017 | 21,947.1 | 6,588.9 |
| 2018 | 21,636.7 | 6,815.8 |
| 2019 | 23,538.6 | 7,429.7 |
| 2020 | 22,270.1 | 6,689.8 |
| Total | 89,392.5 | 27,524.2 |

Table 1 OPP Calls for Service Billing 2017-2020

The population density per square kilometer of the City of Pembroke is significantly larger than any municipality in the region and Pembroke’s calls for service are 3.25 times that of the Town of Petawawa which has a larger direct population. The City’s 2020 policing costs of \$4,331,222, are significantly higher than any municipality in the area, supports the municipality’s requirement for its own police services board. In summary, the City of Pembroke, with very different needs than its neighbouring municipalities within the Upper Ottawa Valley Detachment, feels strongly that if joined together with a ‘super detachment-wide board’ the unique needs of the City will become diluted. The City has made significant investments and commitments to policing matters in the municipality and requires its own Police Services Board to ensure the safe and effective policing of its residents. The Town of Petawawa Population – 17,187 Dwellings – 6,747 Population density per square kilometre – 103.1 Land area in square kilometres – 166.69 In the year 2000 the headquarters for the Upper Ottawa Valley OPP detachment was established in the Town of Petawawa at 1913 Petawawa Boulevard, following the consolidation of the Rolphton OPP Detachment into the UOV OPP detachment area. The Town of Petawawa entered into its first policing contract with the OPP in 2005; prior to that, the Town was a section 5.1 and participated in the Upper Ottawa Valley Community Policing Advisory Committee. Recognizing its unique needs from the other participating municipalities in the community policing advisory committee, Council chose to enter into a contract with the OPP to realize cost savings, a stable price for the length of the contract rather than paying a “cost per call”, and to have officers dedicated to our municipality. The Town of Petawawa had the largest number of calls for service for the UOV OPP detachment area prior to the City of Pembroke contracting with the OPP in 2013. Council’s decision to choose a quality policing service by contracting with the OPP and establishing its own Police Services Board in 2005, has served this municipality well and Council wishes to continue to provide focused service through its own police service board for the benefit of its residents for many generations to come. The Town of Petawawa is the largest community in Renfrew County with a population of 17,187. Renowned for its water and land resources Petawawa offers residents and visitors a family-oriented and sports-enthusiasts natural playground set along the Petawawa and Ottawa Rivers. Petawawa is also home to Garrison Petawawa, one of the largest military bases in Canada. Petawawa enjoys a higher proportion of residents aged 20-39 and those aged 0-9, suggesting a high proportion of young families when compared to our neighbouring municipalities; the median age in Petawawa is 30.8 years, significantly lower than the median age of the other municipalities policed by the Upper Ottawa Valley OPP detachment (Pembroke 47.2; Laurentian Hills 41.3; Admaston/Bromley 43.0; Laurentian Valley 45.1; Whitewater Region 46.5; North Algona Wilberforce 51.5; and Head, Clara and Maria 59.2). The average household income in Petawawa increased from \$76,392 in 2011 to \$86,048 in 2016;

Petawawa's strong household earnings are affected by its military presence. Coupled with a low unemployment rate, this stable healthy income indicates a strong quality of life and above-average disposable incomes, which likely has positive effects on local commerce and on the municipality's low crime rate. In 2019 Maclean's Magazine ranked Petawawa 4th in its safest places to live in Canada publication; no doubt in part to its excellent working relationship with the Upper Ottawa Valley OPP and the Petawawa Police Services Board. The Town of Laurentian Hills Population – 2,961 Dwellings – 1,387 Population density per square kilometre – 4.6 Land area in square kilometres – 642.03 Council of the Town of Laurentian Hills, recognizes that urban policing is different in its demand and its requirements than rural policing. They also realize that sitting on any Police Services Board does not necessarily mean equal representation. Each municipality in the Upper Ottawa Valley that are serviced by the OPP have to look out for the best interests of their political jurisdiction. For Laurentian Hills to sit on a large Police Service Board will almost guarantee a lesser voice but increased costs to our ratepayers. One size does not fit all when it comes to community policing and it is Council's wish to have a smaller Board that will allow all the members input into their policing needs. Whereas Section 67 (1) of the Community Safety and Policing Act, 2019 requires that there shall be an Ontario Provincial Police Detachment Board, or more than one OPP Detachment board for each detachment of the OPP that provides policing in a municipality or in a first nation community; And Whereas Council has reviewed the proposed changes and met with the municipalities policed by the Upper Ottawa Valley Detachment OPP; And Whereas the City of Pembroke and the Town of Petawawa are proposing to continue with their own Police Services Board; Now Therefore be it resolved that the Council of the Town of Laurentian Hills agrees to participate in an Upper Ottawa Valley OPP Board with the Township of Laurentian Valley and the United Townships of Head, Clara and Maria and any other interested municipality. The Township of Laurentian Valley Population – 9,387 Dwellings – 3,877 Population density per square kilometre – 17.0 Land area in square kilometres – 551.43 Whereas Council does not necessarily agree with this proposed change; And Whereas Council has reviewed and met with other municipalities policed by the Upper Ottawa Valley Detachment of the OPP; And Whereas Laurentian Valley would prefer to be part of a detachment proposal as opposed to a provincial made decision; And Whereas the City of Pembroke and the Town of Petawawa have decided to continue with their own Police Services Boards; Now Therefore be it resolved that Council of the Township of Laurentian Valley agrees to participate in an Upper Ottawa Valley OPP board with other interested municipalities. The United Townships of Head, Clara and Maria Population – 248 Dwellings – 110 Population density per square kilometre – 0.3 Land area in square kilometres – 728.38 Whereas Municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board; And Whereas Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the Ministry; Now Therefore Be it Resolved the Council of the United Townships of Head, Clara & Maria hereby supports a detachment board in partnership with Laurentian Hills and Laurentian Valley with board composition consisting of at least one United Township of Head, Clara & Maria representative. The Township of Admaston/Bromley Population – 2,935 Dwellings – 1,288 Population density per square kilometre – 5.6 Land area in square kilometres – 524.06 The Township of Admaston/Bromley is policed by both the Upper Ottawa Valley Detachment and the Renfrew Detachment. Only a small portion of the Township is serviced by the Upper Ottawa Valley Detachment, and with the current section 10 Police Services Board only the Detachment Commander from the Renfrew Detachment has been requested to participate based on the large majority of the Township residing in the Renfrew Detachment area. It has been determined that if there are any issues or concerns the Township will report these to the Renfrew Detachment Commander and they will follow up with the Upper Ottawa Valley Detachment Commander. The Township of Admaston/Bromley requests that they only participate on the Renfrew Detachment OPP Board, as they believe that any issues or concerns that may arise would be handled appropriately and do not have a requirement to sit on two separate police service boards. The Township of Admaston/Bromley requests that the Solicitor General review the boundaries of the Ontario Provincial Police detachments to be reflective of municipal boundaries to remove the potential issue of municipal Councils requiring representation on multiple detachment boards. The Township of North Algona Wilberforce Population – 2,915 Dwellings – 1,752 Population density per square kilometre – 7.7 Land area in square kilometres – 378.98 Council is of the opinion that there will be no issues with North Algona Wilberforce having a single representative on the OPP Killaloe Detachment board even though North Algona Wilberforce is currently served (policed) by 2 OPP detachments (Killaloe and UOV) as the leadership at OPP UOV and OPP Killaloe are constantly

communicating and info-sharing with one another. The Township of Whitewater Region Population – 7,009 Dwellings – 3,416 Population density per square kilometre – 13.0 Land area in square kilometres – 539.51 The Township of Whitewater Region is policed by both the Upper Ottawa Valley Detachment and the Renfrew Detachment. The Township wishes to participate in a Renfrew OPP Detachment Board with a composition of 11 members. Whitewater Region declines to participate in an Upper Ottawa Valley Detachment Board on the understanding that this would not impact the Township of Whitewater Region's police services, information sharing, and engagement on policing matters. Whitewater Region believes that any issues or concerns that may arise would be handled appropriately and do not have a requirement to sit on two separate police service boards. We call on the Province of Ontario to examine detachment boundaries and service areas to ensure continued adequate policing and to address governance, specifically for municipalities serviced by two detachments, such as Whitewater Region. It has been determined that if there are any issues or concerns the Township will report these to the Renfrew Detachment Commander and they will follow up with the Upper Ottawa Valley Detachment Commander.

Please list the number of Municipalities/First Nations that are included (including your Municipality/First Nation) within each OPP detachment board.

(i.e., Detachment Board 1: 5;

Detachment Board 2: 4)

Detachment Board 1 – 1 municipality Detachment Board 2 – 1 municipality Detachment Board 3 – 3 municipalities

Please list all of the Municipalities/First Nations that are included within each detachment board (including your Municipality/First Nation).

(i.e., Detachment Board 1: Municipality 1, Municipality 2;

Detachment Board 2: Municipality 3, Municipality 4)

Detachment Board 1 – City of Pembroke Detachment Board 2 – Town of Petawawa Detachment Board 3 – Town of Laurentian Hills Township of Laurentian Valley United Townships of Head, Clara and Maria

Please list the population size of each Municipality/First Nation within each detachment (including your Municipality/First Nation)?

(i.e., Detachment Board 1: Municipality 1 - 100,000, Municipality 2 - 50,000;

Detachment Board 2: Municipality 3 - 25,000, Municipality 4 - 75,000)

*Population Statistics sourced from 2016 Census, Statistics Canada Detachment Board 1 – City of Pembroke – 13,882 Detachment Board 2 – Town of Petawawa – 17,187 Detachment Board 3 – Town of Laurentian Hills – 2,961 Township of Laurentian Valley – 9,387 United Townships of Head, Clara and Maria – 248

Please list the number of board member seats (**councils + community reps + provincial reps**) that each detachment board will be comprised of?

(i.e., Detachment Board 1: 5;

Detachment Board 2: 7)

Detachment Board 1 – 5 members Detachment Board 2 – 5 members Detachment Board 3 – 5 members

Please indicate the number of seat(s) that would be allocated to each Municipality/First nation that is

represented on each detachment board (including your Municipality/First Nation).

(i.e., Detachment Board 1: Municipality 1 - 5, Municipality 2 - 3;

Detachment Board 2: Municipality 1 - 2, Municipality 2 - 3)

Detachment Board 1 – City of Pembroke – 5 members Detachment Board 2 – Town of Petawawa – 5 members Detachment Board 3 – Town of Laurentian Hills – 2 members Township of Laurentian Valley – 2 members United Townships of Head, Clara and Maria – 1 member

Has a municipality/First Nation forfeited their seat(s) on the board(s)?

Yes

Please indicate which Municipality/First Nation has forfeited their seat(s) on the detachment board(s).

(i.e., Detachment Board 1: Municipality 1 - 2 seats;

Municipality 2 - 3 seats)

Township of Admaston/Bromley Township of North Algona Wilberforce Township of Whitewater Region

Please indicate why the identified Municipality(s)/First Nation(s) has forfeited their seat within the board?

The Township of Admaston/Bromley has chosen to participate on the Renfrew Detachment OPP Board only. The Township of Admaston/Bromley is policed by both the Upper Ottawa Valley Detachment and the Renfrew Detachment. Only a small portion of the Township is serviced by the Upper Ottawa Valley Detachment, and with the current section 10 Police Services Board only the Detachment Commander from the Renfrew Detachment has been requested to participate based on the large majority of the Township residing in the Renfrew Detachment area. It has been determined that if there are any issues or concerns the Township will report these to the Renfrew Detachment Commander and they will follow up with the Upper Ottawa Valley Detachment Commander. The Township of Admaston/Bromley requests that they only participate on the Renfrew Detachment OPP Board, as they believe that any issues or concerns that may arise would be handled appropriately and do not have a requirement to sit on two separate police service boards. The Township of Admaston/Bromley requests that the Solicitor General review the boundaries of the Ontario Provincial Police detachments to be reflective of municipal boundaries to remove the potential issue of municipal Councils requiring representation on multiple detachment boards. The Township of North Algona Wilberforce has chosen to participate on the Killaloe Detachment OPP Board only. Council is of the opinion that there will be no issues with North Algona Wilberforce having a single representative on the OPP Killaloe Detachment board even though North Algona Wilberforce is currently served (policed) by 2 OPP detachments (Killaloe and UOV) as the leadership at OPP UOV and OPP Killaloe are constantly communicating and info-sharing with one another. The Township of Whitewater Region has chosen to participate on the Renfrew Detachment OPP Board only. The Township of Whitewater Region is policed by both the Upper Ottawa Valley Detachment and the Renfrew Detachment. The Township wishes to participate in a Renfrew OPP Detachment Board with a composition of 11 members. Whitewater Region declines to participate in an Upper Ottawa Valley Detachment Board on the understanding that this would not impact the Township of Whitewater Region's police services, information sharing, and engagement on policing matters. Whitewater Region believes that any issues or concerns that may arise would be handled appropriately and do not have a requirement to sit on two separate police service boards. We call on the Province of Ontario to examine detachment boundaries and service areas to ensure continued adequate policing and to address governance, specifically for municipalities serviced by two detachments, such as Whitewater Region. It has been determined that if there are any issues or concerns the Township will report these to the Renfrew Detachment Commander and they will follow up with the Upper Ottawa Valley Detachment Commander.

Please indicate the number of community representatives within each detachment board.

(i.e., *Detachment Board 1: 5;*

Detachment Board 2: 7)

Detachment Board 1 – 2 community representatives
Detachment Board 2 – 2 community representatives
Detachment Board 3 – 1 community representative

Please list any administrative resources/infrastructures (i.e. **recordkeeping, administrative costs, meeting space, etc.**) required to support the establishment of each detachment board.

Detachment Board 1 – City of Pembroke currently has a Section 10, five member, Police Services Board under the Police Services Act, R.S.O. 1990, c. P.15. Administrative resources/infrastructures are already in place and will continue under the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1. Detachment Board 2 – Town of Petawawa currently has a Section 10, three member Police Services Board under the Police Services Act, R.S.O. 1990, c. P.15. Administrative resources/infrastructures are already in place and will continue under the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1. The only anticipated change will be the addition of two members to the board to become a five member Police Service Board; the annual budget will be adjusted accordingly. Detachment Board 3 – Town of Laurentian Hills Township of Laurentian Valley United Townships of Head, Clara and Maria The three municipalities are currently Section 5.1 under the Police Services Act, R.S.O. 1990, c. P.15 and already participate together on a Community Policing Advisory Committee. The three municipalities will need to establish policies and procedures for a new five member Police Service Board under the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1.; appoint a Secretary and/or other administrative staff as required; develop an annual budget; and establish an honorarium structure for the members of the Police Service Board.

Are there any additional comments you would like to add for the Ministry's consideration regarding this proposal?

Thank you for the opportunity to submit a proposal best suited for the Upper Ottawa Valley OPP Detachment area. The Mayors, CAOs and support staff from all eight municipalities conferred, consulted and provided input into the agreed upon final proposal submission.



June 1, 2021

The Honourable Doug Ford, Premier of Ontario
Via Email

Dear Premier Ford;

Re: Elimination of LPAT

Please be advised that Council for the Town of Halton Hills at its meeting of Tuesday, May 25, 2021, adopted the following Resolution:

Resolution No. 2021-0115

WHEREAS The Government of Ontario, on June 6, 2019, passed the *More Homes, More Choice Act*, 2019, (Bill108);

AND WHEREAS the changes to the Local Planning Appeal Tribunal (LPAT), contained in Bill 108 gives LPAT the authority to make final planning decisions based on a subjective “best planning outcome” approach rather than compliance with municipal and provincially approved official plans and consistency with provincial plans and policy;

AND WHEREAS Bill 108 restricts third party appeals of plans of subdivision only to the applicant, municipality, Minister, public body or prescribed list of persons;

AND WHEREAS Bill 108 takes local planning decision-making out of the hands of democratically elected municipal councils and puts it into the hands of a non-elected, unaccountable tribunal;

AND WHEREAS the LPAT adds cost and delays delivery of affordable housing by expensive, time consuming hearings, contrary to the intent of the *More Homes, More Choice Act*, 2019;

AND WHEREAS Regional and City/Town Councils have spent millions defending provincially approved plans at the OMB/LPAT;

AND WHEREAS Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans;

NOW THEREFORE BE IT RESOLVED THAT in the short term, the Minister of Municipal Affairs and Housing immediately restore the amendments to the Planning Act that mandated the evaluation of appeals on a consistency and conformity with Provincial policies and plans basis;

AND FURTHER THAT in the long term the Government of Ontario eliminate the LPAT entirely, as an antiquated body that slows delivery and adds costs to housing supply via expensive and drawn out tribunal hearings;

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Halton's Members of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties, the Association of Municipalities of Ontario, the Small Urban Mayors' Caucus of Ontario, Mayors and Regional Chairs of Ontario and Halton's local municipalities.

CARRIED

Attached for your information is a copy of Resolution No. 2021-0115.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at 905-873-2600 ext. 2331 or valeriep@haltonhills.ca.

Yours truly,



Melissa Lawr
Deputy Clerk – Legislation

- c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Halton's Members of Provincial Parliament
Leaders of the New Democratic, Liberal and Green parties
Association of Municipalities of Ontario (AMO)
Small Urban Mayor's Caucus of Ontario
Mayors and Regional Chairs of Ontario
Halton Region
Town of Milton
Town of Oakville
City of Burlington

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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Toll Free: 1-877-712-2205
haltonhills.ca

Fax: 905-873-2347



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2021-0115

Title: Elimination of LPAT

Date: May 25, 2021

Moved by: Mayor R. Bonnette

Seconded by: Councillor J. Fogal

Item No. 12.1

WHEREAS The Government of Ontario, on June 6, 2019, passed the *More Homes, More Choice Act, 2019*, (Bill108);

AND WHEREAS the changes to the Local Planning Appeal Tribunal (LPAT), contained in Bill 108 gives LPAT the authority to make final planning decisions based on a subjective "best planning outcome" approach rather than compliance with municipal and provincially approved official plans and consistency with provincial plans and policy;

AND WHEREAS Bill 108 restricts third party appeals of plans of subdivision only to the applicant, municipality, Minister, public body or prescribed list of persons;

AND WHEREAS Bill 108 takes local planning decision-making out of the hands of democratically elected municipal councils and puts it into the hands of a non-elected, unaccountable tribunal;

AND WHEREAS the LPAT adds cost and delays delivery of affordable housing by expensive, time consuming hearings, contrary to the intent of the *More Homes, More Choice Act, 2019*;

AND WHEREAS Regional and City/Town Councils have spent millions defending provincially approved plans at the OMB/LPAT;

AND WHEREAS Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans;

NOW THEREFORE BE IT RESOLVED THAT in the short term, the Minister of Municipal Affairs and Housing immediately restore the amendments to the Planning Act that mandated the evaluation of appeals on a consistency and conformity with Provincial policies and plans basis;

AND FURTHER THAT in the long term the Government of Ontario eliminate the LPAT entirely, as an antiquated body that slows delivery and adds costs to housing supply via expensive and drawn out tribunal hearings;

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Halton's Members of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties, the Association of Municipalities of Ontario, the Small Urban Mayors' Caucus of Ontario, Mayors and Regional Chairs of Ontario and Halton's local municipalities.



Mayor Rick Bonnette



Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

www.thearchipelago.on.ca

May 21, 2021

21-091

**Moved by Councillor Andrews
Seconded by Councillor Manners**

RE: Bill 279 – Environmental Protection Amendment Act (Microplastics Filters for Washing Machines), 2021

WHEREAS microfibers are human-made strands less than 5mm composed of either synthetic or natural materials. Microfibers are shed through the wear and tear of textiles through the laundering process;

WHEREAS billions of microfibers are released into the Great Lakes daily from machine laundering of clothes. Studies have found a single load of laundry can release up to millions of microfibers into washing machine effluent, which flows to the wastewater treatment plant. Wastewater treatment can capture up to 99% of microfibers in sewage sludge, but microfibers are still released into aquatic ecosystems through treated effluent. Billions of microfibers are released into the aquatic ecosystem daily in the Great Lakes basin, either directly via treated final effluent, or indirectly as runoff from land-application of treated sewage sludge; and

WHEREAS microfiber contamination is widespread: Worldwide and local studies have shown microfibers present in commercial fish, Great Lakes fish (including Lake Trout, Rainbow smelt, Brown bullhead, etc.), honey, salt, Great Lakes beer, tap water, bottled water and much more; and

WHEREAS microfibers are the most prevalent type of microplastics in the environment and have been found in surface water, soil, biota, and atmospheric samples; and

WHEREAS a 2014 surface water study in Lake Erie, Lake Ontario, and their tributaries measured microplastics at abundances between 90,000 and 6.7 million particles per square kilometer. These levels of microplastics are similar to or exceed concentrations found in ocean gyres like the “Great Pacific Garbage Patch; and

WHEREAS microplastics do not biodegrade; and

WHEREAS chemicals such dyes and flame retardants are added to textiles during manufacturing. Textiles can also absorb chemicals from their environment after manufacturing. Some of these chemicals are toxic, and harmful chemical compounds can be released into the environment via leaching from microfibers; and

WHEREAS a growing body of research shows that the effects of microplastics on animal life are far-reaching. Researchers have investigated the impacts of microplastics on gene expression, individual cells, survival, and reproduction. Mounting evidence shows that negative impacts can include decreased feeding and growth, endocrine disruption,

decreased fertility, and other lethal and sub-lethal effects. Some of these effects are due to ingestion stress (physical blockage), but many of the risks to ecosystems are associated with the chemicals in the plastic. Studies have shown that chemicals transfer to fish when they consume microplastics. When these fish end up on our dinner plates, we potentially increase the burden of hazardous chemicals in our bodies; and

WHEREAS a recent set of laundering experiments in the laboratory; have shown that an external filter can capture an average of 87% of fibres by count and 80% by weight before they go down the drain (McIlwraith et al. 2019). On a wider scale and in real-life context, Georgian Bay Forever, the University of Toronto and the Town of Parry Sound are completing a study that is measuring the effect that about 100 filters in households has on reducing microfibre pollution in the effluent of a wastewater treatment plant. The results of this study are to be released in August; and

WHEREAS add-on filters cost approximately \$180-220 CDN to purchase and install, which is prohibitive for the average household. Accordingly, voluntary adoption rates are low; and

WHEREAS France has passed legislation (France 2020-105, Article 79) that requires future washing machines sold to have filters. California has introduced a bill (California AB 622), and Ontario has tabled Private Member's Bill 279 to prohibit sales of washing machines without a filter of mesh size 100 microns or smaller. Companies such as Arclik have manufactured washing machines with filters built directly into them;

NOW THEREFORE BE IT RESOLVED that the Great Lakes St. Lawrence Cities Initiative (Cities Initiative) recognizes that to date the largest documented source of environmental microfibers is washing machines, and that findings indicate washing machine filters mitigate the majority of fibres shed during machine washing; and

BE IT FURTHER RESOLVED that the Cities Initiative recognizes the need to require future sales of washing machines to include filters with a maximum mesh size of 100 microns; and

BE IT FURTHER RESOLVED that the Cities Initiative and its members call on the Ontario government to pass Bill 279, and to call on the Canadian and U.S. government to create appropriate regulatory measures to the same effect; and

BE IT FURTHER RESOLVED that until households can only buy new laundry machines outfitted with <100 micron filters, the Cities Initiative and its members call on provincial, state and federal governments to provide funding and education to help constituents reduce microfiber waste.

BE IT FINALLY RESOLVED that Council for the Corporation of the Township of The Archipelago directs its staff to submit this resolution to the Great Lakes St. Lawrence Cities Initiative; and forward this resolution to all municipalities in the Great Lakes watershed and to Federal and Provincial Representatives.

Carried.



Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

www.thearchipelago.on.ca

May 21, 2021

21-092

Moved by Councillor Emery
Seconded by Councillor Sheard

RE: Bill 228 - Banning unencapsulated Polystyrene Foam

WHEREAS unencapsulated expanded and extruded polystyrene foam (PS foam) is a common and economical product used for dock flotation; and

WHEREAS unencapsulated PS foam, when used as floatation, deteriorates and breaks down through exposure to water, sunlight and chemicals (gasoline, oil & other contaminants), as well as from animals and physical impacts from boats and other debris; and

WHEREAS the environmental impacts associated with the breakdown of unencapsulated PS foam are significant. PS foam is one of the top items of debris found on shorelines, beaches, and surface water around the world. Widespread and global contamination has resulted in PS foam being found in the gut contents of wildlife, including in the Great Lakes - St. Lawrence River Basin. PS foam causes adverse effects to wildlife when ingested. Laboratory experiments show negative impacts of PS foam on feeding behaviour, growth, hepatosomatic index (HSI), and reproduction. Under certain conditions, PS foam leaches known toxics styrene and benzene. Floating particles of PS foam also has aesthetic impacts on shorelines and waterways; and

AND WHEREAS there is no Federal legislation in Canada regulating the use of unencapsulated expanded polystyrene foam (EPS) for docks to date. However, on May 13, 2021, the Province of Ontario passed *Bill 228: Keeping Polystyrene Out of Ontario's Lakes and Rivers Act*, to regulate and control its use for floats; and

NOW THEREFORE BE IT RESOLVED that the Great Lakes and St. Lawrence Cities Initiative (Cities Initiative) recognizes the need for PS foam to be encapsulated when used for flotation; and

BE IT FURTHER RESOLVED that the Cities Initiative and its members call on the Federal Government of Canada (Ministries of Fisheries and the Environment) the Province of Ontario (Ministry of Natural Resources & Forestry, Ministry of Environment, Conservation & Parks), the Province of Quebec, The United States (U.S.) Federal Government, and the U.S. States of New York, Pennsylvania,

Ohio, Indiana, Michigan, Illinois, Wisconsin and Minnesota to work in collaboration with each other to enact laws which:

1. ban unencapsulated polystyrene (PS) products in all new and replacement public and private floating facilities across the Great Lakes Region and the coasts of Canada and the United States;
2. find common standards of defining encapsulation with the goal of zero emissions of PS foam;
3. require the timely transition to approved encapsulated PS products, for all public and private floating facilities currently using unencapsulated PS foam; and
4. require the proper disposal of all unencapsulated expanded polystyrene (EPS) products currently being used for dock flotation.

BE IT FINALLY RESOLVED that Council for the Corporation of the Township of The Archipelago directs its staff to submit this resolution to the Great Lakes St. Lawrence Cities Initiative; and forward this resolution to all municipalities in the Great Lakes watershed and to Federal and Provincial Representatives.

Carried.



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

May 7, 2021

Premier Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

At the meeting held on April 7, 2021, the Council of the Corporation of the Township of Matachewan passed Resolution 2021-064 requesting that the Province of Ontario reverse their decision on the closure of Youth Justice Facilities in Northeastern communities.

A copy of Resolution 2021-064 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,



Barbara Knauth
Deputy Clerk Treasurer

Cc: Honourable Todd Smith, Minister of Children, Community and Social Services
Honourable Sylvia Jones, Minister of Indigenous Affairs
All Municipalities with the Province of Ontario



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

P.O. Box 177, Matachewan, Ontario P0K 1M0

DATE: April 7, 2021

RESOLUTION #: 2021-064

Moved by: Adam Costello

Seconded by: Guy Dubé

WHEREAS the MeeQuam Youth Residence in Cochrane is one of the facilities that will be closing effective April 30; and

WHEREAS children aged 12 to 17 from the northeastern communities will be impacted by this closure. These are children who have increased needs yet limited access to much needed set of services and support that assist them with their transition to productive and flourishing adulthood; and

WHEREAS with the closure of the MeeQuam Youth Residence, these vulnerable children will find themselves in a facility hundred and thousands of kilometers away from their community and their families; and

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Matachewan requests that the Province of Ontario reverse their decision to close the youth justice facility in Cochrane, known as MeeQuam Youth Residence, as these vulnerable children need to be as close as possible to their families and communities.

BE IT FURTHER RESOLVED THAT this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd Smith, Minister of Children, Community and Social Services; Honourable Sylvia Jones, Minister of Indigenous Affairs; and all municipalities within the Province of Ontario.

| | COUNCILLOR | YEA | NAY | PID |
|----------|---------------------------------|-----|-----|-----|
| CARRIED | ✓ Ms. A. Commando-Dubé Mayor | | | |
| AMENDED | Mr. N. Costello Deputy Mayor | | | |
| DEFEATED | Mr. G. Dubé Councillor | | | |
| TABLED | Ms. S. Ruck Councillor | | | |
| | Mr. A. Durand Councillor | | | |

Anne Commando-Dubé
Mayor

Barbara Knauth
Deputy Clerk Treasurer

Certified to be a true copy of the original.



June 10, 2021

The Right Honourable Justin Trudeau
Prime Minister
House of Commons
Ottawa, ON K1A 0A6
Sent via email to: Justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Correspondence received from the Town of Fort Erie regarding Capital Gains tax on Primary Residence

Honourable and Dear Sirs:

At the last regular General Purpose and Administration Committee meeting of the Township of Scugog held June 7, 2021, the Committee received and endorsed correspondence from the Town of Fort Erie dated June 1, 2021 with respect to Capital Gains Tax on Primary Residence. Attached please find a copy of the Town of Fort Erie's correspondence dated June 1, 2021.

Please be advised that Committee approved the following recommendation:

"THAT the correspondence received from the Town of Fort Erie regarding Capital Gains Tax on Primary Residence, be endorsed."

Please note that all recommendations made by the Committee are subject to ratification at the next Council meeting of the Township of Scugog, scheduled to take place on June 28, 2021.

Should you have any concerns, please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads 'Becky Jamieson'.

Becky Jamieson
Director of Corporate Services/Municipal Clerk
Encl.

cc: Carol Schofield, Dipl.M.A. Manager, Town of Fort Erie, Manager, Legislative
Services/Clerk
All Members of Parliament
All Members of Provincial Parliament
The Regional Municipality of Niagara
Ontario Municipalities



Community Services

Legislative Services

June 1, 2021
File #120203

The Right Honourable Justin Trudeau
Prime Minister
House of Commons
Ottawa, ON K1A 0A6
Justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Honourable and Dear Sirs:

Re: Capital Gains Tax on Primary Residence

The Municipal Council of the Town of Fort Erie at its meeting of May 31, 2021 passed the following resolution:

Whereas primary residences are currently exempt from a capital gains tax, and

Whereas currently secondary and additional non-primary properties are subject to capital gains, and

Whereas the Federal Government is currently looking into a primary residence capital gains tax as they have recognized that affordable housing has become a serious issue in Canada, and

Whereas smaller communities including the Town of Fort Erie are seeing unprecedented higher selling prices that are outpacing prices in larger cities, and

Whereas many hard-working Canadians who have only a primary residence with no additional non-primary homes count on their home equity as financial aid to apply to upsizing or downsizing their home depending on their personal situation, and

Whereas a change in taxation to primary residences would be a significant financial blow to Canadians and would create an unfair, two-tiered taxation which could lead to depleted savings, inter-generational disparities, disparities among diverse groups such as seniors who may have a significant portion of their savings vested in their primary residence, as well as, reducing the ability of home ownership thereby a further, higher need for rentals, and

Whereas the Federal government could look at other means to slow down the rapidly escalating housing costs to improve housing affordability;

...2

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

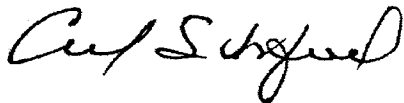
Now therefore be it resolved,

That: The Federal Government cease further consideration of eliminating capital gains tax exemptions on primary residences, and further

That: A copy of this resolution be circulated to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, All Members of Parliament, All Members of Provincial Parliament, The Regional Municipality of Niagara, and all Municipalities, for their support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk

cschofield@forterie.ca

CS:dlk

c.c. All Members of Parliament
All Members of Provincial Parliament
The Regional Municipality of Niagara
Ontario Municipalities



Rideau Lakes

1439 County Road 8, Delta, ON K0E 1G0
T. 613.928.2251 | 1.800.928.2250 | F. 613.928.3097
rideaulakes.ca

At the Regular E-Meeting of the Council of The Corporation of the Township of Rideau Lakes held Monday, June 7, 2021, the following Resolution was passed:

RESOLUTION #68-2021

Moved By: Councillor Livingston
Seconded By: Deputy Mayor Maxwell

To pass a Resolution that;

WHEREAS at the Municipal Heritage Advisory Committee Meeting held May 20, 2021, Resolution #12-2021 was passed regarding cemetery funding;

AND WHEREAS Municipalities in Ontario have been made responsible for abandoned cemeteries within their boundaries, and are required by the *Funeral, Burial and Cremation Services Act, 2002* "to ensure that the cemetery grounds, including all lots, structures, and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery;

AND WHEREAS cemeteries are not only symbols of respect, preserving the memory of families, prominent citizens, and local history; some cemeteries are landmarks in themselves and hold great historical value worldwide;

AND WHEREAS preservation repairs to older cemeteries are very costly, requiring the specialized services of stonemasons and archeologists;

AND WHEREAS the care and maintenance funds of abandoned cemeteries are generally non-existent or so small as to produce insufficient annual interest to cover even the cost of lawn care at the site;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes hereby Urges the Government of Ontario to immediately provide funding sources for Municipalities for the ongoing maintenance and preservation repair of abandoned cemeteries in their care;

AND FURTHER that this Resolution be forwarded to the Bereavement Authority of Ontario, the Minister of Government and Consumer Affairs, the Rural Ontario Municipal Association (ROMA), and MPP Steve Clark.

Certified to be a true copy of the original

Date: June 8, 2021

Signature:

Title: Clerk, The Corporation of the
Township of Rideau Lakes

Carried:

Signed: Arie Hoogenboom, Mayor



CORPORATION OF THE
TOWNSHIP OF HUDSON
903303 HANBURY RD.
NEW LISKEARD, ON P0J1P0
(t) 705-647-5439 (f) 705-647-6373
www.hudson.ca admin@hudson.ca

March 31st, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Attention: Premier Ford

RE: Support for Fire Departments

At the Township of Hudson's Regular Meeting of Council held on Wednesday March 3rd, 2021, the following resolution 2021-049 was put forward and passed:

WHEREAS the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

WHEREAS according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

WHEREAS fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

WHEREAS Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

WHEREAS due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

NOW THEREFORE the Council of the Corporation of the Township of Hudson resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and

2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities.

Please accept this for your consideration and any necessary action.

Sincerely,

A handwritten signature in black ink, appearing to read "Jordan Kemp". The signature is stylized with a large initial "J" and a long, sweeping underline.

Jordan Kemp
Clerk-Treasurer
Township of Hudson

“VIA EMAIL”

April 21, 2021

The Corporation of the Township of Hudson
903303 Hanbury Road
New Liskeard, ON
P0J 1P0

Attention: Jordan Kemp – Clerk/Treasurer

Dear Ms. Kemp:

Re: Support for Fire Departments

This will acknowledge receipt of your letter and resolution dated March 31, 2021 pertaining to the above noted.

This will also serve to advise you that your correspondence was received by Council at its regular meeting held Tuesday, April 13th, 2021 and the following resolution was passed:

“Resolution No.: 103-2021

Moved by: Councillor Daniel Bélisle Seconded by :Councillor Shea Henderson

BE IT RESOVLED THAT the Council of the Corporation of the Town of Cochrane endorses and supports the resolution from the Township of Hudson that the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters.

CARRIED”

Trusting that this action of Council will be of assistance, I remain

Yours truly,

THE CORPORATION OF THE TOWN OF COCHRANE



Alice Mercier
Clerk

/am



United Townships of Head, Clara & Maria Council

Report to Council

| Type of Report | | | | | | | | | |
|--|-----------------------|------------------|---|----|-----------------|-------------------------|------|---|--------|
| Meeting Date | Friday, June 18, 2021 | | | | Report Date | Thursday, June 10, 2021 | | | |
| Decision Required | | Yes | X | No | Priority | | High | X | Low |
| Direction | | Information Only | | X | Type of Meeting | X | Open | | Closed |
| Report #21/06/18/901 – Clerk-Treasurer Report | | | | | | | | | |

Subject: Provide update to Council on administrative items

Report:

COVID Impact on Municipal Services:

- Office has reopened to the public as of June 14, 2021. Only one person will be allowed in the office at a time.
- Council meetings will remain virtual until up to 10 people can gather indoors.
- Library continues to provide curb side pick-up only.
- Municipal Hall remains closed for public events.

Final Tax Bills:

- Will be issued the first week of July.

Hiring of part time staff:

- Both part time positions have been filled.
- Summer student will begin work on July 5th. This is an 8 week position.
- Office Assistant will received three days of training starting on June 21st. Following that the position is unscheduled and will be in the office on an as needed basis.

New computer equipment:

- Office will receive new computer equipment on June 22nd.

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

| Type of Report | | | | | | | | | |
|--|-----------------------|------------------|--|----|-----------------|-------------------------|------|---|--------|
| Meeting Date | Friday, June 18, 2021 | | | | Report Date | Thursday, June 10, 2021 | | | |
| Decision Required | X | Yes | | No | Priority | | High | X | Low |
| Direction | X | Information Only | | | Type of Meeting | X | Open | | Closed |
| Report #21/06/18/1001 – Deux Rivieres Boat Launch | | | | | | | | | |

Subject: Deux Rivieres Boat Launch repair

Recommendation:

That Council provide direction on future work to be done at Deux Rivieres Boat Launch.

Background/Executive Summary:

Due to several factors including insufficient scope of work in the initial tender, and early high water levels, the planned repairs for the Deux Rivieres boat launch were not completed this year as planned.

It was found by the contractor and the Public Works Leader that the outlined scope to level the dock was not reflective of the actual work that needed to be done based upon the condition of the boat launch.

The Public Works Leader and PWAG members met at the boat launch to discuss steps that could be taken as a temporary fix for the boat launch this year. Upon discussion with the Clerk-Treasurer, it was decided that no work would be done this year as it is not a reasonable use of materials or time.

It is suggested that a new tender process be completed for work to be done in spring 2022, with an expanded scope of work that outlines the actual requirements to repair this dock. Tender would be released at a time when the dock can be viewed unobstructed (late summer or early Fall).

It is also suggested that Council consider purchasing playground equipment to be installed at Lacroix Park as there are currently no recreational amenities available for the residents in this area of the municipality.

Financial Considerations/Budget Impact:

Cost of future work to be done is unknown and will be submitted via tender based upon scope of work that is yet to be determined. Recommended that Gas Tax funding be utilized to fund the repairs.

Cost of playground equipment varies but will be investigated if Council wishes to pursue this.

Enclosures:

None

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

| Type of Report | | | | | | | | | |
|-------------------|-----------------------|------------------|--|----|-----------------|-------------------------|------|---|--------|
| Meeting Date | Friday, June 18, 2021 | | | | Report Date | Thursday, June 10, 2021 | | | |
| Decision Required | X | Yes | | No | Priority | | High | X | Low |
| Direction | X | Information Only | | | Type of Meeting | X | Open | | Closed |

Report #21/06/18/1101 – Recommendations from PWAG

Subject: Recommendations from June Public Works Advisory Group

Recommendation:

That Council review and consider the two recommendations resulting from the June PWAG meeting.

Background/Executive Summary:

Installation of a vault toilet near Stonecliffe boat launch

- This is the only boat launch in the municipality that does not have any sort of washroom facility.
- Consider installation of a vault toilet similar to the ones currently at Mackey Boat Launch near the boat launch, near the Algonquin trail, or near the municipal hall.
- Upon direction from Council, Clerk-Treasurer will proceed with investigating ministry approvals, most feasible locations, Algonquin trail interest in partnering with this project and quotes for installation.

Hard topping roads in HCM

- Recommended to consider hard topping some of the municipal roads in Mackey and Stonecliffe that see the highest traffic volume. Suggested to start with the following roads at test sites (in order of preference):
 - i. Mackey Creek Road
 - ii. Pine Valley Road
 - iii. Stonecliffe Boat Launch Road hill
- This would be the same material that has been placed on the roads in the west end of the municipality. This was completed approximately 8 years ago and it has held up well.

Financial Considerations/Budget Impact:

Specific costs are unknown at this time. Further details will be investigated upon Council approval, however estimated costs for a vault toilet is approximately \$5,000.

Approximate costs per square foot for hard topping roads are pending. However, hard topping these roads would reduce road maintenance costs for grading and general maintenance (washouts).

Enclosures:

None

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

| Type of Report | | | | | | | | | |
|--|-----------------------|------------------|--|----|-----------------|-------------------------|------|---|--------|
| Meeting Date | Friday, June 18, 2021 | | | | Report Date | Thursday, June 10, 2021 | | | |
| Decision Required | X | Yes | | No | Priority | | High | X | Low |
| Direction | X | Information Only | | | Type of Meeting | X | Open | | Closed |
| Report #21/06/18/1102 – Zoning By-Law RFP | | | | | | | | | |

Subject: Request for Proposals for Zoning By-Law

Recommendation:

That Council review and provide feedback on the enclosed RFP for Zoning By-Law.

Background/Executive Summary:

At the June 2nd Committee of the Whole meeting, a motion was brought forward to bring a recommendation to Council to complete an RFP process for the writing of a new comprehensive Zoning By-Law for the municipality.

The municipality's current Zoning By-Law is outdated and has many amendments.

In anticipation of Council's decision to conduct an RFP process, a draft RFP for Zoning By-Law has been prepared.

Financial Considerations/Budget Impact:

Unknown.

Enclosures:

DRAFT – 2021-01 RFP for Zoning By-Law

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



Zoning By-Law
REQUEST FOR PROPOSALS
RFP 2021-01

Sealed proposals will be received at: The Township Office
15 Township Hall Road
Stonecliffe, Ontario, K0J 2K0Zon

RFP Closing Date: _____

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1. Purpose

The United Townships of Head, Clara and Maria (HCM) is seeking proposals from qualified consulting firms with proven experience in zoning regulations and bylaw preparation to undertake a rewriting of the Zoning Bylaw.

Council has identified the replacement of the current Zoning Bylaw as a priority for 2021, with the intention of adopting the new bylaw by December 31, 2021. The new documents must reflect the capacity limitations of small municipalities regarding land use management.

Accordingly, the municipality is requesting proposals from firms with proven experience in master planning, community and stakeholder consultation, regulations, development permit guidelines and bylaw preparation to assist in achieving a new Zoning Bylaw that is technically sound, consistent with the direction of supporting planning documents, easy to interpret and reflective of local context.

Relevant documents including the Official Community Plan and the Zoning Bylaw with amendments thereto and additional background information can be found on the municipal website at www.headclaramaria.ca.

2. Submission Date, Time, and Place

One (1) signed copy of the proposal must be delivered or mailed, marked to the attention of “ _____, Clerk-Treasurer” to the address given below:

United Townships of Head, Clara & Maria
15 Township Hall Road
Stonecliffe, ON, K0J 2K0
Phone 613-586-2526

Proposals must be received at the office by 12:00 PM on _____.

Proponents wishing to make changes to their Proposals after submission but prior to the closing time may do so by submitting the revisions by hard copy to the address above. It also is the Proponent’s sole responsibility to ensure their revisions were received at the address set out above prior to the closing time.

Proposals received after the closing time will not be considered or evaluated.

A formal public opening of proposals will not take place due to COVID-19 limitations.

3. Enquiries

All enquiries should be directed to:

_____, Clerk-Treasurer
United Townships of Head, Clara & Maria
15 Township Hall Road
Stonecliffe, ON, K0J 2K0
Phone 613-586-2526
Email: clerk@headclaramaria.ca

Information obtained from any other source is not official and should not be relied upon.

Any questions regarding this Request for Proposals must be submitted at least five (5) working days prior to the closing date. Any questions submitted after this date may not be answered.

Proponents shall carefully examine the Request for Proposals documents and shall fully inform themselves as to the intent, existing conditions and limitations, which may affect their proposal submission. No consideration will be given after submission of a proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in this Request for Proposals, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the municipality. All Addenda become part of the proposal documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

4. Community Background

Incorporated January 1st of 1878 the Municipality of the United Townships of Head, Clara & Maria is located on the westernmost border of Renfrew County in the Ottawa Valley. Our municipality consists of the four hamlets of Deux Rivieres, Bissett Creek, Stonecliffe and Mackey and are located 2 hours and 20 minutes west of Ottawa and 1 hour east of North Bay. Our municipality runs along 60 kilometers of Trans Canada Highway 17 and is bordered by the Ottawa River on the north and Algonquin Park on the south.

5. Project Scope

5.1 General

The primary objective of this project is to complete a replacement of the municipalities Zoning Bylaw that is technically sound and is easily understood and interpreted..

5.2 By-Law

The municipality’s current Zoning Bylaw was adopted in 2004 and has been amended many times since. The goal is to create an internally consistent bylaw, to update the definitions section, and to consider deficiencies identified by staff.

Some other issues to be considered and incorporated into the Zoning Bylaw include short term rentals, air bnbs, RV and Trailer use as living accommodations in residential areas, consistency of zoning definitions, development and development permit area guidelines and regulations.

The successful proponent will be expected to achieve the following:

- A public and stakeholder engagement strategy that uses innovative and technical techniques to explore the community via meaningful public participation;
- A complete Zoning Bylaw that complies in all respects with current legislative requirements, is internally consistent, and is highly practical and workable document for staff and readable by the general public;
- Zoning Map(s) in PDF format for Bylaw Use;

5.2 Scope of Work

The Zoning Bylaw project is organized into the components outlined below. The following components of the project are identified as a guide to the tasks to be undertaken with associated deliverables to the municipality. They are not exhaustive or limiting; the successful Proponent should expect to accommodate changing dynamics that may arise during the project.

- Project Initiation
- Technical Review and Issues Identification
- Community and Stakeholder Consultation

- Bylaw Preparation Including Maps
- Approval

Project Initiation

- Establish key staff level contacts and consultant team introduction
- Develop, with staff, a detailed work plan for the overall project with key deliverables identified
- Develop a community and stakeholder consultation strategy to maximize local resources, existing events and identify opportunities for meaningful public participation in a practical context given the current COVID-19 public congregation guidelines
- Deliverables: Detailed Work Plan and Community and Stakeholder Consultation Strategy
Technical Review and Issues Identification

Review Zoning Bylaw including the following components:

- Definitions, General Provisions
- Regulations for Specific Zones
- Review all relevant bylaws, policies, and plans
- Review extant Zoning Bylaw in relation to above bylaws, policies, and plans
- Consult with staff, Council, the public, and local First Nation communities to obtain local knowledge, identify known issues, assess priorities, identify local challenges and opportunities (issues identification)
- Deliverables: Report on recommendations to update the Zoning Bylaw, including improvements to format and use of graphics

Community and Stakeholder Consultation

- Conduct working or focus groups with draft recommendations for the Zoning Bylaw that include key stakeholders which are including, but not limited to, seniors and youth, business owners, the School District, First Nation communities.
- Working with the municipality, employ enjoyable and interactive consultation and engagement methods that encourage meaningful public participation
- Collection and analysis of community and stakeholder input
- Deliverables: Report on community and stakeholder consultation, presentation of findings and technical review to Council

Bylaw Preparation

- Prepare Draft Zoning Bylaw by incorporating input from staff, Council, and community and stakeholder consultation
- Presentation to Council
- Organize and facilitate community and stakeholder consultation sessions, may include various formats and engagement methods
- Deliverables: Draft Zoning Bylaw (including Zoning Land Use Map) presentation to Council and public. Note that staff will review the recommended wording and format.

Approval

- Formulate final products in consultation with key staff
- Prepare final Zoning Bylaw
- Present at a Public Hearing
- Deliverables: Zoning Bylaw (including maps) and presentation at Public Hearing.

6. Budget

The United Townships of Head, Clara & Maria is requesting Proponents to provide a budget to complete the Zoning By-Law project. The budget breakdown shall provide details and fees for each of the work modules.

A schedule of rates for each project personnel will be included with the proposal. An estimate of the time required for each task, the fee for the labour component and the expenses for each task of the Scope of Work, and others if proposed by the Proponent, shall be included in the budget.

The estimated fee for each task shall be regarded as an upset amount and shall not be exceeded without prior approval of the municipality and such approval will only be considered for changes in the scope of the work required due to factors that could not have been anticipated with information available at the time of submitting the proposal.

The Proponent shall honour the quoted proposal price for 60 days from closing date.

Costs related to public consultation, including meeting room rentals and advertising, will be the responsibility of the United Township of Head, Clara & Maria. Costs associated with Bylaw review from municipal staff and Council will be the responsibility of the United Township of Head, Clara & Maria.

7. Project Management

The consultant will report to the Clerk-Treasurer, who is also the primary staff liaison. The Clerk-Treasurer will provide information to the consultants as required, and will be available for meetings, discussion, and review of draft concepts.

8. Project Submissions

The Proponents are required to provide the following information:

1. Description of the team's expertise and qualifications
2. Description of the responsibility and tasks of each member of the team
3. If sub-contractors or partners are utilized in the Proposal, they must be identified and a description of their expertise and qualifications, responsibilities and tasks must be provided
4. Proposed work program and timeline of key tasks, deliverables, and budget allotments corresponding with each task. Work plan will include an engagement plan outlining tasks associated with public and stakeholder consultation from project start up to completion
5. Total fee for service including all relevant taxes, travel expenses and other disbursements. The fee must be honoured for sixty (60) days from the closing date of this Request for Proposals
6. Reference to three (3) projects of similar size and scope completed by individual/firm
7. Two (2) named references who may be contacted concerning the performance of the Proponent on recent, similar projects
8. Authorization: The proposal must be signed by an authorized representative of the Proponent

It is expected that Proponents will review and demonstrate an understanding of current municipal documents in their response to the Request for Proposals. Relevant municipal documents and background information can be found on the municipal website at www.headclaramaria.ca or by contacting the municipal office at 613-586-2526.

9. Evaluation of Proposals

The technical merits of proposals will be evaluated in accordance with the following criteria:

- a) The Firm(s) including: (15%)
 - i) Experience with similar projects
 - ii) General related experience
 - iii) Local office resources, experience, and operations
- b) Personnel, Project Manager and Team Members including: (15%)
 - i) Experience on similar and related projects
 - ii) Public and stakeholder engagement experience
 - iii) Qualifications
 - iv) Local knowledge
- c) Methodology including: (30%)
 - i) General approach
 - ii) Team organization
 - iii) Proposed activities
 - iv) Project control and reporting
 - v) Understanding of project objectives
 - vi) Quality and presentation of the proposal
 - vii) Proposed level of effort
 - viii) Attention to sustainability
- d) Timeline for completion of project (15%)
- e) Price and perceived overall value of services proposed (25)

Any sub-consultants or partners will be evaluated using the same criteria.

10. Acceptance of Proposals

This Request for Proposals shall not be construed as an agreement to purchase goods or services. The United Township of Head, Clara & Maria is not bound to accept the lowest priced or any proposal of those submitted.

The municipality reserves the right to reject any proposal and to accept any Proposal notwithstanding any non-compliance with this Request for Proposals. The municipality may select any proposal for acceptance or negotiation with the Proponent by selecting the proposal which the municipality, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interests of the municipality.

If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the municipality is not material, the municipality may waive the defect and accept the proposal.

No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposals, whether in respect of proposal preparation costs, loss of anticipated profit, or any other matter whatsoever, and by submitting a proposal each Proponent shall be deemed to have irrevocably waived any such claim.

The municipality reserves the right to cancel this Request for Proposals at any time and for any reason, and in so doing to reject all proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

The municipality reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

The municipality reserves the right to select one or more Proponents for further consideration following the initial proposal evaluation process. The municipality may require in-person presentations or interviews with Proponents selected for final consideration, prior to negotiating a contract.

The acceptance of any proposal is subject to funding and may require approval of the Council.

11. Successful Proponent and Contract

The successful Proponent will be invited to enter into a Consultant agreement (contract) with the United Townships of Head, Clara & Maria for the provision of consulting services. The agreement will be based on this Request for Proposals, the proposal submitted including the tasks to be carried out, the personnel committed, the fees to be charged and any negotiated changes to any of the foregoing.

12. Form of Agreement

Should the municipality and a Proponent enter an agreement for the performance of some or all the services contemplated under this Request for Proposals, it is expected that the following clauses will be included in that contract:

12.1

Insurance

The Consultant will be required to provide and maintain professional liability insurance in an amount not less than \$2,000,000.00 insuring the Consultants' liability resulting from errors and omissions in the performance of professional services under the Contract. Proof of insurance must be provided to the satisfaction of the municipality.

12.2 Indemnity, Risk and Warranty

The Consultant shall indemnify and save harmless the municipality, its elected and appointed officers, its employees, and agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the municipality may sustain, incur, suffer or be put to at time either before or after the termination of the contract, where the same or any of them are based upon, arise out of or occur directly or indirectly by reason of any act or omission of the Consultant or of any agent, employee, officer, director or sub-contractor of the Consultant pursuant to this contract, excepting liability arising out of an independent negligent act of the municipality.

12.3 Compliance with Laws

The Consultant shall comply with the laws of Ontario applicable to the project. The Consultant shall strictly comply with the current Occupational Health and Safety Regulations and Workers Compensation Act and remain in good standing under the Act during the term of work under Contract with the municipality. Other applicable federal, provincial, and local regulations or policies concerning the health and safety of workers and the general public shall also be followed.

13. Conflict of Interest

Proponents are to include, with their proposal, and at any subsequent time when requested to do so by the municipality, full details of any financial or personal relationship or affiliation between the Proponent, or any of its officers or employees or proposed subcontractors and the municipality, or any of the municipality's respective elected or appointed officials, officers and employees and shall promptly advise the municipality of any change to the foregoing from time to time.

14. Freedom of Information and Protection of Privacy

Proponents are advised that the municipality is subject to the provisions of Ontario's *Freedom of Information and Protection of Privacy Act* and that the municipality may be required to disclose all or part of a proposal.

A Proponent may stipulate that trade secrets included in their proposal are supplied in confidence and the release of which could significantly harm their competitive position; however, the municipality's disclosure obligations will be governed by the *Freedom of Information and Protection of Privacy Act* and Proponents are advised to review that Act for further information.

15. Liability for Errors

While the municipality has expended considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate by the municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposals.

16. Confidentiality

Any Proponent and any other person who, through this Request for Proposals process, gains access to confidential information of the municipality is required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this Request for Proposals process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this Request for Proposals process.

17. Ownership of Documents

All proposals and other documents and materials submitted in response to this Request for Proposals shall become the property of the United Townships of Head, Clara & Maria.

The material produced, furnished, and used by the Consultant as a result of any Contract resulting from this Request for Proposals shall become the exclusive property of the municipality upon completion of the work.

| Head, Clara & Maria Policies and Procedures | | | |
|--|--------------------------------|---------------------|----------------------------|
| DEPARTMENT: Human Resources | | | POLICY #: HR-09 |
| POLICY NAME: Pregnancy and Parental Leave | | | |
| DATE: | REV. DATE: June 2021 | APPROVED BY: | PAGE #: 1 of 5 |

POLICY STATEMENT:

The United Townships of Head, Clara and Maria is committed to assisting employees during the time of welcoming a new child into their family. To that end, every municipal employee who has at least thirteen (13) consecutive weeks of continuous service is entitled to take Pregnancy and/or Parental Leave.

PROCEDURE:

1. The following provisions of the *Employment Standards Act, 2000* apply:

a) Concerning Pregnancy Leave

- (i) Employees who are pregnant, and who have been employed with the Employer for at least thirteen (13) weeks prior to the expected date of birth are entitled to take pregnancy leave without pay and without loss of service/seniority or benefits. The pregnancy leave is for a seventeen (17) week period commencing on the date requested by the mother to commence leave, or the date of birth (whichever is first).
- (ii) Employees taking pregnancy leave must provide at least two (2) weeks written notice to the Employer advising of the date that the leave will begin. The date chosen for commencing leave must be no more than fifteen (15) weeks prior to the expected date of birth and must be no more than seventeen (17) weeks after the actual date of birth, as confirmed by a physician or qualified medical practitioner.
- (iii) In the event of complications with the pregnancy or because of a birth that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Employer of the date the pregnancy leave will begin or has begun. The employee must provide the Employer with a certificate from her physician or qualified medical practitioner, stating the expected birth date of the child.
- (iv) In the event of a stillbirth or miscarriage that occurs more than seventeen (17) weeks before the due date, an employee is not entitled to pregnancy leave. In the event of a stillbirth or miscarriage that occurs within the seventeen (17) week period before the due date, an employee is entitled to pregnancy leave. The date for commencing the leave is the date of the stillbirth or miscarriage. If

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the employee has commenced pregnancy leave prior to the stillbirth or miscarriage, the leave is extended to the latter of seventeen (17) weeks after the pregnancy leave began, or twelve (12) weeks after the still birth or miscarriage. The employee is required to provide the Employer with a certificate from a physician or qualified medical practitioner, confirming the date of said matter.

- (v) The pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee is required to provide the Employer with a least four (4) weeks' written notice of the date of return.

b) Concerning Parental Leave

- (i) Employees who have been employed for at least thirteen (13) weeks are entitled to take an unpaid parental leave, without loss of service/seniority or benefits.
- (ii) Prior to commencing parental leave, employees must declare whether standard or extended parental leave option will be taken, and must provide at least two (2) weeks' written notice of the date the leave is to begin.

Standard Parental Leave

- i. Employees are entitled to thirty-seven (37), or thirty-five (35) weeks for those taking pregnancy leave following the birth of a child, or the coming of a child into the employee's custody, care, and control.
- ii. Employees taking standard parental leave shall commence the leave no more than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time.
- iii. Employees who have also taken a pregnancy leave shall commence parental leave immediately when the pregnancy leave ends. In the event that the child has not yet come into the custody, care and control of a parent, the employee may either commence leave when the pregnancy leave ends, or opt to return to work and commence parental leave at a later date. If the employee opts to return to work, she must start the parental leave within the fifty-two (52) weeks since the birth, or the date in which the child was placed into their custody, care, and control for the first time.

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- iv. Standard parental leave ends thirty-seven (37) weeks after it began. For employees who took pregnancy leave, parental leave ends thirty-five (35) weeks after it began. If an employee opts to return to work earlier than the thirty-five (35) or thirty-seven (37) weeks, the employee must provide the employer with at least four (4) weeks' written notice of the day they will be returning.

Extended Parental Leave

- i. Employees are entitled to sixty-three (63), or sixty-one (61) weeks for those also taking pregnancy leave following the birth of a child, or the coming of a child into the employee's custody, care and control for the first time.
- ii. Employees taking extended parental leave shall commence the leave no more than seventy-eight (78) weeks after the date that the child is born, or the date the child first came into their care, custody and control.
- iii. Employees who have also taken pregnancy leave shall commence parental leave immediately when the pregnancy leave ends. In the event that the child has not yet come into the custody, care, and control of a parent, the employee may either commence leave when the pregnancy leave ends, or opt to return to work and commence parental leave at a later date. If the employee opts to return to work, she must commence the parental leave with the seventy-eight (78) week period after the birth, or the date in which the child was placed into their custody, care, and control for the first time.
- iv. Extended parental leave ends sixty-three (63) weeks after it began. For employees taking pregnancy leave, parental leave ends sixty-one (61) weeks after it began. If an employee opts to return to work earlier than the sixty-three (63) or sixty-one (61) weeks, the employee must provide the Employer with at least four (4) weeks' written notice of the day they will be returning.

General Provisions Concerning Parental Leave

- i. The term "parent" includes a person with whom a child is placed for adoption, and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- ii. Adoptive parents may commence parental leave when the child comes into the custody and control of the parent.

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- iii. An employee who has suffered a stillbirth or miscarriage, or whose spouse has suffered a stillbirth or miscarriage is not eligible for parental leave.
- iv. In the event that an employee who is a parent stops working because due to a child comes coming into the custody, care and control of a parent for the first time sooner than expected, the employee, within two (2) weeks of stopping work, must provide the Employer with written notice of the date the parental leave began, and identify which parental leave option is being taken. The parental leave begins on the date that the employee stopped working.

General Provisions of Pregnancy and Parental Leave:

- i. An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon providing the Employer at least two (2) weeks' written notice.
- ii. An employee who has given notice to end leave may change the notice to an earlier date upon giving the Employer at least four (4) weeks' written notice before the earlier date.
- iii. Employees are entitled, during pregnancy and parental leave, to continue participation in the benefit plans that they participated in prior to taking the leave. The Employer continues to make the Employer's contributions during the period of the leave.
- iv. While on pregnancy and parental leave, employees continue to accumulate service for the purposes of determining salary increment and vacation. Sick leave incentive and merit pay will not be accumulated during pregnancy and/or parental leave.
- v. Employees are reinstated following return from pregnancy or parental leave in the position that the employee held prior to commencing leave, if it still exists, or a comparable position at the rate equal to the wages most recently paid by the Employer.
- vi. Extensions to Pregnancy and Parental Leave are handled under Policy HR-11 – General Unpaid Leave of Absence (non-statutory leave of absence).

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| Pregnancy & Parental Leave – Employee Reference Guide | | | |
|--|---|-----------------------------------|--|
| Leave Title | Eligibility Requirements | Required Length of Service | Leave Entitlement |
| Pregnancy Leave | Biological mothers, including surrogate mothers who have 13 weeks of continuous service | 13 weeks of continuous service | 17 weeks |
| Miscarriage & Stillbirth Leave | Biological mothers, including surrogate mothers who have 13 weeks of continuous service, with the event occurring within the 17-week period before the due date | 13 weeks of continuous service | 12 weeks Employee also entitled to pregnancy leave. If the employee has commenced pregnancy leave prior to the event, the leave is extended to the latter of the 17 weeks after the pregnancy leave began, of 12 weeks after the event. |
| Standard Parental Leave | Biological, adoptive or legally recognized parents caring for newborn or newly adopted children. | 13 weeks of continuous service | 35 weeks when taken with Pregnancy Leave |
| Extended Parental Leave | | | 37 weeks |
| | | 13 weeks of continuous service | 61 weeks when taken with Pregnancy Leave |
| | | | 63 weeks |

| Head, Clara & Maria Policies and Procedures | | | |
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| DEPARTMENT: Human Resources | | | POLICY #: HR-10 |
| POLICY NAME: Bereavement-Compassionate Leave | | | |
| DATE: | REV. DATE: June 2021 | APPROVED BY: | PAGE #: 1 of 1 |

POLICY STATEMENT:

Employees are granted paid leave of absence in the event of death in the family.

PROCEDURE:

1. The following apply to full-time employees:
 - (a) The Employer pays an employee up to a maximum of five (5) days pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the Employee's wife, husband, common-law spouse, and children, and to a maximum of three (3) days for the death of a father, mother, father-in-law, mother-in-law, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or foster child. Any leave taken must coincide with the death of the deceased person. If scheduled to work, one (1) day leave is granted to attend the funeral of the grandparent the employee's spouse.
 - (b) Common-law status is recognized but in no event is an employee eligible for leave for a former common-law relationship or relationship by marriage that has since been terminated by divorce or annulment. Similarly, common-law relationships are not recognized where a marital relationship was not terminated by divorce or annulment.
 - (c) When the funeral occurs outside the area, such paid leave may include reasonable travelling time at the discretion of Clerk-Treasurer and/or Council.
 - (d) One (1) day leave is granted without loss of salary or wages to attend a funeral as a pallbearer. A request for such leave is given twenty-four (24) hours in advance of such leave, unless, under extenuating circumstances, such notice of time is not possible.
 - (e) In the event that bereavement leave is required while an employee is on paid vacation, such paid vacation is re-credited to the employee.
2. Bereavement leave is applicable to part-time employees to the extent that such leave is required during a three (3) or a five (5) day consecutive period that coincides with the date of the funeral, on days that part-time employees are regularly scheduled to work.

| Head, Clara & Maria Policies and Procedures | | | |
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| DEPARTMENT: Human Resources | | | POLICY #: HR-11 |
| POLICY NAME: General Unpaid Leave of Absences | | | |
| DATE: | REV. DATE: June | APPROVED BY: | PAGE #: 1 of 6 |

POLICY STATEMENT:

In compliance with the *Employment Standards Act, 2000*, an employee may be granted a leave of absence for legitimate personal reasons upon obtaining the approval of the Clerk-Treasurer.

PROCEDURE:

1. Where possible, all leaves of absences are requested in writing and authorized by the Clerk Treasurer.
2. A letter of confirmation is sent to the employee by the Clerk Treasurer.
3. Benefit Entitlement
 - I. Non-Statutory Leaves: If the absence exceeds one (1) full pay period, the employee shall not accumulate service for the purpose of vacation entitlement, sick leave, pension plans, merit increment progression, or other compensation matters affected by service. Life and health benefits may be continued for up to twelve (12) months with the employee being responsible for the total premium costs of all benefits for the total period of absence.
 - II. Statutory Leaves: For leaves of absence set out within the *Employment Standards Act, 2000*, with the exception of the Reservist Leave, the employer will continue to pay the employer contributions into certain benefit plans (life and extended health insurance, accidental death and dental plans), unless the plan requires both employer and employee contributions as set out in an applicable policy, and the employee advises the employer in writing that the employee will not be paying their contributions. Employees who are on Reservist Leave have this right only if the employer postpones the employee's return to work.
4. Non-Statutory Leave
 - I. Leave of Absence without Pay: An unpaid period of time that an employee is off from their primary position, while maintaining the status of employee. Prior to taking leave, the employee must in writing, request an unpaid leave of absence, identifying the length of the leave requested. Once approved by the Clerk-Treasurer, the employee may begin the leave. The length of leave is for the approved term only, with the employee required to return to work when that time

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expires. Should the employee require an extension of the previously approved leave, it is the responsibility of employee to re-submit a request for leave to the employer in a timely manner.

5. Statutory Leaves

Changes to the *Employment Standards Act, 2000* include the removal of Personal Emergency Leave (PEL) and replaced with the following three (3) unpaid leaves;

- Sick Leave – 3 days
- Family Responsibility Leave – 3 days
- Bereavement Leave – 2 days

The provisions in the other statutory leaves in this policy remain unchanged.

If an employment contract or workplace policy provides a greater right or benefit than the family responsibility standard under the Employment Standards Act (ESA), then the terms of the contract or policy apply instead of the standard.

- I. (a) Sick Leave: An employee who has been working for two consecutive weeks will have an entitlement to three (3) unpaid sick days each calendar year for their own personal illness, injury or medical emergency. The employee must inform the employer before starting the leave that they will be taking a sick leave day. In the event of extenuating circumstances where the employee is unable to provide the employer with advanced notice, the employee is required to provide immediate confirmation to the employer at the earliest convenience. As well, the employer can ask for evidence “reasonable in the circumstances” of entitlement to the leave.

Where the employee has taken a sick day(s) under an employment contract they have also taken a statutory sick leave day(s). The employer is entitled to draw down on both the contract sick day(s) and statutory sick leave day(s) at the same time. Sick leave days may be taken separately or consecutively.

If the employee takes any part day as leave, the employee is deemed to have taken a full day of leave.

- I. (b) Family Responsibility Leave: Employees who have been working for two consecutive weeks will have an entitlement to up to three (3) unpaid family responsibility days each calendar year. These days can be used for the illness,

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injury or medical emergency of a specific family member, or for an urgent matter that affects a family member. The employee must inform the employer before starting the leave that they will be taking a family responsibility leave day. In the event of extenuating circumstances where the employee is unable to provide the employer with advanced notice, the employee is required to provide immediate confirmation to the employer at the earliest convenience. As well, the employer can ask for evidence “reasonable in the circumstances” of entitlement to the leave. Family responsibility leave days may be taken separately or consecutively.

If the employee takes any part day as leave, the employee is deemed to have taken a full day of leave.

- I. (c) Bereavement Leave: Employees who have been working for two consecutive weeks will have an entitlement to up to two (2) unpaid bereavement leave days each calendar year. These days can be used in the event of the death of a specific family member.

Where there is extenuating circumstances where the employee is unable to provide the employer with advanced notice, the employee is required to provide immediate confirmation to the employer at the earliest convenience. As well, the employer can ask for evidence “reasonable in the circumstances” of entitlement to the leave.

If an employee has taken a bereavement day(s) under an employment contract or collective agreement they have also taken a statutory leave day(s). The employer is entitled to draw down on both the contract bereavement day(s) and statutory bereavement leave day(s) at the same time. Bereavement leave days may be taken separately or consecutively.

If the employee takes any part day as leave, the employee is deemed to have taken a full day of leave.

- II. Family Caregiver Leave: Provides an employee unpaid leave of up to eight weeks per calendar year per specified family member. This is to provide care or support to family members for whom a qualified medical practitioner (physician, psychiatrist or nurse practitioner) has issued a certificate stating that he or she has a serious medical condition. The eight weeks can be taken consecutively or

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separately.

- III. Family Medical Leave: Provides unpaid leave of up to 28 weeks in a 52 week period for employees to provide care or support to certain family members where the individual has a serious medical condition with a significant risk of death within 26 weeks. The employee is to provide the request in writing with a copy of a certificate issued by a qualified medical practitioner (physician or nurse practitioner). The twenty-six weeks can be taken consecutively or separately.

- IV. Child Death Leave: Provides up to 104 weeks of unpaid, job-protected leave for employees in respect to the death of a child. Employees must have been employed for at least six consecutive months, and are required to provide the employer with a written plan, indicating the weeks in of leave which will be taken. The employee may be asked to provide reasonable evidence as to the circumstances of the leave, if required by the employer. An employee is not entitled to this leave if the employee is charged with the related crime, or if it is probable, considering the circumstances, that the child was a part to a crime in relation to their death.

- V. Crime-Related Child Disappearance Leave: Provides up to 104 weeks of leave for a crime-related death of a child and up to 104 weeks of leave for the crime-related disappearance of a child. The employee is required to provide the employer with a written plan that indicates the weeks in which the employee will take the leave. The employee may be asked to provide reasonable evidence as to the leave circumstances, if requested by the employer. The employee is required to report any changes affecting their return date (ie: child found alive, not crime related). An employee is not entitled to a leave of absence, if the employee is charged with the related crime, or if it is probable, considering the circumstances, that the child was a party to the crime.

- VI. Critical Illness Leave and Critically Ill Child Leave: May be taken to provide care or support to a critically ill child or adult who is a family member of the employee. Employees may be granted up to 37 weeks in relation to a child, or 17 weeks in relation to an adult within a 52-week period. "Critically ill" describes a person's state of health has significantly deteriorated with risk to life as a result of an illness or injury. The leave does not include chronic conditions. The seventeen or thirty-seven weeks can be taken consecutively or separately

- VII. Organ Donor Leave: Is unpaid leave of up to 13 weeks, for the purpose of

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undergoing surgery to donate all or part of certain organs to an individual. In some cases, organ donor leave can be extended for up to an additional 13 weeks. Organ donor leave usually begins on the date of the surgery but may begin on an earlier date, as specified in a certificate issued by a legally qualified medical practitioner.

- VIII. Reservist Leave: Is unpaid, job-protected leave if the employee is deployed to a Canadian Forces operation outside of Canada, or if he or she is deployed to a Canadian Forces operation inside Canada to provide assistance in dealing with an emergency or its aftermath. The employee must have six months of continuous service to the employer to qualify for the leave. The employee must provide their employer with reasonable written notice of the day on which they will begin and end the leave. An employer is required to hold the reservist employee's job open for as long as the employee's deployment lasts. Approved leave requests will not exceed thirty-six (36) months. Seniority and length of service credits continue to accumulate during the leave.

Where an employee qualifies for unpaid leave they may be eligible, through the federal government, to receive general EI benefits; compassionate care benefits; benefits for caregivers of critically ill minor children or adults; and grants for parents of murdered and missing children. For more information, call (1-800-622-6232) or online at

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| EMPLOYEE LEAVE OF ABSENCE – REFERENCE GUIDE | | |
|--|----------------------------|---|
| Statutory Unpaid Leaves of Absence | | |
| Leave Title | Required Service | Entitlement |
| Family Caregiver Leave | All employees entitled | Job-protected – Unpaid – up to 8 weeks per calendar year per specified family member. |
| Family Medical Leave | All employees entitled | Job-protected - Unpaid – up to 28 weeks. |
| Child Death Leave | Six consecutive months | Job-protected - Unpaid – up to 104 weeks. |
| Crime Related Child Disappearance Leave | Six consecutive months | Job-protected - Unpaid – up to 104 weeks. |
| Critical Illness Leave | Six consecutive months | Unpaid – Adults – up to 17 weeks Children - up to 37 weeks |
| Organ Donor Leave | Thirteen consecutive weeks | Unpaid – 13 weeks, possible extension for additional 13 weeks |
| Reservist Leave | Six consecutive months | Unpaid – up to 36 months |
| Sick Leave | Two consecutive weeks | Unpaid – 3 days |
| Family Responsibility Leave | Two consecutive weeks | Unpaid – 3 days |
| Bereavement Leave | Two consecutive weeks | Unpaid – 2 days |

Note: For the policy relating to pregnancy and parental leave; please refer to HR-09 – Pregnancy Leave and Parental Leave.