



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

**AGENDA**

December 16<sup>th</sup>, 2021 at 1:00 p.m.

1. Call to Order and Moment of Silence  
*Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.*
2. Traditional Land Acknowledgement  
*As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."*
3. Roll Call
4. Recital of the Municipal Mission and Vision Statements
5. Disclosure of Pecuniary interest & General Nature Thereof
6. Deputations/Presentations –
  - i. Megan Spencer - Green Burial Ottawa Valley
  - ii. Jim Gibson – Procedural By-Law concerns
7. Adoption of Minutes of previous meeting
  - Council Minutes
    - i. November 18, 2021
  - Library Board Minutes – October 12, 2021
  - Recreation Committee Minutes - none
  - Public Works Advisory Committee Minutes – none
8. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. NDMNRF - Approved Forest Management Plan
  - ii. Cheryl Gallant – New Horizons for Seniors Program
  - iii. Town of Georgina – Lack of Recycling Options
  - iv. City of Kitchener – Fire Safety Measures
  - v. City of Kitchener – Conversion Therapy
  - vi. City of St. Catharines – National Childcare Program
  - vii. AGCO - New Progressive Jackpot Raffle and Social Gaming Licence
  - viii. MECP – Noise Prediction Methods

9. Mayor's Report
  - i. Report 21/12/16/901 – Mayor Debbi Grills
10. Staff Reports – none
11. Financial Reports –
  - i. Report 21/12/16/1101 - 2022 Draft Budget
12. Unfinished Business
  - i. Report 21/12/16/1201 - ICIP Culture and Recreation Tender Award
  - ii. Report 21/12/16/1202 - Clean and Clear Survey
  - iii. Report 21/12/16/1203 - Zoning By-Law Update
13. Addendum (New Business)
  - i. Report 21/12/16/1301 - Veteran's Memorial
  - ii. Report 21/12/16/1302 - COLA and CPI
  - iii. Report 21/12/16/1303 - MLSC Salt Shed Lease
14. Notice of Motion - none
15. Policy/By-Law Review
  - i. By-Law 2021-47 Trailer By-Law
  - ii. HR-14 - Court Leave Policy
  - iii. HR-15 - Termination and Resignation Policy
  - iv. HR-16 - Retirement and Early Retirement Policy
  - v. HR-17 - Ontario Human Rights Code Violation Policy
  - vi. HR-18 - COVID-19 Vaccination Policy
16. By-Laws
  - i. By-Law 2021-47 - Trailer By-Law
  - ii. By-Law 2021-48 - COVID-19 Vaccination Policy
  - iii. By-Law 2021-53 Interim Tax By-Law
17. Closed Session
18. Questions and Answers
19. Confirmation of Proceedings By-law # 2021-54
20. Adjournment

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

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

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

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](mailto:crystal@headclaramaria.ca)



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

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**REQUEST FOR DEPUTATION**

Person Requesting a Deputation: JIM GIBSON

Organization (if applicable): —

Contact Information: Tel # 613 586 2761 Email: HCMJMC@gmail.com

Meeting Date Requested: THURSDAY DEC 16, 2021

Subject Matter: PROCEDURAL BYLAW 2021-01

Brief Description of Purpose of Deputation: NOTICE TO COUNCIL  
TO DEBATE CHANGES TO 2021-01 AT THE  
NEXT MEETING OF COUNCIL SPECIFICALLY  
ITEMS 1.25, 1.29, 3.1, 3.2, 3.7 AND 6.1

I JUST REALIZED TODAY THAT THE  
PREVIOUS PROCEDURAL BYLAW 2016-07  
HAD BEEN REPLACED. WRITTEN COMMENTS  
WILL BE PROVIDED BY THE FRIDAY DEC 10th.

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: CRYSIL FISCHER

I will have a presentation ...

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

(I will require use of a \_\_\_ computer, \_\_\_ projector, and \_\_\_ screen.)

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Friday **prior** to the meeting. Any speaking notes should be provided to Council for its record.

## Suggested revisions to bylaw 2021-01

1. Item 1.25 - insert "or a request of" after "provides information to"
2. Item 1.29 – typo, replace "of" with "or"
3. Item 2.17 – change the item to show that a recorded vote shall be taken any time a show of hands vote is not unanimous. Have the vote taken , including the chair, in alphabetical order.
4. Item 3.1 – add "d) Change the seating arrangement to facilitate meeting operation."
5. Item 3.7 – add "d) Ask council to take, or not take, action on any item of Municipal business."
6. Item 6.1 - Include a provision for a presentation/deputation to be provided to the clerk three days prior to the meeting date for addition to the agenda. This deputation can only be for items already included on the agenda. Include a provision to have the Council package put on the Municipal website at the same time it is sent to Council.



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

**Minutes of November 18, 2021**

Minutes of a regular meeting of Council held on Thursday, November 18, 2021 at 1:00 p.m.

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

2. **TRADITIONAL LAND ACKNOWLEDGEMENT**

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

3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.  
**Staff:** Crystal Fischer, Clerk/ Treasurer, members of the public (virtually)  
**Absent/Regrets:** none

Resolution No.: 21/11/18/1001

Moved by Councillor Dowser and seconded by Councillor Allen

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to exclude:

6. ii. Deputation from the County of Renfrew

Carried Unanimously

4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain

**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.

5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

Councillor Ernie Villeneuve declared a Conflict of Interest regarding Agenda Item 13. ii. Report#21/11/18/1202.

6. **DEPUTATIONS/PRESENTATIONS**

- i. Deep River and District Hospital – Long-Term Care Home  
See notes on page six.

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

Resolution No.: 21/11/18/001

Moved by Councillor Villeneuve and seconded by Councillor Dowser

**BE IT RESOLVED THAT** the minutes of the:  
regular meeting of September 22, 2021;  
regular meeting of October 21, 2021;  
Community Partners Meeting on October 15, 2021; and  
Committee of the Whole Meeting of October 25, 2021 be accepted as presented.  
Carried Unanimously

Note: Library Board has raised \$10,773.50 to date with bottle drive fundraising.

## 8. CORRESPONDENCE & PETITIONS

**Petitions** - none

### **Correspondence**

- i. City of Kitchener – “Renovictions”
- ii. City of Kitchener – Financial Support for COVID-19 Vaccine Passport Programs
- iii. North Renfrew Family Services – Christmas Basket Program

Resolution No.: 21/11/18/002

Moved by Councillor Kelly- Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby authorize staff to make, on its behalf, donations to the following organizations:

North Renfrew Family Services: Christmas Basket Program - \$1500

CPAN - \$250

Bernadette McCann House - \$250

Deep River Food Bank - \$250

Carried Unanimously

- iv. Municipality of Mattice – Province Wide Assessment Update

**Action: Clerk to send letter of support.**

## 9. MAYOR'S REPORT

- Report 21/11/18/901 – Mayor Debbi Grills

## 10. STAFF REPORT - none

## 11. FINANCIAL REPORTS – none

## 12. UNFINISHED BUSINESS

- **Report 21/11/18/1201 – Committee of the Whole Recommendations**

Resolution No.: 21/11/18/003

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council met as Committee of the Whole on October 25<sup>th</sup>, 2021 to discuss the existing trailer and zoning by-laws as well as the creation of a Clean and Clear By-Law;

**AND WHEREAS** no decisions were to be made at the Committee of the Whole Meeting, and staff now require direction from Council on how to proceed;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby authorize staff to:  
~~survey residents to see if they are in favour of a Clean and Clear By-Law;~~  
 advertise public notice of intention to pass By-Law 2021-47 Being a By-Law to Licence Trailers;  
 and in regards to the Zoning By-Law direct staff to

Carried Unanimously

- **Report 21/11/18/1201 – Committee of the Whole Recommendations**

Resolution No.: 21/11/18/1002

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby authorize staff to survey residents to see if they are in favour of a Clean and Clear By-Law

Recorded Vote		
Allen, B	Yea <u> x </u>	Nay <u> ___ </u>
Dowser, C	Yea <u> x </u>	Nay <u> ___ </u>
Grills, D	Yea <u> x </u>	Nay <u> ___ </u>
Kelly-Chamberlain, F	Yea <u> x </u>	Nay <u> ___ </u>
Villeneuve, E	Yea <u> ___ </u>	Nay <u> x </u>

Carried

- **Report 21/11/18/1501 – Emergency Management Plan and Program Adoption**

Resolution No.: 21/11/18/004

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** By-Law 2021-48 being a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan, and to appoint Stephany Rauche as the Chair of the Program Committee is presented to Council to obtain compliance with 2021 regulations;

**THEREFORE BE IT RESOLVED THAT** By-Law 2021-48 be read a first, second and third time passed this 18th day of November, 2021.

Carried Unanimously

### 13. ADDENDUM (NEW BUSINESS)

- **Report 21/11/18/1501 – 2022 Council Meeting Schedule**

Resolution No.: 21/11/18/005

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

**WHEREAS** the Clerk-Treasurer shall, by December 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meeting for each Council year for consideration and adoption by Council as per Section 5.1 of the Procedural By-Law;

**AND WHEREAS** Council was provided with Report #21/11/18/1501 with a proposed schedule of Council meetings for 2022;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara & Maria does hereby approve the following 2022 meeting schedule:

Meeting Date	Time
Tuesday January 11	1:00 p.m.
Tuesday February 15	1:00 p.m.
Tuesday March 15	1:00 p.m.
Tuesday April 19	1:00 p.m.
Tuesday May 17	1:00 p.m.
Tuesday June 21	1:00 p.m.
Saturday August 20	1:00 p.m.
Tuesday September 20	1:00 p.m.

Carried Unanimously

- **Report 21/11/18/1202 – Villeneuve Severance**

Resolution No.: 21/11/18/006

Moved by Councillor Dowser and seconded by Councillor Allen

**WHEREAS** Mr. Villeneuve has begun the process of severance of his property on Jennings Road;

**AND WHEREAS** he has requested to execute the Consent Agreement independently, without a lawyer;

**AND WHEREAS** Council has reviewed Report #21/11/18/1202 in consideration of his request;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara & Maria does hereby request the consent agreement be drafted and executed by a lawyer.

Carried Unanimously

Note: Councillor Villeneuve exited the building prior to any discussion of Resolution No: 21/11/18/006 and did not return until after voting was completed.

- **Report 21/11/18/1203 – PWAG Recommendations**

Resolution No.: 21/11/18/007

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** the Public Works Advisory Group (PWAG) provides recommendations to Staff on matters relating to the Public Works department in the municipality;

**AND WHEREAS** the PWAG met on November 9, 2021, providing recommendations as outlined in Report #21/11/18/1203;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to research the potential of closing the West end entrance to Dunlop Crescent.

Carried Unanimously



- **Report 21/11/18/1203 – PWAG Recommendations**

Resolution No.: 21/11/18/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** the Public Works Advisory Group (PWAG) provides recommendations to Staff on matters relating to the Public Works department in the municipality;

**AND WHEREAS** the PWAG met on November 9, 2021, providing recommendations as outlined in Report#21/11/18/1203;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to create a Request for Proposal for hard topping Pine Valley Road.

Recorded Vote		
Allen, B	Yea ___	Nay <u>x</u>
Dowser, C	Yea ___	Nay <u>x</u>
Grills, D	Yea <u>x</u>	Nay ___
Kelly-Chamberlain, F	Yea <u>x</u>	Nay ___
Villeneuve, E	Yea <u>x</u>	Nay ___

- **Report 21/11/18/1204 – ICIP COVID RFP Documents**

Resolution No.: 21/11/18/009

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

**WHEREAS** the municipality has been successful in obtaining funding under the Investing in Canada Infrastructure Program (ICIP) COVID Stream for Municipal Building Upgrades;

**AND WHERAS** Council received Report #21/11/18/1204 and ICIP Grant RFP Documents for review and comment;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head Clara and Maria does hereby approve the ICIP Grant RFP Documents for public advertisement and tender.

Carried Unanimously

**14. NOTICE OF MOTION – none**

**15. POLICY AND PROCEDURE REVIEW**

- **HR-12 – Employee Incident and Accident Reporting**

Resolution No.: 21/11/18/010

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** Council has received and provided input on the updated #HR-12 Employee Incident and Accident Reporting Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-12 Employee Incident and Accident Reporting Policy as presented at the Council meeting on November 18, 2021;  
**AND FURTHER MORE THAT** all previous versions of the Employee Incident and Accident Reporting Policy be repealed, effective November 18, 2021.  
Carried Unanimously

- **HR-13 – Privacy of Personal Information Policy**

Resolution No.: 21/11/18/011

Moved by Councillor Villeneuve and seconded by Councillor Allen

**WHEREAS** Council has received and provided input on the updated #HR-13 Privacy of Personal Information Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-13 Privacy of Personal Information Policy as presented at the Council meeting on November 18, 2021;

**AND FURTHER MORE THAT** all previous versions of the Privacy of Personal Information Policy be repealed, effective November 18, 2021.

Carried Unanimously

## 16. BY-LAWS

### 17. CLOSED SESSION

Resolution No.: 21/11/18/012

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** the Municipal Act allows for closed meetings under section 239(2)(b) to discuss personal information about identifiable individuals;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 3:22 p.m.

Carried Unanimously

Resolution No.: 21/11/18/013

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals as per Section 239(b) of the Municipal Act;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 4:00 p.m. and the public portion of the meeting continue.

Carried Unanimously

### 18. QUESTIONS AND ANSWERS

Public complaint about someone clearing a path at the end of Harvey Creek Road to access the water; wants to have public access blocked.

This will be added to the agenda of a regular meeting of Council at a later date.

Councillor Allen excused himself at 4:18 p.m.

### 19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 21/11/18/014

Moved by Councillor Villeneuve and seconded by Councillor Dowser

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2020-51 being a by-law to confirm proceedings of the Council of November 18, 2021 be read a first time short and passed.

Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 21/11/18/015

Moved by Councillor Kelly-Chamberlain seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** this meeting adjourn at 4:19 p.m. to meet again on Thursday, December 16, 2021 at 1:00 p.m.

Carried Unanimously

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MAYOR

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CLERK

## **Deputation to Council**

Deep River and District Hospital Long Term Care Development

David Cox – Chair of LTD Development Committee

Jana Hotson – President and CEO of Deep River District Hospital

This project started in 2018 and in March of 2021, formal bed allocation was announced. The project is not fully approved, but continue to work with Ministry for financing, licencing etc. Project management firm has been hired.

The project will continue for another three years; currently waiting for formal go ahead to proceed with construction.

Anticipated occupancy in 2024.

There is a deficit when it comes to LTD beds in our community. Our catchment area includes 16,000 people and we are currently underserved by a factor of 3. A long-term care home with 96 new beds will help address this issue.

The LTC home is a 29 million dollar development.

This project will grow hospital operation, bring economic benefits and job opportunities; currently the hospital employees 82 FTE and upon expansion intends to employ approximately 160 FTE. Doubling workforces at time of occupancy will bring economic benefits with wages going back out into the community and through increased need for childcare, local services, spousal employment and housing.

Builds sustainability for hospital and provides access to our residents.

4.4 million dollar increase in wages annually for at least the 30 years that the LTD home will be in operation.

Where does the money come from? Funding comes from the Ministry of LTC over a 30-year licence. The organization (DRDH) is required to finance the project up front, and the Ministry will reimburse some of estimated cost.

24-25 million dollars in debt financing;

2.5 million dollars in grant funding;

\$500,000 of DRDH reserves; and

One million dollars in fundraising.

Looking to raise one million dollars from community; will be launching campaign in upcoming months.

There will be a public consultation launch from Ministry of Long-Term Care to gain interest of the project – next few weeks or months. Looking for support from community partners:

letter of support from municipalities

Advocacy with the County and other municipalities

Partnering with communities – best ways to support community needs – stakeholder engagement

What is the difference between long term care and nursing home?

In 2013, legislation changed and amalgamated all care homes under long term care act to include all homes where nursing care is being provided 24 hours a day.

What is being done to recruit physicians as there is already a shortage of doctors in the area?

Aware of gaps and shortages, and anticipate more in the future. Also, anticipates that this will be a draw for some physicians coming into the area as physicians would have opportunity to practise another type of medicine (geriatric) – looking at this as an advantage.

Also, nursing homes are more nursing intense, than physician intense; more primary care.

Will be putting Human Resources plan to address the shortages. Creating educational, training opportunities. Will re-invest in current staff and create opportunities for those who live and work in Renfrew County.

Will the one million dollar fundraising initiative take over fundraising efforts of other groups? It won't take away from, it will be in addition to. Equipment needs and fundraising will still exist. This is a one-off fundraising. Yes, will be a challenge.

Why a 30-year occupancy? Licences for LTD homes are 30 years which is what is expected of the Ministry. When development agreement is signed it will be based on a 30-year licence. Anticipated that the home will run for much longer than that.

Impacts of federal elections? Can approvals be rescinded by new government? Hard to predict, striving to secure approvals before such time runs out. Is there deadline for approvals? Goal is to have approval before May/June.

Papineau Cameron residents – will they be eligible to apply for a bed? – yes, anyone who is on a long-term care list would be eligible.

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

A Regular Meeting held on October 12th was called to order at 10:00 am

### 1. Roll Call

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

### 2. Pecuniary Interest: None

### 3. Approval of agenda:

*Resolution #1;* Moved by Betty Condie, seconded by Catherine Sutherland. Be it resolved that the agenda for October 12th be accepted as presented. CARRIED

### 4. Approval of Minutes of Previous Meeting:

*Resolution #2;* Moved by Catherine Sutherland, Seconded by Fran Kelly-Chamberlain. Be it resolved that the minutes of September 8th be accepted as Amended. CARRIED

### 5. Business Arising From The Minutes:

- The New printer is working well
- The bottle drive will end the 16th of October
- Betty's fall goodies are selling well, raising \$125 so far
- Betty will continue to sell the Jams and goodies she has left
- Puzzles are still for sale 7 have sold so far

### 6. Report of the CEO:

- -Received \$45 worth of donations for some puzzles
- -Catalogued the new Ottawa Museum network passes
- -Set up New printer with the help of Catherine
- -Purchased new stamps for the library
- -We received a new package of Barcode labels so we now have 2000 and wont need to order more for a long time
- -Received the information on the Ministry of heritage, sport, tourism and culture ; one week survey of public library use

## **7. Report of The Chair:**

- We need to decide what we are going to do for library week
- We want overdrive but people are having technical issues when checking out books
- We will need to get a list from Stephany of all the people who have donated so that we may thank them
- We need to think of some fundraisers for January

## **8. Financial Reports:**

- Crystal brought up questions raised by the library board at the Council Meeting the Auditor (Mr. Peter Harrington) in regards to his statement that the library's budget had not been done correctly as well as if the cenotaph can come off of the library's books. The Auditor replied back stating that the budget had included a non cash expense and that the budget should be based on what the library expects to receive and expend in a year while accounting for the previous year's surplus or deficit. The other issue the auditor says is that he did not see formal approval in the Library minutes for the Budget. Finally in regards to the cenotaph, it would require a change in the tangible capital asset policy of the township to remove it from the library and he would like more information as to why the board would like it removed.
- During the meeting it was stated that in regards to the response from the auditor; that there has previously been a line in the budget for non Cash expenses that was previously given to us by the auditor. And that we can approve a budget but it may be unbalanced.

## **9. Correspondence: None To Review**

**10. Policies:** We will look into what policies are required to be reviewed next for the next meeting

## **11. New Business:**

- We will have a draw for a \$25 indigo gift card for library week.
- The 2022 budget will be started in November
- New children's books have been donated
- The library will be getting new flooring
- We would like to get a petty cash established for the library

## **12. Report of the Projects:**

The questions about the history project have been looked at but not yet resolved

## **13. Questions and Answers;**

- Where is the Credit card and who's name is it under? (to be Clarified with Crystal)

## **14. Adjournment:**

*Resolution #3;* It was moved by Fran Kelly-Chamberlain , Seconded by Betty Condie that the meeting adjourn at 11:30am to meet again Tuesday November 9th at 10:00 am

Produced Monday, November 1, 2021 at 8:33 AM

Report for:  
All Item types  
All User profiles

Item type	User profile HCM-RESID	TOTAL PIECES CIRC	
E-DVD	13	13	13
E-FIC	27	27	27
E-JBD_BOOK	1	1	1
E-JEASY	3	3	3
E-JFIC	9	9	9
E-JFRE	2	2	2
E-NFIC	1	1	1
E-PB	1	1	1
TOTAL	57	57	57



# INSPECTION

## NDMNR - Approved Forest Management Plan Inspection for Ottawa Valley Forest 2021-2031 Forest Management Plan

The Ontario **Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR)**, **Ottawa Valley Forest Inc. (OVFI)** and the **Ottawa Valley Local Citizens' Advisory Committee (LCAC)** would like to advise you that the 2021- 2031 Forest Management Plan (FMP) for the **Ottawa Valley Forest** has been approved by the NDMNR Regional Director and is available for inspection.

### The Planning Process

The FMP takes approximately three years to complete. During this time, five formal opportunities for public and First Nation and Métis community involvement are provided. The fourth opportunity (Stage Four) for this FMP occurred on June 30, 2021 to August 29, 2021 when the public was invited to review and comment on the draft FMP.

This **'Stage Five'** notice is to advise you that the NDMNR-approved FMP, including the supplementary documentation, and FMP summary are available electronically for inspection for the 10-year duration of the FMP through the office of the sustainable forest licensee and on the Natural Resources Information Portal at <https://nrp.mnr.gov.on.ca/s/fmp-online>.

Interested and affected persons and organizations can arrange a remote meeting with NDMNR staff with the Pembroke district office to discuss the approved FMP.

For further information, please contact:

**Krista Watters, R.P.F.**  
 Management Forester  
 Ministry of Northern Development,  
 Mines, Natural Resources and Forestry  
 e-mail: [krista.watters@ontario.ca](mailto:krista.watters@ontario.ca)

**Nick Gooderham, R.P.F.**  
 Plan Author  
 Ottawa Valley Forest Inc.  
 tel: 613-735-1888, ext. 201  
 e-mail: [ngooderham@ovfi.ca](mailto:ngooderham@ovfi.ca)

**Robin Cunningham**  
 Ottawa Valley Local Citizens'  
 Advisory Committee  
 e-mail: [rcunning@bell.net](mailto:rcunning@bell.net)

The approved FMP will be available for the 10-year period of the FMP at the same locations listed above.

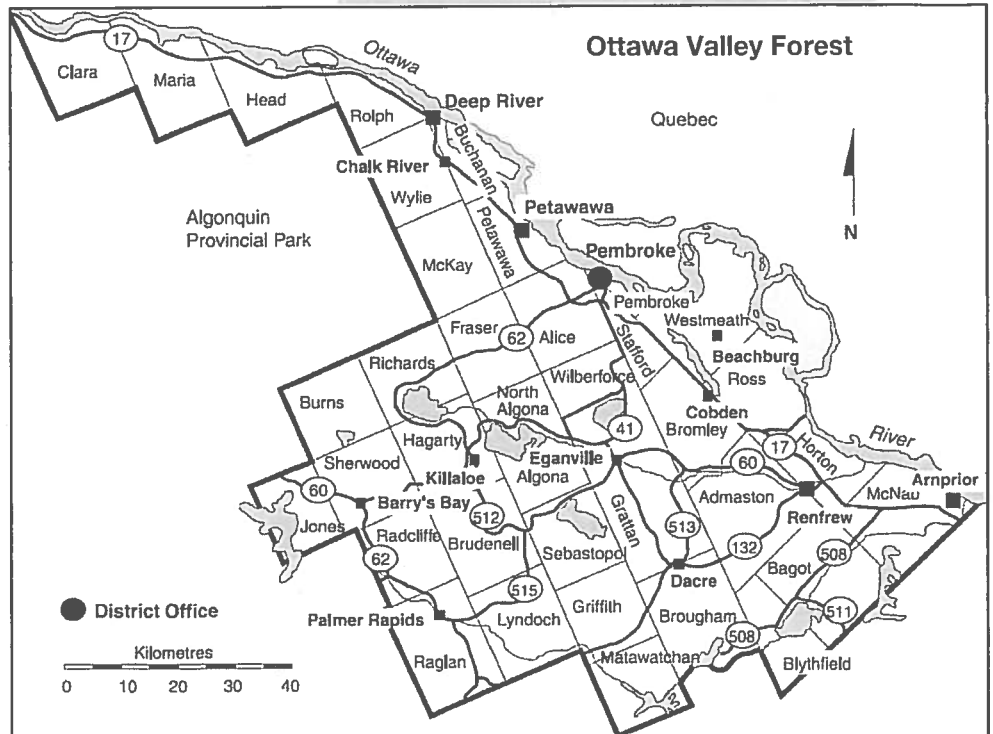
### Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

The Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act, 1994*. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between NDMNR and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the NDMNR to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Shari MacDonald, Regional Information Manager, NDMNR, by e-mail: [shari.macdonald@ontario.ca](mailto:shari.macdonald@ontario.ca).

Renseignements en français: Elizabeth Holmes au tél: 613 302-3768, courriel : [elizabeth.holmes@ontario.ca](mailto:elizabeth.holmes@ontario.ca)





# Cheryl Gallant

Member of Parliament  
 Renfrew-Nipissing-Pembroke  
 Member of Standing Committee on National Defence  
 Member of Standing Committee on Industry, Science and Technology



HOUSE OF COMMONS  
 OTTAWA, CANADA

November 17, 2021

Veterans' Plaque Project Committee  
 15 Town Hall Road  
 Stonecliffe Ontario K0J 2H0

Dear Community Leader,

The New Horizons for Seniors Program will officially be accepting funding applications for community-based projects beginning November 23, 2021.

The New Horizons for Seniors Program provides federal grants to organizations wanting to help seniors (aged 55 and older) make a difference in the lives of others, and in their communities.

The program provides funding to applicants which provide a service within one of five objection areas:

- promoting volunteerism among seniors and other generations;
- engaging seniors in the community through mentoring of others;
- expanding awareness of elder abuse, including financial abuse;
- supporting social participation and inclusion of seniors;
- providing capital assistance for new and existing community projects and/or programs for seniors.

Municipal Governments, community organizations, not-for-profit groups, and for-profit enterprises are all eligible for funding.

**The deadline for applications is December 21, 2021.**

If you have any questions, or you would like more information on the program, please, visit my website, [cherylgallant.com](http://cherylgallant.com), and click on 'New Horizons for Seniors' under the 'Programs' tab.

Sincerely,

Cheryl Gallant, M.P.  
 Renfrew—Nipissing—Pembroke  
 CG:bm



# GEORGINA

## The Clerks Division

November 29, 2021

### COMMUNICATED VIA EMAIL

Hon. David Piccini, Minister; Andrew Evans, Director of Policy  
Ontario Ministry of the Environment, Conservation and Parks  
[minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca); [Andrew.Evans4@ontario.ca](mailto:Andrew.Evans4@ontario.ca)

Hon. Jonathan Wilkinson, Minister  
Environment and Climate Change Canada  
[jonathan.wilkinson@parl.gc.ca](mailto:jonathan.wilkinson@parl.gc.ca)

Hon. Lisa Thompson, Minister; Jack Sullivan, Issues Manager & Press Secretary  
Ontario Ministry of Agriculture, Food and Rural Affairs  
[minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca); [jack.sullivan@ontario.ca](mailto:jack.sullivan@ontario.ca)

Hon. Marie-Claude Bibeau, Minister  
Minister of Agriculture and Agri-Food  
[Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

**RE: LACK OF RECYCLING OPTIONS  
AGRICULTURAL BALE WRAP AND TWINE AND BOAT SHRINK WRAP**

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To Whom this May Concern:

Residents of the Town of Georgina are concerned about the lack of options for recycling boat shrink-wrap and agricultural bale wrap and twine. We note that the [Inventory of recycling programs](#) in Canada, listed on the Government of Canada website specifies that the only location in Canada to recycle bale and silage wrap is in Manitoba as part of a pilot program by CleanFARMS. The Region of York has advised that there are additional pilot programs in Bruce County, Clinton, and Ottawa Valley however, none of these locations are accessible to the residents of Georgina, nor to many other rural communities in Ontario. Moreover, CleanFarms has advised that expansion beyond Bruce County is highly unlikely due to financial limitations.

Every year, tons of plastic waste are burned on farms around Ontario and across Canada, and more is buried or dumped in municipal landfills. [CBC reports that a 2012 survey](#) found that only 17 percent of farmers send their plastic for recycling. Accordingly, 83 percent of farmers have been forced to adopt

other means of disposal, largely, or entirely due to a lack of options for agricultural plastics within the province. As you are aware, burning plastics releases potent environmental toxins into the air and buried plastics are not biodegradable.

Just recently, Prince Edward Island announced regulatory amendments that will transition pilots for items like silage wrap and twine into permanent, industry-funded programs starting December, 2022. More recently still, Quebec took similar regulatory action. Are similar initiatives currently under consideration for Ontario?

We seek to work with you, however possible, and with neighboring municipalities, in order to promote the well-being of our environment and to make recycling programs more accessible to farmers and boaters across the country. We look forward to hearing from you regarding concrete steps that can be implemented between government, agricultural and marine groups, and municipalities for the furtherance of these causes.

Kind Regards,

FOR THE TOWN OF GEORGINA

**Council of the Town of Georgina**  
**Georgina Agricultural Advisory Committee**  
**Georgina Environmental Advisory Committee**  
**Georgina Waterways Advisory Committee**

Cc: Scot Davidson, MP, York-Simcoe, [Scot.Davidson@parl.gc.ca](mailto:Scot.Davidson@parl.gc.ca)  
Caroline Mulroney, MPP, York-Simcoe, [caroline.mulroneyco@pc.ola.org](mailto:caroline.mulroneyco@pc.ola.org)  
Laura McDowell, Regional Municipality of York, Director, Environmental Promotion and Protection Branch, [Laura.McDowell@york.ca](mailto:Laura.McDowell@york.ca)  
Cleanfarms Inc., [info@cleanfarms.ca](mailto:info@cleanfarms.ca)  
Dr. Shrink, [drshrink@dr-shrink.com](mailto:drshrink@dr-shrink.com)  
Switch Energy Corp., [dnott@switchenergycorp.com](mailto:dnott@switchenergycorp.com)  
Neighbouring Municipalities



CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

December 1, 2021

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

Dear Premier Ford:

This is to advise that City Council, at a meeting held on November 22, 2021, passed the following resolution regarding fire safety measures:

"WHEREAS the Government of Ontario, in December 1975, enacted the Ontario Building Code for the purpose of regulating the construction of new, safe buildings within the Province of Ontario; and,

WHEREAS the Government of Ontario, in November 1981 enacted the Ontario Fire Code for the purpose of maintaining the life safety systems of all buildings within the Province of Ontario; and,

WHEREAS the Government of Ontario, in November 1983 began the process of amending the Ontario Fire Code to include Retrofit provisions, for the purpose of providing a minimum level of life safety for those existing buildings which had not been built under the provisions of any version of the Ontario Building Code; and,

WHEREAS the government of Ontario, in October 1992 amended the Ontario Fire Code Retrofit provisions, for the purpose of providing a minimum level of life safety to buildings classed as low rise residential (9.5); and,

WHEREAS October 2021 marks twenty-nine (29) years since the requirements outlined by Retrofit 9.5 have been substantially updated; and,

WHEREAS this lack of currently appropriate standards for self-closing devices on suite doors and positive latching on exit stairwell doors has led to significant serious injuries, deaths, long term dislodgement of residents, and significant unnecessary insurance loss due to allowed building deficiencies;

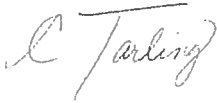
THEREFORE IT BE RESOLVED that the City of Kitchener urges the government of Ontario to direct the Ontario Fire Marshal's Office – Technical Services, to undertake an immediate review of that portion of the Ontario Fire Code known as Retrofit Section 9.5;

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urges the Government of Ontario to, as expeditiously as possible, amend the Ontario Fire Code Sentence 9.5.2.8.(1) to require self closing devices on all suite closures (doors) within low rise residential buildings: and,

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urges the Government of Ontario to, as expeditiously as possible, amend the Ontario Fire Code Sentence 9.5.3.3.(3) to require that closures (doors) entering exit stairwells be equipped with both self-closing devices and positive latching; and,

THEREFORE IT FINALLY BE RESOLVED that a copy of this resolution be forwarded to the Honourable Premier of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario; and, all other Ontario municipalities."

Yours truly,



C. Tarling  
Director of Legislated Services  
& City Clerk

c: Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Monika Turner, Association of Municipalities of Ontario  
Ontario Municipalities

5



CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

December 1, 2021

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa ON K1A 0A2

Dear Prime Minister:

This is to advise that City Council, at a meeting held on November 22, 2021, passed the following resolution regarding conversion therapy:

"WHEREAS Conversion practices or conversion "therapy" (also known as "reparative therapy", "reintegrative therapy" or "aversiontherapy") include any treatment, practice, or sustained effort that has the intended effect of denying, repressing, discouraging or changing a person's non-heterosexual sexual orientation, noncisgender gender identity or gender expression, or any behaviours associated with a gender other than the person's sex assigned at birth; and,

WHEREAS all such practices are unscientific, dangerous and proven to cause harm to their victims; and,

WHEREAS such practices are opposed by more than 50 professional associations, including the Canadian Association the Canadian Association of Social Workers, Canadian Psychiatric Association, Canadian Professional Association for Transgender Health, Canadian Psychological Association, College of Registered Psychotherapists of Ontario, as well as the United Nations and World Health Organization; and,

WHEREAS Bill C-6-2020, An Act to Amend the Criminal Code (Conversion Therapy), which proposed five conversion therapyrelated offences, was an historic piece of legislation preceded by decades of advocacy by conversion practice survivors, that progressed to the second reading stage in the Senate before dying on the order paper when an election was called in August 2021; and,

WHEREAS several cities across Canada have adopted bylaws to prohibit conversion practices or are in the process of doing so, including the City of Kingston and the City of Thunder Bay in Ontario; and,

WHEREAS the City has adopted a Strategic Plan with a theme of being a “Caring Community”, which includes a commitment to supporting our diverse populations, including the removal of social stigmas and where possible being more equitable and inclusive; and,

WHEREAS Kitchener continues to seek opportunities to demonstrate leadership in making all those within our community feel equal and included;

THEREFORE BE IT RESOLVED that Kitchener City Council formally denounce conversion practices as dangerous and harmful, perpetuating myths and stereotypes about sexual orientation and gender identity and expression; and,

THEREFORE BE IT FURTHER RESOLVED that the City of Kitchener request our Office of Equity, Anti-Racism and Indigenous Initiatives explore ways to support conversion therapy survivors and those at risk; and,

THEREFORE BE IT FURTHER RESOLVED that Kitchener City Council direct City staff to continue to monitor legislative developments at the federal and/or provincial orders of government pertaining to conversion therapy, and in conjunction with any actions taken by them and our regional and municipal partners locally, bring a report to Council outlining any further legislative and/or policy actions which may be contemplated by the municipality to further prohibit conversion practices, and,

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Right Honourable Prime Minister of Canada, Minister of Housing, and Diversity and Inclusion, Minister of Justice, Minister for Women and Gender Equality and Youth, and area Members of Parliament urging creation of a new bill within the first 100 days of their mandate which will include a “no consent” provision to protect Canadians of all ages; and,

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forward to the Honourable Premier of Ontario, area Members of Provincial Parliament, the Association of Municipalities of Ontario, and all other municipalities in Ontario encouraging both the Province and other municipalities to also formally denounce and take action to prohibit conversion practices against all persons regardless of age."



December 1, 2021

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

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: National Childcare Program  
Our Files:**

Dear Premier Ford,

At its meeting held on November 15, 2021, St. Catharines City Council approved the following motion:

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;
- (b) improve the wages and working conditions of early childhood educators, and
- (c) publicly fund the expansion of not-profit and public childcare;

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on



a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario."

If you have any questions, please contact the Office of the City Clerk at extension 1524.

A handwritten signature in black ink, appearing to read "Bonnie Nistico-Dunk".

Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:mb

cc: Niagara Area MPPs  
Ontario Municipal Social Services Association  
Ontario Municipalities  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)

**HCM Clerk-Treasurer**

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**From:** AGCO Municipal <Municipal@agco.ca>  
**Sent:** December 1, 2021 3:52 PM  
**To:** AGCO Municipal  
**Subject:** Advance Notice: New Progressive Jackpot Raffle Offering and new Social Gaming Licence

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good afternoon,

The Ontario government will be offering two new gaming opportunities as part of their efforts to support community initiatives. An announcement detailing these opportunities will be made by the government on December 2, 2021.

*New Charitable Lottery Opportunity:*

A Progressive Jackpot Raffle opportunity under the existing Blanket Raffle Licence issued by municipalities and First Nations with an Order in Council (OIC).

- Expands the existing “blanket raffle” licence application to include a Progressive Jackpot (“Loonie-Toonie”) raffle using the existing blanket raffle licence application
- Allows Legion Halls and other service clubs to run raffle draws and is limited to these groups only
- Low stakes raffle (maximum prize \$2500)

*New Social Gaming Opportunity :*

A new Social Gaming Licence issued exclusively by the AGCO

- Widely available to community groups, seniors’ groups, social and service clubs that host casual social gaming events in public places
- All proceeds from these games are paid out in prizes, minus a nominal fee for the organizer to cover expenses to run the event. Social gaming is the primary purpose of this licence not fundraising for a charitable purpose.
- This licence is not meant as a source of revenue or fundraising. Cash prizes must not exceed \$500 per calendar day.
- The Social Gaming Licence allows people to organize casual games (e.g, cribbage, bridge, euchre)
- The Social Gaming Licence will be issued by the AGCO via an iAGCO online application.

As municipalities and First Nations play a key role in administering charitable lottery licences, we are providing these key details in advance of the announcement to help keep you informed should you receive any questions from the public. Please ensure that staff who issue licenses are made aware of this new product offering. Additionally, please do not circulate this information publicly until the government makes its announcement tomorrow. Once announced, we will provide additional informational material, particularly on the Progressive Jackpot Raffle opportunity given the role of municipalities and First Nations in issuing the Blanket Raffle Licence. This material will include the related information bulletins, Q and A documents and new Terms and Conditions.

Thanks,



Ontario

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs

Client Services and  
Permissions Branch

Direction des services à la clientèle et  
des permissions

1<sup>st</sup> Floor  
135 St. Clair Avenue W  
Toronto ON M4V 1P5  
Tel.: 416 314-8001  
Fax.: 416 314-8452

Rez-de-chaussée  
135, avenue St. Clair Ouest  
Toronto ON M4V 1P5  
Tél. : 416 314-8001  
Télééc. : 416 314-8452

December 6, 2021

Dear noise practitioners and stakeholders:

This letter is to inform you that the Ministry of the Environment, Conservation and Parks is updating the noise prediction methods used for assessing road and rail traffic to protect Ontarians from excessive noise levels and ensure that our noise pollution control methods are effective and based in current science.

The new guideline will ensure that proponents use up to date noise prediction methods when determining sound levels caused by road and rail traffic. This will result in more accurate noise predictions compared to the 1995 methods that are currently in place. Also, proponents who have been asking for permission from the ministry to use newer noise prediction methods will no longer have to seek this approval.

Without changing established noise limits, the new guideline will allow proponents to make realistic predictions of noise impact with updated technology in a way that is consistent with current methodologies. The updates will allow us to protect our environment better from the adverse effects of noise.

For further details on NPC-306, please access the link to the policy proposal on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-3239>

If you have any further questions, please contact Mary Ianni, Program Support Coordinator at Client Services and Permissions Branch, Environmental Assessment and Permissions Division by email [mary.ianni@ontario.ca](mailto:mary.ianni@ontario.ca) or by phone 437-788-6772.

Sincerely,

Heather Malcolmson  
Director, Client Services and Permissions Branch



# The United Townships of Head, Clara & Maria

## 2022 Preliminary Budget Report

Prepared By:  
Crystal Fischer, Clerk-Treasurer

Date:  
December 7, 2021

## PROPOSED BUDGET

As the United Townships of Head, Clara & Maria moves forward in approving a budget in the first quarter of each year, this will mean approving a budget without being provided with the prior year's actual expenses and revenues. Actuals for 2021 will be provided with the audited financial statements, once they are available. This is a preliminary budget only, which will change with results of the audited financial statements as well as projects listed below that Council may or may not choose to proceed with in 2022.

	Budget 2021	Proposed 2022
<b>Expenses</b>		
General Government	\$ 441,870.00	\$ 426,830.00
Protection & Health Services	\$ 104,730.00	\$ 104,570.00
Transportation Services	\$ 127,750.00	\$ 180,110.00
Environmental Services	\$ 62,000.00	\$ 61,300.00
Social & Family Services	\$ -	
Recreational & Cultural Services	\$ 28,750.00	\$ 22,750.00
Land Use Planning & Development	\$ -	
Grant expenses	\$ 126,290.00	\$ 133,799.00
Reserve Expenses		
<b>TOTAL</b>	<b>\$ 891,390.00</b>	<b>\$ 929,359.00</b>
Transfers to Reserves	\$ 218,066.00	
Capital Budget	\$ -	
<b>TOTAL</b>	<b>\$ 218,066.00</b>	
<b>Grand Total</b>	<b>\$ 1,109,456.00</b>	<b>\$ 929,359.00</b>
<b>Revenues</b>		
Previous year Operating Surplus	\$ 218,066.00	\$ 150,000.00
Grants	\$ 243,410.00	\$ 190,390.00
Revenues	-\$ 20,840.00	\$ 42,480.00
	<b>\$ 440,636.00</b>	<b>\$ 382,870.00</b>
Deferred Revenue		\$ 105,552.00
	\$ -	
	\$ -	
<b>Grand Total</b>	<b>\$ 440,636.00</b>	<b>\$ 488,422.00</b>
<b>DIFFERENCE</b>		<b>-\$ 440,937.00</b>

## Breakdown of Budgeted Revenue

<b>Revenue</b>	<b>Budget 2021</b>	<b>Projected 2022</b>
Taxation & PIL	\$ 603,500.00	
General Government	\$ 26,630.00	\$ 23,900.00
Fees & Permits	\$ 2,150.00	\$ 2,080.00
Recycling	\$ 12,200.00	\$ 13,000.00
Helipad	\$ 3,500.00	\$ 3,500.00
Parks & Recreation	\$ -	\$ -
<b>Totals:</b>	<b>\$ 647,980.00</b>	<b>\$ 42,480.00</b>

	<b>2021</b>	<b>Projected 2022</b>
<b>Grants</b>		
OCIF	\$ 50,000.00	\$ 100,000.00
OMPF	\$ 60,600.00	\$ 59,700.00
Transistion	\$ -	\$ -
Gas Tax	\$ 7,520.00	\$ 7,860.00
Cannabis	\$ -	\$ -
Seniors Program	\$ -	\$ -
Revitalization	\$ -	\$ -
Modernization	\$ -	\$ -
Govt Transfer	\$ -	\$ -
Canada Summer Jobs	\$ 2,990.00	\$ 2,990.00
AgriSpirit Gift	\$ 1,300.00	
COVID Related	\$ 121,000.00	
Special (ICIP)	\$ -	\$ 19,840.00
<b>Totals:</b>	<b>\$ 243,410.00</b>	<b>\$ 190,390.00</b>
	<b>\$ 891,390.00</b>	<b>\$ 232,870.00</b>

## Analysis of Expense Categories

### General Government

Refers to the following expenses:

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

A proposed decrease in general administration costs is due to a reduction in legal fees as well as computer hardware expenses. Major hardware purchases occurred in 2021 and will not need to be repeated in 2022.

	Budget 2021	Proposed 2022
General Government		
Payroll & Payroll Expenses	\$ 299,970.00	\$ 299,530.00
Council Expenses	\$ 45,300.00	\$ 42,500.00
General Administration	\$ 96,600.00	\$ 84,800.00
	<b>\$ 441,870.00</b>	<b>\$ 426,830.00</b>

### Health and Protection Services

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

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



	Budget 2021	Proposed 2022
Protection & Health Services		
CBO	\$ 1,350.00	\$ 1,050.00
Emergency Management	\$ 750.00	\$ 600.00
Fires Services	\$ 11,840.00	\$ 12,150.00
Policing	\$ 86,440.00	\$ 86,420.00
Physician Recruitment	\$ 1,700.00	\$ 1,700.00
Helipad	\$ 2,500.00	\$ 2,500.00
Health and Safety	\$ 150.00	\$ 150.00
	<b>\$ 104,730.00</b>	<b>\$ 104,570.00</b>

### Transportation and Environmental Services

Transportation services refers to summer and winter road maintenance along with capital projects. \$16,666 has been budgeted to replace a large culvert located on Mackey Creek Road. An anticipated cost of \$10,000 is required to purchase gravel for the year. Replacement of guard rails on Harvey Creek Road and the purchase of a new chainsaw has also been included in the proposed budget along with \$40,000 to Special Projects for hard topping Pine Valley Road.

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

#### Transportation & Environmental Services

Transportation	\$ 127,750.00	\$ 180,110.00
Environmental Services	\$ 62,000.00	\$ 61,300.00
	<b>\$ 189,750.00</b>	<b>\$ 241,410.00</b>

### Recreational and Cultural Services

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

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

Due to the impact of COVID-19 no recreational activities have been planned for 2022, unless Council decides otherwise.

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

where the library is located, insurance, financial management and other services as have been required.

	Budget 2021	Proposed 2022
Recreation & Cultural Services		
Recreation Committee	\$ -	\$ -
Parks and Recreation Hall	\$ 15,750.00	\$ 21,750.00
Grounds Maintenance	\$ 13,000.00	\$ 1,000.00
	<b>\$ 28,750.00</b>	<b>\$ 22,750.00</b>

### Land Use Planning Services

The Municipality relies on the County for these services. From time to time legal advice is needed for land use planning matters and has not been allocated to this service but has been included in General Government.

### 2021 Actuals

As mentioned at the beginning of this report, Council and Staff have expressed a goal of passing the budget as early in the year as possible. However, the municipal audited statements will not be available until the Auditor has completed the review and reconciliation of accounts. However, it is anticipated that there will be a surplus to carry over into 2022.

### COVID-19 Impact

At this time, the financial impact of COVID-19 on the United Townships of Head, Clara & Maria continue to be relatively minimal. Budget lines have been adjusted to reflect anticipated loss income to sales, hall rentals, etc. We do not report that there was any variance in taxes paid compared to 2021.

### Other Considerations

There has been a discussion and/or recommendation from the Public Works Advisory Committee and/ or Council concerning projects that have not yet been included in the 2022 Draft Budget including:

- Closing one entrance to Mclsaac Drive
- Creating a new playground area at LaCroix Park and beautification of the area (approximately \$45,000)
- Installation of Streetlights
- Installation of a Vault Toilet
- Further extending the break wall at Stonecliffe Boat Launch (\$5000 in reserve funds)
- Installing new floating dock at LaCroix Park (approximately \$16,500)

**Council will need to determine which projects, and at what cost, will be added to the 2022 budget.**

Transfer Recommendations

Staff recommends that reserve funds be created for Legal Fees and Integrity Commissioner Fees and that any large variance in unused revenues be transferred to those account at each year end.

For 2022 budgeting purposes, it is recommended that \$7000 from unused Integrity Commissioner Fees be transferred to a Integrity Commissioner reserve fund and \$12,000 of unused Legal Fee funds be transferred to a Legal Fee reserve fund.

It is recommended that \$2,900 of Sign and Post funds become deferred revenue and transfer over to the 2022 budget and that no additional amounts be budgeted at this time.

It is recommended that It is recommended that \$2,900 of Ditching funds become deferred revenue and transfer over to the 2022 budget and that an additional \$2,000 be budgeted, for a total of \$4,000 to be used towards ditching at Dunlop Crescent, McIsaac Drive and Highway 17 at the Mackey Boat Launch (if required).

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report									
Meeting Date	Thursday, December 16, 2021				Report Date	Wednesday, November 24, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/12/16/1202 – Clean and Clear By-Law Public Survey</b>									

**Subject:** Proposed version of the Clean and Clear By-Law survey to be circulated for public input.

**Recommendation:** That Council review and provide comment on the proposed Clean and Clear By-Law Survey prior to public circulation.

**Background/Executive Summary:**

At the November 18th, 2021 meeting, Council passed Resolution No: 21/11/18/1002 directing staff to survey residents to see if they are in favour of a Clean and Clear By-Law. A proposed survey has been included below, to ensure that Council is capturing the information that they need to make an informed decision moving forward.

It is proposed that the survey will be distributed online and with Interim Property Tax Billing Notices.

**Clean and Clear By-Law Survey**

**Background**

On July 23<sup>rd</sup>, 2021, a Clean and Clear By-Law (2021-35) had its first reading at the regular meeting of Council, and staff was directed to schedule a Committee of the Whole meeting on October 25<sup>th</sup>, 2021 for further discussion of the proposed by-law.

At its regular meeting of November 18<sup>th</sup>, 2021, Council passed resolution number 21/11/18/1002 directing staff to survey residents to see if they are in favour of a Clean and Clear By-Law. Council is asking residents to submit their opinion on the matter before proceeding any further.

**Purpose**

The proposed by-law sets community-wide standards related to the exterior of buildings and property which aim to maintain health and safety requirements for occupancy, regulate appearance and structural stability, sustain property values, and provide a process for addressing properties that are not being maintained.

**Survey**

- 1) Do you believe there is an issue with debris accumulation on properties located within the Townships of Head, Clara and Maria?
- 2) Do you believe there is a need for a Clean and Clear By-Law for the Townships of Head, Clara and Maria?
- 3) Do you agree with the provisions of the proposed By-Law 2021-35 Clean and Clear By-Law?
  - a) If the answer to Question 3 is "no", what provisions should be added or deleted from the proposed by-law?
- 4) Additional comments

**Financial Considerations/Budget Impact:**

None

<b>Approved and Recommended by the Clerk</b>
Crystal Fischer, Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report									
Meeting Date	Thursday, December 16, 2021				Report Date	Wednesday, December 8, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/12/16/1203 – Zoning By-Law Update</b>									

**Subject:** Update of Zoning By-Law

**Recommendation:** That Council provide direction to staff on how to proceed with updating the current zoning by-law.

**Background/Executive Summary:**

On November 26<sup>th</sup>, the draft Zoning By-Law was sent to the County of Renfrew, as it was indicated that they would review the document at no charge to the municipality.

On December 6<sup>th</sup>, the following reply was received:

“Our planning staff have taken a look at what was provided and appreciate the work that your council member put into developing this. Unfortunately, the exercise of reviewing, editing, correcting, and creating a workable document would take longer than us (or a consultant, planning lawyer, etc.) creating a new zoning bylaw. While, again, a strong effort and with good intentions, relevant pieces of varying information and planning documents were stitched together in a context that doesn’t flow well and doesn’t conform to a proper zoning document.

We’d be happy to discuss how we can assist working with you on an ZBL update in the future (likely post-2022) if you’re interested. Your current by-law is very workable and should sustain any inquiries or applications made in your region in the short term.

Let us know how you’d like us to proceed.”

Staff is looking for direction on how to proceed with having the Zoning By-Law updated. Options include, but are not limited to, directing staff to:

- Update the by-law internally;
- Request that the County of Renfrew assist in updating the plan independently;
- Join the work plan program provided by the County of Renfrew; or
- Research independent consultants and pricing in having the Zoning By-Law updated.

**Financial Considerations/Budget Impact:**

Dependant upon Council direction.

<b>Approved and Recommended by the Clerk</b>
Crystal Fischer, Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 16, 2021				Report Date	Wednesday, November 24, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/12/16/1301 – Veteran’s Memorial</b>									

**Subject:** Updating Veteran’s Memorial

**Recommendation:** That the names listed on the Veteran’s Memorial be updated.

**Background/Executive Summary:**

The Veteran’s Memorial was erected in 2005, through fundraising that the Library Board secured. In 2008, there was a request to the public to submit any names that were not included in the original plaque. Since that time, there have not been any updates made to the memorial.

There have been Veterans who have come to reside in the municipality after the initial project, and subsequent request of update from the public was completed, who should be acknowledged and honoured on the memorial.

**Options:**

Council fund the update to the Veteran’s Memorial.

Council request support from existing community groups in having the Veteran’s Memorial updated.

Council create new committee to complete the Veteran’s Memorial update.

Council direct staff to find grant funding to have update to Veteran’s Memorial.

**Financial Considerations/Budget Impact:**

Quote – minimum \$700 plus HST; could be more depending on what size of plaque is chosen, amount of engraving etc.

**Enclosures:**

Head, Clara and Maria Veterans’ Memorial Pamphlet

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report									
Meeting Date	Thursday, December 16, 2021				Report Date	Wednesday, November 24, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/12/16/1302 – COLA and CPI</b>									

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

**Recommendation:**

That Council pass the following resolution to cost of living adjustments based on the 2020-2021 Consumer Price Index.

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

**AND WHEREAS** numbers for Ontario show an increase of 4.9% for 2020-2021;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize that the 4.9% cost of living adjustment based on the October to October Statistics Canada's Consumer Price Index for Ontario be applied to all applicable salaries and honoraria and effective January 1, 2022.

**Background/Executive Summary:**

Cost of Living Allowance adjusts salaries and benefits to keep pace with inflation and changes in the cost to live. It is based on the Consumer Price Index which measures changes in the average price of products and services typically consumed by Canadian families. It also assists in keeping salary gaps from further widening. Historically, Stats Canada year to year Consumer Price Index percentage has been used to increase compensation for Council, staff salaries and applicable municipal contracts. It has not been awarded when lower than 1%. The 2020-2021 October to October is 4.9%.

**Cost of Living Allowance adjustments are unrelated to performance.**

**Financial Considerations/Budget Impact:**

	4.9% Increase
Council Honorarium	\$1,462.65
Staff Salary	\$10,451.39
Applicable Contracts	\$1,967.17
Approximate Total Cost	<b>\$13,881.21</b>

**Others Consulted:**

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.14&cubeTimeFrame.startMonth=10&cubeTimeFrame.startYear=2021&referencePeriods=20211001%2C20211001>

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report									
Meeting Date	Thursday, December 16, 2021				Report Date	Wednesday, December 8, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/12/16/1203 – MLSC Salt Shed Lease</b>									

**Subject:** Missing Link Snowmobile Club Commercial Lease Agreement for Deux Rivieres Salt Shed

**Recommendation:** That Council renew the enclosed Lease Agreement between the Missing Link Snowmobile Club and the Municipality in consideration of leasing the salt shed in Deux Rivieres.

**Background/Executive Summary:**

In December 2019, Council provided direction to staff to enter into an agreement to lease the municipal salt shed building to the Missing Link Snowmobile Club (MLSC) which sets to expire January 1<sup>st</sup>, 2022.

MLSC pays a yearly lease fee to the municipality and all utilities of the building, as well as made retrofits to the facility.

Staff have no concerns at this time regarding the renewal of the lease agreement based upon the same terms and conditions.

**Financial Considerations/Budget Impact:**

Loss of revenue to the municipality if lease agreement is not renewed.

**Enclosures:**

Commercial Lease Agreement - MLSC

Approved and Recommended by the Clerk
Crystal Fischer, Clerk/Treasurer



## COMMERCIAL LEASE AGREEMENT

THIS LEASE (this "Lease") dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

### BETWEEN:

**The United Townships of Head, Clara & Maria**  
**15 Township Hall Road, Stonecliffe ON K0J2K0**  
Telephone: (613) 586-2526 Fax: (613) 586-2596  
(the "Landlord")

OF THE FIRST PART

**-AND-**

**Missing Link Snowmobile Club**  
**262 Loon Valley Lane, Stonecliffe, ON K0J2K0**  
Telephone: (613) 586-9218  
(the "Tenant")

OF THE SECOND PART

**IN CONSIDERATION OF** the Landlord leasing certain premises to the Tenant, the Tenant leasing those premises from the Landlord and the mutual benefits and obligations set forth in this Lease, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties to this Lease (the "Parties") agree as follows;

### Definitions

1. When used in this Lease, the following expressions will have the meanings indicated:
  - a. "Additional Rent" means all the amounts payable by the Tenant under this Lease except Base Rent, whether or not specifically designated as Additional Rent elsewhere in this Lease;
  - b. "Buildings" means all buildings, improvements, equipment, fixtures, property and facilities from time to time located at 46742 On- 17 West, Deux Rivieres, On K0J1R0, as from time to time altered, expanded or reduced by the Landlord in its sole discretion;
  - c. "Common Areas and Facilities" mean:

- i. Those portions of the Building areas, buildings, improvements, facilities, utilities, equipment and installations in or forming part of the Building which from time to time are not designated or intended by the Landlord to be leased to tenants of the Building including, without limitation, exterior weather walls, roof, entrances and exists, parking area, driveways, loading docks and area, storage, mechanical and electrical rooms, areas above and below leasable premises and not included within leasable premises, security and alarm equipment, grassed and landscaped areas, retaining walls and maintenance, cleaning and operating equipment serving the Building; and
  - ii. Those lands, areas, buildings, improvements, facilities, utilities, equipment and installations which serve or are for the useful benefit of the Building, the tenants of the Building or the Landlord and those having business with them, whether or not located within, adjacent to or near the Building and which are designated from time to time by the Landlord as part of the Common Areas and Facilities;
- d. "Leasable Area" means with respect to any rentable premises, the area expressed in square feet of all floor space including floor space of mezzanines, if any, determined, calculated and certified by the Landlord and measured from the exterior face of all exterior walls, doors and windows, including walls, doors and windows separating the rentable premises from enclosed Common Areas and Facilities, if any, and from the center line of all interior walls separating the rentable premises from adjoining rentable premises. There will be no deduction or exclusion for any space occupied by or used for columns, ducts or other structural elements;
- e. "Premises" means the warehouse space at 46742 On-17 West, Deux Rivieres, On. K0J 1R0.

## **Leased Premises**

2. The Landlord agrees to rent to the Tenant the warehouse space municipally described as 46742 On- 17 West, Deux Rivieres, On. K0J1R0, (the "premises"). The premises will be used for only the following permitted use (the "Permitted Use"): Groomer storage and all associated operations of a snowmobile club.

## **Term**

3. The term of the Lease commences at 12:01 noon on January 1<sup>st</sup>, 2022 and ends at 12:00 noon on January 1<sup>st</sup>, 2024 (the "Term").

## **Rent**

4. Subject to the provisions of this Lease, the Tenant will pay a yearly rent of \$1350.00 payable on January 1<sup>st</sup> of each year.

5. No acceptance by the Landlord of any amount less than the full amount owed will be taken to operate as a waiver by the Landlord for the amount or in any way to defeat or affect the rights and remedies of the Landlord to pursue the full amount.

### **Operating Costs**

6. The Landlord will be responsible for paying the following operating costs:
  - a. All insurance relating to the Building as placed by the Landlord from time to time, acting prudently;
  - b. Repairs and replacements to the Building and any component of the Building; and
  - c. Preventive maintenance and inspection.

### **Use and Occupation**

7. The tenant will carry on business under the name of Missing Link Snowmobile Club.
8. The Tenant covenants that the Tenant will carry on and conduct its business from time to time carried on upon the Premises in such manner as to comply with all statutes, bylaws, rules and regulations of any federal, provincial, municipal or other competent authority and will not do anything on or in the Premises in contravention of any of them.

### **Renewal of Lease**

9. The Tenant acknowledges that the Premises has been inspected, including the grounds and all buildings and improvements, and that at the time of the execution of this Lease, they are in good order, good repair, safe, and tenantable condition.

### **Renewal of Lease**

10. The term of this lease will be a period of two years and will automatically be renewed every two years thereafter. Either party has the right to terminate this lease at renewal giving 90 days' notice in writing to the address specified on this lease or by mutual consent at any time.

### **Tenant Improvements**

11. The Tenant will obtain written permission from the Landlord before doing any of the following:
  - a. Painting, wallpapering, redecorating or in any way significantly altering the appearance of the Premises;
  - b. Removing or adding walls, or performing any structural alterations;

- c. Subject to this Lease, placing or exposing or allowing to be placed or exposed anywhere inside or outside the Premises any placard, notice or sign for advertising or any other purpose;
- d. Affixing to or erecting upon or near the Premises any radio or TV antenna or tower, or satellite dish; or
- e. Installing or affixing upon or near the Premises any plant, equipment, machinery or apparatus without the Landlord's prior consent.

## **Insurance**

- 12. The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the landlord for either damage or loss, and the Landlord assumes no liability for any such loss. The Tenant is advised that, if insurance coverage is desired by the Tenant, the Tenant should inquire of Tenant's insurance regarding Tenant's policy of insurance.
- 13. The Tenant is responsible for insuring the Landlord's contents and furnishings in or about the Premises for either damage and loss, and the Tenant assumes no liability for any such loss.
- 14. The Tenant is not responsible for insuring the Premises for either damage and loss to the structure, mechanical or improvements to the Building on the Premises, and the Tenant assumes no liability for any such loss.
- 15. The Tenant is responsible for insuring the Premises for liability insurance for the benefit of the tenant and the Landlord.

## **Severability**

- 16. If there is a conflict between any provision of this Lease and the applicable legislation of the Province of Ontario (the "Act"), the Act will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Act. Further, any provision that are required by the Act are incorporated into this Lease.

## **Assignment and Subletting**

- 17. The Tenant will not assign this Lease, or sublet or grant any concession or license to use the Premises. An assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at Landlord's option, terminate this Lease.

## **Additional Provision**

- 18. The landlord and tenant agree that the tenant will remove the Groomer from the building during the month of May until the month of December of each year.

19. The landlord and tenant agree that the premises shall be shared by each party for the storage of various supplies etc. Usual to each business from time to time and that the landlord may conduct other business at the premises during the months of May thru December when the groomer is not located on the premises.
20. All changes to this lease must be in writing and signed by both parties with a minimum 90-day notice prior to renewal and added as an addendum to form part of this lease.
21. A change of rent can only be affected upon the lease renewal dates and will be added as an addendum signed by both parties and forming part of this lease.

### **Care and Use of Premises**

22. The Tenant will promptly notify the Landlord of any damage, or of any situation that may significantly interfere with the normal use of the Premises.
23. The Tenant will not engage in any illegal trade or activity on or about the premises.

### **Surrender of Premises**

24. At the expiration of the lease, the Tenant will quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use, wear and damages by the elements excepted.

### **Rules and Regulations**

25. The Tenant will obey all rules and regulations posted by the Landlord regarding the use and care of the building, parking lot and other common facilities that are provided for the use of the Tenant in and around the Building on the Premises.

### **General Provisions**

26. Any waiver by the Landlord of any failure by the Tenant to perform or observe the provisions of this Lease will not operate as a waiver of the Landlord's rights under this Lease in respect of any subsequent defaults, breaches or nonperformance and will not defeat or affect in any way the Landlord's rights in respect of any subsequent default or breach.
27. This lease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each party to this Lease. All covenants are to be construed as conditions of this Lease.
28. All sums payable by the Tenant to the Landlord pursuant to any provision of this Lease will be deemed to be Additional Rent and will be recoverable by the Landlord as rental arrears.
29. This Lease will constitute the entire agreement between the Landlord and the Tenant. Any prior understanding or representation of any kind preceding this date of this Lease

will not be binding on either party to this Lease except to the extent incorporated in this Lease. In particular, no warranties of the Landlord not expressed in this Lease are to be implied.

**IN WITNESS WHEREOF** the Parties to this lease have duly affixed their signatures under hand and seal, or by a duly authorized officer under seal, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

The United Townships of Head, Clara & Maria (Landlord)

\_\_\_\_\_

Per: \_\_\_\_\_ (SEAL)

(Witness)

Missing Link Snowmobile Club (Tenant)

\_\_\_\_\_

Per: \_\_\_\_\_ (SEAL)

(Witness)



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

## BY-LAW NUMBER 2021-47

**BEING** a bylaw to provide for the licensing of trailers located within the Municipality.

**WHEREAS** Section 164(1) of the Municipal Act, S.O. 2001 as amended provides that a local municipality may prohibit or license trailers located in the municipality;

**AND WHEREAS** Council of the United Townships of Head, Clara and Maria deems it necessary to pass a by-law to address these issues

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does enact as follows:

### 1. DEFINITIONS

For the purpose of this By-law:

“Camping Establishment” means lands used for the parking and temporary use for at leave five (5) campsites occupied by tents, trailers, motor homes, truck campers and recreation vehicles and accessory uses and facilities such as administrative offices, sanitary facilities, recreational facilities and an accessory convenience store;

“Enforcement Officer” means Chief Building Official or any other person appointed by the Council of the United Township of Head, Clara and Maria to enforce the provisions of this By-law;

“Occupy” means to cook, eat or sleep in a trailer at any time;

“Trailer” means any vehicle constructed to be attached and propelled by a motor vehicle and that is capable of being used by persons for living, sleeping or eating, even if the vehicle is jacked-up or its running gear is removed.

### 2. GENERAL PROVISIONS

2.1 No person shall use or occupy a trailer in the municipality for more than 30 days in any given year, without purchasing a permit issued pursuant to this section, except in a designated Camping Establishment.

2.2 A trailer which is occupied and located on vacant land shall be liable for a fee of \$40.00 (forty dollars) per month, paid in advance, between May 1<sup>st</sup> and October 31<sup>st</sup>.

2.3 A flat fee of \$200.00 per season is available and payable on May 1<sup>st</sup> of each year.

2.4 No person shall occupy a trailer from December to April of any given

has been paid and the permit application as is in "Schedule A" to this by-law has been approved in writing by municipal staff.  
2.7 Any permit issued under this by-law is not transferable.

### **3. EXCEPTIONS**

- 3.1 This by-law does not apply to a Camping Establishment.
- 3.2 This by-law does not apply to a trailer when located in the municipality for the purpose of sale or storage.
- 3.3 This by-law does not apply to Ministry/Crown Lands.
- 3.4 During the construction of a dwelling, a trailer may be located on the owner's property and the fee will be waived until occupancy of the dwelling occurs (maximum one year).
- 3.5 No permit fee shall be charged in respect of a trailer assessed pursuant to the Assessment Act, R.S.O. 1990.

### **4. ENFORCEMENT**

- 4.1 This by-law shall be administered by the Chief Building Officer and/or the Clerk-Treasurer of Head, Clara and Maria.
- 4.2 Any person designated by Council to enforce this By-law may, at any reasonable time and upon producing proper identification, enter and inspect any property licensed under or in contravention of the provisions of this By-law.
- 4.3 No person shall obstruct, hinder or in any way interfere with any person designated to enforce this By-law.

### **5. PENALTY**

- 5.1 Every person found to be in contravention of the provisions of this by-law shall pay a fine of \$300.00 for each offence.
- 5.2 Unpaid fines and fees for this by-law will be transferred to the property owner's tax bill at the end of the fiscal year.

### **6. VALIDITY**

If any provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole, or any part thereof other than the provision so declared to be invalid and it is hereby declared to be the intention that all the remaining provisions of this Bylaw shall continue to be in full force and effect until repealed notwithstanding that one or more provisions shall have been declared to be invalid.

**READ** a first and second time this                      day of  
**READ** a third time and passed this                      day of

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MAYOR

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CLERK



Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-14
POLICY: Court Leave Policy			
DATE: December 2021	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

**POLICY STATEMENT:**

Leave of absence with pay and benefits is granted to a full-time employee who is required to serve as a juror or as a witness of the Employer. This provision also applies to part-time employees for scheduled time lost.

**PROCEDURE:**

1. A full-time or scheduled part-time employee called to serve as a juror or as a witness of the Employer, receives his/her normal earnings with all benefits for time spent on such duty. Part-time employees will only receive their normal earnings if they were scheduled to work the day(s) they are required in court.
2. If the employee receives any payment from the court for services as a witness or jury duty, such payment is submitted to the Clerk-Treasurer without delay. Any travel allowance and related expenses paid to the employee other than compensation may be retained by the employee.
3. A copy of court documents that state the reason the employee is required to attend court must be submitted to the employer for approval before any wage replacement is approved. Some court appearances may not qualify for compensation or paid time off.
4. An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness because of employment with the Municipality has his/her vacation leave entitlement restored for the period of time required to attend court.
5. While the employee is on leave or while serving on jury duty, their employment is deemed continuous for the purposes of calculating their annual vacation entitlement. Additionally, employees are entitled to all increases in wages and benefits that they would have been entitled to have the leave not been taken or the attendance as a juror not been required.

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> HR-15
<b>POLICY:</b> Termination and Resignation Policy			
<b>DATE:</b> December 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 4

**POLICY STATEMENT:**

The Municipality ensures that terminations, either (voluntary or involuntary), and resignations are initiated with appropriate notice and properly documented for payroll processing.

**PROCEDURE:**

1. The following apply to resignations:

- (a) An employee who resigns his/her position is required to state the resignation in writing; if the employee refuses to state the resignation in writing, the date of the verbal resignation is considered as the official date of resignation.
- (b) The written resignation must be signed and include a completed Employment Record.
- (c) Employees are expected to give a minimum of two (2) weeks' notice of resignation unless indicated otherwise in their employment contract.
- (d) All written and verbal resignations are acknowledged/confirmed by the Clerk and/or Council by mail within one (1) working day of the date of submission of the employee's written resignation or the date of the verbal resignation.

2. The following apply to part-time and contract positions:

- (a) General termination of short-term part-time positions or contract positions does not require notice if the defined term is completed; however, if the intended term is increased or decreased the Clerk notifies the employee(s) in writing of the revised term.
- (b) Two (2) weeks' notice in advance is given if possible.

3. The following apply to termination:

- (a) Termination initiated by the Employer requires notice consistent with the terms of the Employment Standards Act, 2000, the Ontario Human Rights Code and may require severance pay.
- (b) Terminations initiated by the Employer for cause, (e.g. willful misconduct, disobedience or willful neglect of duty) aren't subject to a notice period or severance pay.

4. The following pertain to an Exit Interview:

- (a) The Human Resources Department offers an opportunity for an exit interview when an employee resigns or completes their contract.
- (b) The exit interview is normally conducted by the Clerk who should seek to gain an understanding from the resigning/end of contract employee of anything that the employee wishes to advance in terms of either positive or negative comment about the job or the Municipality.

Refer to the Discipline and Dismissal Policy for more information regarding terminations and dismissals. Refer to Appendix A for the Resignation/Retirement/End of Contract Questionnaire and Checklist.

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> HR-15
<b>POLICY:</b> Termination and Resignation Policy			
<b>DATE:</b> December 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 4

## **Appendix A: Resignation/Retirement/End of Contract Questionnaire**

### **RESIGNATION/RETIREMENT/END OF CONTRACT QUESTIONNAIRE**

**LAST NAME:**

**FIRST NAME:**

**POSITION TITLE:**

**DEPARTMENT:**

**LAST DAY OF EMPLOYMENT:**

**DATE OF HIRE:**

Why are you leaving the Municipality?

What will your new job give you that we have not?

Do you feel that your job was important and significant in the overall operation of the Municipality and in particular your department?

Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship?  
If so, have you any suggestions on how to eliminate them?

Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?

If you could tell the Clerk one thing, what would it be?

Do you have any other comments?

We appreciate you taking a few minutes to complete this questionnaire. Please forward the completed questionnaire to the Clerk in the attached envelope.

*Thank you.*

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-15
POLICY: Termination and Resignation Policy			
DATE: December 2021	REV. DATE:	COVERAGE: All Employees	PAGE #: 3 of 4

## RESIGNATION/RETIREMENT/END OF CONTRACT CHECKLIST

**LAST NAME:**

**FIRST NAME:**

**POSITION TITLE:**

**DEPARTMENT:**

**LAST DAY OF EMPLOYMENT:**

**DATE OF HIRE:**

1. For Resignation/Retirement: Welcome the employee to your office, thank them for their service and express your disappointment in his/her departure but understanding in his/her choice.

For End of Contract: Welcome the employee to your office, thank them for their service and explain that the contract date is approaching and is not being renewed.

2. Ask the employee for a written summary of projects to be transferred to ensure the smooth transition of work.

3. Ask the employee if he/she would be willing to answer a few questions regarding his/her employment with the Municipality. If he/she agrees, use the *Exit Questionnaire* to record the answers. If he/she declines, ask him/her if he/she would be willing to take the *Exit Questionnaire* with them and return it to the Clerk/Council upon completion.

4. Provide the employee with a written summary of benefits. This summary should include, where applicable, compensation for vacation and sick time, continuation of health and life insurance benefits, other benefits.

5. On the final day of employment, the Clerk or designate is responsible for collecting the following items (*as applicable*):

- All building entrance keys
- All keys to offices, desks and filing cabinets
- Keys to any municipal vehicles
- Municipal documents (*as appropriate*)
- Tools and equipment belonging to the Municipality
- Laptop computer
- Computer software/hardware (*e.g. computer disks, USB sticks*)
- Office supplies
- Municipal credit cards

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> HR-15
<b>POLICY:</b> Termination and Resignation Policy			
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- Municipal employee identification (*e.g. business cards, employee identification*)
    - Advise the employee that he/she will be notified of any other matters that must be dealt with.
    - The final paycheck should be ready (*including benefit or vacation payment*) and released to the employee after collection of all municipal property is complete.
- Please note**, the final paycheck must be released within seven (7) days of the last day worked.
- Thank you and good bye (adjust based on individual circumstances).
  - Stand, extend your hand and remain standing until the employee has left.

6. After the employee has left, the Clerk or designate is responsible for ensuring that:

- Voicemail code and message is changed
- Computer access and passwords are changed
- Changes are made to appropriate documents (e.g. phone directory, email lists)
- Appropriate notification is sent to staff and other parties (as required)

**NOTE:** All completed forms and checklists are required to be returned to the Clerk and will be kept in the employee's personnel file.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-16
POLICY: Retirement and Early Retirement			
DATE: December 2021	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

**POLICY SCOPE:**

This policy governs retirement and early retirement and is applicable to all eligible employees. This policy covers the following content:

- Retirement benefits at age 65
- Early retirement benefits
- Retirement gifts

The normal retirement age for all municipal employees is sixty-five (65).

**POLICY CONTENT:**

1. The following applies to employee retirement benefits at age sixty-five (65):
  - (a) If an employee continues to work on a full-time or part-time basis after age sixty-five (65), municipal contributions to the employees RRSP will continue up to the age of seventy-one (71) after which contributions cease and the RRSP becomes payable.
  - (b) Contributions to the Canada Pension Plan cease at age sixty-five (65) and benefits may be collected. However, if an employee continues to work after age sixty-five (65), Canada Pension Plan contributions are made until age seventy (70).
  - (c) Life insurance, long-term disability, extended health care and dental coverage are discontinued at age sixty-five (65).
  
2. The following apply to early employee retirement benefits:
  - (a) From date of early retirement to age sixty-five (65), extended health care and dental coverage are available, at cost to the employee.
  - (b) Participation is optional; however, election of benefit continuation must be done prior to retirement date.
  
3. The following applies to retirement gifts:
  - (a) The municipality provides a retirement gift to a retiring employee who has been employed with the municipality for a minimum of five (5) years and is fifty-five (55) years of age or older.
  - (b) The gift is purchased by the employee's supervisor and valued at \$10.00 for each year of service.
  - (c) The retirement gift is presented at the employee retirement recognition event, to be determined by the Clerk-Treasurer and/or Council.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-17
POLICY: Ontario Human Rights Code Violation Policy			
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**POLICY STATEMENT:**

The Municipality recognizes the dignity and worth of every employee and aims to create an environment of mutual respect and understanding free from discrimination and harassment. The Municipality abides by the *Ontario Human Rights Code, 1990* and has established this policy to champion and uphold its provisions.

**POLICY SCOPE:**

This policy governs workplace harassment and discrimination under the *Code* and is applicable to all employees including students and volunteers. This policy covers the following content:

- Workplace discrimination under the *Code*
- Workplace harassment under the *Code*
- Accommodation under the *Code*
- Roles and responsibilities
- How to report workplace harassment and discrimination
- Investigation of workplace harassment and discrimination complaints

**POLICY DEFINITIONS:**

For the purposes of this policy, the following definitions apply:

**Accommodation** means the duty to accommodate under the *Code*, ensuring employees are treated with dignity, inclusion and as individuals with unique needs specific to themselves or to a protected ground they belong.

**Code** means the *Ontario Human Rights Code, 1990*.

**Discrimination** means discrimination under the *Code*, and may include not individually assessing the unique merits, capacities and circumstances of persons belonging to a protected ground, in addition to making stereotypical generalizations, and having the impact of excluding persons, imposing burdens and denying benefit.

**Harassment** means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. This can include bullying, intimidation, shouting, spreading rumors, jokes, teasing, innuendos, hate speech, microaggressions, sexual harassment, abuse, violence and circulation of images/materials in print or electronic form that a reasonable person would perceive as offensive, embarrassing or demeaning.

**Poisoned work environment** means an environment perceived to be hostile or unwelcoming for an employee.

**Protected ground** means aspects of one's identity or affiliation that cannot be discriminated

Corporate Policies and Procedures			
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against, and is inclusive of one's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

**Sexual harassment** means engaging in a course of vexatious comment or conduct against a person because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. This can include images, questions, discussions, stories, jokes, comments, demands, requests, abuse and threats of a sexual nature or pertaining to sex, gender, gender expression or sexual orientation. Sexual harassment also means leering, unnecessary and inappropriate physical contact/advances, sexual violence and sexual assault.

**Undue hardship** means undue hardship under the *Code*.

**Workplace** means any space where work is performed, or where County activities are carried out, inclusive of work assignments, business travel, training, conferences, and work-related social functions.

## POLICY CONTENT:

### 1. Workplace Discrimination

All parties covered under this policy have a right to equal treatment in respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. The Municipality recognizes that discrimination can exist in many forms, and endeavors to eliminate it in all its forms.

Discrimination does not include:

- Supervisor feedback that is based on performance and/or behavior that is fair and appropriate in the circumstances;
- Supervisor direction, evaluation, or discipline that is fair and appropriate in the circumstances; and/or
- Requirements, standards, factors, or rules that are adopted for a purpose that is rationally connected to the function being performed, adopted in good faith and is necessary to fulfill the purpose which cannot be accommodated without undue hardship.

### 2. Workplace Harassment

All parties covered under this policy have a right to freedom from harassment because of race,



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ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. The Municipality recognizes that harassment can exist in many forms, and endeavors to eliminate it in all its forms.

Harassment does not include:

- Supervisor feedback that is based on performance and/or behavior that is fair and appropriate in the circumstances;
- Supervisor direction, evaluation, or discipline that is fair and appropriate in the circumstances; and/or
- Requirements, standards, factors, or rules that are adopted for a purpose that is rationally connected to the function being performed, adopted in good faith and is necessary to fulfill the purpose which cannot be accommodated without undue hardship.

### 3. Accommodation

The Municipality recognizes that just as people are unique and diverse in nature, so too are their needs. The Municipality is committed to fulfilling its duty to accommodate under the *Code* and will ensure employees belonging to a protected ground are provided opportunities to avoid adverse effects and experience equal opportunities, access or benefits. Employees that are able to work will be permitted to do so through accommodation that is reasonable and short of undue hardship.

### 4. Roles and Responsibilities

The Municipality recognizes that we all play a role in upholding this policy and the *Code*. The following outlines the various roles and responsibilities placed on those in the workplace. The Municipality is responsible for the following:

- Address, prevent and eliminate all forms of harassment and discrimination from the workplace;
- Establish a Human Rights policy, reviewed annually, that is accessible to all employees and informs them of their entitlement to employment free from harassment and discrimination under the *Code*;
- Make *Code* training available when it is requested;
- Satisfy the duty to accommodate under the *Code* and provide reasonable accommodation to those who require it;

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- Establish and advertise a secure process for employees to submit harassment and discrimination complaints under this policy; and
- Investigate complaints to the extent that is appropriate in the circumstances and take corrective action if required.
- Promote and enforce this policy among the workplace

Employees are responsible for the following:

- Adhere to this policy and refrain from engaging in harassment and/or discrimination under this policy and the *Code*
- Report instances of harassment and/or discrimination in good faith to the appropriate designate
- Participate and exercise discretion in the complaint and investigation process
- Work cooperatively with the employer to facilitate reasonable accommodation when it is requested

### 5. Complaint Submission

Any employee who holds an honest and true belief that they or another employee has experienced harassment and/or discrimination are encouraged to file a written complaint with their Supervisor, Clerk or the appropriate designate. Complaints can be submitted in electronic or hard copy format. Any employee that submits a complaint, or who participates in an investigation, will be free from reprisal for having done so. Complaints submitted in respect to workplace harassment and/or discrimination shall be done honestly and in good faith. If a complaint is deemed to be false or dishonest in anyway it will be considered a serious breach of this policy. Any such breach will be subject to discipline up to and including dismissal in accordance with the Discipline and Dismissal Policy.

All employees are encouraged to bring their complaint to the Clerk. For complaints made against the Clerk, the employee may present their complaint to the Mayor.

### 6. Investigation and Corrective Action

The Municipality, and its agents, officials and representatives, will take seriously and treat confidentially, any complaint filed in respect to harassment and/or discrimination and will conduct an investigation that is appropriate in the circumstances.

Investigations can include interviews with complainants, respondents, witnesses and any other parties that may be relevant. Information obtained about an incident or complaint of workplace harassment or discrimination, including identifying information about any individuals involved,

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will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

In instances where there are findings of harassment and/or discrimination under this policy corrective action may be taken as a result. Any complainant or respondent in an investigation under this policy will be provided with the outcome of the investigation and any corrective action as a result.

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DEPARTMENT: Human Resources			POLICY #: HR-18
POLICY: COVID-19 Vaccination Policy			
DATE: December 2021	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 6

### POLICY STATEMENT

The Municipality will take every reasonable precaution in the circumstances for the protection of workers from the hazard of COVID-19 as required by the *Occupational Health and Safety Act, 1990* (“OHSA”). The Municipality endeavors to encourage, support and maximize COVID-19 vaccination in its workplaces, and recognizes it as a critical preventative and control measure.

### POLICY SCOPE

This policy applies to all municipal employees, students, volunteers and council members at workplaces where the Municipality has any duties as an employer as defined by the OHSA. This policy covers the following content:

- Proof of vaccination
- Non-vaccinated parties
- Accommodations
- Vaccine education
- Rapid testing
- Encouraging vaccination
- Enforcement
- Roles and responsibilities
- Privacy and confidentiality
- Amendments

### POLICY DEFINITIONS

**Covered individuals** includes all municipal employees, students, volunteers, and council members.

**COVID-19** is the infectious disease caused by SARS-CoV-2, a highly contagious virus.

**Vaccine(s)** refers to a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

**Vaccination** refers to the administration of a vaccine to protect individuals from COVID-19. It may include the administration of one or more doses of a vaccine.

**Vaccinated** refers to an individual who has received all recommended doses of a vaccine that is recommended or required **with 14 days passing after receiving last vaccine.**

### POLICY CONTENT

#### 1. Proof of Vaccination

Covered individuals who receive COVID-19 vaccinations are required to submit proof of vaccination using the Ontario Ministry of Health receipt or equivalent. Proof of vaccination from covered individuals can be securely submitted to the Clerk. First dose proof of vaccination for covered individuals must be submitted by **January 4, 2022**, with second dose (if applicable) proof of vaccination submitted by **February 15, 2022**. Any covered individuals that return to work at the

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Municipality after **January 4, 2022** must submit first dose proof of vaccination before their first day of work, and submit second dose proof of vaccination within six (6) weeks of submitting proof of their first dose. **Any covered individuals that begin to work at the Municipality are required to submit proof of vaccination as a condition of hire.**

Vaccination status information, including vaccine type and the date, time, and location for each vaccine dosage, will be collected, used and disclosed pursuant to Municipality's Privacy of Information policy, the terms of this policy, and all applicable privacy legislation.

Vaccination status information will only be collected, used and disclosed as required for the reasonable purpose of:

- Health and safety planning and as a reasonable precaution to ensure the health and safety of the workforce amidst a pandemic;
- Limited disclosure to Municipality clients as required by the terms of the service relationship or when determined to be necessary and lawful by the Municipality; and
- Administering this policy.

A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>.

## **2. Non-vaccinated Parties**

Covered individuals who do not submit proof of vaccination will be deemed non-vaccinated and will be required to continue to follow additional safety protocols and measures consistent with Public Health guidance. Those who are deemed non-vaccinated will be required to do the following as of **January 4, 2022**:

- Complete Vaccine Hesitancy training; and
- Complete rapid antigen testing and submit the results to their Supervisor and an Employee Health Coordinator on a weekly basis.
- Members of Council will be required to complete a rapid antigen test and submit the results to the Clerk or designate within 48 hours prior to attending any in person municipal function.

Non-vaccinated covered individuals will continue to comply with this policy, the restrictions set out in the Municipality's COVID-19 Guidelines, or as otherwise instructed by the Municipality, as the situation evolves in order to ensure their protection while at work. Management will determine when vaccinated parties are required to follow such safety protocols and to the extent necessary in the circumstances. Non-vaccinated covered individuals who have exemption from vaccination due to belonging to a prohibited ground may be eligible for accommodation.

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### 3. Accommodation

The Municipality is committed to a workplace free from discrimination and harassment in accordance with the *Ontario Human Rights Code, 1990*. The Municipality will provide reasonable accommodation for covered individuals belonging to a prohibited ground under the *Code*, short of undue hardship. Covered individuals who refuse vaccination due to personal preference do not qualify for accommodation under the *Code*.

Covered individuals seeking accommodation must identify the specific prohibited ground they believe exempts them from vaccination. Those who request accommodation must reasonably participate in the accommodation process by providing information related to the relevant prohibited ground, any limitations or restrictions that exist, and any remedies that may enable accommodation. To discuss possible exemptions related to a prohibited ground, covered individuals should contact the Clerk.

Acceptable medical documentation supporting a medical exemption from vaccination must be provided by either a physician or nurse practitioner by January 4, 2022, and include:

- That there is a medical reason preventing vaccination against COVID-19; and
- The relevant time period related to the medical reason (i.e. permanent or time-limited).

### 4. Vaccine Education

The Municipality recognizes the importance of providing non-vaccinated covered individuals with Vaccination Hesitancy training.

Covered individuals who are not vaccinated and do not have acceptable evidence supporting exemption, will be required to complete Vaccine Hesitancy training by **January 4, 2022**.

This training addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19;
- Instruction on how to read and administer regular antigen point of care testing for COVID-19; and
- Possible side effects of COVID-19 vaccination.

### 5. Testing

Covered individuals who are not vaccinated must abide by the most up to date Municipality or Public Health requirements regarding testing and reporting. Starting **January 4, 2022**, covered non-vaccinated individuals will be required to complete rapid antigen testing at their own expense, on their own time and report the results to the Clerk, and on a weekly basis thereafter, prior to

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reporting to work. Council Members will be required to submit rapid antigen testing 48 hours prior to attending any in person municipal functions. Testing frequency may increase based on a risk assessment or if there is an outbreak or confirmed COVID-19 exposure in the workplace.

A positive result with a rapid antigen point of care testing device is not a diagnostic result, and individuals who have tested positive must self-isolate, report results to the Clerk and arrange for follow-up with laboratory-based PCR testing to confirm the diagnosis. Covered individuals who test positive for COVID-19 are prohibited from entering the municipal workplace.

The Municipality reserves the right to require regular mandatory rapid testing of covered individuals prior to January 4, 2022 if the public health situation evolves making this intervention necessary in order to ensure the health and safety of employees and the public.

## 6. Encouraging Vaccination

To maximize vaccination rates for its workforce, the Municipality will, to the extent possible:

- Assist covered individuals by providing information on COVID-19 vaccination and locations where COVID-19 vaccinations may be administered;
- Approve reasonable time off requests for covered individuals to access vaccination during work hours with no loss of wages, wherever possible.

## 7. Enforcement

It is very important for our collective health and safety that we follow this policy. Covered individuals who do not complete the following by **January 4, 2022**, or other required timelines in this policy, will be placed on an unpaid leave of absence:

- Proof of first and second vaccination dose(s);
- Vaccine Hesitancy training;
- Submission of rapid antigen test results to the Clerk; and
- Request for accommodation due to vaccine exemption approved by the employer.

Employees placed on a general non-statutory unpaid leave of absence are subject to the General and Unpaid Leaves of Absences Policy, which outlines the impacts to employee benefit entitlements.

If misleading or false information has been provided with respect to vaccination status, test results or accommodation, the Municipality may issue discipline in accordance with the Discipline and Dismissal Policy where necessary.

**Vaccination reduces the chance that you will get sick or infected if you are exposed to COVID-19. Workplace control measures reduce the chance of being exposed to the virus; COVID-19 vaccines do not replace these measures.**

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**An alleged breach of this policy or any other municipal; COVID-19 control measure or policy by a Council Member shall be treated as an alleged breach of the Council Code of Conduct.**

### **8. Roles and Responsibilities**

The Municipality recognizes that we all play a role in upholding this policy. The following outlines the various roles and responsibilities placed on all parties in the workplace.

The Employer is responsible for the following:

- Compliance with this policy, and all applicable legal obligations with respect to provincial orders, occupational health and safety, human rights, privacy and other relevant legislation;
- Ensure protection of all covered individuals and take all reasonable precautions to this end;
- Establish, and review as required, all personal protective equipment requirements and preventive measures needed to reasonably protect its workforce from COVID-19;
- Maintain the dignity, privacy and respect of all covered individuals on matters related to this policy; and
- Provide Vaccine Hesitancy training available to all covered individuals who are required to complete it.

Covered individuals are responsible for the following:

- Comply with all aspects of this policy;
- Use all personal protective equipment required under this policy; and
- Follow all preventive and control measures set by the Municipality and Public Health with respect to COVID-19.

### **9. Privacy and Confidentiality**

- Information pertaining to medical contraindication, and/or confirmation with respect to any other exemption granted will be collected and stored by the Clerk.
- Supporting documentation related to any non-medical request for an exemption will be collected by the Clerk.
- This information will be used internally by the Municipality for the purpose of administration of the policy, outbreak planning and management, workforce management, scheduling and as otherwise permitted or required by law. It will be held in confidence, securely stored and shared only as required to achieve these purposes.
- Staff should note that the Municipality may be required to collect and maintain statistical information and, on request of the Office of the Chief Medical Officer of Health, may need to disclose the statistical information to the Ministry of Health.



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- Any other disclosure in accordance with this policy will be de-identified and/or aggregated, unless permitted or required by law (e.g., occupational health or public health reporting etc.).
- Any questions about the collection, use or disclosure of this information should be directed to Human Resources.

### **10. Amendments**

The Municipality will review this policy and update it reasonably as required to mirror the evolving nature of the pandemic, vaccine availability and government and public health authority direction.



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

### BY-LAW NUMBER 2021-53

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

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

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

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

1. **THAT** an interim levy of 50% of the total rate for each property for 2021 be applied to each property;
2. **THAT** this interim levy shall become due on the 28<sup>th</sup> day of February 2022;
3. **THAT** on all amounts of the interim levy, that are in default on the 2<sup>nd</sup> day of March, 2022, a penalty of 1.25% shall be added and thereafter interest of 1.25% per month shall be added to outstanding taxes after the first day of each month;
4. **THAT** this By-Law comes into effect on the day of passage.

**READ** a first and second time this 16<sup>th</sup> day of December 2021.

**READ** a third time and passed this 16<sup>th</sup> day of December 2021.

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MAYOR

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CLERK