



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

Thursday, June 18, 2020 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. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations – none
6. Adoption of Minutes of previous meeting
  - i. Council Minutes –
    - i. May 21, 2020
    - ii. June 4, 2020 – Special Budget Meeting
  - ii. Library Board Minutes – none
  - iii. Recreation Committee Minutes - none
  - iv. Public Works Advisory Committee Minutes - none
7. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. Northumberland County Council Resolution re: Provincially Significant Wetlands Designation
  - ii. Resolution regarding federal government amending Criminal Code and planned firearm buyback program
  - iii. Request for support for Essential Workers Day – Town of Fort Erie
  - iv. Bissett Creek cemetery – telephone call to Mayor (verbal report)
8. Mayor's Report
  - Report 20/06/18/801 – Mayor Debbi Grills
9. Staff Reports - none
10. Unfinished Business –
  - Report 20/06/18/1001 – Blue Box Transition to Producer Responsibility
11. Addendum (New Business) –
  - Report 20/06/18/1101 – Clerk-Treasurer MAP Program
  - Report 20/06/18/1102 – Property Tax Interest Deferral
12. By-Laws – none
13. Closed Session – none
14. Questions and Answers
15. Confirmation of Proceedings By-law # 2020-09
16. Adjournment

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

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

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

## United Townships of Head, Clara & Maria Council

### Request for Decision

Type of Decision									
Meeting Date	Thursday, June 18, 2020				Report Date	Wednesday, June 10, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/06/18/1001 – Blue Box Transition Resolution									

#### Subject: Transition of Blue Box Program to Full Producer Responsibility

##### Recommendation:

That Council pass a resolution with a preferred date to transition to full producer responsibility as the deadline for submission of the resolution is June 30<sup>th</sup>, 2020.

##### Background/Executive Summary:

Staff received a request from the Association of Municipalities of Ontario on December 18, 2019, requesting that Council's pass a resolution with a preferred date to transition to full producer responsibility with a rationale for the chosen date and whether the municipality is interested or not in continuing to provide services (e.g. contract management, collection, haulage processing services etc.). The information was presented to Council as correspondence at the regular meeting of January 16th, 2020. Council directed the Clerk to prepare a resolution for the February meeting, which was deferred until more information was known on prices of transportation costs for Emterra were known.

At this time, transportation costs are still unknown, however this resolution focuses on putting responsibility back on the producer and timelines for transitioning will be taken into consideration when negotiating a new contract with Emterra, or continuing to use Ottawa Valley Waste Recovery for services. Dates for transition can also be amended if necessary.

The recommended resolution reads the following:

**WHEREAS** the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

**WHEREAS** reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

**WHEREAS** the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

**WHEREAS** the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

**WHEREAS** the United Townships of Head, Clara and Maria is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

**AND WHEREAS** the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

**THEREFORE BE IT RESOLVED THAT** the United Townships of Head, Clara and Maria would like to transition their Blue Box program to full producer responsibility by January 1, 2023.

**AND THAT** this decision is based on the following rationale:

1. Municipal waste systems are not well positioned to respond to the rapidly changing composition of products and packaging, the necessary investments in collection and processing infrastructure, and the demands of end markets.

2. Producers can best reduce waste, increase the resources that are recovered and reincorporated into the economy, and enable a consistent province-wide system that makes recycling easier and more accessible.

**AND THAT** the Municipality would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms.

**AND FURTHER THAT** any questions regarding this resolution can be directed to the Municipal Clerk at 613-586-2526 or [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

**AND FURTHER THAT** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

**FINANCIAL CONSIDERATIONS/BUDGET IMPACT:**

None at this time.

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, June 18, 2020				Report Date	Thursday, June 11, 2020, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/06/18/1101 – Clerk-Treasurer Municipal Administration Program (MAP)									

**Subject:** Change to Clerk-Treasurer participation in Municipal Administration Program.

**Recommendation:**

That Council approve change to schedule, delivery method and cost of Municipal Administration Program for Clerk-Treasurer.

**Background/Executive Summary:**

At the February 20<sup>th</sup> Council meeting, resolution #20/02/20/008 was passed to allow the temporary Clerk-Treasurer to participate in Unit Three of the MAP program, offered at the County of Renfrew starting in April 2020. However, given the impact of COVID-19 this course was cancelled and there are no plans to reschedule the delivery of this course at the County of Renfrew at this time.

This program is also offered online and the next course (Unit One) starts in September. Registration opens on July 2<sup>nd</sup>, 2020. On line course would not be done during regular working hours and would be done during personal time, as is the agreement with the permanent Clerk-Treasurer.

**Financial Considerations/Budget Impact:**

Cost of online course and materials, including HST is \$452.00. Cost of in class course at COR was \$500.00.

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

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Report #20/06/18/1102 – Waiving Property Tax Interest									

**Subject:** Potential property tax interest and fee waiving for final billing.

**Recommendation:**

That Council provide direction to clerk on the preferred choice for property tax interest and fee waiving for residents due to the economic impact of COVID-19 on rate payers.

**Background/Executive Summary:**

Given the economic impact of COVID-19, many municipalities have opted to waive interest on unpaid taxes for interim and/or final billing in 2020. As the HCM interim billing due date was February 28<sup>th</sup>, 2020 and the impact of this pandemic was not widely felt until mid-March 2020, we did not waive interest for the 2020 interim payment.

At this time, Council has requested a review of options for waiving interest on upcoming payments. There are several options to consider:

1. Waive interest on final installment(s) on a month to month basis, starting September 1<sup>st</sup>, 2020 (first date for late fee/interest):
  - a. On 2020 final installments only
  - b. On all taxes outstanding, including arrears
2. Waive interest for the remainder of the year for July 31, 2020 and October 31, 2020 installments, starting September 1<sup>st</sup>, 2020 (first date for late fee/interest):
  - a. On 2020 final installments only
  - b. On all taxes outstanding, including arrears
3. Do not waive interest on unpaid taxes.

If a decision is made to waive interest and fees for rate payers, it is imperative that they understand that this is only to be utilized in the event of undue hardship caused by COVID-19, as the municipality continues to rely on taxation revenue to provide services.

**Financial Considerations/Budget Impact:**

Will vary depending on chosen option. For reference, total interest collected for 2019 was \$8,318.

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer