



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

## **AGENDA**

Thursday, November 19, 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
  - Council Minutes
    - i. October 13<sup>th</sup>, 2020
  - Library Board Minutes
    - i. October 6<sup>th</sup>, 2020
  - Recreation Committee Minutes - none
  - Public Works Advisory Committee Minutes
    - i. October 13<sup>th</sup>, 2020
7. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. COVID-19 Resilience Infrastructure Stream
  - ii. Blue Box Draft Transition Schedule
  - iii. Radial Separation from other Cannabis Locations – City of Hamilton
  - iv. Proposed Regulation under the Ontario Heritage Act (Bill 108) – Grimsby
  - v. Funding for community groups – Loyalist Township
  - vi. AODA Website Support – City of Belleville
  - vii. Bill 218: Proposing Changes to the Municipal Elections Act – City of Belleville
8. Mayor's Report
  - Report 20/1/15/801 – Mayor Debbi Grills
9. Staff Reports
  - None
10. Unfinished Business
  - Report 20/11/19/1001 – Process for Reviewing SDR Recommendations
11. Addendum (New Business)
  - Report 20/11/19/1101 – Procedural By-Law Review
  - Report 20/11/19/1102 – Clerk-Treasurer Diploma in Municipal Administration Completion
  - Report 20/11/19/1103 – Recommendations from PWAC for Road Maintenance
  - Report 20/11/19/1104 – Policy Review Update
  - Report 20/11/19/1105 – Municipal Office Hours
  - Report 20/11/19/1106 – Council as Chair of Committees

12. By-Laws

- Borrowing By-Law #2020-16

13. Questions and Answers

14. Confirmation of Proceedings By-law # 2020-17

15. 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.

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

A Regular Meeting held on **2020, October 7** was called to order at 10:00 a.m.

### 1. Roll Call

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

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Catherine Sutherland, Seconded by Betty Condie. Be it resolved that the agenda for October 7, 2020 be accepted as presented.  
CARRIED

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

**Resolution #2:** Moved by Betty Condie Seconded by Catherine Sutherland. Be it resolved that regular minutes for September 2, 2020 be accepted as presented.  
CARRIED

### 5. Business Arising from the Minutes:

Municipal Newsletter Submission. Curbside pickup and Daffodil bulb sale was sent to the Clerk to be included in the newsletter.

Jasi – weeding procedure. A request to have the weeding process done must be sent to Jasi Admin to proceed.

### 6. CEO Report

#### Circulation Report for September 2020

Type	Amount
DVDs/CD	17
Junior Fiction/YA	
Adult	25
Periodicals	7
Total Circulation	<b>49</b>

The Public Library Operating Grant in the amount of \$1432.00 has been received.

I have registered for two education sessions this month covering topics of Ultra violet Sanitation and Public libraries and CRA charitable organizations.

The grant application for the library renovations relating to paint and flooring has not be approved.

Removal of weeded items from our inventory listing will be done on request by Jasi Admin.

**7. Report of The Chair:** Baby Book / Library Card donation was purchased for the newborn in our area. Library week discussions were held. The week of November 15<sup>th</sup> has been designated. A fall gift basket prize will be awarded to the winner of a Library Week Contest. Entry to the draw can be done by simply emailing the library at [hcmlibra13@gmail.com](mailto:hcmlibra13@gmail.com) or call Marlene Gibson @ 613-586-2761. This info will be also be posted on our facebook page as well as included in the Municipal Newsletter.

**8. Financial Reports:** None to review at this time.

**9. Correspondence:** E-resource registration is available. Overdrive will be available for patrons.

**10. Policies:** None to review.

**11. New Business:** Catherine Sutherland will include the DVD Pool titles on the library facebook page.

**12. Reports of Projects:** None

**13. Questions and Answers:** None

**14. Adjournment:** **Resolution # 3:** It was moved by Catherine Sutherland, Seconded by Betty Condie that the meeting by adjourned at 11:15 a.m. to meet again on Wednesday, November 4, 2020 at 10:00 a.m. CARRIED.

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Chair – Marlene Gibson

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CEO – Judy Zilney

**THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**  
**PUBLIC WORKS ADVISORY COMMITTEE**  
**MINUTES**

Tuesday, October 13, 2020 at 9:30 a.m.

1. Roll Call –.

Committee Members: David Balla-Boudreau, Andy Boissonneault, Pat McGurran,  
Jim Gibson

Council Reps: Mayor Debbi Grills

Staff: Charlotte Toope and Stephany Rauche

Chairperson: Councillor Ernie Villeneuve

Absent: John Miller, Neville Chamberlain and Ken Giroux

2. Adoption of Minutes of previous meeting –N/A Roads tour.

Moved by: Jim Gibson and Seconded by: David- Balla-Boudreau

3. Unfinished Business

i. PWAC Roads Tour Discussion

- Committee discussed potential changes to road maintenance on several roads throughout the municipality.
- Deputy Mayor Villeneuve provided information from the Municipal Act regarding the municipality's responsibility and ability to maintain or not maintain roads.
- ACTION: Clerk-Treasurer will send an email to neighbouring municipalities to compare road policies.
- ACTION: A. Boissonneault will have a look at the water levels at the boat launch in DR in the spring.
- ACTION: E. Villeneuve will bring recommendations concerning PWAC Roads tour 2020 discussion to council.

ii. PWAC Truck Purchase Update.

- PWAC Truck tender closed October 6<sup>th</sup>, 2020 at 12:00 p.m. with a total of three tenders.
- The Clerk-Treasurers recommendation to council will be to purchase the truck with the lowest cost to the municipality, if all requirements are met.

4. New Business

i. Municipal Gravel Pit

- Group discussed the pros and cons of continuing to use the municipal gravel pit verses purchasing gravel. The committee made the recommendation that the municipality discontinue using the gravel pit and purchase gravel instead. The committee also recommended surrendering the gravel pit back to MNRF.
- ACTION: Deputy Mayor Villeneuve will bring recommendations to council.
- ACTION: Clerk-Treasurer to investigate process and costs associated with potentially surrendering the municipal gravel pit.

5. Items for next agenda:

- i. Deux Rivières Landfill
- ii. Harvey Creek Road Ownership
- iii. Road access to river; Harvey Creek and Boudreau Road
  - ACTION: D. Balla-Boudreau will follow up regarding Harvey Creek Rd.

6. Adjournment: To Adjourn this meeting @ 12:00 p.m. October 13, 2020  
Moved by: Mayor Grills and Seconded by: Jim Gibson

Next Meeting Date: To meet again on Tuesday, November 10<sup>th</sup>, 2020 at 9:30 a.m.

## HCM Clerk-Treasurer

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**From:** ICIPCOVID (MOI) <ICIPCOVID@ontario.ca>  
**Sent:** Friday, November 6, 2020 10:40 AM  
**To:** HCM Clerk-Treasurer  
**Cc:** HCM Clerk-Treasurer  
**Subject:** COVID-19 Resilience Infrastructure Stream: Local Government Intake Notification  
**Attachments:** Appendix A - Remote Communities.pdf; Appendix B - Project Eligibility Criteria.pdf

Dear **Charlotte Toope,**  
**United Townships of Head, Clara and Maria**

**Re: Investing in Canada Infrastructure Program (ICIP) – COVID-19 Resilience Infrastructure Stream**

On October 28, 2020, Ontario announced the COVID-19 Resilience Infrastructure Stream (“COVID stream”) under the Investing in Canada Infrastructure Program (ICIP) in Ontario.

Under the new COVID stream, \$250 million in combined federal-provincial funding will be dedicated to local governments across the province. **Your municipality’s allocation is \$100,000 for this new stream.**

The federal government has indicated that investments under this stream are to support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit. According to federal parameters, eligible projects include (see Appendix B for full details):

- **Retrofits, Repairs and Upgrades** for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- **COVID-19 Response Infrastructure**, including measures to support physical distancing;
- **Active Transportation Infrastructure**, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- **Disaster Mitigation and Adaptation**, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Municipalities should work with the federal eligibility criteria to identify projects to address COVID-19 responses and resilience, including in municipal/regional owned long-term care homes. Municipalities are also able to partner with not-for-profit and broader public sector organizations (e.g. any public sector body) and submit projects on their behalf, using their municipal allocations. This will be subject to the municipality’s own project evaluation prior to submission to the province. Not-for-profits and broader public sector organizations are not eligible to apply on their own. More information will be available on this in the program guidelines.

As with other ICIP streams, projects that have already commenced construction or contain no capital components (i.e. planning projects) are ineligible for funding under this intake. Additionally, costs for land acquisition, infrastructure for tourism or facilities home to a professional sports team, and any project already nominated to the federal government under another ICIP stream are ineligible under the COVID stream.

Municipalities will not be required to cost-share under this stream. The federal government will cover 80% of the total eligible costs associated with any approved project and Ontario will cover 20%, however, total eligible costs for all submitted projects cannot exceed your municipal allocation noted above.

Municipalities will have the opportunity to submit projects for review and approval, but eligible costs associated with any given project cannot exceed \$10 million.

There will be a project cap based on your municipal allocation:

- 1 project submission for those receiving a maximum of \$100,000;
- 2 project submissions for those receiving \$100,001 to a maximum of \$500,000; and,
- 5 project submissions for those receiving \$500,001 and above.

Projects are limited to one of four categories as outlined by the federal government in the list in appendix B. Please contact our delivery team (email below) if you have questions about this. Municipalities can bundle various assets, within one of the four categories, under one project submission.

The federal timelines of this program require all parties to work together quickly to implement funding. Applications will be reviewed and prioritized by the province based on a rolling intake (i.e. first-come, first-served), but the following deadlines will apply:

- Applications for single projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by December 21, 2020;
- Applications for multiple projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by January 7, 2021;
- Projects must have started construction by September 30, 2021; and,
- Projects must have completed construction by December 31, 2021; except for remote communities which will have until December 31, 2022 (see below).

Only projects that meet the above criteria, as well as those that will follow in the provincial program guidelines will be considered for nomination by the Province to the federal government. No deadline extensions will be considered. If you do not submit your application on time, or your project does not start and/or complete by the deadlines required by the federal government, you will lose any opportunity to access this funding allocation.

As per federal parameters, remote communities will receive additional time and have until December 31, 2022 to complete project construction. Communities who fall under this definition, as per the Canada-Ontario Integrated Bilateral Agreement, are outlined in the attached in Appendix A.

**Application materials (i.e. application forms, program guidelines and federal Environmental Assessment/Duty to Consult forms) will become available on the TPON website once the stream has officially launched the week of November 16th.** Please check back on the site for updates in the coming weeks.

If you have questions about your municipality's allocation, program eligibility, getting prepared for project submission or would like a copy of this communication in French, please contact [ICIPCOVID@ontario.ca](mailto:ICIPCOVID@ontario.ca) for support.

We look forward to working with you as you submit projects.

Sincerely,

Trevor Fleck  
A/Director, Intergovernmental Policy and Delivery Branch  
Ministry of Infrastructure



**APPENDIX A: REMOTE COMMUNITIES**

#	Name	Remote Community (Y/N)
1	City of Barrie	No
2	City of Belleville	No
3	City of Brampton	No
4	City of Brantford	No
5	City of Brockville	No
6	City of Burlington	No
7	City of Cambridge	No
8	City of Clarence–Rockland	No
9	City of Cornwall	No
10	City of Dryden	No
11	City of Elliot Lake	No
12	City of Greater Sudbury	No
13	City of Guelph	No
14	City of Hamilton	No
15	City of Kawartha Lakes	No
16	City of Kenora	No
17	City of Kingston	No
18	City of Kitchener	No
19	City of London	No
20	City of Markham	No
21	City of Mississauga	No
22	City of Niagara Falls	No
23	City of North Bay	No
24	City of Orillia	No
25	City of Oshawa	No
26	City of Ottawa	No
27	City of Owen Sound	No
28	City of Pembroke	No
29	City of Peterborough	No
30	City of Pickering	No
31	City of Port Colborne	No
32	City of Quinte West	No
33	City of Richmond Hill	No
34	City of Sarnia	No
35	City of Sault Ste. Marie	No
36	City of St. Catharines	No

37	City of St. Thomas	No
38	City of Stratford	No
39	City of Temiskaming Shores	No
40	City of Thorold	No
41	City of Thunder Bay	No
42	City of Timmins	No
43	City of Toronto	No
44	City of Vaughan	No
45	City of Waterloo	No
46	City of Welland	No
47	City of Windsor	No
48	City of Woodstock	No
49	County of Brant	No
50	County of Bruce	No
51	County of Dufferin	No
52	County of Elgin	No
53	County of Essex	No
54	County of Frontenac	No
55	County of Grey	No
56	County of Haliburton	No
57	County of Hastings	No
58	County of Huron	No
59	County of Lambton	No
60	County of Lanark	No
61	County of Lennox & Addington	No
62	County of Middlesex	No
63	County of Northumberland	No
64	County of Oxford	No
65	County of Perth	No
66	County of Peterborough	No
67	County of Prince Edward	No
68	County of Renfrew	No
69	County of Simcoe	No
70	County of Wellington	No
71	District Municipality of Muskoka	No
72	Haldimand County	No
73	Loyalist Township	No
74	Municipality of Arran-Elderslie	No
75	Municipality of Bayham	No

76	Municipality of Bluewater	No
77	Municipality of Brighton	No
78	Municipality of Brockton	No
79	Municipality of Brooke-Alvinston	Yes
80	Municipality of Callander	Yes
81	Municipality of Calvin	Yes
82	Municipality of Casselman	Yes
83	Municipality of Central Elgin	No
84	Municipality of Central Huron	No
85	Municipality of Central Manitoulin	Yes
86	Municipality of Centre Hastings	Yes
87	Municipality of Charlton and Dack	Yes
88	Municipality of Chatham-Kent	No
89	Municipality of Clarington	No
90	Municipality of Dutton-Dunwich	Yes
91	Municipality of Dysart et al	No
92	Municipality of East Ferris	Yes
93	Municipality of Faraday	Yes
94	Municipality of French River	Yes
95	Municipality of Gordon/Barrie Island	Yes
96	Municipality of Greenstone	Yes
97	Municipality of Grey Highlands	No
98	Municipality of Hastings Highlands	Yes
99	Municipality of Highlands East	Yes
100	Municipality of Huron East	No
101	Municipality of Huron Shores	Yes
102	Municipality of Killarney	Yes
103	Municipality of Kincardine	No
104	Municipality of Lambton Shores	No
105	Municipality of Leamington	No
106	Municipality of Machin	yes
107	Municipality of Magnetawan	Yes
108	Municipality of Markstay-Warren	Yes
109	Municipality of Marmora and Lake	Yes
110	Municipality of Mattawan	Yes
111	Municipality of McDougall	Yes
112	Municipality of Meaford	No
113	Municipality of Middlesex Centre	No
114	Municipality of Mississippi Mills	No

115	Municipality of Morris-Turnberry	Yes
116	Municipality of Neebing	Yes
117	Municipality of North Grenville	No
118	Municipality of North Middlesex	No
119	Municipality of North Perth	No
120	Municipality of Northern Bruce Peninsula	Yes
121	Municipality of Oliver Paipoonge	No
122	Municipality of Port Hope	No
123	Municipality of Powassan	Yes
124	Municipality of Red Lake	Yes
125	Municipality of Shuniah	Yes
126	Municipality of Sioux Lookout	No
127	Municipality of South Bruce	No
128	Municipality of South Dundas	No
129	Municipality of South Huron	No
130	Municipality of Southwest Middlesex	No
131	Municipality of St. Charles	Yes
132	Municipality of Strathroy-Caradoc	No
133	Municipality of Temagami	Yes
134	Municipality of Thames Centre	No
135	Municipality of Trent Hills	No
136	Municipality of Trent Lakes	No
137	Municipality of Tweed	No
138	Municipality of Wawa	Yes
139	Municipality of West Elgin	Yes
140	Municipality of West Grey	No
141	Municipality of West Nipissing	No
142	Municipality of West Perth	No
143	Municipality of Whitestone	Yes
144	Norfolk County	No
145	Regional Municipality of Durham	No
146	Regional Municipality of Halton	No
147	Regional Municipality of Niagara	No
148	Regional Municipality of Peel	No
149	Regional Municipality of Waterloo	No
150	Regional Municipality of York	No
151	Tay Valley Township	No
152	The Nation Municipality	No
153	Town of Ajax	No

154	Town of Amherstburg	No
155	Town of Arnprior	No
156	Town of Atikokan	Yes
157	Town of Aurora	No
158	Town of Aylmer	No
159	Town of Bancroft	Yes
160	Town of Blind River	Yes
161	Town of Bracebridge	No
162	Town of Bradford West Gwillimbury	No
163	Town of Bruce Mines	Yes
164	Town of Caledon	No
165	Town of Carleton Place	No
166	Town of Cobalt	Yes
167	Town of Cobourg	No
168	Town of Cochrane	No
169	Town of Collingwood	No
170	Town of Deep River	Yes
171	Town of Deseronto	Yes
172	Town of East Gwillimbury	No
173	Town of Englehart	Yes
174	Town of Erin	No
175	Town of Espanola	Yes
176	Town of Essex	No
177	Town of Fort Erie	No
178	Town of Fort Frances	No
179	Town of Gananoque	No
180	Town of Georgina	No
181	Town of Goderich	No
182	Town of Gore Bay	Yes
183	Town of Grand Valley	Yes
184	Town of Gravenhurst	No
185	Town of Greater Napanee	No
186	Town of Grimsby	No
187	Town of Halton Hills	No
188	Town of Hanover	No
189	Town of Hawkesbury	No
190	Town of Hearst	No
191	Town of Huntsville	No
192	Town of Ingersoll	No

193	Town of Innisfil	No
194	Town of Iroquois Falls	Yes
195	Town of Kapuskasing	No
196	Town of Kearney	Yes
197	Town of Kingsville	No
198	Town of Kirkland Lake	No
199	Town of Lakeshore	No
200	Town of LaSalle	No
201	Town of Latchford	Yes
202	Town of Laurentian Hills	Yes
203	Town of Lincoln	No
204	Town of Marathon	Yes
205	Town of Mattawa	Yes
206	Town of Midland	No
207	Town of Milton	No
208	Town of Minto	No
209	Town of Mono	No
210	Town of Moosonee	Yes
211	Town of New Tecumseth	No
212	Town of Newmarket	No
213	Town of Niagara-on-the-Lake	No
214	Town of Northeastern Manitoulin & The Islands	Yes
215	Town of Oakville	No
216	Town of Orangeville	No
217	Town of Parry Sound	No
218	Town of Pelham	No
219	Town of Penetanguishene	No
220	Town of Perth	No
221	Town of Petawawa	No
222	Town of Petrolia	No
223	Town of Plympton-Wyoming	No
224	Town of Prescott	Yes
225	Town of Rainy River	Yes
226	Town of Renfrew	No
227	Town of Saugeen Shores	No
228	Town of Shelburne	No
229	Town of Smiths Falls	No
230	Town of Smooth Rock Falls	Yes
231	Town of South Bruce Peninsula	No

232	Town of Spanish	Yes
233	Town of St. Marys	No
234	Town of Tecumseh	No
235	Town of the Blue Mountains	No
236	Town of Thessalon	Yes
237	Town of Tillsonburg	No
238	Town of Wasaga Beach	No
239	Town of Whitby	No
240	Town of Whitchurch-Stouffville	No
241	Township of Addington Highlands	Yes
242	Township of Adelaide-Metcalfe	Yes
243	Township of Adjala-Tosorontio	No
244	Township of Admaston/Bromley	Yes
245	Township of Alberton	Yes
246	Township of Alfred and Plantagenet	No
247	Township of Algonquin Highlands	Yes
248	Township of Alnwick/Haldimand	No
249	Township of Amaranth	Yes
250	Township of Armour	Yes
251	Township of Armstrong	Yes
252	Township of Ashfield-Colborne-Wawanosh	No
253	Township of Asphodel-Norwood	Yes
254	Township of Assiginack	Yes
255	Township of Athens	Yes
256	Township of Augusta	No
257	Township of Baldwin	Yes
258	Township of Beckwith	No
259	Township of Billings	Yes
260	Township of Black River-Matheson	Yes
261	Township of Blandford-Blenheim	No
262	Township of Bonfield	Yes
263	Township of Bonnechere Valley	Yes
264	Township of Brethour	Yes
265	Township of Brock	No
266	Township of Brudenell, Lyndoch and Raglan	Yes
267	Township of Burpee and Mills	Yes
268	Township of Carling	Yes
269	Township of Carlow/Mayo	Yes
270	Township of Casey	Yes

271	Township of Cavan Monaghan	No
272	Township of Central Frontenac	Yes
273	Township of Centre Wellington	No
274	Township of Chamberlain	Yes
275	Township of Champlain	No
276	Township of Chapleau	Yes
277	Township of Chapple	Yes
278	Township of Chatsworth	No
279	Township of Chisholm	Yes
280	Township of Clearview	No
281	Township of Cockburn Island	Yes
282	Township of Coleman	Yes
283	Township of Conmee	Yes
284	Township of Cramahe	No
285	Township of Dawn-Euphemia	Yes
286	Township of Dawson	Yes
287	Township of Dorion	Yes
288	Township of Douro–Dummer	No
289	Township of Drummond–North Elmsley	No
290	Township of Dubreuilville	Yes
291	Township of Ear Falls	Yes
292	Township of East Garafraxa	Yes
293	Township of East Hawkesbury	Yes
294	Township of East Zorra-Tavistock	No
295	Township of Edwardsburgh/Cardinal	No
296	Township of Elizabethtown-Kitley	No
297	Township of Emo	Yes
298	Township of Enniskillen	Yes
299	Township of Essa	No
300	Township of Ewanturel	Yes
301	Township of Fauquier-Strickland	Yes
302	Township of Front of Yonge	Yes
303	Township of Frontenac Islands	Yes
304	Township of Gauthier	Yes
305	Township of Georgian Bay	Yes
306	Township of Georgian Bluffs	No
307	Township of Gillies	Yes
308	Township of Greater Madawaska	Yes
309	Township of Guelph/Eramosa	No



310	Township of Hamilton	No
311	Township of Harley	Yes
312	Township of Harris	Yes
313	Township of Havelock–Belmont–Methuen	Yes
314	Township of Hilliard	Yes
315	Township of Hilton	Yes
316	Township of Hornepayne	Yes
317	Township of Horton	Yes
318	Township of Howick	Yes
319	Township of Hudson	Yes
320	Township of Huron-Kinloss	No
321	Township of Ignace	Yes
322	Township of James	Yes
323	Township of Jocelyn	Yes
324	Township of Johnson	Yes
325	Township of Joly	Yes
326	Township of Kerns	Yes
327	Township of Killaloe, Hagarty and Richards	Yes
328	Township of King	No
329	Township of La Vallee	Yes
330	Township of Laird	Yes
331	Township of Lake of Bays	Yes
332	Township of Lake of the Woods	Yes
333	Township of Lanark Highlands	No
334	Township of Larder Lake	Yes
335	Township of Laurentian Valley	No
336	Township of Leeds and the Thousand Islands	No
337	Township of Limerick	Yes
338	Township of Lucan-Biddulph	Yes
339	Township of Macdonald Meredith and Aberdeen Additional	Yes
340	Township of Machar	Yes
341	Township of Madawaska Valley	Yes
342	Township of Madoc	Yes
343	Township of Malahide	No
344	Township of Manitouwadge	Yes
345	Township of Mapleton	No
346	Township of Matachewan	Yes
347	Township of Mattice - Val Cote	Yes
348	Township of McGarry	Yes

349	Township of McKellar	Yes
350	Township of McMurrich/Monteith	Yes
351	Township of McNab/Braeside	No
352	Township of Melancthon	Yes
353	Township of Minden Hills	No
354	Township of Montague	Yes
355	Township of Moonbeam	Yes
356	Township of Morley	Yes
357	Township of Mulmur	Yes
358	Township of Muskoka Lakes	No
359	Township of Nairn and Hyman	Yes
360	Township of Nipigon	Yes
361	Township of Nipissing	Yes
362	Township of North Algona Wilberforce	Yes
363	Township of North Dumfries	No
364	Township of North Dundas	No
365	Township of North Frontenac	Yes
366	Township of North Glengarry	No
367	Township of North Huron	Yes
368	Township of North Kawartha	Yes
369	Township of North Stormont	No
370	Township of Norwich	No
371	Township of O'Connor	Yes
372	Township of Opasatika	Yes
373	Township of Oro-Medonte	No
374	Township of Otonabee–South Monaghan	No
375	Township of Papineau-Cameron	Yes
376	Township of Pelee	Yes
377	Township of Perry	Yes
378	Township of Perth East	No
379	Township of Perth South	Yes
380	Township of Pickle Lake	Yes
381	Township of Plummer Additional	Yes
382	Township of Prince	Yes
383	Township of Puslinch	No
384	Township of Ramara	No
385	Township of Red Rock	Yes
386	Township of Rideau Lakes	No
387	Township of Russell	No

388	Township of Ryerson	Yes
389	Township of Sables-Spanish Rivers	Yes
390	Township of Schreiber	Yes
391	Township of Scugog	No
392	Township of Seguin	Yes
393	Township of Selwyn	No
394	Township of Severn	No
395	Township of Sioux Narrows-Nestor Falls	Yes
396	Township of South Algonquin	Yes
397	Township of South Frontenac	No
398	Township of South Glengarry	No
399	Township of South Stormont	No
400	Township of Southgate	No
401	Township of South-west Oxford	No
402	Township of Southwold	Yes
403	Township of Springwater	No
404	Township of St. Clair	No
405	Township of St. Joseph	Yes
406	Township of Stirling-Rawdon	Yes
407	Township of Stone Mills	No
408	Township of Strong	Yes
409	Township of Tarbutt	Yes
410	Township of Tay	No
411	Township of Tehkummah	Yes
412	Township of Terrace Bay	Yes
413	Township of The Archipelago	Yes
414	Township of The North Shore	Yes
415	Township of Tiny	No
416	Township of Tudor and Cashel	Yes
417	Township of Tyendinaga	Yes
418	Township of Uxbridge	No
419	Township of Val Rita-Harty	Yes
420	Township of Wainfleet	No
421	Township of Warwick	Yes
422	Township of Wellesley	No
423	Township of Wellington North	No
424	Township of West Lincoln	No
425	Township of White River	Yes
426	Township of Whitewater Region	No

427	Township of Wilmot	No
428	Township of Wollaston	Yes
429	Township of Woolwich	No
430	Township of Zorra	No
431	United Counties of Leeds and Grenville	No
432	United Counties of Prescott and Russell	No
433	United Counties of Stormont, Dundas and Glengarry	No
434	United Townships of Head, Clara and Maria	Yes
435	Village of Burk's Falls	Yes
436	Village of Hilton Beach	Yes
437	Village of Merrickville–Wolford	Yes
438	Village of Newbury	Yes
439	Village of Oil Springs	Yes
440	Village of Point Edward	Yes
441	Village of South River	Yes
442	Village of Sundridge	Yes
443	Village of Thornloe	Yes
444	Village of Westport	Yes

**APPENDIX B: COVID-19 RESILIENCE INFRASTRUCTURE STREAM - PROJECT ELIGIBILITY CRITERIA**

**Category 1: Retrofits, repairs and upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and schools.**

<b>Eligible Asset Type</b>	<b>Asset Sub-types</b>
Municipal (local government) and provincial/territorial/Indigenous buildings	<ul style="list-style-type: none"> <li>• Administrative buildings</li> <li>• Fire halls</li> <li>• Police stations</li> <li>• Maintenance facilities</li> <li>• Physical Plants</li> <li>• Public works buildings (e.g. transformer sub-stations, water treatments facilities, hazardous waste disposal facilities)</li> <li>• Food safety infrastructure (committee freezers, green houses etc.)</li> <li>• Any other municipal (local government) and provincial/territorial/indigenous buildings that deliver or provide services or programming.</li> </ul>
Health infrastructure	<ul style="list-style-type: none"> <li>• Hospitals</li> <li>• Morgues</li> <li>• Nursing homes and senior citizen homes</li> <li>• Long-term care facilities</li> <li>• Wellness centres</li> <li>• Paramedic Services facility</li> <li>• Health centres, clinics and other health care buildings</li> <li>• Community interest facility e.g. mental health and addiction centres</li> <li>• Rehabilitation centres</li> <li>• Youth services facilities</li> <li>• Social and supportive housing</li> <li>• Paramedic and support vehicles</li> </ul>
Educational Infrastructure	<ul style="list-style-type: none"> <li>• Day care facilities</li> <li>• Schools (e.g. high school, college)</li> <li>• Adult education facilities</li> <li>• Playgrounds</li> <li>• Universities</li> </ul>

	<ul style="list-style-type: none"> <li>• Sports facilities</li> <li>• Computer labs and web infrastructure</li> <li>• School theatres</li> <li>• School libraries</li> <li>• Performing arts centres</li> <li>• Colleges</li> <li>• Research centres</li> <li>• Student housing</li> <li>• Student services buildings</li> <li>• Agricultural education infrastructure (barns, green houses, etc.)</li> </ul>
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**Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing.**

<b>Eligible Asset Type</b>	<b>Asset Sub-types</b>
Build or modify infrastructure to respond to the Covid-19 pandemic	<ul style="list-style-type: none"> <li>• Safety retrofits for public sector buildings</li> <li>• Safety retrofits for rolling stock</li> <li>• New builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing</li> <li>• Expand single rooms within existing hospitals</li> <li>• Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities)</li> <li>• Modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity</li> <li>• Renovate public facilities to serve as designated hospital overflow sites</li> <li>• Emergency vehicles</li> <li>• Security support vehicles</li> <li>• Barriers</li> <li>• Passenger safety improvements</li> <li>• Driver safety improvements (barriers etc.)</li> <li>• Video screens and PA systems for announcements</li> <li>• Automatic vehicle location technology</li> </ul>

	<ul style="list-style-type: none"> <li>• Security enhancements</li> <li>• Food security infrastructure</li> </ul>
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**Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths.**

<b>Eligible Asset Type</b>	<b>Asset Sub-types</b>
Active transportation infrastructure	<ul style="list-style-type: none"> <li>• Parks trails and multi-use paths</li> <li>• Bike and pedestrian lanes on existing or new roads or highways</li> <li>• Sidewalks</li> <li>• Footpaths and foot bridges</li> <li>• Active transportation support facility (e.g. bike parking/storage)</li> <li>• Street and park furniture (e.g. benches, shade areas, planters)</li> </ul>

**Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.**

<b>Eligible Asset Type</b>	<b>Asset Sub-types</b>
Climate Change, natural disasters, extreme weather	<p><b>Natural:</b></p> <ul style="list-style-type: none"> <li>• Forest</li> <li>• Shoreline vegetation</li> <li>• Green Roofs</li> <li>• Bioswales/rain gardens</li> <li>• Aquifer</li> <li>• Wetland restoration</li> </ul> <p><b>Structural:</b></p> <ul style="list-style-type: none"> <li>• Barriers</li> <li>• Dams</li> <li>• Dykes</li> <li>• Drainage canals</li> <li>• Floodways</li> <li>• Man-made wetlands</li> <li>• Retaining walls and other shoreline protection such as rock revetment</li> </ul>

	<ul style="list-style-type: none"><li>• Seawalls and breakwaters</li><li>• Weirs</li><li>• Pump station (to increase hydraulic capacity and reduce flooding)</li></ul>
Floods and Fires	<ul style="list-style-type: none"><li>• Barriers</li><li>• Dams</li><li>• Dykes</li><li>• Drainage canals</li><li>• Floodways</li><li>• Man-made wetlands</li><li>• Retaining walls and other shoreline protection such as rock revetment</li><li>• Seawalls and breakwaters</li><li>• Weirs</li><li>• Pump station (to increase hydraulic capacity and reduce flooding)</li></ul>
Assets associated with afforestation and reforestation	<ul style="list-style-type: none"><li>• Tree planting projects</li><li>• Coordination or distribution centres</li><li>• Nurseries</li><li>• Greenhouses</li><li>• Access roads and bridges (that provide access to areas where tree planting will take place)</li></ul>



## Analysis: Blue Box Transition Schedule Comparison with Preferred Municipal Transition Dates

The Ministry of the Environment, Conservation and Parks has proposed a producer responsibility regulation for the Blue Box Program.

The draft regulation is currently posted for a 45-day consultation period on the province's Environmental and Regulatory Registries (<https://ero.ontario.ca/notice/019-2579>).

The Association of Municipalities of Ontario sent the preferred transition dates as chosen by Council to the Ministry, between January and October 2020.

The Ministry is consulting on the proposed transition groupings and with First Nations as it works to finalize the regulation and identify calendar dates for each transitioning program within a given year.

If the date provided by the Ministry in the draft Regulation is problematic for your community, we encourage you to provide this information to the Ministry at [ministry.mecp@ontario.ca](mailto:ministry.mecp@ontario.ca).

Eligible Community	Ministry's Proposed Transition Year in the Regulation	Year that Council Preferred to Transition
Addington Highlands, Township of	2025	2023
Admaston/Bromley, Township of	2025	N/A
Alfred and Plantagenet, Township of	2023	N/A
Algonquin Highlands, Township of	2024	2023
Armour, Township of	2025	2023
Armstrong, Township of	2025	N/A
Arnprior, Town of	2023	2023
Ashfield-Colborne-Wawanosh, Township of	2025	N/A
Assiginack, Township of	2025	N/A
Athens, Township of	2025	N/A
Atikokan, Township of	2025	N/A
Augusta, Township of	2025	2024
Aylmer, Town of	2023	2023
Baldwin, Township of	2025	N/A
Bancroft, Town of	2025	N/A
Barrie, City of	2024	2024
Bayham, Municipality of	2023	2023
Beckwith, Township of	2023	2023
Billings, Township of	2025	2023
Blind River, Town of	2025	2024
Bluewater Recycling Association	2024	2024
Bonfield, Township of	2025	N/A

<b>Eligible Community</b>	<b>Ministry's Proposed Transition Year in the Regulation</b>	<b>Year that Council Preferred to Transition</b>
Bonnechere Valley, Township of	2025	2023
Brant, County of	2025	2024
Brantford, City of	2025	2024
Brockville, City of	2025	2023
Bruce Area Solid Waste Recycling	2025	2025
Brudenell, Lyndoch and Raglan, Township of	2025	2025
Burk's Falls, Village of	2025	2023
Callander, Municipality of	2025	2023
Calvin, Municipality of	2025	N/A
Carleton Place, Town of	2023	2023
Carling, Township of	2025	2023
Carlow Mayo, Township of	2025	2023
Casey, Township of	2025	N/A
Casselman, Village of	2023	2023
Central Elgin, Municipality of	2023	2023
Central Frontenac, Township of	2025	2023
Central Manitoulin, Township of	2025	2025
Charlton and Dack, Municipality of	2025	N/A
Chatham-Kent, Municipality of	2024	2023
Chatsworth, Township of	2023	N/A
Chisholm, Township of	2025	N/A
Clarence-Rockland, City of	2023	2023
Cobalt, Town of	2025	N/A
Cochrane, Corporation of the Town of	2025	2023
Coleman, Township of	2025	N/A
Conmee, Township of	2024	N/A
Cornwall, City of	2025	2024
Deep River, Town of	2025	2023
Deseronto, Town of	2025	2023
Drummond-North Elmsley, Township of	2023	2023
Dryden, City of	2023	2023
Dufferin, County of	2023	2023
Durham, Regional Municipality of	2024	2023
Dutton-Dunwich, Municipality of	2023	2023
Dysart et al, Township of	2024	2023
East Ferris, Municipality of	2025	N/A
Edwardsburgh Cardinal, Township of	2025	2023
Elizabethtown-Kitley, Township of	2025	2023
Elliot Lake, City of	2025	2025
Emo, Township of	2025	N/A
Englehart, Town of	2025	2025
Enniskillen, Township of	2023	2023

<b>Eligible Community</b>	<b>Ministry's Proposed Transition Year in the Regulation</b>	<b>Year that Council Preferred to Transition</b>
Espanola, Town of	2025	N/A
Essex-Windsor Solid Waste Authority	2024	2024
Evanturel, Township of	2025	2024
Faraday, Township of	2025	2024
Fort Frances, Town of	2025	2024
French River, Municipality of	2025	N/A
Front of Yonge, Township of	2025	2023
Frontenac Islands, Township of	2025	N/A
Gananoque, Town of	2025	2023
Gauthier, Township of	2025	N/A
Georgian Bluffs, Township of	2023	N/A
Gillies, Township of	2024	N/A
Goulais Local Service Board	2023	N/A
Greater Madawaska, Township of	2025	N/A
Greater Napanee, Township of	2025	2023
Greater Sudbury, City of	2025	N/A
Grey Highlands, Municipality of	2023	N/A
Guelph, City of	2025	2023
Haldimand, County of	2024	2023
Halton, Regional Municipality of	2025	2025
Hamilton, City of	2025	2023
Hanover, Town of	2025	2024
Harley, Township of	2025	N/A
Hastings Highlands, Municipality of	2024	2023
Hawkesbury Joint Recycling	2023	2023
Head, Clara and Maria, Townships of	2025	2023
Hearst	2025	2023
Highlands East, Municipality of	2024	2023
Hilliard, Township of	2025	2025
Hilton Beach, Village of	2025	N/A
Horton, Township of	2025	2023
Howick, Township of	2024	2023
Hudson, Township of	2025	N/A
Huron Shores, Municipality of	2025	2023
James, Township of	2025	N/A
Kapuskasing, Town of	2025	2023
Kawartha Lakes, City of	2024	2023
Kearney, Town of	2025	N/A
Kenora, City of	2023	2023
Kerns, Township of	2025	N/A
Killaloe, Hagarty, and Richards, Township of	2025	N/A
Killarney, Municipality of	2025	2025

<b>Eligible Community</b>	<b>Ministry's Proposed Transition Year in the Regulation</b>	<b>Year that Council Preferred to Transition</b>
Kingston, City of	2025	N/A
Kirkland Lake, Town of	2025	2023
Laird, Township of	2025	N/A
Lanark Highlands, Township of	2025	N/A
Larder Lake, Township of	2025	N/A
Latchford, Town of	2025	N/A
Laurentian Hills, Town of	2025	2024
Leeds and the Thousand Islands, Township of	2025	N/A
Limerick, Township of	2025	N/A
London, City of	2023	2023
Loyalist, Township of	2025	2023
Macdonald, Meredith & Aberdeen Additional, Township of	2025	N/A
Machar, Township of	2025	N/A
Madawaska Valley, Township of	2025	2025
Magnetawan, Municipality of	2025	2023
Malahide, Township of	2023	2023
Marathon, Town of	2025	N/A
Matachewan, The Corporation of the Township of	2025	N/A
Mattice-Val Cote, Municipality of	2025	2023
McDougall, Municipality of	2025	N/A
McGarry, Township of	2025	N/A
McKellar, Township of	2025	N/A
McMurrich/Monteith, Township of	2025	N/A
Mcnab-Braeside, Township of	2023	2023
Meaford, Municipality of	2023	2023
Merrickville-Wolford, Village of	2023	N/A
Minden Hills, Township of	2024	N/A
Mississippi Mills, Town of	2023	2023
Montague, Township of	2023	2023
Muskoka, District Municipality of	2024	2023
Nairn & Hyman, Township of	2025	2023
Neebing, Municipality of	2024	2023
Newbury, Village of	2023	N/A
Niagara, Regional Municipality of	2024	2023
Nipissing, Township of	2025	N/A
Norfolk, County of	2024	2024
North Bay, City of	2025	2023
North Dundas, Township of	2025	2024
North Frontenac, Township of	2025	N/A
North Glengarry, Township of	2025	2024

<b>Eligible Community</b>	<b>Ministry's Proposed Transition Year in the Regulation</b>	<b>Year that Council Preferred to Transition</b>
North Grenville, Municipality of	2023	N/A
North Huron, Township of	2025	N/A
North Stormont, Township of	2025	2025
Northeastern Manitoulin & Islands, Town of	2025	N/A
Northern Bruce Peninsula, Municipality of	2025	2025
Northumberland, County of	2024	2023
O'Connor, Township of	2024	2023
Oliver Paipoonge, Municipality of	2024	N/A
Orillia, City of	2024	2024
Ottawa Valley Waste Recovery Centre	2025	2025
Ottawa, City of	2023	2023
Owen Sound, City of	2023	2023
Oxford, Restructured County of	2025	2025
Papineau-Cameron, Township of	2025	2024
Parry Sound, Town of	2025	2023
Peel, Regional Municipality of	2024	2024
Perry, Township of	2025	2023
Perth, Town of	2025	2025
Peterborough, City of	2024	2023
Peterborough, County of	2024	2023
Petrolia, Town of	2023	N/A
Plympton-Wyoming, Town of	2023	2023
Powassan, Municipality of	2025	2024
Prescott, Town of	2025	2023
Prince, Township of	2023	2023
Quinte Waste Solutions	2025	2025
Rainy River, Town of	2025	N/A
Red Lake, Municipality of	2023	2023
Renfrew, Town of	2025	2023
Rideau Lakes, Township of	2025	2024
Russell, Township of	2025	2023
Sables-Spanish Rivers, Township of	2025	2023
Sarnia, City of	2023	2023
Sault Ste. Marie, City of	2023	2023
Seguin, Township of	2025	2023
Shuniah, Municipality of	2024	N/A
Simcoe, County of	2024	2023
Sioux Lookout, The Corporation of the Municipality of	2025	2023
Sioux Narrows Nestor Falls, Township of	2023	2023
Smiths Falls, Town of	2025	2023
South Dundas, Township of	2025	2024

<b>Eligible Community</b>	<b>Ministry's Proposed Transition Year in the Regulation</b>	<b>Year that Council Preferred to Transition</b>
South Frontenac, Township of	2025	N/A
South Glengarry, Township of	2025	N/A
South Stormont, Township of	2025	2024
Southgate, Township of	2023	2023
Southwest Middlesex, Municipality of	2023	2023
Southwold, Township of	2023	2023
Spanish, Town of	2025	2023
St. Charles, Municipality of	2025	2025
St. Clair, Township of	2023	2023
St. Joseph, Township of	2025	N/A
St. Thomas, City of	2023	2023
Stone Mills, Township of	2025	N/A
Stratford, City of	2024	2023
Strong, Township of	2025	2023
Sundridge, Village of	2025	2023
Tarbutt & Tarbutt Additional, Township of	2025	2023
Tay Valley, Township of	2025	2024
Temiskaming Shores, City of	2025	2025
Terrace Bay, Township of	2025	N/A
Thames Centre, Municipality of	2023	2023
The Archipelago, Township of	2025	N/A
The Blue Mountains, Town of	2023	N/A
The Nation, Municipality	2023	2023
Thunder Bay, City of	2024	2023
Timmins, City of	2025	2023
Toronto, City of	2023	2023
Tri-Neighbours	2025	2025
Tudor & Cashel, Township of	2025	2024
Waterloo, Regional Municipality of	2024	2024
Wellington, County of	2025	2023
West Elgin, Municipality of	2023	2023
West Grey, Municipality of	2025	2023
West Nipissing, Municipality of	2025	N/A
Westport, Village of	2025	2023
Whitestone, Municipality of	2025	N/A
Whitewater Region, Township of	2025	N/A
Wollaston, Township of	2025	N/A
York, Regional Municipality of	2025	2025



OFFICE OF THE MAYOR  
CITY OF HAMILTON

September 8, 2020

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Honourable Doug Downey  
Attorney General  
Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11th Floor  
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

**THEREFORE, BE IT RESOLVED:**

.../3

- (a) That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.
- (b) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.
- (c) That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall "clustering" of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Eisenberger', with a stylized, flowing script.

Fred Eisenberger  
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook



Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre

Hon. Paul Miller, MPP, Hamilton East-Stoney Creek

Hon. Monique Taylor, MPP, Hamilton Mountain

Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas

**Report To: Committee of the Whole**

**Meeting Date: October 19, 2020**

**Subject: Proposed Regulation under the Ontario Heritage Act  
(Bill 108)**

### **Recommendation(s)**

1. That the Report PA20-22 dated October 19, 2020, be received and
2. That the report be endorsed and submitted to the Province, along with the following motion, as the Town of Grimsby's comments to the Environmental Registry.

WHEREAS Royal Assent has been granted to Bill 108 entitled 'More Homes, More Choice Act, 2019' on June 6, 2019; and,

WHEREAS Schedule 11 of Bill 108 contains amendments to the Ontario Heritage Act which require appeals under the Ontario Heritage Act to be heard by the Local Planning Appeal Tribunal not the Conservation Review Board; and,

WHEREAS the Conservation Review Board is an adjudicative tribunal that, through the mandate provided by the Ontario Heritage Act, considers a number of matters such as:

- The proposed designation of a property as having cultural heritage value or interest;
- Applications for the repeal of a By-law on a specific property;
- Applications related to the alteration of a property covered by a By-law; and,
- Matters related to archaeological licensing. AND,

WHEREAS Schedule 11 of Bill 108 will come into effect on a date to be proclaimed by the Lieutenant Governor; and,

WHEREAS the Local Planning Appeal Tribunal are not experts in heritage matters unlike members of the Conservation Review Board; and,

WHEREAS the Local Planning Appeal Tribunal decisions are binding decisions unlike the Conservation Review Board non-binding recommendations; and,

WHEREAS the Ontario Heritage Act provides a means for municipalities to protect and preserve the cultural heritage value or interest of the municipality for generations to come; and,

WHEREAS the Conservation Review Board currently provides reports to municipal council's setting out its findings of fact, and its recommendations so that a final decision can be rendered by municipalities about what is valuable in their community;

WHEREAS the Town of Grimsby remains committed to the preservation and protection of property of cultural heritage value or interest;

NOW THEREFORE BE IT RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to remove the powers provided to the Local Planning Appeal Tribunal, retaining authority for hearing certain appeals by the Conservation Review Board; and,

BE IT FURTHER RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to return the authority for final decisions to municipal council's as the elected representative of the communities wherein the property and its features of cultural heritage value exist; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, Lisa McLeod the Minister of Heritage, Sport, Tourism and Culture Industries, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP Steven Del Duca Leader of the Ontario Liberal Party, Mike Schreiner MPP and Leader of the Green Party of Ontario, Sam Oosterhoff MPP Niagara West; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), all MPP's in the Province of Ontario, the Niagara Region and all Municipalities in Ontario for their consideration."

We strongly recommend that the Ontario government consider amendments to Bill 108 to return the final authority to municipal Council's to determine what is of cultural heritage value or interest in their communities with the benefits of the expert and professional advice provided by the Conservation Review Board.

## Purpose

To provide staff with direction to provide comments to the Environmental Registry on the proposed changes to the Ontario Heritage Act (Bill 108). As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

## Background

### Updates to the Ontario Heritage Act (Bill 108)

In November 2018, the Province introduced a consultation document: "Increasing Housing Supply in Ontario." On May 2, 2019, the Minister of Municipal Affairs and Housing introduced "More Homes, More Choice: Ontario's Housing Supply Action Plan" and the supporting Bill 108 – the proposed More Homes, More Choice Act. The Province stated that the objective of these initiatives is to ensure more housing choices/supply and address housing affordability. The Ontario Heritage Act was one of 13 provincial statutes impacted by Bill 108.

At that time, the proposed regulations for the OHA were unknown but the Ministry of Tourism, Culture and Sport indicated that regulations were to be released "later this year" after consultation and would be posted for comment. At that time, the changes to the OHA were expected to be proclaimed and in full force and effect for July 1, 2020. Later this date was changed to January 1, 2021. The proposed regulations were released for public comment on September 21, 2020, being partially delayed by the COVID-19 pandemic. The changes to the OHA are still anticipated to be proclaimed on January 1, 2021. Comments on the proposed regulations are due to the Environmental Registry by November 5, 2020. Communication from the Ministry of Tourism, Culture and Sport indicates that 'Updates to the existing Ontario Heritage Tool Kit, which will support implementation of the amendments and proposed regulation, are forthcoming. Drafts of the revised guides will be made available for public comment later this fall.' Staff will share this information with the Grimsby Heritage Advisory Committee and Council as it becomes available.

## Analysis/Comments

The Environmental Registry posting includes the proposed regulations and a summary of the proposed regulations for the following:

1. Principles that a municipal council shall consider when making decisions under specific parts of the OHA.
2. Mandatory content for designation by-laws.
3. Events which would trigger the new 90-day timeline for issuing a notice of intention to designate and exceptions to when the timeline would apply.
4. Exceptions to the new 120-day timeline to pass a designation by-law after a notice of intention to designate has been issued.
5. Minimum requirements for complete applications for alteration or demolition of heritage properties.
6. Steps that must be taken when council has consented to the demolition or removal of a building or structure, or a heritage attribute.
7. Information and material to be provided to Local Planning Appeal Tribunal (LPAT) when there is an appeal of a municipal decision to help ensure that it has all relevant information necessary to make an appropriate decision.
8. Housekeeping amendments related to amending a designation by-law and an owner's reapplication for the repeal of a designation by-law.
9. Transition provisions.

Many of the proposed regulations are procedural and provide clarity on the new processes that were including in Bill 108. The summary of the proposals is as follows:

### Regulatory Proposals

#### *1. Principles to guide municipal decision making*

*The amendments to the Ontario Heritage Act give authority to prescribe principles that a municipal council shall consider when making decisions under prescribed provisions of Parts IV and V of the Act. The proposed principles relate to the purpose of the Ontario Heritage Act and are intended to help decision-*

*makers better understand what to focus on when making decisions under the Act.*

The proposed principles are consistent with Ontario's policy framework for cultural heritage conservation. The proposed principles provide context for a municipality to follow when making decisions about designated heritage properties, including the minimization of adverse impacts to the cultural heritage value of a property or district. They also require the municipality to consider the views of all interested persons and communities. The new principles will be used in conjunction with Ontario Regulation 9/06, for which no changes have been proposed at this time. While staff already use many similar principles to guide the review process, it is noted that many of the principles use 'should' rather than 'shall' in reference to the principles. The most problematic is the principle that "property that is determined to be of cultural heritage value or interest should be protected and conserved for all generations". Using 'should' rather than 'shall' contradicts the Provincial Policy Statement 2020, which states "Significant built heritage resources and significant cultural heritage landscapes shall be conserved". Staff would prefer consistency in the language in these two provincial policies and recommend that the language from the PPS 2020 be adopted as a principle for the Ontario Heritage Act.

An additional recommendation would be that the definition of 'adaptive reuse' included in this section be revised from "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the heritage attributes of the property" to "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the cultural heritage value or interest and the heritage attributes of the property".

## *2. Mandatory content for designation by-laws*

*The Ontario Heritage Act amendments provide a regulatory authority to prescribe mandatory content for designation by-laws. The goal is to achieve greater consistency across municipalities and to provide improved clarity for property owners through designation by-laws including:*

- Identifying the property for the purposes of locating it and providing an understanding of its layout and components;*
- Establishing minimum requirements for the statement of cultural heritage value or interest; and*
- Setting standards for describing heritage attributes.*

From staff's perspective, the most significant changes to the requirements for a

designation by-law are:

- The requirement to include a map or image of the area. This has not typically been done in the past due to the preferences of the Land Registry Office; however, from a staff perspective, this would not be difficult or onerous.
- The description of the heritage attributes must be 'brief' and also explain how each attribute contributes to the cultural heritage value or interest of the property. Staff note that the requirement for explanations may make the description less brief, but are generally supportive of this requirement as it may help clarify both the heritage attributes and the cultural heritage value of the property. However, this requirement will likely increase the amount of staff time required to draft designation by-laws.
- The by-law may list any features of the property that are not heritage attributes. Including a formal list of non-heritage attributes within the by-law could provide clarity to both the property owner and the Town of Grimsby.

*3. 90-day timeline to issue a Notice of Intention to Designate Amendments to the Ontario Heritage Act establish a new 90-day timeline for issuing a notice of intention to designate (NOID) when the property is subject to prescribed events. It also allows for exceptions to this restriction to be prescribed.*

*The new timeline is intended to encourage discussions about potential designations with development proponents at an early stage to avoid designation decisions being made late in the land use planning process. The ministry has proposed three triggers which would place this restriction on council's ability to issue a NOID. These are applications submitted to the municipality for either an official plan amendment, a zoning by-law amendment or a plan of subdivision.*

*The proposed regulation also provides exceptions to when the 90-day timeline applies. The ministry is proposing the following categories of exceptions.*

- Mutual agreement – Where an extension of, or exemption from, the 90-day restriction on issuing a NOID is mutually agreed to by the municipality and the property owner who made the application under *the Planning Act*.
- Administrative restrictions – Where municipal council or heritage committee are limited in their ability to reasonably fulfill the statutory requirements for issuing a NOID within the original 90-day timeframe. This would apply in cases of a declared emergency or where a municipal heritage committee would be unable to provide its recommendations to council. The timeframe would be extended by 90 days.
- New and relevant information – Where new and relevant information could have an impact on the potential cultural heritage value or interest of the

property is revealed and needs further investigation. Council would be able to extend the timeframe through a council resolution. In the case of new and relevant information council would have 180 days from the date of the council resolution to ensure there is sufficient time for further information gathering and analysis to inform council's decision.

Expiration of restriction – The 90-day restriction on council's ability to issue a NOID would not remain on the property indefinitely and would no longer apply when the application that originally triggered the 90-day timeframe is finally disposed of under the Planning Act.

The proposed regulation also provides notification requirements related to the exceptions to the 90-day timeframe restriction.

Overall, the regulations provide required clarity to the proposed new timelines. Staff are pleased that one of the exemptions to the new regulated timelines is through mutual agreement, as many developers in Grimsby have demonstrated their willingness to work with staff and Council to work towards heritage conservation goals through the planning process.

The exemption for 'new and relevant' materials is useful to ensure that all parties have all of the information needed to make a decision. To this end, the regulations also provide a definition of 'new and relevant' to be applied in this context.

The termination period for the 90-day timelines is limited to the lifespan of the specific planning application. This will ensure that properties are not prohibited from heritage conservation indefinitely.

However, staff have several concerns in regards to these proposed regulations. First, the 90 day timeline will not provide enough time for the town to request and review a peer review of a Heritage Impact Assessment, should the town feel that review is necessary. Staff recommend that the 90 day timeline be increased, or that an additional exemption be included that provides municipalities more time to address requirements for peer review. Likewise, the substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

Staff also note that these new timelines will require significant changes to internal processes in order to accommodate the regulations, which in turn will take a significant amount of staff time to coordinate between Heritage Planning staff, and Planning staff.

*4. 120-day timeline to pass a designation by-law Amendments to the Ontario Heritage Act establish a new requirement for designation by-laws to be passed within 120 days of issuing a Notice of Intention to Designate (NOID). It also*



*allows for exceptions to be prescribed. The ministry is proposing the following categories for exceptions.*

- *Mutual agreement - Where an extension of, or exemption from, the requirement to pass a by-law within 120 days of issuing a NOID is mutually agreed to by the municipality and the property owner.*
- *Administrative restrictions – Where municipal council is limited in its ability to reasonably fulfill the statutory requirements for passing a designation bylaw within the original 120-day timeframe. This would apply in cases of a declared emergency.*
- *New and relevant information – Where new and relevant information that could have an impact on the potential cultural heritage value or interest of the property is revealed and needs further investigation.*
- *Council would be able to extend the timeframe through a council resolution to ensure there is enough time for further information gathering and analysis to inform its decision.*
- *Council would have an additional 180 days from the date of the council resolution to pass the bylaw.*

*Exceptions allowing for the extension of the 120-day timeframe for passing a by-law must occur prior to the expiry of the initial 120 days. The proposed regulation includes notification requirements related to the exceptions to the 120-day timeframe.*

Similar to the exemptions for the 90-day designation notice timeline, the proposed exemptions to pass a designation by-law, especially through mutual agreement, are generally considered helpful. The practice of passing a by-law soon after the objection period has expired (or an appeal has been resolved), is already undertaken in Grimsby for most designations. However, staff would note that implementing these regulations will require staff time to accomplish.

#### *5. 60-day timeline to confirm complete applications, alteration or demolition and contents of complete applications*

*Amendments to the Ontario Heritage Act establish a new timeline of 60 days for the municipality to respond to a property owner about the completeness of their application for alteration of, or demolition or removal affecting, a designate heritage property. It also provides a regulatory authority for the Province to set out minimum requirements for complete applications. The purpose of these provincial minimum standards is to ensure transparency so that property owners are aware of what information is required when making an application. The*

*details of what is proposed in regulation reflect current municipal best practices. The proposed regulation also enables municipalities to build on the provincial minimum requirements for complete applications as a way of providing additional flexibility to address specific municipal contexts and practices. Where municipalities choose to add additional requirements, the proposed regulation requires them to use one of the following official instruments: municipal by-law, council resolution or official plan policy. The proposed regulation establishes that the 60-day timeline for determining if the application is complete and has commenced starts when an application is served on the municipality. It further proposes that applications may now be served through a municipality's electronic system, in addition to email, mail or in person.*

The introduction of a timeline to confirm a complete application for heritage issues is new, but is not unwelcome as it will provide clarity for the property owner and the town. The list of submission requirement set out in the regulations is similar to the requirements that the town already requires; however, a more thorough review of any proposed materials should be undertaken and a report brought forward to Council to confirm Grimsby's list of required submissions and be adopted by municipal by-law as required by the regulation. The ability for the town to set its own additional requirements (through due process) is important to ensure that the town's heritage conservation goals are met.

However, staff note that the requirements for a complete application are only applied to subsections 33 (2) and 34 (2) of the *Ontario Heritage Act*, meaning that there are no requirements for a complete application for properties designated under Part V as part of heritage conservation districts. Staff recommend that the requirements for complete application also be applied to district properties.

*6. Prescribed steps following council's consent to a demolition or removal under s. 34.3*

*Amendments to the Ontario Heritage Act provide that municipal council consent is required for the demolition or removal of any heritage attributes, in addition to the demolition or removal of a building or structure. This is because removal or demolition of a heritage attribute that is not a building or structure, such as a landscape element that has cultural heritage value, could also impact the cultural heritage value or interest of a property.*

*Prior to the amendments, where council approved a demolition or removal under s. 34, the Act required council to repeal the designation by-law. However, in cases where only certain heritage attributes have been removed or demolished, or where the demolition or removal was of a structure or building that did not have cultural heritage value or interest, the property might still retain cultural*

*heritage value or interest. In these cases, repeal of the by-law would not be appropriate.*

*The proposed regulation provides municipalities with improved flexibility by requiring council to first determine the impact, if any, of the demolition or removal on the cultural heritage value or interest of the property and the corresponding description of heritage attributes. Based on the determination council makes, it is required to take the appropriate administrative action, which ranges from issuing a notice that no changes to the by-law are required, to amending the by-law as appropriate, to repealing the by-law. Council's determination and the required administrative actions that follow are not appealable to LPAT.*

*The proposed regulation provides that, where council has agreed to the removal of a building or structure from a designated property to be relocated to a new property, council may follow an abbreviated process for designating the receiving property. The proposed regulation provides a series of administrative steps to support the designation by-law. Council's determination that the new property has cultural heritage value or interest and the subsequent designation by-law made under this proposed regulation would not be appealable to LPAT.*

The requirement to issue notice for demolition of any heritage attributes of a property was a concern, however, the clarification that a repealing by-law may not be required for every demolition is helpful. Following the demolition or removal, if the cultural heritage value or interest and heritage attributes do not need amending, the only notice requirement is to the Ontario Heritage Trust, who are already required to receive notice of all decisions regarding alterations, demolitions, removals and relocations.

However, staff would note that the wording of the regulation is slightly confusing: "After the demolition or removal of a building, structure or heritage attribute on the property is complete, the council of the municipality shall, in consultation with the municipal heritage committee established under section 28 of the Act, if one has been established, make one of the following determinations.." Staff are unclear on if this means that removal of any building, even one that is not a heritage attribute (i.e. a modern garden shed), requires Council approval.

*7. Information to be provided to LPAT upon an appeal with the exception of decisions made under section 34.3 as described above, all final municipal decisions related to designation, amendment and repeal, as well as alteration of a heritage property under the Act will now be appealable to LPAT, in addition to decisions related to demolition and Heritage Conservation Districts, which were already appealable to LPAT. The decisions of LPAT are binding. Preliminary objections to designation matters will now be made to the municipality, before the final decision is made. Prior to the amendments, appeals of designation-related notices or appeals of alteration decisions were made to the Conservation Review Board, whose decisions were not binding.*

*A regulatory authority was added to ensure that appropriate information and materials related to designations, alteration and demolition decisions are forwarded to the LPAT to inform appeals. The proposed regulation outlines which materials and information must be forwarded for every LPAT appeal process in the Act by the clerk within 15 calendar days of the municipality's decision.*

The two-tier process of objection to the municipality, followed by appeal to the LPAT, is a noted concern as this new process will create delays for property owners, staff, the Grimsby Heritage Advisory Committee and Council. The updated regulation does not change this; it provides a list of the materials and information required for LPAT appeals.

#### *8. Housekeeping amendments*

*Amendments to the Act included regulatory authority to address a few housekeeping matters through regulation. Previously, where a municipality proposed to make substantial amendments to an existing designation by-law it stated that the designation process in section 29 applied with necessary modifications. The proposed regulation clearly sets out the modified process, including revised language that is more appropriate for an amending by-law. The proposed regulation also makes it clear that there is no 90-day restriction on issuing a notice of proposed amendment to a by-law and provides that council has 365 days from issuing the notice of proposed amendment to pass the final amending by-law and that this timeframe can only be extended through mutual agreement.*

*The proposed regulation also outlines restrictions on a property owner's ability to reapply for repeal of a designation by-law where the application was unsuccessful, unless council consents otherwise. The one-year restriction on an owner's reapplication maintains what had been included in the Act prior to the amendments.*

The ability to amend a heritage designation by-law is improved through the regulations that provide clarity to the stated process. Staff support this regulation as it will make it easier to update old designation by-laws as required, as well as make amendments to by-laws that require updating to remove listed heritage attributes as per the new regulation.

#### *9. Transition*

*Section 71 of the Ontario Heritage Act establishes a regulation-making authority for transitional matters to facilitate the implementation of the amendments, including to deal with any problems or issues arising as a result of amendments. The proposed transition rules provide clarity on matters that are already in progress at the time the amendments come into force.*

#### *General Transition Rule*

*All processes that commenced on a date prior to proclamation would follow the process and requirements set out in the Act as it read the day before proclamation. The proposed regulation sets out the specific triggers for determining if a process had commenced.*

### *Exceptions*

*Outstanding notices of intention to designate. Where council has published a notice of intention to designate but has not yet withdrawn the notice or passed the by-law at the time of proclamation, the municipality will have 365 days from proclamation to pass the by-law, otherwise the notice will be deemed withdrawn. Where a notice of intention to designate has been referred to the Conservation Review Board, the 365 days would be paused until the Board either issues its report or until the objection has been withdrawn, whichever occurs earlier.*

### *90-Day restriction on issuing a NOID*

*The 90-day restriction on council's ability to issue a NOID would only apply where all notices of complete application have been issued by the municipality in relation to a prescribed Planning Act application, on or after proclamation.*

### *Prescribed steps following council's consent to demolition or removal (s.34.3)*

*The ministry is proposing that the prescribed steps would apply following consent to an application by the municipality or by order of the Tribunal, where at the time of proclamation council had not already repealed the by-law under s. 34.3.*

Staff would note that the transitions proposed will place increased demand on staff time and resources in order to prepare for the January 1, 2021 implementation deadline. As this has not been accounted or planned for, staff would recommend that the proclamation deadline be pushed to July 1, 2021 to allow municipalities more time to prepare, especially in consideration of the COVID-19 pandemic, which has already created additional stress on staff resources.

### *Regulatory Impact Assessment*

*The objective of the proposed regulation is to improve provincial direction on how to use the Ontario Heritage Act, provide clearer rules and tools for decision making, and support consistency in the appeals process. Direct compliance costs and administrative burdens associated with the proposed regulations are unknown at this time. New rules and tools set out in the proposed regulations are expected to result in faster development approvals.*

*There are anticipated social and environmental benefits as the proposed regulation seeks to achieve greater consistency to protecting and managing heritage property across the province.*

Overall, staff support many of the proposed regulation changes, as they provide greater clarity for the new processes created through Bill 108. Some of the concerns identified



by the town in their comments on Bill 108 remain, such as all appeals being moved to the Local Planning Appeal Tribunal (LPAT) from the Conservation Review Board (CRB).

The proposed regulations appear to be consistent with the objectives of Provincial policy and the OHA to conserve significant cultural heritage resources. However, many of the town's existing processes will need to be adjusted to conform to the proposed regulation changes. Staff would recommend to the Province that more time be provided to municipalities to accommodate the new regulations, especially given that the COVID-19 pandemic is in the second wave and also because the revised Ontario Heritage Took Kit has not been provided for draft comment and review. Additionally, staff resources will need to be evaluated in light of the current volume of heritage alteration applications to ensure the delivery of heritage reports and notices occur within the specified timelines. The substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

The Province has noted that the direct compliance costs and administrative burdens are unknown at this time. Staff would suggest that the cost and burden on already stressed municipalities operating in an ongoing pandemic would be significant.

## Strategic Priorities

This report addresses the corporate strategic goal to: Protect, preserve and enhancing Grimsby's distinct heritage and culture

## Financial Impact

There are no direct financial implications arising from the recommendations in this report. However, the proposed regulation changes will have undetermined financial impacts for the town.

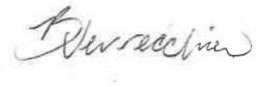
## Public Input

Members of the public may provide comments on Bill 108's proposed changes through the related postings on the Environmental Registry of Ontario (ERO) website.

## Conclusion

As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

Prepared by,



Name: Bianca Verrecchia  
Title: Assistant Heritage Planner

Submitted by,



Name: Antonietta Minichillo  
Title: Director of Planning, Building & Bylaw

October 9, 2020

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Funding for community groups and service clubs affected by pandemic**

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

**Resolution No. 2020.35.16**

**Moved by: Deputy Mayor Hegadorn**

**Seconded by: Councillor Porter**

“Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members



And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,

A handwritten signature in cursive script that reads "B Teeple".

Brandi Teeple  
Deputy Clerk  
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington  
MPP Daryl Kramp- Hastings- Lennox and Addington  
Association of Municipalities Ontario  
Rural Ontario Municipalities Association  
All Ontario Municipalities



CORPORATE SERVICES DEPARTMENT  
TELEPHONE 613-968-6481  
FAX 613-967-3206

## City of Belleville

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8N 2Y8

October 28, 2020

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support  
New Business  
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

“WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

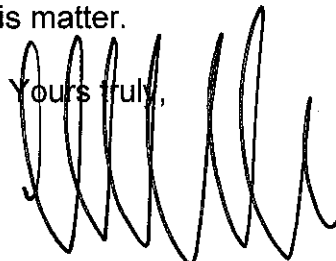
WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,  


Matt MacDonald  
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings  
Daryl Kramp, MPP Hastings – Lennox & Addington  
Councillor Thompson, City of Belleville  
Ontario Municipalities



CORPORATE SERVICES DEPARTMENT  
TELEPHONE 613-968-6481  
FAX 613-967-3206

## City of Belleville

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8N 2Y8

November 10, 2020

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**Delivered by e-mail**  
premier@ontario.ca

Dear Premier Ford:

RE: **Bill 218 – Proposing Changes to the Municipal Elections Act –  
Extension of Nomination Period  
New Business  
10, Belleville City Council Meeting, November 9, 2020**

This is to advise you that at the Council Meeting of November 9, 2020, the following resolution was approved.

“WHEREAS municipalities in Ontario are responsible for conducting fair and democratic elections of local representatives; and

WHEREAS the Government of Ontario, with Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act, 1996; to extend nomination day from the end of July to the second Friday in September; and

WHEREAS municipal elections are governed by the Municipal Elections Act which was amended in 2016 to include shorter nomination periods; and

WHEREAS the operation, finance and regulatory compliance of elections is fully undertaken by municipalities themselves; and

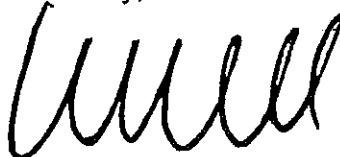
WHEREAS local governments are best poised to understand the representational needs and challenges of the body politic they represent, and when looking at alternative voting methods to ensure voters have options in an effort to increase voter participation and are able to vote safely, it becomes more difficult to implement these alternatives with the proposed shorter period between Nomination day and the October 24, 2022 Election day;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Belleville send a letter to the Premier, the Minister of Municipal Affairs and Housing and Minister of the Attorney General urging that the Government of Ontario respect Ontario municipalities' ability to apply sound representative principles in their execution of elections; and,

THAT the Corporation of the City of Belleville Council recommends that the Government of Ontario supports the freedom of municipalities to run democratic elections within the existing framework the Act currently offers without amendment; and THAT this resolution be circulated to all Ontario Municipalities, AMO and AMCTO."

Thank you for your attention to this matter.

Yours truly,



Matt MacDonald  
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings  
Daryl Kramp, MPP Hastings – Lennox & Addington  
Minister of Municipal Affairs and Housing  
Minister of the Attorney General  
Councillor Kelly, City of Belleville  
Councillor Thompson, City of Belleville  
Ontario Municipalities

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# Curriculum

## Complimentary Webinar: Professional Development Program Review for Elected Officials

September 24, 2020 | 1:00 PM – 2:00 PM MST

- ✓ Professional development focus areas for elected officials
- ✓ The six-stream framework of competency for elected officials
- ✓ Value of professional development in today's municipal world
- ✓ How to develop your comprehensive professional development plan
- ✓ Five stages of career development
- ✓ The elected official skills toolbox
- ✓ Bloom elected official PD program review



## Complimentary Webinar: Council Pre-Budget Warmup

October 22, 2020 | 1:00 PM – 2:00 PM MST

- ✓ Municipal finance for elected officials
- ✓ Budget document basics explained (what to look for, what to ask)
- ✓ Delivering Council direction (when, what, how)
- ✓ Tax increases (understand the why, what to question)
- ✓ Politics of budget season. Advocating for your position
- ✓ Dealing with the public (effective messaging, social media, dealing with the media)





# Curriculum

## Municipal Basics for Elected Officials

January 28, 2021 | 1:00 PM – 2:00 PM MST

- ✓ The municipal role in residents' lives (quality of life concept)
- ✓ Basics of democracy, how the process works
- ✓ Municipal structure explained (demystify the complexity)
- ✓ Council vs. administration's role, governance concept
- ✓ Council meeting fundamentals – Robert's rules, open vs. closed session, etc.
- ✓ Legalities, revenue basics, municipal service menu, basic governance



## Strategic Planning as a Council, as an Elected Official

February 25, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Strategic Planning 101 (concept explained)
- ✓ Community vision – importance (priority focus areas vs. objectives)
- ✓ Pros and cons of strategic planning

- ✓ How to get the most out of your strategic planning session
- ✓ Collaboration tips for success in developing a shared Council vision
- ✓ How to effectively transform the strategic plan into administrative action
- ✓ Measuring performance of the strategic plan



## Municipal Policy for Elected Officials

March 25, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Governance and policy making
- ✓ Municipal policy review
- ✓ Policy best practices
- ✓ Developing policy in support of community goals
- ✓ Policy engagement and communication
- ✓ Corporate policy management



# Curriculum

## Public Engagement Essentials

April 22, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Public engagement basics (educate, listen, act)
- ✓ Council role in public engagement
- ✓ Individual Councillor – valuable tips for meaningful engagement
- ✓ Effective public engagement methods (what works, what does not)
- ✓ Election as an engagement tool (concept)
- ✓ Social media (benefits, risk, strategies for success)
- ✓ Using public engagement in the budget process



## Delivering Leadership as an Elected Official

May 20, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Leadership as an Elected Official and as a Council (opportunities and challenges)
- ✓ Council vs. CAO leadership (relationship explained)
- ✓ Complexity of leadership in a democratic structure

- ✓ Effective leadership practices. Leading to success
- ✓ Finding your voice, developing a position
- ✓ Politics (common pitfalls, building consensus, accepting decisions)
- ✓ Leading to a community vision



## Land Development Essentials for Elected Officials

June 17, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Land planning 101. Statutory plans. Municipal Development Plan
- ✓ Land planning role in community vision
- ✓ Legislation, bylaws, appeals, subdivision rules
- ✓ Development proposal. Elected official role and tips for review
- ✓ Development charges (levies) explained and how they can be successfully utilized
- ✓ Development opportunities and risks
- ✓ Capital planning for development explained

# Curriculum

## Political Challenge Essentials for Elected Officials

July 15, 2021 | 1:00 PM – 2:00 PM MST

- ✓ It's democracy! Understanding the dynamics of politics in the municipal environment
- ✓ "Your one voice" – the role of a Councillor vs. Council
- ✓ Elected official as a public figure. Understanding risks/rewards
- ✓ Fostering a culture of positive debate, introducing motions and democratic decisions
- ✓ Dealing with sensitive political issues effectively and responsibly
- ✓ Lobby groups, associations, and engaged citizens. Tips for success
- ✓ Social media (pros, cons, tips for success)



## Municipal Finance 101 for Elected Officials

August 12, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Role of Elected Official in the municipal finance process
- ✓ Finance role (stewardship, financial sustainability)
- ✓ Fundamentals of the municipal operating and capital budget process (legislation, timelines, structure)

- ✓ Fundamentals of the municipal reporting process (legislation, timelines, structure)
- ✓ Taxes and Assessment 101 (purpose, calculations, legislation)
- ✓ Reserves, debt, amortization, revenues, expenses overview
- ✓ Key indicators for a financially healthy municipality
- ✓ Changes to the MGA (allowances for service capital – Fire, Recreation, Police)



## CAO-Administration/Council – Essentials for Success

September 9, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Legislation, rules, relationship
- ✓ CAO roles and responsibilities
- ✓ Providing direction effectively through the CAO
- ✓ Fostering a positive relationship to drive municipal success
- ✓ Dealing with disputes, disagreements, misunderstandings
- ✓ Attributes of a successful CAO
- ✓ CAO performance evaluation – how to measure success and foster improvement

# Curriculum

## Intermunicipal Relationships/Agreements

October 7, 2021 | 1:00 PM – 2:00 PM MST

- ✓ Intermunicipal Collaboration Framework – rules and legislation
- ✓ Benefits of regional collaboration (success stories illustrated)
- ✓ Understanding urban/rural perspectives
- ✓ Overcoming challenges (creating win-win opportunities)
- ✓ Shared service agreements (recreation, fire, FCSS)
- ✓ Relationship building as a process



## Register At:

<https://bloomcme.com/education>



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, November 19, 2020				Report Date	Thursday, November 12, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/11/19/1001 – Process for reviewing SDR recommendations									

**Subject:** Process for reviewing recommendations from HCM Service Delivery Review.

**Recommendation:** That Council discuss and select a method and date to review all recommendations presented by Maclaren Consulting.

**Background/Executive Summary:**

At the regular meeting of Council on October 15<sup>th</sup>, 2020 Maclaren Consulting presented their Final Service Delivery Review report. This report was accepted by Council; however the final decision on how to proceed with the outlined recommendations in the report is the decision of Council.

Options for how to proceed with reviewing these recommendations:

1. Discuss at a regular meeting of council, with any recommendations that meet the requirement for a closed discussion being done in the appropriate manner.
2. Discuss at a special meeting of council
3. Development of a committee or working group to focus solely on these recommendations.
4. A different method not outlined above.

This report and request for decision applies only to the method to review the recommendations, and does not request the discussion of the recommendations at this meeting.

**Financial Considerations/Budget Impact:**

None at this time

**Enclosures:**

None

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, November 19, 2020				Report Date	Thursday, November 12, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/11/19/1101 – Procedural By-Law 2019-09									

**Subject:** Review of Procedure By-Law 2019-09

**Recommendation:** That Council review and make recommendations for updating Procedure By-Law 2019-09

**Background/Executive Summary:**

It is good practice to review the municipal Procedural By-Law on an annual basis and make updates as required.

In April 2020, due to the pandemic, an amendment was made to the procedural by-law to allow for electronic participation in Council meetings.

The Council Procedure By-Law Working Draft has been included for reference and comparison.

**Financial Considerations/Budget Impact:**

None at this time

**Enclosures:**

1. Procedure By-Law 2020-09
2. Council Procedure By-Law (Working Draft)
3. By-Law 2020-04 to amend Procedure By-Law 2020-09

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

## **The Corporation of the United Township of Head, Clara & Maria By-Law Number 2019-09**

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the *Municipal Act, 2001*, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara & Maria enacts as follows:

### **Preamble**

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Harassment, Bullying and Workplace Violence Policy
- Staff Council Relations Policy
- *Planning Act*
- Accountability and Transparency, By-Law 2009-10
- Policy and Guidelines for Compensation for Travel & Mileage – Employees and Council Members

- Council Honorarium, By-Law 2016-04

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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## 1. Definitions

In this By-Law:

**1.1 Ad-Hoc Committee.**

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

**1.2 Agenda.**

“Agenda” means the list of business to be conducted at a Meeting.

**1.3 Chair.**

“Chair” means the person presiding at a Meeting.

**1.4 Chief Administrative Officer.**

“Chief Administrative Officer” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.

**1.5 Clerk.**

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

**1.6 Committee of the Whole.**

“Committee of the Whole” means a Committee of all Members of Council.

**1.7 Consent Agenda.**

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

**1.8 Council.**

“Council” means the elected Members of the Municipal Council.

**1.9 Council Package.**

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

**1.10 Closed Meeting.**

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

**1.11 Deputy Mayor.**

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

**1.12 Electronic Meeting.**

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The Member participating electronically may not participate in a Closed Meeting.

**1.13 Emergency Meeting.**

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

**1.14 Ex Officio.**

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

**1.15 Head of Council.**

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

**1.16 Local Board.**

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

**1.17 Meeting.**

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*.

**1.18 Member.**

“Member” means a Member of Council, Local Board or Committee.

**1.19 Motion.**

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

**1.20 Motion to Amend.**

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

**1.21 *Municipal Act*.**

“*Municipal Act*” means the *Municipal Act*, 2001, S.O. c.25. as amended.

**1.22 Municipality.**

“Municipality” means the Municipal Corporation of the United Townships of Head, Clara & Maria.

**1.23 Notice of Motion**

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

**1.24 Officers.**

“Officer(s)” means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

**1.25 Order of Business.**

"Order of Business" means the sequence of business to be introduced and considered in a Meeting.

**1.26 Point of Procedure.**

"Point of Procedure" is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.

**1.27 Presentation.**

"Presentation" means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

**1.28 Quorum.**

"Quorum" means a majority of Members of Council or Committee.

**1.29 Recorded Vote.**

"Recorded Vote" means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

**1.30 Regular Meeting.**

"Regular Meeting" means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

**1.31 Report.**

"Report" means a written or other Report from the Chief Administrative Officer, Clerk, Department Heads, Staff or Committee which is approved by the Chief Administrative Officer or Clerk.

**1.32 Resolution.**

"Resolution" means a Motion that has been approved by Council.

**1.33 Special Meeting.**

"Special Meeting" means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.



**1.34 Standing Committee.**

"Standing Committee" means a Committee comprised solely of Members of Council.

**1.35 Unfinished Business.**

"Unfinished Business" means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

**1.36 Urgent.**

"Urgent" means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a. Danger to the life, health or safety of individuals;
- b. Damage to property;
- c. An interruption of the essential services provided by the Municipality;
- d. Immediate and significant loss of revenue by the Municipality;
- e. Legal Issue and/or
- f. Prejudice to the Municipality.

## **2. General Meeting Rules**

**2.1 Rules – to be observed at all times**

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

**2.2 Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

**2.3 Mayor**

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

**2.4 Absence of Mayor**

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

**2.5 Absence of Deputy Mayor**

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

**2.6 Meeting Location**

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Municipal Hall, located at 15 Township Hall Road, Stonecliffe, Ontario.

**2.7 Clerk**

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

**2.8 Quorum**

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)



## **2.9 Minutes**

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.9.2)

## **2.10 Arriving Late/Leaving Early**

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

## **2.11 Staff Attendance**

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Chief Administrative Officer-Clerk.

## **2.12 Declarations of Conflicts of Interest**

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

1. Provide a written statement of the interest and its general nature to the Clerk in accordance with **Schedule A**;
2. Will leave the Council Meeting while the issue is considered; and,
3. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.3)

### **2.13 Rules of Debate**

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate. (2.13.3)

The Chair or the Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair. (2.13.5)

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken. (2.13.6)

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter. (2.13.8)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a. With permission of Council,
- b. If questioned by another Member;
- c. To explain comments which the Member believes have been misunderstood; or,
- d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken. (2.13.9)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes. (2.13.10)

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder. (2.13.11)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a. to refer the matter to a certain body;
- b. to amend the Motion;
- c. to defer the Motion;
- d. to adjourn the Meeting;
- e. that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

## **2.14 Conduct**

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate;
- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.14.1)

At a Meeting, no person shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
- e. Make any disruptive noise or disturbance;
- f. Enter the Meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair; and
- h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.14.2)

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting. (2.14.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.14.4)

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair. (2.14.5)

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate. Members of the Public may not be recognized unless:

- a. Consent is given by a majority of Council; and
- b. The Member(s) of the Public are speaking to an item on the Agenda. (2.14.6)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.14.7)

## **2.15 Questions during Debate**

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

## **2.16 Points of Procedure**

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure. (2.16.2)

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)



If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

## **2.17 Voting - General**

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request made me made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate. (2.17.8)

## **2.18 Corrections**

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

## **2.20 Amendments**

The following rules shall apply to amendments to Motions:

- a. A "Motion Amendment" is a change to the question asked in the Motion;
- b. an "amendment to an amendment" is a change to the proposed Motion Amendment;
- c. only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d. when an amendment has been decided upon, another may be introduced;
- e. the order of voting shall be:
  - i. an amendment to an amendment shall be voted upon;
  - ii. A Motion Amendment shall be voted upon next, and
  - iii. the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

## 2.21 Voting - Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b. The Chair shall ask the Member to affirm that they voted with the majority;
- c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.

- f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g. No Motion shall be reconsidered more than twice in the same calendar year.
- h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council. (2.21.3)

### 3. Roles and Responsibilities

#### 3.1 Head of Council. (*Municipal Act, s.225*)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer ("CEO") of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality's activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;



### 3.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

### 3.3 Deputy Head of Council. (*Municipal Act s.242*)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

### 3.4 Council. (*Municipal Act, s.224*)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

### 3.5 Clerk. (*Municipal Act, s. 228*)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members.
- f. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

### **3.6 Staff. (*Municipal Act*, s. 227)**

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

### **3.7 Chief Administrative Officer. (*Municipal Act*, s. 229)**

It is the duty of the Chief Administrative Officer to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

### **3.8 Members of the Public.**

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

## **4. Meetings**

### **4.1 First Meeting**

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the first Tuesday in December at 7:00 PM (4.1.1)

At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (4.1.2)

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (4.2.3)

#### **4.2 Regular Meetings**

**4.2.1 Time and Place.** Regular Meetings shall be held on the third Thursday of each month at 7:00 P.M., except for June, when the meeting is held on the third Saturday at 1:00 P.M. There is no meeting in July.

**4.2.2 Election Year.** Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

#### **4.3 Special Meetings**

**4.3.1** A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

**4.3.2 The Head of Council.** The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

**4.3.3** Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

**4.3.4** The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

**4.3.5** Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

#### **4.4 Emergency Meetings**

**4.4.1** An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

**4.4.3** The Chief Administrative Officer-Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available

and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

**4.4.4.** Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

**4.4.5** Quorum is still required at an Emergency Meeting.

**4.4.6** These provisions shall apply, with necessary modifications, to Committees and Local Boards.

#### **4.5 Closed Meetings**

**4.5.1** A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

**4.5.2.** No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

**4.5.3** After the Closed Meeting is adjourned the Chair shall report to the public:

- a. That the Meeting has resumed open session; and,
- b. The general nature of the matters dealt with in the Closed Meeting.

**4.5.4 Permissive Closed Meetings.** A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:

- a. The security of the property of the Municipality or Local Board;
- b. Personal matters about an identifiable individual, including municipal or Local Board employees;
- c. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative

tribunals, affecting the Municipality or Local Board;

- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

**4.5.5 Mandatory Closed Meeting.** A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that *Act*;
- b. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.



A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

#### **4.6 Cancelled Meetings**

**4.6.1** A Meeting may be cancelled by the Head of Council, in consultation with the Chief Administrative Officer-Clerk, in the following instances:

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event; or,
- d. The Meeting is no longer required.

**4.6.2** For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

**4.6.3** The Chief Administrative Officer-Clerk will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Chief Administrative Officer-Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

## **5. Notice of Meetings**

### **5.1 Annual Schedule of Meetings**

**5.1.1** The Clerk shall, by January 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

**5.1.2.** The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

**5.1.3** Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

**5.1.4** The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

**5.1.5** The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.

**5.1.6** Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

**5.1.7** Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

**5.1.8** Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

## 6. Agenda

### 6.1 Agenda

**6.1.1** It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

**6.1.2** All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule B**.

**6.1.3** The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

**6.1.4** Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the Members present.



**6.1.5** If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require a two-thirds majority vote to have the item considered.

**6.1.6** All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than ten (10) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

**6.1.7** Reports to Council shall be in the standard form set out in **Schedule C**.

**6.1.8** Members wishing to have a matter placed on the Agenda will provide the Clerk with a completed form provided hereto at **Schedule D**.

**6.1.9** Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with a completed form as shown in Schedule E to this By-Law.

**6.1.10** The Mayor and Chief Administrative Officer-Clerk may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;
- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

**6.2 Closed Meeting Agenda**

**6.2.1** In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

**6.3 Adjournment**

**6.3.1** A Motion to adjourn does not need a seconding Member.

**6.3.2** A Motion to adjourn a Meeting will be considered at any time except the following:

- a. When another Member has been recognized by the Chair and is speaking on a matter, or
- b. During the taking of a vote.

**6.3.3** If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

**6.4 Curfew**

Meetings shall be automatically adjourned at 11:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

**6.5 Committees/Appointments**

**6.5.1** Committees and Appointments will be governed as per **Policy/Schedule F**.

**6.6 Public Engagement Meetings**

**6.6.1 Policy/Schedule G**

**6.7 Electronic Participation**

**6.7.1 Policy/Schedule H**

**6.8 Amendment**

**6.8.1.** Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for

that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

**6.9. Mandatory Review**

**6.9.1** This By-Law shall have a mandatory review in one year following the date of approval.

**6.10. Repeal – Enactment**

**6.10.1** That By-Law 2015-07 and amendments thereto be and are hereby repealed.

**6.10.2** This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this 25 day of April, 2019.

Read a third and final time and enacted and passed this 25 day of April 2019.

*D. Grills*

*C. Wicks*

**7. Schedules to the By-Law**

Schedule A – Conflict of Interest

Schedule B – Agenda and Consent Agenda

Schedule C – Reports

Schedule D – Member Request for Item to be Added to the Agenda (Standard Forms)

Schedule E – Form for Individuals or Bodies to put Matters on the Agenda

Schedule F – List of Committees/Appointments

**“Schedule A”**  
**Conflict of Interest**

# Council Declaration of Interest Form



## Municipal Conflict of Interest Act

Please complete this form in its entirety, read the statement at the Council table when the Chair reads agenda item #4 "Disclosure of Pecuniary interest & General Nature Thereof" and then submit to the Clerk for record keeping purposes.

For the Municipal Council/Committee meeting held on \_\_\_\_\_  
(date)

I, Councillor \_\_\_\_\_, hereby declare a  
potential (deemed/direct/indirect) pecuniary interest on Council/Committee  
Agenda item Number \_\_\_\_\_, Report number \_\_\_\_\_,  
concerning \_\_\_\_\_ for the following  
reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Councillor Signature

\_\_\_\_\_  
Councillor Name (please print)

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

**“Schedule B”**  
**Agenda Template**

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



Date-time

1. Call to Order and 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. Roll Call

3. Recital of the Municipal Mission and Vision Statements

4. Disclosure of Pecuniary Interest & General Nature Thereof

*Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, or activities of your children, parents or spouse;*

5. Deputations/Presentations

6. Adoption of Minutes of previous meeting

- Council Minutes
- Minutes included for Information
  - Rural Mayor's Forum of Eastern Ontario
  - Library Board -
  - Recreation Committee

7. Petitions and Correspondence - Information Only – (Please advise if you feel any item warrants further consideration)

8. Staff Reports

9. Financial Reports

10. By-Laws

11. Unfinished Business

12. Addendum (New Business)

13. Notice of Motion

14. In Camera or Closed Session

15. Business Arising from Closed Session

16. Questions and Answers

17. Confirmation of Proceedings

18. 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.**

## **“Schedule C” Reports**



**Request for Decision**

**United Townships of Head, Clara & Maria  
Municipal Council**

Type of Decision									
Meeting Date					Report Date				
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE	
Report #	

**Subject:**

**RECOMMENDATION: (motion)**

**Background/Executive Summary:**

**Financial Considerations/Budget Impact:**

**Policy Impact:**

<b>Approved and Recommended by the Clerk</b>
Municipal Clerk

## **“Schedule D”**

### **Member Request for Item to be Added to the Agenda (Standard Forms)**



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

Date:

Resolution No.:

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**WHEREAS**

**AND WHEREAS**

**BE IT RESOLVED THAT**

Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Reeve \_\_\_\_\_

## **“Schedule E”**

### **Form for Individuals or Bodies to put Matters on the Agenda**



THE CORPORATION OF THE UNITED TOWNSHIPS OF

**HEAD, CLARA & MARIA**

15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: [hcminfocfischer@gmail.com](mailto:hcminfocfischer@gmail.com); or [hcmclerkmreith@gmail.com](mailto:hcmclerkmreith@gmail.com)

**REQUEST FOR DEPUTATION**

Person Requesting a Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # \_\_\_\_\_ Email : \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

(Note: In accordance with the Procedural By-law, the Clerk's Department has the discretion to reschedule or deny an appearance before Council where: the number of deputations is greater than Council has established; the topic is not within the jurisdiction of the Council; the request due to content or frequency is considered frivolous and vexatious; the matter is such that it requires consultation with staff and a report to accommodate the request.)

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes ☐ No ☐ If Yes, provide name: \_\_\_\_\_

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.

The following are pertinent sections of the Municipal Procedure By-law. Please review these sections and the entire documents on-line so you are sure you understand the requirements and privileges awarded to you in making a deputation to Council.

## **12.0 DEPUTATIONS**

- 12.1. Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council shall give verbal/written notice to the Clerk at least five (5) business days prior to the next regular meeting of the Council. Any information received later than that date may be withheld to the next regular meeting of Council.
- 12.2. Written documentation of the contents of the deputation shall be provided to the Clerk in order to allow staff time to prepare a report to Council.
- 12.3. Notwithstanding Section 12.1, delegations not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council however; any decision shall be deferred on the matter in question until a staff report can be prepared for further consideration by Council or Committee.
- 12.4. Deputation requests are screened by the Municipal Clerk, in consultation with the Head of Council. The Clerk will contact the requester by telephone or email to confirm or deny the request. The Clerk will inform Council of requests not granted through the Clerk's report.
- 12.5. Persons wishing to present information verbally on matters of fact or to make a request of Council shall be limited in speaking to not more than ten (10) minutes excluding points of clarification or questioning.
- 12.6. Notwithstanding Section 12.5, delegations consisting of more than five (5) persons shall be limited to two (2) speakers, each restricted to speaking in total, for not more than ten (10) minutes."
- 12.7. Modifications to these limits shall be at the discretion of the majority of members of Council.
- 12.8. During or following a deputation Council members may ask the delegate questions relating to the presentation for the purpose of clarification without statement or comment.
- 12.9. A limit of 5 minutes per Council Member, including the question and the response is to be allowed.
- 12.10. If the delegate has written materials to support any presentation, even if the presentation is verbal, a copy shall be provided to Council and to staff for official record.
- 12.11. Any matter put before Council by a delegate shall be referred to staff for a report prior to any decision being made by Council.
- 12.12. The subject matter of the deputation must fall within municipal jurisdiction.
- 12.13. No delegate shall speak to any subject other than that for which they have received prior approval to address Council. Straying from that issue (those issues) may result in the deputation being terminated.
- 12.14. All content, debate or presentation material shall be germane to the issue or subject of the presentation, must be courteous and respectful and no one may impugn the motives of another.
- 12.15. Delegates are to be respectful of everyone in attendance including Council, the Public and Staff and are not to use offensive words or gestures, un-parliamentary language, disobey the rules of civil procedure or any decision or direction of Council.
- 12.16. No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.
- 12.17. Deputations to Council from declared candidates for elected office shall not be permitted.
- 12.18. A delegation is an opportunity to make a presentation to or request of Council. Delegates are to address Council only and not staff or the gallery without express permission of the majority of Council and should stand facing Council during their entire presentation.
- 12.19. Except as required by law, any person appearing before Council who has previously appeared before the same board or before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6.
- 12.20. Failure to comply with the above rules or abuse of the process may result in the deputation being terminated and/or the privilege being denied to the individual in the future at the discretion of Council.

Amended in May of 2018...

1. *THAT a clause under section 12.0 – Delegations be added... "Except as required by law, any person being a member of a special interest group, club, organization or group of persons with a common issue appearing before Council and who has previously appeared before the same board, committee or Council on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6".*

## **13.0 COMMENTS AND PRESENTATION BECOMES PART OF THE PUBLIC RECORD**

- 13.1. Written comments together with the personal information of the delegate will become part of the public record.
- 13.2. If written comments on an item are submitted prior to the agenda being published, they will be reproduced in the printed version of the agenda.
- 13.3. If written comments are received after the printed agenda has been distributed, the correspondence will be copied and distributed to all Members of Council and relevant Municipal staff.
- 13.4. Copies will also be made available for public inspection at the meeting and posted on-line.

13.5. If an individual is presenting in a personal capacity, he/she will be listed as a correspondent in any relevant agenda, decisions and minutes. These documents will be posted online, so the individual's name in connection with an agenda item or future reports to Council may be indexed by internet search engines. A full copy of correspondence will be made available for public inspection.

13.6. When a delegate appears before Council, the entire presentation becomes part of the public record.

13.7. Council records all meetings of council and/or committee, so it is possible that all presentations, deputations and delegations will be recorded and remains a permanent part of the public record. Council reserves the right to record all proceedings in audio and/or video formats.



## **“Schedule F”**

### **List of Committees/Appointments**

### **List of Committees/Appointments**



- Recreation Committee
- Library Board



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

**BY-LAW NUMBER 2020-05<sup>4</sup>**

**BEING A BY-LAW TO AMEND BY-LAW 2019-09 BEING A BY-LAW  
GOVERNING THE PROCEEDINGS OF COUNCIL, THE CALLING OF  
MEETINGS AND THE CONDUCT OF MEMBERS, STAFF AND THE PUBLIC.**

---

**WHEREAS** the Council of the United Township of Head, Clara and Maria passed By-law 2019-09 which governs the proceedings of council, the calling of meetings and the conduct of members, staff and the public;

**AND WHEREAS** the Province of Ontario declared an emergency under s. 7.0.1(1) of the Emergency Management and Civil Protection Act on March 17, 2020;

**AND WHEREAS** during emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, the Municipal Act 2001 section 238 (3.1) has been amended to provide that members of councils, local boards and committees who wish to participate electronically in open and closed meetings, may be counted for purposes of quorum;

**NOW THEREFORE** the Council of the United Township of Head, Clara & Maria hereby enacts as follows:

1. By-Law 2019-09 being a By-Law of the United Townships of Head, Clara & Maria to govern the proceedings of council, the calling of meetings and the conduct of members, staff and the public the following sections are hereby amended:

2.6.(2) During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, all members may participate electronically and any member participating electronically may be counted in determining whether or not a quorum of members is present at any time during the meeting.

2.17.(9) During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, a recorded vote is not necessary unless requested by a member of Council.

3.1.(l) During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, the Mayor can preside over and chair the meeting by Alternative Means.

2. This By-law shall come into full force and effect April 2, 2020.

**READ A FIRST & SECOND TIME THIS 2<sup>ND</sup> DAY OF APRIL 2020**

**READ A THIRD TIME AND PASSED THIS 2<sup>ND</sup> DAY OF APRIL 2020**



*D. Grills*

Debbi Grills, Mayor

*Charlotte Toope*

Charlotte Toope, Clerk-Treasurer

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, November 19, 2020				Report Date	Tuesday, November 10, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/11/19/1102 – Clerk-Treasurer Municipal Administration Diploma									

**Subject:** Courses required for permanent Clerk-Treasurer to complete Diploma in Municipal Administration.

**Recommendation:** That Council approve costs of two courses for Crystal Fischer, permanent Clerk-Treasurer to achieve her Diploma in Municipal Administration in 2021.

**Background/Executive Summary:**

Two courses are required for the permanent Clerk-Treasurer to achieve her diploma:

***Municipal Law Program (MLP) – Unit 4  
Employment Law and Human Resources***

**Financial Considerations/Budget Impact:**

Municipal Law Unit 4 - \$452

Employment Law and Human Resources - \$1644

These costs will be included in the 2021 Budget.

**Enclosures:**

None, however more information on the courses can be found at [https://www.amcto.com/Education-Events/Diplomas/Diploma-in-Municipal-Administration-\(DMA\)](https://www.amcto.com/Education-Events/Diplomas/Diploma-in-Municipal-Administration-(DMA)).

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, November 19, 2020				Report Date	Tuesday, November 10, 2020			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #20/11/19/1103 – PWAC Recommendations									

**Subject:** Recommendations from Public Works Advisory Committee (PWAC)

**Recommendation:** That Council review and consider the recommendations that have resulted from discussions at recent PWAC meetings.

### Background/Executive Summary:

Recent discussions at the Public Works Advisory Committee have resulted in several recommendations for Council to consider:

#### 1. Changes to Road Maintenance

- Following two roads tours and much discussion, it is the recommendation that the following changes be made:

Road	Current	Proposed Change	Notes
Francoeur Road	Maintained: 2.3 km Plowed: 0.4 km	<b>Maintained: 0.4 km</b> Plowed: 0.4	Stop maintenance at farm
Mackey Creed Road	Maintained: 10.9 km Plowed: 2.5 km	<b>Maintained: 2.5 km</b> Plowed: 2.5 km	Stop maintenance at school bus turn around.
Kenny Road	Maintained: 1.8 km Plowed: 0.7 km	<b>Maintained: 0.7 km</b> Plowed: 0.7 km	Stop maintenance after landfill entrance
Buckshot Road	Maintained: Minimal Plowed: None	<b>Maintained: None</b> Plowed: None	Discontinue minimal maintenance
Adelard Road	Maintained: 4 km (minimal) Plowed: None	<b>Maintained: None</b> Plowed: None	Discontinue minimal maintenance

Section 44 (1) of the Municipal Act, 2001 says:

***The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstance, including the character and location of the highway or bridge.***

*2001, c. 25, s. 44 (1)*

#### 2. Bag Tags

- It is the opinion of the advisory committee and staff that the bag tag program has served its purpose. These bag tags are costly to send out to residents (included in final tax billings resulting in additional postage fees for weight).
- These tags have become a burden for municipal waste staff as they often do not stay on the bags and end up stuck to the inside of the truck.

- Recommended that this program be discontinued effective January 1<sup>st</sup>, 2020 to allow time for staff to include reminders about bag limits and give notification to residents in Winter newsletter (December 2020).

**Financial Considerations/Budget Impact:**

**Road Maintenance Changes:** Financial impact will depend on Council's decision regarding which recommendations to give further consideration, but will result in cost savings for any roads which maintenance is discontinued for.

**Bag Tags:** Will result in a cost savings for postage. Fees collected for bag tag sales is minimal.

**Enclosures:**

Appendix A to Level of Service Policy

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

# UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

## “Appendix A” to Level of Service Policy 2008 Calculations and Determinations of Traffic Volume

<b>ROAD NAME</b>	<b># OF PERMANENT HOMES ON ROAD</b>	<b># OF COTTAGES ON ROAD</b>	<b>AADT</b>	<b>SPEED LIMIT</b>	<b>CLASS</b>	<b>DISTANCE MAINTAINED</b>	<b>DISTANCE PLOWED</b>
<i>Harvey Creek Road</i>	3	0	18	50 km/h	6	0.9 km	0.9 km
<i>Jobidon Road</i>	1	2	6	50 km/h	6	0.3 km	0.3 km
<i>Rivermead Road</i>	2	4	12	50 km/h	6	0.3 km	0.3 km
<i>Boudreau Road</i>	7	7	42	50 km/h	6	0.3 km	0.4 km
<i>Donnelly Road</i>	1	3	6	50 km/h	6	1.8 km	1.8 km
<i>Ashport Road</i>	7	4	42	50 km/h	6	2.5 km	1.3 km
<i>Francoeur Road</i>	2	4	12	50 km/h	6	2.3 km	0.4 km
<i>Mackey Boat ramp</i>	0	0	0	50 km/h	6	0.2 km	NONE
<i>Mackey Creek Road</i>	12	6	72	50 km/h	5	10.9 km	2.5 km
<i>Desjardins Road</i>	1	1	6	50 km/h	6	0.3 km	0.3 km
<i>Jennings Road</i>	6	3	36	50 km/h	6	4.5 km	To Boy Scout Trail
<i>Plain's Camp Road</i>	0	2	0	50 km/h	6	Minimal maintenance only	NONE
<i>Kenny Road</i>	0	1	0	50 km/h	6	1.8 km	0.7 km
<i>Pine Valley Road</i>	11	2	66	50 km/h	5	0.3 km	0.3 km
<i>Township Hall Road</i>	1	0	6	50 km/h	6	0.3 km	0.3 km
<i>Loggers Road</i>	2	3	12	50 km/h	6	0.7 km	3.5 km
<i>Boat Launch Road</i>	2	0	12	50 km/h	6	0.4 km	0.4 km
<i>Buckshot Road</i>	0	1	0	50 km/h	6	Minimal maintenance only	NONE
<i>Yates Road</i>	0	0	0	50 km/h	6	0.4 km	0.4 km
<i>Adelard Road</i>	0	2	0	50 km/h	6	Minimal maintenance only for 4.0 km	NONE
<i>Bissett Creek Road</i>	0	n/a	0	50 km/h	n/a	AFA road	0.7 to dump
<i>McIsaac Drive</i>	2	1	12	50 km/h	6	1.1 km	1.1 km
<i>Crossing Road</i>	0	0	0	50 km/h	6	0.1 km	0.1 km
<i>Trappers Road</i>	2	5	12	50 km/h	6	0.3 km	0.3 km
<i>Dunlop Crescent</i>	2	4	12	50 km/h	6	0.9 km	0.9 km
<i>Cotnam Road</i>	1	2	6	50 km/h	6	0.1 km	0.1 km
<i>Brent Road</i>	1	n/a	6	50 km/h	n/a	AFA road	< 1 km to camp

## United Townships of Head, Clara & Maria Council

### Report to Council

Type of Decision									
Meeting Date	Thursday, November 19, 2020				Report Date	Tuesday, November 10, 2020			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #20/11/19/1104 – Progress of Policy Review									

**Subject:** Update on the progress of, and process for the ongoing policy review.

**Recommendation:** Council review and approve the proposed plan for updating of HCM policies.

#### Background:

As a result of the HCM Organization Review in 2019, the following recommendation was received: *"A Policy Review and Update project be undertaken that includes creating a central online place to house documents. The review would include organizing the various documents found in the Record Tracking System Master List (table of contents, index, categories with tabs etc.), updating where needed, recommending any missing policies, and creating a searchable database for all documents. This is a project that requires uninterrupted time to dismantle the binder, organize and review the contents, and create an online (digital) version for ease of locating, sending, tracking, and risk management."*

#### Current status:

Currently, we have over 35 policies that have been reviewed, revised, or developed for council review. To date, no policies have been presented to Council for approval as it was felt that there may have been recommendations resulting from the Service Delivery Review that contradicted some policies. This review work is ongoing and there are still many policies to be revised or written.

An indexing system is being developed, similar to the one at the County of Renfrew. This will allow for easy tracking and organizing of policies. Policies will be categorized under sub headings (A for Administration, F for Finance, H for Human Resources, etc.) with a numbering system. For example, the current Professional and Courteous Conduct Policy would be titled **A-01 Professional and Courteous Conduct Policy** and Policy on Cash Handling would be titled **F-01 Cash Handling Policy**.

A new policy format with a header, table of information and consistent fonts will be used, similar again to what is currently used by our upper tier municipality.

#### Proposed Plan:

The Municipal Act, 2001 outlines a list of all required policies. George Cuff has also provided a list of recommended policies to the Clerk-Treasurer. At the December 2020 meeting, a list of proposed policies will be provided to Council. Policies can be added to this list at any time based upon requirements of the municipality and at the request of Council.

Starting in December 2020, at the end of each council meeting Councillors will be given one or two policies to review, depending on the complexity of the policies. These policies will be included for review in the following months agenda under a new agenda heading titled "Policy Review". The suggested revisions to the policy will be discussed at this Council meeting. The Clerk-Treasurer will

incorporate all agreed upon revisions and bring the policy back to the following Council meeting for final approval.\*

Example schedule for ***F-01 Cash Handling Policy***:

**December 2020 Council Meeting** – Draft policy provided to Council members at end of the Council meeting to allow Councillors the opportunity to review the policy in advance of the January 2021 meeting.

**January 2021 Council Meeting** – Draft policy appears on agenda under “Policy Review” section, noted as “for review”. Policy is discussed and agreed upon recommendations are provided to the Clerk-Treasurer.

**February 2021 Council Meeting** – Clerk-Treasurer presents the final policy on the agenda under “Policy Review” section, noted as “for final approval”. This will be approved with a Council resolution.

\*Draft policies may need to be discussed at more than one Council meeting before an agreed upon final policy is approved.

**Financial Considerations/Budget Impact:**

None at this time

**Enclosures:**

None

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, November 19, 2020				Report Date	Thursday, November 12, 2020			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/11/19/1105 – Municipal Office Schedule									

**Subject:** Municipal Office Schedule

**Recommendation:** That the municipal office business hours be adjusted to be open Monday – Friday, 8:30 am – 4:00 pm.

**Background/Executive Summary:**

A decision was made several years ago to adjust the municipal office schedule to keep the office closed to the public on Thursdays. This decision was made to meet the needs of the office at that time and to assist with catching up on a back log of work.

It is the opinion of the Clerk-Treasurer that this is no longer required and in response to requests from residents, does recommend that the municipal office resume regular open hours, effective immediately.

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

None

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, November 19, 2020				Report Date	Wednesday, November 11, 2020			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/11/19/1106 – Council and Chair of Committees									

**Subject:** Council as Chair of Committees

**Recommendation:** That the memberships for the United Townships of Head, Clara & Maria advisory committees be reviewed and a decision made by Council regarding whether or not council should chair advisory committees.

**Background/Executive Summary:**

On October 23<sup>rd</sup>, 2020 Council was invited to participate in a Webinar titled “Making the Most of a Good Crisis – Thoughts and Tools for Sustaining Community”. During this webinar, one of the expert presenters commented that Council members should not chair council committees.

It is important to have Council as members of a committee. If they do not serve as the chair, their attendance at each meeting should be mandatory to allow this Councillor to serve as a liaison between the committee and Council and to ensure information is accurately shared.

Points to consider:

1. The majority of municipalities in the County of Renfrew have committees that are chaired by Councillors.
2. The Municipal Act does not prohibit Council members from chairing committees.

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

Public Works Advisory Committee Terms of Reference  
Recreational Advisory Committee Terms of Reference

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer



# The United Townships of Head, Clara & Maria

## Public Works Advisory Committee

### Terms of Reference

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#### **Purpose**

The Head, Clara & Maria Public Works Advisory Committee (“the committee”) is a volunteer committee established to provide recommendations to Staff on matters related to parks, roads and building infrastructure in the municipality. The committee strives to provide timely and cost effective advice and opinion to Municipal Staff on potential solutions to ongoing and future infrastructure problems.

#### **Mandate**

- To support and enhance existing maintenance and preventative maintenance programs
- To identify issues and gaps in maintenance services and provide advice on how to address these issues
- To identify new and emerging threats
- To provide experience based advice to Staff for problem solving of Municipal infrastructure issues

#### **Membership and Responsibilities**

The committee is to serve as an advisory body to Staff and has no delegated authority.

1. The committee shall be comprised of up to four members of the public, the Municipal Clerk and one member of Council.
2. Members shall be appointed by resolution of council, for a term to run consistent with the appointments of Council representatives. The chair will be appointed at the same time, by the Mayor.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee’s mandate. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
4. Committee members who are absent for three consecutive meetings without leave from the Committee shall automatically cease to be a committee member. To ensure that there is an available quorum a new member shall be appointed by Council as soon as possible after this event.
5. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff or committee.

#### **Reporting**

1. The committee reports regularly to Council and/or Staff through meeting minutes.
2. The committee will have no annual operating or capital budget.

3. The Committee will receive administrative support from the Clerk's office. This will include the recording of minutes, the preparation of agendas, and support necessary to convene a meeting and support operations.

### **Decision Making and Voting**

Recommendations will be made by way of consensus.

Meetings shall be open to the public and properly advertised as per the Municipal Notice By-Law.

### **Quorum**

A quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If a quorum does not exist for a meeting, it shall be cancelled. Staff is not counted towards a quorum and do not have voting privileges.

### **Meeting Structure and Format**

The committee shall meet at least quarterly and at the call of the Chair at other times if necessary.

1. An initial meeting shall take place within the first month of establishment of the committee, to set goals and a meeting calendar for the year.
2. All meetings of the committee shall be open to the public.
3. As an advisory committee to Staff, the committee is subject to the Rules of Procedure for Committees as outlined in the Municipal Procedure By-Law, the Municipal Code of Conduct, the Municipality's Harassment and Workplace Health and Safety Policies and any other applicable policies and/or procedures and legislation.

### **Committee Reimbursements**

1. All members of the Public Works Advisory Committee shall serve without financial remuneration.
2. Committee members will not be reimbursed for expenses incurred, unless pre-approved by the Clerk/Treasurer.



# The United Townships of Head, Clara & Maria

## Recreation Advisory Committee

### Terms of Reference

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#### Purpose

The Head, Clara & Maria Recreation Advisory Committee (“the committee”) is a volunteer committee established to provide recommendations to Council on matters related to parks, recreational facilities and programming events in the municipality. The committee strives to increase and strengthen social and recreational activities in the community.

#### Mandate

- To support and enhance existing recreational opportunities
- To identify issues and gaps in recreation services and provide advice on how to address these issues through future Council strategic planning
- To identify new and emerging recreational opportunities
- To ensure communication and consultation with residents and stakeholders on recreation issues and opportunities
- To support interested organizations or community members in carrying out events as per Council direction and policy

#### Membership and Responsibilities

The committee is to serve as an advisory body to Council and has limited delegated authority.

1. The committee shall be comprised of five members of the public and two members of Council.
2. Members shall be appointed by resolution of council, for a one year term to run consistent with the appointments of Council representatives. The chair will be appointed at the same time, by the Mayor. Council members shall have voting privileges equal to every other member.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee’s mandate. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
4. Committee members who are absent for three consecutive meetings without leave from the Committee shall automatically cease to be a committee member. To ensure that there is an available quorum a new member shall be appointed by Council as soon as possible after this event.
5. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff or committee.

#### Reporting

1. The committee reports regularly to council through meeting minutes and shall prepare an annual written report to Council reviewing their goals, objectives and success.



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

## **BY-LAW NUMBER 2020-16**

**BEING** a by-law to for the purpose of authorizing the municipality to incur indebtedness as a credit card holder.

**WHEREAS** Section 401 of the Municipal Act, 2001 permits a municipality to incur a debt for municipal purposes;

**WHEREAS** the use of credit cards facilitates municipal business especially with the increase in on-line purchasing;

**AND WHEREAS** Scotiabank Business Services has been contracted for municipal Visa cards which requires renewed Council authorization;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the Clerk-Treasurer to act as administrator for the Municipal corporation Visa Cards account with a total combined borrowing limit of \$40,000.00;

**AND FURTHER THAT** this authorization is valid for the term of this Council until the end of November 2020 or until a change in staffing.

**READ** a first and second time this 19<sup>th</sup> day of November, 2020.

**READ** a third time and passed this 19<sup>th</sup> day of November, 2020.

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MAYOR

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CLERK