



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

AGENDA

April 15, 2021 at 1:00 p.m.

1. Call to Order and Moment of Silence
Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.
2. 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. March 18, 2021
 - ii. March 26, 2021 Special Budget Meeting
 - Library Board Minutes
 - i. February 23, 2021
 - Recreation Committee Minutes - none
 - Public Works Advisory Committee Minutes
 - i. April 13, 2021 (late)
7. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. Support for 988 – Town of Caledon
 - ii. Provincial Vaccine Rollout Resolution – South Glengarry
 - iii. 2021 Reconnect Festivals and Events Grant – GrantMatch
 - iv. Spring 2021 Freshet Call Minutes - MNRF
8. Mayor's Report
 - Report 21/04/15/801 – Mayor Debbi Grills
9. Staff Reports
 - None
10. Unfinished Business

- Report 21/03/18/1001 – Public Works Roads Policies (PW-01 and PW-02)

11. Addendum (New Business)

- Report 21/04/13/1101 – Committee of the Whole Terms of Reference
- Report 21/04/13/1102 – PW Truck Sale/Auction
- Report 21/04/13/1103 – Tax Sale Extension Agreement Request (By-Law 2021-17, By-Law 2021-18, By-Law 2021-19)

12. Policy Review

- A-02 Email Management Policy
- F-01 Divulging Personal Tax Information over the Phone Policy
- HR-06 Holiday, Sick, Personal & Vacation Leave Policy

13. By-Laws

- 2021-04 To Adopt Level of Service Policy
- 2021-20 To Adopt Minimum Standards for Roads Policy
- 2021-21 To Adopt Holiday, Sick, Personal and Vacation Leave Policy
- 2021-22 To Adopt Divulging Personal Information over the Phone Policy
- 2021-23 To Adopt Email Management Policy

14. Questions and Answers

15. Confirmation of Proceedings By-law # 2021-24

16. Adjournment

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

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

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

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



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

Minutes of March 18, 2021

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

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

2. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

Staff: Charlotte Toope, Clerk/ Treasurer, members of the public (virtually)

Absent/Regrets:

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

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

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

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

5. **DEPUTATIONS/PRESENTATIONS** – none

Resolution No.: 18/03/21/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include discussion of 10.3 GIG Project Advocacy

Carried Unanimously

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

Resolution No.: 18/03/21/002

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the minutes of February 25, 2021 be accepted as amended.

Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. Open letter to Ontario Municipal Councils – AMCTO
- ii. Requested amendments to Municipal Elections Act - Township of The Archipelago
ACTION: Clerk-Treasurer to send Letter of Support.
- iii. Automatic Speed Enforcement – Township of Glengarry
- iv. Advocacy for Reform to MFIPPA – Support from Township of Glengarry
ACTION: Clerk-Treasurer to send letter of support.
- v. Letter of Support for OFC – Township of Strong
- vi. COVID 19 Recovery Funding – MMAH

8. **MAYOR'S REPORT**

- Report 21/03/25/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- **Report 21/03/25/1001 – PWAC Road Maintenance Recommendations (Level of Service Policy and By-Law)**

ACTION: Council to review draft policies distributed at end of meeting and provide feedback to Clerk-Treasurer in advance of next meeting.

- **Report 21/03/25/1002 – Boat Launch Tender Results**

Resolution No.: 18/03/21/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS a tender procurement cycle has been completed for the work required at the municipal boat launches;

AND WHEREAS Council of the United Townships of Head, Clara & Maria has reviewed the recommendations of the Clerk-Treasurer;

AND WHEREAS all tender submissions exceed the funds provided in the Main Street Revitalization grant;

NOW THEREFORE BE IT RESOLVED THAT Council does hereby direct the Clerk-Treasurer to proceed with awarding the tender contract for both tenders

AND FURTHERMORE that the costs in excess of the amount allocated in the Main Street Revitalization be funded through reserve funds from prior years surplus

AND FINALLY THAT that the tender contract be awarded to 11425579 Canada Inc.

Carried Unanimously

- **EORN GIG Project Advocacy**

Resolution No.: 18/03/21/005

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

WHEREAS residents and businesses across our municipality need access to modern and adequate access to high-speed broadband services.

AND WHEREAS the demand for high-speed broadband services will continue to grow year after year.

AND WHEREAS our residents and businesses should not continue to be disadvantaged by the lack of access to high-speed services.

AND WHEREAS the Eastern Ontario Regional Network (EORN) has submitted a comprehensive regional project to deliver a Gig (up to 1,000 Mbps) of speed that will serve our residents and businesses long into the future.

AND WHEREAS EORN's approach has proven itself very successful and represents an efficient and effective way to solve our broadband needs.

NOW THEREFORE the Council of the United Townships of Head, Clara & Maria request both the federal and provincial governments to immediately fund the EORN Gig Project.

AND FINALLY THAT a letter of support with a copy this resolution be sent to Minister Monsef and Minister Scott with copies to our Member of Parliament and Member of Provincial Parliament.

Carried Unanimously

11. ADDENDUM (NEW BUSINESS)

- **Report 21/03/18/1101 – Marmak Asset Management Proposal**

Resolution No.: 18/03/21/006

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS it is required under *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17*, that all Ontario municipalities have an asset management plan that outlines commitments to best practices and continuous improvement;

AND WHEREAS Marmak has provided the Clerk-Treasurer with a proposal to provide services, training and documents to help us meet the legislative requirements;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct the Clerk-Treasurer to enter into a contract with Marmak for the services outlined in the proposal at a cost of \$10,000 for 2021 and an annual cost of \$3,000 for software licensing starting in July 2022.

AND FURTHERMORE that the costs be funded through Modernization funding in reserves

Carried Unanimously

- **Report 21/03/18/1102 – Wishart Law Minutes**

Resolution No.: 18/03/21/007

Moved by Councillor Allen and seconded by Councillor Villeneuve

WHEREAS it is viewed as prudent by Council for staff to have the ability to consult with a lawyer on a variety of municipal issues;

AND WHEREAS the minutes purchased for lawyer consultation in 2018 have been nearly exhausted;

AND WHEREAS Council has reviewed the minutes packages available for purchase from Wishart Law;

NOW THEREFORE BE IT RESOLVED that the Council of the United Townships of Head, Clara & Maria does hereby direct staff to proceed with purchasing the Gold Package 2.

AND FURTHERMORE that the costs be funded through 2021 taxation revenue
Carried Unanimously

12. POLICY AND PROCEDURE REVIEW

Resolution No.: 18/03/21/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #HR-04 Employee Code of Conduct Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-04 Employee Code of Conduct Policy as amended at the Council meeting on March 18th, 2021;

AND FURTHER MORE THAT all previous versions of the Employee Code of Conduct Policy be repealed, effective February 25th, 2021.

Carried Unanimously

Resolution No.: 18/03/21/009

Moved by Councillor Allen and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #HR-05 Travel Compensation and Expense Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-05 Travel Compensation and Expense Policy as presented at the Council meeting on March 18th, 2021;

AND FURTHER MORE THAT all previous versions of the Mileage and Travel Compensation Policy and Expense Policy be repealed, effective March 18th, 2021.

Carried Unanimously

13. BY-LAWS

- 2021-06 To Adopt Policy HR-01 Harassment, Bullying and Workplace Violence
- 2021-07 To Adopt Policy C-01 Council and Staff Relations
- 2021-08 To Adopt Policy A-01 Customer Service and Communication
- 2021-09 To Adopt Policy HR-02 Alternate Work Schedule
- 2021-10 To Adopt Policy HR-03 Telecommuting Policy
- 2021-11 To Adopt Policy HR-04 Code of Conduct for Employees
- 2021-12 To Adopt Policy HR-05 Travel Compensation and Expense Policy

14. QUESTIONS AND ANSWERS

- Question regarding the difference between AADT and ADT in the roads policies. AADT refers to the Average Annual Daily Traffic and ADT refers to the Average Daily Traffic, the latter is a more up to date term.
- Congratulations to Marlene Gibson who has received the Bernice Blimke Woman of the Year award.
- Feedback provided to Clerk-Treasurer on continuing with current process for reviewing and approving policies.

15. CONFIRMATION OF PROCEEDINGS

Resolution No.: 18/03/21/0010

Moved by Councillor Allen and seconded by Councillor Villeneuve

BE IT RESOLVED THAT By-Law 2021-13 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, March 18th, 2021 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 18/03/21/0011

Moved by Councillor Kelly-Chamberlain seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 3:00 p.m. to meet again on Friday, March 26th, 2021 at 1:00 p.m. for a Special Meeting of Council to discuss the 2021 Budget.

Carried Unanimously

MAYOR

CLERK



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

Minutes of March 26, 2021

Minutes of a special meeting of Council held on Friday, March 26, 2021 at 1:00 p.m. in the Municipal Hall.

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

2. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Councillor Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

Staff: Charlotte Tooze, Clerk-Treasurer, members of the public (virtually)

Absent/Regrets:

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** - Councillor Dowser

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

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4. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** - none

5. **NEW BUSINESS**

- 2021 Budget Report

6. **BY-LAWS**

Resolution No.: 26/03/21/001

Moved by Councillor Allen and Seconded by Councillor Kelly-Chamberlain

THEREFORE BE IT RESOLVED THAT By-Law 2021-14 being a by-law to adopt the 2021 municipal operating budget be read a first, second and third time passed.

Carried Unanimously

7. **CONFIRMATION OF PROCEEDINGS**

Resolution No.: 26/03/21/002

Moved by Councillor Dowser and Seconded by Councillor Villeneuve

BE IT RESOLVED THAT By-Law 2021-16 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, March 26, 2021 be read a first time short and passed.

Carried Unanimously

8. **ADJOURNMENT**

Resolution No.: 26/03/21/003

Moved by Councillor Allen and Seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 2:04 p.m. to meet again on Thursday, April 15, 2021 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on **2021, February 23** was called to order at 10:30 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 Betty Condie, Seconded by Catherine Sutherland. Be it resolved that the agenda for February 23, 2021 be accepted as presented.
CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie. Be it resolved that regular minutes for January 6, 2021 be accepted as presented.
CARRIED

5. Business Arising from the Minutes:

Fundraising – Can/Bottle Drive.

Approval has been granted to proceed with this fundraiser.

Volunteers will man the waste disposal sites to collect the cans/bottles.

A volunteer schedule will be developed for review at next meeting.

Containers are needed for the two waste disposal sites. Fran Kelly Chamberlain, David Balla Boudreau and Betty Condie have donated these for this use.

Suggested that clear plastic bags be used in containers for ease of collection.

If a large amount of bottles are collected they are to be taken to the Pembroke store for deposit.

The number of cans in a bag must be counted.

Yates store will be asked if they are interested in handling the empties for deposit.

Fundraising – Plant Sale – Betty Condie has already started this project and will be plants will be ready for sale in late May.

Fundraising – Cash Donations Donations made to the library in the amount of \$20.00 or higher will receive an income tax receipt.

A Poster with this info has been created by Catherine Sutherland and will be posted at the mailbox areas as well as included in the Municipal Newsletter.

Printer Issues – Catherine Sutherland has been researching repair of our existing printer in comparison to the purchase of a new printer. The decision was made to proceed with a purchase of a new printer to meet the needs of the amount of work done by the library.

6. CEO Report – Attached

7. Report of The Chair:

A question was raised regarding the title of the librarian. To meet the Public Library Act the title must read as CEO however the title was listed a library assistant with the municipality. A motion as passed to make the change.

Resolution # 3 Moved by Catherine Sutherland, Seconded by Betty Condie. Be it resolved that according to the Public Library Act the position of the Librarian is to be known as the CEO [Chief Executive Officer]. CARRIED

8. Financial Reports: The 2021 Budget was reviewed and passed with an adjustment to address changes relating to equipment purchase and minor renovations.

Resolution # 4 Moved by Fran Kelly-Chamberlain, Seconded by Gay Baribeau. Be it resolved that the 2021 budget is approved. CARRIED

The General Ledger ending 2021-12-31 was reviewed and approved.

Resolution #5 Moved by Gay Baribeau, Seconded by Fran Kelly-Chamberlain. Be it resolved that the General Ledger be accepted as presented. CARRIED.

Book Cart Revenues in addition to donations to the library resulted in an amount of \$357 be submitted to our account.

9. Correspondence: None to review.

10. Policies: None to review.

11. New Business: Renovations. A decision was made to rearrange shelving to improve the flow of the office area in the library. This will involve adjustment to the public work station counter. The cost of the adjustment was included in the budget.

Library website- categories will be reviewed to see if changes could be made to make it more user-friendly. Example- history project

12. Reports of Projects: None

13. Questions and Answers: None

14. Adjournment: **Resolution # 6:** It was moved by Catherine Sutherland, Seconded by Betty Condie that the meeting by adjourned at 12:19 p.m. to meet again on Tuesday, March 23, 2021 at 10:00 a.m. CARRIED.

Chair – Marlene Gibson

CEO – Judy Zilney



Allan Thompson
Mayor

Sent via E-Mail to: Patty.Hajdu@parl.gc.ca

March 31, 2021

The Honourable Patty Hajdu
Federal Minister of Health
House of Commons
Ottawa, ON K1A 0A6

Dear Ms. Hajdu,

RE: SUPPORT FOR 988, A 3-DIGIT SUICIDE AND CRISIS PREVENTION HOTLINE

I am writing to advise that at the Town Council meeting held on March 30, 2021, Council adopted a resolution endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

The resolution reads as follows:

Whereas the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

Whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;

Whereas existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

Whereas in 2022 the United States will have in place a national 988 crisis hotline;

Whereas the Town of Caledon recognized that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

Now therefore be it resolved that the Town of Caledon endorses this 988 crisis line initiative; and

That a letter demonstrating Caledon's support be sent to Kyle Seebach, MP, Dufferin-Caledon, the Honourable Sylvia Jones, MPP, Dufferin-Caledon, the Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca



Allan Thompson
Mayor

Thank you for your attention to this very important matter. We look forward to hearing from you.

Sincerely,

Allan Thompson
Mayor

Cc. Kyle Seeback, MP Dufferin-Caledon, Kyle.Seeback@parl.gc.ca
Honourable Sylvia Jones, MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), iscott@telesat.com
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
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CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Lyle WARDEN RESOLUTION NO 75-2021

SECONDED BY SAM McDONELL DATE March 1, 2021

WHEREAS COVID-19, a disease caused by the 2019 novel coronavirus, has resulted in the deaths of almost 7,000 Ontarians;

AND WHEREAS Canada currently lags behind dozens of nations in terms of the proportion of the population that has received doses of COVID-19 vaccines;

AND WHEREAS the federal government has moved too slowly and is failing to foster domestic vaccine-production capacity;

AND WHEREAS the number of administered vaccines in Ontario is not keeping pace with the number of doses that have been received by the provincial government;

AND WHEREAS the provincial COVID-19 vaccine booking system is not yet operational;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges Premier Doug Ford and the Province of Ontario to procure approved COVID-19 vaccines to be distributed to the residents of the Province of Ontario, increase the Province's vaccination rate to keep pace with the doses that have been received and accelerate the launch of its COVID-19 vaccine booking system;

AND FURTHERMORE that this resolution be forwarded to Premier Doug Ford, MPP Jim McDonnell, Hon. Christine Elliot, Minister of Health, Hon. Peter Bethlenfalvy, Minister of Finance and all Ontario municipalities.



☒ CARRIED

☐ DEFEATED

☐ POSTPONED


Mayor Frank Prevost

Renfrew County Emergency Management Community of Practice

Spring Freshet 2021 – Call # 3

Date: April 7, 2021, Time: 10:30am

Introduction and Current Status – Ministry of Natural Resources and Forestry

Pembroke District: Christina Davis

- Pembroke District Flood Status: Watershed Conditions Statement – Water Safety extended on April 1, 2021 expires on April 8, 2021
- Neighbouring Area Status: www.ontario.ca/floodforecast

Weather Forecast and Update – Ministry of Natural Resources and Forestry

Surface Water Monitoring Centre: Brent Smith

- Over the next 5 days temperatures will be above normal with minimum temperatures above zero, light winds and very little precipitation
- Wednesday: high 18°C, low 3°C, no precipitation, wind light ESE 10km/h
- Thursday: high 22°C, low 6°C, no precipitation, wind light ESE 10km/h
- Friday: high 20°C, low 8°C, zero to trace precipitation, wind S 10km/h
- Saturday: high 23°C, low 7°C, trace precipitation, wind S 10km/h
- Sunday: high 17°C, low 6°C, 5-10mm of precipitation with higher amounts farther west in Algonquin Park and the Algonquin highlands, wind E 15km/h, the forecast is showing the potential for thunderstorms which could change as it is toward the end of the 5 day forecast

Dam Updates

- Ministry of Natural Resources and Forestry Pembroke District: Christina Davis
 - Lakes associated with MNRF dams have crested and water levels are currently rising because of stoplog operations to capture water
 - What little ice remains on Lake Dore and Constant Lake is irrelevant
 - All stoplogs have already been added to the Lake Dore dam
 - Stoplogs will continue to be added at Balaclava as required to maintain summer levels
- Ottawa River – Ottawa River Regulation Secretariat: Michael Sarich
 - Reference Ottawa River Regulation Planning Board website: www.ottawariver.ca
 - Since last week there has been a lot of sun and no significant precipitation
 - There is still some snow in the north, but the snowpack has been significantly reduced
 - At Temiskaming the discharge has been reduced to minimum to capture the remaining snow runoff

- The northern reservoirs are struggling to refill at this time so they are going to minimum discharge now while the flows farther down the river are still high and the impact will not be as great; levels and flows will be decreasing along the system
- At the run of the river dams all head ponds have been raised to normal operation levels
- Everywhere is back to normal summer levels now
- The final forecast and bulletin were posted to the website yesterday; if there is a massive change there will be a return to operational mode but that is highly unlikely
- This spring is a month ahead – usually the river peaks around the end of April or early May but right now the river has already peaked and is at mid-June levels
- Freshet appears to be over for 2021
- Madawaska River – Ontario Power Generation: Jordan Hughes
 - Everything is drying up
 - At Bark Lake there will be a slight reduction today to get to minimum flow; not concerned yet however there is very little snow left to melt and there is 4.5m left to refill so rain is needed
 - Kamanisseg is passing inflows and there will be a significant reduction today which will be noticeable through the system over the next day or two
 - Barry's Bay is at summer levels
 - Mountain Chute will be at the summer range by the end of this week
 - At this time the river is being managed to maintain elevation within the summer ranges
- Bonnechere River – Renfrew Power Generation Inc: Shawn Cameron
 - Golden Lake: has crested and is at summer levels; no logs are in at the dam
 - Lake Clear has crested
 - Round Lake: 35cm to go until summer levels are reached – don't feel that it will be an issue to reach summer levels at this time; logs are being added
 - Snow is gone from the sample area
 - Monitoring and adding logs at Golden Lake and Lake Clear
 - Still seeing a steady flow

Government Updates Affecting Renfrew County

- Office of the Fire Marshal and Emergency Management: Maia Foster
 - No update

- Ministry of Environment Conservation and Parks, Algonquin Park: Greg Lunn
 - Water levels in the Madawaska system crested over the weekend and have started to decline so logs are being added to catch any remaining run-off
 - There is no snow remaining at the snow stations but still some in low-lying conifer areas
- Ministry of Municipal Affairs and Housing: Meredith Staveley-Watson
 - Had a meeting with the municipal CAOs and Clerks group yesterday and no issues about water levels were raised
- Ministry of Transportation: Troy Virtue
 - No issues, nothing new to report
- Renfrew County District Health Unit: David Tantalo
 - No issues, nothing new to report

Municipal Updates

- County of Renfrew CEMC: Steve Osipenko
 - No issues, nothing new to report
- County of Renfrew Public Works: Lee Perkins
 - No issues, nothing new to report
- City of Pembroke: Brad Faught
 - No issues, nothing new to report
- Algonquins of Pikwakanagan First Nation
 - No update

- Lower Tier Municipalities

See Renfrew County and Municipality Resources Activity Spreadsheet for more detailed information.

- Township of Admaston/Bromley: no update
- Town of Arnprior: no issues, nothing new to report
- Township of Bonnechere Valley: no issues, nothing new to report
- Township of Brudenell, Lyndoch and Raglan: no update
- Town of Deep River: no issues, nothing new to report
- Township of Greater Madawaska: no issues, nothing new to report

- Township of Head, Clara and Maria: no update
- Township of Horton: no issues, nothing new to report
- Township of Killaloe, Hagarty and Richards: no issues, nothing new to report
- Town of Laurentian Hills: no update
- Township of Laurentian Valley: no issues, nothing new to report
- Township of Madawaska Valley: no issues, nothing new to report
- Township of McNab Braeside: no update
- Township of North Algona Wilberforce: no update
- Town of Petawawa: no issues, nothing new to report
- Town of Renfrew: no issues, nothing new to report
- Township of Whitewater Region: no update

Questions/Information Requests

- Q: Is there any information about the headwaters of the Petawawa River in Algonquin Park?
- A: MECP does not have any snow sampling stations along the Petawawa River. Surveys are indicating that there is very little snow left anywhere.
- Brent Smith from Surface Water Monitoring Centre provided the following link for more information: https://watershedhydrologylab.shinyapps.io/WHL_Algonquin/

Update Renfrew County Flood Status

- The current Watershed Conditions Statement – Water Safety expires on Thursday April 8, 2021 and there is no plan to reissue

Next Freshet Call

- There are no plans at this time to hold any more freshet calls for 2021 as water levels around the County are at or nearing summer levels and there are no high water concerns

First-hand reports of changing water conditions from local agencies are greatly appreciated and benefit the overall flood program. Please also consider tweeting reports of flooding with the hashtag #ONFlood and promote the public's use of #ONFlood.

Key Information Websites:

- Ministry of Natural Resources and Forestry Surface Water Monitoring Centre: www.ontario.ca/floodforecast
- Ottawa River Regulation Planning Board: www.ottawariver.ca/ (or call the 24hr toll free number 1-800-778-1246)
- Ontario Power Generation (Madawaska River/Ottawa River): www.opg.com

- Renfrew Power Generation (Bonnechere River) water levels and freshet:
www.renfrewpg.ca/water-levels-flow-history
- Emergency Management Ontario:
www.emergencymanagementontario.ca/english/home.html

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, April 15, 2021				Report Date	Tuesday, April 06, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #21/04/15/1001 – Public Works Roads Policies (PW-01 and PW-02)									

Subject: Recommended changes to road maintenance and updating what will become PW-01 Roads Construction Minimum Standards Policy (Schedule “A” to By-Law 2021-20) and PW-02 Level of Service for Roads Policy (Schedule “A” to By-Law 2021-04).

Recommendation: That Council review and vote on the approval of the updated Public Works roads policies as presented.

Background/Executive Summary:

Following recommendations made by the Public Works Advisory Group, Council has embarked on a thorough review of the two above mentioned policies. Both policies have been through several review cycles, with recommendations from our municipal solicitor, insurance, MNRF and surrounding municipalities being considered.

The initial intention was to completely discontinue maintenance on several identified portions of road, however after considering the feedback we received from those consulted as well as HCM citizens, Council directed the Clerk-Treasurer to update the policies to reflect “Emergency Maintenance Only” for these portions of the road, as outlined in the attached policies.

Financial Considerations/Budget Impact:

It is difficult to accurately outline how these changes will impact the budget. However, in 2020 our overall unaudited costs that will be impacted by these changes were ~\$39,000. This includes grading, calcium, vehicle mileage and maintenance, supplies and tools, road maintenance, ditching and standby costs. This amount changes yearly based upon the requirements of the roads.

Regular maintenance costs for the portions of road now deemed to be “Emergency Maintenance Only” will decrease.

Enclosures:

PW-01 Roads Construction Minimum Construction Policy
PW-02 Level of Service for Roads Policy

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

Head, Clara & Maria Policies and Procedures			
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POLICY NAME: ROAD CONSTRUCTION MINIMUM STANDARDS – SCHEDULE A TO BY-LAW 2021-20			
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1. POLICY PURPOSE

This policy establishes minimum standards for the construction of new and upgrading of existing municipal highways within the Municipality of the United Townships of Head, Clara & Maria; and sets guidelines for the use of unopened road allowances, Emergency Maintenance Only (EMO) roads and private/cottage roads. The goal of this policy is:

- to ensure consistency in the construction of new and upgrading of existing municipal highways;
- to ensure adherence to the official plan;
- to ensure that proponents build new municipal highways to a minimum municipal standard;
- to avoid passing any new development costs to ratepayers of the municipality;
- to ensure that proponents upgrading existing EMO or private roads to municipal highways abide by a minimum municipal standard;
- to control the means by which the municipality may assume private/cottage or EMO municipal roads to provide fairness and consistency; and
- to control the use and development of unopened road allowances;

2. DEFINITIONS

“Municipal Highways” - Roads and streets that have been assumed by the municipality, and are maintained year round by the municipality.

“Emergency Maintenance” - maintenance that is required should something catastrophic happen that has an immediate and tangible impact on the flow of traffic and/or safety of road uses, which requires municipal resources to resolve. Each situation will be reviewed on a case by case basis and dealt with at the discretion of the Clerk-Treasurer and Public Works Leader.

The following are not considered as qualifications for Emergency Road Maintenance:

- A fallen tree that **can** be removed by a resident
- Flooding of less than 20 cm in depth
- Any other situation where the flow of traffic is not interrupted
- [Any situation where an alternative route is available](#)

Comment [CT1]: Will require Council discussion and decision for the tree bullet

“Emergency Maintenance Only (EMO) roads” – Roads and streets that have been assumed by the municipality, and are only maintained in emergency situations during the summer months (April to mid-November) usually for cottage/camp access.

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“Private/cottage Roads” - Roads and streets that have not been assumed by the municipality, which provide access by means of a registered right-of-way to private property; the use and maintenance of which is the responsibility of the abutting land owners.

“Proponents” - Developers, residents, or ratepayer or other associations who are building a new road or street under a subdivision agreement, or land severance or are upgrading or requesting the municipality to upgrade an existing EMO or private road to a municipal highway.

3. POLICY

It is the intent and policy of the Corporation of the United Townships of Head, Clara & Maria:

- a) to provide minimum construction standards for all municipal highways, and EMO roads within the Municipality.
- b) to provide standard guidelines for all private/cottage roads within the Municipality.
- c) to apply consistently the minimum standard to ensure the quality of new road construction and the upgrading of existing roads to municipal highways.
- d) to ensure that all proponents are held to the same standard of quality.
- e) to maintain ownership and control of unopened road allowances except in specific circumstances as outlined in the following guidelines.
- f) to not assume responsibility for or maintenance of any private/cottage road except as outlined below. Should Council ever deem it necessary to assume such a road, it must first be brought up to municipal standards as detailed in Appendix “B”.
- g) to not assume on a year-round basis any EMO road. Should Council ever deem it necessary to assume, on a year round basis, such a road, it must first be brought up to municipal standards as detailed in Appendix “B”.

Municipal Road Allowance

It is the Council's preference to not allow improvements to municipal road allowances that are not maintained unless the following occurs:

- a) the Municipality declares the road allowance surplus and the municipal road allowance is stopped up and sold in accordance with the provisions of the *Municipal Act, 2001 as amended*; or
- b) the road is brought up to a municipal standard and assumed by the Municipality for maintenance purposes; or
- c) the proponents of the road allowance improvements enter into legal agreement with the Municipality that includes provisions for indemnification of liability, signage and liability insurance;

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- d) that a professional engineer's report be submitted to the Municipality confirming that the remedial work proposed would not adversely affect adjacent land or cause environmental concerns; and specifically
- e) that any wetland crossings are the subject of an assessment by a qualified biologist to demonstrate that there are no adverse environmental impacts.
- f) The above also applies to any crossing of an unopened Municipal road allowance.

Municipal Road Standards

- a) The Municipality shall only assume and maintain new roads or existing private roads following a petition of Council and if the road is first brought up to the standards of the Municipality as outlined below.
- b) The Municipality must be convinced that the assumption of a new road or an upgraded road is in the best interest of the public before it commits to the assumption of the road.
- c) The Municipality may consider waterfront development on a private road where it may be demonstrated that a publicly assumed and maintained road is not necessary for the appropriate development of the Municipality as per our zoning by-law and the Renfrew County Official Plan.
- d) The Municipality may consider imposing EMO and private/cottage road standards where it is deemed appropriate for development designed for EMO or private/cottage use only.
- e) Year round road service will not be provided on EMO roads or private/cottage roads until formally assumed by Council and until such roads are upgraded to the road standards as detailed in Appendix "B" to this policy, at the expense of the benefiting property owners.

Private/Cottage Roads

- a) Council may only assume private/cottage roads if they are upgraded to the appropriate standard as detailed in this policy, if the proponent provides, at their own cost, an accurate and current legal survey, and if Council deems it in the best interest of the public.
- b) New private/cottage roads may be considered to access new shoreline development so long as it is clearly understood that the Municipality has no responsibility for the maintenance of the road and is not responsible for the delivery of services to the same extent as would be the case for lands directly abutting a year round, publicly maintained road. For example, garbage collection would occur where the private road intersects with the Municipal road, not in front of each home as along municipal roads.
- c) In considering the establishment or extension of new private/cottage roads for severance purposes, Council will have regard for the purpose of the road, its length, the number of users, the anticipated changing status of the road, liability, minimizing any negative

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impact on the natural environment and any relevant construction or operational standards including safety and entrances.

Colonization and Deviation Roads

- a) The Municipality will not recognize any former colonization road or deviation road as a publicly maintained road for the purpose of this policy notwithstanding that it retains ownership of the roadbed.
- ~~b) The Municipality must have been maintaining a roadway year round on a regular basis for the road to be recognized as a year round publicly maintained road.~~
- e)b) Where the Municipality realigns an existing road, the former roadbed will be conveyed to the abutting land owners in accordance with the *Municipal Act*.

4. SCOPE

- a) This road construction minimum standard policy applies to all streets/roads within the Municipality of the United Townships of Head, Clara & Maria that are Municipal highways under the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, section (26) (31). The policy further applies to all new subdivision and/or private/cottage roads, all existing EMO roads and all unopened road allowances.
- b) All subdivision agreements will include conditions that will ensure new roads meet the construction minimum standard and conditions of the Renfrew County Official Plan.
- c) This policy also applies to the upgrading of EMO municipal roads and private roads to municipal highways. All costs of such upgrades will be borne by the abutting land owners.

5. RATIONAL

The Municipality of the United Townships of Head, Clara & Maria is a rural municipality with many roads accessing waterfront properties. There is an increasing demand for waterfront and water view development. Many of the current roads are EMO and/or private roads, and as development continues and land transfers occur, there will be a demand for the municipality to upgrade and/or assume these roads.

Private roads are the principal means of access for a large number of waterfront property owners. Aside from setting the width of rights-of-ways and suggesting construction standards, the Municipality has no jurisdiction over private roads. With the shift to market value assessment, the shoreline tax base pays a significantly larger portion of the

Comment [CT2]: Do we need to keep this section as a portion of this policy. Consider deleting first three paragraphs and move last paragraph to 1. Policy Purpose

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Municipality's tax base. There will eventually be pressure placed on Council to assume some of these private roads.

The construction minimum standards policy will establish how the municipality will control road construction standards as well as determine who will be responsible for the costs associated with achieving these standards.

It is the intent of the Council of the United Townships of Head, Clara & Maria to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers, and in some cases residents whose properties are abutting and/or accessed by EMO and private roads.

6. ROAD CLASSIFICATION

- a) The class of road will be determined by the MTO standards for Highway Maintenance Priority Class Categories by using a traffic volume count and applicable speed limits. The assumed speed limit for all municipal roads is 50 km per hour unless otherwise posted as detailed in by-law number 2003-05.
- b) Based on the average ~~annual~~ daily traffic (A"ADT") count, to date, all highways/roads within the Municipality receive, on a yearly average, more than 0 and less than 199 two-way vehicles trips per day and are therefore categorized as class 6 highways.

7. APPROVAL OF CONSTRUCTION

Before commencement of any work, the proponent shall provide proof to the Municipality that the Contractor is qualified, experienced and has the equipment and personnel to successfully complete the work. Furthermore, the proponent shall obtain all necessary permits and approvals as required. Construction or installation of services shall not take place until the proponent has obtained all necessary permits and approvals and has complied with all requirements as outlined by the Public Works Leader or his designate.

Comment [CT3]: Suggestion to delete this section as requirements are outlined throughout the policy.

8. PLANNING

- a) Plan and Profile Drawings
Plan and profile drawings are required for all roads, blocks, easements, and reserves. All road allowances, lots, blocks, easements and reserves are to be shown and identified in the same manner as the Registered Plan. Drawings are to be prepared so that each street or road can be filed separately. Street or road names are to be

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identified on the plan. All engineering drawings shall be dated and stamped by a Professional Engineer.

b) Drainage

The proponent agrees to carry out all drainage and grading works necessary in the opinion of the Road Superintendent or any agent for the Municipality to provide for proper drainage of all lands included in the work plan. A drainage study may be required depending on the length of road in question, soil conditions and the topography of the land. Requirement for a drainage study is at the discretion of the Public Works Leader or his designate.

c) As Constructed Plans

The proponent shall provide immediately upon completion of the work an acceptable, original, final set of “as constructed” plans of said work conforming to the Municipal standards, to the Clerk of the Municipality.

**9. MINIMUM STANDARDS FOR YEAR-ROUND MUNICIPAL ROADS AND STREETS –
Flat or Gently Rolling Terrain**

(For specifics for Year-round Municipal Roads - Steep or Rocky Terrain, EMO or Private/Cottage Roads, please see Appendix “B” attached.) All measurements in metric have been roughly converted to imperial for ease of reference and are not accurate conversions.

a) Right of Way

The road right of way is to be properly surveyed and dedicated to, or owned by the Municipality of the United Townships of Head, Clara & Maria, and is to be a continuous minimum width of 20.0 metres (66 ft).

The Municipality will advise the developer whether a vehicle turn-around is required at the end of the road. If required, it will be constructed to standards as outlined below. The minimum clearance width shall be 12 metres (40 ft).

b) Platform Width

The overall width of the road is the sum of the surface width and twice the shoulder width. The platform width of the road is 5.5 metres (18 ft) plus 2 – 1 metre (3 ft) shoulders, or 7.5 metres (24 ft) total.

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c) Surface Width

The surface width is considered the driven portion of the road which does not include the width of the shoulder. The surface width shall be 5.5 m (18 ft). The surface is to be covered by a minimum depth of 100 mm (4 in) after compaction of granular “A” crushed gravel measured at all points on the roadway.

d) Shoulder Width

Each of the two shoulders shall be a minimum width of 1 metre (3 ft). These shoulders shall be covered by a minimum depth of 100 mm (4 in) after compaction of granular “A” crushed gravel measured at all points on the shoulder.

e) Depth of Granular Base

The depth of granular base material, which is the material below the surface course of crushed gravel, shall be placed to a minimum depth of 200 mm (8 in) of pit run gravel, depending on the sub-grade material which is the original ground in its natural state. The Municipality reserves the right to increase the depth of granular base after consideration of the sub-grade material in the proposed road construction site.

f) Ditches

The depth of the ditch in a cut section is determined by measuring the difference from the crown or center of the road to the bottom of the ditch using a string level and the minimum depth is to be .5 metres (18 in) including sections of roads on the crests of vertical curves.

Minimum width between the centers of the ditches shall be 9 metres (30 ft). All ditches are to be carried to a sufficient outlet. The depth of the ditch may be required to be greater than .5 metres (18 in) to carry the drainage to a sufficient outlet. A drainage easement will be required for all drainage ditches outletted across private property regardless of whether a natural drain exists.

g) Culverts

The culverts are to be approved corrugated steel pipe, concrete or plastic and are to be a minimum diameter of 400 mm (16 in) or larger as required and directed by the Public Works Leader and as per our driveway and culvert policy. Culverts shall be covered with a minimum of 450 mm (18 in) of appropriate cover. Culverts shall extend 300 mm (1 ft) beyond the toe of the slope (minimum slope of 1.5:1).

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h) Entrances

Any culvert placed on an entrance on the road right of way is to be a minimum of 300 mm (12 in) in diameter or larger as required, minimum entrance width is to be 5 metres (16.5 ft) or other as directed by the Public Works Leader.

The culvert must be of sufficient diameter to maintain free flow of water in the ditch and must be properly installed in order to avoid future maintenance problems. When the upstream culvert is larger than the minimum standard, the entrance culvert must be at least the same diameter as the upstream culvert in order to avoid “bottlenecks”.

The length of the entrance pipe will be determined by the Public Works Leader. Each entrance must be designed, constructed and maintained in a manner that will prevent surface water from being discharged from the property onto the road.

i) Alignment

The horizontal and vertical alignment of the road is to be such that a grader and other equipment can operate effectively. The maximum grade of the road at any point is 12%.

j) Guardrails

Guardrails will be installed where the distance from the bottom of the ditch or drop-off immediately adjacent to the shoulder of the roadway exceeds 3 metres (10 ft). The length of the guardrail will be determined at the discretion of the Public Works Leader or his designate.

k) Turn-arounds

All turn arounds will have:

- i. A 13 metre (43 ft) minimum radius (including 1 metre (3 ft) shoulder);
- ii. “No Parking” advisory signs posted;
- iii. Proper ditches as required (as per schedule “A” attached);
- iv. A designated 35 metre (115 ft) right of way;
- v. Center of turn-around filled in with appropriate road base material;
- vi. Minimum base of granular material same as roadway base.

l) Surface Type

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All roads with a classification 6 as per the municipal Level of Service for Roads Policy ~~(less than 200 vehicles per day)~~ will be gravel surface, unless decided otherwise by staff and Council.

All roads with classification of 4 or better as per the municipal Level of Service for Roads Policy ~~(200 or more vehicles per day)~~ will be hard surfaced with low-cost bituminous surface.

10. AUTHORITY

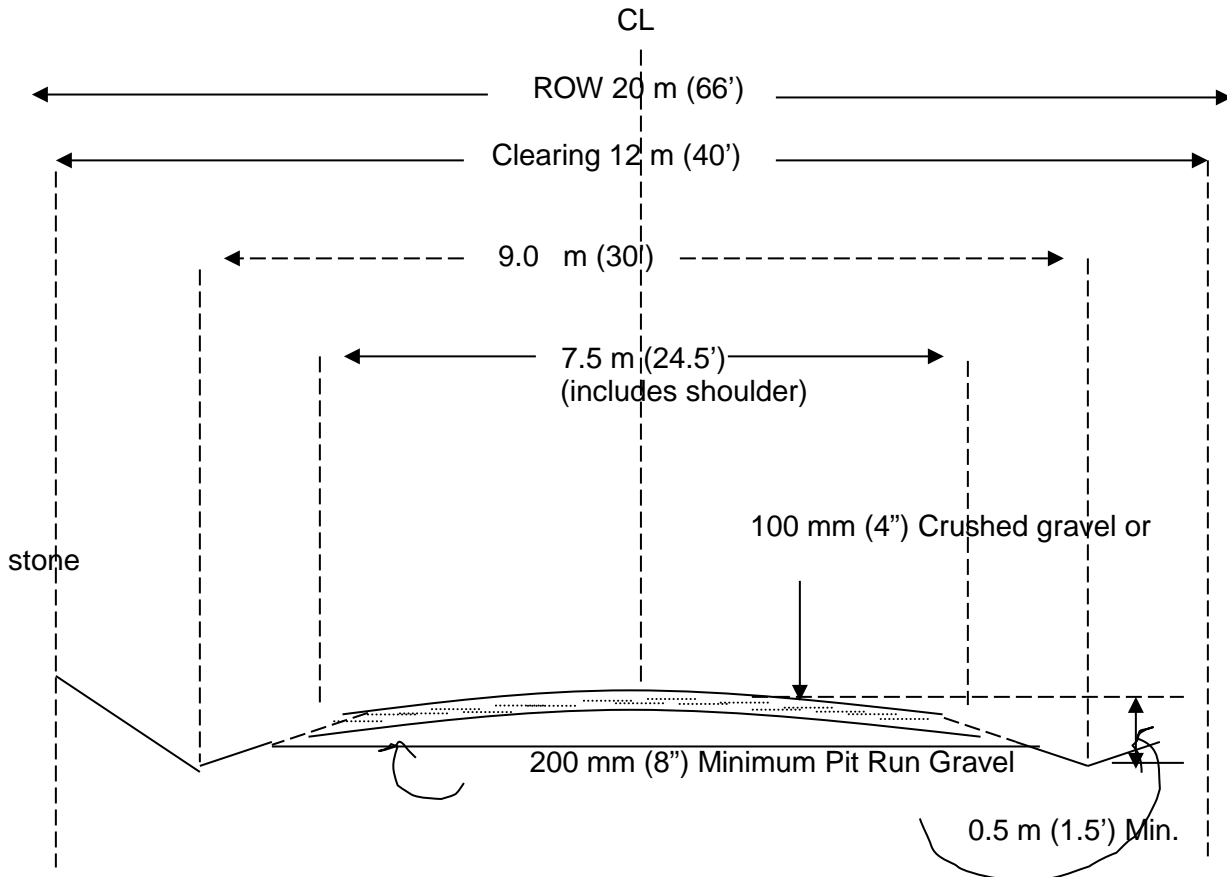
Authority to control street/road minimum standards is derived from section 26, 31, and 44 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended.

APPENDIX 'A' **MUNICIPALITY OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA** **PW-01 MINIMUM ROAD STANDARD POLICY**

In the interest of uniformity, it is hereby advised that the minimum standard to which any road must be built before it can be absorbed into the Municipal Highway system is as shown below. These are the minimum standards required for a low volume of traffic - standards will increase as the traffic increases, for instance in subdivision roads. Proponents, prior to entering into an agreement with private interests and before construction of roads, should consult the municipality as to what standards are applicable to each particular area before the municipality will even consider assuming the road.

Right-of-Way (ROW) of at least 20m (66') dedicated to public use (10 m (33') each side from center line of road)	20m (66')
Width of Clearing	12m (40')
Width of traveled portion (incl. Shoulder & rounding)	7.5m (24.5')
Width between ditches	9m (30')
Depth from Crown of road to ditch bottom	0.5m (1½')
Total depth of granular surface (4" crushed granular/ plus 8" pit run)	300mm (12")
Culverts, either corrugated iron, plastic or concrete, minimum	400mm (16")

- All ditches must be carried to a sufficient outlet
- Alignment-must be such that maintenance equipment can work effectively.
- Turnarounds – must be set out as above



APPENDIX “B”
MUNICIPALITY OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
MINIMUM ROAD STANDARDS CHART

Road Construction Standards	Year-Round Maintained Roads, Flat or Gently Rolling Terrain	Year-Round Maintained Roads, Steep and/or Rocky Terrain	Emergency Maintenance Only (EMO) (Summer) Roads	Private (Cottage) Roads Suggested Guidelines
Right-of-way	20 m (66')	20 m (66')	20 m (66')	20 m (66') required
Minimum Clearing width	12 m (40')	9 m (27')	12 m (40')	10 m (33')
Surface width	5.5 m (18')	4.5 m (13.5')	5 m (16.5')	5 m (16.5')
Surface Material Granular “A” compacted depth	100 mm (4")	100 mm (4")	100 mm (4")	100 mm (4")
Surface treatment	Granular “A” crushed gravel	Granular “A” crushed gravel	Granular “A” crushed gravel	Granular “A” crushed gravel
Shoulder width	1.0 m (3') each side	1.0 m (3') each side	0.5 m (1.5') each side	0.5 m (1.5') each side
Ditches	0.5 m (1.5')	0.5 m (1.5')	0.5 m (1.5')	0.5 m (1.5')
Culverts	400 mm (16")	400 mm (16")	400 mm (16")	400 mm (16")
Base Material or Cover over bedrock Granular “B” compacted depth	200 mm (8") (depending on sub-grade material)	200 mm (8") (depending on sub-grade material)	200 mm (8") (depending on sub-grade material)	200 mm (8") (depending on sub-grade material)
Maximum grade	12%	12 %	14%	12%
Dead ends	12 m (40')	12 m (40')	10 m (33')	10 m (33')
Turnarounds	13m (43')	13m (43')	13m (43')	13m (43')

Note: The standards listed above for Private/Cottage roads are suggested guidelines except for the requirement for a deeded right-of-way of 20 m or 66', which is required to provide for adequate maintenance width in the event that the private road is ever assumed by the municipality.

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POLICY STATEMENT

This policy sets out the minimum standards of maintenance and repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the *Municipal Act, S.O. 2001, c.25*. The minimum standards of repair set out herein are applicable only in respect of motor vehicles using the highways.

Comment [CT1]: Should this also reference ATV's?

It is the objective of the Township Public Works Department to conduct its operational activities in an efficient and effective way, so as to provide ~~year-round~~, safe driving conditions on all highways fully maintained roads under its control and jurisdiction. Operations will be consistent with the needs of a low traffic volume rural road system.

Maintenance will be performed, monitored and recorded as detailed in the following guidelines that comprise, with this policy statement and the definitions below, our Level of Service Document.

This document is based on the criteria for Minimum Maintenance Standards as developed by the province in Ontario Regulation 239/02 to provide municipalities with a legal defense against liability from actions arising with regard to levels of care on roads and bridges. Using the chart provided by the province to determine Highway class based on speed limit and average annual daily traffic (A"ADT") counts, all roads within the municipality are determined to be class 6 roads. (Please see Appendix "A" in this policy for a detailed list)

Since O. Reg. 239/02 does not specify minimum standards for Class 6 roads, this document will set a level of service for our municipal Class 6 roads.

These guidelines are used to provide guidance for our Public Works Department, however; depending on work load and other unknown circumstances, maintenance activities may in some instances occur sooner than the minimum times detailed below and do not change the normal minimum standard.

DEFINITIONS

In this Level of Service Document,

- "as soon as practicable" means as soon as is possible considering lead time to contact the truck driver, for the driver to travel to the location of the truck, for readying the truck, for loading the truck and for traveling to the designated starting point within the municipality. This does not take into account time out for the driver for coffee or any

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other breaks before beginning work. The lead time begins as soon as any member of staff becomes aware of a fact, not just the employee responsible for call outs.

- "cm" means centimeters; correspondingly "m" means meters and "mm" means millimeters.
- "day" means a 24-hour period;
- "dead end" roads are those that do not have an exit through another intersecting road;
- "Emergency Maintenance" means maintenance that is required should something catastrophic happen that has an immediate and tangible impact on the flow of traffic and/or safety of road uses, which requires municipal resources to resolve. Each situation will be reviewed on a case by case basis and dealt with at the discretion of the Clerk-Treasurer and Public Works Leader.

The following are not considered as qualifications for Emergency Road Maintenance:

- A fallen tree that can be removed by a resident
- Flooding of less than 20 cm in depth
- Any other situation where the flow of traffic is not interrupted
- Any situation where an alternative route is available
- "Emergency Maintenance Only (EMO) roads" means roads and streets that have been assumed by the municipality, and are only maintained in emergency situations during the summer months (April to mid-November) usually for cottage/camp access.
- "houses" means the number of permanent year round occupied residences.
- "motor vehicle" has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, R.S.O. 1990, except that it does not include a motor assisted bicycle;
- "non-paved surface" means a surface that is not a paved surface, otherwise known as "loose-topped"; for our purposes "non-paved surface" further means gravel surfaced.
- "O. Reg. 239/02" refers to Ontario Regulation 239/02 which lays out the minimum maintenance standards for municipal highways except for Class 6 roads
- "paved surface" means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;
- "roadway" has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*; "snow-packed" means the desired state of a highway during the period of winter road maintenance which includes the compacted snow or ice that can accumulate on municipal highways during a number of minor snow events.
- "shoulder" means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;
- "surface" means the top of a roadway or shoulder.

Comment [CT2]: Will require council discussion and decision

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- "winter highway maintenance" occurs from November 15 to and including April 1 of each year.

CLASSIFICATION OF HIGHWAYS

For the purposes of this policy, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in Table 1 as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the applicable speed limit and the average annual daily traffic count.

The average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined:

- by counting and averaging the daily two-way traffic on the highway or part of the highway;
- or
- by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

TABLE
CLASSIFICATION OF HIGHWAYS - O. REG. 366/18 S1(5)

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

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For "dead end" roads, in lieu of a manual 4 hour traffic count, a simple count of the number of permanent year round residences on the road multiplied by 6, for rural areas, will estimate the number of trips each house generates and is an accepted traffic engineering method for rural areas and those with lower volume as most of our roads are. This is the method that the municipality will use to determine AADT for its roads.

MINIMUM STANDARDS

NOTE: All minimum standards listed below for Class 6 Highways does not apply to roads, or portions of roads, determined to be "Emergency Maintenance Only" roads.

ROUTINE PATROLLING

The minimum standard for the frequency of routine patrolling of highways is set out in Table 2. Routine patrolling shall be carried out by driving on the highway to check for conditions described in this policy. Routine patrolling is not required between sunset and sunrise.

The "Routine Patrol Record" attached to this Level of Service document as Appendix "B" will be used for routine patrols.

Patrols will take place more frequently during the winter highway maintenance period from November 15 to and including April 1. The "Winter Patrol Form" attached as Appendix "C" will be utilized for winter patrols.

TABLE 2
ROUTINE PATROLLING FREQUENCY

Class of Highway	Routine Patrolling Frequency	Winter Road Patrols
6	Once every 30 days	At least twice each week from November 15 to and including April 1

WINTER MAINTENANCE

The Public Works Department will be responsible for winter road patrols. Our municipality has contracted out our winter road maintenance activities. Our Public Works employees and our Contractor have the equipment, schedules, manpower and procedures in place to commence winter control operation on the 15th day of November to and including April 1 of each year. Winter control equipment and manpower will be available on a continuous basis, 7 days a week 24 hours a day to respond to any winter event during this period.

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There will be no regular maintenance or winter snowplowing on the following roads or road sections as these roads are considered "emergency maintenance only" by the municipality. These roads may only be used at the operator's own risk. Notice of the emergency maintenance only be posted at the point of change to EMO and on our Township web site.

ROADS MAINTENANCE

(some part or all of each of these roads are "emergency maintenance only" in nature and are not maintained for their entire length)

Comment [CT3]: Consider deleting this entire table as this is repeated in Appendix A to this policy. Can reference that a table of maintained roads is listed in Appendix A.
Roads with year round maintenance have been deleted as this table header prefaces that this is a list of roads that are not maintained all year round.

ROAD NAME	# OF PERM HOMES ON ROAD	ADT	SPEED LIMIT	CLASS	DISTANCE MAINTAINED
Harvey Creek Road	3	18	50 km/h	6	0.9 km year round maintenance
Jobidon Road	1	6	50 km/h	6	0.3 km year round maintenance
Rivermead Road	2	12	50 km/h	6	0.3 km year round maintenance
Boudreau Road	7	42	50 km/h	6	0.3 km year round maintenance
Donnelly Road	1	6	50 km/h	6	1.8 km year round maintenance
Ashport Road	7	42	50 km/h	6	1.3 km year round maintenance 1.3 – 2.5 Emergency Maintenance Only
Francoeur Road	2	12	50 km/h	6	0.4 km year round maintenance 0.4 - 2.3 Emergency Maintenance Only
Mackey Creek Road	12	72	50 km/h	6	2.5 km to bus turnaround 2.5 – 10.9 Emergency Maintenance Only
Desjardins Road	1	6	50 km/h	6	0.3 km year round maintenance
Jennings Road	6	36	50 km/h	6	5 km (to Mackey Park) year round maintenance
Plain's Camp Road	0	0	50 km/h	6	Emergency Maintenance Only
Kenny Road	0	0	50 km/h	6	0.7 km (to Municipal landfill) 0.7 – 1.8 Emergency Maintenance Only
Pine Valley Road	1	42	50 km/h	6	0.3 km year round maintenance
Township Hall Road	1	6	50 km/h	6	0.3 km year round maintenance
Loggers Road	2	12	50 km/h	6	0.7 km year round maintenance
Boat Launch Road	2	12	50 km/h	6	0.4 km year round maintenance
Buckshot Road	0	0	50 km/h	6	Emergency Maintenance Only
Yates Road	1	6	50 km/h	6	0.4 km year round maintenance
Adelard Road	0	0	50 km/h	6	4.0 km Emergency Maintenance Only
Bissett Creek Road	0	0	50 km/h	n/a	0.7 km to Municipal Landfill 0.7 km onward AFA* Road
Melsaac Drive	2	12	50 km/h	6	1.1 km year round maintenance
Crossing Road	0	0	50 km/h	6	0.1 km year round maintenance

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Trappers Road	2	12	50 km/h	6	0.3 km year round maintenance
Dunlop Crescent	2	12	50 km/h	6	0.9 km year round maintenance
Cotnam Road	1	6	50 km/h	6	0.1 km year round maintenance
Brent Road	1	6	50 km/h	n/a	<1 km (to camp) Camp onward AFA* Road

*AFA denotes Algonquin Forestry Access Road

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During winter operations a number of minor snow events may result in non-paved surfaces becoming snow-packed. Once this compacted snow accumulates it is considered part of the road for the application of our Level of Service and is the desired condition. During periods of thaw, appropriate remedial action would be required as the depth of the compacted snow base becomes unstable. This remedial action may include plowing, salting and sanding, as determined, to break up the base and remove it from the traveled sections of the road. It will be the duty of the Public Works Department to determine best treatment methods and contact our contractor for implementation.

SNOW ACCUMULATION

The minimum standard for clearing snow accumulation is,

- while the snow continues to accumulate, to deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 3 and;
- after the snow accumulation has ended and after becoming aware that the snow accumulation is greater than the depth set out in Table 3, to clear the snow accumulation in accordance with the time set out in the Table.

The snow accumulation must be cleared to a depth less than or equal to the depth set out in Table 3. ~~The snow accumulation must be cleared from the roadway to within a distance of 0.6 meters inside the outer edges of the roadway.~~

This section does not apply to that portion of the roadway designated for parking; and only applies to a municipality during the season when the municipality performs winter highway maintenance. In this section, "snow accumulation" means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

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**TABLE 3
SNOW ACCUMULATION**

Class of Highway	Depth	Time	Desired Road Condition
6	10 cm	24 hours	Snow-packed or bare

ICY ROADWAYS

The minimum standard for treating icy roadways is to deploy resources to treat an icy roadway as soon as practicable after becoming aware of the condition; and to treat the icy roadway within the time set out in Table 4 after becoming aware of the condition.

It is acceptable to "spot" treat only those sections that are in fact icy. The entire road does not require the same treatment, however; the treatment that is applied and the locations are required to be documented each and every time this treatment method is used.

This section only applies to the municipality during the season when the municipality performs winter highway maintenance.

**TABLE 4
ICY ROADWAYS**

Class of Highway	Time	Desired Surface Condition
6	16 hours	Snow-packed or bare

POTHOLES

If a pothole exceeds both the surface area and depth set out in Table 5 or 6, as the case may be, the minimum standard is to repair the pothole within the time set out in Table 5 or 6, as appropriate, after becoming aware of the fact. A pothole shall be deemed to be repaired if its surface area or depth is less than or equal to that set out in Table 5 or 6, as appropriate.

**TABLE 5
POTHOLES ON NON-PAVED SURFACE OF ROADWAY**

Class of Highway	Surface Area	Depth	Time
6	1500 cm ²	12 cm	30 days

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TABLE 6
POTHoles ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
6	1500 cm ²	12 cm	60 days

SHOULDER DROP-OFFS

If a shoulder drop-off is deeper, for a continuous distance of 20 meters or more, than the depth set out in Table 7, the minimum standard is to repair the shoulder drop-off within the time set out in the Table after becoming aware of the fact. A shoulder drop-off shall be deemed to be repaired if its depth is less than or equal to that set out in the Table.

In this section, "shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.

As we currently do not have paved highway surfaces other than entrances off Highway 17, this section will apply to those entrances.

TABLE 7
SHOULDER DROP-OFFS

Class of Highway	Depth	Time
6	8 cm	30 days

CRACKS

We do not have paved surfaces on our roadways that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

DEBRIS

If there is debris on a roadway, the minimum standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris.

NOTE: This does not apply to roads designated as Emergency Maintenance Only.

In this section, "debris" means any material or object on a roadway that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and that is

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reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. It could mean garbage, garbage bags, tires, or other large quantities of litter.

LUMINAIRES

We do not have luminaires on our roadways that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

SIGNS

If any sign of a type listed below is illegible, improperly oriented or missing, the minimum standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign.

This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New.

REGULATORY OR WARNING SIGNS

If a regulatory or warning sign other than a sign listed above is illegible, improperly oriented or missing, the minimum standard is to repair or replace the sign within the time set out in Table 8 after becoming aware of the fact.

In this section, "regulatory sign" has the same meaning as in the Manual of Uniform Traffic Control Devices published in 1985 by the Ministry of Transportation; "warning sign" has the same meaning as in the Manual of Uniform Traffic Control Devices published in 1985 by the Ministry of Transportation.

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**TABLE 8
REGULATORY AND WARNING SIGNS**

Class of Highway	Time
6	30 days

TRAFFIC CONTROL SIGNAL SYSTEMS

We do not have traffic control signal systems on our roadways that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

BRIDGE DECK SPALLS

In this section, "bridge deck spall" means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. We do not have bridge deck spalls on our roadways that we are responsible for. All bridges are the responsibility of the County. We do not have paved road surfaces. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

SURFACE DISCONTINUITIES

In this section, "surface discontinuity" means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. We do not have paved surfaces or bridges within our road system that we are responsible for. The corresponding section of O. Reg. 239/02 does not apply in our municipality.

MINIMUM STANDARDS FOR CATEGORIES NOT INCLUDED IN O. REG. 239/02

TREES

This section applies to the mitigation of a tree-fall on a roadway, [not deemed to be EMO](#). A tree-fall on a roadway may occur if the following conditions are present:

1. The tree appears dead as evidenced by no leaves during normal in-leaf season, and the tree must be on the right-of-way (R.O.W.).
2. The entire tree or a significant portion of the tree must appear dead, and the tree must be on the R.O.W.
3. The trunk of the tree must be greater than 0.3m in diameter, and the tree must be on the R.O.W.

Comment [CT4]: These basically say the same thing

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4. There must be a significant likelihood of the tree falling on the roadway, if it falls.

After becoming aware of the fact that one or more of the conditions noted above exist the level of service is to secure the tree from falling on a roadway within the lag time as shown in Table 9.

**TABLE 9
TREES**

Class of Highway	Time
6	6 months

FLOODING

A flood condition exists where water, flowing or standing, covers more than half a lane width of highway. Where floods exceed the depth of (100 mm. or 10 cm.), a response is required. Flood conditions on roadways should have warning signs posted as a response. Further, where the roadway is not closed, it should be monitored at reasonable intervals during the flood. The time for responding should be no more than 12 hours after becoming aware of the condition. Flood mitigation, while in a flood condition, is at the discretion of the road authority. Repeat flooding within a two week period is considered a single occurrence. Where the maximum frequency is exceeded the zone should be posted to advise of the potential hazard.

**TABLE 10
FLOODING**

Class of Highway	Acceptable Depth	Depth at which action is required	Maximum Frequency
6	10 cm	20 cm	Once in 1 month

Where the maximum frequency per month is exceeded and where flooding occurs more frequently than once every two years, remedial action is required.

DUST

Where dust caused by traffic on a loose top road surface impacts on reasonable vehicle safety, relative to the ambient condition of the road, that condition should not occur for more than 2 months of the year. This policy does not apply where the condition occurs over a distance of less than 100m. This standard does not apply to shoulders but to the travelled portion of the road.

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Dust suppression will be applied in accordance with the guidelines of the Ontario Ministry of Environment and Ministry of Transportation. Dust abatement to address other criteria such as field crops, and air quality are not addressed in this policy.

CLEARANCES

Vertical and horizontal clearances recognize setback of obstacles that may cause damage when struck, or may impair visibility related to safety of motorists travelling along our highways. (e.g. Rock outcroppings, earth, guy cables, utility posts, abutments, structures, hydrants, trees, brush). Such obstacles may be localized or general in nature. Non-woody vegetation may encroach on the clearance zone. Safety devices, regulatory signs and entrances are not considered encroachments.

Each substandard condition should be posted or guided with an appropriate warning or device (e.g. hazard marker, warning sign, guide rail, attenuation device). Maximum grass/brush encroachment is .5m. Maximum lag time for removing the substandard condition is:

- Temporary object - 2 years;
- Structures - on reconstruction;
- Utilities - on replacement.

Desirable vertical clearance for all municipal roads is 4.5 m.

**TABLE 11
CLEARANCES**

Class of Highway	Vertical Overhanging Minimum	Grass/Brush Encroachment	Horizontal Minimum
6	4.5 m	0.5 m	5 m

Clearances are measured vertically from the crown of the road and horizontally from the centerline of the road.

OTHER SAFETY DEVICES

This section applies to delineator, chevron, flashers, vehicle attenuation devices such as guide rails or inertial barriers and other such safety devices.

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**TABLE 12
OTHER SAFETY DEVICES**

Class of Highway	Maximum Repair Lag Time	Maximum Restoration Lag Time
6	1 year	5 years

If other safety devices are damaged, illegible, improperly oriented or missing, the minimum standard is to repair or replace the device within the maximum response time of 1 year, after becoming aware of the fact.

Where other safety devices are found to be deficient either by deteriorating beyond their effective usefulness or by not being in compliance with current standards, the minimum level of service is to replace that device within the maximum restoration time of 5 years.

UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
“Appendix A” to PW-02 Level of Service Policy
2021 Calculations and Determinations of Traffic Volume

ROAD NAME	# OF PERM HOMES ON ROAD	ADT	SPEED LIMIT	CLASS	DISTANCE MAINTAINED
Harvey Creek Road	3	18	50 km/h	6	0.9 km year round maintenance
Jobidon Road	1	6	50 km/h	6	0.3 km year round maintenance
Rivermead Road	2	12	50 km/h	6	0.3 km year round maintenance
Boudreau Road	7	42	50 km/h	6	0.3 km year round maintenance
Donnelly Road	1	6	50 km/h	6	1.8 km year round maintenance
Ashport Road	7	42	50 km/h	6	1.3 km year round maintenance 1.3 – 2.5 Emergency Maintenance Only
Francoeur Road	2	12	50 km/h	6	0.4 km year round maintenance 0.4 - 2.3 Emergency Maintenance Only
Mackey Creek Road	12	72	50 km/h	6	2.5 km to bus turnaround 2.5 – 10.9 Emergency Maintenance Only
Desjardins Road	1	6	50 km/h	6	0.3 km year round maintenance
Jennings Road	6	36	50 km/h	6	5 km (to Mackey Park) year round maintenance
Plain’s Camp Road	0	0	50 km/h	6	Emergency Maintenance Only
Kenny Road	0	0	50 km/h	6	0.7 km (to Municipal landfill) 0.7 – 1.8 Emergency Maintenance Only
Pine Valley Road	1	42	50 km/h	6	0.3 km year round maintenance
Township Hall Road	1	6	50 km/h	6	0.3 km year round maintenance
Loggers Road	2	12	50 km/h	6	0.7 km year round maintenance
Boat Launch Road	2	12	50 km/h	6	0.4 km year round maintenance
Buckshot Road	0	0	50 km/h	6	Emergency Maintenance Only
Yates Road	1	6	50 km/h	6	0.4 km year round maintenance
Adelard Road	0	0	50 km/h	6	4.0 km Emergency Maintenance Only
Bissett Creek Road	0	0	50 km/h	n/a	0.7 km to Municipal Landfill 0.7 km onward AFA* Road
Mclsaac Drive	2	12	50 km/h	6	1.1 km year round maintenance
Crossing Road	0	0	50 km/h	6	0.1 km year round maintenance
Trappers Road	2	12	50 km/h	6	0.3 km year round maintenance
Dunlop Crescent	2	12	50 km/h	6	0.9 km year round maintenance
Cotnam Road	1	6	50 km/h	6	0.1 km year round maintenance
Brent Road	1	6	50 km/h	n/a	<1 km (to camp) Camp onward AFA* Road

*AFA denotes Algonquin Forestry Access road

ROUTINE PATROL RECORD – UNITED TOWNSHIPS OF HEAD, CLARA & MARIA PUBLIC WORKS DEPARTMENT

Weather				Date:										Accident/Damage			
Clear <input type="checkbox"/>	Time	Patrolled By _____ Hours of Work: Start Shift: _____ Finish Shift: _____												Police Response <u>Yes</u> <u>No</u> OPP Report # _____			
Partly Cloudy <input type="checkbox"/>	Time													Location _____			
Overcast <input type="checkbox"/>	Time													Description _____			
Rain <input type="checkbox"/>	Time													_____			
Snow <input type="checkbox"/>	Time													_____			
Freezing Rain <input type="checkbox"/>	Time													_____			
Fog <input type="checkbox"/>	Time																
Visibility: Good Fair Poor Time Wind" Light Moderate Strong Direction				Approved By:										Time to be recorded on a 24 hour clock.			
Condition: Considered acceptable unless noted otherwise																	
Highway Patrolled	Class	Time	Time	Potholes	Shoulder Drop Clt	Debris	Safety Device	Signs Warning	Signs Regulatory	Signs Information	Sign Reflectivity	Shoulders	Deficiency Found	Action Taken			
Harvey Creek Road	6																
Jobidon Road	6																
Rivermead Road	6																
Boudreau Road	6																
Donnelly Road	6																
Ashport Road	6																
Francoeur Road	6																
Mackey Boat ramp																	
Mackey Creek Road	6																
Desjardins Road	6																
Jennings & Old Mackey Park	6																
Kenny Road	6																
Pine Valley Road	6																
Township Hall Road	6																
Loggers Road	6																
Boat Launch Road	6																
Yates Road	6																
Bissett Creek Road	6																
Mclsaac Drive	6																
Crossing Road	6																
Trappers Road	6																
Dunlop Crescent	6																
Cotnam Road	6																



UNITED TOWNSHIPS OF HEAD, CLARA & MARIA ROAD'S DEPARTMENT

WINTER PATROL RECORD

Weather				Date:								Accident/Damage							
Clear <input type="checkbox"/>	Time			Patrolled By								Police Response Yes No OPP Report #							
Partly Cloudy <input type="checkbox"/>	Time											Location							
Overcast <input type="checkbox"/>	Time																		
Rain <input type="checkbox"/>	Time																		
Snow <input type="checkbox"/>	Time																		
Freezing Rain <input type="checkbox"/>	Time																		
Fog <input type="checkbox"/>	Time	Hours of Work:																	
				Start Shift:															
				Finish Shift:															
Visibility: Good Fair Poor Time				Approved By:															
Wind" Light Moderate Strong Direction				Condition: Considered acceptable unless noted otherwise								Time to be recorded on a 24 hour clock.							
Highway Patrolled	Class	Time	Time	Air Temp	Bare & Dry	Bare & Wet	Track Bare	Centre Bare	Snow Covered	Snow Packed	Snow Accum. cm	Drifting	Ice Covered	Spot Ice	Black Ice	Frost	Slush	Notes	
Harvey Creek Road	6																		
Jobidon Road	6																		
Rivermead Road	6																		
Boudreau Road	6																		
Donnelly Road	6																		
Ashport Road	6																		
Francoeur Road	6																		
Mackey Boat ramp																			
Mackey Creek Road	6																		
Desjardins Road	6																		
Jennings Road	6																		
Kenny Road	6																		
Pine Valley Road	6																		
Township Hall Road	6																		
Loggers Road	6																		
Boat Launch Road	6																		
Yates Road	6																		
Bissett Creek Road	6																		
Mclsaac Drive	6																		
Crossing Road	6																		
Trappers Road	6																		
Dunlop Crescent	6																		
Cotnam Road	6																		

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, April 18, 2021				Report Date	Thursday, April 8, 2021			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #21/04/18/1101 – Committee of the Whole TOR									

Subject: Committee of the Whole Draft Terms of Reference

Recommendation:

Review draft TOR for the Committee of the Whole and provide feedback on the TOR and development of this Committee.

Background/Executive Summary:

At the January Council meeting, a resolution was passed to implement a Committee of the Whole. A Committee of the Whole is an important forum for policy debate and public input on issues within Council's area of responsibility. Recommendations from the Committee of the Whole relate to various issues including governance, Public Works, Economic Development, budgets and finance and policy development.

A draft TOR has been attached for Council review and feedback.

Financial Considerations/Budget Impact:

None at this time.

Enclosures:

Draft Committee of the Whole Terms of Reference

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer



The United Townships of Head, Clara & Maria

Committee of the Whole

Terms of Reference

Purpose

The Committee of the Whole (COW) is the primary forum for policy debate and public input on issues within Councils area of responsibility. The COW allows the entire council to work towards a common understanding of an issue by listening, developing and reviewing reports together in the same room at the same time. This Committee shall be responsible for the study and research of all matters referred by Council pertaining to municipal business and shall make recommendations to be presented at Council for approval.

Mandate

- All COW work will be carried out in accordance with the HCM Procedural Bylaw, Municipal Act, Code of Conduct and other governing legislation and policies.
- The COW will engage the public in their work by receiving public delegations and ensuring that staff have appropriately engaged the community.

Membership

1. all Members of Council shall sit on all Committees of the Whole Council and they shall be constituted as Committees of the Whole The Mayor is the Chair of the COW.
2. A vice-chair shall be appointed by the Mayor.
3. If the need for sub-committees arises the Mayor shall appoint chairs for those committees.

Resources

- The Clerk/Treasurer and other staff members may be called on to conduct work and report back to the COW.

Role of the Chair

- In collaboration with the Clerk/Treasurer identify issues to be discussed, develop the agenda and set meeting dates
- Conduct the meeting, maintain order, allow for discussion and comment from all members

Role of the Vice Chair

- Vice-chair will assume the role and responsibilities of the chair when the chair is unable to fulfill their role.

Role of the Clerk/Treasurer

- Must attend all meetings or send a designate Clerk. In collaboration with the Mayor/designate Chair identify issues, develop agendas and set meeting dates
- Provide advice on legislative protocol and meeting procedures as requested by the Chair

Role of COW members

- Conduct independent research in preparation for the meeting, provide feedback on issues and agenda items.

Role of the Public

- If requesting a deputation to the COW, follow guidelines for deputations as outlined in Procedural By-Law
- Questions/comments will not be taken from the floor

Meetings

- COW meetings are scheduled at least once quarterly and at other times as deemed necessary by the Chair for issues that require considerable debate and discussion.
- Meetings shall be held at the Township Office.

Quorum

- Quorum is 3 members of Council and the Clerk/Treasurer or designate

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, April 18, 2021				Report Date	Thursday, April 8, 2021			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #21/04/18/1102 – Auction of Public Works truck									

Subject: Auction of 2010 Dodge Ram and accessories

Recommendation:

None – information only

Background/Executive Summary:

This report serves as notice to Council that the 2010 Dodge Ram and accessories (including plow) that was previously used by our Roads Department will be sold in a public sealed bid process. The truck and all accessories will be sold in an “as is where is” basis.

Relating to the Sale of Surplus Goods our Procurement By-Law states that:

36.1. The Clerk must dispose of all Goods for which the Municipality no longer has use and the Clerk and Treasurer may use any method for disposal in the Municipality’s best interests, including without limitation, public auction, sealed bid, public tender, trade, consignment, donation to charitable organization, negotiated sale, transfer to another department (including the Municipal Library for May Madness) or destruction.

36.2. If the estimated residual value of any surplus or obsolete good is less than \$100, low cost disposal methods such as donation to other departments or organizations are preferred.

36.3. An employee who has the responsibility of declaring Goods surplus or obsolete, or for sending items to a public auction shall not bid on or personally obtain any Goods that the employee has declared as surplus.

36.4. No Council Member, employee or volunteer shall be permitted to receive surplus or obsolete Goods except by purchase at public auction, public tender, trade or advertised sale.

The process will begin on or around April 19th, 2021 and bids will be accepted for a period of 3 weeks. The truck will be sold to the highest bidder.

Financial Considerations/Budget Impact:

The minimum bid will be set at \$1500.

Enclosures:

None

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, April 18, 2021				Report Date	Thursday, April 8, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #21/04/18/1103 – Tax Payment Extension Agreement									

Subject: Tax Payment Extension Agreement

Recommendation: That the following resolution be passed:

WHEREAS the Municipality currently has several properties which are in a tax sale position;
AND WHEREAS a ratepayer has approached the municipality to request an extension agreement be arranged;
THEREFORE BE IT RESOLVED that the Council of the United Townships of Head, Clara & Maria does hereby authorize the Clerk and Treasurer to enter into a Tax Payment Extension Agreement in order to facilitate the payment of back taxes stopping a tax sale and will be enforceable by the applicable by-law.

Background/Executive Summary:

There are properties in HCM that are close to being in a tax sale position. The process has started but can be stopped with expenses to date being added to the overdue taxes. There has been a request to enter into a monthly payment plan to eliminate the taxes owing and retain the land in the property owner's name for three properties.

Proposed arrangements to clear taxes in arrears:

Property #1 – Proposed payments of \$715 per month for 12 months, totaling \$8,580 (By-Law 2021-17)

Property #2 – Proposed payments of \$225 per month for 24 months, totaling \$5,400 (By-Law 2021-18)

Property #3 – Proposed payments of \$473 per month for 24 months, totaling \$11,352 (By-Law 2021-19)

The municipality has entered into these agreements successfully in the past. There is a clause written into the By-Law agreement which allows for tax sale proceedings to commence immediately should the payee default.

Financial Considerations/Budget Impact:

Back taxes would be collected over a period of 12-24 months and eliminates the requirement for a tax sale.

Enclosures:

None

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Administration			POLICY #: A-02
POLICY NAME: Email Management Policy			
DATE:	REV. DATE: April 2021	APPROVED BY:	PAGE #: 1 of 3

POLICY STATEMENT

It is the responsibility of all employees to safeguard information transmitted via email that is deemed to be a “record” or have information value by storing the email in a designated storage repository, or file, as soon as practicable in order to ensure the record is managed corporately, and to prevent the untimely destruction. All emails/information maintained in an email tool, such as Outlook, that is maintained by the Corporation, may be kept in the email tool, such as outlook, for a period of time up to 365 days from receipt or sending, and by not storing the email in the designated repository is therefore deemed by the employee/recipient/sender to be “transitory” in nature, has no business value, and ~~shall be subject to automatic deletions~~ should be deleted.

PURPOSE

1. Establish a culture through education and policy that information received via email has value.
2. Establish required processes and tools to support the principle that information within an email that is deemed to be of business value shall be managed in accordance with this Administrative Policy, and shall be stored in the designated storage repository, or file, as soon as practicable, but no later than 365 days from receipt/sending.
3. Establish a culture that accepts that transitory email not stored in the designated storage repository, or file, is thereby determined by the employee/recipient/sender not to be a record having business value, and shall be automatically subject to deletion within 365 days from the date it was received or sent.

DEFINITIONS

The following definitions are critical to the application of this policy:

“Information”: Any documented communication or representation of knowledge such as facts, records, Data and Datasets, Data Products, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms, in custody and control of the Corporation.

“Information Management”: The means by which the Corporation plans, identifies, creates, receives, collects, organizes, governs, secures, uses, controls, disseminates, exchanges, maintains, preserves, and disposes of its information; as well as any means through which the Corporation ensures that the value of that information is identified, captured and utilized to its fullest extent.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Administration			POLICY #: A-02
POLICY NAME: Email Management Policy			
DATE:	REV. DATE: April 2021	APPROVED BY:	PAGE #: 2 of 3

SCOPE

This policy applies to all Municipal staff, Council, contractors and service providers who have responsibilities regarding any information in the custody and control of the Corporation, received or sent via email.

RESPONSIBILITY

Clerk-Treasurer:

- Ensure all corporate email users, including employees and Council, are aware of their responsibility to manage information in accordance with this email policy.
- Support efforts to address non-compliance with this policy.
- Provide access to learning opportunities to ensure staff and Council have the skills and knowledge to comply with applicable policies.

Information Users:

- Comply with, support and operate in accordance with this and other Information Management Policies.

APPLICATION

Records/documents are created or acquired, regardless of their medium, because they enable and document decision-making in support of programs, services and ongoing operations, and support departmental reporting, performance and accountability requirements. Examples of records include, but not limited to:

- Transactions: orders, receipts, requests, confirmation
- Interactions between clients, vendors, partners, or other departments and agencies
- Planning documents: budgets, forecasts, work plans, blueprints, schematics
- Reports, policy, briefing notes, memoranda, or other papers supporting business activities
- Meeting documents: agendas, official minutes, records of decision
- Committee documents: terms of reference, list of members
- Client records: applications, evaluations, assessments
- Records of discussions, deliberations, or any situation that documents the decisions made along with the logic used

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TRANSITORY FILES

Transitory documents are of little information value, are temporary in nature, required for a short time to ensure the completion of a routine action. Transitory documents do not document the initiation or conduct of business and is not retained for statutory, legal, fiscal, administrative, operational or archival purposes. Transitory records do not set policy; establish guidelines or procedures; document core functions or activities of the corporation; require official action or have any documentary, archival or evidential value.

Examples of Transitory Records include, but no limited to:

- Working drafts of no particular significance that were never formally circulated;
- Annotated drafts where annotations become part of a subsequent version and do not provide evidence of decisions related to the evolution of the final document;
- A copy of a document kept for ease of reference or convenience only;
- Data that has been extracted from an existing business record; and
- Casual communications such as invitations to events, launches or lunch.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Finance			POLICY #: F-01
POLICY NAME: Divulging Personal Information Via Phone			
DATE:	REV. DATE: April 2021	APPROVED BY:	PAGE #: 1 of 1

PURPOSE

To establish what information can be divulged to real estate agents, lawyers, property owners and others regarding tax information or any other information that might constitute an unjustified invasion of personal privacy considering provincial and federal laws concerning the protection and privacy of information.

GUIDELINES

1. Ratepayers may request personal tax information over the phone. Before any information is provided, it must be confirmed that they are listed as a title owner of the property and they must provide at least two identifiers for the property (i.e. roll number, civic address, legal description). If a mortgage company requests any information pertaining to a tax bill, they must provide a letter, original or faxed, signed by the ratepayer requesting the information required and authorizing the release of that information to the mortgage company.
2. Staff can advise that the roll book is a public document and is available for viewing and that our tax rates are posted on-line, however; the individual would need to come to the office to view the tax roll. It is not up to staff to locate the information or to provide the calculation.
3. Lawyers, or others, acting on behalf of the property owner making requests for the amount of taxes actually owing on any property will have to make a formal request for a tax certificate accompanied by the fee of \$25.
4. Individuals other than lawyers will have to provide staff with written authorization to obtain personal information.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT:			POLICY #: HR-06
POLICY NAME: Holiday, Sick, Personal & Vacation Policy			
DATE:	REV. DATE: April 2021	APPROVED BY:	PAGE #: 1 of 4

PURPOSE

1. To establish a vacation and leave structure that helps meet the needs of the Municipality while contributing to the well-being of our staff members.
2. There may be times when employees need to be absent from work in order to attend to essential personal commitments. It is the Municipality's intention to create the flexibility to meet these needs.
3. To outline the conditions under which paid leaves will be granted to employees.

POLICY

Employees of the Townships of Head, Clara & Maria, who work an average work week of 28 or more hours per week, are entitled to a designated number of paid holidays, paid vacation days, paid sick leave and paid personal days each calendar year on a pro-rated basis to a full work week. Eligibility is specified below.

Permanent part-time employees of the Townships of Head, Clara & Maria, who work an average work week of less than 28 hours per week, are entitled to vacation pay and special pay for time worked on holidays as per the *Employment Standards Act*. Details are specified below.

GUIDELINES

A. Paid Holidays

1. The Municipality observes all Ontario Statutory holidays as paid holidays for all employees including: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. This list may be changed from time to time by the Provincial government.
2. The Municipality also observes as a paid holiday the Civic Holiday Monday in August.
3. All employees are compensated according to the *Employment Standard's Act* for all paid holidays.
4. Paid holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits or Employment Insurance Sick Benefits) or after a period of thirty (30) consecutive days leave for illness.

Comment [CT1]: Suggestion to add Easter Monday as well.

B. Personal Days

1. Full time employees may take up to three personal days per year when necessary for personal matters, such as medical appointments, religious holidays, caring for ill family members, etc.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT:			POLICY #: HR-06
POLICY NAME: Holiday, Sick, Personal & Vacation Policy			
DATE:	REV. DATE: April 2021	APPROVED BY:	PAGE #: 2 of 4

2. Plans to use a personal day should be communicated to the Clerk-Treasurer with as much advance notice as possible unless there are extenuating circumstances.
3. No less than half of a personal day shall be taken at one time. Employees may not take a personal day at the beginning or end of your vacation or in conjunction with a statutory holiday.
4. Personal days are not to be utilized as additional vacation days and should be used appropriately.
5. Unused personal days can not be carried forward to be used in another year.
6. Abuse of personal days may result in this privilege being revoked and cause an employee to be subject to discipline, up to and including termination.

C. Vacation Entitlement

1. Vacation entitlement is prorated based on an employee's Full Time Equivalent (FTE). For ease of administration, the vacation weeks referred to in the following guidelines will equal the regular number of days in an employee's regular work week. (E.g. An employee who works a 0.8 FTE would be eligible for 80% of the vacation entitlement of a full time employee).
2. The Clerk-Treasurer is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service to the Municipality. Length of service on active payroll is given consideration in choice of vacation periods.
3. The following schedule is used to calculate vacations for full-time employees:
 - (a) during the first year in which an employee is hired, they will received vacation accrual at 4% vacation pay for hours worked;
 - (b) beginning January 1st of the year during which the employee will complete one (1) full year of employment, they are credited with two (2) weeks of vacation leave at 4% vacation pay;
 - ~~(c) beginning January 1st of the year during which the employee will complete two (2) years of employment, they are credited with two and a half (2.5) weeks of vacation leave at 5% vacation pay;~~
 - ~~(d)~~(c) beginning January 1st of the year during which the employee will complete five (5) years of employment, they are credited with three (3) weeks of vacation leave at 6% vacation pay;

Comment [CT2]: As per Labor Code

Comment [CT3]: As per Labor Code

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~~(e)~~(d) beginning January 1st of the year during which the employee will complete ten (10) years of employment, they are credited with three and a half (~~3.5~~4) weeks of vacation leave at ~~8.7~~ % vacation pay;

Comment [CT4]: As per Labor Code

~~(f)~~ beginning January 1st of the year during which the employee will complete fifteen (15) years of employment, they are credited with four (4) weeks of vacation leave at 8% vacation pay.

~~(g)~~(e) beginning January 1st of the year during which the employee will complete twenty (20) years of employment, they are credited with five (5) weeks of vacation leave at 10% vacation pay.

Comment [CT5]: Not in Labor Code, but employee incentive

4. Upon termination of employment or if an employee transfers to part-time employment, they are paid the pro-rated monthly portion of unused vacation that was credited on January 1st of that year.
5. Conversely, an employee is responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from January 1st.
6. Employees are encouraged to use vacation time in the year in which it is earned. However, in the case of extenuating circumstances, an employee may carry the equivalent of one week vacation to the subsequent year. Any carry over in excess of one week must be approved by the Clerk-Treasurer with a plan outlining the employees proposed scheduled to use vacation time that has been carried over. In the case of the Clerk-Treasurer, approval must come from Council. The carried over vacation must be used in the subsequent year or is lost.
7. All employees are entitled to two (2) weeks of earned vacation consecutively.
8. Consecutive earned vacation periods of more than two (2) weeks may be obtained with the express permission of the Clerk-Treasurer, or in the case of the Clerk-Treasurer by Council.
9. Vacation may not be taken in anything less than one-half (½) day increments.
10. Sick leave may be substituted for vacation leave where the employee can establish, by Doctor's certificate, that an illness or accident occurred while on vacation.
11. If a statutory holiday occurs during your vacation, it is not counted as a vacation day.
12. While on active payroll, full time employees are not permitted to take cash in lieu of vacation. This option may be utilized upon termination of employment.
13. Vacation credits will not accrue during an unpaid leave of absence (including Workplace Safety and Insurance Benefits or Employment Insurance Sick Leave) or after a period of thirty (30) consecutive days leave for illness.

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14. Vacation pay for part-time employees is paid in accordance with the *Employment Standards Act*. This is currently (2021) @ 4% of the earnings of each part-time employee with less than 5 years of employment, and 6% for those with more than 5 years of employment. Vacation pay may be paid out ~~at 4%~~ biweekly with each regular pay period, or accrued and paid on request corresponding with their vacation period. Vacation time may be utilized as needed, and not necessarily in a consecutive ~~two-week~~ time period.

D. Sick Leave

1. Upon hire, sick leave will accumulate at the pro-rated amount of 0.83 days per month, based on an employee's FTE, for each full calendar month worked, up to December 31st (equivalent to 10 days for a full year).
2. Beginning January 1st of the work year during which the employee will complete one (1) full year of employment, the employee is credited with ten (10) working days of sick leave.
3. During employment, one-half (1/2) of unused annual sick leave will accumulate and be carried forward to a maximum of 50-15 days, including the current year's entitlement.
4. Upon termination of employment, an employee will be paid out at 50% of the remaining balance of their sick leave bank, as per the *Municipal Act, 2001* s.281.(1).
5. Any absence of five (5) consecutive days will require a Doctor's certificate.
6. If you abuse your sick leave, the privilege may be revoked and you may be subject to discipline, up to and including termination.
7. Sick leave may be used to care for a sick immediate family member (spouse or child) as long as the time used does not exceed the employee's total sick bank.

Comment [CT6]: Lower the amount of carryover to reduce the sick leave pay out upon termination.

Comment [CT7]: Will require Council discussion and decision.

E. Other

1. From time to time, other leaves may be required by the *Employment Standards Act, 2000* (i.e. Infectious Disease Leave, resulting from COVID-19). The municipality will comply with all statutory obligations as outlined in the *Employment Standards Act*, or any other Act.