



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

AGENDA

August 26th, 2023 at 1:00 p.m.

1. Call to Order and Moment of Silence

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. Traditional Land Acknowledgement

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

3. Roll Call

4. Recital of the Municipal Mission and Vision Statements

5. Disclosure of Pecuniary Interest & General Nature Thereof

6. Deputations and Presentations

7. Adoption of Minutes of Previous Meeting

- Council Minutes
 - i. June 15, 2023
 - ii. June 17, 2023
- Recreation Committee Minutes
 - i. June 6, 2023

8. Petitions and Correspondence

Information Only – (Please advise if you feel any item warrants further consideration)

- i. City of Quinte West – Legislative Amendments to Municipal Codes of Conduct and Enforcement
- ii. Town of Essex – Local Emergency Response Infrastructure
- iii. Township of Terrace Bay – Municipal Oath of Office to include Aboriginal Treaty Rights
- iv. AMCTO – Strong Mayor Powers Expanding to More Municipalities
- v. Town of Bradford West Gwillimbury – Right-to-Repair Movement
- vi. Ministry of Public and Business Service Directory – Registry Act, Land Titles Act
- vii. Municipality of North Perth – Vacant Building Official Positions
- viii. Ministry of Natural Resources and Forestry – Public Lands
- ix. Municipality of Wawa – OHIP Coverage for Chronic Pain Treatments
- x. Renfrew County District Health Unit – Potential Funding Impacts 2024
- xi. County of Renfrew – County Council Summary

- xii. AMCTO – Assessment Cycle
- xiii. Township of Selwyn – Short -Term Rentals
- xiv. Upper Ottawa Valley Chamber of Commerce – Affordability Housing
- xv. Ministry of Agriculture, Food and Rural Affairs – Provincial Policy Statement Permitted Uses in Prime Agricultural Areas
- xvi. Cheryl Gallant, MP – New Horizons for Seniors Program
- xvii. Elgin County – Amendment to Legislation to Allow Home-Based Childcare Operators to Increase Allowable Spaces
- xviii. Ministry of Natural Resources and Forestry – Technical Bulletin
- xix. Katherine Hartel – Improving Municipal Codes of Conduct and Enforcement
- xx. Clarence – Rockland – Ottawa River Study
- xxi. Victim Services of Renfrew County – Golf Tournament Sponsorship
- xxii. County of Renfrew – Call to Action on Housing and Homelessness
- xxiii. Town of Fort Erie – Controls on Airbnb, VRBO
- xxiv. Algonquins of Ontario – Correspondence
- xxv. Renfrew County and District Health Unit – Rapid Antigen Testing
- xxvi. Town of Deep River – Support of DRDH Long-Term Care Project
- xxvii. Chatham-Kent – Time for Change MFIPPA
- xxviii. Ministry of Infrastructure – Red Tape Reduction for Broadband Projects

9. Council Reports –

- i. Report 23/08/26/901 – Mayor’s Report

10. Staff Reports – none

- i. Report 23/08/26/1001 – Clerk’s Report
- ii. Report 23/08/26/1002 – Annual Staff Training Report
- iii. Report 23/08/26/1003 – Workplace Satisfaction Report

11. Financial Reports

- i. Report 23/08/26/1101 – Section 357 Application

12. Unfinished Business

- i. Report 23/08/26/1201 – 2022-2026 Strategic Action Plan
- ii. Report 23/08/26/1202 – Building Fee Schedule Amendment

13. Addendum (New Business) - none

14. Notice of Motion - none

15. Policy/By-Law Review

- i. Report 23/08/26/1501 – Accessibility Plan

16. By-Laws

- i. Report 23/08/26/1601 – Mandatory Pre-Consultation By-law
- ii. Report 23/08/26/1602 – Procurement By-law

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 clerk@headclaramaria.ca

17. Closed Session

- i. Report 23/08/26/1701 – Solicitor-Client Information
- ii. Report 23/08/26/1702 – Clerk-Treasurer's Key Performance Indicators

18. Questions and Answers

19. Confirmation of Proceedings By-law

20. 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.



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

Minutes of June 15, 2023

Minutes of a regular meeting of Council held on Thursday, June 15, 2023 at 2:00 p.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.
2. **TRADITIONAL LAND ACKNOWLEDGEMENT**
As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.
3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer
Staff: Crystal Fischer, Municipal Administrator, Robert Labre, Chief Building Official
Absent/Regrets: none
Guests: one member of the public
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Richer
HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.
HCM Vision: Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
6. **Public Consultation - Proposed Amendment to the Building Permit Fee Schedule**
 - i. Report 23/06115/601- Building Permit Fee Schedule Amendment
See page five for notes.
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**
Resolution No.: 23/06/15/001
Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain
BE IT RESOLVED THAT the minutes of the regular meeting of May 18th, 2023 be accepted as presented.

Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**
Petitions - none
Correspondence
 - i. Fort Frances - Opioid Crisis
 - ii. Province of Ontario - New Interactive High-Speed Internet Map

- iii. Township of Ryerson - Water Aerodromes
- iv. Municipality of Tweed- Bell-Hydro Infrastructure
Action: Clerk to send letter of support.
- v. Municipality of Huron Shores - Health Care Crisis
- vi. Family and Children Services, Renfrew County - Appointment of Executive Director
- vii. Renfrew County - May County Council Summary

Late Correspondence

- i. Ontario Parks – Public Notice for Category B Project
- ii. MNRF – Streamlining Approvals under the Aggregate Resources Act
- iii. Lynx – Cogeco Upcoming AHSIP Work
- iv. John Yakabuski, MPP – Algonquin Park and Driftwood Provincial Park Funding
- v. Doug Antler – Pavement Grindings at Salt Shed in Deux Rivieres
- vi. Letter to Council Regarding Veteran's Memorial

9. MAYOR'S REPORT

- i. Report 23/06/15/901 –Mayor's Report

10. STAFF REPORT - none

11. FINANCIAL REPORTS

- i. Report 23/06/15/1101 - Revenue and Expense Report
Resolution No.: 23/06/15/002

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS Council has received Report #23/06/15/1101 concerning the Revenue and Expense Report ending May 31st, 2023 and have had the opportunity to ask clarifying questions of the report;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense report dated May 31st, 2023 as presented.

Carried Unanimously

12. UNFINISHED BUSINESS –

- i. Report 23/06/15/1201 – 2022-2026 Strategic Plan - For information only.
- ii. Report 23/06/15/1202 – Ministry of Transportation Request for Pavement Millings from Resurfacing Project
Resolution No.: 23/06/15/003

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

WHEREAS Council has received Report #23/06/15/1202 concerning the request of MTO to provide pavement millings from the Highway 17 resurfacing project;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby direct staff to advise MTO that the Municipality will only accept 1000m³ of pavement millings.

Carried Unanimously

Recorded Vote		
Dowser, C	Yes <u> x </u>	No <u> </u>
Grills, D	Yes <u> x </u>	No <u> </u>
Kelly-Chamberlain, F	Yes <u> x </u>	No <u> </u>
LeClerc, K	Yes <u> </u>	No <u> x </u>
Richer, R	Yes <u> x </u>	No <u> </u>

13. NEW BUSINESS – none

14. NOTICE OF MOTION – none

15. POLICY/BY-LAW REVIEW

- i. Report 23/06/15/1501 – Accessibility Policy

Resolution No.: 23/06/15/004

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

WHEREAS Council received and provided input on Policy # A-04 Accessibility Policy at the regular meeting of June 15th, 2023;

THEREFORE BE IT RESOLVED THAT Council of the United Township of Head, Clara and Maria does hereby adopt By-law 2023-13 to adopt Policy # A-04 Accessibility Policy as presented.

Carried Unanimously

Action: Clerk to see if grants are available to assist with Accessible website.

16. BY-LAWS –none

17. CLOSED SESSION

Resolution No.: 23/06/15/005

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS the Municipal Act allows for closed meetings under section 239(2)(b) to discuss personal information about identifiable individuals, labour relations or employee negotiations;

THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at 4:21 p.m. and to discuss the Clerk's Key Performance Indicators.

Carried Unanimously

Resolution No.: 23/06/15/006

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS Council went into closed session under Section 239(2)(b) to discuss the Clerk's Key Performance Indicators;

THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 5:07 p.m. and the public portion of the meeting continue.

Carried Unanimously

18. QUESTIONS AND ANSWERS –

Clerk: requesting approval for vacation for both the Clerk-Treasurer and Administrative Assistant on January 16th, 2024 for one week.

Council has no concerns.

Public Works Summer Student – interviewing on Monday as there were two applicants. Ricky Patel will be working in the office.

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/06/15/007

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-law 2023-14 being a by-law to confirm proceedings of the meeting of the Council of Thursday, June 15, 2023 be read a first time short and passed.

Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/06/15/008

Moved by Councillor Richer and Seconded by Councillor LeClerc

BE IT RESOLVED THAT this meeting adjourn at 5:12 p.m. to meet again on Saturday,
June 17th, 2023 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK

Public Consultation – Proposed Amendment to the Building Permit Fee Schedule

One written submission received.

Robert Labre: In regards to having free building permits, he is not aware of other municipalities who offer free building inspection services. It is quite expensive to provide building permit and inspection services and it is continuing to increase. There are more inspections per project now, largely due to new products being used in construction. For example, previously five inspections were required for a new build; now between 7-8 inspections are required for the same build. The proposed fee schedule is quite generous compared to other municipalities, even though there is the same amount of work regardless of the area.

If building permit fees are not being charged, the cost to provide the service will be charged to the overall tax base.

Councillor Richer – fees are fair; it is fair that property owners pay for their own permit. Has also heard from ratepayers that they are satisfied with property owners paying for their own permits.

Robert Labre: There have been 16-17 permits issued so far this year. For the size of this community, it is doing very well. Getting large homes in the area.

The Building Code will be updated, however, it won't affect Head, Clara and Maria so much. Secondary Dwellings are becoming popular; the Municipality needs to make sure that zoning is done correctly so that it doesn't become an issue later on. There are concerns with Secondary Dwelling properties requesting severances in the future, which may be a problem with joint well and septic. Tiny Homes may be becoming more popular as well, as we should have a close look at it. May want to consider only allowing it in certain zones.

Mr. Maloney – thinks that the proposal is fair; the cost of everything is going up. Supports raising the building permit fee schedule. At a local level, he would like to see cooperate versus regulate.



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

Minutes of June 17, 2023

Minutes of a special meeting of Council held on Saturday, June 17, 2023 at 1:00 p.m.

- 1. CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.
- 2. TRADITIONAL LAND ACKNOWLEDGEMENT**
As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.
- 3. ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer
Staff: Crystal Fischer, Municipal Administrator
Absent/Regrets: none
Guests: three members of the public
- 4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor LeClerc
HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.
HCM Vision: Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.
- 5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
- 6. INTRODUCTION AND EXPLANATION OF PROTOCOL – MAYOR GRILLS**
Welcome! Today's public meeting is an opportunity for you, the members of the Head, Clara and Maria community to express your opinions, ask questions and for your elected representatives to get a sense of what you feel are important goals for the next four years. No decisions of council will be made today.
All comments will be made through the Chair. If you wish to speak, please come to the microphone, state your name and your comment or question. Comments will extend to no more than 10 minutes per speaker (as stated in our Procedure By-Law).
I would like to refer to three very important statements about effective Municipal Government from the Municipality's "Moving Forward" document.
These statements will be the guide for our discussions today.
 - Healthy, strong and vital communities work as a "team" toward a common vision for the future. They have developed community plans and implementation strategies.

- The public expresses their opinion in an open public forum. Everyone is treated with respect and has an opportunity to express their opinion without fear of being ostracized, criticized or humiliated. People do not openly attack one another.
- The public is seen as a valuable resource with a wide array of skills, experiences and opinions. They are consulted often, including those individuals who may have opposing views. Opposing views are sought to ensure that all points have been considered in the decision-making process on potentially contentious issues.

7. REVIEW OF DRAFT STRATEGIC PLAN

Reviewed the SWOT Analysis including each individual strength, weakness, opportunity and threat from the 2018-2022 Strategic Plan.

8. OPEN SESSION FOR COMMENTS ON 2022-2026 STRATEGIC PLAN

See page three for notes.

7. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/06/17/001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

BE IT RESOLVED THAT By-law 2023-15 being a by-law to confirm proceedings of the meeting of Council of Saturday, June 17, 2023 be read a first time short and passed.

Carried Unanimously

8. ADJOURNMENT

Resolution No.: 23/06/17/002

Moved by Councillor LeClerc and Seconded by Councillor Richer

BE IT RESOLVED THAT this meeting adjourn at 2:17 p.m. to meet again on Saturday, August 26th, 2023 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK

Public Consultation – 2022-2026 Strategic Plan

Mr. Graydon Readings – we have a small population and an aging demographic. What is the municipality's long-term plan to attract younger generations to the township? Need to close the gap between Mattawa and Deep River; there are very few businesses and services in between. People will not come here and need to look outside of municipality for work. Because we do not have a fire department, the cost of insurance is prohibitive.

Mayor Grills- we have a contract with the Ministry of Natural Resources and Forestry for Crown Land only; no home service. We have been through discussion of a volunteer fire service, but there is so much legislation that regulates the requirements. Would be minimum of five million dollars to start a volunteer service. You still have to staff volunteer fire departments.

Councillor Dowser – the Municipality did have a volunteer fire department before (wild fires only) that was disbanded due to an aging demographic.

Mr. Graydon Readings – need to think of the future, what can we contribute to?

Mr. Clouthier – how can we entice young people to come here? Having the same issue with forestry industry; getting people who want to work.

Mr. Garrett Readings – need to consider keeping people in the County and their money.

Councillor Richer – younger generation need to bring businesses in. Likely won't be large industry, will encourage more small business in the area.

Mayor Grills – meeting with Ontario Works as they believe that we are an underserved area. They may be able to help us.

Councillor Dowser – Attracting new business in this area will be hard until we have stable internet. Rogers tower is going up in Bissett Creek.

Councillor LeClerc – Need more trades and need to start at the school level to educate on different options.

Mr. Graydon Readings – has an idea to advertise retired tradespeople who are willing to teach the younger generation about different trades, bushcraft etc. Could offer classes to children outside of the school system.

Mr. Garrett Readings JR - Lack of transportation – a lot of people are homeschooling.

Education is key. The municipality should be doing more activities for children.

One catalyst to get it going would be to advertise for homeschooled children.

We should be getting together and try to do something together; work with what he have.

Mayor Grills: having a difficult time getting volunteers.

Clerk: Good feedback from everyone. Part of the issue with lack of people / younger population not moving in is lack of available housing. Not many properties for sale in this area that do not need to be developed. Council may want to consider increasing support for development (residential and commercial) in the area including properties that only have access via unopened road allowances.

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
HCM RECREATION ADVISORY COMMITTEE

Minutes

Tuesday June 6th, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Deborah Froehlich

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent: Bonnie Stewart and Deputy Mayor Rachel Richer

Guests:

Adoption of Agenda:

Moved by: Glenn Stewart Seconded by: Deborah Froehlich

Be it resolved that the Agenda for June 6th, 2023 meeting be accepted as presented.

Adoption of Previous Minutes:

Moved by: Deborah Froehlich and Seconded by: Glenn Stewart

Be it resolved that the meeting Minutes for May 9th 2023 be accepted as presented.

2. Unfinished Business:

I. Canada Day

Chris looked at fireworks, and decided to wait to see if a variety of different stock would come in. Chris will be purchasing the fireworks in the very near future.

Action: Chris will ask Raj if he would be interested in providing food for Canada Day this year or next year.

II. Ball Tournament

It may be cancelled if the air quality doesn't improve. We are waiting to hear closer to the date. The extension and the BBQ's will be set up on Thursday if the tournament is not cancelled. Debbi and Chris will be volunteering at the event.

Action: Stephany will contact Paul to sign out a key and fill in a hall rental agreement for the event

III. Facebook Page

Deferred to August meeting.

IV. NYE

Action: Stephany contacted Valley DJay and will follow up with the email. He will need event time, location. Stephany will also send an email to the committee with food vendor lists.

3. New Business

4. Financials

5. Events

- **June 10th, 2023 (Ball Tournament)**

Bartender: Bev and Charlie

RAC Rep: Councillor Chris Dowser and Deborah Froehlich

6. Questions and Answers:

Moved by: Deborah Froelich Seconded by: Glenn Stewart

Be it resolved that this meeting adjourn at 5:18 p.m. to meet again August 1st, 2023.

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
josh.machesney@quintewest.ca

Josh Machesney, City Clerk

June 19, 2023

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

RE: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Dear Premier Ford:

This letter will serve to advise that at a meeting of City of Quinte West Council held on June 14, 2023 Council passed the following resolution:

Motion No 23-266 – Notice of Motion – Councillor Sharpe - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Moved by Councillor Stedall

Seconded by Councillor Card

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

And whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

And whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

And whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

And whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

And whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

And whereas the Councillors Freeman, Reid, Sharpe and Stedall support the "Women of Ontario Say No" and their effort to get this legislation passed;

Now, therefore be it resolved that the City of Quinte West supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

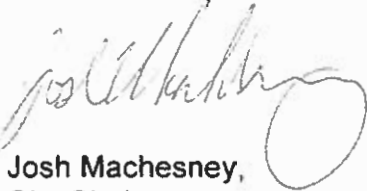
Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office. **Carried**

We trust that you will give favourable consideration to this request.

Yours truly,

CITY OF QUINTE WEST



Josh Machesney,
City Clerk

cc:

Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity
Hon. Todd Smith, MPP, Bay of Quinte
Colin Best, President, Association of Municipalities of Ontario (AMO)
All Municipalities in Ontario

**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca**Honourable Doug Ford**

Premier of Ontario

Legislative Building, Queen's Park

Toronto ON, M7A 1A1

premier@ontario.ca

June 19, 2023

BY EMAIL

RE: Local Emergency Response System and Gaps in Healthcare regarding Code Red
and Code Black Frequency

Dear Honourable Doug Ford,

Further to Town of Essex resolution number **R23-05-203** passed on May 15, 2023, we enclose
a letter from Town of Essex Mayor Sherry Bondy for your review and consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Malandruccolo".

Joseph Malandruccolo

Director, Legal and Legislative Services/Clerk

jmalandruccolo@essex.ca**encl.****c.c. Mary Birch, County of Essex**mbirch@countyofessex.ca

Anthony Leardi, MPP

anthony.leardi@pc.ola.org

Lisa Gretzky, MPP

lgretzky-co@ndp.on.ca



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

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Andrew Dowie, MPP
andrew.dowie@pc.ola.org

Marit Stiles, MPP
Mstiles-op@ndp.on.ca

Chris Lewis, MP
chris.lewis@parl.gc.ca

All other municipalities in Ontario



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

Dear Honourable Doug Ford,

The Town of Essex Council hereby appeals to the province of Ontario to acknowledge the challenges faced by our local emergency response system and take decisive action to resolve the gaps in our healthcare. While we recognize that our situation is not unique, we believe that it is essential to draw attention to our persistent Code Red and Code Black conditions, which are primarily caused by an insufficient number of hospitals beds, medical personnel, and resources.

Windsor and Essex County residents ought to have confidence that when they dial 911 it will elicit a prompt ambulance response for emergency situations. Local healthcare providers are engaging various initiatives such as a paramedic offload program, offload to the waiting room for assessment and triage of less severe medical matters, diversion to another hospital for low acuity cases, and the Essex-Windsor EMS paramedic patient navigator to monitor and manage dispatch. Nevertheless, these initiatives alone have been unable to curb the escalation of Code Red and Code Black frequency, signifying few or no ambulances available for emergencies.

In the year 2021, Windsor-Essex experienced a cumulative of 3253 minutes in Code Red and 791 minutes in Code Black. In 2022, the period subjected to Code Red increased significantly to 8086 minutes, whereas Code Black saw 2257 minutes. In March 2023, just three months into the year, the community has clocked 864 Code Red minutes already plus another 2257 Code Black minutes.

We implore the authorities to apply an immediate and comprehensive review of our hospital offload delays and staffing crisis in our front line. Ambulance offload processes and hospital volumes are merely two contributing factors, if nothing tangible is done, local families risk experiencing catastrophic consequences. Our former Warden, McNamara, declared an emergency on ambulance unavailability in October 2022 linked to hospital admission delays; to date, this emergency situation still holds with no decrease in Code Reds and Code Blacks.

We require a holistic solution to address our hospital deficiencies and healthcare shortcomings on an underlying basis. In addition, the Town of Essex Council request that the province of Ontario conduct a review of projected population growth and aging in Windsor – Essex and increase health care capacity to match our present and future needs.



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

Therefore, the Town of Essex Council requests that the province of Ontario recognize the dangerous strain facing our local emergency response infrastructure and urgently work to address these gaps in our healthcare system.

Sincerely,

A handwritten signature in black ink that reads "Sherry Bondy". The signature is written in a cursive, flowing style.

Sherry Bondy

Mayor

Town of Essex



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0

Phone: (807) 825-3315 Fax: (807) 825-9576

3

June 20, 2023

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Minister.mah@ontario.ca

The Honourable Doug Ford, Premier of Ontario
Doug.fordco@pc.ola.org

The Honourable Dave Smith, MPP Peterborough-Kawartha
Dave.smithco@pc.ola.org

The Honourable Michelle Ferreri, MP Peterborough-Kawartha
Michelle.ferrei@parl.gc.ca

Curve Lake First Nation
audreyp@curvelake.ca

The Association of Municipalities Ontario
amo@amo.on.ca

At the Township of Terrace Bay Regular Council Meeting held on Monday June 19, 2023, the following resolution of support was passed.

RE: Municipality of Trent Lakes Oath of Office

Resolution: 172-2023

Moved by: Councillor Chris Dube

Seconded by: Councillor Gary Adduono

RESOLVED THAT Council supports Resolution R2023-119 of the Municipality of Trent Lakes in the respect of the requested changes to the Municipal Oath of Office to include reference to Aboriginal and Treaty Rights of First Nations, Inuit and Metis peoples.

Municipality of Trent Lakes Resolution:

Whereas most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

Whereas a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

Whereas Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

Whereas on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

Whereas the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

Therefore be it resolved that Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

THAT this resolution be forwarded to the Association of Municipalities of Ontario (AMO) all of Ontario municipalities, MPP Dave Smith, MP Muchelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Sincerely,

Jon Hall
CAO/Clerk

CC: Ontario Municipalities

Advocacy Update: Strong Mayor Powers expanding to more municipalities

AMCTO | The Municipal Experts <broadcasts@amcto.com>

Fri 2023-06-16 5:16 PM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

We will continue to work with Toronto and Ottawa to support our members

View this email in your browser.



managers, councillors, and trustees



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Image of Queens Park

June 16, 2023

Advocacy Update: Strong Mayor Powers Expanding to More Municipalities

Following a meeting with Ontario Big City Mayors this morning, Minister Clark has announced that the Government is expanding "strong mayor powers" to 26 additional municipalities beyond the City of Ottawa and the City of Toronto, **effective July 1, 2023**. This extension would be made by adding municipalities to O. Reg. 530/22 under the *Municipal Act*.

Once the regulation is in effect, a head of council of a listed municipality can choose whether to use these permissive authorities.

The municipalities that will be added to the regulation include:

Town of Ajax	City of Markham
City of Barrie	Town of Milton
City of Brampton	City of Mississauga
City of Brantford	City of Niagara Falls
City of Burlington	Town of Oakville
Town of Caledon	City of Oshawa
City of Cambridge	City of Pickering
City of Clarington	City of Richmond Hill
City of Guelph	City of St. Catharines
City of Hamilton	City of Vaughan
City of Kingston	City of Waterloo
City of Kitchener	Town of Whitby
City of London	City of Windsor

These 26 additional municipalities are single- or lower-tier municipalities with a population over 100,000 or projected to grow to 100,000 by 2023. These municipalities have also submitted a housing pledge to the Province.

Of note, during media availability following the announcement, Minister Clark indicated that more municipalities will be receiving a letter inviting them to sign a housing pledge and consideration will be given to adding more municipalities to the regulation.

Minister Clark also confirmed that the additional powers given to these 26 municipalities are the same as what was given to Ottawa and Toronto, and that the Provincial priorities prescribed in O. Reg. 580/22 remained unchanged.

AMCTO has long advised that without providing reasonable timelines to implement Provincially mandated changes to structures, governance or other matters, the Province continues to place undue administrative and operational burden on municipal staff who must implement these initiatives.

In August of 2022, AMCTO presented to the Standing Committee on Heritage, Infrastructure and Cultural Policy regarding Bill 3: *Strong Mayors, Building Homes Act, 2022*. Our submission expressed concerns about the effective removal of non-partisan local government management professionals, especially the Chief Administrative Officer (CAO), and the impact this could have on the politicization of senior and other local government officials. We also emphasized the additional undue administrative burden this change could have on our members and other municipal staff.

In addition, we also responded to the Government's regulatory proposals regarding prescribed Provincial priorities related to the *Act*, and matters that bring Part VI.1 of the *Act* into effect. We once again urged the Province to consider how implementation of these changes would work on the ground, including impacts on local governance, operational matters, and already limited municipal finances, resources and staff capacity.

As an Association representing municipal staff, we play an important role in facilitating conversations on the practical considerations regarding the implementation of 'strong mayor' authority. With this in mind, we will continue to work together with Toronto and Ottawa to bring information and considerations for implementing 'strong mayor powers' to our members and other affected municipalities. Stay tuned for more information on this to come.

For more information or to discuss further, please contact:

Alana Del Greco

Manager, Policy and Government Relations
adelgreco@amcto.com

Charlotte Caza

Policy Advisor
ccaza@amcto.com

For the latest legislative and policy news and announcements, don't forget to subscribe to our policy blog!

Office of the Mayor

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP
Minister of Innovation, Science and Economic Development
Via email: ministerofisi-ministredeisi@ised-isde.gc.ca

Hon. Marie-Claude Bibeau PC MP
Minister of Agriculture
Via email: Marie-Claude.Bibeau@parl.gc.ca

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the "soup and salad bowl of Canada", Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,



James Leduc
Mayor

CC: John Barlow, MP Foothills
Rick Perkins, MP South Shore—St. Margarets
Alistair MacGregor, MP Cowichan—Malahat—Langford
Rachel Blaney, MP North Island—Powell River
Scot Davidson, MP York—Simcoe
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario's Municipal Councils
Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution: 2023-199

Moved: Councillor Verkaik

Seconded: Councillor Harper

Whereas the "right-to-repair" movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against "planned obsolescence" seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that "the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair" (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario's Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.

Bulletin 2023-03**Registry Act, Land Titles Act****Date: June 5, 2023****Title: Subdivision and Condominium Registrations**

As part of the ongoing effort to improve plan processing in the land registration system, all subdivision plans, and all condominium registrations, will now follow a more a streamlined approach with a single point of contact at all stages of processing.

Effective immediately, all plans of subdivision and condominium registration packages, including the hard copy plans endorsed by the planning authority, are to be delivered directly to the plans processing center where the registration is being processed, not the physical land registry office for the county, territorial district, or municipality.

The plans examiner will note on the land registration approval form where the final plans should be delivered once the planning authority has approved the plans for registration.

Background

Currently most of the activities required for subdivision and condominium registration are performed at a plans processing centre. However, in many parts of Ontario, the final signed hardcopy plans continue to be delivered to the physical land registry office for the county, territorial district, or municipality that provided the planning approval.

This separation between the final hardcopy plans and the plans processor introduces inefficiencies that slow the final registration process. This new and extensively tested process allows a single point of contact throughout the registration process.

Should you have any questions, please contact an Assistant Examiner of Surveys.

Original signed by

Ken Wilkinson O.L.S.
Examiner of Surveys



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

June 26, 2023

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

RE: Vacant Building Official Positions

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held June 5, 2023 regarding vacant building official positions:

Moved by Councillor Rothwell **Seconded by** Councillor Duncan

WHEREAS building officials in Ontario examine building plans and inspect building construction to ensure compliance with the Ontario Building Code to ensure public safety;

AND WHEREAS in October 2022, Premier Doug Ford and the Ontario government announced their intent to build 1.5 million homes in the next ten years in an effort to generate enough supply to meet a high demand for now and in the future;

AND WHEREAS according to the Ontario Building Officials Association over 50 per cent of existing building officials are eligible to retire;

AND WHEREAS according to the Ontario Building Officials Association building officials are in high demand;

AND WHEREAS many municipalities across Ontario have job postings for building officials that remain unfilled;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to provide support to municipalities to fill vacant building official positions;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Matthew Rea MPP, all municipalities in Ontario and AMO.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,

A handwritten signature in cursive script that reads "Lindsay Cline".

Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.

Hon. Steve Clark, Minister of Municipal Affairs and Housing
Provincial Opposition Parties
Perth-Wellington MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Ministry of Natural Resources and
Forestry
Policy Division

Director's Office
Crown Forests and Lands Policy Branch
70 Foster Drive, 3rd Floor
Sault Ste. Marie, ON P6A 6V5

Ministère des Richesses naturelles et des
Forêts
Division de la politique

Bureau du directeur
Direction des politiques relatives aux forêts et
aux terres de la Couronne
70, rue Foster, 3^e étage
Sault Sainte Marie, ON P6A 6V5



June 23, 2023

Hello,

We are writing to let you know that amendments were made to the following two regulations under the *Public Lands Act* (amendments will come into effect on July 1st, 2023):

- Ontario Regulation 161/17: Occupation of Public Lands under Section 21.1 of the Act
- Ontario Regulation 326/94: Crown Land Camping Permit (this regulation is applicable to non-residents of Canada camping on provincial public land north of the French and Mattawa Rivers)

The *Public Lands Act* (PLA) and its regulations provide the framework for the management and use of public lands in Ontario, including public lands covered by water. Ontario Regulation 161/17 provides that a camping unit may be placed and used on public land without express authorization from the ministry, as long as the requirements set out in the Act and regulation are met.

Proposal notices for the amendments were posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) (ERO number 019-6590) for a 46-day comment period between February 24, 2023 and April 11, 2023. In addition, the ministry hosted a series of online information sessions with Indigenous communities and organizations, municipalities, and stakeholders during this period.

The definitions in O. Reg. 161/17 were amended to clarify that floating accommodations cannot be placed or used for outdoor accommodation or camping purposes on public land covered by water. The same amendments were made to the definitions in O. Reg. 326/94 so the same restriction will apply to non-residents camping on public land covered by water north of the French and Mattawa Rivers.

None of the regulatory changes apply to a person exercising their rights protected by section 35 of the *Constitution Act, 1982* (Aboriginal or treaty rights).

The regulatory changes will not affect someone exercising their right to navigate, including reasonable moorage, which can only be regulated by the federal government (Transport Canada).

We invite you to review the details of the regulatory changes in the ERO decision notice (ERO number 019-6590).

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry


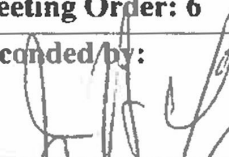
c: Pauline Desroches, Manager, Crown Lands Policy Section



REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, June 20, 2023

Resolution # RC23163	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS the Ontario College of Physicians and Surgeons has made a decision that will lead more people who suffer from chronic pain to turn to opioids to alleviate their pain and;

WHEREAS the College is targeting community pain clinics by requiring the use of ultrasound technology in the administration of nerve block injections by licensed physicians. This requirement will increase the time it takes to administer the nerve block and, therefore, reduce the number of patients a physician can see in a day and;

WHEREAS the Ontario Health Insurance Plan (OHIP) is proposing to reduce coverage for several vital healthcare services, including a drastic reduction in the number and frequency of nerve block injections a patient can receive and;

WHEREAS these changes have been proposed without any consultation with pain management medical professionals or with their patients and;

WHEREAS this cut will force chronic pain clinics to shut down, putting a greater strain on family physicians and emergency rooms and;

WHEREAS with the reduction in the number of nerve blocks being administered, many patients, looking for pain relief, will turn to overcrowded emergency rooms, opioid prescriptions from doctors or opioid street drugs;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa is requesting that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario;

p.2....



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

AND FURTHERMORE THAT a copy of the resolution be forwarded to all Municipalities of Ontario, local MPs and MPPs, Premier Doug Ford, the Minister of Health, Associate Minister of Mental Health and Addictions and the Association of Municipalities of Ontario.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
	



Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

Prepared by: Heather G. Daly
June 8, 2023

Public Health: Potential Funding Impacts 2024

This document has been prepared to assist and inform the municipal funding partners of Renfrew County and District Health Unit. Provincial funding amounts are currently uncertain for public health in 2024. The following document includes suggested key messages with five areas of concern highlighted. As well the document reviews background information, levy history and illustrates potential financial impacts. Additional documents may be found in the Appendices as supplementary supporting information.

Suggested Key Messages

There are five points that are the key areas of concern for public health funding in 2024:

1. That the Province fully fund the provincial portion, to at least 70% of the total costs of the mandatory public health programs and services provided under the Ontario Public Health Standards.
2. That the Province continue with the current mitigation funding until such time as the cost-shared arrangement is restored to 75%/25% for all cost-shared programs and that the province once again assumes 100% funding for those programs identified as such in the public health budget for 2019.
3. That the Province include expectations for on-going COVID-19 response in the Ontario Public Health Standards and provide permanent funding to sustain these requirements.
4. Base budget funding adjustments be made in response to pressures from inflation that will reduce/eliminate the erosion of funding that has resulted from static base budgets.
5. That the Province provides resources to support demands for public health services including community pandemic recovery and readiness for emergencies.

As with other health units across the province, the deployment of significant Renfrew County and District Health Unit (RCDHU) staff to the COVID-19 emergency response for the past two and a half years meant less ability to focus on other important public health issues. This impacted service delivery in many program areas and resulted in service backlogs and deficits of care in our community.

Now that we have emerged from the crisis phase of the COVID- 19 response, RCDHU has been working to resume OPHS-mandated programs and services and address the deficits of care, while also continuing to respond to COVID-19.

Background: Public Health Funding and Obligated Municipalities

The HPPA (Health Protection and Promotion Act, R.S.O 1990) provides the legislative mandate for the local public health units in Ontario. With regard to funding, section 72 specifies the role of obligated municipalities. Those obligated municipalities within a health unit are legally 100% responsible for funding the costs of delivering public health programs and services.

The following is a summary of the information provided in the 2022 alpha Orientation Manual for Boards of Health, page 25-26:

72. (1) *The obligated municipalities in a health unit shall pay,*
(a) the expenses incurred by or on behalf of the board of health of the health unit in the performance of its functions and duties under this or any other Act; and
(b) the expenses incurred by or on behalf of the medical officer of health of the board of health in the performance of his or her functions and duties under this or any other Act. 1997, c. 30, Sched. D, s. 8.
- (2) *In discharging their obligations under subsection (1), the obligated municipalities in a health unit shall ensure that the amount paid is sufficient to enable the board of health,*
(a) to provide or ensure the provision of health programs and services in accordance with sections 5, 6 and 7, the regulations and the guidelines; and
(b) to comply in all other respects with this Act and the regulations. 1997, c. 30, Sched. D, s.8.

That said, Section 76 of the HPPA states the following:

76. The Minister may make grants for the purposes of this Act on such conditions as he or she considers appropriate. 1997, c. 15, s. 5 (2).

Hence, the Province can provide funding for these programs and services, and it has traditionally done so as a matter of policy, but it is not under the same legal obligation as the municipal governments for funding local public health.

To illustrate, prior to 1997, funding responsibility for public health was shared by the province (75%) and municipalities (25%). On January 1, 1998, as part of the Local Services Realignment initiative, the Province of Ontario transferred all funding responsibility for public health to municipalities through amending the HPPA, but this lasted little more than a year.

Without amending the HPPA, in March 1999, the Province announced that a grant of up to 50% would be provided to help offset the costs on the obligated municipalities. The 50/50 cost-sharing arrangement continued until 2005. In 2004, the province announced an incremental increase to its funding share, to 55% in 2005, 65% in 2006, and 75% in 2007.

For 2020, the provincial government amended this long-standing public health funding formula. It was announced that the funding is split 70% provincial and 30% municipal. However, the key difference between this and the former funding split of 75/25, was that the new cost-sharing formula now covers everything. Previously there was 100% provincial funding for some provincially driven programs such as oral health, with cost-sharing only for the mandatory Ontario Public Health Standards' programs.

Given to the needed provincial COVID-19 mitigation funding to keep local public health whole during the ongoing pandemic, the full 2020 funding changes and their impacts have not been fully realized to date, although it is a huge overwhelming concern for all local public health agencies.

It is ALPHA's position that the 75-25% OPHS funding and the 100% funding for provincial programs should be restored.

It is worth noting that growth limitations imposed by the province on increases to the Ministry share of the contribution in the intervening years have resulted in an erosion of the total funding envelope.

The following table illustrates the history of the total public health levy for Renfrew County and District Health Unit for the three Obligated Municipalities. The information dates from 1987 to 2023.

Table 1: History of RCDHU Municipal levy 1987-2023

RENFREW COUNTY and DISTRICT HEALTH UNIT MUNICIPAL LEVY HISTORY					
Year	Population	Municipal Levy \$	% Increase (Decrease)	Cost Per Capita	Cost Sharing Prov.%/Mun.%
2023	87,669	2,045,297	2%	\$ 23.33	70/30 with mitigation
2022	88,289	2,005,193	0	22.71	70/30 with mitigation
2021	88,289	2,005,193	8.46%	22.71	70/30 with mitigation
2020	88,289	1,848,733	10.00%	20.94	70/30 with mitigation

2019	88,289	1,680,666	1.83%	19.04	70/30 with mitigation
2018	90,398	1,650,516	0%	18.26	75%/25%
2017	90,398	1,650,516	0.00%	18.26	75%/25%
2016	90,398	1,650,516	-2.62%	18.26	75%/25%
2015	90,398	1,694,966	2.00%	18.75	75%/25%
2014	90,578	1,661,731	0.00%	18.35	75%/25%
2013	90,578	1,661,731	0.00%	18.35	75%/25%
2012	90,578	1,661,731	3.00%	18.35	75%/25%
2011	90,578	1,613,331	3.00%	17.81	75%/25%
2010	92,322	1,566,341	9.93%	16.97	75%/25%
2009	92,322	1,424,916	0.00%	15.43	75%/25%
2008	92,322	1,424,916	0.00%	15.43	75%/25%
2007	92,322	1,424,916	-28.12%	15.43	75%/25%
2006	93,741	1,982,275	0.00%	21.15	65%/35%
2005	93,741	1,982,275	0.00%	21.15	55%/45%
2004	93,741	1,982,275	7.39%	21.15	50%/50%
2003	93,191	1,845,925	0.00%	19.81	50%/50%
2002	93,191	1,845,925	0.00%	19.81	50%/50%
2001	93,191	1,845,926	0.00%	19.81	50%/50%
2000	93,191	1,845,926	0.00%	19.81	50%/50%
1999	93,317	1,845,926	-50.17%	19.78	50%/50%
1998	91,277	3,704,366	307.21%	40.58	0%/100%
1997	91,277	909,697	0.00%	9.97	75%/25%
1996	91,277	909,697	0.00%	9.97	75%/25%
1995	91,277	909,697	0.00%	9.97	75%/25%
1994	88,159	909,697	0.00%	10.32	75%/25%
1993	88,159	909,697	1.97%	10.32	75%/25%
1992	88,159	892,119	7.45%	10.12	75%/25%
1991	86,773	830,290	6.97%	9.57	75%/25%

1990	86,773	776,190	7.90%	8.95	75%/25%
1989	86,773	719,360	11.62%	8.29	75%/25%
1988	87,851	644,486	4.99%	7.34	75%/25%
1987	87,851	613,859		6.99	75%/25%

Potential Funding Pressures:

The following table shows the potential impact in 2024 to the Obligated Municipalities, without mitigation funding from the province.

Table 2: Estimated impact to total Levy for Obligated Municipalities

Total Estimated 2024 Base Budget (zero-based)	2024 Estimated Ministry Base	Obligated Municipality Levy (with mitigation funding)	Obligated Municipality Levy (with no mitigation funding)	Potential change to Levy	Net Increase
\$8,278,697	5,325,000	2,045,297	2,953,697	908,400	44%

Without the mitigation funding from the province, the total potential increase to Obligated Municipalities would be \$908,400, increasing the total levy to \$2,953,697.

This is a zero-based funding estimate, and it is important to note, this represents only the mitigation funding for base programs and does not include provisions for the effects of:

- Inflation.
- Increased wages after negotiations.
- Pandemic recovery.
- Additional emergency preparedness capacity.
- COVID pressures estimated at \$362K.

The following table illustrates the estimated impact on each of the three Obligated Municipalities, based on their proportionate share of the total levy.

Table 3: Projected share of levy by Obligated Municipality

Obligated Municipality	Ratio	Projected 2024 Levy	Actual 2023 Levy	Change
Township of South Algonquin	1.16%	\$ 34,129	\$ 23,633	\$ 10,496
City of Pembroke	13.01%	384,251	266,076	118,175
County of Renfrew	85.84%	2,535,316	1,755,588	779,729
	100.00%	\$2,953,697	\$ 2,045,297	\$ 908,400

Province wide concern:

These potential cost pressures are a concern shared across the 34 local public health agencies in Ontario. A sample municipal response letter to the government is attached for information in [Appendix A](#).

Recently, as part of their 2023 pre-budget submission to the Province, the Association of Local Public Health Agencies (alPHA) re-iterated their call to the province to immediately revert to the 75%/25% provincial-municipal public health cost-sharing formula. They also asked for a pledge to continue 100% funding for programs that have been traditionally underwritten by the province. A copy of this letter from Feb 14, 2023, is attached as [Appendix B](#). In January 2022, alPHA submitted a report to the provincial government to further demonstrate the need for additional investments in public health required to clear the service backlog, resume routine programs and services, and maintain an effective pandemic response. The Executive Summary to this document "Public Health Resilience in Ontario" is attached as [Appendix C](#).

Furthermore, in his 2022 Annual Report entitled "Being Ready, Ensuring Public Health Preparedness for Infectious Outbreaks and Pandemics" the Chief Medical Officer of Health calls for sustained investments in strengthening the public health sector to ensure preparedness. The Executive summary has been extracted from the document and is attached as [Appendix D](#). The full report may be found at this link "[2022 Annual Report](#)"

Association of Local Public Health Agencies(alPHA)-Public Health Matters
[Appendix E](#).

County Council Summary

June 28, 2023

Below you will find highlights of the County of Renfrew County Council meeting from June 28, 2023.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The [full County Council package](#) can be found on our website.

[June meeting](#) YouTube link.

Warden's Address

During the moment of silent reflection, Warden Peter Emon asked those in attendance to remember the members of 450 Tactical Helicopter Squadron – Capt. David Domagala, 32, and Capt. Marc Larouche, 53 – who died as a result of a helicopter crash near Garrison Petawawa earlier this month.

Key highlights

During the month of June, Warden Peter Emon attended 14 meetings on County business.

- On June 7, he attended with CAO Craig Kelley and Director Michael Nolan, a meeting to discuss paramedic issues including cross border billing, off load delays and the County's relationship with the City of Ottawa. Members of council and staff from the Counties of Prescott Russell, Lanark, and Stormont Dundas and Glengarry, and the City of Cornwall were present and progress was made on forging ahead with the issues.
- On June 8, he attended a meeting with CAO Kelley, members of the Renfrew County and District Health Unit (RCDHU) board, elected officials and staff from South Algonquin and the City of Pembroke. RCDHU staff provided a briefing on a budget deficit as a result of the possibility of the mitigation funding from the Province of Ontario not being renewed. The Board noted the resulting strain on the 2024 budgets of the three obligated municipalities. On June 19 the same group met with MPP John Yakabuski regarding the absence of mitigation funding. MPP Yakabuski agreed to seek clarification from the Minister and facilitate a meeting.
- On June 22, he and other municipal leaders attended a briefing on wildfires in Ontario hosted by the Ministry of Natural Resources and Forestry. The prognosis was for a long dry summer with a high fuel load and the probability of more fires if our communities are not vigilant.
- On June 26, he attended a meeting of the United Way East Ontario Cabinet to discuss youth mental health and substance use health in East Ontario.
- On June 27 he attended Roseburg Forest Products in Laurentian Valley along with CAO Craig Kelley and County Development staff at the invitation of Anita Vandenberg, Parliamentary Secretary to the Minister of International Development; the Honourable Graydon Smith, Minister of Natural Resources and Forestry and MPP John Yakabuski, for an announcement on a significant funding investment. The announcement saw the Federal and Provincial Governments invest \$1.5 million each to help Roseburg Forest Products upgrade equipment at the facility.

- On June 29, he presented the Culture Connector Awards to Ro Nwosu and Michelle Beale in Arnprior. Culture Connect, organized by the Local Immigration Partnership – Lanark and Renfrew, is an initiative, which offers a unique opportunity to celebrate the beauty of diversity and the significance of culture. By bringing together community groups and organizations across the Ottawa Valley, Culture Connect aims to create an inclusive space for learning, social connection, and fun.

Delegations

- Darren Waters, Area Manager Highway Engineering, Project Delivery, and Ryan Vandenberg, Project Manager, Project Delivery, Ministry of Transportation, provided an update about MTO projects in Renfrew County in 2023. This includes an investment of approximately \$8 million on highway rehabilitation projects in Renfrew County this year. They shared details about the Highway 148 project, which is currently in the design phase, and the consultation phase for Highway 60 at County Roads 30/70, as well as the Highway 17 Twinning, including the Calabogie Road interchange.
- Lori Huber, Partner, KPMG, LLP presented the 2022 Draft Audited Financial Statements for the County of Renfrew. This was the first time she presented to council as KPMG was just hired as the new auditor for the County.
- Meredith Staveley-Watson, Manager of Government Relations and Policy, Eastern Ontario Wardens' Caucus, outlined the history of the EOWC and shared successes of the group's advocacy work. Jim Pine, CAO for the County of Hastings, outlined the EOWC's Regional Housing Plan, known as '7 in 7', a bold plan which aims to reduce wait lists and build the supply of community housing by delivering 7,000 new affordable community rental units across Eastern Ontario over the next seven year.

Announcements

- County Council approved the creation of the Community Health Programs Advisory Committee (CHPAC) as an ad-hoc to the Health Committee, consisting of representatives from different institutions and areas of relevance within the broader health-care system, to offer their diverse, relevant, and extensive perspectives of health care leadership experience. Warden Peter Emon and Councillor Michael Donohue, Health Committee chair, will be the County Council representatives on the CHPAC.
- County Councillors Dan Lynch and Jennifer Murphy were appointed as Deputy Wardens from July 1, 2023 to December 12, 2023. This is a ceremonial function to allow the Warden to accept more invitations and have the Deputy Wardens attend simultaneous events to bring greetings on behalf of the County, while increasing the exposure for the corporation.
- County Council passed a [Housing and Homelessness Resolution](#) highlighting the housing and homelessness crisis being felt across Ontario and within Renfrew County. The resolution calls on the Province of Ontario to acknowledge the housing affordability crisis, commit to ending homelessness and provide adequate, predictable and sustainable housing infrastructure renewal funding.
- County Council approved the purchase of property at 34254 Highway 41, Eganville, Ontario in the amount of \$1.6 million for a future Paramedic Base. Staff was directed to further proceed with the retrofit and current costs at an estimated value of \$483,200 to be financed from Building Reserves.

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- Tara-Lee Hay, Prosecutor within the Provincial Offences Administration, provided an update to the Finance and Administration Committee on the review of cases within the POA Court due to COVID-19. She noted the review resulted in the disposal of approximately 500 Part I and Part III charges within the County of Renfrew between January to May 2023, with the majority of these charges falling under the Highway Traffic Act and the Compulsory Automobile Insurance Act. This is to assist with the current court backlog.
- County Council passed a resolution authorizing staff to join the Canoe Procurement Group of Canada/LAS Group Procurement Program, effective July 1, 2023, to take advantage of public sector group purchasing opportunities when it is beneficial for the County of Renfrew to do so.
- County Council approved that the Chief Administrative Officer/Clerk be given delegated authority for the month of July to approve consultant appointments and contract awards that would normally require Committee and/or Council approval. This approval is contingent on the appointments/contract awards being within approved funding allocations and that there are no irregularities associated with the procurement process.
- County Council approved a revised Employment By-law # 1 that included a number of changes, in removing, reclassifying, creating and renaming positions. All of these changes were approved over the past year.

Community Services Committee

Presented by: Anne Giardini, Chair

- The County of Renfrew Community Services Department has been participating on the Renfrew County Risk Watch Table since April 2023. The Table brings multiple human-service sectors together to identify individuals who are at an acutely elevated risk of harm and provide a coordinated intervention before a crisis occurs. Meetings are held on a bi-monthly basis, and the location is rotated between Renfrew and Pembroke. Rotating the meeting location affords all agencies an opportunity to attend in person while reducing travel time and expenses.

Development & Property Committee

Presented by: James Brose, Chair

- The Summer Company program has five participants enrolled for the 2023 season:
 - Daniel Pomery – 3D Directions, Chalk River. 3D printing business selling small items such as fidget spinners, figurines and custom orders.
 - Grace Ding – Aster's Boutique, Deep River. Jewelry and sewing business, including wrap wire jewelry (rings, earrings, necklaces, bracelets) and small sewing services (minor repairs, buttons and hems).

- Arden Miller – Arden Miller Studios, Chalk River. Custom paint pieces and hand painted items, including tote bags.
- Amber Gilchrist – Charms and Trinkets, Pembroke. Pottery business offering handcrafted mugs, bowls and vases.
- Logan Stuart – Viking Metal Works, Eganville. Junior blacksmith offering hooks, hangers, BBQ accessories and cooking utensils.

Business operations start the first week of July. Participants will each receive a \$1,500 grant to assist with business start-up costs, including equipment purchase, setting up online platforms, etc. To successfully complete the program and receive a second grant of \$1,500, students must log 280 operational hours, complete training, attend bi-weekly meetings and provide proof of sales.

- From January to May 2023, the Planning Division opened 96 new severance applications and approved 91 applications. In 2022, the County of Renfrew received a total of 234 applications and approvals for 184 applications. The County of Renfrew has processed 15 Zoning By-law Amendment applications and 7 Official Plan Amendments on behalf of local municipalities, in the same timeframe.
- Official Plan Amendment No. 35 implemented new provisions that would allow municipalities to require mandatory pre-consultation. County of Renfrew staff have reached out to the local municipalities that we provide local planning services for to start implementing changes to address Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022. These changes are intended to help local municipalities process planning applications in accordance with the revised timeframes under the Planning Act.
- The Province has extended the commenting period regarding a review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument, until August 4, 2023 on the Environmental Registry of Ontario ([ERO 019-6813](#)).
- County Council passed a by-law to enter into a lease agreement for a two-year period commencing August 1, 2023 with Arnprior Regional Health for office space at 80 McGonigal Street, Arnprior, Ontario.
- County Council passed an updated Tariff of Fees By-law for applications made in respect of planning matters. Staff recommended an average 10% increase to fees. Even with the proposed increases, these fees are far below actual costs to the County of Renfrew for processing planning applications. The changes to the Tariff of Fees By-law are required to implement Bill 109 and Bill 23. Local municipalities will also need to update their Tariff of Fees by-laws to implement changes to the Planning Act under Bill 109 and Bill 23. Some of the proposed County fee changes will impact what a local municipality will need to re-coop from a local development application fee.
- County Council adopted a by-law to delegate the authority to the Manager of Planning Services to enter into consent agreements. This delegation of authority will streamline the consent agreement process and improve efficiency within the County of Renfrew, ultimately benefiting the stakeholders involved. Consent agreements play a crucial role in facilitating land development, allowing for the creation of new parcels or the adjustment of boundaries between existing parcels. These agreements often include conditions and restrictions that ensure compliance with planning regulations and promote orderly and sustainable development.

Health Committee

Presented by: Michael Donohue, Chair

- The Emergency Services Department met with representatives from the Ministry of Health and the Renfrew Central Ambulance Communications Center to begin planning the implementation of a new deployment tool called MPDS (Medical Priority Dispatch System) to replace the current DPCI (Dispatch Priority Card Index) system of triaging and categorizing 911 calls. The Service will be designing “response plans” to help guide the Ambulance Communications Officer (ACO), at dispatch to send the right crew, to the right place, at the right time.
- RC VTAC was selected as the winner of the Paramedic Chiefs of Canada Award of Excellence in the category of Client Centred Initiative, which was presented at the Leadership Summit in Kelowna, B.C., on June 13-15, 2023.
- The EOWC set paramedic services as a priority for 2023 in response to the growing pressure faced by paramedic services throughout the region. The report includes updated data for both the EOWC as a region as well as each of the 13-member municipalities following the initial EOWC paramedic services situational overview report from 2019. The refreshed report is available on the EOWC website: www.eowc.org/2023paramedicstudy.
- County Council approved that the County of Renfrew join a working group of neighbouring municipalities to address the issue of cross-border paramedic billing and other systemic issues.
- County Council adopted a by-law authorizing the Warden and CAO/Clerk to sign a contract with 211 Ontario to provide 211 contact centre (telephony system) access to support the Renfrew County Virtual Triage and Assessment Centre team.
- County Council approved the reallocation of Paramedic Service Capital Funds to cover the purchase of a Super Daxx Survivor 1800 Rescue Watercraft at a cost of \$11,500 and deferred the purchase of a Paramedic all-terrain vehicle. In the past the Paramedic Service has borrowed boats to respond to calls requiring water access, but this purchase will allow the Service’s Sierra Team to add marine capabilities to its operating procedures.
- County Council authorized the Warden and CAO/Clerk to sign an Agreement between the County of Renfrew, and Ontario Health for funding to support the Renfrew County Virtual Triage and Assessment Centre for the term from April 1, 2023 to March 31, 2024.

Operations Committee

Presented by: Glenn Doncaster, Chair

- On May 4, 2023, County staff attended a presentation to various municipal stakeholders by Dillon Consulting Limited (Dillon), on behalf of the Ontario Ministry of Transportation (MTO), which is commencing a Preliminary Design and Class Environmental Assessment Study for the intersection of Highway 60 with County Road 30 (Lake Dore Road) and County Road 70 (Kokomis Road). Dillon reviewed 20 conceptual alternatives for the intersection and has narrowed the design alternatives to the following 4 that are viable for continued analysis and consideration:
 - Traffic signals with left turn lanes;
 - Realigned Kokomis Road with signals and driveway;
 - Realigned Kokomis Road with signals, a south cul-de-sac, and left turn lanes; and,
 - Realigned Kokomis Road with signals and south cul-de-sac.

- County Council approved the assumption of McMahon Road Culvert on McMahon Road, 0.18km east of Ferguslea Road, Township of Admaston/Bromley. Costs for design and construction on McMahon Road Culvert will be shared equally between the County of Renfrew and the Township of Admaston/Bromley. A design for the culvert and budget implications will be presented at a future meeting.
- County Council approved a number of contracts as submitted:
 - For the reconstruction of County Road 512 (Foymount Road) and County Structure B257 (Harrington Creek Bridge), from Rodden Creek to Miller Road, Township of Bonnechere Valley, to Bonnechere Excavating Incorporated (BEI), Renfrew, Ontario, in the amount of \$6,370,184.09 plus applicable taxes.
 - For the rehabilitation of County Road 508 (Calabogie Road) from Goshen Road to Highway 17, Township of McNab/Braeside in the amount of \$1,077,527.42 plus applicable taxes and from County Road 34 (Norton Road) to Mill Street, Township of Greater Madawaska, in the amount of \$940,617.58 plus applicable taxes, to Thomas Cavanagh Construction Limited, Ashton, Ontario.
 - For the rehabilitation of County Road 65 (Centennial Lake Road) from Black Donald Public Boat Launch to Civic Address #2875, in the Township of Greater Madawaska, to McCrea Excavation Ltd., Pembroke, Ontario, in the amount of \$531,708.75 plus applicable taxes.
 - For the rehabilitation of County Road 517 (Dafoe Road) from the Township Line (Coulas Road) to Serran Road, Township of Madawaska Valley, to Walsh Contracting and Equipment Rentals, Killaloe, Ontario, in the amount of \$1,074,039.62 plus applicable taxes.
 - For the rehabilitation of County Road 4 (Storyland Road) from Alex Lane to County Road 653 (Chenau Road), Township of Horton, to Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario, in the amount of \$1,245,192.50 plus applicable taxes.
 - For Asphalt Patching and Scratch Coat Paving to Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario, in the amount of \$672,355.70 plus applicable taxes.
 - For the reconstruction of County Road 30 (Lake Dore Road) from Highway 60 to Sperberg Road, Township of North Algona Wilberforce, to R.G.T. Clouthier Construction Ltd., Pembroke, Ontario, in the amount of \$2,914,330 plus applicable taxes.
 - For Contract Administration and Construction Supervision services during reconstruction of County Road 512 (Foymount Road), Township of Bonnechere Valley, BT Engineering Incorporated, Ottawa, Ontario, in the amount of \$316,647.80 plus applicable taxes.
- County Council approved a Road Access Agreement to County Road 20 (Castleford Road), Township of Horton between Enne Bakker and Douwe Bakker and the County of Renfrew.
- County Council approved a Road Access Agreement to County Road 508 (Calabogie Road), Township of Greater Madawaska between Scott Power and Lindsay Power and the County of Renfrew.
- County Council approved a Cost Share Agreement with the Town of Arnprior for the County Road 2 (Daniel Street), Edey Street and Galvin Street intersection realignment. During the 2023 Budget Workshop, County Road 2 (Daniel Street), Edey Street and Galvin Street intersection realignment was approved. Staff has completed the Agreement which will see the County of Renfrew contribute \$684,356.96 excluding applicable taxes to this project (as budgeted). This project is being led and managed by the Town of Arnprior.

- County Council approved the acquisition of property described as part of Lot 22, Concession 13, Part 6 on Plan 49R-20186 in the geographic Township of Sebastopol, Township of Bonnechere Valley from Sean Rombough in the amount of \$7,800.

Additional Information

Craig Kelley, Chief Administrative Officer/Clerk

613-735-7288

August 1, 2023

sent via email

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

Re: Assessment

Dear Premier,

I am writing on behalf of Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) requesting that the Province return to the assessment cycle and provide direction on reassessment.

AMCTO represents excellence in local government management and leadership. With over 2,200 municipal managers and professionals members (e.g., CAOs, Clerks, Treasurers and Management) covering all of Ontario's municipalities, we are Ontario's largest voluntary association of local government professionals and are recognized as an influential voice on key management and legislative issues affecting the sector.

For 85 years, AMCTO has maintained a productive relationship with government by helping ensure the professional expertise and local understanding of our members is utilized to improve existing and/or new legislation, policy and programs.

In January, AMCTO wrote to the Minister of Finance supporting a request from the Association of Municipality of Ontario (AMO) that the Province provide direction on returning to the assessment cycle and requesting clarity on the Province's intentions regarding reassessment.

Since then, AMO partnered with several private sector stakeholders to outline the importance of a prompt return to the assessment cycle, outlining the importance of doing so, and the impacts of the current delay in reassessments on economic competitiveness.

AMCTO too believes that a well-functioning and up-to-date assessment system supports strong communities and makes Ontario an attractive place to invest. The issue of reassessment requires leadership from the Province which is critical to supporting the resilient and continued growth of the provincial economy we all rely on.

From the perspective of our members who, among others, are municipal treasurers and chief financial officers, there is also a need to ensure that the return comes with adequate notice as there are resource and operational needs that must be considered to prepare for implementation which comes with a return to the cycle and to any future reassessments.

AMCTO (ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO)

2680 Skymark Avenue, Suite 610, Mississauga, Ontario L4W 5L6

Tel: (905) 602-4294 Fax: (905) 602-4295 E-mail: amcto@amcto.com Web: www.amcto.com



Reassessments are particularly critical for Ontario's smaller communities who rely on this funding to address external pressures to their local budgets which are already exacerbated by inflation and increased labour, service and resource costs.

Our members, their municipal councils, and community members rely on a stabilized and predictable assessment system to which is the foundation of the municipal tax system that supports strong, vibrant, and growing communities.

We urge your Government to formally commit to a return date and clarify intentions for reassessment.

Sincerely,

[Originally Signed]

Stephen O'Brien, AOMC
President, AMCTO

Cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Peter Bethlenfalvy, Minister of Finance
Colin Best, AMO President

June 29, 2023

Hon. Doug Ford
Premier of Ontario
Room 4620
99 Wellesley St. W.,
Toronto, Ontario M7A 1A1

Via Email: premier@ontario.ca

Please be advised that at its meeting held on the 27th day of June 2023, the Council of the Township of Selwyn passed the following resolution:

Resolution No. 2023 – 143 – Notice of Motion – Short-Term Rentals

Councillor Brian Henry – Councillor John Boyko –

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the 'traditional' cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR's can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR's is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR's are here to stay; and

Mailing Address
PO Box 270
Bridgenorth
Ontario K0L 1H0

Tel: 705 292 9507
Fax: 705 292 8964

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the Province;

That the Township of Selwyn request that the Province move forward as soon as possible to legislate that all third party Short Term Rental brokerage companies, for example Airbnb and VRBO, appropriately manage and be responsible for their listings and to compel compliance that the Province establish the requirement for STR companies to require each rental listing to be registered and to pay an appropriate annual fee and that STR company provide this registry along with the collected fees to the municipality in which the STR properties are located which allows the municipality to be aware of all registered STR properties and to have access to funds for municipal expenses to enforce/respond to issues at a STR property; and further

That the Province require the STR company to de-list/remove the property from the company's listings so that the property cannot be rented where a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc...

That a copy of this resolution be sent to all Ontario municipalities for support as well as to Minister of Municipal Affairs and Housing Steve Clark, local M.P.P. Dave Smith and M.P. Michelle Ferreri.

Carried.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Megin Hunter

Megin Hunter
Office Assistant/Receptionist
mhunter@selwyntownship.ca

cc: steve.clark@pc.ola.org
 michelle.ferreri@parl.gc.ca
 dave.smithco@pc.ola.org
 All Ontario Municipalities



UPPER OTTAWA VALLEY
CHAMBER OF COMMERCE

Upper Ottawa Valley Chamber of Commerce

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Addressing Ontario's Housing Affordability Crisis Requires All Hands On Deck *Ontario Chamber Brief Highlights Key Recommendations to Meet Ontario's Current and Future Housing Needs*

July 5, 2023

(TORONTO – July 5, 2023) – Housing affordability has become a pressing issue impacting communities of all sizes across Ontario. High housing costs are limiting the buying power of households, impacting businesses' ability to attract and retain talent, and exacerbating homelessness rates throughout the province. The Government of Ontario has committed to building 1.5 million new homes by 2031 to help mitigate this crisis. This goal will require strategic action and significant collaboration across sectors and all levels of government.

Today, the Ontario Chamber of Commerce (OCC) released, *Home Stretched: Tackling Ontario's Housing Affordability Crisis Through Innovative Solutions and Partnerships*, outlining opportunities for the private, public, and non-profit sectors to explore innovative partnerships and approaches to address housing affordability and supply, and recommendations to build on successful models.

"The housing crisis in Ontario has reached a critical point, with significant challenges related to both affordability and supply," said Kelly Hollihan, Upper Ottawa Valley Chamber of Commerce Executive Director. "Our region has not been immune to these pressures, as rising housing costs are impacting many of our businesses' ability to attract and retain labour. At the same time, higher housing costs leave less income available to spend on other goods and services, which directly affects our community's long-term economic growth."

The policy brief provides all levels of government and industry with recommendations under the following themes: Labour and Demographics, the Housing Continuum, and Infrastructure and Land Use Planning. Key recommendations include:

- Continue to establish and deliver on inclusive workforce development and immigration strategies to increase the labour pool needed to build more housing.
- Incentivize the development and preservation of affordable housing options along the continuum, including purpose-built rentals, missing middle, student, non-profit, cooperative, and supportive housing.
- Support the development and expansion of innovative technologies, data tools, retrofitting, building conversions, as well as mixed-use and climate-resilient green housing.

"The growing mismatch between housing supply and demand in communities across Ontario has made it more difficult for employers to fill labour gaps, particularly as the global competition for talent heats up," said Rocco Rossi, President and CEO, Ontario Chamber of Commerce. "To ensure the long-term resilience of our economy, we encourage governments to balance consultation with bold action, such as ending

exclusionary zoning and working in partnership with public and private sector partners to address labour shortages.”

To help inform this brief, the OCC led a series of regional housing affordability roundtables with a diverse range of housing sector stakeholders. The Upper Ottawa Valley Chamber of Commerce was proud to contribute to the OCC's Housing Affordability Initiative and look forward to working with all levels of government and industry to meet the housing needs of our communities.

Special thanks to our Lead Partner, Desjardins, and Presenting Partners, Cadillac Fairview, and the Federation of Rental-housing Providers of Ontario, for their vital collaboration.

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About Upper Ottawa Valley Chamber of Commerce

The voice of the business community in the Upper Ottawa Valley, the Chamber of Commerce is an association of businesses and business leaders across much of Renfrew County from Whitewater region to Pembroke and Petawawa, Madawaska and Bonnechere to Deep River. As a Board of Trade, the Chamber advocates on behalf of its members, provides education and development resources, creates networking and marketing opportunity, and works with strategic partners toward the economic well-being of the region. The Chamber is a Board of Trade in a network of thousands across the country, providing the benefits and discount programs that membership with the Ontario and Canadian Chambers of Commerce brings.

About the Ontario Chamber of Commerce

The Ontario Chamber of Commerce (OCC) is the indispensable partner of business and Canada's largest, most influential provincial chamber. It is an independent, not-for-profit advocacy and member services organization representing a diverse network of 60,000 members. The OCC's mission is to convene, align and advance the interests of its members through principled policy work, value-added business services and broad engagement to drive competitiveness and economic growth in the province.

For more information or to arrange an interview:

Media Contact:
Kelly Hollihan
Executive Director
Upper Ottawa Valley Chamber of Commerce
manager@uovchamber.com
613-732-1492

**Ministry of
Agriculture, Food
and Rural Affairs**

**Ministère de l'Agriculture,
de l'Alimentation et des
Affaires rurales**

Ontario 

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Tél. : 519-826-4151
www.ontario.ca/MAAARO

Food Safety and Environmental Policy Branch, Policy Division

To: All municipalities in Ontario (head of Planning Dept. and/or Clerks Office)

Subject: Implementing Provincial Policy and Guidance on Permitted Uses in Prime Agricultural Areas

Dear Municipal Planners,

I am writing to you today to remind you of the Provincial policies and guidelines on the many economic diversification opportunities on farms that help maintain prime agricultural areas, while supporting a thriving agri-food sector and rural Ontario. Policies in the current Provincial Policy Statement, 2020 (PPS) permit agricultural, agriculture-related and on-farm diversified uses in prime agricultural areas, subject to certain criteria (see Attachment 1). While the PPS is currently under review, policies related to permitted uses are proposed to remain largely the same in the proposed Provincial Planning Statement.

The supporting Guidelines on Permitted Uses in Ontario's Prime Agriculture Areas were developed by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) following extensive consultation with municipalities and other stakeholders. The Guidelines are intended to help municipalities and farmers interpret provincial policies by recommending best practices (e.g., area limits for on-farm diversified uses). Each farm is unique, and many farms support several different types of permitted uses. For example, if all the provincial criteria in Attachment 1 are met:

- A market or shop that sells farm/food products from the surrounding area would be considered an agriculture-related use.
- Corn mazes, if harvested, could also be considered an agriculture-related use.
- A cider mill is considered an agriculture-related use
- Existing laneways shared between agricultural uses and on-farm diversified use should continue to be considered an agricultural use
- A bakery or bistro is considered an on-farm diversified use
- While parking is generally considered an on-farm diversified use, a field which is regularly used for agricultural purposes but once or rarely for parking is likely still considered an agricultural use.

While municipalities may have more specific requirements than the province, they need to achieve the same objectives as the provincial guidelines.

It is important to look at each farm operation individually and consider if the use is temporary or permanent. Attachment 2 provides more examples of a diverse farm operation and highlights key considerations.

When developing official plan policies or considering approving a proposed use, municipalities are encouraged to refer to the Guidelines to consider best practices. It is important to reinforce that municipalities have the flexibility to set their own criteria, as long as policies set out in the PPS are met.

To support farm viability and a robust rural economy, we encourage municipalities to have simple and timely planning approvals for uses that are clearly compatible and appropriate in prime agricultural areas.

OMAFRA staff provide training and support events on this topic. If you have any questions or would like to take part in training planned for fall 2023, please reach out to the OMAFRA Rural Planner covering your municipality. OMAFRA's Agricultural Information Contact Centre at 1-877-424-1300 is also available to assist or put callers in touch with one of our experts.

I appreciate all you do to support agri-food entrepreneurship in your municipality.

Sincerely,



Andrea Martin
Director, Food Safety and Environmental Policy Branch
Ontario Ministry of Agriculture, Food and Rural Affairs

Attachment 1: Provincial Policy Statement Criteria for Permitted Uses in Prime Agricultural Areas

From Table 1 of the Guidelines on Permitted Uses

Type of Use	Criteria as Provided by PPS Policies and Definitions
Agricultural	<ol style="list-style-type: none"> 1. The growing of crops, raising of livestock and raising of other animals for food, fur or fibre 2. Includes associated on-farm buildings and structures, including but not limited to livestock facilities, manure storages value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment 3. All types, sizes and intensities of <i>agricultural uses</i> shall be promoted and protected in accordance with provincial standards 4. <i>Normal farm practices</i> shall be promoted and protected in accordance with provincial standards
Agriculture-Related	<ol style="list-style-type: none"> 1. Farm-related commercial and farm-related industrial uses 2. Shall be compatible with and shall not hinder surrounding agricultural operations 3. Directly related to farm operations in the area 4. Supports agriculture 5. Provides direct products and/or services to farm operations as a primary activity 6. Benefits from being in close proximity to farm operations
On-Farm Diversified	<ol style="list-style-type: none"> 1. Located on a farm 2. Secondary to the principal <i>agricultural use</i> of the property 3. Limited in area 4. Includes, but is not limited to, home occupations, home industries, <i>agri-tourism uses</i> and uses that produce value-added agricultural products 5. Shall be compatible with, and shall not hinder, surrounding agricultural operations

Attachment 2: Example of Multiple Permitted Uses on a Farm Property From Appendix 3 of the Guidelines on Permitted Uses

Table 6. Components of multiple permitted uses on 19 ha farm

m ²	Area of the On-Farm Diversified Use
314	Half of the 627 m ² building
366	Half of the 40-spot parking (19 @ 18 m ² ; 1 @ 24 m ²)
400	Half of the 800 m ² landscaped area
0	Existing laneway
1,080	Total area of the existing on-farm diversified uses

Note: areas shared between the agriculture-related and on-farm diversified uses (building, parking, landscaped area) were allocated 50:50

This 19 ha farm comprises:

Agricultural uses: apple orchards, shed for farm machinery, farmhouse

Agriculture-related uses: cider mill, farm shop selling value-added farm products from the area, laneway, parking, landscaped area

On-farm diversified uses: bakery, bistro (light meals), farm shop selling farm/food products not from the area plus non-agricultural-related goods, parking, landscaped area.

The on-farm diversified uses portion of the building is well within the recommended building size cap.

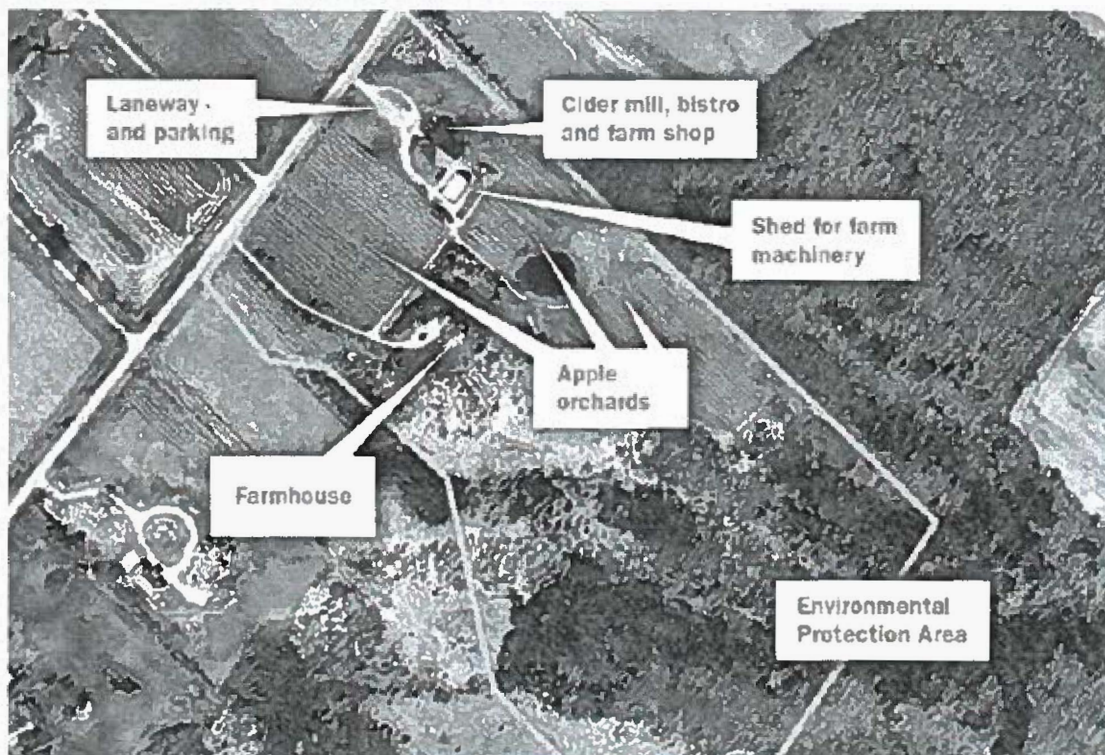


Figure 8. Example of multiple permitted uses on 19 ha farm.

Key Considerations in Prime Agricultural Areas:

- Agricultural uses are promoted and protected (all types, sizes and intensities).

- Agriculture-related and on-farm diversified uses need to be compatible with surrounding agricultural operations (e.g., nearby agricultural uses are not impaired or inconvenienced, the agricultural and rural character is maintained)
- Only on-farm diversified uses need to be limited in area. The Guidelines recommend a flexible approach:
 - Only counting the footprint of the on-farm diversified uses on the property (not agricultural or agriculture-related uses). That means counting only the portion of the parking, landscaped area, playgrounds, retail areas, etc. that is attributable to the on-farm diversified use.
 - Not including existing laneways shared between agricultural and on-farm diversified uses.
 - Including, but discounting, the area of existing buildings or structures reused for on-farm diversified uses.
 - Accounting for temporary uses differently than permanent uses.

Please refer to the Guidelines for a fulsome discussion of considerations.

Call for Applications: New Horizons for Seniors

Gallant, Cheryl - M.P. <cheryl.gallant@parl.gc.ca>

Fri 2023-07-07 11:02 AM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>



**CHERYL
GALLANT** 
YOUR MEMBER of PARLIAMENT
~~RENFREW-NIPISSING-PEMBROKE~~
www.cherylgallant.com

Dear Head Clara & Maria Township,

The New Horizons for Seniors Program will begin accepting funding applications for community-based projects on August 1st, 2023.

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

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

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

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

The deadline for applications is September 14th, 2023 at 3:00pm Eastern Standard Time.

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

Sincerely,

Cheryl Gallant, M.P.
Renfrew-Nipissing-Pembroke

July 11, 2023

Hon. Stephen Lecce
Minister of Education
via email: stephen.lecce@pc.ola.org

RE: Support for resolution from the Town of Petrolia recommending an amendment to the current regulations for licensed home-based childcare operators to increase allowable spaces

Dear Minister Lecce,

Please be advised that at their meeting on July 11, 2023, Elgin County Council considered correspondence received from the Council of the Town of Petrolia recommending that the Ministry of Education consider addressing concerns regarding the child care shortage in Petrolia, Lambton, and across the province, and passed the following resolution:

"Moved by: Councillor Couckuyt
Seconded by: Councillor Leatham

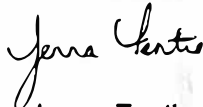
RESOLVED THAT Elgin County Council supports the resolution from the Council of the Town of Petrolia recommending amendments to the current regulations for licensed home-based childcare operators to increase allowable spaces; and

THAT a copy of this resolution be forwarded to Honourable Doug Ford, Premier of Ontario, Honourable Michael Parsa, Minister of Children, Community & Social Services, MPP Rob Flack, and the Municipalities of Ontario.

Motion Carried."

A copy of the resolution received from the Town of Petrolia is attached for reference.

Yours truly,



Jenna Fentie
Manager of Administrative Services/Deputy Clerk
jfentie@elgin.ca

cc Hon. Doug Ford, Premier of Ontario
Hon. Michael Parsa, Minister of Children, Community & Social Services
Rob Flack, MPP for Elgin-Middlesex-London
Municipalities of Ontario

June 29, 2023

Hon. Stephen Lecce
Minister of Education
Stephen.Lecceco@pc.ola.org

Via email

RE: recommendation for amendment to the current regulations for licensed home-based childcare operators to increase allowable spaces.

Dear Minister Lecce,

During the June 26, 2023 regular meeting of council, council in response to recent publicly raised concern heard a report from staff in relation to the above, with the following resolution passed:

Moved: Liz Welsh

Seconded: Chad Hyatt

WHEREAS in response the Petrolia Childcare Advocacy Group's recent delegation to Council where they identified a shortage of child care spaces in the Town of Petrolia; and

WHEREAS through additional research undertaken by the Town Staff, and in consultation with the County of Lambton Social Services, it has been further identified that there is an extreme shortage of child care spaces not only across the County but the Province as a whole; and

WHEREAS in response to the identified need the County hosted a community information night to educate members of the public who may be able to offer a licensed home-based child care service;

NOW THEREFORE the Council of the Town of Petrolia recommends to the Hon. Stephen Lecce, Minister of Education, that in time for the 2023 school year amendment to the current regulations be made to allow licensed home-based child care operators the ability to provide two (2) before and after school care spaces to school aged children, in addition the permitted six (6) full time child care spaces; and

THAT in an effort to attract and retain qualified early childhood educators, the Minister of Education, review the current wage bracket for early childhood educators with implementation of an increase to wages to align with the services provided; and

THAT the province provides more capital based funding sources for the construction of new centre-based facilities; and

THAT the province considers increasing the current goal of thirty-three percent (33%) access ratio, to align better with the current provincial situation and anticipated population growth over the next ten (10) years; and

THAT these items be considered sooner rather than later, to assist in remedying the critical child care shortage experienced in Petrolia, Lambton, and across the province; and

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



THAT this recommendation be forwarded to Hon. Doug Ford, Premier of Ontario | Hon. Michael Parsa, Minister of Children, Community & Social Services | Mr. Bob Bailey, MPP of Sarnia-Lambton | Hon. Monte McNaughton, MPP of Lambton-Kent-Middlesex | Mr. Kevin Marriott, Warden of Lambton County | Municipalities of Ontario;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc:

Hon. Doug Ford, Premier of Ontario premier@ontario.ca | Hon. Michael Parsa, Minister of Children, Community & Social Services Michael.Parsaco@pc.ola.org | Mr. Bob Bailey, MPP of Sarnia-Lambton bob.bailey@pc.ola.org | Hon. Monte McNaughton, MPP of Lambton-Kent-Middlesex Monte.McNaughtonco@pc.ola.org | Mr. Kevin Marriott, Warden of Lambton County Monte.McNaughtonco@pc.ola.org | Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



**Ministry of Natural Resources and
Forestry**

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et
des Forêts**

Direction des politiques de planification et
d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

July 4, 2023

Good Afternoon,

Today, the government released a draft technical bulletin on the Environmental Registry of Ontario to support municipalities and conservation authorities with flood hazard mapping activities. The "[*ERO Posting #019-4706: Technical bulletin - Flooding hazards: data survey and mapping specifications*](#)", would replace Chapter J of the existing "*River and Stream Systems: Flooding Hazard Limit*" technical guideline.

The technical bulletin is to be applied when delineating the flooding hazard through mapping new, or updating existing, maps. It is intended to assist technical personnel experienced in mapping and geomatics in undertaking flood hazard surveying and mapping in Ontario, and if accepted, will become the definitive source of flood hazard data, survey and mapping guidance for use in Ontario.

A critical step in protecting people and property from flooding starts with identifying where flooding is expected to occur. This is most often achieved through flood mapping. Actions in [*Protecting People and Property: Ontario's Flooding Strategy*](#) commit the province to updating existing technical guidance used to support implementation of the natural hazard policies outlined within the proposed Provincial Planning Statement 2023. The MNRF is taking a multi-staged approach to updating its guidance.

Feedback on the draft technical bulletin will be accepted until September 5, 2023 through the Environmental Registry.

Sincerely,

Jennifer Keyes
Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

URGENT: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Katherine Hartel <katherine.hartel@gmail.com>

Thu 2023-07-13 5:53 PM

To:Debbi Grills <d.grills@headclaramaria.ca>;HCM Clerk-Treasurer <crystal@headclaramaria.ca>;Rachel Richer <r.richer@headclaramaria.ca>;Chris Dowser <c.dowser@headclaramaria.ca>;Fran Kelly-Chamberlain <f.kelly-chamberlain@headclaramaria.ca>;Karen LeClerc <k.leclerc@headclaramaria.ca>

📎 1 attachments (16 KB)

AMO Sample Text Resolution (1).docx;

Hello Municipal Clerk Fischer,

Please add this as ACTION CORRESPONDENCE to your next council meeting agenda as a matter of urgency.

Please email the outcome to thewomenofontariosayno.team@gmail.com Thank you!

Dear Mayor Grills and Councillors Richer, Dowser, Kelly-Chamberlain, and LeClerc,

This request is from The Women of Ontario Say NO. A grassroots advocacy effort comprised of individuals,

organizations, and community groups. We are committed to ensuring that locally elected officials are held

accountable for violence and harassment in municipal workplaces. This advocacy stems from a number of

egregious cases throughout the province including Ottawa, Barrie, and Mississauga. You can learn more on

our website: <https://www.thewomenofontariosayno.com/>

Many councillors will know that on May 31 st, 2023, the government voted down Bill 5 – The Stopping

Harassment and Abuse by Local Leaders Act. At that time 160 municipalities had endorsed their support

for Bill 5. In 2021, the Association of Municipalities Ontario recommended changes to strengthen municipal

codes of conduct for elected officials. Again in 2023, after meetings with our group, the AMO issued a

statement again calling on the Ontario government to implement legislation change on this matter. AMO also provided

sample resolution text for councils that wish to lend their support to this call: Codes of Conduct, Changes to

Visible Fees, and Fees Charged to Beverage Producers | AMO These recommendations have still not been implemented.

We are calling on your municipality to be an active and engaged voice in your own workplace safety and that

of the municipal staff in holding municipally elected representatives accountable for violence and

harassment.

- We are therefore asking council to pass the attached motion of March 27, 2023, issued by AMO, calling for government legislation on this issue.

- We are requesting that the motion include the communication that this legislation be prioritized for the fall of 2023 given the urgency of this issue.

- We are asking that a letter expressing support for the motion be sent to: The Premier, Local MPPs, Minister of Municipal Affairs, Associate Minister of Women's Social and Economic Opportunity, AMO and local municipalities.

We are counting on you as leaders to ensure your municipal workplace is safe and that there is basic human rights protection for all persons. This cannot wait any longer. This legislation needs to move ahead without any further delay.

Thank you in advance for being open to advocating for legislative change that will help ensure workplaces and community spaces are safe for everyone!

If you have any questions, please reach out to me.

Sincerely,
Katherine Hartel
On behalf of
The Women of Ontario Say NO

AMO Sample Resolution Text

Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now, therefore be it resolved that {MUNICIPALITY NAME} supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
 - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office

CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING

RESOLUTION



Resolution: 2023-72
Title: Member's Resolution presented by Mayor Mario Zanth and seconded by Councillor Kyle Cyr regarding a petition for a study for the Ottawa River
Date: July 12, 2023

Moved by Mario Zanth
Seconded by Kyle Cyr

WHEREAS the Ottawa River spring freshet period has been unstable over the last 7 years due to management challenges as a result of Climate Change and development occurring within its basin; and

WHEREAS major flooding has occurred in 2017, 2019 and 2023, impacting numerous residents and municipalities alike; and

WHEREAS Municipalities along the Ottawa River are concerned with the freshet period and the inability to manage the river, and its impacts to residents and municipalities; and

WHEREAS a comprehensive study must be undertaken to develop the appropriate management tools and practices to reduce the occurrences of flooding of the Ottawa River;

BE IT RESOLVED THAT the Council of the City of Clarence-Rockland hereby petitions the Minister of Public Safety of Canada to conduct a third-party study of the Ottawa River and its tributaries and basins in order to provide the Ottawa River Planning board better tools to adapt the river to the influence of climate change and from the impact of development; and

BE IT ALSO RESOLVED THAT the Council of the City of Clarence-Rockland further request that a cross-border consultation board representing the municipalities in support of this petition be created to oversee the scope of work of the study and to provide input into proposed implementation options; and

BE IT ALSO RESOLVED THAT this petition be circulated to all municipalities along both sides of the Ottawa River for support.

Maryse St-Pierre/Deputy Clerk

CARRIED



Renfrew County

July 24th, 2023

Dear Community Member:

On behalf of the Fundraising Committee of Victim Services of Renfrew County, we are writing to once again invite you to participate in our 16th Annual Victim Services Golf Tournament on Friday, September 15th at the Oaks of Cobden Golf Course.

As you are aware, Victim Services is a non-profit, community-based organization that works in partnership with police and fire agencies to meet the immediate and short-term needs of individuals who have been victimized by crime, tragic life events and disaster. We also provide referrals for ongoing and longer-term support. Victim Services of Renfrew County strives to reduce the negative impact of victimization by providing emotional and practical support to individuals on-site at the time of the incident. This 24/7 support is provided through police and fire identified referrals by a network of well-screened and highly trained volunteers throughout Renfrew County.

The proceeds from this golf tournament will go directly towards the direct service work/needs of the Volunteer Crisis Responders and the people they are supporting. Please note that all money raised from this fundraiser will remain in Renfrew County for the benefit of those living therein.

*Supporting those victimized by crime and tragedy in
Renfrew County since 2002*

*Aider ceux victimes de la criminalité et de la
tragédie dans le comté de Renfrew depuis 2002*

www.victimservicesrenfrewcounty.ca

1766 Barr Line, RR # 1, Douglas, ON K0J 1S0 ~ 613-649-2852 / 1-877-568-5730

To that end, we would invite you to once again, support our Golf Day. There are several ways to support our efforts. They include:

- Being a Corporate Sponsor for this tournament at the cost of \$100.00. Each sponsor will have their name prominently displayed on a sign indicating their support of Victim Services of Renfrew County and on our website.
- Making a financial donation in the amount of your choice. Each donation will be publicly acknowledged.
- Donating items for door prizes
- Registering a team and joining us on the greens for the day
- Assisting us to spread the news about this tournament with work and personal contacts by displaying our poster prominently in your community/office spaces.

We thank you for your past support and welcome your continued support with our major fundraiser.

We look forward to hearing from you and seeing you on the greens. If you have any questions, please do not hesitate to contact the office at 613-649-2852.

Sincerely,

Faye

Faye Cassista
Program Coordinator

Casey

Casey Dodge
Executive Director

*Supporting those victimized by crime and tragedy in
Renfrew County since 2002*

*Aider ceux victimes de la criminalité et de la
tragédie dans le comté de Renfrew depuis 2002*

www.victimservicesrenfrewcounty.ca

1766 Barr Line, RR # 1, Douglas, ON K0J 1S0 ~ 613-649-2852 / 1-877-568-5730

Chief Administrative
Officer/Clerk



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
FAX: 613-735-2081
www.countyofrenfrew.on.ca

July 14, 2023

Right Honourable Justin Trudeau
Prime Minister
Office of the Prime Minister
Langevin Building
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

Re: Call to Action on Housing and Homelessness

Please be advised that the Council of the County of Renfrew, at its regular meeting held on June 28, 2023, passed the following resolution regarding Housing and Homelessness:

"WHEREAS rural areas of Ontario, including the County of Renfrew, are not immune to experiencing the effects of the housing and homelessness crisis undermining a healthy and prosperous Ontario;

AND WHEREAS the housing and homelessness crisis requires a range of solutions, including social supports, investment in housing infrastructure and renewal of existing community housing infrastructure;

AND WHEREAS the housing and homelessness crisis is a result of limited action from successive provincial governments who have not invested nearly enough to renew and build the housing and social services infrastructure and programs required to support those in need;

AND WHEREAS the local government responsible for community housing in our region, the County of Renfrew and the City of Pembroke, who form the Renfrew County Housing Corporation, have increasingly limited resources to tackle the burden of renewing an aged housing stock and increasingly challenging occupancy issues;

AND WHEREAS the funding that the Province of Ontario and the Government of Canada does not allow for long-term financial planning and asset renewal, nor does it appropriately fund, or allow for planning of new construction;

AND WHEREAS there are currently 1,355 people on the waitlist for a place to call home within the Renfrew County Housing Corporation, with an average of a 5 to 7 year wait;

AND WHEREAS the County of Renfrew supports and endorses the Eastern Ontario Wardens' Caucus' plan to increase housing supply through their regional housing plan referred to as "7 in 7";

THEREFORE, BE IT RESOLVED THAT the County of Renfrew endorses the Association of Municipalities of Ontario (AMO) Call to Action on Housing and Homelessness;

THEREFORE, BE IT RESOLVED THAT the County of Renfrew endorses the Federation of Northern Ontario Municipalities (FONOM) resolution on increased funding for housing from the Federal Government;

THEREFORE, BE IT RESOLVED THAT the County of Renfrew calls upon the Province of Ontario:

- a) to acknowledge that homelessness and housing affordability in Ontario is a social, economic, and health crisis;
- b) to commit to ending homelessness in Ontario;
- c) to provide adequate, predictable, and sustainable housing infrastructure renewal funding;

THEREFORE, BE IT RESOLVED THAT the County of Renfrew calls upon the Government of Canada and Province of Ontario to ensure that application-based funding that is made available to address the province's Housing Supply Action Plan and Canada's National Housing Strategy is applicable to local governments, partnerships, and non-profits, and provides the necessary application time period to allow for appropriate community consultation and engagement;

FURTHER BE IT RESOLVED THAT a copy of this resolution be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada; the Honourable Ahmed Hussen, Minister of Housing, Diversity and Inclusion; Honourable Doug Ford, Premier of Ontario; Honourable Steve Clark, Minister of Municipal Affairs and Housing; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; Association of Municipalities Ontario; Eastern Ontario Wardens' Caucus; City of Pembroke; and Renfrew County Municipalities."

Your government's positive response to this resolution would be appreciated. Thank you.

Yours truly,



Craig Kelley
Chief Administrative Officer/Clerk

- c: Honourable Ahmed Hussen, Minister of Housing, Diversity and Inclusion
Honourable Doug Ford, Premier of Ontario
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke
Association of Municipalities Ontario
Eastern Ontario Wardens' Caucus
City of Pembroke
Renfrew County Municipalities



Legislative Services

July 26, 2023

Sent via email: premier@ontario.ca

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

Honourable and Dear Sir:

Re: Controls on Airbnb, VRBO and Others Which Affect Municipal Rentals

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of July 24, 2023 passed the following resolution:

Whereas global technology platforms such as Airbnb or VRBO were created to improve global access to rental opportunities, particularly those available for vacation or shorter-term business purposes, and

Whereas the impact of these “disruptive technologies” on rental markets has raised the following concerns in the past decade:

- Concentration of ownership and proliferation of landlord corporations with minimal interest in or accountability to local communities
- Removal of housing stock from long-term rental markets with resulting increases in rents
- Lack of control over occupancy (e.g. families vs large groups of partygoers)
- Incidence of nuisance infractions (noise, garbage, parking), and

Whereas any reduction in the availability of long-term housing stock runs counter to the Province of Ontario’s goal of 1.5 million additional homes in the next 10 years, and

Whereas growth in short-term rental markets may also have a negative impact on housing affordability for the seasonal workers who service tourist destinations or farming communities, and

.../2

Mailing Address:

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

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

Web-site: www.forterie.ca

Whereas implementing local/municipal restrictions through municipal law enforcement tools (licensing) and municipal planning tools (zoning by-law restrictions) may push demand to other communities, and

Whereas some platforms (e.g. Airbnb) are already working toward providing notice to owners about municipal regulations and licensing through a license number field, and

Whereas some jurisdictions (e.g. Quebec, Scotland) have acknowledged the limitations of local authorities/municipalities in controlling the impact of global technologies and have developed comprehensive regulatory frameworks, and

Whereas a comprehensive, consistent regulatory approach is likely to prove more effective in Ontario,

Now, therefore, be it resolved,

That: Council requests the Government of Ontario to establish a regulatory framework requiring digital platforms such as Airbnb and VRBO to:

1. Require owners using the digital platforms to comply with municipal planning and licensing regulations, and
2. Prevent advertising of properties that are not registered with the relevant municipality, and
3. Provide a contact with the platform to ensure ongoing and effective communications for provincial and municipal officials and further

That: The Province of Ontario work with municipalities to address situations in which long-term housing stock has been lost to corporate ownership of short-term rental properties and further

That: A copy of the resolution be forwarded to the Premier of Ontario (Hon. Doug Ford), the Minister of Municipal Affairs and Housing (Hon. Steve Clarke), local MPPs, the Association of Municipalities of Ontario (AMO) and all municipalities in Ontario.

Thank you for your attention to this matter.

Kind regards,

Ashlea Carter, AMP

Deputy Clerk

acarter@forterie.ca

AC:dlk

Attach.

c.c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing minister.mah@ontario.ca
Jennifer Stevens, MPP - St. Catharines JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook sam.oosterhoff@pc.ola.org
The Association of Municipalities of Ontario amo@amo.on.ca
All Ontario Municipalities



Algonquins of Ontario

31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6

To Mayor Debbi Grills and Council.

The United Townships of Head, Clara, and Maria are all located within the traditional unceded and un-surrendered territory of The Algonquins of Ontario (AOO). The purpose of this letter is to generate support in helping us to build positive relationships throughout the AOO settlement area.

To that end, we are hopeful of working with your community to both promote and build a mutually beneficial relationship that will eventually extend throughout the entire settlement area (via each community's individually elected representatives). This will work to the advantage of each and every resident throughout Eastern Ontario. The AOO is committed to this goal.

The province of Ontario recognizes the importance of consulting with Aboriginal communities on planning matters that may affect their section 35 Aboriginal or treaty rights. Planning authorities are encouraged to build constructive, cooperative relationships through meaningful engagement with Indigenous communities to facilitate knowledge-sharing in land use planning processes and informed decision-making.

The AOO are on a journey of survival, rebuilding and self-sufficiency - a journey of reconciliation. This journey began over 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772 and will ultimately find resolution in a treaty involving all ten of the following Algonquins of Ontario communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

The AOO Settlement Area includes an area of 9 million acres within the watersheds of the Kichissippi (Ottawa River) and the Mattawa River in Ontario, an unceded territory that covers most of eastern Ontario. More than 1.2 million people live and work within the Settlement Area. There are 87 municipal jurisdictions fully and partially located within the Settlement Area, including 75 lower and single tier municipalities and 9 upper tier counties.

Given this, it is imperative that any projects in your municipality impacting natural heritage (including land rights, trails, wildlife, waterways, water resources, environment and

archaeological history) be given due consideration before commencement or development of any kind. The crown has the legal duty to consult with the Algonquins where actions may adversely impact the rights of First Nation Communities and property owners.

The Algonquin Treaty will provide finality and certainty on longstanding issues (dating back to 1772) about the use and management of Algonquin lands and natural resources for the Algonquin people and the residents of the AOO Settlement Area.

We greatly value you joining us on this historic mission. If you have questions or would like to meet to discuss any aspect of our journey forward, please feel free to get in touch with me at any time.

Sincerely,



Jim Meness
Executive Director

jmeness@tanakiwin.com

The Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke, ON K8A 8R6
Phone: 613-735-3759 Ex. 200 | Fax: 613-735-6307
Email: algonquins@tanakiwin.com
Website: www.tanakiwin.com



Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"

Memorandum

Date: July 31, 2023
To: Health Care Providers, Community Partners
From: Dr. Jason Morgenstern
Subject: Rapid Antigen Testing

Due to the lower rates of COVID-19, high vaccination rates, and decreasing demand for COVID-19 rapid antigen tests (RATs), the province started winding down the Rapid Antigen Test Public Distribution Program on June 30, 2023.

To support ongoing access to COVID-19 testing through the fall of 2023, Renfrew County and District Health Unit (RCDHU) is making RAT test kits available to residents of Renfrew County and District at the following locations: the RCDHU Pembroke main office, community COVID-19 vaccine clinics, and at community partner locations. RCDHU will continue to distribute RAT test kits while provincial supplies are available.

Through RCDHU, health care providers can order a supply of RAT test kits for their patients, while provincial supplies are available. Each kit contains 20 individual tests and the manufacturer's instructions for home use.

To facilitate timely access to Paxlovid, those who are at high risk for severe outcomes from COVID-19 are encouraged to pick up rapid tests in advance of illness (and the respiratory illness season).

RCDHU is seeking community partners willing to support the distribution of RAT test kits in Renfrew County and District. Interested organizations can order test kits through this link: <https://www.rcdhu.com/rapid-antigen-test-kit-order-form/>. This initiative is to facilitate timely access to Paxlovid for those who are at high risk for severe outcomes from COVID-19. For more information, visit [Rapid testing for at-home use | ontario.ca](#).

Participating organizations will be responsible for collection of the RAT's if located within City of Pembroke or surrounding area. Deliveries can be arranged to other locations outside of the City of Pembroke and surrounding area. RATs obtained through this program cannot be sold

or offered for sale. Unused, damaged, or expired rapid antigen tests cannot be returned and must be properly disposed of.

When distributing RAT kits to the public, please ensure that each test comes with user instructions, a Ministry of Ontario Factsheet, information on who is eligible for treatment (Paxlovid) and where treatment is available, and self-isolation guidance for those who have respiratory symptoms or a positive result on the rapid test. Finally, the lot number and expiration date must be identified on the package.

If you are interested in obtaining RAT kits, want to partner with RCDHU to distribute kits, or have any questions, please contact RCDHU by telephone at 613-732-3629 extension 977 or email outbreak@rcdhu.com.

THE CORPORATION OF THE TOWN OF DEEP RIVER

P.O. BOX 400 • 100 DEEP RIVER ROAD • DEEP RIVER, ONTARIO K0J 1P0
Tel: (613) 584-2000 • www.deepriver.ca • Fax: (613) 584-3237



August 1st, 2023

Dear Head, Clara and Maria Council,

The purpose of my letter is to encourage and challenge your community, on behalf of the Town of Deep River Council to support the Deep River & District Hospital's (DRDH) new Long-Term Care Project. I would ask you to recognize that this health care campus services the wider community which includes your municipality.

The North Renfrew Health Campus (NRHC) which is operated by DRDH is about to start construction on this important community asset which is largely funded by the Province of Ontario. Over the past months DRDH has presented to Deep River Council on several occasions to provide updates on the progress and to request support for this vital project.

To date the Town of Deep River has helped to facilitate this project through the following contributions;

- Lasalle Street upgrade- Sanitary sewer upgrades to increase sewer capacity to accommodate the new facilities (\$700,000)
- Negotiation of a land transfer between the Town of Deep River, Four Seasons Conservancy and DRDH to provide extra property to DRDH to enable the new site layout for the NRHC (Estimated 4.3 acres of property donated by Deep River to enable this)
- Granting of an easement in favor of DRDH for a right-of-way to enable parking and shipping access
- Approval of a grant to offset the cost of development charges (\$55,000)

The total cost for development charges related to the new long-term care project are \$138,246. DRDH requested that Deep River Council waive these charges at the June 28th, 2023 meeting of Council. Under Deep River's Development Charges by-law these fees cannot be waived so staff were directed to report back to Council with an alternative solution to provide some level of support.

At a special meeting of Council staff presented the following resolution;

"BE IT RESOLVED THAT report number 2023-CAO-009 "North Renfrew Health Campus LTC Project-Development Charges" be received, and

THAT Council approves a grant of \$55,000 to offset the Development Charges associated with the new Long-Term Care Facility,

THAT the Mayor on behalf of Council sends a proportional grant matching community

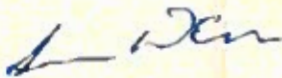
challenge letter to Laurentian Hills, Petawawa, Head Clara Maria and the County of Renfrew

This recommendation was based on the service volumes by community statistics contained in DRDH's 2021/2022 Annual Report which clearly demonstrate that the NRHC services the larger community. The Town of Deep River residents constitute 39% of the service volumes.

Table 1-DRDH Service Volumes by community				
Community	Primary Care	Diagnostic imaging	Emergency Dept.	Average Usage
Deep River	43%	43%	30%	38.7%
Laurentian Hills	17%	12%	10%	13%
Petawawa	20%	25%	34%	26.3%
Head Clara Maria	1%	0%	0%	.3%
Other	19%	20%	26%	21.6%

The Town of Deep River respectfully requests you to join in supporting this critical health care infrastructure project by providing DRDH with \$414.74 proportional grant to offset the cost of development charges.

Sincerely,



Sue D'Eon
Mayor,
Town of Deep River

July 5, 2023

Via Email: Kaleed.Rasheed@ontario.ca

Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-ketn.ca

Sincerely,

Judy Smith

Digitally signed by
Judy Smith
Date: 2023.07.05
10:48:27 -04'00'

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP
Dave Epp MP
Trevor Jones, MPP
Monte McNaughton, MPP
Information and Privacy Commissioner of Ontario
Association of Municipalities of Ontario
AMCTO Legislative and Policy Advisory Committee
Ontario municipalities

Ministry of InfrastructureInfrastructure Programs and Projects
Division777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5**Ministère de l'Infrastructure**Division des programmes et des projets
d'infrastructure777, rue Bay, 4 étage, Suite 425
Toronto (Ontario) M5G 2E5

MEMORANDUM TO: Municipal CAOs

FROM: Jill Vienneau
Assistant Deputy Minister
Infrastructure Program and Projects Division

DATE: August 14, 2023

SUBJECT: Red Tape Reduction for Designated Broadband Projects

I am pleased to write to you today to provide an update on our efforts to expand high-speed internet access across the province.

In Spring 2023, Ontario introduced the *Less Red Tape, Stronger Economy Act, 2023* to help build on the government's efforts to reduce burden for businesses, not-for-profit organizations, municipalities and other provincially regulated entities. The Ministry of Infrastructure would like to highlight two measures related to this initiative:

1. Amendments to the *Building Broadband Faster Act, 2021* (BBFA) to address barriers to timely municipal permit approvals and efficient infrastructure data collection.
2. Updated guidance to broadband stakeholders through a new version of the *Building Broadband Faster in Ontario Guideline*.

BBFA Amendments

The *Less Red Tape, Stronger Economy Act, 2023* (formerly Bill 91) received Royal Assent on June 8, 2023, amending the *Building Broadband Faster Act, 2021* (BBFA) to remove further barriers or delays to designated broadband project construction and to support a streamlined approach to the deployment of high-speed internet infrastructure in the province.

The amendments to the BBFA provided the Minister of Infrastructure with authority to set out certain new regulatory requirements related to infrastructure data collection and conditions for municipal permitting. Effective July 1, 2023, O. Reg. 436/22 Definitions

and Prescribed Provisions under the BBFA was amended, by way of a Minister's amending regulation, to set out the following:

1. **For infrastructure data collection under s. 20.1 of the BBFA:** Upon request from the Minister of Infrastructure, certain persons or entities who own or operate utility infrastructure within 100 metres of a designated broadband project must submit the requested data in the form required by the Minister within 15 business days of receiving the request.
2. **For municipal permitting under s. 10.1 of the BBFA:** Municipalities may not require proponents to execute a legal agreement in advance of providing access to municipal rights-of-way under s. 10.1 of the BBFA. However, municipalities may require internet service providers (ISPs) to agree in writing to take steps to negotiate such agreements in good faith as soon as reasonably possible as a condition for providing access to their rights-of-way.

These changes are intended to advance broadband projects and ensure mechanisms are in place to protect the interests of municipalities. The Ministry of Infrastructure is developing resources to support municipalities with cost recovery related to designated broadband projects and will ensure that appropriate measures are in place to protect data that is shared.

Building Broadband Faster in Ontario Guideline (Version 3.0)

The Ministry of Infrastructure and Infrastructure Ontario has also updated the Building Broadband Faster in Ontario Guideline (Version 3.0). This Guideline was first released in April 2021 with input from municipalities, ministries, and other partners as a tool to expedite the delivery of designated high-speed internet projects. It was updated in August 2022 as well as in August 2023, to reflect new regulatory requirements that came into effect after its original release.

Guideline 3.0 provides additional clarity and best practices for completing work for designated broadband projects in compliance with legislative and regulatory requirements under the BBFA, the *Ontario Underground Infrastructure Notification System Act, 2012* (One Call Act) and the *Ontario Energy Board Act, 1998* (OEBA).

Key updates to the Guideline include:

- Information on new regulatory measures, including those under the BBFA mentioned above in addition to amendments to the OEBA and One Call Act regulations.

- A new process to help resolve disputes between parties and work with sectors to ensure that they comply with the laws and regulations that are helping to build broadband faster.
- Clarity on the Ministry of Transportation's efforts to speed up their permit process for provincially funded broadband projects.
- Additional guidance on cost sharing for using electric infrastructure to build these projects.

To review the updated Guideline, please visit [Building Broadband Faster in Ontario](#).

Support Tools

Infrastructure Ontario has tools in place that will provide assistance to municipalities, proponents of designated broadband projects and other stakeholders related to new requirements under the legislation and the overall implementation of these projects across the province. These include the Technical Assistance Team (TAT) and the use of an online platform called the Broadband One Window (BOW). The TAT plays a key role in supporting permit applications and facilitating resolutions between stakeholders if disputes arise. BOW will help stakeholders work collaboratively to review and approve permitting applications, share data, and provide progress updates on project milestones.

To get in touch with TAT for assistance, you can e-mail TAT@infrastructureontario.ca, or submit a TAT support request through the BOW platform. I also welcome you to contact broadband@ontario.ca if you have general questions about the government's work and wish to speak with a ministry official.

Next Steps

In the coming weeks, the Ministry of Infrastructure will engage the Association of Municipalities of Ontario to co-develop resources intended to support municipalities with timely permit approvals while ensuring they can appropriately control access to their rights-of-way. There is still considerable work underway to bring access to high-speed internet to every community in Ontario by the end of 2025. We appreciate your continued partnership in helping us achieve this important goal.

United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Thursday, August 17, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/08/26/1001- Clerk's Report									

Subject: Clerk's Report

Recommendation: That Council receive this report as information only.

Background/Executive Summary:

At the June 15th, 2023 meeting, Council directed staff to advise the Ministry of Transportation (MTO) that the Municipality would only be able to accept 1000m³ of pavement millings from the 2024 Highway 17 resurfacing project taking place from Harvey Creek Road to Yates Road. MTO responded they have elected to not include a RAP Reuse Plan in the Highway 17 Tender package at this time, however, they will notify the Contractor of the Township's request for RAP, at beginning of construction in 2024.

At the same meeting, Council received correspondence from Lynx Engineering, a company that provides services to Cogeco, in relation to the upcoming fiber cable install in HCM. Council requested additional information about the provided proposal and Lynx Engineering confirmed that the intention was to run the fiber along the rail bed and to service private roads. The proposal only highlighted roads in the Municipality that would require Council approval, and they will work with owners of private roads to obtain permission to gain access to those areas in order to complete the installation of fiber cable.

The installation of the play structure at LaCroix Park has been completed.

Staff is looking to re-schedule Emergency Management training for this fall in order to meet compliance requirements and is seeking Council input on a date to be selected.

The application submitted under the Rural Economical Development (RED) program, to help offset the cost of the comprehensive zoning by-law amendment, was not approved because it was determined that the project sought to become compliant with current requirements of law and therefore ineligible per the RED program guidelines. It is anticipated the zoning by-law amendment process will begin this fall, however the County has reported that they are facing staffing shortages and are not able to give a definitive start date as this time.

County of Renfrew Planners will be in the municipal office on September 13th, 2023 from 9:00 am until 3:00 pm. The first trial date was a success with all appointment time slots filled.

On August 16th, 2023 Staff received the following confirmation from the Ministry of Transportation concerning obtaining the streetlight permits, "I have the five light permits pushed up for approval. I am also trying to get the permit fees reduced as the work is related to safety and not for development (not something that is for increasing tax base). The Section Head does need to sign off on that, but I just want you to know that I will be pushing for it".

In regards to the closure of Dunlop Crescent, McIntosh Perry has been asked to reevaluate the initial design assumptions for the closure in order to mitigate further impacts to the guiderail and complete the closure as the guiderails were replaced after the original proposal from McIntosh Perry was submitted to Council. I provided two contacts to McIntosh Perry, from the Ministry of Transportation, who are familiar with the situation so that they can directly discuss the project.

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Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer

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United Townships of Head, Clara & Maria Council
Report to Council

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Monday, July 10, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/08/26/1002- 2024 Staff Training									

Subject: Clerk's Report on 2024 Staff Training

Recommendation: That Council receive this report as information, to be considered at budget deliberations.

Background/Executive Summary:

Council passed By-Law 2022-27 being a by-law to Codify Human Resources on November 2nd, 2022 which includes the provision that the Municipal Administrator will provide Council with a report by July 31st of any given year that outlines:

All Mandatory professional development required to be budgeted for in the next fiscal year;

All professional development identified as necessary during the performance evaluation process that will need to be part of the Officer and Employee Professional Development Plan for the next fiscal year including expected outcomes (i.e. improved performance, increased knowledge etc.);

A proposal for any additional professional development which must include:

- The nature of the professional development and how the investment will benefit the individual and the Township;
- Measurable expected outcomes;
- Timeframe for completion (can be multi-year); and
- Cost

Planned internal development opportunities:

- Mentoring/Coaching
- Knowledge sharing
- Special or temporary work assignments
- Cross training

How the Officer and Employee Professional Development Plan fits within the Township's Succession Plan.

Mandatory training for municipal staff consists of Accessibility Training and annual training for the Disposal Site Attendant as a requirement of the Environmental Compliance Approval (ECA), issued by the Ministry of Environment. The ECA does not specify what type of training is required as long as it pertains to the operations and/or management of waste disposal sites.

All other training would be considered professional development, though not mandated.

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The Public Works and Landfill Attendant will need to complete Transportation of Dangerous Goods Training as a requirement to sign off on the manifests that are provided during the Municipal Hazardous Waste Day. Any person that ships, handles, or transports dangerous goods by ground must be adequately trained and hold a valid certificate. It will benefit the individual and municipality through increased knowledge of safe operations when handling household hazardous waste. Measurable expected outcomes will be an increased knowledge of handling hazardous waste (measured through certification) as well as zero hazardous waste related incidents at the landfill sites. The timeframe for completion is one day and may require travel outside of the municipality. The cost of the training is approximately \$100.

Landfill Operations Training would also be beneficial to the Public Works and Landfill Attendant in order to gain a better understanding of a variety of items including Landfill development and design; short and long-term planning; landfill operations; site management and control; leachate and landfill gas; closed landfill management; landfill safety; prohibited and hazardous waste materials management. Though training was completed while transitioning employees, a lot of the training received would have been on internal operations and procedures with less focus on higher-level mandates, regulations, best practises etc. Because this training is not currently publicly available, the cost of the program is unknown. If Landfill Operations training becomes available in 2023, Staff will attempt to have it completed as the budget will allow for it. Otherwise, Staff will try to schedule some form of Landfill Operations Training in 2024.

Internal training for the Public Works and Landfill Attendant will also occur with other members of staff throughout various departments, but in particular, Public Works as it is an added component of the position that was created through the succession planning process. Internal training will continue with modules offered through Safety Care. The training for the Public Works and Landfill Attendant fits into the municipality's succession planning as the employee is new in his position of replacing the former attendant who is now retired. Succession planning for the position has been completed and the new hire needs to begin education and training in the field now that internal cross training has finished.

The Public Works Leader has expressed interest in Project Management Training, however, it will depend on availability and location of training/courses. To date, staff have not been able to find either online training, or a course within a reasonable travel distance, however, we are hoping that more dates will become available in 2024. Project Management Training will benefit the employee and the municipality by providing the employee with a better understanding of how to manage larger projects. We are looking for training that will provide education in completing large projects on time and on budget. If a suitable Project Management Course does not become available, Staff will research different courses that are applicable to the position and that will be of benefit to the municipality. The Public Works Leader will also receive Accessibility and Emergency Management Training as well as any appropriate training that becomes available on the Safety Hub platform.

The Administrative Assistant is interested in registering for the Municipal Accounting & Finance Program in 2024. The cost of the program is \$770 plus tax and is completed online. The Municipal Accounting and Finance Program (MAFP) provides foundational knowledge regarding how municipalities generate revenue, and how they plan, manage, and report their finances. The program introduces the legal requirements as well as accounting and finance concepts on a basic level. The investment will benefit the municipality by staff members gaining a better understanding of managing finances. Measurable expected outcomes include certification in Municipal Accounting and Finance. The timeframe for completion is two semesters (approximately six months over a one-year period). The Administrative Assistant will also complete internal training including Emergency Management Training, Accessibility Training and other workplace related training as it becomes available on the Safety Hub platform.

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The Office Assistant will complete internal training which includes Emergency Management, Accessibility Training and other workplace Health and Safety training that is available on the Safety Hub Platform. Other internal training will include cross training on the tax system including entering payments and issuing receipts and training on Municipal Connect to view property information and mapping.

The Hall Caretaker will complete Accessibility and Emergency Management Training as well as WHIMIS. The Hall Caretaker will also complete any appropriate training that is available on the Safety Hub Platform.

The Municipal Finance Officer's Association of Ontario offers a Municipal Finance 101 Course via e-learning which covers a wide variety of municipal finance fundamentals including legislation, budget overview, long-term financial planning, operating and capital budgets, asset management, reserves and reserve funds and more. The Clerk-Treasurer was planning to register for the training in 2024, however, the program is being offered at a reduced price this fall, so registration has been already been completed. The cost of the program is typically \$659 plus tax, but was purchased at the reduced price of \$300 plus tax. Participants have up to 60 days to complete the twelve required modules. The measurable expected outcome is a certificate of completion for which a passing grade of at least 80% is required. Training for the Clerk-Treasurer in 2024 will depend on course availability but may include the Municipal Clerks Institute offered through AMCTO. It is an education program that covers topics such as governance, information management, Council relations, communications, meeting management, customer service, bylaws, policies, municipal law and more. Program fees are \$1,075 plus HST. The program is offered online over four full days. A certificate of completion is issued upon written submission of an essay and complete attendance over the four days.

Other internal training that would be completed consists of Accessibility and Emergency Management Training along with training that becomes available on the Safety Hub platform.

There may be variations in the proposed training outlined above for all staff positions; based on availability, cost and platform of training in 2024.

Financial/Budget Impacts:

\$3000 is typically included in the annual budget for staff training and education. The known training costs outlined in the report above totals approximately \$1,845, leaving \$1,155 remaining for the Public Works Leader and Public Works and Landfill Attendant training for which costs are unknown at this time. If additional training becomes available in 2024 that is outside of the approved budget, staff would create a Report to Council requesting to attend if the training was deemed to be beneficial to both staff and the municipality.

Others Consulted:

All members of staff.

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk

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United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Tuesday, July 18, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/08/26/1003- Workplace Satisfaction Survey									

Subject: Annual Workplace Satisfaction Survey

Recommendation: That Council receive this report as information and consider the feedback gathered as a result of the survey.

Background/Executive Summary:

Council passed By-Law 2022-27 being a by-law to Codify Human Resources on November 2nd, 2022 which includes a provision on employee engagement. From the policy:

"Key to a healthy and resilient workplace culture is having engaged employees. Engaged employees care about the work that they do, their workplace generally and the success of their employer. Most importantly, employees who feel engaged also feel that their efforts make a difference. Council is committed to a workplace where Officers and Employees are engaged.

On an annual basis, the Municipal Administrator will carry out a workplace satisfaction survey for all Officers and Employees to complete. The survey will provide feedback on how satisfied the Officers and Employees are with the workplace. The survey will be anonymous, and each Officer and Employee will be required to confirm that they did complete the survey. A report on the findings will be submitted to Council by August 31st of any given year. The report will contain at a minimum:

- The questions asked;
- The response summaries;
- Analysis of the results; and
- Recommendations for policy changes, if any.

Once per term of Council, the workplace satisfaction survey will be conducted by a qualified external party".

The survey was circulated to all permanent staff and the results have been enclosed. The survey provides valuable feedback; however, follow up to individual concerns cannot be completed as the survey is anonymous.

For example, two questions regarding salary received a lower score from one employee, but I am not able to follow up or review the particular salary details as the respondent is unknown.

Nevertheless, there is the potential that if the survey results were not anonymous, members of staff would not be comfortable in submitting honest responses. Anonymity may assist in gathering more accurate feedback.

Question 18, "I have the tools and resources I need to best perform my duties", will receive follow up through future staff meetings to identify any gaps in resources that members of staff require to best complete their job, provided that it is realistic and feasible.

Overall consideration of all feedback will be given to maintain a healthy workplace as well as to improve on ensuring all staff feel that they are satisfied with the extent to which their talents are being utilized, that they are encouraged to take initiative and find improvements in their work, and that they are comfortable sharing their professional opinions at work.

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One specific request identified through the survey and mentioned in the office, is to have a toilet installed at the landfill sites, specifically Bissett Creek. I inquired with Cambium to see if there were restrictions on having an outhouse installed at the site and Cambium responded with the following information:

"There are no restrictions on providing toilet facilities at your landfills. A "Port-a-Potty" option is simpler and just a matter of contacting a supplier, when compared to an "outhouse" that may require MECP approval. It is also common to have an office/shelter for attendants as well. There is a small chance that the MECP would want the additional structure recognized on the ECA but it is not typical".

Financial Impacts:

The monthly cost of a portable toilet is \$220 which includes service that consists of emptying the tank, cleaning the structure and refilling the paper products.

The cost to purchase a portable toilet is approximately \$1,465 plus HST.

Options:

Direct Staff to rent a portable toilet for Bissett Creek Waste Disposal Site;

Direct Staff to purchase a portable toilet Bissett Creek Waste Disposal Site;

Defer the purchase or lease of a portable toilet to the 2024 Budget; or

Direct Staff not to proceed with the purchase or lease of a portable toilet at Bissett Creek Waste Disposal Site.

Enclosed:

Workplace Satisfaction Survey Results

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk

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

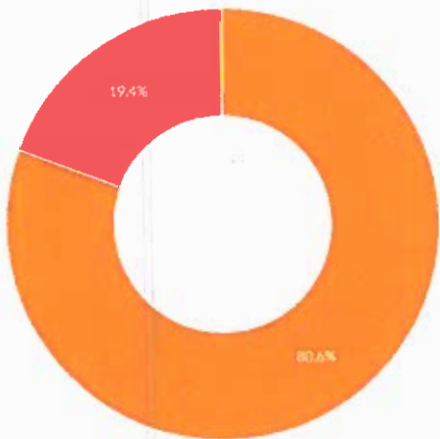
HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q1

I see a clear link between my work and the mission and goals of the company.

Rating



Choice
1 - Very Disagreeable
2 - Disagreeable
3 - Somewhat Disagreeable
4 - Somewhat Agreeable
5 - Agreeable
6 - Very Agreeable

Rating	Total
0	0
0	0
0	0
0	0
25	5
6	1

Unanswered
0

Answered
6

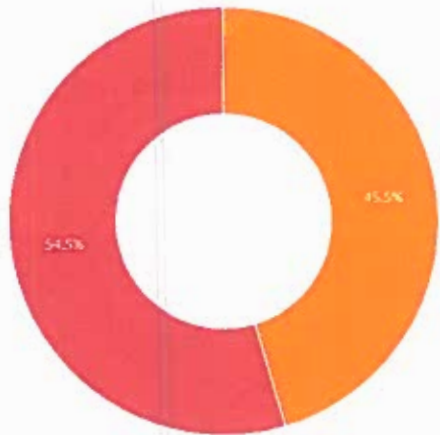
Average Rating
5 - Agreeable

See all answers >

Q2

I am inspired by the team to do my best work.

Rating



Choice
1 - Very Disagreeable
2 - Disagreeable
3 - Somewhat Disagreeable
4 - Somewhat Agreeable
5 - Agreeable
6 - Very Agreeable

Rating	Total
0	0
0	0
0	0
0	0
15	3
18	3

Unanswered
0

Answered
6

Average Rating
6 - Very Agreeable

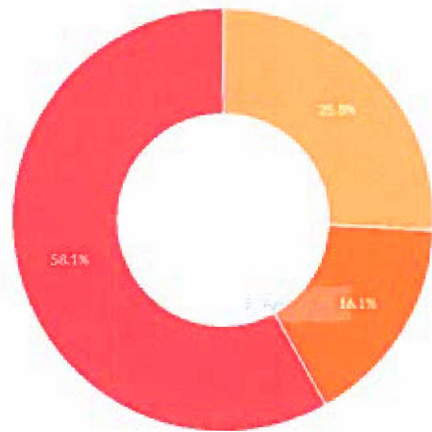
See all answers >

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q3

I have a good understanding of the processes and structures at the company.

Rating



Choice

- 1 - Very Disagreeable
- 2 - Disagreeable
- 3 - Somewhat Disagreeable
- 4 - Somewhat Agreeable
- 5 - Agreeable
- 6 - Very Agreeable

Rating

Total

0	0
0	0
0	0
8	2
5	1
18	3

Unanswered

0

Answered

6

Average Rating

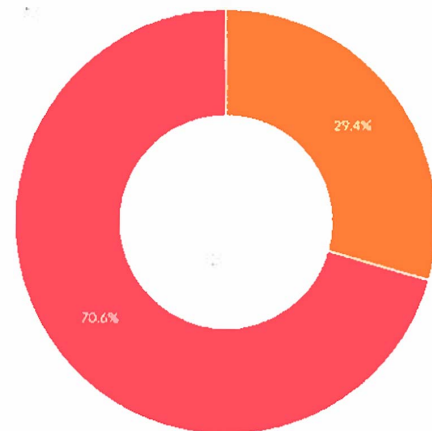
5 - Agreeable

[See all answers >](#)

Q4

I am proud to be a member of the team

Rating



Choice

- 1 - Very Disagreeable
- 2 - Disagreeable
- 3 - Somewhat Disagreeable
- 4 - Somewhat Agreeable
- 5 - Agreeable
- 6 - Very Agreeable

Rating

Total

0	0
0	0
0	0
0	0
10	2
24	4

Unanswered

0

Answered

6

Average Rating

6 - Very Agreeable

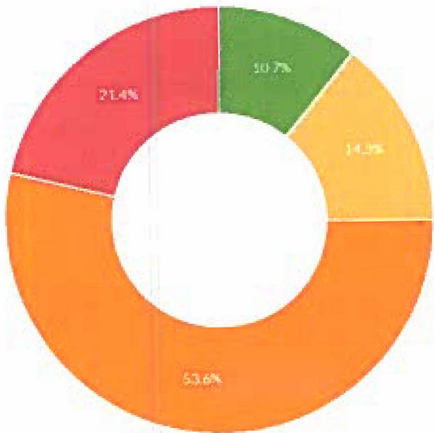
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q5

I am paid fairly for the work I do.

Rating



- Choice
- 1 - Very Disagreeable
 - 2 - Disagreeable
 - 3 - Somewhat Disagreeable
 - 4 - Somewhat Agreeable
 - 5 - Agreeable
 - 6 - Very Agreeable

Rating	Total
0	0
0	0
3	1
4	1
15	3
6	1

Unanswered
0

Answered
6

Average Rating
5 - Agreeable

[See all answers >](#)

Q6

My salary is competitive with similar jobs I might find elsewhere.

Rating



- Choice
- 1 - Very Disagreeable
 - 2 - Disagreeable
 - 3 - Somewhat Disagreeable
 - 4 - Somewhat Agreeable
 - 5 - Agreeable
 - 6 - Very Agreeable

Rating	Total
0	0
0	0
3	1
8	2
5	1
12	2

Unanswered
0

Answered
6

Average Rating
5 - Agreeable

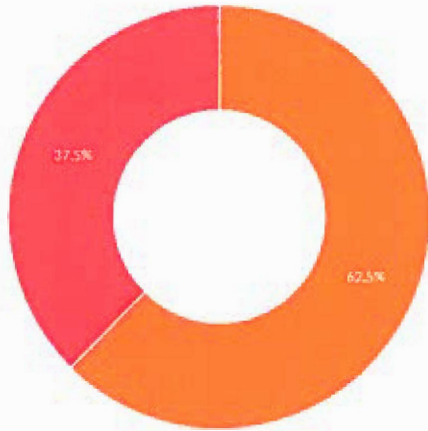
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q7

I understand my benefits package (if applicable).

Rating



Choice

- 1 - Very Disagreeable
- 2 - Disagreeable
- 3 - Somewhat Disagreeable
- 4 - Somewhat Agreeable
- 5 - Agreeable
- 6 - Very Agreeable

Rating

Total

0	0
0	0
0	0
0	0
20	4
12	2

Unanswered

0

Answered

6

Average Rating

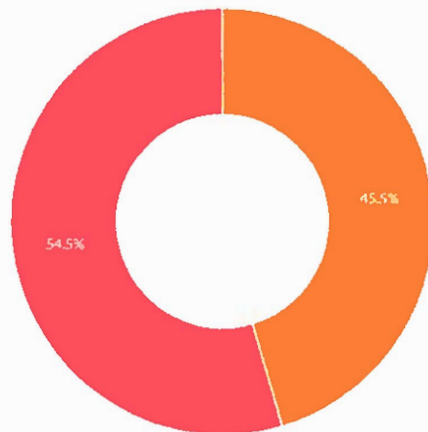
5 - Agreeable

[See all answers >](#)

Q8

I am satisfied with my benefits package (if applicable).

Rating



Choice

- 1 - Very Disagreeable
- 2 - Disagreeable
- 3 - Somewhat Disagreeable
- 4 - Somewhat Agreeable
- 5 - Agreeable
- 6 - Very Agreeable

Rating

Total

0	0
0	0
0	0
0	0
15	3
18	3

Unanswered

0

Answered

6

Average Rating

6 - Very Agreeable

[See all answers >](#)

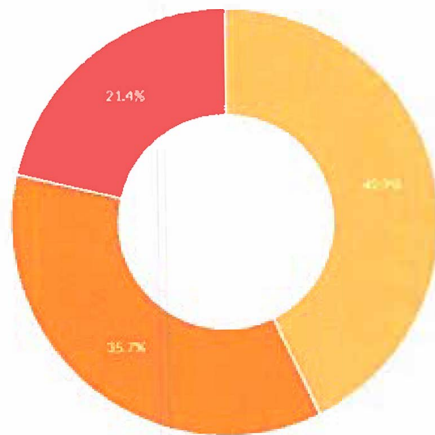
Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q9

My contributions to the company are valued and appreciated.

Rating

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	12	3
5 - Agreeable	10	2
6 - Very Agreeable	6	1

Unanswered
0

Answered
6

Average Rating
5 - Agreeable

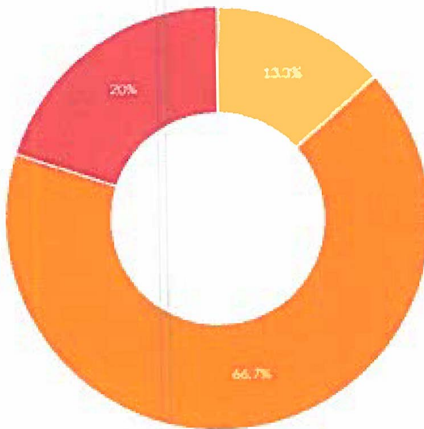
[See all answers >](#)

Q10

I am given regular and actionable feedback to help improve my performance.

Rating

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	4	1
5 - Agreeable	20	4
6 - Very Agreeable	6	1

Unanswered
0

Answered
6

Average Rating
5 - Agreeable

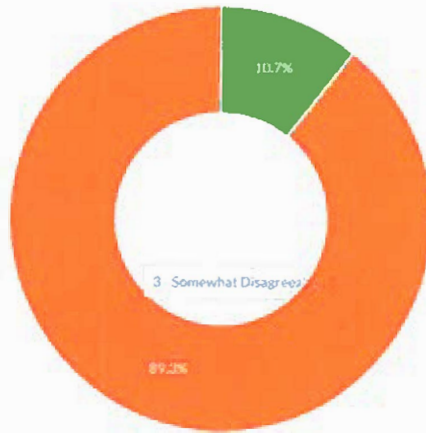
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q11

I am satisfied with the extent to which my talents and expertise are being utilized.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	3	1
4 - Somewhat Agreeable	0	0
5 - Agreeable	25	5
6 - Very Agreeable	0	0

Unanswered
0

Answered
6

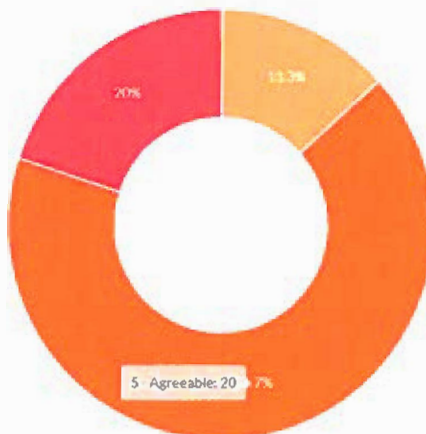
Average Rating
5 - Agreeable

[See all answers >](#)

Q12

The organization pays attention to my professional growth.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	4	1
5 - Agreeable	20	4
6 - Very Agreeable	6	1

Unanswered
0

Answered
6

Average Rating
5 - Agreeable

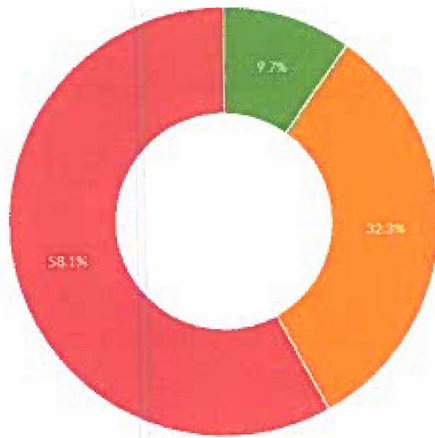
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q13

I feel encouraged to take initiative and find better ways to do things.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	3	1
4 - Somewhat Agreeable	0	0
5 - Agreeable	10	2
6 - Very Agreeable	18	3

Unanswered
0

Answered
6

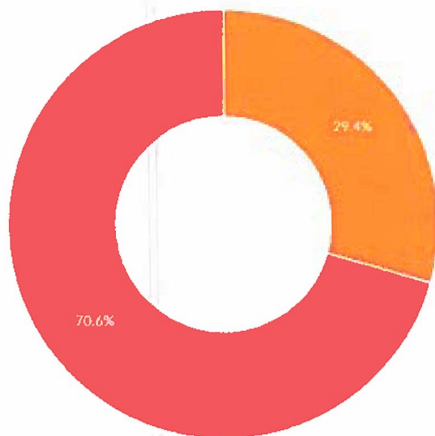
Average Rating
5 - Agreeable

[See all answers >](#)

Q14

I have a good working relationship with my co-workers.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	0	0
5 - Agreeable	10	2
6 - Very Agreeable	24	4

Unanswered
0

Answered
6

Average Rating
6 - Very Agreeable

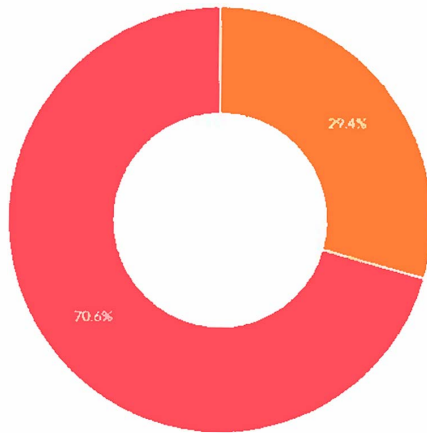
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q15

Employees treat each other with respect.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	0	0
5 - Agreeable	10	2
6 - Very Agreeable	24	4

Unanswered
0

Answered
6

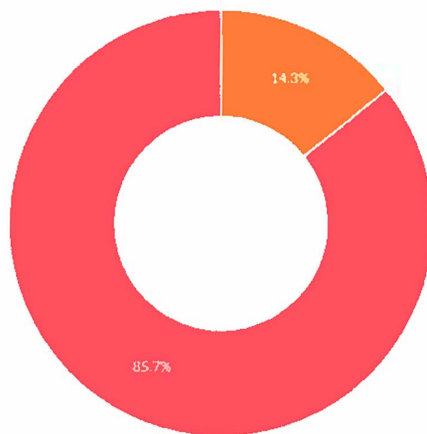
Average Rating
6 - Very Agreeable

[See all answers >](#)

Q16

My manager treats me with respect and values my contributions.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	0	0
5 - Agreeable	5	1
6 - Very Agreeable	30	5

Unanswered
0

Answered
6

Average Rating
6 - Very Agreeable

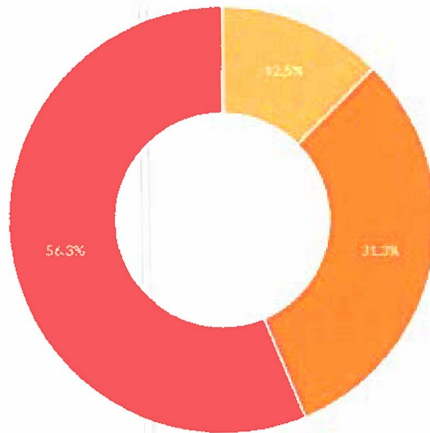
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q17

Employees are held accountable to reasonable goals and standards.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	4	1
5 - Agreeable	10	2
6 - Very Agreeable	18	3

Unanswered
0

Answered
6

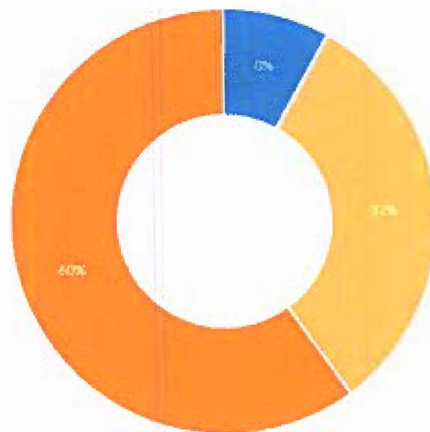
Average Rating
5 - Agreeable

[See all answers >](#)

Q18

I have the tools and resources I need to best perform my duties.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	2	1
3 - Somewhat Disagreeable	0	0
4 - Somewhat Agreeable	8	2
5 - Agreeable	15	3
6 - Very Agreeable	0	0

Unanswered
0

Answered
6

Average Rating
4 - Somewhat Agreeable

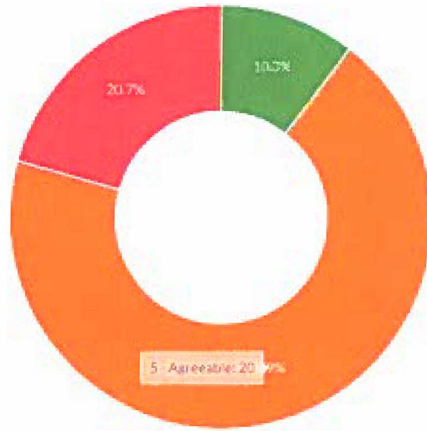
[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q19

I feel comfortable sharing my professional opinions at work.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	3	1
4 - Somewhat Agreeable	0	0
5 - Agreeable	20	4
6 - Very Agreeable	6	1

Unanswered
0

Answered
6

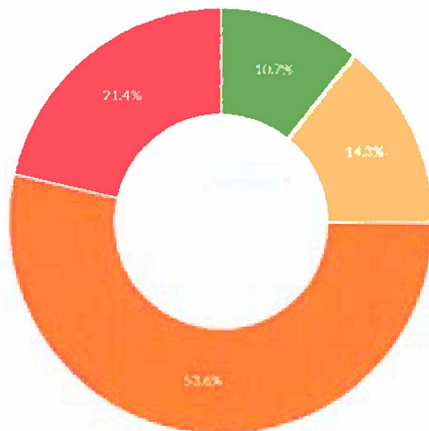
Average Rating
5 - Agreeable

[See all answers >](#)

Q20

My work is challenging, stimulating and rewarding.

Rating



Choice	Rating	Total
1 - Very Disagreeable	0	0
2 - Disagreeable	0	0
3 - Somewhat Disagreeable	3	1
4 - Somewhat Agreeable	4	1
5 - Agreeable	15	3
6 - Very Agreeable	6	1

Unanswered
0

Answered
6

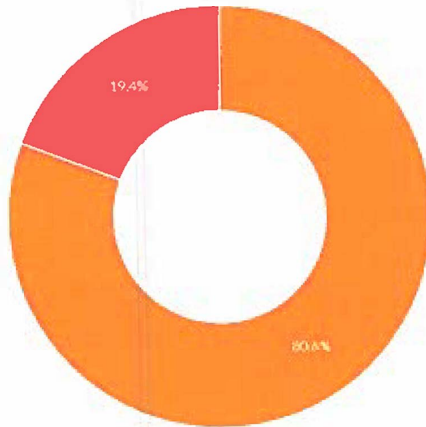
Average Rating
5 - Agreeable

[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q21

I feel determined to do my best work every day.
Rating



Choice

- 1 - Very Disagreeable
- 2 - Disagreeable
- 3 - Somewhat Disagreeable
- 4 - Somewhat Agreeable
- 5 - Agreeable
- 6 - Very Agreeable

Rating

Total

0	0
0	0
0	0
0	0
25	5
6	1

Unanswered
0

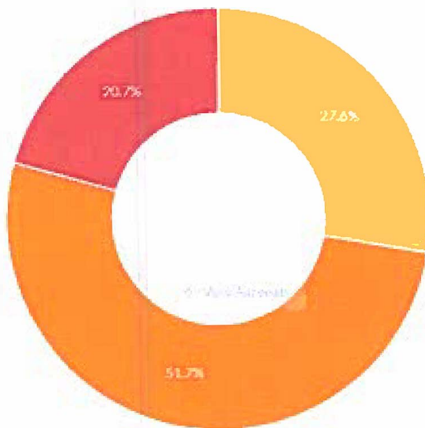
Answered
6

Average Rating
5 - Agreeable

[See all answers >](#)

Q22

The pace of work at the company enables me to perform to the best of my abilities.
Rating



Choice

- 1 - Very Disagreeable
- 2 - Disagreeable
- 3 - Somewhat Disagreeable
- 4 - Somewhat Agreeable
- 5 - Agreeable
- 6 - Very Agreeable

Rating

Total

0	0
0	0
0	0
8	2
15	3
6	1

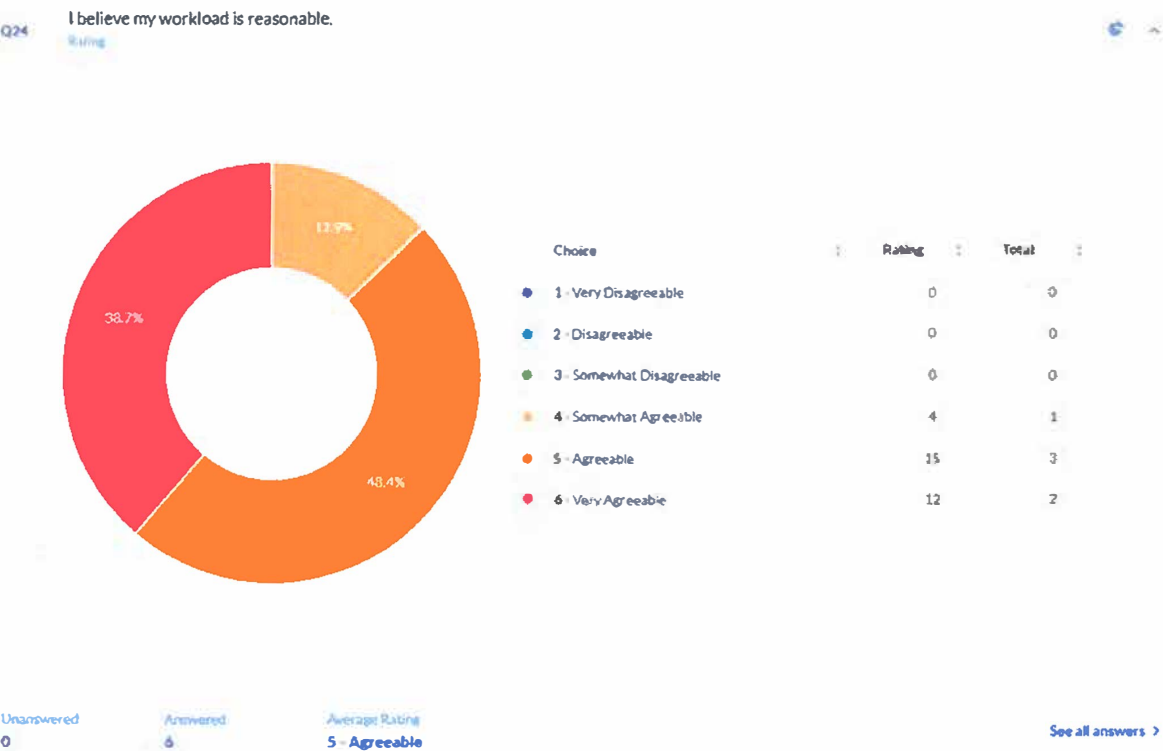
Unanswered
0

Answered
6

Average Rating
5 - Agreeable

[See all answers >](#)

Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023



Head, Clara and Maria Workplace Satisfaction Survey Results - August 2023

Q25

Please list any other comments in regards to the workplace (i.e. what is working well, what is not etc.).

Filter

Date

Jul 6

Jul 6

Jul 6

Answers

Working here has been overall very enjoyable. I would love the opportunity to participate in more training, workshops, courses, certifications or webinars.

Would like a toilet at the landfill sites.

I'm very fortunate that the management agrees to my flexible work schedule

Unanswered

3

Answered

3

[See all answers >](#)

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Wednesday, August 9, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/08/26/1101- Section 357 Property Tax Applications									

Subject: Section 357 Property Tax Applications

Recommendation: That Council authorize the Treasurer, through Section 357 of the Municipal Act, 2001 to process the reduction and refund of property taxes for the years 2021-2023.

Resolution:

WHEREAS the Treasurer has received two applications under Section 357 of the Municipal Act, 2001 for the reduction and refund of property tax;

AND WHEREAS the recommendations from MPAC include reductions in assessed values to better reflect the current property values;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct the Treasurer to process a refund of taxes in the amount of \$311.51 for 2021-2022 and \$476.17 for 2023.

Background/Executive Summary:

Section 357 (1) of the Municipal Act, 2001 states upon application to the treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce, or refund all or part of taxes levied on land in the year in respect of which the application is made if

- (a) as a result of a change event, as defined in clause (a) of the definition of "change event" in subsection 34 (2.2) of the Assessment Act, during the taxation year, the property or portion of the property is eligible to be reclassified in a different class of real property, as defined in regulations made under that Act, and that class has a lower tax ratio for the taxation year than the class the property or portion of the property is in before the change event, and no supplementary assessment is made in respect of the change event under subsection 34 (2) of the Assessment Act;

Staff received two Section 357 applications for two different properties under the category of "Demolition/Razed by Fire" to change assessed value to better reflect its current condition and true value. MPAC reviewed the applications and recommended a reduction in assessed value effective January 1, 2021 for the first application and an effective date of March 16th, 2023 for the second application. A letter was mailed to the property owners, advising that their application would be presented for Council approval on August 26th and invited them to attend if they wished to speak regarding their application.

Financial Considerations/Budget Impact:

The refund of taxes for 2021-2023 are as follows:

Application One:

2021				2022				2023			
	Billed	Reduction			Billed	Reduction			Billed	Reduction	
			Difference				Difference				Difference
Upper Tier	\$ 330.06	\$ 49.88	\$ 280.17	\$ 335.83	\$ 50.76	\$ 285.07		\$ 344.52	\$ 52.07	\$ 292.45	
Lower Tier	\$ 183.65	\$ 27.76	\$ 155.89	\$ 183.33	\$ 27.71	\$ 155.62		\$ 183.33	\$ 27.71	\$ 155.62	
Education	\$ 134.64	\$ 20.35	\$ 114.29	\$ 134.64	\$ 20.35	\$ 114.29		\$ 134.64	\$ 20.35	\$ 114.29	
			\$ 550.36			\$ 554.98				\$ 562.36	

Application Two:

2023				
	Billed	Reduction	Difference	Pro-Rated Amount
Upper Tier	\$ 1,667.79	\$ 912.20	\$ 755.60	\$ 602.41
Lower Tier	\$ 887.46	\$ 485.40	\$ 402.07	\$ 320.55
Education	\$ 651.78	\$ 356.49	\$ 295.29	\$ 235.42

Options:

Direct Staff to process the reduction and refund of property taxes of \$311.51 for 2021-2022 and \$476.17 for 2023.

Do not approve the request to process the reduction and refund of taxes. Within 35 days after Council makes its decision, an applicant may appeal the decision of Council to the Assessment Review Board by filing a notice of appeal with the registrar of the board (Section 357(7)).

If Council fails to make its decision by September 30th of the year following the year in respect of which the application is made, an applicant may appeal to the Assessment Review Board by October 21st of the year by filing a notice of appeal with the registrar of the board and the appeal shall be a new hearing (Section 357 (8)).

Others Consulted:

Municipal Property Assessment Corporation

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision								
Meeting Date	Saturday, August 26, 2023				Report Date	Wednesday, July 19, 2023		
Decision Required	X	Yes		No	Priority	X	High	Low
Direction	X	Information Only			Type of Meeting	X	Open	Closed
Report #23/08/26/1201- Strategic Action Plan								

Subject: Strategic Action Plan

Recommendation: That Council provide direction to Staff on completing the Action Plan in order to finalize the Strategic Plan.

Background/Executive Summary:

At the regular meeting of January 2023, Council was provided with a Strategic Planning Package for information which included a Report to Council, the draft Strategic Planning Questionnaire, a Strategic Plan Template, the 2019-2022 Strategic Plan SWOT Analysis and Public Feedback information. At the February meeting, Council directed Staff to distribute the Strategic Planning Survey and scheduled a public meeting for June 17th, 2023 to accept feedback.

At the regular meeting of June 15th, 2023, Council was presented with a summary of the public feedback received from the online survey and via hard copy.

At the special meeting of June 17th, Council hosted a public open house to gather public feedback on the Strategic Plan. Three members of the public were in attendance and provided input. Council was also presented with a summary of Strategic Planning feedback from Staff, based on the same questions answered by the public, however segregated from the public responses. Staff has valuable input, but wanted to leave the results separate from that of the public input as to not have a perceived influence on the process.

After the special meeting, notice was provided in the summer newsletter and via the community contact list that the deadline to accept public feedback had been extended to August 10th. As a result, Council received two additional pieces of feedback, which have been incorporated into the enclosed working document.

Council's next step is to create an Action Plan within the Strategic Plan considering all of the public input that has been received. A draft Action Plan has been included in the working document based on vital focus areas and actionable feedback received, however it can be modified. Some aspects of the Plan contain specific actions, whereas other areas are broader in order to allow further decisions to be made on requested actions over the course of Council's term. Council received a large number of specific insights and requests through the public consultation process for which further research and time will be required in order to decide if, and how, to proceed.

Key Changes:

A working document has been created that includes all aspects of the Strategic Plan, including the SWOT Analysis, all public feedback and the Action Plan; this was previously known as the plan. Staff believe that, although important, as it encompasses all the required information, it is a bulky document. A newly designed consolidated plan that provides a condensed version of Council's priorities and Action Plan has been created and enclosed. It is a succinct document for the public to review without the extensive background and public input information.

Staff recommends changing the date of the plan to encompass 2023-2027 instead of 2022-2026 to better reflect the timeline of the plan.

The proposed Plan for 2023-2027 has been created by using many of the same desired outcomes and focus areas of the previous plan as they are continuing priorities. All of the contents of the proposed Plan can be modified. The previous plan included five desired outcomes which included:

Fiscal Responsibility;

Quality, Sustainable, Reliable Infrastructure;

Community Engagement, Collaboration and Participation;
Safe and Healthy Community; and
Economic Growth and Prosperity.

The proposed plan has consolidated the previous Community Engagement, Collaboration and Participation with Safe and Healthy Community as one outcome and a new outcome of Effective Governance and Service Delivery has been created.

The enclosed Draft Strategic Plan Working Document contains a summary of all public feedback received, including the online survey, hard copies of surveys, email submissions and the public consultation meeting.

Once Council provides direction to Staff on completing the Action Plan and therefore finalizing the Strategic Plan, the document will be updated and brought back to Council for final approval in September 2023.

Once Strategic Plan is adopted, Council and Staff should continue to reference the Plan throughout Council's terms in order to support Council's decision making for future initiatives, projects and plans and to help guide municipal staff, stakeholders and the community as a whole.

Financial Considerations/Budget Impact:

The Strategic Plan will likely provide actions and create projects that may have financial impacts, however it is unknown until the Plan is finalized.

Enclosures:

Draft Strategic Plan Working Document

Draft Consolidated Strategic Plan

Feedback Received as a Result of Deadline Extension: Letter from Mr. Antler and Survey Results from Mr. Gibson

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk

The United Townships of Head, Clara and Maria

Draft Strategic Plan – Working Document
2023-2027



August 26, 2023

Introduction

Strategic planning is a process that is used to set priorities, allocate resources, strengthen operations and ensures Council, Staff and other stakeholders are working toward common goals.

The United Townships of Head, Clara and Maria's 2023-2027 Strategic Plan is focused on determining Council's priorities and implementing a plan to reach its goals and objectives. This plan builds on the work of previous councils while realizing new priorities and ideas. The Strategic Plan will be a guide to achieving our priorities over the next four years and will allow us to focus on measurable goals according to available budgets and resources. Council and Staff will review the plan annually, and adjustments may be made according to new opportunities and/ or changing circumstances.

The Strategic Planning process allowed Council, Staff, residents and stakeholders to identify five Desired Outcomes and corresponding Action Plans to achieve those outcomes. Input was sought through surveys emailed to the community contact list, through an online survey, and a Strategic Planning Open House.

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

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

Core Principles/ Values

- Commitment to efficient and effective municipal services
- Strong sense of community with strong volunteer base
- Open, Transparent, Accountable
- Integrity
- Fiscal responsibility
- Respect and equality

SWOT Analysis

A SWOT analysis is a strategic planning technique used to identify an organization's Strengths, Weaknesses, Opportunities and Threats. It helps develop a better understanding of all factors involved in decision making. In order to determine the direction of the organization, it is necessary to understand its current position and the possible avenues through which it can pursue a particular course of action.

Strengths and Weaknesses refer to internal factors, which are resources and experience available to the organization. Opportunities and Threats refer to external influences that affect the organization.

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Small population – good volunteer base • Strong staff • Sense of community • Simple lifestyle • Cooperation within community • Good roads, waste sites • Safe, clean community • Communication with ratepayers • Pipeline assessment • Natural environment • Lower cost of housing/taxes • Few restrictive local by-laws (noise, property standards, animal) • Financial strength • Good quality of life • Recreational opportunities • Updated infrastructure 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Small population • Low tax base, fear of tax increases • Succession planning – few staff, absences are noticed immediately • Lack of citizen engagement – small pool of people for council, library board, etc. • Ability to quickly react to changes in legislation & regulations • Aging population • Transportation • Emergency response times • Geography/size • Lack of commercial assessment • Connectivity • Lack of services (fire) • Lack of local employment opportunities • Declining volunteer base
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Potential for growth • Recreation • Graphite mine • Funding/grants • Tourism • Retirees • Solar • Joint Council projects • County resources and assistance • Future use of rail line • Education on emergency management • Home-based business 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Cuts in PILs • Increasing legislation and regulations, reporting requirements • Lifespan of landfill • Aging and declining population • Transportation requirements for residents • Access to reliable internet • Limited number of employers

Public Feedback

Vision for HCM:

- Where others would consider living; either full time or with a camp/recreational building
- Increase in young people living here
- Goals that promote development and welcome new residents to the area
- School buses running to Mattawa and Deep River
- Youth being employed in the municipality by existing and new businesses
- The northern playground of Renfrew County
- More docks on the river

- Continued open and transparent communication with all its residents via present means
- Similar to what it looks like now
- More residential development
- Proud and happy community with events and healthy volunteer base
- A place to enjoy the outdoors; inviting out of town public to enjoy what we have
- Similar to current state with small improvements to bulletin boards, playground, boat launches and washrooms

What does HCM do well, and should continue:

- Has kept expenditures within reasonable limits
- Continue to work with snowmobile club and campgrounds
- Water access locations and parks are in good repair; confident it will remain that way
- Easy access to river for boating and fishing
- Access to snowmobile and ATV trails
- Excellent job of communicating with taxpayers
- Library and boat ramps are well run and maintained
- Friendly municipal staff
- Well run recycling and landfill
- Reserves were always kept up
- People are friendly
- The atmosphere is clean, fresh and natural
- Paucity of rights infringing by-laws
- Maintaining roads and disposal sites

Areas for improvement:

- Community services and recreational activities
- Continue to hold public information sessions with opportunity for public input whenever possible
- Having two landfills is an enormous waste of money and staffing; look at alternating dump sites on a monthly basis
- Fire Service/Department and Emergency Services
- A complete resource center to deal with questions regarding municipal, then county, and then Provincial legislation requirements
- Reach out with a "Can I Help?"; follow up with a phone call or a personal visit
- Become more pro-active in helping develop private lands for residential occupation
- Promoting awareness to seasonal visitors, including hunters, to respect privately marked property
- Roads – gravel
- Further boat launch improvements, improvements to Mackey Park, Town Hall beautification
- Algonquin Trail
- Keep all municipal roads open and passable
- Mailbox areas (mailboxes and flyer boards under one roof)

Top Priorities:

- Activities for general public to meet others in HCM
- High-speed internet
- Assist development of property to generate tax revenue
- Review and find fire service solution
- Landfills, boat launches, land development
- Ask and follow up with "Can I Help?"
- Algonquin Trail infrastructure

- Bear proof garbage cans at the end of bush roads
- Municipally run seasonal food trucks at key locations clearly marked off the Highway; creates jobs and revenue to be directed to municipality
- Roads -summer and winter
- Asset Management
- Mackey Park improvements
- Kitchen and bar improvements
- More service to existing households
- Promote area as tourist attraction
- Maintain service and staffing levels.
- Vary office hours of operation to provide more access to rate payers.
- Joint work and job descriptions of outside workers to reduce vehicle trips.

Words to describe HCM to others:

- Peaceful, quiet and relatively inexpensive place to live
- Natural, quiet, accessible, friendly and caring
- Quiet, peaceful, wilderness, room to roam
- Freedom, low taxes, supportive
- Crown land, natural beauty, ATV playground
- Quiet, isolated, hidden gem
- Friendly, toy heaven, beautiful, best kept secret, cheap taxes
- Unknown area, people have no idea what its like here, quiet, god's country
- Pristine, nature abundance, quiet, friendly people
- Well run, friendly, low cost of living

Assets:

- Geographic location between Algonquin Park and the Ottawa River
- Wilderness
- Easy and reliable access to Council members
- Reasonable property taxes
- Helpful and friendly administrative staff
- Land, Crown Land
- The people
- Natural beauty
- ATV playground
- Town Hall, Boat launches and parks
- Crown land trails
- Ottawa River
- Freedom
- Good municipal hall, roads and disposal sites
- Low taxes

Liabilities:

- Provincial edits that are not realistic for small community
- Forced amalgamation with neighbouring communities
- Staff that do not reside in municipality
- Limited internet service
- No fire services
- The County and Province
- Small tax base from locals but large area to maintain
- Highway 17 and no infrastructure for emergency or police coverage

- Additional funding from present federal government
- People, location
- Landfill sites
- Possibility that new residents might bring city lifestyle and ideas
- Aging volunteers
- None that matter to most

Best way to inform residents and landowners:

- Newsletters – need to expand on “Can I Help” Section and report positive or negative outcomes with resource plan to follow.
- Information bulletins in mail boxes
- Email
- Social media
- North Renfrew Times
- More emphasis on electronic communication
- Website
- Text
- Highway signs to advertise major events

What would you like to see in HCM:

- Increase in HCM supported access to Ottawa River where possible (e.g. Harvey Creek Road Boudreau Road or others in west end of township)
- Support for seniors living alone and needing assistance with day to day chores
- List of retired professional and others that would be available for consultation and resource information
- Local ATV club and not RCATV
- Expanding Mackey dock; mini marina where proposed food trucks can be based.
- Power and designated parking lot at Mackey Park
- Fire prevention and response
- Standing welcoming committee to travel to new resident homes and provide information and welcoming to the community.
- School bus transportation from Bissett Creek and Deux Rivieres to Mattawa
- Host meeting to determine who is interested in severing land in the municipality and assisting with any impediments to development

Desired Outcomes

Desired outcomes are the goals and priorities identified during the Strategic Planning process. It is what Council and Staff will work on achieving over the next four years.

Desired Outcomes	Focus Areas	Action Plan
Fiscal Responsibility	<ul style="list-style-type: none"> • Shared Services • Prudent Spending • Grant Funding • Policy Development 	<ul style="list-style-type: none"> • Review opportunities for cost saving • Seek shared services • Annual review of departmental spending • Available grants • Update Asset Management Plan • Maintain service levels into the future • Develop Reserve Fund Policy • Develop Long-Term Capital Plan
Quality and Sustainable Infrastructure	<ul style="list-style-type: none"> • Municipal Parks and Boat Launches • Municipal Roads • Landfill Sites 	<ul style="list-style-type: none"> • Maintain and improve assets, contributing to long-term sustainability • Ensure new construction provides accessible and sustainable services while accommodating growth • Invest in energy saving initiatives that support sustainability • Continuous update of Asset Management Plan
Safe, Healthy and Connected Community	<ul style="list-style-type: none"> • Volunteerism • Committees • Emergency Management • Auto-extrication • Street lights 	<ul style="list-style-type: none"> • Finalize Community Safety and Well-Being Plan • Auto-extrication • Support Recreation Advisory Committee • Physician Recruitment • Website Improvements • Communication Improvements
Economic Growth and Prosperity	<ul style="list-style-type: none"> • Home Based Business • Industry 	<ul style="list-style-type: none"> • Access to improved internet • Support industry growth
Effective Governance and Service Delivery	<ul style="list-style-type: none"> • Leadership • Modernization • Continuous Improvement 	<ul style="list-style-type: none"> • Accountable and transparent practices • Complete digital records management system • Improve municipal signage • Modern marketing of municipality

Review

The Strategic Plan will be reviewed, and updated if required, annually. Council and Staff will also review and track progress on the implementation of the action plan. As information and circumstances change with time, the Desired Outcomes, Focus Areas and Action Plans may be altered to reflect those changes.

Closing

Council and Staff of the United Townships of Head, Clara and Maria would like to thank everyone who submitted feedback and involved themselves in the Strategic Planning Process. We look forward to working together, and with our community, in realizing Council's priorities and action plan over the next four years.

CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA



2022-2026

STRATEGIC PLAN



THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

MISSION

AT YOUR SERVICE; WORKING EFFECTIVELY TO BRING TOGETHER PEOPLE, PARTNERSHIPS AND POTENTIAL FOR A STRONG, CONNECTED COMMUNITY.

VISION

PROVIDING A HEALTHY, CONNECTED, AND SUSTAINABLE COMMUNITY TEEMING WITH POSSIBILITIES FOR OUR CITIZENS NOW AND INTO THE FUTURE.

CORE VALUES

- The United Townships of Head, Clara and Maria strives to be an organization known for providing excellent municipal governance and public relations. To provide excellent service delivery, we promote a high standard of integrity, professionalism and ethical behaviour. The following Core Values guide how Council and Staff serve the community.

TRANSPARENCY

As an organization, we demonstrate open communication and transparency both internally and externally.

ACCOUNTABILITY

We are accountable for our decisions and our actions, we continuously build trust with our community.

CUSTOMER SERVICE

We strive to provide a positive experience for everyone we interact with. We consistently meet or exceed our customer expectations. We welcome and encourage the opinions and expertise of our residents, businesses and community partners.

INTEGRITY

Integrity is vital to good governance. By upholding the highest ethical standards, Staff and Council conserve and enhance public confidence in the honesty, fairness and impartiality of the Municipality.

SUSTAINABILITY

Commitment to efficient and effective municipal services that will be sustainable for future generations.

RESPECT AND EQUALITY

We treat others with respect and show consideration for each other. We are an accessible community inclusive of all people and honour and celebrate our diversity.





FISCAL RESPONSIBILITY

We will work to ensure value and affordability for taxpayers, adequately fund municipal services and infrastructure and build upon our existing financial health.



PRUDENT SPENDING

- Support the services our community needs while keeping tax increases low.
- Annual review of departmental spending to ensure it aligns with Council's priorities and determine if there is opportunities for cost-savings.

SHARED SERVICES

- Continue to look for opportunities for shared services to reduce redundancy and increase municipal capacity.
- Build strong relationships to secure successful shared services, where feasible.

GRANT FUNDING

- Continue to seek upper level government support for funding infrastructure improvements and social/recreational programming.

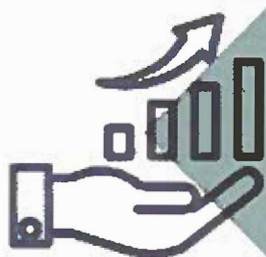
POLICY DEVELOPMENT

- Develop and implement a Reserve Fund Strategy.
- Develop a Long-Term Capital Plan.
- Continue to use Asset Management Plan as a planning tool in operating and long term budget creation.



ECONOMIC GROWTH AND PROSPERITY

We will leverage the Municipality's assets to encourage economy growth and prosperity while ensuring our residents and businesses have what they need to succeed and contribute to a resilient economy.

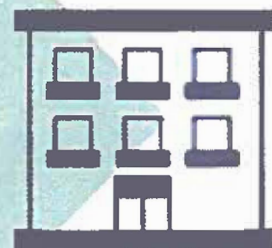


BUSINESS GROWTH

- Encourage zoning that supports business development while undertaking a comprehensive zoning by-law review.
- Encourage expansion of high-speed internet to support home based business and continuing education.
- Supporting business through fair user fee programs.

RESIDENTIAL DEVELOPMENT

- Complete Comprehensive Zoning By-law considering the needs of a growing and evolving community and to support attainable building.
- Encourage new residential construction; supporting applications for severance, access to private and unopened road allowances and requirements of outside agencies.



MARKETING

- Create a brand/ marketing strategy that brings increased awareness to the municipality, its facilities and the businesses within.
- Utilize the municipal website and social media to showcase municipal assets and businesses.



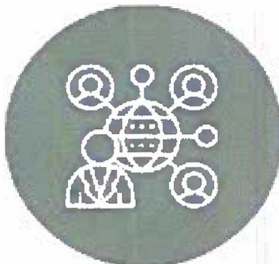
QUALITY AND SUSTAINABLE INFRASTRUCTURE

We will create goals and allocate resources to meet the infrastructure needs of the community including maintaining existing assets and planning for future infrastructure investments that may be required as the community grows and changes.



EXISTING INFRASTRUCTURE

- Embrace best practices in asset management to continuously maintain and improve municipal infrastructure assets contributing to long-term sustainability.
- Continue to review current levels of service, considering financial sustainability and the needs of the community, to ensure the level of service is adequate.



LONG-TERM PLANNING

- Ensure that new construction of infrastructure that meets regulatory requirements and positions the municipality to provide accessible and sustainable services while accommodating growth.
- Invest in energy initiatives that support the sustainability of the organization and the community.



ASSET MANAGEMENT PLAN

- Update the Asset Management Plan on a continuous basis to build awareness of current conditions and replacement costs.
- Continue to reference the Asset Management Plan to plan for short and long-term funding of the infrastructure needs of the community.
- Maintain compliance with provincial requirements for Asset Management Planning.



SAFE, HEALTHY AND CONNECTED COMMUNITY

We will provide services, programs and facilities, through direct service delivery and collaboration with others, that allow people and businesses to thrive.

SAFE

- Continue to work with partners to implement a Community Safety and Well-Being Plan.
- Engage the community to ensure a high level of safety through education, prevention, monitoring and reporting services.
- Continue to work towards securing an auto-extrication solution.
- Continue to practice compliance, and safe practices, of Emergency Management in order to increase community preparedness.

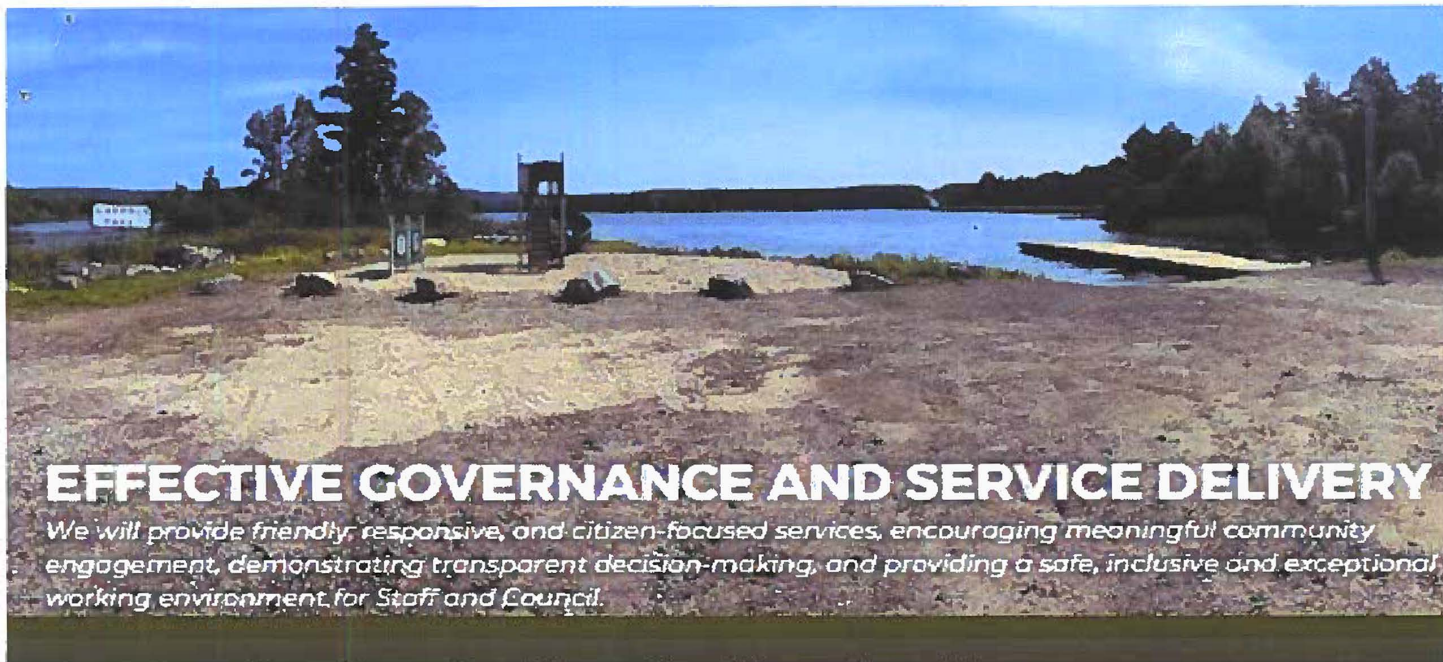
HEALTHY

- Continue to support community events in conjunction with the Recreation Advisory Committee.
- Endeavour to bring more health, social and recreational services into the community.
- Continue to support physician recruitment and other healthcare expansion services.

CONNECTED

- Increase effectiveness of the municipal website for communication purposes.
- Continue to explore new ways to increase distribution of municipal publications.
- Continue to support community events and volunteerism.
- Endeavour to bring more services and into the municipality.
- Lobby for better transportation services.





EFFECTIVE GOVERNANCE AND SERVICE DELIVERY

We will provide friendly, responsive, and citizen-focused services, encouraging meaningful community engagement, demonstrating transparent decision-making, and providing a safe, inclusive and exceptional working environment for Staff and Council.

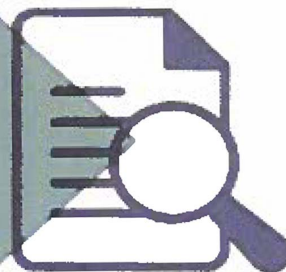


LEADERSHIP

- Provide efficient municipal governance and service delivery through accountable and transparent practices.
- Foster a healthy workplace that includes strong Council-Staff relationships.
- Continue to ensure service standard policies align with emerging community needs

MODERNIZATION

- Continue to modernize municipal processes and services.
- Continue to complete a digital records management strategy
- Complete a review and update of the municipal website to increase user efficiency.
- Establish a modern marketing for the municipality
- Improve municipal signage



COMMITMENT TO CONTINUOUS IMPROVEMENT

- Implement a continuous review program for existing processes and policies that incorporates public feedback.
- Enhance education and skills development of Staff and Council to support strengthened municipal service delivery
- Continue implementing recommendations to enhance provision of services presented in the Service Delivery Review.

Please note: There were issues with printing the PDF document as it was cutting off a portion of the responses. This document has been modified to include the entirety of the response.



The United Townships of Head, Clara and Maria 2022-2026 Strategic Planning Questionnaire

Council and Staff are seeking public input for the 2022-2026 Strategic Plan. *Strategic planning is a process that is used to set priorities, allocate resources, strengthen operations and ensures Council, Staff and other stakeholders are working toward common goals.* The questions below will help determine Council's priorities and implement a plan to reach our goals and objectives. Though these questions are general in nature, please keep different aspects of municipal operations in mind (Administration, Council, Roads, Waste Management, Parks and Recreation etc.)

1. What is your vision for the Municipality? If we were successful in achieving all of our goals, what would HCM look like to you?

HCM would look like it does now with small improvements to Municipal property such as bulletin boards, playgrounds, boat launches, washrooms etc

2. What are the things that you value most about the Municipality? What does HCM do well and should continue doing?

The most attractive thing to me is the paucity of rights infringing bylaws. HCM does a good job of maintaining our road network and our disposal sites

3. What are our areas for improvement? What are we not doing that we should be doing?

Make our mail box areas more attractive and serviceable with the mail boxes and notice boards under one large roof

4. What do you see as the top priorities for the Municipality in the next 2-3 years to ensure our success? If you were in charge, what are the first things you would do?

Maintain our service and staff levels. I would vary the office hours of operation to provide more access to ratepayers. I would also move toward more joint work and job descriptions for outside staff and try to reduce the vehicle trips to distant locations

5. List 3-5 words you use to describe HCM to other people.

Well run, freindly, and low cost of living here.

6. List the municipalities greatest:

Assets:

Freedom, good Municipal hall, good roads and disposal sites, low taxes

Liabilities:

None that matter to most.



The United Townships of Head, Clara and Maria 2022-2026 Strategic Planning Questionnaire

7. What is the best way to inform residents and landowners about community news (programs, services, events etc.)? How can we reach all residents and landowners?

Email and good, well maintained notice boards. Perhaps even highway signs advertising events like July 1st celebrations

8. What would you like to see in HCM that is currently not available, but could be feasibly and realistically added?

A standing welcoming committee that would travel to new residents homes to provide data and create a positive welcome to new residents

9. If you were given \$100, what percent would you allocate to each of the following:

Administration	Does not work
Roads	Does not work
Waste Management	Does not work
Building, Planning and Zoning	Does not work
Emergency Management	Does not work
Parks and Recreation Economic Development	Does not work
Fire Prevention and Safety	Does not work

10. Are you

<input checked="" type="checkbox"/>	a permanent resident/ landowner
<input type="checkbox"/>	a seasonal resident/ landowner
<input type="checkbox"/>	a seasonal visitor
<input type="checkbox"/>	an interested friend/ neighbour of HCM

If you would like to provide your name and contact information, please do so, however it is not required:

Jim Gibson

Name

Contact Information

Please note: Council strives to consider all constructive feedback from the public. Inappropriate, foul and offensive submissions will not be included for review in determining strategic priorities for Council's term.

Strategic Plan

Doug Antler

Sun 2023-08-06 10:17 AM

To: HCM Clerk-Treasurer <crystal@headclaramaria.ca>

Two things if I didn't include them in the first submission:

1/ School Transportation: There needs to be a common sense approach to transporting school children to MATTAWA / DEEP RIVER SCHOOLS. Right now everyone has to go East to Deep River, where Mattawa is considerably shorter from Deux Rivieres and almost the same for Bissett.

2/ Development... H.C.&M. hold a meeting and ask "Who wants to sever or has land available to sever, and how can Head, Clara & Maria / Renfrew County help with any impediments that might apply to said lands. "Can I help" applies to this situation?

Every week and daily we read and see news where housing is a shortage, and everyone passes the buck as to why it isn't happening or happening so slowly it does nothing for the shortages.

In Deux |Rivieres alone there are at least 3 known landowners who would like to sever and create new residential building lots, but holdbacks include MNRF designations and Highway 17 to name just two that have little or no valid reasoning.

Sincerely, Doug & Sandra Antler

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision								
Meeting Date	Saturday, August 26, 2023				Report Date	Tuesday, July 18, 2023		
Decision Required	X	Yes		No	Priority	X	High	Low
Direction	X	Information Only			Type of Meeting	X	Open	Closed
Report #23/08/26/1202 – Building Permit Fee Schedule Amendment								

Subject: Approval of an Increase in the Building Permit Fee Schedule

Recommendation:

That Council pass the following resolution to adopt By-law #2023-16 being a by-law respecting construction, demolition, change of use permits and inspections and to update the permit fee schedule contained therein.

Resolution:

WHEREAS Council was presented with a proposed updated building permit fee schedule;
AND WHEREAS the requirements set out under the Ontario Building Code Act to implement a change in the building fee schedule have been met, including public consultation;
AND WHEREAS Council deems it prudent to review and update the existing Building By-law #2007-06;
THEREFORE BE IT RESOLVED THAT By-law #2023-16 being a by-law respecting construction, demolition and change of use permits and inspections be read a first, second and third time passed.

Background:

At its regular meeting of May 18th, 2023 Council received Report #23/05/18/1302 regarding a proposed increase to the fees in the building permit by-law. Council passed Resolution No.: 23/05/18/003 directing staff to proceed with starting the process of increasing building permit fees, with the fee schedule that was presented. One component of the process to increase building permit fees is to complete public consultation, as a requirement of the Ontario Building Code Act (OBCA), which took place at the regular meeting of Council on June 15th, 2023. Robert Labre, Chief Building Official, attended the meeting to answer any questions that Council and/or the public had regarding the proposed increase in building permit fees.

Another component of the process to increase building permit fees is that the Municipality has to make the following information available to the public:

an estimate of the costs of administering and enforcing the Act by the principal authority,
the amount of the fee or of the change to the existing fee, and
the rationale for imposing or changing the fee.

This was completed through the document titled "Information Supporting the Proposed Increases in Building Permit Fees" which was included in the Council package of June 15th as well as advertised on the municipal website and circulated via the community email list.

One member of the public attended the Public Consultation meeting on June 15th, and expressed support of the increase. No other members of the public submitted input on the proposed increase to the building permit fees.

A draft revised Building By-law has been enclosed for Council's review in order to update the current by-law, which was last revised in 2007 (excluding previous revisions to Schedule A).

Financial Considerations/Budget Impact:

If Council proceeds with implementing an increase in building permit fees, there will be an increase in the base level of revenues received by the municipality and will help move the municipality towards a 50% cost recovery rate in providing building permit and inspection services.

Enclosures:

By-law #2023-16 Building By-law – DRAFT
Updated Building Permit Fee Schedule

Others Consulted:

Robert Labre, Chief Building Official

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk



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

BY-LAW NUMBER 2023-16

Building By-law

BEING a by-law respecting Construction, Demolition and Change of Use Permits and Inspections.

WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections;

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

1. SHORT TITLE

1.1 This by-law may be cited as the Building By-law.

2. DEFINITIONS

2.1 In this by-law:

“Act” means the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended;

“architect” means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the Building Code;

“as constructed plans” means as constructed plans as defined in the Building Code;

“building” means a building as defined in Section 1(1) of the Act;

“Building Code” means the regulations made under Section 34 of the Act;

“change of use permit” means a permit issued under Section 10(1) of the Act;

“Chief Building Official” or “CBO” means the Chief Building Official appointed by Council under Section 3(2) of the Act;

“complete application” means an application that meets the minimum requirements set out in the Building Code and the requirements of this by-law;

“conditional permit” means a building permit issued by the Chief Building Official under Section 8(3) of the Act;

“construct” means construct as defined in Section 1(1) of the Act;

“Corporation” means The Corporation of the United Townships of Head, Clara & Maria;

“demolish” means to remove, or cause to be removed, a building or any material part thereof as defined in Section 1(1) of the Act;

“fixture” means receptacle, plumbing appliance, apparatus or other device that discharges sewage or clear water waste, and includes floor drains;

“permit” means written permission or authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a building or part of a building or to occupy a building or part thereof as regulated by the Act and the Building Code;

“plumbing” means plumbing as defined in Section 1 (1) of the Act;

“plumbing system” means a “plumbing system” as defined in Section 1.4.1.2 of the Building Code;

“professional engineer” means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the Building Code;

“regulations” means the Building Code and any changes made to the Building Code under the Act;

“sewage system” means a sewage system as defined in Section 1.4.1.2 of the Building Code.

2.2 Terms not defined in this by-law shall have the meaning ascribed to them in the *Building Code Act* or the Building Code.

3. CLASSES OF PERMITS

3.1 Classes of permits with respect to the construction, demolition or change of use of a building shall be as set out in Schedule “A” to this by-law and includes the following:

3.1.1. Building Permit

This permit is required under Section 8(1) of the Act and may include plumbing, heating, ventilation and air conditioning systems, sewage systems, farm buildings and designated structures as set out under the Building Code.

3.1.2. Demolition Permit

This permit is required under Section 8(1) of the Act.

3.1.3. Change of Use Permit

This permit is required under Section 10(1) of the Act when a change in use of a building or parts thereof will result in an increase in hazard as determined under the Building Code even though no construction is proposed.

3.1.4. Conditional Permit

This permit may be issued by the Chief Building Official in accordance with Subsection 8(3) of the Act to authorize any stage of construction, even though all of the requirements under Subsection 8(2) of the Act have not been met.

3.1.5. Occupancy Permit

This permit is required under Division C, Subsection 1.3.3.3 of the Building Code where all or part of a building will be occupied.

- 3.2 Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be given for the entire building or project.
- 3.3 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

4. REQUIREMENTS FOR APPLICATIONS

4.1 General Requirements for Permit Applications

- 4.1.1 To obtain a permit, the owner, or an agent authorized in writing by the owner, shall file with the Chief Building Official:
- i. an application in writing by completing the prescribed form titled "Application for a Permit to Construct or Demolish;
 - ii. the accompanied fees as set out in "Schedule A" to this by-law; and
 - iii. complete plans specifications, documents or other information as required in this by-law.
- 4.1.2 All applications for a permit shall not constitute an acceptance of the application by the Chief Building Official until pre-screening has been completed as determined by the Chief Building Official.
- 4.1.3 The Chief Building Official may allow for electronic submissions of completed application forms and other related documents.
- 4.1.4 To be considered a complete application, every permit application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the Building Code, where those agencies issue approval documents and the law applied to the construction or demolition being proposed.
- 4.1.5 An application for a permit may be refused by the Chief Building Official where it is deemed not to be a completed application.

4.2 Application to Construct

- 4.2.1 In addition to the general requirements above, for every application made for a permit to construct under Subsection 8(1) of the Act, the owner shall file the following information:
- i. Detailed description of the work, use and occupancy to be covered by the permit for which the application is made;
 - ii. The lands on which the work is to be done, by a description that will readily identify and locate the site on which the construction is to occur;
 - iii. Complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in Schedule "C" to this by-law;
 - iv. The names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, sewage system installer and/or contactors;

- v. A signed acknowledgment of the owner on a form prescribed by the Chief Building Official, that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building, if required;
- vi. The registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act; the registration number of the sewage system installer or the registration number of the HVAC installer, as required;
- vii. Estimated valuation of the proposed work including material and labour; and
- viii. Signature of the applicant who shall certify as to the truth of the contents of the application.

4.3 Application for Permit to Demolish

4.3.1 In addition to the requirements of subsection above, where an application is made for a permit to demolish, the owner shall file the following information:

- i. Identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application is being made and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- ii. Written proof satisfactory to the Chief Building Official that arrangements have been made with proper authorities for termination and capping of all water, sewer, gas, electric, telephone and other utilities and services;
- iii. Structural design characteristics of building;
- iv. The method and time schedule of the demolition; and
- v. Evidence satisfactory to the Chief Building Official that the building or structure subject to the application is not affected by the Ontario Heritage Act (Sections 30, 33, 34 or 42).

4.4 Application for a Change of Use Permit

4.4.1 In addition to the general requirements above, where an application is made for a change of use permit, the owner shall file the following information:

- i. A description of the building in which the occupancy is to be changed, that will readily identify and locate the building;
- ii. A detailed description of the current and proposed occupancies of the building, or part of a building, for which the application is made; and
- iii. Plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities, and details of the existing "sewage system" if any.

4.5 Application for a Conditional Permit

4.5.1 In addition to the general requirements above, every request for the issuance of a conditional permit in association with a pending application for a permit to construct shall include a statement describing the:

- i. Reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- ii. Necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- iii. Time in which plans and specifications of the complete building will be filed with the Chief Building Official.

4.6 Application for a Sewage System Permit

4.6.1 In addition to the applicable requirements above, every sewage system application shall:

- i. Use the provincial application form as detailed in Schedule "B" of this by-law;
- ii. Include complete plans and specifications, documents and other information as required under Article 2.4.1.1B of the Building Code and as described in this by-law;
- iii. Include the name, address, telephone number and licence number of the person installing the sewage system;
- iv. Include a site plan and specifications, drawn to scale and showing:
 - The true dimensions of the lot;
 - The location of all existing and proposed buildings and structures on the lot;
 - The proposed location, elevation and dimensions of the sewage system; and
 - Dimensions to the nearest wells, water courses (springs, rivers, lakes, ponds, streams or reservoirs) and other sewage systems;
- v. Be completed only by a master plumber or plumbing contractor, or by an individual who takes an affidavit that he or she will be personally making the installation in his or her own dwelling.

4.7 Where a proposed application does not contain enough information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law, the application will be considered to be incomplete and may not be accepted.

4.8 Where an application for a permit remains incomplete or inactive for six (6) months from the date the application was received, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.

5. REVISIONS TO A PERMIT

5.1 Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which

authorization under Section 9 of the Act is requested, the following information shall be provided:

- i. description of the proposed material, system or building design for which authorization under section 9 of the Act is requested;
- ii. any applicable provisions of the Building Code;
- iii. evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

6. PLANS AND SPECIFICATIONS

6.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform with the Act, the Regulations, the Building Code and any other applicable law.

6.2 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications required under this by-law. Any variance of this requirement should be documented in the file by the Chief Building Official.

6.3 All plans and drawings shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "C" to this by-law unless otherwise specified and noted by the Chief Building Official.

6.4 A site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the purposed work conforms to the Act, the Building Code, and any other applicable law. Site plan will include:

- lot size and dimensions of property;
- setbacks from existing and proposed buildings to property boundaries and to each other;
- existing and finished ground levels or grades; and
- existing rights-of-way, easements and municipal services.

6.5 Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the municipality and will be disposed or retained in accordance with relevant legislation.

7. FEES

7.1 The Chief Building Official shall determine the required fees calculated in accordance with Schedule "A" of this by-law.

7.2 No permit shall be issued until the fees have been paid in full by the applicant.

7.3 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all story's above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building.

7.4 Where the application is for a conditional permit, fees shall be paid for the complete project.

8. REFUND OF PERMIT FEES

8.1 In the case of withdrawal or abandonment of an application for a permit, abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building official shall, upon written request of the Owner or Applicant, determine the amount of paid permit fees that may be refunded, if any, in accordance with "Schedule A" to this by-law.

8.2 There shall be no refund of permit fees where a permit has been revoked, except where the permit was issued in error.

9. PERMIT REVOCATION, DEFERRAL OF REVOCATION OR TRANSFER

9.1 Revocation of Permit

9.1.1 Prior to revoking a permit under Clauses 8(10) (b) and (c) of the Act, the Chief Building Official shall give written notice of intention to revoke to the permit holder at his last known address and if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information may be disposed of.

9.2 Deferral of Revocation

9.2.1 On receipt of a notice of intention to revoke a permit, a permit holder may request in writing within thirty (30) days from the date thereof the Chief Building Official to defer the revocation of such permit.

9.2.1.1 A request for deferral shall set out the reasons why the permit should not be revoked and the date by which the work will commence or resume.

9.2.1.2 Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other applicable law which would have prevented the issuance of the original permit, the Chief Building Official may allow a deferral to a prescribed date, and shall notify the permit holder.

9.2.2 A request for deferral of revocation is subject to a fee in accordance with Schedule "A".

10. NOTICE REQUIREMENTS FOR INSPECTIONS

10.1 Every permit holder shall notify the Chief Building Official of each stage of construction for which notice is required under this by-law.

10.2 Notices for inspections respecting stages of construction required by the Building Code shall be given by the permit holder to the Chief Building Official at least two business days in advance of each stage of construction specified therein.

10.3 A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.

10.4 Upon receipt of proper notice, the Chief Building Official shall undertake a site inspection of the building to which the notice relates in accordance with the Building Code.

11. PRESCRIBED FORMS

11.1 Pursuant to Section 7(f) of the Act, the forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule "B" to this by-law.

12. SEVERABILITY

12.1 Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

13. CONTRAVENTION

13.1 Every person who contravenes any provision of this by-law is guilty of an offense and on conviction is liable to a fine as provided for in the Act.

14. REPEAL

14.1 By-law # 2007-06 and all predecessor by-laws are hereby repealed.

15. ENACTMENT

15.1 This by-law comes into full force and effect on the date of final passage at which time all by-laws and/or resolutions that are inconsistent with the provisions of this by-law and the same are hereby repealed or rescinded as it is necessary to give effect to the provisions of this by-law.

READ a first and second time this 26th day of August, 2023.

READ a third time and passed this day of

MAYOR

CLERK

SCHEDULE "A"

Schedule "A" to By-Law 2023-16 respecting

Class of Permits, Permit Fees, Septic System Fees and Refunds of said Fees

Class of Permit	Description	Fees
Residential	New Construction	0.70/ft ²
Residential	Additions, repairs, renovations or alterations	0.70/ft ²
Residential	Decks	\$30.00
Residential	Accessory Buildings - Sheds and Garages	0.45/ft ²
Residential	Wood Shed (Open on two sides or more, for firewood only)	\$30.00
Minor Alterations, Repairs or Renovations	Patch a roof, replace door, window etc.	\$30.00
Commercial/Industrial	New Construction	0.80/ft ²
Commercial/Industrial	Additions, repairs, renovations or alterations	0.80/ft ²
Commercial/Industrial	Accessory Buildings - Sheds and garages	0.80/ft ²
Woodstoves, Chimneys & Fireplaces	Any solid fuel burning appliance and chimney	WETT certification - home owner's responsibility
Demolition Permit		\$50.00
Roof Permit		\$30.00
Renewal of Lapsed Permit		\$50.00
Change in Use Permit		\$150.00
Deferral or Revocation of Permit		\$20.00
Septic System Fees	Class 1 (pit privy)	No fee
	Class 2 (grey water)	\$150.00
	Class 3 (cess pool)	\$150.00
	Class 4	\$300.00
Refunds	Status of Permit Application	Percent of Fees Eligible for Refund
	Application Filed. No processing or review of plans submitted.	80%
	Application Filed. Plans reviewed and permit issued.	60%
	Additional deduction for each field inspection performed.	10%
	Permits valued at less than \$20.00	0%
	Septic System Permit	0%

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Thursday, June 22, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/08/26/1501- Accessibility Plan									

Subject: Draft Multi-Year Accessibility Plan

Recommendation: That Council receive this report as information to correspond with the enclosed Draft Multi-Year Accessibility Plan and approve the Accessibility Survey to be distributed to the public to seek feedback.

Resolution:

WHEREAS Council received Report#23/08/26/1501 concerning the Draft Multi-Year Accessibility Plan;
AND WHEREAS Council deems it expedient to update the existing Plan and to incorporate a system of public feedback;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to publish the survey as presented;

AND FURTHER directs staff to schedule a portion of the regular meeting of September 21st for public consultation concerning the Accessibility Plan.

Background/Executive Summary:

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) became law on June 13th, 2005. Under this legislation, the Provincial Government developed mandatory accessibility standards that organizations must comply with in order to become more accessible. The provincial goal is to be fully accessible by 2025. All levels of government, private sectors and non-profits must comply with the legislation. The purpose of the AODA is to develop, implement and enforce accessibility standards so that all Ontarians will benefit from accessible programs, services and employment.

Ontario businesses must follow the Ontario Regulation 191: Integrated Accessibility Standards Regulation (IASR) to prevent and remove barriers for people with disabilities. In 2016, the five standards of the AODA were consolidated under the IASR. The five standards include:

Information and Communication;

Employment;

Transportation;

Design of Public Spaces; and

Customer Service.

The information and communications standard outlines the requirements for organizations to create, provide and receive information and communications that are accessible for people with disabilities. It requires that organizations must provide accessible formats and communication supports to customers and employees with disabilities. It must be provided in a timely manner and cannot cost more than the regular cost of the original format. If it is not technically possible to convert information into an accessible format, the organization must explain why and provide a summary of the information. The standard also applies to customer feedback systems. By January 1, 2021, all internet, websites and web content must comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. These guidelines make websites more accessible for people with disabilities. People must be able to navigate websites using technologies that make browsing possible without certain actions, such as looking at the screen or clicking a mouse. These technologies include speech recognition software, screen reader software, and screen magnification software.

The employment standard requires that employers must make their workplace and employment practices accessible to current and potential employees with disabilities. The standard requires organizations to make accessibility a normal part of the recruitment process and that notification of available accommodations be

advertised. If a selected applicant makes an accommodation request, the standard states that you must consult with the applicant. If an offer of employment is made, you must notify the successful applicant of the workplace's policies for accommodating employees with disabilities. Employers must also ensure that their career development processes are accessible. Employers need to ensure the safety of employees with disabilities by providing them with individualized emergency response information if necessary.

The transportation standard determines the requirements for transportation service providers particularly features and equipment on vehicles, routes and services offered must be accessible to people with disabilities. This standard does not apply to the municipality as transportation services are not provided.

The design of public spaces standard outlines the need for newly constructed or redeveloped public spaces to be accessible for people with disabilities. The standard applies only to new construction and major alterations to existing structural features and includes recreation trails, beach access routes, outdoor public eating area, outdoor play spaces, outdoor paths of travel, accessible parking and service related elements like counters.

The customer service standard outlines requirements for removing barriers so that people with disabilities can access goods, services and facilities. The purpose of the standard is for service providers to recognize and understand the needs of the person with disabilities and meet them accordingly. The standard also sets the requirements for specific communication training.

Each of the five IASR standards have their own specific requirements, however there are also general requirements that apply to all of the standards including training, implementing an Accessibility Policy and Accessibility Plan.

An Accessibility Policy guides an organization's practices for providing goods, services and facilities that are accessible to people with disabilities. Council adopted By-law 2023-13 to adopt an updated Accessibility Policy on June 15, 2023.

An Accessibility Plan works in conjunction with the Accessibility Policy. As a designated public sector organization, the municipality must develop a multi-year accessibility plan; which is intended to help organizations meet their policy commitments under the AODA and improve overall accessibility. The regulation requires that a plan must outline what steps an organization will take to prevent and remove barriers to employment; that organizations must publish annual status reports and review and update their plans at least once every five years.

The existing Accessibility Plan for the municipality is dated 2003. There is also a multi-year work plan that outlines actions to be taken to meet the IASR that was created in 2013. A draft Multi-Year Accessibility Plan has been enclosed for Council's review as a starting point, however it is recommended that public consultation take place, encouraging those with disabilities to participate as they are often most knowledgeable about removing the barriers that affect them. The draft plan can be modified to include or exclude any information that Council wishes. The law is flexible in that it does not regulate what is required in the Plan, therefore Council can develop the Plan to best suit the municipality. Council can also determine if a review of barriers to accessibility should be completed. A review of potential barriers is completed within the municipal office and community centre during an election year (municipal and provincial) to ensure that the facility is fully accessible to hold elections. When reviewing barriers for the 2022 municipal election, it was identified that repairs were required to the automatic door openers, which was completed prior to the elections being held. A review of other facilities, including public spaces, is not completed on a regular basis, and may be beneficial in being completed in conjunction with the Plan update.

Staff have enclosed a Draft Survey to solicit public feedback concerning updates to the Accessibility Plan and recommend that it be advertised immediately. It is proposed that the results be accepted until September 14th to be included in a Report to Council for the regular meeting of September 21st, at which time a portion of the meeting can be scheduled for public consultation to accept feedback about the Accessibility Plan. All of the feedback received, along with Council input and revisions would be presented at the October regular meeting of Council for final approval.

Financial Considerations/Budget Impact:

There are no large financial considerations or budget impact at this time. The process of completing an accessibility review may determine opportunities for improvements that may be budgeted over the span of Council's term.

Options:

Council may choose to extend the time for accepting public feedback concerning the Accessibility Plan, and therefore extend the final Plan approval timeline.

Enclosures:

Multi-Year Accessibility Plan – Draft
Accessibility Survey

Others Consulted:

AODO Training Course
Ontario.ca
University of Winnipeg (online)

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk

CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



MULTI-YEAR ACCESSIBILITY PLAN 2023-2027

Corporation of the United Townships of Head, Clara and Maria
15 Township Hall Road, Stonecliffe ON K0J 2K0
613-586-2526
clerk@headclaramaria.ca

Introduction

The United Townships of Head, Clara and Maria (the “Municipality”) is pleased to present its 2023-2027 Multi-Year Accessibility Plan. This plan was developed in consultation with persons with disabilities and was made available on the Municipality’s website for public comment. The 2023-2027 Multi-Year Accessibility Plan supports and strengthens the Municipality’s commitment to the identification, removal and prevention of barriers to ensure that people of all ages and abilities enjoy the same opportunities as they live, work and visit our community. The Plan was developed to align with the core principles of independence, dignity, integration and equality of opportunity in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and other applicable accessibility legislation.

Statement of Organizational Commitment

The United Townships of Head, Clara and Mana is committed to ensuring equal access and participation for people with disabilities and are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. The Municipality believes in integration, is committed to meeting the needs of people with disabilities in a timely manner and will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

Governing Legislation

Ontarians with Disabilities Act, 2001 (ODA)

The Ontarians with Disabilities Act (ODA), was enacted in 2001 to improve opportunities and access for persons with disabilities. This Act applies to all provincial and municipal governments, school boards, colleges and universities, and hospitals.

Accessibility for Ontarians with Disabilities Act, S.O. 2005, C.11 (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005 and builds on the progress made under the ODA. The overall goal of the AODA is to provide for the development of minimum standards to achieve accessibility for Ontarians with disabilities by January 1, 2025.

Customer Service – Ontario Regulation 429/07

This standard was the first under the AODA to become law. It ensures that people with disabilities can receive goods and services in a manner that considers their disability. All municipal staff are trained on Accessible Customer Services when hired and will be trained again if major changes occur to the legislations that require additional training.

Integrated Accessibility Standards Regulation (IASR)

The Integrated Accessibility Standards Regulation (IASR), under the AODA, came into effect in 2011 and provides the standards that businesses and organizations in Ontario must follow to identify, remove and prevent barriers.

In addition to the general requirements, the IASR contains mandatory and enforceable standards in five key areas:

Information and Communications;

Employment;

Transportation;

Design of Public Spaces; and

Customer Service.

Ontario Human Rights Code

The Ontario Human Rights Code is foundational to accessibility and prohibits actions that discriminate against people based on a protected ground in a protected social area. Disability is one of the 14 protected grounds. Protected social areas are housing, contracts, employment, goods, services and facilities and memberships in unions, professional associations or other vocational associations.

The Ontario Building Code

The Ontario Building Code (OBC) regulates the minimum building standards for the construction of all new buildings and buildings that undergo an extensive renovation. The OBC includes requirements for minimum accessibility within buildings.

Barrier Identification

The intent of the Plan is to prevent, identify and remove barriers. A barrier is anything that prevents a person with a disability from fully participating in all aspects of society because of a disability. The traditional definition of a barrier has been expanded to include obstacles beyond physical boundaries. There are several categories of barriers to consider, such as:

Physical and Architectural Barriers: Features, buildings or spaces that restrict or impede physical access. For example, a doorway that is too narrow to accommodate entry by person in a motorized scooter.

Informational and Communication Barriers: Obstacles with processing, transmitting or interpreting information. For example, print on a brochure that is too small to read or documents not available in alternative formats.

Attitudinal Barriers: Prejudgments or assumptions that directly or indirectly discriminate. For example, avoiding a person with a disability in fear of saying the wrong word or offending them.

Technological Barriers: Occur when technology cannot or is not modified to support various assistive devices and/or software. For example, a website that does not provide for increased text size or contrast options.

Systemic Barriers: Barriers within an organization's policies, practices and procedures that do not consider accessibility. For example, listing a driver's license as an employment qualification for an office position may prohibit persons with visual impairments from applying.

Strategies and Actions

Customer Service

The United Townships of Head, Clara and Maria is committed to providing accessible customer service to people with disabilities. This means that we will provide goods, services and facilities to people with disabilities with the same high quality and timeliness as others.

Actions Taken:

- All employees have received training on Accessible Customer Service and documentation thereof has been maintained.
- Customer specific accommodations are made by municipal staff upon receiving requests.
- The Clerk conducts, reviews and plans for fully accessible municipal elections and provides a post-election accessibility report to Council and the public.

Actions Planned:

- Solicit feedback from the public, including specifically those with disabilities, in updating accessibility policies and plans.
- Complete training on the requirements on the IASR and the Ontario Human Rights Code as it pertains to persons with disabilities.
- Continue to provide customer specific accommodations upon receiving requests.
- Review the Municipality's Policy and Guidelines on Accessible Customer Service periodically during the term of this Plan.
- Create a process for receiving and responding to feedback in regards to accessibility.

Information and Communications

The United Townships of Head, Clara and Maria is committed to making our information and communications accessible to people with disabilities. The Municipality will, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner and at a cost that is no more than the regular cost charged to other persons.

Actions Taken:

- Advertising that accessible formats of information and communication are available upon request.

Actions Planned:

- Develop a mechanism for providing materials in an alternative format or with communication supports when requested.

- Have municipal staff that create documents complete training on creating accessible documents.
- Establish a process to ensure compliance with WCAG 2.0 Level AA for website content.
- Provide emergency procedures, plans or public safety information to the public in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Employment

The United Townships of Head, Clara and Maria is committed to fair and accessible employment practices and to ensuring that accessibility is included throughout the employment life cycle.

Actions Taken:

- Adoption of a procedure for accommodating workers with disabilities.
- Update of job postings and offers of employment to include notice regarding availability of accommodation for applicants with disabilities and policies regarding availability.

Actions Planned:

- Review the procedure for accommodating workers with disabilities.
- Continue to provide information on accommodation in the recruitment process on all job postings.
- Continue to ensure that employees' individualized emergency protocols and individualized accommodation plans are reviewed on a regular basis.

Transportation

The transportation standard is sector specific to public organizations that provide either specialized or conventional transit services, which does not apply to the United Townships of Head, Clara and Maria. In the event that the organization does provide transit services, the policy and this standard would require review.

Design of Public Spaces

The Design of Public Spaces Standard under the IASR requires the Municipality to ensure that newly constructed or significantly renovated public spaces are accessible. It focuses on removing barriers in areas not covered by the Ontario Building Code such as exterior paths of travel, on- and off-street parking, recreational trails, pedestrian crossings and service counters. The United Townships of Head, Clara and Maria will comply with accessibility legislation when building or making major changes to public spaces.

Actions Taken:

- Accessible parking has been designated at the municipal office and library entrances.

- Entrances to the municipal building, community centre, library and public washrooms are accessible.
- Accessible ramps were installed leading to the municipal offices.
- Washroom renovations were completed to meet Integrated Accessibility Standards.
- Fluorescent lighting has been upgraded to LED lighting in order to improve visibility in the Library and Community Centre.

Actions Planned:

- Continue to work on improving the accessibility of public spaces on an ongoing basis.
- Promote funding opportunities that support building owners and businesses to undertake accessibility upgrades.
- Review accessibility legislation and this Plan when creating new public spaces, making renovations to Municipal property and when designing and building new infrastructure and seek opportunities to enhance accessibility and remove barriers.

Feedback and Contact Information

The United Townships of Head, Clara and Maria encourages public feedback on the municipality's Accessibility Plan, Policy and programs, including suggestions of new initiatives and how we can improve our services.

Feedback can be provided by contacting the Clerk by telephone at 613-586-2526 or email at clerk@headclaramaria.ca.

Alternate formats of this document are available upon request.



United Townships of Head, Clara and Maria 2023 Accessibility Survey

Background Information

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) became law on June 13th, 2005. Under this legislation, the Provincial Government developed mandatory accessibility standards that organizations must comply with in order to become more accessible. The provincial goal is to be fully accessible by 2025. The purpose of the AODA is to develop, implement and enforce accessibility standards so that all Ontarian will benefit from accessible programs, services and employment.

This survey collects feedback on five specific types of barriers that could be faced by individuals; for each question, a definition of the barrier is provide.

By participating in this survey, you will assist the Municipality in creating an Accessibility Plan that will include strategies designed to remove barriers that people with disabilities may encounter when they are accessing goods and services from the Municipality. Please review the types of barriers from the list below before responding to the survey questions.

If you require the survey in an alternate format (hard copy, PDF version etc.), please feel free to email clerk@headclaramaria.ca or telephone 616-586-2526.

You can also provide your feedback via email, mail, telephone, in person, or by any other method accessible to you.

Attitudinal Barriers

Attitudinal barriers are often based on stereotypes or assumptions that limit opportunities or offend the dignity of people with disabilities. These may result in people with disabilities being treated differently than people without disabilities An example would be assuming that a person who has a speech impairment cannot understand you.

I am aware of attitudinal barriers at the Municipality:

Yes	No
<input type="radio"/>	<input type="radio"/>

I have experienced attitudinal barriers at the Municipality:

<input type="radio"/>	<input type="radio"/>
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I have additional comments or suggestions to share regarding attitudinal barriers at the United Townships of Head, Clara and Maria. Please comment below:

Architectural and Physical Barriers

Physical barriers prevent people from accessing your services. Examples would be a meeting room in which spaces between tables are too narrow for a resident in a wheelchair to navigate easily or inaccessible washrooms.

I am aware of physical or architectural barriers at the Municipality:

Yes	No
<input type="radio"/>	<input type="radio"/>

I have experienced architectural and physical barriers at the Municipality:

<input type="radio"/>	<input type="radio"/>
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United Townships of Head, Clara and Maria 2023 Accessibility Survey

I have additional comments or suggestions to share regarding architectural and physical barriers at the United Townships of Head, Clara and Maria. Please comment below:

Informational and Communications Barriers

These barriers arise when a person with a disability cannot easily receive and/or understand information that is available to others. An example would be providing documents with print that is too small to read.

	Yes	No
I am aware of information and/or communications barriers at the Municipality:	<input type="radio"/>	<input type="radio"/>

I have experienced informational and communications barriers at the Municipality:	<input type="radio"/>	<input type="radio"/>
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I have additional comments or suggestions to share regarding informational and communications related barriers at the United Townships of Head, Clara and Maria. Please comment below:

Technology Barriers

These barriers occur when technology or the way it is used does not meet the needs of people with disabilities. An example would be accepting only online job applications.

	Yes	No
I am aware of technological barriers that impact people with disabilities at the Municipality:	<input checked="" type="radio"/>	<input type="radio"/>

I have experienced technological barriers at the Municipality:	<input type="radio"/>	<input checked="" type="radio"/>
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I have additional comments or suggestions to share regarding technological related barriers at the United Townships of Head, Clara and Maria. Please comment below:



United Townships of Head, Clara and Maria 2023 Accessibility Survey

Systemic Barriers

These are aspects of policies, practices and procedures that result in people with disabilities being treated differently than others or sometimes excluded altogether. An example would be people with disabilities are excluded from events, or included as an after-thought when planning events.

I am aware of policies that create systemic barriers to goods and services at the Municipality:

Yes No
☐ ☐

I have experienced systemic barriers at the Municipality due to policies or procedures:

☐ ☐

I have additional comments or suggestions to share regarding systemic barriers at the United Townships of Head, Clara and Maria. Please comment below:

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Thursday, July 27, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/06/15/1501- Mandatory Consultation for Planning Applications									

Subject: Mandatory Consultation for Planning Applications

Recommendation: That Council pass the following resolution to adopt by-law 2023-17 being a by-law to impose mandatory consultation prior to submission of a planning application.

Resolution:

WHEREAS the Planning Act provides that Council, by by-law, may require applicants or municipalities to consult with the Municipality before submitting requests to amend the Zoning By-law, submitting requests for Site Plan Applications, or submitting requests Minor Variance Applications;

AND WHEREAS revisions to the Planning Act under Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022 requires the Municipality to revise the process to review planning applications to ensure timely decisions;

AND WHEREAS County of Renfrew Official Plan Amendment No. 35 (OPA 35) updated the policies regarding pre-consultation;

THEREFORE BE IT RESOLVED THAT By-law 2023-17 being a by-law to impose mandatory consultation prior to submission of a planning application be read a first, second and third time passed.

Background/Executive Summary:

Ontario's More Homes for Everyone Act, 2022 (Bill 109) was passed on April 14th, 2022 in response to the Ontario Housing Affordability Task Force Report, which provided 55 recommendations in support of building 1.5 million homes over the next 10 years.

Bill 109 provided amendments to the Planning Act, which includes provisions to Application Fee Refunds. If a municipality fails to meet statutory deadlines for decisions on Official Plan or Zoning By-law Amendments or Site Plan Applications, a graduated application fee refund will be granted, up to a 100% refund. These new refund requirements came into effect on January 1st, 2023. The table below summarizes the application refund schedule:

	No Refund	50% Refund	75% Refund	100% Refund
ZBA	Decision made within 90 days	Decision made within 91 and 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
OPA/ZBA	Decision made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
SP	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

In response to the changes implemented by Bill 109, the County of Renfrew proposed an amendment to the Official Plan to help differentiate between the general inquiry process and a new, pre-application review process, enhance the requirements for a complete application, add complete application requirements for Site

Plan Applications, and provides fee options for municipalities to consider when implementing a tariff or fee by-law. New policies were also added to enable municipalities to delegate the approval of minor zoning amendments.

The County of Renfrew Official Plan Amendment 35 has been approved; the appeal period passed and is therefore now in effect. Starting July 1st, 2023, the period in which penalties for refund of application fees for approvals that are not given in accordance with Planning Act time frames begins.

Enclosed is a draft by-law that the County of Renfrew has developed that would implement mandatory pre-consultation as contemplated by Official Plan Amendment 35. The County is requesting that the Municipality review the draft by-law in consideration of implementation. The purpose of requiring a complete application is to ensure that the approval authority has the necessary information to make informed decisions and/or comments on the applications and to initiate the time frames for processing applications under the Planning Act.

For Council's information, the County of Renfrew approved By-law 94-23, a Tariff of Fees By-Law for Applications Made in Respect of Planning Matters which includes significant updates to the fees related to Planning Matters and which came into effect on June 28th, 2023. A link to the by-law can be found here:

<https://www.countyofrenfrew.on.ca/en/county-government/resources/Documents/94-23-TariffFeesPlanning.pdf>.

Financial Considerations/Budget Impact:

Implementing a mandatory pre-consultation requirement will allow for review of the application and relevant studies to identify issues or policies affecting a proposed planning application, that without, could potentially make meeting the legislative deadlines unrealistic. If the Municipality and the County of Renfrew are not able to meet the legislative deadlines set out to make a decision, it will create negative financial impacts through the refund of application fees.

Enclosed:

Mandatory Pre-Consultation By-Law – DRAFT

Others Consulted:

Bruce Howarth, Manager of Planning – County of Renfrew

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

BY-LAW NUMBER 2023-17

Mandatory Pre-Consultation By-law

BEING a by-law to impose mandatory consultation ahead of submission of planning application.

WHEREAS the Planning Act provides that Council, by by-law, may require applicants or municipalities to consult with the Municipality before submitting requests to amend the Zoning By-law, submitting requests for Site Plan Applications, or submitting requests Minor Variance Applications;

AND WHEREAS revisions to the Planning Act under Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022 requires the Municipality to revise the process to review planning applications to ensure timely decisions;

AND WHEREAS County of Renfrew Official Plan Amendment No. 35 (OPA 35) updated the policies regarding pre-consultation;

NOW THEREFORE the Council of the United Townships of Head, Clara and Maria, in accordance with the provisions of the Planning Act, hereby enacts as follows:

1. **THAT** for the purposes of this By-law, “pre-consultation”, “pre-consult” “consult” or “consultation” shall mean formally providing a proposed development concept to the United Townships of Head, Clara and Maria ahead of submitting a planning application. Staff will review the proposal to determine potential application requirements and study requirements as per Section 17.17 of the County Official Plan in support of the submission of a complete application. United Townships of Head, Clara and Maria staff may also include other agencies as part of the consultation process with the applicant.
2. **THAT** applicants or municipalities be required to pre-consult with the County of Renfrew Planning Division before submitting requests to amend the County of Renfrew Official Plan. Pre-consultation for an Official Plan Amendment may include a “Stage 2” review of supporting information (which may include peer-review or agency sign-off) in accordance with the requirements of Section 17.17 of the County of Renfrew Official Plan. The Manager of Planning Services is hereby delegated the authority to determine the requirement for a Stage 2 pre-consultation review.
3. **THAT** applicants be required to pre-consult with the County of Renfrew Planning Division before submitting an application for Plan of Subdivision/Condominium approval.
4. **THAT** applicants shall be required to pre-consult with the United Townships of Head, Clara and Maria before submitting an application for a zoning by-law amendment, site plan, or minor variance. Pre-consultation may include a “Stage

2" review of supporting information (which may include peer-review or agency sign-off) in accordance with the requirements of Section 17.17 of the County of Renfrew Official Plan. The United Townships of Head, Clara and Maria is hereby delegated the authority to determine the requirement for a Stage 2 pre-consultation review.

5. **THAT** the Municipality shall not be required to accept any application in which the applicant has not consulted as required under Clauses 2, 3, and 4 above.
6. **THAT** notwithstanding this By-law, the United Townships of Head, Clara and Maria is hereby delegated the authority to waive the requirement for pre-consultation where the application is determined to be minor, technical in nature, impact on the intent and the policies of the Official Plan and/or Provincial Policy is not significant or if a previous application affecting the same property has been considered by the approval authority.
7. **THAT** this By-law shall come into force and effect on the date of final passing hereof.
8. **THAT** this By-law shall be commonly called the "Mandatory Pre-Consultation" By-law.

READ a first and second time this 26th day of August, 2023.

READ a third time and passed this day of 2023.

MAYOR

CLERK

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Saturday, August 26, 2023				Report Date	Thursday, August 17, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/08/26/1602- Procurement By-law									

Subject: Review and Update of Procurement By-law

Recommendation: That Council adopt By-law #2023-17 being a by-law governing the procurement of goods and services.

Resolution:

WHEREAS Council received Report#23/08/26/1602 in regards to updating the Procurement By-law;
THEREFORE BE IT RESOLVED THAT By-law 2023-17 being a by-law governing the procurement of goods and services be read a first, second and third time passed.

Background/Executive Summary:

The purpose of the by-law is to outline the procedures for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service. The procurement policies will promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.

The current Procurement By-law #2012-17 was adopted, and last revised, in 2012. Council has previously discussed updating the procurement by-law to increase the purchasing threshold of Staff to allow greater flexibility of purchasing in a more timely manner. The proposed changes increase the thresholds triggering certain purchasing requirements. Those changes include:

Purchasing Methods

- Increasing the petty cash purchase amount to \$350, as that is the current amount of petty cash that is established.
- Authorizing the Clerk-Treasurer to meet the requirements of day-today operations for the acquisition of goods, services or construction having an individual total acquisition cost of \$5,000 (previously \$2,499) or less. Quotes are not mandatory but are recommended and will still be sought unless in the case of emergency.
- Authorizing The Clerk-Treasurer to make purchases of non-capital goods and services with estimated values between \$5,001 and \$25,000 (previously \$5,001 to \$10,000) from such vendors and upon such terms and conditions as the Clerk-Treasurer deems appropriate subject to first obtaining at least three (previously only two informal quotes were required) written informal quotations.
- Authorizing The Clerk-Treasurer to make purchases for capital items up to \$50,000, or for goods and services with estimated values between \$25,001 and \$50,000 (previously any amount exceeding \$10,000), without requesting and obtaining sealed tenders for the goods and services unless specifically required to do so by a resolution of Council. At least three (3) formal bids must be obtained.

Request for Proposal

- For estimated expenditures not exceeding \$50,000, the evaluation criteria and process shall be approved the by the Clerk-Treasurer prior to the issuance of the Request for Proposal.
- For expenditures exceeding \$50,000, the evaluation criteria and process shall be approved by Council resolution prior to the issuance of the Request for Proposal.

Awarding Tenders and Contacts

- The Clerk-Treasurer, on behalf of the Municipality, may award contracts emanating from a Request for Proposal provided that:
 - i. the estimated total acquisition cost of the goods, services or construction does not exceed \$50,000;
 - ii. the award is made to the supplier meeting all mandatory requirements and determined, by reference to the evaluation criteria, as providing best value;
 - iii. sufficient funds are available and identified in appropriate accounts within Council approved budgets or have been allocated specifically by a resolution of Council; and
 - iv. the provisions of this by-law are complied with.
- The award of a contract that exceeds \$ 5,000 (previously \$2,500) shall be made by way of a written agreement, approved and/or signed invoice or as a purchase order.

Financial Considerations/Budget Impact:

There are no direct financial impacts of updating the procurement procedures. Updating the procedures will only increase efficiencies of staff's ability to secure goods and services.

Options:

Adopt By-law 2023-17 to update the procurement procedures;
Defer adoption of 2023-17, providing direction to staff on required revisions; or
Defeat adoption of 2023-17 to maintain the current Procurement By-law 2012-17.

Enclosures:

2023-17 Procurement By-law - Draft

Approved and Recommended by the Clerk

Crystal Fischer,
Municipal Clerk



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
BY-LAW NUMBER 2023-17
Procurement By-law

BEING a by-law governing the procurement of goods and services.

WHEREAS Section 270 of the Municipal Act, S. O. 2001, c.25 as amended, states that a municipality must adopt and maintain policies with respect to its procurement of goods and services among others;

AND WHEREAS this by-law establishes the authority and sets out the methods by which goods, services or construction will be purchased and disposed of for the purposes of the Municipality of the Corporation of the United Townships of Head, Clara & Maria subject to certain exceptions set out herein;

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

1. SHORT TITLE

1.1. This by-law may be cited as the "Purchasing By-law".

2. DEFINITIONS

2.1. The words and phrases listed below when used in this by-law shall have the following meanings ascribed to them:

"Bid" means an offer or proposal from a supplier in response to a bid solicitation;

"Bid Deposit" means the form of security required by the terms and conditions of bid solicitation documentation to guarantee that the successful bidder enters into a contract with the Municipality;

"Bid Solicitation" means a formal request for competitive bids that may be in the form of a Request for Tender, Request for Quotation or Request for Proposal;

"Clerk-Treasurer" means the Clerk-Treasurer of the Corporation of the United Townships of Head, Clara & Maria;

"Contract" means any agreement, regardless of form or title, for the lease, purchase or disposal of goods, service or construction authorized in accordance with this by-law;

"Council" means the Council of the Corporation of the United Townships of Head, Clara & Maria;

"Emergency" means a situation, or the threat of an impending situation, where the purchase of goods and services is required immediately, to mitigate the effects of the situation on the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the Municipality, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level;

"Fair Market Value" means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length where fully informed and not under any compulsion to transact;

"Informal, Low Value Procurement" is used to obtain competitive pricing for a one-time procurement in an expeditious and cost effective manner through phone, fax, email, other similar communication methods, vendor advertisements or vendor catalogues.

"Lowest Compliant Bid" means the bid that would provide the Municipality with the desired goods, service or construction at the lowest total acquisition cost, meets all the specifications and contains no irregularities requiring automatic rejection;

"Municipality" means the Corporation of the United Townships of Head, Clara & Maria;

"Negotiation" means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this by-law.

"Non-Competitive Procurement" is a method of procurement that is not competitive which is to be used in specific circumstances. It includes sole sourcing and single sourcing. It is used to allow for procurement in an efficient and timely manner without seeking competitive pricing or to provide for additional exceptions as specified in this by-law.

"Proposal" means an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation;

"Quotation" means a formal statement of the estimated cost of a job, good, service or construction or an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality.

"Request for Proposal" or "RfP" means a bid solicitation that is used to acquire goods, service or construction, on variable terms the suitability of which is determined upon multiple factors and which may result in further direct negotiation with one or more bidders. It is used to select the proposal that earns the highest score and meets the requirements specified in the competition, based on qualitative, technical and pricing considerations.

"Request for Quotation" or "RfQ" is used to obtain competitive bids based on precisely defined requirements for which a clear or single solution exists. With this method of procurement the bid solicitation is done primarily on an invitational basis from a pre-determined bidder's list but may be supplemented with public advertising of the procurement opportunity.

"Request for Tender" or "RfT" is used to obtain competitive bids based on precisely defined requirements for which a clear or single solution exists. A RfT is used when the goal is to accept the lowest bid meeting the requirements specified in the competition.

"Services" includes all professional and consulting services, all services in relation to real property or personal property including, without limiting the foregoing, the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by an officer or employee of the Municipality in accordance with terms of employment;

"Single Sourcing" is the procurement of a good or service from a particular vendor due to reasons of function or service rather than through solicitation of bids from other vendors who can also provide the same item;

"Sole Sourcing" is the procurement of a good or service that is unique to a particular vendor and cannot be obtained from another source.

"Tender" means a bid solicitation used to acquire known goods, service or construction in accordance with specified terms and which is normally awarded to the lowest compliant bid;

"Total Acquisition Cost" means an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all non-refundable taxes, warranties, local service costs, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the lowest compliant bid;

"Treasurer " means the Treasurer of the Corporation of the United Townships of Head, Clara & Maria or designate.

"Vendor of Record Arrangement" means a procurement process where the municipality seeks out bids or proposals from a select group of vendors with which it has already established a satisfactory business relationship.

"Verbal Quotation" means the receipt of pricing via telephone or in person, and will include the retention of written documentation of the conversation in support.

2.2. Schedules A, B, C and D attached hereto form part of this by-law.

3. PURPOSE, GOALS AND OBJECTIVES

3.1. The purpose of the by-law is to outline the procedures for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.

3.2. The goals and objectives of this by-law and of each of the methods of procurement authorized herein are to ensure:

- i. Maximum values for money spent and minimize employee time and effort expended;
- ii. Improved service and support;
- iii. Product delivery, quality, efficiency and effectiveness;
- iv. Fairness of competition among vendors and suppliers;
- v. Openness, accountability and transparency while protecting the financial best interests of the Municipality;
- vi. Regard in the preservation of the natural environment and to encourage the use of environmentally friendly goods, services and construction.

3.3. This by-law shall apply to the purchase of goods, services and/or construction for the purposes of all municipal departments.

3.4. This by-law shall not apply to the acquisition or disposal of any real property or to any lease, right or permission relating to the use or occupation of real property.

4. GENERAL PROCUREMENT POLICY APPLICATION

4.1. The procedures in this by-law shall be followed to award a contract or to recommend to Council that a contract be awarded.

4.2. The Clerk-Treasurer may purchase or contract for the goods and services listed in Schedule "A" to this by-law without following the procedures set out herein.

- 4.3. The purchase of goods and services listed in Schedule "A" to this by-law may be made provided that sufficient funds are available and identified in appropriate accounts within Council approved budgets or specifically authorized by Council resolution.
- 4.4. No personal purchases shall be made by the Municipality directly or indirectly for members of Council or any appointed member of a local board or commission or for any officer, employee or volunteer of the Municipality.
- 4.5. No Council member, officer, employee or volunteer of the Municipality shall personally obtain any goods that have been declared surplus unless through an advertised public process.

5. RESTRICTIONS

- 5.1. No contract for goods, service or construction may be divided into two or more parts to avoid the application of the provisions of this by-law.
- 5.2. No contract for services shall be awarded where the services would result in the establishment of an employee - employer relationship.
- 5.3. No employee, volunteer or elected official shall purchase or offer to purchase, on behalf of the Municipality, any goods, service or construction, except in accordance with this by-law.
- 5.4. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any section of this by-law, as amended from time to time, shall be subject to disciplinary actions in accordance with Municipal policy.
- 5.5. Where an employee involved in the award of any contract, either on his or her own behalf or while acting for, by, with or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee,
 - i. shall immediately disclose the interest to the Clerk-Treasurer, or Council and shall describe the general nature thereof;
 - ii. shall not take part in the award of the contract; and
 - iii. shall not attempt in any way to influence the award of the contract.
- 5.6. An employee has an indirect pecuniary interest in any contract in which the Municipality is concerned, if, the employee or his or her spouse or same-sex partner:
 - i. is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract;
 - ii. has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract;
 - iii. is a member of an unincorporated association or partnership, that has a pecuniary interest in the matter; or
 - iv. the employee or his or her spouse or same-sex partner is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.
- 5.7. In circumstances where a bidder has withdrawn its bid after bids have been opened in response to a bid solicitation the Clerk-Treasurer may by written notice exclude such bidder or supplier from bidding upon further contracts to supply goods, services or construction to the Municipality for a period up to two years from the date of the notice.
- 5.8. This prohibition shall be in addition to and not in substitution for the forfeiture of any bid deposit or security or other remedy that may be available to the Municipality.

6. COUNCIL APPROVAL

6.1. Despite any other provisions of this by-law, the following contracts are subject to Council approval:

- i. any contract requiring approval from the Ontario Municipal Board;
- ii. any contract where the total acquisition cost is greater than or outside of the Council approved budget;
- iii. where an irregularity precludes the award of a contract to the bidder submitting the lowest bid and the total acquisition cost exceeds \$10,000;
- iv. any contract where a bid solicitation has been restricted to a single source of supply and the total acquisition cost of such good, service or construction exceeds \$50,000;
- v. where the contract price is in excess of fifty thousand dollars (\$50,000.00) and a request for proposals has been issued under this by-law;
- vii. where the purchase is prescribed by statute to be made by Council;
- viii. where there is current litigation between the bidder and the Municipality;
- ix. where the term of a proposed contract is for a period longer than three years;
- x. where the purchase of any goods, services or construction is not authorized by this bylaw; and
- xi. where otherwise specifically provided in this by-law.

6.2. Approval by Council of the contracts referred to in this Section shall be by Resolution.

6.3. If a challenged bid shall be considered to be accepted or rejected, a report shall be prepared for submission to Council setting out the nature of the informality, irregularity or challenge and the proposed action to be taken. Council shall make the ultimate decision to accept or reject said bid.

7. PURCHASING RESPONSIBILITIES

7.1 Council has ultimate authority for all expenditures. Council exercises this authority by the approval of budgets or specific resolution. Purchases not covered by such approval are not authorized.

7.2 The Clerk-Treasurer shall have the responsibility and authority for the procurement of goods, services or construction for the Municipality, provided that:

- i. no expenditure, purchase or commitment shall be incurred or made, and no account shall be paid by the Municipality for goods, services or construction, except as provided in this by-law or otherwise approved by Council;
- ii. no contract shall be entered into and no expenditure shall be authorized or incurred unless Council has provided funds for such purpose in the annual budget or otherwise agreed to the provision of such funds and no expenditure shall be authorized or incurred in excess of the funds provided unless otherwise authorized under this by-law or approved by specific resolution of Council; and
- iii. pending Council's approval of proposed budgetary estimates, the Clerk-Treasurer is authorized to spend up to fifty percent (50%) of the previous year's approved operating budget.

7.3. The Clerk-Treasurer shall be responsible for:

- i. providing procurement advice including preparing call for bids documentation as per Schedule "D" to this by-law;
 - ii. administering the call for bids and ensuring compliance with the terms and conditions of the call for bids;
 - iii. the development of co-operative purchasing plans with other levels of government, municipalities, boards, agencies, commissions, or private sector entities where such plans are determined to be in the best interests of the Municipality;
 - iv. the standardization of all procurement procedures; and
 - v. the disposal of surplus stock.
- 7.4. Where any person is authorized to take any action pursuant to this by-law, such action may be taken by that person's authorized designate.
- 7.5. Where any authority has been granted to any officer or employee of the Municipality pursuant to this by-law, such authority may also be exercised by the Clerk-Treasurer.
- 7.6. The Clerk-Treasurer shall have authority and be accountable for all procurement activity and decisions. The Clerk-Treasurer may delegate his/her authority, where appropriate.
- 7.7. The Clerk-Treasurer shall be responsible to respond to concerns and questions relating to procurement policies and procedures.

8. NOTIFICATION OF PROCUREMENT OPPORTUNITIES

- 8.1. All notices of procurement opportunities for goods, service or construction shall be advertised on the municipal website.
- 8.2. Notification of procurement opportunities for goods, service or construction by the above methods may be supplemented by other means of notification where appropriate and at the discretion of the Clerk-Treasurer and may include mailing the notification specifically to a known supplier.

9. PROCUREMENT PROCEDURES

- 9.1. The Clerk-Treasurer shall establish purchasing procedures consistent with the purposes, goals and objectives set out in this by-law relating to:
- i. the form, content and use of forms, whether electronic or printed, including requisitions, purchase orders, bonds, letters of credit and other forms of guarantee or surety, tender, proposal and other contract documents;
 - ii. the identification of those goods, services or construction which, are more effectively acquired through cooperative purchasing or vendor of record arrangement;
 - iii. any other aspect of process or procedure not specifically provided for in this by-law.
- 9.2. Where, in the opinion of the Clerk-Treasurer, circumstances giving rise to an issue of adherence or non-adherence to the requirements of this by-law which cannot be resolved to the satisfaction of the Clerk-Treasurer, the Clerk-Treasurer shall advise the Municipal Solicitor who together shall have the authority to determine the appropriate action.

10. NON-COMPETITIVE PROCUREMENT

- 10.1. Non-competitive procurement may be used when:
- i. there is a statutory or market-based monopoly on the item;

- ii. no bids were received in the competitive process or in the previous competitive process;
- iii. other bids were obtained through the previous competitive process which were significantly higher than that of the successful supplier;
- iv. the required item is covered by an exclusive right such as a patent, copyright or exclusive license;
- v. the purchase is already covered by a lease-purchase agreement where payments are partially or totally credited to the purchase;
- vi. it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required;
- vii. the required item is in short supply due to market conditions;
- viii. competitive sourcing for low value procurement would be uneconomical or would not attract bids;
- ix. competitive procurement may be found to be impractical due to current provider specialized knowledge, past service, availability of competitors, location, history etc.; and/or
- x. an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority, such as an environmental, public health, or workplace safety compliance order.

11. SOLE SOURCE AND SINGLE SOURCE PURCHASING

11.1. A sole source purchase may be made:

- i. where other service providers are not available;
- ii. for the procurement of goods, services or construction without issuing a call for bids where the compatibility of a purchase with existing equipment, facilities or service is the paramount consideration;
- iv. where the procurement is unique to a particular vendor and cannot be obtained from another source; or
- v. where work is required in another location, a contractor has already been secured through a tender process, with established unit prices, and it is considered beneficial and cost effective to extend the unit prices for the work to be completed on a similar job.

11.2. The Clerk-Treasurer may award the contract under single or sole sourcing if the total cost does not exceed fifty thousand dollars (\$50,000), in which case the award shall be subject to Council approval.

11.3. Non-competitive, sole sourcing and single sourcing procurement methods may be used for any dollar value purchase where conditions warrant it as per the applicable sections of this by-law.

11.4. Due to the size, location and budget of the municipality, often sole and single sourcing are the only options due to the lack of local or willing providers.

11.5. Where past requests for bids or tenders have resulted in single tenders or only one interested bidder, staff have the option of simply renewing existing contracts.

11.6. Notice will be provided to Council through a formal report prior to renegotiating procurement in these situations.

12. REQUEST FOR EXPRESSIONS OF INTEREST

- 12.1. The Clerk-Treasurer may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, service or construction and for the purposes of keeping a list of available suppliers.

13. PURCHASING METHODS

13.1. Petty Cash

- 13.1.1. The Clerk-Treasurer shall have authority to establish petty cash funds in such an amount to meet the requirements of the Municipality for the acquisition of goods, services or construction having an individual total acquisition cost of \$350 or less.
- 13.1.2. All petty cash fund disbursements shall be evidenced by receipts and shall be available for auditing purposes through the Clerk-Treasurer.
- 13.1.3. A float of \$350 is to be established and maintained in the municipal office to provide working funds for making change while processing payments of any fees payable to the municipality including but not limited to taxes, photocopies, faxes, tipping fees etc.
- 13.1.4. The Clerk-Treasurer shall have authority to meet the requirements of day-to-day operations for the acquisition of goods, services or construction having an individual total acquisition cost of \$5,000 or less.

13.2. Informal Quotation Purchases

- 13.2.1. The Clerk-Treasurer is authorized to make purchases of non-capital goods and services with estimated values between \$5,001 and \$25,000 from such vendors and upon such terms and conditions as the Clerk-Treasurer deems appropriate subject to first obtaining at least three (3) written informal quotations. Specifications and bids may be communicated by e-mail, mail and/or fax.
- 13.2.2. Purchases made pursuant to this Section shall be made from the competitive market place wherever possible.

13.3. Formal Quotation Purchases

- 13.3.1. The Clerk-Treasurer is authorized to make purchases for capital items up to \$50,000, or for goods and services with estimated values between \$25,001 and \$50,000, without requesting and obtaining sealed tenders for the goods and services unless specifically required to do so by a resolution of Council for a particular transaction. At least three (3) formal bids must be obtained.
- 13.3.2. When the preferred Quotation exceeds the approved budget appropriation by 10% or more, the Clerk-Treasurer shall submit a Report to Council for direction.

13.4. Tender Purchases

- 13.4.1. The Clerk-Treasurer shall not order goods or services exceeding \$50,001 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction.
- 13.5. The purchasing methods for the procurement of goods, services or construction at different values are listed in Schedule "B" to this by-law.

14. REQUESTS FOR PROPOSALS

- 14.1. The Clerk-Treasurer may use a Request for Proposal in place of a tender or quotation when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services.
- 14.2. For estimated expenditures not exceeding \$50,000, the evaluation criteria and process shall be approved by the Clerk-Treasurer prior to the issuance of the Request for Proposal. For expenditures exceeding \$50,000, the evaluation criteria and process shall be approved by Council resolution prior to the issuance of the Request for Proposal.
- 14.3. When the preferred proposal exceeds the approved budget appropriation by ten percent (10%) or more and/or exceeds \$50,000, the Clerk-Treasurer shall submit a Report to Council for direction.
- 14.4. Every Request for Proposal package shall contain an explanation of the criteria which will be used to evaluate all proposals.
- 14.5. The Clerk-Treasurer, on behalf of the Municipality, may award contracts emanating from a Request for Proposal provided that:
- i. the estimated total acquisition cost of the goods, services or construction does not exceed \$50,000;
 - ii. the award is made to the supplier meeting all mandatory requirements and determined, by reference to the evaluation criteria, as providing best value;
 - iii. sufficient funds are available and identified in appropriate accounts within Council approved budgets or have been allocated specifically by a resolution of Council; and
 - iv. the provisions of this by-law are complied with.
- 14.6. The Clerk-Treasurer shall follow the provisions of Section 35 regarding the form of contract required to complete the purchase.

15. ACCEPTANCE OF BIDS

- 15.1. Council is under no obligation to accept any proposal or bid and where only one quotation or bid is received, the Municipality may exercise its right to cancel the call for tender or quotations.
- 15.2. In circumstances where sealed bids are submitted, and the purchases are estimated to exceed \$25,000 in value, the bids will be opened publicly at a predetermined time and place, and reasonable notice of same will be provided to bidders.

16. BID DEPOSITS AND PERFORMANCE GUARANTEES

- 16.1. Bid deposits shall be required to accompany bid submissions for the following circumstances:
- i. All bids for municipal construction projects in excess of \$50,000.
 - ii. Other special contracts as deemed appropriate by the Clerk-Treasurer
- 16.2. For estimated expenditures less than \$100,000, the Clerk-Treasurer shall determine the amount of the bid deposit.
- 16.3. Bid deposits shall be no less than five percent (5%) of the estimated value of the work prior to bidding or an amount equal to a minimum of five percent (5%) of the bid submitted.

For estimated expenditures greater than \$100,000, the minimum bid deposit required shall be ten percent (10%).

16.4. Prior to the commencement of the work, the successful bidder may be required to provide the following security in addition to the security referred to in Subsection 16.1:

- i. a performance bond to guarantee the performance of a contract, and
- ii. a payment bond to guarantee the payment for labour and materials to be supplied in connection with a contract.

16.5. The Clerk-Treasurer shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money order and, where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Corporation of the United Townships of Head, Clara & Maria.

16.6. The Municipality does not pay interest on any bid deposits.

16.7. All bid deposits must be original documentation, signed and sealed as appropriate. No faxed or photocopies will be accepted.

16.8. The Municipality is authorized to cash and deposit any bid deposit in the Municipality's possession that is forfeited as a result of non-compliance with any of the terms, conditions and/or specifications of a sealed bid.

16.9. Prior to the commencement of work, evidence of insurance coverage satisfactory to the Clerk-Treasurer must be obtained, ensuring indemnification of the Corporation of the United Townships of Head, Clara & Maria from any and all claims, demands, losses, costs or damages resulting from the performance of a bidder's obligations under the contract and from any other risk determined by the Clerk-Treasurer as requiring coverage.

16.10. Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety and Insurance Board may be required ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

17. CONDITIONS APPLICABLE TO ALL BID SUBMISSIONS

17.1. Bid documents must be submitted and received in the manner as specified in the bid document.

17.2. Bids received later than the specified closing date and time will be rejected and, where appropriate, returned to the bidder. In the case of sealed bids, the bid will be returned to the bidder unopened.

17.3. A bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last bid received will supersede and invalidate all bids previously received by that bidder.

17.4. A bidder may withdraw a submitted bid at any time up to the official closing time by submission in writing with an original authorized signature. Fax or email withdrawals are not valid.

18. CONTINGENCIES

18.1. Where any purchase of goods, services or construction has been authorized under

this by-law, the Clerk-Treasurer may authorize disbursement of additional funds, provided that such additional funds shall not exceed fifteen percent (15%) of the total cost of the original contract, and provided that the additional funds are required to complete the work set out in the original contract.

19. PURCHASE OF ADDITIONAL GOODS, SERVICES OR CONSTRUCTION

19.1. Notwithstanding section 18.1 above, where goods, services or construction have been purchased under this by-law, similar, additional or related goods, services or construction shall be purchased from the same contractor, whether by way of contract extension, renewal, or separate purchase, only if:

- i. a report is submitted to Council for prior approval; or
- ii. the procurement procedures set out in this by-law are complied with as if the
- iii. additional purchase is a new contract; or
- iv. the total cost of the additional goods, services or construction does not exceed
- v. twenty percent (20%) of the total cost of the original contract.

19.2. Any amount authorized under section 30.1 of this by-law may be expended in addition to any contingency allowance authorized under section 18.1 of this by-law and may be authorized by the Clerk-Treasurer irrespective of the total cost of the original contract.

19.3. Despite section 30.1 of this by-law, the Clerk-Treasurer may jointly authorize the purchase of additional goods, services or construction provided that:

- i. the requirement for the additional goods, services or construction could not reasonably have been anticipated at the time of the award of the original contract; and
- ii. the authorization to purchase the additional goods, services or construction is required to prevent interruption in service delay or to avoid incurring extra costs.

20. EMERGENCY PURCHASES

20.1. Where an Emergency exists requiring the immediate procurement of goods, services or construction, the Clerk-Treasurer may purchase the required goods, services or construction by the most expedient and economical means, notwithstanding any other provision of this by-law to a maximum of \$50,000.

20.2. An emergency constitutes a danger of major proportions to life or property, and based upon implementation of the Municipality's Emergency Response Plan and associated with an official declaration of an emergency by the Corporation of the United Townships of Head, Clara & Maria.

20.3. The Clerk-Treasurer shall endeavour to obtain the lowest cost for any goods, services or construction required using as fair and transparent a process as is feasible having regard to the particular emergency.

20.4. For all Emergency purchases made by the Clerk-Treasurer under sections 20.1 and/or 20.2, the Clerk-Treasurer shall as soon after the purchase as reasonably possible, notify Council with a written report detailing the circumstances of the Emergency.

21. IDENTICAL TENDERS

- 21.1. If the lowest compliant bids from two or more bidders are identical in total acquisition cost or unit price, the Clerk-Treasurer, is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain a lesser price and shall maintain a record in respect of such negotiations.
- 21.2. The Clerk-Treasurer shall not reveal information pertaining to such negotiations or the manner in which the final price was determined to any of the other bidders concerned. The Clerk-Treasurer shall include as part of the record, a report concerning the results of such negotiations.

22. BID IRREGULARITIES

- 22.1. The process for administering irregularities contained in bids pertaining to all contracts shall be as set out in Schedule "C".

23. CONTRACTUAL AGREEMENT

- 23.1. The award of a contract that exceeds \$ 5,000 shall be made by way of a written agreement, approved and/or signed invoice or as a purchase order.
- 23.2. A formal agreement or written contract is to be used when the resulting contract is complex and will contain terms and conditions other than the Corporation of the United Townships of Head, Clara & Maria's standard contractual terms and conditions.
- 23.3. It shall be the responsibility of the Clerk-Treasurer and/or the Municipal Solicitor, to determine if it is in the best interests of the Corporation of the United Townships of Head, Clara & Maria to establish a formal agreement with the supplier.
- 23.4. Where it is determined that a formal agreement is required, the formal agreement shall be drafted by staff and may be reviewed and approved for execution by the Municipal Solicitor depending on circumstances and value.
- 23.5. Where a formal agreement is required, the Clerk-Treasurer and/or the Head of Council shall execute the agreement in the name of Corporation of the United Townships of Head, Clara & Maria.
- 23.6. Where a formal agreement is not required, the Clerk-Treasurer may issue and execute a Purchase Order incorporating the relevant terms and conditions or sign the appropriate invoice which lists the total price, terms, conditions of sale and a description of the goods or services.

24. SURPLUS AND OBSOLETE GOODS

- 24.1. The Clerk-Treasurer must dispose of all goods for which the Municipality no longer has use and 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) or destruction.
- 24.2. If the estimated residual value of any surplus or obsolete good is less than one hundred dollars (\$100), low cost disposal methods such as donation to other departments or organizations are preferred.
- 24.3. 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.

- 25.4. 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.

25. BY-LAW REVIEW

- 25.1. This by-law shall be reviewed within each new term of Council.

26. EFFECTIVE DATE

- 26.1. This by-law shall come into force and take effect on the date of passage.

27. REPEAL

- 27.1. By-law 2012-17 and all amendments thereto are hereby repealed on the effective date of this by-law.

Read a first and second time this 26th day of August, 2023.

Read a third time short and passed this day of .

MAYOR

CLERK

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
SCHEDULE "A" TO BY-LAW 2023-17**

The purchasing methods described in this by-law do not apply to the following goods and services and do not require a Purchase Order:

1. Training and Education

- (1) Registration and tuition fees for conferences, conventions, courses and seminars
- (2) Subscriptions to magazines, books and periodicals
- (3) Memberships
- (4) Staff training, development or workshops

2. Refundable Employee/Councillor Expenses

- (1) Advances
- (2) Meal allowances
- (3) Travel and hotel accommodation
- (4) Miscellaneous - non-travel

3. Employer's General Expenses

- (1) Payroll deductions remittances
- (2) Medical
- (3) Licenses (vehicle, etc.)
- (4) Damage claims
- (5) Tax remittances

4. Professional and Special Services

- (1) Committee fees
- (2) Legal fees and other professional services related to litigation or legal matters
- (3) Witness fees

5. Utilities

- (1) Heat and hydro
- (2) Oil
- (3) Telephone, internet and other communications

6. Advertising services required by the Municipality on or in but not limited to radio, television, newspaper and magazines

7. Bailiff or collection agencies

8. Miscellaneous – courier charges, postage

9. Petty Cash purchases

THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
SCHEDULE "B" TO BY-LAW 2023-17

REQUIRED PROCEDURE AND PURCHASING OPTIONS	COST OF GOODS OR SERVICE
Petty Cash, Approved Invoice or Municipal Credit Card <ul style="list-style-type: none"> ▪ Receipts required ▪ Informal, low-value procurement ▪ Non-competitive procurement 	< \$350 (Section 13.1)
Approved Invoice, Purchase Order or Municipal Credit Card <ul style="list-style-type: none"> ▪ Quotes not mandatory but recommended ▪ Informal, low-value procurement ▪ Non-competitive procurement 	\$351- \$5,000 (Section 13.1.4)
Approved Invoice, Signed Agreement, Written Contract or Purchase Order <ul style="list-style-type: none"> ▪ Three informal written quotes ▪ Non-competitive procurement ▪ Request for Tender ▪ Request for Proposal ▪ Request for Quotation 	\$5,001- \$25,000 (Section 13.2)
Approved Invoice, Signed Agreement, Written contract or Purchase Order <ul style="list-style-type: none"> ▪ Three formal quotes required ▪ Request for Tender ▪ Request for Proposal ▪ Request for Quotation 	\$25,001 to \$50,000 (Section 13.3)
Written Contract or Signed Agreement <ul style="list-style-type: none"> ▪ Request for Proposal ▪ Request for Tender or ▪ Request for Quotation 	\$50,001 or more (Section 13.4)

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
SCHEDULE "D" TO BY-LAW 2023-17**

A request for tenders or request for proposals shall be undertaken in compliance with the following process:

- a) the scope of the goods, services or construction shall be set out in the call for bids documentation;
- b) the form of the call for bids shall, to the extent possible, use standardised documentation;
- c) the call for bids documentation shall be circulated and advertised in as wide and extensive manner as will ensure the best, most comprehensive and most competitive response to the call for bids and as per this by-law;
- d) evaluation criteria and weightings shall be established prior to the call for bids and the call for bids documentation shall clearly specify how each of the applicable criteria shall be utilized in evaluating the bids;
- e) bids shall be publicly opened on the specified date, at the specified time;
- f) all bid amounts shall be recorded;
- g) all bids shall be fairly and completely evaluated using as open, fair and transparent a process as may be possible in the circumstances of the particular call for bids;
- h) the evaluation of each bid shall be recorded using a standardized form of evaluation record;
- i) the evaluation record shall be stored and shall only be destroyed in accordance with the Municipal records retention by-law; and
- j) any irregularities shall be referred to the schedule "C" to this by-law or failing to be listed on this schedule, to our Municipal Solicitor for advice.